



the dpsa

Department:  
Public Service and Administration  
REPUBLIC OF SOUTH AFRICA

## PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 13 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](http://www.thensg.gov.za).

### AMENDMENTS

: **DEPARTMENT OF ELECTRICITY & ENERGY:** Kindly note that the following post is advertised in Public Service Vacancy Circular 12 dated 10 April 2026, Personal Assistant: Internal Audit Ref No: DEE2026/003; the post has been withdrawn  
**PROVINCIAL ADMINISTRATION: MPUMALANGA: DEPARTMENT OF CO-OPERATIVE GOVERNANCE, HUMAN SETTLEMENT AND TRADITIONAL AFFAIRS.** Kindly note that the following post was advertised in Public Service Vacancy Circular 11 dated 27 March 2026, The Post type has been amended as follows (1) Candidate Electrical Engineer (48 months Fixed Term Contract), with Ref No: COGHSTA/2026/01.

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**DEPARTMENT OF AGRICULTURE (DOA)**

- CLOSING DATE** : 05 May 2026 at 16:00
- NOTE** : To apply, submit a completed Z83 form and detailed Curriculum Vitae (PDF document to a maximum of 10 megabytes) via e-mail or hand delivery. The Department will not be held responsible for server delays. Late applications due to technical issues will not be considered. Shortlisted candidates must provide certified copies of required documents (Identity Document, qualifications, etc) where necessary and service certificates to support senior management experience to Human Resources before the interviews, including South African Qualifications Authority (SAQA) evaluation reports for foreign qualifications. Failure to comply will result in disqualification. To be appointed at Senior Management Service (SMS) level, you must complete the SMS Pre-entry programme offered by the National School of Government (NSG). Find course details here: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/> appointment is subject to successful competition of the Nyukela Programme: Pre-entry Certificate to SMS and submission of proof. Shortlisted applicants for the advertised vacancies will undergo two pre-entry assessments: a practical assessment and an integrity assessment, both of which form part of the selection criteria after the interview, the selection committee will recommend candidates for a generic management competency assessment, as per the Department of public Service and Administration (DPSA) directives. The assessment will evaluate candidates' managerial competencies using standardised tools. NB: Please note that false or fraudulent qualifications submitted by applicants will be reported to the South African Police Services (SAPS), and a criminal case shall be opened. applications: Please submit your application before the closing date as late applications will not be considered. Do not submit duplicate applications. If applying for multiple posts, submit separate applications for each post. Due to high volumes, the Department will not acknowledge receipt of applications. Communication will be limited to shortlisted candidates only. If you have not heard from us within 3 months, please consider your application to be unsuccessful. Should, during any stage of the recruitment process, a moratorium be placed on the filling of posts or the Department is affected by any process such as, but not limited to, restructuring or reorganisation of posts, the Department reserves the right to cancel the recruitment process and re-advertise the post at any time in the future. important: DOA is an equal opportunity employer committed to promoting representivity and affirmative action. We encourage applications from all qualified candidates. The Department reserves the right not to fill vacancies. By applying you consent to the collection and processing of your personal information for recruitment purposes. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the Department. Shortlisted candidates will undergo personnel suitability checks, security vetting and reference checks (including social media profiles). Applications must declare any pending criminal, disciplinary or any other allegations or investigations. Successful candidates must pass security clearance, sign an employment contract, sign an annual performance agreement and disclose financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. Failure to disclose relevant information may result in disqualification or termination.

**OTHER POSTS**

- POST 13/01** : **DEPUTY DIRECTOR: TRANSPORT, FLEET AND TRAVEL MANAGEMENT**  
**REF NO: 3/3/1/16/2026**  
Directorate: Demand and Acquisition Management
- SALARY** : R896 436 per annum (Level 11), (all-inclusive package to be structured in accordance with the rules for MMS)
- CENTRE** : Gauteng: Pretoria
- REQUIREMENTS** : Successful applicants must be in possession of a Degree/ National Diploma in Transport Management/ Public Administration/ Business Administration/ Purchasing Management/ Supply Chain Management/ Logistics Management.

Minimum of 3 year's experience in Transport, Fleet and Travel Management environment on salary level 9. Job related knowledge: Public Finance Management Act (PFMA). Public Service Regulations. Basic Accounting Systems (BAS). Treasury regulations. Government Transport Policies. Job-related skills: Computer Literacy. Presentation Skills. Communication Skills (Verbal and Written). Planning and organizing Skills. Financial Skills. Analytical Skills. Management Skills. Interpersonal Skills. Valid driver's license. Ability to work under pressure.

**DUTIES** : Manage travel operations: Manage the travel system. Ensure that processes are in place. Attend to travel requests and bookings. Establish and maintain good relationships with suppliers. Approve trip authorizations received from clients. Manage after hours and emergency travel services. Manage fleet and subsidized vehicles: Manage the fleet and subsidized vehicles. Manage the maintenance of the fleet register and records. Coordinate the withdrawal of services with financial services providers. Oversee inspection on vehicles, accidents, thefts and disposal of vehicles. Manage the license disk and number plates of departmental vehicles. Manage the utilisation of departmental, subsidized and hired vehicles. Manage traffic fines of the DOA. Approve trip authorizations received from clients. Manage special events and conferences: Ensure the facilitation of support during departmental events and conferences. Verify delegates during accreditation process. Manage the transportation of delegates. Manage the EMS (after hours) services. Manage payments for Travel and Transport Companies, Bank, etc: Manage the receipt of invoices, verification and processing of invoices. Ensure valid invoices are paid within 30 days with receipt of invoices. Manage the transactions for journal processing. Monitor the documents sent to internal control and payables. Manage the reconciliation of payments. Provide remittance advice, disbursements and list of invoices paid to the travel agents and bank, etc. Liaise with the travel management company and the bank regarding the travel account. Financial reporting: Manage the monthly reporting of the 30 days report. Prepare, submit and report on accruals and payables. Review the disclosure notes relating to transport and travel before submitting to Management. Attend to request for information and audit findings raised by Auditor General.

**ENQUIRIES** : Mr Roewyn Danster Tel No: (012) 312 8360  
**APPLICATIONS** : Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email [DDTFTMrecruit16@nda.gov.za](mailto:DDTFTMrecruit16@nda.gov.za)

**NOTE** : EE Target: Africans and Persons with disability.

**POST 13/02** : **ASSISTANT DIRECTOR: TRANSPORT, FLEET AND TRAVEL MANAGEMENT REF NO: 3/3/1/17/2026**  
 Directorate: Demand and Acquisition Management

**SALARY** : R468 459 per annum (Level 09)  
**CENTRE** : Gauteng: Pretoria  
**REQUIREMENTS** : Applicants must be in possession of a National Diploma in Transport Management/ Public Administration/ Purchasing Management/ Supply Chain Management/ Logistics Management. Minimum of 3 years' experience in transport, fleet and travel management environment at least on a Senior Officer Level (SL8). Job related knowledge: Public Finance Management Act. Public Service Regulations. Basic Accounting System (BAS). Government transport policies. Job-related skills: Computer skills. Report writing skills. Communication skills. Interpersonal skills. Financial skills. Analytical skills. Problem solving skills. Ability to work under pressure and in a team. A Valid drivers' license.

**DUTIES** : Manage travel operations: Ensure that processes and systems are in place. Monitor performance of the appointed suppliers. Establish and maintain good relationship with suppliers. Attend to travel request from clients. Liaise with travel agent. Authorise payments manually. Manage GG/departmental and subsidized vehicles: Maintain an updated asset register and vehicle files. Coordinate the withdrawal of services with financial service providers. Monitor inspections conducted on vehicles. Authorise trip request by clients. Liaise with G-Fleet for license disk and distribute to Provincial Offices. Manage special events and conferences: Facilitate logistical support of departmental special events and conferences. Sourcing venue and accommodation facilities. Manage travel and transport of the delegates. Provide assistance in the

management of EMS services. Check delegates during accreditation process. Authorise payments for Travel Management company and credit card, etc: Keep record of invoices received by the department. Monitor the account by updating distribution list. Ensure valid invoices are paid within 30 days. Reconciliation of accounts. Provide support and report to management and client offices: Provide and submit 30 days payment report to financial accounting and reporting. Verify and submit Accruals and payables. Compile age analysis and travel agent report to management. Provide advice and guidance to staff. Provide remittances and disbursement reports to the Suppliers.

**ENQUIRIES** : Ms Amanda Le Roux Tel No: (012) 312 8438  
**APPLICATIONS** : Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email [ADTFTMrecruit17@nda.gov.za](mailto:ADTFTMrecruit17@nda.gov.za)

**NOTE** : EE Target: African Males, Coloured Males and Persons with disability.

**POST 13/03** : **AGRARIAN REFORM SPECIALIST REF NO: 3/3/1/21/2026**  
Directorate: Small-Holder Farmers Support

**SALARY** : R397 116 per annum (Level 08)  
**CENTRE** : Gauteng: Pretoria  
**REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and Degree in Agriculture (NQF Level 7). Minimum of 2 years relevant experience in agriculture economics / food security / developmental research. Job related knowledge: Knowledge of food security policies, strategies and programmes. Public Finance Management Act (PFMA). Project management. Job related skills: Facilitation skills. Project Management. Planning. Initiative. Interpersonal skills. Problem-solving abilities. Interpretation of findings. Analytical skills. Computer literacy. Report writing skills. A valid driver's licence. Extended working hours.

**DUTIES** : Facilitate the design of programmes for food security and smallholder development. Coordinate the identification and design of programmes for food security and smallholder development across the country and the value chain. Conduct needs analysis for food security programmes and smallholder producers across the country. Coordinate the implementation of food security and smallholder development programmes. Interact with provinces, districts, and local municipalities towards implementation of food security and smallholder development programmes. Provide advisory services on food security programmes and smallholder development programmes. Facilitate the implementation of food security policies and frameworks for smallholder producers. Monitor and evaluate food security programmes in the provinces. Monitor the progress of smallholder producers funded by the departmental and other programmes. Ensure the alignment of departmental plans and programmes / projects in the provinces. Identify risk and challenges in the implementation of food security and smallholder development producers' support. Provide inputs in the development of guidelines for food security and smallholder development programmes. Facilitate and coordinate analytical, synthesized reports.

**ENQUIRIES** : Mr P Ramolotja Tel No: (012) 319 8219  
**APPLICATIONS** : Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email [ARSrecruit21@nda.gov.za](mailto:ARSrecruit21@nda.gov.za)

**NOTE** : EE Target: African Males, White Females and Persons with disability.

**POST 13/04** : **FORENSIC INVESTIGATOR REF NO: 3/3/1/19/2026**  
Sub-Division: Forensic Investigation

**SALARY** : R397 116 per annum (Level 08)  
**CENTRE** : Gauteng: Pretoria  
**REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Forensic Investigations / Law / Auditing. Minimum of two (2) years of experience in Forensic Investigations. Job related knowledge: The Association of Certified Fraud Examiners (ACFE) Professional Standards. Forensic Investigations methodologies and procedures. Job related skills: Written and verbal communication skills. Interviewing skills. Analytical skills. Problem-solving skills. Conflict management skills. Interpersonal skills. Computer skills.

- DUTIES** : Perform the Planning of the preliminary reviews of the annual case management register projects according to the deliverables and timelines defined on the approved preliminary review projects plans. Perform the compilation of the electronic software of the Planning Phase Deliverables of the Forensic Investigations Directorate's preliminary review projects allocated to this position, in line with the Chief Directorate's quality standards, methodologies, policies and procedures on a continuous basis; and report progress to the Deputy Director: Forensic Investigations on a weekly basis. Perform the Execution of the preliminary reviews of the annual case management register projects according to the deliverables and timelines defined on the approved preliminary review projects plans. Perform the compilation of the electronic software of the Investigation Phase Deliverables of the Forensic Investigations Directorate's preliminary review projects allocated to this position, in line with the Chief Directorate's quality standards, methodologies, policies and procedures on a continuous basis; and report progress to the Deputy Director: Forensic Investigations on weekly basis. Perform the Reporting of the preliminary reviews of the annual case management register projects according to the deliverables and timelines defined on the approved preliminary review projects plans. Perform the compilation of the electronic software of the Reporting Phase Deliverables of the Forensic Investigations Directorate's preliminary review projects allocated to this position, in line with the Chief Directorate's quality standards, methodologies, policies and procedures on a continuous basis; and report progress to the Deputy Director: Forensic Investigations on a weekly basis. Perform the Closure of the preliminary review of the annual case management register projects according to the deliverables and timelines defined on the approved preliminary review projects plans. Perform the compilation of the electronic audit software of the Closure Phase Deliverables of the Forensic Investigations Directorate's preliminary review projects allocated to this position, in line with the Chief Directorate's quality standards, methodologies, policies and procedures on a continuous basis and report progress to the Deputy Director: Forensic Investigations on a weekly basis.
- ENQUIRIES** : Ms K Govender Tel No: (012) 309 8735
- APPLICATIONS** : Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email [F1recruit19@nda.gov.za](mailto:F1recruit19@nda.gov.za)
- NOTE** : EE Target: African Males and Persons with disability.
- POST 13/05** : **AUDITOR: FINANCIAL AUDIT REF NO: 3/3/1/20/2026**  
Sub-Division: Financial Audit
- SALARY** : R325 101 per annum (Level 07)
- CENTRE** : Gauteng: Pretoria
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Accounting / Auditing. Minimum of one (1) year credible and applicable experience (financial management, financial accounting, auditing). Membership of the Institute of Internal Auditors is recommended. Job related knowledge: The Standards of the Institute of Internal Auditors. Risk based financial audit methodologies and procedures. Job related skills: Written and verbal communication skills. Interviewing skills. Analytical and problem-solving ability. Interpersonal skills. Computer skills. Business process analysis skills. Risk and control assessment skills.
- DUTIES** : Plan the financial audit projects allocated to the employee. Organise opening meetings with clients. Attend opening meetings and compile minutes thereof. Prepare pre-audit survey (gathering background information e.g. acts, policies and procedures, legislations, previous audit reports and any other information related to the audit). Prepare a detailed system description which documents the entire process to be audited. Attend and participate in risk workshop with the audit client to identify and rate the audit risks per sub-process. Deliberate on the controls pertaining to each risk identified and produce a risk report. Conduct analytical reviews to identify patterns, trends etc in order to guide your sampling plan. Prepare audit programme to test the adequacy and effectiveness of the controls identified. Update teammate project file (ensure teammate is updated with all planning documents). Execute the defined scope of the financial audit projects allocated to the employee. Select a sample from the population. Prepare working papers. Execute the audit procedures according to the approved audit programme. Prepare the following documents

whenever necessary: Document control sheet. Incomplete or missing documents. Factual correctness sheets. Collect audit evidence for each finding raised. Prepare finding sheets with relevant recommendations. Discussion of findings raised with relevant officials. Update teammate project file (ensure teammate is updated with all fieldwork documents including finding sheets). Report on the results of execution of the financial audit projects allocated to the employee. Participate in the compilation of the stream reports. Participate in the deliberation of the final report with audit manager and the audit client. Closure of the audit project. Organise closing meetings with clients. Prepare and discuss Audit Project Performance Evaluation. Complete the finding register. Update teammate project file (align findings raised and working papers to the final stream and Audit Committee reports).

**ENQUIRIES  
APPLICATIONS**

: Mr B Zwane Tel No: (012) 309 8753  
 : Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email [AFAreruit20@nda.gov.za](mailto:AFAreruit20@nda.gov.za)

**NOTE**

: EE Target: African Males and Persons with disability.

**POST 13/06**

: **BURSARY OFFICER REF NO. 3/3/1/21/2026 (X2 POSTS)**  
 Directorate: Sector Education and Training

**SALARY  
CENTRE  
REQUIREMENTS**

: R325 101 per annum (Level 07)  
 : Gauteng: Pretoria  
 : Successful applicants must be in possession of a minimum of 3-year (NQF6) Diploma or B-Degree in Administration / Public Administration /Public Management /Office Management/ Management Assistant. Minimum of 2 years of experience in bursary administration, information management, database management and working with students in institutions of higher learning. Valid Driver's Licence. Job related knowledge: Project management, Monitoring and Evaluation, Skills Development Act, SAQA Act, Further Education and Training Qualification Act. Job related skills: Facilitation & Project Management skills, Planning, Initiative, Interpersonal skills and Problem solving.

**DUTIES**

: Render recruitment and selection of department's bursary holders. Conduct needs analysis annually to identify and prioritize skills in agriculture and produce annual bursary adverts. Facilitate the advertisement of bursary opportunities in the national print and electronic media. Distribute the advert and posters to the relevant stakeholders (Provincial Departments of Agriculture, municipalities, ARC, High School, Tertiary Institutions, community libraries, labour regional office, internet/intranet and members of the public). Conduct response handling on bursary application and execute the following: Receive, sort and capture application forms in response to the advert. Draft and send regret and acknowledgement letters and request outstanding documents. Conduct preliminary selection using the 14 points system of all relevant applications and prepare files for the selection committee. Organize and carry out all logistical arrangement to host the National Bursary Committee (NBC) meeting which finalizes bursary awards. Compile a comprehensive list of successful candidates approved by the selection committee. Prepare bursary award letters for new bursary holders in various fields of studies and informed candidates about the success of the bursary application. Coordinate the signing of bursary contracts by successful candidates. Respond to telephone queries and appeal letters from members of the public including emails and physical visits. Inform various institutions about new and current bursaries. Render administration and information management services. Create and continuously update files for each bursary holder with relevant documents. Populate and update databases: such as database of all beneficiaries, database of discontinued and suspension of studies, database of National Bursary Committee (NBC). Prepare financial guarantee letters for old bursary holders who are continuing with their studies, bursary reinstatement letters and bursary extension letters. Prepare and send confirmation list of all bursary holders of institution of learning. Compile fees structure per institution hosting DoA bursary holders and process payments of tuition, accommodation, books, meals and monthly allowance. Continuously analyse and verify the students accounts. Monitor expenditure of bursary funds by beneficiaries and compile monthly and quarterly reports thereof. Reconcile on monthly basis amount paid to institutions as per drawdown schedule of payments done by NFSAS against the approved fees structure. Compilation of

reports. Receive, verify and process invoices payments of bursary funds to high school bursary holders. Compile Annual Report on the implementation of the External Bursary Scheme. Compile briefing reports of bursary awards. Compile ToRs of the bursary monitoring meetings. Compile minutes of the meetings. Compile and package necessary information (evidence) required by Auditor-General during auditing period. Conduct bursary monitoring meetings. Execute all logistical arrangements for bursary monitoring meeting (arrange venues, transport, invitation, agenda, documents etc). Conduct monitoring meetings at institutions of higher learning where DoA bursary holders are registered. Orientation meetings to check settlement of new bursary holders and to ensure that they have all resources. Group monitoring meetings to address bursary holders on cross cutting issues like External Bursary Policy and procedures, do's and don'ts, what is covered by the bursary etc. Meetings with financial aid officers at institutions of higher learning and principals of schools to verify if bursary funds paid is used for the purpose it is meant for. Facilitate job / experiential placement of bursary holders within the department and with the relevant industries. Compile a list of bursary holder who need experiential / internship training or vacation work annually. Advise bursary holders to develop job search skills such as CV writing and job interview skills. Lobbying with employers from the sectors to recruit DoA completing bursary holders. Link bursary holders with companies and organisations after completion of studies. Provide secretarial support and general administrative support during interviews conducted to appoint completing bursary holders.

**ENQUIRIES**  
**APPLICATIONS**

: Mr Phillemon Mathebula Tel No: (012) 319 7843  
 : Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email [Borecruit21@nda.gov.za](mailto:Borecruit21@nda.gov.za)

**NOTE**

: EE Target: African Males, White Males and Persons with disability.

## DEPARTMENT OF CORRECTIONAL SERVICES

**Note: 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** : Kindly indicate the reference number on the subject line for emailed applications. Indicate the reference number and position you are applying for on your application form (Z83) and post OR email your complete application to the address as indicated below: Send your complete application to: Free State And Northern Cape Region: The Regional Commissioner Free State and Northern Cape, Recruitment Section, P/Bag X20530, Bloemfontein, 9300 OR hand deliver at: 103 Zastron Street, Agrimed Building, Bloemfontein, 9300 OR you can email your application to [FSNCHRM@dcs.gov.za](mailto:FSNCHRM@dcs.gov.za). Contact persons: Ms Mokuni NJ/ Ms Molutsokane N/ Ms. Ramncwana B/ Ms Radebe T at 082 306 9027.
- CLOSING DATE** : 08 May 2026 @ 15h45.
- NOTE** : Please take note that correspondence will only be conducted with the shortlisted candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application is unsuccessful. Please do not call the department to enquire about the progress of your application. Applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records verification. Appointment will be provisional, pending the issue of a security clearance. If you cannot get a security clearance, your appointment will be re-considered/possibly terminated. Fingerprints may be taken on the day of the interview. Applications: Applications must be submitted on the Z83 form (Public Service application form) obtainable from any Public Service department and must be completed in full. Only a detailed CV should be attached to your application form. Only shortlisted candidates will be required to submit certified copies not older than 6 months of qualifications and other related documents on or before the day of the interview. Please send a complete application for the post you apply for on a pdf format, stating the correct reference for the position you are interested in. Requirement for valid driver's licence is not applicable to applicants with a disability. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other will be an integrity (ethical conduct) assessment. Candidates must comply with the minimum appointment requirements. CV's should be aligned to reflect one's degree of compliance with the advert requirements and responsibilities. It is the sole responsibility of an applicant to ensure that their application reaches DCS before the closing date of 08 May 2026 @ 15h45. Preference may be given to suitably qualified applicants who are currently employed at Mangaung Correctional Centre, based on relevant qualifications, experience and operational requirements. Experience at Mangaung Correctional Centre will be considered an added advantage. Successful candidates who are currently employed at Mangaung Correctional Centre and who have not completed the required Correctional Services Learnership/Basic Training will be required to undergo the prescribed Department of Correctional Services training following appointment. All appointments are subject to personnel suitability checks and will be made in accordance with applicable legislation, policies, and fair recruitment practices. The Department of Correctional Services reserves the right not to fill any of these advertised posts.

## OTHER POSTS

- POST 13/07** : **HEAD OF CORRECTIONAL CENTRE (CB 6) REF NO: FSNC 2026/04/01**
- SALARY CENTRE** : R1 042 434 per annum, (all-inclusive package)  
: Free State and Northern Cape Region Mangaung Maximum Correctional Centre
- REQUIREMENTS** : Relevant degree or national diploma in Behavioural Sciences and successful completion of the Corrections Science Learnership/ Basic Training. Seven (7) years relevant experience in a supervisory post. Valid driver's licence. Computer literate. Competencies And Attributes: Firearm skills and the use of relevant security technology. Strategic capability and leadership, policy development and good communication skills. Sound project and programme management skills. Transformation, change and conflict management abilities. Stakeholder management skills. Problem solving, analysis and decision-making skills. Service delivery innovation. People management and empowerment. In depth understanding of safety and security within a correctional environment. Integrity and honesty. Good interpersonal relations. Knowledge of the Correctional Services Act, Act 111 of 1998.
- DUTIES** : Management of all aspects of the Correctional Centre on a day to day basis through the implementation of the Correctional Services Act, Act 111 of 1998. Manage the implementation of the imperatives of the White Paper on Corrections. Management of case management administration, security, development and care, unit management and case management committees. Foster a working relationship with the Justice Cluster and the community. Monitor, evaluate and take appropriate action in relation to outcomes on the risk trends. Management of performance information. Manage human resources, finances and assets.
- ENQUIRIES** : Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B at 082 306 9027.
- NOTE** : Appointment under the Correctional Service Act.
- POST 13/08** : **MEDICAL OFFICER GRADE 1-3 REF NO: FSNC 2026/04/28**
- SALARY** : Grade 1: R1 001 349 per annum, (all-inclusive package)  
: Grade 2: R1 142 553 per annum, (all-inclusive package)  
: Grade 3: R1 322 352 per annum, (all-inclusive package)
- CENTRE** : Free State and Northern Cape Region Mangaung Maximum Correctional Centre
- REQUIREMENTS** : An appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a medical officer. Registration with the HPCSA as a medical practitioner. Basic medical degree (MBCHB or equivalent). **Grade 1:** No experience required. **Grade 2:** A minimum of 5 years appropriate experience as Medical Officer after registration with the HPCSA as a Medical Practitioner. **Grade 3:** A minimum of 10 years appropriate experience as Medical Officer after registration with the HPCSA as a Medical Practitioner. Computer literate. Valid driver's licence. Competencies And Attributes: Excellent clinical skills; history taking; examination; clinical assessment and management procedures. Good professional attitude, communication skills and ethics in relation to patients/relevant stakeholders. Knowledge of public health legislation. Financial management. Project and programme management, transformation management, change management and stakeholder management skills. Problem solving and analysis, service delivery innovation, decision making, people management and empowerment and evaluation skills. Integrity and honesty. Teamwork ability. Confidentiality and good interpersonal relations. Assertiveness and ability to network. Good understanding of the public service policy and legislative framework.
- DUTIES** : Facilitate and support the provision of primary health care services. Render basic medical health care services to inmates. Improve clinical quality of primary health care services through direct patient care, mentoring and supervision of health care professionals through an integrated approach programme. Render medico-legal services. Attendance of relevant administrative and clinical meetings. Improve the quality of medical care by providing appropriate clinical care services and maintain good medical practice. Implement and monitor adherence to national standards. Implement and monitor compliance with Standard Treatment Guidelines and Essential Medicine List as per Essential Drug Programme: South Africa. Facilitate and

coordinate medical emergency preparedness and life support services. Provide emergency medical care, including after hours. Refer patients to authorised and recognised health care providers. Liaise with internal and external counterparts regarding healthcare delivery. Management of performance information, human resources, finance and assets.

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

**NOTE** : Appointment under the Public Service Act.

**POST 13/09** : **PSYCHOLOGISTS: GRADE 1 REF NO: FSNC 2026/04/29 (X4 POSTS)**

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

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

**REQUIREMENTS** : Matric/Grade 12 and appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Clinical Psychologist. Registration with the Health Professions Council of South Africa (HPCSA) as a Clinical Psychologist. Computer literate. Valid driver's licence. Competencies And Attributes: Financial management. Problem solving and decision-making. Facilitation skills. Plan, organise, lead and control. Change management. Team leadership. Project management. Presentation skills. Conflict management. Report writing. Training and development. Time management. Confidentiality. Coaching and mentoring. Understanding of the Public Service policy and legislative framework. Service delivery and client orientation. Integrity and honesty. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.

**DUTIES** : Render psychological services to inmates, parolees and probationers. Co-ordinate the rendering of psychological services to inmates, parolees and probationers. Liaise with internal and external organizations for the provision of psychological services.

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

**NOTE** : Appointment under the Public Service Act.

**POST 13/10** : **PHARMACIST GRADE 1 REF NO: FSNC 2026/04/30**

**SALARY** : R848 862 per annum, (all-inclusive package)

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

**REQUIREMENTS** : Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with the SAPC as a Pharmacist. Valid drivers' licence. Computer literate. Competencies And Attributes: Understanding of Public Service policy and legislative framework. Knowledge of public health. Good financial management, communication, evaluation, problem solving and analysis skills. Effective project, programme, transformation, change and stakeholder management. Service delivery innovation, decision making, people management, empowerment, integrity, honesty, confidentiality and good interpersonal relations. Accuracy, assertiveness and ability to network.

**DUTIES** : Manage the pharmacy facility in terms of applicable legislation, regulations and policies. Perform risk management and networking (internal and external stakeholders). Issuing and control of medicine. Render basic pharmaceutical services to offenders. Maintain good medical practice. Adhere to medical standards. Write and keep records. Provide training where necessary. Liaise with internal and external counterparts regarding pharmaceutical delivery. Adhere to departmental policies and orders. Effectively utilise and manage resource (financial, human, information, pharmaceutical stock and equipment). Management of performance information.

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

**NOTE** : Appointment under the Public Service Act.

**POST 13/11** : **ASSISTANT MANAGER NURSING (PN-B4): PRIMARY HEALTH CARE (PHC) REF NO: FSNC 2026/04/31 (X2 POSTS)**

**SALARY CENTRE** : R755 355 per annum  
Free State and Northern Cape Region Mangaung Maximum Correctional Centre

**REQUIREMENTS** : Diploma/degree in Nursing or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Post basic qualification with a duration of at least 1 year in curative skills in Primary Health Care accredited with the SANC. A minimum of (10) years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of this period must be appropriate/recognisable experience after obtaining the 1-year post basic qualification in the relevant speciality. Further, at least (3) years of the period referred to above must be appropriate/recognisable experience at managerial level. Computer literate. Valid driver's licence. Competencies And Attributes: Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practises and how these impact on service delivery. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Work as part of a multidisciplinary team at unit level to ensure good nursing care by the nursing team. Work effectively and amicably, at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Able to develop contacts, build and maintain a network of professional relations in order to enhance service delivery. Demonstrate basic computer literacy as a support tool to enhance service delivery.

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

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

**NOTE** : Appointment under the Public Service Act.

**POST 13/12** : **OPERATIONAL MANAGER NURSING (PN-B3): PRIMARY HEALTH CARE (PHC) (REF NO: FSNC 2026/04/32 (X2 POSTS)**

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

**REQUIREMENTS** : Degree/diploma in nursing or an equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Post basic qualification with a duration of at least one (1) year in curative skills in Primary Health Care accredited with the SANC. A minimum of nine (9) years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (5) years of the said period must be appropriate/recognisable experience after obtaining the one (1) year post basic qualification in the relevant speciality. Registration with the SANC as a Professional Nurse. Computer literate. Valid driver's licence. Competencies And Attributes: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practises and how these impact on service delivery. Ensure clinical nursing practice by the nursing

team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Work as part of a multidisciplinary team at unit level to ensure good nursing care by the nursing team. Work effectively and amicably, at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Able to develop contacts, build and maintain a network of professional relations in order to enhance service delivery. Demonstrate basic computer literacy as a support tool to enhance service delivery.

**DUTIES** : Provide direction and supervision in the implementation of the nursing plan (clinical practice/ quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality of practices). Practice nursing and health care in accordance with the relevant laws and regulations. Display a concern for patients. Promoting and advocating proper treatment and care including an awareness and willingness to respond to patient's needs, requirements and expectations (Batho Pele Principles). Maintain the quality of nursing data and information and utilize it to advise accordingly. Advance and evaluate the quality and cost-effectiveness of nursing care. Ensure that a comprehensive general nursing service is delivered to patients in a cost effective, efficient and equitable manner at a primary health care facility. Ensure compliance to professional and ethical practice. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Management of human resource, finance and assets. Management of performance information.

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

**NOTE** : Appointment under the Public Service Act.

**POST 13/13** : **CENTRE COORDINATOR: CORRECTIONS (CB 5) REF NO: FSNC 2026/04/02**

**SALARY** : R579 738 per annum  
**CENTRE** : Free State and Northern Cape Region Mangaung Maximum Correctional Centre

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

**DUTIES** : Responsibilities: Ensure the development of correctional sentence plan and facilitate the implementation thereof. Execute correctional policies and procedures. Coordinate the collation and dissemination of correction information. Coordinate activities relating to rehabilitation, case management administration and unit management systems. Promote corrections and security. Manage human resources, finance and assets. Management of performance information.

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

**NOTE** : Appointment under the Correctional Service Act.

<b><u>POST 13/14</u></b>	:	<b><u>CENTRE COORDINATOR: OPERATIONAL SUPPORT (CB 5) REF NO: FSNC 2026/04/03</u></b>
<b><u>SALARY CENTRE</u></b>	:	R579 738 per annum Free State and Northern Cape Region Mangaung Maximum Correctional Centre
<b><u>REQUIREMENTS</u></b>	:	Relevant degree or national diploma in Behavioural Sciences and successful completion of the Corrections Science Learnership/ Basic Training. Seven (7) years relevant experience in a supervisory post. Valid driver's licence. Computer literate. Competencies And Attributes: Firearm skills and the use of relevant security technology. Communication skills. Project and programme management. Transformation, change and stakeholder management. Problem solving and analysis. Service delivery innovation. Decision making. People management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good interpersonal relations and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness. Ability to network and diplomacy.
<b><u>DUTIES</u></b>	:	Execution of control regarding safe custody, physical care and treatment. Create secure environment conducive for rehabilitation. Execution of control regarding the establishment and rendering of security. Provide advice on departmental policy directives. Management of inmates' safe custody (internal and external security). Management of development and care and health care services. Manage human resources, finance and assets. Management of performance information.
<b><u>ENQUIRIES</u></b>	:	Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027.
<b><u>NOTE</u></b>	:	Appointment under the Correctional Service Act.
<b><u>POST 13/15</u></b>	:	<b><u>CENTRE COORDINATOR: STAFF SUPPORT (CB 5) (REF NO: FSNC 2026/04/04</u></b>
<b><u>SALARY CENTRE</u></b>	:	R579 738 per annum Free State and Northern Cape Region Mangaung Maximum Correctional Centre
<b><u>REQUIREMENTS</u></b>	:	Relevant degree or national diploma in Human Resources and successful completion of the Corrections Science Learnership/ Basic training. Seven (7) years relevant experience in a supervisory post. Valid driver's licence. Computer literate. Competencies And Attributes: Firearm skills and the use of relevant security technology. Communication skills. Project and programme management. Transformation, change and stakeholder management. Problem solving and analysis. Service delivery innovation. Decision making. People management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good interpersonal relations and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness. Ability to network and diplomacy.
<b><u>DUTIES</u></b>	:	Provide human resources and related functions to the correctional centre. Effective management of the registration activities. Ensure proper dissemination of information for the correctional centre. Management of duty register and leave arrangements. Management of human resources, finances and assets. Management of correctional centre through the implementation of correctional services act, Act 111 of 1998 as amended. Management of performance information.
<b><u>ENQUIRIES</u></b>	:	Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027.
<b><u>NOTE</u></b>	:	Appointment under the Correctional Service Act.
<b><u>POST 13/16</u></b>	:	<b><u>CHAIRPERSON: CASE MANAGEMENT COMMITTEE (CB 5) REF NO: FSNC 2026/04/05</u></b>
<b><u>SALARY CENTRE</u></b>	:	R579 738 per annum Free State and Northern Cape Region Mangaung Maximum Correctional Centre
<b><u>REQUIREMENTS</u></b>	:	Relevant degree or national diploma in Behavioural Sciences and successful completion of the Corrections Science Learnership/ Basic Training. Seven (7) years relevant experience in a supervisory post. Valid driver's licence. Computer literate. Competencies And Attributes: Firearm skills and the use of relevant security technology. Communication skills. Project and programme

		management. Transformation, change and stakeholder management. Problem solving and analysis. Service delivery innovation. Decision making. People management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good inter-personal relations and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness. Ability to network and diplomacy.
<b><u>DUTIES</u></b>	:	Planning of the activities of the Case Management Committee (CMC). Holding of meetings of the CMC. Management of sentence plans. Control of inmates' records. Management of inmates in assessment, housing, special care and in pre-release units. Management of human resources, finances and assets. Management of performance information.
<b><u>ENQUIRIES</u></b>	:	Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027.
<b><u>NOTE</u></b>	:	Appointment under the Correctional Service Act.
<b><u>POST 13/17</u></b>	:	<b><u>DIVISIONAL HEAD: FOOD SERVICES (CB 4) (REF NO: FSNC 2026/04/06)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R491 799 per annum Free State and Northern Cape Region Mangaung Maximum Correctional Centre
<b><u>REQUIREMENTS</u></b>	:	Relevant degree or national diploma in Food/ Chef Services or equivalent and successful completion of the Corrections Science Learnership/ Basic Training. Seven (7) years relevant experience gained in a supervisory post. Valid driver's licence. Computer literate. Competencies And Attributes: Strong people management and leadership abilities. Ability to work under pressure in a regulated environment. Good problem-solving and decision-making skills. High level of integrity, professionalism and confidentiality. Awareness of security protocols and risk management. Networking/ liaison with internal and external stakeholders. Good communication and report writing skills. Knowledge of Public Service Regulations, Treasury Regulations and Public Finance Management Act.
<b><u>DUTIES</u></b>	:	Manage and supervise the operations of the kitchen. Plan, prepare and oversee daily meal production in accordance with approved menus and dietary standards. Ensure meals meet nutritional requirements and accommodate special dietary needs (medical, religious, cultural). Manage meal schedules to ensure timeous and secure serving of food to all inmates. Supervise, train and schedule kitchen staff and assigned inmates. Ensure proper conduct, discipline and adherence to security procedures within the kitchen area. Provide on-the-job training and skills development to inmates, where applicable. Ensure full compliance with food safety, hygiene and sanitation regulations. Maintain high standards of cleanliness in all kitchen and storage areas. Conduct regular inspections and take corrective action where necessary. Enforce correctional centre security procedures related to tools, equipment and supplies. Maintain accurate records of kitchen equipment, utensils and controlled items. Report any security breaches, safety hazards or incidents immediately. Manage ordering, receipt, storage and stock rotation of food supplies. Monitor inventory levels and minimize waste and losses. Ensure compliance with budgetary controls and cost management targets. Keep accurate records of meals produced, inventory, staff attendance and incidents. Prepare operational reports as required by management. Assist with audits, inspections and compliance reporting. Provide safe and secure detention, rehabilitation process and humane incarceration in a correctional environment. Management of human resources, finances and assets. Manage of performance information.
<b><u>ENQUIRIES</u></b>	:	Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027.
<b><u>NOTE</u></b>	:	Appointment under the Correctional Service Act.
<b><u>POST 13/18</u></b>	:	<b><u>DIVISIONAL HEAD: SECURITY (INTERNAL) (CB 4) REF NO: FSNC 2026/04/07</u></b>
<b><u>SALARY CENTRE</u></b>	:	R491 799 per annum Free State and Northern Cape Region Mangaung Maximum Correctional Centre
<b><u>REQUIREMENTS</u></b>	:	Relevant degree or national diploma in Behavioural Sciences and successful completion of the Corrections Science Learnership/ Basic Training. Seven (7) years relevant experience gained in a supervisory post. Valid driver's licence. Computer literate. Competencies And Attributes: Firearm skills and the use of

		relevant security technology. Communication, project and programme management. Transformation, change and stakeholder management. Problem solving, analysis, service delivery Innovation, decision making, people management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good interpersonal relations and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.
<b><u>DUTIES</u></b>	:	Manage security matters. Responsible for maintenance of existing security matters and the upgrading thereof. Implement departmental policies. Advice management regarding security matters. Management of escorts to hospitals, courts and other destinations. Keep personnel up to date regarding security matters. Management of human resources, finances and assets. Manage of performance information.
<b><u>ENQUIRIES</u></b>	:	Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027.
<b><u>NOTE</u></b>	:	Appointment under the Correctional Service Act.
<b><u>POST 13/19</u></b>	:	<b><u>DIVISIONAL HEAD: DEVELOPMENT (CB 4) REF NO: FSNC 2026/04/08</u></b>
<b><u>SALARY CENTRE</u></b>	:	R491 799 per annum
	:	Free State and Northern Cape Region Mangaung Maximum Correctional Centre
<b><u>REQUIREMENTS</u></b>	:	Relevant degree or national diploma in Education and Training or Training/Educational Management/M + 4 qualification in Education. Successful completion of the Corrections Science Learnership/ Basic Training. Seven (7) years relevant experience gained in a supervisory post. Valid driver's licence. Computer literate. Competencies And Attributes: Good communication, report writing and listening skills. Negotiation, problem solving, analysis and presentation skills. Fire-arm skills and the use of relevant security technology. Project and programme management. Transformation, change and stakeholder management. Service delivery innovation, decision making, people management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good interpersonal relations and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.
<b><u>DUTIES</u></b>	:	Management of formal education. The management of academic tuition to school students. The management of examinations and skills development. The management of vocational training, examinations and trade tests. Management of arts, culture, sport and recreation. The supervision of the correctional centre library. The management of arts and cultural activities. Management of human resources, finances and assets. Manage of performance information.
<b><u>ENQUIRIES</u></b>	:	Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027.
<b><u>NOTE</u></b>	:	Appointment under the Correctional Service Act.
<b><u>POST 13/20</u></b>	:	<b><u>DIVISIONAL HEAD: CARE (CB 4) REF NO: FSNC 2026/04/09</u></b>
<b><u>SALARY CENTRE</u></b>	:	R491 799 per annum
	:	Free State and Northern Cape Region Mangaung Maximum Correctional Centre
<b><u>REQUIREMENTS</u></b>	:	Relevant degree or national diploma in Social Work or Nursing. Successful completion of the Corrections Science Learnership/ Basic Training. Seven (7) years relevant experience gained in a supervisory post. Valid driver's licence. Computer literate. Competencies And Attributes: Good communication, report writing and listening skills. Negotiation, problem solving, analysis and presentation skills. Fire-arm skills and the use of relevant security technology. Project and programme management. Transformation, change and stakeholder management. Service delivery innovation, decision making, people management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good interpersonal relations and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.
<b><u>DUTIES</u></b>	:	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 roleplayers. Provide safe and secure detention, rehabilitation process and humane incarceration in a correctional environment. Management of human resources, finances and assets. Manage of performance information.

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

**NOTE** : Appointment under the Correctional Service Act.

**POST 13/21** : **DIVISIONAL HEAD: CASE MANAGEMENT ADMINISTRATION (CB 4) REF NO: FSNC 2026/04/10**

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

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

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

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

**NOTE** : Appointment under the Correctional Service Act.

**POST 13/22** : **DIVISIONAL HEAD: HUMAN RESOURCE MANAGEMENT (CB 4) REF NO: FSNC 2026/04/11**

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

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

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

**ENQUIRIES** : Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B at (082) 306027.

**NOTE** : Appointment under the Correctional Service Act.

**POST 13/23** : **DIVISIONAL HEAD: FINANCE (CB 4) REF NO: FSNC 2026/04/12**

**SALARY** : R491 799 per annum

<b><u>CENTRE</u></b>	:	Free State and Northern Cape Region Mangaung Maximum Correctional Centre
<b><u>REQUIREMENTS</u></b>	:	Recognized three-year degree/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 Policy and legislative framework. Knowledge of the Correctional Services Act, Act 111 of 1998. Service delivery and client orientation. Integrity and honesty, Assertiveness. Influence and impact. Decision making, problem solving, networking/liaison with stakeholders and negotiation. Excellent verbal and written communication skills. Strong leadership qualities, initiative and drive. Proven knowledge of the Public Finance Management Act, 1999 and Treasury Regulations relating to financial management and accounting. Experience in procurement administration and public finance administration at management level.
<b><u>DUTIES</u></b>	:	Inspection of financial administration at the correctional centre. Ensuring the correct management of special function accounts. Ensuring control over all financial documentation. Ensure the correct management of ledgers. Monitoring of expenditure within the bounds of allocated funds. Investigate irregularities in financial management at the correctional centre. Ensure the correct distribution of funds and the inclusion of approved new services/expansions in the budget. Submission of recommendations on the financing of activities. Ensure that financial requirements by individual sections are correctly reflected on the appropriate budgetary responsibilities/objectives and on the budgetary reports. Ensure optimum utilization of resources with regard to management of budgets within the framework of relevant legal directives and regulations. Management of human resources, finances and assets. Management of performance information.
<b><u>ENQUIRIES</u></b>	:	Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027.
<b><u>NOTE</u></b>	:	Appointment under the Correctional Service Act.
<b><u>POST 13/24</u></b>	:	<b><u>UNIT MANAGERS: (CB 4) REF NO: FSNC 2026/04/13 (X6 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R491 799 per annum
<b><u>CENTRE</u></b>	:	Free State and Northern Cape Region Mangaung Maximum Correctional Centre
<b><u>REQUIREMENTS</u></b>	:	Relevant degree or national diploma in Behavioural Sciences and successful completion of the Corrections Science Learnership/ Basic Training. Seven (7) years relevant experience gained in a supervisory post. Valid driver's licence. Computer literate. Competencies And Attributes: Financial management and facilitation skills. Plan, organize, lead and control. Project management, presentation skills, conflict management, report writing, time management, confidentiality, coaching and mentoring. Understanding of Public Service Policy and legislative framework. Knowledge of the Correctional Services Act, Act 111 of 1998. Service delivery and client orientation. Integrity and honesty, Assertiveness. Influence and impact. Decision making, problem solving, networking/liaison with stakeholders and negotiation. Excellent verbal and written communication skills. Strong leadership qualities, initiative and drive. Proven knowledge of the Public Finance Management Act, 1999 and Treasury Regulations relating to financial management and accounting. Experience in procurement administration and public finance administration at management level.
<b><u>DUTIES</u></b>	:	Manage the safe custody of offenders. Manage the process of representation of offenders. Develop measures for handling offender complaints and requests. Facilitate the induction of new offenders. Implementation of unit management principles. Management of case files. Provision of infrastructural needs to enhance the implementation of unit management principles. Manage human resource, finance and assets. Management of performance information.
<b><u>ENQUIRIES</u></b>	:	Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027
<b><u>NOTE</u></b>	:	Appointment under the Correctional Service Act.

<b><u>POST 13/25</u></b>	:	<b><u>CHIEF ARTISAN GRADE A (ASSET MAINTENANCE) REF NO: FSNC 2026/04/33</u></b>
<b><u>SALARY CENTRE</u></b>	:	R480 261 per annum Free State and Northern Cape Region Mangaung Maximum Correctional Centre
<b><u>REQUIREMENTS</u></b>	:	An appropriate trade test certificate underwritten by the Manpower Training Act (Red Seal). Ten years post qualification experience required as an Artisan/Artisan Foreman. Valid driver's licence. Competencies And Attributes: Project management. Technical design and analysis knowledge. Computer-aided technical applications. Knowledge of legal compliance. Technical report writing. Technical consulting. Production, process knowledge and skills. Problem solving and analysis. Decision making, team work, creativity, change management, financial management, customer focus and responsiveness. Communication, planning and organising skills.
<b><u>DUTIES</u></b>	:	Manage technical services and support in conjunction with Technicians/Artisans and associates in field, workshop and technical office activities. Ensure the promotion of safety in line with statutory and regulatory requirements. Provide inputs into existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure quality assurance in line with specifications. Manage administrative and related functions. Provide inputs into the budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical operational plan. Update databases. Management of human resource, finance and assets. Management of performance information.
<b><u>ENQUIRIES</u></b>	:	Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027.
<b><u>NOTE</u></b>	:	Appointment under the Public Service Act.
<b><u>POST 13/26</u></b>	:	<b><u>SOCIAL WORK SUPERVISOR GRADE 1 REF NO: FSNC 2026/04/34 (X4 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R477 564 per annum Free State and Northern Cape Region Mangaung Maximum Correctional Centre
<b><u>REQUIREMENTS</u></b>	:	BA degree in Social Work and seven (7) years relevant experience in social work after registration with the South African Council for Social Services Profession (SACSSP). Current registration with the South African Council for Social Services Professions. Computer literate. Valid driver's licence. Competencies And Attributes: Conversant with acts, policies and legislation pertaining to social work practice. Understanding of human behaviour social systems. Social work intervention. Empowerment, confidentiality, time management and listening skills. Interpersonal, client orientation and good communication skills. Empathy, tactfulness, integrity and honesty. Good report writing skills. Adaptability. Conflict management. Ability to coordinate and collaborate with internal and external stakeholders.
<b><u>DUTIES</u></b>	:	Provide needs-based social work services to offenders through individual attention, group work and community work. Conduct research and social work administration. Conduct individual assessments. Market social work service. Monitor and evaluate social work interventions. Provide guidance to subordinates and ensure that the requirements of the operational plans are complied with. Manage human resources, finance and assets. Management of performance information.
<b><u>ENQUIRIES</u></b>	:	Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027
<b><u>NOTE</u></b>	:	Appointment under the Public Service Act.
<b><u>POST 13/27</u></b>	:	<b><u>CLINICAL NURSE PRACTITIONER GRADE 1: PN-B1 (PRIMARY HEALTH CARE) REF NO: FSNC 2026/04/35 (X12 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R476 367 per annum Free State and Northern Cape Region Mangaung Maximum Correctional Centre
<b><u>REQUIREMENTS</u></b>	:	Degree/national diploma in nursing. A post basic qualification with a duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC. Current registration with the council as a professional nurse. A minimum of 4 years appropriate/recognisable nursing experience after registration as

Professional Nurse with the SANC in General Nursing. Computer literate. Valid driver's licence. Competencies And Attributes: Demonstrate an understanding of nursing legislation and related legal and ethical nursing practises within a primary health care environment. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined for a primary health care facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined for a primary health care facility. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multidisciplinary team to ensure good nursing care at primary health care level. Work effectively, co-operatively and amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organise own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations (Batho Pele).

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

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

**NOTE** : Appointment under the Public Service Act.

**POST 13/28** : **SECTION HEAD: EDUCATIONIST REF NO: FSNC 2026/04/14**

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

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

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

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

**NOTE** : Appointment under the Correctional Service Act.

**POST 13/29** : **CASE MANAGEMENT SUPERVISOR: (CB 3-1) REF NO: FSNC 2026/04/15 (X14 POSTS)**

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

<b><u>REQUIREMENTS</u></b>	:	Relevant degree or national diploma in Behavioural Sciences and successful completion of the Corrections Science learnership/ Basic Training. Five (5) years relevant experience gained at a production post (CB2). Valid driver's licence. Computer literate. Competencies And Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management. Transformation, change and stakeholder management. Problem solving, analysis, service delivery innovation, decision making, people management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good interpersonal relations and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.
<b><u>DUTIES</u></b>	:	Supervise and maintain security of the unit in a correctional centre. Ensure safe custody of offenders. Supervision of offenders' programmes. The implementation and following of the day structured programme and regular progress report. Management and review of case file. Provide guidance and support to case officers with the updating of offenders' case files and in determining of aspects for specific counselling. Provide support on the development of offenders. Provide guidance and support to case officers in observing problematic behaviour, defining causes, results and possible remedies to address these, referring offenders to Social Workers, Education and Psychologists personnel for attention. Manager of the correctional case management team. Provide guidance and support to offenders in their progress with regard to developmental programmes. Management of human resources, finances and assets.
<b><u>ENQUIRIES</u></b>	:	Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027
<b><u>NOTE</u></b>	:	Appointment under the Correctional Service Act.
<b><u>POST 13/30</u></b>	:	<b><u>SECTION HEAD (SUPERVISOR): EXTERNAL SECURITY (CB 3-1) REF NO: FSNC 2026/04/16 (X7 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R404 466 per annum Free State and Northern Cape Region Mangaung Maximum Correctional Centre
<b><u>REQUIREMENTS</u></b>	:	Relevant degree or national diploma in Behavioural Sciences and successful completion of the Corrections Science learnership/ Basic Training. Five (5) years relevant experience gained at a production post (CB2). Valid driver's licence. Computer literate. Competencies And Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management. Transformation, change and stakeholder management. Problem solving, analysis, service delivery innovation, decision making, people management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good interpersonal relations and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.
<b><u>DUTIES</u></b>	:	Supervision of entry control to prison grounds. Preventing access to/from the prison by unauthorized persons. Preventing entry/removal of unauthorized items. Supervision of patrol of prison grounds. Detection and prevention of escapes. Prevention of the theft of government property. Supervision of the manning of watch towers. Standing guard to prevent the escape of offenders. Prevention of the smuggling of unauthorized items. Supervision escort of offenders to courts, doctors, hospitals etc. Ensure correct staff utilisation when accompanying offenders to external institutions in order to prevent escapes and the smuggling of unauthorized items. Prevention of unauthorized contact with offenders. Supervision of guarding of offenders at work teams. Prevention of unauthorized contact with offenders outside the prison. Ensure the safety of offenders and searching of offenders. Supervision of guarding of offenders in external hospitals. Supervision of visits to offenders. Supervision of contact visits. Control of security equipment. Searching of cells, offenders, other areas of prison and work areas, etc. Ensure that sufficient staff are available for the searching offenders and work areas. Supervision of the dog unit. Supervision of the mounted unit. Management of human resources, finances and assets.
<b><u>ENQUIRIES</u></b>	:	Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027
<b><u>NOTE</u></b>	:	Appointment under the Correctional Service Act.

**POST 13/31** : **SECTION HEAD (SUPERVISOR): INTERNAL SECURITY (CB 3-1) REF NO: FSNC 2026/04/17 (X12 POSTS)**

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

**REQUIREMENTS** : Relevant degree or national diploma in Behavioural Sciences and successful completion of the Corrections Science learnership/ Basic Training. Five (5) years relevant experience gained at a production post (CB2). Valid driver's licence. Computer literate. Competencies and Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management. Transformation, change and stakeholder management. Problem solving, analysis, service delivery innovation, decision making, people management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good interpersonal relations and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.

**DUTIES** : Supervision of entry control to prison grounds, sections and cells. Supervision of the issuing of security equipment/manning of security systems. Supervision of escort of offenders inside prison. Accompanying of offenders to other sections in order to prevent escapes and the smuggling of unauthorized items. Supervision of visits to offenders. Identification of visitors/offenders. Collection of offenders. Control of security equipment in the armoury. Supervision of offenders in accommodation sections. Searching of cells, offenders, other areas of prison and work areas etc. Ensure that sufficient staff are available for the searching offenders during march-in. Supervision of the section store and the prison laundry. Management of human resources, finances and assets.

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

**NOTE** : Appointment under the Correctional Service Act.

**POST 13/32** : **SECTION HEAD (SUPERVISOR): SPORTS AND RECREATION (CB 3- 1) REF NO: FSNC 2026/04/18**

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

**REQUIREMENTS** : Relevant degree or national diploma in Sport Management Sciences/ Behavioural Sciences and successful completion of the Corrections Science learnership/ Basic Training. Five (5) years relevant experience gained at a production post (CB2). Valid driver's licence. Computer literate. Competencies And Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management. Transformation, change and stakeholder management. Problem solving, analysis, service delivery innovation, decision making, people management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good interpersonal relations and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.

**DUTIES** : The supervision of the prison library. Implementation and maintenance of administrative control system regarding the issuing/receiving of books/periodicals. Obtaining of new books/periodicals. The management of arts and cultural activities. Establishment of concert groups. Establishment of offender choirs. The management of recreation and sport. Establish sporting codes for the correctional centre. Provide information and training to participants. Treatment of offenders. Ensure that offenders have the opportunity to attend social work sessions. Ensure that offenders have the opportunity to participate in educational programs. Maintenance of safe custody. Searching of venues and offenders for contraband. Ensure that contra-band/dangerous objects are removed and safely stored. Management of human resources, finances and assets.

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

**NOTE** : Appointment under the Correctional Service Act.

<b><u>POST 13/33</u></b>	:	<b><u>EDUCATIONIST (M+4) REF NO: FSNC 2026/04/19 (X8 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R360 837 per annum Free State and Northern Cape Region Mangaung Maximum Correctional Centre
<b><u>REQUIREMENTS</u></b>	:	Matric/Grade 12 and recognized 4-year degree or equivalent qualification in Education that allows registration with the South African Council for Educators. Registration with the South African Council for Educators. Computer literate. Valid driver's licence. Competencies And Attributes: Plan, organise, lead and control. Client orientation and communication. Policy implementation, report writing, diversity management, training and development. Service delivery innovation and creativity. Project management, conflict management and facilitation management. Integrity and honesty. Knowledge and understanding of the public service management frame-work. Influence and impact. Presentation, conceptual and conflict management skills.
<b><u>DUTIES</u></b>	:	Implement educational programs for offenders. Implement educational policy at the correctional facility in the management area. Adhere to set standards for education services in accordance with government education departments. Assess educational services. Ensure service level standards for education and training. Management of human resources, finances and assets.
<b><u>ENQUIRIES</u></b>	:	Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027
<b><u>NOTE</u></b>	:	Appointment under the Correctional Service Act.
<b><u>POST 13/34</u></b>	:	<b><u>SOCIAL WORKER GRADE 1 REF NO: FSNC 2026/04/36 (X12 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R325 200 per annum Free State and Northern Cape Region Mangaung Maximum Correctional Centre
<b><u>REQUIREMENTS</u></b>	:	BA degree in Social Work. Registration with the South African Council for Social Service Professions. Computer literate. Valid driver's licence. Competencies And Attributes: Problem solving and decision making, facilitation, plan, organize, lead and control, project management, presentation and counselling skills. Ability to interpret policy/legislation. Conflict management, coaching and mentoring. Understanding of Public Service policy and legislative framework. Service delivery and client orientation. Integrity and honesty. Assertiveness, willingness to travel, influence and impact and ability to network. Ability to coordinate and collaborate with internal and external stakeholders.
<b><u>DUTIES</u></b>	:	Responsibilities: Provide needs-based social work services to offenders through individual attention, group work, community work, research and social work administration. Conduct individual assessments. Market social work services. Monitor and evaluate social work, intervention work, community work, research and social work administration. Manage human resources, finance and assets. Management of performance information.
<b><u>ENQUIRIES</u></b>	:	Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027
<b><u>NOTE</u></b>	:	Appointment under the Public Service Act
<b><u>POST 13/35</u></b>	:	<b><u>PROFESSIONAL NURSE GRADE 1 (GENERAL NURSING) REF NO: FSNC 2026/04/37) (X4 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R324 384 per annum Free State and Northern Cape Region Mangaung Maximum Correctional Centre
<b><u>REQUIREMENTS</u></b>	:	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.
<b><u>DUTIES</u></b>	:	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 stakeholders. Management of resources. Management of performance information

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

**NOTE** : Appointment under the Public Service Act

**POST 13/36** : **CATERERS (CB 2-1) REF NO: FSNC 2026/04/20 (X2 POSTS)**

**SALARY** : R313 521 per annum  
**CENTRE** : Free State and Northern Cape Region Mangaung Maximum Correctional Centre

**REQUIREMENTS** : Matric/ Grade 12 or relevant NQF level 6 qualification in Food/ Chef Services and successful completion of the Correctional Science Learnership/ Basic Training. 10 years relevant experience gained at the entry level production post (CB 1) or for a person appointed with a relevant NQF level 6 qualification, no previous experience is required for appointment to this post. Valid driver's licence. Computer literate. Competencies And Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management. Transformation, change and stakeholder management. Problem solving, analysis, service delivery innovation, decision making, people management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good interpersonal relations and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.

**DUTIES** : Responsibilities: Prepare and serve meals to inmates. Maintain the cleanliness of the catering equipment and kitchen. Provide catering training to offenders. Maintain hygienic standards in the kitchen. Management of human resources, finances and assets.

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

**NOTE** : Appointment under the Correctional Service Act.

**POST 13/37** : **SENIOR SECURITY OFFICER (TEAM LEADER): INTERNAL SECURITY (CB 2-1) REF NO: FSNC 2026/04/21 (X30 POSTS)**

**SALARY** : R313 521 per annum  
**CENTRE** : Free State and Northern Cape Region Mangaung Maximum Correctional Centre

**REQUIREMENTS** : Matric/ Grade 12 or relevant NQF level 6 qualification in Behavioural Sciences and successful completion of the Correctional Science Learnership/ Basic Training. 10 years relevant experience gained at the entry level production post (CB 1) or for a person appointed with a relevant NQF level 6 qualification, no previous experience is required for appointment to this post. Valid driver's licence. Computer literate. Competencies And Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management. Transformation, change and stakeholder management. Problem solving, analysis, service delivery innovation, decision making, people management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good interpersonal relations and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.

**DUTIES** : Ensure provision of Team Leader role to correctional centre prison grounds. Preventing access to/from the correctional centre by unauthorized persons. Preventing entry/removal of unauthorized items. Ensure patrol of correctional centre grounds. Detection and prevention of escapes. Prevention of the theft of government property. Coordinates manning of watch towers. Standing guard to prevent the escape of offenders. Prevention of the smuggling of unauthorized items. Ensure escort of offenders to courts, doctors, hospitals etc. Ensure correct staff utilisation when accompanying offenders to external institutions in order to prevent escapes and the smuggling of unauthorized items. Prevention of unauthorized contact with offenders. Supervision of guarding of offenders at work teams. Prevention of unauthorized contact with offenders outside the prison. Ensure the safety of offenders and searching of

		offenders. Supervision of visits to offenders. Supervision of contact visits. Control of security equipment. Searching of cells, offenders, other areas of prison and work areas, etc. Ensure that sufficient staff are available for the searching offenders and work areas. Ensure Team Leader role of the dog unit and the mounted unit. Management of human resources, finances and assets.
<b><u>ENQUIRIES</u></b>	:	Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027
<b><u>NOTE</u></b>	:	Appointment under the Correctional Service Act.
<b><u>POST 13/38</u></b>	:	<b><u>SENIOR SECURITY OFFICER (TEAM LEADER): EXTERNAL SECURITY (CB 2-1) REF NO: FSNC 2026/04/22 (X14 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R313 521 per annum
	:	Free State and Northern Cape Region Mangaung Maximum Correctional Centre
<b><u>REQUIREMENTS</u></b>	:	Matric/ Grade 12 or relevant NQF level 6 qualification in Behavioural Sciences and successful completion of the Correctional Science Learnership/ Basic Training.10 years relevant experience gained at the entry level production post (CB 1) or for a person appointed with a relevant NQF level 6 qualification, no previous experience is required for appointment to this post. Valid driver's licence. Computer literate. Competencies And Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management. Transformation, change and stakeholder management. Problem solving, analysis, service delivery innovation, decision making, people management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good interpersonal relations and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.
<b><u>DUTIES</u></b>	:	Ensure provision of Team Leader role to correctional centre prison grounds. Preventing access to/from the correctional centre by unauthorized persons. Preventing entry/removal of unauthorized items. Ensure patrol of correctional centre grounds. Detection and prevention of escapes. Prevention of the theft of government property. Coordinates manning of watch towers. Standing guard to prevent the escape of offenders. Prevention of the smuggling of unauthorized items. Ensure escort of offenders to courts, doctors, hospitals etc. Ensure correct staff utilisation when accompanying offenders to external institutions in order to prevent escapes and the smuggling of unauthorized items. Prevention of unauthorized contact with offenders. Supervision of guarding of offenders at work teams. Prevention of unauthorized contact with offenders outside the prison. Ensure the safety of offenders and searching of offenders. Supervision of visits to offenders. Supervision of contact visits. Control of security equipment. Searching of cells, offenders, other areas of prison and work areas, etc. Ensure that sufficient staff are available for the searching offenders and work areas. Ensure Team Leader role of the dog unit and the mounted unit. Management of human resources, finances and assets.
<b><u>ENQUIRIES</u></b>	:	Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027
<b><u>NOTE</u></b>	:	Appointment under the Correctional Service Act.
<b><u>POST 13/39</u></b>	:	<b><u>LIBRARIAN (CB2-1) REF NO: FSNC 2026/04/23</u></b>
<b><u>SALARY CENTRE</u></b>	:	R313 521 per annum
	:	Free State and Northern Cape Region Mangaung Maximum Correctional Centre
<b><u>REQUIREMENTS</u></b>	:	Matric/ Grade 12 or relevant NQF level 6 qualification in Library and Information Sciences/ Behavioural Sciences and successful completion of the Correctional Science Learnership/ Basic Training.10 years relevant experience gained at the entry level production post (CB 1) or for a person appointed with a relevant NQF level 6 qualification, no previous experience is required for appointment to this post. Valid driver's licence. Computer literate. Competencies And Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management. Transformation, change and stakeholder management. Problem solving, analysis, service delivery innovation, decision making, people management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good interpersonal relations and

		knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.
<b><u>DUTIES</u></b>	:	Supervision and marketing of the prison library services. Implementation and maintenance of administrative control system regarding the issuing/receiving of books/periodicals. Obtaining of new books/periodicals. Returning of books/periodicals to provincial libraries. Render library education programs to the offenders. Advise readers on the use of the library. Obtain inter-library loans for students. Assist students with the sourcing of documentation. Ordering of intellectual material for students (also video and sound material). Manage resources.
<b><u>ENQUIRIES</u></b>	:	Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027
<b><u>NOTE</u></b>	:	Appointment under the Correctional Service Act.
<b><u>POST 13/40</u></b>	:	<b><u>SPORTS FACILITATORS (CB2-1) REF NO: FSNC 2026/04/24 (X14 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R313 521 per annum Free State and Northern Cape Region Mangaung Maximum Correctional Centre
<b><u>REQUIREMENTS</u></b>	:	Matric/ Grade 12 or relevant NQF level 6 qualification in Sport Management Sciences/ Behavioural Sciences and successful completion of the Correctional Science Learnership/ Basic Training.10 years relevant experience gained at the entry level production post (CB 1) or for a person appointed with a relevant NQF level 6 qualification, no previous experience is required for appointment to this post. Recognised coaching accreditation(s) in at least one sport code will be advantageous. Valid driver's licence. Computer literate. Competencies And Attributes: Valid First Aid Level 1. Basic understanding of OHSA. Coaching, facilitation, and group management skills. Strong interpersonal and conflict management abilities. Ability to work within secure and regulated environment. Planning, organising and time management. Report writing and basic data management. Integrity, professionalism and resilience. Culturally sensitive and inclusive practice.
<b><u>DUTIES</u></b>	:	Develop and implement annual and weekly sports and recreation activity plans aligned to rehabilitation goals. Facilitate coaching, drills, conditioning and basic sport skills development across multiple codes (e.g., soccer, rugby, netball, athletics, volleyball). Adapt programmes for different risk categories, abilities, ages and special needs (including medical and disability considerations). Integrate life skills, discipline and teamwork into sports activities. Recruit, register and monitor offender participation in line with case management plans. Reinforce pro-social behaviour, fair play, conflict resolution and respect. Collaborate with psychologists, social workers, educators and CMCs to align activities with rehabilitation and reintegration plans. Record participation, progress and behavioural outcomes for reporting. Organise internal leagues, tournaments, well-ness days and approved inter-centre fixtures. Coordinate logistics (venues, fixtures, officials, first aid, equipment, refreshments) and obtain required approvals. Ensure all activities adhere to security, safety and crowd management protocols. Inspect and maintain sports facilities, fields, courts and gymnasiums to safe and serviceable standards. Manage issuing of equipment, returns, tool control and asset registers. Conduct risk assessments and pre-activity safety briefings; ensure hydration, warm-up/cool-down, and injury prevention practices. Coordinate first aid response and incident reporting where needed. Provide safe and secure detention, rehabilitation process and humane incarceration in a correctional environment. Management of human resources, finances and assets.
<b><u>ENQUIRIES</u></b>	:	Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027
<b><u>NOTE</u></b>	:	Appointment under the Correctional Service Act.
<b><u>POST 13/41</u></b>	:	<b><u>SPECIALISED CASE OFFICERS (CB2-1) REF NO: FSNC 2026/04/25 (X14 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R313 521 per annum Free State and Northern Cape Region Mangaung Maximum Correctional Centre
<b><u>REQUIREMENTS</u></b>	:	Matric/ Grade 12 or relevant NQF level 6 qualification in Behavioural Sciences and successful completion of the Correctional Science Learnership/ Basic Training.10 years relevant experience gained at the entry level production post

(CB 1) or for a person appointed with a relevant NQF level 6 qualification, no previous experience is required for appointment to this post. Valid driver's licence. Computer literate. Competencies And Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management. Transformation, change and stakeholder management. Problem solving, analysis, service delivery innovation, decision making, people management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good interpersonal relations and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.

- DUTIES** : Responsibilities: Ensure the facilitation of the implementation of the offender's individual sentence plan. Support individual offenders in their personal development. Ensure monitoring and evaluation reports on offender behaviour are provided. Provide safe custody services in the unit. Ensure that complaints and requests are registered and referred to relevant structures (Case Management Committees, Case Management Administration). Manage resources.
- ENQUIRIES** : Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027
- NOTE** : Appointment under the Correctional Service Act.
- POST 13/42** : **SECURITY OFFICERS (CB1-1; CB1-2; CB1-3) REF NO: FSNC 2026/04/26 (X381 POSTS)**
- SALARY** : CB1-1: R212 358 per annum  
CB1-2: R257 895 per annum  
CB1-3: R313 521 per annum
- CENTRE** : Free State and Northern Cape Region Mangaung Maximum Correctional Centre
- REQUIREMENTS** : Matric/ Grade 12 and successful completion of the Correctional Science Learnership/ Basic Training. **CB1-1:** No previous experience is required for appointment to this post. **CB1-2:** (10) years relevant experience on CB1-1. **CB1-3:** (10) years relevant experience on CB1-2. Competencies And Attributes: Computer literacy. Firearm competency. Good communications, interpersonal and report writing skills. Knowledge of relevant legislations, policies and procedures. Knowledge of Minimum-Security Standards for correctional centres.
- DUTIES** : Perform access control at the correctional centre or between areas within the Correctional Centre. Control movement of inmates both internally and externally. Guarding of inmates in correctional centres and external public institutions. Perform physical security inspections. Controlling stores and security equipment. Manage security control room. Ensure rehabilitation of offenders through correction and human development in a secure, safe and humane detention facility.
- ENQUIRIES** : Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027
- NOTE** : Appointment under the Correctional Service Act.
- POST 13/43** : **CASE OFFICERS (CB1-1; CB1-2; CB1-3) REF NO: FSNC 2026/04/27 (X107 POSTS)**
- SALARY** : CB1-1: R212 358 per annum  
CB1-2: R257 895 per annum  
CB1-3: R313 521 per annum
- CENTRE** : Free State and Northern Cape Region Mangaung Maximum Correctional Centre
- REQUIREMENTS** : Matric/ Grade 12 and successful completion of the Correctional Science Learnership/ Basic Training. **CB1-1:** No previous experience is required for appointment to this post. **CB1-2:** (10) years relevant experience on **CB1-1**. **CB1-3:** (10) years relevant experience on CB1-2. Competencies And Attributes: Computer literacy. Firearm compandncy. Good communication, interpersonal and report writing skills. Knowledge of relevant legislations, policies and procedures. Knowledge of Minimum-Security Standards for correctional centres.
- DUTIES** : Control over sentence plans. Update sentence plans with due consideration to the recommendations of the CMC and the feedback of the responsible functionaries. Responsible for the completion and appropriation of G331 and

G356 forms and updating the computer in accordance with the decisions/recommendations of the CMC. Responsible for the referral of the written decisions/recommendations of the committee to the correct office/functionary. Ensure that the referral of cases/enquiries by the CMC occurs under signature of the chairperson and that feedback is received. Control over profile reports (G326). Compile profile reports and ensure that it is correctly filled in. Ensure that all relevant information has been provided. Refer profile reports to the Secretary of the CMC. Maintain profile register. Record on computer the receipt/forwarding/receiving back of the recommendations in respect of parole/correctional supervision per G326 forms. Documentation control. Responsible for keeping the control page G325 form up to date in respect of the recommendations/decisions made by the CMC. Opening/closing/addressing of mail. Filing of documents. Receiving and forwarding of documents from the CMC. Care of classified documents. Dealing with representations. Verification of information provided. Check that information provided on offenders is correct. Check that calculations regarding minimum detention periods and release dates are correct. Check that all relevant documentation is attached to submissions to the Head of the Correctional Centre. Ensure confidentiality of correspondence between the offender and the CMC. Check that original documentation is sent to the Head of the Correctional Centre. Maintenance of safe custody. Searching of venues and offenders. Ensure that offenders do not wander around uncontrolled. Ensure that the number of offenders received and returned to units corresponds. Ensure that equipment is not abused by offenders.

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

**NOTE** : Appointment under the Correctional Service Act.

**POST 13/44** : **PHARMACIST ASSISTANT (BASIC): GRADE 1-3 REF NO: FSNC 2026/04/38**

**SALARY** : Grade 1: R162 894 per annum  
Grade 2: R215 013 per annum  
Grade 3: R250 383 per annum

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

**REQUIREMENTS** : **Grade 1:** Basic qualification as required by the training facility and the South African Pharmacy Council (SAPC). Registration with the SAPC to study towards a basic Pharmacist Assistant qualification. **Grade 2:** Basic qualification as required by the training facility and the South African Pharmacy Council (SAPC) and basic Pharmacist Assistant qualification that allows registration with the SAPC as Pharmacist Assistant (basic). Registration with the SAPC as Pharmacist Assistant (Basic) or registration with the SAPC to study towards a Post Basic Pharmacist Assistant qualification (where applicable). **Grade 3:** Basic qualification as required by the training facility and the South African Pharmacy Council (SAPC) and basic Pharmacist Assistant qualification that allows registration with the SAPC as Pharmacist Assistant (Basic). Registration with the SAPC as Pharmacist Assistant (Basic) or registration with the SAPC to study towards a Post Basic Pharmacist Assistant qualification (where applicable). Computer literate. Valid driver's licence. Competencies And Attributes: Knowledge and experience and warehousing, logistics, supply chain management, transportation, and the hospital pharmacy sector. Empowerment, confidentiality, time management and listening skills. Interpersonal, client orientation and good communication skills. Empathy, tactfulness, integrity and honesty. Good report writing skills. Adaptability. Conflict management. Ability to coordinate and collaborate with internal and external stakeholders.

**DUTIES** : Receiving of stock from suppliers according to standard operating procedures. Good distribution practice and good pharmacy practice standards. Offloading trucks and moving stock into the appropriate quarantine area. Moving of stock to storage areas and packing stock on correct shelves according to the first expired, first out (FEFO) and first in, first out (FIFO) principle. Stock rotation and participating in stock takes. Issuing of ordered stock according to scope of practice to the health facility.

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

**NOTE** : Appointment under the Public Service Act.

## DEPARTMENT OF DEFENCE

*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.*



- CLOSING DATE** : 05 May 2026 at 16:00 (Applications received after the closing date and faxed copies will not be considered).
- NOTE** : 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. The shortlisted candidates including SMS will be subjected to two (2) pre-entry assessments (practical and ethical exercise) which will determine the candidate's suitability. 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 shortlisted 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 13/45** : **PERSONNEL OFFICIAL: SUPERVISOR REF NO: AFBLGBW/12/13/26/01**
- SALARY** : R338 106 – R398 277 per annum (Level 07)
- CENTRE** : AFB Langebaanweg, Langebaan
- REQUIREMENTS** : Grade 12 (NQF Level 4) or equivalent with a minimum of three (3) years experience in Human Resource Management. Special requirements (Skills needed): Knowledge and insight of HR legislation. Knowledge and understanding of applicable HR prescripts. Good interpersonal skills and communication skills (written and verbal). Must be computer literate, i.e. MS Office Suite (Word, Excel and PowerPoint).
- DUTIES** : Provide Human Resources administration capability at AFB Langebaanweg. Administer HR Utilization Support services including HR maintenance services such as Inland Accommodation Expenditure(S&T), Leave, Unit Schedule name list, Flights and Car Hire requests, Termination of Services, Medals and Awards and Reserve Force Administration. Assist in compiling and typing of routine notes, memorandums, letters, and reports. Ensure proper adherence to HR policies and processes of the DOD. Ensure control of the work flow to and from relevant role players at AFB Langebaanweg. Must have the ability to develop new ideas to change existing methods (when/as required). General

- management of the office as well as organized office administration. Deal with classified calls, files/documents of the Human Resource Support Section.
- ENQUIRIES** : Maj M.L. Du Plessis/WO2 V.A. Faro Tel No: (022) 705 2515/2571
- APPLICATIONS** : Department of Defence, Air Force Base Langebaanweg, Langebaan 7375 or maybe hand delivered at the Main Gate AFB Langebaanweg Military Base or emailed to [lbwqmove@dod.mil.za](mailto:lbwqmove@dod.mil.za)
- POST 13/46** : **REGISTRY CLERK PRODUCTION REF NO: SAAFCOL/12/13/26/01 (X2 POSTS)**
- Re-advertised. Applicants who previously applied are encouraged to re-apply.
- SALARY** : R237 453 – R279 708 per annum (Level 05)
- CENTRE** : SA Air Force College, Pretoria
- REQUIREMENTS** : Grade 12 (NQF Level 4) or equivalent. No experience. Special requirements (Skills needed): Knowledge of MS Word, Excel and Power Point. Typing skills. Knowledge in management. Language proficiency in English (written and verbal). Analytical and innovative thinking as well as problem solving Skills. Excellent interpersonal Skills. Sound Organisational skills. High level of reliability. Ability to act with tact and discretion. Good people skills. Ability to do research and analyse documents and situations. Knowledge of MS Word, Excel and Power Point. Typing skills. Language proficiency in English (written and verbal). Analytical and innovative thinking as well as problem solving Skills. Excellent interpersonal Skills. Sound Organisational skills. High level of reliability. Ability to act with tact and discretion. Good people skills. Ability to do research and analyse documents and situations.
- DUTIES** : Development and amendment of records management guidelines, procedures and practices to support DOD record-keeping requirements. Identify and review all current recordkeeping and records management procedures. Continuous review of procedures. The management of Records Classification Systems (ie DOD Correspondence File Plan, record retention schedules). Administer clients' requests for amendments and additions to records classification systems. Answer enquiries with the correct use of file references. Execute all administrative tasks with the maintenance of the records classification systems. Maintain and update the paper-based master copy of the records classification systems by adding additions and amendments when necessary. Ensure that the electronic version and the paper-based version of the records classification systems are always synchronized.
- ENQUIRIES** : Maj K.L. Bosch Tel No: (012) 351 5045/5172
- APPLICATIONS** : Department of Defence, SA Air Force College, Private Bag X1008, Thaba Tshwane 0143 or email to: [saafcolhr@dod.mil.za](mailto:saafcolhr@dod.mil.za) or may be hand delivered at Abraham Kriel Road, Thaba Tshwane, Centurion.
- POST 13/47** : **SECRETARY REF NO: AFBWKL/12/13/26/01 (X3 POSTS)**
- SALARY** : R237 453 – R279 708 per annum (Level 05)
- CENTRE** : AFB Waterkloof, Pretoria
- REQUIREMENTS** : Grade 12 (NQF Level 4) or equivalent. No Experience. Special requirements (Skills needed): Knowledge of MS Word, Excel and Power Point. Typing skills. Language proficiency in English (written and verbal). Analytical and innovative thinking as well as problem solving skills. Excellent Interpersonal Skills. Sound organisational skills. High level of reliability. Ability to act with tact and discretion. Good people skills. Ability to do research and analyse documents and situations. Excellent secretarial skills.
- DUTIES** : Provide a Secretarial Support Service. Record appointments and events and manage the Manager's diary. Receive Telephone calls and refer to the correct role players. Be responsible for the roll call of the Unit daily. Provide secretarial functions in board meetings. Write/type documents, memorandums, letters and reports. Compile agenda's and take minutes during meetings. Compile minutes correctly. Deal with classified files and documents. Arrange meetings and events for Manager. Process the travel and subsistence claims for the Manager. Identify venues, invite role players, organise refreshments and set up schedules for meetings and events. Collect all relevant documents for meetings. Keep Manager's directory. Liaise with travel agencies to make travel arrangements. Prepare briefing and notes for the Manager as required. Keep a filing system. Organise social functions. Operate office equipment. Order and purchase stationary. Keep updated with policy and procedures. Co-ordinate logistical arrangements for meetings when required. Co-ordinate all logistical

arrangements for visitors visiting the Manager. Monitor the Unit monthly leave register and telephone bills, ensuring payment is submitted on time. Remain abreast with the procedures and processes that apply in the office of the Manager. Provide support to Manager regarding meetings and scrutinize documents to determine actions/information/other documents required for meetings. Record all minutes/decisions and communicate to all relevant role players and make follow-ups on progress. Prepare briefing notes for the Manager as requested. Handle S&T advances and claims.

**ENQUIRIES** : Maj B. Legkogola/F Sgt L. Roos Tel No: (012) 672 3055  
**APPLICATIONS** : Department of Defence, Air Force Base Waterkloof, PO. Box X1001, Lyttleton 0140 or email to [afbwkifhr@dod.mil.za](mailto:afbwkifhr@dod.mil.za) or may be hand delivered at Solomon Mahlangu Drive (M10) 378 JR, Centurion

**POST 13/48** : **SECRETARY REF NO: AFBDBN/12/13/26**

**SALARY** : R237 453 – R279 708 per annum (Level 05)  
**CENTRE** : AFB Durban, Durban  
**REQUIREMENTS** : Grade 12 (NQF Level 4) or equivalent. No Experience. Special requirements (Skills needed): Knowledge of MS Word, Excel and Power Point. Typing skills. Language proficiency in English (written and verbal). Analytical and innovative thinking as well as problem solving skills. Excellent Interpersonal Skills. Sound organisational skills. High level of reliability. Ability to act with tact and discretion. Good people skills. Ability to do research and analyse documents and situations. Excellent secretarial skills.

**DUTIES** : Provide a Secretarial Support Service. Record appointments and events and manage the Manager's diary. Receive Telephone calls and refer to the correct role players. Be responsible for the roll call of the Unit daily. Provide secretarial functions in board meetings. Write/type documents, memorandums, letters and reports. Compile agenda's and take minutes during meetings. Compile minutes correctly. Deal with classified files and documents. Arrange meetings and events for Manager. Process the travel and subsistence claims for the Manager. Identify venues, invite role players, organise refreshments and set up schedules for meetings and events. Collect all relevant documents for meetings. Keep Manager's directory. Liaise with travel agencies to make travel arrangements. Prepare briefing and notes for the Manager as required. Keep a filing system. Organise social functions. Operate office equipment. Order and purchase stationary. Keep updated with policy and procedures. Co-ordinate logistical arrangements for meetings when required. Co-ordinate all logistical arrangements for visitors visiting the Manager. Monitor the Unit monthly leave register and telephone bills, ensuring payment is submitted on time. Remain abreast with the procedures and processes that apply in the office of the Manager. Provide support to Manager regarding meetings and scrutinize documents to determine actions/information/other documents required for meetings. Record all minutes/decisions and communicate to all relevant role players and make follow-ups on progress. Prepare briefing notes for the Manager as requested. Handle S&T advances and claims.

**ENQUIRIES** : Maj B.E.Nzimande or WO H. Steenkamp Tel No: (031) 450 4734  
**APPLICATIONS** : Department of Defence, AFB Durban, P.O. Box 1120, Amanzimtoti, 4125 or emailed to [afbdbnhr@dod.mil.za](mailto:afbdbnhr@dod.mil.za) and maybe hand delivered at Prospecton Road, Isipingo, 4133

**POST 13/49** : **PROVISIONING ADMIN CLERK REF NO: SAAFCOL/12/13/26/02**

**SALARY** : R237 453 – R279 708 per annum (Level 05)  
**CENTRE** : AFB Durban, Durban  
**REQUIREMENTS** : Grade 12 (NQF Level 4) or equivalent. No Experience. Special requirements (Skills needed): Knowledge of MS Word, Excel and Power Point. Typing skills. Language proficiency in English (written and verbal). Analytical and innovative thinking as well as problem solving skills. Excellent Interpersonal Skills. Sound organisational skills. High level of reliability. Ability to act with tact and discretion. Good people skills. Ability to do research and analyse documents and situations. Excellent secretarial skills.

**DUTIES** : Effective supervising of supervisee food service aid, 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 cleanness and

- safety standards. Assist in preparing and serving food. Report all losses, damages and theft observed. Ensure food quality and presentation meet standards.
- ENQUIRIES APPLICATIONS** : Maj B.E.Nzimande or WO H. Steenkamp Tel No: (031) 450 4734  
 : Department of Defence, AFB Durban, P.O. Box 1120, Amanzimtoti, 4125 or emailed to [afbdbhnr@dod.mil.za](mailto:afbdbhnr@dod.mil.za) and maybe hand delivered at Prospecton Road, Isipingo, 4133.
- POST 13/50** : **PROVISIONING ADMIN CLERK REF NO: AFBHSPT/12/13/26/01**
- SALARY CENTRE REQUIREMENTS** : R237 453 – R279 708 per annum (Level 05)  
 : AFB Hoedspruit, Limpopo  
 : Grade 12 (NQF Level 4) or equivalent. No experience Special requirements (Skills needed): Computer literate, organizing skills, good interpersonal relationships, effective verbal and written communication, Full knowledge of the utilisation of MS software packages.
- DUTIES** : Render general clerical support duties, Capturing of personnel leave and Subsistence & Travelling, capturing of personnel performance assessments, compiling database for skills development programmes for personnel and capturing reports, record assets of the unit and keep them updated by maintain the asset register and attend to telephone enquiries and maintain proper filling of documents in the section.
- ENQUIRIES APPLICATIONS** : Maj M.M. Visagie /Capt. P. Ratheko Tel No: (015) 799 2924/2387  
 : Department of Defence, Air Force Base Hoedspruit, Hoedspruit, 1380 or emailed at [Prince.Ratheko@dod.mil.za](mailto:Prince.Ratheko@dod.mil.za) and maybe hand delivered at the main Gate Golf 1 and Golf 8.
- POST 13/51** : **REGISTRY CLERK PRODUCTION REF NO: SAAFCOL/12/13/26/03**
- SALARY CENTRE REQUIREMENTS** : R237 453 – R279 708 per annum (Level 05)  
 : SA Air Force College, Pretoria  
 : Grade 12 (NQF Level 4) or equivalent. No experience. Special requirements (Skills needed): Knowledge of MS suite. Language proficiency in English (written and verbal). Analytical and innovative thinking as well as problem Solving Skills. Ability to do research and analyse documents and situations. Excellent record management skills. A background in record management will be an advantage.
- DUTIES** : Development and amendment of records management guidelines, procedures and practices to support DOD record-keeping requirements. Identify and review all current recordkeeping and records management procedures. Continuous review of procedures. The management of Records Classification Systems (ie DOD Correspondence File Plan, record retention schedules). Administer clients' requests for amendments and additions to records classification systems. Answer enquiries with the correct use of file references. Execute all administrative tasks with the maintenance of the records classification systems. Maintain and update the paper-based master copy of the records classification systems by adding additions and amendments when necessary. Ensure that the electronic version and the paper-based version of the records classification systems are always synchronized. Knowledge of MS Word, Excel and Power Point. Typing skills. Language proficiency in English (written and verbal). Analytical and innovative thinking as well as problem solving Skills. Excellent interpersonal Skills. Sound Organisational skills. High level of reliability. Ability to act with tact and discretion. Good people skills. Ability to do research and analyse documents and situations. Excellent record management skills. A background as record management will be an advantage.
- ENQUIRIES APPLICATIONS** : Maj K.L. Bosch Tel No: (012) 351 5045/5172  
 : Department of Defence, SA Air Force College, Private Bag X1008, Thaba Tshwane, 0143 or email to: [saafcolhr@dod.mil.za](mailto:saafcolhr@dod.mil.za) or maybe hand delivered at Abraham Kriel Road, Thaba Tshwane, Centurion
- POST 13/52** : **ADMINISTRATION CLERK: PRODUCTION REF NO: SAAFCOL/12/13/26/02**
- SALARY CENTRE** : R237 453 – R279 708 per annum (Level 05)  
 : SA Air Force College, Pretoria

- REQUIREMENTS** : Grade 12 (NQF Level 4) or equivalent. No experience. Special requirements (Skills needed): Good communication (verbal/written) and Interpersonal skills. Planning and organising.
- DUTIES** : Ensure the performance of high clerical tasks in Support of the Provisioning Administration Officers at e.g. Logistic/Supply Support. Tasks will include the preserving, storing and maintaining of certain military items, making arrangements for the maintenance of stock by experts, keeping data registers up to date iro stock received, issued and not issued. Render assistance during stocktaking and assist with the securing and keeping of warehouse/stores neat. Must do follow up actions on demands outstanding, assist with the updating of provisioning parameters on all ICN's, must assist with the scrutinising and printing of all PA's, must be able to do demand and purchasing as per PA's, assist in the disposal and safe guarding of stores, must give feedback of all relevant stats required, determine future stock levels. Also responsible for binning and cleaning of stores, issuing and receiving of stores, must evaluate and determine requirements concerning the operational readiness of the Base or any section thereof, must do stock taking of stores.
- ENQUIRIES APPLICATIONS** : Maj K.L. Bosch Tel No: (012) 351 5045/5172  
: Department of Defence, SA Air Force College, Private Bag X1008, Thaba Tshwane, 0143 or email to: [saafcolhr@dod.mil.za](mailto:saafcolhr@dod.mil.za) or may be hand delivered at Abraham Kriel Road, Thaba Tshwane, Centurion
- POST 13/53** : **DRIVER OPERATOR REF NO: AFBWKL/12/13/26/02 (X3 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R170 226 – R200 523 per annum (Level 03)  
: AFB Waterkloof, Pretoria  
: Grade 11 (NQF Level 3) or equivalent. A valid driver's license code C1 with a minimum of three (3) years driving experience. Special requirements (Skills needed): Good Interpersonal Relationship skills; good driving skills, Verbal and Communication skills; Listening skills and able to follow or take orders precisely and Time Management Skills.
- DUTIES** : Required to perform the following functions: Always track and check the condition of the car, immediately report any defects to the supervisor, be able to drive light and medium vehicle to transport passenger and other items, provide administrative and messenger services, including collecting and dispatching documents and any other item as directed. Complete all the required and prescribed records in the logbook with regard to the vehicles and goods handled. Maintain the vehicle and ensure its good condition. Always adhere to prescripts as directed by the transport legislation. Be willing to work irregular hours.
- ENQUIRIES APPLICATIONS** : Maj B. Lekgokgola/F Sgt L. Roos, Tel No: (012) 672 3055  
: Department of Defence, Air Force Base Waterkloof, PO. Box X1001, Lyttleton 0140 or email to [afbwklfhr@dod.mil.za](mailto:afbwklfhr@dod.mil.za) or may be hand delivered at Solomon Mahlangu Drive (M10) 378 JR, Centurion
- NOTE** : Short-listed candidates will undergo a driving and competency test.
- POST 13/54** : **FOOD SERVICE AID REF NO: AFBLBWG/12/13/26/02 (X6 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R144 024 - R169 656 per annum (Level 02)  
: AFB Langebaanweg, Langebaan.  
: A minimum of ABET qualification. No experience. Special requirements (Skills needed): Knowledge of a limited range of work procedures such as planning and organizing, equipment use, food preparation, etc.
- DUTIES** : Rendering assistance with the preparation and serving of food/drinks in all its forms by: Hygienically preparation (i.e. wash, cut and cook) and serving of food. Preparing and serving tea, coffee and drinks. Supplying water on dining tables. Keeping kitchen, dining hall and food storage areas clean and tidy. Removing all kitchen waste. Packing supplies received in the food storage areas. Washing and cleaning up after meals. Setting tables (including decoration thereof). Waiting on tables. Ensure only authorized personnel have access to kitchen and/or consume meals. Ensure serviceability of equipment and report any defects or shortages. Apply a high standard of hygiene as well as safety measures in work environment.
- ENQUIRIES APPLICATIONS** : Maj M.L. Du Plessis/WO2 V.A. Faro Tel No: (022) 705 2515/2571  
: Department of Defence, Air Force Base Langebaanweg, Langebaan, 7375 or maybe hand delivered at the Main Gate AFB Langebaanweg Military Base or emailed to [lbwqmove@dod.mil.za](mailto:lbwqmove@dod.mil.za)

- POST 13/55** : **STORE ASSISTANT REF NO: SAAFCOL/12/13/26/03 (X2 POSTS)**
- SALARY** : R144 024 - R169 656 per annum (Level 02)  
**CENTRE** : SA Air Force College, Pretoria  
**REQUIREMENTS** : A minimum of ABET qualification. No experience. Special requirements (Skills needed): Knowledge of a limited range of work procedures such as planning and organizing, equipment use, food preparation, etc Good Communication (verbal/written) and Interpersonal Skills, an eye for detail and basic numerical skills.
- DUTIES** : Provide a productive service regarding store equipment. Must be familiar with prescribed Fire Order (DD19) in store. Must be familiar with the use of fire extinguishing apparatus. Ensure that all equipment or goods are received correctly and in good condition. Must be able to complete register for equipment received and issued. Execute all ad hoc store tasks as issued by order.
- ENQUIRIES** : Maj K.L. Bosch Tel No: (012) 351 5045/5172  
**APPLICATIONS** : Department of Defence, SA Air Force College, Private Bag X1008, Thaba Tshwane 0143 or email to: [saafcolhr@dod.mil.za](mailto:saafcolhr@dod.mil.za) or may be hand delivered at Abraham Kriel Road, Thaba Tshwane, Centurion.
- POST 13/56** : **GROUNDSMAN REF NO: AFBHPST/12/13/26/02 (X6 POSTS)**
- SALARY** : R144 024 - R169 656 per annum (Level 02)  
**CENTRE** : AFB Hoedspruit, Limpopo  
**REQUIREMENTS** : A minimum of ABET qualification. No experience. Special requirements (Skills needed): Good communication (verbal/written) and Interpersonal skills. 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 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** : Maj M.M. Visagie /Capt. P. Ratheko Tel No: (015) 799 2924 or 2387  
**APPLICATIONS** : Department of Defence, Air Force Base Hoedspruit, Hoedspruit, 1380 or emailed at [Prince.Ratheko@dod.mil.za](mailto:Prince.Ratheko@dod.mil.za) and maybe hand delivered at the main Gate Golf 1 and Golf 8.
- POST 13/57** : **HOUSEHOLD AID REF NO: AFBLBWG/12/13/26/03 (X4 POSTS)**
- SALARY** : R144 024 - R169 656 per annum (Level 02)  
**CENTRE** : AFB Langebaanweg, Langebaan  
**REQUIREMENTS** : A minimum of ABET qualification. No experience. Special requirements (Skills needed): Communicate effectively.
- 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. Maintain cleanliness in the bungalow of students. Report any defects in the workplace to immediate supervisor.
- ENQUIRIES** : Maj M.L. Du Plessis/WO2 V.A. Faro Tel No: (022) 705 2515/2571  
**APPLICATIONS** : Department of Defence, Air Force Base Langebaanweg, Langebaan, 7375 or maybe hand delivered at the Main Gate AFB Langebaanweg Military Base or emailed to [lbwqmove@dod.mil.za](mailto:lbwqmove@dod.mil.za)
- POST 13/58** : **GROUNDSMAN REF NO: AFBLBWG/12/13/26/04 (X3 POSTS)**
- SALARY** : R144 024 - R169 656 per annum (Level 02)  
**CENTRE** : AFB: Langebaanweg, Langebaan  
**REQUIREMENTS** : A minimum of ABET qualification. No experience. Special requirements (Skills needed): Good communication (verbal/written) and Interpersonal skills. 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 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** : Maj M.L. Du Plessis/WO2 V.A. Faro Tel No: (022) 705 2515/2571
- APPLICATIONS** : Department of Defence, Air Force Base Langebaanweg, Langebaan 7375 or maybe hand delivered at the Main Gate AFB Langebaanweg Military Base or emailed to [lbwqmove@dod.mil.za](mailto:lbwqmove@dod.mil.za)
- POST 13/59** : **CLEANER REF NO: AFBLBWG/12/13/26/05 (X2 POSTS)**
- SALARY** : R144 024 - R169 656 per annum (Level 02)
- CENTRE** : AFB: Langebaanweg, Langebaan
- REQUIREMENTS** : A minimum of ABET qualification. No experience. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. 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. 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 workplace to immediate supervisor.
- ENQUIRIES** : Maj M.L. Du Plessis/WO2 V.A. Faro Tel No: (022) 705 2515/2571
- APPLICATIONS** : Department of Defence, Air Force Base Langebaanweg, Langebaan, 7375 or maybe hand delivered at the Main Gate AFB Langebaanweg Military Base or emailed to [lbwqmove@dod.mil.za](mailto:lbwqmove@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.*

<b><u>CLOSING DATE</u></b>	:	05 May 2026 at 16:00 (walk-in) and 23:59 (online)
<b><u>NOTE</u></b>	:	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 <a href="http://www.gov.za/documents">www.gov.za/documents</a> . Received applications using the incorrect application for employment (old Z83) will not be considered. Each post(s) advert must be accompanied by its own application form for employment and must be fully completed, initialled and signed by the applicant as instructed below. Failure to fully complete, initial and sign the Z83 form will lead to disqualification of the application during the selection process. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. However, the question related to conditions that prevent re-appointment under Part "F" must be answered and declaration signed. Only an updated comprehensive CV (with detailed previous experience if any) and a completed and signed new Z83 application form is required. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related document(s) will be in line with the requirements of the advert. Non-RSA Citizens/Permanent Resident Permit holders in possession of foreign qualifications must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). The Department does not accept applications via fax. Applicants who do not comply with the abovementioned instructions/ requirements, as well as applications received late will not be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Please note by responding to the advertisement, you consent to the collection, processing, and storing of your Personal Information in accordance with the Protection of Personal Information Act (POPIA) Your information will be used solely for the purpose of this promotion and will not be shared with third parties without prior consent unless required by law. The Department reserves the right not to make any appointment(s) to the below advertised post(s). The successful candidate will be expected to sign a performance agreement. The Department is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s)

## OTHER POSTS

<b><u>POST 13/60</u></b>	:	<b><u>PRINCIPAL PSYCHOLOGIST GRADE 1 REF NO: HR 4/4/6/02</u></b>
<b><u>SALARY</u></b>	:	R1 245 564 per annum, (OSD)
<b><u>CENTRE</u></b>	:	Provincial Office: Limpopo
<b><u>REQUIREMENTS</u></b>	:	Masters' degree qualification in Psychology. Three (3) years appropriate experience as Psychologist after registration with HPCA as a

		Counselling/Industrial Psychologist. A valid driver's license. Knowledge: Relevant ILO Conventions, Financial Management, Human Resource Management, Recruitment and selection processes, Relevant government strategies. Skills: Planning and Organizing, Verbal and written Communication, Analytical, Computer literacy, Presentation, Interpersonal, Report-writing, Leadership, Networking, Information Management.
<b><u>DUTIES</u></b>	:	Supervise employment counselling to assist workers to enter the labour market. Provide technical support supervision of psychological assessment of work-seekers in the Province. Supervise self-help employment counselling in Labour Centres. Establish programmes for career counsellors in the Province. Ensure professional record-keeping is done in the Province on employment counselling work. Provide counselling services to the referred clients.
<b><u>ENQUIRIES</u></b>	:	Ms. SM Lebogo Tel No: (015) 290 1662/Ms. TE Maluleke Tel No: (015) 290 1768/Mr. MI Makgobola Tel No: (015) 290 1723/Ms. JM Fope Tel No: (015) 290 1699/Ms. MJ Matlakala Tel No: (015) 290 1699/Ms. GJ Matlhakoane Tel No: (015) 290 1665.
<b><u>APPLICATIONS</u></b>	:	Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane Or <a href="mailto:Jobs-LP@labour.gov.za">Jobs-LP@labour.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Management, Polokwane
<b><u>NOTE</u></b>	:	Priority will be given to African Males, Coloured Males, Indian Males, Indian Females, White Males.
<b><u>POST 13/61</u></b>	:	<b><u>DEPUTY DIRECTOR: LABOUR CENTRE OPERATION REF NO: HR 4/4/6/01</u></b>
<b><u>SALARY</u></b>	:	R1 059 105 per annum, (all-inclusive)
<b><u>CENTRE</u></b>	:	Labour Centre: Polokwane
<b><u>REQUIREMENTS</u></b>	:	Three-year National Diploma (NQF 6)/ undergraduate Bachelor Degree (NQF 7) in Financial Management / Accounting / Human Resource Management/ Labour Relations / Social Sciences / Engineering Sciences / Public Administration / Management / Business Administration/Management/ Operations Management / Project Management / Three years' legal qualification. Five years' experience of which two at an Assistant Director level and Three years' functional experience in labour market operations/ service delivery environment. A valid driver's licence. Knowledge: Public Financial Management Act, Policies and Procedures, Public Service Regulations, Batho Pele Principles, Service Delivery Improvement Plan. Skills: Management, Computer, Presentation, Communication (both verbal and written), Interpersonal, Conflict management, Leadership, Project management, Diversity management, Change management, Monitoring and Evaluation.
<b><u>DUTIES</u></b>	:	Manage the service delivery objectives as per mandate of the Department of Employment and Labour. Represent the Department in key stakeholder forums including interdepartmental structure of government and municipalities including those dictated by the District Development Model (DDM) (Intermediate). Implement and manage service delivery improvement plan. Manage all resources of the Labour Centre.
<b><u>ENQUIRIES</u></b>	:	Ms. SM Lebogo Tel No: (015) 290 1662/Ms. TE Maluleke Tel No: (015) 290 1768/Mr. MI Makgobola Tel No: (015) 290 1723/Ms. JM Fope Tel No: (015) 290 1699/Ms. MJ Matlakala Tel No: (015) 290 1699/Ms. GJ Matlhakoane Tel No: (015) 290 1665.
<b><u>APPLICATIONS</u></b>	:	Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane Or <a href="mailto:Job-PLK@labour.gov.za">Job-PLK@labour.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Management, Polokwane
<b><u>NOTE</u></b>	:	Priority will be given to African Males, Coloured Males, Indian Males, Indian Females, White Males.
<b><u>POST 13/62</u></b>	:	<b><u>ASSISTANT DIRECTOR: RESEARCH MONITORING AND EVALUATION REF NO: HR 4/4/6/03</u></b>
<b><u>SALARY</u></b>	:	R582 444 per annum
<b><u>CENTRE</u></b>	:	Provincial Office: Limpopo
<b><u>REQUIREMENTS</u></b>	:	Three (3) year tertiary qualification in Economics/Statistics/Social Sciences (sociology, Demography). Four (4) years functional experience in labour market research field services. Valid driver's licenses. Knowledge: Labour legislation and relevant policies, Analytical methods, Batho Pele Principles, Labour market dynamics, Research methodology, Project management. Skills: Analytical, Communication, Interpersonal, Innovative, creative and leadership,

<b><u>DUTIES</u></b>	:	Management, planning organisation, Stress management, Team management, Data analysis, Statistical software skills, Research, Monitoring and Evaluation. Monitor and evaluation the impact of labour legislation. Monitor and conduct the national and provincial research studies. Contribute and participate in the development of Research Monitoring and evaluation (RME) agenda. Manage all the resources of the Sub-Unit.
<b><u>ENQUIRIES</u></b>	:	Ms. SM Lebogo Tel No: (015) 290 1662/Ms. TE Maluleke Tel No: (015) 290 1768/Mr. MI Makgobola Tel No: (015) 290 1723/Ms. JM Fope Tel No: (015) 290 1699/Ms. MJ Matlakala Tel No: (015) 290 1699/Ms. GJ Matlhakoane Tel No: (015) 290 1665.
<b><u>APPLICATIONS</u></b>	:	Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane or <a href="mailto:Jobs-LP@labour.gov.za">Jobs-LP@labour.gov.za</a>
<b><u>FOR ATTENTION NOTE</u></b>	:	Sub-directorate: Human Resources Management, Polokwane Priority will be given to Coloured Males, Coloured Females, Indian Males, Indian Females, White Males, White Females.
<b><u>POST 13/63</u></b>	:	<b><u>ASSISTANT DIRECTOR: CONTRIBUTIONS MANAGEMENT REF NO: HR4/4/3/2ASDCM/UIF</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R468 459 per annum Unemployment Insurance Fund, Pretoria Undergraduate qualification in Accounting / Cost and Management Accounting / Public Finance Management at NQF level 6 as recognized by SAQA. Four (4) years' experience of which two (2) years; must be functional experience in Finance environment and two years at a Supervisory level. Knowledge: Public Service Regulations (PSR). Public Service Act (PSA). Public Financial Management Act (PFMA). Unemployment Insurance Act and Regulation (UIAR). Unemployment Insurance Contributions Act (UICA). Treasury Regulations. Labour Relations Act (LRA). Employment Equity Act (EEA). Basic Conditions of Employment Act (BCEA). Skills: Financial Management. Analysis. Problem Solving. Presentation. Planning and Organising. Communication (verbal and written). Computer Literacy. Report Writing. Minutes writing.
<b><u>DUTIES</u></b>	:	Coordinate monthly revenue contributions reconciliations. Coordinate the investigations and allocation of the unallocated contributions. Implement Audit Management Action plans. Manage resources (Human, Financial, Equipment / Assets) in the Sub-directorate.
<b><u>ENQUIRIES APPLICATIONS NOTE</u></b>	:	Mr RJ Sibanyoni Tel No: (012) 337 1715 email: <a href="mailto:Jobs-UIF22@labour.gov.za">Jobs-UIF22@labour.gov.za</a> African Females, White Males, Females and Persons with disabilities are encouraged to apply.
<b><u>POST 13/64</u></b>	:	<b><u>SENIOR ACCOUNTS PAYABLE OFFICER: BENEFICIARY SERVICES REF NO: HR 4/4/6/04</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R397 116 per annum Provincial Office: Limpopo Three-year tertiary qualification (NQF Level 6) in Accounting/Finance. Two (2) years functional experience in Accounts payable environment. Knowledge: Department policies and procedures, Planning and organizing, Administration procedures, Batho Pele Principles. Skills: Communication, Listening, Computer literacy, Time Management, Numeracy, Interpersonal, Planning and Organizing.
<b><u>DUTIES</u></b>	:	Provide support in the accounts payable process. Render accounting and administrative support. Conduct reconciliation of accounts. Implement the daily payment run. Supervise resources (Human, Finance, Equipment/Assets) in the section.
<b><u>ENQUIRIES</u></b>	:	Ms. SM Lebogo Tel No: (015) 290 1662/Ms. TE Maluleke Tel No: (015) 290 1768/Mr. MI Makgobola Tel No: (015) 290 1723/Ms. JM Fope Tel No: (015) 290 1699/Ms. MJ Matlakala Tel No: (015) 290 1699/Ms. GJ Matlhakoane Tel No: (015) 290 1665.
<b><u>APPLICATIONS</u></b>	:	Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane or <a href="mailto:UIFJobs-LP@labour.gov.za">UIFJobs-LP@labour.gov.za</a>
<b><u>FOR ATTENTION NOTE</u></b>	:	Sub-directorate: Human Resources Management, Polokwane Priority will be given to Coloured Males, Coloured Females, White Males, White Females.

**POST 13/65** : **SENIOR LOCAL APPEALS COMPLAINTS OFFICER: BENEFICIARY SERVICES REF NO: HR 4/4/6/05**

**SALARY** : R397 116 per annum  
**CENTRE** : Provincial Office: Limpopo  
**REQUIREMENTS** : An undergraduate qualification in Business Administration/Management; Public Administration/ Management/Social Science/Accounting/Finance/HRM at NQF Level 6 as recognized by SAQA. Two (2) years functional experience in Client Services environment/Claims Processing environment of UIF or Insurance claims. Knowledge: Department of Employment and Labour & UIF Policies and Procedures, Operations System, Protection of Personal Information Act (POPIA), Public Finance Management Act (PFMA), Public Service Regulation (PSR), Batho Pele Principles, Public Service Act (PSA), Labour Relations Act. Skills: Interpersonal, Presentation, Listening, Communication (verbal and written), Computer Literacy, Problem solving, Planning and Organizing

**DUTIES** : Verify provision of secretariat functions for Local Appeal Board. Verify processing of appeals. Supervise rendering of administrative support services to the Regional Appeals Board. Supervise Resources.

**ENQUIRIES** : Ms. SM Lebogo Tel No: (015) 290 1662/Ms. TE Maluleke Tel No: (015) 290 1768/Mr. MI Makgobola Tel No: (015) 290 1723/Ms. JM Fope Tel No: (015) 290 1699/Ms. MJ Matlakala Tel No: (015) 290 1699/Ms. GJ Matlhakoane Tel No: (015) 290 1665.

**APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane or [UIFJobs-LP@labour.gov.za](mailto:UIFJobs-LP@labour.gov.za)

**FOR ATTENTION NOTE** : Sub-directorate: Human Resources Management, Polokwane  
Priority will be given to Coloured Males, Coloured Females, White Males, White Females.

**POST 13/66** : **SENIOR ADMINISTRATION OFFICER: OPERATIONS (X50 POSTS)**

**SALARY** : R397 116 per annum  
**CENTRE** : Labour Centre: Jane Furse Ref No: HR4/4/6/06 (X3 Posts)  
Labour Centre: Burgersfort Satellite Office Ref No: HR4/4/6/07 (X2 Posts)  
Labour Centre: Lebowakgomo Ref No: HR4/4/6/08 (X3 Posts)  
Labour Centre: Lephalale Ref No: HR4/4/6/09 (X3 posts)  
Labour Centre: Thabazimbi Satellite Office Ref No: HR4/4/6/10 (X3 Posts)  
Labour Centre: Makhado Ref No: HR4/4/6/11 (X2 Posts)  
Labour Centre: Musina Satellite Office Ref No: HR4/4/6/12 (X3 Posts)  
Labour Centre: Modimolle Ref No: HR4/4/6/13 (X2 Posts)  
Labour Centre: Warmbath Satellite Office Ref No: HR4/4/6/14 (X3 Posts)  
Labour Centre: Mokopane Ref No: HR4/4/6/15 (X3 Posts)  
Labour Centre: Mookgopong Satellite Office Ref No: HR4/4/6/16 (X3 Posts)  
Labour Centre: Phalaborwa Ref No: HR4/4/6/17 (X2 Posts)  
Labour Centre: Hoedspruit Satellite Office Ref No: HR4/4/6/18 (X3 Posts)  
Labour Centre: Polokwane Ref No: HR4/4/6/19 (X1 Post)  
Labour Centre: Mankweng Satellite Office Ref No: HR4/4/6/20 (X3 Posts)  
Labour Centre: Seshego Ref No: HR4/4/6/21 (X2 Posts)  
Labour Centre: Thohoyandou Ref No: HR4/4/6/22 (X3 Posts)  
Labour Centre: Malamulela Ref No: HR4/4/6/23 (X2 Posts)  
Labour Centre, Tzaneen Ref No: HR4/4/6/24 (X1 Post)  
Labour Centre: Groblersdal Ref No: HR4/4/6/25 (X3 Posts)

**REQUIREMENTS** : An undergraduate qualification in Business Administration/Management; Public Administration/ Management/Operations/Accounting/Finance NQF Level 6 as recognized by SAQA. Valid Driver's license. Two (2) years functional experience in Client Services environment/Claims Processing environment in operations or Insurance environment. Knowledge: Unemployment Insurance Act and Regulations (UIA), Unemployment Insurance Contributions Act (UICA), Department of Employment and Labour & UIF Policies and Procedures, Operations System, Batho Pele Principles, Protection of Personal Information Act (POPIA). Skills: Interpersonal, Presentation, Listening, Communication (verbal and written), Computer Literacy, Problem solving, Planning and Organizing.

**DUTIES** : Provide Unemployment Insurance services through interaction with customers. Provide quality assurance and follow-up on Unemployment Insurance

		applications. Administer the UI Claims and Processing Services. Supervise Resources (Human, Financial, Equipment/Assets) in the section.
<b><u>ENQUIRIES</u></b>	:	Ms. SM Lebogo Tel No: (015) 290 1662/Ms. TE Maluleke Tel No: (015) 290 1768/Mr. MI Makgobola Tel No: (015) 290 1723/Ms. JM Fope Tel No: (015) 290 1699/Ms. MJ Matlakala Tel No: (015) 290 1699/Ms. GJ Matlhakoane Tel No: (015) 290 1665.
<b><u>APPLICATIONS</u></b>	:	Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane Or <a href="mailto:UIFJobs-JF@labour.gov.za">UIFJobs-JF@labour.gov.za</a> for Jane Furse and Burgersfort, <a href="mailto:UIFJobs-LEB@labour.gov.za">UIFJobs-LEB@labour.gov.za</a> for Lebowakgomo, <a href="mailto:UIFJobs-LEP@labour.gov.za">UIFJobs-LEP@labour.gov.za</a> for Lephalale and Thabazimbi, <a href="mailto:UIFJobs-MAKH@labour.gov.za">UIFJobs-MAKH@labour.gov.za</a> for Makhado and Musina, <a href="mailto:UIFJobs-MOD@labour.gov.za">UIFJobs-MOD@labour.gov.za</a> for Modimolle and Warmbath, <a href="mailto:UIFJobs-MOK@labour.gov.za">UIFJobs-MOK@labour.gov.za</a> for Mokopane and Mookgopong, <a href="mailto:UIFJobs-PHAL@labour.gov.za">UIFJobs-PHAL@labour.gov.za</a> for Phalaborwa and Hoedspruit, <a href="mailto:UIFJobs-PLK@labour.gov.za">UIFJobs-PLK@labour.gov.za</a> for Polokwane and Mankweng, <a href="mailto:UIFJobs-SESH@labour.gov.za">UIFJobs-SESH@labour.gov.za</a> for Seshego, <a href="mailto:UIFJobs-THO@labour.gov.za">UIFJobs-THO@labour.gov.za</a> for Thohoyandou and Malamulela, <a href="mailto:UIFJobs-TZN@labour.gov.za">UIFJobs-TZN@labour.gov.za</a> for Tzaneen, <a href="mailto:UIFJobs-GLD@labour.gov.za">UIFJobs-GLD@labour.gov.za</a> for Groblersdal. For Attention: Sub-directorate: Human Resources Management, Polokwane.
<b><u>NOTE</u></b>	:	Priority will be given to Coloured Males, Coloured Females, White Males, White Females.
<b><u>POST 13/67</u></b>	:	<b><u>EMPLOYMENT SERVICE PRACTITIONER 2 REF NO: HR 4/4/6/26</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R397 116 per annum Labour Centre: Lephalale Three (3) year qualification in Social Science/Public Administration. Valid driver's license. Knowledge: ILO Conventions, Social Plan Guidelines, Human Resource Management, Financial Management. Skills: Planning and organising, Communication, Computer, Analytical, Presentation, Interpersonal, Report writing, Leadership, Networking.
<b><u>DUTIES</u></b>	:	Identify and process employability needs for job seekers. Network with stakeholders to acquire placement opportunities. Process requests for labour migration and advice on the availability of skills. Process applications for registration of PEA's and TEA's. Supervise the administration of employer services at the Labour Centre.
<b><u>ENQUIRIES</u></b>	:	Ms. SM Lebogo Tel No: (015) 290 1662/Ms. TE Maluleke Tel No: (015) 290 1768/Mr. MI Makgobola Tel No: (015) 290 1723/Ms. JM Fope Tel No: (015) 290 1699/Ms. MJ Matlakala Tel No: (015) 290 1699/Ms. GJ Matlhakoane Tel No: (015) 290 1665.
<b><u>APPLICATIONS</u></b>	:	Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane Or <a href="mailto:Job-LEPH@labour.gov.za">Job-LEPH@labour.gov.za</a> .
<b><u>FOR ATTENTION NOTE</u></b>	:	Sub-directorate: Human Resources Management, Polokwane Priority will be given to Coloured Males, Coloured Females, White Males, White Females.
<b><u>POST 13/68</u></b>	:	<b><u>CHIEF PROVISIONING ADMIN CLERK REF NO: HR4/4/6/27</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R325 101 per annum Provincial Office: Limpopo Three (3) year's relevant tertiary qualification in Supply Chain Management/ Finance/ Public/ Business Administration. One (1) year functional experience in Supply Chain or Finance & Provisioning Services. Knowledge: Public Finance Management Act (PFMA). Skills: Supervision, Negotiating, Client orientation and customer focus, Facilitation, Computer Literacy, Presentation, Analytical, Communication.
<b><u>DUTIES</u></b>	:	Provide contract and tender management support to be in line with developed relevant prescripts. Administer open and closed tender processes in compliance with SCM policies and Treasury. Procure goods and services in line with relevant prescripts in the Province. Provide Inventory Management Support to ensure effectiveness and efficient in the Province. Manage all resources of the Directorate. (Daily).

**ENQUIRIES**

: Ms. SM Lebogo Tel No: (015) 290 1662/Ms. TE Maluleke Tel No: (015) 290 1768/Mr. MI Makgobola Tel No: (015) 290 1723/Ms. JM Fope Tel No: (015) 290 1699/Ms. MJ Matlakala Tel No: (015) 290 1699/Ms. GJ Matlhakoane Tel No: (015) 290 1665.

**APPLICATIONS**

: Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane Or [Jobs-LP@labour.gov.za](mailto:Jobs-LP@labour.gov.za)  
Sub-directorate: Human Resources Management, Polokwane

**FOR ATTENTION**

: Priority will be given to Coloured Males, Coloured Females, White Males, White Females.

**NOTE**

**DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT**  
*The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer.*

**MANAGEMENT ECHELON**

- POST 13/69** : **DIRECTOR: COMPLIANCE REF NO: FIM14/2026**
- SALARY** : R1 266 714 per annum, (an all-inclusive annual remuneration package). The remuneration package includes a basic salary (70% of package), State's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individual's personal needs.
- CENTRE REQUIREMENTS** : Cape Town  
 : Undergraduate Degree (NQF 7) in Environmental Law/ Legal/ Law or relevant qualification recognized by SAQA. A minimum of five (5) years' experience in relevant field at Middle/Senior Managerial level. Successful completion of the Public Service Senior Management Leadership Programme prior to appointment. Experience of the marine fisheries and aquaculture environment/sector. Knowledge of the Criminal Procedure Act, Public Finance Management Act, National Treasury Regulations, Marine Living Resources Act, MLRA Regulations. Knowledge and understanding of the Government's policies and priorities for Forestry, Fisheries and the Environment and white paper on the transformation of the public service. 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 integrity (ethical conduct) assessment Skills: Strategic Capability and Leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management and People Management and Empowerment. Ability to work long hours voluntarily. Be able to gather and analyse information, develop and apply policies, Good interpersonal relations skills. Ability to work under extreme pressure and to work with difficult persons and to resolve conflict. Must have a valid driver's license.
- DUTIES** : Develop a compliance monitoring framework and ensure effective implementation thereof. Monitor the protection and enhance marine living resources through inspections in line with the Marine Living Resources Act (MLRA). Ensure that all vessels comply with all reporting procedures so that there is a good account of their whereabouts from time of departure until landing at dockside. Oversee the management of inspections to protect marine assets and resources. Ensure the patrolling of the South African coastline as a deterrence measure. Ensure species, catch limitations and permit conditions are complied with. Initiate and draft section 28 notices in terms of the MLRA for administrative sanctions against transgressing right and permit holders. Initiate and formalize partnership with other government departments, municipalities and NGOs that add value to the mandate. Manage projects in respect of work that has been outsourced to outside organizations. Participate in various internal consultative forums. Participate in consultative structure of other government departments, municipal structures and traditional structures within the areas of operation. Participate in various Regional Fisheries Management Organisations (RFMO's) on issues around the improvement of Monitoring, Control and Surveillance.
- ENQUIRIES APPLICATIONS** : Mr Cheslyn Liebenberg, Email: [CELiebenberg@dffe.gov.za](mailto:CELiebenberg@dffe.gov.za)  
 : [FIM14-2026@dffe.gov.za](mailto:FIM14-2026@dffe.gov.za) applications May be forwarded to the Director-General, Department of Forestry, Fisheries and the Environment, Private Bag X43490, Cape Town, 8000 or hand-delivered to: 63 Strand Street, Cape Town, or can be emailed to the respective email address quoting the reference number on the subject email.
- FOR ATTENTION NOTE** : Human Resources Management  
 : 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-entry-programme/>. 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.

- CLOSING DATE** : 08 May 2026
- POST 13/70** : **DIRECTOR: FISHERIES PROTECTION VESSELS REF NO: FIM15/2026**
- SALARY** : R1 266 714 per annum, (an all-inclusive annual remuneration package). The remuneration package includes a basic salary (70% of package), State's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individual's personal needs.
- CENTRE** : Cape Town
- REQUIREMENTS** : Undergraduate Degree (NQF 7) in Environmental Law/ Legal/ Law or relevant qualification recognized by SAQA. A minimum of Five (5) years of experience in Maritime Studies or relevant field at Middle / Senior Managerial level within the related field. Successful completion of the Public Service Senior Management Leadership Programme. Experience of the marine fisheries and aquaculture environment/sector. Knowledge of the Criminal Procedure Act, Public Finance Management Act, National Treasury Regulations, Marine Living Resources Act, MLRA Regulations and Maritime Domain Awareness. Knowledge and understanding of the Government's policies and priorities for Forestry, Fisheries and the Environment and white paper on the transformation of the public service. Knowledge of SAMSA related legislation. 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. Skills: Strategic Capability and Leadership, Programme and Project Management, Financial Management,

Change Management, Knowledge Management and People Management and Empowerment. Ability to work long hours voluntarily. Good communication skills verbal and written. Be able to gather and analyse information, develop and apply policies, Good interpersonal relations skills. Ability to work under extreme pressure and to work with difficult persons and to resolve conflict. Must have a valid driver's license.

**DUTIES**

: Manage budget in accordance with the MTEF provisions, for both the operation and maintenance of the Fisheries Patrol Vessels fleet. Develop and evaluate control systems and measures for monitoring the utilization of the vessels' operating costs as per the provisions of the PFMA. Manage relevant contracts for manning/ crewing, maintenance and technical services to the Fisheries Patrol Vessels Fleet. Promote and enforce compliance to ensure sustainable utilization of marine living resources. Provide support in the development and enforcement of regional and international agreements. Engage and plan with SADC and MCS partners. Initiate joint operations in the SADC region for joint operations, patrols and information sharing. Participate in various Regional Fisheries Management Organisations (RFMO's) on issues around the improvement of Monitoring, Control and Surveillance. Participate in policy development as a sea-based directorate with various national stakeholders pertaining to fisheries management. Develop and encourage cooperative governance principles. Initiate and draft section 28 notices in terms of the MLRA for administrative sanctions against transgressing right and permit holders.

**ENQUIRIES  
APPLICATIONS**

: Mr Cheslyn Liebenberg, Email: [CELiebenberg@dffe.gov.za](mailto:CELiebenberg@dffe.gov.za)  
: [FIM15-2026@dffe.gov.za](mailto:FIM15-2026@dffe.gov.za) applications may be forwarded to the Director-General, Department of Forestry, Fisheries and the Environment, Private Bag X43490, Cape Town, 8000 or hand-delivered to: 63 Strand Street, Cape Town, or can be emailed to the respective email address quoting the reference number on the subject email.

**FOR ATTENTION  
NOTE**

: Human Resources Management  
: 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-entry-programme/>. 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 be 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.

**CLOSING DATE** : 08 May 2026

#### **OTHER POSTS**

**POST 13/71** : **DEPUTY DIRECTOR: OPERATIONS AND LOGISTICS REF NO: OC07/2026**

**SALARY** : R896 436 per annum

**CENTRE** : Cape Town

**REQUIREMENTS** : National Diploma /Degree in Shipping & Logistics/Maritime Studies/Operations & Logistics or equivalent relevant qualification. 3 years and above relevant experience of which three (3) of them should be at an entry/junior managerial level (Assistant Director Level or equivalent) The incumbent must have knowledge of Logistics management and business practices. Knowledge of Maritime/Shipping Logistics including clearing and forwarding. Working knowledge of customs rules relating to cargo. Ability to implement logistics management systems and controls. Ability to develop, interpret and apply policies, strategies and legislation. Knowledge of HR management practices, legal issues, negotiations and dealing with conflict. Assist in career planning and effective deployment of personnel. The following skills & competencies are required; Policy development, computer literate, management and project management, good interpersonal relations, Relationship Management, Stakeholder engagement, Research, writing and presentation, change management, knowledge management, service delivery innovation (SDI), problem solving and analysis. People Management and Empowerment, Client Orientation and Customer Focus. Honesty. Ability to work long hours voluntarily. Ability to gather and analyse information. Ability to develop and apply policies. Ability to work individually and in team. Good interpersonal relations skills. Creativity. Ability to work under pressure. Ability to work with difficult persons and to resolve conflict. Sense of responsibility and loyalty.

**DUTIES** : The candidate will be responsible to provide inputs to NRF/DSI with regards to the logistics required by relevant principal investigators. Obtain all approved research projects to ensure the necessary support is provided before each voyage. Organise and facilitate planning meetings before departure. Receive orders from bases and facilitate approvals in accordance to the available budget. Ensure all supplies are procured and packed timeously. Ensure effective and efficient warehouse management including clearing and forwarding of cargo. Ensure that the Department meets the environmental requirements. Manage and co-ordinate the recruitment process of expedition members in collaboration with HCM. Ensure that the expedition members receive the necessary training. Ensure effective operations of the base stations for science support. Receive all the reports from the three research bases. Convene meetings with management to discuss reports. Analyse reports and give recommendations and compile feedback for the bases. Follow-up with the key personnel about matters arising from the reports. Ensure assets are managed responsibly according to the government asset management policy. Ensure Southern Oceans and Antarctic activities are conducted safely and risk managed. Draft policy documents outlining the operations and other aspects related to the management of bases. Develop, review and benchmark policies with other National Antarctic Programs. Consult relevant stakeholders on related matters. Ensure the implementation of policies and procedures. Develop a template for the relief voyage reports. Provide inputs to science and logistic integration annually including updating of the SANAP website. Ensure implementation of the collaboration agreement. Add support to management of search and rescue operations in liaison with vessel management and relevant stakeholders. Attend local and international meetings as and when required to improve SANAP operations.

**ENQUIRIES** : Mr R Hlophle Tel No (021) 493 7067

**APPLICATIONS** : [OC07-2026@dffe.gov.za](mailto:OC07-2026@dffe.gov.za) Applications: Cape Town: Private Bag X4390, Cape Town, 8000 or hand-deliver to No 63 Strand Street, Cape Town

**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 all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG) prior to appointment. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme>. Furthermore, Shortlisted candidates must provide proof of successful completion of the course. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Following the interview and technical assessment for all SMS posts, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency-based assessments. Persons appointed will be subjected to a security clearance, the signing of performance agreement and employment contract. The Department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. By submitting the employment application form, you agree and consent in terms of Section 11(1) of the Protection of Personal Information Act (POPIA), 2013 (Act 4 of 2013), for your personal information which you provide to the DFFE to being processed by the department and its employees, agents, Cabinet committees, and subcontractors for recruitment purposes, in accordance with the POPIA of 2013.

**CLOSING DATE** : 05 May 2026, 16:00. No late application will be accepted

**POST 13/72** : **CONTROL ENGINEERING TECHNICIAN (MECHANICAL) GRADE A REF NO: OC06/2026**

**SALARY CENTRE REQUIREMENTS** : R522 741 per annum, (OSD)  
: Cape Town  
: National Diploma (NQF6) in Engineering or relevant qualification as recognized by SAQA. Compulsory registration with the ECSA as an Engineering technician. 6 years' post qualification experience required. The incumbent must have knowledge of the following; Mechanical Installations and principles HR practice & procedures. Administrative procedures. Financial management. Project management. Personnel management The incumbent must have the following skills & competencies; Sound organising and planning skills; Good communication skills, operate a computer, compiling performance reports, Leadership, facilitation, creativity The following personal attributes are required; honesty, ability to work long hours voluntarily, ability to gather and

analyse information, ability to develop and apply policies, ability to work individually and in team, good interpersonal relations skills, creativity, ability to work under pressure and ability to work with difficult persons and to resolve conflict.

**DUTIES**

: The candidate will be responsible to monitor and control the implementation of the maintenance policy. Troubleshoot and repair problems on the Mechanical equipment and facilities. Promote safety in line with statutory and regulatory requirements. Implement standard operating procedures for the safe and consistent operations of infrastructure. Monitor and control the quality assurance of technical designs with specifications and make recommendations for approval by the relevant authority. Participate in Relief voyage. Assuming different roles during voyages as required. Invite potential participants to apply for the expedition. Arrange Pre-voyage Planning meetings. Complete all relevant documentation. Plan and coordinate relief voyages, which include: meetings with all stakeholders, liaise with all orders, keep track with appointments, issuing of permits, etc. Monitor and control the compliance of all lifting and handling equipment including the certification of all cranes. Monitor and control the proper and timely maintenance of Caterpillar vehicle fleet. Monitor and control the optimal performance and timely maintenance of snow mobiles. Ensure the availability of drivers and dozers for Antarctic operations. Provide inputs into the budgeting process; Compile and submit reports and submissions as required; Provide inputs to the technical/engineering operational plan; Provide support in the development, implementation and maintenance of databases. Interact with SCM as a Chief User Clerk to facilitate the appointment of service providers to support the SANAP operations. Monitor the performance of Contractors and Service Providers to ensure adherence to SLA's or contractual obligations. Continuous professional development to keep up with new technologies and procedures; Research/literature studies on technical engineering technology to improve expertise; Liaise with relevant bodies/councils on engineering-related matters; Keep track with various Scientific projects at the research bases, as well as ship-based research; Research and propose new technologies to improve performance and efficiencies

**ENQUIRIES  
APPLICATIONS**

: Mr W Boshoff Tel No: (021) 493 7379  
: [OC06-2026@dffe.gov.za](mailto:OC06-2026@dffe.gov.za) Applications: Cape Town: Private Bag X4390, Cape Town, 8000 or hand-deliver to No 63 Strand Street, Cape Town

**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 all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG) prior to appointment. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme>. Furthermore, Shortlisted candidates must provide proof of successful completion of the course. All shortlisted candidates, including the SMS, shall

undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Following the interview and technical assessment for all SMS posts, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency-based assessments. Persons appointed will be subjected to a security clearance, the signing of performance agreement and employment contract. The Department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. By submitting the employment application form, you agree and consent in terms of Section 11(1) of the Protection of Personal Information Act (POPIA), 2013 (Act 4 of 2013), for your personal information which you provide to the DFFE to being processed by the department and its employees, agents, Cabinet committees, and subcontractors for recruitment purposes, in accordance with the POPIA of 2013.

**CLOSING DATE**

: 05 May 2026, 16:00. No late application will be accepted

## DEPARTMENT OF HOME AFFAIRS

*The Department of Home Affairs (DHA) seeks to hire patriotic, professional, passionate and talented individuals to form part of a new leadership team, equipped with the right skills to facilitate the transformation of Home Affairs into a digital-first, world-class organisation. If you are committed to delivering on the Medium-Term Development Plan's priorities through digital transformation, ascribe to the Department's shared value set, have what it takes to deliver on the needs of DHA Clients with the highest levels of dignity, integrity and innovation, and your credentials meet the requirements of any of the following positions, kindly respond before the closing date.*



**CLOSING DATE** : 08 May 2026

**NOTE** : Applications must be submitted online at <https://erecruitment.dha.gov.za> sent to the correct address specified at the bottom of the posts, on or before the closing date, accompanied by a fully completed Application for Employment Form (New Z83, effective from 1 January 2021), obtainable at [www.dpsa.gov.za](http://www.dpsa.gov.za), citing the correct post number and job title, and a comprehensive CV (citing the start and end date dd/mm/yy), job title, duties performed and exit reason for each employment period to be considered, as well as the details of at least two contactable employment references (as recent as possible), regardless of online or manual submission. All shortlisted candidates, including 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. Shortlisted candidates will also be required to submit a copy of their ID document, a valid driver's license (if specified as a job requirement), relevant educational qualifications / RPL certificates / Academic Transcripts of completed qualifications, and Acting letters as directed. Furthermore, applicants who possess (a) foreign qualification(s), are required to submit the evaluated results of such qualifications, as received from the South African Qualifications Authority (SAQA); will be subjected to an interview, various relevant tests and assessments, and employment suitability checks (credit, criminal, citizenship, qualifications, and employment references including verification of exit reasons, and conducting business with State). Once appointed, serving of a prescribed probation period, and obtaining of a security clearance appropriate to the post, will be required. Correspondence between the Department and candidates will be limited to shortlisted candidates, only. The DHA is a merit-based, equal opportunity and affirmative action employer. In line its commitment to promoting representivity, in the filling of entry-level positions preference may be given to locally based candidates on grounds of affordability as well as to (unemployed) youth and the DHA's interns and learners who have successfully completed their respective skills development programmes. In the filling of all posts, preference may be afforded to persons with disabilities, and in respect of SMS-level posts, to women. Persons falling in these categories and who meet the post requirements are strongly encouraged to apply. The DHA complies with the Protection of Personal Information Act, 2013 (Act No. 4 of 2013). Applicants' personal information will be used for recruitment purposes, retained where required for audit, and safeguarded against unauthorised disclosure, except where legally required. Submission of an application constitutes consent to such processing.

## OTHER POSTS

**POST 13/73** : **DEPUTY DIRECTOR: AMENDMENTS AND RECTIFICATION REF NO: HRMC 17/26/1**  
Sub -Directorate: Amendments and Rectifications

**SALARY** : R1 059 105 - R1 247 574 per annum (Level 12), (An all-inclusive salary package)

**CENTRE** : Head Office: Tshwane

**REQUIREMENTS** : An undergraduate qualification in Business Management, Public Management, Public Administration, or Operations Management at NQF 6 as recognized by SAQA. Three (3) Years' experience in an Assistant Director (Junior Management) level is required. Knowledge and understanding of all

- departmental legislation and prescripts. Knowledge and understanding of Public Service Prescripts and Legislations. A valid drivers' license is an added advantage. Willingness to travel and work extended hours. Required skills and competencies: Service Delivery Innovation. Client Orientation and Customer Focus. People Management and Empowerment. Financial Management. Honesty and Integrity. Manpower forecasting and planning. Project Management. Decision Making. Communication. Influencing and Networking. Business report writing. Research Methodology. Interpersonal relations. Problem Solving and Conflict Management. Presentation skills. Planning and Organising Skill. Strong analytical skills. Facilitation skills. Negotiation skills. Computer Literacy Skill. Patriotism, Honesty and Integrity.
- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: Operational Management: Amendments and Rectifications Unit. Manage and oversee operations within the Amendments and Rectifications Unit to ensure the accuracy, integrity, and reliability of the National Population Register (NPR). Ensure the effective administration of all matters relating to the amendment and rectification of personal particulars. Coordinate and manage service delivery between front-office and back-office environments. Manage and implement document management processes, systems, and policies in an effective and efficient manner. Facilitate digital transformation initiatives and support the development of technical expertise within the unit. Provide expert advice and guidance on amendment and rectification matters. Manage and oversee projects related to document management and rectification services. Establish and maintain productive relationships with internal and external stakeholders. Monitor and report on progress against approved operational plans. Escalate all irregularities and suspected fraudulent activities to management or Counter Corruption and Security in accordance with prescribed procedures, Policy, and Governance. Stakeholder Engagement and Intergovernmental Relations. Risk, Compliance, and Quality Assurance. Ensure effective and efficient management of human, physical and financial resources within the Unit. Coach and guide staff on best practices and compliance with regulatory requirements.
- ENQUIRIES** : Head Office: Mr J Modipa Tel No: (012) 406 4243
- APPLICATIONS** : Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://erecruitment.dha.gov.za> or [civicsrecruitment@dha.gov.za](mailto:civicsrecruitment@dha.gov.za)
- POST 13/74** : **DEPUTY DIRECTOR: APPEALS (TEMPORARY RESIDENCE VISA) REF NO: HRMC 17/26/2**  
Directorate: Appeals
- SALARY** : R1 059 105 - R1 247 574 per annum (Level 12), (an all-inclusive salary package)
- CENTRE** : Head Office: Tshwane
- REQUIREMENTS** : An undergraduate qualification in Law, Public Management, Public Administration, Policing, Criminology, Forensics or Criminal Justice at NQF 6 as recognized by SAQA. Three (3) Years' experience in an Assistant Director (Junior Management) level in Law, Analysis and interpretation of information is required. Sound knowledge of the Immigration Act, 2002 (Act No.13 of 2002) and Immigration Regulations. Knowledge of the Refugees Act and Refugee Regulations. Knowledge and understanding of departmental legislation and prescripts. Knowledge of the Public Service Regulatory Framework. Knowledge of the Constitution of the Republic of South Africa, 1996. A valid drivers' license is an added advantage. Willingness to travel and work extended hours. Required skills and competencies: Leadership skills. Honesty and integrity. Report writing skills. Computer Literacy. Attention to detail. Policy Interpretation and Implementation. Strong analytical skills. Diplomacy. Problem Solving. Proven verbal and written communication skills. Sound Analytical Skills. Ability to produce high quality work under pressure. Patriotic, Honesty, Integrity and Accountability.
- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: Manage the effective processing of temporary residence visa appeal applications. Manage the temporary residence visa appeals process. Make sure that quality assurance and data quality strategies are implemented in the processing of appeal applications. Manage information and monitor statistics with regards to appeals. Liaise with internal and external stakeholders regarding matters related to appeals. Make recommendations to management

on how to improve reporting. Quality assure and recommend appeal applications to the next level. Ensure operational efficiency and service delivery improvement within the directorate. Develop and implementation of policy and procedure, directive acts and regulations. Implement effective risk and compliance in line with the relevant legislative prescripts. Build and maintain relationship with various stakeholders (Internal and External). Ensure effective and efficient management of human, physical and financial resources within the Unit. Coach and guide staff on best practices and compliance with regulatory requirements.

**ENQUIRIES** : Head Office: Mr W Mamphoke Tel No: (012) 406 4247  
**APPLICATIONS** : Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://erecruitment.dha.gov.za> or [imsrecruitment@dha.gov.za](mailto:imsrecruitment@dha.gov.za)

**POST 13/75** : **DEPUTY DIRECTOR: BIRTHS AND DEATHS REF NO: HRMC 17/26/3**  
 Sub- Directorate: Births and Deaths

**SALARY** : R1 059 105 - R1 247 574 per annum (Level 12), (an all-inclusive salary package)

**CENTRE** : Head Office: Tshwane  
**REQUIREMENTS** : An undergraduate qualification in Business Management, Public Management, Public Administration, Operations Management or Customer Services Management at NQF 6 as recognized by SAQA. Three (3) Years' experience in an Assistant Director (Junior Management) level is required. Knowledge and understanding of all departmental legislation and prescripts. Knowledge and understanding of Public Service Prescripts and Legislations. A valid drivers' license is an added advantage. Willingness to travel and work extended hours. Required skills and competencies: Service Delivery Innovation. Client Orientation and Customer Focus. People Management and Empowerment. Financial Management. Honesty and Integrity. Manpower forecasting and planning. Project Management. Decision Making. Communication. Influencing and Networking. Business report writing. Research Methodology. Interpersonal relations. Problem Solving and Conflict Management. Presentation skills. Planning and Organising Skill. Strong analytical skills. Facilitation skills. Negotiation skills. Computer Literacy Skill. Patriotism, Honesty and Integrity.

**DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: Operations Management: Births and Death Registration Processes. Facilitate and oversee the processing of birth and death registration applications across all service delivery platforms. Coordinate and ensure that all registration processes comply with approved birth and death frameworks, service standards, and operational procedures. Ensure the complete and accurate capturing of records, including the identification and resolution of empty, incomplete, or inconsistent fields originating from all service delivery platforms. Coordinate and oversee the late registration of births and deaths, ensuring strict adherence to legislative, regulatory, and procedural requirements. Manage processes relating to birth registration status, including the pre-modification and modification of birth registration records, in accordance with prescribed standards. Coordinate and oversee automated systems and digital platforms, including Command Centre operations, to support efficient service delivery, system integrity, and data quality. Manage and oversee projects related to document management and rectification services. Ensure effective and efficient processing of designation of Funeral Undertakers. Develop and maintain an accurate database for designated Funeral Undertakers. Facilitate digital transformation initiatives and support the development of technical expertise within the unit. Escalate all irregularities and suspected fraudulent activities to management or Counter Corruption and Security in accordance with prescribed procedures. Policy, Procedures, and Governance. Stakeholder Engagement and Intergovernmental Relations. Risk, Compliance, and Quality Assurance. Ensure effective and efficient management of human, physical and financial resources within the Unit. Coach and guide staff on best practices and compliance with regulatory requirements.

**ENQUIRIES** : Head Office: Mr J Modipa Tel No: (012) 406 4243  
**APPLICATIONS** : Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://erecruitment.dha.gov.za> or [civicsrecruitment@dha.gov.za](mailto:civicsrecruitment@dha.gov.za)

**POST 13/76** : **DEPUTY DIRECTOR: LINDELA HOLDING FACILITY REF NO: HRMC 17/26/4**  
Branch: Immigration Services  
Directorate: Deportation  
(This is a re-advertisement, Candidates who have previously applied, and are still interested, are kindly requested to re-apply).

**SALARY** : R1 059 105 - R1 247 574 per annum (Level 12), (an all-inclusive salary package)

**CENTRE** : Head Office: Tshwane

**REQUIREMENTS** : An undergraduate qualification in Public Security (Policing and Defence Studies), Public Management, Public Administration or International Relations at NQF level 6 as recognized by SAQA. Three (3) Years' experience in an Assistant Director (Junior Management) level in an operations management (Joint Operations) or Law Enforcement (SAPS / Defence / Immigration) environment is required. Experience in analysis and interpretation of operational dynamics in the area of deportations. Knowledge of the Refugees Act. Knowledge of the Immigration Act. Knowledge of the Public Service Regulatory Framework. Knowledge of the Public Finance Management Act (PFMA) and Treasury regulations. Knowledge of the South African Constitution. Knowledge and understanding of methods, practices, regulations and acts applicable to administrative support services. A valid drivers' license. Willingness to travel and work extended hours. Required skills and competencies: Leadership skills. Ability to prepare reports and conduct presentations. Financial Management. Customer focus. Knowledge management. Program and project management. Change management. Influencing and Networking. Problem Solving. Proven verbal and written communication skills. Presentation Skills. Sound Analytical Skills. Excellent interpersonal skills. Ability to effectively develop unit work program. Ability to produce high quality work under pressure. Patriotic, Honesty, Integrity and Accountability.

**DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: Manage effective deportation operations in the department. Coordinate the transfer of illegal foreigners to Lindela Holding Facility. Ensure adherence to policy and legislation regarding immigration matters. Ensure documentation management of the department and tracking the arrival of deported illegal foreigners. Ensure effective screening and fingerprinting of illegal foreigners at the holding facility. Coordinate information and monitor statistics with regards to illegal foreigners held at Lindela Holding Facility. Manage the Lindela Holding Facility operations. Oversee the provision of humane accommodation by providing adequate space and catering services. Manage the implementation of hygiene and ensure that illegal foreigners keep his or her person, clothing, bedding and cell clean and tidy at the holding facility. Oversee the provision of humane accommodation by providing adequate space and catering services. Manage the implementation of hygiene and ensure that illegal foreigners keep his or her person, clothing, bedding and cell clean and tidy at the holding facility. Implement security measures to ensure a secure and humane environment for the illegal foreigners at the holding facility. Ensure compliance with policies, procedures, and prescripts. Determine appropriate resources to achieve objectives. Monitor progress on execution of operational plans. Ensure compliance with all audit requirements, quickly and risk management frameworks, standards and procedures. Monitor and ensure compliance with legislation, regulations and DHA policies and procedures. Plan the production of annual reports in line with corporate strategy. Ensure compliance to stakeholders within and external to the organization to ensure accurate implementation. Implement compliance with all duties of the unit in line with the applicable legislative framework. Establish and implement a quality control, norms and standards framework. Participate in the development of Standard Operating Procedure in the unit. Interpret and implement Department circulars, policy and other communications that impact on the operation of the s unit. Implement compliance in line with all relevant Framework. Monitor and report on the utilization of equipment. Co-ordinate memorandum of understanding, service level agreements and expenditure review. Ensure capacity and development of staff. Enhance and maintain employee motivation and cultivate a culture of performance management.

**ENQUIRIES** : Head Office: Ms B Kabinde Tel No: (012) 406 4239

Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://erecruitment.dha.gov.za> or [imsrecruitment@dha.gov.za](mailto:imsrecruitment@dha.gov.za)

- POST 13/77** : **DEPUTY DIRECTOR: MARRIAGES REF NO: HRMC 17/26/5**  
Sub-Directorate: Marriages
- SALARY** : R1 059 105 - R1 247 574 per annum (Level 12), (an all-inclusive salary package)
- CENTRE** : Head Office: Tshwane
- REQUIREMENTS** : An undergraduate qualification in Business Management, Public Management, Public Administration, Operations Management or Customer Services Management at NQF 6 as recognized by SAQA. Three (3) Years' experience in an Assistant Director (Junior Management) level is required. Knowledge and understanding of all departmental legislation and prescripts. Knowledge and understanding of Public Service Prescripts and Legislations. A valid drivers' license is an added advantage. Willingness to travel and work extended hours. Required skills and competencies: Service Delivery Innovation. Client Orientation and Customer Focus. People Management and Empowerment. Financial Management. Honesty and Integrity. Manpower forecasting and planning. Project Management. Decision Making. Communication. Influencing and Networking. Business report writing. Research Methodology. Interpersonal relations. Problem Solving and Conflict. Management. Presentation skills. Planning and Organising Skill. Strong analytical skills. Facilitation skills. Negotiation skills. Computer Literacy Skill. Patriotism, Honesty and Integrity.
- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: Ensure the effective management of marriage records, including the secure capture, storage, retrieval, and preservation of marriage data. Coordinate and ensure that all marriage-related processes comply with approved legislative frameworks, service standards, and operational procedures. Ensure the complete and accurate capturing of marriage records, including the identification and resolution of empty, incomplete, or inconsistent data fields originating from local offices and service points. Coordinate and oversee the registration and issuance of marriage certificates in accordance with prescribed requirements. Manage processes relating to marriage registration status, including the pre-modification and modification of marriage registration records. Ensure the facilitation of alteration of sex/gender marker applications linked to marriage records, in accordance with applicable legislation and policy. Coordinate and oversee automated systems and digital platforms, including Command Centre operations, to support efficient service delivery and data integrity. Coordinate and manage the confirmation, identification, and verification of biometric data associated with marriage registrations. Manage and oversee projects related to document management and rectification services within the Marriage Unit. Ensure the effective and efficient processing of applications for the designation of Marriage Officers. Develop, maintain, and regularly update an accurate and secure database of designated Marriage Officers. Oversee the accurate updating of Marital Status. Escalate all irregularities and suspected fraudulent activities to management or Counter Corruption and Security in accordance with prescribed procedures Policy, Procedures, and Governance. Stakeholder Engagement and Intergovernmental Relations. Risk, Compliance, and Quality Assurance. Ensure effective and efficient management of human, physical and financial resources within the Unit. Coach and guide staff on best practices and compliance with regulatory requirements.
- ENQUIRIES** : Head Office: Mr W Mamphoke Tel No: (012) 406 4247
- APPLICATIONS** : Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://erecruitment.dha.gov.za> or [civicsrecruitment@dha.gov.za](mailto:civicsrecruitment@dha.gov.za)
- POST 13/78** : **DEPUTY DIRECTOR: ASSET CONTROL REF NO: HRMC 17/26/6**  
Directorate: Fleet and Asset Management
- SALARY** : R896 436 - R1 055 958 per annum (Level 11), (an all-inclusive salary package)
- CENTRE** : Head Office: Tshwane
- REQUIREMENTS** : An undergraduate qualification in Supply Chain Management, Financial Accounting, Accounting Science, Financial Management, Auditing or Cost and Management Accounting at NQF 6 as recognized by SAQA. Three (3) Years'

experience as an Assistant Director (Junior Management) level in an Asset Management environment is required. Knowledge of Public Service Regulations Act. Knowledge of the Public Finance Management Act. Knowledge of the South African Constitution. Understanding of departmental legislation as well as Human Resources legislation and prescripts. Knowledge of the National Treasury Regulations. Knowledge of modified cash system (MCS). Knowledge of BAS, LOGIS and BAUD systems. Knowledge of the Supply Chain Management practices. Knowledge of Asset Management Framework. Knowledge of the Standard Chart of Accounts (SCoA). A valid drivers' license is an added advantage. Willingness to travel and work extended hours. Required skills and competencies: Capability and leadership. Service Delivery Innovation. Stakeholder relations and customer focus. People Management and Empowerment. Financial risk management. Asset Control Management. Honesty and Integrity. Expenditure Management and Administration. Programme and Project Management. Decision Making. Communication skill. Budget administration. Business report writing. Initiating action. Asset verification. Problem Solving and Analysis. Negotiation skills. Presentation skills. Planning and Organising skill. Reconciliation skills. Interpersonal skill. Computer Literacy Skill. Patriotism, Honesty and Integrity.

**DUTIES**

: The successful candidate will be responsible for, amongst others, the following specific tasks: Coordinate effective asset management in the Department. Coordinate and develop the asset and acquisition plans and strategies. Coordinate, monitor and maintain the asset register integrity. Submit monthly reconciliation of BAS. Update the current year addition register and ensure completeness and accuracy on the LOGIS, BAS and FA System. Coordinate and monitor the implementation of physical verification of assets in Department. Coordinate and monitor the movement of assets, update the movement, condition, location of moveable assets in the register. Investigate instances of not verified assets lost, stolen or damaged assets and report them to the Loss Control Committee for recovery. Coordinate and monitor recording of write-offs, disposals and asset losses. Coordinate disposals of assets including recording of income and related administration. Monitor and update moveable lease register. Prepare the lease commitment and disclosure note. Coordinate and establish norms, standards and processes for assets in the Department. Manage successful system and process enhancements, updates and amendments within the unit. Generate Return on Investment and other prescribed and delegated reports for National Treasury and Business Owners. Coordinate effective operations within the fixed asset management unit. Develop and implementation of Policy and Procedure, Directive Acts and Regulations. Establish, maintain and ensure a good working relationship with the department and relevant stakeholders. Implement effective risk and compliance in line with the relevant legislative prescripts. Ensure effective and efficient management of human, physical and financial resources within the Unit. Coach and guide staff on best practices and compliance with regulatory requirements.

**ENQUIRIES  
APPLICATIONS**

: Head Office: Ms N Mnisi Tel No: (012) 406 4238  
 : Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://erecruitment.dha.gov.za> or [financerecruitment@dha.gov.za](mailto:financerecruitment@dha.gov.za)

**POST 13/79**

: **DEPUTY DIRECTOR: BUSINESS INTELLIGENCE REF NO: HRMC 17/26/7**  
 Directorate: Operational Support (Civic Services)

**SALARY  
CENTRE  
REQUIREMENTS**

: R896 436 - R1 055 958 per annum (Level 11), (an all-inclusive salary package)  
 : Head Office: Tshwane  
 : An undergraduate qualification in Business Management, Public Management or Social Sciences at NQF 6 as recognized by SAQA. Three (3) Years' experience in an Assistant Director (Junior Management) level in a Business Intelligence (BI) environment is required. Knowledge of the South African Constitution. Knowledge of Immigration Act, Refugee Act and Citizenship Act. Sound knowledge and understanding of the Citizenship Act and Identification Act. Knowledge and understanding of Civic Services Legislations and Prescripts. Knowledge of the Public Service Regulations Act. Knowledge of IT governance frameworks (COBIT, ITIL, ISO/ IEC 20000) – essential for managing IT services delivery, compliance and aligning IT services with organisational objectives. Knowledge of Service Model, Operating Model, Revenue Model and Delivery Model Design. Knowledge of Public Finance Act

(PFMA) and National Treasury Regulations. Knowledge of International Immigration Practices. Knowledge of Government Programme of Action and Medium-Term Expenditure Framework (MTEF). A valid drivers' license is an added advantage. Willingness to travel and work extended hours. Required skills and competencies: Strategic capability and leadership. Service Delivery Innovation. Client Orientation and Customer Focus. People Management and Empowerment. Financial reporting. Honesty and Integrity. Change management. Programme and Project Management. Decision Making. Communication skill. Knowledge management. Business continuity planning. Financial Risk Management. Interpersonal skills. Problem Solving and Conflict Management. Performance monitoring systems. Compliance management. Information security risk principles. Presentation skills. Planning and Organising Skill. Strong analytical skills. Facilitation skills. Negotiation skills. Computer Literacy Skill. Patriotism, Honesty and Integrity.

**DUTIES**

: The successful candidate will be responsible for, amongst others, the following specific tasks: Manage the coordination operations of Business Intelligence (BI) for the Branch. Manage the collection, review and validation of customer data and conduct audits. Manage the monitoring of analytics and metrics results and implement of new data analysis methodologies. Manage the reviewing of customer files to ensure integrity of data collection and utilization. Manage and analyses the department process and report on analytics and financials for a variety of projects. Ensure the interaction with various data sources across the organization for tactical conclusions. Manage the auditing of data quality and make recommendations for users. Facilitate integrate and eradicate intuitions from large, disperse datasets and translate them into clear, precise business conclusions. Facilitate and conduct risk analysis, assessments and collect intelligence data. Ensure sustainable Business intelligence solutions, automation and data visualization. Manage the translation of business requirements into technological specifications. Manage the coordination, integration, and extraction of data from data depositories across the organization. Manage the designing of codes for specifications of physical, logical, and end user data, dashboards, and tools. Ensure the implementation of data generator and ensure compliance to all enterprise data model according to data standards. Provide expert advice on developing and aligning branch strategies with DHA's overall strategic position. Assist in creating long, medium-, and short-term business strategies and performance plans. Review government strategies and directives to assess impact on branch operations. Consolidate inputs from directorates for strategic planning and ensure quality control. Develop and implementation of policies and procedures, directives, acts and regulations. Establish, maintain and ensure a good working relationship with the department and relevant stakeholders. Implement effective risk and compliance in line with the relevant legislative prescripts. Ensure effective and efficient management of human, physical and financial resources within the Unit. Coach and guide staff on best practices and compliance with regulatory requirements.

**ENQUIRIES  
APPLICATIONS**

: Head Office: Mr W Mamphoke Tel No: (012) 406 4247  
 : Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://erecruitment.dha.gov.za> or [civicsrecruitment@dha.gov.za](mailto:civicsrecruitment@dha.gov.za)

**POST 13/80**

: **DEPUTY DIRECTOR: DETECTION REF NO: HRMC 17/26/8**  
 Chief Directorate: Prevention and Analysis

**SALARY  
CENTRE  
REQUIREMENTS**

: R896 436 - R1 055 958 per annum (Level 11), (an all-inclusive salary package)  
 : Head Office: Tshwane  
 : An undergraduate qualification in Forensic Audit, Internal Audit, Law, or Data Analytics at NQF 6 as recognized by SAQA. Three (3) Years' experience in an Assistant Director (Junior Management) level in an Investigations environment, fraud detection, auditing, data analysis or anti-corruption environment is required. Knowledge of the Departmental Legislations and Prescripts. Knowledge of the Departmental Legislations and Prescripts. Knowledge of the GITO Framework, standard and guidelines. Knowledge of the Public Service Regulatory Framework. Knowledge of the Public Finance Management Act. Knowledge of E-Government Imperatives. Knowledge of State Information Technology Act (SITA). Knowledge of Project Management processes and procedures. A valid drivers' license is an added advantage. Willingness to travel and work extended hours. Required skills and competencies: Strategic

capability and leadership. Service Delivery Innovation. Client Orientation and Customer Focus. People Management and Empowerment. Financial management. Knowledge management. Honesty and Integrity. Change management. Programme and Project Management. Decision Making. Communication skill. Knowledge management. High ethical standards and integrity. Analytical and critical thinking. Attention to detail. Confidentiality and discretion. Strong communication and reporting-writing skills. Ability to work independently and under pressure. Business report writing. Influencing and networking. Problem Solving and Analysis. Communication. Conflict Management and Negotiation skills. Critical thinking. Advanced MS excel skills. Analytical capabilities to interpret fraud data and identify corruption trends. Ability to integrate data from multiple sources and map end to end processes. Data analysis and trend identification. Expertise in data visualisation and dashboarding. Risk analysis and profiling. Knowledge of government systems and processes. Presentation skills. Planning and Organising skills. Interpersonal skills. Technical skills. Document management skills. Excellent communication and stakeholder engagement. Computer Literacy skills. Patriotism, Honesty and Integrity.

**DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: Manage and ensure detection and analysis of corruption vulnerabilities and irregularities within DHA business processes. Collect, cleanse and analyse data from multiple systems including sourcing of information from investigated cases to strengthen business process evaluations. Analyse business processes, procedures and systems to identify vulnerabilities, gaps and control weaknesses that may enable fraud and corruption. Conduct data-driven detection reviews to identify anomalies, unusual trends, deviations from the norm including non-compliance with policies and legislation. Contribute and manage the development and updating of DHA fraud and corruption legislative frameworks. Contribute and manage the development and updating of the DHA fraud and corruption risk profile. Analyze trends and identify various modus operandi to identify red flags relating to business processes. Conduct and participate in business process reviews. Map end to end processes to identify risk areas. Assess adequacy and the effectiveness of controls. Develop risk indicators and detection models. Produce analytical reports, dashboards and visualisations. Support investigative units with evidence-based detection insights. Benchmark processes against best practices. Compile evidence-based reports with practical recommendations. Develop risk mitigation strategies. Contribute to audit and management reports. Maintain records of detection activities. Manage the collaboration and coordination of detection support to Investigation, Vetting and Analysis units. Ensure continuous internal and external stakeholder engagements and collaborations. Ensure effective risk and compliance with regulatory requirements. Ensure effective and efficient management of human, physical and financial resources within the Unit. Coach and guide staff on best practices and compliance with regulatory requirements.

**ENQUIRIES** : Head Office: Mr B Mathatho Tel No: (012) 406 4250  
**APPLICATIONS** : Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://erecruitment.dha.gov.za> or [ccssrecruitment@dha.gov.za](mailto:ccssrecruitment@dha.gov.za)

**POST 13/81** : **DEPUTY DIRECTOR: INVESTIGATIONS REF NO: HRMC 17/26/9**  
 Chief Directorate: Investigations

**SALARY** : R896 436 - R1 055 958 per annum (Level 11), (an all-inclusive salary package)  
**CENTRE** : Head Office: Tshwane  
**REQUIREMENTS** : An undergraduate qualification in Law, Criminal Justice, Policing, Forensics, Public Management or Public Administration at NQF 6 as recognized by SAQA. Three (3) Years' experience in an Assistant Director (Junior Management) level in an Investigations environment is required. Knowledge of public security, Including the Minimum Information Security Standards Act (MISS). Knowledge of investigation methodology. Knowledge of asset protection operations. Knowledge of the Departmental Legislations and Prescripts. Knowledge of the GITO Framework, standard and guidelines. Knowledge of the Public Service Regulatory Framework. Knowledge of the Public Finance Management Act. Knowledge of E-Government Imperatives. Knowledge of State Information Technology Act (SITA). Knowledge of Project Management processes and procedures. A valid

drivers' license is an added advantage. Willingness to travel and work extended hours. Required skills and competencies: Strategic capability and leadership. Service Delivery Innovation. Client Orientation and Customer Focus. People Management and Empowerment. Financial management. Knowledge management. Honesty and Integrity. Change management. Programme and Project Management. Decision Making. Communication skill. Knowledge management. Business report writing. Influencing and networking. Problem Solving and Analysis. Communication. Negotiation skills Dealing with Pressures and Setbacks. Presentation skills. Planning and Organising skill. Interpersonal skill. Technical skills: Commercial Skills. Document management skills. Excellent communication and stakeholder engagement. Computer Literacy Skill. Patriotism, Honesty and Integrity.

**DUTIES**

: The successful candidate will be responsible for, amongst others, the following specific tasks: Coordinate investigations operation and implementation according to the required security standards. Coordinate and implement of various investigations functions and services. Coordinate information and monitor statistics with regards to investigations. Coordinate and support all aspects of the investigation to practice and illegal practice complaints (and enquiries). Undertake order risk assessments in individual cases and monitor the conditions of practice. Coordinate and monitor investigations functions and proactively report and implement safety measures. Review quality management reports and take corrective action where required. Conduct investigations often oversee financial fraud investigations. Coordinate and monitor quality and accuracy of output delivery by implementing periodic sampling and other tools. Coordinate the development of a security investigations security strategy for the department. Coordinate and implement the investigation processes of special cases. Liaise with Office of the Auditor General, SAPS, NIA and SITA on finance investigations. Coordinate and ensure service delivery improvements within unit. Establish, maintain and ensure a good working relationship with the department and relevant stakeholders. Ensure effective risk and compliance management within the external liaison unit. Ensure effective and efficient management of human, physical and financial resources within the Unit. Coach and guide staff on best practices and compliance with regulatory requirements.

**ENQUIRIES  
APPLICATIONS**

: Head Office: Ms N Raziya Tel No: (012) 406 4155  
: Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://erecruitment.dha.gov.za> or [ccsrecruitment@dha.gov.za](mailto:ccsrecruitment@dha.gov.za)

**POST 13/82**

: **DEPUTY DIRECTOR: PERSONNEL REMUNERATION REF NO: HRMC 17/26/10**  
Directorate: Expenditure Management

**SALARY  
CENTRE  
REQUIREMENTS**

: R896 436 - R1 055 958 per annum (Level 11), (an all-inclusive salary package)  
: Head Office: Tshwane  
: An undergraduate qualification in Financial Management, BCom Accounting, or Management Accounting at NQF 6 as recognized by SAQA is required. Three (3) Years' experience in an Assistant Director (Junior Management) level in Personnel remuneration within an Expenditure Management environment is required. Knowledge of the Public Service Regulations Act. Knowledge of the Public Finance Management Act. Knowledge of the South African Constitution. Understanding of departmental legislation as well as Human Resources legislation and prescripts. Knowledge of the National Treasury Regulations. Knowledge of the expenditure management process and related activities. Knowledge of the Supply Chain Management framework. Knowledge of the Standard Chart of Accounts (SCoA). A valid drivers' license is an added advantage. Willingness to travel and work extended hours. Required skills and competencies: Strategic capability and leadership. Service delivery innovation. Client orientation and customer focus. People management and empowerment. Financial management. Honesty and integrity. Programme and project management. Change management. Communication. Knowledge management. Decision making. Budget planning and cost control. Financial reporting. Business Report Writing. Influencing and Networking. Problem solving and analysis. Presentation Skills. Interpersonal Skills. Communication Skills. Planning and Organising Skills. Computer literacy Skills. Decision Making Skills. Negotiation Skills. Numerical skills. Patriotism, Honesty and Integrity.

- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: Ensure and monitor the personnel remuneration processes and procedures in the Department. Ensure that expenditure patterns and any related disputes are managed in accordance with established financial standards and regulations. Manage and enforce measures to prevent unauthorized, wasteful, and fruitless expenditure, ensuring compliance with financial governance frameworks. Coordinate and evaluate financial data including revenue streams and cash flow to ensure all departmental operations remain within the allocated budget. Supervise the accurate and timely processing of invoice payments through the accounting system, ensuring adherence to payment protocols. Manage payroll and non-payroll compensation payments, including advances and claims, through the BAS system, ensuring accuracy and compliance. Ensure timely and accurate reconciliation of financial statements and reports, identifying and resolving discrepancies. Track expenditure trends, identify issues, and correct erroneous allocations to maintain financial integrity and alignment with budgetary plans. Provide support and oversight to the Expenditure Management unit, ensuring proper payment processes, expenditure procedures, and internal control systems are effectively implemented. Develop and implementation of policy and procedure, directive acts and regulations. Establish, maintain and ensure a good working relationship with the department and relevant stakeholders. Implement effective risk and compliance in line with the relevant legislative prescripts. Ensure effective and efficient management of human, physical and financial resources within the Unit. Coach and guide staff on best practices and compliance with regulatory requirements.
- ENQUIRIES** : Head Office: Ms N Mnisi Tel No: (012) 406 4238
- APPLICATIONS** : Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://erecruitment.dha.gov.za> or [financerecruitment@dha.gov.za](mailto:financerecruitment@dha.gov.za)
- POST 13/83** : **DEPUTY DIRECTOR: SUPPLIER PAYMENT REF NO: HRMC 17/26/11**  
Directorate: Expenditure Management
- SALARY** : R896 436 - R1 055 958 per annum (Level 11), (an all-inclusive salary package)
- CENTRE** : Head Office: Tshwane
- REQUIREMENTS** : An undergraduate qualification in Financial Management, BCom Accounting, Cost Accounting or Public Finance at NQF 6 as recognized by SAQA is required. Three (3) Years' experience in an Assistant Director (Junior Management) level in Financial Management within an Expenditure Management environment is required. Knowledge of the Public Service Regulations Act. Knowledge of the Public Finance Management Act. Knowledge of the South African Constitution. Understanding of departmental legislation as well as Human Resources legislation and prescripts. Knowledge of the National Treasury Regulations. Knowledge of the expenditure management process and related activities. Knowledge of the Supply Chain Management framework. Knowledge of the Standard Chart of Accounts (SCoA). A valid drivers' license is an added advantage. Willingness to travel and work extended hours. Required skills and competencies: Service delivery innovation. Client orientation and customer focus. People management and empowerment. Financial management. Honesty and integrity. Project management. Communication. Knowledge management. Decision making. Budget planning and cost control. Financial reporting. Business Report Writing. Influencing and Networking. Problem solving and analysis. Conflict Management. Risk Management and Fraud Prevention. Presentation skills. Interpersonal Skills. Communication skills. Planning and Organising skills. Computer literacy skills. Decision Making Skills. Negotiation Skills. Numerical skills. Accounting skills. Patriotism, Honesty and Integrity.
- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: Ensure timeous and accurate payments to all stakeholders. Ensure that all payments due to creditors are settled within 30 days from receipt of invoice. Ensure that all payments are allocated to the correct responsibility, objective, and item according to the Standard Chart of Accounts. Ensure that all verifiable source documents are attached to payments to maintain a complete audit trail. Perform monthly creditors reconciliation for regular sundry payments. Ensure adherence to year-end closure procedures. Ensure compliance with limitations attached to approved financial delegations. Manage the financial controls and reporting. Develop and implementation of

policy and procedure, directive acts and regulations. Establish, maintain and ensure a good working relationship with the department and relevant stakeholders. Implement effective risk and compliance in line with the relevant legislative prescripts. Ensure effective and efficient management of human, physical and financial resources within the Unit. Coach and guide staff on best practices and compliance with regulatory requirements.

**ENQUIRIES  
APPLICATIONS**

: Head Office: Mr B Mathatho Tel No: (012) 406 4250  
: Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://erecruitment.dha.gov.za> or [financerecruitment@dha.gov.za](mailto:financerecruitment@dha.gov.za)

**POST 13/84**

: **SENIOR ANALYST REF NO: HRMC 17/26/12**  
Chief Directorate: Prevention and Analysis

**SALARY  
CENTRE  
REQUIREMENTS**

: R896 436 - R1 055 958 per annum (Level 11), (an all-inclusive salary package)  
: Head Office: Tshwane  
: An undergraduate qualification in Computer Science, Data Science, BSc Information Technology, or Statistics, at NQF 6 as recognized by SAQA. Three (3) Years' experience in an Assistant Director (Junior Management) level in IT audit, Forensic audit, data analysis using Power BI/SQL/Arbutus and /or other related analytical tools preferably within fraud, corruption, risk, audit or law enforcement environment is required. Experience working with large datasets and case-based information. Knowledge of the Departmental Legislations and Prescripts. Knowledge of the GITO Frameworks, standards and guidelines. Knowledge of the Public Service Regulatory Framework. Knowledge of the Public Finance Management Act. Knowledge of E-Government Imperatives. Knowledge of State Information Technology Act (SITA). Knowledge of Project Management processes and procedures. A valid drivers' license is an added advantage. Willingness to travel and work extended hours. Required skills and competencies: Strategic capability and leadership. Decision making. Client orientation and customer focus. Financial Management. Knowledge management. Program and project management. Change management. High ethical standards and integrity. Analytical and critical thinking. Attention to detail. Confidentiality. and discretion. Strong communication and report-writing skills. Ability to work independently and under pressure. Business Report Writing. Problem Solving and Analysis. Influencing and Networking. Critical thinking. Advanced MS excel skills. Analytical capabilities to interpret fraud data and identify corruption trends. Ability to integrate data from multiple sources and ensure data quality. Data analysis and interpretation. Statistical analysis and trend identification. Expertise in data visualisation and dashboarding. Risk analysis and profiling. Knowledge of government systems and processes. Presentation skills. Problem solving and analysis. Business report writing. Interpersonal skills. Technical skills. Computer literacy. Document management skills. Excellent communication and stakeholder engagement. Patriotic, Honesty, Integrity and Accountability.

**DUTIES**

: The successful candidate will be responsible for, amongst others, the following specific tasks: Coordinate and manage the collection, analysis and interpretation of information and statistical data. Collect, collate, clean, and manage fraud and corruption data from multiple sources, including case management systems, tip-off platforms, audits, and operational databases. Ensure data integrity, accuracy, and confidentiality in line with departmental policies and legislation. Maintain structured datasets to support analysis, reporting, and investigations. Analyse reported allegations to identify trends, patterns, and anomalies related to fraud and corruption. Conduct risk profiling of offices, processes, systems, and officials. Identify repeat incidents, high-risk areas, and emerging modus operandi. Perform root cause analysis to determine systemic weaknesses and control failures. Develop and maintain dashboards, statistical reports, and visualization for management, EXCO, and oversight bodies. Prepare quarterly, annual, and ad-hoc analytical and trend analysis reports in support of performance reporting, audit engagements, risk management and strategic planning. Compile reports and presentations with findings and recommendations on identified corruption patterns to stakeholders. Ensure alignment of data outputs with performance indicators and audit methodologies. Develop and update the risk profile on existing modus operandi to proactively identify irregularities. Pro-actively identify suspicious officials and high-risk occupational groups. Manage the collaboration and coordination of analytical support to Investigation, Vetting

and Prevention units. Ensure continuous internal and external stakeholder engagements and collaborations. Ensure effective risk and compliance with regulatory requirements. Ensure effective and efficient management of human, physical and financial resources within the Unit. Coach and guide staff on best practices and compliance with regulatory requirements.

**ENQUIRIES  
APPLICATIONS**

: Head Office: Ms N Raziya Tel No: (012) 406 4155  
: Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://erecruitment.dha.gov.za> or [ccsrecruitment@dha.gov.za](mailto:ccsrecruitment@dha.gov.za)

**POST 13/85**

: **SPECIALIST DATABASE ADMINISTRATOR REF NO: HRMC 17/26/13 (X2 POSTS)**

Chief Directorate: Application Management

This is a re-advertisement, Candidates who have previously applied, and are still interested, are kindly requested to re-apply.

**SALARY  
CENTRE  
REQUIREMENTS**

: R896 436 - R1 055 958 per annum (Level 11), (an all-inclusive salary package)  
: Head Office: Tshwane

: An undergraduate qualification in Computer Science or Information Technology at NQF 6 as recognized by SAQA. A minimum of five (5) years' technical experience in DB2 database administration is required. Functional Experience in administering Microsoft SQL database, DB2 and Oracle database. Experience in SQL Server Integration Services (SSIS), SQL Server Reporting Services (SSRS) and SQL Server Analysis Services (SSAS). Experience in ETL (Extra-Transform-Load) development / data integration. Experience in SQL Server Clustering and HA technologies including mirroring, log shipping, failover cluster and various replication technologies would be an advantage. Experience participating in a team that is using Agile methodologies and tools. Sound understanding of application development, maintenance and support. Sound knowledge and application of the GITO Requirements and Frameworks. Knowledge of the E government policy framework consultation paper developed by GITO. Sound knowledge of the National Strategic Intelligence Act. Knowledge of other database like DB2, MySQL and Oracle. Sound knowledge of programming languages and databases. Understanding of project management processes. A valid drivers' license is an added advantage. Willingness to travel and work extended hours. On-call may be required. Required skills and competencies: Capability and Leadership. Client orientation. Accountability. Sound persuading and influencing. People Management. Strong planning and organising. Business Continuity. Excellent communication skills including communicating technical issues to non-technical audiences. Project Management. Problem solving and Analysis. Service delivery innovation. Ability to translate technology language into English. Expenditure Management. Ability to work independently and collaboratively in a team environment. Conflict Management and resolution. Ability to meet deadlines. Patriotic, Honesty, Integrity and Accountability.

**DUTIES**

: The successful candidate will be responsible for, amongst others, the following specific tasks: Coordinate general Database Analysis in the Department. Coordinate database analysis and implementation thereof. Coordinate and monitor the performance tuning, capacity planning, monitoring critical events and documentation. Create detailed documentation including diagrams of database infrastructure. Create complex query definitions that allow adequate data flow and criticality in line with the relevant business requirements. Coordinate and communicate with all stakeholders (internal teams and clients) on matters related to Databases. Design and develop capacity planning of database infrastructure in conjunction with the PMO and Strategic IS Alignment units. Coordinate and transfer of data from the existing system to the new platform during technology refresh. Plan and monitor database infrastructure for the DHA's dashboard needs. Coordinate and monitor the database administration processes and procedures. Coordinate, build and supports enterprise-wide databases. Coordinate and execute databases for new applications throughout the Department. Ensure effective Governance and Compliance. Ensure effective and efficient management of human, physical and financial resources within the Unit. Coach and guide staff on best practices and compliance with regulatory requirements.

**ENQUIRIES**

: Head Office: Ms T Rakgoale Tel No: (012) 406 2808

- APPLICATIONS** : Applications compliant with the “Directions to Applicants” above, must be submitted online at <https://erecruitment.dha.gov.za> or [isrecruitment@dha.gov.za](mailto:isrecruitment@dha.gov.za)
- POST 13/86** : **SPECIALIST: ENTERPRISE ARCHITECT REF NO: HRMC 17/26/14 (X2 POSTS)**  
Directorate: Enterprise Architecture
- SALARY** : R896 436 - R1 055 958 per annum (Level 11), (an all-inclusive salary package)
- CENTRE** : Head Office: Tshwane
- REQUIREMENTS** : An undergraduate qualification in Information Technology, Computer Science, Computer Engineering, Information Communication Technology or Information Systems at NQF 6 as recognized by SAQA. Three (3) Years’ technical experience in Enterprise Architecture, Solution Architecture or Systems Architecture, with demonstrated hands-on involvement in the design and implementation of architecture solutions. Knowledge and understanding of relevant Legislation, Policies and prescripts governing public administration and information systems. Knowledge of the following Acts and frameworks: Intelligence Act, Criminal Procedure Act, Police Act, Anti-Corruption Legislation, Labour Relations Act (LRA), Basic Conditions of Employment Act (BCEA), Public Service Act (PSA), Public Finance Management Act (PFMA) and Treasury Regulations and National Strategic Intelligence Act. Knowledge of policy development processes and government protocol. Knowledge of different development and database tools, techniques and environments to develop and deliver quality applications and documentations. Knowledge in Enterprise Architecture and IS Governance environment. Knowledge of the GITO Frameworks and policies. Knowledge of the State Information Technology Agency (SITA) Act 88 of 1998. Knowledge of Minimum Information Security Standard (MISS) and Minimum Interoperability Standard (MIOS). Knowledge of Government Wide Enterprise Architecture Framework (GWEAF). Knowledge of the Open Group Architecture Framework (TOGAF). Knowledge of Corporate Governance of ICT (CGICT) Policy Framework. A valid drivers’ license is an added advantage. Willingness to travel and work extended hours. On-call may be required. Required skills and competencies: Strategic Capability and Leadership. Execution. Business Continuity. Time Management. Conflict Management and Resolution. Service Delivery Innovation. People Management. Project Management. Expenditure Management. Problem solving and Analysis. Change Management and Adaptability. Business Analysis. Data analysis. Business Report Writing. Stakeholder Relations and Customer Focus. Influencing and Networking. Accountability. Time Management. Critical Thinking. Ability to translate Technical Language into English. Attention to detail. Presentation skills. Planning and Organising skills. Interpersonal skill. Computer literacy. Decision making. Communication skill. Enterprise architectural skills. Research skills. Facilitation skills. Modelling skills. Patriotic, Honesty, Integrity and Accountability.
- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: Implement and Maintain Enterprise Architecture. Implement approved Enterprise Architecture across all architecture domains (Business, Information, Application, Technology and Security). Develop, update and maintain current-state, target-state and transition architectures. Produce and maintain architecture diagrams, models, standards and artefacts in line with GWEAF and TOGAF. Execute architecture gap analyses and implement approved remediation actions. Ensure practical application of Enterprise Architecture principles in all ICT solutions and systems. Implement architecture standards to reduce duplication, improve reuse and promote system interoperability. Maintain an enterprise architecture repository and ensure artefacts are current and accurate. Embed Enterprise Architecture into the System Development Life Cycle (SDLC) by actively participating in solution design, build, testing and deployment phases to ensure architecture compliance from initiation to implementation. Review, approve and enforce solution and system architecture designs prior to implementation and provide corrective guidance where deviations from approved architecture standards are identified. Support and guide project and technical teams during implementation by resolving architecture-related technical issues and ensuring alignment with approved integration, security and technology standards. Monitor implemented systems post-deployment to assess architecture

effectiveness, identify improvement opportunities and implement corrective or optimisation actions where required. Conduct Architecture Compliance and Solution Implementation Support. Ensure operational efficient and service delivery improvement in the Department. Establish, maintain and ensure a good working relationship with the department and relevant stakeholders. Implement effective risk and compliance in line with the relevant legislative prescripts. Ensure effective and efficient management of human, physical and financial resources within the Unit. Coach and guide staff on best practices and compliance with regulatory requirements.

**ENQUIRIES  
APPLICATIONS**

: Head Office: Ms T Rakgoale Tel No: (012) 406 2808  
 : Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://erecruitment.dha.gov.za> or [isrecruitment@dha.gov.za](mailto:isrecruitment@dha.gov.za)

**POST 13/87**

: **DEPUTY DIRECTOR: SECURITY SYSTEMS REF NO: HRMC 17/26/15**  
 Branch: Counter Corruption and Security Services  
 This is a re-advertisement, Candidates who have previously applied, and are still interested, are kindly requested to re-apply.

**SALARY  
CENTRE  
REQUIREMENTS**

: R896 436 - R1 055 958 per annum (Level 11), (an all-inclusive salary package)  
 : Head Office: Tshwane  
 : An undergraduate qualification in Electronic and Computer Engineering, Electrical and Electronics Engineering or Electrical Engineering at NQF level 6 as recognized by SAQA. Three (3) Years' experience in an Assistant Director (Junior Management) level in an electronic security systems environment is required. Knowledge and understanding of applying GITO requirements and Frameworks. Knowledge of the e-Governance Policy Framework consultation paper developed by GITO. Knowledge of the State Information Technology Agency Act, 88 of 1998 and Minimum Information Security Standard (MISS) and Minimum Physical Security Standard (MPSS). Knowledge of Public Finance Management Act. Knowledge of the Constitution of the Republic of South Africa. Knowledge and understanding of all relevant public service and Departmental Legislative Frameworks, as well as Government Structures. Knowledge of electronic system security deployment and maintenance (e.g hubs and monitors). A valid drivers' license. Willingness to travel and work extended hours. Management competencies: Strategic capability and leadership. People Management and empowerment. Service delivery innovation. Client orientation and customer focus. Financial Management. Program and project management. Excellent written and verbal communication skills. Sound decision-making, and change management skills. Ability to instill appropriate processes and systems, as well as enabling technology, to support the Department in efficiently and effectively managing the required work. Support digital transformation. Computer literacy. Patriotic, Honesty, Integrity and Accountability. Required skills and competencies: Problem solving and analysis. Report writing and presentation skills. Negotiation skills. Information Infrastructure Architecture. Data management systems. Data streamlining and management. Data systems evaluation. Data design and analysis.

**DUTIES**

: The successful candidate will be responsible for, amongst others, the following specific tasks: Identify most suitable security system technology in support of the security objectives. Ensure that servers and IT related equipment and hardware as tools of trade within the Department, are properly protected. Ensure the introduction of Environmental Monitoring Systems (EMS) in all DHA server rooms. Effective management and maintenance of security technology and systems. Provide advice and guidance on security technology and systems. Ensure that part of the risk analysis in DHA, facilities include the server room areas. Ensure biometric access in all DHA server rooms, cash offices, control rooms (where applicable) and high-risk areas such as face value storerooms. Repair, prepare program and maintain security systems in the Department, e.g. CCTV. Assemble electronic and security equipment devices which may include access control and Close Circuit Television (CCTV) for effective monitoring of threats and intrusions. Facilitate stakeholder engagement and collaboration and represent the Directorate at various forums. Ensure the effective implementation of operational objectives and innovations (digital transformation, records- and document management solutions, process improvements and information management and analysis), to enhance service delivery. Implement governance processes, frameworks and procedures.

- Ensure effective and efficient management of human, physical and financial resources within the Unit. Coach and guide staff on best practices and compliance with regulatory requirements.
- ENQUIRIES** : Head Office: Mr R Mohlaka Tel No: (012) 406 4246
- APPLICATIONS** : Applications compliant with the “Directions to Applicants” above, must be submitted online at <https://erecruitment.dha.gov.za> or [ccssrecruitment@dha.gov.za](mailto:ccssrecruitment@dha.gov.za)
- POST 13/88** : **ASSISTANT DIRECTOR: DUPLICATES REF NO: HRMC 17/26/16**
- SALARY** : R582 444 - R686 091 per annum (Level 10), (a basic salary)
- CENTRE** : Head Office: Tshwane, Directorate: Application Processing
- REQUIREMENTS** : An undergraduate qualification in Operations Management, Public Management, Administration or Business Management, at NQF 6 as recognized by SAQA. Three (3) Years’ experience as a Supervisor in operations in a client or customer services environment is required. Extensive knowledge of the Identification Act, South African Citizenship Act, 1995. Extensive knowledge of the South African Passport and Travel Documents Act, 1994. Understanding of the Immigration Act and Refugee Act. Knowledge of migration patterns and population movement within South Africa. Understanding of departmental legislation and Human Resources prescripts, LRA, BCEA. Knowledge of the South African Constitution and Public Service Regulations Act. Comprehensive understanding of legislation, policies, and prescripts governing public administration. Understanding of the Public Finance Management Act (PFMA) and Treasury Regulations. Knowledge of policy development and government protocol. A valid drivers’ license is an added advantage. Willingness to travel and work extended hours. Required skills and competencies: Management Capability and Leadership Execution. Planning and Operations Management. Service Delivery Innovation. Client Orientation and Customer Focus. People Management and Empowerment. Financial Management. Honesty and Integrity. Programme and Project Management. Change Management. Communication. Knowledge Management. Problem Solving and Analysis. Business Report Writing. Influencing and Networking. Planning and Organising. Accountability. Data Analysis. Policy Analysis and Interpretation. Process Analysis and Improvement. Attention to Detail. Conflict Resolution and Management. Corruption Measures and Principles. Presentation skills. Interpersonal skills. Communication skills. Planning and Organising skills. Computer and digital literacy skills. Decision Making skills. Patriotic, Honesty, Integrity and Accountability.
- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: Administer the allocation, cancellation, deletion and reactivation of Identity Numbers in the National Population Register. Supervise the investigation and approval of duplicate cases. Monitor the laying of the file is correct, ensure that the correct records are attached. Quality check and ensure correctness of submitted forms for amendment of information on the NPR. Verify the correctness of information on the confirmation letter with the information on NPR as well as signing the letters as on behalf (pp) of DG. Monitor records/documentation according to DHA policies and requirements. Adhere to business process management when executing daily operations on the unit. Build and maintain relationship with various stakeholders (Internal and External). Develop, monitor and implementation of policy and procedures, directives, acts and regulations. Ensure effective risk and compliance management. Ensure effective and efficient management of human, physical and financial resources within the Unit. Coach and guide staff on best practices and compliance with regulatory requirements.
- ENQUIRIES** : Head Office: Ms R Masemola Tel No: (012) 406 4156
- APPLICATIONS** : Applications compliant with the “Directions to Applicants” above, must be submitted online at <https://erecruitment.dha.gov.za> or [civicsrecruitment@dha.gov.za](mailto:civicsrecruitment@dha.gov.za)
- POST 13/89** : **ASSISTANT DIRECTOR: AUDIT OPERATIONS AND SUPPORT REF NO: HRMC 17/26/17**  
Chief Directorate: Internal Audit
- SALARY** : R468 459 - R551 823 per annum (Level 09), (a basic salary)
- CENTRE** : Head Office: Tshwane

**REQUIREMENTS**

: An undergraduate qualification in Internal Audit, Accounting or Commerce at NQF level 6 as recognised by SAQA. Three (3) Years' experience in internal audit operational coordination, in an internal auditing environment is required. Knowledge of the Protection of information Act 84 of 1982 and the Promotion of Access to information Act 2 of 2000 and Minimum Information Security Standards. Knowledge of the Public Service Regulations Act. Knowledge of International Internal Audit Standards. Knowledge of the South African Constitution. Knowledge of the Public Finance Management Act and National Treasury Regulations. Knowledge of IIA Standards (Global Internal Audit Standards). Knowledge of King IV report and governance principles. A valid drivers' license is an added advantage. Willingness to travel and work extended hours. Required skills and competencies: Service Delivery Innovation. Client Orientation and Customer Focus. Financial Administration. Business Report Writing. Honesty and Integrity. Project Management. Business Continuity. Decision Making. Attention to detail. Influencing and networking. Conflict management and resolution. Confidentiality. Ability to work independently and under pressure, managing multiple cases and deadlines. Presentation skills. Communication skills. Planning and Organising skills. Computer literacy. Planning and Organising skills. Patriotic, Honesty, Integrity and Accountability.

**DUTIES**

: The successful candidate will be responsible for, amongst others, the following specific tasks: Maintain the annual audit schedule/coverage tracker and update milestone (planning, fieldwork, reporting, closure). Provide professional, technical, and methodological guidance to Internal Audit staff to ensure uniform application of Global Internal Audit Standards, PFMA, Treasury Regulations and relevant prescripts. Provide professional support to Audit Committee to ensure development of the annual program, annual declarations, payment of AC and Facilitation of AC evaluations. Communicate changes in internal audit standards, legislation, and best practices to internal stakeholders. Ensure all operational activities align with the Internal Audit methodology, departmental SOPs, and IIA Standards. Standards. Apply checklists to verify compliance at each stage of the engagement Facilitate the annually review, update, and maintain the Internal Audit Charter, Audit Committee Charter, Internal Audit Methodology, and Combined Assurance Framework. Benchmark internal audit practices against leading public and private sector best practices. Identify and introduce emerging trends, innovative audit techniques, and technology-enabled audit approaches. Coordinate and facilitate the activities of the Combined Assurance Forum. Promote collaboration, information sharing, and alignment among internal and external assurance providers. Prepare meeting packs, agendas, and attendance registers for the Chief Directorate: Internal Audit Management, Combined Assurance Forum and Audit Committee meetings. Capture key discussion points, agreements, and action items. Contribute to the preparation of the Internal Audit Services. Business Plan and annual operational plans. Coordinate and compile quarterly performance reports in line with departmental and Treasury reporting requirements. Ensure that all engagement files are maintained (electronic and physical) with proper indexing and referencing. Prepare engagement files for internal QA review and external quality assessments. Implement Public Service governance processes, framework and procedures. Monitor and ensure compliance with legislation, regulations and DHA policies and procedures. Support the development of policy development by providing inputs and ensure the effective implementation thereof. Review and ensure effective workflow and capacity planning. Ensure the effective and uniform implementation of Standard Operating Procedures. Monitor and ensure compliance with legislation, regulation, DHA policies and procedures within the directorate. Ensure compliance with all audit requirements within the directorate. Monitor quality, risk, standards as in required. Report on all risk and financial indicators including e.g. financial losses, overpayment, etc. according to required format. Keep up to date with regulatory requirements Interpret and implement all organisational circulars, policy and other communications that impact on the operation of the unit. Develop an activity plan for the unit and ensure effective prioritisation and resource planning. Administer the implementation of compliant performance management. Ensure compliance against finance, asset management, supply chain and procurement. regulations and policy requirements. Administer projects in line with the allocated targets of the unit. Identify and monitor risks in the unit.

**ENQUIRIES**

: Head Office: Ms V Motshegoe Tel No: (012) 406 4252

- APPLICATIONS** : Applications compliant with the “Directions to Applicants” above, must be submitted online at <https://erecruitment.dha.gov.za> or [ipsrecruitment@dha.gov.za](mailto:ipsrecruitment@dha.gov.za)
- POST 13/90** : **ASSISTANT DIRECTOR: DIGITAL REF NO: HRMC 17/26/18**  
Chief Directorate: Communication Services
- SALARY** : R468 459 - R551 823 per annum (Level 09), (a basic salary)  
**CENTRE** : Head Office: Tshwane  
**REQUIREMENTS** : An undergraduate qualification in Digital Marketing, Public Relations or Communication and Web Management at NQF 6 as recognized by SAQA. Three (3) Years’ technical experience in Digital Media or Social Media Management is required. Knowledge of web and social media management is a must. Knowledge and understanding of Public Service Regulatory Framework. Knowledge and understanding of all Departmental Legislations and Prescripts. Knowledge of communication strategies and processes. A valid drivers’ license is an added advantage. Willingness to travel and work extended hours. Required skills and competencies: Service delivery innovation. Client orientation and customer focus. Knowledge management. Decision Making. Communication (written and verbal). Program and project management. Problem solving and analysis. Business report writing. Influencing and networking. Presentation skills. Planning and organizing Skills. Interpersonal skills. Technical Skills: Commercial Skills. Computer literacy. Negotiation Skills. Patriotic, Honesty, Integrity and Accountability.
- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: Facilitate and maintain the intranet, website and social media platforms for the department. Assume full editorial management responsibility for all digital platforms of the department. Management of information via the intranet, website and social media platforms. Ensuring effective distribution of updated information, programmes and campaigns via all digital platforms to ensure timely news and internal information sharing. Contribute to the formulation and implementation of process of internal communication or staff information network including communication standards, processes and procedures. Maintain superior editorial standards across all departmental digital publications. Develop and implement mechanisms to encourage staff participation and involvement in DHA matters and events. Promote effective use of agreed communication channels, standards, processes and procedures throughout the department. Development and implementation of policy and procedure, directive acts and regulations. Implementation of policies, procedures, directives, acts and regulations. Ensure the implementation of effective risk and compliance management. Ensure effective and efficient management of human, physical and financial resources within the Unit. Coach and guide staff on best practices and compliance with regulatory requirements.
- ENQUIRIES** : Head Office: Mr B Mathatho Tel No: (012) 406 4250  
**APPLICATIONS** : Applications compliant with the “Directions to Applicants” above, must be submitted online at <https://erecruitment.dha.gov.za> or [commsrecruitment@dha.gov.za](mailto:commsrecruitment@dha.gov.za)
- POST 13/91** : **ASSISTANT DIRECTOR: EXTERNAL LIAISON REF NO: HRMC 17/26/19**  
Chief Directorate: Investigations
- SALARY** : R468 459 - R 551 823 per annum (Level 09), (a basic salary)  
**CENTRE** : Head Office: Tshwane  
**REQUIREMENTS** : An undergraduate qualification in Law, Criminal Justice, Forensics, Policing, Public Management or Public Administration at NQF level 6 as recognised by SAQA. Three (3) Years’ experience at a Supervisory level in an investigations environment is required. Knowledge of Minimum Information Security Standards. Knowledge of Public Service Regulations. Knowledge of Anti-corruption Framework. Knowledge and experience of the Criminal Justice System. Knowledge of Promotion Administration of Justice Act. Understanding of the Departmental legislation as well as Human Resources Regulatory Framework. Knowledge of investigations principles and processes. Knowledge of the planning, implementation and evaluation/monitoring of enforcement. Knowledge of relevant South African legislation and corporate governance principles. A valid drivers’ license is an added advantage. A valid drivers’ license. Willingness to travel and work extended hours. Required skills and competencies: Service Delivery Innovation. Client Orientation and Customer

Focus. People Management and Empowerment. Honesty and integrity. Programme and Project Management. Business Continuity. Decision Making. Influencing and networking. Attention to detail. Process analysis and improvement. Conflict resolution and management. Confidentiality. Ability to work independently and under pressure, managing multiple cases and deadlines. Presentation skills. Communication skills. Planning and Organising skills. Computer literacy. Investigation skills. Capability and leadership skills. Patriotic, Honesty, Integrity and Accountability.

**DUTIES**

: The successful candidate will be responsible for, amongst others, the following specific tasks: Monitor the daily operations of all external reporting channels (phone, email, web, post, etc.), ensuring accessibility, reliability, and anonymity as guaranteed by policy and legislation (such as the Protected Disclosures Act 2000). Develop, document, and implement clear operating policies, standard operating procedures (SOPs), and directives for the handling, assessment, and investigation of all reported information. Ensure all reports are accurately received, logged with case control numbers, and channelled to the appropriate internal division (e.g., HR, Legal, Audit) for timely and objective investigation. Facilitate and implement strict protocols to protect the identity of whistleblowers, ensuring that any identifying information is removed from reports while maintaining the substance of the report. Facilitate the development, communicate, enforce related policies and procedures. Facilitate the development, performance and delivery of the internal support to the unit, to produce reliable and delivery solutions, to maximise performance and profitability against pre-agreed targets. Conduct ongoing training and awareness programmes for employees and management about the hotline, disciplinary policies, and the code of conduct as required. Ensure business transformation and partnership with various stakeholders. Compile tactical plans aligned to business requirements. Liaise with internal and external stakeholders on matters related to the investigation. Benchmark with various institutions for best practice. Coordinate, revisit, review and streamline all processes to ensure accuracy and efficiency. Facilitate and implement improvement of projects in the unit. Contributes towards the formulation of investigation Framework, policies, processes and circulars. Enforce compliance to regulations and policies guidelines in the department. Monitor and maintain issues related to investigation practices and security breaches by staff. Participate in the activities in relevant structures i.e. Investigations Information Coordination Committee (IICC) and the South African Banking Risk Information Centre (SABRIC). Report on all risk and financial indicators including e.g. financial losses, overpayment, etc. according to required format. Keep up to date with compliance and regulatory requirements and liaise with all relevant stakeholders within and external to the Organisation to ensure accurate implementation. Interpret and implement all organisational circulars, policy and other communications that impact on the operation of the business unit. Implement compliance with all duties of the employer in terms of the applicable legislative framework falling within office duties. Develop the activity plan for the unit and ensure effective prioritisation and resource planning. Agree on the training and development needs of the unit. Implement effective talent management processes within the unit (attraction, retention, development). Administer the implementation of compliant performance management. Ensure that employees are equipped with the required skills and resources to perform optimally. Administer compliance of the unit against asset management, supply chain and policy requirements.

**ENQUIRIES  
APPLICATIONS**

: Head Office: Mr R Mohlaka Tel No: (012) 406 4246  
 : Applications compliant with the “Directions to Applicants” above, must be submitted online at <https://erecruitment.dha.gov.za> or [ccssrecruitment@dha.gov.za](mailto:ccssrecruitment@dha.gov.za)

**POST 13/92**

: **ASSISTANT DIRECTOR: INTERNAL HOTLINE REF NO: HRMC 17/26/20**  
 Chief Directorate: Prevention and Analysis

**SALARY  
CENTRE  
REQUIREMENTS**

: R468 459 - R551 823 per annum (Level 09), (a basic salary)  
 : Head Office: Tshwane  
 : An undergraduate qualification in Law, Policing, Forensics Investigation or Public Administration at an NQF level 6 as recognised by SAQA. Three (3) Years’ experience at a Supervisory level in conducting investigations, investigations co-ordination and information gathering in an investigations environment is required. Experience in coordination information gathering

processes. Knowledge of Minimum Information Security Standards. Knowledge of Public Service Regulations. Knowledge of Anti-corruption Framework. Knowledge and experience of the Criminal Justice System. Knowledge of Promotion Administration of Justice Act. Understanding of the Departmental legislation as well as Human Resources Regulatory Framework. Knowledge of investigations principles and processes. Knowledge of the planning, implementation and evaluation/monitoring of enforcement. Knowledge of relevant South African legislation and corporate governance principles. A valid drivers' license is an added advantage. Willingness to travel and work extended hours. Required skills and competencies: Service Delivery Innovation. Client Orientation and Customer Focus. People Management and Empowerment. Financial Management. Honesty and integrity. Programme and Project Management. Business Continuity. Decision Making. Influencing and networking. Attention to detail. Process analysis and improvement. Conflict resolution and management. Confidentiality. Ability to work independently and under pressure, managing multiple cases and deadlines. Presentation Skill. Communication Skill. Planning and Organising Skill. Computer literacy. Investigation skills. Capability and leadership skills. Patriotic, Honesty, Integrity and Accountability.

**DUTIES**

: The successful candidates will be responsible for, amongst others, the following specific tasks: Monitor daily operations of the internal hotline(s), which may include phone, email, and online reporting channels, ensuring accessibility and efficiency. Formalise and monitor the process for receiving, recording, tracking, and documenting all reported issues and incidents, ensuring consistency, confidentiality, and accuracy. Ensure compliance of hotline management practices comply with South African labour legislation, the Protected Disclosures Act, relevant Departmental policies, and governance frameworks (e.g., King IV, PFMA in the Department). Facilitate and implement robust safeguards to protect the anonymity and confidentiality of employees who report misconduct and ensure they are protected from any form of retaliation. Prepare detailed reports on findings, trends, and statistics for executive management and the governing body and submit them to the Supervisor (e.g., Board of Directors or Audit Committee) to identify systemic issues and areas for improvement. Facilitate development, communication, enforce related policies and procedures. Facilitate the development, performance and delivery of internal support to the unit, to produce reliable delivery solutions, to maximise performance and profitability against pre-agreed targets. Conduct ongoing training and awareness programmes for employees and management about the hotline, disciplinary policies, and the code of conduct as required. Facilitate development, communication, enforce related policies and procedures. Facilitate the development, performance and delivery of internal support to the unit, to produce reliable delivery solutions, to maximise performance and profitability against pre-agreed targets. Conduct ongoing training and awareness programmes for employees and management about the hotline, disciplinary policies, and the code of conduct as required. Ensure business transformation and partnership with various stakeholders. Compile tactical plans aligned to business requirements. Liaise with internal and external stakeholders on matters related to the investigation. Benchmark with various institutions for best practice. Coordinate, revisit, review and streamline all processes to ensure accuracy and efficiency. Ensure effective risk and compliance management. Report on all risk and financial indicators including e.g. financial losses, over payments, etc. according to required formats. Monitor and ensure compliance with legislation, regulations, DHA policies and procedures within the directorate. Ensure compliance with all audit requirements within the directorate. Implement Public Service governance processes, framework and procedures. Monitor and ensure compliance with legislation, regulations and DHA policies and procedures. Support the development of policy development by providing input and ensure the effective implementation thereof. Develop and implement activity plan in line with the quarterly projects. Develop an individual PDP. Submit proposals and plans for projects of the unit. Make recommendations for external contractors and suppliers within the unit in an effective and efficient manner. Administer the implementation of compliant performance management system. Ensure that employees are equipped with the required skills and resources to perform optimally. Administer asset management and projects in line with PFMA and Supply Chain Management Framework.

**ENQUIRIES**

: Head Office: Ms S Maswanganyi Tel No: (012) 406 4236

**APPLICATIONS** : Applications compliant with the “Directions to Applicants” above, must be submitted online at <https://erecruitment.dha.gov.za> or [ccssrecruitment@dha.gov.za](mailto:ccssrecruitment@dha.gov.za)

**POST 13/93** : **ASSISTANT DIRECTOR: LAYOUT AND DESIGN REF NO: HRMC 17/26/21**  
Chief Directorate: Communication Services

**SALARY** : R468 459 - R551 823 per annum (Level 09), (a basic salary)

**CENTRE** : Head Office: Tshwane

**REQUIREMENTS** : An undergraduate qualification in Graphic Design, Communication, Computer Animation, Digital Arts or Motion Graphic Design at NQF 6 as recognized by SAQA. Three (3) Years’ technical experience in a graphic design, digital arts environment is required. Portfolio of previous work and sufficient evidence of graphic design projects. Advance in using Adobe Creative Cloud, Adobe Photoshop, Adobe InDesign, Adobe Illustrator and Adobe Premier Pro. Knowledge of Video Editing, 3D and Motion Graphic apps such as Final Cut Pro, Sketchbook, Canva and Procreate will be an added advantage. Knowledge of Apple Mac, Macbook Pro and the use of Apple iPad for design purposes. Knowledge and understanding of Public Service Regulatory Framework. Knowledge and understanding of Public Service Regulatory Framework. Knowledge and understanding of all Departmental Legislations and Prescripts. Knowledge of all communication strategies and processes. A valid drivers’ license is an added advantage. Willingness to travel and work extended hours. Required skills and competencies: Service delivery innovation. Client orientation and customer focus. Knowledge management. Decision Making. Communication (written and verbal). Program and project management. Problem solving and analysis. Business report writing. Influencing and networking. Presentation skills. Planning and organizing skills. Interpersonal skills. Technical skills: Commercial skills. Computer literacy. Negotiation skills. Patriotic, Honesty, Integrity and Accountability.

**DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: Coordinate and design all departmental designs and layouts. Conceive ideas, concepts, and campaigns, produce, coordinate and create multiphase communication materials in print, and other mediums. Provide professional recommendations for concept, design, art direction, production, printing buying and monitors quality controls. Defines design criteria, develops concept and direction, and proposes directs and creates art and photography. Creates and develops media using digital art and photographic techniques. Monitors and tracks production projects to ensure proper and timely completion using file maker pro; works with outside vendors to meet production deadlines. Responsible for print and pre-press service specifications, purchasing, approvals and quality control. Maintains equipment and supply inventory and maintains accurate files and records thereafter. Contributes to the editorial development of projects. Manage the visual execution of designs and layout briefs by collecting, designing and manipulation of artwork and photographic material, text compilation and finalisation for the press and web. Implementation of policies, procedures, directives, acts and regulations. Establish, maintain and ensure a good working relationship with the department and relevant stakeholders. Ensure the implementation of effective risk and compliance management. Ensure effective and efficient management of human, physical and financial resources within the Unit. Coach and guide staff on best practices and compliance with regulatory requirements.

**ENQUIRIES** : Head Office: Ms V Motshegoe Tel No: (012) 406 4252

**APPLICATIONS** : Applications compliant with the “Directions to Applicants” above, must be submitted online at <https://erecruitment.dha.gov.za> or [commsrecruitment@dha.gov.za](mailto:commsrecruitment@dha.gov.za)

**POST 13/94** : **CIVIC SERVICES SUPERVISOR: AMENDMENTS AND RECTIFICATIONS, REF NO: HRMC 17/26/22**  
Sub-Directorate: Amendment and Rectifications

**SALARY** : R397 116 - R467 790 per annum (Level 08), (a basic salary)

**CENTRE** : Head Office: Tshwane

**REQUIREMENTS** : An undergraduate qualification in Public Administration, Public Management, Operations or Business Management at NQF 6 as recognized by SAQA. Two (2) Years’ experience in operations in a client or customer services environment is required. Experience in Amendments and Rectifications registration

processes is an added advantage. Knowledge of Births and Deaths Registration. Knowledge and understanding of all Departmental Legislations and Prescripts (Civic Services). Basic knowledge of Human Resource Regulatory Framework. Basic knowledge of Public Service Regulations. Required skills and competencies: Interpersonal Relations. Flexibility. Accountability. Analytical skills. Planning and Organising. Conflict Resolution. Time Management. Ability to meet deadlines. Strong Client and Customer Service. Computer literacy. Planning and Organising. Good verbal and written. Communication skills. Problem solving. Report writing. Patriotic, Honesty, Integrity and Accountability.

**DUTIES**

: The successful candidate will be responsible for, amongst others, the following specific tasks: Supervise and coordinate the effective daily operations of the Amendment and Rectifications Unit. Monitor daily performance against service level standards, including turnaround times, backlogs, trends, and error rates, and take corrective action or escalate in line with DHA guidelines. Perform end-of-day operational controls and compile daily and weekly performance reports on turnaround times, volumes processed, and error rates. Implement measures to ensure quality service delivery and adherence to prescribed standards. Manage records and documentation in accordance with DHA records management policies and prescripts. Attend to standard and non-standard operational requests and issues raised by staff. Provide technical advice, guidance, and on-the-job support to staff in the execution of daily tasks. Allocate daily work to staff members and monitor progress against daily targets and outputs. Identify operational challenges (capacity constraints, training gaps, bottlenecks) and recommend solutions to management. Remain up to date with legislative requirements, DHA policies, and circulars, and ensure accurate implementation. Liaise with Front Offices, Foreign Offices, and members of the public regarding application status, enquiries, and advisory matters. Escalate all irregularities and suspected fraudulent activities to management or Counter Corruption and Security in accordance with prescribed procedures. Support digital transformation initiatives. Client Service and Stakeholder Relations. Risk Management, Compliance, and Quality Assurance. Ensure effective and efficient management of human, physical and financial resources within the Unit. Coach and guide staff on best practices and compliance with regulatory requirements.

**EQUIRIES APPLICATIONS**

: Head Office: Ms B Kabinde Tel No: (012) 406 4239  
 : Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://erecruitment.dha.gov.za> Head Office, Hallmark Building: Physical address: 230 Johannes Ramokhoase Street, Pretoria, 0001

**POST 13/95**

: **CIVIC SERVICES SUPERVISOR: BIRTHS AND DEATHS REF NO: HRMC 17/26/23**  
 Sub- Directorate: Births and Deaths

**SALARY CENTRE REQUIREMENTS**

: R397 116 - R467 790 per annum (Level 08), (a basic salary)  
 : Head Office: Tshwane,  
 : An undergraduate qualification in Public Administration, Public Management, Operations or Business Management at NQF 6 as recognized by SAQA. Two (2) Years' experience in operations in a client or customer services environment is required. Experience in Births and Deaths registration processes is an added advantage. Knowledge of Births and Deaths Registration. Knowledge and understanding of the Departmental Legislations and Prescripts (Civic Services). Basic knowledge of Human Resource Regulatory Framework. Basic knowledge of Public Service Regulations. Required skills and competencies: Interpersonal Relations. Flexibility. Accountability. Analytical skills. Planning and Organising. Conflict Resolution. Time Management. Ability to meet deadlines. Strong Client and customer service. Computer literacy. Planning and Organising. Good verbal and written. Communication skills. Problem solving. Report writing. Patriotic, Honesty, Integrity and Accountability.

**DUTIES**

: The successful candidate will be responsible for, amongst others, the following specific tasks: Supervise and coordinate the effective daily operations of the Births and Deaths Unit. Monitor daily performance against service level standards, including turnaround times, backlogs, trends, and error rates, and take corrective action or escalate in line with DHA guidelines. Perform end-of-day operational controls and compile daily and weekly performance reports on turnaround times, volumes processed, and error rates. Implement measures to ensure quality service delivery and adherence to prescribed standards.

Manage records and documentation in accordance with DHA records management policies and prescripts. Attend to standard and non-standard operational requests and issues raised by staff. Provide technical advice, guidance, and on-the-job support to staff in the execution of daily tasks. Allocate daily work to staff members and monitor progress against daily targets and outputs. Identify operational challenges (capacity constraints, training gaps, bottlenecks) and recommend solutions to management. Remain up to date with legislative requirements, DHA policies, and circulars, and ensure accurate implementation. Liaise with Front Offices, Foreign Offices, and members of the public regarding application status, enquiries, and advisory matters. Escalate all irregularities and suspected fraudulent activities to management or Counter Corruption and Security in accordance with prescribed procedures. Support digital transformation initiatives. Client Service and Stakeholder Relations. Risk Management, Compliance, and Quality Assurance. Ensure effective and efficient management of human, physical and financial resources within the Unit. Coach and guide staff on best practices and compliance with regulatory requirements.

**ENQUIRIES** : Head Office: Mr S Tshabalala Tel No: (012) 406 4117  
**APPLICATIONS** : Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://erecruitment.dha.gov.za> Head Office, Hallmark Building: Physical address: 230 Johannes Ramokhoase Street, Pretoria, 0001

**POST 13/96** : **CIVIC SERVICES SUPERVISOR: MARRIAGES REF NO: HRMC 17/26/24**  
 Sub-Directorate: Marriages

**SALARY** : R397 116 - R467 790 per annum (Level 08), (a basic salary)  
**CENTRE** : Head Office: Tshwane  
**REQUIREMENTS** : An undergraduate qualification in Public Administration, Public Management, Operations or Business Management at NQF 6 as recognized by SAQA is required. Two (2) Years' experience in operations in a client or customer services environment is required. Experience in Births, Deaths and Marriages registration processes is an added advantage. Knowledge of Births and Deaths Registration. Knowledge and understanding of the Departmental Legislations and Prescripts (Civic Services). Basic knowledge of Human Resource Regulatory Framework. Basic knowledge of Public Service Regulations. Required skills and competencies: Interpersonal Relations. Flexibility. Accountability. Analytical skills. Planning and Organising. Conflict Resolution. Time Management. Ability to meet deadlines. Strong Client and customer service. Computer literacy. Planning and Organising. Good verbal and written. Communication skills. Problem solving. Report writing. Patriotic, Honesty, Integrity and Accountability.

**DUTIES** : The successful candidates will be responsible for, amongst others, the following specific tasks: Supervise and coordinate the effective daily operations of the Marriages Unit. Monitor daily performance against service level standards, including turnaround times, backlogs, trends, and error rates, and take corrective action or escalate in line with DHA guidelines. Perform end-of-day operational controls and compile daily and weekly performance reports on turnaround times, volumes processed, and error rates. Implement measures to ensure quality service delivery and adherence to prescribed standards. Manage records and documentation in accordance with DHA records management policies and prescripts. Attend to standard and non-standard operational requests and issues raised by staff. Provide technical advice, guidance, and on-the-job support to staff in the execution of daily tasks. Allocate daily work to staff members and monitor progress against daily targets and outputs. Identify operational challenges (capacity constraints, training gaps, bottlenecks) and recommend solutions to management. Remain up to date with legislative requirements, DHA policies, and circulars, and ensure accurate implementation. Liaise with Front Offices, Foreign Offices, and members of the public regarding application status, enquiries, and advisory matters. Escalate all irregularities and suspected fraudulent activities to management or Counter Corruption and Security in accordance with prescribed procedures. Support digital transformation initiatives. Client Service and Stakeholder Relations. Risk Management, Compliance, and Quality Assurance. Ensure effective and efficient management of human, physical and financial resources within the Unit. Coach and guide staff on best practices and compliance with regulatory requirements.

**ENQUIRIES** : Head Office: Ms S Maswanganyi Tel No: (012) 406 4236

- APPLICATIONS** : Applications compliant with the “Directions to Applicants” above, must be submitted online at <https://erecruitment.dha.gov.za> Head Office, Hallmark Building: Physical address: 230 Johannes Ramokhoase Street, Pretoria, 0001
- POST 13/97** : **INVENTORYCLERK REF NO: HRMC 17/26/25**  
Directorate: Supply Chain Management
- SALARY CENTRE REQUIREMENTS** : R228 321 - R268 950 per annum (Level 05), (a basic salary)  
: Head Office: Tshwane  
: An undergraduate qualification at NQF 5 as recognized by SAQA is required. Knowledge of the Constitution. Knowledge of good governance and Batho Pele Principles. Knowledge of internal performance evaluation and reporting. Knowledge of Government decision making processes. Knowledge of Diversity Management. Knowledge of Performance Management and Monitoring. Knowledge of Public Service Regulations. Knowledge of Government systems and structure. Knowledge of Public Finance Management Act. Required skills and competencies: Job Knowledge. Communication. Interpersonal Relations. Record Management. Flexibility. Honesty and Integrity. Customer Service Focus. Computer literacy. Planning and Organising. Good verbal and written. Communication skills. Problem solving.
- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: Receive and issue goods (stock items). Receive and capturing of all request on the LOGIS Procurement Integration. Receive and record the Face value forms. Issue stock on the Warehouse and update Bin cards. Prepare courier of goods worldwide. Update on the minimum stock level. Receive requests from the end-user and record them. Render accounting and warehouse clerical support. Process transaction in accordance with standard operating procedures, legislative requirements and procurement policy. Receiving, verifying, and issuing goods, maintaining registers, and conducting stock takes and reconciliations. Provide effective and efficient daily procurement administration functions. Safekeeping of stores and warehouse items. Ensure that spot checks and stocktaking is performed. Follow-up with Suppliers regarding outstanding deliveries.
- ENQUIRIES APPLICATIONS** : Head Office: Ms R Masemola Tel No: (012) 406 4156  
: Applications compliant with the “Directions to Applicants” above, must be submitted online at <https://erecruitment.dha.gov.za> Head Office, Hallmark Building: Physical address: 230 Johannes Ramokhoase Street
- POST 13/98** : **PROVISIONING ADMINISTRATION CLERK REF NO: HRMC 17/26/26 (X2 POSTS)**  
Directorate: Supply Chain Management
- SALARY CENTRE REQUIREMENTS** : R228 321 - R268 950 per annum (Level 05), (a basic salary)  
: Head Office: Tshwane  
: An undergraduate qualification at NQF 5 as recognized by SAQA is required. Knowledge of the Constitution. Knowledge of Treasury Regulations. Knowledge of Internal performance evaluation and reporting. Knowledge of Good governance and Batho Pele Principles. Knowledge of Diversity Management. Knowledge of Labour and Employment Legislation. Knowledge of Public Service Regulations. Knowledge of Government systems and structures. Knowledge of Performance Management and Monitoring. Required skills and competencies: Job Knowledge. Communication. Interpersonal Relations. Record Management. Flexibility. Honesty and Integrity. Customer Service Focus. Computer literacy. Planning and Organising. Good verbal and written. Communication skills. Problem solving.
- DUTIES** : The successful candidates will be responsible for, amongst others, the following specific tasks: Processing of orders on LOGIS and manual orders. Verifying ICN numbers, quotations and supporting documents and ensure correct placement of orders to the relevant supplier. Process transactions in accordance with standard operating procedures, legislative requirements and procurement policy. Ensure that the entire requisitions complies with procurement regulations and delegations of authority. Ensure that the specifications is clearly, to be linked with the correct ICN number. Manage records/files and documentation according to DHA and Treasury requirements. Ensure accuracy and completeness of transactions. Provide administrative support to the unit. Review and validate all supporting documentation (e.g., requisitions, quotes, approvals) before capturing LOGIS orders. Authorization

of LOGIS orders and Procurement advises. Ensure accurate placement of orders with relevant suppliers by verifying the validity of quotations prior to processing. Render logistical services.

**ENQUIRIES**  
**APPLICATIONS**

- : Head Office: Mr S Tshabalala Tel No: (012) 406 4117
- : Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://erecruitment.dha.gov.za> Head Office, Hallmark Building: Physical address: 230 Johannes Ramokhoase Street

## 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.*

<b><u>CLOSING DATE</u></b>	:	08 May 2026
<b><u>NOTE</u></b>	:	The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Application that do not comply with the above specifications will not be considered and will be disqualified. It remains the responsibility of an applicant to ensure that application reaches the department noting different options provided for submission. Applicants who wish to post their application forms are encouraged to utilize courier services in light of the current post office challenges. A SAQA evaluation report must accompany foreign qualifications. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. A pre-entry certificate obtained from National School of Government (NSG) is required before appointment for all SMS positions. Candidate will complete a financial disclosure form and also be required to undergo a security clearance. Foreigners or dual citizenship holder must provide the Police Clearance certificate from country of origin only when shortlisted. The DOJ&CD is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Reasonable accommodation shall be applied for People with Disabilities including where driver's license is a requirement. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

## OTHER POSTS

<b><u>POST 13/99</u></b>	:	<b><u>SOCIAL WORKER SUPERVISOR (GRADE 1- 2) REF NO: 27/2026/FA/WC</u></b>
<b><u>SALARY</u></b>	:	R477 564 – R893 949 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Office of the Family Advocate: Cape Town Bachelor Degree in Social Work or equivalent qualification which allows for professional registration with the SACSSP; Professional registration with the SACSSP; A minimum of seven (7) years appropriate experience in Social Work after registration as a Social Worker with the SACSSP; Knowledge and experience in Mediation; Court experience in leading Evidence; Knowledge and application of Family Law, including Mediation in certain Divorce Matters Act, Maintenance Act and Domestic Violence Act; Children's Act (inclusive Hague Convention on International Child Abduction). Skills and Competencies: Supervisory skills; Facilitation skills; Communication skills (written and verbal); Computer literacy (MS Office); Mediation; Interviewing; Conflict resolution; Evaluation and report writing skills; Diversity and conflict management; Attention to detail.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Oversee child focus forensic assessment services; Supervise risk related to children's care environment and or contracts;

		Supervise the provision of Expert witness evidence in Court of Law; Oversee implementation and monitoring operational performance social work Services, Conduct Appropriate Disputes Resolutions, Compile and register Parental Responsibilities and Rights (PRR) and Parenting Plans; Manage human; finance and other resources.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr A Knowles Tel No: (021) 462 5471
	:	Please forward your application to: Provincial Head: Private Bag X9171, Cape Town, 8000 or physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town OR <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a>
<b><u>FOR ATTENTION NOTE</u></b>	:	Ms P Paraffin
	:	Shortlisted candidates will be required to submit proof of registration with SACSSP and service certificates of appropriate experience in Social Work after registration as Social Worker with SACSSP. Candidates whose name appear on Part B of the Child Register as mandated by Section 123(5) of the Children's Act, 2005 need not apply.
<b><u>POST 13/100</u></b>	:	<b><u>ASSISTANT STATE ATTORNEY (LP3-LP4) (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R377 523 - R1 032 906 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	State Attorney Office, Port Elizabeth Ref No: 73/26EC (X1 Post) State Attorney Office, Mthatha Ref No: 74/26EC (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least 2 years' appropriate post qualification legal/litigation experience; A thorough knowledge of legal practice, office management, accounting system and trust accounts; Knowledge of the government prescripts and transformation objective as well as the Constitution of South Africa; Knowledge of legal proceedings, personal injuries claims, contracts, labour cases and criminal cases; 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).
<b><u>DUTIES</u></b>	:	Key Performance Areas: Handle litigation and appeals in the High Courts, Magistrate's Court, Labour Courts, Land Claims Court and Commission for Conciliation, Mediation and Arbitration (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.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr Jilana Tel No: (043) 702 7000 / 7010
	:	Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200 OR <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a> or hand deliver at the Provincial Office, Department of Justice, 3 Phillip Frame Road, Waverley Park complex, East London
<b><u>NOTE</u></b>	:	Separate application must be made quoting the relevant reference number
<b><u>POST 13/101</u></b>	:	<b><u>CHIEF ADMINISTRATION CLERK REF NO: 75/26EC</u></b>
<b><u>SALARY</u></b>	:	R325 101 – R382 959 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Magistrate Office: Mthatha
<b><u>REQUIREMENTS</u></b>	:	Grade 12 certificate or equivalent; Three (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: Communication (written and verbal) skills; Computer Literacy (MS Office); Planning and Organizing skill; Ability to work under pressure; Problem solving skills; Customer service; Document management and filing; Numerical skills.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Supervise and render clerical support services; Supervise and provide Supply Chain clerical 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.
<b><u>ENQUIRIES</u></b>	:	Mr Ndamase Tel No: (043) 702 7000 / 7129

- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200 OR to <https://forms.office.com/r/X2XaVPasWu> or hand deliver at the Provincial Office, Department of Justice, 3 Phillip Frame Road, Waverley Park complex, East London
- POST 13/102** : **ESTATE CONTROLLER (EC1-EC4) REF NO: 31/2026/M/WC (X4 POSTS)**
- SALARY** : R252 855 – R586 956 per annum, (Salary will be determined in accordance with as per OSD determination). The successful candidate will be required to sign a performance agreement.)
- CENTRE REQUIREMENTS** : Master of the High Court: Western Cape  
LLB Degree or four year recognized 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; Trust; Estate duties; Dispute resolution; Communication skills (verbal and written); Problem solving; Customer focus; Attention to detail; Computer literacy.
- DUTIES** : Key Performance Areas: Administer Deceased Estates, Insolvent Estates, Curatorship; Trust 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.
- ENQUIRIES APPLICATIONS** : Ms P Paraffin Tel No: (021) 462 5471  
Please forward your application to: Provincial Head: Private Bag X9171, Cape Town, 8000 or physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town OR <https://forms.office.com/r/X2XaVPasWu>
- POST 13/103** : **ADMINISTRATION CLERK (X4 POSTS)**
- SALARY** : R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Office: Port Elizabeth Ref No: 69/26EC (X3 Posts)  
Magistrate Office: Joubertina Ref No: 70/26EC (X1 Post)
- REQUIREMENTS** : Grade 12 or equivalent qualification. Skills and Competencies: Good communication (written and verbal skills); Computer literacy (MS Office); Administrative and organization skill; Ability to work under pressure; Customer service; Document management and filing; Numerical skills.
- DUTIES** : Key Performance Areas: Render general clerical support services; Provide supply chain clerical support services within the component; Provide personnel administration clerical support services within the component; Provide financial administration support services in the component.
- ENQUIRIES APPLICATIONS** : Ms. C Williams Tel No: (043) 702 7000 / 7131  
Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200 OR <https://forms.office.com/r/X2XaVPasWu> or hand deliver at the Provincial Office, Department of Justice, 3 Phillip Frame Road, Waverley Park complex, East London
- NOTE** : Separate application must be made quoting the relevant reference number
- POST 13/104** : **ACCOUNTING CLERK (X2 POSTS)**
- SALARY** : R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : State Attorney Office: Mthatha Ref No: 71/26EC (X1 Post)  
Magistrate Office: Motherwell Ref No: 72/26EC (X1 Post)
- REQUIREMENTS** : Grade 12 or equivalent qualification. Knowledge and understanding of financial legislation, Prescripts and Procedures; Knowledge of Basic Operating System (BAS), Justice Yellow Page (JYP), PERSAL; Knowledge of Public Finance Management Act (PFMA), Division of Revenue Act (DORA), Public Service Act (PSA), Public Service Regulation (PSR) and Preferential of Procurement Policy

- Framework Act (PPFA); Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS). Skills and Competencies: Computer literacy; Good communication skills (Written & verbal); Creative and analytical; Planning and Organizing; Problem solving and conflict Management; Accuracy and attention to detail.
- DUTIES** : Key Performance Areas: Render financial accounting transactions; Perform salary administration support; Perform bookkeeping support services; Render a budget support service.
- ENQUIRIES APPLICATIONS** : Ms. C Williams Tel No: (043) 702 7000 / 7131  
: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200 OR <https://forms.office.com/r/X2XaVPasWu> or hand deliver at the Provincial Office, Department of Justice, 3 Phillip Frame Road, Waverley Park complex, East London
- NOTE** : Separate application must be made quoting the relevant reference number.
- POST 13/105** : **MESSENGER (X2 POSTS)**
- SALARY** : R193 359 – R227 766 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Office: Motherwell Ref No: 63/26EC (X1 Post)  
Family Advocate: Port Elizabeth Ref No: 64/26EC (X1 Post)
- REQUIREMENTS** : Grade 10/Abet level 4; A valid driver's license. Skills and Competencies: Interpersonal skills; Creative thinking; Customer service orientation; Problem analysis; Self-management; Ability to work in a team; Technical proficiency.
- DUTIES** : Key Performance Areas: Render driver/ messenger support services; Collect correspondence, distribute mail and parcels to the various office; Collect documents from respective government institutions; Transport officials to various destinations; Render clerical support services.
- ENQUIRIES APPLICATIONS** : Mr W Ndamase Tel No: (043) 702 702 7000/7133  
: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200 OR <https://forms.office.com/r/X2XaVPasWu> or hand deliver at the Provincial Office, Department of Justice, 3 Phillip Frame Road, Waverley Park complex, East London
- NOTE** : Separate application must be made quoting the relevant reference number
- POST 13/106** : **TELECOM OPERATOR (X2 POSTS)**
- SALARY** : R193 359 – R227 766 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Office: Zwelitsha Ref No: 66/26EC (X1 Post)  
Magistrate Office: Humansdorp Ref No: 67/26EC (X1 Post)
- REQUIREMENTS** : Grade 12 or equivalent qualification. Skills and Competencies: Communication (written and verbal) skills; Computer literacy (MS Office); Interpersonal skills; Good telephone etiquette; Numerical skills; Ability to operate technical equipment; Loyalty and high levels of integrity; Ability to work under pressure; Conflict management skills.
- DUTIES** : Key Performance Areas: Handle incoming and outgoing calls, transfer calls, take and convey messages; Ensure that the switchboard is manned at all times; Attend to all other duties that may be required.
- ENQUIRIES APPLICATIONS** : Ms. C Williams Tel No: (043) 702 7000 / 7131  
: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200 OR <https://forms.office.com/r/X2XaVPasWu> or hand deliver at the Provincial Office, Department of Justice, 3 Phillip Frame Road, Waverley Park complex, East London
- NOTE** : Separate application must be made quoting the relevant reference number
- POST 13/107** : **HELPDESK OPERATOR (X2 POSTS)**
- SALARY** : R193 359 – R227 766 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Master of The High Court: Bisho Ref No 65/26EC (X1 Post)  
Master of the Western Cape High Court: Cape Town Ref No: 32/2026/M/WC (X1 Post)

- REQUIREMENTS** : Grade 12 or equivalent qualification; Skills and Competencies: Computer literacy (MS Office); Good communication skills (written and verbal); Interpersonal skills; Ability to work under pressure.
- DUTIES** : Key Performance Areas: Handle all incoming and outgoing calls and convey messages; Forward calls to the appropriate division/section/officials; Assist callers with general enquires; Test the switchboard consoles; Ensure proper maintenance of the switch board equipment; Prepare the telephone printouts for calls and keep records and statistics thereof.xc
- ENQUIRIES** : Eastern Cape: Ms C Williams Tel No: (043) 702 7000 / 7131  
Western Cape: Ms P Paraffin Tel No: (021) 462 5471
- APPLICATIONS** : **Eastern Cape:** Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200 OR <https://forms.office.com/r/X2XaVPasWu> or hand deliver at the Provincial Office, Department of Justice, 3 Phillip Frame Road, Waverley Park complex, East London.  
**Western Cape:** Please direct your applications to: Provincial Head: Private Bag X 9171, Cape Town, 8000 OR physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town OR <https://forms.office.com/r/X2XaVPasWu> For Attention: Western Cape Ms P Paraffin
- NOTE** : Separate application must be made quoting the relevant reference number
- POST 13/108** : **SECURITY OFFICER REF NO 68/26EC**
- SALARY** : R163 680 – R192 810 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Office: Zwelitsha
- REQUIREMENTS** : Grade 12; Knowledge of Physical Security procedures and processes, Safety and Security Legislative Frameworks, PSIRA Grade C. Skills and Competencies: Communication skills (verbal and written); Problem solving; Good interpersonal relations; Planning and organizing skills; Computer literacy; Ability to operate security equipment; Understanding of confidentiality in Government.
- DUTIES** : Key Performance Areas: Provide access control; Improve safety in the building or premises; Prohibit unauthorized items from entering or leaving the building or premises; Watch CCTV cameras; Enroll staff on bio-metric system; Provide access to staff coming to the premises over weekends.
- ENQUIRIES** : Ms. C Williams Tel No: (043) 702 7000 / 7131
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200 OR <https://forms.office.com/r/X2XaVPasWu> or hand deliver at the Provincial Office, Department of Justice, 3 Phillip Frame Road, Waverley Park complex, East London.

## DEPARTMENT OF MINERAL AND PETROLEUM RESOURCES

*The Department of Mineral and Petroleum Resources (DMPR) is an equal opportunity; affirmative action employer and it is its intention to promote representivity in the Public Sector through the filling of this post. Persons whose transfer/promotion/appointment will promote representivity are encouraged to apply, particularly persons with disabilities and women interested in senior management positions. An indication of such, in this regard will be vital in the processing of applications.*

- APPLICATIONS** : Applicants must be submitted via DMPR E-Recruitment System accessible using the following link <https://erecruitment.dmpr.gov.za>. Applications must create a user profile by completing all required personal information and setting up your login credential on DMPR E-Recruitment System. Once registration is complete and logged in to the system, you may browse all vacant positions. Another option is to submit application by post or courier, quoting relevant reference, addressed to: The Director-General, Department of Mineral and Petroleum Resources, Private Bag X59, Pretoria, 0001. Alternatively, applications may also be hand delivered to Trevenna Campus, corner Meintjies and Francis Baard Street, former Schoeman. General enquiries may be brought to the attention of Ms T Gumede Tel No: (012) 444- 3319.
- CLOSING DATE** : 08 May 2026
- NOTE** : Applications Applicants are strongly advised to complete and attach recent Z83 application form which came into effect from 01 January 2021 as issued by the Minister of Public Service Administration in line with regulation 10 of the Public Service Regulations, 2016 as amended, which is obtainable online from [www.dpsa.gov.za](http://www.dpsa.gov.za) and detailed Curriculum Vitae when submitting applications on DMPR E-Recruitment System. Applications must be submitted on the recent Z83 application form which came into effect from 01 January 2021 as issued by the Minister of Public Service Administration in line with regulation 10 of the Public Service Regulations, 2016 as amended, which is obtainable online from [www.gov.za](http://www.gov.za) and [www.dpsa.gov.za](http://www.dpsa.gov.za). All sections of the Z83 must be completed (In full, accurately, legibly, honestly, initialled, signed and dated), and accompanied by a comprehensive/ detailed Curriculum Vitae only. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications and other relevant documents will be required from shortlisted candidates only on or before the day of the interview. The Curriculum Vitae must have at least three (3) reference persons and their contacts. Failure to provide accurate information on a job application as well as incomplete information will result in a disqualification. Job applicants in possession of a foreign qualification(s), must also provide an evaluation certificate obtainable from the South African Qualification Authority (SAQA). If an invitation for an interview is not received within three (3) months after the closing date, please regard your application as unsuccessful. Requirements stated on the advertised posts are minimum inherent requirements; therefore, criteria for shortlisting will depend on the proficiency of the applications received. Shortlisted candidates will be assessed through practical exercise and an oral interview. Applicants must note that personnel suitability checks (PSC) will be conducted on the short-listed applicants, therefore will be required to give consent in terms of the POPI Act in order for the Department to conduct this exercise. PSC includes security screening and vetting, qualification verification, criminal records, financial records checks. Applicants who do not comply with the above-mentioned requirements, as well as application received after the closing date will not be considered. If an applicant wishes to withdraw an application, He/ She must do so in writing. It is also important to note that the Department reserves the right not to fill any advertised post at any stage of the recruitment process.

## OTHER POSTS

- POST 13/109** : **SENIOR INSPECTOR: MINE SURVEYING REF NO: 066**
- SALARY** : R1 059 105 per annum (Level 12), (all-inclusive package)
- CENTRE** : Pretoria, Head Office
- REQUIREMENTS** : A National Diploma in Mine Surveying/ Mineral Resource Management ( NQF 6) with Mine Surveyors Certificate of Competency and valid driver's licence PLUS minimum of 3 years' experience at junior managerial level in Mine

		Surveying, Knowledge of: in depth understanding and knowledge of the mine health and safety, knowledge of the policy regime affecting the minerals and mining industry, government policy and legislation Skills: Problem solving, Communication (Verbal, written, liaison), Influencing skills, Negotiation skills, Proven managerial skills, Management and Organisation skills, Advanced analytical skills, Good interpersonal relations at all levels, Conflict management, Creativity and innovation, Numerical, Organising and coordinating, Facilitation and implementation, Financial management, Negotiation and consultation skills, Problem solving and analysis, Strategic capability and leadership, Change management, Thinking demand: Creative/Innovative thinker, Logical, Objective, Accurate, Diplomatic.
<b><u>DUTIES</u></b>	:	Plan and exercise control over all mine surveying inspections. Exercise control over the safe utilisation of land applications. Assist with special investigations, enquires and technical support. Perform ad hoc tasks and investigations. Serve on mine surveying related committees and attend seminars. Provide managerial activities.
<b><u>ENQUIRIES NOTE</u></b>	:	Ms. G Sekwati Tel No: (012) 444 3789
	:	Indian /Coloured or white male are encouraged to apply. Note: 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.
<b><u>POST 13/110</u></b>	:	<b><u>INSPECTOR: MINE SURVEYING REF NO: 067 (X3 POSTS)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R896 436 per annum (Level 11), (all-inclusive package) Pretoria, Head Office A National Diploma in Mine Surveying/ Mineral Resource Management (NQF 6) with Mine Surveyors Certificate of Competence and valid driver's licence PLUS minimum of 3 years' experience at junior managerial level in Mine Surveying, Knowledge of: In-depth understanding and knowledge of the mine health and safety, knowledge of the policy regime affecting the minerals and mining industry, government policy and legislation Skills: Problem solving, Communication (Verbal, written, liaison), Influencing skills, Negotiation skills, Proven management skills, Management and Organisation skills, Advanced analytical skills, Good interpersonal relations at all levels, Conflict management skills, Creativity and innovation, Numerical, Organising and coordinating, Facilitation and implementation, Financial Management, Negotiation and consultation skills, Problem solving and analysis, Strategic capability and leadership, Change management, Thinking demand: Creative/ innovative thinker, Logical, Objective, Accurate, Diplomatic.
<b><u>DUTIES</u></b>	:	Conduct underground inspection, compile reports and maintain records. Conduct inspection of plans and records of surface and underground mines, compile reports and maintain records. Investigate and make recommendations surface utilization applications, compile reports and maintain records. Process statutory applications regarding mine and surveying permissions and exemptions, compile reports and maintain records. Serve on mine surveying related committees and attend seminars Conduct practical mine surveying field tasks.
<b><u>ENQUIRIES NOTE</u></b>	:	Ms. G Sekwati Tel No: (012) 444 3789
	:	Indian /Coloured or white male are encouraged to apply. Note: 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.
<b><u>POST 13/111</u></b>	:	<b><u>ASSISTANT DIRECTOR: ORGANISATIONAL DEVELOPMENT AND CHANGE MANAGEMENT REF NO: 068</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R468 459 per annum (Level 09) Pretoria, Head Office Bachelor of Commerce in Industrial and Organizational Psychology/National Diploma Management Services/National Diploma Operations Management (NQF6), Certificate in Job Evaluation Analysis with a minimum of 3 years' experience in a Work Study/ Organizational Development Environment as a Practitioner Knowledge of: Have a sound knowledge and understanding of: policies, prescripts, regulations, white Papers, public administration etc., work

- study and work study techniques, job descriptions and specifications, job evaluation, staff supervision, OMF, Knowledge and understanding of project and change management, Skills: Communication skills., Computer s\kills, Report writing, Listening and interpretation, Analytical and interpretation, Analytical skills, Basic research skills, Organising, coordination and planning skills, Problem solving skills, Facilitation skills, Managerial skills, Training and motivational skills, Thinking demand: Logical, Creative/Innovative thinker, Objective, Accurate, Diplomatic.
- DUTIES** : Undertake organizational and post establishment investigations and advice management in this regard. Conduct job analysis and job evaluation (JE). Analysis and design of workflow and processes within an organisation /Administer post establishment. Facilitate/ coordinate change management intervention. Form Design. Provide managerial activities.
- ENQUIRIES** : Mr. C Ramoshaba Tel No: (012) 4443221
- NOTE** : Indian /Coloured or white male are encouraged to apply. Note: 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. Note: Due to travelling, a driver's licence will be recommended.
- POST 13/112** : **CHIEF ADMINISTRATION CLERK REF NO: 069**
- SALARY** : R325 101 per annum (Level 07)
- CENTRE** : Northern Cape Region, Springbok
- REQUIREMENTS** : A Grade 12 with minimum of 3 years' experience within an administration environment, Knowledge of: Financial prescripts, Acts, policies etc. applicable to supply chain management, transport and risk management and control human resource policies and prescripts Skills: Strong listening and communication skills, Controlling and planning skills, Proven public administration skills, Good management skills, Computer literate, Typing skills, Ability to understand and interpret information. Thinking demand: Ability to recognize dynamic changes in policy trends and adapt accordingly. Ability to recognize financial risk.
- DUTIES** : Render an administrative management service in terms of Human Resources, Supply Chain Management, Risk Management Facilities Management and Transport services. Provide financial management Services. Oversee the receiving and recording of applications in terms of the Mineral Petroleum Resources Development Act (MPRDA). Maintain and oversee an efficient and effective registry and record management services. Ensure that access to information applications in line with PAIA prescript. Supervise and develop staff.
- ENQUIRIES** : Mr. R Mariri Tel No: (053) 807 1776
- NOTE** : Indian /Coloured or white male are encouraged to apply. Note: 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.
- POST 13/113** : **ADMINISTRATION CLERK: PAYMENTS REF NO: 070**
- SALARY** : R228 321 per annum (Level 05)
- CENTRE** : Pretoria, Head Office
- REQUIREMENTS** : A Grade 12 (NQF4), Knowledge of: Public Finance Management Act, Treasury Regulations, Basic Conditions of Employment Act, Basic Accounting System, PERSAL & BAS Skills: Computer skills, Financial, Good verbal and written communication, Ability to communicate at all levels Thinking demand: Problem solving, creativity, ability to negotiate, report writing.
- DUTIES** : Receive, Verify and record of sundry payments and S&T claims. Administration of payments files. Make follow up on missing records. Retrieve and re-file payment records. Ordering and dispatching of stationery.
- ENQUIRIES** : Mr. S Sadiki at 082 963 7198
- NOTE** : Indian /Coloured or white male and persons with disability are encouraged to apply. Note: 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.

- POST 13/114** : **ADMINISTRATION CLERK: HYGIENE REF NO: 071**
- SALARY** : R228 321 per annum (Level 05)
- CENTRE** : Gauteng Region, Braamfontein
- REQUIREMENTS** : A Grade 12 (NQF4), Knowledge of: Knowledge of Mine Health and Safety Inspectorate mandate. Working knowledge and understanding of the legislative framework governing the Public Sector, Skills: Organization, Computer literacy, Communication at all levels, Minute taking, Planning, Numerical, Telephone, Dealing with different people e.g. Religion, Background, Culture, etc Thinking demand: Logical. Creativity/Innovative, Planning and organising, Good verbal and written communication skills.
- DUTIES** : Maintain hygiene database. Render general clerical services. Handle general enquiries.
- ENQUIRIES** : Mrs. N Mosia Tel No: (011) 358 9713
- NOTE** : Indian /Coloured or white male and persons with disability are encouraged to apply. Note: 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.

#### **INTERNSHIP PROGRAMME 2026/2027 – 2027/2028**

- APPLICATIONS** : Applicants must be submitted via DMPR E-Recruitment System accessible using the following link <https://erecruitment.dmpr.gov.za>. Applications must create a user profile by completing all required personal information and setting up your login credential on DMPR E-Recruitment System. Once registration is complete and logged in to the system, you may browse all vacant positions. Other option: Another option is to submit application by post or courier, quoting relevant reference, addressed to: The Director-General, Department of Mineral and Petroleum Resources, Private Bag X59, Pretoria, 0001. Alternatively, applications may also be hand delivered to Trevenna Campus, corner Meintjies and Francis Baard Street, former Schoeman. General enquiries may be brought to the attention of Ms. N Sam Tel No: (012) 444 3722 / Mr. S Ngcaweni Tel No: (012) 444 3021.
- CLOSING DATE** : 08 May 2026
- NOTE** : The Department of Mineral and Petroleum Resources would like to invite qualifying applicants to apply for a Graduate Internship Programme for the Financial Years 2026/2027 – 2027/2028. Persons with Disabilities and those from TVET Colleges are encouraged to apply. Successful applicants will be responsible for arranging their own accommodation and transport to and from place of work, during the period of the Internship. Applications must be submitted on the recent Z83 application form, which came into effect from 01 January 2021 as issued by the Minister of Public Service Administration in line with the regulation 10 of the Public Service Regulation, 2016 as amended, which is obtained online [www.dpsa.gov.za](http://www.dpsa.gov.za). All sections of the Z83 must be completed (in full, accurately, legibly, honestly, signed and dated), and accompanied by a comprehensive / detailed Curriculum Vitae. 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. Applicants who participated in any other Government Internship Programmes before will not be considered. Students requiring experiential training as part of their qualification must attach a formal letter from their Tertiary Institution. Failure to submit all the requested documents will result in the application not being considered. The successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. Applicants who do not receive confirmation or feedback within three (3) 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 shortlisted candidates only.

#### OTHER POSTS

**POST 13/115** : **INTERNSHIP PROGRAMME (INVESTMENT PROMOTION) REF NO: DMPR INTERN 01**

**STIPEND** : A stipend will be paid according to proof of relevant qualification, and it will vary as per qualification (Diploma/Degree/Honours R7860 50 and Master's R9482 00 per month).

**CENTRE REQUIREMENTS** : Head Office: Pretoria, Head Office  
: Bachelor of Commerce / Bachelor of Arts in Economics / Finance / Investment Management, International Business / Business Management / Public Policy Researcher

**ENQUIRIES NOTE** : Ms. N Sam Tel No: (012) 444 3722 / Mr. S Ngcaweni Tel No: (012) 444 3021  
: Persons with disability are encouraged to apply.

**POST 13/116** : **INTERNSHIP PROGRAMME (PETROLEUM COMPLIANCE AND ENFORCEMENT) REF NO: DMPR INTERN 02**

**STIPEND** : A stipend will be paid according to proof of relevant qualification, and it will vary as per qualification (Diploma/Degree/Honours R7860 50 and Master's R9482 00 per month).

**CENTRE REQUIREMENTS** : Head Office: Pretoria, Head Office  
: National Diploma in Legal Assistance / B JURIS /B PROC / Bachelor of Laws (LLB)

**ENQUIRIES NOTE** : Ms. N Sam Tel No: (012) 444 3722 / Mr. S Ngcaweni Tel No: (012) 444 3021  
: Persons with disability are encouraged to apply.

**POST 13/117** : **INTERNSHIP PROGRAMME (MINERAL AND PETROLEUM TITLES REGISTRATION) REF NO: DMPR INTERN 03**

**STIPEND** : A stipend will be paid according to proof of relevant qualification, and it will vary as per qualification (Diploma/Degree/Honours R7860 50 and Master's R9482 00 per month).

**CENTRE REQUIREMENTS** : Head Office: Pretoria, Head Office  
: National Diploma / Degree in Public Administration/Management / Office Management and Technology / Office Administration

**ENQUIRIES NOTE** : Ms. N Sam Tel No: (012) 444 3722 / Mr. S Ngcaweni Tel No: (012) 444 3021  
: Persons with disability are encouraged to apply.

**POST 13/118** : **INTERNSHIP PROGRAMME (PETROLEUM LICENSING AND FUEL SUPPLY) REF NO: DMPR INTERN 04**

**STIPEND** : A stipend will be paid according to proof of relevant qualification, and it will vary as per qualification (Diploma/Degree/Honours R7860 50 and Master's R9482 00 per month).

**CENTRE REQUIREMENTS** : Head Office: Pretoria, Head Office  
: National Diploma / Degree in Public Administration/Management / Office Management and Technology / Office Administration

**ENQUIRIES NOTE** : Ms. N Sam Tel No: (012) 444 3722 / Mr. S Ngcaweni Tel No: (012) 444 3021  
: Persons with disability are encouraged to apply.

**POST 13/119** : **INTERNSHIP PROGRAMME (PETROLEUM LICENSING AND FUEL SUPPLY) REF NO: DMPR INTERN 05**

**STIPEND** : A stipend will be paid according to proof of relevant qualification, and it will vary as per qualification (Diploma/Degree/Honours R7860 50 and Master's R9482 00 per month).

**CENTRE REQUIREMENTS** : Head Office: Pretoria, Head Office  
: National Diploma / Degree in Economics / Logistics / Finance

**ENQUIRIES NOTE** : Ms. N Sam Tel No: (012) 444 3722 / Mr. S Ngcaweni Tel No: (012) 444 3021  
: Persons with disability are encouraged to apply.

<b><u>POST 13/120</u></b>	:	<b><u>INTERNSHIP PROGRAMME (FUEL PRICING MECHANISM) REF NO: DMPR INTERN 06</u></b>
<b><u>STIPEND</u></b>	:	A stipend will be paid according to proof of relevant qualification, and it will vary as per qualification (Diploma/Degree/Honours R7860 50 and Master's R9482 00 per month).
<b><u>CENTRE REQUIREMENTS</u></b>	:	Head Office: Pretoria, Head Office
<b><u>ENQUIRIES</u></b>	:	National Diploma/Degree in Economics.
<b><u>NOTE</u></b>	:	Ms. N Sam Tel No: (012) 444 3722 / Mr. S Ngcaweni Tel No: (012) 444 3021 Persons with disability are encouraged to apply.
<b><u>POST 13/121</u></b>	:	<b><u>INTERNSHIP PROGRAMME (OFFICE OF THE CFO) REF NO: DMPR INTERN 07</u></b>
<b><u>STIPEND</u></b>	:	A stipend will be paid according to proof of relevant qualification, and it will vary as per qualification (Diploma/Degree/Honours R7860,50, and Master's R9482, 11 per month).
<b><u>CENTRE REQUIREMENTS</u></b>	:	Head Office: Pretoria, Head Office
<b><u>ENQUIRIES</u></b>	:	National Diploma in Finance / Financial Accounting / Financial Management
<b><u>NOTE</u></b>	:	Ms. N Sam 012 444 3722 / Mr. S Ngcaweni Tel No: 012 444 3021 Persons with disability are encouraged to apply.
<b><u>POST 13/122</u></b>	:	<b><u>INTERNSHIP PROGRAMME (DEMAND, ACQUISITION AND CONTRACT MANAGEMENT) REF NO: DMPR INTERN 08</u></b>
<b><u>STIPEND</u></b>	:	A stipend will be paid according to proof of relevant qualification, and it will vary as per qualification (Diploma/Degree/Honours R7860 50 and Master's R9482 00 per month).
<b><u>CENTRE REQUIREMENTS</u></b>	:	Head Office: Pretoria, Head Office
<b><u>ENQUIRIES</u></b>	:	National Diploma in Logistics / Public Management / Supply Chain Management.
<b><u>NOTE</u></b>	:	Ms. N Sam Tel No: (012) 444 3722 / Mr. S Ngcaweni Tel No: (012) 444 3021 Persons with disability are encouraged to apply.
<b><u>POST 13/123</u></b>	:	<b><u>INTERNSHIP PROGRAMME (FINANCIAL ACCOUNTING AND REPORTING): REF NO: DMPR INTERN 09</u></b>
<b><u>STIPEND</u></b>	:	A stipend will be paid according to proof of relevant qualification, and it will vary as per qualification (Diploma/Degree/Honours R7860 50 and Master's R9482 00 per month).
<b><u>CENTRE REQUIREMENTS</u></b>	:	Head Office: Pretoria, Head Office
<b><u>ENQUIRIES</u></b>	:	National Diploma in Financial Accounting / Financial Management
<b><u>NOTE</u></b>	:	Ms. N Sam Tel No: (012) 444 3722 / Mr. S Ngcaweni Tel No: (012) 444 3021 Persons with disability are encouraged to apply.
<b><u>POST 13/124</u></b>	:	<b><u>INTERNSHIP PROGRAMME (MANAGEMENT ACCOUNTING) REF NO: DMPR INTERN 10</u></b>
<b><u>STIPEND</u></b>	:	A stipend will be paid according to proof of relevant qualification, and it will vary as per qualification (Diploma/Degree/Honours R7860 50 and Master's R9482 00 per month).
<b><u>CENTRE REQUIREMENTS</u></b>	:	Head Office: Pretoria, Head Office
<b><u>ENQUIRIES</u></b>	:	National Diploma in Management Accounting / Cost and Management Accounting / Public Finance
<b><u>NOTE</u></b>	:	Ms. N Sam Tel No: (012) 444 3722 / Mr. S Ngcaweni Tel No: (012) 444 3021 Persons with disability are encouraged to apply.
<b><u>POST 13/125</u></b>	:	<b><u>INTERNSHIP PROGRAMME (LEGAL SERVICES) REF NO: DMPR INTERN 11</u></b>
<b><u>STIPEND</u></b>	:	A stipend will be paid according to proof of relevant qualification, and it will vary as per qualification (Diploma/Degree/Honours R7860 50 and Master's R9482 00 per month).
<b><u>CENTRE REQUIREMENTS</u></b>	:	Head Office: Pretoria, Head Office
<b><u>ENQUIRIES</u></b>	:	Bachelor of Law / LLB
<b><u>NOTE</u></b>	:	Ms. N Sam Tel No: (012) 444 3722 / Mr. S Ngcaweni Tel No: (012) 444 3021 Persons with disability are encouraged to apply.

**POST 13/126** : **INTERNSHIP PROGRAMME (HUMAN RESOURCES) REF NO: DMPR INTERN 12**

**STIPEND** : A stipend will be paid according to proof of relevant qualification, and it will vary as per qualification (Diploma/Degree/Honours R7860 50 and Master's R9482 00 per month).

**CENTRE REQUIREMENTS** : Head Office: Pretoria, Head Office  
National Diploma / Degree in Human Resource Management / Human Resources Development / Management of Training

**ENQUIRIES NOTE** : Ms. N Sam Tel No: (012) 444 3722 / Mr. S Ngcaweni Tel No: (012) 444 3021  
Persons with disability are encouraged to apply.

**POST 13/127** : **INTERNSHIP PROGRAMME (TECHNICAL SUPPORT UNIT) REF NO: DMPR INTERN 13**

**STIPEND** : A stipend will be paid according to proof of relevant qualification, and it will vary as per qualification (Diploma/Degree/Honours R7860 50 and Master's R9482 00 per month).

**CENTRE REQUIREMENTS** : Head Office: Pretoria, Head Office  
N6 in Public Management or Public Administration

**ENQUIRIES NOTE** : Ms. N Sam Tel No: (012) 444 3722 / Mr. S Ngcaweni Tel No: (012) 444 3021  
Persons with disability are encouraged to apply.

**POST 13/128** : **INTERNSHIP PROGRAMME (MINE ECONOMICS) REF NO: DMPR INTERN 14**

**STIPEND** : A stipend will be paid according to proof of relevant qualification, and it will vary as per qualification (Diploma/Degree/Honours R7860 50 and Master's R9482 00 per month).

**CENTRE REQUIREMENTS** : Gauteng, Braamfontein  
National Diploma/Degree in Geology / Mine Survey / Mining Engineering / Economics / Accounting.

**ENQUIRIES NOTE** : Ms. N Sam Tel No: (012) 444 3722 / Mr. S Ngcaweni Tel No: (012) 444 3021  
Persons with disability are encouraged to apply.

**POST 13/129** : **INTERNSHIP PROGRAMME (MINERAL LAWS ADMINISTRATION) REF NO: DMPR INTERN 15**

**STIPEND** : A stipend will be paid according to proof of relevant qualification, and it will vary as per qualification (Diploma/Degree/Honours R7860 50 and Master's R9482 00 per month).

**CENTRE REQUIREMENTS** : Gauteng, Braamfontein  
Bachelor of Laws or Bachelor of Arts in Law

**ENQUIRIES NOTE** : Ms. N Sam Tel No: (012) 444 3722 / Mr. S Ngcaweni Tel No: (012) 444 3021  
Persons with disability are encouraged to apply.

**POST 13/130** : **INTERNSHIP PROGRAMME (MINERAL INFORMATION MANAGEMENT) REF NO: DMPR INTERN 16**

**STIPEND** : A stipend will be paid according to proof of relevant qualification, and it will vary as per qualification (Diploma/Degree/Honours R7860 50 and Master's R9482 00 per month).

**CENTRE REQUIREMENTS** : Gauteng, Braamfontein  
National Diploma in GIS Geomatics or Environmental Management

**ENQUIRIES NOTE** : Ms. N Sam Tel No: (012) 444 3722 / Mr. S Ngcaweni Tel No: (012) 444 3021  
Persons with disability are encouraged to apply.

**POST 13/131** : **INTERNSHIP PROGRAMME (FUEL LEVIES AND MARGINS) REF NO: DMPR INTERN 17**

**STIPEND** : A stipend will be paid according to proof of relevant qualification, and it will vary as per qualification (Diploma/Degree/Honours R7860 50 and Master's R9482 00 per month).

**CENTRE REQUIREMENTS** : Pretoria, Head Office  
Degree in Economics or Accounting

**ENQUIRIES** : Ms. N Sam Tel No: (012) 444 3722 / Mr. S Ngcaweni Tel No: (012) 444 3021

- NOTE** : Persons with disability are encouraged to apply.
- POST 13/132** : **INTERNSHIP PROGRAMME (PETROLEUM LICENSING AND FUEL SUPPLY) REF NO: DMPR INTERN 18**
- STIPEND** : A stipend will be paid according to proof of relevant qualification, and it will vary as per qualification (Diploma/Degree/Honours R7860 50 and Master's R9482 00 per month).
- CENTRE** : Pretoria, Head Office
- REQUIREMENTS** : National Diploma / Degree in Economics / Logistics / Finance
- ENQUIRIES** : Ms. N Sam Tel No: (012) 444 3722 / Mr. S Ngcaweni Tel No: (012) 444 3021
- NOTE** : Persons with disability are encouraged to apply.
- POST 13/133** : **INTERNSHIP PROGRAMME (MINE ECONOMICS) REF NO: DMPR INTERN 19**
- STIPEND** : A stipend will be paid according to proof of relevant qualification, and it will vary as per qualification (Diploma/Degree/Honours R7860 50 and Master's R9482 00 per month).
- CENTRE** : Mpumalanga, Witbank
- REQUIREMENTS** : National Diploma/Degree in Geology / Mine Survey / Mining Engineering / Economics / Accounting.
- ENQUIRIES** : Ms. N Sam Tel No: (012) 444 3722 / Mr. S Ngcaweni Tel No: (012) 444 3021
- NOTE** : Persons with disability are encouraged to apply.
- POST 13/134** : **INTERNSHIP PROGRAMME (MINERAL INFORMATION MANAGEMENT) REF NO: DMPR INTERN 20**
- STIPEND** : A stipend will be paid according to proof of relevant qualification, and it will vary as per qualification (Diploma/Degree/Honours R7860 50 and Master's R9482 00 per month).
- CENTRE** : Mpumalanga, Witbank
- REQUIREMENTS** : Degree in Geographical Information System / Geography.
- ENQUIRIES** : Ms. N Sam Tel No: (012) 444 3722 / Mr. S Ngcaweni Tel No: (012) 444 3021
- NOTE** : Persons with disability are encouraged to apply.
- POST 13/135** : **INTERNSHIP PROGRAMME (MINERAL LAWS ADMINISTRATION) REF NO: DMPR INTERN 21**
- STIPEND** : A stipend will be paid according to proof of relevant qualification, and it will vary as per qualification (Diploma/Degree/Honours R7860 50 and Master's R9482 00 per month).
- CENTRE** : Mpumalanga, Witbank
- REQUIREMENTS** : Bachelor of Laws (LLB).
- ENQUIRIES** : Ms. N Sam Tel No: (012) 444 3722 / Mr. S Ngcaweni Tel No: (012) 444 3021
- NOTE** : Persons with disability are encouraged to apply.
- POST 13/136** : **INTERNSHIP PROGRAMME (PETROLEUM LICENSING AND FUEL SUPPLY): REF NO: DMPR INTERN 22**
- STIPEND** : A stipend will be paid according to proof of relevant qualification, and it will vary as per qualification (Diploma/Degree/Honours R7860 50 and Master's R9482 00 per month).
- CENTRE** : Mpumalanga, Witbank
- REQUIREMENTS** : National Diploma in Economics /Logistics / Finance.
- ENQUIRIES** : Ms. N Sam Tel No: (012) 444 3722 / Mr. S Ngcaweni Tel No: (012) 444 3021
- NOTE** : Persons with disability are encouraged to apply.
- POST 13/137** : **INTERNSHIP PROGRAMME (MINE ECONOMICS): REF NO: DMPR INTERN 23**
- STIPEND** : A stipend will be paid according to proof of relevant qualification, and it will vary as per qualification (Diploma/Degree/Honours R7860 50 and Master's R9482 00 per month).
- CENTRE** : Limpopo, Polokwane
- REQUIREMENTS** : National Diploma/Degree in Geology / Mine Survey / Mining Engineering / Economics / Accounting

- ENQUIRIES NOTE** : Ms. N Sam Tel No: (012) 444 3722 / Mr. S Ngcaweni Tel No: (012) 444 3021  
: Persons with disability are encouraged to apply.
- POST 13/138** : **INTERNSHIP PROGRAMME (MINERAL LAWS ADMINISTRATION): REF NO: DMPR INTERN 24**
- STIPEND** : A stipend will be paid according to proof of relevant qualification, and it will vary as per qualification (Diploma/Degree/Honours R7860 50 and Master's R9482 00 per month).
- CENTRE REQUIREMENTS** : Limpopo, Polokwane  
: Bachelor of Laws (LLB).  
**ENQUIRIES NOTE** : Ms. N Sam Tel No: (012) 444 3722 / Mr. S Ngcaweni Tel No: (012) 444 3021  
: Persons with disability are encouraged to apply.
- POST 13/139** : **INTERNSHIP PROGRAMME (MINERAL INFORMATION MANAGEMENT): REF NO: DMPR INTERN 25**
- STIPEND** : A stipend will be paid according to proof of relevant qualification, and it will vary as per qualification (Diploma/Degree/Honours R7860 50 and Master's R9482 00 per month).
- CENTRE REQUIREMENTS** : Limpopo, Polokwane  
: Degree in Geographical Information System / Environmental Science / Geography.
- ENQUIRIES NOTE** : Ms. N Sam Tel No: (012) 444 3722 / Mr. S Ngcaweni Tel No: (012) 444 3021  
: Persons with disability are encouraged to apply.
- POST 13/140** : **INTERNSHIP PROGRAMME (PETROLEUM LICENSING AND FUEL SUPPLY): REF NO: DMPR INTERN 26**
- STIPEND** : A stipend will be paid according to proof of relevant qualification, and it will vary as per qualification (Diploma/Degree/Honours R7860 50 and Master's R9482 00 per month).
- CENTRE REQUIREMENTS** : Limpopo, Polokwane  
: National Diploma / Degree in Economics / Logistics / Finance.  
**ENQUIRIES NOTE** : Ms. N Sam Tel No: (012) 444 3722 / Mr. S Ngcaweni Tel No: (012) 444 3021  
: Persons with disability are encouraged to apply.
- POST 13/141** : **INTERNSHIP PROGRAMME (MINE ECONOMICS): REF NO: DMPR INTERN 27**
- STIPEND** : A stipend will be paid according to proof of relevant qualification, and it will vary as per qualification (Diploma/Degree/Honours R7860 50 and Master's R9482 00 per month).
- CENTRE REQUIREMENTS** : Free State, Welkom  
: National Diploma/Degree in Geology / Mine Survey / Mining Engineering / Economics / Accounting.
- ENQUIRIES NOTE** : Ms. N Sam Tel No: (012) 444 3722 / Mr. S Ngcaweni Tel No: (012) 444 3021  
: Persons with disability are encouraged to apply.
- POST 13/142** : **INTERNSHIP PROGRAMME (SOCIAL AND LABOUR PLAN): REF NO: DMPR INTERN 28**
- STIPEND** : A stipend will be paid according to proof of relevant qualification, and it will vary as per qualification (Diploma/Degree/Honours R7860 50 and Master's R9482 00 per month).
- CENTRE REQUIREMENTS** : Free State, Welkom  
: Bachelor's degree / National Diploma in Development Economics / Social Science / Industrial Science
- ENQUIRIES NOTE** : Ms. N Sam Tel No: (012) 444 3722 / Mr. S Ngcaweni Tel No: (012) 444 3021  
: Persons with disability are encouraged to apply.
- POST 13/143** : **INTERNSHIP PROGRAMME (MINERAL LAWS ADMINISTRATION) REF NO: DMPR INTERN 29**
- STIPEND** : A stipend will be paid according to proof of relevant qualification, and it will vary as per qualification (Diploma/Degree/Honours R7860 50 and Master's R9482 00 per month).

**CENTRE REQUIREMENTS ENQUIRIES NOTE** : Northern Cape, Kimberley  
: Bachelor of Laws (LLB)  
: Ms N Sam Tel No: (012) 444 3722 / Mr. S Ngcaweni Tel No: (012) 444 3021  
: Persons with disability are encouraged to apply.

**POST 13/144** : **INTERNSHIP PROGRAMME (MINE ENVIRONMENTAL MANAGEMENT) REF NO: DMPR INTERN 30**

**STIPEND** : A stipend will be paid according to proof of relevant qualification, and it will vary as per qualification (Diploma/Degree/Honours R7860 50 and Master's R9482 00 per month).

**CENTRE REQUIREMENTS ENQUIRIES NOTE** : Eastern Cape, Port-Elizabeth  
: National Diploma in Environmental Management / Sciences.  
: Ms N Sam Tel No: (012) 444 3722 / Mr. S Ngcaweni Tel No: (012) 444 3021  
: Persons with disability are encouraged to apply.

**POST 13/145** : **INTERNSHIP PROGRAMME (PETROLEUM LICENSING AND FUEL SUPPLY) REF NO: DMPR INTERN 31**

**STIPEND** : A stipend will be paid according to proof of relevant qualification, and it will vary as per qualification (Diploma/Degree/Honours R7860 50 and Master's- R9482 00 per month).

**CENTRE REQUIREMENTS ENQUIRIES NOTE** : Eastern Cape, East-London  
: National Diploma / Degree in Economics / Logistics / Finance.  
: Ms N Sam Tel No: (012) 444 3722 / Mr. S Ngcaweni Tel No: (012) 444 3021  
: Persons with disability are encouraged to apply.

**POST 13/146** : **INTERNSHIP PROGRAMME (SOCIAL AND LABOUR PLAN) REF NO: DMPR INTERN 32**

**STIPEND** : A stipend will be paid according to proof of relevant qualification, and it will vary as per qualification (Diploma/Degree/Honours R7860 50 and Master's R9482 00 per month).

**CENTRE REQUIREMENTS ENQUIRIES NOTE** : Western Cape, Cape Town  
: Degree in Development Studies / Social Sciences / Community Development.  
: Ms. N Sam 012 444 3722 / Mr. S Ngcaweni Tel No: 012 444 3021  
: Persons with disability are encouraged to apply.

**POST 13/147** : **INTERNSHIP PROGRAMME (MINE ECONOMICS) REF NO: DMPR INTERN 33**

**STIPEND** : A stipend will be paid according to proof of relevant qualification, and it will vary as per qualification (Diploma/Degree/Honours R7860 50 and Master's R9482 00 per month).

**CENTRE REQUIREMENTS ENQUIRIES NOTE** : Western Cape, Cape Town  
: National Diploma/Degree in Geology / Mine Survey / Mining Engineering / Economics / Accounting.  
: Ms N Sam Tel No: (012) 444 3722 / Mr. S Ngcaweni Tel No: (012) 444 3021  
: Persons with disability are encouraged to apply.

**POST 13/148** : **INTERNSHIP PROGRAMME (SOCIAL AND LABOUR PLAN) REF NO: DMPR INTERN 34**

**STIPEND** : A stipend will be paid according to proof of relevant qualification, and it will vary as per qualification (Diploma/Degree/Honours R7860 50 and Master's R9482 00 per month).

**CENTRE REQUIREMENTS ENQUIRIES NOTE** : North West, Klerksdorp  
: Degree in Social Sciences / Developmental Studies / Community Development.  
: Ms N Sam Tel No: (012) 444 3722 / Mr. S Ngcaweni Tel No: (012) 444 3021  
: Persons with disability are encouraged to apply.

- POST 13/149** : **INTERNSHIP PROGRAMME (MINERAL INFORMATION MANAGEMENT) REF NO: DMPR INTERN 35**
- STIPEND** : A stipend will be paid according to proof of relevant qualification, and it will vary as per qualification (Diploma/Degree/Honours R7860 50 and Master's R9482 00 per month).
- CENTRE REQUIREMENTS ENQUIRIES NOTE** : North West, Klerksdorp  
: Bachelor of Science in Environmental Sciences (with GIS).  
: Ms N Sam Tel No: (012) 444 3722 / Mr. S Ngcaweni Tel No: (012) 444 3021  
: Persons with disability are encouraged to apply.
- POST 13/150** : **INTERNSHIP PROGRAMME (PETROLEUM LICENSING AND FUEL SUPPLY) REF NO: DMPR INTERN 36**
- STIPEND** : A stipend will be paid according to proof of relevant qualification, and it will vary as per qualification (Diploma/Degree/Honours R7860 50 and Master's R9482 00 per month).
- CENTRE REQUIREMENTS ENQUIRIES NOTE** : North-West, Mafikeng  
: National Diploma / Degree in Economics / Logistics or Finance.  
: Ms N Sam Tel No: (012) 444 3722 / Mr. S Ngcaweni Tel No: (012) 444 3021  
: Persons with disability are encouraged to apply.
- POST 13/151** : **INTERNSHIP PROGRAMME (MINE ECONOMICS) REF NO: DMPR INTERN 37**
- STIPEND** : A stipend will be paid according to proof of relevant qualification, and it will vary as per qualification (Diploma/Degree/Honours R7860 50 and Master's R9482 00 per month).
- CENTRE REQUIREMENTS ENQUIRIES NOTE** : KwaZulu Natal, Durban  
: National Diploma/Degree in Geology / Mine Survey / Mining Engineering / Economics / Accounting.  
: Ms N Sam Tel No: (012) 444 3722 / Mr. S Ngcaweni Tel No: (012) 444 3021  
: Persons with disability are encouraged to apply.
- POST 13/152** : **INTERNSHIP PROGRAMME (MINERAL INFORMATION MANAGEMENT) REF NO: DMPR INTERN 38**
- STIPEND** : A stipend will be paid according to proof of relevant qualification, and it will vary as per qualification (Diploma/Degree/Honours R7860 50 and Master's R9482 00 per month).
- CENTRE REQUIREMENTS ENQUIRIES NOTE** : KwaZulu Natal, Durban  
: Degree in Geographical Information System / Environmental Science.  
: Ms N Sam Tel No: (012) 444 3722 / Mr. S Ngcaweni Tel No: (012) 444 3021  
: Persons with disability are encouraged to apply.
- POST 13/153** : **INTERNSHIP PROGRAMME (MINERAL LAWS ADMINISTRATION) REF NO: DMPR INTERN 39**
- STIPEND** : A stipend will be paid according to proof of relevant qualification, and it will vary as per qualification (Diploma/Degree/Honours R7860 50 and Master's R9482 00 per month).
- CENTRE REQUIREMENTS ENQUIRIES NOTE** : KwaZulu Natal, Durban  
: Bachelor of Laws (LLB).  
: Ms N Sam Tel No: (012) 444 3722 / Mr. S Ngcaweni Tel No: (012) 444 3021  
: Persons with disability are encouraged to apply.
- POST 13/154** : **INTERNSHIP PROGRAMME (PETROLEUM LICENSING AND FUEL SUPPLY) REF NO: DMPR INTERN 40**
- STIPEND** : A stipend will be paid according to proof of relevant qualification, and it will vary as per qualification (Diploma/Degree/Honours R7860 50 and Master's R9482 00 per month).
- CENTRE REQUIREMENTS ENQUIRIES NOTE** : KwaZulu Natal, Durban  
: National Diploma / Degree in Economics / Logistics / Finance.  
: Ms N Sam Tel No: (012) 444 3722 / Mr. S Ngcaweni Tel No: (012) 444 3021  
: Persons with disability are encouraged to apply.

## OFFICE OF THE CHIEF JUSTICE

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



- APPLICATIONS** : **National Office (Midrand):** Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107 or hand deliver applications to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand, 1685.  
**Free State Provincial Service Centre:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X20612, Bloemfontein, 9300 or hand deliver applications to the Free State High Court, Corner President Brand and Fontein Street, Bloemfontein, 9301.
- CLOSING DATE** : 05 May 2026
- NOTE** : All applications must be submitted on a New Z83 form, which can be downloaded on internet at [www.judiciary.org.za](http://www.judiciary.org.za) / [www.dpsa.gov.za/dpsa2g/vacancies.asp](http://www.dpsa.gov.za/dpsa2g/vacancies.asp) or obtainable from any Public Service Department and should be accompanied by a recent comprehensive CV only; contactable referees (telephone numbers and email addresses must be indicated). Please send your documents in a PDF and put them in one folder. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. Applicants could be required to provide consent for access to their social media accounts. Prior to appointment for SMS, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Each application form must be fully completed, duly signed and initialed on both pages by the applicant. The application must indicate the correct job title, the office where the position is advertised and the reference number as stated in the advert. Failure by the applicant to complete, sign and initial the application form will lead to disqualification of the application during the selection process. Applications on the old Z83 will unfortunately not be considered. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation considered. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification, citizenship checks, reference checks and employment verification). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the advertised post(s). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Failure to submit all the requested documents will result in the application not being considered during the selection process. All successful candidates will

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

#### **OTHER POSTS**

**POST 13/155** : **ASSISTANT DIRECTOR: FACILITIES MANAGEMENT REF NO: 2026/03/OCJ**

**SALARY** : R468 459 - R551 823 per annum (Level 09). The successful candidate will be required to sign a performance agreement.

**CENTRE REQUIREMENTS** : National Office: Midrand

Applicants should be in possession of a minimum of National Diploma in Building Management / Construction Management / Project Management / Property / Real Estate Management (NQF level 6). A minimum of 3 years' experience in Facilities and Auxiliary services, at least one (1) year supervisory experience at salary level 7 or 8 / junior management level. A valid driver's license will serve as an added advantage. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. Knowledge and skills: Occupational Health and Safety Act and other Building Regulations. General built environment including mechanical, electrical Water Services Act. National Environmental Management Act 107 of 1998 (NEMA). Horticultural processes and Cleaning Industry. Public Finance Management Act, (PFMA). Supply Chain Management framework, directives and procedures. Government Budget processes and procedures, report writing, project management and implementation. Analytical skills. Communication skills (written and verbal). Computer literacy skills. Research and planning skills. Report writing skills. Interpersonal relations. Problem Solving and Supervisory skills.

**DUTIES** : Ensure implementation of facilities and infrastructure projects at OCJ service centres. Conduct accommodation needs audit with service centres. Consolidate User Assets Management Plan (UAMP) for OCJ. Manage Office space planning and parking allocation. Ensure day-to-day maintenance function for OCJ service centres. Develop maintenance plan for OCJ. Coordinate and monitor maintenance services. Monitor and report on the status and progress of maintenance and update Action Log. Execute operations related to facilities within OCJ. Ensure management of contracts within OCJ. Provide support in management of expenditure within sub-directorate. Implement and ensure compliance to facilities polices and Standard Operating Procedures (SOP). Coordinate the facilities and auxiliary services for the OCJ. Compile specifications and handle inspections in the cleaning field. Manage and control equipment and material register. Coordinate outsourced services within the OCJ. Manage resources. Ensure general supervision and development of employees including training. Allocate duties and perform quality control on the work delivered by officials. Mentor and coach staff.

**ENQUIRIES** : Technical Related Enquiries: Mr M Masilo Tel No: (010) 493 2518  
HR Related Enquiries: Mr K Mphela Tel No: (010) 493 2527

**APPLICATIONS NOTE** : Applications can be sent via email at [2026/03/OCJ@judiciary.org.za](mailto:2026/03/OCJ@judiciary.org.za)  
The Organisation will give preference to candidates in line with Employment Equity goals.

**POST 13/156** : **SUPPLY CHAIN PRACTITIONER REF NO: 2026/04/OCJ**

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

**CENTRE  
REQUIREMENTS**

: Free State Provincial Service Centre  
: Applicants should be in possession of a National Diploma in Supply Chain Management/ Economics/ Finance/ Financial Management/ Procurement/ Logistics/ Public Administration or relevant qualification at NQF level 6. A minimum of one (1) year experience in Supply Chain Management environment. A valid driver's license will serve as an added advantage. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. Knowledge and skills: Knowledge and understanding of administrative and procurement procedure. Knowledge of the Public Financial Management Act. Knowledge of Supply Chain Management frameworks, policies and procedures. Knowledge of budgeting and financial management. Knowledge of procurement policies and relevant legislation prior to awarding contracts. Public Service Act 1994. Knowledge of PPPFA regulations, Public Service Regulations 2016 and National Treasury Regulations. Good understanding of departmental prescripts, frameworks (e.g. departmental codes: COIDA and BBBEE) and Batho Pele Principles. Computer literacy (MS Office), Strategic and conceptual orientation. Planning, organising and problem-solving skills. Financial management and interpersonal skills. Decision making and time management. Communication skills and report writing skills.

**DUTIES**

: Provide demand and acquisition services. Capture specification on the electronic purchasing system. Approve the requisitions on the relevant system. Ensure the payment of suppliers within 30 days. Ensure the implementation of logistical support services. Ensure that suppliers are authorised on the system. Ensure that goods are captured in registers and databases. Ensure the compilation and maintenance of assets records. Verify the issuing of equipment and accessories to components and individuals in need. Ensure the verification of the asset register. Ensure the rendering of store services. Ensure access control to the storeroom. Conduct stock taking and compile stocktaking report. Supervise staff within Supply Chain Management. Develop, implement and monitor work systems and processes to ensure efficient and effective functioning.

**ENQUIRIES**

: Technical Related Enquiries: Mr. TJ Diphoko Tel No: (051) 492 4523  
HR Related Enquiries: Ms D Peters Tel No: (051) 492 4523

**APPLICATIONS**

: Applications can be sent via email at [2026/04/OCJ@judiciary.org.za](mailto:2026/04/OCJ@judiciary.org.za)

**NOTE**

: The Organisation will give preference to candidates in line with Employment Equity goals.

## 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.*

**APPLICATIONS**

- Head Office:** The Director-General, Department of Public Works and Infrastructure, Private Bag X65, Pretoria, 0001 or CGO Building, Corner Bosman and Madiba Street, Pretoria. For Attention Ms NP Mudau
- Pretoria Regional Office:** The Regional Manager, Department of Public Works, Private Bag x 229, Pretoria, 0001 or Hand deliver to AVN Building corner Andries and Skinner Street, Pretoria. For Attention: Ms K. Tihapane/ Ms MC. Lekganyane
- Cape Town Regional Office:** 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. For Attention: Ms. C Rossouw
- Nelspruit Regional Office:** 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. For Attention: Mr EK Nguyuza
- 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. For Attention: Ms V Tidikwe
- 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. For Attention: Ms NS Nxumalo
- 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. For Attention: Mr D Manus
- Mthatha Regional Office:** 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. For Attention: Ms N Mzalisi
- 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. For Attention: Mr. T. Oagile
- Gqeberha Regional Office:** The Regional Manager, Department of Public Works, Private Bag X 3913, North End, Port Elizabeth, 6056. Hand delivery: Room 430, Corner. Hancock & Robert Street, North End, Port Elizabeth, 6056. For Attention: Ms S Mafanya/ Ms. P Buwa
- 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. For Attention: Mr. NJ Khotsa
- Johannesburg Regional Office:** 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. For Attention: Mr M Mudau

**CLOSING DATE****NOTE**

- 08 May 2026 at 16H00
- Applications must be submitted on the prescribed Z83 application form (obtainable from any Public Service Department or on the DPWSA 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**

<b><u>POST 13/157</u></b>	:	<b><u>DEPUTY DIRECTOR: HUMAN RESOURCES MANAGEMENT REF NO: 2026/164</u></b>
<b><u>SALARY</u></b>	:	R896 436 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the Middle Management service).
<b><u>CENTRE</u></b>	:	Kimberly Regional Office
<b><u>REQUIREMENTS</u></b>	:	A minimum of three-year tertiary qualification (NQF Level 06) in Human Resource Management, Human Resource Training and Development, Public Management, Public Administration, Management Services, Labour Relations or related. A relevant functional experience in Human Resources Management at a Junior managerial level (Assistant Director equivalent). Valid driver's licenses. Knowledge: Human Resource Management Policies. Human Resources Systems and Procedures. Performance Management. Project Management. Public Service Act, Regulations and Resolutions. Recruitment and Selection Strategies. Code of Remuneration. All Labour Legislations. Code of good conduct in the Public Service. Departmental Policies and Procedures. Batho Pele principles. Human Resource Management Practices and Systems. Skills: Management. Interpersonal. Communication (Verbal and Written). Computer literacy. Negotiation. Presentation. Report writing. People Management. Problem solving. Decision making skills. Working knowledge and experience of PERSAL.
<b><u>DUTIES</u></b>	:	Manage the Human Resource support services and the implementation of all the Human Resource policies, procedures and relevant prescripts. Manage the

effective implementation of recruitment and selection policy and procedures. Manage the effective implementation of Performance Management Policy. Manage the coordination of Human Resource Development interventions and the implementation of Human Resource Development Policies and Programs. Manage the administration of service benefits and leave of staff in the province. Manage the implementation of sound labour relations and matters of mutual interest. Advise line managers and employees on all HRM related matters. Manage subordinates. Plan and allocate work accordingly. the implementation of Human Resource Development Policies and Programs. Manage the administration of service benefits and leave of staff in the province. Manage the implementation of sound labour relations and matters of mutual interest. Advise line managers and employees on all HRM related matters. Manage subordinates. Plan and allocate work accordingly

**ENQUIRIES**  
**APPLICATIONS**

: Ms V Tidikwe Tel No: (053) 838 5351  
: For Kimberly: email to: [RecruitKIM26-08@dpw.gov.za](mailto:RecruitKIM26-08@dpw.gov.za)

**POST 13/158**

: **ASSISTANT DIRECTOR: INTERNAL COMMUNICATIONS & MOBILISATION REF NO: 2026/165**

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

: R468 459 per annum  
: Head Office (Pretoria)  
: A minimum of three-year relevant tertiary qualification/ National Diploma (NQF 6) in Communication Science/Media studies or Journalism or Marketing. Relevant years' experience at supervisory level. relevant years functional experience in internal communications, web (online) content management, media/public relations, and/or communication services. Knowledge: Departmental Policies and Procedures, Public Finance Management Act (PFMA), Basic knowledge of all legislations, Project Management, Batho Pele Principles. Skills: Extensive Knowledge in Internal communications and practices. Planning and Organising, Interpersonal, Computer literacy, Communication Skills, Problem solving skills, Listening and observation, Negotiation skills, and Leadership skills. Valid driver's license.

**DUTIES**

: Provide internal communication services for staff members. Make use of communication platforms such as the intranet, website, email, exclaimer, MS Teams, MS Sharepoint, and other MS Office platforms to communicate internal messages. Develop content to be used in internal publications, posters and email banners. Proof-read and edit articles for internal publications and posters. Source out, develop and disseminate content for email banners, posters and publications. Create, develop and manage online content for intranet, website and social media. Manage and mentor interns and junior staff in the unit.

**ENQUIRIES**  
**APPLICATIONS**

: Mr. Mothabane Skade Tel No: (012) 406 1835  
: For Head Office (Pretoria): email to: [Recruitment26-32@dpw.gov.za](mailto:Recruitment26-32@dpw.gov.za)

**POST 13/159**

: **ASSISTANT DIRECTOR: ORGANISATIONAL DESIGN AND JOB EVALUATION REF NO: 2026/166**

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

: R468 459 per annum  
: Head Office (Pretoria)  
: A minimum of three-year relevant tertiary qualification/ National Diploma (NQF 6) in Management Services/ Work Study/ Operations Management / Industrial Psychology. Relevant years' experience on supervisory level within the Organisational Design field; Job evaluation Certificate. Knowledge: Public Service Regulations, Public Services Act, PFMA, Other relevant legislations; Organisational Design; Job Evaluation System and Processes; MPSA Directives; Policy development. Skills: Advanced communication (verbal and written); Problem Solving; Analytical Thinking; Decision Making; Sound Organisational; Interpersonal; Planning and Organising; Technical Report Writing; Project Management; Relationship Management; Negotiation; Motivational and People Management skills.

**DUTIES**

: Develop and implement organisational design and job evaluation policies and guidelines that support high performing organisation. Interpret DPWI strategic goals, annual performance plans and reports and translate them into organizational design interventions. Develop and maintain the organisational structure and ensure alignment to the strategic plans of the department. Manage organizational design investigations in line with relevant prescripts. Implement and maintain job evaluation system and processes. Ensure jobs

within the organisation are clearly described and aligned to the departmental objectives. Conduct regular audit on the organisational structure and recommend changes to make the organization more effective. Develop and maintain structural changes, Job descriptions and Job Evaluation databases. Implement change management interventions. Conduct workshops to create awareness on OD interventions. Manage and develop employees.

- ENQUIRIES** : Mr R Mahlatjie Tel No: (012) 406 1289  
**APPLICATIONS** : For Head Office (Pretoria): email to: [Recruitment26-33@dpw.gov.za](mailto:Recruitment26-33@dpw.gov.za)
- POST 13/160** : **SENIOR ADMINISTRATION OFFICER: ACQUISITION- INFRASTRUCTURE**
- SALARY** : R397 116 per annum  
**CENTRE** : Head Office (Pretoria) Ref No: 2026/167 A (X1 Post)  
Kimberly Regional Office Ref No: 2026/167 B (X1 Post)
- REQUIREMENTS** : A minimum of three-year tertiary qualification (NQF Level 06) in Supply Chain Management/ Purchasing Management/ Business Management/ Economics/ Finance / Administration / Management Sciences. Relevant work experience in Procurement / Supply Chain Management. Experience in Construction or Infrastructure Procurement will be an added advantage. Knowledge of Supply Chain Management Framework, procurement related legislation and regulations, including the Public Finance Management Act, Code of Conduct for Supply Chain Management Practitioners, Treasury Regulations and Preferential Procurement Policy Framework Act, CIDB Act, CIDB Regulations and CIDB Practice Notes and Guides. Understanding of government procurement systems and processes within the built environment is essential. Good verbal and written communication skills, the ability to manage confidential information, advanced interpersonal and negotiation skills, problem solving skills, decision making skills and computer literacy are critical competency areas. The ability to work and deliver under pressure and within tight time frames is essential.
- DUTIES** : Execute, facilitate, support supervise, and performance manage the following SCM functions - Demand: Conduct needs assessments by collecting and analyzing relevant data, categorizing commodities and confirming availability of funds, Coordinate and collate business/line functions' and Regional inputs for procurement plans, Conduct a market and industry analysis, Identify/implement preference points system and appropriate goals per commodity in terms of preferential procurement policy objectives, Oversee; coordinate and advise on the process of drafting specifications/terms of reference and special conditions of contract. Acquisitions: ensure that the bid/quotation processes are compliant and fully executed within the requisite legislative and regulatory frameworks and stipulations. Provide and account for SCM administrative and technical support to ALL Bid Committees, systems and related structures. Ensure that procurement source documents are verified, standard bidding documents are compiled, captured and authorized in accordance with departmental policies and procedures and compliant with applicable legislative requirements, SCM Performance Reporting: Consolidate monthly Head Office and Regional Offices' inputs to produce SCM performance reports against the Annual Performance Plan, Collate data; prepare reports and presentations for management use, Monitor and report on BBBEE/Preferential Procurement spending in terms of the Department's targets and report on a weekly/monthly basis on performance against the Procurement Plan. Risk Management: participate, support and provide assistance in the conduct of the annual SCM Risk Assessment and development of the SCM risk universe, response plan and quarterly strategic/operational risk reports. Regularity Audit Support: Coordinate Internal and External Audit engagement processes, steer the SCM response process and provide analysis of audit queries, management responses and Audit conclusions. Ensure timeous reporting to Treasury and Auditor General (AG). Perform any other assigned duties in relation to the implementation of the Supply Chain Management system of the PMTE/DPWI.
- ENQUIRIES** : Mr. Mr. V Baliso Tel No: (012) 406 1540  
For Kimberly M Allen Tel No: (053) 838 5245  
**APPLICATIONS** : For Head Office (Pretoria): email to: [Recruitment26-34@dpw.gov.za](mailto:Recruitment26-34@dpw.gov.za)  
For Kimberly Regional Office: email to: [RecruitKim26-14@dpw.gov.za](mailto:RecruitKim26-14@dpw.gov.za)

**POST 13/161** : **ADMINISTRATION OFFICER: ACQUISITION – INFRASTRUCTURE REF NO: 2026/168 (X1 POST)**

**SALARY** : R325 101 per annum  
**CENTRE** : Head Office (Pretoria)  
**REQUIREMENTS** : A Minimum of three-year tertiary qualification (NQF Level 06) in Supply Chain Management/ Purchasing Management/ Business Management/ Economics/ Finance / Public Administration/ Administration / Management Sciences. Relevant years of experience in Procurement / Supply Chain Management. Experience in Construction or Infrastructure Procurement will be an added advantage. Knowledge of Supply Chain Management Framework, procurement related legislation and regulations, including the Public Finance Management Act, Code of Conduct for Supply Chain Management Practitioners, Treasury Regulations and Preferential Procurement Policy Framework Act, CIDB Act, CIDB Regulations and CIDB Practice Notes and Guides. Understanding of government procurement systems and processes within the built environment is essential. Good verbal and written communication skills, the ability to manage confidential information, advanced interpersonal and negotiation skills, problem solving skills, decision making skills and computer literacy are critical competency areas. The ability to work and deliver under pressure and within tight time frames is essential.

**DUTIES** : Execute, facilitate, support, and performance manage the following SCM functions - Demand: Conduct needs assessments by collecting and analyzing relevant data, categorizing commodities and confirming availability of funds, Coordinate and collate business/line functions' and Regional inputs for procurement plans, Conduct a market and industry analysis, Identify/implement preference points system and appropriate goals per commodity in terms of preferential procurement policy objectives, Oversee; coordinate and advise on the process of drafting specifications/terms of reference and special conditions of contract. Acquisitions: ensure that the bid/quotation processes are compliant and fully executed within the requisite legislative and regulatory frameworks and stipulations. Provide and account for SCM administrative and technical support to ALL Bid Committees, systems and related structures. Ensure that procurement source documents are verified, standard bidding documents are compiled, captured and authorized in accordance with departmental policies and procedures and compliant with applicable legislative requirements, SCM Performance Reporting: Consolidate monthly Head Office and Regional Offices' inputs to produce SCM performance reports against the Annual Performance Plan, Collate data; prepare reports and presentations for management use, Monitor and report on BBBEE/Preferential Procurement spending in terms of the Department's targets and report on a weekly/monthly basis on performance against the Procurement Plan. Risk Management: participate, support and provide assistance in the conduct of the annual SCM Risk Assessment and development of the SCM risk universe, response plan and quarterly strategic/operational risk reports. Regularity Audit Support: Coordinate Internal and External Audit engagement processes, steer the SCM response process and provide analysis of audit queries, management responses and Audit conclusions. Ensure timeous reporting to Treasury and Auditor General (AG). Perform any other assigned duties in relation to the implementation of the Supply Chain Management system of the PMTE/DPWI.

**ENQUIRIES** : Mr. V Baliso/ Mr. N Maluleke Tel No: (012) 406 1540 / (012) 406 1099  
**APPLICATIONS** : For Head Office (Pretoria): email to: [Recruitment26-35@dpw.gov.za](mailto:Recruitment26-35@dpw.gov.za)

**POST 13/162** : **STATE ACCOUNTANT: PROPERTY PAYMENTS**

**SALARY** : R325 101 per annum  
**CENTRE** : Pretoria Regional Office Ref No: 2026/169 A (X2 Posts)  
Cape Town Regional Office Ref No: 2026/169 B (X1 Post)  
Johannesburg Regional Office Ref No: 2026/169 C (X1 Post)  
Polokwane Regional Office Ref No: 2026/169 D (X1 Post)  
Kimberly Regional Office Ref No: 2026/169 E (X2 Posts)  
**REQUIREMENTS** : A minimum three-year tertiary qualification/ National Diploma (NQF level 6) in Financial Management or related qualification. Relevant years of experience in the relevant field. Basic understanding of PFMA, Treasury Regulations and property related legislations. A valid driver's license. Computer literacy. Knowledge of property management processes and systems: SAGE and

		PMIS, knowledge of property industry, knowledge of property payments, knowledge of procurement and tender regulations. Good verbal and written communication skills. Must be prepared to travel. Willing to adapt work schedule in accordance with office requirements.
<b><u>DUTIES</u></b>	:	Timeous processing of payments of accounts received from municipalities, service providers and landlords in respect of rates, municipal services and accommodation leased by the Department. Ensure that all property payments invoices are countersigned and authorized. Ensure that all payments comply with related prescripts, delegations and procedures. Provide budget inputs on property payments and liaise with clients regarding property payments. Compilation and rendering of accounts to tenants and clients in respect of accommodation and services provided by the department. Handling of queries from municipalities, service providers, property owners, tenants and clients. Monitor and follow up on outstanding balances on relevant accounts. Writing monthly reports. Assist in capturing of batches and general administration of the section.
<b><u>ENQUIRIES</u></b>	:	For Kimberly Mr L Botshobana Tel No: (053) 838 5272 For Pretoria Ms. M Vuso Tel No: (012) 310 5111 For Cape Town Mr. B Berends Tel No: (021) 402 2309 For Johannesburg Peter Mongwenyana at (072) 153 0375
<b><u>APPLICATIONS</u></b>	:	For Pretoria: email to: <a href="mailto:RecruitPTA26-32@dpw.gov.za">RecruitPTA26-32@dpw.gov.za</a> For Cape Town: email to: <a href="mailto:RecruitCPT26-40@dpw.gov.za">RecruitCPT26-40@dpw.gov.za</a> For Johannesburg: email to: <a href="mailto:RecruitJHB26-11@dpw.gov.za">RecruitJHB26-11@dpw.gov.za</a> For Polokwane: email to: <a href="mailto:RecruitPLK26-09@dpw.gov.za">RecruitPLK26-09@dpw.gov.za</a> For Kimberly: email to: <a href="mailto:RecruitKIM26-09@dpw.gov.za">RecruitKIM26-09@dpw.gov.za</a>
<b><u>POST 13/163</u></b>	:	<b><u>STATE ACCOUNTANT: INTERNAL CONTROL</u></b>
<b><u>SALARY CENTRE</u></b>	:	R325 101 per annum
	:	Nelspruit Regional Office Ref No: 2026/170 A (X1 Post) Kimberley Regional Office Ref No: 2026/170 B (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	A minimum three-year tertiary qualification/ National Diploma (NQF level 6) in Auditing / Financial Management / Supply Chain Management / Accounting. Appropriate years of experience in Supply Chain Management / Internal Control / Compliance Management / Auditing / Financial Management / Accounting. Knowledge of Property Industry, Financial prescripts (GAAP and GRAP standards), working knowledge of Government Financial systems (SAGE, ARCHIBUS, PMIS, WCS, LOGIS, BAS), Public Finance and Management Act, National Treasury Regulations (Directives and guidelines), ICT Procurement, Supply Chain Management Framework, Skills and personal attributes: administrative skills, report writing, good communication skills (written and verbal), interpersonal skills, organising and planning, goal and solution orientated, assertiveness, people and client orientated, team player, innovative, ability to work under stressful conditions and meet deadlines, dedicated, hardworking, ability to communicate at all levels, trustworthy, attention to detail, ability to adapt in accordance to office requirements.
<b><u>DUTIES</u></b>	:	The effective implementation of internal compliance impacting on Finance and Supply Chain Management performance. Monitor whether finance and supply chain objectives are consistent with Government's broader policy. Ensure that the Departmental SCM processes are aligned with those standards that support International best practice. Implement Finance and SCM processes, Standard Operating Procedure manuals, Delegations documents and identify opportunities for alignment with legislation. Communicate new prescripts from National Treasury. Identify and communicate internal control deficiencies. Identify potential risks. Provide support in the implementation of departmental loss control system. Manage acceptance of tenders by verifying completeness and correctness of documentation to ensure legally binding documents on respective parties. Verify by scrutinizing the bid/ contract documents for compliance. Perform pre and post audit procedures on bids awarded to identify instances of non-compliance. Conduct Assessments on reported cases of financial misconduct. Validate possible non-compliant transactions. Provide inputs to the report on non-compliant transactions. Compile the disclosure notes for Irregular Expenditure and Fruitless & Wasteful Expenditure to the financial statements. Compile monthly registers for Irregular Expenditure and Fruitless & Wasteful Expenditure. Audit coordination process between Auditor General and the Department (Main Account and Trading Entity). Receive information requests and audit queries from auditors and identify responsible

branches / units for dissemination. Update records / schedules of requests and audit queries. Provide information requested by the auditors within agreed time. Follow up with branches / units on outstanding responses and requested information. Assist with arranging of Audit Steering Committee meetings and meetings between branch heads and the auditors. Assist with developing Audit Action Plan that addresses all the findings raised by auditors. Assist with inputs/update of the risk register. Provide administrative and supervisory services to support effective functioning of the sub-directorate. Maintain and report registers of pre/ post audit transactions and submit to supervisor. Administer the flow of information in and out of the office. Ensure adherence to developed and approved internal controls.

- ENQUIRIES** : For Nelspruit Mr SF Mathikwane Tel No: (013) 753 6322  
For Kimberley Mr NA Mushidzi Tel No: (053) 838 5351
- APPLICATIONS** : For Nelspruit: email to: [RecruitNEL26-11@dpw.gov.za](mailto:RecruitNEL26-11@dpw.gov.za)  
For Kimberly: email to: [RecruitKIM26-10@dpw.gov.za](mailto:RecruitKIM26-10@dpw.gov.za)
- POST 13/164** : **STATE ACCOUNTANT: BUDGET**
- SALARY** : R325 101 per annum
- CENTRE** : Kimberley Regional Office Ref No: 2026/171 A (X1 Post)  
Nelspruit Regional Office Ref No: 2026/171 B (X1 Post)
- CENTRE** : Durban Regional Office Ref No: 2026/171 C (X2 Posts)  
Cape Town Regional Office Ref No: 2026/171 D (X1 Post)
- REQUIREMENTS** : A minimum three-year tertiary qualification/ National Diploma (NQF level 6) in Finance Management or finance related. Relevant years of experience in the relevant field. Willing to adapt work schedule in accordance with office requirements Knowledge: Financial prescripts (GAAP and GRAP); International standards and property industry; Working knowledge of Government Financial Systems (e.g. PERSAL, PMIS, WCS, LOGIS, BAS) ; Knowledge and understanding of the Public Finance Management Act, National Treasury Regulations (Instruction Notes, directives and guidelines) and Supply Chain Management Framework; Tender Solutions Suites; ICT Procurement. Skills and personal attributes: Communication skills both written and verbal; Interpersonal skills; Administrative skills; Report writing; Problem solving skills and decision-making skills; Numerical, analytical and financial skills; Ability to work under pressure and meet deadlines; Computer literacy (MS Word, Excel, PowerPoint and Outlook). Personal Attributes: Ability to communicate at all levels; Assertiveness, accuracy and attention to detail; Dedicated; Hardworking; Ability to work under stressful conditions; Team player; People and client orientated. Goal and solution orientated; Trustworthy; Leadership; Valid driver's license; Willingness to travel and work irregular hours.
- DUTIES** : Consolidate and check financial supporting information for planning purposes: Check and verify the necessary financial supporting documents required for the strategic and annual performance planning process. Check and verify the relevant financial information required in the evaluation and development of business and project plans. Consolidate the supporting information for various financial planning processes. Participate in the budget preparation process: Consolidate budget information for the completion of the Medium Term Expenditure Framework (MTEF) and Estimates National Expenditure (ENE) in compliance with National Treasury guidelines, Check and verify the monthly cash flow and adjusted cash flow against the estimates of expenditure/adjusted estimates of expenditure, Prepare, consult and implement the adjustment estimate process. Monitor the recording of adjustments on the accounting system and review the record of supporting documentation. Capture the budget and adjustments on the accounting system. Assess where rollovers are required, by reviewing expenditure against budget. Coordinate the Rollover requests and virement submissions including request for additional funding. Assess whether the approved rollovers are updated on the accounting system. Monitor and report on expenditure against the budget: Monitor the capturing of financial information on the monthly reporting templates. Consolidate, check and verify the information in the in-year monitoring reports for the department. Collate financial and non-financial performance information to be included in the annual report. Collate and capture information on interim and annual performance reporting templates and compile draft reports required for the interim and annual performance reporting. Notify responsibility managers on possible over/under spending. Request monthly /weekly expenditure report on

BAS and SAGE to detect any misallocation allocation and ensure journals are processed for rectification. Liaise with programme managers regarding monthly expenditure reports analysis and advise accordingly in terms of PFMA. Provide administration support services to support the effective functioning of the Directorate: Provide logistical arrangement in the sub-directorate. Administer the flow of information in and out of the office. Compile schedules, invoices and financial statements. Prepare administration reports as required. Adhere to developed and approved internal controls.

**ENQUIRIES** : For Kimberley Mr. Luthando Botshobana Tel No: (053) 838 5272  
 For Nelspruit Mr PM Cossa Tel No: (013) 753 6390  
 For Cape Town Ms. A Bakubaku Tel No: (021) 402 2101  
**APPLICATIONS** : For Kimberley: email to: [RecruitKIM26-11@dpw.gov.za](mailto:RecruitKIM26-11@dpw.gov.za)  
 For Nelspruit: email to: [RecruitNEL26-12@dpw.gov.za](mailto:RecruitNEL26-12@dpw.gov.za)  
 For Durban: email to: [RecruitDBN26-02@dpw.gov.za](mailto:RecruitDBN26-02@dpw.gov.za)  
 For Cape Town: email to: [RecruitCPT26-41@dpw.gov.za](mailto:RecruitCPT26-41@dpw.gov.za)

**POST 13/165** : **STATE ACCOUNTANT: FINANCIAL ACCOUNTING**

**SALARY CENTRE** : R325 101 per annum  
 : Cape Town Regional Office Ref No: 2026/172 A (X3 Posts)  
 : Durban Regional Office Ref No: 2026/172 B (X3 Posts)  
 : Gqeberha Regional Office Ref No: 2026/172 C (X1 Post)

**REQUIREMENTS** : A minimum three-year tertiary qualification/ National Diploma (NQF level 6) in Financial Management / Accounting/ Cost Accounting or related qualification. Relevant years of experience in a Financial Accounting environment. Knowledge of BAS and LOGIS. A valid (Code B or higher) driving license. Knowledge: Public Finance Management Act, National Department of Treasury regulations, guidelines and directives, Understanding of Governments financial delegations, Standard Charts of Accounts (SCOA), Government Budget systems and procedures, Government Financial Systems, Supply Chain Management, Financial prescripts (GAAP and GRAP). Skills: Good verbal and written communication skills; Problem solving skills; Decision making skills; Numeracy. Personal attributes: Ability to work under stressful situations. Ability to communicate at all levels. People orientated. Able to establish and maintain networks. Trustworthy. Assertive. Hard-working. Self-motivated. Ability to work independently.

**DUTIES** : Render goods and services expenditure management services - Authorise payments on BAS, SAGE and LOGIS. Administer suspense Accounts. Prepare, maintain and update a detailed payment register for all payments received and processed at Finance. Track and ensure that all payments are paid in 30 days. Ensure payments are adequately supported (e.g. order numbers, invoices). Prepare, capture and authorise journals. Prepare and process related journals. Resolve queries from regions (e.g. re-issues, re-submissions, recalls and cancellations). Maintain safe and proper document control for all financial source documents. Prepare monthly reconciliation of Financial Systems. Attend to queries from Clients, service providers, internal line functions, Internal Auditors and external Auditors (AGSA). Keep regions regularly updated. Safekeeping and monitoring of documents in the batch room. Provide inputs for the Interim and Annual financial statements. Collect and process information to determine expenditure against budget. Ensure correct classification in line with GRAP. Respond to audit queries. Provide administrative and supervisory services to support effective functioning of the sub-directorate. Supervise the handling of logistical arrangements in the sub-directorate. Administer the flow of information in and out of the office. Supervise subordinates and ensure performance management and development. Prepare administration reports as required. Supervise continuous adherence to developed and approved internal controls. Provide support and guidance to line functions in relation to Financial Accounting processes and procedures.

**ENQUIRIES** : For Cape Town Ms. A Bakubaku Tel No: (021) 402 2101  
 For Durban Mrs. DC Mngoma Tel No: (031) 314 7018  
**APPLICATIONS** : For Cape Town: email to: [RecruitCPT26-42@dpw.gov.za](mailto:RecruitCPT26-42@dpw.gov.za)  
 For Durban: email to: [RecruitDBN26-03@dpw.gov.za](mailto:RecruitDBN26-03@dpw.gov.za)  
 For Gqeberha: email to: [RecruitPE26-17@dpw.gov.za](mailto:RecruitPE26-17@dpw.gov.za)

**POST 13/166** : **ADMINISTRATION OFFICER: SCM DEMAND MANAGEMENT**

**SALARY** : R325 101 per annum

<b><u>CENTRE</u></b>	:	Bloemfontein Regional Office Ref No: 2026/173 A (X1 Post) Kimberley Regional Office Ref No: 2026/173 B (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	A minimum three-year tertiary qualification/ National Diploma (NQF level 6) in Supply Chain Management/Public Procurement /Purchasing Management /Public Management/Public Administration /Logistics Management /Financial Management or related. Relevant extensive experience in Supply Chain Management/ Demand and Acquisition Management. Knowledge of Supply Chain Management Framework, procurement procedures and regulations. Knowledge of government procurement systems, tender and quotation procedures, Supply Chain Management practice notes, PFMA, PPPFA, Treasury Regulations, B-BBEE, CIDB, Constitution of South Africa Act, interpersonal, co-ordinating and organizing skills, confidentiality and reliability, ability to work under tight deadlines and pressure. Good communication skills (verbal and written). Computer literacy, Valid driver's Licence.
<b><u>DUTIES</u></b>	:	Provide admin support in the research and needs analysis for the Department. Collect and collate information for the Departmental Annual Procurement Plan. Provide support in the process of drafting specifications/terms of reference and Review Specifications and Terms of Reference (TOR) received. Provide secretariat support to the relevant Committees by Compiling accurate minutes of the proceedings of Bid Committees meetings and general admin. Implement Supply Chain Management policy and ensure that all procurement of goods or services is in accordance with relevant delegations and directives. Ensure that tender/ quotation documents comply with standard operating procedures (SOP). Keep correct records on SCM committee decisions in a form of minutes. Provide information for quarterly and annual reports. Provide information on Audit queries. Review receipting of goods and services rendered. Assist Head of the Unit with all Procurement related functions and also perform any other duties in relation to the implementation of SCM policies.
<b><u>ENQUIRIES</u></b>	:	For Bloemfontein Ms. MD Mabusu Tel No: (051) 408 7444 For Kimberley Ms GJ Aysen Tel No: (053) 838 5221
<b><u>APPLICATIONS</u></b>	:	For Bloemfontein: email to: <a href="mailto:RecruitBLOEM26-19@dpw.gov.za">RecruitBLOEM26-19@dpw.gov.za</a> For Kimberley: email to: <a href="mailto:RecruitKIM26-12@dpw.gov.za">RecruitKIM26-12@dpw.gov.za</a>
<b><u>POST 13/167</u></b>	:	<b><u>ADMINISTRATIVE OFFICER: UTILISATION AND CONTRACT ADMINISTRATION</u></b>
<b><u>SALARY CENTRE</u></b>	:	R325 101 per annum Pretoria Regional Office Ref No: 2026/174 A (X1 Post) Mthatha Regional Office Ref No: 2026/174 B (X1 Post) Mmabatho Regional Office Ref No: 2026/174 C (X1 Post) Cape Town Regional Office Ref No: 2026/174 D (X3 Posts) Johannesburg Regional Office Ref No: 2026/174 E (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	A minimum three-year tertiary qualification/ National Diploma (NQF level 6) in Real Estate Management/ Property related qualification. 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. Market research. Property economics. Reporting procedures. GIAMA. Property Law. BBBEE. Treasury Regulations. The PIE Act. Report writing. Skills: Accounts and numeric skills. Analytical thinking. Communication skills. Interpersonal skills. Problem solving skills. Organising and planning skills. 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.
<b><u>DUTIES</u></b>	:	Provide administration support to achieve an optimal utilisation of state properties: Administer cost determinations and verifications. Report on unlawful occupations and facilitate the clearing of state land. Introduce available properties to potential clients. Investigate the utilisation potential of state properties: Undertake site visits and conditions surveys to determine utilisation potentials. Assess the provisions of and remove restrictive conditions from title deeds regarding the utilisation of s Render general administrative support: Prepare and disseminate information to appropriate employees regarding contract status. Maintain the filing system with a file for each contract that includes original contract, all correspondence, changes/deviations, amendments, clarifications and payment schedules. Facilitate contractor meetings. Prepare all documentation to resolve disputes. Facilitate the

		rezoning of properties.
<b><u>ENQUIRIES</u></b>	:	For Pretoria Mr. ST Tshilwane Tel No: (012) 310 5127 For Mthatha Ms. N Twatwa Tel No: (047) 502 7019/(047) 502 7106 For Mmabatho Mr. K.E Sibanda Tel No: (018) 386 5211 For Cape Town Ms. M Rapudi at (066) 261 1047 For Johannesburg Ms F Khoza (JHB) Tel No: (011) 713 6079
<b><u>APPLICATIONS</u></b>	:	For Pretoria: email to: <a href="mailto:RecruitPTA26-33@dpw.gov.za">RecruitPTA26-33@dpw.gov.za</a> For Mthatha: email to: <a href="mailto:RecruitMTH26-13@dpw.gov.za">RecruitMTH26-13@dpw.gov.za</a> For Mmabatho: email to: <a href="mailto:RecruitMBT26-10@dpw.gov.za">RecruitMBT26-10@dpw.gov.za</a> For Cape Town: email to: <a href="mailto:RecruitCPT26-43@dpw.gov.za">RecruitCPT26-43@dpw.gov.za</a> For Johannesburg: email to: <a href="mailto:RecruitJHB26-12@dpw.gov.za">RecruitJHB26-12@dpw.gov.za</a>
<b><u>POST 13/168</u></b>	:	<b><u>ADMINISTRATIVE OFFICER: PROPERTY ACQUISITIONS AND LEASING</u></b>
<b><u>SALARY CENTRE</u></b>	:	R325 101 per annum Gqeberha Regional Office Ref No: 2026/175 A (X1 Post) Mthatha Regional Office Ref No: 2026/175 B (X1 Post) Mmabatho Regional Office Ref No: 2026/175 C (X2 Posts) Polokwane Regional Office Ref No: 2026/175 D (X2 Posts)
<b><u>REQUIREMENTS</u></b>	:	A minimum three-year tertiary qualification/ National Diploma (NQF level 6) in Property Management, Real Estate, Property Law or related qualification. Appropriate experience in Real Estate or Property Acquisition. Computer literacy. Knowledge and understanding of government procurement processes, contractual policies and procedures. Understanding of the property market and its trends. Understanding of the derivatives of forms of acquisition of property (expropriation, common law and prescriptions etc) negotiation skills. A valid driver's licence is a must have. Willingness to travel extensively.
<b><u>DUTIES</u></b>	:	Procure leased fixed properties or rights in fixed properties to be utilised by client departments, Keep track of the property market and its trends. Negotiate property purchases. View tendered or identified properties. Negotiate lease terms with Landlords and manage signing of lease agreements. Do site inspections to ensure optimal utilisation of leased buildings. Manage lease renewals to ensure that leases are renewed in time. Attend to both clients and landlords complaints in leased buildings. Perform general administrative duties within the office.
<b><u>ENQUIRIES</u></b>	:	For Gqeberha Ms A Meyer Tel No: (041) 408 2067 For Mthatha Ms. P Ngomane Tel No: (012) 492 3337 For Mmabatho Ms. J Setlhoke Tel No: (018) 386 5223 For Polokwane Ms M.B Lekgoathi Tel No: (015) 291 6411
<b><u>APPLICATIONS</u></b>	:	For Port Elizabeth: email to: <a href="mailto:RecruitPE26-18@dpw.gov.za">RecruitPE26-18@dpw.gov.za</a> For Mthatha: email to: <a href="mailto:RecruitMTH26-14@dpw.gov.za">RecruitMTH26-14@dpw.gov.za</a> For Mmabatho: email to: <a href="mailto:RecruitMBT26-11@dpw.gov.za">RecruitMBT26-11@dpw.gov.za</a> For Polokwane: email to: <a href="mailto:RecruitPLK26-09@dpw.gov.za">RecruitPLK26-09@dpw.gov.za</a>
<b><u>POST 13/169</u></b>	:	<b><u>ADMINISTRATIVE OFFICER: CONSTRUCTION PROJECT MANAGEMENT</u></b>
<b><u>SALARY CENTRE</u></b>	:	R325 101 per annum Cape Town Regional Office Ref No: 2026/176 A (X3 Posts) Pretoria Regional Office Ref No: 2026/176 B (X1 Post) Kimberly Regional Office Ref No: 2026/176 C (X3 Posts)
<b><u>REQUIREMENTS</u></b>	:	A minimum three-year tertiary qualification/ National Diploma (NQF level 6) in Public Administration/Public Management/ Project Management or related qualification. Experience in Office Administration/ Project Administration field. Computer literacy (MS Word, PowerPoint, Excel, and Outlook). Proficiency in English as business language i.e. verbal communication, report writing, letter writing and data capturing. Knowledge of Office management and administration, Reporting procedures, Project administration, Project principles and methodologies, Knowledge of legal compliance, PFMA, SCM and National Treasury Regulations. Ability to work independently. Knowledge of WCS would be an advantage.
<b><u>DUTIES</u></b>	:	Monitor and administer construction projects claims and payments: - Collect/ receive invoices from Registry Services. Capture invoice on Re-a-Patala system. Forward the invoice to the relevant stakeholders. Identify discrepancies related to payment certificates. Update payments on WCS. Keep the Project Manager(s) abreast with the budget adjustments as required. Attend, respond and redirect enquiries related to the project invoices and payments. Updating of WCS on daily basis. Provide projects administrative

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

**ENQUIRIES** : For Kimberly S Cosa Tel No: (053) 838 5356/079 516 9085  
For Cape Town Mrs. R Davids Tel No: (021) 402 2047  
For Pretoria Mr L Ngobeni Tel No: (012) 492 3470/ Mr T Masina Tel No: (012) 310 5254

**APPLICATIONS** : For Cape Town: email to: [RecruitCPT26-44@dpw.gov.za](mailto:RecruitCPT26-44@dpw.gov.za)  
For Pretoria: email to: [RecruitPTA26-34@dpw.gov.za](mailto:RecruitPTA26-34@dpw.gov.za)  
For Kimberly: email to: [RecruitKIM26-15@dpw.gov.za](mailto:RecruitKIM26-15@dpw.gov.za)

**POST 13/170** : **ADMINISTRATIVE OFFICER: IMMOVABLE ASSET REGISTER**

**SALARY** : R325 101 per annum  
**CENTRE** : Mmabatho Regional Office Ref No: 2026/177 A (X1 Post)  
Cape Town Regional Office Ref No: 2026/177 B (X1 Post)

**REQUIREMENTS** : A minimum three-year tertiary qualification/ National Diploma (NQF level 6) in Commerce, Real Estate Management, Project Management, Business Administration, Asset Management or equivalent qualification. Appropriate relevant experience in Property/Immovable Asset Register Management. Experience in State land administration and verification of immovable assets (land and buildings) or related. Effective communication skills. Good report writing skills. Computer literacy. Negotiation Skills. Decision Making Skills. Excellent Interpersonal skills. Ability to work under pressure, high level of reliability and deadline driven. A valid driver's license.

**DUTIES** : Carry out the physical verification of immovable assets. Conduct and administer physical verification of immovable assets in line with IAR verification support tools. Identify and record improvements to state property in IAR. Correctly capture disposals in the IAR. Participate in the vesting of land parcels and endorsements of Title Deeds. Provide admin support for Immovable Asset Register projects. Ensure the safekeeping of all project documentation. Provide administrative support services to Immovable Asset Register Sub-Unit.

**ENQUIRIES** : For Mmabatho Mr. S Sokhela Tel No: (012) 406 1143  
For Gqeberha Mr. ZDL Twala Tel No: (041) 408 2072  
For Cape Town Ms. L Mahlombe at (066) 170 2219

**APPLICATIONS** : OR Mmabatho: email to: [RecruitMBT26-12@dpw.gov.za](mailto:RecruitMBT26-12@dpw.gov.za)  
For Cape Town: email to: [RecruitCPT26-45@dpw.gov.za](mailto:RecruitCPT26-45@dpw.gov.za)

**POST 13/171** : **STATE ACCOUNTANT: ACCOUNTS PAYABLES REF NO: 2026/178**

**SALARY** : R325 101 per annum  
**CENTRE** : Pretoria Regional Office

**REQUIREMENTS** : A minimum three-year tertiary qualification/ National Diploma (NQF level 6) in Financial Management or related qualification, with relevant experience in the field. Knowledge of the Public Finance Management Act 1999 and Treasury Regulations. Good Communication Skills, Computer Literacy and ability to work under pressure. Knowledge of BAS/SAGE, PERSAL and LOGIS. PMIS and WCS will be an added advantage.

**DUTIES** : Capturing and authorization of payments on various transversal systems. Capture journals on BAS/SAGE, check payments for correctness. Capture inputs in the preparation of interim and annual financial statements. Update the 30-days payment report and render financial support to line function. Attend to

		queries from internal and external clients. Manage suspense accounts and prepare monthly reconciliations between business systems.
<b><u>ENQUIRIES</u></b>	:	Ms. L Mabuso Tel No: (012) 310 5929
<b><u>APPLICATIONS</u></b>	:	For Pretoria: email to: <a href="mailto:RecruitPTA26-35@dpw.gov.za">RecruitPTA26-35@dpw.gov.za</a>
<b><u>POST 13/172</u></b>	:	<b><u>ADMINISTRATIVE OFFICER: PROVISIONING REF NO: 2026/179</u></b>
<b><u>SALARY</u></b>	:	R325 101 per annum
<b><u>CENTRE</u></b>	:	Kimberley Regional Office
<b><u>REQUIREMENTS</u></b>	:	A minimum three-year tertiary qualification/ National Diploma (NQF level 6) in Supply Chain Management, Finance or Procurement or public Administration or related qualification. related supply chain experience. Knowledge: Database management; monitoring and evaluation theory, methodology and systems; supply chain management; procurement management. Thorough knowledge and understanding of government procurement systems and relevant legislation; built environment industry. Skills: Good verbal and written communication skills; basic numeracy; statistical skills. Ability to work under stressful situations; ability to communicate at all levels; ability to work independently. Willing to adapt work schedule in accordance with office requirements.
<b><u>DUTIES</u></b>	:	Conduct needs assessments for the compilation of the Departmental Annual Procurement Plan; Liaise with relevant units to submit procurement plans; Collect and collate information from the relevant units; Check if the submitted information is accurate and complete; Liaise with relevant units for necessary follow-ups; Liaise with Finance regarding the availability of budget; Consolidate into procurement plan and table for approval by the accounting officer; Maintain complete and accurate requisition register-: Keep all records of end user procurement requirements in the Requests Register; Update the relevant data base. The provision of secretariat services to the relevant Committees -: Arrange committee meetings with all role-players; prepare attendance register, declaration of interest and signature documents; record and keep minutes; Attend to related queries; Receive and check all submissions to SCM committees. Check compliance on submissions to SCM committee; Keep correct records on decisions; Distribute adjudicated submissions to relevant units.
<b><u>ENQUIRIES</u></b>	:	Ms GJ Aysen Tel No: (053) 838 5221
<b><u>APPLICATIONS</u></b>	:	For Kimberly: email to: <a href="mailto:RecruitKIM26-13@dpw.gov.za">RecruitKIM26-13@dpw.gov.za</a>
<b><u>POST 13/173</u></b>	:	<b><u>ADMINISTRATION OFFICER: PROPERTY DISPOSALS REF NO: 2026/180</u></b> Real Estate Management Services
<b><u>SALARY</u></b>	:	R325 101 per annum
<b><u>CENTRE</u></b>	:	Cape Town Regional Office
<b><u>REQUIREMENTS</u></b>	:	A minimum three-year tertiary qualification/ National Diploma (NQF level 6) in Town and Regional Planning, Property Law, Real Estate and/ or Property Studies/Public Administration or Law Degree; Appropriate experience within a property management environment. Knowledge of Department policies, procedures and processes regarding the disposals of State Immovable Assets will be added advantage. Sound knowledge and understanding of State Land Disposals Act, Government Immovable Asset Management Act, Preferential Procurement Policy Framework Management, Broad-Based Black Economic Empowerment. Supply Chain Management and treasury Regulations. Good communication (verbal and written) skills and the ability to communicate at all levels. Good analytical, planning, organizing and financial management skills. High levels of computer proficiency. Ability to work within diverse team, working extended hours and the willingness to travel extensively is necessary. Must have a valid driver's license.
<b><u>DUTIES</u></b>	:	Conduct research to obtain information for the disposal of property and the compilation of reports. Conduct site inspections, Prepare information to be presented at the Provincial State Land disposals and Vesting Committee (PSLDVC) to support disposal of property. Implement the disposal process in terms of property donation, Servitude, removal of restrictive condition, long term lease. 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. Prepare submission to obtain concurrence from Minister of Rural Development and Land Reform. Prepare submission to obtain approval from Minister of National Department

of Public Works & Infrastructure (NDPWI). Administer financial processes on the disposal of fixed assets. Keep an accurate Property Disposal documentation. Liaise with land owners and other stakeholders.

**ENQUIRIES** : Mr M Nyali Tel No: (021) 402 2171  
**APPLICATIONS** : For Cape Town: email to: [RecruitCPT26-46@dpw.gov.za](mailto:RecruitCPT26-46@dpw.gov.za)

**POST 13/174** : **ADMINISTRATION OFFICER: SCM ACQUISITIONS REF NO: 2026/181**

**SALARY** : R325 101 per annum  
**CENTRE** : Bloemfontein Regional Office  
**REQUIREMENTS** : A minimum three-year tertiary qualification/ National Diploma (NQF level 6) in Supply Chain Management/ Procurement / Public Management or Administration / Logistics Management / Financial Management / Business Management / Accounting with relevant extensive years of experience in Acquisitions Management / Supply Chain. Knowledge of Government procurement procedures and regulations. Knowledge of government procurement systems, tender and quotation procedures, Supply Chain Management practice notes, PFMA, PPPFA, Treasury Regulations, B-BBEE, CIDB, Constitution of South Africa Act and Procurement delegations. High level of computer literacy, interpersonal, co-ordinating and organizing skills, confidentiality and reliability, ability to work under tight deadlines and pressure. Good communication skills (verbal and written). Drivers license.

**DUTIES** : The successful candidate will be performing the following duties: Implement Supply Chain Management policy and ensure that all procurement of goods or services is in accordance with relevant delegations and directives, Review Specifications and Terms of Reference (TOR) received, and Bid Registers, invite tenders and update the tender register, ensure compliance with SCM legislation and policies, Perform and facilitate all tender/ quotations administration transactions. Compile accurate minutes of the proceedings of Bid Committee meetings. Ensure advertising of bids on the Government Tender Bulletin and other relevant media, organizing briefing sessions, administer opening and closing of bid and quotation box, accurate recording of bids received and render secretariat services to the Bid Committees (RBSC, RBEC and RBAC) Maintain electronic and manual filing of bid documents, Monitor the validity of bids until award stage. Prepare scoring model/ tender recommendations. Ensure that tender/ quotation documents comply with standard operating procedures (SOP). Keep correct records on SCM committee decisions in a form of minutes. Provide information for quarterly and annual reports. Provide information on Audit queries. Review receipting of goods and services rendered. Assist Head of the Unit with all Procurement related functions and also perform any other duties in relation to the implementation of SCM policies.

**ENQUIRIES** : Ms. MD Mabusu Tel No: (051) 408 7444  
**APPLICATIONS** : For Bloemfontein: email to: [RecruitBLOEM26-20@dpw.gov.za](mailto:RecruitBLOEM26-20@dpw.gov.za)

**POST 13/175** : **ARTISAN PRODUCTION (GRADE A): ELECTRICAL WORKSHOP REF NO: 2026/182**

**SALARY** : R243 597 per annum, (OSD salary package)  
**CENTRE** : Bloemfontein Regional Office  
**REQUIREMENTS** : Appropriate Trade Test in Electrical. A valid Driver's License. Knowledge of Occupational Health and Safety Act 85, of 1993 and Regulations. Must have General knowledge of Electrical tools, equipment in the workshop. The inherent requirement of the job: It will be expected of the incumbent to climb ladders for inspection, work in confined spaces and perform electrical maintenance on Government Buildings in relation to electrical works.

**DUTIES** : The successful candidate must be able to compile material quantities per project, will be required to maintain all Government Buildings including new work to government buildings, must be willing to work overtime if and when required, and compile progress reports on projects and monitor Tradesman Aid and Learners. Report directly to Artisan Foreman or Chief Artisan. Must have vast knowledge of Occupational Health and Safety Act 85 of 1993. It will be expected of the incumbent to participate in various expeditions including assisting other Regional Office if needs arise.

**ENQUIRIES** : Mr. M Mashinini Tel No: (051) 408 734  
**APPLICATIONS** : For Bloemfontein: email to: [RecruitBLOEM26-21@dpw.gov.za](mailto:RecruitBLOEM26-21@dpw.gov.za)

<b><u>POST 13/176</u></b>	:	<b><u>ADMIN CLERK: PROFESSIONAL SERVICES (CONSTRUCTION PROJECT MANAGEMENT)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R228 321 per annum Pretoria Regional Office Ref No: 2026/183 A (X1 Post) Cape Town Regional Office Ref No: 2026/183 B (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	A minimum National Senior Certificate/ Grade 12/ equivalent qualification. Computer literacy including Microsoft Office (word, excel, power point). Good verbal and written communication skills. Basic knowledge of treasury regulations and financial management, report writing and submissions. Ability to work under pressure. Good interpersonal relations skills and telephone etiquette.
<b><u>DUTIES</u></b>	:	Provide general project delivery support. Draft correspondence as required. Coordinate documentation requirements on multiple concurrent projects. Print, photocopy and bind documentation folders. Maintain contractor and consultant database. Co-ordinate audits queries. Co-ordinate the submission of the monthly PMO report and keep record of PMO's in filing system. Facilitate the processing of invoices for consultants, contractors and suppliers. Ensure compliance with invoicing requirements. Ensure payments authorisations. Render secretariat support service to the professionals' committees and internal meetings. Arrange meetings and workshops for the unit. Prepare and type correspondence and documents. Render office administration support. Process forms and documents related to claim advances of staff attached to the office. Ensures that travel arrangements are well coordinated. Process subsistence and travel claims. Administrate leave arrangements.
<b><u>ENQUIRIES</u></b>	:	For Pretoria Mr L Ngobeni Tel No: (012) 492 3470/ Mr T Masina Tel No: (012) 310 5254 For Cape Town Mrs. R Davids Tel No: (021) 402 2047
<b><u>APPLICATIONS</u></b>	:	For Cape Town: email to: <a href="mailto:RecruitCPT26-47@dpw.gov.za">RecruitCPT26-47@dpw.gov.za</a> For Pretoria: email to: <a href="mailto:RecruitPTA26-36@dpw.gov.za">RecruitPTA26-36@dpw.gov.za</a>
<b><u>POST 13/177</u></b>	:	<b><u>ACCOUNTING CLERK (BATCH CONTROLLER)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R228 321 per annum Mthatha Regional Office Ref No: 2026/184 A (X1 Post) Cape Town Regional Office Ref No: 2026/184 B (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	A minimum National Senior Certificate/ Grade 12/ equivalent qualification. Valid Driver's license will serve as added advantage. Knowledge of a financial environment will be advantages. Knowledge of relevant legislation, regulations and policies. Sound interpersonal and communication skills, computer literate, multi-tasked skills, self-driven, result orientated, motivated, meet deadlines and acceptance of responsibility.
<b><u>DUTIES</u></b>	:	Reporting to the State Accountant the incumbent of this position will take responsibility for: The main responsibility of this post relates to the safekeeping and management of documents (Batch Control) including the monitoring and controlling of the adherence to sound accounting and NPDW practices, prescribed policies and regulations in all transactions. Monitor and control all documents relating to the different transversal systems. Ensure correct allocation of expenditure and revenue. Draw financial and other BAS reports in support of the activities of the unit. It could be expected of the incumbent to assist in the budget formulation, compiling of a cash flow budget as well as the monthly reporting. As well as performing duties related to the cashier's functions.
<b><u>ENQUIRIES</u></b>	:	For Mthatha Ms. P Sani Tel No: (012) 492 3122 For Cape Town Nomnandi Ndiyane Tel No: (021) 402 2108
<b><u>APPLICATIONS</u></b>	:	For Mthatha: email to: <a href="mailto:RecruitMTH26-15@dpw.gov.za">RecruitMTH26-15@dpw.gov.za</a> For Cape Town: email to: <a href="mailto:RecruitCPT26-48@dpw.gov.za">RecruitCPT26-48@dpw.gov.za</a>
<b><u>NOTE</u></b>	:	Practical exercise/ test will form part of the selection process
<b><u>POST 13/178</u></b>	:	<b><u>ADMIN CLERK: WORKS MANAGEMENT REF NO: 2026/185</u></b>
<b><u>SALARY CENTRE</u></b>	:	R228 321 per annum Mthatha Regional Office
<b><u>REQUIREMENTS</u></b>	:	A minimum National Senior Certificate/ Grade 12/ equivalent qualification. Must have Knowledge computer literacy (word processing, spreadsheets, and presentation), Reapatala, Archibus, Wox4u and papertrail. Good verbal and written communication skills. Basic Knowledge of public finance act, Accruals,

		report writing and submissions. Sound general office administrative and organizational skills. Ability to work under pressure, independently and to be trustworthy. Good interpersonal relations skills and basic numeracy. Willing to adapt work schedule in accordance with office requirements. Three year qualification (NQF Level 6) in administration qualification as recognized by SAQA will serve as an advantage.
<b><u>DUTIES</u></b>	:	Ensure co- ordination and record complaints. Ensure all complaints are recorded and attended to. Approve complaints on Archibus System. Update the status on Worx4u system using quotations. Capture quotation on the spread sheet. Follow up on quotations from work managers. Check quotation versus the complaint and calculations. Administer and capture payments. Capture approved fund on the system and forward to SCM for Order. Follow up on outstanding orders to be issued from SCM. Compile Accruals. Compile 415 forms with the reports and for forward to works managers. Receive 415 from control works manager forward to delegated Authority for fund approval. The incumbent will be responsible to perform office administrative activities and liaise with stakeholders relevant to the office. Prepare documents for meetings, presentations and reports and organize office logistical matters. General receptionist and make required transport, travel and accommodation arrangements. correspondence, documents and reports, draft and type correspondence and documents. Manage the flow of information and documents in the office and the communication to and from the office. Processing of forms and documents related to claims, payments, invoices and consultant fees relevant to office.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms L Mpukane Tel No: (047) 502 7040
	:	For Mthatha: email to: <a href="mailto:RecruitMTH26-16@dpw.gov.za">RecruitMTH26-16@dpw.gov.za</a>
<b><u>POST 13/179</u></b>	:	<b><u>ADMINISTRATIVE CLERK: REAL ESTATE MANAGEMENT SERVICES REF NO: 2026/186</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R228 321 per annum
	:	Cape Town Regional Office
	:	A minimum National Senior Certificate/ Grade 12. No experience required. Advanced communication (verbal and written) Sound organisational skill, Good people skill, Language skills, Ability to communicate well with people at deferent levels, Basic numeracy, Interpersonal skills, Office administration and organisational skills, Planning and organising, Ability to act with tact and discretion. Willing to adapt work schedule in accordance with office requirements.
<b><u>DUTIES</u></b>	:	Record, organise, store, capture and retrieve correspondence and data. Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type basic letters and/or other correspondence when required. Keep and maintain the incoming and outgoing register of the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Assist with ordering of material and equipment from suppliers. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Capture and update expenditure in component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr D Gqibela Tel No: (021) 402 2315
	:	For Cape Town: email to: <a href="mailto:RecruitCPT26-49@dpw.gov.za">RecruitCPT26-49@dpw.gov.za</a>
<b><u>POST 13/180</u></b>	:	<b><u>REGISTRY CLERK: PROVISIONING AND LOGISTICS MANAGEMENT REF NO: 2026/187</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R228 321 per annum
	:	Bloemfontein Regional Office Ref No: 2026/187 A (X1 Post)
	:	Kimberly Regional Office Ref No: 2026/187 B (X1 Post)
	:	A minimum National Senior Certificate/ Grade 12. No experience required. Understanding of central registry environment. Completion of a Records Management or Archives course will be an added advantage. Understanding

of records/ documents management, file plan, mail and courier service procedures. Knowledge of Promotion of Access to Information Act (PAIA), Promotion of Administrative Justice Act (PAJA) National Archives, and Records Services Act. Knowledge and understanding of Disposal process. Good communication skills (Written& verbal), Computer literacy in MS Office software as well as good telephone etiquette are essential. Customer care and client orientation skills. Ability to work in a team and independently. Ability to work under pressure.

**DUTIES** : Provide registry counter services: attend to client's enquiries, handle telephonic and other enquiries received. Receive all mails, sort, register and dispatch mail. Distribute notices on registry issues. Postage and Mailing of departmental documents to various destinations and render courier services. Open and close files according to record classification system. Filing/ storage, tracing (electronically/manually) and retrieval of documents and files. Render administrative support, serving internal and external clients. Manage the receipt and distribution of documents. Receive, Verify and register invoices on Reapatala System. Drawing or downloading of Reapatala reports and filling thereof (electronically and manually) Operate office machines in relation to the registry function: open and maintain franking machine register, frank post and record money and update register on a daily basis.

**ENQUIRIES** : For Bloemfontein Ms. E Venter Tel No: (051) 408 7457

For Kimberly M Allen Tel No: (053) 838 5245

**APPLICATIONS** : For Bloemfontein: email to: [RecruitBLOEM26-22@dpw.gov.za](mailto:RecruitBLOEM26-22@dpw.gov.za)  
For Kimberly: email to: [RecruitKIM26-16@dpw.gov.za](mailto:RecruitKIM26-16@dpw.gov.za)

**POST 13/181** : **DATA CAPTURER: EPWP REF NO: 2026/188**

**SALARY** : R193 359 per annum

**CENTRE** : Cape Town Regional Office

**REQUIREMENTS** : A minimum National Senior Certificate/ Grade 12/ equivalent qualification. No experience required. Knowledge of: Able to work with Microsoft packages. Good understanding of EPWP. Skills: Computer literacy, planning and organising, problem solving, analytical thinking, interpersonal skills, report writing. Personal attributes: Ability to work under stressful situations, Ability to communicate at all levels, Highly motivated, Trustworthy, Punctuality, Assertive, Hard-working, Ability to work independently. Prepared to travel, Willing to adapt work schedule in accordance with office requirements, willing to learn.

**DUTIES** : Collect EPWP projects data from the implementing public entities. Collect or receive data from the implementing departments, districts and local municipalities. Draft monthly and quarterly reports of all data collected. Verify and query missing data and errors observed during data collection. Provide effective data capturing of EPWP projects collected from implementing bodies. Capture data into the Integrated Reporting System and Infrastructure Management Information. Make regular backups of data. Provide information to components. Offer advice and guidance to public bodies on the process of capturing data and agree on deadlines for the capturing of required information. Render administration support to the unit. Monitor the communication and administer the flow of information and documents in the office.

**ENQUIRIES** : Ms. B Nkasela Tel No: (021) 402 2080

**APPLICATIONS** : For Cape Town: email to: [RecruitCPT26-50@dpw.gov.za](mailto:RecruitCPT26-50@dpw.gov.za)

## DEPARTMENT OF TRADE, INDUSTRY AND COMPETITION

- APPLICATIONS** : can be submitted: Via e-mail to [applications@thedtic.gov.za](mailto:applications@thedtic.gov.za) (Ref no. must appear in subject-line – if no reference no. is provided the application may not be considered), by post to The Director: Human Resources Management, Private Bag X84, Pretoria, 0001; Hand-delivered to the dtic Campus, corner of Meintjies and Robert Sobukwe Streets, Sunnyside, Pretoria.
- CLOSING DATE** : 06 May 2026
- NOTE** : The application must include a completed and signed new Z83 Form, obtainable from any Public Service Department, the dtic website or on the internet at [www.gov.za](http://www.gov.za), and a detailed Curriculum Vitae. Applications received that do not comply with this requirement will not be considered. Certified copies of qualifications and Identity Document or any other relevant documents are to be submitted by only shortlisted candidates to HR on or before the day of the interview date. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection panel for Senior Management Services (SMS) positions will further recommend candidates to attend a generic managerial competency-based assessment. The Senior Management Pre-Entry Programme (Nyukela Programme) as endorsed by the National School of Government (NSG) must be completed before an appointment on SMS level can be considered. The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. No appointment on SMS level will take place without the successful completion of the pre-entry certificate and submission of proof thereof. Background verification, social media checks and security vetting will form part of the selection process and successful candidates will be subjected to security vetting. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications received after the closing date will not be considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. The dtic reserves the right not to fill any advertised position(s). The dtic is an equal opportunity and affirmative action employer, and candidates whose appointment will promote representivity, will be given preference.

## MANAGEMENT ECHELON

- POST 13/182** : **CHIEF DIRECTOR: MARKETING, COMMUNICATION & MEDIA RELATIONS**  
**REF NO: ODG- MARK&COM 001**  
(12 months contract post)  
Overview: To provide strategic direction and expert advice in the development of multi-disciplinary marketing and communication programme, policies and strategies.
- SALARY** : R1 494 900 per annum (Level 14), (all-inclusive remuneration package)
- CENTRE** : Sunnyside, Pretoria
- REQUIREMENTS** : B degree (NQF 7) in Communications/Public Relations/Journalism or Marketing Management. 5 years of relevant experience at senior management level in communication / public relations. Key Requirements: Strategic capability and leadership in developing multi-disciplinary marketing and communication programmes. Experience in media relations, issues/crisis communications and reputation management. Experience designing and overseeing integrated multimedia campaigns including digital, broadcast and print. Stakeholder engagement and intergovernmental liaison experience. Financial and people management experience, including budgeting and managing large teams. Strong policy formulation, research and report-writing skills and knowledge of public service legislative/regulatory framework. Proven ability to advise executive leadership and manage high-level events and outreach programmes.

- DUTIES** : Public and Stakeholder Engagement: Develop and implement a comprehensive stakeholder engagement and public education framework for the dtic. Plan and host stakeholder engagement sessions and manage the dtic's events and outreach programme. Develop and oversee Customer Relationship Management (CRM) systems and support public appearances of political principals. Strategic Marketing Positioning: Lead integrated, multimedia marketing campaigns across digital, broadcast, print, outdoor and community media platforms. Drive the dtic's international marketing communication programme in alignment with government initiatives and in collaboration with GCIS, DIRCO and Brand South Africa. Manage creative work, media buying and digital communication programmes using clear performance metrics. Internal Communication: Develop and manage the implementation of the internal communication plan across the organization. Provide strategic communication counsel to the Ministry, Director-General and Executive Board on reputational risks. Oversee interactive sessions between leadership and employees. Media Relations & Public Relations: Develop and implement the dtic's media strategy, crisis communication protocols and issues management framework. Oversee media monitoring, rapid response and regular reporting on media coverage to top management. Manage the dtic's reputation and public confidence proactively. Corporate Communication: Oversee the development and production of all corporate communication and promotional material (audio-visual and print). Develop the dtic's publishing and production framework, ensuring all material aligns with the editorial policy, style guide and Corporate Identity manual. Management of the Chief Directorate: Provide strategic leadership in the development and execution of the Annual Performance Plan and Operational Plan. Manage the Chief Directorate's finances, including a budget of R50 million, procurement, expenditure and assets.
- ENQUIRIES** : Ms U Pitse Tel No: (012) 394 1563 / L Mdashe Tel No: (012) 394 3103 / V Mazibuko Tel No: (012) 394 5608
- NOTE** : In terms of the dtic's EE requirements, preference will be given to African males, Coloured females, White males and persons with disabilities.
- POST 13/183** : **DIRECTOR: INFRASTRUCTURE MANAGEMENT REF NO: CMSB-137**  
Re-advertised with the correct key requirements. Applicants who previously applied need not re-apply and will still be considered.  
Overview: To provide strategic leadership, tactical oversight, and operational management of the Department's ICT infrastructure environment that enables the dtic to fulfil its mandate.
- SALARY CENTRE REQUIREMENTS** : R1 266 714 per annum (Level 13), (all-inclusive remuneration package)  
: Sunnyside, Pretoria  
: Qualification at NQF level 7 in Computer Science, Informatics, Computer Engineering, or a relevant qualification. 5 years of relevant experience at a middle/senior managerial level in an ICT environment. Key Requirements: Senior managerial Experience leading ICT infrastructure, platforms, and operations. Proven experience managing enterprise servers, storage, networks (fixed & wireless), telephony, and end-user computing. Experience in capacity planning, performance optimisation, backup, disaster recovery, and business continuity. Experience managing SLAs, OLAs, and vendor/service provider relationships (including SITA/GITOC). Experience in infrastructure configuration, change, incident, and problem management. Experience preparing technical and strategic inputs for MTEF, business plans, and budget submissions. Experience managing large ICT programme budgets and assets. Strong stakeholder engagement with executives, campus tenants, SOEs, and other government entities. People management experience, including building technical capability and managing multidisciplinary teams. Knowledge of IT governance, security standards, Microsoft platform, operating systems, and system administration.
- DUTIES** : Strategic Planning & Alignment: Lead multi-year infrastructure strategy and roadmap; translate strategy into operational plans and KPIs. Provide inputs into business planning, MTEF and budget processes; monitor implementation. Infrastructure Platforms & Technology Management: Manage physical, virtual and cloud server platforms, storage and databases. Oversee networks, telephony, collaboration platforms and end-user device lifecycle management. Service Management, Configuration & Performance: Govern configuration management and infrastructure baselines; lead capacity planning and

performance optimisation. Manage incident, problem and change processes and ensure effective backup, DR and business continuity services. Vendor, SLA & Outsourcing Governance: Define and monitor SLAs/OLAs with external providers and internal units; manage vendor performance and escalations. Stakeholder Management: Engage executives, business units, SITA, GITOC, SSA and campus tenants; prepare infrastructure performance and governance reports. Directorate Management & Capability Development: Manage financial resources, assets and human resources of the directorate; promote innovation, accountability and service excellence.

**ENQUIRIES**

Ms U Pitse Tel No: (012) 394 1563 / L Mdashe Tel No: (012) 394 3103 / V Mazibuko Tel No: (012) 394 5608

**NOTE**

: In terms of the dtic's EE requirements, preference will be given to African males and persons with disabilities.

**OTHER POSTS**

**POST 13/184**

: **DEPUTY DIRECTOR: SIP AND FILM REF NO: IFB – 042**  
Overview: To manage and administer the SIP and FILM programme.

**SALARY  
CENTRE  
REQUIREMENTS**

: R1 059 105 per annum (Level 12), (all-inclusive remuneration package)  
: Sunnyside, Pretoria  
: A qualification at NQF level 7 in Economics/ Business Administration, Financial Administration or related qualification. A minimum of 3-5 years' managerial experience in Incentive Administration in both public or private sector environments. Key Requirements: Demonstrated experience in the evaluation of applications and claims within an incentive administration environment. Ability to manage human resources, budgets and assets within a sub-directorate. Experience in organisational strategic planning, performance and financial management, Experience in Strategic capability and leadership skills, communication skills (verbal and written), analytical skills, presentation skills, organisational planning and customer focus. Strategic Management Project Management, Financial Management and Computer Literacy (Microsoft Office Package). Knowledge and understanding of public Service Regulations, Public Service Act, Public Finance management Act and Treasury Regulations. Business knowledge of the dtic business. Travel as and when required, and work overtime as and when required.

**DUTIES**

: Manage the evaluation of applications for SIP and FILM against quality standard and turns around times. Manage, control and monitor the production, workflow business processes applications. Contribute effectively, design and implement internal work processes. Contribute effectively to review programme guidelines. Provide inputs with regard to business plans. Ensure compliance with the guidelines. Interaction with customers on their applications. Compare and verify accuracy of figures. Risk management to prevent fraudulent approvals/activities. Verify company information. Attend and resolve audit queries. Conduct business site visits. Manage the processing of Claims for SIP and FILM. Monitor and control the processing of Claims. Receive and assign Claims documentation received. Monitor the progress of Claims received. Assess and improve claims processes and procedures to ensure efficiency and effectiveness. Co-ordinate and ensure reports are completed post conducting site-inspections. Quality assurance of claims. Manage the Incentive Programme for SIP and FILM. Compile a report on programme operational plan, incentive reconciliations, risk registers and service delivery improvement plans. Assess the performance of the Directorate against business and project plans and take corrective actions. Compile regular expenditure reporting on the programme (Monthly reconciliations, quarterly reports). Monitor project implementation progress of all approved projects for the programme to minimize contingent liability. Compile claims/reports on request by management. Provide inputs to the review of the policy/guidelines of the SIP and FILM Programme. Stakeholder Management. Monitor and ensure implementation of proper customer care interventions. Provide reporting on status of Claims (pre and post) to applicants and payments of claim. Provide advice and support to the external stakeholders on the status of their applications (approvals/rejections). Interact, guide, assist and intervene to assist clients on their applications and claims queries. Sub directorate Management. Manage collation of inputs into the quarterly and annual reports, business plans and targets. Monitor financial resources and assets of the unit. Manage the human resources of the sub-directorate. Manage the process of

- reporting on financial and operational risk. Ensure that the performance management process are finalized within the prescribed time frames.
- ENQUIRIES** : Ms U Pitse Tel No: (012) 394 1563 / L Mdashe Tel No: (012) 394 3103 / V Mazibuko Tel No: (012) 394 5608
- NOTE** : In terms of the dtic's EE requirements, preference will be given to African Males, Coloured Females, Coloured Males, White Males and persons with disabilities.
- POST 13/185** : **DEPUTY DIRECTOR: INTERNATIONAL OPERATIONS REF NO: EDP&OIB – 054**  
 Overview: To manage EMIA Group Missions (Outward and Inward) in accordance with the approved EMIA guidelines and National Export Strategy.
- SALARY CENTRE REQUIREMENTS** : R1 059 105 per annum (Level 12), (all-inclusive remuneration package).  
 : Sunnyside, Pretoria  
 : A qualification at NQF level 7 as recognised by SAQA in Economics/ International Trade/ Business Management/ Public Administration/ Development Studies or a relevant qualification. Minimum: 3-5 years managerial experience in export promotion-related programmes or support services in private or public sector. Key Requirements: Managerial experience in export promotion or market access programmes. Experience managing outward and inward trade missions Experience in recruitment, application assessments, selection and recommendation of participants including adjudication processes. Customer service and client support experience. Stakeholder management with diplomatic missions, export councils and industry bodies. Monitoring and evaluation of market access initiatives. Data analysis for performance reporting. Report writing and presentation skills. Project management skills and training experience. Advanced Microsoft Office. Knowledge of PFMA, Supply Chain Managements policies and procedures including budget monitoring. Willingness to travel domestically and internationally.
- DUTIES** : Manage the EMIA Group Missions Calendar. Engage stakeholders, consolidate inputs and present the Group Missions Calendar for approval; manage calendar amendments and communications. Manage the EMIA Group Mission Programme. Manage end-to-end mission application, compliance verification, adjudication preparations and presentation to the Adjudication Committee. Manage Logistics & Operations for EMIA Group Mission. Oversee allocation of EMIA benefits, timely issuance of travel/accommodation and procurement processes for missions. Monitoring, Evaluation & Reporting. Develop M&E frameworks, compile evidence-based performance reports and recommend EMIA guideline amendments. Stakeholder Engagement. Build and maintain strategic relationships with clients, diplomatic missions and industry to enhance market access. Sub-Directorate Management. Manage human and financial resources, performance management and operational reporting for the sub-directorate.
- ENQUIRIES** : Ms U Pitse Tel No: (012) 394 1563 / L Mdashe Tel No: (012) 394 3103 / V Mazibuko Tel No: (012) 394 5608
- NOTE** : In terms of the dtic's EE requirements, preference will be given to African Males, Coloured Females and White Males and persons with disabilities.
- POST 13/186** : **BRANCH FINANCIAL ADVISOR REF NO: SID&ET-004**  
 Overview: To provide financial, procurement advisory support and reporting services to Management in Investment and Spatial Industrial Development (ISID) Branch.
- SALARY CENTRE REQUIREMENTS** : R896 436 per annum (Level 11), (all-inclusive remuneration package)  
 : Sunnyside, Pretoria  
 : B Degree (NQF 7) in Finance/ Business Administration / Supply Chain Management or equivalent qualification. 3-5 years' Managerial experience in Financial Management in the Public / Private Sector. Key Requirements: Proven experience in public sector financial management, including PFMA and Treasury Regulations compliance. Experience providing financial advisory services and financial reporting inputs to senior management. Experience in budgeting, cash flow projections and budget monitoring (including BAS/LOGIS/SCOA familiarity). Experience in supply chain management processes, procurement administration and tender/contract support. Experience in expenditure control, payments administration, S&T claims,

payroll certification and petty cash reconciliation. Experience preparing inputs for Annual Financial Statements and annual reports and responding to audit queries. Ability to prepare and analyse management accounts, explain variances and advise on contingent liabilities. Strong Excel skills (data analysis, pivot tables, financial modelling) and computer literacy. Experience managing donor-funded projects and tracking disbursements/MOUs a plus. Project management experience, including planning, monitoring and reporting on deliverables. Stakeholder management skills, including liaising with National Treasury, Auditor-General and internal branches. Supervisory experience and ability to manage, coach and develop a small team. Excellent report writing, verbal communication and presentation skills.

**DUTIES**

: PFMA & Treasury Compliance. Ensure adherence to delegations of power and Treasury/departmental policies on all payments and transactions. Verify supporting documentation, completeness of records and correctness of calculations for transactions. Advise management on PFMA/SCM compliance and facilitate training interventions for branch staff. Coordinate responses to audit queries and compile management comments and supporting documents. Financial Reporting & Analysis. Provide accurate inputs to management accounts and the Annual Financial Statements/Annual Report. Analyse branch performance, explain variances and advise on contingent liabilities. Prepare information and inputs for portfolio committee or senior management presentations as required. Budgeting & Cash Flow Management. Cost and verify budget requirements, prepare budget breakdowns and motivations. Project and verify cash flows, monitor spending against cash flows and report on cash flow status. Advise on budget reallocations and ensure spending aligns with approved cash flows and business plans. Budget Allocations & Control. Monitor expenditure according to projections and follow up on over/under spending areas. Prepare budget re-allocation requests and submit budget breakdown summaries per unit/directorate. Support accurate capturing of budget breakdowns on BAS and ensure SCOA compliance. Supply Chain Management & Procurement Support. Facilitate procurement processes, ensure correct procurement routes are followed and advise on tender specifications. Administer stores and orders, monitor committed funds and assist with asset verification and movement reporting. Provide SCM advisory support during supplier selection, adjudication and contract administration. Expenditure Control & Payments Administration. Confirm availability of funds, verify BAS reports and ensure correctness of expenditure and commitments. Administer payment processes, verify SCOA codes and initiate re-allocations where required. Manage S&T claims processing, payroll certification checks and petty cash reconciliations. Track and report on revenue collection and recovery of staff cellphone/private call costs. Donor Funding & Special Projects. Track donor-funded projects, disbursements as per MOUs and report on donor funding status. Provide financial oversight for project-specific allocations and ensure compliance with donor conditions. Stakeholder Engagement & Advisory. Liaise with Management Accounts, National Treasury, Auditor-General and other stakeholders on financial matters. Provide advisory services to branch officials and support responses to external stakeholders and audit bodies. Unit Management & Administration. Supervise staff, coordinate inputs for business plans, monitor performance and oversee unit administration. Manage financial resources and assets of the unit and contribute to operational planning and reporting.

**ENQUIRIES**

: Ms U Pitse Tel No: (012) 394 1563 / L Mdashe Tel No: (012)394 3103 / V Mazibuko Tel No: (012) 394 5608

**NOTE**

: In terms of the dtic's EE requirements, preference will be given to Coloured Females, Coloured Males, White Males and persons with disabilities.

**INTERNSHIP 2026/28**

**APPLICATIONS**

: For the Internship can be submitted: Via e-mail to [intern2026@thedtic.gov.za](mailto:intern2026@thedtic.gov.za) (Field of study below must be used as reference and must appear in subject-line – Eg. Intern2026 – Public Management.), by post to The Director: Human Resources Management, Private Bag X84, Pretoria, 0001; Hand-delivered to the dtic Campus, corner of Meintjies and Robert Sobukwe Streets, Sunnyside, Pretoria.

**CLOSING DATE**

: 06 May 2026

**NOTE**

: Applications must include only the completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at

www.gov.za/documents and a detailed Curriculum Vitae which must contain details of the final year modules/subjects completed and passed. Applications that do not comply with the above specifications will not be considered and will be disqualified. Certified copies of Identity Document, Senior Certificate and the highest required qualification, will only be submitted by shortlisted candidates to HR on or before the day of the interview. No late applications will be considered. It is the applicant's responsibility to have international qualifications evaluated by the South African Qualifications Authority (SAQA). All qualifications will be subjected to verification. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. The Department of Trade, Industry and Competition is committed to the achievement of and maintenance of diversity and equity in employment, especially of race, gender and disability.

#### **OTHER POST**

- POST 13/187** : **INTERNSHIP PROGRAMME 2026/28**  
 Overview: The Department of Trade, Industry and Competition (the dtic) invites graduates to apply for internship opportunities for a period of 24 months commencing on 01 July 2026 to 30 June 2028. Through the Internship Programme, the Department of Trade, Industry and Competition (the dtic) is committed to providing opportunities for qualifying candidates to gain skills, knowledge and experience whilst at the same time, positioning themselves for active and meaningful participation in the labour market. Aspiring Public Servants, who share the vision of the dtic of a dynamic, industrial, globally competitive South African economy, characterised by inclusive growth and development, decent employment and equity and who value intellectual and operational excellence as well as quality relationships, are encouraged to apply for this exciting programme.
- STIPEND** : R7 860.50 per month, A monthly stipend starting in accordance with their highest qualification at the time of appointment.
- CENTRE** : Sunnyside, Pretoria
- REQUIREMENTS** : Applications are invited from unemployed South African graduates with a tertiary qualification (NQF level 6 and above) in one of the following fields of study: 1. Public Management / Public Administration 2. Business Management / Business Administration 3. Human Resource Management/Development 3. Communication / Public Relations 4. Law 5. Software Development 6. Economics 7. Statistics / Econometrics 8. Agricultural Economics / Forestry Science 9. Development Studies 10. Accounting / Financial Management / Cost and Management Accounting 11. Risk Management 12. Internal Auditing / Auditing 13. Natural Science (Major in Microbiology / Biochemistry / Biotechnology / Bioengineering) 14. Mining Engineering / Metallurgy Commerce 15. Occupational Health and Safety 16. Supply Chain Management / Procurement 17. International Politics. Key Requirements: Good interpersonal skills, professionalism and integrity, ability to work under pressure, deadline driven. The successful candidates must be analytical and have high attention to detail. They should have an understanding of government systems and processes. Ambitious and willingness to learn.
- ENQUIRIES** : Donald Mathavha Tel No: (012) 394 3864 / 064 850 9379, Teaman Nghunyule Tel No: (012) 394 1563 / 060 998 0775, Ursula Pitse Tel No: (012)394 1852, Vusi Mazibuko Tel No: (012) 394 5608
- NOTE** : In terms of the dtic's EE requirements, preference will be given to African males and persons with disabilities.

## 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 for attention Recruitment Unit. Room 4034 or email to: [Recruitment@dot.gov.za](mailto:Recruitment@dot.gov.za) or at e-recruitment system: [recruit.transport.gov.za](http://recruit.transport.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.
- CLOSING DATE** : 15 May 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 Psychometric Assessments as part of the recruitment process. Recommended candidates will also be required to generic managerial competency assessment after the interviews also take a note that National School of Governance (NSG) 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 13/188** : **DIRECTOR-GENERAL REF NO: DOT/ HRM/2026/01**  
(5 Years Fixed Term Contract)  
(Re-advertisement)
- SALARY** : R2 352 642 per annum (Level 16), all-inclusive package of which 30% may be structured according to the individual needs plus 10% non-pensionable HoD Allowance.
- CENTRE** : Pretoria
- REQUIREMENTS** : A qualification at NQF (Level 8) as recognised by SAQA in Civil Engineering / Transport Economics / Transport and Logistics Management/ Transport Management/ Maritime Studies / Mechanical Engineering / Law/ Public Management / Administration / Policy Studies with at least 10 years' relevant experience at a senior management level in the transport sector. Certificate of successful completion of the National School of Government Senior Management Services Pre-Entry Programme (submitted prior to appointment).

Knowledge and Skill: Extensive knowledge in transport management including policy, legislation, systems and operations. Extensive knowledge of white paper on National Transport policy. Sound knowledge of the current global trends and research matters and ability to convert policy into section. The ability to build and lead high performance teams and drive the national transport policy, strategy and implementation plans for overall developmental objectives of the country. The ability to promote good relations with transport stakeholder's, social partners and civil society. Strong governance and administration skills to ensure effective performance and service delivery with regards to the Departmental obligations in cabinet clusters, parliament, State Owned Entities and the sector. Extensive knowledge of Public Finance Management Act. Communication. Financial Management. Strategic Capability & leadership. People Management & Empowerment. (PME). Project Programme Management. Client Orientation and Customer focus. Change Management.

**DUTIES**

: Coordinate and render effective, efficient strategic support and administrative services to the Minister and Department; Coordinate delivery of the Department's strategic goals through an integrated programme management approach. Oversee the provision of effective corporate management service to the DoT. Oversee the provision of effective financial management services which are in line with treasury prescripts and prescribed accounting principles. Oversee the provision of sound internal audit, risk and fraud investigation services as well as strategic planning and cluster coordination for the Department. Oversee the integration of cross model transport planning and facilitate the development and transformation of the transport industry; Ensure provision of effective research, monitoring and evaluation of modal transport policies and strategies. Ensure the provision of national innovative research and development programme, monitor and evaluate the performance of the transport sector and coordinate the formulation of environmental policies and strategies. Oversee the facilitation and coordination of the development and implementation of a safe, reliable and efficient integrated rail network; Oversee the development and alignment of rail legislation, policies and strategies with DoT strategic objectives and international norms and standards. Provide guidance on the development of an integrated transportation network with sectors in the built environment and economic development. Oversee the development, maintenance and updating of infrastructure funding and coordinate funding needs. Provide leadership in the development and implementation of safe, reliable and integrated road infrastructure and passenger transport systems; Oversee the alignment of roads public entities with DoT performance management system. Oversee the regulation of road safety and traffic management. Provide leadership for the coordination of planning, development and implementation of a sustainable reliable integrated road infrastructure network. Provide leadership in coordinating the development and implementation of safe, economically viable integrated and reliable air transport and infrastructure; Oversee the development of internationally competitive regulatory framework for civil aviation. Oversee the planning and development of an integrated aviation infrastructure and industry with an effective international and regional regulatory framework. Provide leadership in coordinating the development and implementation of safe, economically viable integrated and reliable maritime transport and infrastructure. Oversee the development and alignment of legislation, policies and strategies with DoT strategic objectives and international norms. Oversee the implementation of policy and legislation for safety, security and maritime environmental protection and participate in the bilateral process as defined. Provide leadership in coordinating safe, reliable effective, efficient integrated and environmentally friendly public transport systems; Oversee the development and maintenance of policy, legislation and regulation and coordinate and facilitate the implementation thereof. Oversee the implementation and maintenance of the rural, scholar and non-motorised transport strategies.

**ENQUIRIES**

: Adv Adam Masombuka Tel No: (012) 309 3888

**POST 13/189** : **DEPUTY DIRECTOR-GENERAL: CIVIL AVIATION REF NO: DOT/HRM/2026/02**  
Branch: Civil Aviation

**SALARY** : R1 813 182 per annum (Level 15), of which 30% may be structured according to the individual needs.

**CENTRE** : Pretoria

**REQUIREMENTS** : A qualification at NQF (Level 8) as recognised by SAQA in Transport and Logistics Management/ Transport Management/ Transport Economics/ Civil Engineering / Law/ Aeronautical Engineering/ Business Management/ Public Management/ Administration/ Policy Studies with 8 years' experience at a senior managerial level in the aviation sector. Knowledge: A knowledge and understanding of the global and regional aviation landscape. A thorough knowledge and understanding of the South African Civil Aviation including its regulations, standards, challenges, opportunities and best practices. Thorough understanding of the role of aviation in the national economy. Thorough understanding of international civil aviation systems and the role of international Civil Aviation Organisation (ICAO). An understanding of regional initiatives as embodied by African Union (AU) and the new partnership for Africa's Development (NEPAD), African Civil Aviation Commission (AFCAC, SADC, Civil Aviation Committee, SADC Aviation Safety Organisation. Skills and Competencies; Negotiation and problem skills. Proven leadership and management skills. Communication. Financial Management. People Management & Empowerment. (PME). Project Programme Management. Client Orientation and Customer focus. Change Management.

**DUTIES** : Manage the development of internationally competitive regulatory framework for civil aviation; Review, analyse and develop civil aviation policies and legislation in support of international standards and DoT strategic objective. Facilitate and manage a competent function that promotes South Africa's aviation interests whilst fulfilling its international obligations. Ensure the provision of aviation economic analysis, regulation and strategies for industry development; Put in place strategies to manage the development of the aviation industry and freight logistics. Regulate and direct aviation industry promotion and capacity development. Ensure effective monitoring and evaluation of the impact of aviation safety, security and environmental regulatory framework; Ensure effective implementation of safety and security regulatory frameworks. Develop and facilitate the implementation of aviation environmental protection frameworks. Provide strategic and secretariat services to South African Search and Rescue (SASAR). Represent South Africa at the International Civil Aviation Organisation (ICAO) Council; Participate in council meetings and ensure South Africa's interests are protected. Participate in project teams to achieve a multi-disciplinary approach to meet set objectives of the Department; Manage the planning and or implementation of projects. Develop methods to monitor projects or area progress and provide corrective solutions if necessary. Manage the resources of the Branch; Provide guidance and ensure there is adequate support for and development of the staff. Ensure compliance with all administrative requirements, regulations, rules and instructions pertaining to the branch.

**ENQUIRIES** : Adv Adam Masombuka Tel No: (012) 309 3888

**POST 13/190** : **DIRECTOR: SECTOR HUMAN RESOURCE DEVELOPMENT REF NO: DOT/HRM/2026/19**  
Branch: Office of The Director-General

**SALARY** : R1 266 714 per annum, (all-inclusive salary package), of which 30% can be structured according to individual's needs.

**CENTRE** : Pretoria

**REQUIREMENTS** : A qualification at NQF 7 qualification as recognised by SAQA in Human Resource Development / Human Resource Management / Management of Training / Industrial Psychology with a minimum of 5 year's working experience at a middle/senior management level within the Human Resource Development environment. Knowledge and skills: Knowledge of skills development and relevant key Human Resource legislations such as the Basic Conditions Employment Act (BCEA), Labour Relations Act (LRA), Employment Equity Act (EEA), the skills Development Act (SDA), Public Service Regulations, 2016 etc. Knowledge of and application of the PFMA and the Treasury Regulations; Knowledge of human resource practices and

- procedures; Knowledge and skills of learner support; Skills and knowledge of training coordination; presentation skills; Communication; Financial Management; Strategic capability & leadership; people management and empowerment; Project/Programme management; Client orientation and customer focus; Change management.
- DUTIES** : Manage the implementation of all capacity development matters between the department and its stakeholders; Manage the provision of stakeholder workshops and facilitate the implementation of interventions to address the skills gaps within the sector; Conduct continuous scooping of skills across various sub-sector of transport. Manage the planning and implementation of strategies to address skills in high demand within the transport sector; Manage the process to identify skills in high demand within the transport sector in collaboration with the relevant stakeholders; Manage the development of terms of reference (TOR), Plans, Frameworks and Memorandum of Agreement (MOA), to address the Skills in High Demand as prioritised by DoT. Manage the stakeholder relations between the Department of Transport, Sector Education and Training Authorities (SETAs) and other relevant structures that have impact on the sector skills development; Manage the representativity of the department in all TETA Chambers; Manage the coordination of meetings with departmental representatives serving at TETA and other skills development structures for feedback and alignment of priorities. Manage the implementation of technical corporations as they relate to capacity development between DoT and other countries; Manage the collaboration with DoT Branches to identify skills that need to be developed through international training programmes, exchange programmes, secondment and other related intervention. Manage the resources of the Directorate.
- ENQUIRIES** : Ms P Gcina Tel No: (012) 309 3591

#### **OTHER POSTS**

- POST 13/191** : **DEPUTY DIRECTOR: FOSAD CLUSTER REF NO: DOT/HRM/2026/16**  
 Branch: Office of the Director-General  
 Chief Directorate: Strategic Planning and Cluster Coordination  
 Directorate: Cluster Coordination  
 Sub-directorate: Cluster Coordination  
 (Re-advertisement)

- SALARY CENTRE REQUIREMENTS** : R896 436 per annum (Level 11)  
 : Pretoria  
 : An undergraduate qualification (NQF Level 6) as recognized by SAQA in Public Management / Administration / Strategic Planning / Business Management / Political Science / Policy Studies / Law with a minimum of 3 years' experience at a junior management or Assistant Director level in Government's integrated governance system. Driver's license required. knowledge and skills: knowledge and understanding of Government Integrated System. Knowledge and expertise of strategic management process in government. Knowledge and expertise of parliamentary & legislative process. Political awareness and familiarity with senior government officials and politicians. Analytical skills, compilation of management reports, communication – verbal & written communication. Financial management skills. Strategic capability & leadership. People management & empowerment. Project management skills.

- DUTIES** : Coordinate cluster participation and inputs into the cluster processes. Coordinate DoT participation and inputs into cluster processes. Monitor and evaluate the performance of programmes in relation to Government's Programme of Action (PoA) reporting cycle for the Clusters. Providing strategic support to the Office of the Director-General (with reference to FOSAD Cluster matters). Collate inputs and reports for all FOSAD (Forum of South Africa Directors'-General) Cluster. Facilitate the development of strategic priorities for DoT in liaison with the DoT workstream to be driven within the Economic Sectors, Investment, Employment and Infrastructure. Development (ESIEID) Cluster and FOSAD Clusters that DoT participate in (e.g. Justice Crime & Security (JCPS), International Cooperation, Trade and Security (ICTS). Manage follow-ups on matters that have a bearing on Clusters, FOSAD – MANCO decisions. Coordinate the allocation and dissemination of information with respect to cluster decisions. Coordinate the implementation of cabinet resolutions. Develop the matrix on matters arising from Cabinet resolutions. Draft Cabinet memoranda schedule and ensure adherence to the timelines.

Provide administrative support to ODG on Cabinet matters. Ensure compliance on Cabinet Memoranda for submission to Cabinet and Presidency. Render administrative support to DoT management on cabinet related matters. Liaise with the Ministry on an on-going basis to ensure continuous compliance with Cabinet and Cabinet Committees requirements and requests. Participate in project teams to achieve a multi-disciplinary approach to meet set objectives of the Department. Manage the planning and or implementation of projects. Manage project resources, project budget and resource allocation. Manage the resources of the sub-directorate. Provide guidance and adequate support for and development of staff. Provide input in the establishment and maintenance of the governance and administrative system's continuity within the work of the Directorate. Ensure management of the budget and assets.

**ENQUIRIES** : Ms Sibongile Maphuthoma Tel No: (012) 309 3980

**POST 13/192** : **ASSISTANT DIRECTOR: GENDER DISABILITY YOUTH AND CHILDREN REF NO: DOT/ HRM/2026/17**

Branch: Administration; Office of The Director-General

**SALARY CENTRE REQUIREMENTS** : R468 459 per annum (Level 09)  
: Pretoria

: A qualification at NQF level 6 as recognized by SAQA in Psychology / Social Science / Public Administration / Public Management / Social Work with 3 years experience at a supervisory or practitioner level in a mainstreaming of Gender, Disability, Youth and Children projects and programmes. Knowledge And Skill: A background of mainstreaming of gender, Disability, Youth and Children projects and programmes; Understanding of the Code of conduct; Knowledge of the Public Service Act, Public Service Regulations, Labour Relation Act and Public Finance Management Act; Project Management. Communication; Financial management; Strategic capability & Leadership; people management & empowerment; Project/programme management; Client orientation and customer focus; Change management.

**DUTIES** : Develop, coordinate, facilitate and implement all gender, disability, youth and children 's rights programmes and activities within the department and DoT entities; Research, review and draft where necessary policies for gender, disability youth and children's programmes within the department. Ensure that issues of mainstreaming of gender, disability, youth and children are adhered to in transport policies and programmes, promoting special national projects/programmes with regard to youth and children in their respective line functions; Ensure all managers have a thorough understanding of their role in the implementation of the national gender, disability, youth and children's rights programmes. Develop, strategies, operational plans, policies and procedures for the implementation of gender, disability, youth and children focus programmes; Ensure policies, processes and practices are constantly reviewed and executed in line with the needs of the department as well as the national norms and standard. Participate in national events, outreach programmes and projects; Ensure the department has representation in the relevant national events and all other relevant structures (IDC's child protection forums, family reference groups, child advisory councils and other relevant forums as delegated.

**ENQUIRIES** : Ms Mamotsepe Matshwane Tel No: (012) 309 3510

**POST 13/193** : **ASSISTANT DIRECTOR: FORENSIC INVESTIGATIONS REF NO: DOT/HRM/2026/18**

Branch: Office of The Director-General  
Chief Directorate: Internal Audit and Fraud Investigations  
Directorate: Forensic Investigations

**SALARY CENTRE REQUIREMENTS** : R468 459 per annum (Level 09)  
: Pretoria

: An appropriate NQF Level 6 qualification in Forensic Investigations / Law / Auditing / Accounting with 3 years' experience at supervisory or practitioner level in the field of forensic investigations. Knowledge and skills: Must have an extensive knowledge of PFMA and Treasury Regulations. National Anti-Corruption Strategy and Public Service Code of Conduct. Reporting Writing and presentation Skills. Must possess analytical and investigation skills. Certified Fraud Examination (CFE) OR ICFP is recommended. Must have a valid driver's licence. Communication – Verbal & Written Communication.

**DUTIES**

Financial Management. Strategic capability & leadership (SCL). People management & empowerment (PME). Project/Programme Management (PPM). Client orientation & customer focus.

: Investigate fraud detections and promote an anti-fraud culture. Conduct reactive investigations into cases reported to the Directorate. Prepare information for use in criminal or civil court cases. Participate in project teams to achieve a multi-disciplinary approach to meet set objectives of the Department. Manage the resources of the Unit.

**ENQUIRIES**

: Mr J Mokgotho Tel No: (012) 309 3713

## 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.*



<b><u>APPLICATIONS</u></b>	:	To apply visit: <a href="https://erecruitment.treasury.gov.za/eRecruitment">https://erecruitment.treasury.gov.za/eRecruitment</a>
<b><u>CLOSING DATE</u></b>	:	08 May 2026 at 12:00 pm (Midday)
<b><u>NOTE</u></b>	:	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 <a href="https://www.thensg.gov.za/training-course/sms-pre-entry-programme/">https://www.thensg.gov.za/training-course/sms-pre-entry-programme/</a> , 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 <a href="mailto:Recruitment.Enquiries@treasury.gov.za">Recruitment.Enquiries@treasury.gov.za</a> . The National Treasury is compliant with the requirements of POPIA.

## MANAGEMENT ECHELON

<b><u>POST 13/194</u></b>	:	<b><u>DIRECTOR: SCM GOVERNANCE, MONITORING AND COMPLIANCE REF NO: S042/2026</u></b> Division: Office of The Chief Procurement Officer (OCPO) Purpose: To manage the governance, monitoring and compliance with the SCM governance framework in all spheres of Government.
<b><u>SALARY</u></b>	:	R1 266 714 per annum, (all-inclusive)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A Grade 12 is required coupled with a minimum of bachelor's degree (equivalent to NQF level 7) or Post graduate diploma or equivalent or related qualification in Supply Chain Management or Financial Management or Finance or Accounting or Risk Management or Project Management or Legal or Governance, Monitoring and Compliance or Business Administration or Business Management or Auditing or Public Administration or Management or Policy. A certification in SCM principles, Project Management, Governance, Monitoring and Compliance, Investigation or any similar certification or equivalent will be an added advantage. A minimum of 5 years' experience at a middle or senior managerial (Deputy Director) level obtained in the broader Supply Chain Management environment. In-depth knowledge and experience of the broader public service SCM framework. In-depth knowledge and experience of the broader public service SCM framework. 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 <a href="https://www.thensg.gov.za/training-course/sms-pre-entry-programme/">https://www.thensg.gov.za/training-course/sms-pre-entry-programme/</a> , prior to finalisation of an appointment.
<b><u>DUTIES</u></b>	:	SCM GM&C Strategy and Policy Management: Manage the development and maintenance of a national strategy and implementation plan for the development and dissemination of the SCM monitoring framework. Manage the research, design, development and maintenance of policies and dissemination plans for the SCM monitoring framework including the: collection and management of SCM data; analysis and evaluation of SCM plans and reports; resolution of non-compliance. Provide input into the development of SCM-related government policy, norms, standards, frameworks and guidelines. SCM GM & C Stakeholder Management: Manage government stakeholder relations to facilitate the establishment of required Organisational and governance structures and strategic networks for improved SCM collaboration, accountability and transparency. Promote the relevance of compliance to SCM policies and procedures and the adherence to regulations. Manage the improvement of SCM compliance through awareness sessions and roadshows within the whole of Government. SCM GM&C Frameworks Management: Collaborate on and contribute to the deployment of a: SCM governance framework, SCM data collection and management system, SCM reporting and reviewing framework, for SCM capability maturity assessment model – specifically compliance, SCM-related grievance and dispute resolution mechanism, SCM non-compliance reviews and remedies framework. SCM Compliance Monitoring and Analysis: Manage and report on the analysis of compliance with established SCM measures and prescribed parameters for: procurement plans (quarterly and annually), bid processes specifications and tender procedures, contract terms, supplier / service provider delivery standards, procurement by other means and changes to procurement standards. Manage reviews, and report on preferential procurement policy compliance and impact including: Bid Reviews, Responding to requests for advice/ complaints on SCM matters/ media reviews, Analyse data and prepare reports for Parliamentary committees and other relevant stakeholders. Manage and report on the assessment and evaluation of SCM capability maturity – specifically compliance. Manage reviews, and report on SCM policy objectives and impact on state expenditure and government transformational imperatives. SCM GM & C Monitoring and Evaluation: Manage the development and implementation of a system for the monitoring and evaluation of the performance of the SCM monitoring framework. Manage the monitoring of, and reporting on, the implementation and progress of the SCM monitoring framework. Manage the evaluation of and reporting on the impact of the SCM monitoring framework. SCM GM&C Knowledge and Information Management: Manage SCM Monitoring-related knowledge and information. Manage the content of SCM Monitoring-related KIM platforms.

**ENQUIRIES** : enquiries only (No applications): [Recruitment.Enquiries@treasury.gov.za](mailto:Recruitment.Enquiries@treasury.gov.za)

#### **OTHER POSTS**

**POST 13/195** : **DEPUTY DIRECTOR: LOCAL GOVERNMENT FISCAL FRAMEWORK REF NO: S044/2026**

Division: Intergovernmental Relations (IGR)

Purpose: To provide inputs into policy formulation on local government transfers, develop and maintenance of financial models for determination annual allocations of municipalities that includes the local government's equitable shares and municipal infrastructure grants.

**SALARY** : R1 059 105 per annum, (all-inclusive)

**CENTRE** : Pretoria

**REQUIREMENTS** : A Grade 12 is required coupled with a National Diploma (equivalent to NQF level 6) or Bachelor's degree (equivalent to NQF level 7) in Economics or Finance. A minimum 4 years' experience of which 2 years should be on an Assistant Director level or equivalent obtained within the intergovernmental fiscal system. Knowledge of the public finance management operating within the local government environment. Knowledge and experience of financial and economic analysis. Knowledge of policy development and dissemination.

**DUTIES** : Policy Formulation on Local Government Transfers: Analyse policies, frameworks and formulas in respect of transfer programmes for local government pertaining to local government equitable share and municipal infrastructure grant. Propose reforms to existing system of local government transfer programmes to improve allocative efficiency and impact of grants. Analyse the integrity of data used in formulas to determine allocations to municipalities. Provide inputs into sector policy processes that impact local government finances and funding. Participate in municipal processes targeting poverty alleviation and provide inputs to proposals. Develop and update models within Local Government on Equitable shares and Municipal Infrastructure Grant: Develop and maintain allocation models for the determination of allocations to 257 municipalities for equitable share and infrastructure grant allocations. Analyse the impact of proposed reforms to formulas to determine the impact on categories and types of municipalities. Implement strategies for the introduction of reforms to frameworks, models and formulas to determine allocations to individual municipalities. Engage stakeholders pertaining to policy for the enhancement of, and incorporation into, the local government equitable share and infrastructure grant allocation models. Local Government Transfers Finances: Provide inputs to departmental publications (MTBPS, Budget Review, Local Government Budgets and Expenditure Review. Participate in national budget process deliberations, providing inputs on the local government impacts of proposed budget changes. Liaise with internal stakeholders to coordinate changes to local government transfers and other areas of mutual policy interest. Attend and present at forums on local government transfers and other finance matters impacting the environment. Manage programme design processes for new and reformed local government transfer programmes: Research and prepare policy discussion papers setting out the policy context of the sector being funded, gaps in the current system and options for how a reformed or new funding programme could address these. Design consultation processes and convening stakeholders from relevant sector departments, organised local government to consult on proposed new/reformed transfer programmes. Work with relevant sector department on detailed design of the new transfer programme, including design of allocation formula (inclusive of data verification) and drafting legally binding rules for how funds can be used. Present proposed funding programme structure for approval at intergovernmental forums, including Budget Forum and present at hearings in parliament and provincial legislatures.

**ENQUIRIES** : enquiries only (No applications): [Recruitment.Enquiries@treasury.gov.za](mailto:Recruitment.Enquiries@treasury.gov.za)

**POST 13/196** : **HUMAN RESOURCES BUSINESS PARTNER REF NO: S047/2026 (X5 POSTS)**

12 Months Fixed Term Contract  
Division: Corporate Services (CS)  
Purpose: To provide a fully Integrated Human Resources Business Partnering service to the National Treasury and establish a culture of excellence through value-adding Human Resources (HR) offerings and processes.

**SALARY** : R896 436 per annum, (all-inclusive)  
**CENTRE** : Pretoria  
**REQUIREMENTS** :

A Grade 12 is required coupled with, at minimum, a National Diploma (equivalent to NQF level 6) in Human Resources Management or Industrial Psychology or Human Resources Development or Public Administration or Employee Relations. A Bachelor's degree (equivalent to NQF level 7) or above in any of the above disciplines will be considered an added advantage. A minimum of 4 years' experience is required of which 2 years should be on an Assistant Director level or equivalent obtained in the broader HR field. Knowledge and experience in the delivery of HR processes and leading change, within business units. Knowledge and experience of Legislative Framework Governing the Public Service within the HR environment such as Public Service Act, Public Service Regulation, Employment Equity Act, Basic Conditions of Employment Act etc.

**DUTIES** :

HR Service Delivery: Establish and maintain strong relationship management and service excellence with stakeholders and uphold the HR Brand equity in line-functionaries. Establish partnerships with line-functionaries to execute relevant HR Processes to the Business (Divisions). Identify, understand and translate Line or Business needs into value-adding HR initiatives. Implement systems and processes to ensure that HR meets its strategic objectives, in line with those of the National Treasury. Establish HR service Delivery as the 1st and single point of contact in the Divisions on related matters or queries or requests. Be a custodian of: Line-functionaries HR needs and HR processes in Line (Talent Management Offerings). Provide HR support and guidance to both Managers and employees within the Division. HR Communication: Enable the marketing and communication of HR Initiatives within the National Treasury. HR Governance: Ensure compliance to HR Policies, Procedures, Practices and all other statutory requirements (HR Governance). HR Operations: Ensure that transactional HR aspects are kept in line with legislative requirements (employee data, information & records) for Divisions are accurate and valid at all times. Implement processes and procedures to measure HR's impact and contribution to the National Treasury's effectiveness. Evaluate HR policies and align services offerings. HR Projects: Manage key strategic HR projects, implementation and their deliverables thereof. Execution and monitoring of progress and compliance on: Policies, procedures, practices & processes in line, Change Management initiatives and Strategic HR initiatives. HR Information: Analyse and interpret HR reports, and identify positive and negative trends, with recommendations thereof. Provide relevant HR management information or reports as per business requirements. Achieve HR key performance indicators and objectives in the Divisions (HR Dashboard & Scorecard Indicators, metrics). Relationship Management: Develop and maintain effective relationships with Line (both managers and employees).  
enquiries only (No applications): [Recruitment.Enquiries@treasury.gov.za](mailto:Recruitment.Enquiries@treasury.gov.za)

**ENQUIRIES** :  
**POST 13/197** : **ASSISTANT DIRECTOR: LOCAL GOVERNMENT FISCAL FRAMEWORK REF NO: S037/2026**

Division: Intergovernmental Relations (IGR)  
Purpose: To assist with the policy formulation and planning of local government budgets, through collating and managing databases for the responsible local sphere of government.

**SALARY** : R582 444 per annum, (excluding benefits)  
**CENTRE** : Pretoria  
**REQUIREMENTS** :

A grade 12 is required coupled with A National Diploma (equivalent to NQF level 6) in Economics or Public Finance Management or Public Administration or Management. A bachelor's degree (equivalent to NQF level 7) will be an added advantage. A minimum 3 years' experience in Public Financial Management system in South Africa. Knowledge of applicable public finance

<b><u>DUTIES</u></b>	: legislative and regulatory framework. Knowledge of basic public sector budgeting principles. : Management of the database for the equitable share formula: Collecting information to update components of the equitable share formula. Maintain the database for the local government equitable share formula. Assist with the preparation of tables, spreadsheets and presentation format of the database. Local Government Fiscal Framework: Assist in the undertaking of technical analyses necessary to inform decisions relating to local government equitable shares. Provide assistance in maintaining conditional grants allocated to local government stakeholders. Assist in the development and drafting of analytical reports impacting on the local government fiscal framework. Updating the components of the Equitable share formula: Regularly update all the components of the formula in line with the latest changes. Assist with refinement of the fiscal framework equitable share model. Compile different scenarios for the fiscal framework equitable share. Develop and provide analytical reports in supporting of the results of the model. Database design: Provide concepts in the preparation of tables, spreadsheets and presentation format of the fiscal framework equitable share formula database. Intergovernmental Co-ordination and Publications: Assist with the compilation of information required for the annual IGFR. Provide inputs of data for reports to Technical Budget Forum and Budget Forum Meetings.
<b><u>ENQUIRIES</u></b>	: enquiries only (No applications): <a href="mailto:Recruitment.Enquiries@treasury.gov.za">Recruitment.Enquiries@treasury.gov.za</a>
<b><u>POST 13/198</u></b>	: <b><u>ECONOMIST: SECONDARY SECTOR REF NO: S045/2026</u></b> Division: Economic Policy and International Cooperation (EPIC) Purpose: To monitor and evaluate economic developments in the secondary sector of the economy, i.e. manufacturing sector; to analyse and advise on the socio-economic impacts of various related policy proposals made by other government departments.
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	: R582 444 per annum, (excluding benefits) : Pretoria : A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) or Bachelor degree (equivalent to NQF level 7) in Economics or Econometrics. A minimum of 3 years' experience obtained in an economic policy analysis environment. Knowledge of applied microeconomics. Knowledge of the different research engines, analysis and report writing skills. Knowledge of dissemination of economic policy outcomes.
<b><u>DUTIES</u></b>	: Sector Analysis: Provide reports on developments in the secondary sector and implications for the economy. Research and analyse factors that drive growth in the secondary sector. Provide in-depth analysis of the socio-economic impact of various related policy proposals. Draft speaking & briefing notes, memos and speeches for the Deputy-Director-General, Director-General, Deputy Minister and Minister. Develop databases of various microeconomic and macroeconomic indicators to assist in economic analysis. Assist in developing National Treasury positions on real economy and related policy issues developed in conjunction with other units of the National Treasury. Policy Advice: Prepare briefing notes and memos to DG and Minister on various real economy and related policy issues. Provide inputs into various National Treasury policy discussions documents for consultation with stakeholders. Provide support to engagements with stakeholders on policy and related issues impacting the secondary sectors. Research: Research factors that impact on growth, employment and investment in the secondary sector. Research economic developments and policies and benchmark against international best practices and trends. Budget & MTBPS: Provide inputs into Chapter 2 of Budget Review and MTBPS: sector analysis, updates, tables, charts. Assist with number checking and proof reading of Budget Chapters
<b><u>ENQUIRIES</u></b>	: enquiries only (No applications): <a href="mailto:Recruitment.Enquiries@treasury.gov.za">Recruitment.Enquiries@treasury.gov.za</a>

**POST 13/199** : **HUMAN RESOURCES ADMINISTRATOR REF NO: S043/2026 (X12 POSTS)**  
 12 Months Fixed Term Contract  
 Division: Corporate Services (CS)  
 Purpose: To render support services on all transactional and transformational support the Human Resources Management with all areas of recruitment administration, full recruitment cycle, selection process, organisational development and job evaluation within the National Treasury.

**SALARY** : R325 101 per annum, (excluding benefits)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A minimum Grade 12 is required, coupled with a minimum National Diploma (equivalent to NQF level 6) in Human Resources Management or Public Administration or Social Sciences or Operations Management or Management Services or Industrial Psychology. A minimum of 2 years' experience in human resources management coupled with organisational development and Human Resources Administration. Knowledge and experience of the following: Job Evaluation principles and processes, HR administration role with exposure to recruitment, Experience in utilisation of technology for recruitment will be an added advantage (e-Recruitment or ATS or PERSAL). Knowledge and experience of onboarding and exit interviewing processes and procedures. Knowledge and exposure to change management. Knowledge or exposure to the PERSAL applications and Job Design principles.

**DUTIES** : Organisational Development: Update JE database with approved job evaluation results. Align and link job descriptions against the appropriate post on the JE database. Provide administration support in the re-evaluation of jobs. Provide support services on change management, employee engagement and on-boarding surveys. Provide support and advisory services to internal stakeholders prior to the advertisement of positions. Coordinate JE meeting and administration support. Conduct work study investigation and produce report. Support the Recruitment Cycle: Assist in all areas of recruitment administration, and to provide support to the Talent Acquisition officers. Compile appointment memos and letters on behalf Senior HR Officers. Assist with proof-reading and quality control of documents emanating from the business unit. Manage Documentation and Maintain Candidate Database: Prepare recruitment documents, organise in line with recruitment timelines, to assist with drafting and placing job advertisements. Ensure that all necessary employment checks (credit or security or qualifications or citizenship or references) etc, and any other requested background checks, are completed. Filing of documentation. Manage electronic document tracking system – Routing of memoranda for signatures, and follow-up on outstanding memos and other relevant documents. Update and maintain recruitment databases and applicant tracking systems with candidate information, interview schedules, and feedback to candidates. Perform desktop research for the business unit upon request. Communication: Handle and responding to enquiries from candidates. Communication with candidates as and when required throughout the recruitment process, providing updates when requested. Coordinate and Facilitate Shortlist and Interviews Meetings: Schedule, coordinate and/or facilitate shortlist and interviews between candidates and selection committee members, including arranging meeting times and preparing interview materials. Onboarding Support: Assist in the Administration of the quarterly on-boarding survey for all new joiners within the National Treasury, Assist in the onboarding process for new hires, including preparing contracts and offer letters, and ensuring that all pre-employment checks are completed. Reporting and Compliance: Ensuring the recruitment and selection process complies with relevant prescripts. Update all recruitment and other HR related reports. Stakeholder Engagement: Assist with technical projects and provide administrative support.

**ENQUIRIES** : enquiries only (No applications): [Recruitment.Enquiries@treasury.gov.za](mailto:Recruitment.Enquiries@treasury.gov.za)

## 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.*

<b><u>APPLICATIONS</u></b>	:	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.
<b><u>CLOSING DATE</u></b>	:	11 May 2026 by 16:30 (Late applications will not be considered)
<b><u>NOTE</u></b>	:	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 <a href="http://www.gov.za/documents">www.gov.za/documents</a> . 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

<b><u>POST 13/200</u></b>	:	<b><u>DEPUTY DIRECTOR: EXECUTIVE SUPPORT REF NO: DT 26/2026</u></b>
<b><u>SALARY</u></b>	:	R896 436 per annum (Level 11), (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)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Pretoria A recognised NQF Level 7 qualification in Public Administration/ Management/ Office Administration. Five years' relevant working experience in providing executive support, of which three years must be at a supervisory level. Knowledge of administrative procedures. Knowledge of project management. Good leadership and management skills. Good coordination skills.

**DUTIES**

Organisational and planning skills. Good writing and listening skills. Knowledge of HR practices and EDMS. Knowledge of language editing formats and quality control mechanisms. Knowledge of meeting procedures and minute taking. Knowledge of procurement and financial management. Good time management skills. A valid driver's licence (Persons with disabilities that prevent them from driving will still be considered).

: The successful candidate will be responsible for planning and scheduling all meetings and updating the diary based on Ministerial and Parliament's schedule; managing the DG's diary for appointments and meetings; liaising with the Minister's office on a daily basis to check the Minister's availability for branch events as and when the Minister is required to attend these events; liaising with Ministry on the Minister's local and international events and checking if the DG/ Departmental support is needed and loading the information on the departmental calendar; ensuring that statutory meetings are loaded on the departmental calendar; liaising with the Parliamentary Liaison Officer in Cape Town to determine Parliament's calendar for Cabinet Lekgotlas, Departmental presentations to the Portfolio Committee etc; updating the department's calendar regularly; sourcing minutes and other information on internal and external meetings attended by the DG; identifying and following up with relevant branches/units tasked with the implementation of decisions and resolutions; preparing progress reports regarding the implementation of decisions; coordinating the preparation and support for all DG'S meetings; ensuring that the DG receives briefing notes for meetings one week before the meeting; ensuring that meeting files are prepared two days before the meetings; ensuring that all logistical arrangements for meetings are well coordinated; travelling with DG to provide executive and admin support; receiving minutes of Top Management meetings and developing action lists of the decisions from the meetings; making follow ups with DDG's and branch administrators on progress report of action list derived from Top Management Minutes; assisting the DG in day to day activities; managing the office of the DG's reception; typing letters as directed by the DG; handling confidential matters/ correspondence intended for the DG; ensuring the effective and efficient functioning of the DG's office; ensuring alignment of time with departmental strategic priorities and targets; writing reports and general correspondences; preparing and compiling monthly performance reports for Office of the DG meetings; liaising with internal and external clients; maintaining information sharing between the DG and stakeholders; screening incoming calls and directing them to relevant officials; ensuring hospitality in the office of the DG; establishing and maintaining professional relationships with clients and stakeholders, different Ministries and the SAT Board; handling and coordinating all inter departmental communication to the DG; manage the travel arrangements for domestic and international trips and ensure that meetings are well coordinated, procurement of goods and services for the office, manage the messenger driver services for the DG's office.

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

: Mr T Makhubedu Tel No: (012) 444 6376  
: Email Application: [Recruitment2626@tourism.gov.za](mailto:Recruitment2626@tourism.gov.za)  
: Short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment EE Requirements: Coloured Male and White Male candidates as well as Youth and People with Disabilities are encouraged to apply.

**POST 13/201**

: **ADMINISTRATION CLERK: PEP SECTOR SUPPORT AND REPORTING**  
**REF NO: DT 27/2026**

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

: R228 321 per annum (level 05)  
: Pretoria  
: Grade 12 certificate or equivalent. Ability to communicate well with different people in different levels and from different backgrounds. Good telephone etiquette. Sound organisational skills Knowledge of PEP reporting system. Knowledge of EPWP programmes. Knowledge of relevant legislation / Policies / Prescripts and Procedures. Basic written and Communication Skills. Computer Literacy.

**DUTIES**

: The successful candidate will be responsible for receiving data and creating monthly folder for record data management; cleaning and transferring PEP project reported data to PEP reporting system (PEPRS) simplified form; uploading verified cleaned data on the PEPRS and submitting for authorization; analysis of demographic information; identifying female, youth and persons

with disability from PEP project report; populating lists of all received PEP project report on a balance score card; capturing number of beneficiaries, days worked, reporting month, date received and year captured; using PEP weekly comprehensive report to check if what comes from the PEPRS is the actual data captured; using lists of eligible projects submitted from regional offices on a monthly basis.

**ENQUIRIES** : Mr M Ntsoane Tel No: (012) 444 6479  
**APPLICATIONS** : Email Application: [Recruitment2726@tourism.gov.za](mailto:Recruitment2726@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 13/202** : **FINANCE CLERK REF NO: DT 28/2026**

**SALARY** : R228 321 per annum (Level 05)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Grade 12 certificate or equivalent. Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislations, procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS, Safety web etc). Planning and organising skills. Good verbal and written communication skills. Basic numeracy skills. Ability to perform routine tasks. Ability to operate office equipment.

**DUTIES** : The successful candidate will be responsible for clearing BAS exceptions online; requesting BAS reports and clearing PMG accounts; processing journals on BAS; receiving entity information to create, import, link or maintaining on BAS and LOGIS; capturing on Safetyweb and obtaining bank details verification; filing entity information and making sure all entities have a verified report from Safetyweb and a CSD report if applicable; attending to enquiries received with regard to entities; signing off Logis procurement forms for verification of banking details; checking verification status of project bank details prior to processing payments; receiving and printing notifications from National Treasury for CR transfer payments to authorise; receiving copies of payment documents and payment stubs from the credit section; checking and verifying that the information captured on BAS is correct on Safetyweb and authorise; printing a status report on Safetyweb and updating register and filing the documents; receiving financial batches from different sections; verifying and signing reports that all batches are received; reconciling user reports with the BAS payment register; sorting batches in form type and number sequence; reconciling batches received with the different BAS registers; following up on outstanding cases; filing reconciled payment registers and batches in storeroom and maintaining neatness of the documents; archiving documents; printing and reconciling payment stubs and disbursement reports; extracting payment stubs for internal and external clients on request.

**ENQUIRIES** : Ms N Molefe Tel No: (012) 444 6228  
**APPLICATIONS** : Email Application: [Recruitment2826@tourism.gov.za](mailto:Recruitment2826@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 13/203** : **FOOD SERVICE AID REF NO: DT 29/2026**

**SALARY** : R138 486 per annum (Level 02)  
**CENTRE** : Cape Town  
**REQUIREMENTS** : NQF level 1 or 2 (Abet level 2 certificate or equivalent).  
**DUTIES** : The successful candidate will be responsible for cleaning kitchen utensils and equipment; providing catering support services; keeping stock of kitchen utensils and equipment; applying hygiene and safety measures; maintaining quality control measures of all food provided; removing garbage disposal; preparing food, snack, and beverages; setting up and conveying crockery, cutlery and equipment to dining areas; serving food and beverages; taking responsibility for food supplies and report waste and losses.

**ENQUIRIES** : Ms B Morena Tel No: (012) 444 6114  
**APPLICATIONS** : Email Application: [Recruitment2926@tourism.gov.za](mailto:Recruitment2926@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 WATER AND SANITATION

- APPLICATIONS** : Interested applicants must submit their applications via the online link <https://erecruitment.dws.gov.za>
- CLOSING DATE** : 06 May 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.
- ERRUTUM:** Kindly note that the post of Water Control Aid (X15 Posts) with Ref No: 240426/04, 240426/05, 240426/06, 240426/07, 240426/08, 240426/09 and 240426/10 as advertised in the Public Service Vacancy Circular 12 of 2026 dated 24 April 2026, has the following enquiry contacts: Mr P Mokgau Tel No: (018) 673 9902 (Grootmarico) and Ms Elsabé Oosthuizen, Tel No: (087) 943 3716 Furthermore, the post of General Worker (X19 Posts) with Ref No: 240426/15, as advertised in the same circular, has the following enquiry contact: Mr P Mokgau, Tel No: (018) 673 9902 (Grootmarico). Please also note that the closing date for both posts has been extended to 06 May 2026.

## OTHER POSTS

- POST 13/204** : **SPECIALIST SCIENTIST PRODUCTION GRADE A REF NO: 060526/01**  
Branch: Regulations Compliance and Enforcement  
Dir: Water Abstraction and Instream Impacts  
Sd: Technical Coordination and Support
- SALARY** : R1 509 819 per annum, (all-inclusive OSD salary package)
- CENTRE** : Pretoria Head Office
- REQUIREMENTS** : PhD in Hydrology, Environmental Science, Water Resource Management, or a related field of science. Ten (10) years relevant scientific experience in water resource management or related scientific field after BSc Degree qualification. Compulsory registration with the South African Council for Natural Scientific Professions (SACNASP) as a professional in an appropriate field of practice. The disclosure of a valid unexpired driver's licence. Knowledge of the legal compliance to the National Water Act, 36 of 1998 and other specific

environmental management related legislations. Understanding of programme and project management. Understanding of scientific methodologies and models. Knowledge in research and development. Knowledge in computer-aided scientific applications. Technical report writing and data analysis. Networking, planning and organising. Conflict, people and change management. Capacity building and facilitation skills. Good communication skills both (verbal and written). Problem solving and analysis.

**DUTIES** : Provide scientific support in the regulation and management of instream water impacts. Conduct technical assessments of water use licence applications. Provide technical inputs into Records of Decisions for environmental authorisation applications. Evaluate hydrological data and determine impacts on water resources. Develop and review resource protection measures, including ecological reserve requirements. Support compliance monitoring and enforcement initiatives. Participate in policy development and implementation within the Directorate. Liaise with stakeholders, including government entities, Water Research Commission, academic and other research Institutions, consultants, and water users. Supervise and mentor junior officials. Compile technical reports and provide recommendations for decision-making. Development of guidelines and protocols for Instream Water Impacts and ensure their implementation. Lead, coordinate, and develop scientific models and regulatory frameworks. Capacity building of internal and external stakeholders. Conduct and participate in research initiatives. Provide specialised scientific and technical expertise in support of the Department during Water Tribunal proceedings and/or any litigation related processes.

**ENQUIRIES** : Mr N Ndubane Tel No: (012) 336 8851  
**APPLICATIONS** : All applications to be submitted online on the following link:  
<https://erecruitment.dws.gov.za/>

**POST 13/205** : **CHIEF ARCHITECT (LANDSCAPE) GRADE A REF NO: 060526/02**  
 Branch: Regulations Compliance and Enforcement  
 Dir: Water Abstraction and Instream Impacts  
 Sd: Technical Coordination and Support

**SALARY** : R1 099 488 per annum, (all-inclusive OSD salary package)  
**CENTRE** : Pretoria Head Office  
**REQUIREMENTS** : A Bachelor's degree in landscape architecture or relevant qualification. Six (6) years post qualification landscape architectural experience required. Post graduate qualification will serve as an added advantage. Compulsory registration with South African Council for the Landscape Architectural Profession (SACLAP) as a Professional Landscape Architect. The disclosure of a valid unexpired driver's licence. Knowledge of the legal compliance to the National Water Act, 36 of 1998 and other specific environmental management related legislations. Knowledge of water resource management, environmental legislations, and regulatory frameworks. Understanding of water use authorisations, particularly Instream water Impacts with a focus on landscape architecture, landscape design, landscape planning, landscape rehabilitation. Understanding of programme and project management. Understanding of architectural legal and operational compliance. Knowledge of landscape architectural operational communications and technology. knowledge of landscape maintenance, monitoring and auditing skills. Understanding of landscape architectural principles. Technical report writing. Problem solving and analysis. People, conflict and change management. Capacity building and facilitation skills. Good communication skills both (verbal and written).

**DUTIES** : Conduct technical assessments of water use licence applications and provide technical inputs into Records of Decisions for environmental authorisation applications with a specific focus on landscape and ecological impacts. Provide specialist input on landscape and instream water Impacts related developments. Ensure compliance with environmental and water legislation. Conduct site inspections and evaluate landscape impacts of proposed developments. Participate in policy development and implementation within the Directorate. Support compliance monitoring and enforcement initiatives. Liaise with internal and external stakeholders on regulatory matters. Compile technical reports and provide recommendations for decision-making. Development of guidelines and protocols for Instream Water Impacts with a focus on Landscape Architecture and ensure their implementation. Mentor junior officials. Capacity building of internal and external stakeholders. Conduct and participate in research initiatives. Provide specialised technical expertise

- in support of the Department during Water Tribunal proceedings and/or any litigation related processes.
- ENQUIRIES APPLICATIONS** : Mr N Ndubane Tel No: (012) 336 8851  
: All applications to be submitted online on the following link:  
<https://erecruitment.dws.gov.za/>
- POST 13/206** : **DEPUTY DIRECTOR: WATER SERVICES POLICY RESEARCH AND EVALUATION REF NO: 060526/03**  
Branch: Water and Sanitation Services Management  
Dir: Water Services Policy Research and Evaluation
- SALARY CENTRE REQUIREMENTS** : R1 059 105 per annum (Level 12), (all-inclusive salary package)  
: Pretoria Head Office  
: A Bachelor's degree (NQF level 7) in Public Policy, Social Science, Development Studies, Public Administration, or relevant qualification as recognized by SAQA. A minimum of five (5) years' experience in the water and sanitation sector policy development and strategy. Knowledge and experience in policy and strategy development and implementation. Knowledge and understanding of all the relevant legislation including Water Act, PFMA, etc. Knowledge in assessment of the sector performance on water and sanitation policies Knowledge and understanding of government planning frameworks and timelines. Knowledge in supporting legislative reviews, analysis and advise on amendments. Good communication skills both (verbal and written). Understanding of strategic capacity and leadership. Knowledge in programme and project management. Understanding of financial, change and knowledge management. Service delivery and innovation. Problem solving and analysis. People management and empowerment. Client orientation and customer focus. Accountability and ethical conduct.
- DUTIES** : Facilitate the development of water services policy and strategy and related processes. Facilitate consultations and workshops with stakeholders (internal and external) during policy and strategy formulation. Conduct periodic review of the water services strategy considering identified areas for review. Monitor implementation of current water services strategies to identify gaps and improvement areas. Conduct policy research to inform evidence-based policy making. Prepare SEIAS phase 1 (initial assessment) and phase 2 (full assessment) reports for proposed policies, strategies and regulations. Develop and review Social Economic Impact Assessment System (SEIAS) reports on policy strategy and regulation. Facilitate the development of legislation, operational policies, and strategies. Provide technical input into drafting of water sector legislation and operational guidelines. Manage human resources, financial and risk management.
- ENQUIRIES APPLICATIONS** : Mr S Ndlovu Tel No: (012) 336 7391  
: All applications to be submitted online on the following link:  
<https://erecruitment.dws.gov.za/>
- POST 13/207** : **DEPUTY DIRECTOR: WATER SERVICES INSTITUTIONS PERFORMANCE REGULATION REF NO: 060526/04**  
Branch: Water and Sanitation Services Management: EC  
CD: Provincial Operations: Eastern Cape
- SALARY CENTRE REQUIREMENTS** : R1 059 105 per annum (Level 12), (all-inclusive salary package)  
: East London  
: A Bachelor's Degree in Water / Natural Science, Engineering (Civil / Electrical), Environmental or relevant qualification at NQF level 7. Five (5) years' experience in Water Sector Management. The disclosure of a valid unexpired driver's license. Knowledge of Public Services Act. Knowledge and understanding of Water service act, National Water Act and related legislation. Knowledge of financial management and public finance management Act (PFMA). Public Administration.
- DUTIES** : Provide operational plan to ensure monitoring and compliance of water services institutions (IPAP). Construct operational plan for water service institutions compliance monitoring. Advises management on policies and strategies relevant to water services institutions performance monitoring Develop local monitoring strategies and standards. Implementation of norma and standards. Coordinate regulation of municipal water use efficiency (No Drop) in the provincial operational area. Manage water services institutions performance compliance monitoring programme. Analyze routine monitoring

reports. Draft provincial water services institutions performance compliance monitoring report. Develop remedial action plans to address water loss. Implementation of remedial action plans. Lead monitoring of municipal water and sanitation tariffs. Evaluation of municipal water and sanitation tariffs against prescribed tariff methodology. Mediate in application of tariffs to ensure tariffs are equitably applied. Escalate noncompliance with tariff implementation. Unit management. Performance management. Training and development. Discipline management. Resource allocation Routine reports.

**ENQUIRIES** : Mr A Lucas. Tel No: (043) 701 0347  
**APPLICATIONS** : All applications to be submitted online on the following link:  
<https://erecruitment.dws.gov.za/>

**POST 13/208** : **DEPUTY DIRECTOR: SANITATION SERVICES REGULATION REF NO: 060526/05**  
 Branch: Water and Sanitation Services Management: EC  
 CD: Provincial Operations: Eastern Cape

**SALARY** : R1 059 105 per annum (Level 12), (all-inclusive salary package)  
**CENTRE** : East London  
**REQUIREMENTS** : A Bachelor's Degree in Water / Urban / Natural / Environmental Science / Engineering (Civil / Electrical) or relevant qualification at NQF level 7. Five (5) Years' experience in Water Sector Management. The disclosure of a valid unexpired driver's license. Knowledge of Public Services Act. Knowledge and understanding of Water Services Act, National Water Act and related legislation. Knowledge of financial management and public finance management Act (PFMA). Public Administration.

**DUTIES** : Provide operational plan to ensure monitoring and compliance of wastewater standards. Develop a vision and mission for the supply of wastewater quality to water sector users. Ensures a culture of innovation and performance. Construct operational plan for wastewater compliance monitoring. Advises top management and legislature, as well as relevant sector bodies, on policies and strategies relevant to the sector. Ensures compliance to legislative requirements and framework agreements. Manage compliance monitoring programme. Analyze routine monitoring reports. Draft provincial wastewater compliance report. Ensures maintenance of the wastewater quality system. Manage regular monitoring of wastewater processing facilities. consult with wastewater processing facilities operational management. Guide the development of maintenance plans for wastewater processing facilities. Facilitates implementation of wastewater quality action plan. Develop remedial action plans to address non-compliance. Implementation and monitoring of remedial maintenance schedules. Implementation of remedial action addressing wastewater quality. Manage implementation of green drop programme. Coordinate the customizing of local green drop programmes. Develop systems for implementation of green drop programmes. Lead monitoring of impact of green drop programmes. Develop and implement interventions to improve green drop programmes. Unit management. Performance management. Training and development. Discipline management. Resource allocation. Routine reports.

**ENQUIRIES** : Mr A Lucas. Tel No: (043) 701 0347  
**APPLICATIONS** : All applications to be submitted online on the following link:  
<https://erecruitment.dws.gov.za/>

**POST 13/209** : **ASSISTANT DIRECTOR: LAND MATTERS REF NO: 060526/06 (X4 POSTS)**  
 Branch: Infrastructure Management: Head Office  
 Dir: Land Rights Administration  
 Re-advertisement, applicants who have previously applied must re-apply.

**SALARY** : R468 459 per annum (Level 09)  
**CENTRE** : Pretoria Head Office  
**REQUIREMENTS** : Must possess an NQF 6 qualification (National Diploma) in Real Estate, Property studies, Land Management or equivalent qualifications. Five (5) years relevant experience in land acquisition, land use management, property management or related fields. Knowledge understanding Expropriation Act, National Water Act, Water Services Act, Promotion of Administrative Justice Act, Constitution of South Africa, Public Services Act, Public Administration and relevant acts in relation to the land related matters. Problem solving and

- analysis. Accountability and ethical conduct. Good communication skills both (verbal and written).
- DUTIES** :
- Facilitate and coordinate land acquisition processes in accordance with approved policies, procedures, and delegated authority. Support the development and implementation of land acquisition practices, methodologies, and standard operating procedures within the unit. Coordinate the administration of land use management matters, including land use determinations and compliance with applicable legislation. Prepare, compile, and submit accurate monthly, quarterly, and ad hoc reports within prescribed timeframes. Prepare submissions, memoranda, and reports on land acquisition, land use, and land administration matters in compliance with legislative, policy, and departmental requirements. Provide guidance and supervision to staff on the interpretation and application of land-related legislation, policies, and departmental guidelines. Render administrative support in relation to wayleaves, servitudes, and leasing of State land within delegated authority. Verify and ensure that State land parcels are correctly vested under the Department of Water and Sanitation (DWS). Monitor, record, and report illegal occupation, encroachment, or misuse of State land within government waterworks, including conducting site visits where required. Administer applications from interested parties for new developments on State land and coordinate administrative processes for existing (old scheme) properties. Liaise with internal and external stakeholders on land acquisition, land use, and land administration matters. Attend meetings and forums relating to land acquisition, land use management, and land administration matters. Attend to additional administrative and operational duties related to land acquisition and land use management, as reasonably required by the supervisor within the scope of the post and delegated authority.
- ENQUIRIES APPLICATIONS** :
- Ms P Mangotlo Tel No: (012) 336 8949
- All applications to be submitted online on the following link: <https://erecruitment.dws.gov.za/>
- POST 13/210** :
- CHIEF SECURITY OFFICER REF NO: 060526/07**  
Branch: Infrastructure Management: Northern Operations  
Dir: Operations Northern
- SALARY CENTRE REQUIREMENTS** :
- R325 101 per annum (Level 07)
- Nandoni Dam
- A relevant NQF level 4 or Senior/Grade 12 Certificate. A valid Security Grade A PSIRA Certificate. National Diploma in Security Management will serve as an added advantage. National Key Point Certificate, A valid SAPS Firearm Competency for Rifle, Shotgun and Pistol will serve as an added advantage. Three (3) years' supervisory experience in a security environment. The disclosure of a valid unexpired driver's license. Computer literacy and skills in MS Office Software package. Knowledge of prescribed security legislation e.g. MISS, Protection of Information Act, etc. Knowledge and experience of emergency procedures. Knowledge of Occupational Health and Safety. Sound knowledge in interpretation and application of security code of conduct, security legislations and directives. Good listening, communication, and interpersonal skills. Ability to interact with people at all levels and work in a team environment. Analytical thinking. Problem-solving and analysis. Ability to handle conflicts and excellent report writing skills. Work under pressure, willingness to travel throughout the Area Office and work extended hours.
- DUTIES** :
- Implement security polices in line with relevant acts and national directives as determined. Monitor threats and risk analysis Ensure firearm regulation is implemented accordingly. Manage deployment and the functioning of security operations. Implement emergency contingency and procedures. Conduct site inspections on official residence and offices. Safeguard Departmental assets. Conducts investigations of security incidents and breaches. Liaise with National Intelligence Agency (NIA), South African Police Services (SAPS), other security agencies and DWS National Security Manager Coordinate security awareness and training Ensure the safe custody and protection of officials, assets and information through the implementation and adherence to the MISS/MPSS. Supervision of human resources. Manage and evaluate staff performance on an on-going basis. Manage private security service provider's contracts. Provide operational and administrative assistance regarding security activities, forums, training, vetting, risk assessments and security reports. Conduct investigations where necessary.

**ENQUIRIES** : Mr KS Thantsha Tel No: (015) 307 8600  
**APPLICATIONS** : All applications to be submitted online on the following link:  
<https://erecruitment.dws.gov.za/>

**POST 13/211** : **SECURITY OFFICER (X26 POSTS)**  
Branch: Infrastructure Management: Northern Operations  
Dir: Operations Northern

**SALARY** : R193 359 per annum (Level 04)  
**CENTRE** : Nandoni Dam Ref No: 060526/08 (X16 Posts)  
Mokolo Pump Station Ref No: 060526/09 (X10 Posts)

**REQUIREMENTS** : NQF level 4 Certificate. Professional membership: PSIRA Grade A. National Key Point Training Certificate. Firearm Competency Certificate. Understanding National Key Point Act 102 of 1980 and regulations. Knowledge of Labour Relations Act 66 of 1995 and Criminal Procedure Act 51 of 1997. Knowledge of South African Constitution and Strategic Intelligence Act. Threat, risk assessment skills, investigation and interviewing skills. Knowledge of physical security shift operations and Minimum Information Security Standards. (MISS). Excellent communication skills both (verbal and written). A comprehensive knowledge and understanding of asset and information protection principles necessary to plan and implement security programs and solutions in support of the business. Understanding of legislative and safety and policy frameworks governing the sector. Understanding of financial management. Understanding of programme and project management. Knowledge of policy development and implementation. Understanding of legislative and policy frameworks governing the public sector. Good communication, presentation, report writing and networking skills. Accountability and ethical conduct. Knowledge of conflict management tools and methodologies.

**DUTIES** : Control the movement of people, vehicles and goods into and out of the NKP, and permit or deny entry as required. Security incidents response including arrest unauthorized individuals where necessary. Surveillance and monitoring premises and security perimeter of the NKP. Ensure the equipment, documents, and stores do not leave or enter the building of premises unauthorised. Administer compliance record all incidents in the occurrence books/registers.

**ENQUIRIES** : Mr KS Thantsha Tel No: (015) 307 8600 / Mr P Monkwe at (066) 111 0012 (Mokolo)  
**APPLICATIONS** : All applications to be submitted online on the following link:  
<https://erecruitment.dws.gov.za/>