



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.

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.

**INDEX
NATIONAL DEPARTMENTS**

NATIONAL DEPARTMENTS	ANNEXURE	PAGES
AGRICULTURE	A	03 - 08
CORRECTIONAL SERVICES	B	09 - 28
DEFENCE	C	29 - 35
EMPLOYMENT AND LABOUR	D	36 - 41
FORESTRY, FISHERIES AND THE ENVIRONMENT	E	42 - 48
HOME AFFAIRS	F	49 - 72
JUSTICE AND CONSTITUTIONAL DEVELOPMENT	G	73 - 77
MINERAL AND PETROLEUM RESOURCES	H	78 - 88
OFFICE OF THE CHIEF JUSTICE	I	89 - 91
PUBLIC WORKS AND INFRASTRUCTURE	J	92 - 107
TRADE, INDUSTRY AND COMPETITION	K	108 - 113
TRANSPORT	L	114 - 119
TREASURY	M	120 - 125
TOURISM	N	126 - 128
WATER AND SANITATION	O	129 - 134

PROVINCIAL ADMINISTRATIONS

PROVINCIAL ADMINISTRATION	ANNEXURE	PAGES
FREE STATE	P	135 - 158
GAUTENG	Q	159 - 164
KWAZULU NATAL	R	165 - 182
MPUMALANGA	S	183 - 190
NORTHERN CAPE	T	191 - 195
WESTERN CAPE	U	196 - 248

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

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

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

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

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

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

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. 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** : R1 042 434 per annum, (all-inclusive package)
- 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. 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.

<u>POST 13/14</u>	:	<u>CENTRE COORDINATOR: OPERATIONAL SUPPORT (CB 5) REF NO: FSNC 2026/04/03</u>
<u>SALARY CENTRE</u>	:	R579 738 per annum Free State and Northern Cape Region Mangaung Maximum Correctional Centre
<u>REQUIREMENTS</u>	:	Relevant degree or national diploma in Behavioural Sciences and successful completion of the Corrections Science Learnership/ Basic Training. 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027.
<u>NOTE</u>	:	Appointment under the Correctional Service Act.
<u>POST 13/15</u>	:	<u>CENTRE COORDINATOR: STAFF SUPPORT (CB 5) (REF NO: FSNC 2026/04/04</u>
<u>SALARY CENTRE</u>	:	R579 738 per annum Free State and Northern Cape Region Mangaung Maximum Correctional Centre
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	Provide human resources and related functions to the correctional centre. Effective management of the registration activities. Ensure proper dissemination of information for the correctional centre. Management of duty register and leave arrangements. 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.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027.
<u>NOTE</u>	:	Appointment under the Correctional Service Act.
<u>POST 13/16</u>	:	<u>CHAIRPERSON: CASE MANAGEMENT COMMITTEE (CB 5) REF NO: FSNC 2026/04/05</u>
<u>SALARY CENTRE</u>	:	R579 738 per annum Free State and Northern Cape Region Mangaung Maximum Correctional Centre
<u>REQUIREMENTS</u>	:	Relevant degree or national diploma in Behavioural Sciences and successful completion of the Corrections Science Learnership/ Basic Training. 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027.
<u>NOTE</u>	:	Appointment under the Correctional Service Act.
<u>POST 13/17</u>	:	<u>DIVISIONAL HEAD: FOOD SERVICES (CB 4) (REF NO: FSNC 2026/04/06)</u>
<u>SALARY CENTRE</u>	:	R491 799 per annum Free State and Northern Cape Region Mangaung Maximum Correctional Centre
<u>REQUIREMENTS</u>	:	Relevant degree or national diploma in 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.
<u>DUTIES</u>	:	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. Management of performance information.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027.
<u>NOTE</u>	:	Appointment under the Correctional Service Act.
<u>POST 13/18</u>	:	<u>DIVISIONAL HEAD: SECURITY (INTERNAL) (CB 4) REF NO: FSNC 2026/04/07</u>
<u>SALARY CENTRE</u>	:	R491 799 per annum Free State and Northern Cape Region Mangaung Maximum Correctional Centre
<u>REQUIREMENTS</u>	:	Relevant degree or national diploma in 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027.
<u>NOTE</u>	:	Appointment under the Correctional Service Act.
<u>POST 13/19</u>	:	<u>DIVISIONAL HEAD: DEVELOPMENT (CB 4) REF NO: FSNC 2026/04/08</u>
<u>SALARY CENTRE</u>	:	R491 799 per annum
	:	Free State and Northern Cape Region Mangaung Maximum Correctional Centre
<u>REQUIREMENTS</u>	:	Relevant degree or national diploma in Education and Training or Training/Educational Management/M + 4 qualification in Education. Successful completion of the Corrections Science Learnership/ Basic Training. Seven (7) years relevant experience gained in a supervisory post. Valid driver's licence. Computer literate. Competencies And Attributes: Good communication, report writing and listening skills. Negotiation, problem solving, analysis and presentation skills. Fire-arm skills and the use of relevant security technology. Project and programme management. Transformation, change and stakeholder management. Service delivery innovation, decision making, people management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good interpersonal relations and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.
<u>DUTIES</u>	:	Management of formal education. The management of academic tuition to school students. The management of examinations and skills development. The management of vocational training, examinations and trade tests. Management of arts, culture, sport and recreation. The supervision of the correctional centre library. The management of arts and cultural activities. Management of human resources, finances and assets. Manage of performance information.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027.
<u>NOTE</u>	:	Appointment under the Correctional Service Act.
<u>POST 13/20</u>	:	<u>DIVISIONAL HEAD: CARE (CB 4) REF NO: FSNC 2026/04/09</u>
<u>SALARY CENTRE</u>	:	R491 799 per annum
	:	Free State and Northern Cape Region Mangaung Maximum Correctional Centre
<u>REQUIREMENTS</u>	:	Relevant degree or national diploma in Social Work or Nursing. Successful completion of the Corrections Science Learnership/ Basic Training. Seven (7) years relevant experience gained in a supervisory post. Valid driver's licence. Computer literate. Competencies And Attributes: Good communication, report writing and listening skills. Negotiation, problem solving, analysis and presentation skills. Fire-arm skills and the use of relevant security technology. Project and programme management. Transformation, change and stakeholder management. Service delivery innovation, decision making, people management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good interpersonal relations and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.
<u>DUTIES</u>	:	Coordination of Corrections and Care services. Implement Corrections and Care strategies. Implement Corrections and Care services level agreement standards. Networking and attending meetings with internal and external stakeholders. Serve as an advocacy for the Department to the community.

Implement policy and guidelines. Monitor and evaluate policy implementation. Ensure adherence to policies and guidelines by functionaries. Provide statutory guidelines on inspection manuals, brochures and pamphlets. Coordinate latest training developments and requirements with external 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

<u>CENTRE</u>	:	Free State and Northern Cape Region Mangaung Maximum Correctional Centre
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	Inspection of financial administration at the correctional centre. Ensuring the correct management of special function accounts. Ensuring control over all financial documentation. Ensure the correct management of ledgers. Monitoring of expenditure within the bounds of allocated funds. Investigate irregularities in financial management at the correctional centre. Ensure the correct distribution of funds and the inclusion of approved new services/expansions in the budget. Submission of recommendations on the financing of activities. Ensure that financial requirements by individual sections are correctly reflected on the appropriate budgetary responsibilities/objectives and on the budgetary reports. Ensure optimum utilization of resources with regard to management of budgets within the framework of relevant legal directives and regulations. Management of human resources, finances and assets. Management of performance information.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027.
<u>NOTE</u>	:	Appointment under the Correctional Service Act.
<u>POST 13/24</u>	:	<u>UNIT MANAGERS: (CB 4) REF NO: FSNC 2026/04/13 (X6 POSTS)</u>
<u>SALARY</u>	:	R491 799 per annum
<u>CENTRE</u>	:	Free State and Northern Cape Region Mangaung Maximum Correctional Centre
<u>REQUIREMENTS</u>	:	Relevant degree or national diploma in Behavioural Sciences and successful completion of the Corrections Science Learnership/ Basic Training. 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.
<u>DUTIES</u>	:	Manage the safe custody of offenders. Manage the process of representation of offenders. Develop measures for handling offender complaints and requests. Facilitate the induction of new offenders. Implementation of unit management principles. Management of case files. Provision of infrastructural needs to enhance the implementation of unit management principles. Manage human resource, finance and assets. Management of performance information.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027
<u>NOTE</u>	:	Appointment under the Correctional Service Act.

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

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

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

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

NOTE : Appointment under the Public Service Act.

POST 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

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

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.

<u>POST 13/33</u>	:	<u>EDUCATIONIST (M+4) REF NO: FSNC 2026/04/19 (X8 POSTS)</u>
<u>SALARY CENTRE</u>	:	R360 837 per annum Free State and Northern Cape Region Mangaung Maximum Correctional Centre
<u>REQUIREMENTS</u>	:	Matric/Grade 12 and recognized 4-year degree or equivalent qualification in Education that allows registration with the South African Council for Educators. Registration with the South African Council for Educators. Computer literate. Valid driver's licence. Competencies And Attributes: Plan, organise, lead and control. Client orientation and communication. Policy implementation, report writing, diversity management, training and development. Service delivery innovation and creativity. Project management, conflict management and facilitation management. Integrity and honesty. Knowledge and understanding of the public service management frame-work. Influence and impact. Presentation, conceptual and conflict management skills.
<u>DUTIES</u>	:	Implement educational programs for offenders. Implement educational policy at the correctional facility in the management area. Adhere to set standards for education services in accordance with government education departments. Assess educational services. Ensure service level standards for education and training. Management of human resources, finances and assets.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027
<u>NOTE</u>	:	Appointment under the Correctional Service Act.
<u>POST 13/34</u>	:	<u>SOCIAL WORKER GRADE 1 REF NO: FSNC 2026/04/36 (X12 POSTS)</u>
<u>SALARY CENTRE</u>	:	R325 200 per annum Free State and Northern Cape Region Mangaung Maximum Correctional Centre
<u>REQUIREMENTS</u>	:	BA degree in Social Work. Registration with the South African Council for Social Service Professions. Computer literate. Valid driver's licence. Competencies And Attributes: Problem solving and decision making, facilitation, plan, organize, lead and control, project management, presentation and counselling skills. Ability to interpret policy/legislation. Conflict management, coaching and mentoring. Understanding of Public Service policy and legislative framework. Service delivery and client orientation. Integrity and honesty. Assertiveness, willingness to travel, influence and impact and ability to network. Ability to coordinate and collaborate with internal and external stakeholders.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027
<u>NOTE</u>	:	Appointment under the Public Service Act
<u>POST 13/35</u>	:	<u>PROFESSIONAL NURSE GRADE 1 (GENERAL NURSING) REF NO: FSNC 2026/04/37) (X4 POSTS)</u>
<u>SALARY CENTRE</u>	:	R324 384 per annum Free State and Northern Cape Region Mangaung Maximum Correctional Centre
<u>REQUIREMENTS</u>	:	Degree/national diploma in Nursing or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Current registration with the South African Nursing Council (SANC). Computer literate. Valid driver's licence. Competencies And Attributes: Knowledge of nursing care process and procedures, nursing statutes and other relevant legal frameworks including grievance procedure and disciplinary code and procedure, communication, report-writing, liaison, coordination, facilitation, problem-solving, planning and organising skills.
<u>DUTIES</u>	:	Provide direction and supervision in the implementation of the nursing plan (Clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality of practice). Practice nursing and healthcare in accordance with the relevant laws and regulations. Utilise human,

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

		knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.
<u>DUTIES</u>	:	Supervision and marketing of the prison library services. Implementation and maintenance of administrative control system regarding the issuing/receiving of books/periodicals. Obtaining of new books/periodicals. Returning of books/periodicals to provincial libraries. Render library education programs to the offenders. Advise readers on the use of the library. Obtain inter-library loans for students. Assist students with the sourcing of documentation. Ordering of intellectual material for students (also video and sound material). Manage resources.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027
<u>NOTE</u>	:	Appointment under the Correctional Service Act.
<u>POST 13/40</u>	:	<u>SPORTS FACILITATORS (CB2-1) REF NO: FSNC 2026/04/24 (X14 POSTS)</u>
<u>SALARY CENTRE</u>	:	R313 521 per annum Free State and Northern Cape Region Mangaung Maximum Correctional Centre
<u>REQUIREMENTS</u>	:	Matric/ Grade 12 or relevant NQF level 6 qualification in 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.
<u>DUTIES</u>	:	Develop and implement annual and weekly sports and recreation activity plans aligned to rehabilitation goals. Facilitate coaching, drills, conditioning and basic sport skills development across multiple codes (e.g., soccer, rugby, netball, athletics, volleyball). Adapt programmes for different risk categories, abilities, ages and special needs (including medical and disability considerations). Integrate life skills, discipline and teamwork into sports activities. Recruit, register and monitor offender participation in line with case management plans. Reinforce pro-social behaviour, fair play, conflict resolution and respect. Collaborate with psychologists, social workers, educators and CMCs to align activities with rehabilitation and reintegration plans. Record participation, progress and behavioural outcomes for reporting. Organise internal leagues, tournaments, well-ness days and approved inter-centre fixtures. Coordinate logistics (venues, fixtures, officials, first aid, equipment, refreshments) and obtain required approvals. Ensure all activities adhere to security, safety and crowd management protocols. Inspect and maintain sports facilities, fields, courts and gymnasiums to safe and serviceable standards. Manage issuing of equipment, returns, tool control and asset registers. Conduct risk assessments and pre-activity safety briefings; ensure hydration, warm-up/cool-down, and injury prevention practices. Coordinate first aid response and incident reporting where needed. Provide safe and secure detention, rehabilitation process and humane incarceration in a correctional environment. Management of human resources, finances and assets.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T/ Ms. Ramncwana B at (082) 306 9027
<u>NOTE</u>	:	Appointment under the Correctional Service Act.
<u>POST 13/41</u>	:	<u>SPECIALISED CASE OFFICERS (CB2-1) REF NO: FSNC 2026/04/25 (X14 POSTS)</u>
<u>SALARY CENTRE</u>	:	R313 521 per annum Free State and Northern Cape Region Mangaung Maximum Correctional Centre
<u>REQUIREMENTS</u>	:	Matric/ Grade 12 or relevant NQF level 6 qualification in Behavioural Sciences and successful completion of the Correctional Science Learnership/ Basic Training.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
- 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 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 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 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 cleanliness and

- safety standards. Assist in preparing and serving food. Report all losses, damages and theft observed. Ensure food quality and presentation meet standards.
- ENQUIRIES APPLICATIONS** : 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 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 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 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 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 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

- 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 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 refuge from the terrain. Load refuge on the truck for transportation to refuge dumps or burn refuge. 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 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
- 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
- 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

DEPARTMENT OF EMPLOYMENT AND LABOUR

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

CLOSING DATE : 05 May 2026 at 16:00 (walk-in) and 23:59 (online)

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

OTHER POSTS

POST 13/60 : **PRINCIPAL PSYCHOLOGIST GRADE 1 REF NO: HR 4/4/6/02**

SALARY : R1 245 564 per annum, (OSD)

CENTRE : Provincial Office: Limpopo

REQUIREMENTS : 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.
- DUTIES** : 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.
- 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
- FOR ATTENTION NOTE** : Sub-directorate: Human Resources Management, Polokwane
Priority will be given to African Males, Coloured Males, Indian Males, Indian Females, White Males.
- POST 13/61** : **DEPUTY DIRECTOR: LABOUR CENTRE OPERATION REF NO: HR 4/4/6/01**
- SALARY CENTRE REQUIREMENTS** : R1 059 105 per annum, (all-inclusive)
Labour Centre: Polokwane
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.
- DUTIES** : Manage the service delivery objectives as per mandate of the Department of Employment and Labour. Represent the Department in key stakeholder forums including interdepartmental 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.
- 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 Job-PLK@labour.gov.za
- FOR ATTENTION NOTE** : Sub-directorate: Human Resources Management, Polokwane
Priority will be given to African Males, Coloured Males, Indian Males, Indian Females, White Males.
- POST 13/62** : **ASSISTANT DIRECTOR: RESEARCH MONITORING AND EVALUATION REF NO: HR 4/4/6/03**
- SALARY CENTRE REQUIREMENTS** : R582 444 per annum
Provincial Office: Limpopo
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,

<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	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.
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane or Jobs-LP@labour.gov.za
<u>FOR ATTENTION NOTE</u>	:	Sub-directorate: Human Resources Management, Polokwane Priority will be given to Coloured Males, Coloured Females, Indian Males, Indian Females, White Males, White Females.
<u>POST 13/63</u>	:	<u>ASSISTANT DIRECTOR: CONTRIBUTIONS MANAGEMENT REF NO: HR4/4/3/2ASDCM/UIF</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES APPLICATIONS NOTE</u>	:	Mr RJ Sibanyoni Tel No: (012) 337 1715 email: Jobs-UIF22@labour.gov.za African Females, White Males, Females and Persons with disabilities are encouraged to apply.
<u>POST 13/64</u>	:	<u>SENIOR ACCOUNTS PAYABLE OFFICER: BENEFICIARY SERVICES REF NO: HR 4/4/6/04</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	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.
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane or UIFJobs-LP@labour.gov.za
<u>FOR ATTENTION NOTE</u>	:	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

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: Lephallale 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.
<u>ENQUIRIES</u>	:	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.
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane Or UIFJobs-JF@labour.gov.za for Jane Furse and Burgersfort, UIFJobs-LEB@labour.gov.za for Lebowakgomo, UIFJobs-LEP@labour.gov.za for Lephalale and Thabazimbi, UIFJobs-MAKH@labour.gov.za for Makhado and Musina, UIFJobs-MOD@labour.gov.za for Modimolle and Warmbath, UIFJobs-MOK@labour.gov.za for Mokopane and Mookgopong, UIFJobs-PHAL@labour.gov.za for Phalaborwa and Hoedspruit, UIFJobs-PLK@labour.gov.za for Polokwane and Mankweng, UIFJobs-SESH@labour.gov.za for Seshego, UIFJobs-THO@labour.gov.za for Thohoyandou and Malamulela, UIFJobs-TZN@labour.gov.za for Tzaneen, UIFJobs-GLD@labour.gov.za for Groblersdal. For Attention: Sub-directorate: Human Resources Management, Polokwane.
<u>NOTE</u>	:	Priority will be given to Coloured Males, Coloured Females, White Males, White Females.
<u>POST 13/67</u>	:	<u>EMPLOYMENT SERVICE PRACTITIONER 2 REF NO: HR 4/4/6/26</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	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.
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane Or Job-LEPH@labour.gov.za .
<u>FOR ATTENTION NOTE</u>	:	Sub-directorate: Human Resources Management, Polokwane Priority will be given to Coloured Males, Coloured Females, White Males, White Females.
<u>POST 13/68</u>	:	<u>CHIEF PROVISIONING ADMIN CLERK REF NO: HR4/4/6/27</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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
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
 : 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
: 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 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 passment 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 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, 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
- 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

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

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

- 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
- 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

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

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 :
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 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

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
- 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

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

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
- 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

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
- 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
- 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
- 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
- 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

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

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

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.

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

OTHER POSTS

<u>POST 13/99</u>	:	<u>SOCIAL WORKER SUPERVISOR (GRADE 1- 2) REF NO: 27/2026/FA/WC</u>
<u>SALARY</u>	:	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.
<u>CENTRE REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES APPLICATIONS</u>	:	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 https://forms.office.com/r/X2XaVPasWu
<u>FOR ATTENTION NOTE</u>	:	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.
<u>POST 13/100</u>	:	<u>ASSISTANT STATE ATTORNEY (LP3-LP4) (X2 POSTS)</u>
<u>SALARY</u>	:	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.
<u>CENTRE</u>	:	State Attorney Office, Port Elizabeth Ref No: 73/26EC (X1 Post) State Attorney Office, Mthatha Ref No: 74/26EC (X1 Post)
<u>REQUIREMENTS</u>	:	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).
<u>DUTIES</u>	:	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.
<u>ENQUIRIES APPLICATIONS</u>	:	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 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
<u>NOTE</u>	:	Separate application must be made quoting the relevant reference number
<u>POST 13/101</u>	:	<u>CHIEF ADMINISTRATION CLERK REF NO: 75/26EC</u>
<u>SALARY</u>	:	R325 101 – R382 959 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Office: Mthatha
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	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 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 and 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES NOTE</u>	:	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.
<u>POST 13/110</u>	:	<u>INSPECTOR: MINE SURVEYING REF NO: 067 (X3 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES NOTE</u>	:	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.
<u>POST 13/111</u>	:	<u>ASSISTANT DIRECTOR: ORGANISATIONAL DEVELOPMENT AND CHANGE MANAGEMENT REF NO: 068</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	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. 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.

- POST 13/120** : **INTERNSHIP PROGRAMME (FUEL PRICING MECHANISM) REF NO: DMPR INTERN 06**
- 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
- ENQUIRIES** : National Diploma/Degree in Economics.
- 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 13/121** : **INTERNSHIP PROGRAMME (OFFICE OF THE CFO) REF NO: DMPR INTERN 07**
- 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, 11 per month).
- CENTRE REQUIREMENTS** : Head Office: Pretoria, Head Office
- ENQUIRIES** : National Diploma in Finance / Financial Accounting / Financial Management
- NOTE** : Ms. N Sam 012 444 3722 / Mr. S Ngcaweni Tel No: 012 444 3021
Persons with disability are encouraged to apply.
- POST 13/122** : **INTERNSHIP PROGRAMME (DEMAND, ACQUISITION AND CONTRACT MANAGEMENT) REF NO: DMPR INTERN 08**
- 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
- ENQUIRIES** : National Diploma in Logistics / Public Management / Supply Chain Management.
- 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 13/123** : **INTERNSHIP PROGRAMME (FINANCIAL ACCOUNTING AND REPORTING): REF NO: DMPR INTERN 09**
- 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
- ENQUIRIES** : National Diploma in Financial Accounting / Financial Management
- 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 13/124** : **INTERNSHIP PROGRAMME (MANAGEMENT ACCOUNTING) REF NO: DMPR INTERN 10**
- 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
- ENQUIRIES** : National Diploma in Management Accounting / Cost and Management Accounting / Public Finance
- 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 13/125** : **INTERNSHIP PROGRAMME (LEGAL SERVICES) REF NO: DMPR INTERN 11**
- 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
- ENQUIRIES** : Bachelor of Law / LLB
- 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 13/126** : **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** : North West, Klerksdorp
- ENQUIRIES** : Bachelor of Science in Environmental Sciences (with GIS).
- 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 13/150** : **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** : North-West, Mafikeng
- ENQUIRIES** : National Diploma / Degree in Economics / Logistics or Finance.
- 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 13/151** : **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** : KwaZulu Natal, Durban
- ENQUIRIES** : National Diploma/Degree in Geology / Mine Survey / Mining Engineering / Economics / Accounting.
- 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 13/152** : **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** : KwaZulu Natal, Durban
- ENQUIRIES** : Degree in Geographical Information System / Environmental Science.
- 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 13/153** : **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** : KwaZulu Natal, Durban
- ENQUIRIES** : Bachelor of Laws (LLB).
- 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 13/154** : **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** : KwaZulu Natal, Durban
- ENQUIRIES** : National Diploma / Degree in Economics / Logistics / Finance.
- NOTE** : 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 / 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
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

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 DPISA website link: <https://www.dpsa.gov.za/newsroom/psvc/>, which must be signed, initialled and dated by the applicant, and must be accompanied by a detailed curriculum vitae (CV) only. Candidates are not required to submit certified copies of qualifications and related documents on application. Only shortlisted candidates will be required to submit certified copies of qualification and other related documents on or before the date of interview, which should not be older than six months. Should an application be submitted using incorrect/old Z83

application form, such an application will be disqualified. Further take note of the following on completion of Z83 application form: PART A and PART B must be fully completed. PART C - PART G: Noting that there is a limited space provided applicants may refer to CV or indicate. This will be acceptable as long as the CV has been attached and provides the required information. Page 1 of the Z83 application form must be initialled and page 2 signed and dated by the applicant. Failure to comply with the above instructions may result in an application being disqualified. Applicants applying for more than one advertised post must submit separate Z83 application forms and CVs in respect to each post being applied for. Should an application be received where an applicant has applied for more than one posts on the same Z83 application form, the applicant will be considered for the first post indicated on the Z83 application form only. Applications will be received via post/courier services, hand deliveries or email. Late applications will not be considered. Regulation 57 (c) and 67 (9) of the Public Service Regulations 2016, as amended, requires the executive authority to ensure that he or she is fully satisfied of the claims being made and the finalisation of Personnel Suitability Checks in order to verify claims and check the candidate for purpose of being fit and proper for employment, respectively. Shortlisted candidates must be willing to undergo normal vetting and verification processes. Note: It is the responsibility of all applicants to ensure that foreign qualifications are evaluated by SAQA. Due to large volume of responses anticipated, receipt of applications will not be acknowledged, and correspondence will be limited to shortlisted candidates only. Should you not have heard from us within three months from the closing date, please regard your application as unsuccessful. Entry level requirements for SMS posts: in terms of the Directive on Human Resource Management and Development on Public Service Professionalisation Volume 1 a requirement for appointment into SMS posts is the successful completion of the Senior Management Pre-Entry programme as endorsed by the National School of Governance (NSG). The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Note: For emailed applications, please submit a Single PDF document or One Attachment per application to the email address designated on the specific position. Kindly note that the emailed applications and attachments should not exceed 15MB. It remains the candidate's responsibility to ensure that their application is successfully submitted using the required single pdf document.

OTHER POSTS

<u>POST 13/157</u>	:	<u>DEPUTY DIRECTOR: HUMAN RESOURCES MANAGEMENT REF NO: 2026/164</u>
<u>SALARY</u>	:	R896 436 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the Middle Management service).
<u>CENTRE</u>	:	Kimberly Regional Office
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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

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

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
- 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
For Kimberly Regional Office: email to: 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

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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	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
<u>APPLICATIONS</u>	:	For Pretoria: email to: RecruitPTA26-32@dpw.gov.za For Cape Town: email to: RecruitCPT26-40@dpw.gov.za For Johannesburg: email to: RecruitJHB26-11@dpw.gov.za For Polokwane: email to: RecruitPLK26-09@dpw.gov.za For Kimberly: email to: RecruitKIM26-09@dpw.gov.za
<u>POST 13/163</u>	:	<u>STATE ACCOUNTANT: INTERNAL CONTROL</u>
<u>SALARY CENTRE</u>	:	R325 101 per annum
	:	Nelspruit Regional Office Ref No: 2026/170 A (X1 Post) Kimberley Regional Office Ref No: 2026/170 B (X1 Post)
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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
For Kimberly: email to: 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
 For Nelspruit: email to: RecruitNEL26-12@dpw.gov.za
 For Durban: email to: RecruitDBN26-02@dpw.gov.za
 For Cape Town: email to: 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
 For Durban: email to: RecruitDBN26-03@dpw.gov.za
 For Gqeberha: email to: RecruitPE26-17@dpw.gov.za

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

SALARY : R325 101 per annum

<u>CENTRE</u>	:	Bloemfontein Regional Office Ref No: 2026/173 A (X1 Post) Kimberley Regional Office Ref No: 2026/173 B (X1 Post)
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	For Bloemfontein Ms. MD Mabusu Tel No: (051) 408 7444 For Kimberley Ms GJ Aysen Tel No: (053) 838 5221
<u>APPLICATIONS</u>	:	For Bloemfontein: email to: RecruitBLOEM26-19@dpw.gov.za For Kimberley: email to: RecruitKIM26-12@dpw.gov.za
<u>POST 13/167</u>	:	<u>ADMINISTRATIVE OFFICER: UTILISATION AND CONTRACT ADMINISTRATION</u>
<u>SALARY CENTRE</u>	:	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)
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	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
<u>APPLICATIONS</u>	:	For Pretoria: email to: RecruitPTA26-33@dpw.gov.za For Mthatha: email to: RecruitMTH26-13@dpw.gov.za For Mmabatho: email to: RecruitMBT26-10@dpw.gov.za For Cape Town: email to: RecruitCPT26-43@dpw.gov.za For Johannesburg: email to: RecruitJHB26-12@dpw.gov.za
<u>POST 13/168</u>	:	<u>ADMINISTRATIVE OFFICER: PROPERTY ACQUISITIONS AND LEASING</u>
<u>SALARY CENTRE</u>	:	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)
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	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
<u>APPLICATIONS</u>	:	For Port Elizabeth: email to: RecruitPE26-18@dpw.gov.za For Mthatha: email to: RecruitMTH26-14@dpw.gov.za For Mmabatho: email to: RecruitMBT26-11@dpw.gov.za For Polokwane: email to: RecruitPLK26-09@dpw.gov.za
<u>POST 13/169</u>	:	<u>ADMINISTRATIVE OFFICER: CONSTRUCTION PROJECT MANAGEMENT</u>
<u>SALARY CENTRE</u>	:	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)
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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
For Pretoria: email to: RecruitPTA26-34@dpw.gov.za
For Kimberly: email to: 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
For Cape Town: email to: 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.
<u>ENQUIRIES</u>	:	Ms. L Mabuso Tel No: (012) 310 5929
<u>APPLICATIONS</u>	:	For Pretoria: email to: RecruitPTA26-35@dpw.gov.za
<u>POST 13/172</u>	:	<u>ADMINISTRATIVE OFFICER: PROVISIONING REF NO: 2026/179</u>
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Kimberley Regional Office
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms GJ Aysen Tel No: (053) 838 5221
<u>APPLICATIONS</u>	:	For Kimberly: email to: RecruitKIM26-13@dpw.gov.za
<u>POST 13/173</u>	:	<u>ADMINISTRATION OFFICER: PROPERTY DISPOSALS REF NO: 2026/180</u> Real Estate Management Services
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Cape Town Regional Office
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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

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

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

POST 13/176 : **ADMIN CLERK: PROFESSIONAL SERVICES (CONSTRUCTION PROJECT MANAGEMENT)**

SALARY : R228 321 per annum
CENTRE : Pretoria Regional Office Ref No: 2026/183 A (X1 Post)
Cape Town Regional Office Ref No: 2026/183 B (X1 Post)

REQUIREMENTS : 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.

DUTIES : 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.

ENQUIRIES : For Pretoria Mr L Ngobeni Tel No: (012) 492 3470/ Mr T Masina Tel No: (012) 310 5254

APPLICATIONS : For Cape Town Mrs. R Davids Tel No: (021) 402 2047
For Cape Town: email to: RecruitCPT26-47@dpw.gov.za
For Pretoria: email to: RecruitPTA26-36@dpw.gov.za

POST 13/177 : **ACCOUNTING CLERK (BATCH CONTROLLER)**

SALARY : R228 321 per annum
CENTRE : Mthatha Regional Office Ref No: 2026/184 A (X1 Post)
Cape Town Regional Office Ref No: 2026/184 B (X1 Post)

REQUIREMENTS : 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.

DUTIES : 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.

ENQUIRIES : For Mthatha Ms. P Sani Tel No: (012) 492 3122
For Cape Town Nomnandi Ndiyane Tel No: (021) 402 2108

APPLICATIONS : For Mthatha: email to: RecruitMTH26-15@dpw.gov.za
For Cape Town: email to: RecruitCPT26-48@dpw.gov.za

NOTE : Practical exercise/ test will form part of the selection process

POST 13/178 : **ADMIN CLERK: WORKS MANAGEMENT REF NO: 2026/185**

SALARY : R228 321 per annum
CENTRE : Mthatha Regional Office

REQUIREMENTS : 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.

DUTIES : 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.

ENQUIRIES : Ms L Mpukane Tel No: (047) 502 7040
APPLICATIONS : For Mthatha: email to: RecruitMTH26-16@dpw.gov.za

POST 13/179 : **ADMINISTRATIVE CLERK: REAL ESTATE MANAGEMENT SERVICES REF NO: 2026/186**

SALARY : R228 321 per annum
CENTRE : Cape Town Regional Office
REQUIREMENTS : 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.

DUTIES : 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.

ENQUIRIES : Mr D Gqibela Tel No: (021) 402 2315
APPLICATIONS : For Cape Town: email to: RecruitCPT26-49@dpw.gov.za

POST 13/180 : **REGISTRY CLERK: PROVISIONING AND LOGISTICS MANAGEMENT REF NO: 2026/187**

SALARY : R228 321 per annum
CENTRE : Bloemfontein Regional Office Ref No: 2026/187 A (X1 Post)
 Kimberly Regional Office Ref No: 2026/187 B (X1 Post)
REQUIREMENTS : 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
For Kimberly: email to: 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

DEPARTMENT OF TRADE, INDUSTRY AND COMPETITION

- APPLICATIONS** : can be submitted: Via e-mail to 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, 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 (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 or at e-recruitment system: 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.



<u>APPLICATIONS</u>	:	To apply visit: https://erecruitment.treasury.gov.za/eRecruitment
<u>CLOSING DATE</u>	:	08 May 2026 at 12:00 pm (Midday)
<u>NOTE</u>	:	Effective from 7 April 2021, the National Treasury now utilises an e-Recruitment System which means all applicants must login/register to apply for positions, we only accept hand delivered/posted applications should an applicant prove that he/she tried to apply via e-Recruitment with no success and the National Treasury ICT unit was unable to assist. The applicant's profile on the e-Recruitment is equivalent to the newly approved Z83, and it is the responsibility of applicants to ensure their profiles are fully completed or their applications will not be considered, as per the DPSA Practice Note. Certain documentation will still be required to be uploaded on the system such as copies of all qualifications including National Senior Certificate/Matric certificate, ID, etc., however these documents need not be certified at point of application, however certification will be required prior to attending the interview. Please note: All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. It should be noted that the National Treasury does not support the use of Artificial Intelligence (AI) in any of its recruitment and selection processes and will disqualify an application if it picks up the use of AI when completing assessments without acknowledging the source of information. Successful completion of the Nyukela Public Service SMS Pre-entry Programme as endorsed by the National School of Government, available as an online course on https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ , prior to finalisation of appointment, is a requirement for all SMS positions. For SMS positions certain candidates may be required to undergo additional Psychometric Assessments. All qualifications, criminal and SA citizenship checks will be conducted on all short-listed candidates and, where applicable, additional checks will be conducted in line with the new DPSA Directive effective 01 April 2024. By submitting your application, it also means you consent to the National Treasury processing your information for Human Resources Management purposes. It is the applicant's responsibility to have all their foreign qualifications (this includes O and A level certificates) evaluated by the South African Qualifications Authority (SAQA), at your own expense. Upon appointment, successful candidates will be required to sign a Performance Agreement within 3 months from date of appointment and for candidates whose appointment exceeds 12 calendar months will be appointed on probation for the period of twelve (12) calendar months excluding leave taken as prescribed by Public Service Regulation 68. The status of your application will be visible on the e-Recruitment system. However, if you have not received feedback from the National Treasury within 3 months of the closing date, please regard your application as unsuccessful. Note: The National Treasury reserves the right not to fill the below-mentioned posts, withdraw or to put on hold a position and/or to re-advertise a post. All queries must be submitted via email addressed to the Human Resources Recruitment Support Team on Recruitment.Enquiries@treasury.gov.za . The National Treasury is compliant with the requirements of POPIA.

MANAGEMENT ECHELON

<u>POST 13/194</u>	:	<u>DIRECTOR: SCM GOVERNANCE, MONITORING AND COMPLIANCE REF NO: S042/2026</u> 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.
<u>SALARY</u>	:	R1 266 714 per annum, (all-inclusive)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	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 https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ , prior to finalisation of an appointment.
<u>DUTIES</u>	:	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

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

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

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

<u>DUTIES</u>	<p>legislative and regulatory framework. Knowledge of basic public sector budgeting principles.</p> <p>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.</p>
<u>ENQUIRIES</u>	<p>enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za</p>
<u>POST 13/198</u>	<p><u>ECONOMIST: SECONDARY SECTOR REF NO: S045/2026</u> 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.</p>
<u>SALARY CENTRE REQUIREMENTS</u>	<p>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.</p>
<u>DUTIES</u>	<p>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</p>
<u>ENQUIRIES</u>	<p>enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za</p>

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

DEPARTMENT OF TOURISM

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

<u>APPLICATIONS</u>	:	Applications, quoting the relevant reference number, must be forwarded to the attention of Chief Director: HR Management and Development at Department of Tourism, Private Bag X424, Pretoria, 0001, or hand delivered at Tourism House, 17 Trevenna Road, Sunnyside, Pretoria, or by email as provided.
<u>CLOSING DATE</u>	:	11 May 2026 by 16:30 (Late applications will not be considered)
<u>NOTE</u>	:	Application must include a Z83 form and CV only. The electronic application must be in PDF format and made up of a single document file. Indicate the correct job title and the reference number of the post on the subject line of your email. Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents . Received applications using the incorrect application for employment (old Z83) will not be considered. Each post(s) advert must be accompanied by its own application form for employment and must be fully completed, initialled, and signed by the applicant as instructed below. Failure to fully complete, initial, and sign the Z83 form will lead to the disqualification of the application during the selection process. All fields of Section A, B, C, and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83, it is acceptable for applicants to refer to their CV or see attached. However, the question related to conditions that prevent re-appointment under Part "F" must be answered, and the declaration signed. Only an updated comprehensive CV (with detailed previous experience, if any) and a completed and signed new Z83 application form are required. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview, following the communication from Human Resources, and such qualifications (s) and other related documents (s) will be in line with the requirements of the advert. Applicants in possession of foreign qualifications must be accompanied by an evaluation report issued by the South African Qualifications Authority (SAQA) (only when shortlisted). Applicants who do not comply with the abovementioned instructions/ requirements, as well as applications received late, will not be considered. Correspondence will be limited to shortlisted candidates only. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Candidates will further be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification, and employment verification). Some of the interviewed candidates for Senior Management level vacancies may be subjected to a 2-day competency assessment that will test generic competencies. Appointment validity will be conditional to signing of the employment contract, performance agreement, and annual financial disclosure, and must attain a security clearance (vetting) applicable to the post. The Department reserves the right not to make an appointment. You are consenting to the Department of Tourism processing your personal information, subject to POPIA, by applying for this post.

OTHER POSTS

<u>POST 13/200</u>	:	<u>DEPUTY DIRECTOR: EXECUTIVE SUPPORT REF NO: DT 26/2026</u>
<u>SALARY</u>	:	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)
<u>CENTRE REQUIREMENTS</u>	:	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
: 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
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
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
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** : 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 13/206** : **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** : R1 059 105 per annum (Level 12), (all-inclusive salary package)
- CENTRE** : Pretoria Head Office
- REQUIREMENTS** : 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** : Mr S Ndlovu Tel No: (012) 336 7391
- APPLICATIONS** : 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** : R1 059 105 per annum (Level 12), (all-inclusive salary package)
- CENTRE** : East London
- REQUIREMENTS** : 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/>

**PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF HEALTH**

<u>CLOSING DATE</u>	:	08 May 2026
<u>NOTE</u>	:	<p>Applications must be submitted on new Z83 form. "Applicants are advised that from 1 January 2021, a new application for employment (Z83) form will be effective which can be downloaded at www.dpsa.gov.za-vacancies. From 1 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered." Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and detailed Curriculum Vitae. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Successful completion of the Senior Management Pre-Entry Programme (Nyukela) is required for being considered for this SMS post prior to appointment. Enrolment for the course should be made on the NSG's website at https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme. Applicants will be expected to be available for selection interviews and assessments at a time, date and place as determined by the Department. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The successful candidate must disclose to the Head of Department particulars of all registrable financial interests, sign a performance agreement and employment contract with the Head of Department within three months from the date of assumption of duty. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The recommended candidate(s) for OSD production posts MUST submit endorsed service certificates from the previous employer and endorsed Persal service records where applicable within 2 days of accepting the offer. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed 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. The employment offer to successful candidate will be subject to verified educational qualifications, previous experience, citizenship check, reference checks and security vetting. Please note: Correspondence will only be entered into with short-listed candidates. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of 12 months. The Department reserves the right not to make any appointment(s) to the above post. The successful candidate will be expected to sign a performance agreement. The Department of Health is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer / promotion / appointment will promote representativity in line with the numerical targets as contained in our Employment Equity Plan</p>

OTHER POSTS

<u>POST 13/212</u>	:	<u>MEDICAL SPECIALIST (ANAESTHESIOLOGY): GRADE 1 – 3 REF NO: H/M/31/2026 (X2 POSTS)</u>
<u>SALARY</u>	:	<p>Grade 1: R1 341 855 – R1 422 810.per annum Grade 2: R1 531 032 – R1 623 609.per annum Grade 3: R1 773 222 – R2 212 680 per annum all -inclusive package consists of 70% basic salary and 30% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional) Employee must meet the prescribed requirements.</p>
<u>CENTRE</u>	:	Pelonomi Tertiary Hospital, Bloemfontein

<u>REQUIREMENTS</u>	:	Senior Certificate/ Grade 12. Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Anaesthesiology. Appropriate tertiary qualification in the Health Science (MBChB). Initial and current registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Anaesthesiology. Grade 1: No experience required. Grade 2: A minimum of (5) years relevant experience after registration with Health Profession Council of South Africa (HPCSA) as a Medical Specialist in Anaesthesiology. Grade 3: A minimum of (10) years relevant experience after registration with the Health Profession Council of South Africa (HPCSA) as a Medical Specialist in Anaesthesiology. Current registration with HPCSA (2026/2027). Knowledge And Skills: Attributes and Abilities Sound clinical concept within the specific domain. Ability to work in multidisciplinary team. Teaching and supervisory skills. Assessment, diagnose and management of patients within the field of expertise. Good verbal and written communication skills and interpersonal skills. Knowledge of all Public Service Legislation, Policies and Procedures. Conflict management skills. Innovation, drive and stress tolerance. Concern of excellence. ACLS, ATLS, APLS. Medical expertise, Clinical competence, Medical regulations and research and Research and analysis. Communication, empathy and compassion, problem-solving, leadership and teamwork, adaptability and attention to detail.
<u>DUTIES</u>	:	Patient care and Clinical duties: Management all medical conditions to ensure that a competent service is provided to all patients. Briefing, informing and counselling patients and where appropriate relatives regarding prevention, treatment operative, complications and rehabilitation. Endeavour to become skilled in resuscitative measures and intensive care treatment to assure survival of critically ill-patients. Prescribe medications, order and interpret diagnostic tests, and assist in medical procedures and surgeries. Team leadership: Supervise junior staff in order to provide adequate medical care and to train them to be able to do key medical interventions. Documentation: Reduce medical litigation by exercising good clinical ethos, complete medico-legal documentation, and maintain adequate medical records. Compliance and quality: Perform clinical governance and ensure compliance with all legal and statutory requirements with FSDoH OHSC, HPCSA, CMSA, UFS. Administrative and operational: Consult patients on an outpatient basis to have optimal chronic disease management and good long-term follow-up. Render outreach and support services to other levels of care in our drainage areas (Free State Province). Candidate will have to perform commuted duties (Compulsory & non-negotiable) in line with the relevant policy. Perform all reasonable duties as directed by Head of Department/ Head of Clinical Unit/ Medical Specialist. Conducting clinical audits. Monitoring and evaluating of relevant clinical effectiveness indicators.
<u>ENQUIRIES</u>	:	Dr MJ Maseloa, Tel No: (051) 405 1936
<u>APPLICATIONS</u>	:	Applications send to: https://ihealth.gov.za/e-recruitment
<u>POST 13/213</u>	:	<u>MEDICAL SPECIALIST (OBSTETRICS & GYNAECOLOGY) GRADE 1 – 3</u> <u>REF NO: H./M/32/2026 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R1 341 855 – R1 422 810.per annum Grade 2: R1 531 032 – R1 623 609 per annum Grade 3: R1 773 222 – R2 212 680 per annum all -inclusive package consists of 70% basic salary and 30% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional) Employee must meet the prescribed requirements.
<u>CENTRE</u>	:	Pelonomi Tertiary Hospital, Bloemfontein Placement at Mofumahadi Manapo Mopeli Regional Hospital, Phuthaditjhaba
<u>REQUIREMENTS</u>	:	Senior Certificate/ Grade 12. Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Obstetrics and Gynaecology. Appropriate tertiary qualification in the Health Science (MBChB). Initial and current registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Obstetrics and Gynaecology. Grade 1: No experience required. Grade 2: A minimum of (5) years relevant experience after registration with Health Profession Council of South Africa (HPCSA) as a Medical Specialist in Obstetrics and Gynaecology. Grade 3: A minimum of (10) years relevant experience after registration with the Health Profession Council of South Africa (HPCSA) as a Medical Specialist in Obstetrics and Gynaecology. Current

registration with HPCSA (2026/2027). Knowledge and Skills: Attributes and Abilities Sound clinical concept within the specific domain. Ability to work in multidisciplinary team. Teaching and supervisory skills. Assessment, diagnose and management of patients within the field of expertise. Good verbal and written communication skills and interpersonal skills. Knowledge of all Public Service Legislation, Policies and Procedures. Conflict management skills. Innovation, drive and stress tolerance. Concern of excellence. ACLS, ATLS, APLS. Medical expertise, Clinical competence, Medical regulations and research and Research and analysis. Communication, empathy and compassion, problem-solving, leadership and teamwork, adaptability and attention to detail.

DUTIES : Patient care and Clinical duties: Management all medical conditions to ensure that a competent service is provided to all patients. Briefing, informing and counselling patients and where appropriate relatives regarding prevention, treatment operative, complications and rehabilitation. Endeavour to become skilled in resuscitative measures and intensive care treatment to assure survival of critically ill-patients. Prescribe medications, order and interpret diagnostic tests, and assist in medical procedures and surgeries. Team leadership: Supervise junior staff in order to provide adequate medical care and to train them to be able to do key medical interventions Documentation: Reduce medical litigation by exercising good clinical ethos, complete medico-legal documentation, and maintain adequate medical records. Compliance and quality: Perform clinical governance and ensure compliance with all legal and statutory requirements with FSDoH OHSC, HPCSA, CMSA, UFS. Administrative and operational: Consult patients on an outpatient basis to have optimal chronic disease management and good long-term follow-up. Render outreach and support services to other levels of care in our drainage areas (Free State Province). Candidate will have to perform commuted duties (Compulsory & non-negotiable) in line with the relevant policy. Perform all reasonable duties as directed by Head of Department/ Head of Clinical Unit/ Medical Specialist. Conducting clinical audits. Monitoring and evaluating of relevant clinical effectiveness indicators.

ENQUIRIES : Dr MJ Maseloa Tel No: (051) 405 1936
APPLICATIONS : Applications send to: <https://ihealth.gov.za/e-recruitment>

POST 13/214 : **MEDICAL SUB-SPECIALIST: PAEDIATRICS NEONATOLOGY: GRADE1- 3 REF NO: H/M/33/2026**

SALARY : Grade 1: R1 341 855 – R1 422 810 per annum
 Grade 2: R1 531 032 – R1 623 609 per annum
 Grade 3: R1 773 222 – R2 212 680 per annum
 all -inclusive package consists of 70% basic salary and 30% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional) Employee must meet the prescribed requirements.

CENTRE : Univeristas Academic Hospital: Bloemfontein
REQUIREMENTS : Matric and appropriate qualification that allows registration with HPCSA as Medical Specialist in Paediatrics (Paediatric Neonatology). Current registration with the HPCSA (2026/2027). Be a South African Citizen or a permanent resident. Experience. **Grade 1:** No experience after registration with the HPCSA AS Medical Specialist in Paediatric Neonatology. **Grade 2:** A minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Paediatric Neonatology. **Grade 3:** A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health professional Council in respect of foreign qualified employees) as Medical Specialist in Paediatric Oncology. Knowledge and skills: Experience in clinical sub-specialty care services around the field of Paediatric Neonatology. Experience in academic teaching and learning to undergraduate (medical students) and postgraduate (registrars) students. Institutional and departmental administrative and leadership duties. Knowledge of Public Service Legislative, policies and procedure. Excellent time management, written and verbal communication skills and report writing skills. Good interpersonal skills with colleagues and other departments. Honesty, integrity and high work ethic.

DUTIES : Provide specialised diagnostic and therapeutic services in Paediatric Neonatology. Manage complex and referred cases that require advanced knowledge beyond general practice. Collaborate with multidisciplinary teams

to develop comprehensive treatment plans. Participate in clinical ward rounds, outpatient consultations and evidence-based practice. Conduct clinical audits, mortality, morbidity and monitoring and evaluating relevant clinical effectiveness indicators. Teach undergraduate and postgraduate medical students. Develop and deliver lectures, tutorials and bedside teaching session. Supervise clinical training and mentor junior doctors in research and professional development. Participate in curriculum design and evaluation within the academic institution. Conduct and publish original research relevant to Paediatric Neonatology. Apply for research funding and collaborate with national and international partners. Promote a culture of inquiry and evidence-based medicine among trainees and colleagues. Present finding at academic conferences and contribute to the development of clinical guidelines. Assist in planning and evaluating clinical services to improve patient outcomes. Participate in departmental meetings, hospital committees and policy development. May hold leadership roles as Head of Paediatric Neonatology, Clinical Supervisor or Research Coordinator.

ENQUIRIES : Dr N.E Tabane: Tel No: (051) 401 2591
APPLICATIONS : Applications to be done at: <https://ihealth.fshealth.gov.za/e-Recruitment>

POST 13/215 : **MANAGER NURSING PNA9 REF NO: H/M/34/2026**

SALARY : R1 155 099 per annum, all -inclusive package consists of 70% basic salary and 30% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional) Employee must meet the prescribed requirements.

CENTRE : Lejweleputswa District
REQUIREMENTS : Senior certificate or Grade 12, Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council. Current registration with the South African Nursing Council (2026/2027). Registration with the SANC as Professional Nurse. A minimum of 10 years appropriate/ recognizable experience in nursing after registration with the SANC as Professional Nurse. At least 10 years of the period referred to above must be appropriate/recognizable experience at management level. At least 5 years' experience after qualifying in Primary Health care Specialty – NIMART trained and Primary Health Care Reengineering highly recommended Skills and Knowledge: Qualification in Psychiatry, Nursing Management/ Administration/ Health Care Management and Nursing Education, Diploma in Primary Health Care. Ability to function at different levels of care related to the specialty qualified for. In depth knowledge and understanding of Health-related Acts, Regulations, Guidelines and other related policies such as; Nursing Act and Regulations, Health Act, Code of Ethics, Professional Scope of Practice Act Occupational Health and Safety Act, Mental Health Care Act. Knowledge and understanding of the legislative framework governing the Public Service including: Skills Development Act, Public Development Act, Public Service Regulations, Labour Relations Act, Grievance Procedure and Disciplinary Code Procedures.

DUTIES : Ensure that holistic nursing care service is delivered to patients in a cost effective, efficient and equitable manner by the Head of Nursing Service of the Institution including the overall management (i.e. Operational HR and Finance thereof. Ensure compliance to professional and ethical practices. Develop and monitor the implementation of policies, programmes, regulations, practices, procedures and standards pertaining to nursing care. Provide guidance and leadership towards the realization of strategic goals and objectives of the division.

ENQUIRIES : Ms. NF Gigi Tel No: (057) 352 2706
APPLICATIONS : Applications to be send to: <https://ihealth.fshealth.gov.za/e-Recruitment>

POST 13/216 : **MEDICAL REGISTRARS (PHARMACOLOGY: UROLOGY) REF NO: H/M/35/2026 (X2 POSTS)**

SALARY : R1 001 349 per annum, all -inclusive package consists of 70% basic salary and 30% flexible portion that be structured in terms of the applicable rules, Medical Aid (Optional) Employee must meet the prescribed requirements.

CENTRE : Univeristas Academic Hospital: Bloemfontein
REQUIREMENTS : MBCHB or equivalent degree. Current valid registration with HPCSA for the period of 2026/2027. At least more than 1-year post community service experience, preferably in a Free State Hospital. Valid Driver's license. South African citizen or permanent residence. Knowledge and skills: Additional

		qualification e.g; primaries, Certificates or Diplomas relevant to the field, ACLS, ATLS, APLS, BSS etc.
<u>DUTIES</u>	:	Service delivery to inpatients, outpatients, day patients and emergencies. Teaching and training, Conduct research. Must perform commuted overtime and medical administration. Perform outreach.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr R Nathan Tel No: (051) 405 3469
	:	Applications to be done at: https://ihealth.fshealth.gov.za/e-Recruitment
<u>POST 13/217</u>	:	<u>ASSISTANT MANAGER NURSING: ADVOCACY; – 3 REF NO: H/A/3/2026 (X2 POSTS)</u>
<u>SALARY</u>	:	PNA-7: R693 096 per annum, plus 13th Cheque, Housing Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements
<u>CENTRE REQUIREMENTS</u>	:	Corporate Office, Bloemfontein
	:	Matric plus Diploma/Degree in nursing (NQF6&7) as recognized by SAQA that allows registration with South African Nursing Council as a professional nurse. A minimum of eight (8) years appropriate/ recognizable experience in Nursing after registration as a professional nurse with SANC in General Nursing. At least three (3) years of the period referred to above must be appropriate/ recognizable experience at management level PN-A5 in ACSM/TB/HIV&AIDS/Strategic health programs. Valid driver license. Current registration with the SANC AS Professional Nurse 2026/2027. knowledge and skills: Computer literacy (i.e.MS.Word. PowerPoint, Excel) Ability to work independently I a multidisciplinary context. Analytic thinking, independent decision making and problem-solving skills Knowledge in TB management, HIV&AIDS and other Strategic Health Programs. Good Communication Skills. Good Communication Skills.
<u>DUTIES</u>	:	Participate in the ACSM review of finance, allocation and procurement of promotional material such as IEC material such as material. Develop and Oversee the implementation of ACSM comprehensive plan at Province and District level for health programs. Ensure safe keeping and handling of all physical resources in the ACSM program to promote efficiency in service delivery. Convene public campaigns including imbizo; door to door visits and road shows. Organize End TB and Close the gap Campaigns and outreach campaigns. Establish and Maintain a healthy working relationship with Stakeholder at levels. Organize and coordinate ACSM events including the commemoration of health calendar events e.g World TB day, world AIDS day and Back to care campaign. Strengthen health education activities during outbreak management. Reinforce the use of DHIMS Policy for data management. Support visit facilities to monitor the quality of data captured. Co-ordinate and support activities for service excellence. Develop clinic quality improvement programmes, polies. Guidelines, and indicators with regard to ACSM program. Collate monthly, quarterly and annual reports for ACSM program and consolidate into a comprehensive report. Monitor creation of an environment that promotes the right of patients, advocating and facilitating proper treatment and care and ensuring that principles of Batho Pele are adhered to. Liaise and advise on effective communication with relevant internal and external stakeholders
<u>ENQUIRIES APPLICATIONS</u>	:	Mr M Chauke telephone number: (051) 408 1342
	:	send to: https://ihealth.gov.za
<u>POST 13/218</u>	:	<u>OPERATIONAL MANAGER NURSING (SPECIALTY) (PNB3) (THEATRE) REF NO: H/O/6/2026</u>
<u>SALARY</u>	:	R693 096 per annum, plus 13th Cheque, Housing Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.
<u>CENTRE REQUIREMENTS</u>	:	Pelonomi Tertiary Hospital, Bloemfontein
	:	Senior Certificate, Basic R425 qualification i.e. diploma/degree 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 (2026/2027) A minimum of 9 years' appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing Post qualification as Professional trained nurse, at least 5 years of the period referred to the above specialty. Must be willing to work shifts. Ability to provide holistic care. Knowledge And Skills: An additional post-basic qualification of 1-year duration. Computer literacy. Knowledge of Public Service Legislation, policies and procedures. Thorough knowledge of nursing

		care processes and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing Act, Health Act, Occupational Health and Safety Act, Patient Rights Charter, Batho-Pele principles, etc. Knowledge of HR policies such as: Skills Development Act, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure.
<u>DUTIES</u>	:	Coordination of optimal, holistic specialised nursing care provided within set standards and a professional/legal framework. Manage effectively the utilisation and supervision of resources. Coordination of the provision of effective training and research. Provision of Effective Support to Nursing Services. Effective utilization of resources (Human and Material) participation with training and research. Maintain professional growth/ethical standards and self-development.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms LP Mangoejane – Tel No: (051) 405 1940
	:	send to: https://ihealth.gov.za/e-recruitment
<u>POST 13/219</u>	:	<u>OPERATIONAL MANAGER NURSING (SPECIALTY) (PNB3) (OBSTETRICS & GYNAECOLOGY) REF NO: H/O/7/2026 (X1 POST)</u>
<u>SALARY</u>	:	R693 096 per annum, plus 13th Cheque, Housing Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements
<u>CENTRE REQUIREMENTS</u>	:	Pelononi Tertiary Hospital, Bloemfontein
	:	Senior Certificate, Basic R425 qualification i.e. diploma/degree 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 (2026/2027) A minimum of 9 years' appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing Post qualification as Professional trained nurse, at least 5 years of the period referred to the above specialty. Must be willing to work shifts. Ability to provide holistic care. Knowledge And Skills: An additional post-basic qualification of 1-year duration. Computer literacy. Knowledge of Public Service Legislation, policies and procedures. Thorough knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing Act, Health Act, Occupational Health and Safety Act, Patient Rights Charter, Batho-Pele principles, etc. Knowledge of HR policies such as: Skills Development Act, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure.
<u>DUTIES</u>	:	Coordination of optimal, holistic specialised nursing care provided within set standards and a professional/legal framework. Manage effectively the utilisation and supervision of resources. Coordination of the provision of effective training and research. Provision of Effective Support to Nursing Services. Effective utilization of resources (Human and Material) participation with training and research. Maintain professional growth/ethical standards and self-development.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms LP Mangoejane Tel No: (051) 405 1940
	:	send to: https://ihealth.gov.za/e-recruitment
<u>POST 13/220</u>	:	<u>OPERATIONAL MANAGER NURSING (SPECIALTY) (PNB3) (ADVANCE MIDWIFERY AND NEONATAL NURSING SCIENCE) REF NO: H/O/8/2026 (X1 POST)</u>
<u>SALARY</u>	:	R693 096 per annum, plus 13th Cheque, Housing Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements
<u>CENTRE REQUIREMENTS</u>	:	Bongani Regional Hospital
	:	Senior Certificate, Basic R425 qualification i.e. diploma/degree in nursing or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year, accredited with SANC in Advance Midwifery and Neonatal Nursing Science. Current registration with the South African Nursing Council as a Professional Nurse (2026/2027). A minimum of 9 years' appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Post qualification as Professional trained nurse, at least 5 years of the period referred to the above must be appropriate / recognizable experience in the specific specialty after obtaining 1-year post-basic qualification in the relevant specialty. Must be willing to work shifts. Ability to provide holistic care. Knowledge And Skills: An additional post-basic qualification of 1-year duration. Computer literacy. Knowledge of Public Service Legislation, policies and procedures. Thorough

DUTIES

knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing Act, Health Act, Occupational Health and Safety Act, Patient Rights Charter, Batho-pele principles, etc. Knowledge of HR policies such as: Skills Development Act, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure.

: Coordination of optimal, holistic specialized nursing care provided within set standards and a professional/legal framework. Manage effectively the utilization and supervision of resources. Coordination of the provision of effective training and research. Provision of Effective Support to Nursing Services. Effective utilization of resources (Human and Material) participation with training and research. Maintain professional growth/ethical standards and self-development. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how to impact on service delivery. Ensure clinical nursing practices by the nursing team (unit) in accordance with the scope of practice and nursing standards as determine 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 and basic understanding HR and financial policies and practices. Demonstrate effective communication with patients, supervisor, other health professionals and junior colleagues, including more complex report writing when required. Work as part of multi-disciplinary team at unit level to ensure good nursing care by the nursing team. Work effectively and amicable, at 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 services in the unit. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principle of Batho Pele. Able to develop contact, 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.

ENQUIRIES
APPLICATIONS

: Mr. Tsoho T Tel No: (057) 916 8285
: send to: <https://ihealth.gov.za/e-recruitment>

POST 13/221

: **OPERATIONAL MANAGER NURSING (SPECIALTY) (PNB3) (INTENSIVE NURSING SCIENCE) REF NO: H/O/9/2026 (X1 POST)**

SALARY

: R693 096 per annum, plus 13th Cheque, Housing Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements

CENTRE
REQUIREMENTS

: Bongani Regional Hospital
: Senior Certificate, Basic R425 qualification i.e. diploma/degree in nursing or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year, accredited with SANC in Intensive Nursing Science. Current registration with the South African Nursing Council as a Professional Nurse (2026/2027). A minimum of 9 years' appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Post qualification as Professional trained nurse, at least 5 years of the period referred to the above must be appropriate / recognizable experience in the specific specialty after obtaining 1-year post-basic qualification in the relevant specialty. Must be willing to work shifts. Ability to provide holistic care. Knowledge And Skills: An additional post-basic qualification of 1-year duration. Computer literacy. Knowledge of Public Service Legislation, policies and procedures. Thorough knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing Act, Health Act, Occupational Health and Safety Act, Patient Rights Charter, Batho-Pele principles, etc. Knowledge of HR policies such as: Skills Development Act, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure.

DUTIES

: Coordination of optimal, holistic specialized nursing care provided within set standards and a professional/legal framework. Manage effectively the utilization and supervision of resources. Coordination of the provision of effective training and research. Provision of Effective Support to Nursing Services. Effective utilization of resources (Human and Material) participation with training and research. Maintain professional growth/ethical standards and self-development. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how to impact on

service delivery. Ensure clinical nursing practices 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 and basic understanding HR and financial policies and practices. Demonstrate effective communication with patients, supervisor, other health professionals and junior colleagues, including more complex report writing when required. Work as part of multi-disciplinary team at unit level to ensure good nursing care by the nursing team. Work effectively and amicably, at 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 services in the unit. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principle of Batho Pele. Able to develop contact, 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.

ENQUIRIES : Mr. Tsoho T Tel No: (057) 916 8285
APPLICATIONS : send to: <https://ihealth.gov.za/e-recruitment>

POST 13/222 : **OPERATIONAL MANAGER PNB3 REF NO: H/O/11/2026 (X3 POSTS)**

SALARY : R693 096 - R778 185 per annum, plus 13th Cheque, Housing Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.

CENTRE : Lejweleputswa District
REQUIREMENTS : Matric, plus Diploma/ Degree in Nursing that allows registration with the SANC as a General Nurse & Midwifery plus post basic nursing qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (Primary Health Care). A minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC. At least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining the one year post basic qualification in the relevant specialty. Current registration with the SANC 2026/2027. Knowledge and Skills: Good report writing and time management skills. Understanding of nursing legislation, ethical nursing practices and how these impacts on service delivery. Ability to provide mentoring, team building, supervisory skills and coaching to her/his supervisees. Good communication, interpersonal relation, counselling, conflict management skills and decision making. Knowledge of all applicable legislations such as Nursing Acts, Mental Act, OH&S Act, Batho Pele Principles, and Patients' Right Charter, Labour Relations Act, Grievance Procedures and finance policies etc. Leadership, organisation, decision making and problem solving, conflict handling and counselling. Coordination and planning skills. Ability to assist in formulation of patient care related policies. the candidate should be computer literate and possess a valid & unendorsed driver's license including competency in driving.

DUTIES : To plan, organise and monitor the objectives of the PHC facility in the consultation with District Management & Subordinates. Provision of Quality Nursing Care through the implementation of standards, policies and procedures coupled with supervision and monitoring the implementation thereof. To provide a therapeutic environment to staff, patients and the public. To effectively manage the utilisation and supervision of human, material and financial resources. Coordination of the provision of effective training and research. Maintain professional growth / ethical standards and self-development. Implement & monitor aspirations of PMDS. Implementation and management of Infection Control and Prevention Protocols as well as Occupational Health & Safety Standards. Maintain accurate and oversee completion of patient records according to legal requirements. Operate and manage relevant District Health Information Management System (DHIMS); particularly producing top-end data. To participate in quality improvement programmes and activities. Have insight and be able to conduct Ideal Health Facility Realization assessments. Have deep insight into OHSC processes and prescripts. Conduct periodical clinical audits. Participates in staff & student development activities. Exercise independent control over discipline line, grievance and labour relations issues according the existing policies and procedures. Identify, develop and exercise management of risk in the workplace. Liaise with the Sub District, District and all other essential stakeholders. Monitor and evaluate the performance of primary health care

services and systems within the designated services area in line with public health indicators, set norms, standards and targets with a view to report thereon and to initiate corrective action timeously. Analyze health policy and programme imperatives with a view to develop customized implementation strategies to guide the primary health care service providers in the service area towards complying with the stated norms, standards and targets. Identify transversal 'primary' health care and systems barriers (including emerging health trends in the service area) with a view to ensure corrective action at an appropriate level. Ensure and monitor that primary health care services within the designated services area are provided with adequate support by multi-disciplinary teams attached to the CHC / district hospital as well as from shared corporate service providers attached to the mothering institution. Ensure an integrated approach with the implementation of various primary health care programmes to provide a seamless service delivery platform, including the prioritising of needs within the service area and the allocation of resources accordingly. Ensure the effective and efficient utilisation of allocated resources including the development of staff, budgetary, procurement planning and maintenance and information management

ENQUIRIES : Ms. NF Gigi Tel No: (057) 352 2706
APPLICATIONS : send to: <https://ihealth.gov.za/e-recruitment>

POST 13/223 : **ASSISTANT MANAGER: COMMUNITY DEVELOPMENT REF NO: H/A/2/2026**

SALARY : R602 361 per annum, plus 13th Cheque, Housing Allowance, Medical Aid (Optional, Employee must meet the prescribed requirements)

CENTRE : Xhariep District
REQUIREMENTS : Matric (Grade12) plus appropriate 3-year tertiary qualification Valid Driver's License. A Minimum of 8 years' recognizable experience in community development/health promotion environment. Knowledge And Skills: Strong stakeholder engagement, financial management. Planning and Organizing Policy formulation and implementation. Written and verbal communication skills. Problem solving and Conflict management. Influencing skills and Computer literate.

DUTIES : Coordinate the identification, facilitation and implementation of integrated development interventions in partnership with other relevant stakeholders through the efficient, effective and economical utilisation of resources by the service delivery area(s). Coordinate and manage a community development service delivery area(s) to ensure that an efficient and effective community development service is delivered through the proper utilisation of human, financial and physical resources. Keep up to date with new developments in the community development and management fields to enhance service delivery. Plan and ensure that research on community development is undertaken including the facilitation of complex community development research.

ENQUIRIES : Mr TGE Finger Tel No: (051) 713 8067
APPLICATIONS : to be send to: <https://ihealth.fshealth.gov.za/e-Recruitment>

POST 13/224 : **CHIEF ENVIRONMENTAL HEALTH PRACTITIONER REF NO: H/C19/2026**

SALARY : R575 250 per annum, plus 13th Cheque, Housing Allowance, Medical Aid (Optional, Employee must meet the prescribed requirements).

CENTRE : Lejweleputswa District
REQUIREMENTS : A Grade 12 (Senior Certificate) and at least NQF 6 qualification in Environmental Health. Registration with HPCSA as an Environmental Health Practitioner, and in good standing. At least three (3) years' experience in environmental health. A valid driver's license. Knowledge and Skills: Knowledge of legislation related to environmental health, project management and stakeholder engagement. Knowledge of the International Health Regulations. Good communication (verbal and written), planning and organizing, supervisory, research/analysis, and problem solving as well as computer skills (MS Office package). Ability to work well under pressure, irregular hours, independently and in a team.

DUTIES : Management and supervision of EHP's in the District. Effective development of staff, Plan and implement Environmental Health Strategies, Oversee and coordinate. Environmental health services rendered by EHP's based at different units/ facilities within the district. Liaise with other stakeholders on

Environmental Health related issues, support and ideal clinics. Management and coordination of training programs in the district. Monitoring of health care facilities in accordance to national norms and standards. Develop, implement, and review environmental health policies and SOPs. Align Primary Health Care environmental health practices with national health regulations. Contribute to PHC strategic plans and quality improvement programs. Lead environmental health response during emergencies and outbreaks. Participate in disaster and emergency preparedness planning. Advise District leadership during environmental health crises. Ensure ongoing training programs for PHC staff and community awareness campaigns according to health calendar. Review food-related incident investigations and reports. Promote environmental health awareness at senior management level. Advise on chemical safety, hazardous substances, and spill management. Prepare high-level reports for District management. Provide expert advice on environmental health risks and controls. Monitor trends, incidents, and performance indicators. Advocate for resources, staffing, and infrastructure improvements. Investigate complaints related to food safety related to food safety concerns, outbreaks, and any violations to food safety regulations in collaboration with Municipal Health services. Emergency response planning in the development of emergency response plans for food related incidences such as food born illness outbreaks contamination and recalls. Liaise with provincial EHS, ensure the implementation of the department's strategies. Assist with other activities delegated by the supervisor / manager. Provide support to District Environmental Health Manager or Assistant Director Environmental Health on other related activities. Execute other tasks/duties delegated by the Assistant Director Environmental Health Manager / Supervisor. Participate in Malaria control activities. Ensure capturing of relevant data on DHIS and other systems.

**ENQUIRIES
APPLICATIONS**

: Ms. NF Gigi Tel No: (057) 352 2706
: to be send to: <https://ihealth.fshealth.gov.za/e-Recruitment>

POST 13/225

: **OPERATIONAL MANAGER NURSING (PNA5) (AFTER HOUR DUTY
MANAGER) REF NO: H/O/5/2026 (X2 POSTS)**

SALARY

: Grade 1: R549 192 - R629 121 per annum
Grade 2: R636 126 – R723 954 per annum
plus 13th Cheque, Housing Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements

**CENTRE
REQUIREMENTS**

: Pelonomi Tertiary Hospital, Bloemfontein
: Senior Certificate, Basic R425 qualification i.e. diploma/degree 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 (2026/2027). Diploma in Health Care Management will. A minimum of 7 years' appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Be a South African citizen or be a permanent resident. Knowledge And Skills: Computer literacy. Knowledge of Public Service Legislation, policies and procedures. Thorough knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing Act, Health Act, Occupational Health and Safety Act, Patient Rights Charter, Batho-Pele principles, etc. Knowledge of HR policies such as: Skills Development Act, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure.

DUTIES

: Supervise and ensure the provision of effective and efficient patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patients. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Maintain constructive working relationships with nursing and other stakeholders. Manage and monitor proper utilization of human, financial and physical resources.

**ENQUIRIES
APPLICATIONS**

: Ms LP Mangoejane Tel No: (051) 405 1940
: send to: <https://ihealth.gov.za/e-recruitment>

POST 13/226 : **OPERATIONAL MANAGER NURSING (PNA5) (GENERAL SURGERY) REF NO: H/O/10/2026**

SALARY : R549 192 per annum, plus 13th Cheque, Housing Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.

CENTRE REQUIREMENTS : Pelonomi Tertiary Hospital, Bloemfontein
: Senior Certificate, diploma/degree 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 (2026/2027). Diploma in Health Care Management. A minimum of 7 years' appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Knowledge And Skills: Computer literacy. Knowledge of Public Service Legislation, policies and procedures. Thorough knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing Act, Health Act, Occupational Health and Safety Act, Patient Rights Charter, Batho-Pele principles, etc. Knowledge of HR policies such as: Skills Development Act, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure.

DUTIES : Supervise and ensure the provision of effective and efficient patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patients. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Maintain constructive working relationships with nursing and other stakeholders. Manage and monitor proper utilization of human, financial and physical resources.

ENQUIRIES APPLICATIONS : Ms LP Mangoejane Tel No: (051) 405 1940
: send to: <https://ihealth.gov.za/e-recruitment>

POST 13/227 : **CLINICAL PROGRAMME COORDINATOR REF NO: H/C/15/2026**

SALARY : R549 192 per annum, plus 13th Cheque, Housing Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements.

CENTRE REQUIREMENTS : Pelonomi Tertiary Hospital, Bloemfontein
: Senior Certificate, diploma/degree 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. (2026/2027). Knowledge and Skills: Computer literacy. Knowledge of Public Service Legislation, policies and procedures.

DUTIES : Facilitate and oversee the development of operational/business plans to give strategic guidelines. Provide professional and technical support for the provision of quality patient care through proper management of relevant programmes. Develop and implement quality assurance programmes, guidelines, protocols, norms and standards. Utilize information technology (IT) and other management information systems to manage information for the enhancement of service delivery. Establish, maintain and participate in inter-professional and multi-disciplinary teamwork that promotes effective and efficient health care. Utilize human, material and physical resources efficiently and effectively.

ENQUIRIES APPLICATIONS : Ms LP Mangoejane Tel No: (051) 405 1940
: send to: <https://ihealth.gov.za/e-recruitment>

POST 13/228 : **CLINICAL PROGRAMME COORDINATOR REF NO: H/C/16/2026**

SALARY : R549 192 per annum, plus 13th Cheque, Housing Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements

CENTRE REQUIREMENTS : Pelonomi Tertiary Hospital, Bloemfontein
: Senior Certificate, diploma/degree 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. (2026/2027). Knowledge and Skills: Computer literacy. Knowledge of Public Service Legislation, policies and procedures.

DUTIES : Facilitate and oversee the development of operational/business plans to give strategic guidelines. Provide professional and technical support for the provision of quality patient care through proper management of relevant programmes. Develop and implement quality assurance programmes,

guidelines, protocols, norms and standards. Utilize information technology (IT) and other management information systems to manage information for the enhancement of service delivery. Establish, maintain and participate in inter-professional and multi-disciplinary teamwork that promotes effective and efficient health care. Utilize human, material and physical resources efficiently and effectively.

ENQUIRIES : Ms LP Mangoejane Tel No: (051) 405 1940
APPLICATIONS : send to: <https://ihealth.gov.za/e-recruitment>

POST 13/229 : **CLINICAL PROGRAM COORDINATOR: PNA-5: HAST REF NO: H/C/17/2026**

SALARY : R549 192 per annum, (OSD)
CENTRE : Free State Psychiatric Complex, Bloemfontein
REQUIREMENTS : Diploma/Degree in Nursing or equivalent qualification that allows registration with SANC as Professional Nurse. Qualification in Nursing Education and Psychiatry Nursing Science. A minimum of 7 years appropriate/ recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Current registration with the South African Nursing Council (SANC). Knowledge And Skills: Ability to work independently under pressure. Knowledge of Information Management systems. Knowledge of legislation pertaining to Skills Development and training procedures. Knowledge of Infection Control procedures.

DUTIES : Coordinate and promote implementation of Training and Development. Facilitate and oversee the development of operational or business plans to give strategic guidelines. Provide professional and technical support for the provision of quality patient care through proper management of relevant programmes. Maintain standards and norms of Nursing practices to promote the healthcare status of healthcare use. Develop and implement quality assurance programmes, guidelines, protocols, norms and standard. Utilise Information Technology (IT) and other management information systems to manage information for the enhancement of service delivery. Establish, maintain and participate in inter professional and multi – disciplinary teamwork that promotes effective and efficient healthcare. Manage and utilize resources in accordance with relevant directives and legislations. Hast Extensive knowledge and skills of the programme. Good communication and interpersonal skills. Good understanding of TB management and all treatment policies and guidelines. Knowledge of PFMA. Be willing to travel.

ENQUIRIES : Me M.E. Semelo Tel No: (051) 407 9207
APPLICATIONS : to be done at: <https://ihealth.fshealth.gov.za/e-Recruitment>.

POST 13/230 : **CLINICAL PROGRAM COORDINATOR: PNA-5: MENTAL HEALTH &SUBSTANCE: REF NO: H/C/18/2026**

SALARY : R549 192 per annum, (OSD)
CENTRE : Free State Psychiatric Complex, Bloemfontein
REQUIREMENTS : Diploma/Degree in Nursing or equivalent qualification that allows registration with SANC as Professional Nurse. Qualification in Nursing Education and Psychiatry Nursing Science. A minimum of 7 years appropriate/ recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Current registration with the South African Nursing Council (SANC). Knowledge And Skills: Ability to work independently under pressure. Knowledge of Information Management systems. Knowledge of legislation pertaining to Skills Development and training procedures. Knowledge of Infection Control procedures.

DUTIES : Coordinate and promote implementation of Training and Development. Facilitate and oversee the development of operational or business plans to give strategic guidelines. Provide professional and technical support for the provision of quality patient care through proper management of relevant programmes. Maintain standards and norms of Nursing practices to promote the healthcare status of healthcare use. Develop and implement quality assurance programmes, guidelines, protocols, norms and standard. Utilize Information Technology (IT) and other management information systems to manage information for the enhancement of service delivery. Establish, maintain and participate in inter professional and multi – disciplinary teamwork that promotes effective and efficient healthcare. Manage and utilize resources in accordance with relevant directives and legislations. Mental Health &

Substance. Coordinating the implementation of Mental Health Care Act within the professional and legal framework. Improve communication on Mental Health Care Act knowledge providing support and assistance to district hospitals listed to render 72 hours assessment services, designated regional and tertiary hospitals, and Mental Health Review board. Strengthen Forensic Mental Health Care services in the province by coordinating and monitoring the period for awaiting trial detainees and state patients discharge process and follow ups. Utilize and manage the mental health programme within the facility so as to maximize the achievement of the strategic goals/ AOP, improved quality, risk and information management. Manage and utilize resource (human, finance, material and facilities) in accordance with the relevant directives and legislation.

- ENQUIRIES APPLICATIONS** : Me M.E. Semelo Tel No: (051) 407 9207
 : to be done at: <https://ihealth.fshealth.gov.za/e-Recruitment>
- POST 13/231** : **PROFESSIONAL NURSE SPECIALTY PNB 1 REF NO: H/P/14/2026 (X1 POST)**
- SALARY** : Grade 1: R476 367 - R549 192 per annum
 : Grade 2: R583 989 - R713 253 per annum
 : plus 13th Cheque, Housing Allowance, Medical Aid (Optional, Employee must meet the prescribed requirements.
- CENTRE REQUIREMENTS** : Xhariep District
 : grade 12 or equivalent qualification, plus basic r425 qualification i.e. diploma/degree in nursing or equivalent qualification that allows registration with the South African Nursing Council as a professional Nurse. Current registration with the SANC 2026/2027. Post basic qualification with a duration of at least 1-year curative skills in primary health care accredited with SANC. **Grade 1:** A minimum of 4 years appropriate / recognizable experience in nursing after registration as Professional Nurse with the SANC in general Nursing. **Grade 2:** A minimum of 14 years appropriate / recognizable experience in nursing after registration as Professional Nurse with the SANC in general Nursing. Skills And Knowledge: Good interpersonal skills. Good communication skills. Computer literacy. Empathetic and compassionate. ability to work under pressure in a multi-disciplinary team.
- DUTIES** : Provision of quality comprehensive community health care. Provide primary preventative health care. Provide curative health care services Referral to health support services. (rehabilitation, oral health etc. Doctors etc. Specialist) Evaluate and follow-up patients during clinic visits. Initiate treatment, implementation of programmes and evaluations of patients' clinical conditions. Promoting scientific quality nursing care Individual consultation sessions Identify community needs Initiate minor ailment treatment Initiate community participation. Coordinate between hospital and community. Maintaining professional secrecy and preventing medico-legal risks. Attend and participate in doctors' visit. Arrange admission and outpatient appointments. Function as a member of the therapeutic team. Continuous evaluation of nursing care and nursing services. Assessment of personal services delivery towards patients. Provision of administration services. Plan and organize daily tasks in clinic in co-operation with Clinical Manager. Complete and control Health Information data of all patients and activities as per policy. Ordering and control of stationary, medical stock, consumables as per delegation in absence of personnel responsible for different services. Ensure the safekeeping of stock and assets. Ordering and control of medication as necessary as per delegations in absence of Pharmacist Assistant. Control of medicine prescribed to patients as per EDL. Up to date knowledge of appropriate legislation, regulations and departmental policies. Involvement with community meetings and committees in co-operation with Operational Manager. Identify needs for financial planning and indirect control of expenditure. Provision of educational services: Clinical teaching, training and continuous evaluation of sub-category nursing personnel and support services in the clinic Manager. Teaching patients on a one-to one basis. Personnel development, i.e. Assessing in-service training needs, planning and implementing of training programme in co-operation with clinical Manager. Usage of equipment and machinery: Usage of basic medical equipment. Research responsibility Direct and indirect involvement with medical research Involvement with matching research to the needs of the community.
- ENQUIRIES** : Mr IL Moisi Tel No: (051) 713 8050

APPLICATIONS : to be send to: <https://ihealth.fshealth.gov.za/e-Recruitment>

POST 13/232 : **PROFESSIONAL NURSE SPECIALTY PNB1-2 REF NO: H/P/15/2026 (X2 POSTS)**

SALARY : Grade 1: R476 367 - R549 192 per annum
Grade 2: R583 989 - R713 253 per annum
plus 13th Cheque, Housing Allowance, Medical Aid (Optional, Employee must meet the prescribed requirements.

CENTRE REQUIREMENTS : Lejweleputswa District
: Matric, plus Diploma/Degree in nursing that allows registration with the SANC as a Professional Nurse plus post basic nursing qualification in Clinical Nursing Science, Health Assessment, Treatment and care (Primary Health Care) with duration of at least 1 year accredited with SANC. **Grade 1:** Minimum of 4 years appropriate/recognizable experience after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognizable experience after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post basic qualification as mentioned above. Knowledge And Skills: Ability to plan and organise own work and that of support personnel to ensure proper nursing care. Effective communication with all stakeholders & report writing aptitude. Display uncompromising concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patients' needs, requirements and expectations (Batho Pele). Demonstrate an understanding of nursing legislation and other related legal frameworks.

DUTIES : Management of comprehensive PHC services and PHC re-engineering, key priority programmes, ideal health facility and regulated standards. Provide more complex and advanced comprehensive nursing treatment and care to patients in a cost effective, efficient and equitable manner. Act as a leader, plan and implement health promotion and prevention activities. Link to the community structures and community-based services. Competently collect and manage data generated and be able to report on it. Exercise and maintain high and quality record-keeping standards. Oversee and supervise subordinates within the facility. Provide PHC services to other facilities in Sub-District 3 & 4 as and when the need arises.

ENQUIRIES APPLICATIONS : Me. Makhoali-Nkadameng Tel No: (051) 408 1000
: to be send to: <https://ihealth.fshealth.gov.za/e-Recruitment>

POST 13/233 : **PROFESSIONAL NURSE SPECIALTY PNB 1-2 REF NO: H/P/16/2026**

SALARY : Grade 1: R476 367- R549 192 per annum
Grade 2: R583 989 - R713 253 per annum
plus 13th Cheque, Housing Allowance, Medical Aid (Optional, Employee must meet the prescribed requirements.

CENTRE REQUIREMENTS : Dihlabeng Regional Hospital
: Basic R425 qualification i.e diploma/ degree in nursing or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. A post -basic qualification, with a duration of at least 1 year, accredited with the SANC in one of the specialties. A minimum of 4 years appropriate/ recognizable experience in nursing after registration with SANC in a Professional Nurse in General nursing. Current registration with the South African Nursing Council (2026/2027) s Professional Nurse. Post basic qualification, with duration of at least 1 year accredited with SANC in Specialist Intensive Care Unit/ Nephrology. Knowledge and Skills: An additional post basic qualification of one-year duration, Computer Literacy, must be willing to work shifts, Ability to provide holistic care.

DUTIES : Provision of optimal, holistic specialized nursing care with set standards and within a professional/ Legal framework. Effective utilization of resource (Human &Material), Participation with training and research, Provision of support to nursing services. Maintain professional growth/ ethical standards and self-development.

ENQUIRIES APPLICATIONS : Me. D.E Masheane Tel No: (058) 303 0173
: send to: <https://ihealth.fshealth.gov.za/e-Recruitment>

<u>POST 13/234</u>	:	<u>PROFESSIONAL NURSE: PNB-1 REF NO: H/P/17/2026 (X8 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R476 367 per annum, (OSD) Grade 2: R583 989 per annum, (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Free State Psychiatric Complex, Bloemfontein Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council. A minimum of 4 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing and Midwifery. Registration with the South African Nursing Council (SANC) as Professional Nurse. 1 Year post basic qualification in Advanced or Child Psychiatry. Knowledge And Skills: Knowledge of the legal framework appropriate for nursing practice. Good communication skills and interpersonal relations. Knowledge of Mental Health Act, procedures and legislation.
<u>DUTIES</u>	:	Provide more complex and advanced comprehensive nursing treatment and care to patients in specialty unit in a cost effective, efficient and equitable manner. Give direction and supervision for the implementation of the Nursing plan (clinical practice /quality patient care) as a shift leader. Implement standards, practices, criteria and indicators for quality Nursing (quality of practice). Practice nursing and health care in accordance with the laws and regulations relevant to Nursing and Health Care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Ensure that a holistic nursing care service is delivered to all patients in a cost effective, efficient and equitable manner by the unit. Ensure compliance to professional and ethical practice. Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices.
<u>ENQUIRIES APPLICATIONS</u>	:	Me M.E. Semelo, Tel No: (051) 407 9207 to be done at: https://ihealth.fshealth.gov.za/e-Recruitment
<u>POST 13/235</u>	:	<u>PROFESSIONAL NURSE: PNB-1: OCCUPATIONAL HEALTH REF NO: H/P/18/2026</u>
<u>SALARY</u>	:	Grade 1: R476 367 per annum, (OSD) Grade 2: R583 989 per annum, (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Free State Psychiatric Complex, Bloemfontein Diploma/Degree in nursing or equivalent qualification that allows registration with the South African Nursing Council. A minimum of 4 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing and Midwifery. Registration with the South African Nursing Council (SANC) as Professional Nurse. 1 Year post basic qualification in Occupational Health Nursing Science. Knowledge And Skills Ability to work independently under pressure. Knowledge of Occupational health nursing science. Knowledge of legislation pertaining to Occupational Health & Safety Act and COIDA. Dispensing certificate.
<u>DUTIES</u>	:	Conducts physical assessments to diagnose common medical conditions and chronic ill health presented at the occupational health facility. Conducts a health surveillance to identify and evaluate health needs of workers in the workplace. Identifies and analyses hazards and evaluates their effects on workers and the workplace. Facilitate and oversee the development of occupational health programs. Provide professional and technical support for the provision of quality client care through proper management of relevant programmes. Maintain standards and norms of Nursing practices to promote the healthcare status of healthcare workers. Plans and manages healthcare within the occupational health environment to provide care within ethical norms. Promotes health communication and health literacy for behaviour change. Designs programmes that support a positive lifestyle and individual efforts to lower the risk of disease and injury. Plans, implements and evaluates health promotion campaigns within a team approach. Compiles/Conducts Occupational Risk Exposure Profiles (OREP) at pre-employment, periodic and exit levels of interventions. Manages occupational injuries and diseases in order to minimise residual deficit. Utilise Information Technology (IT) and other management information systems to manage information for the enhancement of service delivery. Identifies the need for EAP for the following health related issues: HIV, STI, alcoholism, substance abuse, chronic diseases, psychosocial conditions, shift work, vulnerable groups such as healthcare workers, violence and executive health management and advises on or refers employees to EAP.

Manage and utilize resources in accordance with relevant directives and legislations.

ENQUIRIES : Me M.E. Semelo Tel No: (051) 407 9207
APPLICATIONS : to be done at: <https://ihealth.fshealth.gov.za/e-Recruitment>

POST 13/236 : **ASSISTANT DIRECTOR: HUMAN RESOURCE ADMINISTRATION REF NO: H/A/11/2026**

SALARY : R468 459 per annum, plus 13th Cheque, Housing Allowance, Medical Aid (Optional, Employee must meet the prescribed requirements).

CENTRE : Xhariep District
REQUIREMENTS : Matric (Grade12) plus tertiary qualification in Human Resource Management or related areas at NQF 6. Three (3) years relevant experience at supervisory level. Relevant PERSAL certificates. Valid Driver's License. Knowledge And Skills: Ability to communicate issues in a tactful manner. Problem solving skills. Computer skills. Numeracy skills. Knowledge of the PERSAL System. Knowledge of Public Service Policies and implementation strategies. Knowledge of Human Resource Management Legislation/Directives. Knowledge and understanding of Human Resource Management environment.

DUTIES : Rendering a professional human resource management service on: Conditions of Service and service benefits (Leave, Housing, Medical, Injury on Duty, Terminations, Long Service Recognition, overtime, re-allocation, Pension, Allowances etc.).HR Provisioning (Recruitment and Selection, Appointments, Transfer, temporary employment, verification of qualifications, secretariat functions at interviews, probationary periods etc.). Address human resource management enquiries to ensure the correct implementation of human resource management administration. Prepare and consolidate reports on personnel administration issues. Provide inputs on the development/amendments of Human Resource Management Policies. Inform, guide and advice Department/ personnel on human resource administration matters to enhance the correct implementation of personnel administration policies. Conduct HR Audits. Coordinate submission of information for audit queries. Monitor implementation of Audit action plan. Attend to queries/complaints pertaining to Human Resource Practices. Report on activities of the Sub-Directorate. Management of staff within the component. The development and updating of Job Descriptions for reporting staff. The performance management of staff within the component. Facilitation of training interventions. Give direction, guidance and advice to staff within the component.

ENQUIRIES : Mr TGE Finger Tel No: (051) 713 8067
APPLICATIONS : to be send to: <https://ihealth.fshealth.gov.za/e-Recruitment>

POST 13/237 : **ARTISAN FOREMAN REF NO: H/12/2026**

SALARY : Grade A: R382 047 per annum
Grade B: R453 609 per annum
plus 13th Cheque, Housing Allowance, Medical Aid (Optional, Employee must meet the prescribed requirements).

CENTRE : Albert Nzula District Hospital
REQUIREMENTS : Grade 12 and appropriate trade test certificate as recognized by SAQA. driver's license. A minimum of 5 years recognizable experience as Artisan production. Knowledge And Skills: Planning Communication Report writing Training Coordination Computer Literacy Organizing Monitor & Evaluation Skills in trade Ability to operate equipment and machinery Skills in Trade Literacy Skills Time Management Problem Solving Numeracy. Building safety programs and protocols and SCM procedure. Knowledge of appropriate field as an Artisan. Knowledge of Public Financial Management Act, Public Service Regulation 2016, as amended.

DUTIES : Planning of work to be performed. Implement equipment maintenance program. Execute inspections of buildings equipment according to program. Ensure that work is executed according to set standards and policies. Repair broken equipment. Attend to job requests (H24). Do preventative maintenance of building / equipment. Record completed H24's of the section Obtain quotations in respect of stock and materials Complete PA1 LOGIS forms for request of equipment, tools and materials. Supervision of staff.

ENQUIRIES : Mr TGE Finger Tel No: (051) 713 8067
APPLICATIONS : to be send to: <https://ihealth.fshealth.gov.za/e-Recruitment>

<u>POST 13/238</u>	:	<u>ARTISAN FOREMAN REF NO: H/A/13/2026</u>
<u>SALARY</u>	:	Grade A: R382 047 per annum Grade B: R453 609 per annum plus 13th Cheque, Housing Allowance, Medical Aid (Optional, Employee must meet the prescribed requirements.
<u>CENTRE</u>	:	Embekweni District Hospital
<u>REQUIREMENTS</u>	:	Grade 12 and appropriate trade test certificate as recognized by SAQA. Driver's License. A minimum of 5 years recognizable experience as Artisan production. Knowledge And Skills: Planning Communication Report writing Training Coordination Computer Literacy Organizing Monitor & Evaluation Skills in trade Ability to operate equipment and machinery Skills in Trade Literacy Skills Time Management Problem Solving Numeracy. Building safety programs and protocols and SCM procedure. Knowledge of appropriate field as an Artisan. Knowledge of Public Financial Management Act, Public Service Regulation 2016, as amended.
<u>DUTIES</u>	:	Planning of work to be performed. Implement equipment maintenance program. Execute inspections of buildings equipment according to program. Ensure that work is executed according to set standards and policies. Repair broken equipment. Attend to job requests (H24). Do preventative maintenance of building / equipment. Record completed H24's of the section Obtain quotations in respect of stock and materials Complete PA1 LOGIS forms for request of equipment, tools and materials. Supervision of staff
<u>ENQUIRIES</u>	:	Mr TGE Finger Tel No: (051) 713 8067
<u>APPLICATIONS</u>	:	to be send to: https://ihealth.fshealth.gov.za/e-Recruitment
<u>POST 13/239</u>	:	<u>EMS SHIFT LEADER GRADE III: REF NO: H/E/3/2026</u>
<u>SALARY</u>	:	R335 226 – R375 381 per annum, plus 13th Cheque, Housing Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements
<u>CENTRE</u>	:	EMS Thabo Mofutsunyane District (Ems Warden / Ems Bethlehem Control Centre)
<u>REQUIREMENTS</u>	:	Senior Certificate, Successful completion of Ambulance Emergency Assistant Course, Current registration with Health Professional Council of South Africa (HPCSA) as an AEA, 3 Years after registration with the HPCSA as an AEA, Knowledge of Intermediate Life Support Protocols, Valid Driving Permit (PrDP), Valid Code 10 (C1) Driver's license Knowledge And Skills: Previous experience at supervisory level, Knowledge of Supply Chain and Financial Management, Be able to work under pressure and excessive hours, Be prepared to travel, Knowledge of Labour Relations, Computer literacy, Strong communication skills (verbal and written), Rescue qualification, Knowledge of Free State Province.
<u>DUTIES</u>	:	Management of shift, General office administration, Personnel Management, Fleet Management, Asset Management, Management of leave, second control of duty ledgers, Analyse and sign off Patient Report Forms, Rendering of Intermediate Life Support, Management of major incidents, Compile Management reports, Manage and maintain response time, attend district management meetings, attend community meetings, maintain discipline on shift, Do any other duties assigned by station Manager Attend to standby during events, Completion of trip authorities, Maintain check lists of vehicles and equipment, Implementation of SOP, policies and circulars.
<u>ENQUIRIES</u>	:	Mr. PJ Visagie at (060) 985 1353
<u>APPLICATIONS</u>	:	send to: https://ihealth.fshealth.gov.za/e-Recruitment
<u>POST 13/240</u>	:	<u>EMERGENCY CARE OFFICER (ECO) REF NO: H/E/1/2026 (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R187 488 – R214 368 per annum Grade 2- 3: R217 983 – R286 521 per annum plus 13th Cheque, Housing Allowance, Medical Aid (Optional, Employee must meet the prescribed requirements.
<u>CENTRE</u>	:	Lejweleputswa District
<u>REQUIREMENTS</u>	:	Grade 1: National Senior Certificate, Successful completion of an appropriate Basic Life Support (BLS) course that allows registration with HPCSA as Basic Ambulance Assistant (BAA). Registration with the HPCSA as BAA. None after registration with the HPCSA as BAA. Grade 3: Successful completion of an appropriate Intermediate Life Support (ILS) course that allows registration with

- HPCSA as an Ambulance Emergency Assistant (AEA). Registration with the HPCSA as AEA. Experience: None after registration with HPCSA as AEA. Current registration with the HPCSA 2026/2027. A valid code 10 driver's license with PDP. Knowledge And Skills: Knowledge of Basic Life Support protocols. Knowledge of Intermediate Life Support protocols.
- DUTIES** : Render Emergency Medical Care and Transportation of the sick and injured according to HPCSA protocols. Handle Basic administration, patient records, vehicles checklists, log sheets and other necessary administrative duties. Maintain and clean all equipment, vehicles and base station. Undertake inter – facility transfers of patients. Any other duties assigned by the supervisor.
- ENQUIRIES APPLICATIONS** : Ms. NF Gigi Tel No: (057) 352 2706
: to be send to: <https://ihealth.fshealth.gov.za/e-Recruitment>
- POST 13/241** : **EMERGENCY CARE OFFICER GR1-GR3 REF NO: H/E/2/2026 (X3 POSTS)**
- SALARY** : Grade 1: R187 488 – R214 368 per annum
Grade 3: R217 983 – R278 115 per annum
plus 13th Cheque, Housing Allowance, Medical Aid (Optional), Employee must meet the prescribed requirements
- CENTRE REQUIREMENTS** : Xhariep District
: Matric, Current registration with the health Professions Council of South Africa HPCSA 2026/2027. Valid Public Driving Permit. Valid code 10 Driver's license
Grade 1: Successful completion of an appropriate, Basic Life Support, (BLS) Course that allows registration with the HPCSA as Basic Ambulance Assistant (BAA) Registration with the HPCSA as BAA, None after registration with the HPCSA as BAA. **Grade 3:** Successful Completion of an appropriate intermediate Life Support (BLS) Course that allows registration with the HPCSA as Ambulance Emergency Assistant (AEA). None after registration with the HPCSA as AEA. Skills and Knowledge: Knowledge of AEA Protocols be able to work under pressure and excessive hours. Be prepared to travel, good driving skills, strong communication skills (verbal and written) knowledge of Free State Province.
- DUTIES** : Render Emergency Medical Care and Transport. Attend accident scenes. Complete Patient Report Forms. Analyze Patient Report Forms. Clean and Maintain emergency vehicles. Execute infection Control Policy. Maintain response time. Do any other duties assigned by shift leader or supervisor. Be available for Standby during events, Complete check lists for vehicles and equipment and ensure functionality. Complete trip authority forms and logs.
- ENQUIRIES APPLICATIONS** : Mr LJ Basson Tel No: (051) 713 8063
: to be send to: <https://ihealth.fshealth.gov.za/e-Recruitment>

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

- APPLICATIONS** : Applications for the Department of Public Works and Infrastructure to be submitted to: Head: Public Works and Infrastructure, Human Resources Management Directorate. P.O Box 7551, Bloemfontein, 9300 OR Applications that are hand delivered must be brought at the Foyer of OR Tambo House where they must be placed in the appropriately marked box at: Security Ground Floor, OR Tambo House, St. Andrews Street, Bloemfontein or e-mail to e-recruitmentfsdpwi@fsworks.gov.za. No Applications will be accepted by staff in offices in the building.
- CLOSING DATE** : 08 May 2026
- NOTE** : Directions to applicants Applications must be submitted on the new prescribed Z83 application form obtainable from any Public Service Department or on the internet at <http://www.info.gov.za>. The Z83 should be completed in a manner that allows the selection committee to assess the application based on the information provided on the form. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and detailed Curriculum Vitae. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication. If the certified copies contradict the details on the CV or Z83 form, the candidate will automatically be disqualified and removed from the shortlist. Should an applicant possess a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit the requested documents will result in the application not being considered. Applicants must indicate the reference number of the vacancy in their applications. Should an

applicant wish to apply for more than one post, separate applications must be submitted i.e. all the documentation must be submitted for each post applied for. Applications received after the closing date and those that do not comply with these instructions will not be considered. Candidates requiring additional information regarding the advertised post should direct their enquiries to the relevant person as indicated in the advertisement. Note: Successful completion of the Nyukela Public Service SMS Pre-entry Programme as endorsed by the National School of Government, available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of appointment, is a requirement for all SMS positions. 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. Short-listed candidates will on the day of interview undergo a security assessment. Suitable candidates will be subjected to personnel suitability checks as deemed appropriate and inclusive inter alia of criminal record check, citizenship verification, financial/asset record checks, qualification/study verification and previous employment verification. If you have not been contacted within 4 months of the closing date of this advertisement, please accept that your application was unsuccessful. Faxed or late applications will NOT be accepted.

OTHER POST

<u>POST 13/242</u>	:	<u>PROFESSIONAL CIVIL ENGINEER REF NO: PWI 26/11</u>
<u>SALARY</u>	:	R879 342 per annum, (all-inclusive package), (OSD). The remuneration package consists of the basic salary, the Government contribution to the Government Employees Pension Fund, and a flexible portion which may be structured according to the member's needs.
<u>CENTRE REQUIREMENTS</u>	:	Head Office (Bloemfontein) A Bachelor of Science Degree in Civil Engineering or equivalent NQF 7 qualification. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Civil Engineer. Valid driver's licence with exception of persons with disabilities. Core and Process Competencies: Programme and project management. Engineering design and analysis knowledge. Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Creating high performance culture. Professional judgment. Networking. Decision making. Team leadership. Analytic skills. Creativity. Self-management. Financial management. Customer focus and responsiveness. Communication. Computer literacy. Planning and organising. Conflict management. Problem solving and analysis. People management.
<u>DUTIES</u>	:	Design new systems to solve practical engineering challenges and improve efficiency and enhance safety; Plan, design, operate and maintain engineering projects; Develop cost effective solutions according to standards; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; Develop tender specifications; Ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards and code of practice; and Approve engineering works according to prescribed norms and standards. Ensure training and development of technicians, technologist and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice; Supervisee the engineering work and processes; and Administer performance management and development. Manage resources and budget planning. Prepare and consolidate inputs for the facilitation of resource utilisation. Ensure adherence to regulations and procedures for procurement and personnel administration; Monitor and control expenditure and report on expenditure and service delivery. Continuous professional development to keep up with new technologies and procedures. Research/literature studies on engineering technology to improve expertise. Liaise with relevant bodies/councils on engineering-related matters.
<u>ENQUIRIES</u>	:	Ms. L Jeppe – Acting Head Project Management Unit: Public Works and Infrastructure Tel No: (051) 492 3718

PROVINCIAL TREASURY

The Free State Provincial Government is an equal opportunity affirmative action employer. It is our intention to promote representativity (race, gender and disability) in the province through the filling of these posts and candidates whose appointment/promotion/transfer will promote representativity will receive preference.

- APPLICATIONS** : Effective from 1 April 2026, the Free State Provincial Treasury now utilises an e-Recruitment System (applicants must submit their applications via the online link <https://www.erecruitment.fs.gov.za>) 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 Free State Provincial Treasury Information Technology Sub-directorate was unable to assist.
- CLOSING DATE** : 08 May 2026
- NOTE** : The applicant's profile on the eRecruitment 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. Accompanying documentation will still be required to be uploaded on the system such as copies of all qualifications including National Senior Certificate/Matric certificate, Driver's license, ID, etc., however these documents need not be certified at point of application, however certification will be required prior to attending the interview. Only short-listed candidates will be required to submit certified copies of qualifications and other related documents on, or before the day of the interview following an invitation from the Department to attend an interview, and such qualification(s) and other related document(s) should be in line with the requirements of the advertisement. For SMS posts in the Public Service, no appointment shall be effected without the recommended candidate producing a Certificate of completion for the Nyukela Programme (SMS Pre-Entry Programme) offered by the National School of Government which can be accessed via the following link: <https://www.thensg.gov.za>. 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. Recommended candidates will also be required to undergo a competency assessment. The successful candidate will be required to enter into an employment contract and a performance agreement and will also be required to disclose his/her financial interests. Applications received after the closing date and those that do not comply with these instructions will not be considered. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA). Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their applications were unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, financial assets check, qualification verification and reference checks). The Department reserves the right not to make appointments on the advertised post(s). All queries must be submitted via email addressed to the Human Resources Recruitment Support Team on: recruitment@treasury.fs.gov.za (no applications). Free State Provincial Treasury is compliant with the requirements of POPIA.

MANAGEMENT ECHELON

- POST 13/243** : **CHIEF DIRECTOR: ASSET AND LIABILITY MANAGEMENT REF NO: FSPT: 002/26**
- SALARY** : R1 494 900 per annum (Level 14), (an all-inclusive salary package), (This all – inclusive flexible remuneration package consists of a basic salary, the Government's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to specific rules)
- CENTRE REQUIREMENTS** : Bloemfontein
: A bachelor's degree or advanced diploma (NQF level 7) qualification in Commerce/Management/Public Administration, with a minimum of five (5) years' Senior Managerial level experience in an asset/liability management/supply chain management/financial management environment. Knowledge of the Public Finance Management Act (PFMA), Treasury

Regulations, Preferential Procurement Policy Framework Act, Broad Based Black Economic Empowerment Act and supply chain management policies. Working knowledge of transversal systems such as the Central Supplier Database (CSD), LOGIS, BAS and PERSAL. Must possess the following skills: Strategic capability-, policy development-, asset and liability management processes/practices-, monitoring and evaluation-, business communication-, interpersonal-, analytical-, supervisory-, leadership-, and report writing. Computer literacy. Valid driver's license.

DUTIES : Monitoring the effectiveness and efficiency of the management of assets, supply chain management, and public private partnership projects. Oversee the management and implementation and maintenance of transversal financial systems (LOGIS, BAS, PERSAL and Information Systems). Manage the resources of the Chief Directorate to ensure proper functioning of the Chief Directorate.

ENQUIRIES : Mr. P E Lebone at 082 803 4075 (Office hours only) / recruitment@treasury.fs.gov.za

POST 13/244 : **DIRECTOR: INFRASTRUCTURE MANAGEMENT REF NO: FSPT: 003/26**

SALARY : R1 266 714 per annum (Level 13), (an all-inclusive salary package), (This all – inclusive flexible remuneration package consists of a basic salary, the Government's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to specific rules)

CENTRE : Bloemfontein

REQUIREMENTS : A Degree or Advanced Diploma (NQF level 7) qualification in a Built environment: Architecture, Quantity Surveying, Construction Management, Civil Engineering, Town Planning or equivalent qualification. A minimum of five (5) years' relevant Middle/Senior Managerial level experience in the built environment. Extensive knowledge of the Infrastructure Delivery Management System (IDMS) and water & sanitation projects. Knowledge of the Public Finance Management Act (PFMA), Municipal Finance Management Act (MFMA), Treasury Regulations, Public Service Act & Regulations, Public Service policies & procedures and project management. Understanding of local government legislation, financial ratios and their interpretation. Working knowledge of the functioning of National/Provincial as well as the local sphere of Government. Must possess the following skills: Problem solving and innovation capability, good interpersonal, strategic capability, leadership and analytical skills. Computer literacy. Valid driver's license.

DUTIES : Oversee and support provincial & municipal infrastructure performance management. Support and monitor financial management of provincial and municipal infrastructure. Support and monitor provincial and municipal infrastructure planning portfolio management. Support and monitor provincial and municipal projects/programmes. Support and monitor operations, services and maintenance of infrastructure. Manage the resources of the Directorate.

ENQUIRIES : Ms. M Tadi at 060 960 3303 (Office hours only) / recruitment@treasury.fs.gov.za

OTHER POSTS

POST 13/245 : **DEPUTY DIRECTOR: MUNICIPAL INFRASTRUCTURE PERFORMANCE MANAGEMENT REF NO: FSPT 004/26 (X2 POSTS)**

SALARY : R896 436 per annum (Level 11), (an all-inclusive salary package), (This all-inclusive flexible remuneration package consists of a basic salary, the Government's contribution to the Government Employees Pension Fund and a flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, housing allowance and medical aid assistance).

CENTRE : Bloemfontein

REQUIREMENTS : A relevant degree or equivalent qualification in Engineering/Built environment/Quantity Surveying with a minimum of five (5) years' experience in a junior management position/Assistant Director level in monitoring of infrastructure projects/programmes. Extensive knowledge and understanding of public service policies and procedures. Knowledge of the Infrastructure Delivery Management System (IDMS), water & sanitation projects, Municipal Finance Management Act (MFMA), Treasury Regulations, financial management and project management. Working knowledge of the functioning

		of National/Provincial as well as local sphere of Government. Must possess the following skills: good interpersonal, organizing, planning and analytical skills. Computer literacy. Valid driver's license.
<u>DUTIES</u>	:	Support municipal infrastructure performance management. Monitor municipal infrastructure financial management. Provide guidance on infrastructure planning portfolio management. Provide guidance on infrastructure projects/programmes. Support infrastructure capacity building initiatives.
<u>ENQUIRIES</u>	:	Ms. M Tadi at 060 960 3303 (Office hours only) / recruitment@treasury.fs.gov.za
<u>POST 13/246</u>	:	<u>DEPUTY DIRECTOR: PROVINCIAL INFRASTRUCTURE PERFORMANCE MANAGEMENT REF NO: FSPT 005/26</u>
<u>SALARY</u>	:	R896 436 per annum (Level 11), (an all-inclusive salary package), (This all-inclusive flexible remuneration package consists of a basic salary, the Government's contribution to the Government Employees Pension Fund and a flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, housing allowance and medical aid assistance).
<u>CENTRE REQUIREMENTS</u>	:	Bloemfontein A relevant degree or equivalent qualification in Engineering/Built environment/Quantity Surveying with a minimum of five (5) years' experience in a junior management position/Assistant Director level in monitoring of infrastructure projects/programmes. Knowledge of the Public Finance Management Act (PFMA), Division of Revenue Act, Intergovernmental Relations Act and Treasury Regulations, financial management and project management. Must possess the following skills: good interpersonal, organizing, planning and analytical skills. Valid driver's license. Extensive knowledge of the Infrastructure Delivery Management System (IDMS). Computer literacy.
<u>DUTIES</u>	:	Support provincial infrastructure performance management. Monitor provincial infrastructure financial management. Provide guidance on infrastructure planning portfolio management. Provide guidance on infrastructure projects/programmes. Support infrastructure capacity building initiatives.
<u>ENQUIRIES</u>	:	Ms. M Tadi at 060 960 3303 (Office hours only) / recruitment@treasury.fs.gov.za
<u>POST 13/247</u>	:	<u>DEPUTY DIRECTOR: MUNICIPAL ACCOUNTING AND ASSET MANAGEMENT REF NO: FSPT 006/26 (X2 POSTS)</u>
<u>SALARY</u>	:	R896 436 per annum (Level 11), (an all-inclusive salary package), (This all-inclusive flexible remuneration package consists of a basic salary, the Government's contribution to the Government Employees Pension Fund and a flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, housing allowance and medical aid assistance)
<u>CENTRE REQUIREMENTS</u>	:	Bloemfontein A three year degree or diploma in Accounting, Economics, Municipal/Public Finance or equivalent qualification with Accounting 3 as a major subject and a minimum of five (5) years' experience in an accounting environment of which three (3) years should have been on an Assistant Director/junior management level. Knowledge of the Municipal Finance Management Act, Public Finance Management Act, Treasury Regulations, Division of Revenue Act and Municipal Structures Act. Must possess the following skills: Leadership-, report writing-, analytical-, communication-, presentation-, project management-, and conflict management. Computer literate. Valid driver's license.
<u>DUTIES</u>	:	Promote adherence to Generally Recognized Accounting Practice (GRAP) standards and timeous submission of credible financial statements. Report on compliance to National / Provincial Treasury reforms. Report on the readiness of municipalities to compile annual financial statements (AFS). Review and report on the quality of annual financial statements submitted. Promote the improvement of audit outcomes in municipalities. Provide accounting services and support to promote sound financial management in municipalities. Support monitoring and compliance with accounting and asset management. Manage the resources of the Sub-directorate to ensure effective and efficient operations.

ENQUIRIES : Mr. R Nkomonde at 082 890 1665 (Office hours only) / recruitment@treasury.fs.gov.za

POST 13/248 : **ASSISTANT DIRECTOR: PROVINCIAL ACCOUNTING AND REPORTING REF NO: FSPT 007/26**

SALARY : R468 459 per annum (Level 09), (A basic salary)
CENTRE : Bloemfontein

REQUIREMENTS : A relevant Degree or Advanced Diploma (NQF level 7) in Financial Accounting or equivalent qualification with accounting III as major subject and a minimum of three (3) years' experience in an accounting environment. Knowledge of the Public Finance Management Act (PFMA), Generally Recognised Accounting Principles (GRAP), Treasury Regulations, Public Service Act and Regulations, Financial Systems (BAS, LOGIS & PERSAL), and SCOA. Must possess the following skills: communication-, problem solving-, organizing and planning-, report writing-, and analytical. Computer literacy. Valid driver's license.

DUTIES : Prepare inputs for the Consolidated Financial Statements of the Province to ensure accurate and complete reporting. Monitor and perform assessments of the submission of mandatory financial accounting information within the province. Promote the compilation of annual financial statements that includes conducting training to ensure credible accounting information. Assess the progress made by Departments and entities on resolutions emanating from the Provincial Public Accounts Committee (PROPAC). Manage resources to ensure the smooth running of the Division.

ENQUIRIES : Ms. M E Modupi: recruitment@treasury.fs.gov.za

POST 13/249 : **ASSISTANT DIRECTOR: PROVINCIAL ACCOUNTING COMPLIANCE REF NO: 008/26**

SALARY : R468 459 per annum (Level 09), (a basic salary)
CENTRE : Bloemfontein

REQUIREMENTS : A degree in Financial Accounting or equivalent qualification (NQF level 7) with accounting as a major subject. A minimum of three years' experience in an accounting environment. Knowledge of the Public Finance Management Act (PFMA), Public Service Regulations and Treasury Regulations, Financial Systems, BAS and applicable Instruction Notes. Computer literacy. Good verbal and written communication skills. Valid driver's license.

DUTIES : Co-ordinate and provide training within the Free State Provincial Government to ensure capacity building. Compile provincial instruction notes, guidelines and procedure manuals in order to ensure implementation and adherence by all provincial departments. Amend and implement National Treasury prescripts. Compile, consolidate and verify KCM assessments and reports to promote accurate and credible accounting information for the allocated department/entities. Evaluate asset and liability items and any new financial systems to ensure adherence to Provincial and National norms and standards. Verify delegations against requirements and maintain financial management information for provincial departments and entities. Ensure the successful implementation of banking arrangements for provincial departments. Manage resources to ensure the smooth running of the Division.

ENQUIRIES : Mr. K E Mogane: recruitment@treasury.fs.gov.za

POST 13/250 : **SECRETARY: OFFICE OF THE DIRECTOR: SUPPORT SERVICES REF NO: FSPT 009/26**

SALARY : R228 321 per annum (Level 05), (a basic salary)
CENTRE : Bloemfontein

REQUIREMENTS : A Grade 12 Certificate with typing experience and relevant experience within the Public Service environment. Knowledge of relevant legislation and policies, the Public Finance Management Act (PFMA) and Public Service Regulations. Computer literacy.

DUTIES : Provide a secretarial/receptionist support service to the Director. Provide clerical support to the Director. Remain up to date regarding prescripts or policies and procedures applicable to her or his work terrain to ensure efficient and effective support to the Director. Render supply chain management support services to the Director.

ENQUIRIES : Mr. S Mhlambi at 082 802 5242 (Office hours only) / recruitment@treasury.fs.gov.za

POST 13/251 : **SECRETARY: OFFICE OF THE DIRECTOR: MUNICIPAL ACCOUNTING AND ASSET MANAGEMENT REF NO: FSPT 010/26**

SALARY : R228 321 per annum (Level 05), (a basic salary)
CENTRE : Bloemfontein
REQUIREMENTS : A Grade 12 Certificate and experience within the Public Service environment. Knowledge of relevant legislations and policies Public Finance Management Act (PFMA), Public Service Regulations and Computer literacy.

DUTIES : Provides a secretarial or receptionist support service to the Director. Provides clerical support to the Director. Remains up to date with regard to prescripts or policies and procedures applicable to her or his work terrain to ensure efficient and effective support to the Director.

ENQUIRIES : Mr. L Moduane at 0833891778 (Office hours only) / recruitment@treasury.fs.gov.za

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT**

- APPLICATIONS** : To apply for the above position, please apply online at <http://professionaljobcentre.gpg.gov.za> or Hand Deliver: Ground floor 56 Eloff Street, Umnotho House, Johannesburg and applications quoting the relevant reference number must be submitted on the New Z83 form obtainable from any Public Service Department or on the internet at www.gov.za/documents
- FOR ATTENTION** : Ms. Gugu Nevondo at 072 904 1694– Recruitment
- CLOSING DATE** : 08 May 2026, 16h00. No late applications will be considered.
- NOTE** : Applications with the Old Z83 form will not be considered. A NEW Z.83 form must be fully completed, duly signed and initialled by the applicant. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates must accompany the application form. Applications are not required to submit copies of qualifications and other relevant documents on application. Communication regarding certified documents will be limited only to the shortlisted candidates. Successful completion of the Senior Management Pre-Entry Programme (Nyukela certificate) is required before the appointment can be made. Enrolment for the course should be made on the NSG's website at <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme>. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification. Note: It is the Department intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan (Coloreds and Indians are encouraged apply). To facilitate this process successfully, an indication of race, gender and disability status is required. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). General information. The Department will not accept posted and emailed applications. The Gauteng Department of Environment reserves the right to fill or not fill the advertised posts. If you do not receive any response from us within 3 months, please accept that your application was unsuccessful.

MANAGEMENT ECHELON

- POST 13/252** : **DEPUTY DIRECTOR-GENERAL: AGRICULTURE REF NO: REFS/048322**
Branch: Agriculture
- SALARY** : R1 813 183 per annum, (all-inclusive salary package)
- CENTRE** : Johannesburg (Head Office)
- REQUIREMENTS** : Matric certificate plus (NQF level 8) Post Graduate qualification in Agriculture/ Veterinary Services/ Business Administration/ Management as recognised by SAQA. 8 years of relevant experience at Senior Managerial level in the Public Sector. Driver's License. Nyukela SMS pre-entry certificate submitted prior to appointment, ethics compliance certificate. Competencies: Planning and organizing, Problem solving, Initiative, Negotiation, Project management, Decision making, Service delivery innovation, Resilience, Management skills, Self-motivation, Report writing, Verbal communication, Facilitation skills, Written communication, PFMA, Treasury Regulation, GRAP, GAAP, PSA, PSR, etc. Interpersonal skills, financial management, Customer service, Strategic Management, knowledge of Departmental policies and procedures, Government Priorities, State Forests Act, the Subdivision of Agricultural Land Act, the Conservation of Agricultural Resources Act (CARA), Reporting procedures, Information system, PFMA, Treasury Regulations, Supply Chain

<u>DUTIES</u>	:	Policy framework, Public Service Act, 1994 and Public Service Regulations 2016, SA Constitution and Employment Equity Act, 1998.
	:	To oversee the management and provision of agriculture development, Agro-processing industry development & support and integrated rural development services. Manage and ensure the provision of sustainable resource management services. Manage and ensure the provision of farmer support and development services. Manage and ensure the provision of integrated rural development services. Manage and ensure the provision of agricultural economics services. Manage and ensure the provision of agriculture research and technology development services. Manage and ensure the establishment and growth of enterprises for Agro-processing products. Ensure the prevention and control of animal diseases and provide primary animal health care and advisory services. Manage the provision of agriculture public health services. Manage the provision of veterinary transversal services. Manage infrastructure portfolio management services. Manage the implementation of infrastructure Programme and projects including maintenance and design of farm structures. Oversee the provision of professional built environment services to all units. Manage development initiatives in the rural nodes of Gauteng. Oversee the coordination of integrated rural development initiatives across the province. Oversee the implementation of sector transformation services. Oversee and ensure discipline. Assess the performance of management. Consolidate and manage of budget for executive support directorate. Authorise, control and monitor the budget and expenditure. Manage the compilation of various reports and statistics. Manage leave.
<u>ENQUIRIES</u>	:	Ms. Gugu Nevondo at 072 904 1694
<u>POST 13/253</u>	:	<u>DIRECTOR: STRATEGY AND PLANNING REF NO: REFS/048323</u> Directorate: Strategy And Planning
<u>SALARY</u>	:	R1 266 714 per annum, (all-inclusive salary package)
<u>CENTRE</u>	:	Johannesburg (Head Office)
<u>REQUIREMENTS</u>	:	Matric certificate plus (NQF level 7) qualification in Public Administration/Management/ Business Administration/ Management as recognised by SAQA. 5 years of experience at a middle/senior managerial level in Research/ Monitoring & Evaluation or Strategy environment. Nyukela SMS pre-entry certificate submitted prior to appointment. Valid Driver's license. Competencies: Relevant Public Service Legislation, GDARD and GPG policies, Research Methodologies, Strategic Planning, Knowledge of GPG executive and political structures, financial management, presentation Skills, Report Writing, Communication and Negotiation Skills, Planning and Organising, Analytical skills and Leadership Skills.
<u>DUTIES</u>	:	Manage and coordinate departmental strategic planning process and coordinate the development and maintenance of strategic policy frameworks, and Service Delivery Improvement Plan of the Department. Manage the development of Strategic Plans, Annual Performance Plans, Operational Plans and Policy Review and Development. Manage the development and implementation departmental planning & policy systems and procedures. Participate in the departmental and provincial government planning processes. Provide guidance to the department on planning processes, policy review & development, and implementation of policies. Co-ordinate research on departmental policies and update policy register. Participate and manage the coordination of the development of departmental plans and policies. Manage coordination and interaction with other departments and stakeholders on aspects of work / issues related to the GDARD mandate. Participate in departmental and sector forums relating to performance management. Manage the SEAIS processes for planning purposes. Compile presentations for planning and policy sub-unit. Participate constructively in the component and departmental meetings as required. Provide support during audits of performance information. Develop Monitoring and evaluation framework. Consolidate and analyse GPG and national requirement for monitoring and evaluation. Design and develop monitoring and evaluation framework, institutionalised frameworks. Consult on framework and get approval for implementation. Evaluate strategy implemented monitoring and evaluations insights and opinions. Develop monitoring tools institutional processes, best practice and monitoring and evaluation frameworks. Validate develop tools with internals stakeholders for effectiveness. Evaluate and monitor for effective implementation of monitoring and evaluation initiatives. People Management.

Sign performance agreements for the Directorate based on approved Job Descriptions, Strategic and Annual Performance Plans of the Department. Manage human resources in the Directorate and maintain discipline. Manage training and development of personnel according to agreed training interventions. Manage the provision of equipment required by personnel for achievement of outputs in their respective Job Descriptions. Provide regular verbal and written feedback [aligned to quarterly performance assessments] to personnel on performance. Mentor and coach personnel. Determine the human resources needs of the Directorate in consultation with Corporate Services. Develop and update the service delivery and work plan for the Directorate. Provide sufficient guidance to personnel in terms of the service delivery plan, work plans, core business roles and priorities of the Department through quarterly personnel meetings. Manage skills transfer between personnel in the Directorate and outside technical assistants and/or consultants. Plan and allocate work responsibilities and processes to control work performance including quality assurance. Financial Management, Manage funds in the Directorate in compliance with Public Finance Management Act and the Treasury Regulations. Limit under spending or overspending by the Directorate in terms of the departmental budget allocations. Manage the effective spending of infrastructure grant funding. align the strategic priorities and the work plans of the Directorate with the Chief Directorate. Develop operational plans for the Directorate and work plans for each staff member in the Directorate and Provide written contributions to departmental quarterly progress reports, Annual Report, SCOPA, Budget speeches, Annual Performance Plan, etc.

ENQUIRIES

: Ms. Gugu Nevondo at 072 904 1694

POST 13/254

: **DIRECTOR: FACILITIES MANAGEMENT REF NO: REFS/048324**
Directorate: Facility Management

**SALARY
CENTRE
REQUIREMENTS**

: R1 266 714 per annum, (all-inclusive salary package)
: Johannesburg (Head Office)
: Matric certificate plus (NQF level 7) qualification in Facilities Management/ Security Management/ Transport Management/Public Management as recognised by SAQA. 5 years of experience at middle/senior managerial level in facilities/security management environment. Valid Driver's license. Nyukela SMS pre-entry certificate submitted prior to appointment. Competencies: GPG and DID policies and procedures, relevant legislation and Public Service Regulations, understanding of expectations of customers, Knowledge of Contracts and Legal Prescripts, Management information knowledge, Project management methodologies, Policy development, change management, Financial Management, presentation Skills, Report Writing, Communication and Negotiation Skills, Planning and Organising, Analytical skills and Leadership Skills.

DUTIES

: To manage and monitor the provision of security management and work environment services. Manage the provision of security management [MM1.1] services. Manage the development and maintenance of security awareness programmes, manage physical and information security services, conduct investigation on security breaches, develop a master plan to manage the security of the department. Establish standards for access control and management. Establish and manage appropriate service provider and contractor databases. Maintain and manage an effective relationship between the Department, its regional offices and all law enforcement agencies related to security operations. Manage the provision of auxiliary services, Manage the provision of office support, Manage the provision of cleaning services, manage the provision of printing services, develop policies and processes, Manage the provision of telecommunication services, Management of facilities. Manage the provision of maintenance service on infrastructure, Manage the administration of property leases, Management of fleet services, Manage the administration of motor transport subsidy, Manage departmental fleet. Manage resources (Human/ Finance/Equipment/ Assets). Ensure proper implementation of budget by monitoring, projecting and reporting expenditure. Ensure proper spending in line with strategic objectives. Monitor the optimal utilization and functionality of equipment. Evaluate and monitor performance of employees to ensure achievement of strategic goals. Manage the human resource development of employees in the directorate, Enhance and maintain employee motivation, align the strategic priorities and the work plans of the Directorate

with the Chief Directorate. Develop operational plans for the Directorate and work plans for each staff member in the Directorate and Provide written contributions to departmental quarterly progress reports, Annual Report, SCOPA, Budget speeches, Annual Performance Plan, etc.

ENQUIRIES :

Ms. Gugu Nevondo at 072 904 1694

POST 13/255 :

DIRECTOR: HUMAN CAPACITY MANAGEMENT REFNO: REFS/048325
Directorate: Human Resource Management

SALARY :
CENTRE :
REQUIREMENTS :

R1 266 714 per annum, (all-inclusive salary package)
Johannesburg (Head Office)
Matric certificate plus (NQF level 7) qualification in Human Resource Management qualification as recognised by SAQA. 5 years of experience at a middle/senior managerial level in Human Resources Management environment. Valid Driver's license. Nyukela SMS pre-entry certificate submitted prior to appointment. Competencies: GPG and DID policies and procedures, relevant legislation and Public Service Regulations, understanding of expectations of customers, Knowledge of Contracts, Management information knowledge, Project management methodologies, Policy development and Change management. Financial Management, Project Management, Presentation Skills, Report Writing, Communication Skills, Planning and Organising, Analytical skills and Leadership Skills.

DUTIES :

To manage the provision of human resources management and development services. To Manage the provision of human administration services, human resource planning and employment equity and the provision of human resources information and payroll services, Manage and monitor the development and implementation of the HR strategy and plan. Manage the development and maintenance of database and systems regarding HR information, to manage the staff establishment, the development and implementation of employment equity plans, coordination of diversity management, facilitation and provision of employee relations services, coordination of the collective bargaining processes in the department, manage the facilitation and resolution of grievances and disputes, manage relationships with recognized trade unions ensuring cordial and constructive interaction and acting as management representative in cases where disputes arise. To Manage effective provision of Organisation design, change management and service delivery improvement services in the Department, Manage and facilitate the provision of job evaluation process, implementation of coordinated and OSD posts, development and maintenance of job descriptions in the Department, Manage and facilitate the development and review of the service delivery model and business process mapping, organizational review and redesign process, change management and culture survey within the Department, manage the provision of human resource development, skills development , talent management and development of work skills plan. Manage resources (Human/ Finance/ Equipment/ Assets). Ensure proper implementation of budget by monitoring, projecting and reporting expenditure, spending in line with strategic objectives, Evaluate and monitor performance of employees to ensure achievement strategic goal. Manage the human resource development of employees in the directorate, Enhance and maintain employee motivation, align the strategic priorities and the work plans of the Directorate with the Chief Directorate. Develop operational plans for the Directorate and work plans for each staff member in the Directorate and Provide written contributions to departmental quarterly progress reports, Annual Report, SCOPA, Budget speeches, Annual Performance Plan, etc.

ENQUIRIES :

Ms. Gugu Nevondo at 072 904 1694

POST 13/256 :

DIRECTOR: COMMUNICATIONS REF NO: REFS/048326
Directorate: Communications

SALARY :
CENTRE :
REQUIREMENTS :

R1 266 714 per annum, (all-inclusive salary package)
Johannesburg (Head Office)
Matric certificate plus (NQF level 7) qualification in Communications/ Public Relations/ Media Liaison/ Journalism as recognised by SAQA. 5 years of experience at a middle/senior managerial level in communications environment. Valid Driver's License. Nyukela SMS pre-entry certificate submitted prior to appointment. Competencies: GPG and DID policies and procedures, relevant legislation and Public Service Regulations, understanding

DUTIES

of expectations of customers, Knowledge of Contracts and Legal Prescripts, Management information knowledge, Project management methodologies, Policy development, change management, Financial Management, presentation Skills, Report Writing, Communication and Negotiation Skills, Planning and Organising, Analytical skills and Leadership Skills.

: To manage the provision of communications and stakeholder engagement in the department. Manage inter-departmental and inter-governmental collaboration. Manage the development and implementation of stakeholder engagement strategy, policy and procedures. Manage the provision of event management services. Manage the creation of advertising, advertorial, awareness-raising and marketing collateral for various campaigns across multiple channels and mediums. Manage the corporate identity, branding and exhibition portfolio of the department. Manage the development and implementation of the department's editorial and publications programme. Ensure the development and implementation of a framework for targeted and focused internal communication. Manage staff communication of changes and new developments. Manage the development of coherent and strategic messages for departmental staff. Manage the development and distribution of communication products, Oversee content for the website and intranet. Manage the monitoring, evaluation and reporting on the impact of communication. Ensure proper implementation of budget by monitoring, projecting and reporting expenditure. Ensure proper spending in line with strategic objectives. Monitor the optimal utilization and functionality of equipment. Evaluate and monitor performance of employees to ensure achievement strategic goal. Manage the human resource development of employees in the directorate. Enhance and maintain employee motivation. Align the strategic priorities and the work plans of the Directorate with the Chief Directorate. Develop operational plans for the Directorate and work plans for each staff member in the Directorate. Provide written contributions to departmental quarterly progress reports, Annual Report, SCOPA, Budget speeches, Annual Performance Plan, etc.

ENQUIRIES

: Ms. Gugu Nevondo at 072 904 1694

POST 13/257

DIRECTOR: FINANCIAL MANAGEMENT & ADMINISTRATION REF NO REFS/048327

Directorate: Financial Management Services

SALARY CENTRE REQUIREMENTS

: R1 266 714 per annum, (all-inclusive salary package)
: Johannesburg (Head Office)
: Matric certificate plus (NQF level 7) qualification in Accounting/Finance as recognised by SAQA. 5 years of experience at a middle/senior managerial level in finance environment. Code 08 license. No criminal record. Nyukela SMS pre-entry certificate submitted prior to appointment. Competencies: GPG and DID policies and procedures, relevant legislation and Public Service Regulations, understanding of expectations of customers, SAPS Act, Regulations and Amendments, PFMA, Treasury Regulation, GRAP, GAAP, PSA, PSR, etc. Employment Equity Act, 1998, Financial Systems, Knowledge of Contracts and Legal Prescripts, Management information knowledge, Project management methodologies, Policy development, change management, Financial Management, MTEF Budgeting and Financial Reporting, presentation Skills, Report Writing, Communication and Negotiation Skills, Planning and Organising, Analytical skills and Leadership Skills.

DUTIES

: To manage and facilitate the provision of financial management and administration services. Manage and ensure the correct department's expenditure & revenue transactions and provide accounts payable management functions, manage compilation of journals to correct allocation of expenditure transactions. Ensure all suppliers are accounted for. Manage the validation of creditor's balances accurately. Manage the Implementation of financial accounting system. Manage effective administration of the financial systems (SAP/ BAS/ PERSAL/ etc.). Manage effective monitoring of general ledger accounts. Manage accurate allocation of receipt and payments. Manage accurate financial & management accounting records according to GAAP and GRAP. Manage and provide financial information regarding the allocation of funding of ad hoc related projects/ programmes. Manage revenue income/ collection processes, Manage and ensure maintenance of an accurate and effective cashier systems. Research and keep abreast of best practice initiatives and developments within the directorate. Develop business/ strategic

plan for the directorate and align it with Chief Directorate and ensure implementation thereof. Oversee the development and implementation of operational plans for the directorate. manage the development and coordination of service delivery improvement plan. Manages and calculates risks; Oversee and ensure provision of coaching, disciplining and mentoring of staff to improve performance. Manage the performance of staff and ensure assessment of their performance. Consolidate and manage of budget in the directorate. Authorise, control and monitor the budget and expenditure. Manage the compilation of various reports and statistics for the section. Manage leave in the directorate.

ENQUIRIES

:

Ms. Gugu Nevondo at 072 904 1694

**PROVINCIAL ADMINISTRATION: KWAZULU-NATAL
DEPARTMENT OF SOCIAL DEVELOPMENT**

- APPLICATIONS** : Direct or hand deliver applications for all advertised posts to the address as indicated below: -Head Office: Department of Social Development, Private Bag X9144, Pietermaritzburg, 3200 or hand deliver to 174 Mayors Walk Road, Pietermaritzburg 3200 OR apply online using <https://www.eservices.gov.za>(Sthesha Waya Waya).
- FOR ATTENTION** : Mrs PN Mkhize
- CLOSING DATE** : 08 May 2026
- NOTE** : The content of this circular must without delay be brought to the attention of all potential applicants. Applications must be forwarded to the relevant address. Applications must indicate the reference number of the post applied for and the Centre using a new Z83 form (which must be completed in a manner that allows a selection committee to assess the quality of the candidate based on the information provided in the form. It is therefore prudent that fields be completed by applicants and the form must be signed noting the importance of the declaration) which is effective from 01 January 2021 obtainable from any Public Service Department and should be accompanied by a detailed/comprehensive Curriculum Vitae. NB: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the fully completed Z83 and a detailed curriculum Vitae. Only shortlisted candidates will be required to submit certified documents on or before the date of the interview following communication from Human Resources. The Department is an Equal Opportunity Affirmative Action employer and is committed to empowering people with disabilities. Appointment is subject to a positive outcome obtained on the following checks (Security Clearance, Citizenship, qualification verification, criminal records, credit records and previous employment). The employment is subject to signing the employment contract, annual performance agreement and to disclose financial interests in accordance with relevant prescripts. 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. Failure to comply with any of the above instructions will result in immediate disqualification. If the applicant has not been contacted within three (3) months after the closing date must accept that his / her application was not successful. Regrettably due to excessive budget cuts the Department is not in a position to meet any travel and subsistence costs relating to the recruitment process for the shortlisted candidates. It is regretted that due to large volumes of applications anticipated to be received, it is not possible for the Department to acknowledge receipt of the same and that only those applicants that participate in the final selection processes (interviews) will be notified of the outcome.

MANAGEMENT ECHELON

- POST 13/258** : **DIRECTOR: EXECUTIVE SUPPORT REF NO: DSD01/02/2026HO**
- SALARY** : R1 266 714 per annum (Level 13), (all-inclusive package)
- CENTRE** : Head office, Pietermaritzburg
- REQUIREMENTS** : Qualifications: Bachelor's Degree (NQF Level 7) in Public Administration/ Public Management/ Social Sciences. A post graduate qualification (NQF Level 8) will be an added advantage. A valid driver's license. A minimum of 5 years of experience at middle/senior managerial level. Experience in at least two of the following areas: Executive Support/Office of the senior leadership or similar environment; Programme or service delivery environment (social services preferred); Governance and committee management; Stakeholder engagement and partnerships; Strategic planning and reporting. Knowledge: Constitution of the Republic of South Africa, Public Service Act, Public Service Regulations, Public Finance Management Act, Labour Relations Act, Employee Performance Management and Development System, Service Delivery Framework, Intergovernmental matters. Skills: Core Competencies: Strategic capability and leadership, People management and empowerment, financial management (PFMA understanding essential), Programme and project management, Knowledge management, Service delivery innovation,

Problem solving and analysis. Functional competencies: Executive coordination and advisory support; Stakeholder and partnership management; Policy interpretation and implementation; Monitoring and reporting. Behavioural competencies: High-level communication skills (written and verbal); Political and organizational astuteness; Problem solving and decision making; Ability to work under pressure. Values And Attributes: Strategic awareness; Confidentiality; Integrity; Value diversity; Honesty; Reliable; Working under pressure. Communication: Co workers; Supervisor; Management; Senior Management; MEC; Other departments; NGOs, CBOs, FBOs; Local government; General public; International organisations.

DUTIES : Provide strategic leadership and executive coordination. Provide Governance, Secretariat and Committee. Manage office operations and executive support. Manage stakeholder and strategic partnerships. Coordinate special projects and outreach. Manage the resources of the Directorate.

ENQUIRIES : Mr OE Kabasia Tel No: (033) 264 2096

OTHER POSTS

POST 13/259 : **DEPUTY DIRECTOR: EXECUTIVE SUPPORT REF NO: DSD02/02/2026HO**

SALARY : R896 436 per annum (Level 11), (all-inclusive package)

CENTRE : Head office, Pietermaritzburg

REQUIREMENTS : Qualifications: A Bachelor's Degree (NQF level 7) in Public Administration / Public Management / Business Administration / Office Management / Administrative Management. A post graduate qualification (NQF Level 8) in Public Administration / Management / Governance / Policy / Business Administration will be an added advantage. A valid driver's license. A minimum of 5 years as Assistant Director or junior management level experience. Proven experience in at least three of the following areas: Executive support to senior management (HOD/DDG level preferred); Office administration and operations management; Secretariat and Committee coordination; Correspondence and document management; Stakeholder coordination and liaison; Reporting coordination(monthly, quarterly, ad hoc; Project or Programme coordination Knowledge: Constitution of the Republic of South Africa; Public service legislative and regulatory framework; Public Service Act, Public Service Regulations, Public Finance Management Act, Government governance and committee systems; Office management and administrative best practices; Records and document management systems; Basic understanding of departmental service delivery programmes(social services context advantages). Skills: Administrative & Operational: Advanced office and workflow management; Document and records management; Executive coordination and scheduling systems; Meeting and secretariat management; Report coordination and consolidation. Management and Coordination: Team supervision and task allocation; Project and task coordination; Time management and prioritization; Resource coordination (HR, budget, assets at basic level). Communication: High-level written communication (reports, submissions, minutes); Verbal communication and stakeholder liaison; Ability to engage across senior management and external stakeholders. Analytical and problem solving: Ability to track, analyse, and follow up on action items; Identify bottlenecks in administrative systems; Provide practical solutions and improve efficiency. Core competencies: Functional; Behavioural; Leadership.

DUTIES : Operational Management of the HoD's Office. Secretariat and Governance Coordination. Stakeholder Coordination and Outreach. Coordination of Reporting and Special Projects. Manage resources of the Sub-Directorate.

ENQUIRIES : Mr OE Kabasia Tel No: (033) 264 2096

POST 13/260 : **ASSISTANT DIRECTOR: STAKEHOLDER LIAISON & OUTREACH REF NO: DSD03/02/2026HO**

SALARY : R468 459 per annum (Level 09)

CENTRE : Head office, Pietermaritzburg

REQUIREMENTS : Qualifications: Bachelor's degree (NQF Level 7) in Social Sciences/Development Studies/Public Administration. A valid driver's license. A minimum of 3 years administrative experience in stakeholder management. Knowledge: Constitution of the Republic of South Africa, Public Service Act, Public Service Regulations, Public Finance Management Act, Treasury Regulations, Employee Performance Management and Development

		Systems, Skills: Communication(Co-workers, supervisor, Management, Senior Management, MEC, Other departments, NGOs, CBOs, FBOs, Local Government, General public, Computer literacy, Listening, Problem solving, Analytical thinking, Interpersonal relations, Presentation, Conflict management Organizing, Financial management, Driving. Values/Attributes: Confidentiality; Integrity; Value diversity; Honesty; Reliable; Working under pressure.
<u>DUTIES</u>	:	Coordinate stakeholder engagement strategies. Manage outreach programmes and community engagements. Facilitate partnerships with NPOs and stakeholders. Support communication and liaison initiatives. Coordinate inputs for stakeholder- related reporting. Manage resources of the Division.
<u>ENQUIRIES</u>	:	Mr OE Kabasia Tel No: (033) 264 2096
<u>POST 13/261</u>	:	<u>ASSISTANT DIRECTOR: SECRETARIAT AND OFFICE ADMINISTRATIVE SUPPORT REF NO: DSD04/02/2026HO</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum (Level 09) Head office, Pietermaritzburg Qualifications: Bachelor's degree (NQF Level 7) in Social Sciences / Development Studies / Public Administration. A valid driver's license. A minimum of 3 years administrative experience in office management / administration. Knowledge: Constitution of the Republic of South Africa, Public Service Act, Public Service Regulations, Public Finance Management Act, Treasury Regulations, Employee Performance Management and Development Systems. Skills: Communication (Co-workers, supervisor, Management, Senior Management, MEC, Other departments, NGOs, CBOs, FBOs, Local Government, General public, Computer literacy, Listening, Problem solving, Analytical thinking, Interpersonal relations, Presentation, Conflict management Organizing, Financial management, Driving. Values/Attributes: Confidentiality; Integrity; Value diversity; Honesty; Reliable; Working under pressure.
<u>DUTIES</u>	:	Provide full secretariat support. Coordinate committee logistics and documentation. Manage office administration systems and records. Coordinate meeting logistics and documentation flow. Manage resources of the Division.
<u>ENQUIRIES</u>	:	Mr OE Kabasia Tel No: (033) 264 2096
<u>POST 13/262</u>	:	<u>PERSONAL ASSISTANT: HEAD OF DEPARTMENT (HOD) REF NO: DSD05/02/2026HO</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum (Level 07) Head Office, Pietermaritzburg Qualifications: National Diploma (NQF level 6) in Office Management / Management Assistant / Public Administration / Public Management / Business Management. A minimum of 3 years' experience in rendering a support service to senior management. Knowledge: Knowledge of the relevant legislation / policies / prescripts and procedures, Basic knowledge of financial administration. Skills: Language, telephone etiquette, Computer literacy, organizational, Communication, Numeracy.
<u>DUTIES</u>	:	Provide secretarial/ receptionist support service to the HoD; Provide administrative support services to the HoD; Provide support to the HoD regarding meetings. Support the HoD with the administration of HoD's budget, Study relevant Public Service and departmental prescripts/policies and other documents.
<u>ENQUIRIES</u>	:	Mr OE Kabasia Tel No: (033) 264 2096
<u>POST 13/263</u>	:	<u>REGISTRY CLERK: EXECUTIVE SUPPORT REF NO: DSD06/02/2026HO</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 per annum (Level 05) Head Office, Pietermaritzburg Qualifications: Matric/Grade 12. Knowledge: Public Service Act, Public Service Regulations, Basic Conditions of Employment, Service Delivery Framework, Archives Act, Access to information, Records Management prescripts. Skills: Computer literacy, Writing, Numeracy, Language, Presentation skills, Communication skills, Interpersonal relation skills, organizing skills.
<u>DUTIES</u>	:	Provide registry counter services. Handle incoming and outgoing correspondence. Provide an effective filing and record management service. Operate office machines in relation to the registry function. Process documents for archiving and /disposal.
<u>ENQUIRIES</u>	:	Mr OE Kabasia Tel No: (033) 264 2096

POST 13/264 : **DRIVER/MESSENGER: EXECUTIVE SUPPORT REF NO: DSD07/02/2026HO**

SALARY : R193 359 per annum (Level 04)
CENTRE : Head Office, Pietermaritzburg
REQUIREMENTS : Qualifications: Grade 10, A valid Driver's license, 7-12 months experience in driving. Knowledge: Knowledge of the procedure to operate the motor vehicle e.g. procedures to obtain trip authorities, complete the logbooks of the motor vehicle, to obtain consumables (e.g. petrol) and obtain basic services (e.g. fixing flat tyre); Knowledge of the prescripts for the correct utilization of the motor vehicle e.g. how and for what purpose can the motor vehicle be utilized, what is the requirements for the storage of the vehicle; knowledge of the procedures to ensure that the motor vehicle is maintain properly; Knowledge of the procedures to perform messenger functions and routine office support functions like registry functions and the making of photocopies; knowledge of the Cities in which the functions will be performed. Skills: Language; Writing; Computer Literacy; Driving; Communications; Interpersonal; Planning; Organizing.

DUTIES : Drive light and medium vehicles to transport passengers and deliver other items (mail and documents). Do routine maintenance on the allocated vehicle and report defects timely. Complete all the required and prescribed records and logs books with regard to the vehicle and goods handled. Render a clerical support/ messenger service in the office.

ENQUIRES : Mr OE Kabasia Tel No: (033) 264 2096

DEPARTMENT OF TRANSPORT

The Provincial Administration of KwaZulu-Natal is an equal opportunity affirmative action employer

APPLICATIONS : Applicants may also visit any one of our Designated Online Application Centres (DOACs) where our friendly staff will assist you with applying for jobs on the KZN online e-Recruitment system or receiving your hardcopy application. You can find the list of Designated Online Application Centres (DOACS) at www.kznonline.gov.za/kznjobs. Please note that applicants should only use one of the following methods when applying for a post: either through the online e-Recruitment system or submit a hardcopy application as directed.

CLOSING DATE : 06 May 2026 (at 16h00). Applications received after the closing date and time will not be considered.

NOTE : Applications must be submitted on the NEW Application for Employment Form, Z83 (obtainable on the internet at www.dpsa.gov.za-vacancies). The Z83 form must be completed in terms of DPSA circular 03 of 2025. The completed and signed Z83 must be accompanied by a detailed CV. Dates of starting and leaving employment must be given as DD/MM/YYYY. Kindly take note that only shortlisted candidates will be required to provide certified copies of required documents (Where a Senior Certificate is a requirement for the post, kindly note that a statement of results will not be accepted. Where a tertiary qualification is required, kindly note that certificates are required, however, if a certificate is only to be issued at a graduation in the future, the statement of results, together with a letter from the educational institution, indicating the date of the graduation, will be accepted) on or before the date of the interviews following communication from Human Resources. Failure to comply with these instructions will lead to applications being disqualified. Should an applicant wish to apply for more than one post, separate applications must be submitted for each post applied for. Non-RSA Citizens/Permanent Resident Permit holders must provide a copy of their Permanent Residence Permits if shortlisted for an interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such if shortlisted for an interview. Under no circumstances will faxed applications be accepted. Receipt of applications will not be acknowledged due to the volume of applications, and should you not receive an invitation to attend an interview within three (3) months of the closing date applicants should assume that their application was unsuccessful. Please note that where experience is a requirement for the post, the successful candidate will be required to submit documentary proof of such work experience prior to assuming duty. A personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification) will be conducted prior to employment. Prior to

appointment being made to an SMS post, the appointee must have completed the pre-entry certificate and must be in possession of such prior to taking up the post. The Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours. Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The Department of Transport reserves the right not to fill the advertised post(s) at any stage of the recruitment process. Persons with Disabilities (PWDs) and other designated groups are encouraged to apply. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.

ERRATUM: Kindly note that the posts of Engineering Technician Production Grade A-C:KZ273/274 & 275 (X1 Post) with Ref No: DOT 423/2025 and Survey Technician Production Grade A-C (X8 Posts) with Ref No: DOT 438/2025 advertised in Public Service Vacancy Circular 43 dated 21 November 2025 have been withdrawn.

MANAGEMENT ECHELON

POST 13/265 : **CHIEF DIRECTOR: TRANSPORT INFRASTRUCTURE & DISTRICT SERVICES REF NO: DOT 21/2026**

SALARY : R1 494 900 per annum, (all Inclusive, flexible remuneration package)
CENTRE : Empangeni Region
REQUIREMENTS : An undergraduate qualification in Civil Engineering (NQF Level 7) as recognised by SAQA; plus A minimum of 5 years' experience at a senior managerial level in a road infrastructure development, construction and maintenance of the road network environment; plus, Possession of a valid driver's licence (minimum Code B). Knowledge, Skills and Competencies Required: Knowledge of Public Service Regulations, Acts, policies and procedures. Knowledge of Treasury Regulations and Practice Notes. Knowledge of technical policies on construction, contract management and engineering services. Knowledge of BEE and BBBEE policies and implementation. Knowledge of Departmental Strategic plan and goals. Understanding of Public Service and Departmental policies, research, analysis, objectives, developmental processes. Knowledge of Project management and Financial management. Understanding of Departmental strategies and related business plans. Expert knowledge of administrative policies, practices, budgeting and managerial functions. Knowledge of Public Service reporting procedures and work environment. Knowledge of construction and engineering environment, including traffic engineering. Knowledge of the provincial road infrastructure and applicable standards. Knowledge of surveying, structural design: road and rail. Knowledge of staff development processes. Expert design, construction and maintenance of roads knowledge. Knowledge of design codes and technical specifications. Computer literacy. Project and Financial management skills. Strategic planning, presentation and facilitation skills. Report writing skills. Excellent communication skills (verbal and written). Problem solving and conflict management skills. Leadership / Managerial skills. Research, policy formulation skills. Influencing and motivational skills. Diplomatic skills (visiting foreign countries – use of best practices). Ability to interpret legislation and Departmental policies. Research, policy formulation and management thereof. Planning, organizing and time management skills. The ideal candidate should

- be proactive, innovative, honest, have integrity, be reliable, committed, professional and punctual.
- DUTIES** : Manage the development and maintenance of transportation infrastructure. Manage the efficient and effective implementation of mechanical services in the region. Manage the provision of technical services in the region. Manage regional construction management and maintenance of blacktop, gravel roads and structures. Manage the efficient and effective implementation of transport operations. Monitor departmental compliance in terms of the in coordination of EPWP/Labour Intensive projects. Ensure provision of corporate services and financial management services in the region. Ensure the development, implementation and constant strategic reviews of sound policies and strategies in order to achieve optimal performance of the region. Manage the resources of the Chief Directorate.
- ENQUIRIES** : Mr SS Nkosi Tel No: (033) 355 8897
- APPLICATIONS** : Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs
- FOR ATTENTION** : Ms K Hlongwa
- NOTE** : It is the intention of this Department to consider equity targets when filling this position.
- POST 13/266** : **DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: DOT 22/2026**
- SALARY** : R1 266 714 per annum, (all Inclusive remuneration package)
- CENTRE** : Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg
- REQUIREMENTS** : A Degree in Finance / SCM / Accounting / Commerce majoring in Law (NQF Level 7) as recognised by SAQA; plus A minimum of 5 years' experience at a middle/senior managerial level within a SCM environment; plus A valid driver's licence (minimum Code B). Knowledge, Skills, Training and Competencies Required: Knowledge of procurement and SCM legislation and policies. Knowledge of the CIDB legislation and practice notes. Knowledge of the financial management information systems in the province. Knowledge of computer-based programmes related to finance and procurement. Knowledge of Supply Chain Management practices and procedures. Knowledge of Treasury Regulations and the Public Finance Management Act. Knowledge of Public Service Regulations and Public Service Act. Knowledge of Project Management Principles. Knowledge of National and Provincial Practice Notes. Knowledge of Management of Information Systems. Knowledge of Intergovernmental matters. Knowledge of National Development Plan and Skills Development Act. Knowledge of Service Delivery Frameworks, Provincial Growth and Development Plan and Labour Relations Act. Knowledge of Employee Performance and Management System. Knowledge of Basic Conditions of Employment Act and Occupational Health and Safety Act. Knowledge of Legislative Mandates. Financial and Project Management skills. Report writing and organisational skills. Strategic planning, facilitation and decision-making skills. Computer skills. Analytical, time management and problem-solving skills. Leadership and communication skills. The ideal candidate should have the ability to work under pressure, be proactive, innovative, honest and have integrity. He/she should also be reliable, show commitment, professionalism and be punctual.
- DUTIES** : Manage SCM demand management services specialist support. Manage acquisition management services. Manage logistics and contract administration services. Manage risk and SCM performance management. Manage the development and implementation of policies. Manage the effective utilization of resources.
- ENQUIRIES** : Mr T Nkosi Tel No: (033) 355 8008
- APPLICATIONS** : Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs
- FOR ATTENTION** : Ms K Hlongwa

NOTE : It is the intention of this Department to consider equity targets when filling this position.

OTHER POSTS

POST 13/267 : **ENGINEER PRODUCTION GRADE A REF NO: DOT 23/2026 (X2 POSTS)**

SALARY : R879 342 per annum, (salary depending on experience), (OSD), (inclusive flexible remuneration package)

CENTRE : Regional Office, Ladysmith

REQUIREMENTS : An engineering degree (BEng / BSc (Eng) - Civil; plus 3 (Three) years post qualification engineering experience; plus Compulsory Registration with Engineering Council of South Africa (ECSA) as a Professional Engineer; plus, A valid driver's licence (minimum code B). Knowledge, Skills and Competencies Required: Programme and Project management knowledge. Engineering design and analysis knowledge. Contract management. Expropriation, access control, and roadside development services. Stakeholder engagement. Maintenance management systems and project implementation. Knowledge of research and development. Knowledge of computer-aided engineering applications. Knowledge of legal compliance. Knowledge of technical report writing and networking. Knowledge of creating high performance culture. Knowledge of engineering and professional judgement. Decision-making, team leadership and analytical skills. Creativity, self-management and financial management skills. Customer focus and responsiveness skills. Communication, planning and organizing skills. Computer Literacy. Conflict and people management skills. Problem solving and analysis skills. Change management and innovation skills. The ideal candidate should be honest, decisive, analytical and reliable.

DUTIES : Design new systems to solve practical engineering challenges, improve efficiency and enhance safety. Manage regional capital projects. Human capital development. Office administration and budget planning. Research and development.

ENQUIRIES : Ms NS Phenyane Tel No: (036) 368 4400

APPLICATIONS : Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs

FOR ATTENTION : Ms K Hlongwa

NOTE : It is the intention of this Department to consider equity targets when filling this position.

POST 13/268 : **CHIEF PROVINCIAL INSPECTOR REF NO: DOT 24/2026 (X1 POST)**

SALARY : R582 444 per annum (Level 10)

CENTRE : Road Traffic Inspectorate, Umzimkhulu

REQUIREMENTS : A Senior Certificate / National Certificate (Vocational) NQF Level 4; plus A relevant tertiary qualification (3 year Diploma/Degree in a Traffic / Management / Law field – NQF 6); plus a Basic Traffic Officer's Diploma; plus Registered as a Traffic Officer; plus 3-5 years' supervisory experience in a Traffic Law Enforcement field; plus 7-10 years' working experience in Traffic Law Enforcement field; plus All valid relevant driving licences (A and EC); plus No criminal record. Knowledge, Skills and Competencies Required: Extensive knowledge of Traffic Management policies and regulations. Knowledge of relevant legislations and traffic management regulations. Knowledge of vehicle inspections / impoundment. Knowledge of driving skills. Records and resource management skills. Customer relationship management skills. Planning, organizing, leadership, controlling and monitoring skills. People Management skills. Service delivery, communication and decision-making skills. Results and quality management skills. Problem solving skills. Innovation/continuous improvement skills. Analytical skills. Computer literacy. Negotiation and initiative skills. Project management, mentoring and coaching skills.

DUTIES : Manage the implementation of operational law enforcement plan: Complete and update environmental analysis to ensure that it is used as a base line for planning. Develop operational plan for station / centre based on provincial annual performance plan and ensure successful implementation. Plan and

monitor the execution of projects relating to the implementation of the strategy/plan. Monthly monitoring of the annual performance plan targets. Communicate regularly with station / centre management and facilitate the development of and participation in a centre strategic / operational plan. Participate in integrated partnerships with local authorities. Ensure effective and efficient leadership: Co-ordinate stakeholder relations with other state departments and Law Enforcement Agencies (LEAs). Management of service delivery improvement: Manage administration systems. Implement administrative processes to ensure registers are inspected weekly. Ensure that statistics kept are correct, current and forwarded by due dates and monitored and made available at centres. Manage and ensure effective external community communication and liaise with local Community Police Forums. Ensure that Testing Centre Stations (TCS) are operating optimally. Ensure that prescribed Acts, Policies and Procedures of the Department are implemented and adhered to. Ensure that all the relevant records and registers thereof are filed properly and kept up to date at all times. Management of Human Resources: Manage grievances according to prescribed procedures. Facilitate at least one team building activity per quarter for the centre. Ensure that leave is utilized and managed according to the relevant policies and instructions. Develop and implement in-service training program and monitor formal training needs of the unit. Manage performance of staff. Financial Management: Monitor monthly expenditure and inspection reports from the Province and implement corrective action in problem areas. Regular budget control and management discussions as part of management meetings. Document overtime planning based on priorities. Participate in budget planning as required by the Province. Respond to requests from head office regarding outstanding financial queries within provided time limit. Ensure effective and efficient Asset Management: Monitor vehicle costs for station / centre vehicles (as per worksheet) and identify and monitor members involved in accidents and ensure that motor vehicle fleet is managed properly and that vehicles are in good running order. Ensure effective loss control measures are in place to address loss of firearms and other related equipment i.e. the relevant equipment that gets lost and put measures in place to deal with it. Manage assets as per inventories of station / centre.

**ENQUIRIES
APPLICATIONS**

: Mr VK Chetty Tel No: (033) 355 8880
 : Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs

**FOR ATTENTION
NOTE**

: Mr B Hornsby
 : It is the intention of this Department to consider equity targets when filling this position. Kindly note that the 24/7 shift system will be applicable.

POST 13/269

: **ASSISTANT DIRECTOR: DEMAND MANAGEMENT REF NO: DOT 25/2026**
 Supply Chain Management Directorate
 Kindly note that this is a re-advertisement. Applicants who applied previously and who still wish to be considered are at liberty to re-apply.

**SALARY
CENTRE
REQUIREMENTS**

: R468 459 per annum (Level 09)
 : Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg
 : An undergraduate qualification in Supply Chain Management, Public Administration / Management and Logistics field (NQF Level 7); plus A minimum of 3 years' supervisory experience in a Supply Chain Management environment in the public service; plus A valid driver's licence (minimum code B). Knowledge, Skills and Competencies Required: Knowledge of Provincial and National Treasury Notes and Regulations. Knowledge of SCM Practice Notes and Procedures. Knowledge of the Public Finance Management Act and Public Service Regulations. Knowledge of Project Management Principles and National and Provincial Practice Notes. Knowledge of the Labour Relations Act. Knowledge of the Employee Performance and Management Development System. Knowledge of Basic Conditions of Employment Act and Occupational Health and Safety Act. Knowledge of Legislative Mandates. Knowledge of Management of Information Systems. Knowledge of National Development Plan and Skills Development Act. Knowledge of Provincial Growth and Development Plan and Public Service Act. Financial Management, Project

Management and Project Planning skills. Report Writing, Presentation and Facilitation skills. Decision Making and Analytical skills. Computer skills (MS Word, MS Excel, MS Powerpoint, MS Access, MS Outlook). Time Management, Problem Solving and Leadership skills. Communication skills (Verbal and Written). Sound Facilitation and Training skills. Presentation skills. Ability to work under pressure and be willing to travel outside of working hours. Ability to operate manual transmission vehicle. The ideal candidate should be proactive, innovative, honest and have integrity. He/she should also be reliable, have commitment, be professional and punctual.

DUTIES : Co-ordinate (synergise), review, research, analyse and plan the procurement needs of the department. Co-ordinate, review, collect and collate information for the annual procurement plan. Supervise and compile tender/quotation specifications as required. Develop, implement and maintain the supplier database. Supervise employees to ensure an effective demand management service and undertake all administrative functions required with regard to financial and HR administration.

ENQUIRIES APPLICATIONS : Mr S Stemela Tel No: (033) 355 8854
: Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs

FOR ATTENTION NOTE : Mr B Hornsby
: It is the intention of this Department to consider equity targets when filling this position.

POST 13/270 : **PRINCIPAL PROVINCIAL INSPECTOR (X5 POSTS)**

SALARY CENTRE : R397 116 per annum (Level 08)
: **Traffic Training College, Pietermaritzburg (X2 Posts):**
Examiner of Vehicle Courses Ref No: DOT 26/2026 (X1 Post)
Examiner for Drivers Licence Course Ref No: DOT 27/2026 (X1 Post)
Durban Region (X1 Post):
Road Traffic Inspectorate, Umdloti Ref No: DOT 28/2026 (X1 Post)
Pietermaritzburg Region (X2 Posts):
Road Traffic Inspectorate, Pietermaritzburg Ref No: DOT 29/2026 (X2 Posts)

REQUIREMENTS : A Senior Certificate; plus Traffic Officer's Diploma; plus Registered as a Traffic Officer; plus A minimum of 6 - 10 years Traffic Law Enforcement experience; plus All valid relevant driving licences (A and EC); plus Applicants must possess no criminal record. Knowledge, Skills and Competencies Required: Extensive experience in road traffic and Public Transport policies and regulations. Law enforcement knowledge on traffic and Public Transport, vehicle inspections, vehicle impoundment and completion of law Enforcement Documents. Records, resource and customer relationship management skills. Planning and organizing skills. Leading, controlling and monitoring skills. People management skills. Service delivery, communication and decision making skills. Results and quality management skills. Problem solving, writing & reporting and Labour Relations skills. Driving, investigation and motivational skills. Innovation/continuous improvement skills. Analytical skills. Computer literacy. Operations/projects management skills.

DUTIES : Manage and enforce Road Traffic, Public Passenger, Transport Legislation and other relevant legislations. Manage joint law enforcement activities and projects (co-operative governance). Manage resources and provide leadership and direction to all subordinates. Identify and manage risks. Manage the performance of all administrative activities and related duties.

ENQUIRIES APPLICATIONS : Mr VK Chetty Tel No: (033) 355 8880
: Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs

FOR ATTENTION NOTE : Mr B Hornsby
: It is the intention of this Department to consider equity targets when filling these positions. Kindly note that the 24/7 shift system will be applicable.

<u>POST 13/271</u>	:	<u>SENIOR PROVINCIAL INSPECTOR (X3 POSTS)</u>
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	Pietermaritzburg Region (X3 Posts): Road Traffic Inspectorate, Pietermaritzburg Ref No: DOT 30/2026 (X2 Posts) Road Traffic Inspectorate, Umzimkhulu Ref No: DOT 31/2026 (X1 Post)
<u>REQUIREMENTS</u>	:	A Senior Certificate; plus Basic Traffic Officer's Diploma; plus Registered as a Traffic Officer; plus A minimum of 3 - 5 years practical experience as a Provincial Inspector; plus A valid driving licence (minimum code B); plus Applicants must possess no criminal record. Knowledge, Skills and Competencies Required: Knowledge and understanding of road traffic and Public Transport legislation, policies and regulations. Knowledge of vehicle inspections, vehicle impoundment and completion of Law Enforcement documents. Knowledge of Firearm and Ammunition Act 60/2000, code of conduct, dangerous goods and Departmental policies. Knowledge of guidelines from Director of Public Prosecutions, departmental guidelines on overload control and escort duties Transport Handbook (TRH) 11. Knowledge of operational guidelines on law enforcement equipment. Records, resource and customer relationship management skills. Literacy skills (written and verbal communication skills in at least two of the provincial languages). Conflict resolution and driving skills. Negotiation, interpretation and legal evidential skills. Observation skills (moving violations/defects). Ability to work under pressure. Mentoring and coaching skills.
<u>DUTIES</u>	:	Management and supervision of subordinates (people management). Enforce Road Traffic, Public Passenger, Transport and other relevant legislation. Examine Driver's Licences and Motor Vehicles and monitor compliance at Driver Licence Testing Centres (DLTC) and Vehicle Testing Stations (VTS). Provide visible Traffic Control/Policing and promote/ensure crime prevention activities. Perform all administrative activities and related duties. Assess road conditions. Mentor and coach Provincial Inspectors (PIs) on probation and appointed PIs.
<u>ENQUIRIES</u>	:	Mr VK Chetty Tel No: (033) 355 8880
<u>APPLICATIONS</u>	:	Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs
<u>FOR ATTENTION</u>	:	Mr B Hornsby
<u>NOTE</u>	:	It is the intention of this Department to consider equity targets when filling these positions. Kindly note that the 24/7 shift system will be applicable.
<u>POST 13/272</u>	:	<u>ENGINEERING TECHNICIAN PRODUCTION GRADE A-C REF NO: DOT 32/2026 (X1 POST)</u> Technical Interventions: Empowerment Programmes Directorate Kindly note that this is a re-advertisement. Applicants who applied previously and who still wish to be considered are at liberty to re-apply.
<u>SALARY</u>	:	Grade A: R371 253 per annum, (OSD) Grade B: R419 325 per annum, (OSD) Grade C: R472 812 per annum, (OSD) (Salary will be determined according to post registration experience as per OSD prescripts)
<u>CENTRE</u>	:	Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg
<u>REQUIREMENTS</u>	:	An appropriate recognised Bachelor's Degree / National Diploma in Civil Engineering; plus A minimum of 3 (three) years post qualification technical experience in a roads environment (Experience: Grade A: 0 to 12 years post registration and Grade B: 14 years to 24 years post registration and Grade C: 26 years and over); plus Compulsory registration with Engineering Council of South Africa as a "Professional Engineering Technician"; plus A valid driver's licence (minimum code B). Knowledge, Skills and Competencies Required: Knowledge of Project Management. Knowledge of Technical design and analysis. Knowledge of Research and Development. Knowledge of computer-aided engineering applications. Knowledge of legal compliance. Knowledge of Technical report writing. Knowledge of Technical consulting. Problem solving and analysis skills. Decision making skills. Team work skills. Creativity skills. Customer focus and responsiveness skills. Communication skills. Computer

skills. People management skills. Planning and organizing skills. Change management skills. The ideal candidate should be innovative, receptive to suggestions and ideas, accurate, honest, have integrity and be open and transparent. She/He must also be reliable, co-operative, courteous, professional, have a positive attitude and be able to work in a team.

DUTIES : Render technical services. Perform administrative and related functions. Research and Development. Supervise and control technical and related personnel and assets.

ENQUIRIES : Ms T Mngoma Tel No: (033) 355 1122

APPLICATIONS : Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs

FOR ATTENTION : Mr B Hornsby
NOTE : It is the intention of this Department to consider equity targets when filling this position.

POST 13/273 : **ROAD WORK SUPERINTENDENT REF NO: DOT 33/2026 (X1 POST)**
KZ226/227 Project Implementation (In-House), Mpumalanga

SALARY : R397 116 per annum (Level 08)

CENTRE : Pietermaritzburg Region

REQUIREMENTS : A Senior Certificate / National Certificate (Vocational) NQF Level 4; plus An undergraduate qualification (NQF Level 6 or higher) in Civil Engineering or Construction Management; plus A minimum of six (6) years' experience in a road maintenance / construction environment; plus A valid driver's licence (minimum code B). Knowledge, Skills and Competencies Required: Job Knowledge. Communication skills. Interpersonal relation skills. Flexibility skills. Team-work skills. Accuracy. Aptitude of figures. Computer Literacy. Planning and organisation skills. Good verbal and written communication skills.

DUTIES : Monitor the maintenance and repair of road surfaces on all surfaced roads such as resurfacing interval, culvert/bridge replacement, line painting, replacement of sign, grade and resurfaced gravel on loose top roads. Develop maintenance schedules for assets (roads, plant, equipment, etc). Plan and prepare a weekly/monthly site programme. Manage contracted services, project management and final inspection for capital projects. Provide technical advice on claims against the Department. Monitor and check the quality of work done by contractors/maintenance teams. Manage staff.

ENQUIRIES : Ms G Hlabisa Tel No: (033) 392 6600

APPLICATIONS : Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs

FOR ATTENTION : Mr B Hornsby
NOTE : It is the intention of this Department to consider equity targets when filling these positions.

POST 13/274 : **PRINCIPAL PERSONNEL OFFICER: RECORDS CONTROL REF NO: DOT 34/2026**

Human Resource Administration Directorate

Kindly note that this is a re-advertisement. Applicants who applied previously and who still wish to be considered are at liberty to re-apply.

SALARY : R325 101 per annum (Level 07)

CENTRE : Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg

REQUIREMENTS : A Senior Certificate / National Certificate (Vocational) NQF Level 4); plus A minimum of 3 years' experience in a Human Resource Management environment; plus A valid driver's licence (minimum code B) Knowledge, Skills and Competencies Required: Knowledge of registry and records control duties, practices as well as the ability to capture data and operate computer. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in records control section.

		Computer skills. Registry and Records Management skills. PERSAL System skills. Alphabetical and Numerical filing system skills. Communication skills. Interpersonal relations skills. The ideal candidate should have job knowledge, be flexible and teamwork orientated.
<u>DUTIES</u>	:	Provide registry services and counter services. Administer effective filing and record management services. Manage the operation of office machines in relation to the Human Resource section. Procurement of stationery for Human Resource Administration Directorate. Supervise human resources/ staff.
<u>ENQUIRIES</u>	:	Ms K Hlongwa Tel No: (033) 355 0035
<u>APPLICATIONS</u>	:	Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs
<u>FOR ATTENTION</u>	:	Mr B Hornsby
<u>NOTE</u>	:	It is the intention of this Department to consider equity targets when filling this position.
<u>POST 13/275</u>	:	<u>ROAD WORK FOREMAN (X4 POSTS)</u>
<u>SALARY</u>	:	R228 321 per annum (Level 05)
<u>CENTRE</u>	:	Pietermaritzburg Region (X3 Posts): Cost Centre, Ixopo: KZ5a5 Team 2 Ref No: DOT 35/2026 (X1 Post) KZ5a1/5a2 Team 1 Ref No: DOT 36/2026 (X1 Post) Betterment Team (Ixopo) Ref No: DOT 37/2026 (X1 Post) Empangeni Region (X1 Post): Cost Centre, Ulundi: KZ266 Team 1 Ref No: DOT 38/2026 (X1 Post)
<u>REQUIREMENTS</u>	:	NQF Level 3 (Grade 11) / A National Certificate in Construction; plus A minimum of 3 years road work maintenance experience, plus A valid driver's licence (Minimum Code B). Knowledge, Skills and Competencies Required: Knowledge of maintenance manuals, safety regulations and the costing system. Knowledge of general procedures. Knowledge of weekly work and plant returns. Knowledge of the service delivery programme. Knowledge of departmental reporting structure including transportation committees. Knowledge of legislation/policies and procedures pertaining to Public Sector. Knowledge of disciplinary procedures. Knowledge of EPMDs. Planning and organisational skills. Ability to learn, understand and apply. Problem solving skills. Supervisory skills. Communication skills. Numeracy skills. Computer literacy. The ideal candidate should be responsible, punctual, conscientious and receptive to suggestions and ideas. He/she should be efficient have empathy, cultural awareness and also be able to comply to code of conduct and to work as part of a team.
<u>DUTIES</u>	:	Support road construction and/or maintenance work through, inter alia, the following: Construction of culvert and side drains. Erect and maintain steel guardrails and gabions. Construction of road earth and layer works. Clean and maintain roads, sidewalks and resting areas (verge maintenance). Surfacing and pothole patching. Road fencing and pipe laying. Setting of road markings/signs. Install roads signs and barricade the work area. Supervise activities in respect of road construction and/or maintenance work through inter alia the following: Application of safety and precautionary measures. Conduct Inspections. Exercise control over tools, supplies and other equipment. Allocate tasks and oversee work performance. Maintenance of equipment. Coordinate the blading program. Exercise control over traffic accommodation.
<u>ENQUIRIES</u>	:	Ms S Hlela (Empangeni) Tel No: (035) 787 1442 Ms G Hlabisa (Pietermaritzburg) Tel No: (033) 392 6600
<u>APPLICATIONS</u>	:	Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs
<u>FOR ATTENTION</u>	:	Mr B Hornsby
<u>NOTE</u>	:	It is the intention of this Department to consider equity targets when filling these positions.

- POST 13/276** : **ADMINISTRATIVE CLERK (PRODUCTION) REF NO: DOT 39/2026 (X1 POST)**
 Kindly note that this is a re-advertisement. Applicants who applied previously and who still wish to be considered are at liberty to re-apply.
- SALARY CENTRE** : R228 321 per annum (Level 05)
 : **Durban Region:**
 Depot Team (Mount Edgecombe)
- REQUIREMENTS** : A Senior Certificate / National Certificate (Vocational) NQF Level 4).
 Knowledge, Skills and Competencies Required: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Computer skills. Planning and Organisational skills. Communication skills. Good verbal and written communication skills. Language skills. The ideal candidate should have good interpersonal relations. He/she should be flexible and be able to work in a team.
- DUTIES** : 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 TC Mthembu Tel No: (031) 469 8900
 : Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs
- FOR ATTENTION NOTE** : Mr B Hornsby
 : It is the intention of this Department to consider equity targets when filling these positions.
- POST 13/277** : **DRIVER OPERATOR (EARTHMOVING AND NON-EARTHMOVING EQUIPMENT)**
 Kindly note that a number of these posts are being re-advertisement. Applicants who applied previously and who still wish to be considered are at liberty to re-apply.
- SALARY CENTRE** : R163 680 per annum (Level 03)
 : **Pietermaritzburg Region (X23 Posts):**
Cost Centre: Ixopo (X15 Posts)
 Grader Team 2 (Gowerford) Ref No: DOT 40/2026 (X1 Post)
 Maintenance Team (Gowerford) Ref No: DOT 41/2026 (X2 Posts)
 Grader Team 1 (Underberg) Ref No: DOT 42/2026 (X1 Post)
 Grader Team 2 (Underberg) Ref No: DOT 43/2026 (X1 Post)
 Grader Team (Ixopo) Ref No: DOT 44/2026 (X1 Post)
 Betterment Team (Ixopo) Ref No: DOT 45/2026 (X1 Post)
 Grader Team (Umzimkhulu) Ref No: DOT 46/2026 (X1 Post)
 General Maintenance Team (Umzimkhulu) Ref No: DOT 47/2026
 Betterment Team (Umzimkhulu) Ref No: 48/2026 (X1 Post)
 Signs Team (Umzimkhulu) Ref No: 49/2026 (X1 Post)
 Blacktop Team (Cedarville) sub-section Ref No: 50/2026 (X2 Posts)
 Betterment Team (Ixopo) sub-section Ref No: 51/2026 (X1 Post)
 Grader Team (Kokstad) Sub-Section Ref No: 52/2026 (X1 Post)
Cost Centre, Pietermaritzburg (X8 Posts):
 Blacktop Team (Taylors Halt) Ref No: 53/2026 (X1 Post)
 Service wagon Team (Eston) Ref No: 54/2026 (X1 Post)
 Drainage/betterment Team (Cedara) Sub-section Ref No: 55/2026 (X1 Post)
 Betterment Team (New Hanover) Ref No: 56/2026 (X1 Post)
 Grader Team 2 (Taylors Halt) sub-section Ref No: 57/2026 (X1 Post)
 Betterment Team (Nottingham Road) Sub-section Ref No: 58/2026 (X2 Posts)
 Depot Team (Taylors Halt) Ref No: DOT 59/2026 (X1 Post)
Ladysmith Region (X41 Posts):
Cost Centre, Dundee (X15 Posts)
 Road Control /Project Documentation MGT (Dundee) Ref No: 60/2026 (X1 Post)

Grader Team (Helpmekaar) Ref No: DOT 61/2026 (X1 Post)
 Maintenance Team (Mangeni) Ref No: DOT 62/2026 (X1 Post)
 Blacktop Team (Greytown) Ref No: DOT 63/2026 (X1 Post)
 Grader Team 2 (Kranskop) Ref No: DOT 64/2026 (X1 Post)
 Flying Squad Team (Cwaka) Ref No: DOT 65/2026 (X1 Post)
 Betterment Team (Greytown) Ref No: DOT 66/2026 (X3 Posts)
 Depot Team (Greytown) Ref No: DOT 67/2026 (X1 Post)
 Maintenance Team (Kranskop) Ref No: DOT 68/2026 (X1 Post)
 Flying Squad Team (Greytown) Ref No: DOT 69/2026 (X1 Post)
 Betterment Team (Dundee) Ref No: DOT 70/2026 (X3 Posts)
Cost Centre Newcastle (X20 Posts):
 Grader Team (Normandien) Ref No: DOT 71/2026 (X1 Post)
 Betterment Team (Utrecht) Ref No: DOT 72/2026 (X5 Posts)
 Betterment Team (Utrecht) Sub section Ref No: DOT 73/2026 (X2 Posts)
 Grader Team (Newcastle) Ref No: DOT 74/2026 (X1 Post)
 Flying Squad Team (Dannhauser) Ref No: DOT 75/2026 (X7 Posts)
 Flying Squad Team (Dannhauser) sub section Ref No: DOT 76/2026 (X1 Post)
 Grader team (Hattingspruit) Ref No: DOT 77/2026 (X1 Post)
 Grader team (Kingsley) Ref No: DOT 78/2026 (X1 Post)
 Grader Team (Groenvlei) Ref No: DOT 79/2026 (X1 Post)
Cost Centre Estcourt (X6 Posts):
 Maintenance Team (Dukuza) Ref No: DOT 80/2026 (X1 Post)
 Maintenance Team (Mbambazane) Ref No: DOT 81/2026 (X1 Post)
 Grader Team 1 (Indaka) Ref No: DOT 82/2026 (X1 Post)
 Maintenance Team (Indaka) Ref No: DOT 83/2026 (X1 Post)
 Blacktop Team (Emnambithi) Ref No: DOT 84/2026 (X1 Post)
 Betterment Team (Emnambithi) Ref No: 85/2026 (X1 Post)
Durban Region (X19 Posts):
Cost Centre, Port Shepstone (X14 Posts)
 Grader Team 3 (Harding) Ref No: DOT 86/2026 (X1 Post)
 Grader Team (Port Shepstone North) Ref No: DOT 87/2026 (X1 Post)
 Depot Team (Port Shepstone South) Ref No: DOT 88/2026 (X4 Posts)
 Blacktop Team (Harding) Ref No: DOT 89/2026 (X1 Post)
 Betterment Team (Port Shepstone, South) Ref No: DOT 90/2026 (X7 Posts)
Cost Centre, Metro (X5 Posts):
 Concrete Team (Umbumbulu) Ref No: DOT 91/2026 (X1 Post)
 Maintenance Team (Mount Edgecombe) Ref No: DOT 92/2026 (X1 Post)
 Concrete Team (Metro) Ref No: DOT 93/2026 (X1 Post)
 Grader Team (Umbumbulu) Ref No: DOT 94/2026 (X1 Post)
 Maintenance Team 1 (St Helier) Ref No: DOT 95/2026 (X1 Post)
Empangeni Region (X19 Posts):
Cost Centre, Vryheid (X9 Posts)
 Grader Team (Emondlo) Ref No: DOT 96/2026 (X1 Post)
 Betterment Team (Vryheid) Ref No: DOT 97/2026 (X2 Posts)
 Blacktop Team (Vryheid) Ref No: DOT 98/2026 (X1 Post)
 Grader Team 1 (Vryheid) Ref No: DOT 99/2026 (X1 Post)
 Maintenance Team (Paul Pietersburg) Ref No: DOT 100/2026 (X1 Post)
 Betterment Team (Pongola) Ref No: DOT 101/2026 (X2 Posts)
 Grader Team (Belgrade) Ref No: DOT 102/2026 (X1 Post)
Cost Centre, Ulundi (X10 Posts)
 Grader Team 3 (Dennydalton) Ref No: DOT 103/2026 (X1 Post)
 Betterment Team (Mahlabathini) Ref No: DOT 104/2026 (X3 Posts)
 Grader Team 2 (Dennydalton) Ref No: DOT 105/2026 (X1 Post)
 Signs Team (Nongoma) Ref No: DOT 106/2026 (X1 Post)
 Maintenance Team (Usuthu) Ref No: DOT 107/2026 (X1 Post)
 Crusher stone (Msebe) Ref No: DOT 108/2026 (X1 Post)
 Grader Team 1 (Msebe) Ref No: DOT 109/2026 (X1 Post)
 Maintenance Team (Maphophpma) Ref No: DOT 110/2026 (X1 Post)

REQUIREMENTS :

Grade 10 certificate (NQF level 2); plus a valid Driver's Licence Code EC with PrDP and Operating Certificate / Departmental Competency Pink card for specialised equipment; plus Five (5) years' driving and operating specialized equipment experience. Knowledge, Skills and Competencies Required: Communication skills. Ability to read and write. Good eyesight. Teamwork. Skills in the operation of the equipment. Physical inspection of vehicles and the ability to interpret instructions for proper use of all controls for safe operation of vehicles. Interpret and follow operating manuals, maintenance manuals and service charts.

- DUTIES** : Perform activities in respect of operation through inter alia the following: Operating specialized equipment; Load and offload goods/ equipment; Inspection and maintenance of equipment and report defects; Keep log sheets of vehicles and machineries; Application of safety and precautionary measures; Cleaning and lubrication of machinery equipment; Grading of gravel roads and re-raveling/ shoulder maintenance. Render driving services, perform activities in respect of operation through inter alia the following: Transportation of work teams and materials / equipment; Detect and repair minor mechanical problems on the vehicles and take steps to have it repaired (check level and condition of oil, fuel, tyres and water); Inspection of the vehicle/ equipment and report defects; Complete vehicle logbook, trip authorization for the vehicle.
- ENQUIRIES APPLICATIONS** : Ms T Sithole Tel No: (033) 355 0543
: Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs
- FOR ATTENTION NOTE** : Mr B Hornsby
: It is the intention of this Department to consider equity targets when filling these positions. Candidates will be subjected to practical assessment.
- POST 13/278** : **ROAD WORKER (X32 POSTS)**
: Kindly note that the post at Sign Team (Hluhluwe) is a re-advertisement. Applicants who applied previously and who still wish to be considered are at liberty to re-apply.
- SALARY CENTRE** : R163 680 per annum (Level 03)
: **Empangeni Region (X32 Posts):**
Cost Centre, Vryheid:
Maintenance Team (Magudu) Ref No: DOT 111 /2026 (X6 Posts)
Maintenance Team (Belgrade) Ref No: DOT 112 /2026 (X4 Posts)
Maintenance Team (Pongola) Ref No: DOT 113/2026 (X1 Post)
Maintenance Team (Paulpietersburg) Ref No: DOT 114/2026 (X6 Posts)
Maintenance Team (Gluckstadt) Ref No: DOT 115/2026 (X2 Posts)
Betterment Team (Pongola) Ref No: DOT 116/2026 (X1 Post)
Blacktop Team (Paulpietersburg) Ref No: DOT 117/2026 (X1 Post)
Grader Team 2 (Paulpietersburg) Ref No: DOT 118/2026 (X1 Post)
Signs Team (Vryheid) Ref No: DOT 119/2026 (X3 Posts)
Blacktop Team (Vryheid) Ref No: DOT 120/2026 (X3 Posts)
Grader Team 2 (Vryheid) Ref No: DOT 121/2026 (X1 Post)
Grader Team (Emondlo) Ref No: DOT 122/2026 (X1 Post)
Mechanical (Vryheid) Ref No: DOT 123/2026 (X1 Post)
Cost Centre, Hluhluwe:
Signs Team (Hluhluwe) Ref No: DOT 124/2026 (X1 Post)
- REQUIREMENTS** : NQF Level 1 or 2 (Abet level 2 certificate or equivalent). Knowledge, Skills and Competencies Required: Job knowledge. Communication skills. Interpersonal relation skills. Flexibility. Teamwork. Accuracy. Skills in the aptitude of figures. Computer literacy. Planning and organising skills. Good verbal and written communication skills.
- DUTIES** : Perform routine activities in respect of road maintenance and/or construction through inter alia the following: Construction of culvert and side drains. Erect and maintain steel guardrails and gabions. Construction of road earth and layer works. Clean and maintain roads, sidewalks and resting areas. Surfacing and porthole patching. Read fencing and pipe laying. Setting of road markings and studs. Install road signs, distance markers, and barricade the work area. Crushing of road material. Brush clearing and grass cutting.
- ENQUIRIES** : Ms S Hlela (Empangeni) Tel No: (035) 787 1442
: Ms G Hlabisa (Pietermaritzburg) Tel No: (033) 392 6600
- APPLICATIONS** : Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs
- FOR ATTENTION** : Mr B Hornsby

<u>NOTE</u>	:	It is the intention of this Department to consider equity targets when filling these positions.
<u>POST 13/279</u>	:	<u>TRADESMAN AID (X7 POSTS)</u>
<u>SALARY CENTRE</u>	:	R163 680 per annum (Level 03)
	:	Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg:
	:	Road Traffic Inspectorate:
	:	Specialised Supp Serv Ref No: DOT 125/2026 (X1 Post)
	:	Empangeni Region (X6 Posts):
	:	Cost Centre Vryheid
	:	Depot Team (Vryheid) Ref No: DOT 126/2026 (X1 Post)
	:	Signs Team (Vryheid) Ref No: DOT 127/2026 (X1 Post)
	:	Ground Survey (Vryheid) Ref No: DOT 128/2026 (X1 Post)
	:	Mechanical (Pongola) Ref No: DOT 129/2026 (X3 Posts)
<u>REQUIREMENTS</u>	:	Grade 10 / Junior Certificate; plus A minimum of 6 months trade related experience. Knowledge, Skills and Competencies Required: Ability to use electrical and hand tools. Good interpersonal, communication and organizational skills. Ability to work independently.
<u>DUTIES</u>	:	Provide assistance in the maintenance of facilities, grounds, vehicles and equipment. Repair, clean, service and safe keeping of equipment and tools according to standards.
<u>ENQUIRIES</u>	:	Ms NM Khenyeza (Head Office) Tel No: (033) 267 4900
	:	Mr MI Masuku (Empangeni) Tel No: (034) 980 0401
<u>APPLICATIONS</u>	:	Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs
<u>FOR ATTENTION NOTE</u>	:	Mr B Hornsby
	:	It is the intention of this Department to consider equity targets when filling these positions.
<u>POST 13/280</u>	:	<u>CLEANER (X4 POSTS)</u>
<u>SALARY CENTRE</u>	:	R138 486 per annum (Level 02)
	:	Empangeni Region (X4 Posts):
	:	Cost Centre: Vryheid
	:	Depot Team (Magudu) Ref No: DOT 130/2026) (X1 Post)
	:	Depot Team (Pongola) Ref No: DOT 131/2026) (X1 Post)
	:	KZ262 Administrative Support Pongola Ref No: DOT 132/2026) (X1 Post)
	:	Depot Team (Gulckstad) Ref No: DOT 133/2026) (X1 Post)
<u>REQUIREMENTS</u>	:	AET Level 4 / Grade 9. Knowledge, Skills and Competencies Required: Knowledge of cleaning procedures. Knowledge of refreshment provision. Knowledge of safety requirements attached to the duties of the post. Knowledge of service delivery programs. Knowledge of operating appliances. Ability to interpret and act on instructions. Ability to perform routine tasks. Ability to operate domestic appliances. Basic literacy and numeracy skills. The ideal candidate should be reliable, responsible, receptive to suggestions and ideas, polite and believe in honesty and integrity.
<u>DUTIES</u>	:	Preparing, serving tea & washing up after tea breaks. Vacuum/ sweep offices, empty and clean appliances. Clean toilets, lecture room block, windows and glass door. Mopping floors, wipe /dust walls & surfaces, empty rubbish bins. Polish floor.
<u>ENQUIRIES</u>	:	Mr SB Mkhwanazi Tel No: (034) 980 0401
<u>APPLICATIONS</u>	:	Please note applications can be hand delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg, or couriered via postal services to Recruitment & Selection Section, Human Resource Administration Directorate, Private Bag X9043, Pietermaritzburg, 3200. Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs
<u>FOR ATTENTION NOTE</u>	:	Mr B Hornsby
	:	It is the intention of this Department to consider equity targets when filling these positions.

PROVINCIAL TREASURY

The KwaZulu-Natal Department of Provincial Treasury is an equal opportunity, affirmative action employer and preference will be given to previously disadvantaged groups.

- APPLICATIONS** : KwaZulu-Natal Provincial Treasury, P O Box 3613, Pietermaritzburg, 3200 or 145 Chief Albert Luthuli Road Pietermaritzburg 3200. Applications can also be submitted via the e-services system, please assess this site (eservices.gov.za).
- FOR ATTENTION** : Ms N Cele
- CLOSING DATE** : 05 May 2026
- NOTE** : The new Z83 form must be used effective 1st January 2021 and can be downloaded at www.dpsa.gov.za-vacancies. The Z83 must be accompanied by a comprehensive Curriculum Vitae. Only provisionally shortlisted applicants will be contacted and requested to submit their supporting documents. The Department will also conduct reference checks with HR of current /previous employer(s) beside the references provided on CV. Candidates will be subjected security screening. 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. Under no circumstances will be faxed, emailed and late applications be accepted. The Department discourages applications that are registered and will not be held responsible for applications sent via registered mail which are not collected from the post office. It is the responsibility of the applicant to ensure that the application reaches the Department timeously. Should you not hear from the Department within 3 months of the closing date, please regard your application as unsuccessful. Regrettably, due to excessive budget cuts, the department is not in a position to meet any travel and subsistence costs relating to recruitment processes, or relocation and resettlement costs for successful candidates.

OTHER POST

- POST 13/281** : **DEPUTY DIRECTOR: PROVINCIAL MOVEABLE ASSET REF NO: KZNPT 26/09**
- SALARY** : R896 437 per annum, (all-inclusive package)
- CENTRE** : KZN Provincial Treasury, Pietermaritzburg
- REQUIREMENTS** : A 3-year NQF Level 7 Degree or higher qualification in Financial Management / Accounting. A minimum of 3years experience of junior management in asset and inventory management. Valid Driver's license. People with disabilities without valid driver's licenses will be assisted by the department to meet work related travel obligations. Skills, Knowledge and Competencies: Knowledge of applicable national and provincial policies and legislation is required, including: Public Finance Management Act; MTEF Republic of South Africa Constitution Planning Frameworks relevant legislation and plans. Public Service Act, 1994 National Treasury practice notes and guidelines; KwaZulu-Natal Procurement Policy Framework; Treasury Regulations; Provincial Treasury policies, practice notes and guidelines; Strategic Planning Annual Performance Plan Monitoring and Evaluation. National Treasury Strategic Planning National Development Plan. Service Delivery Framework. National and Provincial Practices Notes. Provincial Growth and Development Plan. Advanced MS Office Applications. Knowledge of Accounting Frameworks related to asset inventory and management. Public Service Regulatory Framework; and SCM Practices and Procedures Public Service Regulation 2016 Communication Computer literacy Financial Management Strategic planning and management Financial management Leadership Management Human resource management Project planning and management Analytical Conflict Management Business process management Good inter-personal relations Problem solving Change management Presentation Interpersonal Relation policy analysis and development, Project Management.
- DUTIES** : Monitor the development and the implementation of asset management frameworks within Provincial Department and public Entities. Manage the improvement and implementation of asset and inventory management. Manage the provisioning of guidance and technical advice on asset and inventory management. Manage the provisioning of knowledge management and capacity development. Manage the resources of the Sub-directorate.
- ENQUIRIES** : Mr. N Hlengwa Tel No: (033) 897 4352

NOTE

: Preferences: Females and people with disabilities who meet the requirements.

PROVINCIAL ADMINISTRATION: MPUMALANGA
DEPARTMENT OF AGRICULTURE, RURAL DEVELOPMENT, LAND & ENVIRONMENTAL AFFAIRS
DARDLEA is an equal opportunity and affirmative action employer. It is our intention to promote
representivity in DARDLEA through the filling of posts. Persons with disability are encouraged to apply.
No Payment of any kind is required when applying for these positions.

- APPLICATIONS** : Applications must be submitted online through the link: erecruitment.mpg.gov.za, A recent comprehensive CV, ID and contactable references (telephone numbers and email addresses must be indicated).
- CLOSING DATE** : 05 May 2026 at 16:00
- NOTE** : Only shortlisted candidates will be required to submit certified documents. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Emailed applications will not be considered. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other will be an integrity (ethical conduct) assessment. Shortlisted candidates will be required to be available for assessments and interviews at a date and time to be determined by the Department. The first two recommended candidates for Senior Management Service and Deputy Directors posts will be subjected to competency assessment. Correspondence will be limited to shortlisted candidates only. The successful candidate will be expected to enter into an employment contract and a performance agreement within 3 months of appointment. Failure to comply with the above instructions will result in your application being disqualified. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. The successful candidate will be appointed subject to positive results of the security clearance process. The Department is committed to providing equal opportunities and adheres to the affirmative action policy in line with Employment Equity Act, the SMS Handbook and all relevant legislation applicable in the Public Service.

MANAGEMENT ECHELON

- POST 13/282** : **DIRECTOR: INTERNAL AUDIT REF NO: DARDLEA/ 2026/04/01**
- SALARY** : R1 266 714 per annum, (all-inclusive package)
- CENTRE** : Head Office Mbombela
- REQUIREMENTS** : Grade 12 Certificate plus a B Degree / B-tech in Commerce / Auditing/ Financial Management at (NQF Level 7 as recognized by SAQA) plus extensive work experience in the related field of which 5 years of experience at Middle/Senior Managerial level (Auditing). A valid driver's license. Appointment is subject to the signing of a performance agreement and financial disclosure. Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalization of an appointment. Skills and Competencies: Internal Audit Framework, Global IIA Standards. Good communication skills and presentation 267 skills. Must be computer literate with excellent knowledge of MS Word, PowerPoint, Outlook and Excel. Good writing and verbal communication skills. Knowledge of legislative prescript governing the Public Service. Good written and verbal communication skills, high sense of responsibility, Computer literacy, conflict management and analytical skills. Financial management. Interpersonal Relations Report writing.
- DUTIES** : Provide internal audit assurance services. Review the compliance with laws, regulations, policies, plans, procedures and contracts. Provide performance audit services. Review safeguarding of assets. Review the achievement of strategic goals and objectives. Review the reliability and integrity of information. Management of risks, budget, expenditure, human resources, strategic planning, audit issues.
- ENQUIRIES** : Ms. S.P Shongwe Tel No: (013) 766 6003 or Mr. M.G Ngwane Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476

POST 13/283 : **DIRECTOR: STRATEGIC PLANNING & POLICY DEVELOPMENT REF NO: DARDLEA/ 2026/04/02**

SALARY : R1 266 714 per annum, (all-inclusive package)
CENTRE : Head Office Mbombela
REQUIREMENTS : Grade 12 Certificate plus B Degree / B-tech in Public Policy, Economic/ Public Administration and Development Studies at (NQF Level 7 as recognised by SAQA) plus work experience in the related field of which 5 years of experience at Middle/Senior Managerial level. A valid driver's license. Appointment is subject to the signing of a performance agreement and financial disclosure. Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of an appointment. Skills and Competencies: In depth knowledge of government policies (PFMA, MTEF etc.) and its planning processes. Sound understanding and insight into the programmes and priorities of government. Sound understanding of transformation in government. Distinct competence and a proven track record in the areas of participative management and leadership, organisational development, policy formulation, as well as programme management and evaluation. Ability to develop logical frameworks and other planning models. Ability to develop and adhere to work schedules. Strong leadership ability. Ability to capitalize on human potential and to build a strong team. Good interpersonal skills. Advanced planning, organising and project management skills. Sound financial management skills. Proven experience in editing, managing & implementing programmes, Policy frameworks, policy legislative instruments and consultative processes. Stakeholder engagement, Strategic thinking and ability to translate policy into actionable programmes and people management capabilities. knowledge of relevant prescripts applicable to the section. Good communication skills both verbal and written. Advanced proficiency in MS Office (Word, Excel, PowerPoint). Sound Presentation Skills, Problem Solving, Planning and Organising, Strong Analytical Skills.

DUTIES : Manage the compilation and generation of relevant quality business plans. Manage the alignment of the departmental medium strategic framework to local, provincial and national strategies. Develop and implement the strategic performance plans [Annual Performance Plans (APP) and Operational Plans (OP)] for the Department. Manage the alignment of the departmental medium strategic framework to Local, Provincial and National. Management of risks, budget, expenditure, human resources, strategic planning, audit issues. Ensure compliance, implementation and maintenance of national and provincial policy frameworks in the responsible areas of activity. Ensure mission effectiveness and operational efficiency through effective and efficient resources management (including Human Resources, Finance, Equipment, etc.) of the component. Pro-actively build sound relationships with key stakeholders and clients, including organised labour. Promote a culture of efficiency and quality. The appointee will be a member of the management echelon of the Department of DARDLEA and will be expected to contribute at that level.

ENQUIRIES : Ms. S.P Shongwe Tel No: (013) 766 6003 or Mr. M.G Ngwane Tel No: (013) 766 6110 or Ms. NF Mgiba Tel No: (013) 766 6476

OTHER POSTS

POST 13/284 : **ENGINEERING CONTROL TECHNICIAN GRADE B REF NO: DARDLEA/ 2026/04/03**

SALARY : R933 396 per annum, (all-inclusive OSD package)
CENTRE : Gert Sibande District
REQUIREMENTS : A National Diploma in Civil Engineering or a relevant qualification as recognised by SAQA. Registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technician is compulsory. A minimum of six (6) years post-qualification technical experience in civil engineering. Disclosure of a valid, unexpired driver's licence. Experience in development of agricultural infrastructure will be an added advantage. Sound knowledge of infrastructure planning and design; agricultural mechanisation; relevant legislation, including NEMA, CARA, SALA, PFMA, and National Water Act; budgeting, procurement, occupational health and safety, and human resource

		management principles. Competency in CAD software, GIS, surveying tools, and MS Office applications. Core Competencies: Leadership and strategic management, Technical problem-solving and innovation, Effective communication and reporting, Financial and human resource management, Stakeholder engagement and customer service.
<u>DUTIES</u>	:	Lead and manage the technical team in the district. Manage and control the planning and design of infrastructure, irrigation, and mechanisation projects in compliance with relevant legislation, including but not limited to agro-ecosystem management plans, farm plans, soil conservation structures, farm roads and dams. Render technical advisory services to stakeholders and supervise infrastructure implementation. Evaluate and update technical manuals, standard drawings, and procedures to incorporate new technologies. Ensure quality assurance of designs and provide recommendations for approval. Manage field, workshop, and office technical activities in coordination with other technical staff in the Directorate. Provide inputs to the budgeting process, as well as operational and performance plans. Compile and submit technical and administrative reports. Ensure compliance with occupational health and safety regulations and manage all OH&S matters within the section. Manage human resources, finances, and general office operations for the technical/construction team. Perform research and literature studies to stay abreast of developments in engineering technology. Manage assets and monitor service delivery through the supply chain system. Liaise with relevant councils, stakeholders, and professional bodies on engineering matters.
<u>ENQUIRIES</u>	:	Ms. N.E Hlatshwayo at 072 032 7056 or Ms. K.L Mdlalose at 076 235 7030
<u>POST 13/285</u>	:	<u>SENIOR AGRICULTURAL ADVISOR: ANIMAL PRODUCTION REF NO: DARDLEA/ 2026/04/04</u>
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	Dipaleseng Municipality
<u>REQUIREMENTS</u>	:	A matric certificate and a relevant and recognized Agricultural qualification with Animal Production/Science as a major at NQF level 8 as determined by South African Qualification Authority (SAQA), four years relevant experience. A valid driver's license. Registration with professional body (SACNASP). Skills And Competencies: Knowledge and understanding and Public Service Regulatory Frameworks (Public Service Act, Public Service Regulations & Public Finance Management). Report writing and good presentation skills. Understand and implement Batho Pele Principles. Excellent written and verbal communication skills. Stakeholder and client liaison, innovative and creative. Ability to work in a team, independently and in a multidisciplinary team. Innovative and creative ability to operate Microsoft Office programmes effectively. Ability to work under pressure. Ability to apply time management principles and adapt to continuous changing environment.
<u>DUTIES</u>	:	Supervise Agricultural Advisors. Render scientific and technical advice to internal and external clients. Provide technical support in terms of planning, advice and after care for organized agriculture and other agricultural stakeholders. Provide technical support on Government funded projects (such as CASP, PLAS, MESP, PKM etc.). Promote sustainable production of Agricultural Products. Compile and submit all required administrative reports.
<u>ENQUIRIES</u>	:	Ms. N.E Hlatshwayo at 072 032 7056 or Ms. K.L Mdlalose at 076 235 7030
<u>POST 13/286</u>	:	<u>AGRICULTURAL ADVISOR: ANIMAL PRODUCTION REF NO: DARDLEA/ 2026/04/05</u>
<u>SALARY</u>	:	R397 116 per annum (Level 08)
<u>CENTRE</u>	:	Msukaligwa Municipality
<u>REQUIREMENTS</u>	:	A matric certificate and a relevant and recognized Agricultural qualification with Animal Production/Science as a major at NQF level 8 as determined by South African Qualification Authority (SAQA), two years relevant experience. A valid driver's license. Registration with professional body (SACNASP). Skills and Competencies: Knowledge and understanding of Public Service Regulatory Frameworks (Public Service Act, Public Service Regulations & Public Finance Management). Report writing and good presentation skills. Understand and implement Batho Pele Principles. Excellent written and verbal communication skills. Stakeholder and client liaison, innovative and creative. Ability to work in a team, independently and in a multidisciplinary team. Innovative and creative ability to operate Microsoft Office programmes effectively. Ability to work under

		pressure. Ability to apply time management principles and adapt to continuous changing environment.
<u>DUTIES</u>	:	Render scientific and technical advice to internal and external clients. Provide technical support in terms of planning, advice and after care for organized agriculture and other agricultural stakeholders. Provide technical support on Government funded projects (such as CASP, PLAS, MESP, PKM etc.). Promote sustainable production of Agricultural Products. Compile and submit all required administrative reports.
<u>ENQUIRIES</u>	:	Ms. N.E Hlatshwayo at 072 032 7056 or Ms. K.L Mdlalose at 076 235 7030
<u>POST 13/287</u>	:	<u>AGRICULTURAL ADVISOR: ANIMAL PRODUCTION REF NO: DARDLEA/2026/04/06</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 per annum (Level 08)
	:	Mkhondo Municipality
	:	A matric certificate and a relevant and recognized Agricultural qualification with Animal Production/Science as a major at NQF level 8 as determined by South African Qualification Authority (SAQA), two years relevant experience. A valid driver's license. Registration with professional body (SACNASP). Skills And Competencies: Knowledge and understanding and Public Service Regulatory Frameworks (Public Service Act, Public Service Regulations & Public Finance Management). Report writing and good presentation skills. Understand and implement Batho Pele Principles. Excellent written and verbal communication skills. Stakeholder and client liaison, innovative and creative. Ability to work in a team, independently and in a multidisciplinary team. Innovative and creative ability to operate Microsoft Office programmes effectively. Ability to work under pressure. Ability to apply time management principles and adapt to continuous changing environment.
<u>DUTIES</u>	:	Render scientific and technical advice to internal and external clients. Provide technical support in terms of planning, advice and after care for organized agriculture and other agricultural stakeholders. Provide technical support on Government funded projects (such as CASP, PLAS, MESP, PKM etc.). Promote sustainable production of Agricultural Products. Compile and submit all required administrative reports.
<u>ENQUIRIES</u>	:	Ms. N.E Hlatshwayo at 072 032 7056 or Ms. K.L Mdlalose at 076 235 7030
<u>POST 13/288</u>	:	<u>AGRICULTURAL ADVISOR: ANIMAL PRODUCTION REF NO: DARDLEA/2026/04/07</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 per annum (Level 08)
	:	Govan Mbeki Municipality
	:	A matric certificate and a relevant and recognized Agricultural qualification with Animal Production/Science as a major at NQF level 8 as determined by South African Qualification Authority (SAQA), two years relevant experience. A valid driver's license. Registration with professional body (SACNASP). Skills and Competencies: Knowledge and understanding of Public Service Regulatory Frameworks (Public Service Act, Public Service Regulations & Public Finance Management). Report writing and good presentation skills. Understand and implement Batho Pele Principles. Excellent written and verbal communication skills. Stakeholder and client liaison, innovative and creative. Ability to work in a team, independently and in a multidisciplinary team. Innovative and creative ability to operate Microsoft Office programmes effectively. Ability to work under pressure. Ability to apply time management principles and adapt to continuous changing environment.
<u>DUTIES</u>	:	Render scientific and technical advice to internal and external clients. Provide technical support in terms of planning, advice and after care for organized agriculture and other agricultural stakeholders. Provide technical support on Government funded projects (such as CASP, PLAS, MESP, PKM etc.). Promote sustainable production of Agricultural Products. Compile and submit all required administrative reports.
<u>ENQUIRIES</u>	:	Ms. N.E Hlatshwayo at 072 032 7056 or Ms. K.L Mdlalose at 076 235 7030
<u>POST 13/289</u>	:	<u>AGRICULTURAL ADVISOR: ANIMAL PRODUCTION REF NO: DARDLEA/2026/04/08</u>
<u>SALARY CENTRE</u>	:	R397 116 per annum (Level 08)
	:	Dr. Pixley Ka Isaka Seme Municipality

<u>REQUIREMENTS</u>	:	A matric certificate and a relevant and recognized Agricultural qualification with Animal Production/Science as a major at NQF level 8 as determined by South African Qualification Authority (SAQA), two years relevant experience. A valid driver's license. Registration with professional body (SACNASP). Skills and Competencies: Knowledge and understanding of Public Service Regulatory Frameworks (Public Service Act, Public Service Regulations & Public Finance Management). Report writing and good presentation skills. Understand and implement Batho Pele Principles. Excellent written and verbal communication skills. Stakeholder and client liaison, innovative and creative. Ability to work in a team, independently and in a multidisciplinary team. Innovative and creative ability to operate Microsoft Office programmes effectively. Ability to work under pressure. Ability to apply time management principles and adapt to continuous changing environment.
<u>DUTIES</u>	:	Render scientific and technical advice to internal and external clients. Provide technical support in terms of planning, advice and after care for organized agriculture and other agricultural stakeholders. Provide technical support on Government funded projects (such as CASP, PLAS, MESP, PKM etc.). Promote sustainable production of Agricultural Products. Compile and submit all required administrative reports.
<u>ENQUIRIES</u>	:	Ms. N.E Hlatshwayo at 072 032 7056 or Ms. K.L Mdlalose at 076 235 7030
<u>POST 13/290</u>	:	<u>ANIMAL HEALTH TECHNICIAN REF NO: DARDLEA/ 2026/04/09 (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 per annum (Level 08) Mkhondo Municipality Appropriate degree or National Diploma in Animal Health with Animal Diseases as a major subject and must be registered with the South African Veterinary Council as an Animal Health Technician. Valid driver's license, Code B (Code 8) as minimum. Skills and Competencies: Competency in animal handling, animal tracking and field navigation. Good verbal and written communication, ability to communicate at all levels, problem solving skills decision-making skills and ability to work under pressure. Must be computer literate (MS Packages).
<u>DUTIES</u>	:	The incumbent will be responsible for the following duties: Animal disease surveillance, detection and monitoring. Animal disease containment and control, including animal and animal products movement control (permits). Plan and implement disease control measures. Provide assistance with applied wildlife disease investigations and research, where applicable. Provide assistance with primary animal health care. Manage basic administrative duties. Compile monthly reports for area under jurisdiction.
<u>ENQUIRIES</u>	:	Ms. N.E Hlatshwayo at 072 032 7056 or Ms. K.L Mdlalose at 076 235 7030
<u>POST 13/291</u>	:	<u>ENVIRONMENTAL OFFICER PRODUCTION GRADE A REF NO: DARDLEA/ 2026/04/10</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R343 842 per annum, (OSD) Amsterdam Environmental Centre Appropriate Bachelor's Degree (NQF7) in environmental science fields or equivalent qualification. A specialization in Environmental Education and/or Social Ecology will be an added advantage as well as work experience in the environmental empowerment field. Willingness to undertake field trips entailing long distances and work irregular hours. A valid Driver's license. Skills and Competencies: Knowledge of relevant Public Service Regulatory Framework (Public Service Act, Public Service Regulations and Public Finance Management), National Environmental Management Act, Environmental Education policies, guidelines, norms and standards related to Environmental prescripts applicable to EE. Ability to work independently and in a multi-disciplinary team. Excellent verbal and communication skills. Project administration, innovative, creative, ability to operate Microsoft Office programmes effectively. Ability to work under pressure with strict timelines.
<u>DUTIES</u>	:	Implement and manage Environmental Empowerment programmes, projects and activities in line with the Annual Performance Plan (APP), management of performance in line with the PMDS and APP. Submit, prepare and consolidate monthly, quarterly and annual reports as required. Coordination of local, municipal and district stakeholders and promote private public partnerships (PPP). Perform any other related Ad Hoc tasks and duties as requested and required by supervisor or centre manager. Ensure effective and efficient

internal control measures and compliances. Facilitate Environmental Empowerment programmes and events as per APP on school, municipal and stakeholder level.

ENQUIRIES : Ms. N.E Hlatshwayo at 072 032 7056 or Ms. K.L Mdlalose at 076 235 7030

POST 13/292 : **TRACTOR DRIVER REF NO: DARDLEA/ 2026/04/11 (X2 POSTS)**

SALARY : R193 359 per annum

CENTRE : Athole Research Farm

REQUIREMENTS : Grade 10 or equivalent. Valid RSA driver's license Skills And Competencies: Basic reading and writing skills. Good interpersonal relations. Ability to work independently and as part of a team. advanced knowledge of the general function of a tractor Ability to execute physical and manual tasks. Knowledge of general cleaning services, including but not limited to gardening. Ability to operate cleaning and gardening equipment and machinery. Basic equipment maintenance skills.

DUTIES : The physical execution of duties as given by supervisor, such as: operation of implements. General maintenance of tractor as well as implements. Transport goods from one station to another through traffic. Advance knowledge of the handling of implements like 2-way disc, planters, reapers, Rotary cutters, all types of ploughs, rippers, feed mixer, Dam scoop, graders, etc. Must be able to do accurate plough, disc- and plant work, etc. as work has to be done on small research premises. Assist in making of fire breaks. Assist in firefighting when necessary. Making of hay and silage. Responsible for planting of all crops, fodder and other horticultural plants. Responsible for all harvesting processes. Assist in fencing activities. Have to work weekends when necessary. Work overtime when required. Assist in all other farm work when necessary.

ENQUIRIES : Ms. N.E Hlatshwayo at 072 032 7056 or Ms. K.L Mdlalose at 076 235 7030

POST 13/293 : **TRACTOR DRIVER REF NO: DARDLEA/ 2026/04/12 (X3 POSTS)**

SALARY : R193 359 per annum

CENTRE : Nooitgedacht ADC

REQUIREMENTS : Grade 10 or equivalent. Valid RSA driver's license Skills And Competencies: Basic reading and writing skills. Good interpersonal relations. Ability to work independently and as part of a team. advanced knowledge of the general function of a tractor Ability to execute physical and manual tasks. Knowledge of general cleaning services, including but not limited to gardening. Ability to operate cleaning and gardening equipment and machinery. Basic equipment maintenance skills.

DUTIES : The physical execution of duties as given by supervisor, such as: operation of implements. General maintenance of tractor as well as implements. Transport goods from one station to another through traffic. Advance knowledge of the handling of implements like 2-way disc, planters, reapers, Rotary cutters, all types of ploughs, rippers, feed mixer, Dam scoop, graders, etc. Must be able to do accurate plough, disc- and plant work, etc. as work has to be done on small research premises. Assist in making of fire breaks. Assist in firefighting when necessary. Making of hay and silage. Responsible for planting of all crops, fodder and other horticultural plants. Responsible for all harvesting processes. Assist in fencing activities. Have to work weekends when necessary. Work overtime when required. Assist in all other farm work when necessary.

ENQUIRIES : Ms. N.E Hlatshwayo at 072 032 7056 or Ms. K.L Mdlalose at 076 235 7030

POST 13/294 : **SENIOR GENERAL FOREMAN REF NO: DARDLEA/ 2026/04/13**

SALARY : R193 359 per annum

CENTRE : Amsterdam Environmental Centre

REQUIREMENTS : Senior certificate or equivalent qualification. A minimum of 3 years' appropriate experience in ground / and or nursery management. Drivers licence Code EC and PDP valid public drivers permit will be an added advantage. Skills And Competencies: Knowledge and understanding of environmental work field and techniques. Knowledge of related work fields and non-line functional matter as well as manual labour skills. Good written communication skills, ability to communicate at all levels, problem solving skills, decision making skills and ability to work under pressure. Must have knowledge on basic general

- construction, supervision skills, good human relations, ability to work independently and in a team. Must be able to work under pressure. Basic knowledge on management of nursery.
- DUTIES** : Assist in administrative duties and manage basic stock control. Overall neatness of the centre and infrastructure. Control over general assistants, motivation and management of subordinates. Practice and promote a positive team spirit. Promotion of appropriate training to subordinates' in terms of policy and technical aspects. Build own intellectual capacity and that of colleagues. Practice good public and internal ethical standards. Effective planning, organising and execution of work schedules, keeping of time register, have to work overtime when necessary. Management of nursery and gardens at the centre. Coordinate and liaise with communities. Assist in all cleaning operations like stores, centre, machinery, clean-up campaigns, residential centre, dormitories, etc.
- ENQUIRIES** : Ms. N.E Hlatshwayo at 072 032 7056 or Ms. K.L Mdlalose at 076 235 7030
- POST 13/295** : **FARM AID II REF NO: DARDLEA/ 2026/04/13 (X5 POSTS)**
- SALARY** : R163 680 per annum
CENTRE : Athole Research Farm
REQUIREMENTS : Grade 10 or equivalent Skills And Competencies: Basic reading and writing skills. Good interpersonal relations. Ability to work independently and as part of a team. Ability to execute physical and manual tasks. Ability to operate cleaning and gardening equipment and machinery. Basic equipment maintenance skills.
- DUTIES** : Physical, manual execution of various tasks such as: fencing, maintenance of infrastructure, implements, gardens, preparation of lands, haymaking, etc. Assist in loading, offloading and stacking of feeds, fertilizers and hay. Assist in maintenance of fences. Assist in making fire breaks. Assist in firefighting when necessary. Work overtime when required. Assist in milling and mixing licks and feeds. Have to work weekends when required. Assist in lying on water to drinking troughs. Assist in moving of livestock between camps.
- ENQUIRIES** : Ms. N.E Hlatshwayo at 072 032 7056 or Ms. K.L Mdlalose at 076 235 7030
- POST 13/296** : **FARM AID II REF NO: DARDLEA/ 2026/04/14 (X5 POSTS)**
- SALARY** : R163 680 per annum
CENTRE : Nooitgedacht ADC
REQUIREMENTS : Grade 10 or equivalent Skills And Competencies: Basic reading and writing skills. Good interpersonal relations. Ability to work independently and as part of a team. Ability to execute physical and manual tasks. Ability to operate cleaning and gardening equipment and machinery. Basic equipment maintenance skills.
- DUTIES** : Physical, manual execution of various tasks such as: fencing, maintenance of infrastructure, implements, gardens, preparation of lands, haymaking, etc. Assist in loading, offloading and stacking of feeds, fertilizers and hay. Assist in maintenance of fences. Assist in making fire breaks. Assist in firefighting when necessary. Work overtime when required. Assist in milling and mixing licks and feeds. Have to work weekends when required. Assist in lying on water to drinking troughs. Assist in moving of livestock between camps.
- ENQUIRIES** : Ms. N.E Hlatshwayo at 072 032 7056 or Ms. K.L Mdlalose at 076 235 7030
- POST 13/297** : **GENERAL ASSISTANTS (FOOD SERVICE AID) REF NO: DARDLEA/ 2026/04/15 (X2 POSTS)**
- SALARY** : R138 486 per annum
CENTRE : Amsterdam Environmental Centre
REQUIREMENTS : Grade 10 or Abet level 4 Skills And Competencies: Basic skills in using kitchen equipment. Knowledge of hygiene and food preparation as an added advantage. Ability to read and follow recipes and quantities. Ability to work independently and part of a team.
- DUTIES** : Food preparation according to recipes. Food handling and distribution. Cleaning all utensils, equipment and residential facilities. Follow prescribed safety measures and standards. Washing and ironing of linen.
- ENQUIRIES** : Ms. N.E Hlatshwayo at 072 032 7056 or Ms. K.L Mdlalose at 076 235 7030

POST 13/298 : **GENERAL ASSISTANTS (GENERAL WORKERS) REF NO: DARDLEA/2026/04/16 (X2 POSTS)**

SALARY : R138 486 per annum
CENTRE : Amsterdam Environmental Centre
REQUIREMENTS : Grade 10 or ABET level 4 Skills And Competencies: Ability to work independently and part of a team, Knowledge of garden services. Basic skills on the use of lawnmowers. Skills in plumbing and basic electrical works, and mechanical skills in lawnmower repairs will serve as an added advantage.

DUTIES : Perform general worker related duties, repairs and maintenance, de-bushing of trees, slashing of grass and cutting of edges. Keep working area clean and tidy. General cleaning of facilities and premises. General gardening services. Support environmental programmes and activities. Report faulty or defective equipment.

ENQUIRIES : Ms. N.E Hlatshwayo at 072 032 7056 or Ms. K.L Mdlalose at 076 235 7030

POST 13/299 : **CLEANER REF NO: DARDLEA/ 2026/04/17 (X4 POSTS)**

SALARY : R138 486 per annum
CENTRE : Gert Sibande District Office (Corporate Services)
REQUIREMENTS : Grade 10/ABET or equivalent. Ability for physical execution of manual tasks. Experience in cleaning will be an added advantage. Skills And Competencies: Must be physically fit to lift heavy objects. Ability to operate cleaning machinery and equipment such as vaccum cleaners, polishers and pressure cleaners. Basic knowledge of cleaning chemicals, cleaning equipments and ablution hygienic principles. Good personal and organisational skills. Communication and problem solving skills. Ability to work in a team and independently. Knowledge of Batho Pele Principles.

DUTIES : Provision of routine cleaning services and any other cleaning services as required in different areas within the working environment. Keep and maintain cleaning materials and equipment. Advise supervisor of any other area needing special attention in their working area. Perform cleaning related duties in the centre/building and/or offices, including but not limited to sweeping, scrubbing and cleaning of offices. Hallways, toilet and other buildings within the District office. Emptying of dustbins. Request cleaning materials from the stores when required. Report defects in the workplace to immediate supervisor. Perform other duties assigned by the supervisor.

ENQUIRIES : Ms. N.E Hlatshwayo at 072 032 7056 or Ms. K.L Mdlalose at 076 235 7030

POST 13/300 : **GROUNDSMAN REF NO: DARDLEA/ 2026/04/18**

SALARY : R138 486 per annum
CENTRE : Gert Sibande District Office (Corporate Services)
REQUIREMENTS : Grade 10/ ABET or equivalent. Skills And Competencies: Good interpersonal relations. Knowledge of working equipment and materials. Must be prepared to work extended hours. Should be able to read and write. Ability to work independently and part of a team.

DUTIES : Perform Groundsman related duties in the District Office, including but not limited to rendering gardening and maintenance services. Maintenance and cleaning of premises and surroundings. Planting of seedlings, mowing of lawn and cutting of edges. Keep parking areas, ditches and gutters clean and tidy. Empty refuse bins. Assist with the on/off load of deliveries. Perform general work as delegated by supervisor from time to time.

ENQUIRIES : Ms. N.E Hlatshwayo at 072 032 7056 or Ms. K.L Mdlalose at 076 235 7030

**PROVINCIAL ADMINISTRATION: NORTHERN CAPE
DEPARTMENT OF AGRICULTURE, ENVIRONMENTAL AFFAIRS, RURAL DEVELOPMENT AND LAND
REFORM**

- APPLICATIONS** : Post Name and quote the relevant reference number. The applications can be posted to: Department of Agriculture, Environmental Affairs, Rural Development and Land Reform, Private Bag X5018, Kimberley, 8301 or Email to: blommiejacobs@ncpg.gov.za or tpika@ncpg.gov.za or Hand delivered applications may be submitted at reception, Temothuo House, Old Kimberlite Hotel, 162 George Street, Kimberley.
- FOR ATTENTION** : Mrs. L. Phayane
- CLOSING DATE** : 05 May 2026
- NOTE** : Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Failure to do so, your application will be disqualified. Each post(s) advert must be accompanied by its own application form for employment and must be fully completed, initialled and signed by the applicant as instructed below. Failure to fully complete, initial and sign the Z83 form will lead to disqualification of the application during the selection process. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. However, the question related to conditions that prevent re-appointment under Part "F" must be answered and declaration signed. Only an updated comprehensive CV (with detailed previous experience if any) and a completed and signed new Z83 application form is required. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related document(s) will be in line with the requirements of the advert. Non-RSA Citizens/Permanent Resident Permit holders in possession of foreign qualifications must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). The Department does not accept applications via fax. Applicants who do not comply with the abovementioned instructions/ requirements, as well as applications received late will not be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Please note by responding to the advertisement, you consent to the collection, processing, and storing of your Personal Information in accordance with the Protection of Personal Information Act (POPIA) Your information will be used solely for the purpose of this promotion and will not be shared with third parties without prior consent unless required by law. The Department reserves the right not to make any appointment(s) to the below advertised post(s). The successful candidate will be expected to sign a performance agreement. The Department is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s).

OTHER POSTS

POST 13/301 : **ADMINISTRATIVE SUPPORT AND COORDINATION OFFICER IN THE OFFICE OF THE MEMBER OF THE EXECUTIVE COUNCIL: DIRECTORATE: OFFICE OF THE HEAD OF DEPARTMENT REF NO: DAERL/04/01/26**

SALARY : R896 436 per annum (Level 11), (all-inclusive package)
CENTRE : Kimberley
REQUIREMENTS : Bachelor's degree in Administration / Public Administration and / or equivalent qualification at NQF level 6 three (3) years' experience applicable to the relevant discipline at Assistant Director Level. Valid driver's license. Knowledge: Broad knowledge and understanding of the functional areas covered by the Executive Authority's portfolio, Proven management competencies, Working knowledge of the political and parliamentary processes in South Africa. Computer literacy, Flexibility, Verbal and written communication skills and Interpersonal relations. Analytical thinking, Leadership, Teamwork, Ability to work under pressure, proven management competencies, Understanding of administrative procedure and knowledge of relevant policies and regulations.

DUTIES : Develop, implement and maintain system, registers and database to monitor and manage the flow of documents to, from and within the office of the Executive Authority. Compile correspondence, submissions and cabinet memoranda as required. Manage the procurement and maintenance of equipment and administer to budget in the office of the Executive Authority. Manage logistical support in the office of the Executive Authority. Ensure that documents are classified in accordance with the MISS prescripts and are handled in accordance with their classifications. Liaise with internal and external role-players with regard to matters relating to the portfolio of the Executive Authority. Brief the Head of Office on matters regarding the Executive Authority portfolio on the agenda of Cabinet/Executive council; Manage the distribution of memoranda to Cabinet/Executive Council member; Manage the distribution of documents and submissions to the relevant legislature and standing/portfolio committees. Keep record of decisions of Cabinet/ Executive Council and alert the Head of Office and Executive Authority of actions to be taken and due dates. General supervision of the employees in the office of the Executive Authority; Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively.

ENQUIRIES : Mr K. Mohibidu at 082 509 9374

POST 13/302 : **ENGINEER PRODUCTION GRADE A REF NO: DAERL/04/05/26**

SALARY : R879 342 per annum, all-inclusive package, (OSD)
CENTRE : Uptington
REQUIREMENTS : Applicants must be in possession of an appropriate degree in Agricultural/Civil Engineering (B Eng/BSc) or relevant equivalent qualification at NQF level 7 with minimum 2 years post qualification experience in agricultural/civil engineering and registered as a professional engineer. Compulsory registration with ECSA. Problem solving and analysis, client orientation and customer focus. Service delivery innovation and good communication skills. Technical competencies and in-depth knowledge of engineering design principles. Engineering and professional judgment. Contract management and knowledge of legal and operational compliance. Valid drivers' license is compulsory – minimum code 8.

DUTIES : The successful candidate will perform the following duties: Design, construction and contract management of irrigation systems, crop processing plants, packaging facilities, animal housing, green houses, farm mechanization (tractors and relevant planters and implements) and other farm structures. Knowledge of Model Maker design program, AUTOCAD, surveying with Trimble GPS and processing with Trimble Business Centre survey programs will be an advantage. Good written and verbal communication skills. Computer literate, be able to work on the following software programs, Microsoft Office and Power Point. Excellent interpersonal relation skills, ability to handle tasks of a multi-faceted nature, sound communication skills both verbal, working under pressure with deadlines and written, problem solving. Technical and

engineering skills would be expected in agricultural development support programs, i.e. CASP, ILLIMA LETSEMA and Land Care. Travel and working in other remote areas in Northern Cape would be expected from the successful candidate.

ENQUIRIES : Mr WJJ. De Bruyn at 083 292 0386

POST 13/303 : **SCIENTIST PRODUCTION GRADE A REF NO: DAERL/04/03/26**

SALARY : R761 157 per annum, all-inclusive package, (OSD)

CENTRE : Koopmansfontein Research Station

REQUIREMENTS : The applicant must be in possession of a BSc Hons in Agriculture, Animal Science with a five years' research experience. Knowledge, experience and skills in basic concepts of and the latest developments in animal production technology, together with the ability to manage a scientific research unit is highly recommended. Preference will also be given to candidates with sound communication skills and experience in budgeting, expenditure control and human resource management. Proven statistical skills and computer literacy is required for the execution of most tasks and a valid driver's license is essential.

DUTIES : The incumbent will be required to render expert and needs based research, development and technology transfer services impacting on development objectives. Develop and implement methodologies, policies, systems and procedures; Identify gaps and develop appropriate interventions; monitor and evaluate programme performance; Provide scientific support and advice; To provide scientific analysis and regulatory functions; Conduct analysis of scientific data; Formulate proposals and compile reports; develop and customize scientific models and techniques. Continuous research and development of studies to improve expertise; Human Capital development – Mentor, train and develop candidate scientists and others to promote skills / knowledge transfer and adherence to sound scientific principles.

ENQUIRIES : Mr T. Sedumedi at 083 401 8023

POST 13/304 : **SCIENTIST PRODUCTION GRADE A REF NO: DAERL/04/04/26**

SALARY : R761 157 per annum, all-inclusive package, (OSD)

CENTRE : Vaalharts Research Station

REQUIREMENTS : The applicant must be in possession of a BSc Hons in Agriculture, Animal Science with a five years' research experience. Knowledge, experience and skills in basic concepts of and the latest developments in animal production technology, together with the ability to manage a scientific research unit is highly recommended. Preference will also be given to candidates with sound communication skills and experience in budgeting, expenditure control and human resource management. Proven statistical skills and computer literacy is required for the execution of most tasks and a valid driver's license is essential.

DUTIES : The incumbent will be required to render expert and needs based research, development and technology transfer services impacting on development objectives. Develop and implement methodologies, policies, systems and procedures; Identify gaps and develop appropriate interventions; monitor and evaluate programme performance; Provide scientific support and advice; To provide scientific analysis and regulatory functions; Conduct analysis of scientific data; Formulate proposals and compile reports; develop and customize scientific models and techniques. Continuous research and development of studies to improve expertise; Human Capital development – Mentor, train and develop candidate scientists and others to promote skills / knowledge transfer and adherence to sound scientific principles.

ENQUIRIES : Mr T. Sedumedi at 083 401 8023

POST 13/305 : **CANDIDATE ENGINEER REF NO: DAERL/04/06/26**
(5-Year Contract)

SALARY : R761 157 per annum, (OSD)

CENTRE : Kimberley

REQUIREMENTS : Applicants must be in possession of an appropriate 3-4 years' National Higher diploma or BTECH degree in Civil Engineering or Relevant qualification. Compulsory registration with ECSA Relevant Experience in the field of the Engineering Sector will be an advantage. Good written and verbal communication skills. Computer literate, be able to work on the following software's, Microsoft Office, Power point. Excellent interpersonal relation skills,

		Ability to handle tasks of a multi-faceted nature, Sound communication skills both verbal and written, Problem solving skills. Valid drivers' license – minimum code 8.
<u>DUTIES</u>	:	Design and construction contract management of irrigation, sub-surface, drainage, water run-off control, soil conservation structures and stock water systems. Design and construction contract management of other on-farm infrastructure i.e. fences, animal handling and housing facilities, dams, buildings. Technical and engineering skills in agricultural development support programs, i.e. CASP, ILLIMA, and LETSEMA.
<u>ENQUIRIES</u>	:	Mr WJJ De Bruyn at 083 292 0386
<u>POST 13/306</u>	:	<u>CONTROL ENVIRONMENTAL OFFICER GRADE A – COMMUNICATION AND AWARENESS RAISING REF NO: DAERL/04/02/26</u>
<u>SALARY</u>	:	R612 480 per annum, (OSD)
<u>CENTRE</u>	:	Kimberley
<u>REQUIREMENTS</u>	:	An Undergraduate (NQF 7) in Environmental Sciences, Communication Science/ Social Sciences or Educational qualifications or relevant equivalent qualification. Five years' experience at a middle management level would be regard as an added advantage in the relevant field. Knowledge of government prescripts and protocols, administrative procedures, financial management, project management, educational systems and protocols, extensive administrative experience, quality control with regard to meeting procedures & minute taking, extensive administrative experience and HR Practices. Communication skills (written and spoken), leadership and management skills, coordination skills, planning and organizational skills, decision-making skills and report writing skills.
<u>DUTIES</u>	:	Manage the development and implementation of stakeholder engagement plan. Develop, implement and manage the Department's Environmental education and awareness campaigns strategies and plans. Manage the development and implementation of community outreach and Eco - school's engagement programs. Engage the district offices in the development of issue / locally based stakeholder engagement programs. Provide leadership in measuring the effectiveness of environmental education approaches employed by the department. Develop projects and action plans. Develop educational tools to promote environmental action within the communities of the Northern Cape.
<u>ENQUIRIES</u>	:	Mr B. Fisher at 082 563 0224
<u>POST 13/307</u>	:	<u>ASSISTANT MANAGER: ACQUISITION MANAGEMENT REF NO: DAERL/04/19/26</u>
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	Kimberley
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF level 6 as recognized by SAQA) in Supply Chain Management or Public Administration or Public Management or Financial Management coupled with at least 3 years' relevant experience at supervisory level or SL 7/8 within a SCM environment. A good understanding of the relevant government regulatory framework. Good knowledge of Transversal Systems, PFMA and Establishment. Proven leadership, strategic management, Conflict Management, financial management, problem -solving, people management skills. Excellent in administrative, coordination and organizational skills. Good written and verbal communication skills. Computer skills. Ability to work under pressure and independently. A valid code 08 driving license.
<u>DUTIES</u>	:	Monitor the implementation of demand, and acquisition processes: Coordinate the invitation, evaluation and adjudication of quotations. Investigate the availability of the required source in the market. Assess the needs of the end users. Compile Demand Management Plan and Procurement Plan. Promote and ensure compliance with the Broad-Based Black Economic Empowerment Act (BBBEE) and the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000) (PPPFA) in the Department. Ensure that optimal sourcing strategies and techniques are used. Establish and maintain a database of suppliers when obtaining quotations. Co-ordinate and facilitate Procurement Committee meetings Demand and Acquisition Management including overseeing secretariat function of Bid Committees i.e. Bid Specification Committee, Bid Evaluation Committee and Bid Adjudication Committee.

Maintenance of up-to-date asset register: Ensure that all assets are recorded in the asset register. Ensure that new acquisitions are recorded in the asset register. Reconcile asset register with BAS. Ensure that asset reconciliation through physical verification is being conducted quarterly. Efficient management of assets: Ensure that assets are marked and bar coded. Manage the movement of assets and the signing of transfer forms. Review asset description. Management of disposal: Championing of disposal of assets to NGOs for districts. Ensure that all assets identified for disposal are bar-coded and listed correctly. Ensure proper keeping of all assets that have been disposed of. Consolidate asset register for all districts. Performance of logistics management: Ensure that stock counting is done quarterly. Produce status report on the findings of stock taking. Monitoring of the ordering, receipt and storing of stationery and printing consumables. Implementation of policies to minimize risk of losses: Ensure that all stock items are reported and follow-up is done. Ensure that all officials are aware of the loss control policies. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeous development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Sub directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES

:

Mr R.O. Enele at 072 632 9673

POST 13/308

:

ENVIRONMENTAL OFFICER PRODUCTION GRADE A: IMPACT MANAGEMENT REF NO: DAERL/04/07/26

SALARY CENTRE REQUIREMENTS

:
:
:

R343 842 per annum, (OSD)

Kuruman

An appropriate 3-year tertiary qualification (National Diploma / B-Degree) in the Natural Sciences or Environmental Sciences / Management / equivalent Science Degree with at least 2 years post qualification experience in EIAs, Environmental Management or related field. A valid driver's licence. Broad knowledge in EIA Regulations and administration in terms of NEMA (Act 107 of 1998) and other related environmental regulations governing the environment. Knowledge on Integrated Environmental Management. Good verbal and written communication and report writing skills are essential. Basic knowledge of: public administration; presentation skills; computer literacy; interpersonal skills; ability to work independently and in a team and good facilitation skills.

DUTIES

:

Process EIA applications, provide technical advice and procedural advice to stakeholders and applicants. Attend Environmental Management Committee meetings as required for project presentations and technical advice. Conduct site inspections, draft and recommend environmental authorisation for submission and decision-making by relevant delegated authority. Disseminate relevant information on State of the Environment reporting, provide information to internal clients to enable effective and efficient cross-functioning of integrated environmental management, etc. Perform all administrative and procedure required for the effective and efficient operation Impact Assessment.

ENQUIRIES

:

Mr B. Fisher at 082 563 0224

**PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF AGRICULTURE**

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 04 May 2026
- NOTE** : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and submit documentation for verification purposes and criminal record vetting. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

- POST 13/309** : **DEPUTY DIRECTOR: ACCOUNTS AND FINANCIAL REPORTING (ELSENBURG) REF NO: AGR 18/2026**

- SALARY** : R896 436 per annum (Level 11), (all-inclusive salary package)
- CENTRE** : Department of Agriculture, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year B-Degree at NQF level 7 (equivalent or higher qualification) in Financial Accounting / Management; A minimum of 3 years relevant experience in financial accounting at supervisory/ management level (ASD). Competencies: Knowledge of the following: Financial background specifically in Public Sector Finance; Personal and Salary Administration (PERSAL) and Basic Accounting System (BAS); Relevant legislation, directions and procedures with regard to financial administration and more specifically of: PFMA, NTR'S, PTI'S and SCOA; How to do basic research/gather information/analysing; Interpretation of policies and procedures; Record keeping procedures; Updating and compiling Standard Operating Procedures for the Department in accordance with relevant legislation; Accounting - To provide financial administration and accounting services (ledgers/journals, accounting and reporting (interim and annual financial statements). Skills in the following: Good planning and organisational; Problem solving and decision making within the field of work; Good communication skills (speaking, writing and reading); Maintain discipline and dealing with conflict; Routine verbal exchange of information requiring helpfulness and politeness; Computer literacy in MS Office Package (Word, Excel, PowerPoint, Internet, Outlook); Ability to solve financial problems; Ability to work independently and as part of a team.

- DUTIES** : Manage the alignment of accounts management and financial reporting policies and procedures; Undertake revenue expenditure management and accounting work as required; Undertake Financial Planning, budget and reporting work as required. Manage the sub- directorate Accounts and financial reporting.

- ENQUIRIES** : Mr M Jacobsz at Tel No: (021) 808 5032

- POST 13/310** : **SENIOR AGRICULTURAL ADVISOR: AGRICULTURAL PRODUCER SUPPORT AND DEVELOPMENT (CAPE WINELANDS- STELLENBOSCH) REF NO: AGR 19/2026**

- SALARY** : R468 459 - R561 894 per annum (Level 09)
- CENTRE** : Department of Agriculture, Western Cape Government

<u>REQUIREMENTS</u>	:	An appropriate 4 year BSc Agric degree majoring in Agricultural Economics or BAgri Honours degree majoring in Agricultural Economics on NQF level 8 or equivalent; Registered with SACNASP or any other recognised professional body (Proof to be submitted); A minimum of 3 years experience in agricultural extension; A valid code B driving licence. Competencies: Knowledge of the following: Agricultural production economics and agricultural economics; Production of crops and livestock produced in the specific area, also markets and value adding; Project management practices; Good research skills; Excellent written and verbal communication and report; Sound organizational and leadership abilities; Good understanding of the land reform, programme and project implementation; Excellent communication (written and verbal skills); Proven computer literacy in MS Office; (MS Word, MS Excel, MS Outlook, MS Power Point).
<u>DUTIES</u>	:	Compilation of enterprise budgets and cashflow statements within fruit, livestock vegetables and wine commodities; Conduct relevant project evaluation within the monitoring and evaluation framework; Deliver continuous support to all farmers, especially developing farmers across all functions, which include land reform, infrastructure development, extension and support on production and economic principles, institutional support as well as capacity building and food security; Assist with research and demonstration trials; Provide information on markets; Facilitate workshops and planning sessions to determine needs and progress; Promote sustainable production systems; Write reports regarding economical progress; Facilitate the development of organisational skills of the developing agricultural sector; Facilitate relevant recordkeeping and economical training as well as support to projects; Participate as a member of the project team by giving economical input and for the compilation of business plans; General office administration; Ensure the implementation of Agricultural Information Management System (AIMS); Facilitate, engage and provide inputs to Implementing Agencies and relevant Commodity Project Allocation Committees in the delivery and implementation of projects lead, guide and provide support to lower level extension staff.
<u>ENQUIRIES</u>	:	Mr. D Chitepo Tel No: (021) 808 5100
<u>POST 13/311</u>	:	<u>LECTURER: AGRONOMY (ELSENBURG) REF NO: AGR 20/2026</u>
<u>SALARY</u>	:	R397 116 - R467 790 per annum (Level 08)
<u>CENTRE</u>	:	Department of Agriculture, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 4-year BSc degree (equivalent or higher qualification); A minimum of 3 years appropriate experience; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Proven knowledge of the following: Agronomy Production; Vegetable crops produced and alternative crops produced in the Western Cape; Presentation; Verbal and Written communication skills; Computer literacy; Leadership, Planning and Organising skills; Formal training and presentation.
<u>DUTIES</u>	:	Prepare lesson plans and present practical, theoretical and/or short courses; Renewal and development of course material and study guides; Assessment of students through compilation of question papers and memorandums for examination; Administrative responsibilities; Keep abreast of applicable prescripts, policies, procedures, technologies and new developments in the subject field.
<u>ENQUIRIES</u>	:	Ms B Abrahams Tel No: (021) 808 5480
<u>POST 13/312</u>	:	<u>ADMINISTRATIVE OFFICER: ADMIN SUPPORT FACILITIES MAINTENANCE (ELSENBURG) REF NO: AGR 04/2026</u>
<u>SALARY</u>	:	R325 101 – R382 959 per annum (Level 07)
<u>CENTRE</u>	:	Department of Agriculture, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 1 year relevant experience; A valid (Code EB) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge and understanding of the following: Relevant legislation/ policies/ prescripts and procedures; Financial regulations and instructions to ensure smooth administrative functioning of the financial administration and procurement; Working procedures in terms of the working environment; Disciplinary code and procedures; OHS procedures; People management.

- Skills in the following: Written and Verbal communication; Planning and organising; Computer literacy (MS Office Package); Analytical; Report writing and problem-solving skills.
- DUTIES** : Oversee supply chain support services within the Sub-Directorate; Administrative and related functions; Oversee personnel administration support services within the component; Oversee financial administration support services in the component; People management.
- ENQUIRIES** : Mr V Govender Tel No: (021) 808 5422

DEPARTMENT OF CULTURAL AFFAIRS AND SPORT

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 04 May 2026
- NOTE** : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and submit documentation for verification purposes and criminal record vetting. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POST

- POST 13/313** : **DEPUTY DIRECTOR: INFRASTRUCTURE, RESEARCH AND EVENT SUPPORT SERVICES REF NO: CAS 02/2026**
- SALARY CENTRE REQUIREMENTS** : R896 436 per annum (Level 11), (all-inclusive salary package)
: Department of Cultural Affairs and Sport, Western Cape Government
: An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years middle management experience. Competencies: Knowledge of the following: Financial Management; Human Resources; Knowledge in Infrastructure, Research, major events and sport tourism. Skills needed: Computer literacy in MS Office Package (Word, Excel, PowerPoint etc); Communication skills (written and verbal); Ability to work independently and as part of a team.
- DUTIES** : Managing staff; Managing budgets; Ensuring smooth operations of the component; Leadership; Human resources.
- ENQUIRIES** : Mr T Tutu Tel No: (021) 483 9621

DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 04 May 2026
- NOTE** : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and submit documentation for verification purposes and criminal record vetting. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online

application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 13/314 : **ASSISTANT DIRECTOR (INTERNAL CONTROL): ASSURANCE SERVICES REF NO: DEDAT 09/2026**

SALARY CENTRE : R468 459 - R561 894 per annum (Level 09)
: Department of Economic Development and Tourism, Western Cape Government.

REQUIREMENTS : An appropriate Bachelor's Degree (NQF Level 7) equivalent or higher qualification in Internal Auditing (Majors in Auditing and Financial Accounting); A minimum of 3 years relevant experience in an internal control and governance environment. Competencies: Knowledge of the following: Policy development; Budgeting processes; Financial norms and standards (Public Financial Management Act, National Treasury Regulations, Provincial Treasury directives/instructions); Public Service Anti-Corruption Strategy and Fraud Prevention Measures; Principles and Practices of Financial Accounting; Internal Control Tools and Techniques; Government Accounting Standards (GRAP); Economic Reporting Framework including Standard Charts of Accounts; Risk Management Frameworks; Government Financial Systems; Human Resource Management. Skills in the following: Report writing; Interpersonal relations; Flexibility; Teamwork; Accuracy; Aptitude of figures; Computer literacy in MS Office Package (Word, Excel, PowerPoint); Communication skills (written and verbal); Ability to work independently and as part of a team.

DUTIES : Provide Assurance Services; Management of irregular, fruitless and wasteful expenditure and investigations; Report to key stakeholders on the financial governance and compliance environment; Co-ordination of internal and external auditors; Policy formulation, drafting of internal control policy and training; Provide fraud and losses management services; Manage and undertake all administrative functions required with regard to financial and HR management.

ENQUIRIES : Ms B Mott Tel No: (021) 483 9088

POST 13/315 : **ASSISTANT DIRECTOR: MUNICIPAL ECONOMIC SUPPORT REF NO: DEDAT 10/2026**

SALARY CENTRE : R468 459 - R561 894 per annum (Level 09)
: Department of Economic Development and Tourism, Western Cape Government

REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Economics; A minimum of 3 years administrative experience in project management; 3 years' experience in data analysis. Competencies: Knowledge of the following: Economic development (refers to a practical understanding of the processes, programs, and policies that improve a community's economic well-being and quality of life); Development economics (refers to a technical, academic understanding of the theories, models, and methods used to analyse the economic issues of developing nations); Project Management; Relationship and stakeholder management; Monitoring and evaluation methods, tools and techniques; Skills in the following: Planning and Organising; Working with People; Analysing; Relating and Networking; Following Instructions and Procedures; Writing and Reporting; Delivering Results and Meeting Customer Expectations; Computer literacy in MS Office Package (Word, Excel, PowerPoint); Communication skills (written and verbal); Ability to work independently and as part of a team.

DUTIES : Facilitate capacity building of municipalities in the regions; Support the building of partnerships, IGR, cross-cutting and area-specific initiatives that promotes alignment of economic activities in region; Support the implementation of spatial economic growth initiatives in regions; Support the building of business partnerships for growth opportunities across regions; Support the coordination of municipal-level data and intelligence.

ENQUIRIES : Ms F Dharsey Tel No: (021) 483 7508

POST 13/316 : **OFFICE MANAGER: STRATEGIC ECONOMIC ACCELERATORS AND DEVELOPMENT REF NO: DEDAT 11/2026**

SALARY CENTRE : R468 459 - R561 894 per annum (Level 09)
: Department of Economic Development and Tourism, Western Cape Government

REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years experience in rendering executive support functions to top management. Competencies: Knowledge of the following: Administrative and HR administration; Systems and knowledge management administration; Communication and marketing project management; Public Service Regulatory Framework; Financial and people management; Information and records management; Relevant software packages; Intergovernmental and international relations. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Communication (written and verbal); Basic research; Project planning; Financial management; Ability to work independently and as part of a team.

DUTIES : Render line administrative support services; Execute research, analyse information and compile complex documents for the DDG; Manage resources of the Office of the DDG, including office budgets, asset control & petty cash; Developing and managing systems within the branch to improve administrative efficiencies; Providing project support to the Office of the DDG; Remain abreast of policies and procedures; Communication & Digital Content Management.

ENQUIRIES : Ms Ilse van Schalkwyk Tel No: (021) 483 9494

POST 13/317 : **PERSONAL ASSISTANT: STRATEGIC AND OPERATIONAL SUPPORT REF NO: DEDAT 13/2026**

SALARY CENTRE : R325 101 - R382 959 per annum (Level 07)
: Department of Economic Development and Tourism, Western Cape Government

REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification) plus an accredited secretarial diploma and/or administrative qualification on the level of NQF level 5 or relevant higher tertiary qualification; A minimum of 3 years' experience in rendering a support service to management/ senior management. Competencies: Knowledge of the following: Relevant legislation/ policies/ prescripts and procedures; Basic financial administration; Ability to run and maintain a record management system; Procurement of goods and services; Ability to properly record minutes and decisions at meetings; Advanced knowledge of relevant software packages. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Report writing, Organising and planning; Time management; Recording of minutes; Communication skills (written and verbally); Research; Analytical skills; Ability to work independently and as part of a team.

DUTIES : Provide a secretarial/ receptionist support service to the manager; Render administrative support services, inclusive of: Scrutinising routine submissions/ reports and make notes and/or recommendations for the manager; Collects, analyses and collates information requested by the manager; Provide support to the manager regarding meetings, inclusive of: Scrutinising documents to determine actions/information/ other documents required for meetings; Collecting and compilation of all necessary documents for the manager to inform him/her on the contents; Recording of minutes/ decisions and communicating to relevant role-players, follow-up on progress made; Preparation of briefing notes for the manager as required; Support the manager with the administration of the manager's budget; Study the relevant Public Service and departmental prescripts/ policies and other documents and ensures that the application.

ENQUIRIES : Ms Julies Tel No: (021) 483 9000

DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

CLOSING DATE : 04 May 2026

NOTE : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and submit documentation for verification purposes and criminal record vetting. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 13/318 : **ENVIRONMENTAL OFFICER (SPECIALISED PRODUCTION): AIR QUALITY PLANNING AND INFORMATION MANAGEMENT REF NO: EADP 05/2026**

SALARY CENTRE : R498 916 per annum, (OSD as prescribed)
: Department of Environmental Affairs and Development Planning, Western Cape Government

REQUIREMENTS : An appropriate Honours Degree in Environmental Management or Physical / Natural Sciences or Engineering (or an equivalent qualification); A valid (Code B) driving license. Competencies: Working knowledge and relevant experience of the following: Environmental Management, Integrated Environmental Management, particularly Air Quality Management; Air Quality Monitoring; Environmental Legislation; Compliance and Enforcement and Project Management / Planning; Environmental Management (air quality management, integrated environmental management; pollution management); Air Quality Management Systems (e.g., atmospheric emission licensing, air quality management planning, etc.); Compliance Monitoring and Enforcement, with respect to statutory obligations (e.g. NEMA; NEM:AQA); Environmental legislation, particularly as it relates to air quality management (e.g., NEMA, NEM:AQA). Skills in the following: General Office / Administration in respect of Budgeting and Financial Management; Human Resource Management (Supervisory and Mentoring); Research and report writing skills, including the ability to analyse, interpret and respond to scientific and technical reports; Computer literacy in MS Office Package (Word, Excel, PowerPoint etc); Ability to work independently and as part of a team; Communication skills (written and verbal).

DUTIES : Provide specialised advice and technical expertise towards the development and administration of Air Quality Management systems legislation and policies; Provide specialised support, guidance and technical advice on the development and implementation of specific projects (e.g. Atmospheric Emissions Licensing, Emissions Inventory, Dispersion Modelling, Air Quality Management Planning, information management and capacity building); Contribute towards the development and implementation of air quality management planning and governance, and reporting; Provide specialised inputs on compliance monitoring and enforcement with respect to statutory obligations (NEMA and NEM: AQA); Provide support and input to all financial management, human resource management, administrative and strategic planning and related functions.

ENQUIRIES : Dr Joy Leaner at (joy.leaner@westerncape.gov.za) / Tel No: (021) 483 2798

POST 13/319 : **ENVIRONMENTAL SUPPORT OFFICER: ENVIRONMENTAL LAW ENFORCEMENT REF NO: EADP 06/2026**

SALARY CENTRE : R397 116 - R467 790 per annum (Level 08)
: Department of Environmental Affairs and Development Planning, Western Cape Government

REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years relevant administrative experience; A valid

code B (or higher) driving license. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Knowledge of the following: Financial and administrative prescripts governing the public sector, the Western Cape Government and the Department; Legislation, regulations, policies and prescripts that are relevant to the Department and the component; General office administration processes; Database and information management processes; Project administration processes; Record-keeping legislation, regulations, policies, prescripts and processes; People management prescripts, policies and processes; Supply Chain Management. Skills needed: Computer Literacy (MS Office: Word, Excel, PowerPoint etc.); Accounting, Finance and Audit; Ability to work independently and as part of a team; Must be able to meet strict deadlines.

DUTIES : Facilitate procedural and administrative functions aligned with operational compliance; Coordinate and maintain environmental data systems to support policy implementation and regulatory reporting; Provide logistics and secretariat services to relevant stakeholders within the component; Administer financial processes to support environmentally aligned procurement, budgeting, and reporting functions.

ENQUIRIES : Mr A Bassier Tel No: (021) 483 3506

POST 13/320 : **ENVIRONMENTAL SUPPORT OFFICER: WASTE POLICY AND MINIMISATION REF NO: EADP 07/2026**

SALARY CENTRE : R397 116 - R467 790 per annum (Level 08)
: Department of Environmental Affairs and Development Planning, Western Cape Government

REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years relevant administrative experience; A valid code B (or higher) driving license. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Knowledge of the following: Financial and administrative prescripts governing the public sector, the Western Cape Government and the Department; Legislation, regulations, policies, and prescripts that are relevant to the Department and the component; General office administration processes; Database and information management processes; Project administration processes; Record-keeping legislation, regulations, policies, prescripts and processes; People management prescripts, policies and processes; Supply Chain Management Skills needed: Computer Literacy (MS Office: Word, Excel, PowerPoint etc.); Accounting, Finance and Audit; Ability to work independently and as part of a team; Must be able to meet strict deadlines.

DUTIES : Facilitate procedural and administrative functions aligned with operational compliance; Coordinate and maintain environmental data systems to support policy implementation and regulatory reporting; Provide logistics and secretariat services to relevant stakeholders within the component; Administer financial processes to support environmentally aligned procurement, budgeting and reporting functions; Asset management; Perform supervisory functions.

ENQUIRIES : Ms E Boonzaaier Tel No: (021) 483 8321

DEPARTMENT OF HEALTH AND WELLNESS

In line with the Employment Equity Plan of the Department of Health it is our intention with this advertisement to achieve equity in the workplace by promoting equal opportunities and fair treatment in employment through the elimination of unfair discrimination.

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

CLOSING DATE : 05 May 2026, 17:00 PM

NOTE : It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Kindly note that excess personnel will receive preference. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.

ERRATUM: Kindly note that the advert for the POST12/165: Operational Manager Nursing (Specialty Unit: Psychiatry), Salary R693 096 per annum,

Centre: Valkenberg Hospital, advertised in the Public Service Vacancy Circular 12 dated 10 April 2026, with Ref No: 12/165: Post has been cancelled.

OTHER POSTS

- POST 13/321** : **CLINICAL MANAGER (MEDICAL) GRADE 1**
Garden Route District
- SALARY** : R1 422 810 per annum, (A portion of the package can be structured according to the individual's personal needs.), (Plus non- pensionable rural allowance of 18% of your annual basic salary).
- CENTRE REQUIREMENTS** : Oudtshoorn Hospital, Oudtshoorn Sub-district
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner. Experience: A minimum of 3 years of appropriate experience as a Medical Officer after registration with HPCSA as a Medical Practitioner. Inherent requirement of the job: Valid driver's licence (Code B/EB). Competencies (knowledge/skills): Ability to communicate effectively (verbal and written) Management experience at a Health Facility. A commuted overtime contract is compulsory, as well as the ability to work after-hours.
- DUTIES** : Quality clinical, non-clinical and medico-legal patient care as required by the various programmes of the Department of Health. Supervise-, Support -, transfer of knowledge to-, training- and mentoring of the clinical staff and auxiliary staff. Provide an efficient administration service regarding all clinical and non-clinical matters and medico-legal work. Provide guidance and leadership towards the realisation of strategic goals and objectives of the division. Ensure a cost-efficient service at the clinical level with regard to laboratory services, blood, medicine, consumables and equipment. Willingness to travel throughout the district.
- ENQUIRIES NOTE** : Dr CA Dreyer Tel No: (044) 203-7204
No payment of any kind is required when applying for this post. Candidates will be subjected to a practical/written assessment.
- POST 13/322** : **MEDICAL SPECIALIST GRADE 1 TO 3 (INTERNAL MEDICINE)**
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R1 341 855 per annum
Grade 2: R1 531 032 per annum
Grade 3: R1 773 222 per annum
(A portion of the package can be structured according to the individual's personal needs).
- CENTRE REQUIREMENTS** : Victoria Hospital
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Internal Medicine. Registration with a Professional Council: Registration with the HPCSA as Medical Specialist in Internal Medicine. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist in Internal Medicine. **Grade 2:** A minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Internal Medicine. **Grade 3:** A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Internal Medicine. Inherent requirements of the job: Valid (Code B/EB) driver's licence, willingness and ability to travel. It will be expected of the successful candidate to participate in a system of remunerated commuted overtime within the Metro Health Services. Competencies (knowledge/skills): Ability to work as a specialist physician at a Large District Hospital attached to a teaching institution. Verbal and written communication skills. Knowledge and understanding of relevant legislation, hospital procedures and policies.
- DUTIES** : Provision of specialist care to outpatients and inpatients (including ICU and high care). Clinical service leadership and oversight at Victoria hospital. Clinical link and between the Community Health Centres and Victoria and Groote Schuur and False Bay. Outreach to western subdistrict. Training and teaching

of students, interns, medical officers and registrars. Clinical governance and management for the Department of Internal Medicine including handling medico-legal enquires.

ENQUIRIES : Dr GL Dunbar Tel No: (021) 799-1211: Graeme.Dunbar@westerncape.gov.za
NOTE : No payment of any kind is required when applying for this post.

POST 13/323 : **REGISTRAR (MEDICAL) (RADIATION ONCOLOGY)**
(4-Year Contract)

SALARY : R1 001 349 per annum, (A portion of the package can be structured according to the individual's personal needs.)

CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as Medical Practitioner (Independent Practice). Inherent requirement of the job: Participation in commuted overtime (after-hours emergency service) is compulsory. Valid driver's license. Competencies (knowledge/skills): Post-community service clinical experience in an appropriate field of medicine (Internal medicine, surgery, emergency medicine, oncology, anaesthetics). Appropriate post-community service clinical experience, under on-site supervision of a registered Clinical Oncologist. Proven dedication to patient care and to maintaining professional integrity. Current ACLS certification. Computer literacy in MS Word, TEAMS and Excel or similar, including the ability to use online resources relevant to the discipline. Excellent communication skills. Good interpersonal and organisational skills and proven ability to function well within a team and to communicate effectively with all categories of staff as well as students. Palliative Care qualification (short course, diploma or Master's level. Research skills.

DUTIES : Provide a high-quality clinical oncology service to cancer patients and their families including radiotherapy, chemotherapy, and palliative and supportive care under the supervision of specialist Clinical Oncologists and the Head of Division. Supervision of junior medical staff to ensure quality of care and good clinical outcomes. Informal teaching and training of junior staff in the course of clinical work. Teaching (formal and informal) of undergraduate medical students. Achieve success in the FC Rad Onc Part I exam after 6 months and FC Rad Onc Part II exam of the CMSA prior to the end of the four-year contract. Graduation with an MMed (Rad Therapy) degree prior to the end of the four-year contract after completion of the required research project.

ENQUIRIES : Dr H Burger Tel No: (021) 938-4727, email. henrietteburger@sun.ac.za
NOTE : No payment of any kind is required when applying for this post. Appointment as Registrar will be for a maximum contract period of 4 years. It may become necessary to second/transfer staff to another hospital/institution during their period of training, in which case affected staff will be consulted prior to any decision being implemented. Registrars will function across health facilities, as per an agreed programme. Should registration with the HEI as a student be discontinued for any reason the appointment as a Registrar also discontinues. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as Registrar will be on contract. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Specialist positions. -The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Registrars will be required to register as post-graduates with Stellenbosch University according to the yearbook and guidelines. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category

with the relevant council (including individuals who must apply for a change in registration status)".

- POST 13/324** : **REGISTRAR (MEDICAL) (OPHTHALMOLOGY) (X2 POSTS)**
(5-Year Contract)
- SALARY** : R1 001 349 per annum, (A portion of the package can be structured according to the individual's personal needs.)
- CENTRE** : Tygerberg Hospital, Parow Valley
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a professional council: Registration with the HPCSA as Medical Practitioner (Independent Practice). Inherent requirement of the job: A valid (code B/EB) driver's licence. Commuted overtime is compulsory. Emergency and after hour call cover. Applicants must have a FCOphth part 1 (all 3 modules). Competencies (knowledge/skills): Post-internship experience in Ophthalmology (under onsite supervision of a registered ophthalmologist). Diploma in Ophthalmology. Ability to work in a professional team. Ability to achieve and maintain good interpersonal relations with staff, patients and their families. Excellent report, clinical note and referral writing skills. Sound verbal and written communication skills. Experience with teamwork, planning, organizing and coordination. Excellent administrative, communication, analytical and problem-solving skills. Display empathy for patients, promote advocacy and facilitate holistic treatment. Good time management. Knowledge and practical skills for safe cataract surgery and management of ophthalmic emergencies. Knowledge and appropriate use of equipment. Minimum of 50 complete cataract surgeries performed.
- DUTIES** : Provision of safe eye care to patients. Pre-op assessment of patients, operative management of ophthalmic conditions and post-operative care of patients. Out-patient management of chronic eye conditions. Management of patients admitted to the Eye ward. After hours management of emergency eye conditions and eye trauma. Learning the art and science of eye care medicine and surgery. Attending tutorials and assisting with the training of medical students, nursing staff and ophthalmic assistants. Involvement in research/audits relating to ophthalmology. Administration of registrar rosters and the teaching program. Improving professional competence by regular self-learning and reflection with the application of current evidence.
- ENQUIRIES** : Prof L Visser Tel No: (021) 938-5519
- NOTE** : No payment of any kind is required when applying for this post. Appointment as Registrar will be for a maximum contract period of 5 years. It may become necessary to second/transfer staff to another hospital/institution during their period of training, in which case affected staff will be consulted prior to any decision being implemented. Registrars will function across health facilities, as per an agreed programme. Should registration with the HEI as a student be discontinued for any reason the appointment as a Registrar also discontinues. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as Registrar will be on contract. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Specialist positions. The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Registrars will be required to register as post-graduates with Stellenbosch University according to the yearbook and guidelines. -"Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)".

- POST 13/325** : **REGISTRAR (SURGERY: GENERAL)**
(5-Year Contract)
- SALARY** : R1 001 349 per annum, (A portion of the package can be structured according to the individual's personal needs.)
- CENTRE** : Groote Schuur Hospital, Observatory
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner (Independent practice). Inherent requirement of the job: Commuted overtime is compulsory. Emergency and after hour call cover. FCS (SA) primary examination. Competencies (knowledge/skills): Knowledge, expertise and experience with regards to providing medical services in General Surgery. Appropriate and sufficient clinical experience since obtaining the degree of MBChB and after completion of internal rotations. Previous research experience (publication/conference presentation). Post community service experience in General Surgery.
- DUTIES** : Leadership. Innovation and Research. Teaching. Clinical Service: Operative. Clinical Service: Patient care. Clinical Governance.
- ENQUIRIES** : Prof L Cairncross Tel No: (021) 406-6229 or email: melissa.mohamed@uct.ac.za
- NOTE** : No payment of any kind is required when applying for this post. Please ensure that you attach an updated CV. Groote Schuur Hospital has adopted the department's ecosystem framing of its training platform. Accordingly, all medical officer appointments may be called upon to work across this platform and may include rotations at Metro West and Rural East hospitals. This includes Red Cross War Memorial Children's Hospital, New Somerset Hospital, Mitchells Plein District Hospital, Victoria Hospital and George Provincial Hospital. -The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Registrars will be required to register as post-graduates with University of the Western Cape according to the yearbook and guidelines. -Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as a Registrar will be for a maximum contract period of 5 years. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Specialist positions. Should registration with the HEI as a student be discontinued for any reason the appointment of Registrar also discontinues. Applicants must indicate whether they have bursary obligations. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).
- POST 13/326** : **MEDICAL OFFICER GRADE 1 TO 3 (ANESTHESIOLOGY) (DENTAL MAXILLO FACIAL AND ORAL SURGERY)**
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R1 001 349 per annum
Grade 2: R1 142 553 per annum
Grade 3: R1 322 352 per annum
(A portion of the package can be structured according to the individual's personal needs.)
- CENTRE** : Oral Health Centre, Tygerberg/Mitchell's Plain
- REQUIREMENTS** : Minimum educational qualification: A qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical

Practitioner. Registration with a professional council: Registration with the Health Professions Council of South Africa as a Medical Practitioner. Experience: **Grade 1:** None after registration as a Medical Practitioner with the HPCSA in respect of SA qualified employees. One 1-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional council in respect of foreign qualified employees, of who is not required to perform community service as required in South Africa. **Grade 2:** A minimum of five 5 years' appropriate experience after registration as a Medical Practitioner with the HPCSA in respect of SA qualified employees. A minimum of six 6 years relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional council in respect of foreign qualified employees, of who is not required to perform community service as required in South Africa. **Grade 3:** A minimum of ten 10 years' experience as a Medical Practitioner with the HPCSA in respect of SA qualified employees. A minimum of eleven 11-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional council in respect of foreign qualified employees, of who is not required to perform community service as required in South Africa. Inherent requirement of the job: A valid (code B/EB) driver's licence. Willingness to work across the Oral Health Platform. Competencies (knowledge/skills): Ability to work independently and in a multi-disciplinary team. Interest in developing an academic career. Good computer literacy (MS Word, Excel and Outlook). Diploma in Anaesthesia (DA)SA from the Colleges of Medicine of South Africa (CMSA) Appropriate experience in Anaesthesia.

DUTIES : To deliver comprehensive anaesthesia to patients within the Department of Health and Wellness healthcare facilities of the Cape metro healthcare ecosystem. Pre-operative, intraoperative and post-operative anaesthetic management of surgical patients. Teaching, training and supervision of junior staff, post-graduate and undergraduate medical and dental students. Administrative duties such as resource management, statistics, presentations and research.

ENQUIRIES : Dr M Meyer Tel No: (021) 937-3086 or Dr N Behardien Tel No: (021) 937-3081
NOTE : No payment of any kind is required when applying for this post.

POST 13/327 : **OPERATIONAL MANAGER NURSING (SPECIALTY UNIT: TRAUMA AND OPD)**
 West Coast District

SALARY : R693 096 per annum
CENTRE : Vredenburg Hospital
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing: General or Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency or 4 year Bachelor Degree in Nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post graduate diploma (R635) accredited in Emergency Nursing. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: A minimum of 9 years appropriate / recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate / recognisable experience after obtaining the 1-year post-basic qualification or post-graduate diploma in the relevant specialty. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to work after hours (weekends, public holidays and night duty). Competencies (knowledge/skills): Knowledge of appropriate legislation, regulations and Departmental Policies. Knowledge of Hospital and Emergency Centre Triage Information System (HECTIS) and South African Triage System (Basic knowledge and experience in human resource management, labour relations, financial and supply chain procurement processes. Experience in the use of clinical equipment and control of budget levels. The ability to promote quality patient care through the setting, implementation, and monitoring of standards. Effective communication, interpretation, leadership, execute discipline, decision-making and conflict resolution skills.

DUTIES : Coordination of optimal, holistic specialised nursing care within set standards and within a professional /legal framework. Manage effectively the utilisation and supervision of resources. Coordination of the provision of effective training and research. Provision of effective support to Nursing Services. Maintain professional growth/ethical standards and self-development.

ENQUIRIES : Dr. JM Van Schalkwyk Tel No: (022) 709-7287

NOTE : No payment of any kind is required when applying for this post.

POST 13/328 : **ASSISTANT MANAGER NURSING: (GENERAL NURSING)**
Chief Directorate: Metro Health Services

SALARY : R693 096 per annum

CENTRE : New Somerset Hospital

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse OR A 4 year Bachelor Degree in Nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 8 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirements of the job: Willingness to work overtime should the need arise, day or night. Perform after-hour and weekend duties in order to assist the matron or night manager as the need arises. Competencies (knowledge/skills): Excellent conflict management skills. Excellent writing and communication skills. Ability to work effectively and amicably, at management level with people of diverse backgrounds and beliefs. Basic computer literacy. Knowledge of legislation relative to the Health Care Service and policies of the Department of Health. Ability to manage own work, and that of the units which report to the post, and to ensure appropriate interventions to enhance the nursing service at the institution. Skilled nurse clinician able to lead the nursing service within the scope of practice and accepted nursing standards.

DUTIES : Co-ordinate, supervise and delegate the provision of effective and efficient patient care through quality nursing care within set standards and legal framework. Participate in analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor the cost-effective utilization of human, financial and physical resources. Coordinate the provision of effective training and research. Provide effective support to Nursing Services and maintain professional self-development.

ENQUIRIES : Ms. S Basardien Tel No: (021) 402-6485

NOTE : No payment of any kind is required when applying for this post.

POST 13/329 : **OPERATIONAL MANAGER NURSING (SPECIALTY UNIT: PSYCHIATRY) (PRE DISCHARGE)**
Chief Directorate: Metro Health Services

SALARY : R693 096 per annum

CENTRE : Valkenberg Hospital

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R880) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Psychiatric Nursing Science (R212) OR A 4 year bachelor's degree in nursing (R174) or equivalent qualification (R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post graduate diploma (R635) accredited with the SANC in Mental Health Nursing. Registration with a Professional Council: Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in Advanced Psychiatric Nursing Science after obtaining the one-year post-basic qualification in Advanced Psychiatric

Nursing Science (R212) or a post-graduate diploma (R635) accredited with the SANC in Mental Health Nursing. Inherent requirements of the job: Work night duty on a planned schedule to relieve the night manager. A Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge of legal framework and regulations regarding nursing practice. Good leadership and people management skills, maintain constructive relationships with members of the multi-disciplinary team. Computer literacy. Basic financial management skills. The ability to communicate (verbal and written).

DUTIES : Ensure adherence to MHCA prescripts and other legislation. Effective management of the ward, hospital after hours, over weekends and public holidays on a planned basis and maintain good working relationship amongst all members of staff Manage and monitor the effective utilisation of human, financial and physical resources as per departmental policies. Co-ordinate and actively participate in focused training and development of permanent staff and nursing students according to development plan. Participate in analysis, formulation and implementation of nursing guidelines, practices, standards and procedures.

ENQUIRIES : Mr. V Nel Tel No: (021) 826-5801

NOTE : No payment of any kind is required when applying for this post.

POST 13/330 : **DENTIST GRADE 1 TO 3 (5/8TH)**
Garden Route District

SALARY : Grade 1: R607 884 (5/8th) per annum
Grade 2: R714 096 (5/8th) per annum
Grade 3: R826 470 (5/8th) per annum
A portion of the package can be structured according to the individual's personal needs.)

CENTRE REQUIREMENTS : PHC Support and Outreach Knysna/Bitou Sub-district
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Dentist. Registration with a professional council: Registration with the Health Professions Council of South Africa (HPCSA) as a Dentist. Experience: **Grade 1:** None after registration as Dentist with the HPCSA in respect of SA-qualified employees. 1-year relevant experience after registration as Dentist with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform community service, as necessary in South Africa. **Grade 2:** Minimum of 7 years' appropriate experience as Dentist after registration with the HPCSA as a Dentist in respect of SA-qualified employees. Minimum of 8 years' relevant experience after registration as Dentist with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform community service, as necessary in South Africa. **Grade 3:** Minimum of 12 years' appropriate experience as Dentist after registration with the HPCSA as a Dentist in respect of SA-qualified employees. Minimum of 13 years' relevant experience after registration as Dentist with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform community service, as necessary in South Africa. Inherent requirement of the job: Valid driver's licence (Code B/EB) and willingness to travel throughout the Knysna/Bitou Sub-district. Competencies (knowledge/skills): Adhere to all departmental requirements and protocols. Excellent report writing, clinical documentation, recording keeping and referral writing skills. Sound verbal and written communication skills. Good computer skills (MS Word, Excel and PowerPoint). Comply with National Core Standards and or ideal facility/clinic requirements as applicable and good time management. Clinical therapeutic skills including assessment techniques, treatment, discharge planning and follow up as needed. Ability to be flexible and innovative in response to differing client needs.

DUTIES : Provide clinical primary and secondary dental treatment to children on the wellness bus and inpatients and outpatients as applicable to the designated work areas. Provide dental care support in dental clinics in the different sub-districts within Knysna/Bitou Sub District. Provide a holistic dental service independently and as part of a team in a hospital and primary health care setting. Diagnose and appropriate management of patients. Daily collection and monthly submission of data as per departmental protocols. Effective, efficient and optimal use of resources including facilitating the repair and maintenance of dental equipment. Stock taking and ordering of consumables

as required within departmental norms. Relevant in-service training and skills transfer. Provide relevant relief duty within Knysna/Bitou Sub District in absence of a peer colleague.

ENQUIRIES : Dr FR Potgieter Tel No: (044) 302 - 8400
NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).

POST 13/331 : **CHIEF ARTISAN GRADE A (ELECTRICAL/MECHANICAL) (X2 POSTS)**
Cape Winelands District

SALARY : R480 261 per annum
CENTRE : Cape Winelands District Office (X1 Post)
Overberg District Office (X1 Post)

REQUIREMENTS : Minimum educational qualification: Appropriate Trade Certificate in Electrical/Mechanical Artisanship. Experience: 10 years' appropriate post-qualification experience in the post of Artisan/Artisan Foreman. Inherent requirement of the job: Willingness to work overtime and attend to unplanned callouts and emergency maintenance. Valid driver's license (Code B/EB) and willing to travel when needed. Competencies (knowledge/skills): Be conversant with the requirements of the Machinery and Occupational Health and Safety Act. Computer literacy in Ms Word, Excel, Outlook and Web-based systems. Appropriate knowledge and skills to lead infrastructure and maintenance coordination in the district. Excellent report writing skills.

DUTIES : Lead the implementation of the workshop hub and spoke model within the ecosystem. Coordinate the strategic planning and management of health facility maintenance needs across the district. Manage risks, quality, assets, stock and finances as they relate to infrastructure and maintenance projects. Human resource management and development, including providing support to workshop staff across the district.

ENQUIRIES : Mr O Motshweneng Tel No: (023) 348-8120/8104 (Cape Winelands District)
Ms R Zondo Tel No: (028) 214-5800 (Overberg District)

NOTE : No payment of any kind is required when applying for this post.

POST 13/332 : **ASSITANT DIRECTOR: INFORMATION MANAGEMENT (SYSTEM MANAGER: CLINICAL SYSTEMS)**
Directorate: Health Information Technology (HIS Application Support Centre)

SALARY : R468 459 per annum
CENTRE : Head Office, Cape Town

REQUIREMENTS : Minimum educational qualification: An appropriate 3-year National Diploma or Degree in Information Technology. Experience: Appropriate experience of hospital administrative and clinical processes. Appropriate experience working on Electronic Health Record systems/modules. Appropriate working experience and knowledge of Electronic Health Record systems / modules. Appropriate experience in training and supporting system users. Appropriate experience of Hospital Fees and patient administration policies. Inherent requirement of the job: Valid driver's license. Willingness to travel to WCDHW health institutions. Willingness to work overtime. Competencies (knowledge/skills): Good communication and interpersonal skills. Ability to provide user training and support. Accurate data capturing skills. Computer literacy, including MS Office and MS Project. Knowledge of Clinicom, HECTIS, eCCR and other HIS modules. Understanding of Business Process Re-engineering. Understanding of system maintenance and enhancement process flow. Understanding and developing quality control processes. Proven ability to work in a team environment.

DUTIES : Manage and control the Clinical systems / modules at all hospitals and clinics in the Western Cape. Maintain and update master files, documentation, access control and print management. Manage and ensure update of annual or adhoc regulatory changes. Liaise with HIS management, hospital IT, and other stakeholders on clinical system matters. Provide end-user support and resolve

system problems. Update and maintain user manuals and clinical system procedures. Develop quality control script for system changes and manage test process with formal outcome reporting. Develop system release notice for system changes and ensure user awareness. Assist with data quality assurance. Manage compliance of system release logs and exception reports. Drive business process re-engineering in clinical system -related areas across hospitals. Support development and administration of new clinical system modules. Manage Integrated Health Solution System Controllers. Collaborate with the Finance and clinical documentation team to ensure compliance of Clinical systems to hospital fee and patient administration policy and manage new enhancement requests to deployment where accepted. Provide ad hoc support to the Deputy Director: eHealth Systems. Identify training needs and provide training to users and core trainers.

ENQUIRIES
NOTE

: Mr J Maharaj Tel No: (021) 938-6513
: No payment of any kind is required when applying for this post. Shortlisted candidates will be required to undergo competency assessments/proficiency tests.

POST 13/333

: **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: MATERNITY AND NEONATAL WARD)**
Chief Directorate: Rural Health Services

SALARY

: Grade 1: R476 367 per annum
Grade 2: R583 989 per annum

CENTRE
REQUIREMENTS

: New Somerset Hospital
: Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Midwifery and Neonatal Nursing Science (R212) OR A 4 year Bachelor Degree in Nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post graduate diploma (R635) accredited in Midwifery. Registration with a professional council: Registration with the SANC as a Professional Nurse. Proof of annual registration with the SANC. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification or post-graduate diploma in the relevant specialty. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends, and public holidays to meet the operational requirements. Must be prepared to assist in all departments according to operational requirements. Competencies (knowledge/skills): Computer literacy in Microsoft package. Effective communication skills and interpersonal skills. Knowledge of relevant legislation and policies of the Department of Health Western Cape. Skills to plan, organize and coordinate the service by analyzing, problem solving and decision-making. Leadership towards the realization of strategic goals and objectives of the Obstetric and Neonatology department.

DUTIES

: Provide optimal, holistic specialised nursing care with set standards and within a professional/legal framework. Assist in managing the utilization and supervision of all resources effectively. Assist in effective management and utilization of human and financial resources to ensure optimal operational functions. To assist in the planning and co-ordination of training and research effectively. Assist to organize a cost-effective service daily and provide support to supervisor and management.

ENQUIRIES
NOTE

: Ms. S Basardien Tel No: (021) 402-6485
: No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification or post-graduate diploma in the relevant specialty.

POST 13/334 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: ADVANCED MIDWIFERY)**
Overberg District

SALARY : Grade 1: R476 367 per annum
Grade 2: R583 989 per annum

CENTRE : Grabouw CHC

REQUIREMENTS : Minimum Education qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus 254) that allows registration with the SANC as a Professional Nurse. A post-basic qualification nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Midwifery and Neonatal Nursing Science (R212) OR a 4-year bachelor's degree in nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the SANC as a Professional Nurse. A post graduate diploma (R635) accredited with the SANC in Midwifery. Registration with a Professional Council: Registration with the SANC as a Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification or post-graduate diploma in the relevant specialty. Inherent requirements of the job: Work within a shift system. Willing to work public holidays, after-hours, night duty and weekend cover for nursing. Assist with relief duties and partake in overall specialised area functions, i.e. team building, supervision, training, workshops and updates. Competencies (knowledge/skills): Computer literacy. Knowledge and insight of relevant legislation and policy related to this nursing speciality within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Effective communication, interpretation, leadership, decision-making and conflict resolution and organisational skills.

DUTIES : Provide optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Assist in managing the utilization and supervision of all resources effectively. Assist in effective management and utilisation of human and financial resources to ensure optimal operational functions. To assist in the planning and co-ordination of training and research effectively. Assist to organise a cost-effective service daily and provide support to supervisor and management.

ENQUIRIES : Ms V Maqhina Tel No: (028) 212-1048

NOTE : No payment of any kind is required when applying for this post. Candidate will be subjected to a practical. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Midwifery and Neonatal Nursing Science (R212) OR A post graduate diploma (R635) accredited Midwifery.

POST 13/335 : **ASSISTANT DIRECTOR: ASSET MANAGEMENT**

SALARY : R468 459 per annum

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: Appropriate three year National Diploma/ Degree in Accounting, Financial Management, Supply Chain Management (with Accounting/Finance modules). Experience: Appropriate experience in asset management, with a proven track record in: Financial reporting and compliance with the Modified Cash Standard, Managing government movable assets, including reconciliations, disposals, and audit processes, Leading teams and implementing asset management controls. Inherent requirement of the job: A valid (code B/EB) driver's licence. Competencies (knowledge/skills): Strong leadership, conflict resolution, and project management skills. Expertise

- in government asset management systems (e.g., LOGIS, Syspro) and advanced Excel. Proficiency in financial reporting, reconciliations, and audit processes. Advanced knowledge of Public Finance Management Act (PFMA), Treasury Regulations, and Modified Cash Standard.
- DUTIES** : Collaborate with finance, procurement, and clinical teams to align asset management with budgetary and operational needs. Prepare and reconcile monthly/quarterly financial reports, including inputs for the Annual Financial Statements (AFS) and asset disclosure notes. Ensure accurate accounting for assets in compliance with the Modified Cash Standard and PFMA/Treasury Regulations, including ensuring that asset valuations align with GRAP (Generally Recognised Accounting Practice) standards for departmental reporting. -Manage the moveable asset management component, including staff performance, training, and HR matters. Oversee real-time capturing of acquisitions, transfers, disposals, and barcoding on the institutional asset register. Plan and conduct the annual asset verification and reconcile discrepancies between the asset register and BAS systems.
- ENQUIRIES** : Mr R Schroeder Tel No: (021) 404-3248
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test.
- POST 13/336** : **QUALITY ASSURANCE COORDINATOR**
West Coast District
- SALARY** : R468 459 per annum
- CENTRE** : Vredenburg Hospital, Saldanha Bay Sub-district
- REQUIREMENTS** : Minimum educational qualification: Appropriate 4-year Health related Diploma/degree that is registrable with any of the statutory bodies of South Africa. Experience: Appropriate experience in Quality Assurance (QA), Infection Prevention Control (IPC) and Occupational Health & Safety (OH&S). Appropriate management experience. Inherent requirement of the job: Valid driver's licence and willingness to travel extensively within the rural districts. Competencies (knowledge/skills): Ability to analyse and interpret Health Systems information, compile reports and present the data to direct planning. Have Knowledge of Project and Financial Management. Good organisational, interpersonal, creative problem solving and research skills. Computer literacy (Ms Office: Word, Excel, PowerPoint and Outlook) Ability to communicate effectively (verbal and written).
- DUTIES** : Support the Health Establishment, staff & Sub District Management Team, with the implementation of the Ideal Hospital/Clinic Realisation and Maintenance and Promulgated Norms & Standards requirements. Ensure the maintenance of the Infection Prevention and Control (IPC) standards. Establish measures that will ensure Health and Safety of staff & users. Help build the competency of staff by identifying, planning and addressing Quality Improvement (OI), Infection Prevention and Control (IPC) and Occupational Health & Safety training needs. Monitor data quality in the Health Establishment and update the Health Establishment Training data base.
- ENQUIRIES** : Ms E Van Ster Tel No: (022) 487-9269
- NOTE** : No payment of any kind is required when applying for this post. Applicants may be subjected to competency assessments.
- POST 13/337** : **SENIOR PERSONNEL PRACTITIONER: (EMPLOYEE SOURCING)**
Chief Directorate: Metro Health Services
- SALARY** : R397 116 per annum
- CENTRE** : Northern/Tygerberg Sub-structure Office
- REQUIREMENTS** : Minimum educational qualification: Appropriate three-year National Diploma or Degree in Human Resource Management. Experience: Appropriate experience and in-dept knowledge in Recruitment & Selection. Appropriate experience on the Scube Online system. Inherent requirements of the job: Valid Code (B/EB) driver's license. Willingness to travel. Willingness to work after hours. Competencies (knowledge/skills): Computer literate in MS Office (Excel, Word and Power point) Outlook and PERSAL. Good verbal and written communication skills to ensure effective presentation of submissions and policies. Knowledge of Employment Equity and Recruitment and Selection Policy and prescripts. Knowledge of all relevant PM policies and policies.
- DUTIES** : Responsible for downloading of CV's and capturing of adverts on the Scube online system and DOTS 360 for verifications and the Biometric machine to

host fingerprints. Arrange and co-ordinate the logistics for the Recruitment & Selection processes, responsible for regular update of statistical appointments/transfers and exists on share drive. Act as HR scribe and advisory to the panel members, optimal support to supervisor and colleagues. Responsible to draft and scrutinize motivations for procedural correctness and fairness, effective handling of the Approved post list (APL) and the establishments related matters within the Sub-structure. Keep abreast with the Recruitment & Selection Policy and PM amendments within Circulars/Policy Frameworks, Regulations and EE stats. Responsible for salary determinations for all disciplines and effective control of internal and external transfers.

ENQUIRIES : Ms. P Petersen Tel No: (021) 815-8567
NOTE : No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment.

POST 13/338 : **PHYSIOTHERAPIST GRADE 1 TO 3**
 Garden Route District
 (Contract until 31 March 2027)

SALARY : Grade 1: R397 233 per annum
 Grade 2: R463 941 per annum
 Grade 3: R543 099 per annum
 (Annual salary plus 37% in lieu of service benefits.)

CENTRE : Knysna/Bitou Sub-district
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the HPCSA as a Physiotherapist. Registration with a professional council: Registration with the Health Professions Council of South Africa (HPCSA) as a Physiotherapist. Experience: **Grade 1:** None after registration with the HPCSA as a Physiotherapist in respect of RSA qualified employees. 1-year relevant experience after registration with the HPCSA as a Physiotherapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** A minimum of 10 years' relevant experience after registration with the HPCSA as a Physiotherapist in respect of SA qualified employees. A Minimum of 11 years' relevant experience after registration with the HPCSA as a Physiotherapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **-Grade 3:** A minimum of 20 years' relevant experience after registration with the HPCSA as a Physiotherapist in respect of SA qualified employees. A minimum of 21 years' relevant experience after registration with the HPCSA as a Physiotherapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirement of the job: Valid driver's licence (Code B/EB). Competencies (knowledge/skills): Adhere to all departmental requirements and protocols. Excellent report, clinical note and referral writing skills. Good computer skills (MS Word, Excel and PowerPoint). Comply with National Core Standards and or ideal facility/clinic requirements as applicable. Knowledge of prescription and issuing of assistive devices including mobility. Clinical therapeutic skills including assessment techniques, treatment, discharge planning and follow up as needed. Basic to intermediate wheelchair seating assessments, prescription, fitting and issuing and other relevant assistive devices and therapeutic knowledge and skills within the field of physiotherapy and rehabilitation.

DUTIES : Provide clinical physiotherapy service delivery to inpatients and outpatients as applicable to the designated work areas. Provide clinical physiotherapy service delivery to patients at a primary healthcare level, including transitional care facilities/ intermediate care facilities, and relevant NGO's applicable to the designated work areas. Oversee physiotherapy students and support their learning in designated clinical areas. Participate in ward rounds, multidisciplinary meetings, and support to specialist outreaches as applicable to the designated work area. Participate in personal, district, sub district and hospital in-service and training programs as applicable to the designated work area including transitional care facilities/intermediate care facilities, and relevant' s. Daily collection and monthly submission of data as per departmental protocols. Effective, efficient and optimal use of resources including facilitating the repair and maintenance of assistive devices. Stock taking and ordering of consumables and assistive devices as required within departmental norms. Relevant in-service training and skills transfer, clinical

		facilitation, and mentorship of placed students. Provide relevant relief duty in absence of a peer colleague and provide support to supervisor.
<u>ENQUIRIES</u>	:	Dr FR Potgieter Tel No: (044) 302 - 8400
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).
<u>POST 13/339</u>	:	<u>SOCIAL WORKER GRADE 1 TO 4 (PRODUCTION)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R325 200 per annum Grade 2: R397 119 per annum Grade 3: R477 564 per annum Grade 4: R585 441 per annum
<u>CENTRE REQUIREMENTS</u>	:	Victoria Hospital Minimum educational qualification: Appropriate qualification as a Social Worker that allows for registration with the South African Council for Social Service Professionals (SACSSP). Registration with a Professional Council: Registration with the South African Council for Social Service Professions (SACSSP) as a Social Worker. Experience: Grade 1: None after registration. Grade 2: A minimum of 10 years appropriate experience in social work after registration as a Social Worker with the SACSSP. Grade 3: A minimum of 20 years appropriate experience in social work after registration as a Social Worker with the SACSSP. Grade 4: A minimum of 30 years appropriate experience in social work after registration as a social worker with the SACSSP. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Strong leadership, problem solving, decision making and conflict resolution skills. Computer literacy (MS Office package: Word, Excel, PowerPoint, Outlook email). Knowledge and insight of relevant legislation and policy related to social work service in the public sector. Good report writing, interpersonal, leadership and planning skills. Ability to work independently and within an interdisciplinary team to achieve functional outcomes for clients. Knowledge and understanding of illness and disease, human behaviour, and social systems within a health environment setting.
<u>DUTIES</u>	:	Provision of comprehensive, client centred clinical social work services to adults and children in a district hospital. Ensure safe discharge plans, support and protection of vulnerable individuals and families. Conduct psychosocial assessments aimed at identifying conditions within individuals that justify relevant interventions. Implementation of applicable social work interventions. Effective engagement and networking with the multidisciplinary team as well as all relevant external stakeholders. Keep up to date with new developments in social work. Utilize and manage resources. Support social workers, social auxiliary workers, volunteers and students. Assist with the achievement of department and organisational goals. Perform all administrative functions required of the job. Deliver an accountable social work service through the appropriate implementation of social work processes.
<u>ENQUIRIES</u>	:	Dr G Dunbar Tel No: (021) 799-1211, email: graeme.dunbar@westerncape.gov.za
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointments on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)".

POST 13/340 : **ADMINISTRATIVE OFFICER: FINANCE ADMIN (HOSPITAL FEES AND ADMISSIONS)**
West Coast District

SALARY : R325 101 per annum
CENTRE : Vredendal Hospital, Matzikama Sub-district
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics or Accountancy as a passed subject. Experience: Appropriate experience and knowledge in Patient Administration, Medical Records, archive in a Healthcare environment, administration of Hospital Memorandum Chapter 18 and UPFS. Appropriate practical experience in Clinicom, AR, JAC, HIS, BAS, HECTIS and LOGIS systems. Inherent requirement of the job: Willingness to work after hours (weekends, public holidays) and overtime at short notice. Willingness to rotate and/or relief staff within the admissions, archive and hospital fees department within the facility. Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Ability to execute duties accurately and working under pressure and meet strict deadlines. Appropriate supervisory experience to ensure that sound people management and labour practices are implemented in a Hospital Fees and/or Patient Administration environment. Computer Literate (Microsoft Excel, Word, Outlook, Internet). Good communication skills (verbal and written), analytical and problem-solving skills. Appropriate knowledge and understanding of Hospital Fees, Hospital Information Systems (Clinicom, Account Receivable, UPFS, Cashiers Functions, Electronic Data Interchange, JAC, Medical Records and BAS) as well knowledge of Hospital Memorandum Chapter 18, PFMA, handling of state money, patient valuables (Chapter 6), applicable policies and prescripts in respect of revenue generation, reception and medical records, and all circulars, instructions, policies and procedures related to the above.

DUTIES : Patient Administration/Reception Services: Maintain a 24-hour reception service, management of medical records, medico-legal admin unit. Revenue Management: ensuring there is a Revenue Generation Plan in place per Financial Year with specific Monitoring Controls for Optimum Revenue Collection, System Control, Data Quality and Monitoring of the Revenue Unit, ensuring processes are in place for cash management in line with the relevant prescripts, ensuring that Management Accounting functions are done within prescribed timeframes. Reporting, Internal Control and Risk Management: Management of routine and mandatory reporting on all Outputs of the Patient Admin/Revenue units, Implementation and maintenance of effective Internal Control in all sections, management of various Audit processes. People management: Ensure efficient management of staffing resources in all sections, Maintaining Organisational Structure, People Development, Wellness and Organisational Culture, Performance Management & Review Process.

ENQUIRIES : Ms C Davids Tel No: (027) 213-2039

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subject to a practical test.

POST 13/341 : **ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT**
Chief Directorate: Metro Health Services

SALARY : R325 101 per annum
CENTRE : Eerste River Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focus on the Key performance Areas (KRA's) of the post. Experience: Appropriate experience in Supply Chain. Appropriate Experience in Supervisory. Appropriate experience in Contract Management. Inherent requirement of the job: A valid (Code B/EB) drivers licence. Competencies (knowledge/skills): Knowledge of Logis, EPS system. Knowledge and exposure to the Public Financial Management (PFMA), National Treasury Regulations and SCM Instructions. Computer Literacy (MS Office: Word, Excel, Outlook).

DUTIES : Ensure effective demand planning, procurement planning and asset register management. Manage acquisition of goods, services and assets through EPS, transversal contracts and other SCM processes in line with AOS and delegations. Provide system approvals and implement processes to prevent late payments. Compile and submit relevant monthly and quarterly SCM

reports. Maintain effective record keeping for all SCM activities and processes. Provide regular and credible feedback to management. Oversee Asset Management and Warehouse Management functions. Manage staff within the relevant SCM components. Serve as a member of the Vetting and Quotation Committee. Provide procurement support to clinics and assist other SCM components when required.

ENQUIRIES : Ms C Solomons Tel No: (021) 902-8058
NOTE : No payment of any kind is required when applying for this post.

POST 13/342 : **ADMINISTRATIVE OFFICER: SUPPORT SERVICES**
 Chief Directorate: Metro Health Services

SALARY : R325 101 per annum
CENTRE : Eerste River Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate Support Services experience. Appropriate Supervisory experience. Maintenance of buildings, equipment, and machinery experience. Inherent requirement of the job: Valid driver's licence (Code B/EB). Willingness to do standby and work overtime. Competencies (knowledge/skills): Ability to draft service level agreements/contracts and implement standard operating procedures. Extensive knowledge of the Treasury Regulations and Contract Management, PFMA, OHS, and Public Service Acts. Computer skills (MS Office, Excel, and Word). Extensive knowledge of Western Cape Government maintenance protocols. Working knowledge of support services management or facilities management.

DUTIES : Promote and maintain acceptable standards of quality of services delivered by the Support Service components (Transport, Linen, Porters, Switchboard, Cleaning, Waste, Grounds, Parking, Security). Effective support of maintenance and capital works of buildings and equipment of institution. Ensure effective and efficient contract management. Ensure relevant policy implementation and compliance (Occupational Health & Safety, Ideal Hospital Framework, regulated norms & standards, etc.) at the Hospital. Support to ASD Facility Management, Staff and Support Services section. Optimum utilisation and supervision of human and other resources within Support Services.

ENQUIRIES : Mr J Levy Tel No: (021) 902-8077
NOTE : No payment of any kind is required when applying for this post.

POST 13/343 : **ADMINISTRATION CLERK: ADMISSIONS**
 Garden Route District

SALARY : R228 321 per annum
CENTRE : Knysna Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in patient administration / admissions at a hospital Experience of working on Clinicom system. Inherent requirement of the job: Willingness to work 12-hour shifts (i.e. night duty, weekends, public holidays) and work overtime when needed. Competencies (knowledge/skills): Good communication (verbal and written) skills, with internal and external clients. Cash management – receipt and safe keeping. Appropriate knowledge of electronic patient administration system Clinicom. Computer literacy in Microsoft (Word, Excel and Outlook). Appropriate knowledge of uniform patient fee schedule (UPFS).

DUTIES : Assessment of patients according to the means test when admitting patients, update patient information and ensure availability of patient folders. Responsible for sound cash management for revenue control which includes the receipt of money, issue of accounts, receipt and safekeeping of money. Open and maintain patient folders and loan of patient folders to relevant departments on the Clinicom system. Responsible for handling of patient enquiries. Filing of patient folders and documents on a daily basis. Record keeping, trace old folders, compile new folders and destruction of folders.

ENQUIRIES : Mr E Harker Tel No: (044) 302-8400
NOTE : No payment of any kind is required when applying for this post. Candidates will be subjected to a practical/written assessment.

- POST 13/344** : **ADMINISTRATION CLERK: ADMISSIONS**
Chief Directorate: Metro Health Services
- SALARY** : R228 321 per annum
CENTRE : Eerste River Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Patient Administration in the Health environment. Inherent requirement of the job: Willingness to work overtime when required, and 12-hour shifts (including night duty, weekends, and public holidays). Competencies (knowledge/skills): Good interpersonal skills. Knowledge of Hospital Fees Memorandum Chapter 18, PFMA, Hectis, UPFS, Clinicom and Finance instructions.
- DUTIES** : Render administrative support service to patients, the public, supervisor, and staff. Record and capture all patient information and activities (admission and discharge of patient) accurately and promptly on Clinicom. Responsible for effective revenue collection which includes receipt of money, issue of receipts, and account queries. Capture all charge entries, Update Hectis. Drawing of medical records. Relieve duties to que marshal/Helpdesk.
- ENQUIRIES** : Ms C Solomons Tel No: (021) 902-8058
NOTE : No payment of any kind is required when applying for this post.
- POST 13/345** : **ADMINISTRATION CLERK: SUPPORT (WARDS)**
Overberg District
- SALARY** : R228 321 per annum
CENTRE : Caledon Hospital, Theewaterskloof Sub-district
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate administrative experience in a hospital setting. Inherent requirement of the job: Willingness to work shifts (overtime, weekends, public holidays, and night duty). Willingness to rotate. Competencies (knowledge/skills): Good communication skills verbally and written. Computer literacy in Microsoft Office package (i.e., MS Word, Excel, PowerPoint and Outlook). Experience in ordering of stock and supply chain management processes in a hospital setting. Effective leadership, interpersonal, problem solving, decision making, and conflict resolution skills. Good organisational skills. Ability to function independently as well as part of a multi-disciplinary team. Knowledge of patient administration functions, e.g., Admission, discharge, and transfers on Clinicom/ Tier.Net.
- DUTIES** : Provide an effective administrative service to the Operational Manager, nurses, and doctors in the wards. Order ward stock and responsible to manage ward storeroom. Provide helpdesk functions to patients and visitors. Effective utilisation of resources to assist in achieving the objectives of the ward. Relief services when needed. Deliver effective support to the Nursing Department as a whole.
- ENQUIRIES** : Mr S Roman Tel No: (028) 212-3702
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates could be subjected to a practical test.
- POST 13/346** : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT**
Chief Directorate: Emergency and Clinical Support Services
- SALARY** : R228 321 per annum
CENTRE : Emergency Medical Services, Central Karoo
REQUIREMENTS : Minimum educational qualification: Senior Certificate with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate with experience/competencies that focus on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in Supply Chain or Asset Management. Inherent requirement of the job: A valid driver's license. Willingness to travel. Competencies (knowledge/skills): Knowledge and exposure to the Public Finance Management Act (PFMA) and Regulations and SCM instructions. Knowledge of LOGIS (Logistical Information System) would be advantageous. Computer literacy (MS Office package).
- DUTIES** : Responsible for supply chain management at the district office, focusing of Asset Management and Warehouse Management. Ensure Audit Compliance and file source documents. Handle telephonic and written enquiries from user departments. Assist with the asset disposal and acquisition planning. Report

		on asset findings to relevant components. Assist with maintaining registers and repairs.
<u>ENQUIRIES</u>	:	Mr J Stuart Tel No: (021) 830-1159
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 13/347</u>	:	<u>PRINCIPAL FOOD SERVICES SUPERVISOR</u>
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Grade 9 (Std. 7) / General Education and Training Certificate (GETC). Experience: Appropriate experience in a Large-Scale Food Service Unit. Inherent requirements of the job: This is a straight-shift position within a 24/7 service. The successful candidate will be required to work after hours and weekends (one in six), be on call, and night shifts in line with service requirements. Competencies (knowledge/skills): Have a knowledge and understanding of the basic food groups, normal and therapeutic diets and cooking methods and Hygiene and Safety standard. Good leadership and interpersonal skills and ability to work under pressure. The Ability to handle industrial equipment. Dress according to Departmental specifications.
<u>DUTIES</u>	:	Assist the Manager with Human and Financial Resource Management (Responsible for subordinates quarterly SPMS reporting, training allocation, leave, discipline and stock control of the Recon Kitchen). Communicate with patients and ward staff and feedback any problems and recommendations to the food service manager. Supervise FSA's in the running of a reconstitution/kitchen and the night duty food service aid's in the Main Kitchen from 18h30-06h30. Supervising and assisting with service of 3 meals and 4 beverages daily to the Patients, and with the cleaning and maintenance of the kitchen area and equipment and adhere to hygiene and safety standards. Supervising service of the 20h00 tea and snack and the 05h00 coffee to the Patients on the wards, collect and cleaning of cups afterwards and supervise the cooking of the porridge for breakfast. To supervise FSA's in the unloading and cleaning of supper trolleys and the washing of the crockery, lids, trays etc.
<u>ENQUIRIES</u>	:	Ms K Mapekula Tel No: (021) 404-4002
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 13/348</u>	:	<u>ADMINISTRATION CLERK: HUMAN RESOURCE MANAGEMENT</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Lentegeur Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Human Resource Management. Appropriate PERSAL experience. Competencies (knowledge/skills): Sound knowledge of HRM Policies and Practices, Public Regulations, Collective. Agreements regarding personnel and salary administration. Computer literacy (MS Office package and Outlook). Ability to maintain confidentiality. Ability to work under pressure and meet deadlines. Ability to work independently and in a team. Appropriate knowledge and experience of PERSAL.
<u>DUTIES</u>	:	Perform all administrative duties pertaining to the personnel administration section e.g. appointments, service terminations, transfers, pension administration, salary administration, leave, housing, injury on duty, debt management, verify documents, qualifications, etc. Handle personnel inquiries and correspondence (written and verbal) and filing of personnel data. Responsible for capturing transactions on PERSAL. Maintain registers (PILIR, RWOEE, Appointments and Service Terminations). Auditing of Personnel and Leave records. Assist with Recruitment and Selection Process and SPMS/PERMIS. Assist staff, supervisor and management with regard to Human Resource and Personnel matters. Provide an effective support to supervisor.
<u>ENQUIRIES</u>	:	Mr P Pieters Tel No: (021) 370 1419
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 13/349</u>	:	<u>ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT</u> Chief Directorate: Emergency and Clinical Support Services
<u>SALARY</u>	:	R228 321 per annum

<u>CENTRE REQUIREMENTS</u>	:	Emergency Medical Services
	:	Minimum educational qualification: Senior Certificate with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate with experience/competencies that focus on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in Supply Chain. Inherent requirement of the job: Valid Driver's Licence. Willingness to Treasury Regulations and SCM instructions. Knowledge of LOGIS and/or SYSPRO, ESL and EPS system. Computer literacy (MS travel. Competencies (knowledge/skills): Knowledge of and exposure to the Public Finance Management Act (PFMA) National Office): Word, Excel, Outlook.
<u>DUTIES</u>	:	Adequate demand planning for warehousing. Ensure proper inventory verifications are performed. Storage and safekeeping of stock. Proper record keeping is maintained. Forms part of IFS and AFS reporting. Assisting in other components within SCM. Monthly reporting.
<u>ENQUIRIES NOTE</u>	:	Ms S Overmeyer Tel No: (021) 830-1160
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 13/350</u>	:	<u>ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT</u> Chief Directorate: Metro Health Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 per annum
	:	Eerste River Hospital
	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics or Accountancy as a passed subject and/or Senior Certificate with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in stock handling. Appropriate working experience in LOGIS. Knowledge and appropriate experience in Supply Chain Management and Warehouse Management. Inherent requirement of the job: Ability to lift and move heavy boxes and stock. Willingness to work overtime. Competencies (knowledge/skills): Computer literacy in MS Word, MS Excel and Outlook. Good verbal and written communication skills. Good organizational and time management skills. The ability to function independently. Ability to think creatively and apply ideas.
<u>DUTIES</u>	:	Completion and capturing of requisitions, receipt voucher and issue voucher on LOGIS. Receiving of goods and updating of Bin cards. Update monthly consumption report. Rotation within the SCM department. Packing and removing of stock from storage areas and shelves and delivering to end users. Ensure accurate stock and compliance controls i.e. applying FIFO principle, etc. Maintain stock levels and ordering of stock i.e. completion of PA, etc. Regular reporting i.e. monthly Inventory reporting, stock takes, etc.
<u>ENQUIRIES NOTE</u>	:	Ms C Solomons Tel No: (021) 902-8058
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 13/351</u>	:	<u>FORENSIC PATHOLOGY OFFICER GRADE 1 TO 2</u> Chief Directorate: Emergency and Clinical Support Services
<u>SALARY</u>	:	Grade 1: R217 092 per annum Grade 2: R252 840 per annum
<u>CENTRE REQUIREMENTS</u>	:	Forensic Pathology Service
	:	Minimum educational qualification: Senior Certificate with having achieved English, mathematics, Life Science and / or Biology as passed subjects. Experience: Grade 1: None. Grade 2: 10 year's appropriate Forensic Pathology Service experience. Inherent requirement of the job: A valid (code B/EB) driver's licence. Ability to work under pressure. Willingness to be trained in Forensic Investigation and Dissection. Ability to work with and lift corpses, (mutilated, decomposed, infectious viruses, obese). Be willing on travelling long distances and working standby duties / overtime. Competencies (knowledge/skills): Computer and software literacy in at least MS Word and Excel. Ability to be trained in 4x4 Vehicle handling. Ability to be trained in photography. Ability to communicate clearly and discreetly in person and in writing. Willingness to assist with duties in an X-ray room. Ability to achieve and maintain good interpersonal and working relations with staff and clients. Ability to interpret and apply policies. Will be required to deliver testimony in court proceedings.
<u>DUTIES</u>	:	Effective and efficient recovery, storage and processing of deceased. An effective identification process and release of the deceased, including management of property. An effective forensic autopsy process and specimen

management rendered in accordance with set standards and guidelines. Optimal control of reports and statements during and after the Forensic Mortuary process. An efficient support service to the Manager with regard to Corporate and Clinical Governance functions of the Forensic Pathology Laboratory.

ENQUIRIES : Ms D Ontong Tel No: (021) 862-2047 or email: Dawn.Ontong@westerncape.gov.za

NOTE : No payment of any kind is required when applying for this post. Short-listed candidates will be subjected to a practical test. Candidates will be subjected to security clearance prior to appointment. The pool of applications will be considered for vacancies within Paarl Forensic Pathology Laboratory, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

POST 13/352 : **ORTHOPADIC & PROSTHETIC ASSISTANT GRADE 1 TO 2 (TECHNICAL SERVICES)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R217 092 per annum
Grade 2: R252 840 per annum

CENTRE : Western Cape Rehabilitation Centre (Orthotic and Prosthetic Centre, Pinelands)

REQUIREMENTS : Minimum educational qualification: Appropriate qualification or prescribed in service training (with duration of less than two years) that allows for the required registration with the Health Professions Council of South Africa. Registration with a Professional Council: Registration with the Health Professional Council of South Africa (HPCSA) as an Orthotics and Prosthetics Assistant. Inherent requirements of the job: Ability to lift patients. Competencies (knowledge/skills): Technical abilities, computer literacy skills. Good communication and interpersonal skills. Ability to work independently. Understanding of orthotic and prosthetic devices, including types, components, and functions. Knowledge of human anatomy and physiology, including musculoskeletal and nervous system.

DUTIES : Assist the Medical Orthotist Prosthetist clinicians to prepare material and tools for measuring patients. Assist the Medical Orthotist Prosthetist clinicians to modify or correct patient measurements. Assist the Medical Orthotist Prosthetist clinicians to mould orthoses or laminate prosthetic sockets or bend metal bars for callipers. Assist the Medical Orthotist Prosthetist clinicians to cut and assemble the Orthotic and prosthetic device. Assist the Medical Orthotist Prosthetist clinicians to clean each area involved in stages of production. Assist the Medical Orthotist Prosthetist clinicians to adjust and repair Orthotist and Prosthetist devices. Assist the Medical Orthotist Prosthetist clinicians to perform administrative duties service including collection of statistics for production work and completing job cards. Assist to Maintain machinery and other equipment used in the Medical Orthotist Prosthetist Centre. Participate in general cleaning of the Medical Orthotist Prosthetist Centre. Leather work and sewing of straps or belts for use in appliances. Adhere to HPCSA regulations and attend staff development programs within the Medical Orthotist Prosthetist field. Perform any other reasonable duties delegated by supervisor from time to time within the Medical Orthotist Prosthetist assistant's scope of practice.

ENQUIRIES : Ms M Brink Tel No: (021) 531-5300/5218

NOTE : "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)".

POST 13/353 : **STAFF NURSE GRADE 1 TO 3 (FEMALE/CHILDRENS'S WARD AND MATERNITY/NEONATAL) (X3 POSTS)**
West Coast Health District

SALARY : Grade 1: R220 614 per annum

		Grade 2: R262 287 per annum Grade 3: R306 798 per annum
<u>CENTRE REQUIREMENTS</u>	:	Vredendal Hospital, Matzikama Sub-district Minimum educational qualification: Qualification that allows registration with the South African Nursing Council (SANC) as an Enrolled Nurse. Registration with a Professional Council: Registration with the SANC as an Enrolled Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognizable experience in nursing after registration at SANC as an Enrolled Nurse. Grade 3: A minimum of 20 years appropriate/ recognizable experience in nursing after registration with the SANC as Enrolled Nurse. Inherent requirements of the job: Willingness to work shifts, weekends, public holidays and night duty as well as overtime when necessary. Ability to work in a high stress environment. Willingness to rotate between Wards. Competencies (knowledge/skills): Ability to function/make decisions independently and as part of a multi-disciplinary team. Good communication and interpersonal relationships. Basic computer skills in MS Word and Outlook. Knowledge of relevant nursing legislation, policies and protocols of the Department of Health, Western Cape.
<u>DUTIES</u>	:	Development and implementation of basic patient care plans, carried out under the supervision of the Professional Nurse, to deliver adequate patient care. Provide basic clinical nursing care to patients under the supervision of the Professional Nurse. Effective utilization of resources, including stock and equipment and proper maintaining thereof. Maintain professional growth and ethical standards and self-development.
<u>ENQUIRIES NOTE</u>	:	Mr LK Wagenaar Tel No: (027) 213-2039 No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).
<u>POST 13/354</u>	:	<u>STAFF NURSE GRADE 1 TO 3 (NURSING SERVICES)</u> West Coast Health District
<u>SALARY</u>	:	Grade 1: R220 614 per annum Grade 2: R262 287 per annum Grade 3: R306 798 per annum
<u>CENTRE REQUIREMENTS</u>	:	Citrusdal Hospital, Cederburg Sub-district Minimum educational qualification: Qualification that allows registration with SANC as an Enrolled Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognizable experience in nursing after registration at SANC as an Enrolled Nurse. Grade 3: A minimum of 20 years appropriate/ recognizable experience in nursing after registration with the SANC as Enrolled Nurse. Registration with a Professional Council: Registration with the South African Nursing Council as an Enrolled Nurse. Inherent requirements of the job: Willingness to work shifts, including night duty, weekends, and public holidays. Ability to work under supervision of a Professional Nurse. Willingness to rotate between wards within hospital. Work as part of a multi-disciplinary team and support managers to ensure quality nursing care. Competencies (knowledge/skills): Ability to function/make decisions independently and as part of a multi-disciplinary team and to function effectively within a multidisciplinary team. Good communication and interpersonal relationships. Basic computer skills in MS Word and Outlook. Knowledge of relevant nursing legislation, policies and protocols of the Department of Health, Western Cape.
<u>DUTIES</u>	:	Development and implementation of basic patient care to all patients. Provide basic clinical nursing care. Effective utilization of physical and financial resources. Maintain professional growth/ethical standards and self-development.
<u>ENQUIRIES NOTE</u>	:	Ms. L. van Geems-Wolmarans Tel No: (022) 921-2153 No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test. Candidates who are not in possession of the stipulated registration requirements may also apply. Such

candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).

- POST 13/355** : **LAUNDRY SUPERVISOR**
Central Karoo District
- SALARY** : R193 359 per annum
CENTRE : Beaufort West Hospital
REQUIREMENTS : Minimum educational qualification: General education and Training Certificate (GETC) Grade 9 (Std 7). Experience: Appropriate experience in laundry / linen services in a hospital environment. Inherent requirement of the job: Valid Code B/EB drivers' licence. Willingness to travel work weekends, public holidays and overtime. Competencies (knowledge/skills): Appropriate knowledge of Laundry and Linen Services Good communication skills (written and verbal). Ability to work under pressure, perform heavy physically demanding tasks and to handle heavy objects. Ability to achieve and maintaining good interpersonal relations with staff and the service provider. Good numerical skills and sewing skills. Knowledge of and the ability to interpret the Western Cape Linen Management Policy. Computer literacy (MS Word and Excel). Ability to maintain confidentially. Knowledge and understanding laundry and linen policies and Hygiene and Safety standards.
- DUTIES** : Supervise Effective Laundry and Linen Services Ensure effective utilization of resources i.e. financial assets, consumables and Equipment. Implementation of infection control and waste management in the laundry and linen unit. Ensure effective Control and effective management of data/stats in the laundry and linen unit Ensuring high standards of cleanliness and- proper linen handling Ensure effective & efficient support to supervisor. Assist the Manager with Human and Financial Resource Management (Responsible for subordinates quarterly SPMS/PERMIS reporting, training allocation, leave, discipline and stock control of the Recon Laundry/Linen). Communicate with ward staff to provide feedback of any problems and recommendations. Ensure effective and efficient processing of linen within the Hospital. Effective quality control of the outsourced laundering and supervision of the internal linen services. Perform pre-condemning of linen and report irregularities to your supervisor.
- ENQUIRIES** : Ms MJ De koker Tel No: (023) 414 - 8200
NOTE : No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment.
- POST 13/356** : **NURSING ASSISTANT GRADE 1 TO 3 (INTERNAL MEDICINE)**
Chief Directorate: Rural Health Services
- SALARY** : Grade 1: R174 261 per annum
Grade 2: R203 271 per annum
Grade 3: R239 559 per annum
- CENTRE** : Paarl Hospital
REQUIREMENTS : Minimum educational qualification: Qualification that allows for registration with the South African Nursing Council (SANC) as a Nursing Assistant. Registration with a Professional Council: Registered with the South African Nursing Council (SANC) as a Nursing Assistant. Experience: **Grade 1:** None. **Grade 3:** A minimum of 20 years appropriate/recognisable experience after registration with the SANC as a Nursing Assistant. **Grade 2:** A minimum of 10 years appropriate/recognisable experience after registration with the SANC as a Nursing Assistant. Inherent requirements of the job: Willingness to work shifts, night duty, public holidays, after-hours, and weekend cover for nursing. Must be prepared to assist in all departments according to operational needs. Ability to work under pressure. Competencies (knowledge/skills): Ability to communicate effectively (verbal and written). Good communication, planning and interpersonal skills. Ability to work in a multidisciplinary team-context. Enhance patient care through the implementation of SOP's, policies and guidelines.

- DUTIES** : Effective utilization of physical and financial resources. Assist patients with activities of daily living (physical care) To provide elementary clinical nursing care Maintain professional growth/ ethical standards and self-development.
- ENQUIRIES** : Ms B Fourie: Bernice.Fourie@westerncape.gov.za
- NOTE** : No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview." This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)". "Preference will be given to Grade 1 and/or Grade 2 candidates, should they be found appointable."
- POST 13/357** : **NURSING ASSISTANT GRADE 1 TO 2 (WARD 15 & 16)**
Chief Directorate: Rural Health Services
- SALARY** : Grade 1: R174 261 per annum
Grade 2: R203 271 per annum
- CENTRE** : Alexandra Hospital
- REQUIREMENTS** : Minimum educational qualification: Qualification that allows registration with the South African Nursing Council (SANC) as a Nursing Assistant. Registration with a Professional Council: Registration with the SANC as a Nursing Assistant. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years' appropriate/recognizable nursing experience after registration with the SANC as Nursing Assistant. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends, and public holidays to meet the operational requirements. Must be prepared to assist in all departments according to operational requirements. Competencies (knowledge/skills): Effective communication and Interpersonal skills. Appropriate knowledge and experience of basic nursing care in a hospital setting.
- DUTIES** : Assist patients with activities of daily living (Physical care). Provide elementary clinical nursing care. Maintain efficient records of all health care activities. Maintain professional growth/ethical standards and self-development.
- ENQUIRIES** : Ms B. Wiener Tel No: (021) 503 5000 ext. 5030
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview." This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status). Short listed candidates will be subjected to a written and oral assessment.
- POST 13/358** : **OPERATOR: TUBE FEED ROOM (DIETETICS: INFANT MILK KITCHEN)**
- SALARY** : R163 680 per annum
- CENTRE** : Groote Schuur Hospital, Observatory
- REQUIREMENTS** : Minimum educational qualification: General Education and Training certificate (GETC) /Grade 9 (Std 7). Experience: Appropriate experience in a foodservice, tube feed service or milk kitchen. Inherent requirements of the job: Physically able to perform physical tasks such as lifting, packing, and pushing heavy trolleys. Willingness to work overtime on public holiday and weekends. Competencies (knowledge/skills): Ability to read and write. Basic numerical skills with an ability to adapt feed recipes. Good communication skills (verbal and written). Basic knowledge of infant feed products. Knowledge of milk kitchen hygiene practices. Basic knowledge of store keeping and stock management. Knowledge of pasteurisation of human breast milk.
- DUTIES** : Production and distribution of infant formula. Processing of human milk including pasteurisation. Maintain optimal hygiene standards in the milk kitchen and store area. Basic stock taking and stock control. Perform basic administrative tasks as required within the department.
- ENQUIRIES** : Ms A Du Toit Tel No: (021) 404-4471

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical assessment.

POST 13/359 : **OPERATOR (TUBE FEED ROOM)**

SALARY : R163 680 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: General Education and Training certificate (GETC) /Grade 9 (Std 7). Experience: Appropriate experience in foodservice/milk kitchen/tube feed room and cleaning procedures. Inherent requirement of the job: Required to work shifts and overtime. Required to stand in for colleagues during leave or when ill. The ability to handle heavy equipment and perform heavy duty functions, e.g. lift heavy boxes or operate heavy trollies. Competencies (knowledge/skills): Good verbal and written communication skills. Ability to work effectively as part of multi-disciplinary team. Ability to read a recipe, weigh and mix products. Good numerical skills. The ability to work under supervision. The ability to function independently as well as in a team.

DUTIES : Correct weighing, mixing, decanting and labelling of formulae, tube feeds and special drinks. Delivery of tube feeds and special drinks with a heavy-duty trolley to the correct wards within time constraints. Daily cleaning of equipment, tube feed and supplementary drink bottles and all work areas in the unit. Delivery of nutritional products to various clinics and storage areas in the hospital. Delivery of tube feed products and agar samples to Department of Microbiology. Collection of ordered tube feed products from the stores and pharmacy. Monitor, control and maintain stock levels. FIFO. Perform and support Supervisor with work related tasks as well as administrative duties. Maintain a high standard of personal hygiene. Completion of any other work-related tasks given to the employee.

ENQUIRIES : Ms C Schubl Tel No: (021) 938-4351

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical assessment.

POST 13/360 : **GENERAL WORKER (ENVIRONMENTAL HEALTH AND HYGIENE SERVICE)**

SALARY : R138 486 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate general cleaning experience. Inherent requirement of the job: Required to work shifts, weekends and public holidays. Competencies (knowledge/skills): Good communication skills.

DUTIES : Collection of healthcare risk waste within the hospital and at any other outside areas at external pick-up points. Effectively operate equipment to perform cleaning functions within the waste area spaces. Provide effective support to the General Foreman with regards to the Environmental Health and Hygiene Services in the hospital. Ensure compliance to waste trolley hygiene and waste collection policies.

ENQUIRIES : Ms L White Tel No: (021) 938-4121

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical assessment.

POST 13/361 : **LINEN STORES ASSISTANT (LINEN CONTROL)**

SALARY : R138 486 per annum
CENTRE : Red Cross War Memorial Children's Hospital, Rondebosch
REQUIREMENTS : Minimum requirement: Basic reading, writing and numerical skills. Experience: Appropriate experience in Laundry and linen management. Inherent requirements of the job: Ability to do physically hard work. Ability to stand for long hours. Competencies (knowledge/skills): A basic understanding of maintaining a safe and hygienically clean environment. Good interpersonal relations with supervisor, colleagues, and the public. Ability to read, speak and write. Basic knowledge of safe use of laundry machinery and equipment. Sound knowledge of infection control.

DUTIES : Provide a professional linen and clothing service to the institution. Ensure effective and efficient stock control. Sort, count and pack Theatre linen/CSSD, Emergency Bank linen. Unpack the linen bags, count the linen, record all the

clean linen and pack out the linen onto the Linen Bank shelves. Handling of soiled and infectious linen. Follow and maintain hygiene and safety regulation standards. Provide support to supervisor, wards, and other departments.

ENQUIRIES : Mr E Hefke Tel No: (021) 685-5034
NOTE : No payment of any kind is required when applying for this post.

POST 13/362 : **FOOD SERVICES AID**
Central Karoo District

SALARY : R138 486 per annum
CENTRE : Beaufort West Hospital
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate experience in an Industrial Food Service Unit, within a hospital environment. Inherent requirement of the job: The incumbent must be strong enough to lift heavy objects and be on their feet the entire day. Willingness to work overtime, shifts (weekends and public holidays). Competencies (knowledge/skills): Good communicate efficiently (verbal and written). Knowledge of hygiene, occupational health, HACCP and safety principles. The ability to prepare meals according to standardized recipes.

DUTIES : Perform all tasks emanating from preparation and serving of food. Maintain general hygiene and safety standards in the Food Service Unit. Assist in the receiving, safe storage and stock control of food supplies. Assist with the informal in-service training of new employees.

ENQUIRIES : Ms De koker Tel No: (023) 414 - 8283
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test.

POST 13/363 : **DRIVER (LIGHT DUTY VEHICLE)**
Overberg District

SALARY : R138 486 per annum
CENTRE : Hermanus Hospital, Overstrand Sub-district
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate driving experience including transportation of employees and delivery of goods. Inherent requirement of the job: A valid driver's license code (B/EB). Good physical health. Must be prepared to work overtime and perform standby duties on short notice (after hours, weekends and public holidays). Competencies (knowledge/skills): Ability to accept accountability and responsibility and to work independently and unsupervised. Good interpersonal and safe driving skills.

DUTIES : Transport of goods, post and Personnel. Maintenance of prescribed logbooks, trip authorities and administrative duties of driving. Inspection, storage, maintenance, and safe handling of vehicle. Support to supervisor.

ENQUIRIES : Mr T De Wet Tel No: (028) 312-1166
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a competency test.

POST 13/364 : **MEDICAL OFFICER GRADE 3 (ENT AND UROLOGY) (SESSIONAL) (20 HOURS PER WEEK)**
Chief Directorate: Metro Health Services

SALARY : Grade 3: R636.per hour
CENTRE : Victoria Hospital
REQUIREMENTS : Minimum Education qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a Professional Council: Registration with the HPCSA as a Medical Practitioner. Experience: **Grade 3:** A minimum of 10 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Competencies (knowledge/skills): Appropriate knowledge & surgical technical skills to manage an inpatient & outpatient ENT & urology surgical service at a district-level hospital. Good communication skills. Ability to work in a team and with all levels of staff. Good organizational skills & ability to perform tasks efficiently with a resource-limited

		environment. Understanding medico-legal requirements of the position. At least 10-years experience (Grade 3 MO) working within an ENT & urology surgical service of a district-/secondary-/tertiary-level hospital.
<u>DUTIES</u>	:	To deliver safe, cost-effective and high-quality surgical care at all times and promote comprehensive peri-operative care of patients in the discipline of general surgery. This would include the following roles: Pre-operative assessment and resuscitation of surgical patients (ENT & urology) presenting to the EC and planning appropriate operative management. Involvement in daily ward rounds, outpatient clinics & elective theatre lists (ENT & urology). Post-operative inpatient assessment & care, with appropriate investigation & management of possible complications. -Teaching and training of junior medical officers, community service medical officers, interns, students and nurses providing an appropriate level of care and knowledge. Planning & triaging (supervised) of efficient emergency & elective theatre lists, involving communication and discussion with anaesthetic & theatre nursing staff. Completion of medicolegal documents. Participation in research, audits and quality improvement programs.
<u>ENQUIRIES</u>	:	Dr J. Plaskett Tel No: (021) 799-1200, email: Jeremy.Plaskett@westerncape.gov.za
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 13/365</u>	:	<u>DENTIST GRADE 1 TO 3 (SESSIONAL) (DENTAL TRAINING) (20 HOURS PER WEEK)</u> Chief Directorate: Metro Health Services (Contract until 31 May 2029)
<u>SALARY</u>	:	Grade 1: R468 per hour Grade 2: R550 per hour Grade 3: R636 per hour
<u>CENTRE REQUIREMENTS</u>	:	Oral Health Centre, Tygerberg/Mitchell's Plain
	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Dentist. Registration with a Professional Council: Registration with the HPCSA as a Dentist. Experience: Grade 1: None after registration as Dentist with the HPCSA in respect of SA-qualified employees 1-year relevant experience after registration as Dentist with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform community service, as necessary in South Africa. Grade 2: Minimum of 7 years' appropriate experience as Dentist after registration with the HPCSA as a Dentist in respect of SA-qualified employees Minimum of 8 years' relevant experience after registration as Dentist with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform community service, as necessary in South Africa. Grade 3: Minimum of 12 years' appropriate experience as Dentist after registration with the HPCSA as a Dentist in respect of SA-qualified employees Minimum of 13 years' relevant experience after registration as Dentist with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform community service, as necessary in South Africa. Inherent requirements of the job: Valid (code B/EB) driver's licence. Competencies (knowledge/skills): Appropriate experience in management of trauma, pain and sepsis.
<u>DUTIES</u>	:	Screening of patients on arrival and those referred to the Academic Oral Health Centre. Record patient details. Liaising with the multidisciplinary team when required. Assess, diagnose and treat patients in a holistic manner. Treating patients under general anaesthetic and being familiar with general anaesthetic protocols. Record keeping. Responsible for compiling stats.
<u>ENQUIRIES</u>	:	Dr CCA Cloete Tel No: (021) 937-3092
<u>NOTE</u>	:	"Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)".

DEPARTMENT OF INFRASTRUCTURE

CLOSING DATE : 04 May 2026
NOTE : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and submit documentation for verification purposes and criminal record vetting. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 13/366 : **ASSISTANT DIRECTOR (FINANCE): MANAGEMENT AND FINANCIAL ACCOUNTING (OUDTSHOORN) REF NO: DOI 37/2026**

SALARY : R468 459 – R561 894 per annum (Level 09)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : An appropriate 3-year B-Degree (equivalent or higher qualification) in Financial Management; A minimum of 3 years relevant supervisory experience; A valid Code B (or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Financial Systems BAS, LOGIS, IMMS (Costing System), Electronic Purchasing System (EPS) or related systems; National and Provincial government rules, regulations and legislation pertaining to management and financial accounting; Management and financial accounting; Public Service administration and/ or Standard Chart of accounts and/or government accounting standards (GRAP); Labour relations and Public Service procedures. Skills in the following: Written and verbal communication; Proven computer literacy; Report writing and formulations skills; Well-developed interpersonal skills; Project management; Team and people orientated; Technical proficiency; Problem-solving and data analysis.

DUTIES : Supervision, performance management and discipline of subordinates; Coordinate an effective budget administration; Financial accounting function inclusive of revenue and expenditure control, payment voucher control, creditors, LOGIS Payments, journal transactions, cash and banking, revenue and receivables, form control and knowledge; Maintain a sound control environment with appropriate segregation of duties; Execute a wide variety of administrative functions related to the line functions in Finance; Perform leadership functions by advising and guiding subordinates, interpreting and application of Directives and policy, planning, budgeting and exercising control and supervision over all activities in the finance Section; Perform quality control and risk management functions; Ensure compliance with the PFMA, Treasury, Financial and SCM rules and Instructions; Plan, implement and maintain financial control and handling of audit queries.

ENQUIRIES : Ms A. Matthews Tel No: (044) 272 6071
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 13/367 : **PROGRAMME MANAGEMENT ADMINISTRATOR: PROJECT ADMIN OFFICE REF NO: DOI 40/2026**

SALARY : R468 459 – R561 894 per annum (Level 09)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years relevant administrative experience. Competencies: Knowledge and understanding of the following: Public Service

- Regulatory Framework; Programme management; Labour relations; Public Financial Management Act (PFMA); Project management; Public finance, human resources and operational management prescripts and processes; Labour Relations legislation and regulations; Performance management in general; Stakeholder management; Monitoring and evaluation systems. Skills in the following: Written and Verbal communication; Computer literacy; Attention to detail; Process-driven; Problem analysis; Technical proficiency and quick to learn; Problem-solving and decision making; Applying technology; Communication and information management; Planning and organising.
- DUTIES** : Oversee the administration of the projects/programmes of the Chief Directorate; Monitor, evaluate and report on project and programme performance; Provide technical and user support in respect of the project information system; People Management.
- ENQUIRIES** : Ms A Campbell Tel No: (021) 483 8868
- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 13/368** : **GEO TECHNICAL ASSISTANT: MATERIALS LABORATORY (2 POSTS AVAILABLE IN OUDTSHOORN) REF NO: DOI 07/2026**
- SALARY** : R228 321 - R268 950 per annum (Level 05)
- CENTRE** : Department of Infrastructure, Western Cape Government
- REQUIREMENTS** : Senior Certificate (Grade 12 or equivalent qualification) with Mathematics/ Mathematical Literacy; Accreditation with SANAS (South African National Accreditation System) in laboratory tests; A minimum of 1 year experience in construction or laboratory environment or road building materials; A valid code B (or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: A good understanding of the following: Laboratory testing / Sampling / Road Construction materials; Knowledge of laboratory and field work; Knowledge of road maintenance and road construction; Knowledge of road related materials; Knowledge of internal audits Operating laboratory testing equipment including nuclear density apparatus; Operating equipment (jackhammer, compactors) that relates to sampling; Communication skills (verbal and written); Planning and organising; Problem solving; People management.
- DUTIES** : Performs laboratory field work, verification and validation of equipment; Handle, prepare and test samples in the laboratory; Responsible for administrative tasks on Material Testing System (MTS); Assist in the training of officials , supervision and monitoring.
- ENQUIRIES** : Mr C Malgas Tel No: (044) 272 6071
- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 13/369** : **ADMINISTRATION CLERK: CLEANING AND FOOD AID SUPPORT SERVICES REF NO: DOI 34/2026**
- SALARY** : R228 321 - R268 950 per annum (Level 05)
- CENTRE** : Department of Infrastructure, Western Cape Government
- REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification); A valid (code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Record management; Relevant systems; PCS, E-Works, BAS (Basic Accounting System) and My Content; Contract management; Procurement procedures; Applicable legislations. Skills in the following: Proven computer literacy (MS Excel, Word, Outlook & PowerPoint); Written and verbal communication; Record keeping; Ability to work under pressure; Ability to work independently and in a team.
- DUTIES** : Assist with project and contract management of cleaning services contracts; Compiling and processing of claims and payments; Assist with the copying, filing, and scanning of documentation within the component; Draft and type submissions, default letters, arrange meetings, agenda's, taking of minutes and general correspondence; Manage and prepare spreadsheets for statistics to produce reports on projects; Liaising with service providers, Storeroom control, distribution and tracking of documents; Coordination of training and

liaison with service providers; Data capturing; Arrange dates for site visits and conduct inspection; Maintenance of filing system opening of files

ENQUIRIES : Ms C Ngamlana-Jara Tel No: (021) 483 5785

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 13/370 : **ADMINISTRATION CLERK: HR AND GENERAL OFFICE SUPPORT SERVICES (OUDTSHOORN) REF NO: DOI 36/2026**

SALARY : R228 321 - R268 950 per annum (Level 05)

CENTRE : Department of Infrastructure, Western Cape Government

REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification); A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Legislation, Regulations & Public Service rules regarding human resource related matters; Human Resource in accordance with National, provincial and Departmental Policies; Working knowledge and understanding of the legislative framework governing the Public Service; Appropriate in-service training courses in HR related matters. Skills in the following: Problem solving; Proven Computer Literacy (MS Office); Planning and organising; Interpersonal skills; Good verbal and written communication; Self-motivated; Ability to work independently and as part of a team.

DUTIES : Undertake all PERSAL related functions and capturing of data; Provide support with all human resource support functions which includes application of leave policy, injuries on duty, collection and distribution of quarterly IPDP's; Appointments and service terminations maintenance of registers and statistics selection, recruitment and placement; Undertake filing handling of HR related queries; Provide secretariat functions; Support the Chief Clerk: HR and General Office Support other related duties in support of the District Roads Engineer.

ENQUIRIES : Mr C Kennedy Tel No: (044) 272 2992

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 13/371 : **STORES CLERK: SCM REGION 2 (OUDTSHOORN) REF NO: DOI 39/2026**

SALARY : R228 321 - R268 950 per annum (Level 05)

CENTRE : Department of Infrastructure, Western Cape Government

REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification); A valid (code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: A good understanding of the following: Supply Chain Management; Inventory Management, i.e. store procedures and stocktaking procedures; Obtaining quotations, telephonically or via the Electronic Purchasing System (ePS); Applicable legislative and regulatory requirements, policies and standards within government; LOGIS, ePS or related systems and provisioning procedures. Skills in the following: Verbal and written communication; Good interpersonal relations with supervisor and colleagues; Organisational ability; Problem solving abilities; Computer Literacy (MS office environment); Ability to work under pressure; Ability to work independently.

DUTIES : Utilise the Logistical Information System (LOGIS) effectively for the provisioning functions; Placing and follow-up of orders by communicating with suppliers and contractors; Payment and administering of various accounts for goods and services rendered; Performing effective warehouse management through the receipt, issuing and control of stocks; Rendering of a general office administration function; Safeguarding and record-keeping of inventory, bin cards i.e. stock verification, shortages, surpluses; Assist with stocktaking, inventory control, stores issues and a general administrative (help) function to users and chief users.

ENQUIRIES : Mr. M. Kolose Tel No: (044) 272 6071

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 13/372 : **CLEANER: CLEANING AND FOOD AID SUPPORT SERVICES REF NO. DOI 33/2026 (X2 POSTS AVAILABLE IN CAPE TOWN)**

SALARY : R138 486 - R163 131 per annum (Level 02)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : ABET (below Grade 10). Competencies: General knowledge of the following: Occupational Health and Safety Act and relevant regulations; Understanding of how to handle cleaning products safely, including harsh chemicals; Ability to operate cleaning tools, such as steam cleaners, vacuum cleaners and floor buffers; Ability to deal with variety of clients with a broad range of needs and requests; Ability to work under pressure, independently as well as in a team; Ability to handle routine work and follow instructions; Good verbal and written communication skills.

DUTIES : Responsible for cleaning duties i.e. sweeping, dusting, emptying bins, moping, scrubbing and polishing, cleaning windows, deep cleaning of toilets, removal of refuse; Maintenance and safekeeping of supplies and equipment and cost-effective use of resource/consumables; Attend Inservice training and render support to the supervisor with regards to general cleaning duties.

ENQUIRIES : Ms C Jacobs Tel No: (021) 483 8921
APPLICATIONS : To apply, please complete an application form (Z83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:
1. Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm);
Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974,
Or 3. Email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).

NOTE : Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful. NB: Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department.

DEPARTMENT OF LOCAL GOVERNMENT

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

CLOSING DATE : 04 May 2026

NOTE : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and submit documentation for verification purposes and criminal record vetting. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 13/373 : **DEPUTY DIRECTOR: INTEGRATED DEVELOPMENT PLANNING REF NO: LG 43/2025 R1**

SALARY : R896 436 per annum (Level 11), (all-inclusive salary package)

<u>CENTRE REQUIREMENTS</u>	: Department of Local Government, Western Cape Government. : An appropriate 3-year B-Degree at NQF Level 7 (equivalent or higher qualification) in Town Planning / Development Studies / Public Management or related field; A minimum of 3 years middle management experience in Integrated Development Planning / Town Planning / Development studies or Local Government Planning. Competencies: Knowledge of the following: Integrated development planning (IDP) policy, legislation and guiding manuals; Municipal integrated development planning; People-centered development, community-based participation processes; Strategic management processes, including strategic planning and performance management within government - including inter-sphere and cross-sector planning; Constitutional, institutional and developmental circumstances of municipalities; Project management and performance management; Public service procedures and regulations; Human Resource Management; Labour relations legislation; Skills Development Act; White Paper on Employment Equity; Financial Management regulations. Skills in the following: Ability to analyse, promote, facilitate and implement strategic planning; Presentation skills; Implementation and monitoring skills; Project management skills; Interpretation of legislation; Effective communication (verbal & written); Dispute resolution, facilitation in groups (within the community) and conflict management; Problem solving; Basic Accounting; Basic budgeting skills; Computer skills in report writing.
<u>DUTIES</u>	: Ensure integrated development planning support to municipalities with the drafting and review of integrated development plans; Assessment of the quality of municipal integrated development plans; Provide support regarding national and provincial planning alignment with municipal integrated development plans; Integrated development planning (IDP) training and capacity building to municipalities and related stakeholders; Monitor and report on municipal Integrated development planning (IDP) review progress and implementation; Plan and manage the work of and account for the overall performance of the Sub directorate; People Management; Financial Management.
<u>ENQUIRIES</u>	: Mr P.C Jansen van Vuren Tel No: (021) 483 9077
<u>POST 13/374</u>	: <u>ASSISTANT DIRECTOR: INTEGRATED DEVELOPMENT PLANNING REF NO: LG 42/2025 R1</u>
<u>SALARY CENTRE REQUIREMENTS</u>	: R468 459 - R561 894 per annum (Level 09) : Department of Local Government, Western Cape Government : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Town Planning or Development studies or Public Management; A minimum of 3 years relevant experience in Integrated Development Planning / Town Planning / Development studies or Local Government Planning. Competencies: Knowledge of the following: Integrated development planning (IDP) legislation, regulatory frameworks, policies and good practices; Municipal integrated development planning (IDP), people-centered development, community-based participation processes; Strategic management processes including strategic planning and performance management within government including inter-sphere and cross sector planning; Constitutional, institutional and developmental circumstances of municipalities; Project management and performance management; Public service procedures and regulations; Information systems that aid in the management of knowledge and information pertaining to the line function; Operational management practices; Procurement and tendering processes. Skills in the following: Ability to analyse, promote, facilitate and implement strategic planning; Presentation skills; Implementation and monitoring skills; Project management skills; Interpretation of legislation; Effective communication (verbal and written); Dispute resolution, facilitation in groups (within community) and conflict management; Problem solving; Basic accounting; Basic budgeting skills; Computer skills in report writing.
<u>DUTIES</u>	: Provide integrated development planning (IDP) support to municipalities with the drafting and review of integrated development plans; Coordinate municipal integrated development planning (IDP) support across municipalities including sector planning support initiatives; Monitor the process and credibility of municipal integrated development planning; Research and develop integrated development planning good practices; Promote the institutionalisation of integrated development planning sector departments; Maintain an integrated development planning (IDP) document database that is accessible to all three spheres of government.

ENQUIRIES : Mr Ivan Meyer Tel No: (021) 483 5528

POST 13/375 : **PERSONAL ASSISTANT REF NO: LG 07/2026 (X2 POSTS)**

SALARY : R325 101 – R382 959 per annum (Level 07)
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification) plus an accredited secretarial diploma and/or administrative qualification on the level of NQF level 5 or relevant higher tertiary qualification; A minimum of 3 years' experience in rendering a support service to management/ senior management. Competencies: Knowledge of the following: Relevant legislation / policies / prescripts and procedures; Basic knowledge of financial administration. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Communication skills (written and verbal); Interpersonal and decision-making skills; Customer service orientation; Organising and planning; Ability to work independently and as part of a team.

DUTIES : Provide a secretarial/receptionist support service to the Manager; Renders administrative support services; Provide support to the Manager regarding meetings; Support the Manager with the administration of the manager's budget; Studies the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.

ENQUIRIES : Ms Nozuko Zamxaka Tel No: (021) 483 4449

DEPARTMENT OF THE PREMIER

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

CLOSING DATE : 04 May 2026

NOTE : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and submit documentation for verification purposes and criminal record vetting. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 13/376 : **STATE LAW ADVISOR: LEGAL GOVERNANCE REF NO: DOTP 26/2026**

SALARY : LP 7: R932 904 per annum; (all-inclusive salary package), (OSD as prescribed).
LP 8: R1 094 901 per annum, (all-inclusive salary package), (OSD as prescribed).

CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : LLB-Degree with admission as an Advocate or Attorney; **LP 7:** A minimum of 5 years' appropriate practical post qualification legal experience; **LP 8:** A minimum of 9 years' appropriate practical post qualification legal experience; A valid driving license (Code B or higher). Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Knowledge of the following: Constitutional, legal and institutional arrangements governing the South African public sector; Constitutional Law, PAJA, PAIA, POPIA, Interpretation of Statutes; Procurement and tendering processes; Relevant legislation, case law litigation trends as well as thorough understanding of the regulatory framework, policies and best practices that influence line functions. Skills in the following:

- Computer literacy in MS Office Package (Word, Excel, PowerPoint etc); Ability to work independently and as part of a team; Exceptional communication skills (written and verbal); Presentation and facilitation skills; Project Management.
- DUTIES** : Render legal training to departments, public entities and municipalities; Render legal research and advisory services on governance matters, including proactive counsel to the executive and departments; Render legal governance assessments and reporting services to provincial departments and entities; Render transversal legal governance service in respect of the Promotion of Access to Information Act (PAIA), Promotion of Administrative Justice Act (PAJA), Protection of Personal Information Act (POPIA) and other constitutional legislation; Review and maintain delegations for members of the executive and departments.
- ENQUIRIES** : Ms S van Aarde Tel No: (021) 483 8433
- POST 13/377** : **TECHNOLOGY MANAGER: DIRECTORY SECURITY AND COLLABORATION SERVICES REF NO: DOTP 23/2026**
- SALARY CENTRE REQUIREMENTS** : R896 436 per annum (Level 11), (all-inclusive salary package)
: Department of the Premier, Western Cape Government
: An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years' experience on a middle management level. Competencies: Knowledge of the following: Expert-level competency across the Microsoft Office Suite, with advanced mastery of Microsoft Azure (AZ) and particularly strong, expert-level skills in Microsoft Excel; Working experience with the legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Understanding of information systems that aid in the management of knowledge and information pertaining to the line function; Understanding of project management; Operational management practices; Mentoring and coaching practices; National and provincial instruments and legislation pertaining to human resources management, financial management and supply chain management; Policies of the government of the day (national and provincial); Provincial government functions and services; Statutory framework governing the broad management of the public service; Staff performance management system; Disciplinary and grievance procedure. Skills needed: Numeracy; Literacy; Computer Literacy; Written and verbal communication; Project Management; Accounting Finance and Audit; Analysing; Leading and Supervising; Persuading and Influencing; Deciding and Initiating Action; Working with People; Delivering Results and Meeting Customer Expectations; Relating and Networking; Presenting and Communicating Information; Adhering to Principles and Values; Writing and Reporting; Following Instructions and Procedures.
- DUTIES** : Manage a team that is necessary to perform and deliver services relating to business and technology planning, development, implementation and maintenance; Render infrastructure and architectural services; Plan and manage the work of and account for the overall performance of the Subdirectorate; People Management; Financial Management.
- ENQUIRIES** : Ms C Ruiters Tel No: (021) 850 4760
- POST 13/378** : **DEPUTY DIRECTOR: INTERNAL AUDIT REF NO: DOTP 29/2026**
- SALARY CENTRE REQUIREMENTS** : R896 436 per annum (Level 11), (all-inclusive salary package)
: Department of the Premier, Western Cape Government
: An appropriate 3-year B-Degree (equivalent or higher qualification) majoring in Accounting and/or Auditing; Registration as a Certified Internal Auditor plus 3 year internal audit supervisory/management experience (ASD); or (Certification in Control Self-Assessment (CCSA), Certified Government Auditing Professional (CGAP). Competencies: Knowledge of the following: Audit practices: Strategic Planning and Management; Audit practices: Engagement Planning and Execution; Audit practices: Reporting and Progress Monitoring; International Standards for the Professional Practice of Internal Audit; Governance Principles; Risk Management Principles; Internal Control Systems. Skills needed: Analytical thinking; Project management; Information gathering; Client focus; Ability to work independently and as part of a team; Communication skills (written and verbal); Continuous learning; Developing others; Computer literacy in MS Office Package (Word, Excel, PowerPoint).

DUTIES : Develop an Internal audit plan for the department, consulted with appropriate client management and approved by the Audit Committee; Issue 100% of internal audit reports in accordance with the approved IA plans, per quarter; Conduct planning and project management on internal audit engagements; Conduct execution and reporting on internal audit engagements; Implement systems to ensure objectives are achieved, quality is assured, and staff are developed; Clear, concise, factual, and informative reporting quarterly to the Audit Committee and to client executive management on a monthly basis; Consistently comply with the relevant service standards measures in the Department's service schedules for Internal Audit.

ENQUIRIES : Morne Williams Tel No: (021) 483 3724 or via email morne.williams@westerncape.gov.za

POST 13/379 : **ASSISTANT DIRECTOR: DEPARTMENTAL WORK ORGANISATION CAPACITY DEVELOPMENT REF NO: DOTP 13/2026 (X3 POSTS)**

SALARY CENTRE REQUIREMENTS : R468 459 - R561 894 per annum (Level 09)
: Department of the Premier, Western Cape Government
: An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Social Sciences / Humanities / Industrial Engineering / Industrial Psychology / Public and Business Management Science or related; A minimum of 3 years relevant experience. Competencies: Knowledge of the following: Organisational performance as they relate to the field of organisation development; Appropriate job evaluation system; Organisation development theory, practice, and techniques regarding organisation design, process development and improvement and behaviour; Appreciative inquiry; Research methods / statistics (action research, quantitative and qualitative); Project management; Mentoring and coaching practices; National and provincial instruments and legislation pertaining to human resources management, financial management and supply chain management; Policies of the government of the day (national and provincial); Provincial government functions and services; Statutory framework governing the broad management of the public service; Staff performance management system (SPMS); Disciplinary and grievance procedure; Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Information systems that aid in the management of knowledge and information pertaining to the line function; Project management; Operational management practices; Functioning of the Province and the activities of sister departments/related functional areas. Skills needed: Numeracy; Literacy; Computer Literacy; Written and verbal communication; Project Management; Accounting finance and audit; Research; Benchmarking; Conceptual, interpretive and formulation; Diagnostic and intervention design; Facilitation and process consultation; Innovative problem-solving; Interviewing and listening; Motivation and negotiation; Mentoring and coaching; Team building and strong inter-personal; Data analysis and interpretation; ICT systems awareness.

DUTIES : Deliver departmental work organisation capacity services; Deliver transversal job design services; Deliver on transversal organisation design and alignment; Deliver on transversal service delivery initiatives; Deliver a practice enablement and development service; Managerial Functions.

ENQUIRIES : Ms F Raybin at fagmieda.raybin@westerncape.gov.za

POST 13/380 : **ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: DOTP 14/2026 (X2 POSTS)**

SALARY CENTRE REQUIREMENTS : R468 459 - R561 894 per annum (Level 09)
: Department of the Premier, Western Cape Government
: A 3-year B-Degree (equivalent or higher qualification) majoring in Accounting and Auditing; Completion of the General Internal Auditing (including IAT learnership – (three years)) learnership from the IIA plus 2 year internal audit experience. Competencies: Knowledge and understanding of the following: International Standards and Professional Practice of Internal Auditing (Standards); The flow of the audit process and its link to strategic planning; Monitoring processes in place to deliver qualitative results on the plan. Skills needed: Information Gathering; Client Focus; Analytical Thinking; Communication (written and verbal); Computer literacy. Ability to work independently and as part of a team.

- DUTIES** : Perform engagement planning to acquire an understanding of the audit area and to determine the audit focus; Document comprehensive and accurate systems description using relevant tools to gain a better understanding of the process and perform walk-through to confirm the process is implemented as documented; Develop adequately motivated engagement objectives, based on the correct analysis of the control objectives, cognisant of the risk demonstrating a comprehensive understanding of how risks ought to be mitigated; Compile an Audit Planning Memorandum extracting information from the relevant steps of the engagement planning phase; Capture the risks, engagement objectives and key controls ensuring logical flow of the Engagement Work Programme (EWP) and assist with the control adequacy assessment / evaluation; Execute all audit procedures as per the engagement program ensuring that audit working papers are complete and accurate accompanied by useful, relevant, sufficient, and reliable evidence delivered and coaching noted are signed off; Draft audit findings ensuring the elements of audit findings are appropriately aligned and distribute draft report to management.
- ENQUIRIES** : Mr S Malan Tel No: (021) 483 9962
- POST 13/381** : **ASSISTANT DIRECTOR: TRANSVERSAL WORK ORGANISATION CAPACITY ENABLEMENT REF NO: DOTP 15/2026 (VARIOUS POSTS AVAILABLE)**
- SALARY CENTRE REQUIREMENTS** : R468 459 - R561 894 per annum (Level 09)
 : Department of the Premier, Western Cape Government
 : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Social Sciences, Humanities, Industrial Psychology, Public and Business Management Science or related; A minimum of 3 years relevant experience; A valid (Code B or higher) driving licence; NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Organisational performance as they relate to the field of organisation development; Appropriate job evaluation system; Organisation development theory, practice, and techniques regarding organisation design, process development and improvement and behaviour; Appreciative inquiry; Research methods/statistics (action research, quantitative and qualitative); Project management; Mentoring and coaching practices; National and provincial instruments and legislation pertaining to human resources management, financial management and supply chain management; Policies of the government of the day (national and provincial); Provincial government functions and services; Statutory framework governing the broad management of the public service; Staff performance management system (SPMS); Disciplinary and grievance procedure; Working experience with the legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Understanding of information systems that aid in the management of knowledge and information pertaining to the line function; Operational management practices; Understanding of the functioning of the Province and the activities of sister departments/related functional areas. Skills needed: Numeracy; Literacy; Computer Literacy; Written and verbal communication; Project Management; Accounting Finance and Audit; Analytical; Data analysis and interpretation; ICT Systems Awareness; Benchmarking; Conceptual, interpretive and formulation; Diagnostic; Facilitation and process consultation; Innovative problem-solving skills; Interviewing and listening skills; Motivation and negotiation skills; Mentoring and coaching skills; Team building and strong inter-personal skills; Data analysis and interpretation; ICT systems awareness.
- DUTIES** : Deliver departmental work organisation capacity services. (Diagnosing organisational challenges and supporting improvement through organisation design, job design, process improvement and change interventions); Deliver transversal job design services. (Designing and evaluation jobs, applying the prescribed job evaluation system, and ensuring consistent job grading practices across government); Managerial Functions (Planning and managing work, supervising staff, monitoring performance and managing resources in line with governance requirements); Deliver on transversal organisation design and alignment (Designing and aligning organisational structures, mandates and operating models to support strategic priorities and effective service delivery); Deliver on transversal service delivery initiatives (Supporting and

coordinating service delivery improvement initiatives, assessments, and reporting linked to provincial and national frameworks); Deliver a practice enablement and development service (Developing and enabling organisation development practice through OD policies, frameworks, methodologies, tools, systems and capability building).

ENQUIRIES : Ms N Smith Tel No: (021) 466 9542

POST 13/382 : **CHIEF NETWORK TECHNOLOGIST (PAARL) REF NO: DOTP 21/2026**

SALARY : R468 459 - R561 894 per annum (Level 09)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Information Technology; A Minimum of 3 years' experience in information technology; A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Working experience with the legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Understanding of information systems that aid in the management of knowledge and information pertaining to the line function; Understanding of project management; Operational management practices; Mentoring and coaching practices; National and provincial instruments and legislation pertaining to human resources management, financial management and supply chain management; Policies of the government of the day (national and provincial); Provincial government functions and services; Statutory framework governing the broad management of the public service; Staff performance management system; Disciplinary and grievance procedure. Skills needed: Data Analytics; Numeracy; Literacy; Computer Literacy; Written and verbal communication skills; Performance Management; Reporting; Information and Data Technology; Formal Training; Economic, financial analysis; Strategic and performance planning.

DUTIES : Develop network infrastructure and end-user computing, architectures and security; Maintain network infrastructure and end-user computing, architectures and security; Liaise with relevant stakeholders and clients; Financial, people and project management.

ENQUIRIES : Mr B De Wee Tel No: (021) 348 4600

POST 13/383 : **CHIEF NETWORK TECHNOLOGIST: DIRECTORY SECURITY AND COLLABORATION SERVICES REF NO: DOTP 22/2026**

SALARY : R468 459 - R561 894 per annum (Level 09)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Information Technology; A Minimum of 3 years experience in information technology; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Working experience with the legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Understanding of information systems that aid in the management of knowledge and information pertaining to the line function; Understanding of project management; Operational management practices; Mentoring and coaching practices; National and provincial instruments and legislation pertaining to human resources management, financial management and supply chain management; Policies of the government of the day (national and provincial); Provincial government functions and services; Statutory framework governing the broad management of the public service; Staff performance management system; Disciplinary and grievance procedure. Skills needed: Data Analytics; Numeracy; Literacy; Computer Literacy; Written and verbal communication skills; Performance Management; Reporting; Information and Data Technology; Formal Training; Economic, financial analysis; Strategic and performance planning.

DUTIES : Develop network infrastructure and end-user computing, architectures and security; Maintain network infrastructure and end-user computing, architectures and security; Liaise with relevant stakeholders and clients; Financial, people and project management.

ENQUIRIES : Mr. C.De Wet Tel No: (021) 938 3195

POST 13/384 : **ORGANISATIONAL DEVELOPMENT PRACTITIONER: DEPARTMENTAL WORK ORGANISATION CAPACITY DEVELOPMENT REF NO: DOTP 16/2026**

SALARY CENTRE REQUIREMENTS : R397 116 - R467 790 per annum (Level 08)
: Department of the Premier, Western Cape Government
: An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 1 year relevant experience. Competencies: Knowledge of the following: Organisational performance as they relate to the field of organisation development; Organisation development theory, practice, and techniques regarding organisation design, process development and improvement and behaviour; Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Information systems that aid in the management of knowledge and information pertaining to the line function; Project management; Operational management practices; Procurement and tendering processes; Policy development, and operational management, monitoring and review processes; Modern systems of governance and administration; Public service procedures, processes and systems; Regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Constitutional, legal and institutional arrangements governing the South African public sector; Public finance, human resources and discourse management processes; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; Functioning of the Province and the activities of sister departments/related functional areas; Policies of the government of the day; Labour Relations legislation and regulations; Performance management in general. Skills needed: Numeracy; Literacy; Computer Literacy; Written and verbal communication; Project Management; Analytical skills; Benchmarking skills; Conceptual, interpretive and formulation skills; Diagnostic and intervention design skills; Facilitation and presentation skills; Influencing, negotiation and motivation skills; Innovative problem-solving skills; Interviewing and listening skills; Mentoring and coaching skills.

DUTIES : Provide and support departmental work organisation capacity improvements; Provide a job design service; Provide transversal organisation design and alignment services; Provide and facilitate transversal service delivery and Batho Pele initiatives; Provide input and support with practice enablement and development.

ENQUIRIES : Ms T Assure at Theresa.Assure@westerncape.gov.za

POST 13/385 : **ORGANISATIONAL DEVELOPMENT PRACTITIONER: TRANSVERSAL WORK ORGANISATION CAPACITY ENABLEMENT REF NO: DOTP 33/2026 (VARIOUS POSTS AVAILABLE)**

SALARY CENTRE REQUIREMENTS : R397 116 - R467 790 per annum (Level 08)
: Department of the Premier, Western Cape Government
: An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 1 year relevant experience. Competencies: Knowledge and understanding of the following: Organisational performance as they relate to the field of organisation development; Organisation development theory, practice and techniques regarding organisation design, process development and improvement and behaviour; Understanding of information systems that aid in the management of knowledge and information pertaining to the line function; Understanding of project management; Working experience with the legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Operational management practices; Understanding of procurement and tendering processes; Policy development, and operational management, monitoring and review processes; Modern systems of governance and administration; Public service procedures, processes and systems; Regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Constitutional, legal and institutional arrangements governing the South African public sector; Public finance, human resources and discourse management processes; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; Functioning of the province and the activities of sister departments/related functional areas; Policies of the government of the

day; Labour Relations legislation and regulations; Performance management in general. Skills needed: Numeracy; Literacy; Computer literacy in MS Office Package (Word, Excel, PowerPoint etc); Written and verbal communication skills; Project Management; Analytical skills; Benchmarking skills; Conceptual, interpretive and formulation skills; Diagnostic and intervention design skills; Facilitation and presentation skills; Influencing, negotiation and motivation skills; Innovative problem-solving skills; Interviewing and listening skills; Mentoring and coaching skills.

DUTIES : Provide and support departmental work organisation capacity improvements (Supporting organisational diagnostics and implementing organisation design, business process improvement and OD interventions); Provide a job design service (Supporting job design and job evaluation processes, including developing competency-based job descriptions and assisting with job evaluation activities); Provide transversal organisation design and alignment services (Supporting organisation design work and alignment of structures, mandates and processes across departments); Provide and facilitate transversal service delivery and Batho Pele initiatives (Supporting the implementation of service delivery improvement initiatives, including Batho Pele-related activities and reporting); Provide input and support with practice enablement and development (Contributing to the development, maintenance and application of OD tools, methodologies, systems and information management).

ENQUIRIES : Mr B Opperman at Brian.Opperman@westerncape.gov.za

POST 13/386 : **PERSONAL ASSISTANT REF NO: DOTP 27/2026 (X2 POSTS)**

SALARY CENTRE REQUIREMENTS : R325 101 - R382 959 per annum (Level 07)
 : Department of the Premier, Western Cape Government
 : Grade 12 (Senior Certificate or equivalent qualification) plus an accredited secretarial diploma and/or administrative qualification on the level of NQF level 5 (a certificate of completion should be provided); A minimum of 3 years' experience in rendering secretarial/ administrative support services to management/ senior management. Competencies: Knowledge of the following: General Support; Financial Support; Record keeping; Relevant policies and procedures. Skills in the following: Computer literacy in MS Office Package Word, Excel, PowerPoint); Communication skills (written and verbal); Good interpersonal and decision-making skills; Planning and Organising; Ability to work independently and as part of a team.

DUTIES : Provide a secretarial/receptionist support service to the manager; Render an administrative support service; Provide support to the senior manager regarding meetings; Support the senior manager with the administration of the budget; Analyse the relevant public service and departmental prescripts/ policies and other documents and ensure that the application thereof is understood properly.

ENQUIRIES : Mr H Jacobs Tel No: (021) 483 869

POST 13/387 : **CHIEF REGISTRY CLERK: RECORDS MANAGEMENT AND REGISTRY SERVICES REF NO: DOTP 31/2026**

SALARY CENTRE REQUIREMENTS : R325 101 - R382 959 per annum (Level 07)
 : Department of the Premier, Western Cape Government
 : Grade 12 (Senior Certificate or equivalent qualification); A minimum of 3 years relevant experience. Competencies: Knowledge of the following: Filing systems, records classification, records disposal programmes and archiving procedures including electronic scanning and archiving of documents; Storage and retrieval procedures in terms of the working environment; National Archives and Record Management Act, Protection of Personal Information Act (POPIA), and the Minimum Information Security Standard (MISS). Skills needed: Computer literacy in MS Office Package; Communication skills (written and verbal); Planning and organisation; Report Writing; Ability to work independently and as part of a team; Supervisory and Leadership Skills; Records Management Expertise; Communication and Interpersonal Skills; Administrative accuracy.

DUTIES : Supervise and provide Records Management and Registry Services; Coordinate the implementation of all Records Management policies and Registry Procedures; Supervise the Messenger Services; Coordinate the

		implementation of systematic disposal programmes; Manage and maintain all registers; Supervise and support staff performances and development.
<u>ENQUIRIES</u>	:	Ms D Beukes Tel No: (021) 483 9663
<u>POST 13/388</u>	:	<u>ASSESSMENT CENTRE COORDINATOR: TRANSVERSAL PEOPLE CAPACITY ENABLEMENT REF NO: DOTP 39/2026</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 - R382 959 per annum (Level 07)
	:	Department of the Premier, Western Cape Government
	:	Grade 12 (equivalent or higher qualification); A minimum of 6 years appropriate experience in a Human Resource/OD or assessment related environment; A valid code B or higher driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Broad range of test batteries and psychological assessments; Health Professions Act, 1974; Competency Assessment Policy; Office administration and management; Basic Accounting System; LOGIS Procurement System; Contract management; Registry and archives legislation Skills needed: Analytical thinking; Attention to detail (accuracy); Computer literacy and proficiency in using software such as MS Office Package (Word, Excel, Power-point, Outlook); Coordination and prioritising; Good written and verbal communication; Interpersonal and relationship-building; Problem solving; Submission writing; Time Management; Leading and Supervising; Delivering Results and Meeting Customer Expectations; Following Instructions and Procedures; Adhering to Principles and Values; Writing and Reporting; Working with People; Deciding and Initiating Action; Achieving Personal Goals and Objectives.
<u>DUTIES</u>	:	Provide general administrative and operational support to the PAC; Scheduling and stakeholder coordination for client related engagements or project related sessions; Correspondence and document management (non-assessment specific); Handle all incoming and outgoing correspondence; PAC administrative processes and workflow support: Contribute to the development, enhancement and implementation of PAC administrative processes (e.g. booking flows, candidate confirmations, equipment checklists); Guide and support users in adhering to updated administrative processes; Arrange travel logistics as needed (GG vehicles, accommodation, flights, advances, etc.); Coordinate end-to-end competency assessment logistics; End-to-end assessment logistics to support assessment related sessions and engagements; PAC team availability and resource alignment; Manage PAC information systems, databases and records; Provide inputs into the development and enhancement of PAC information systems, databases and digital record structures; Conduct routine quality assurance checks on captured information to ensure data accuracy, completeness and integrity; Collate and analyse basic statistics for internal and external reporting requirements (e.g. Monthly dashboards, operational summaries); Sensitise relevant stakeholders to reporting due dates and data-submission (e.g. monthly dashboards, quarterly updates); Provide financial and SCM administration for PAC; Procurement and Sourcing Support the procurement of PAC tools, materials and assessment-related services in accordance with SCM prescripts; Financial Administration and Payments; Contract and Supplier Administration; Stock, Asset, and Resource Control Supervise PAC administrative staff and workflow; Participate in the recruitment and selection of employees; Motivate train and guide employees; Manage the performance, evaluation and rewarding of employees; Monitor information capacity building; Promote sound labour relations; Maintain discipline; Give direction to and manage policy issues with regard to the functions of the component under his / her command; Allocate duties to employees, monitoring outcomes and instituting the necessary corrective measures to address deviations from standards.
<u>ENQUIRIES</u>	:	Ms J Roux Tel No: (021) 466 9713
<u>POST 13/389</u>	:	<u>HUMAN RESOURCE CLERK: TALENT SOURCING REF NO: DOTP 19/2026</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 - R268 950 per annum (Level 05)
	:	Department of the Premier, Western Cape Government
	:	Grade 12 (Senior Certificate or equivalent qualification). Competencies: Knowledge of the e-recruitment system and the Human Resource/Recruitment environment; Proven computer literacy in MS Word and Excel; Good planning

and organising skills; Communication (written and verbal) skills; Interpersonal skills; Ability to work under pressure and meet deadlines.

DUTIES : Liaise with relevant stakeholders; General HR administration; Database Management; Capture and update expenditure in component; Recruitment and Selection Policies and Procedures.

ENQUIRIES : Ms S Faku Tel No: (021) 483 6369

POST 13/390 : **HUMAN RESOURCE CLERK: SERVICE CONDITIONS REF NO: DOTP 28/2026 (X2 POSTS)**

SALARY CENTRE REQUIREMENTS : R228 321 - R268 950 per annum (Level 05)
: Department of the Premier, Western Cape Government
: Grade 12 (Senior Certificate or equivalent qualification). Competencies: Good understanding of the following: Legislative framework that governs Human Resource; Service Conditions; Ability to work well under pressure with strict confidentiality requirements; Meet deadlines; Skills in the following: Computer literacy in MS Office Package; Ability to work independently and as part of a team; Communication skills (written and verbal); Human resource management experience; PERSAL Introduction certificate.

DUTIES : Administer various service conditions and service benefits (i.e Pension administration allowance payments, Injury on duty, long service recognition, Housing allowance and salary administration); Responsible for updating of databases; Liaison with call centre and Customer Relations Unit (CRU) managers and other departments; Drafting of formal correspondence and letters, (i.e. memorandums, e-mails).

ENQUIRIES : Ms N Makies Tel No: (021) 483 8704

POST 13/391 : **HUMAN RESOURCE DEVELOPMENT CLERK: SKILLS DEVELOPMENT FACILITATION REF NO: DOTP 40/2026**

SALARY CENTRE REQUIREMENTS : R228 321 - R268 950 per annum (Level 05)
: Department of the Premier, Western Cape Government
: Grade 12 (Senior Certificate or equivalent qualification). Competencies: Good understanding of the following: National and provincial legislation and instruments pertaining to human resource management, with reference to the Public Service Act, Public Service Regulations, Labour Relations Act etc; National and provincial skills development facilitation legislation, policies, strategies and prescripts, e.g. Skills Development Act, Skills Development Levies Act, Sectoral Skills Plans (relevant to PSETA), Human Resource Development Strategy etc; HRD Compliance reporting frameworks. Skills needed: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Ability to work independently and as part of a team; Communication skills (written and verbal); Analytical Skills; Ability to analyse and conceptualise; Monitoring and reporting; Problem solving; Innovation; Project management skills.

DUTIES : Render administrative support to the Sub-directorate: Skills Development Facilitation e.g. filing, keeping of records, including electronic records (e.g. MyContent), compilation of letters and emails and distribution of circulars, minutes and other documents and perform general administrative duties; Gather relevant statistics on learning and development and maintain databases on learning and development interventions, service providers, etc., capture data on systems and analyse data; Provide support at meetings – logistical arrangements, compile agenda and minutes; Liaise with role-players in the human resource development field; Assist with training needs identification and analysis processes, training impact assessment processes and HRD compliance reporting processes; Provide inputs to and evidence for reports.

ENQUIRIES : Mr A Hlanganiso Tel No: (021) 483 0912

DEPARTMENT OF PROVINCIAL TREASURY

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

CLOSING DATE : 04 May 2026

NOTE : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and submit documentation for verification

purposes and criminal record vetting. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POST

- POST 13/392** : **ADMINISTRATION CLERK: PROVISIONING AND ASSET MANAGEMENT REF NO: PT 08/2026**
- SALARY** : R228 321 - R268 950 per annum (Level 05)
- CENTRE** : Provincial Treasury, Western Cape Government
- REQUIREMENTS** : Senior Certificate (Grade 12 or equivalent qualification). Competencies: Basic knowledge of the following: Supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics; Understanding of the legislative framework governing the Public Service; Work procedures in terms of the working environment; Clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics; Legislative framework governing the Public Service. Skills needed: Written and verbal communication; Interpersonal relations; Flexibility; Teamwork; Planning and Organising; Computer Literacy; Working with People; Following Instructions and Procedures; Writing and Reporting; Delivering Results and Meeting Customer Expectations; Learning and Researching; Relating and Networking; Presenting and Communicating Information.
- DUTIES** : Support the delivery of fleet and auxiliary services through administrative functions; Assist in Logistical Management Processes (Ordering, Delivery & Payments); Provide Support in Asset Management; Maintain records and information management in the Division.
- ENQUIRIES** : Mr N Rhapale Tel No: (021) 483 5841

WESTERN CAPE MOBILITY DEPARTMENT

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 04 May 2026
- NOTE** : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and submit documentation for verification purposes and criminal record vetting. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POST

POST 13/393 : **ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING REF NO: WCMD 05/2026**

SALARY : R468 459 - R561 894 per annum (Level 09)
CENTRE : Western Cape Mobility Department, Western Cape Government
REQUIREMENTS : An appropriate 3-year B-Degree (equivalent or higher qualification) in Financial Management; A minimum of 3 years experience in management accounting at supervisory/management level. Competencies: Knowledge of the following: Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Enforcement of revenue and expenditure control; Coordinate, review, analyse and quality assure the financial supporting information; Coordinate, review, analyse and quality assure the management accounting reporting processes; Operational management practices; public service procedures, processes and systems; Public finance, human resources and discourse management processes; Public Finance Management Act (PFMA), 1999, National Treasury Regulations, Provincial Treasury Instructions, other financial policies, prescripts, directives and collective agreements; Project Management. Skills needed: Numeracy; Literacy; Computer Literacy; Project Management; Accounting, Finance and Audit; Verbal and Written Communication; Planning; Organising; Basic Research; Monitoring; Report-writing; Leadership; Problem-solving; Conceptual, Interpretative and Formulation; Analytical; Networking; Economic, Financial and Statistical Analysis; Conflict Management; Ability to work under pressure; Willingness to work irregular hours and meet tight deadlines.

DUTIES : Monitoring Revenue and Expenditure - Monitor, review, analyse and quality assure revenue and expenditure; Maintaining Revenue and Expenditure control – Analyse, maintain and quality assure revenue and expenditure control; Reporting – Coordinate, review, analyse and quality assure the management accounting; Reporting processes; Managerial functions.

ENQUIRIES : Mr K Jones at Tel No: (021) 483 3752.

DEPARTMENT OF SOCIAL DEVELOPMENT

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

CLOSING DATE : 04 May 2026

NOTE : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and submit documentation for verification purposes and criminal record vetting. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 13/394 : **COMMUNITY DEVELOPMENT MANAGER: YOUTH DEVELOPMENT REF NO: DSD 16/2026**

SALARY : Grade 1: R970 686 – R1 109 877 per annum, (OSD prescribed)
Grade 2: R1 154 706 – R1 360 185 per annum, (OSD prescribed)

CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 10 years' appropriate experience in Community Development work after obtaining the required tertiary qualification.

		Competencies: Knowledge of the following: Economics; Enterprise development; Research applications in economics; Financial management; Stakeholder management; Management principles; Project management; Public service procedure; Applicable policies and procedures; Relationship management. Skills in the following: Computer literacy in MS Office package (Word, Excel, PowerPoint); Analytical skills; Policy analysis; Financial management; Problem solving; Planning and organising; Influencing; Presentation; Conflict management; Communication (written and verbal); Relationship management; Networking and linking; People management; Motivational skills.
<u>DUTIES</u>	:	To manage the identification, facilitation and implementation of integrated development interventions in partnership with the community and other relevant stakeholders through the efficient, effective and economical utilisation of resources by the unit/sub directorate; Monitor, interpret and review legislation and policies to determine whether the legislation and policies are still relevant and comply with current requirements. Develop proposals to amend/maintain the relevant acts and policies and develop new policies where required; Manage a community development unit/sub-directorate to ensure that an efficient and effective community development service is delivered through the proper utilization of human, financial and physical resources; Keep up to date with new developments in the community development and management fields to enhance service delivery; Plan and ensure that research on community development is undertaken. Undertake/facilitate complex community development research.
<u>ENQUIRIES</u>	:	Mr M Hewu Tel No: (021) 483 3054
<u>POST 13/395</u>	:	<u>CENTRE MANAGER: FACILITY MANAGEMENT (KRAAIFONTEIN ROAR AND TREATMENT CENTRE) REF NO: DSD 15/2026</u>
<u>SALARY</u>	:	R896 436 per annum (Level 11), (all-inclusive salary package)
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government
<u>REQUIREMENTS</u>	:	Appropriate 3-year National Diploma/B- Degree (equivalent or higher qualification); A minimum of 3 years middle management level experience in a secure or substance treatment residential care or related environment; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Analytic, diagnostic, assessment tools, evaluation methods and processes (Social Worker); Personnel Management; Supervision Framework for Social Workers; Social Work legislation related to children; Social work theory and interventions; Information and Knowledge Management; Protocol and professional ethics. Skills needed: Organising and planning; Project planning; Psychosocial intervention; Communication and language; People management practices; Conflict management; Interpersonal; Report-writing; Computer literacy; Presentation and facilitation; Problem solving and analytical; Client orientation and customer focus.
<u>DUTIES</u>	:	Effective service delivery in terms of National, Provincial frameworks and international accords / models of residential care standard operating procedures; Ensure effective, efficient and economic use of appropriate funds and physical resources; Effective people management; Operational management of the facility.
<u>ENQUIRIES</u>	:	Ms L Goosen Tel No: (021) 202 9251
<u>POST 13/396</u>	:	<u>COMMUNITY DEVELOPMENT POLICY DEVELOPER: YOUTH DEVELOPMENT REF NO: DSD 14/2026</u>
<u>SALARY</u>	:	Grade 1: R388 110 – R436 110 per annum, (OSD as prescribed) Grade 2: R453 201– R514 470 per annum, (OSD as prescribed) Grade 3: R535 095 – R725 754 per annum, (OSD as prescribed)
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); Grade 1: A minimum of 8 years recognisable experience in Community Development after obtaining the required qualification; Grade 2: A minimum of 18 years recognisable experience in Community Development after obtaining the required qualification; Grade 3: A minimum of 28 years recognisable experience in Community Development after obtaining the required qualification. Competencies: Knowledge and understanding of the

following: Policy Analysis and development; Community development; Legislation of local government; Integrated Development Planning; Legislation, policies and procedures governing Non-Profit Organisations (NPO) Management of, as well as types of programmes relevant to NPOs; Skills needed: Mentoring and training; Facilitation; Project Management ; Planning and organising; Networking; Communication (written and verbal); Professional counselling; Financial management; Presentation; Monitoring and evaluation; Inter-sectoral collaboration and partnership; Intergovernmental relations; Ability to compile complex reports; Contract Management.

DUTIES : Develop, implement and maintain community development policies; Monitor, interpret and review legislation, policies and procedures to determine whether the legislation, policies and procedures are still relevant and comply with current requirements; Develop proposals to amend/maintain the relevant acts, policies and procedures and develop new policies/procedures where required. This includes costing the policies; Develop, implement and monitor youth development programmes; Manage youth development projects; Keep up to date with new developments in the community development field. This would, inter alia, entail the following: Study relevant journals and publications to ensure that cognisance is taken of new developments; Monitor and study the social services legal and policy framework continuously; Liaise/attend meetings with other departments, non-government institutions and relevant stakeholders to take cognisance of the latest developments in the relevant fields; Engage in continuous development activities; Research and development related to youth development programmes: Perform the administrative functions required in the unit; Stakeholder engagements.

ENQUIRIES : Mr L Arnolds Tel No: (021) 483 6657

POST 13/397 : **STAFF NURSE: PROFESSIONAL SERVICES REF NO: DSD 18/2026 (VARIOUS POSTS AVAILABLE AT SIVUYILE RESIDENTIAL)**

SALARY : Grade 1: R220 614 - R250 500 per annum, (OSD as prescribed)
Grade 2: R262 287 - R298 932 per annum, (OSD as prescribed)
Grade 3: R306 798 - R382 107 per annum, (OSD as prescribed)

CENTRE REQUIREMENTS : Department of Social Development, Western Cape Government
: **Grade 1:** Qualification that allows registration with the SANC as Staff Nurse; Registration with the SANC as Enrolled Nurse. **Grade 2:** Qualification that allows registration with the SANC as Staff Nurse; Registration with the SANC as Enrolled Nurse; A minimum of 10 years appropriate/recognisable experience in nursing after registration with the SANC as Enrolled Nurse. **Grade 3:** Qualification that allows registration with the SANC as Staff Nurse; Registration with the SANC as Enrolled Nurse; A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as Enrolled Nurse. Competencies: Knowledge of the following: Nursing care processes and procedures, nursing statutes; Nursing Act; Health Act; Occupational Health and Safety Act; Patient Rights Charter; Batho-Pele principles; Public Service Regulations; Labour Relations Act; Disciplinary code and procedure; Grievance procedure act; Written and verbal communication skills; Elementary facilitation skills; Responsiveness.

DUTIES : Development and implementation of basic patient care plans: Ensure maintenance of patient hygiene; Sustain nutritional status of patients; Facilitate the mobility of patients; Facilitate the elimination processes; Provide basic clinical nursing care: Measure, interpret and record vital signs; Operate all relevant apparatus and equipment; Assist professional nurses with clinical procedures (i.e. administering of intramuscular injections); Preparation of patients for diagnostic and surgical procedures; Effective utilisation of resources: Order stock and equipment in a cost-effective manner; Report loss or damage immediately; Maintain professional growth/ethical standards and self-development: To maintain the code of conduct as required in the Public Service and by the Professional Body; Seek learning opportunities, i.e. in-service training, courses.

ENQUIRIES : Ms Siebritz Tel No: (021) 482 1902

POST 13/398 : **CHILD AND YOUTH CARE WORKER: PROFESSIONAL SERVICES REF NO: DSD 17/2026 (POSTS AVAILABLE AT VARIOUS FACILITIES)**

SALARY : Grade 1: R184 320 – R206 802 per annum, (OSD as prescribed)
Grade 2: R215 181 – R243 750 per annum, (OSD as prescribed)

- CENTRE REQUIREMENTS** : Department of Social Development, Western Cape Government
 : A Grade 12 qualification (Senior Certificate or equivalent qualification)
 Experience: **Grade 1:** No experience; **Grade 2:** Minimum of 10 years appropriate experience in Child and Youth Care Work after having obtained the required qualification; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Developmental programmes; Clerical/Administrative procedures; Rules and procedures of care centres / facilities; Professional norms and standards; Professional ethics; Ability to intervene and resolve conflict; Work effectively with social workers and members of multi-sectoral teams in social service delivery; Communication and language; Ability to work with children in conflict with the law; Report – writing; Computer literacy; Presentation and facilitation; Problem solving; Client orientation and customer focus; Planning and organising.
- DUTIES** : Receive children and youth to the care facility after admission; This would include the following actions: Engagement; Assessment / Plan of Action; Implementation of Developmental and Recreational Programs; Monitor and evaluation of developmental and recreational programs; Referral of professional services (e.g. appointment register, observation book, occurrence book); Enhance participation of the learners at the Facility in sport, recreation, arts and culture programmes and services; Continuous Professional Development; Perform administrative work and clerical functions as required.
- ENQUIRIES** : Ms D Baugaard Tel No: (021) 826 5972

WESTERN CAPE EDUCATION DEPARTMENT (WCED)

- APPLICATIONS** : Applications must be submitted by using the following URL <https://www.westerncape.gov.za/education> via Google Chrome or Mozilla Firefox. The applicants are advised to read the foreword available on the WCED website before applying for the post/s.
- CLOSING DATE** : 15 May 2026
- NOTE** : Applications must be made via the department's on-line E-Recruitment system. The on-line system will automatically generate a Curriculum Vitae; applicants are therefore required to ensure that their profiles are fully completed. 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. All applicants must be SA Citizens/Permanent Residents or Non-SA Citizens with a valid work permit. Applicants will be expected to be available for selection interviews and competency assessments at a time, date and place as determined by Western Cape Education Department (WCED). The Department reserves the right to conduct pre-employment security screening and appointment is subject to positive security clearance outcome. Applicants must declare any/pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered post the interview the application will not be considered for the post and in the unlikely event that the person has been appointed such appointment will be terminated. If you have not been contacted within 3 months of 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.

MANAGEMENT ECHELON

- POST 13/399** : **DIRECTOR: POLICY COORDINATION REF NO: 171**
 Directorate: Policy Co ordination
- SALARY** : R1 266 714 per annum (Level 13). An all-inclusive salary package consists of a basic salary, and the employer's contribution to the Pension Fund. The remainder of the package may be structured according to your personal needs.
- CENTRE REQUIREMENTS** : Cape Town
 : An undergraduate qualification (NQF level 7) as recognised by SAQA in policy analysis and research methodology. At least 5 years' experience at a middle/senior managerial level within a policy development environment.

Successful completion of the Certificate for entry into the Senior Management Service (SMS). Valid driver's license. Successful completion of the Certificate for entry into the Senior Management Service (SMS). Knowledge of: Advanced knowledge of public policy analysis and public policy development processes advanced knowledge of strategy development, strategy management and strategy monitoring and review processes advanced knowledge of modern systems of governance and administration advanced knowledge of public finance, people management advanced knowledge of public communication, public education, public participation and public discourse management processes knowledge of public management theory and practice knowledge of global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape knowledge of Constitutional, legal and institutional arrangements governing the South African public sector. Skills: Strong conceptual and formulation skills strong leadership skills in complex situations team building and strong interpersonal skills excellent verbal and written communication skills outstanding planning, organising and people management skills computer literacy. Personal attributes: A highly developed interpretative and conceptualisation/ formulation ability the ability to render advice and guidance in an objective and dedicated manner the ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurised circumstances the ability to persuade and influence the ability to lead and direct teams of professionals and service providers.

DUTIES : Line Management Function: Strategic management, advice and guidance in respect of the following functional areas: Initiate and evaluate request for policy development Facilitate policy alignment within the department Manage the policy register Facilitate the policy communication process Provide expert advice and support on policy development Facilitate the legislative process of primary and secondary statutory policy Strategic Management(including Change Management). People Management. Financial Management.

ENQUIRIES : Mr I de Vega Tel No: (021) 467 9323

POST 13/400 : **DIRECTOR: INSTITUTIONAL RESOURCE SUPPORT REF NO: 172**
Directorate: Institutional Resource Support

SALARY : R1 266 714 per annum (Level 13). An all-inclusive salary package consists of a basic salary, and the employer's contribution to the Pension Fund. The remainder of the package may be structured according to your personal needs.

CENTRE : Cape Town
REQUIREMENTS : An undergraduate qualification (NQF level 7) as recognised by SAQA. At least 5 years' experience at a middle/senior managerial level, valid driver's license. Successful completion of the Certificate for entry into the Senior Management Service (SMS). Knowledge of: Advanced knowledge of public policy analysis and public policy development processes advanced knowledge of strategy development, strategy management and strategy monitoring and review processes advanced knowledge of modern systems of governance and administration advanced knowledge of public finance, people management advanced knowledge of public communication, public education, public participation and public discourse management processes knowledge of public management theory and practice knowledge of global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape knowledge of Constitutional, legal and institutional arrangements governing the South African public sector. Skills: Strong conceptual and formulation skills strong leadership skills in complex situations team building and strong interpersonal skills excellent verbal and written communication skills outstanding planning, organising and people management skills computer literacy. Personal attributes: A highly developed interpretative and conceptualisation/ formulation ability the ability to render advice and guidance in an objective and dedicated manner the ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurised circumstances the ability to persuade and influence the ability to lead and direct teams of professionals and service providers.

DUTIES : Strategic management, advice and guidance in respect of the following functional areas: Manage the planning and delivery of LTSM to learning sites Manage the planning and coordination of LTSM in line with future infrastructure needs Facilitate the delivery of LTSM Monitor and evaluate LTSM Manage the planning and implementation of LTS Manage the planning and coordination of the LTS Ensure the delivery of LTS Monitor and evaluate LTS Manage the

ENQUIRIES

planning and delivery of equipment to learning sites Manage the planning and coordination of equipment in line with future infrastructure needs Facilitate the delivery of equipment in line with infrastructure requirements Monitor the delivery of equipment to learning sites Strategic Management (including change management). People Management. Financial Management
: Ms L Mc Glenatendolf Tel No: (021) 467 2021