



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 15 OF 2026

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1. Introduction

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

2. Directions to candidates

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

3. Directions to departments

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

4 SMS pre-entry certificate

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

AMENDMENT

: **PROVINCIAL ADMINISTRATION: KWA-ZULU NATAL: DEPARTMENT OF HEALTH:** Kindly note that the following posts that were advertised in Public Service Vacancy Circular 14 dated 24 April 2026, for Director: Infrastructure Programme Delivery Level 13 Ref No.G29/2026, Director Legal Advisory Services Level 13 Ref No G31/2026, Chief Director: Health Service Planning, Monitoring and Evaluation Level 14 Ref No G32/2026, Director: Audit and Internal Control: Financial Management Level 13 Ref No. G33/2026, Director: Engineering and Technical Services Level 13 Ref No G34/2026: Director: Hospital Services: Hospital Management Services Level 13 Ref No. G35/2026, Director: ICT Governance and Project Management: Information Technology Level 13 Ref No. G36/2026: Head Office: Pietermaritzburg the posts have been withdrawn.

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DEPARTMENT OF AGRICULTURE (DOA)

<u>CLOSING DATE</u>	:	22 May 2026 at 16:00
<u>NOTE</u>	:	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

<u>POST 15/01</u>	:	<u>SENIOR AGRICULTURAL ECONOMIST REF NO: 3/3/1/27/2026</u> Directorate: International Trade Promotions
<u>SALARY CENTRE REQUIREMENTS</u>	:	R605 742 per annum (Level 10) Gauteng: Pretoria Applicant must be in possession of a Grade 12 certificate and a 4-year Bachelor's degree in Agricultural Economics or a 3-year Bachelor's degree plus an Honours degree in Agricultural Economics / Economics. Job Related Work Experience: Minimum of three (3) years' supervisory experience in an agricultural trade / economic environment. Job Related Knowledge: Knowledge of Public Finance Management Act. Computer literacy. Knowledge of economics and financial (advanced) analytical techniques. Planning and

- organizing. Project Management. Job Related Skills: Computer skills. Statistical Skills. Advanced Negotiation Skills. Advanced Communication Skills. Advanced Presentation Skills. A valid driver's license.
- DUTIES** : Monitor the implementation of the SADC FTA and SACU Agreement. Prepare and attend interdepartmental meetings, SADC Free Trade Area and SACU trade meetings/negotiations when required. Attend to industry's trade enquiries under these Agreements. Draft and present industry (Agricultural Trade Forum) reports (monthly, quarterly report, briefing papers) where required. Advice on trade relations with countries in Africa. Monitor bilateral agricultural trade with African countries. Advice on trade policies, non-tariff barriers and regulations. Monitor African countries policies through the WTO Trade Policy Reviews. Participate in SADC-COMESA-EAC Tripartite Free Trade Area (T-FTA) negotiations / meetings. Consult with industry and provide technical inputs in the preparation for the Tripartite FTA negotiations / meetings. Prepare and participate in the interdepartmental meetings, SACU Consultations and AfCFTA Trade meetings / negotiations when required. Conduct trade analysis on T-FTA countries. Provide reports to management and industry (ATF) where required. Participate in African Continental FTA negotiations. Consult with industry and provide technical inputs in the preparation for the African Continental FTA negotiations when required. Prepare and participate in the interdepartmental, SACU consultations and AfCFTA trade meetings / negotiations when required. Conduct trade analysis on AfCFTA countries. Represent the DoA and the sector in the National Implementation Committee
- ENQUIRIES APPLICATIONS** : Mr S Mazibuko Tel No: (012) 319 8189
- NOTE** : Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email SAErecruit27@nda.gov.za
- NOTE** : EE Target: African, Coloured Males and White Females and Persons with disability.
- POST 15/02** : **INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) SYSTEMS ADMINISTRATOR REF NO: 3/3/1/30/2026**
Directorate: ICT Service Delivery Operations
- SALARY CENTRE REQUIREMENTS** : R487 197 per annum (Level 09)
: Gauteng: Pretoria
: Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Information Technology / Computer Science. Minimum of 3 years Microsoft server environment experience. Job related knowledge: Knowledge of server operating systems. Knowledge of hardware and software troubleshooting. Understanding of Information Technology Infrastructure. Job related skills. Communication skills. Good collaborative skills and ability to work well within a team. Attention to details. Drive and Critical thinking. Technical Competence. A Valid driver's licence.
- DUTIES** : Maintain Hardware and Software Infrastructure: Provisioning of ICT infrastructure and infrastructure support. Server Maintenance. User account management. Ensure ICT governance and risk management. Exchange management. Research Future Trends and Technologies: Testing new hardware and software in the market. Research new trends in the market. Make recommendations and advice on new trends/ technologies. Research AI, Robotics, Machine Learning, internet of things etc. Contribution in Projects: Rollout of special projects. Investigate and plan software and hardware projects.
- ENQUIRIES APPLICATIONS** : Ms M Nmutandani Tel No: (012) 319 6154/6195
: Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email ICTSArecruit30@nda.gov.za
- NOTE** : EE Target: Coloured Females and Persons with disability.
- POST 15/03** : **BUSINESS DEVELOPER REF NO: 3/3/1/29/2026**
Directorate: Small Businesses Development
- SALARY CENTRE REQUIREMENTS** : R413 001 per annum (Level 08)
: Gauteng: Pretoria
: Applicant must be in possession of a Grade 12 certificate and a Degree in Agricultural Economics / Economics / Business Management / Financial Management. Job Related Work Experience: Minimum of two (2) years' experience in agricultural economics environment with exposure to the agricultural business environment. Job Related Knowledge: Knowledge of

BBBEE Act and related legislation. Knowledge of National Integrated Small Enterprise Development (NISED) and related legislation. National Small Business Amendment Act. Companies Act. Cooperative Act. Public Finance Management Act. Batho Pele Principles. Job Related Skills: Computer skills (MS Office). Team Leadership, Creativity. High level of integrity. Strong leadership and supervisory skills. Analytical skills. Strong work ethics. Good interpersonal skills. Negotiation Skills. Ability to work independently and under pressure. Planning and execution skills. Management of human resources. Acceptance of responsibility. Extensive travel. Work extended hours. A valid driver's license.

DUTIES

: Provide inputs in drafting policy, frameworks and guidelines for developing SMMEs/Cooperatives in the DoA sector. Conduct research and analysis. Undertake research on national, sectoral, and international best practices to inform the development of policies, frameworks, and guidelines for supporting SMMEs and cooperatives. Participate in stakeholder consultations. Take part in consultation processes, workshops, and technical engagements to provide structured inputs and feedback on draft policies and frameworks. Contribute to policy and framework development. Provide written and technical inputs into the drafting of policies, frameworks, and operational guidelines to ensure alignment with departmental mandates and strategic priorities. Monitor and report in implementation progress. Prepare and submit progress reports on the implementation of approved policies, frameworks, and guidelines, outlining achievements, gaps, challenges, and recommendations for improvement. Coordinate and harmonize SMME support interventions in DoA. Ensure internal stakeholders for consultation and alignment. Initiate communication with relevant branches and directorates within the Department of Agriculture to schedule consultations aimed at securing buy-in, clarifying roles, and gathering inputs on the coordination and harmonization approach. Participate in internal engagement platforms. Attend scheduled meetings, working sessions, and technical forums to present and discuss the coordination concept, gather feedback, and ensure shared understanding across departmental units. Conduct information gathering and analysis. Collect and review existing departmental documents, initiatives, performance reports, and operational tools to understand current SMME support approaches, identify overlaps, and highlight opportunities for improved and coordination. Align policy and strategic instruments. Review and align financial and non-financial policies, guidelines, and strategies related to SMME support to ensure consistency, reduce fragmentation, and promote standardized support delivery across departmental branches. Contribute to the development of real-time data management system for SMMEs. Facilitate stakeholder engagement on data system requirements. Organise and coordinate engagements with relevant stakeholders to understand their existing data management systems, including processes for data collection, storage, analysis and reporting. Evaluate existing information and define system requirements. Assess and analyse information gathered from various directorates to determine functional, technical and business requirements for a real-time agricultural SMME data management system. Engagement with the Directorate ICT for technical guidance. Participate in consultations with the Directorate for ICT to obtain guidance on system architecture, feasibility, standards and integration requirements. Contribute to the business case development. Provide inputs into the design and drafting of a business case that justifies the implementation of a real-time data management system for agricultural SMMEs, including expected benefits, costs, risks, and resource needs. Advocate for the development of SMMEs and Cooperatives in the DoA. Participate in strategic engagements. Attend meetings, conferences, and stakeholder engagements to advocate for and gather information on SMME and cooperatives development priorities, challenges, and opportunities. Disseminate information internally. Share relevant insights, updates and information with colleagues across the Department to strengthen awareness and promote coordinated support for SMMEs and cooperatives. Support capacity building initiatives. Provide capacity-building support to SMMEs and cooperatives, including facilitation of business plan development training and relevant advisory services when required.

**ENQUIRIES
APPLICATIONS**

: Mr J Smit Tel No: (012) 319 8158
: Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email BDrecruit29@nda.gov.za

NOTE

: EE Target: African Females and Persons with disability.

- POST 15/04** : **HANDYMAN REF NO: 3/3/1/31/2026**
Grootfontein Agricultural Development Institute (GADI)
- SALARY** : R170 226 per annum (Level 03)
CENTRE : Eastern Cape: Middelburg
REQUIREMENTS : Applicants must be in possession of Grade 9 or NQF level 1 qualification. 1-2 years relevant experience in farm and or fence making work. Competency Certificate in fence making is recommended. Job Related Knowledge: knowledge of Public Service and Departmental prescripts/ policies. General farm work. Using hand tools. Cleaning of buildings. Cleaning of equipment and tools. Harvesting of lucerne. Storing of feed. Erecting of fences. Job Related Skills: Good communication skills. Planning. Interpersonal skills.
- DUTIES** : Render maintenance of office buildings: Conduct regular building and equipment inspections. Report breakage. Defects, problems etc. Report and/ or attend to electrical, plumbing, carpentry, renovations, painting and replacement problems. Render maintenance of farm equipment and infrastructure: Conduct repair works to fences, water systems, furniture, equipment and tools. Inspect fencing and repair as required. Safekeeping of maintenance tools and supplies. Detect and repair leaks and broken pipes as required. Construct and maintain farm structures as needed (e.g. hail shelter, tractor shade ports, frames to support trials, etc). Conduct routine farm work: Install irrigation pipes and pumps. Dig trenches. Combating veldt fires. Perform elementary agricultural tasks like weeding, irrigation and sowing. Maintain gardens, recreation grounds, paddocks and irrigational lands. Assist with general maintenance: Removal and dumping of refuse. Cleaning of gutters. Sweeping of roads and parking areas. Washing and cleaning of official fleet. Cleaning of buildings and cleaning of building and machines.
- ENQUIRIES** : Mr Thabo Molekwa Tel No: (049) 802 6633
APPLICATIONS : Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email HMrecruit31@nda.gov.za
- NOTE** : EE Target: Africans and Persons with disability.
- POST 15/05** : **HOUSEHOLD AID REF NO 3/3/1/32/2026 (X4 POSTS)**
Grootfontein Agricultural Development Institute (GADI)
- SALARY** : R170 226 per annum (Level 03)
CENTRE : Eastern Cape: Middelburg
REQUIREMENTS : Applicants must be in possession of Grade 10 or ABET qualification. Appropriate experience in cleaning up services. Job Related Knowledge: Food Service Aid. Basic Hygiene. Cleaning experience. Job Related Skills: Verbal and written communication skills. Professional personal presentation. Confidentiality. Ability to work under pressure. Problem analysis and decision making. Confident and independent. Ability to work long hours. Confidentiality. Integrity and honesty. Friendly and adaptability. Accuracy.
- DUTIES** : Maintaining general hygienic environment: Follow hygiene and safety directives in the food service unit. Report broken apparatus and equipment. Maintain safety measures for apparatus and equipment. Ensure compliance to Occupational Health and safety Act. Assist in providing a safe work environment by sweeping or mopping as needed. Provide food service aid: Wash dishes, microwaves and refrigerators. Clean equipment used in the preparation of food. Maintain work area and equipment in a clean, hygienic, and orderly condition. Collect, deliver, transport, and place waste in a bin as needed. Render food service in the boardroom: Prepare and arrange food and water to employees during meetings for the boardroom. Distribute food and water to employees during meetings for the boardroom. Manage boardroom utensils and any other equipment. Retrieve eaten food from the boardroom. Set up, deliver and serve at special catering functions during meetings.
- ENQUIRIES** : Mr Thabo Molekwa Tel No: (049) 802 6633
APPLICATIONS : Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email HArecruit32@nda.gov.za
- NOTE** : EE Target: Africans and Persons with disability.

DEPARTMENT OF COOPERATIVE GOVERNANCE

The vision of the Department of Cooperative Governance is one of having a well co-ordinated system of Government consisting of National, Provincial and Local spheres working together to achieve sustainable development and service delivery. The Department intends to invest in human capital, increase integrated technical capacity directed at service delivery and promote representivity in the Department through the filling of this post. Women and persons with disabilities are encouraged to apply.

- APPLICATIONS** : Applications must be submitted electronically via email to: cd_cwp@ntirho.co.za For application enquiries contact: Vanessa Cox Tel No: (010) 593 1998
- CLOSING DATE** : 22 May 2026
- NOTE** : Applicants are advised that a new application for employment (Z83) has been in effect since 1 January 2021. The new application for employment form can be downloaded at <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>. Applications submitted using the old Z83 form will not be accepted. Applications must be accompanied by a comprehensive CV, with specific starting and ending dates in all relevant positions and clarity on the levels and ranks pertaining to experience, as well as current remuneration package, as well as at least 2 contactable references. A recommended CV template is available on the department's website on www.cogta.gov.za, click on the jobs tab. Only shortlisted candidates will be requested to submit certified documents/ copies on or before the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Incomplete applications or applications received after the closing date will not be considered. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Following the interview and technical exercise(s), the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Core competencies: Strategic capacity and leadership. People management and empowerment. Advanced programme and project management. Change management. Financial management. Process Competencies: Knowledge management. Service Delivery Innovation. Advanced problem-solving and analysis. Client orientation and customer focus. Advanced communication skills (written and verbal). The successful candidate will be appointed to positive results of a pre-employment screening process which includes criminal, credit, citizenship checks and verification of educational qualification certificates. The successful candidate will be appointed to probation for a period of 12 months and will be required to sign a performance agreement. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. The Department reserves the right to make an appointment. The requirements for appointment at Senior Management Service level include the successful completion of Senior Management Pre-entry Programme as endorsed by the National School of Government, which can be accessed using the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Candidates must provide proof of successful completion of the course prior to appointment. Persons with disabilities are encouraged to apply.

MANAGEMENT ECHELON

- POST 15/06** : **CHIEF DIRECTOR: CWP IMPLEMENTATION (EC, WC AND NC) REF NO: CD_CWP**
- SALARY** : R1 494 900 per annum (Level 14), (an all-inclusive remuneration package). The package includes a basic salary (70% of package) and a flexible portion that may be structured in terms of the applicable guidelines.
- CENTRE** : Pretoria

REQUIREMENTS

: An undergraduate qualification in Social Sciences / Community Development / Public Administration or equivalent qualification at NQF 7 as recognised by SAQA. 5 years' experience at a senior managerial level. Proficiency in MS Word. Other: The Nyukela Senior Management Pre-Entry Programme is to be completed before appointment to the post. A valid driver's license. Intensive travelling. Additional Requirements (Advantage): MS PowerPoint and MS Project. Core Competencies: Strategic capacity and leadership. People Management and Empowerment. Programme and project management. Financial management. Change management. Knowledge management. Service delivery innovation. Problem solving and analysis. Client orientation and customer focus. Communication (verbal and written). Technical Competencies: Extensive Knowledge in: Community Development Approaches. Cooperative Governance. Poverty eradication and job creation. Public-private partnerships. Stakeholder relations. Due diligence. Resource mobilisation.

DUTIES

: The successful candidate will perform the following duties: Facilitate the implementation of CWP in allocated provinces. Oversee and coordinate the implementation of CWP processes, policies, frameworks, norms and standards and maintenance of work opportunities. Oversee the monitoring and reporting to ensure effective contract management and compliance with CWP norms and standards. Oversee the establishment and functionality of CWP provincial stakeholder coordination processes, as well as local stakeholder structures. Coordinate the establishment, facilitation and implementation of smart partnerships to enhance the impact of CWP.

ENQUIRIES

: Ms E Van Wyk at 064 850 8845

DEPARTMENT OF DEFENCE

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



- 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
- CLOSING DATE** : 22 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. 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. 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 POST

- POST 15/07** : **PROVISIONING ADMIN CLERK: PRODUCTION REF NO: SAAFCOL/14/15/26/01**
Re-advertised. Applicants who previously applied are encouraged to re-apply.
- 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): 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** : Maj K.L. Bosch Tel No: (012) 351 5045/5172

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

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

ERRATUM: Kindly take note that the post of Deputy Director: Human Resource Operations for Supported Employment Enterprises, Silverton Pretoria with Ref No: HR4/25/04/07 advertised on Public Service Vacancy Circular 11 dated 27 March 2026 with closing date of 14 April 2026 is withdrawn. For inquiries, please contact Ms. A Pretorius Tel No: (012) 843 7300

OTHER POSTS

- POST 15/08** : **DEPUTY DIRECTOR: HUMAN RESOURCE OPERATIONS REF NO: HR4/26/05/01/SEE**
Re-advertisement, applicants who previously applied are encouraged to re-apply
- SALARY CENTRE REQUIREMENTS** : R932 292 per annum, (all- inclusive)
: Supported Employment Enterprises, Silverton, Pretoria
: A qualification at NQF 6 as recognised by the South African Qualifications Authority (SAQA) in Human Resource Management/Labour Relations/Public Management/Public Administration. Valid driver's licence. Five (5) years' experience of which two (2) years middle management experience (ASD Level) and three (3) years Functional experience in Human Resource Management/Labour Relations environment. Knowledge: Recruitment and Selection, Human Resource Administration, Relevant Labour Relation Legislations, Public Service Regulation Act, Basic Condition of Employment Act, Departmental policies and procedures, Public Finance Management Act (PFMA), Project Management, Batho Pele Principles. Skills: Management, Interpersonal, Communication (verbal and written), Computer Literacy, Negotiation, Patience and empathy, Presentation.
- DUTIES** : Manage the implementation of recruitment and selection policy within the Supported Employment Enterprises. Manage and administer service benefits within the Supported Employment Enterprises. Ensure Sound Employee Relations in the Supported Employment Enterprises. Manage the resources within the HR unit of the Supported Employment Enterprises.
- ENQUIRIES APPLICATIONS** : Ms WK Tselane Tel No: (012) 843 7300
: Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street, Pretoria. For Online Applications: Jobs-SEE34@LABOUR.gov.za
- NOTE** : Priority will be given to Persons with Disabilities, African Females, Coloured Males, Coloured Females, Indian Males, Indian Females, White Females.
- POST 15/09** : **PRINCIPAL INSPECTOR: EMPLOYMENT EQUITY REF NO: HR 4/4/7/64**
- SALARY CENTRE REQUIREMENTS** : R605 742 per annum
: Provincial Office: Mpumalanga
: Three (3) year National Diploma (NQF 6)/ Undergraduate Bachelor Degree (NQF 7) in Labour Relations Management/ BCom Law/ LLB/ Labour Law. Valid driver's licence. Four (4) years relevant functional experience in compliance/ legal or Employment Equity inspections. Knowledge: Departmental policies and procedures, Batho Pele Principles, Public Finance Management Act (PFMA), Public Service Regulations, Employment Equity Act, Basic Conditions of Employment Act, Compensation for Occupational Injuries and Diseases Act (COIDA). Skills: Planning and Organising, Computer literacy, Communication, Problem Solving, Interviewing, Listening and observation, Presentation, Research, Project management, Analytical and Innovative.
- DUTIES** : Monitor the implementation of programmes, work plans and policies for Employment Equity Act and Regulations. Conduct investigations and inspections into complex cases that have not been resolved or referred to ensure compliance with Employment Equity Act and Regulations. Monitor, evaluate and report on the impact of Employment Equity Act programmes. Provide technical advice on the sector specific to Employment Equity Act matters. Manage the resources in the Unit.
- ENQUIRIES APPLICATIONS** : Mr. ABM Mampuru Tel No: (013) 655 8700
: Provincial Chief Inspector: Private Bag X7263, Emalahleni, 1035 or hand delivery at Labour Building, Corner Hofmeyer and Beatty Avenue, Emalahleni. Email: Jobs-MPU-PP-EEA@labour.gov.za
- NOTE** : Indian Males, Indian Females, White Males, White Females and Persons with disabilities are encouraged to apply.
- POST 15/10** : **CHIEF PERSONNEL OFFICER: HUMAN RESOURCE OPERATIONS REF NO: HR4/4/7/65**
- SALARY CENTRE REQUIREMENTS** : R413 920 per annum
: Provincial Office: Mpumalanga
: A three (3) years relevant tertiary qualification in Human Resources Management. One (1) to two (2) years supervisory experience doing Human Resources Management Services. Knowledge: All labour legislations,

- Departmental policies and procedures, HR related systems, Public Service Act, Batho Pele Principles, Public Service Regulations. Skills: Communication, Presentation, Conflict management, Analytical, Report writing, Computer literacy, Planning and organising, Supervisory, Time Management.
- DUTIES** : Monitor the Recruitment and Selection process. Facilitate the processing and approve service benefits. Provide and monitor termination of service at the province. Monitor establishment and the implementation of HR policies. Monitor the payment of salaries.
- ENQUIRIES APPLICATIONS** : Rev MG Sibanyoni Tel No: (013) 655 8700
- NOTE** : Chief Director: Provincial Operations, Private Bag X7263, Emalahleni, 1035 or hand delivery at Labour building, corner Hofmeyer and Beatty Avenue, Emalahleni. Email: Jobs-MP-CPO@labour.gov.za
- POST 15/11** : **CHIEF PERSONNEL OFFICER: EMPLOYMENT RELATIONS REF NO: HR4/4/1/181 (X2 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R413 001 per annum
Provincial Office: East London, Eastern Cape
Three (3) year National Diploma (NQF 6)/ Under graduate Bachelor Degree (NQF 7) in Human Resources Management/ Employment Relations/Labour Law/ Bachelor of Law (LLB). Valid driver's licence. Knowledge: Public Service Commission's rules for dealing with complaints and grievances, Public Service Co-ordinating Bargaining Council's Resolutions, Departmental policies and procedures, Interpretation of case law and trends in Labour Law, Planning and organising, Research/ analysing, Batho Pele Principles, Public Finance Management Act, Employment Equity Act, Public Service Act, Public Service Regulations, Labour relations Act, Basic Conditions of Employment Act. Skills: Problem solving, Negotiation, Presentation, Good Communication skills (oral and written), Research, Analytical, Report writing, Conflict, Computer literacy.
- DUTIES** : Conduct and analyse all grievances and complaints received from employees in the province. Draft charges and finalise all misconduct cases in the Province. Represent the Department in conditions referred to the General Public Service Sectoral Bargaining Council (GPSSBC) and the Commission for Conciliation, Mediation and Arbitration (CCMA). Conduct advocacy sessions on employment related matters to the province. Provide administrative support services in the section.
- ENQUIRIES APPLICATIONS** : Mr Siyabulela Joko Tel No: (043) 701 3030
- NOTE** : Acting Chief Director: Provincial Operations, Private Bag X9005, East London, 5201, Hand deliver at No.3 Hill Street, East London. Email Jobs-EC10@labour.gov.za
- POST 15/12** : **RECORDS ADMINISTRATOR REF NO: HR4/4/4/52**
- SALARY CENTRE REQUIREMENTS** : R280 278 per annum
Provincial Office, Eastern Cape
Grade 12/Senior Certificate or equivalent. Knowledge: National Archives Act, Batho Pele Principles, Records Management, Departmental Policies and Procedures. Skills: Communication, Listening, Computer Literacy, Planning and Organizing.
- DUTIES** : Maintain the filing system as per the directives of the archives and records management prescripts. Sort and prepare documents for disposal process as in line with the relevant prescripts. Perform administrative duties within the Section as and when the need arises.
- ENQUIRIES APPLICATIONS** : Mr C Mafu Tel No: (043) 701 3039
- NOTE** : Chief Director: Provincial Operations: Private Bag X9005, East London, 5201 or hand deliver No.3 Hill Street, East London or email: Jobs-EC9@labour.gov.za
- POST 15/13** : **CLIENT SERVICE OFFICER: QAULITY ASSURANCE (X7 POSTS)**
- SALARY CENTRE** : R280 278 per annum
Labour Centre: Kariega but stationed at Joubertina Satellite Office Ref No: HR/4/4/9/17 (X1 Post)

		Labour Centre: Kariega but stationed at Louterwater Satellite Office Ref No: HR/4/4/9/18 (X1 Post)
		Labour Centre: Kariega but stationed at Misgund Satellite Office Ref No: HR/4/4/9/19 (X1 Post)
		Labour Centre: Kariega but stationed at Hankey Satellite Office Ref No: HR/4/4/9/20 (X1 Post)
		Labour Centre: Kariega but stationed at Patensie Satellite Office Ref No: HR/4/4/9/21 (X1 Post)
		Labour Centre: Kariega but stationed at Jeffreysbay Satellite Office Ref No: HR/4/4/9/22 (X1 Post)
		Labour Centre: Kariega but stationed at Humansdop Satellite Office Ref No: HR/4/4/9/23 (X1 Post)
<u>REQUIREMENTS</u>	:	Grade 12/ Senior Certificate. No experience required. Knowledge: Unemployment Insurance Act and Regulations, Unemployment Insurance Contributions Act, Public Financial Management Act (PFMA), Protection of Personal Information Act (POPIA), Department of Labour and UIF Policies and Procedures, Treasury Regulations, UIF's Vision, Mission and Values, Departmental Policies, Procedures and Guidelines, Batho Pele Principles. Skills: Interpersonal, Telephone etiquette, Interviewing, Computer Literacy, Communication (verbal and written), Listening, Interpretation (ability to interpret UI Act and Contribution Act), Conflict Management, Time Management, Customer Relations, Analytical and On job training (operational systems).
<u>DUTIES</u>	:	Provide screening services. Process applications for UIF Benefits. Register payment continuation forms. Provide administrative functions.
<u>ENQUIRIES</u>	:	Ms W Koba Tel No: (041) 995 7047
<u>APPLICATIONS</u>	:	Deputy Director: Labour Centre Operations, PO Box 562, Uitenhage, 6230. Hand deliver at 15A Chase Street, Kariega, 6230. Email: Jobs-ECUHG@labour.gov.za
<u>NOTE</u>	:	White Males, White Females, Coloured Males, Coloured Females, Indian Males, Indian Females are encouraged to apply.
<u>POST 15/14</u>	:	<u>ADMINISTRATION CLERK: MANAGEMENT SUPPORT SERVICES (X3 POSTS)</u>
<u>SALARY CENTRE</u>	:	R237 453 per annum
	:	Pietermaritzburg Labour Centre Ref No: HR4/4/4/06 (X1 Post)
	:	Prospecton Labour Centre Ref No: HR4/4/4/07 (X2 Posts)
<u>REQUIREMENTS</u>	:	Matriculation/ Grade 12/ Senior Certificate. Knowledge: Batho Pele Principles, Departmental policies and procedures, Treasury regulations, Public Service Act and Regulations. Skills: Verbal and written communication, Interpersonal relations, Problem solving, Planning and organizing, Analytical, Computer literacy, Client focused, Sense of responsibility, Assertiveness, Honest, Ability to work under pressure.
<u>DUTIES</u>	:	To render Supply Chain Management Function in a Labour Centre. Provide a Finance and office management service to the Labour Centre. Render a Human Resource management. Responsible for training and performance activities in a Labour Centre. Responsible for the records management in the Labour Centre.
<u>ENQUIRIES</u>	:	Mr M September Tel No: (033) 341 5300 (PMB)
	:	Mr K Naidoo Tel No: (031) 065 1000 (Prospecton)
<u>APPLICATIONS</u>	:	Deputy Director: Labour Centre Operations: Private Bag X9048, Pietermaritzburg, 3200 or hand deliver at 370 Langalibalele Street, Pietermaritzburg. For online Applications Email: Jobs-KZN21@Labour.gov.za
	:	Deputy Director: Prospecton Labour Centre, PO Box 343, Umbongothwini 4120 Or hand deliver at N 3 Prospecton Place, Prospecton. For online applications email to: Jobs-KZN24@Labour.gov.za
<u>NOTE</u>	:	African Males, Coloured Males, Indian Males and White Males are encouraged to apply.
<u>POST 15/15</u>	:	<u>ACCOUNTS AND BOOKING CLERK REF NO: HR4/4/4/03</u>
<u>SALARY CENTRE</u>	:	R237 453 per annum
	:	Provincial Office: KZN
<u>REQUIREMENTS</u>	:	Grade 12 with passed Commercial Subjects (Business Management, Economics and Accounting) or with equivalent Certificate. Knowledge: Public Financial Management Act (PFMA), Departmental policies and procedures, Project management, Intermediate Human Resource Development, General management, Public Service Regulations. Skills: Facilitation, Computer

- Literacy, Presentation, Innovative, Communication (verbal & written), People Management, Assertiveness, Attention to detail, Client focus, Punctuality, Self-motivated, Initiative, Disciplined.
- DUTIES** : Provide booking services of cars in the province. Attain information to prepare payment for service provider. Acquire information on payment of fines. Disseminate information to the relevant stakeholder e.g. newly developed policies, new act pertain transport etc.
- ENQUIRIES APPLICATIONS** : Mr M Mwelase Tel No: (031) 366 2316
: Deputy Director: Provincial Operations: PO BOX 940, Durban, 4000 or hand deliver at 267 Anton Lembede Street, Durban. For online applications email to: Jobs-KZN14@Labour.gov.za
- NOTE** : African Males, Coloured Males, Indian Males and White Males are encouraged to apply.
- POST 15/16** : **PROVISIONING ADMINISTRATIVE CLERK REF NO: HR4/4/04**
- SALARY CENTRE REQUIREMENTS** : R237 453 per annum
: Provincial Office: KZN
: Grade 12 with passed Commercial Subjects (Business Management, Economics and Accounting) or with equivalent Certificate. Knowledge: Public Financial Management Act (PFMA), Departmental policies and procedures, Supply Chain Framework, LOGIS System, Preferential Procurement Policy Framework Act, Skills: Client orientation and customer focus, Computer Literacy, Presentation, Communication (verbal & written), Analytical, Numeracy.
- DUTIES** : Provide contract and tender management support to be in line with developed relevant prescripts. Administer open and close tender processes in compliance with SCM policies and Treasury Regulations. Procure goods and services in line with relevant prescripts in the province. Provide inventory management support to ensure effectiveness and efficient in the province. Render assets management support to comply with Departmental policies.
- ENQUIRIES APPLICATIONS** : Mr M Mwelase Tel No: (031) 366 2316
: Deputy Director: Provincial Operations: PO Box 940, Durban, 4000 or hand deliver at 267 Anton Lembede Street, Durban. For online applications email to: Jobs-KZN14@Labour.gov.za
- NOTE** : African Males, Coloured Males, Indian Males and White Males are encouraged to apply.
- POST 15/17** : **ADMINISTRATION CLERK: MANAGEMENT OF SUPPORT SERVICES REF NO: HR4/4/50 (X3 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R237 453 per annum
: Gqeberha Labour Centre: Eastern Cape
: Grade 12/ National Senior Certificate. Valid driver's licence will be an added advantage Knowledge: Departmental Policies, Procedures and guidelines, Labour Legislation and Regulations, Employment Services Act, Public Service Act and Regulations, Batho Pele principles. Skills: Computer literacy, Communication, Interpersonal, Problem Solving, Listening, Telephone etiquette, Interviewing Skills, Ability to interpret legislation.
- DUTIES** : Render registration services of work-seekers on ESSA. Render registration service of work and learning opportunities on ESSA. Refer work seekers for Employment Counselling services. Provide administrative support with the placement of work seekers in work and learning opportunities. Render general administrative duties and participate in advocacy sessions as and when required.
- ENQUIRIES APPLICATIONS** : Mr S Mshumpela Tel No: (041) 506 5002
: Deputy Director: Labour Centre Operations: Private Bag X6045, Port Elizabeth, 6000 or hand deliver at VSN Building 116-134, Govan Mbeki Avenue, Gqeberha or email to Jobs-ECPLZ@LABOUR.gov.za
- NOTE** : African Male, Coloured Male, Coloured Female, Indian Males, Indian Females, White Males and Persons with disabilities are encouraged to apply.
- POST 15/18** : **ADMINISTRATIVE CLERK: COMMUNICATION REF NO: HR 4/4/10/01**
- SALARY CENTRE REQUIREMENTS** : R237 453 per annum
: Provincial Office East London, Eastern Cape
: Grade 12/ National Senior Certificate. Knowledge: Basic knowledge of all labour legislation, Departmental Policies and Procedures, Batho Pele principles, Basic understanding of how the media operates Skills:

- Communication, Presentation, Interpersonal, Event coordination, Writing, Planning and organising, Computer literacy, Ability to operate fax machine and a photocopier, Data capturing.
- DUTIES** : Provide media liaison support service in the province. (Daily). Assist with Coordination of stakeholder and public relations to enhance advocacy initiatives by Bus and/or LCs. Identify Marketing and Advertising opportunities for the Services of the DoL in the province. Implement internal communication services. Ensure efficient, effective and accurate administration support service to the office of the PCO.
- ENQUIRIES APPLICATIONS** : Mr. MM Nohesi Tel No: (043) 701 3029
: Chief Director: Provincial Operations, Private Bag X9005, East London, 5201, Hand deliver at No.3 Hill Street East London. Email: Jobs-EC10@labour.gov.za
- NOTE** : Priority will be given to African Males, Indian Female and White Male.
- POST 15/19** : **TELECOM OPERATOR REF NO: HR4/4/4/53**
- SALARY CENTRE REQUIREMENTS** : R237 453 per annum
: Gqeberha Labour Centre, Eastern Cape
: Grade 12/ National Senior Certificate. Valid driver's licence will be an added advantage Knowledge: Departmental Policies, Procedures and guidelines, Labour Legislation and Regulations, Employment Services Act, Public Service Act and Regulations, Batho Pele principles. Skills: Computer literacy, Communication, Interpersonal, Problem Solving, Listening, Telephone etiquette, Interviewing Skills, Ability to interpret legislation.
- DUTIES** : Render an effective and efficient telephonic service. Give assistance to MSS functions.
- ENQUIRIES APPLICATIONS** : Mr S Mshumpela Tel No: (041) 506 5002
: Deputy Director: Labour Centre Operations: Private Bag X6045, Port Elizabeth, 6000 or hand deliver at VSN Building 116-134, Govan Mbeki Avenue, Gqeberha or email to Jobs-ECPLZ@LABOUR.gov.za
- NOTE** : African Male, Coloured Male, Coloured Female, Indian Males, Indian Females, White Males and Persons with disabilities are encouraged to apply.
- POST 15/20** : **SECURITY OFFICER REF NO: HR4/4/4/51 (X2 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R201 093 per annum
: Gqeberha Labour Centre: Eastern Cape
: Grade 12 / Senior Certificate and Grade C Security Certificate (PSIRA). Twelve (12) months security experience. Knowledge: Access to Public premises and vehicles Act, Evacuation procedures, Minimum Information Security Standards, Private Security Industry Regulatory Authority Procedures, Batho Pele Principles, Public Service Regulations Act, Departmental Policies and Procedures. Skills: Verbal and written communication, Interpersonal Relations, Problem solving, Listening, Computer literacy, Planning and organizing, Analytical.
- DUTIES** : Control access in and out if the Labour Centre and a provincial Office. Secure the flow of information and assets within the Labour Centre and a Provincial Office. Conduct security patrols of the building and offices to ensure safety of employees and clients. Conduct internal investigations and enforce security rules and regulations.
- ENQUIRIES APPLICATIONS** : Mr S Mshumpela Tel No: (041) 506 5002
: Deputy Director: Labour Centre Operations: Private Bag X6045, Port Elizabeth, 6000 or hand deliver at VSN Building 116-134, Govan Mbeki Avenue, Gqeberha or email to Jobs-ECPLZ@LABOUR.gov.za
- NOTE** : African Male, Coloured Male, Coloured Female, Indian Males, Indian Females, White Males and Persons with disabilities are encouraged to apply.
- POST 15/21** : **OFFICE AID (X2 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R170 226 per annum
: Provincial Office: KZN Ref No: HR4/4/4/05 (X1 Post)
: Prospecton Labour Centre Ref No: HR4/4/4/10 (X1 Post)
- DUTIES** : Grade 10. Knowledge: Office Practice, Catering, Cleaning Practices. Skills: Interpersonal relations, verbal communications, Listening.
- ENQUIRIES** : Ensure a clean office environment at all times. Provide food service's aid. Assist in distribution stock. Assist with messenger functions.
: Mr M Mwelase Tel No: (031) 366 2316 (KZN)
: Mr K Naidoo Tel No: (031) 065 1000 (Prospecton)

- APPLICATIONS** : Deputy Director: Provincial Operations: PO BOX 940, Durban, 4000 or hand deliver at 267 Anton Lembede Street, Durban. For online applications email to: Jobs-KZN14@Labour.gov.za
Deputy Director: Prospecton Labour Centre, PO Box 343, Umbongothwini 4120 Or hand deliver at N 3 Prospecton Place, Prospecton. For online applications email to: Jobs-KZN24@Labour.gov.za
- NOTE** : African Males, Coloured Males, Indian Males and White Males are encouraged to apply.
- POST 15/22** : **RISK MANAGEMENT COMMITTEE CHAIRPERSON REF NO: HR5/1/2/3/01**
(3 Years Fixed Terms Contract)
- SALARY** : Members will be remunerated according to rates approved by the Department of Employment and Labour
- CENTRE** : Compensation Fund, Pretoria
- REQUIREMENTS** : Undergraduate qualification (NQF Level 6) in Accounting / Risk Management or Auditing, with post-graduate qualifications or certification in similar fields, such as CRMA/ CIA /CA (SA)/CISA. Affiliation to a professionally recognized body such as IRMSA / IIA / ISACA / SAICA or any risk management/internal audit /accounting related professional affiliation. 10 years or more leadership and experience in serving as chairperson of Risk/Audit Committees of large public or private sector institutions. Knowledge: Applicants must have extensive knowledge and experience in Labour, Insurance, Risk Management, Governance, Internal and External Auditing, Anti-Fraud and Corruption, Compliance Management and Business Continuity Management, relevant ISO standards, COSO model, COBIT Framework, Public Sector Risk Management Framework. Knowledge of Public Service Values, DPSA guidelines on National Departments, Compensation Fund business strategies and goals, Compensation Fund regulations, policies and procedures, Compensation Fund Services. Legislative requirements: Treasury Regulations. Public Finance Management Act (PFMA). Skills: Strong leadership, governance and oversight, Analytical thinking ability and good communication. Courage to challenge answers and ask relevant questions. Willing to dedicate time and energy to serve the interest of the public. Encourage openness and transparency. Healthy skepticism and professional approach. High level of integrity. Inquisitiveness and independent judgement. Ability to offer new perspective.
- DUTIES** : Fulfil oversight responsibilities regarding Governance, Risk management, Internal Control, Legal and Regulatory Compliance, External and Internal Audit, Anti-corruption and Integrity Management, Compliance Risk Management, Business Continuity Management and Information and Communication Technology. Assist the Accounting Officer/Authority in the effective execution of his/her responsibilities in terms of Risk Management. Regulate and discharge all the responsibilities as contained in the Compensation Fund Risk Committee Terms of Reference. By virtue of their appointment as Chairperson of the Compensation Fund Risk Management Committee, the individual will also serve as a member of both the Compensation Fund Audit Committee and the Department of Employment and Labour National Risk Management Committee.
- ENQUIRIES** : Ms K Nkabinde at 076 229 2252
- APPLICATIONS** : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or Direct your applications to: Jobs-CF1@labour.gov.za
- FOR ATTENTION** : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.

DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT

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

CLOSING DATE : 25 May 2026, 16:00. No late application will be accepted

NOTE : Application must be submitted on a signed Z83 form obtainable from any Public Service Department accompanied by a recent detailed Curriculum Vitae only, to be considered. 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 Directive on Human Resources Management and Development for Public Service Professionalisation Volume 1 (the Directive), a requirement for all applicants for SMS posts 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 candidates shortlisted for the posts will undertake two pre-entry assessments (practical exercise, and integrity assessment) in accordance with the Directive. Following the interview and the pre-entry assessments of all SMS posts, the Selection Panel will recommend candidate(s) 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.

MANAGEMENT ECHELON

POST 15/23 : **DEPUTY DIRECTOR-GENERAL: FINANCIAL MANAGEMENT SERVICES**
REF NO: CFO22/2026

SALARY : R1 813 182 per annum, (an all-inclusive annual remuneration package)

CENTRE : Pretoria

REQUIREMENTS : A qualification at NQF level 8 in Financial Management/ Accounting Science or relevant equivalent qualification as recognized by SAQA. A minimum of 8 years of relevant experience at a senior managerial level or relevant field. Successful completion of the Public Service Senior Management Leadership Programme (Pre-entry Programme) as endorsed by the National School of Government (NSG). Knowledge of Financial management, cost accounting and business practices. Ability to establish and manage financial systems and controls. Knowledge of strategic planning and budgeting. Knowledge of strategic coordination and planning. Knowledge Management and Service Delivery Innovation. Understanding of risk management and audit procedures. Knowledge of policy development and business process management. Understanding of change management and financial management. Programme and Project Management skills. Sound organising, planning and leadership skills. Excellent communication, negotiation, stakeholder engagement, research, analytical, innovative, problem solving, and interpersonal skills. Ability to work under extreme pressure and to resolve conflict.

<u>DUTIES</u>	:	Ensure effective and efficient procurement of goods and services to the Department to ensure proper implementation of the Department's key focus areas, and in particular transformation in Supply Chain Management. Develop and provide PFMA, and Corporate Governance implementation frameworks including related reporting requirements and timeframes. Ensure development and implementation of approved policies and procedures for mitigating risks identified by the department. Ensure implementation of SCM Frameworks and other applicable Treasury Regulations and prescripts. Ensure efficient and effective bookkeeping systems, financial planning, budgeting and control services to the Department. Ensure proper control of departmental expenditure and implementation of PFMA, Corporate Governance Framework and Financial Management Requirements. Ensure financial resourcing of the department in line with National Treasury budget allocations. Manage an efficient and effective salary, revenue and debtor system within the department. Provide support in relation to goods and services, logistics and assets management in line with the PFMA requirements. Ensure proper inventory and warehouse management in line with inventory management policies. Manage logistics and reconcile travel services transactions. Control, manage and maintain reconciled departmental asset register. Oversee the provision of internal control and compliance services. Effective Audit coordination and the implementation of audit recommendations. Ensure effective monitoring of compliance with the Treasury Regulations, Modified Cash Standard, National Treasury Frameworks, and other Prescripts impacting on Finance and Supply Chain Management. Ensure adequate systems of control are in place across the department to minimize financial, operational, and compliance risks.
<u>ENQUIRIES</u>	:	Mr Gerald Ntshane Tel No: (012) 399 9602
<u>APPLICATIONS</u>	:	Must be submitted to the Director-General, Department of Forestry, Fisheries and the Environment, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria. or can be emailed to the respective email address quoting the reference number on the subject email. Email: CFO22-2026@dfpe.gov.za
<u>FOR ATTENTION</u>	:	Human Resource Management
<u>POST 15/24</u>	:	<u>DEPUTY DIRECTOR-GENERAL: FISHERIES MANAGEMENT REF NO: FIM16/2026</u>
<u>SALARY</u>	:	R1 813 182 per annum, (an all-inclusive annual remuneration package)
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	A qualification at NQF level 8 in Natural Sciences / Environmental Sciences/ Environmental Management / Fisheries Sciences / Public Administration/ Public Management/ Law or relevant equivalent qualification as recognized by SAQA. A minimum of 8 years of relevant experience at a senior managerial level or relevant field related to the fisheries management Successful completion of the Public Service Senior Management Leadership Programme (Pre-entry Programme) as endorsed by the National School of Government (NSG). Knowledge of the Marine Living Resources Act. Knowledge and understanding of the fishing industry, aquaculture and marine living resource management issues. Knowledge and understanding of international laws, agreements and commitments and their impact on fisheries. Knowledge and understanding of Government imperatives and priorities. Competencies and skills: Strategic Capability and Leadership, Programme and Project Management, People Management and Empowerment, Financial Management, Change Management, Knowledge Management, and Service Delivery Innovation. Sound organising and planning, Good communication, and Analytical skills. Ability to develop, interpret, implement policies, strategies and legislation. Ability to work under extreme pressure and to resolve conflict.
<u>DUTIES</u>	:	Provide strategic and policy leadership with regards to the development of the aquaculture industry, to enhance economic opportunities and growth, and sustainable management of inland fisheries. Guide and promote ongoing research into fisheries-related resources and ecosystems, to enable resource protection, management and development. Facilitate research with relevant research institutions with regards to sustainable aquaculture and production, to improve productivity and sustainable resource utilisation. Ensure that regular stock assessments, surveys, data collection and other forms of primary research are undertaken, to underpin policy development and review on an annual basis. Lead in the establishment of a research capability suitable to address all aspects of the fisheries management value chain (from environmental biodiversity and ecosystem issues to biological information, to

approaches regarding socioeconomic and environmental considerations (e.g. methods for extraction). Ensure strategic and operational management of South Africa's marine living resources, through sound allocation, permitting, and management of resources. Ensure monitoring, control and surveillance of living marine resources. Coordinate the Department's participation in national, regional and international structures for the purpose of promoting and managing inland fisheries, aquaculture and sustainable marine resources management, and ensuring sector transformation.

ENQUIRIES : Mr Gerald Ntshane Tel No: (012) 399 9602 / Mr Mpho Beta Tel No: (021) 402 3368

APPLICATIONS : Must be submitted to the Director-General, Department of Forestry, Fisheries and the Environment, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria. or can be emailed to the respective email address quoting the reference number on the subject email. Email: FIM16-2026@dffe.gov.za

FOR ATTENTION : Human Resource Management

OTHER POSTS

POST 15/25 : **DEPUTY DIRECTOR: STRATEGIC REGIONAL ENFORCEMENT AND INVESTIGATION SUPPORT REF NO: RCSM04/2026**
(2 Years Contract)
Re-advertisement and those who have previously applied, need to reapply

SALARY : R932 292 per annum
CENTRE : Limpopo Province (to operate between Limpopo and Mpumalanga provinces)
REQUIREMENTS : National Diploma (NQF6) in Policing, Forensic Investigation, Law, Environmental Law or relevant qualification within the relevant field as recognized by SAQA. A minimum of five (5) years' experience in investigation or enforcement, forensic or crime investigation or prosecution or relevant of which three (3) years should be at entry/junior management level (Assistant Director level or equivalent). 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. Knowledge of environmental policies and related legislations, international instruments, civil procedures, criminal procedure, constitutional law and administrative law. Extensive knowledge of criminal justice system. Knowledge of natural resource management specifically TOPS/CITES. Good legal drafting, investigative and evidence gathering skills. Strategic, analytical, problem solving and negotiation skills. Information management and computer literacy. Report writing, communication, facilitation, organising and good interpersonal skill. Ability to gather and analyse information, ability to develop and apply policies, conflict management and resolution. A service -oriented approach and the ability to work efficiently and effectively under pressure. Ability to work independently and within a team. The candidate must have a valid driving license and will be expected to travel extensively.

DUTIES : Co-ordinate joint initiatives to strengthen the anti-poaching and anti-trafficking capabilities in the Premier Integrated Wildlife Zone (IWZ). Manage case dockets and provide criminal investigation support for wildlife related crimes to ensure effective case management, prosecution support and compliance with legal procedures. Provide support in relation to court appearances. Liaise with stakeholders within the Premier IWZ. Attend Provincial Wildlife Crime Forums, IWZ meetings and other relevant meetings. Provide strategic support to national wildlife trafficking projects. Ensure the coordination of enforcement and investigation operations to promote effective compliance and law enforcement outcomes.

ENQUIRIES : Mr O Chauke Tel No: (012) 399 9317
APPLICATIONS : **Cape Town, Limpopo and Mpumalanga:** Must be submitted to the Director-General, Department of Forestry, Fisheries and the Environment, The Director: Integrated Human Resource Management, Private Bag X4390, Cape Town, 8000 or hand-deliver to 14 Loop Street, Cape Town or can be emailed to the respective email address quoting the reference number on the subject email. Email: RCSM04-2026@dffe.gov.za

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 candidates shortlisted for the posts will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and the technical exercise of 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.

- POST 15/26** : **ASSISTANT DIRECTOR: FOREST RESOURCE PROTECTION (X2 POSTS)**
- SALARY** : R605 742 per annum
- CENTRE** : Western Cape Ref No: FOM23/2026
Limpopo / Mpumalanga Ref No: FOM24/2026
- REQUIREMENTS** : National Diploma (NQF6) in Forestry / Natural Science / Environmental Management or relevant qualification within the related field as recognised by SAQA. A minimum of three (3) years' experience in Forestry or related field. 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. Knowledge, and evidence of the National Forest Act 1998 (Act 84 of 1998), National veld and Forest Fire Act (NVFFA) including Environmental Legislation and policies impacting on the forestry sector. Sound knowledge in the regulation of natural resources. Knowledge of government administrative procedures i.e. Public Finance Management Act (PFMA). Ability to collect and interpret information and reports. Good communication skills (verbal and written). Good presentation skills. Computer literacy. Ability to work under pressure and handle criticism. Ability to work independently and in a team. Ability to negotiate in difficult situations and to resolve conflict. Ability to work long hours. A Valid Driving License and willingness to travel.
- DUTIES** : Implement, monitor and review National Forest Act policy and strategies. Identify areas that can be dealt with through other mechanisms such as regulations, guidelines, or capacity building and awareness. Review and comment on Environmental Impact Assessment (EIA) and other specialist reports for development impacting forests and trees in accordance with the National Environmental Management Act, 1998 (NEMA) Promote compliance

and enforcement regarding the National Forests Act No. 84 of 1998. Liaise with Directorate of Legal Services and State Law Advisor regarding legal opinions and interpretation of provisions of the Act. Facilitate the appointment of Forest Officers as Peace Officers in terms of Criminal Procedure Act, 1977. Implement capacity building and communication programmes for stakeholders. Conducts NFA training course to various stakeholders such as SAPS, Judiciary, Magistrate and Prosecutors, State Organs. Provide technical advice in the issuing of licenses for protected trees, State and natural forests. Manage and maintain database of license statistics. Monitor the uniformity of licensing by evaluating the quality and assurance process and procedures in the Forestry Regions.

- ENQUIRIES** : Western Cape Ms T Gwala at 066 374 7795
Limpopo / Mpumalanga Ms N Mudau at 066 566 0640
- APPLICATIONS** : **Cape Town, Limpopo and Mpumalanga:** Must be submitted to the Director-General, Department of Forestry, Fisheries and the Environment, The Director: Integrated Human Resource Management, Private Bag X4390, Cape Town, 8000 or hand-deliver to 14 Loop Street, Cape Town or can be emailed to the respective email address quoting the reference number on the subject email. Western Cape Ref No: FOM23-2026@dffe.gov.za
Limpopo Ref No: FOM24-2026@dffe.gov.za
- 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 candidates shortlisted for the posts will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and the technical exercise of 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.

DEPARTMENT OF HIGHER EDUCATION AND TRAINING

- APPLICATIONS** : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or <http://z83.ngnscan.co.za/apply>
- CLOSING DATE** : 22 May 2026
- NOTE** : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website and follow the easy prompts/instructions. Upload the supporting document, namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability 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. 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. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts". N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

MANAGEMENT ECHELON

- POST 15/27** : **DIRECTOR: SKILLS DEVELOPMENT IMPLEMENTATION MONITORING: GAUTENG, NORTHWEST AND FREE STATE REGION REF NO: NSF 01/04/2026**
Branch: Skills Development
Component: National Skills Fund
- SALARY CENTRE REQUIREMENTS** : R1 266 714 per annum (Level 13), (all-inclusive remuneration package)
: Pretoria
: An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Public Management / Administration and Project Management. A minimum of six to eight years (6-8) years' collective work experience in project management with 5 years of experience at a middle/senior managerial level. A relevant postgraduate qualification would be a distinct advantage. Valid driver's license. Skills: Excellent communication, interpersonal and Computer literate, Microsoft office proficient. Strong administrative, organizational, management, budget and financial management skills. Time Management, Planning and Organizing, Ability to act with discretion, problem solving, creative thinking, decision making, technical proficiency and leadership skills.
- DUTIES** : Manage and support business intelligence reporting consolidating of organisational requirements for business intelligence reporting. Ensure good practice regarding business reporting. Support stakeholders with handling,

processing or receiving reports. Manage the collection and interpretation of data from various internal and external sources, data analysis and report compilation. Manage business intelligence and organization report development. Manage organisational performance metrics. Work closely with financial and business analysts, integrate competitive reporting and maintain the business data of the NSF. Manage resources of the Directorate, manage the performance of employees in accordance with policy. Participate as an active member of the Directorate team.

ENQUIRIES : Mr D Moyane Tel No: (012) 943 3105 / Ms C Els Tel No: (012) 943 3250 / Ms B Setuki Tel No: (012) 943 3161

POST 15/28 : **DIRECTOR: FINANCIAL MANAGEMENT AND ADMINISTRATION REF NO: NSF02/04/2026**
Branch: Skills Development
Component: National Skills Fund
Directorate: Financial Management and Administration

SALARY CENTRE REQUIREMENTS : R1 266 714 per annum (Level 13), (all-inclusive remuneration package)
: Pretoria
: An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Financial Management/ Accounting. A minimum of five (5) to ten (10) years of working experience in financial management, accounting, or auditing in the private or public sector with 5 years of experience at a middle/senior managerial level. Candidates with a CA (SA) qualification will have a distinct advantage. A dynamic, hardworking individual with strong leadership and people management skills to manage the Finance Directorate. Core Competencies: Good interpersonal, strategic leadership, Project Management, People Management and Empowerment, Financial Management and Change Management. Excellent problem-solving and analytical skills, technical proficiency, quality management and communication management. The incumbent must be service delivery orientated, customer focused, maintain high integrity and be able to perform in a team environment. Good knowledge of the financial frameworks, financial legislation, and prescripts applicable to the public sector will be an added advantage. Highly committed individual to ensure deadlines are met. Good computer skills and presentation skills. Willingness to travel, work irregular hours and travel extensively. A valid driver's licence is essential.

DUTIES : Manage the daily processing of payments, receipts and other financial accounting transactions; Manage debtors and creditors; Manage revenue, administrative expenses and levy collection costs; Manage monthly and annual financial closure processes; Manage the preparation and review of all relevant financial workbooks; Manage record-keeping function and central registry; Manage the preparation of audit files to be used by the Auditor-General of South African and internal audit during auditing processes; Manage physical assets and inventories, including leases; Manage facilities, including rental agreements for office space and parking, security services, cleaning services, repairs and maintenance, receptionists and boardroom bookings; Manage travel agents and travel office; Manage mail room and messenger functions; Manage telecommunication costs and bills; Manage the resources of the Directorate; Provide advice on financial management and administration matters; Develop and maintain financial management and administration policies and procedures; Participate as an active member of the NSF executive team.

ENQUIRIES : Mr D Moyane Tel No: (012) 943 3105 / Ms C Els Tel No: (012) 943 3250 / Ms B Setuki Tel No: (012) 943 3161

OTHER POSTS

POST 15/29 : **DEPUTY DIRECTOR: REGIONAL SKILLS DEVELOPMENT IMPLEMENTATION WESTERN CAPE & NORTHERN CAPE REGION REF NO: NSF06/04/2026**
Branch: Skills Development
Component: National Skills Fund
Chief Directorate: Skills Development Implementation

SALARY CENTRE REQUIREMENTS : R1 101 468 per annum (Level 12), (all-inclusive remuneration package)
: Cape Town Regional Office
: An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Public Management/ Administration, Project Management, Business Management,

Monitoring and Evaluation. A minimum of five (5) years' work experience in project management with at least three (3) to five (5) years' proven work experience of junior management experience on salary level 9 or 10. Candidates who have experience or a proven track record in managing large projects, portfolios of projects, and/or programmes in the private or public sector will have an added advantage. Good knowledge of the post-school education and training system will also be an added advantage. This is a middle management position in a core functional area that requires a dynamic individual with leadership and people management capabilities. The candidate must be a strong communicator with the ability to interact with a wide range of stakeholders. Further skills requirements relate to technical proficiency, monitoring and evaluation, problem solving and analysis, report writing, preparing presentations, marketing and communication, knowledge management, quality management, budgeting and financial management, human resource management, change management, and negotiation. The incumbent must be client- oriented, customer-focused focused and be able to perform in a team environment. A valid driver's license. Candidates must be willing to travel the country extensively and travel abroad occasionally, work irregular hours and be committed to meet deadlines within tight timeframes.

DUTIES : Responsible for ensuring skills development projects within project portfolio report timely and accurately; Effectively monitor, evaluate and report on the allocation, management, operational performance and funding of projects within project portfolio; Responsible for performing expenditure verification and performance information verification related to projects within project portfolio; Responsible for coordinating physical verification (learners, infrastructure, assets etc.) across the different project sites for the projects within project portfolio; Project Management Ensure that all documents and information related to projects and programmes in portfolio are submitted for knowledge management purposes; Manage stakeholders for portfolio of projects; Actively participate in both regional structures and platforms that are relevant for effective skills development implementation; Manage staff under his / her supervision; Provide feedback and strategic advice regarding skills development activities to the regional head; Participate as an active member of the regional team; Collaboratively contribute to the development of a project management framework for projects and programmes specifically for the region and nationally in general; Effectively implement the project management framework for projects and programmes within project portfolio.

ENQUIRIES : Mr D Moyane Tel No: (012) 943 3105 / Ms C Els Tel No: (012) 943 3250 / Ms B Setuki Tel No: (012) 943 3161

POST 15/30 : **DEPUTY DIRECTOR: INITIATION AND EVALUATION REF NO: NSF07/04/2026**
Branch: Skills Development
Chief Directorate: National Skills Fund

SALARY CENTRE REQUIREMENTS : R1 101 468 per annum (Level 12), (all-inclusive remuneration package)
: Pretoria
: An appropriate bachelor's degree/advanced diploma (NQF 7) in Public Management/Administration/Business Management/Project Management. A minimum of five (5) work experience in project management with at least three (3) to five (5) years of junior management experience on salary level 9 or 10. The ideal candidate should have good project management skills and be able to do analysis of documents and situations. The ideal candidate should be conversant with the public service delivery and management issues. Skills Development Act, Skills Development Levies Act, National Skills Development Strategy. Treasury Regulations and working knowledge of the Public Finance Management Act, South African Qualification Authority Act, National Qualification Framework (NQF). The individual should be able to apply strategic thinking with good knowledge and understanding of budgeting and financial management, communication and information management, continuous improvement, citizen focus and responsiveness, be able to develop others and make an impact and influence. Be able to manage interpersonal conflict and resolve problems. Must also be able to network and build bonds, plan and organize with excellent problem solving and decision-making skills. Good understanding and knowledge of programme and project management and be able to lead, monitor and evaluate a team and engage and manage relationships with Stakeholders. Valid driver's license. Skills: Excellent communication, interpersonal and Computer literate, Microsoft office proficient. Strong administrative, organizational, management, budget and financial

- management skills. Time Management, Planning and Organizing, Ability to act with discretion, problem solving, creative thinking, decision making, technical proficiency and leadership skills.
- DUTIES** : Implement the project initiation process by managing the Request for Proposal (RFP) processes for solicited projects, manage the receipt, logging and evaluation of applications for unsolicited projects, report on bid applications in the various stages of the project initiation process, prepare draft Memorandum of Understanding (MoU) for service providers, develop the monitoring and evaluation framework that defines monitoring principles and evaluation metrics for the project. Perform due diligence by reviewing research conducted on bidders for solicited and unsolicited projects and validate the accuracy of the information received from bidders. Manage preparation for the Grant Disbursement Committees by supporting the evaluation of bid applications for submission to the PGC, preparing recommendations for the GAC on which bid applications to support, co-ordinate the preparation of committee meetings and oversee the administrative duties to the GAC including the taking of meeting minutes. Engage with stakeholders relevant to the initiation and evaluation of projects, receive progress reports from the various middle management members and liaise with service providers. Implement the project evaluation process by reviewing the impact and effectiveness of projects, conduct final close-out site visits, conduct an independent review of the funded project, prepare post-implementation review report, facilitate the closeout of the project and ensure that all documentation related to project evaluation is submitted for knowledge management purposes. Participate as an active member of the Directorate.
- ENQUIRIES** : Mr D Moyane Tel No: (012) 943 3105 / Ms C Els Tel No: (012) 943 3250 / Ms B Setuki Tel No: (012) 943 3161
- POST 15/31** : **DEPUTY DIRECTOR: FUND MANAGEMENT REF NO: NSF03/04/2026 (X3 POSTS)**
Branch: Skills Development
Component: National Skills Fund
Directorate: Fund Management
- SALARY CENTRE REQUIREMENTS** : R932 292 per annum (Level 11), (all-inclusive remuneration package)
: Pretoria
: An appropriate bachelor's degree/advanced diploma (NQF level 7) in Financial Management/ Accounting. A minimum of five (5) to ten (10) years of work experience in financial management, accounting, or auditing in the private or public sector with at least three (3) to five (5) years of junior management experience on salary level 9 or 10. Candidates with articles served with accounting/auditing firm registered with South African Institute of Chartered Accountants (SAICA) are encouraged to apply. Candidates with CA (SA) designation or studying towards CA (such as ITC or APC) will have a distinct advantage. Further skills and competency requirements related to strategic capability and leadership, budgeting, and financial management, problem-solving and analysis, Knowledge management and technical proficiency, quality management, monitoring and evaluation, negotiations and stakeholder engagement and communication management, change management and people management and empowerment. This is a financial management position that requires a dynamic hardworking individual, who is service delivery oriented, customer-focused, maintains high integrity and can perform in a team environment. Good knowledge of financial frameworks and financial legislations and prescripts applicable to the public sector will be an added advantage. Good computer skills. Candidate must be willing to travel extensively across the country and work irregular hours with tight timeframes. Knowledge: Public Financial Management Act (PFMA), Skills Development Act, Skills Development Levies Act, Public Service Regulations 2016 (PSR), Public Service Act (PSA), Labour Relations Act, Employment Equity Act, Basic Condition of Employment Act (BCEA), National Treasury Regulation, General Recognised Accounting Practice. Skill and competencies requirements related to people management, project management, financial management, planning and organising, computer literacy, writing skills, verbal communication, attention to detail, preparing and delivering presentations, performing analysis, and resolving problems, and quality management. A valid driver's license and willingness to travel.
- DUTIES** : Provide financial management support to NSF team project managers and skills development providers for the portfolio of skills development projects funded by NSF, Perform financial due diligence during the initiation of new skills

development projects; Perform financial monitoring of the portfolio of projects including monitoring project expenditure against actual performance and approved budget; Perform financial reporting for the portfolio of projects during the execution and close-out thereof. Check and approve project payment drawdown requests; Prepare relevant financial workbooks, and develop monthly, quarterly, annual, and ad hoc financial reports; Provide the expenditure forecasting for a portfolio of projects; Prepare audits files for a portfolio of projects for use during auditing by the Auditor General of South Africa and internal audit; Participate as an active member of the NSF financial team.

ENQUIRIES : Mr D Moyane Tel No: (012) 943 3105 / Ms C Els Tel No: (012) 943 3250 / Ms B Setuki Tel No: (012) 943 3161

POST 15/32 : **DEPUTY DIRECTOR: STRATEGIC SUPPORT (OFFICE OF THE EXECUTIVE OFFICER) REF NO: NSF04/04/2026**

Branch: Skills Development

Component: National Skills Fund

Directorate: National Skills Fund Executive Office

SALARY CENTRE REQUIREMENTS : R932 292 per annum (Level 11), (all-inclusive remuneration package)

: Pretoria

: An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Public Management/Administration/ Project Management. A minimum of five (5) years relevant work experience with at least three (3) to five (5) years' proven work experience of junior management level on salary level 9 or 10. Experience in Project Management and managing resources. Knowledge of Public service and NSF mandates and strategies. Knowledge of the education system and pedagogy, post school education framework, government wide legislation. Legislative knowledge and prescripts e.g. Skills Development Act, Skills Development Levies Act, Public Service Act, PFMA and National Treasury Regulations, General knowledge of Public Service Regulations. Further skills and competency requirement relate to strategic capability and leadership and communication management and people management and empowerment, problem solving and analysis, technical proficiency, project management. Good computer skills and a valid driver's licence. Candidate must be willing to travel, work irregular hours and be committed to meet communication requirements within tight time frames.

DUTIES : Providing strategic support to the Executive Office within NSF. Advising the Executive Officer on strategic matters. Ensuring effective coordination and oversight of all strategic initiatives within the NSF. Planning and implementing strategic initiatives in the line with the NSF mission and mandate. Conducting assessment to measure the accomplishment of strategic decisions and initiative. Developing and collate reports on strategic initiatives as required within the directorate. Proving support within the office of the Executive Officer. Scrutinise documents to determine actions or information required. Record minutes or resolutions and communicate to the relevant role players, follow up on progress made and prepare briefing notes as well other documents. Compile the agenda of meetings chaired by the Executive Officer and ensure the circulation of accompanying memoranda. Coordinate branch meetings including overseeing the logistics. Coordinate parliamentary enquiries with the relevant stakeholders. Coordinate the performance agreements/assessments and financial disclosures pertaining to the Office of the Executive Officer. Assist the Executive Officer in formulating policy recommendations and attend Senior management meetings. Managing general support services within the Office of the Executive Officer. Oversee, support and supervise all administrative functions. Implement administrative measures to ensure efficient working of Office of the Executive Officer. Manage the engagements of the Executive Officer. Manage schedules, calendars, presentations, spreadsheets and other related office tasks. Handle all correspondence and queries requiring the attention of the Executive Officer. Set up and maintain the systems in the office that will ensure efficiency in the office. Oversee safe keeping of all documents for the Office of the Executive Officer so as to ensure compliance with archive legislation and to enhance information security. Provide content support with regards to documents (submissions, reports, letters, etc.) to and from the Office of the Executive Office. Preparing monthly reports and make presentations as required. Participating as an active member of the NSF. Undertake policy or line function tasks as required. Compile memoranda, reports, submissions and a variety of other correspondence for the Executive Officer as required. Compile presentations and basic speeches for the Executive Officer and or

refer complex matters to the relevant unit for preparation. Draft responses for submission to internal and external stakeholders. Source information and compile memoranda as required. Coordinate, follow up and compile reports of a transverse nature for the Executive Officer and advise/sensitise the Executive Officer on reports to be submitted. Provide support and undertake special projects as directed by the Executive Officer. Monitor unit activities to ensure conformance with goals and objectives. Manage public liaison services within the NSF. Manage public liaison services within the NSF. Oversee the logging of public complaints or queries regarding the NSF's service. Oversee the monitoring of progress of the resolution of the public's complaints or queries escalate with the relevant directorates to ensure complaints or queries are attended to timeously and efficiently. Review monthly reports reflecting complaints or queries received and resolved. Managing resources of the directorate. Monitoring expenditure for the directorate against the allocated budget within NSF. Managing the performance of employees in accordance with policy. Providing employees with the necessary information and resources to deliver on their objectives and meet the targets of the directorates. Supporting the implementation of all management decision. Managing employees related matters within the directorate. Always adhere to the values of NSF.

ENQUIRIES : Mr D Moyane Tel No: (012) 943 3105 / Ms C Els Tel No: (012) 943 3250 / Ms B Setuki Tel No: (012) 943 3161

POST 15/33 : **DEPUTY DIRECTOR: LEGAL GOVERNANCE RISK AND COMPLIANCE**
REF NO: NSF05/04/2026
 Branch: Skills Development
 Component: National Skills Fund
 Directorate: Legal Governance Risk and Compliance

SALARY : R932 292 per annum (Level 11), (all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : An appropriate LLB degree and admitted as an attorney or advocate. A minimum of five (5) to eight (8) years' collective working experience of which five (5) years should be at a junior management level in legal, governance, risk and/or compliance in the private or public sector. Qualification in Risk Management and/or Compliance will be an added advantage. This is a middle management position which requires a dynamic hardworking individual with deep knowledge of legislative frameworks, policies and procedures that govern the public sector, as well as practical experience in providing legal services, risk management, compliance services and governance services. Further skills and competency requirements relate to excellent written; verbal communication; computer skills; research and policy formulation skills; presentation skills; analytical and problem-solving skills, negotiation, quality management, budgeting and financial management and human resource management. The incumbent must be service delivery orientated, customer focused, maintain integrity and be able to work in a team environment. Good knowledge of the Post-School Education and Training system will be an added advantage. Good computer skills and a valid driver's license are requirements. Candidates must be willing to travel, work irregular hours and be committed to meet deadlines within tight timeframes. Candidates must be confident, trustworthy, accurate and adaptable, must have integrity. The successful candidate will have to annually disclose his/her financial interests.

DUTIES : Advise the National Skills Fund (NSF) on legal and litigation matters within the NSF. Drafting legal documents such as contracts, pleadings, agreements, internal policies, etc. Develops operational plans on legal matters in the NSF. Analyses, prepares, and submits legal opinions and comments. Facilitates internal training on legal and regulatory topics to keep the NSF abreast of regulatory issues and disseminates appropriate legal requirements to staff. Manages and engages with third party legal advisors. Interprets legal information. Participates in committees as required. Negotiates, reviews and drafts documentation for transactions with third parties. Reviews and develops contracts, agreements, regulations, and internal policies and ensures they are compliant with all statutory or legal requirements. Acts as custodian for all contracts, agreements, regulations, and internal policies. Keeps abreast of latest legislation, regulation, and policy. Ensures the maintenance of an effective knowledge management system for all legal related material. Reviews key business activities to ensure compliance with standards, policies, and regulations. Ensures high risk compliance and governance areas are proactively identified and mitigated. Implements and maintains the risk

assessment process and risk profile of the NSF. Investigates and analyses root causes, patterns, or trends of the risk assessment. Consults with department heads to establish, maintain, and improve risk management capabilities. Ensure sufficient capacity to achieve the objectives of the Directorate. Manage the performance of employees in accordance with policy. Provide employees with the necessary information and resources to deliver on their objectives and meet the objectives of the Directorate. Motivate team members and create a culture of high performance. Manage leave and related administration for direct reports. Prepare monthly reports and make presentations as required. Positively support the implementation of all management decisions.

ENQUIRIES : Mr D Moyane Tel No: (012) 943 3105 / Ms C Els Tel No: (012) 943 3250 / Ms B Setuki 012 943 3161

POST 15/34 : **DEPUTY DIRECTOR: STRATEGY AND PARTNERSHIPS REF NO: NSF 08/04/2026)**

Branch: Skills Development

Component: National Skills Fund

Directorate: Strategy Innovation and Organizational Performance

SALARY CENTRE REQUIREMENTS : R932 292 per annum (Level 11), (all-inclusive remuneration package)
: Pretoria

: An appropriate Bachelor's degree/advanced diploma (NQF level 7) in Business Management/Strategic Management/Public Management. A post-graduate qualification (NQF level 8) will be an advantage. A minimum of 6 years of practical work experience in the strategic planning environment, of which three (3) years of junior management experience on salary level 9 or 10. Knowledge of strategic management, revised framework on Strategic Plans (SPs) and Annual Performance Plan (APPs), Medium – Term Development – Plan (MTDP), Government Wide Monitoring and Evaluation Framework (GWMEF), National Development Plan (NDP), National Evaluation Policy, Research Methodology Public Finance Management Act (PFMA). Public Service Act (PSA). Public Service Regulations (PSR), Treasury Regulations, Framework on Programme Performance Information, risk management, monitoring and evaluation. Knowledge of government Budget cycle and government planning cycle, research, service delivery improvement frameworks. Knowledge of skills development, National Skills Development Plan, HRDS, knowledge of Skills Development Act, Skills Levy Act, understanding of the post school education and training. Experience in strategic plan, annual performance plan and operational plan development. A valid driver's licence. Skills: Analytical. Financial Management. Report Writing. Project Management. Risk Management. Diversity Management, Computer Literacy. Communication. Monitoring and Evaluation, Research Methodology. Problem Solving and Decision Making.

DUTIES : Develop strategic, annual performance plan and operational plans and policy frameworks. Develop and implement strategic and operational principles and practices. Evaluate the implementation of departmental policies and assess the impact and sustainability of programmes. Manage the compilation and submission of the departmental strategic and annual performance plan. Develop circulars for communicating on strategic planning issues and communicating timeframes to stakeholders. Provide technical support regarding planning process and procedures. Coordinate the implementation of circulars and develop strategic planning templates. Facilitate the distribution of templates and quality assure departmental planning documents. Support the preparation and/or the revision of the departmental strategic plan and the annual performance plans. Participate in departmental strategic planning and annual performance planning sessions and meetings. Provide advisory services regarding strategic planning and annual performance planning process ensuring alignment to the Medium – Term – Development – Plan (MTDP) and other government priorities. Guide business units in drafting the operational plans that are aligned to annual performance plan and strategic plan. Coordinate the collection of operational plans from business units. Analyse the draft annual performance plans and coordinate inputs. Coordinate the submission of the departmental strategic plan and annual performance plan to the relevant authority for approval. Provide support to the development and coordination of departmental Strategic and Annual Performance Plans and operational plan, assist to develop policy and standard operating procedures aligned to strategic planning and reporting frameworks in the public service; provide guidance on the implementation of the policy and standard operating procedures on strategic planning. Provide support to the development of

performance indicators, ensure compliance to the revised framework on Strategic Plans and Annual Performance Plans and advise programme managers on the development of technical indicator descriptions linked to programme budget structures.

ENQUIRIES : Mr D Moyane Tel No: (012) 943 3105 / Ms C Els Tel No: (012) 943 3250 / Ms B Setuki Tel No: (012) 943 3161

POST 15/35 : **DEPUTY DIRECTOR: INNOVATION REF NO: NSF 09/04/2026**
Branch: Skills Development
Component: National Skills Fund
Chief Directorate: Strategy, Innovation and Organisational Performance
Directorate: Strategy, Innovation, And Partnerships

SALARY CENTRE REQUIREMENTS : R932 292 per annum (Level 11), (all-inclusive remuneration package)
: Pretoria
: An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Statistics, Econometrics/Economics, Development Studies. A postgraduate qualification in one or more of the above-mentioned disciplines will be an added advantage. A minimum of three (3) to five (5) years of junior management experience on salary level 9 or 10 in conducting research analysis in labour market and education and training. Research and development of Public Administration Practice. Strong Technical competence and proven experience in research, research design, data analysis and Monitoring and Evaluation methods. Knowledge and experience in research and management of research projects, Knowledge of sources of data or information with implications to skills planning, labour markets and education and training. Knowledge of the latest trends in skills planning, labour markets education and training research, monitoring and evaluation, and high-level report writing. Proficiency in econometric modelling and statistical data analysis using software such as EViews, Stata, Atlas TI, SPSS or any software to analyse data. Good understanding and experience in survey design and sampling methodology. Good knowledge of the Post-School Education and Training system will be an added advantage. Good knowledge and experience in applicable legislation including the Skills Development Act, Skills Development Levies Act, Public Service Act, PFMA and National Treasury Regulations. General knowledge of Department of Planning, Monitoring and Evaluation frameworks and Public Service Regulations. Good computer skills. Valid driver's license.

DUTIES : Mine complex data to inform planning, utilise SPSS, Stata, Atlas TI or any software to analyse data, Develop and maintain an efficient Labour market Information system (LMIS), develop LMI Frameworks/policies, develop research methodology and sample size for all research projects, consolidate complex data for scientific understanding and decision making, perform statistical analysis and data interpretation, Data cleaning in line with SASQAF principles, develop research reports, conduct research studies on labour market and other areas of the entity, undertaking research on the state of the labour market, keep abreast and lead the development in research on labour markets and the skills system, Develop data visualizations and infographics manage and coordinate implementation of research and LMI frameworks, forecast the number of beneficiaries that the NSF could support in priority areas. Develop Innovative ideas in project and program management to enable the NSF to optimize resource allocation, streamline processes, and enhance project outcomes. Facilitate innovation in NSF; Manage Innovation; Implement innovation. Develop and update NSF's strategy and partnerships and keep abreast of innovations and leading practices in skills development through research and evaluation. Facilitate collaboration across departments to encourage the exchange of ideas and knowledge; Establish and nurture relationships with key stakeholders to ensure alignment with organizational strategic goals. Track and report on the implementation of approved research and LMI Findings/initiatives; submit proposals to governing structures for approval of all research/LMI initiatives.

ENQUIRIES : Mr D Moyane Tel No: (012) 943 3105 / Ms C Els Tel No: (012) 943 3250 / Ms B Setuki Tel No: (012) 943 3161

POST 15/36 : **ASSISTANT DIRECTOR: PROGRAMME MONITORING REF NO: NSF10/04/2026**
Branch: Skills Development
Component: National Skills Fund
Directorate: Regional Skills Development Implementation

SALARY CENTRE REQUIREMENTS : R605 742 per annum (Level 10)
: Pretoria
: An appropriate diploma/ bachelor's degree (NQF Level 6) in Public Administration/Management, Project Management. A minimum of three (3) to five (5) years' work experience at a supervisory level in project management. Knowledge and experience in assisting with the management of projects, portfolios of projects and/or programmes in the private or public sector. This junior management position in a core functional area requires a dynamic individual with leadership and people management capabilities. The candidate must be a strong communicator with the ability to interact with a wide range of stakeholders. Knowledge of legislative framework, Skills Development Act, Skills Development Levies Act, Public Service Act, Public Financial Management Act, and National Treasury Regulations. Further skills requirements relate to technical proficiency, monitoring, and evaluation, problem- solving and analysis, report writing, preparing presentations, marketing and communication, knowledge management, quality management, budgeting and financial management, human resource management, change management and negotiation. The incumbent must be client orientated, customer focused and be able to perform in a team environment. Good computer skills. Candidates must be willing to travel the country extensively and travel abroad occasionally, work irregular hours and be committed to meeting deadlines within tight timeframes. A valid driver's license.

DUTIES : Monitor the implementation of projects in the national and facilitate the orientation and training of project service providers at the learner site level. Implement the monitoring and evaluation log frame within a portfolio of learner sites and monitor performance against it. Verify the accuracy and validity of performance reports from each learner site. Monitor the status of outputs from learner sites. Monitor learner site facilities and administration to ensure that training by service provider meets the requirements of the Service Level Agreement. Conduct site visits at a portfolio of learner sites. Escalate risks to the Deputy Director: Programme Monitoring. Manage invoicing and financial reporting for a portfolio of learner sites. Liaise with project payment officers on invoices and financial requests. Attend to all the projects audit matters. Escalate the issue to Deputy Director: Programme Monitoring and other relevant stakeholders. Conduct due diligence regarding all project's activities including, but not limited to new projects, complete change request documentation and submit to the Deputy Director: National Skills Development Monitoring. Support project reporting and develop and upload monthly and quarterly project progress reports onto the knowledge management systems available to NSF. Review project progress reports and perform verification site visits. Upload all documents related to projects onto the knowledge management system in accordance with knowledge management policy and process. Manage and maintain relationships with service providers of projects at a site level. Engage and maintain good relationships with project payment officers regarding project financials. Participate as an active member of the regional team in all relevant structures of the NSF.

ENQUIRIES : Mr D Moyane Tel No: (012) 943 3105 / Ms C Els Tel No: (012) 943 3250 / Ms B Setuki Tel No: (012) 943 3161

POST 15/37 : **ASSISTANT DIRECTOR: INFORMATION COMMUNICATION TECHNOLOGY REF NO: NSF 11/04/2026**
Branch: Skills Development
Component: National Skills Fund
Directorate: Information Communication Technology and Analytics

SALARY CENTRE REQUIREMENTS : R487 197 per annum (Level 09)
: Pretoria
: An appropriate Diploma/Bachelor's degree (NQF Level 6) in information technology, Computer Science. A minimum of 3-5 years of relevant experience in ICT, with at least (3) to five (5) years' work experience at a supervisory or management role. Experience in ICT strategy implementation, systems administration (AZURE cloud infrastructure, D365 ERP and Active Directory, Mimecast, Veeam Backup, M365 packages, Intune, Cyber Security platforms),

and infrastructure management. Knowledge of public sector ICT governance frameworks (e.g., DPISA, CGICTPF, POPIA, ISO/IEC standards). Experience in IT project management and user support, the incumbent will also be a person who works well under pressure, pays attention to detail, works well within a team environment and has good communication skills. Excellent technical knowledge of ICT systems, networks, and security, Strong leadership, communication, and stakeholder management skills. Analytical thinking and problem-solving abilities. Ability to manage projects and deliver results within tight deadlines, Knowledge of ICT legislation and policy frameworks in the public service. A valid driver's license.

DUTIES

: Implement the ICT strategy and manage the NSF's ICT infrastructure including applications, hardware and systems. Support the development and implementation of ICT strategies, policies, and standards. Manage the ICT infrastructure and ensure the security, reliability, and availability of ICT systems. Coordinate ICT service delivery, including user support, system administration, and network management. Oversee the implementation and maintenance of business systems and enterprise resource planning. Ensure proper ICT governance, including risk management, business continuity, and disaster recovery planning. Lead ICT projects and initiatives aligned with organizational goals. Assist in managing ICT procurement, licensing, maintenance and service provider SLAs. Provide technical guidance and support to internal stakeholders. Manage ICT hardware requirements for the NSF. Identify any ICT hardware issues and determine if they are repairable internally or if they need to go to the suppliers for repairs.

ENQUIRIES

: Mr D Moyane Tel No: (012) 943 3105 / Ms C Els Tel No: (012) 943 3250 / Ms B Setuki Tel No: (012) 943 3161

DEPARTMENT OF HOME AFFAIRS

The DHA is a merit-based, equal opportunity and affirmative action employer. In line with 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 preferred. 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.



CLOSING DATE : 22 May 2026

NOTE : 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. Applications must be submitted online or on 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.

MANAGEMENT ECHELON

POST 15/38 : **CHIEF DIRECTOR: PREVENTION AND ANALYSIS REF NO: HRMC 19/26/1**
Chief Directorate: Prevention and Analysis

SALARY : R1 494 900 - R1 787 328 per annum (Level 14), (an all-inclusive salary package) structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

CENTRE : Head Office, Tshwane

REQUIREMENTS : An undergraduate qualification in Operations Management, Business Management or Administration, Public Management or Administration or related at an NQF level 7 as recognized by SAQA. 5 Years' experience at a Senior Management level, within Public Services or Operations Management is required. 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. Sound knowledge and understanding of the Strategic Intelligence Act. Knowledge of the Protection of Information Act. Knowledge of the Criminal Procedure Act. Knowledge of the Minimum Information Security Standard (MISS). Knowledge of the South African Police Service Act, and anti-corruption legislation. Knowledge of Public Finance Management Act and Treasury Regulations. Knowledge of policy development and government protocol. Excellent abilities and vast experience in project management, project optimization, and the use of online systems. A valid drivers' license is an added advantage. Willingness to travel and work extended hours. Completion of the Senior Management Services Pre-entry Certificate upon appointment. Required skills and competencies: Strategic capability and leadership. Service delivery innovation, client orientation and customer focus. People management and empowerment. Financial Management. Program and project management. Change management. 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 with digital transformation. Innovation. Excellent verbal and written communication, as well as presentation skills. Problem-solving and analysis. Research Methodology and Analysis. Process analysis and improvement. Influencing, networking, conflict management and negotiation skills. Knowledge and Information Management. Decision making and initiating action. Planning, organising and time management. Policy development, coaching and facilitating. Result-orientated. Computer literacy. Patriotism, Honesty and Integrity.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: Oversee and Facilitate the Collection and Analysis of Information and Statistical Data on Counter Corruption Cases. Oversee maintenance of a detailed record of information collected and analysed. Oversee the management of the interpretation of raw and statistical data into meaningful, connected information to be used in the Department. Oversee the establishment of a knowledge library for Counter-Corruption and Security Services and ensure the effective maintenance thereof. Provide strategic direction on profiling of statistical data, trends and analysis to assist in the investigations and prosecution of Counter Corruption cases. Oversee the management of research on information, statistical data, tendencies and trends, nationally and internationally, concerning irregularities, unlawful conduct, breaches and syndicate activities relating to the core processes and business conducted by the Department. Provide relevant project support to business units and other Law Enforcement Agencies before, during and after investigations. Provide feedback on trends, risk areas, system weaknesses, and process inefficiencies within the Department. Ensure the effective implementation of strategic objectives and innovation initiatives within the Chief Directorate. Provide strategic direction, and leadership and ensure the strategic positioning. Ensure effective and efficient management of human, physical and financial resources within the Chief Directorate. Coach and guide staff on compliance with all regulatory requirements.

**ENQUIRIES
APPLICATIONS**

: Ms S Mkhalihi Tel No: (012) 406 7109
 : Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://erecruitment.dha.gov.za> or ccsrecruitment@dha.gov.za

POST 15/39

: **CHIEF DIRECTOR: SPECIAL INITIATIVES REF NO: HRMC 19/26/2**
 Branch: Information Services

SALARY

: R1 494 900 - R1 787 328 per annum (Level 14), (an all-inclusive salary package) structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

**CENTRE
REQUIREMENTS**

: Head Office, Tshwane
 : An undergraduate qualification in Project Management, ICT, Information Systems, Business Management or related at NQF level 7 as recognized by SAQA. 5 Years' experience at a Senior Management, is required. 8 to 10 Years' experience in ICT, Digital Transformation, PMO or Governance environment. Extensive experience in Information Technology (IT) Project Management environment is required. 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 the GITO Frameworks, standards and guidelines. 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. Knowledge of policy development and government protocol. Excellent abilities and vast experience in project management, project optimization, and the use of online systems. A valid drivers' license. Willingness to travel and work extended hours. On call is required. Completion of the Senior Management Services Pre-entry Certificate upon appointment. Required skills and competencies: Strategic capability and leadership. Service delivery innovation, client orientation and customer focus. People management and empowerment. Financial Management. Program and project management. Change management. 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 with digital transformation. Innovation. Excellent verbal and written communication, as well as presentation skills. Portfolio Management. Benefits Realisation. COBIT 2019. CGICT. ITIL. Enterprise Governance. Organisational Change Management. Risk and Compliance Management. Change management. Problem-solving and analysis. Business Report Writing. Influencing, networking, conflict management and negotiation skills. Knowledge and Information management. Decision making and initiating action. Planning, organising and time management. Dealing with Pressure and Setbacks. Policy development, coaching and facilitating. Computer literacy. Patriotism, Honesty and Integrity.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: Lead the implementation of interventions included in the DHA Digital Transformation Strategy. Oversee the scope, plan, and develop the business case for all relevant programs as required. Oversee the alignment of project/program initiatives with National Policy, Imperatives, and International benchmarks. Liaise with business stakeholders to clarify and understand project deliverables, scope, and expected benefits. Ensure the submission of proposals, plans, and budgets for approval for all project initiatives that are required within the branch. Provide guidance on the establishment and sign-off on Project Charters, Governance forums, Resourcing (including budget/funding) and expected deliverables. Oversee IS projects in line with the Departmental priorities for every approved strategic IS program. Act as Programme Manager for large-scale, international, and cross-departmental programmes where required. Lead implementation of DHA Digital Transformation Strategy and associated roadmap. Align all strategic programmes to National Development Plan, MTSF, DPSA CGICT, COBIT 2019 and DHA strategic priorities. Institutionalise Quarterly Implementation Feasibility Reviews (QIFR) for strategic prioritisation and oversight. Oversee strategic programme business cases, feasibility studies, and transformation value propositions. Ensure benefits realisation frameworks are established for all major programmes. Coordinate Digital Transformation Steering Committee inputs and programme prioritization. Lead cross-departmental transformation programmes and strategic modernisation initiatives. Establish and Manage PMO, Programme, Project and Portfolio Delivery Frameworks. Oversee effective project management processes, procedures and standards are adhered to as prescribed by the Project Management Methodology. Create and build partnerships with various internal and external stakeholders in order to ensure programme delivery. Oversee effective sourcing, contracting and managing of IS contractors, consultants and vendors against programme targets. Ensure compliance with Project Management Office (PMO) requirements as per the approved methodology. Report regularly on project/programme progress, risks and budget to sponsors and relevant stakeholders against the agreed timelines and outputs of Project Plans. Ensure alignment to PMBOK/PRINCE2/MSP/COBIT governance requirements. Build Chief Directorate Capability, Innovation and Organisational Digital Transformation Maturity. Develop the Chief Directorate into a Centre of Excellence for Digital Transformation, PMO, Governance and Special Initiatives. Build organisational capability in programme governance, project controls, digital transformation, and benefits realization. Implement skills development frameworks aligned to DHA strategy. Ensure Enterprise Governance, CGICT, COBIT 2019 Compliance, Risk and Assurance. Ensure effective and efficient management of human, physical and financial resources within the Chief Directorate. Coach and guide staff on compliance with all regulatory requirements.

ENQUIRIES

: Ms S Mkhalihi Tel No: (012) 406 7109

- 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 15/40** : **DIRECTOR: FINGERPRINT VERIFICATION REF NO: HRMC 19/26/3**
Chief Directorate: Back Office ID Processing
- SALARY** : R1 266 714 - R1 492 122 per annum (Level 13), (an all-inclusive salary package) structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.
- CENTRE REQUIREMENTS** : Head Office, Tshwane
: A undergraduate qualification in Public Management, Administration, Business Administration or related at an NQF level 7 as recognized by SAQA. 5 Years’ experience at Middle / Senior Managerial level in Public Service or Operations Management environment is required. 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. Sound knowledge and understanding of the Citizenship Act, Identification Act, Immigration Act, PAJA, POPIA, PAIA and Bill. Knowledge of Authority on fingerprint legislation, standards of fingerprint evidence. Demonstrated knowledge and understanding of workforce planning and optimization. Knowledge of policy development and government protocols. Knowledge of PFMA and Treasury Regulations. Excellent abilities and vast experience in project management, project optimization, and the use of online systems. A valid drivers’ license is an added advantage. Willingness to travel and work extended hours. Demonstrated commitment to high ethical standard and integrity. Completion of the Senior Management Services Pre-entry Certificate upon appointment. Required skills and competencies: Strategic capability and leadership. Service delivery innovation, client orientation and customer focus. People management and empowerment. Financial Management. Program and project management. Change management. 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 with digital transformation. Excellent verbal and written communication, as well as presentation skills. Problem-solving and analysis. Delegation skills. Quality Orientation. Data and Records Management. Strong Analytical skills. Process Analysis and Improvement. Influencing, networking, conflict management and negotiation skills. Knowledge and Information management. Dealing with pressure and setbacks. Decision making and initiating action. Planning, organising and time management. Policy development, coaching and facilitating. Result-orientated. Computer literacy. Patriotism, Honesty and Integrity.
- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: Manage effective operations within the verification unit. Provide expert advice and on the verification unit to achieve operational goals. Monitor performance against Service Level Agreements (SLA) and ensure responsive service delivery to internal and external requirements. Interpret and maintain statistical data on service level standards, bottlenecks, volumes, trends, and error rates. Monitor SLA performance between Front Office and the unit, initiating corrective actions where necessary. Develop and implement quality assurance and data quality strategies and an action plan. Ensure accurate financial accounting, monitoring, and reporting within the unit. Ensure effective and consistent implementation of Standard Operating Procedures. Implement effective operational control measures to ensure fingerprint quality, record accuracy, corruption prevention, and limit non-financial losses. Ensure all fingerprints are accurately verified, captured and stored on relevant systems. Ensure Successful Business Transformation Within the ID Back Office Processing Unit. Establish, maintain and ensure a good working relationship with the department and relevant stakeholders. Provide strategic direction, and leadership and ensure the strategic positioning. Oversee the development and review of policies and code of practice for the Branch. Ensure effective risk and compliance management. Implement governance processes, frameworks and procedures. Ensure effective and efficient management of human, physical and financial resources within the Chief Directorate. Coach and guide staff on compliance with all regulatory requirements.
- ENQUIRIES** : 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 15/41** : **DIRECTOR: INTERNATIONAL RELATIONS REF NO: HRMC 19/26/4**
Chief Directorate: Inter-Sectoral Collaborations and International Services
- SALARY** : R1 266 714 - R1 492 122 per annum (Level 13), (an all-inclusive salary package) structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.
- CENTRE REQUIREMENTS** : Head Office, Tshwane
: An undergraduate qualification in International Relations, Political Science, Public Administration, Management, Public Management or related at an NQF level 7 as recognized by SAQA. 5 Years’ experience at Middle / Senior Managerial level is required. 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 the Births and Deaths Registration Act, No. 51 of 1992. Knowledge of the Births and Deaths Registration Act, No. 51 of 1992. Knowledge of the Identification Act, No. 68 of 1997. Knowledge of Intelligence Act, Criminal Procedures Act, Police Act, Anti-corruption legislation, LRA, BCEA, PSA. Knowledge of policy development and government protocol. Knowledge of PFMA and Treasury Regulations. Knowledge and understanding of Preferential Policy Framework (PPFA). Knowledge of the Protection of information Act (POPIA). Knowledge of Departmental core policies, prescripts and practices. Understanding of Good Corporate Governance principles (King II). Excellent abilities and vast experience in project management, project optimization, and the use of online systems. A valid drivers’ license is an added advantage. Willingness to travel and work extended hours. Demonstrated commitment to high ethical standard and integrity. Completion of the Senior Management Services Pre-entry Certificate upon appointment. Required skills and competencies: Strategic capability and leadership. Service delivery innovation, client orientation and customer focus. People management and empowerment. Financial Management. Program and project management. Change management. 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 with digital transformation. Excellent verbal and written communication, as well as presentation skills. Problem-solving and analysis. Process analysis and improvement. Stakeholder relations and customer focus. Data and Records Management. Strong Analytical skills. Process Analysis and Improvement. Influencing, networking, conflict management and negotiation skills. Knowledge and Information management. Dealing with pressure and setbacks. Decision making and initiating action. Planning, organising and time management. Policy development, coaching and facilitating. Business report writing. Computer literacy. Patriotism, Honesty and Integrity.
- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: Manage and participate in International relations operations in the department. Ensure the planning, coordination and provision of feedback in international engagements relating to Multilateral, Bilateral issues and protocol services. Facilitate DHA alignment to South African foreign policy objectives; maintain good diplomatic relations. Coordinate the drafting, text negotiation and sign-off for international Agreements and Memoranda of Understanding with foreign counterparts. Coordinate Departmental compliance with reporting and/or participation requests by the Department of International Relations and Cooperation (DIRCO) and the Department of Defence in relevant international structures. Oversee visits from foreign dignitaries travelling to South Africa and coordinate visits of South African foreign dignitaries travelling abroad. Ensure the provision of protocol services at international engagements for the Minister, Deputy Minister and Director General. Analysing global affairs, fostering international cooperation, and advising on geopolitical issues. Ensure the provisioning of protocol services for incoming delegations on official visit to the Department. Establish, maintain and ensure a good working relationship with the department and relevant stakeholders. Provide strategic direction, and leadership and ensure the strategic positioning. Oversee the development and review of policies and code of practice for the Branch. Ensure effective risk and compliance management.

Implement governance processes, frameworks and procedures. Ensure effective and efficient management of human, physical and financial resources within the Chief Directorate. Coach and guide staff on compliance with all regulatory requirements.

ENQUIRIES : 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 ipsrecruitment@dha.gov.za

POST 15/42 : **DIRECTOR: NETWORKS REF NO: HRMC 19/26/5**
Chief Directorate: Infrastructure Management

SALARY : R1 266 714 - R1 492 122 per annum (Level 13), (an all-inclusive salary package) structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

CENTRE : Head Office, Tshwane
REQUIREMENTS : An undergraduate qualification in Information Technology, Information and Communication Technology, Information Systems, Computer Science, Computer Engineering, Information Technology Management or related at an NQF level 7 as recognized by SAQA. 5 Years' experience at Middle / Senior Managerial in an IT environment is required. Professional certifications such as CCNA, CCNP or equivalent will be an added advantage. Extensive years' experience in IT Networks is required. Extensive experience in network design and implementation. Experience in managing a network with not less than 300 users. Extensive experience in a LAN and WAN environment is essential. 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. Sound knowledge and application of the GITO Requirements and Frameworks. Knowledge of the State Information Technology Agency Act 88 of 1998. Knowledge of the E government policy framework consultation paper developed by GITO. Knowledge and understanding of network concepts, architectures and protocols. Sound knowledge of Minimum Information Security Standards (MISS, The position paper on information security ISO 17799 (Information Security framework), National Strategic Intelligence Act and the Draft Electronic Transactions Bill. Knowledge of LAN and WAN. Excellent abilities and vast experience in project management, project optimization, and the use of online systems. A valid drivers' license is an added advantage. Willingness to travel and work extended hours. Completion of the Senior Management Services Pre-entry Certificate upon appointment. Required skills and competencies: Strategic capability and leadership Service delivery innovation, client orientation and customer focus. People management and empowerment. Financial Management. Accountability. Program and project management. Change management. Ability to translate Technology language into English. 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 with digital transformation. Excellent verbal and written communication, as well as presentation skills. Problem-solving and analysis. Conflict management and resolution. Strong Analytical skills. Computers and Networks. Engineering and technology. Technology design (Networks). Influencing, networking, conflict management and negotiation skills. Knowledge and Information management. Telecommunications. Troubleshooting. High Level L2 and L3 Networking skills. Decision making and initiating action. Planning, organising and time management. Policy development, coaching and facilitating. Business report writing. Computer literacy. Patriotism, Honesty and Integrity.

DUTIES : The successful candidate will be responsible for, amongst others, the following specific tasks: Lead and direct the coordination and implementation of WAN and LAN operations. Direct, plan, organise, and manage operations for stability, availability and integrity of the organization's IT network infrastructure. Manage the delivery of critical support services for day to day IT network operation, data communications, and telecommunications according to the required time frames. Manage the development and implementation of LAN and WAN environment. Oversee the designing and availability communication infrastructure in the department. Ensure approval and recommend the usage of new or changed standards to ensure improved efficiency, effectiveness and robustness. Manage the project work and producing weekly/ monthly reports

in relation to network infrastructure and other problems. Provide input into the estimation and scheduling of implementation of activities. Manage and ensure the implementation of identified potential threats and liaise with IS Security for resolution/ addressing threats. Manage the development of identified policies and standards and guidelines to be followed by DHA to ensure safe keeping of networks. Provide support to the CD regarding reporting requirements of the function. Maintain relationship with service providers (Internet Service Providers, SITA, and other network infrastructure services companies). Manage and ensure bandwidth to ensure adequate capacity throughout the Department. Liaise with IS security to ensure minimisation of threats such as intrusion. Manage the performance of external service providers. Lead and direct the implementation, installation and configuration of IS network. Manage and implement strategic objectives and innovation within the directorate. Ensure operational efficiency and service delivery improvement of network support in the department. Ensure good governance and compliance within the directorate. Implement governance processes, frameworks and procedures. Ensure effective and efficient management of human, physical and financial resources within the Chief Directorate. Coach and guide staff on compliance with all regulatory requirements.

**ENQUIRIES
APPLICATIONS**

: 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

OTHER POST

POST 15/43

: **DEPUTY DIRECTOR: PLANNING SUPPORT REF NO: HRMC 19/26/6**
 : Directorate: Strategic Planning

**SALARY
CENTRE
REQUIREMENTS**

: R932 292 - R1 098 195 per annum (Level 11), (an all-inclusive salary package)
 : Head Office: Tshwane
 : An undergraduate qualification in Strategic Management, Public
 Administration, Social Sciences at NQF 6 as recognized by SAQA. A post
 graduate degree is an added advantage. Three (3) Years' experience in an
 Assistant Director (Junior Management) level in a Strategic Planning
 environment is required. Knowledge of the Departmental Legislations and
 Prescripts. Knowledge of the Public Service Regulatory Framework. 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. Manpower forecasting and planning.
 Project Management. Decision Making. Communication skill. Research
 methodology. Business Report writing. Influencing and networking. Problem
 Solving and Analysis. Conflict Management and Negotiation skills.
 Interpersonal Relations. Presentation skills. Planning and Organising skills.
 Strong Analytical skills. Facilitation skills. Computer Literacy skills. Patriotism,
 Honesty and Integrity.

DUTIES

: The successful candidate will be responsible for, amongst others, the following
 specific tasks: Provide expert advice and support the strategic planning
 process in DHA through the provision of professional guidance. Provide
 guidance and support to branches on all aspects of the formulation and
 improved of their plans. Identify areas where assistance and support is
 required regarding the formulation of plans. Review individual branch plans and
 assess relevance and compliance in relation to strategic planning prescripts.
 Create mechanisms to build general capacity in the specific areas identified
 through guideline documents and advice that is appropriate and relevant to the
 different stages of the planning cycle. Develop and circulate guideline
 documents and notes to assist the strategic planning process. Effectively
 manage key stakeholders to gain buy in to the planning process and to solicit
 feedback in terms of the planning process. Utilise stakeholder feedback and
 internal analysis to continuously improve the support provided to the strategic
 planning process. Develop the 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 Raziya, Tel No: (012) 406 44155
: Applications compliant with the “Directions to Applicants” above, must be submitted online at <https://erecruitment.dha.gov.za> or ipsrecruitment@dha.gov.za

NATIONAL SCHOOL OF GOVERNMENT

The National School of Government (The NSG) contributes to the building of an effective, capable and professional public service through the provision of relevant, mandatory and non-mandatory training programmes.



- APPLICATIONS** : Applications can be submitted using the link provided, should you submit your application and CVs to the incorrect link it will be regarded as lost and will not be considered.
- FOR ATTENTION** : And Enquiries: Kindly contact Mr Mpho Mugodo Tel No: (012) 441 6017 or Mr Thabo Ngwenya Tel No: (012) 441-6108.
- CLOSING DATE** : 22 May 2026
- NOTE** : Suitably qualified, dynamic, passionate, and experienced persons are invited to apply for the vacant permanent positions. Applicants are requested to visit the NSG website at www.thensg.gov.za or www.dpsa.gov.za for information on the requirements and duties of the position. Applications must consist of: A fully completed and signed new Z83 form with a comprehensive CV containing contactable references. Use of the old Z83 Form will result in disqualification. Candidates should not attach certified documents to the application. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview. The relevant reference number must be written on the application form. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All shortlisted candidates, 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. All appointments are subject to personnel suitability checks such as security vetting, citizen verification, financial records check, and qualifications verifications. Applications that do not comply with the above-mentioned requirements as well as applications that are received late, will not be considered. The selection process of the SMS post will be in line with the Senior Management Service requirements. The successful candidate will be expected to sign a performance agreement within three months from the date of assumption of duties and where applicable to disclose particulars of all registrable financial interests within a month. The employment decision shall be informed by the Employment Equity Plan of the Department to achieve its employment equity targets. It is the Department's intention to promote equity (race, gender, and disability) through the filling of this post. The NSG reserves the right not to make an appointment and to use other recruitment processes. Correspondence will be limited to shortlisted candidates only. Successful completion of the Senior Management Pre-Entry Programme (Nyukela) is required for appointment of the SMS posts. Enrolment for the course should be made on the NSG's website at <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme>.

MANAGEMENT ECHELON

- POST 15/44** : **CHIEF DIRECTOR: CURRICULUM SUPPORT AND TRAINER PROFESSIONALISATION REF NO: NSG 10/2026**
Job Purpose: To lead the institution -wide curriculum support and ETD practitioner Professionalisation functions, positioning the National School of Government as a credible, innovative, and quality-driven education and training provider, constitutional values, public sector capability requirements, and the higher education and skills development mandate of the institution.
- SALARY CENTRE REQUIREMENTS** : R1 494 900 per annum (Level 14), an inclusive remuneration package
: Pretoria
: A minimum bachelor's degree or equivalent (NQF level 7) in curriculum development, instructional design, education, capacity development, or a related field. A post-graduate qualification (NQF level 9 or 10) will be an added advantage, particularly given the higher education mandate. Registration with a relevant professional body will also be an advantage. The successful applicant will be subjected to security vetting at an appropriate clearance level for senior managers. Experience: Extensive proven and relevant experience of which five (5) years must be at a senior managerial level, in education, training,

or public sector capacity building. Proven experience in: Curriculum development and accreditation processes (CHE/QCTO/SAQA). Leading large-scale education or professionalisation programmes. Managing multidisciplinary teams and budgets. Stakeholder engagement at the executive level (government, academia, international bodies). Demonstrated experience in driving innovation in learning and digital education. Experience in applied research, publication, or policy development will be an added advantage. Knowledge Higher education and skills development frameworks, including CHE, QCTO, SAQA, and NQF requirements. Curriculum design, instructional design models, and outcomes-based education principles. Quality assurance systems and accreditation processes in higher education and occupational qualifications. Knowledge and understanding of the Constitution of the Republic of South Africa and public sector legislation (including the Public Service Act, Public Administration Management Act, Municipal Systems Act, Municipal Structures Act, Skills Development Act, Public Finance Management Act, Municipal Finance Management Act, National Qualifications Framework, Higher Education and Training Act, Further Education and Training Act). ETD practitioner professionalisation frameworks, standards, and competency models. Public sector governance, administration, and policy environment. Digital learning ecosystems, e-learning platforms, and emerging EdTech trends. Research methodologies, knowledge management, and policy development in public education sectors. Financial management, budgeting, and MTEF processes within government. Change management, organisational development, and institutional transformation. Skills Curriculum architecture design for multi-course blended programmes. Advanced design and management of complex simulations and action learning. Strategic selection and procurement of new learning technologies. Learning analytics by linking data from other systems (e.g. LMS). Change management to drive adoption of new learning technologies and methods. Mentoring and leadership of instructional design teams. High level of integrity and ethical conduct. Intellectual leadership and credibility in the education and public sector space. Results-driven with a strong sense of accountability. Innovative and forward-thinking mindset. Strong interpersonal and influencing ability. Resilience and ability to operate under pressure. Commitment to public service values and transformation. Attention to detail balanced with strategic perspective. Proven advanced writing, proofreading, and editing skills. Good conflict management skills. Public presentation & engagements. Advanced computer skills in MS Office Suite and Adobe. Competencies: Must be able to initiate and support organisational transformation and change to successfully implement new initiatives and deliver on service delivery commitments. Must be able to promote the generation and sharing of knowledge and learning to enhance the collective knowledge of the organisation. Must be able to explore and implement new ways of delivering services that contribute to improving organisational processes to achieve organisational goals. Must be able to systematically identify, analyse, and resolve existing and anticipated problems to reach optimum solutions in a timely manner. Must be able to manage and encourage people, optimise their outputs, and effectively manage relationships in order to achieve organisational goals. Must be willing and able to deliver services effectively and efficiently to put the spirit of customer service (Batho Pele) into practice. Must be able to exchange information and ideas in a clear and concise manner appropriate for the audience to explain, persuade, convince, and influence others to achieve the desired outcomes. Must be able to display and build the highest standards of ethical and moral conduct to promote confidence and trust in the Public Service. Personal Attributes: Participate in professional development growth activities for maintaining professional knowledge and staying current with curricular trends. Ability to multi-task and organise, prioritise and follow multiple projects and tasks through to completion with attention to detail. Ability to work independently while contributing to a team environment. Ability to analyse problems, identify solutions, take appropriate action, and resolve conflicts using independent judgment and decision-making. Ability to establish and maintain effective working relationships with management, employees, stakeholders, and the public. Integrity and honesty, detail-oriented, creative and innovative, ability to work under pressure. Domestic and international travel and extended work hours when required. Preference will be given to African Males, Youth, African and Coloured Males and people with disability in accordance with our employment equity requirements.

DUTIES

: The incumbent will be responsible for the following Key Results Areas: Develop, review, and implement curriculum policies, norms, standards, and

institutional curriculum frameworks aligned with national priorities and organisational strategy. Lead the design and implementation of a comprehensive ETD practitioner professionalisation framework, including competency standards, learning pathways, and continuous professionals' development programmes. Oversee the incorporation of Africanised and decolonised perspectives through a formal curriculum transformation plan incorporating inclusivity, citizen-centered service delivery, and social justice principles to enhance cultural relevance and responsiveness to the public sector needs. Oversee the planning and development and management of qualification and programme pipelines aligned to NQF level descriptors and institutional priorities. Integrate digital learning strategies and innovation frameworks into curriculum planning and delivery. Lead and manage the design, development, review, and continuous improvement of accredited and non-accredited programmes. Develop and implement standardised curriculum development methodologies, tools, and templates. Support other units to maintain quality assurance systems, including moderation, peer review, and continuous improvement processes. Lead the development of modular, stackable, and credit-bearing programmes including micro-credentials and Recognition of Prior Learning (RPL). Facilitate the integration of digital learning technologies and innovative instructional methodologies into programme delivery. Ensure alignment between curriculum architecture, accreditation requirements, learner pathways, and institutional strategy. Implement rigorous quality assurance mechanisms including accreditation, moderation, peer review, continuous improvement, and impact evaluation to ensure curriculum relevance, effectiveness, and compliance with accreditation standards across accredited and non-accredited programmes. Integrate cutting edge educational technologies and diverse instructional methodologies within a coherent digital learning ecosystem, informed by learning analytics and emerging EdTech trends to enhance accessibility and learner impact. Contribute towards programme effectiveness, including learner performance, impact, and continuous improvement interventions. Conduct benchmarking exercises to align programmes with national and international best practices. Identify, establish, and manage strategic partnerships with government institutions, higher education institutions, SETAs, and international organisations. Design and implement capacity-building and continuous professional development initiatives for ETD practitioners. Provide advice and support to public sector institutions on curriculum development and professionalisation. Plan and facilitate knowledge-sharing platforms, including workshops, seminars, and communities of practice. Identify and secure funding opportunities, partnerships, and sponsorships to support curriculum and professionalisation initiatives. Design and tailor programme offerings to meet the needs of diverse learner groups. Facilitate collaboration and coordination with internal units and external stakeholders to strengthen curriculum and professionalisation initiatives. Provide secretariat and technical support to academic, curriculum and Professionalisation governance structure including the preparation of reports, submissions and compliance documentation. Establish, chair, and manage interdepartmental and intergovernmental forums, higher education institutions, Setas, professional bodies and international organisation to support curriculum development, Professionalisation, accreditation and research initiatives. Initiate and manage collaborative programmes with local and international institutions. Represent the institution at national and international platforms, forums and conferences, providing intellectual and Professionalisation leadership in public-sector education and training. Develop and maintain partnerships to support curriculum and professional development.

**ENQUIRIES
APPLICATIONS**

: Mpho Mugodo Tel No: (012) 441 6017
 : Apply Online Via This Link: [APPLICATION FOR EMPLOYMENT CD: CURRICULUM SUPPORT & TRAINER PROFESSION, NSG: 10/2026. – Fill out form](#)

POST 15/45

: **DIRECTOR: CURRICULUM SUPPORT REF NO: NSG 11/2026**
 Job Purpose: To provide curriculum support by enhancing the teaching and learning process through the provision of necessary tools and assistance for the NSG to effectively implement the ETD interventions.

**SALARY
CENTRE**

: R1 266 714 per annum (Level 13), an inclusive remuneration package
 : Pretoria

REQUIREMENTS

: Applicants must be in possession of a tertiary qualification (NQF level 7) in Curriculum Development and Instructional Design, and teaching, especially in areas of politics and economic governance. Masters or post-graduate qualification in curriculum development and instructional design and experience in teaching Public Affairs will be an added advantage. The job holder will be subjected to a security vetting process, the clearance level of which will be determined. Successful completion of the Senior Management Pre-Entry Programme (Nyukela). Experience Five 5 years of experience at a middle/senior managerial level. Knowledge: Knowledge of and experience in Curriculum Instructional Design for blended, virtual and face to face modes of delivery. Knowledge of decolonizing, transformational and participatory pedagogies. Knowledge and understanding of the Constitution, Public Service Legislation including Skills Development Act, PFMA, MFMA and Treasury regulations. Knowledge of SAQA processes, NQF Act, 2019 and accreditation processes. A good theoretical and practical knowledge of best practice and cutting-edge curriculum and materials design. Knowledge and experience of integrating inclusivity issues in management functions. Knowledge of emotional intelligence theory and application thereof in curriculum and pedagogy. Knowledge of a range of methodologies for learning and development. Good understanding of the Project management cycle, methodologies, and tools. Knowledge of the Batho-Pele principles and their importance in the implementation of public services. Competencies: Proven advanced writing skills, proofreading, editing and overwriting skills. Instructional design skills for blended, virtual and face to face courses. Proven advanced statistical, analytical and research skills. Advanced project management skills. Communication and liaison skills to work with different stakeholders, both internal, external to the public service and internationally. Digital skills to work in digital environments with digital systems, management and reporting tools. Advanced relevant computer skills in the design and development of ETD materials. Personal Attributes: Participate in professional development growth activities for maintaining professional knowledge and staying current with finance trends. Ability to multi-task and organize, prioritize, and follow multiple projects and tasks through to completion with attention to detail. Ability to work independently while contributing to a team environment. Ability to analyze problems, identify solutions and take appropriate action, resolve conflicts using independent judgment and decision-making processes. Ability to establish and maintain effective working relationships with management, employees, stakeholders and the public. Integrity and honesty; detail-oriented; creative and innovative; ability to work under pressure. Travel and work extended hours.

DUTIES

: The incumbent will be responsible for the following Key Results Areas: Research and collate relevant content to inform NSG curriculum and ensure its alignment with Constitutional Values and Principals and the objectives of the National Framework towards the Professionalisation of the Public Sector. Design and develop compelling course content based on applicable international and national standards and policy to mediate capacity building towards capable public servants. Write learning materials for face-to-face as well as for eLearning delivery. Determine the appropriate instructional methodologies for face-to-face and online delivery. Utilize multimedia resources to enhance learning effectiveness. Collaborate with international programmes and initiatives to incorporate international and global perspectives into the curriculum. Ensure that the course materials and activities comply with legal and ethical standards, including copyright and intellectual property rights. Examine the course content, teaching materials, and resources to ensure they are up-to-date and relevant. Implement a structured review and approval workflow for curriculum changes to maintain consistency and quality. Review data related to student performance as well as evaluation reports to identify trends and areas for improvement. Design course content and materials cognisant of principles and values of inclusivity and social justice. Interpret macro policies to translate into learning content and segments. Provide guidance and advice to curriculum developers on the interpretation of government policy to develop learning content. Write clear, concise, and comprehensive policy documents outlining objectives, strategies, guidelines, and procedures for implementation. Compose and write scholarly articles and position papers to influence NSG's curriculum content. Develop and implement NSG curriculum design and delivery policy in line with the objectives of the National Framework towards the Professionalisation of the public service. Establish a system for ongoing policy monitoring to inform NSG curriculum content and development processes. Assess the curriculum's compliance with

external accreditation, regulatory, and Total Quality Management System (TQMS) standards. Communicate TQMS policies and quality standards to all relevant stakeholders to ensure a shared understanding. Implement a structured review and approval workflow for curriculum changes to maintain consistency and quality. Navigate the policy landscape to build capacity in the development team for policy interpretation in the learning content. Identify the specific needs and goals of learners and facilitators to tailor the curriculum learning pathways. Define the educational goals and outcomes that the learning pathways are intended to achieve. Evaluate the quality, credibility and relevance of NSG's courses towards structuring learning pathways. Organize learning content into a logical sequence to progress from foundation to advanced competency levels. Curate the learning pathways into manageable learning units. Provide specifications for the institutional Learner Management System (LMS) to enable the implementation of skills programmes, short learning programmes and qualifications. Ensure that the learning pathways accommodate the diverse learning needs and professional progression needs of the NSG's target audiences. Ensure that all materials and activities are accessible to a diverse range of learners and address any accessibility and inclusivity concerns. Establish quality control measures to ensure that the courses and materials within the pathway are up-to-date and of high quality. Update and improve the learning pathway based on feedback, changes in the field, and evolving educational goals. Collaborate with Faculties and Technical support services to ensure that trends and gaps are addressed in the learning content. Liaise with quality assurance and accreditation to ensure consistency with quality standards and accreditation requirements. Present reviewed courses to Quality Assurance (QA) meetings. Provide the materials developers with feedback from stakeholder consultations. Implement QA recommendations. Report on QA recommendations and reports for implementation. Foster a collaborative relationship with internal and external faculty to incorporate inputs into the learning content and ensure continuous improvement of learning material. Facilitate internal working sessions on the latest effective teaching, facilitation methods and curriculum innovations. Explore in collaboration with eLearning Unit innovative tools and platforms to enhance online learner experiences. Review the technology tools, and online resources used in the course to ensure they remain current, relevant, and effective. Curate and update digital content and resources to keep them current and relevant. Apply principles of instructional design to create engaging and effective online learning experiences. Implement quality control measures to maintain the integrity and effectiveness of online courses and materials. Evaluate the effectiveness of the eLearning curriculum, make necessary adjustments, and stay current with evolving eLearning trends and technologies. Establish and manage public and private sector networks and multi-sector relationships relevant to the subject matter area located within the bands. Manage cross-functional projects to advance capacity development support initiatives. Participate in capacity development interventions, including facilitation of offerings, publications and presentation of papers. Identify potential risks in the curriculum design and delivery process and develop mitigation strategies. Management of people and resources.

ENQUIRIES
APPLICATIONS

- : Mpho Mugodo Tel No: (012) 441 6017
- : Apply Online Via This Link: [APPLICATION FOR EMPLOYMENT DIRECTOR: CURRICULUM SUPPORT, NSG: 11/2026. \(12\) – Fill out form](#)

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**

- Mpumalanga/ Middelburg:** Quoting the relevant reference number, direct your application to: The Provincial Head: Office of the Chief Justice, Private Bag X20051, Mbombela, 1211. Applications can also be hand delivered to, Mpumalanga Division of the High Court, Office of the Chief Justice Provincial Service Centre, 311 Samora Machel Drive, Mbombela, 1200
- Limpopo Provincial Service Centre:** Quoting the relevant reference number, direct your application to: Provincial Head, Office of the Chief Justice Service Centre, Limpopo, Private Bag X9693, Polokwane, 0700. Applications can also be hand delivered to the High Court of South Africa: Limpopo Division, Polokwane, 36 Biccard & Bodenstein Street, Polokwane, 0699.
- Kwazulu-Natal Provincial Service Centre: Durban/ Pietermaritzburg:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X54314, Durban, 4001. Applications can also be hand delivered to 1st Floor Office No 118, CNR Somtseu8 & Stalwart Simelane Streets, Durban, 4000.
- Eastern Cape/Mthatha/Makhanda/Gqeberha:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Postal Address: Private Bag X13012, Cambridge 5206, East London. Applications can also be hand delivered to 59 Western Avenue, Sanlam Park Building, 2nd Floor, Vincent 5242, East London.
- Supreme Court of Appeal/Free State High Court:** 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
- Gauteng:** Provincial Service Centre: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000. Applications can also be hand delivered to the 12th floor, Cnr Pritchard and Kruis Street, Johannesburg.

CLOSING DATE

: 22 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.

Erratum: Kindly note that post of Law Researcher (X2 Posts) with Ref No: 2026/05/OCJ advertised Public Service Vacancy Circular 14 dated 24 April 2026 is amended as follows: The correct centre is Labour and Labour Appeals Court: Johannesburg and for technical related enquiries please contact: Ms F Lukhele Tel No: (011) 494 8538. Law Researcher with Ref No: 2026/07/OCJ advertised Public Service Vacancy Circular 14 dated 24 April 2026 is amended as follows: The correct centre is Free State High Court: Bloemfontein, and for technical related enquiries please contact: Mr. A. Knoetze Tel No: (051) 492 4623.

OTHER POSTS

<u>POST 15/46</u>	:	<u>CHIEF REGISTRAR (X2 POSTS)</u>
<u>SALARY</u>	:	R610 434 – R1 442 451 per annum (MR6). The successful candidates will be required to sign a performance agreement. Salary will be in accordance with Occupation Specific Dispensation determination (Resolution 1 of 2008). Shortlisted candidates will be required to submit a service certificate/s for determination of their experience.
<u>CENTRE</u>	:	Eastern Cape Division of the High Court: Mthatha Ref No: 2026/11/OCJ Eastern Cape Division of the High Court: Makhanda Ref No: 2025/12/OCJ
<u>REQUIREMENTS</u>	:	Applicants should be in possession of an LLB Degree or equivalent qualification. A minimum of eight (8) years' experience as a Registrar in Legal environment. At least eight (8) years' post graduate legal experience gained as a Registrar. 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 of registry duties, knowledge of legislative framework governing the public service, knowledge of storage and retrieval procedures in terms of the working environment, knowledge of Quasi-Judicial, knowledge of Case flow management, knowledge of Court documentation management and Human Management, Batho Pele Principles, numerical Skills, problem solving skills, decision-making skills, computer literacy (MS Office), excellent communication skills (written and verbal), good people skills/ interpersonal relations, planning and organizing skills, report writing skills and interviewing skills.
<u>DUTIES</u>	:	Manage the Information and case/ Court documentation Management System: Implement information desk in the Court, develop and maintain a complaints management system, Interface with external Court stakeholders on a regular

basis, Ensure that the checking of relevant registers is done in terms of the codes. Provide support to court and caseload management / Quasi-Judicial functions: Develop & implement case management strategies, Review and implement projects to improve Court efficiency regularly, implement a case/ Court documentation and information management system. Implement Service Level Agreements and Strategic Court projects: Ensure that all J33 requests to Service Providers are timeously returned, liaise with the service provider on a regular basis to ensure smooth service delivery, Peruse proposed amendments received from the rules board and provide comments, if any to them. Provide leadership of the High Court: Develop annual institutional performance reports & other statutory reports, give direction and guidance to the court based on best court management practices and lead transformation in the High court. Supervise and develop staff: Ensure general supervision of employees, allocate duties and perform quality control on the work delivered by officials, manage leave of staff, advise and lead supervisees with regard to all aspects of the work.

- ENQUIRIES** : Technical Related Enquiries: Ms L Frazer Tel No: (046) 622 5758
HR Related Enquiries: Mr S Mponzo Tel No: (043) 726 5217
- APPLICATIONS** : **Mthatha:** Applications can be sent via email to: 2026/11/OCJ@judiciary.org.za
Makhanda: Applications can be sent via email to: 2026/12/OCJ@judiciary.org.za
- NOTE** : The Organisation will give preference to candidates in line with Employment Equity goals.
- POST 15/47** : **CHIEF REGISTRAR REF NO: 2026/13/OCJ**
Re advertisement Candidates who previously applied are encouraged to reapply.
- SALARY** : R610 434 – R1 442 451 per annum (MR6). The successful candidate will be required to sign a performance agreement. Salary will be in accordance with Occupation Specific Dispensation Determination (Resolution 1 of 2008). Shortlisted candidates will be required to submit a service certificate/s for determination of their experience.
- CENTRE REQUIREMENTS** : Supreme Court of Appeal: Bloemfontein
Applicants should be in possession of an LLB degree, or a four (4) year legal qualification as recognised by SAQA. A minimum of eight (8) years' post graduate experience gained as a Registrar. At least eight (8) years' post graduate legal experience gained as a Registrar. Proven managerial/supervisory experience and a valid driver's license. An LLM degree will be an added advantage. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. Skills and Competencies: Report writing skills. Excellent communication skills (written and verbal). Numerical skills, technical expertise, computer Literacy (MS Office), attention to detail, planning, organising and control, problem solving and decision-making skills, customer service orientated, interpersonal skills, conflict management skills, strong work ethic and motivation, self-management, initiative, leadership, professional appearance and conduct.
- DUTIES** : Mentor and advice on the tracking and management of the progression of all cases filed in court, management of time and events necessary to move cases from initiation through to disposition, make inputs on amendments of court rules and practice directives to improve efficiency at the Supreme Court of Appeal, implement directives issued by the President of the Supreme Court of Appeal, manage implementation of the Departmental Strategic Objectives relating to the processing of cases within the Case Flow Management Framework at the Supreme Court of Appeal, compiling of training manuals and providing of training to Registrars and Clerks. Stakeholder Management. Support Court and Case Flow Management/Quasi-Judicial functions, manage Service Level Agreement Framework, managing Strategic Court Efficiency Projects and Best Practices, Information and Case/Court Documentation Management System, safeguard case records in accordance with prescripts, achieve excellence in delivering planned customer service outcomes (i.e. service levels and standards) for the Department and monitoring the unit's service delivery in order to achieve the service delivery targets, ensure the highest level of customer care and customer satisfaction, manage staff and all HR related processes.
- ENQUIRIES** : Technical Related Enquiries: Mr. M. Ndlovane Tel No: (010) 493 2500
HR Related Enquiries Ms N. de la Rey Tel No: (051) 492 4523
- APPLICATIONS** : Applications can be sent via email to: 2026/13/OCJ@judiciary.org.za

<u>NOTE</u>	:	The Organisation will give preference to candidates in line with Employment Equity goals.
<u>POST 15/48</u>	:	<u>CHIEF REGISTRAR (X2 POSTS)</u> Re advertisement Candidates who previously applied are encouraged to reapply.
<u>SALARY</u>	:	R610 434 – R1 442 451 per annum (MR6). The successful candidate will be required to sign a performance agreement. Salary will be in accordance with Occupation Specific Dispensation Determination (Resolution 1 of 2008). Shortlisted candidates will be required to submit a service certificate/s for determination of their experience.
<u>CENTRE</u>	:	Gauteng Division of The High Court: Johannesburg Ref No: 2026/14/OCJ Gauteng Division of The High Court: Pretoria Ref No: 2026/15/OCJ
<u>REQUIREMENTS</u>	:	Applicants should be in possession of an LLB Degree or a Four (4) year legal qualification as recognised by SAQA. A minimum of eight (8) years' appropriate post qualification legal experience and must be gained as a Registrar, At least eight (8) years' post graduate legal experience gained as a Registrar. A valid driver's license. An LLM Degree 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. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. Skills and competencies: Report writing skills. Excellent communication skills (written and verbal). Numerical skills, technical expertise, computer Literacy (MS Office), attention to detail, planning, organising and control, problem solving and decision-making skills, customer service orientated, interpersonal skills, conflict management skills, strong work ethic and motivation, self-management, initiative, leadership, professional appearance and conduct.
<u>DUTIES</u>	:	Mentor and advice on the tracking and management of the progression of all cases filed in court, management of time and events necessary to move cases from initiation through to disposition, make inputs on amendments of court rules and practice directives to improve efficiency at the Supreme Court of Appeal, implement directives issued by the President of the Supreme Court of Appeal, manage implementation of the Departmental Strategic Objectives relating to the processing of cases within the Case Flow Management Framework at the Supreme Court of Appeal, compiling of training manuals and providing of training to Registrars and Clerks. Stakeholder Management. Support Court and Case Flow Management/Quasi-Judicial functions, manage Service Level Agreement Framework, managing Strategic Court Efficiency Projects and Best Practices, Information and Case/Court Documentation Management System, safeguard case records in accordance with prescripts, achieve excellence in delivering planned customer service outcomes (i.e. service levels and standards) for the Department and monitoring the unit's service delivery in order to achieve the service delivery targets, ensure the highest level of customer care and customer satisfaction, manage staff and all HR related processes.
<u>ENQUIRIES</u>	:	HR Enquiries: Ms T Mbalekwa Tel No: (010) 494 8515 Technical Enquiries: Ms R Bramdaw Tel No: (010) 494 8486 for Johannesburg; Ms N Shandu Tel No: (010) 494 6796 for Pretoria
<u>APPLICATIONS</u>	:	Johannesburg: Applications can be sent via email to: 2026/14/OCJ@judiciary.org.za Pretoria: Applications can be sent via email to: 2026/15/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with Employment Equity goals.
<u>POST 15/49</u>	:	<u>ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: 2026/16/OCJ</u> Re advertisement Candidates who previously applied are encouraged to reapply.
<u>SALARY</u>	:	R487 197 – R573 897 per annum (Level 09). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Provincial Service Centre: Gauteng
<u>REQUIREMENTS</u>	:	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 with

360 credits as recognised by SAQA. A minimum of three (3) years' experience in Supply Chain Management environment of which one (01) year should be at supervisory level. LOGIS experience 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: Demonstrate a sound understanding of the PFMA, Treasury Regulations, PPPFA, Supply Chain Management guidelines and other related Prescripts. Knowledge of Public 66 Sector Procurement process, rules and regulations. Knowledge of LOGIS will serve as an added advantage. Accuracy and attention to detail. Good communication skills (written and verbal). Good administration and organisation skills. Ability to work under pressure and Self-motivated. 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.

- DUTIES** : Coordinate Supply Chain Management Process within the Province. Implement asset and disposal management within the province. Coordinate contract Management process in the province. Facilitate SCM reporting for procurement. Supervise and develop staff.
- ENQUIRIES** : Technical enquiries: Mr S Majola Tel No: (010) 494 8515/ HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
- APPLICATIONS** : Applications can be sent via email to: 2026/16/OCJ@judiciary.org.za
- NOTE** : The Organisation will give preference to candidates in line with Employment Equity goals.

POST 15/50 : **PRINCIPAL COURT INTERPRETER REF NO: 2026/17/OCJ**

SALARY : R413 001 – R486 501 per annum (Level 08). The successful candidate will be required to sign a performance agreement.

CENTRE : Eastern Cape Division of The High Court: Mthatha

REQUIREMENTS : Applicants should be in possession of a National Diploma in Legal Interpreting or equivalent qualification at NQF level 6 with 360 credits as recognized by SAQA. A minimum of two (2) years' experience as a Court Interpreter. 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: Adherence to Batho Pele and the OCJ principles. Knowledge of Court proceedings and cultural diversity. Knowledge of Policies, Prescripts and Legislations. Communication (oral and written) skills and listening skills. Computer literacy (Ms Word, PowerPoint, Outlook and Internet, etc.). Problem solving, good Interpersonal relations, planning and organizing skills. Good people skills. Intermediate typing skills and customer service orientation.

DUTIES : Render interpreting services in high profile matters: Interpret in complex cases. Interpret in criminal, civil, and Labour Court. Interpret in Small claims Court. Control, supervise and attend to personnel administrative aspects of interpreters: Provide mentoring and coaching to junior/ senior interpreters. Manage performance agreement contracts. Draw a schedule for replacement of Court Interpreters. Translate Legal documents and exhibits: Study and analyse the source documents. Conduct necessary research and consult. Check, edit and revise the translated documents. Procure foreign language interpreters and casuals in line with PFMA and the relevant policy: Report statistics to be generated and escalated to the cluster manager for consolidation. Authorise payment of foreign language interpreters and casuals. Develop terminology: Harvest of terminology and database development. Provide terms and their respective meanings in the glossary register. Supervise and develop staff: Ensure general supervision of employees. Allocate duties and perform quality control on the work delivered by officials.

ENQUIRIES : Technical Related Enquiries: Mr M Mhlontlo Tel No: (047) 504 5500
HR Related Enquiries: Mr S Mponzo Tel No: (043) 726 5217

APPLICATIONS : Applications can be sent via email to 2026/17/OCJ@judiciary.org.za

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

POST 15/51 : **JUDGE'S SECRETARY REF NO: 2026/18/OCJ**

SALARY : R338 106 - R398 277 per annum (Level 07). The successful candidate will be required to sign a performance agreement.

CENTRE : Mpumalanga Division of The High Court: Middelburg

<u>REQUIREMENTS</u>	:	Applicants should be in possession of an LLB Degree or a minimum of 20 modules completed towards an LLB, BA/BCOM Law. A minimum of one (01) year secretarial experience or as an office assistant. Experience in a Legal/ Court environment and 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 on the Constitution of South Africa. Knowledge of relevant legislatives and regulations. Knowledge of case lines. Knowledge of Court online. Knowledge of secretariat prescripts, responsibilities, systems and procedures. Knowledge of Electronic Information Resource and online retrieval. Batho Pele Principles. Communication skills (verbal and written). Planning and organisational skills. Exceptional Interpersonal skills. Customer service skills and excellent typing skills including Dictaphone typing. Time management skills, proficiency in Microsoft Office programs, research capabilities and problem solving. Good Judgment and decision-making skills.
<u>DUTIES</u>	:	Render Secretarial support to the Judiciary: Diarise the appointments and meetings of the Judge, type and file the judgments. Ensure the judgments that are handed down (delivered), signed draft orders granted in Court or virtually are sent to the typist for scanning, upload unto Case-lines/Court-Online and the Library. Provide support functions to civil, criminal and review matters/Courts and case allocations in chambers: Collect the files before the commencement of a criminal matter from the Registrar's office at the criminal section, update the register of reviews and sign on receipt to return the reviews to the Clerk. Ensure that the register/template of the reserved judgement is updated and notify the Statistics Officer and the office of the Judge President when judgment has been handed down. Provide support functions to civil / criminal courts: Administer the correct Oath ID or declaration in Court, when required, ensure that the bench book of the Judge is prepared and files are taken by Ushers to Court before the commencement of the proceedings. Provide general administrative support to the Judiciary: Ensure that all the travel, accommodation arrangements are in order and attend to sign the documents for approval. Ensure that the Judge's logbook is submitted on or before the 5th of every month to the Transport Officer. Ensure that the car is booked for either maintenance and service, receive the pre-authorisation for the Judge's vehicle.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Ms DY Seswene Tel No: (013) 492 2213 HR Related Enquiries: Mr SJ Zwane/ MV Maeko Tel No: (013) 758 0000
<u>APPLICATIONS</u>	:	Applications can be sent via email to 2026/18/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with Employment Equity goals.
<u>POST 15/52</u>	:	<u>JUDGE'S SECRETARY REF NO: 2026/19/OCJ</u>
<u>SALARY</u>	:	R338 106 - R398 277 per annum (Level 07). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Eastern Cape Division of The High Court: Mthatha
<u>REQUIREMENTS</u>	:	Applicants should be in possession of an LLB Degree or a minimum of 20 modules completed towards an LLB, BA/BCOM Law. A minimum of one (01) year secretarial experience or as an office assistant. Experience in a Legal/ Court environment and 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 on the Constitution of South Africa. Knowledge of relevant legislatives and regulations. Knowledge of case lines. Knowledge of court online. Knowledge of secretariat prescripts, responsibilities, systems and procedures. Knowledge of Electronic Information Resource and online retrieval. Batho Pele Principles. Communication skills (verbal and written). Planning and organisational skills. Exceptional Interpersonal skills. Customer service skills and excellent typing skills including Dictaphone typing. Time management skills, proficiency in Microsoft Office programs, research capabilities and problem solving. Good Judgment and decision-making skills.
<u>DUTIES</u>	:	Render Secretarial support to the Judiciary: Diarise the appointments and meetings of the Judge, type and file the judgments and ensure the Judgments that are handed down (delivered), signed draft orders granted in Court or virtually are sent to the Typist for scanning, upload unto Case-lines/Court-Online and the Library. Provide support functions to Civil, Criminal and review matters/courts and case allocations in chambers: Collect the files before the

commencement of a Criminal matter from the Registrar's office at the Criminal section, keep updating the register of reviews and sign on receipt to return the reviews to the Clerk and ensure that the register/template of the reserved judgement is updated and notify the Statistics Officer and the office of the Judge President when judgment has been handed down. Provide support functions to civil / criminal courts: Administer the correct Oath ID or declaration in court, when required and ensure that the bench book of the Judge is prepared and files are taken by Ushers to Court before the commencement of the proceedings. Provide general administrative support to the Judiciary: Ensure that all the travel, accommodation arrangements are in order and attend to sign the documents for approval. Ensure that the Judge's logbook is submitted on or before the 5th of every month to the Transport Officer and ensure that the car is booked for either maintenance and service, receive the pre-authorisation for the Judge's vehicle.

ENQUIRIES : Technical Related Enquiries: Mr M Mhlontlo Tel No: (047) 504 5500
HR Related Enquiries: Mr S Mponzo Tel No: (043) 726 5217

APPLICATIONS : Applications can be sent via email to 2026/19/OCJ@judiciary.org.za

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

POST 15/53 : **REGISTRAR REF NO: 2026/20/OCJ**

SALARY : R337 563 - R1 155 777 per annum (MR3-MR5), (Salary to be determined in accordance with experience as per OSD salary determination). Salary will be in accordance with Occupation Specific Dispensation (Resolution 1 of 2008). Shortlisted candidates will be required to submit a service certificate/s for determination of their experience. The successful candidate will be required to sign a performance agreement.

CENTRE : KwaZulu-Natal Division of The High Court: Pietermaritzburg

REQUIREMENTS : Applicants should be in possession of an LLB Degree or a four (4) year Legal qualification. A minimum of two (2) years' legal experience obtained after qualification. **MR3:** LLB Degree or equivalent plus a minimum of 2 years post qualification experience in legal profession. **MR4:** LLB Degree or equivalent plus minimum of 8 years post qualification experience in legal profession. **MR5:** LLB Degree or equivalent plus a minimum of 14 years post qualification experience in legal profession. Superior court or litigation experience will be an added advantage. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. Knowledge and Skills: Excellent communication skills (verbal and written), Computer literacy, Numerical skills, Attention to detail, Planning, organizing and controlling. Problem solving and decision-making skills. Customer service orientated, Interpersonal skills, conflict management, strong work ethics and professionalism. Ability to work under pressure and meet deadlines. Results driven, Honesty/Trustworthy and Observance of confidentiality.

DUTIES : Manage and execute quasi-judicial functions. Co-ordination of Case Flow Management support process to the Judiciary and Prosecution. Manage the issuing of all processes. Initiating Court Proceedings. Co-ordinate, interpreting services, appeals and reviews. Process unopposed divorces and facilitation of pre-trial conferences. Quality checks on Criminal Record Book. Authenticate signatures of Legal Practitioners, Notaries and Sworn Translators. Supervision and management of staff. Provide practical training and assistance to the Registrars' Clerks. Ensure annotation of relevant publications, codes, acts and rules. Attend to and execute requests from the Judiciary in connection with cases and case related matters. Exercise control over the management and safekeeping of case records and the record room. Deal with the files in terms of the relevant codes and Legislation.

ENQUIRIES : Technical Related Enquiries: Mr MN Zondi Tel No: (033) 345 8211
HR Related Enquiries: Ms SZ Mvuyana Tel No: (031) 493 1723

APPLICATIONS : Applications can be sent via email at 2026/20/OCJ@judiciary.org.za

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

POST 15/54 : **ADMINISTRATION CLERK REF NO: 2026/21/OCJ**

SALARY : R237 453 - R279 708 per annum (Level 05). The successful candidate will be required to sign a performance agreement.

CENTRE : Eastern Cape Division of The High Court: Makhanda

- REQUIREMENTS** : Applicants should be in possession of a Grade 12 certificate or equivalent qualification as recognised by SAQA. No experience is required. 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 of working procedures in terms of the working environment. Knowledge of Public Service Regulations 2016 as amended. Public Service Act 1994. Understanding of confidentiality in Government. Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collect statistics. Knowledge of the MS Office package, with experience in word processing, Outlook, Power Point and Excel Knowledge of Office Administration. Knowledge and understanding of the legislative framework governing Public Service. Knowledge of Batho Pele principles. Communication skills (verbal & written). Problem solving skills. Good public relations skills. Monitoring and analytical skills. Computer Literacy skills (MS Teams). Planning and organizing skills. Report writing and typing skills.
- DUTIES** : Render general clerical support services. Record, organise, store, capture and retrieve correspondence and data. Update registers and statistics. Receive, determine nature of request/documents and distribute all incoming and outgoing documents and follow-up on outstanding matters. Provide supply chain clerical support services within the component. Handle sub-inventory controller for the manager's office. Liaise with internal and external stakeholders in relation to procurement of goods and services. Handle the procurement of standard office items like stationery, refreshments, etc. by obtaining quotations and completing procurement forms. Provide personnel administration clerical support services within the component. Maintain a leave register for the component. Keep and maintain personnel records and attendance register within the component. Make suitable travel arrangements and check that the relevant documentation on receipts corresponds with the arrangements (e.g. accommodation, flight scheduling, passports, visas, etc.). Provide administrative support service. Provide logistical arrangements to meetings. Provide secretariat support services to the meetings and compile minutes and memos.
- ENQUIRIES** : Technical Related Enquiries: Ms L Frazer Tel No: (046) 603 5000
HR Related Enquiries: Mr S Mponzo Tel No: (043) 726 5217
- APPLICATIONS** : Applications can be sent via email to 2026/21/OCJ@judiciary.org.za
- NOTE** : The Organisation will give preference to candidates in line with the Employment Equity goals.
- POST 15/55** : **REGISTRAR'S CLERK REF NO:2026/22/OCJ**
- SALARY** : R237 453 – R279 708 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Limpopo Division of The High Court: Polokwane
- REQUIREMENTS** : Applicants should be in possession of a Grade 12 certificate or equivalent qualification as recognised by SAQA. A minimum of one (1) year relevant experience/Understanding of process and petition procedures/Appropriate experience in general administration or court related functions and 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 of working procedures in terms of the working environment, knowledge of registry processes and practice, knowledge of storage and retrieval procedures in terms of the working environment, knowledge and understanding of legislative frameworks governing the Public Service, knowledge of Filing system, Mail procedure manual, Promotion of access to information Act and National archives, Batho Pele Principles, Computer Literacy skills (Microsoft Office), Communication skills, numeracy, Interpersonal skills, problem solving and analysis skills, time management skills. and administrative skills.
- DUTIES** : Perform clerical and administrative work within the Court, register/ allocate case numbers to all pleadings and Court documents received. Ensure that the files have been served on all parties concerned, draw up files for the litigants/Attorney. Update the file of return service/s proof services. Safe-keep and dispose of case records. Handle court request files. Retrieve the requested file and make the file available to the requester. Attend to queries from parties and members of the public, Record documents received, ensure systematical recording of court files, keep record of requests received from litigants, render

case management duties. Attend to case management and set down notice, implement case management practices (placing request forms in the space of a file that has been requested, complete and file the movement sheet), render case management duties. Monitor files and records as per the case Management, provide support with administrative registrar, submit leave forms to HR for compliance, maintain and keep all registers for filing and archiving, comply with the telephone prescripts and leave policies, prepare and sign performance agreement timeously.

ENQUIRIES : Technical Related Enquiries: Ms. MMG Phaswane Tel No: (015) 495 1812
HR Related Enquiries: Ms. E.M Ramaphakela Tel No: (015) 495 1744
APPLICATIONS : Applications can be sent via email to 2026/22/OCJ@judiciary.org.za
NOTE : The Organisation will give preference to candidates in line with the Employment Equity goals.

POST 15/56 : **REGISTRAR'S CLERK REF NO:2026/23/OCJ**

SALARY : R237 453 - R279 708 per annum (Level 05). The successful candidate will be required to sign a performance agreement.

CENTRE : KwaZulu-Natal Division of The High Court: Durban
REQUIREMENTS : Applicants should be in possession of a Grade 12 certificate or equivalent qualification as recognised by SAQA. No experience required. 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 of working procedures in terms of the working environment, knowledge of registry processes and practice, knowledge of storage and retrieval procedures in terms of the working environment, knowledge and understanding of legislative frameworks governing the Public Service, knowledge of Filing system, Mail procedure manual, Promotion of access to information Act and National archives, Batho Pele Principles, Computer Literacy skills (Microsoft Office), Communication skills, numeracy, Interpersonal skills, problem solving and analysis skills, time management skills. and administrative skills.

DUTIES : Perform clerical and administrative work within the Court, register/ allocate case numbers to all pleadings and Court documents received. Ensure that the files have been served on all parties concerned, draw up files for the litigants/Attorney. Update the file of return service/s proof services. Safe-keep and dispose of case records. Handle court request files. Retrieve the requested file and make the file available to the requester. Attend to queries from parties and members of the public, Record documents received, ensure systematically recording of court files, keep record of requests received from litigants, render case management duties. Attend to case management and set down notice, implement case management practices (placing request forms in the space of a file that has been requested, complete and file the movement sheet), render case management duties. Monitor files and records as per the case Management, provide support with administrative registrar, submit leave forms to HR for compliance, maintain and keep all registers for filing and archiving, comply with the telephone prescripts and leave policies, prepare and sign performance agreement timeously.

ENQUIRIES : Technical Related Enquiries: Mrs K Marais Tel No: (031) 492 5562

HR Related Enquiries: Ms SZ Mvuyana Tel No: (031) 4931723

APPLICATIONS : Applications can be sent via email to 2026/23/OCJ@judiciary.org.za

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

POST 15/57 : **DATA CAPTURER REF NO: 2026/24/OCJ**

SALARY : R201 093 - R236 877 per annum (Level 04). The successful candidate will be required to sign a performance agreement.

CENTRE : Eastern Cape Division of The High Court: Gqeberha

REQUIREMENTS : Applicants should be in possession of Grade 12 certificate or equivalent qualification. No experience required. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. Knowledge and Skills: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collect statistics, knowledge of the MS Office package with experience in word processing, Outlook, Power Point and Excel Knowledge of Office Administration, knowledge and understanding of the legislative framework governing Public

- Service, Knowledge of clerical duties, practices as well as the ability to capture data, knowledge and understanding of the legal framework governing the Public Service, knowledge of working procedures in terms of the working environment, knowledge on HAST program and records management, knowledge of Batho Pele principles, communication skills (verbal & written), problem solving skills, good public relations skills, monitoring and analytical skills, planning and organizing skills, report writing skills, Typing skills.
- DUTIES** : Render data capturing service. Capture data from available records into the required formats e.g. databases, table, spreadsheet, verify, query missing data and errors observed during data entry, review and validate all data from the records, conduct pre-recording and record of Court proceedings, report faults experienced during diagnosing process and log queries to helpdesk capture Court roll from the Court list/ books and pre-schedule the cases prior to commencement of the Court proceedings, record Court proceedings as per the level of court appearance, render efficient and effective general administrative services, save and scan court documents as requested, report all IT problems immediately to supervisor, provide information to responsible components, verify and quality control data, review and validate all data from the records, sort and distribute incoming data to be captured equally, update registers and statistics.
- ENQUIRIES** : Technical Related Enquiries: Ms P Boya-Nyhiba Tel No: (041) 502 6626
HR Related Enquiries: Mr S Mponzo Tel No: (043) 726 5217
- APPLICATIONS** : Applications can be sent via email at 2026/24/OCJ@judiciary.org.za
- NOTE** : The Organisation will give preference to candidates in line with Employment Equity goal
- POST 15/58** : **TYPIST REF NO: 2026/25/OCJ**
- SALARY** : R201 093 – R236 877 per annum (Level 04). The successful candidate will be required to sign a performance agreement.
- CENTRE** : KwaZulu Natal Division of The High Court: Pietermaritzburg
- REQUIREMENTS** : Applicants should be in possession of Grade 12 or equivalent qualification. No experience required. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. Knowledge and Skills: Knowledge of legal terminology, Court procedures, rules and environment, counter services, filing system, understanding of legislatives governing the Public Service (Batho Pele & PSR), knowledge of Batho Pele Principles, computer literacy (Microsoft Office), typing skills (speed 35 words per minute) good communication skills (written and verbal), good interpersonal relations, planning and organization skills, good problem-solving skills, accuracy and attention to details, ability to work under pressure, good time keeping and telephone etiquette.
- DUTIES** : Type Court orders, Court documents and reports: Type appeals, reviews, memorandums, reports, minutes, circulars, notice of set downs, witness statements and taxing master reports, type Rule 6(12) orders and make them available in terms of the rule. type judgments, sort and distribute incoming and outgoing files, make amendments on judgments as per judges' request/instruction, compile term roll, week roll and un/opposed motion roll and maintain registers, draft term rolls for each Court term in line with the Gazetted terms, type supplementary rolls, compile and submit relevant orders and judgments to relevant stakeholders, send all judgments provided to the typing unit in the required format to the elected person (for reporting purposes on Saflii).
- ENQUIRIES** : Technical Related Enquiries: Mr MN Zondi Tel No: (033) 345 8211
HR Related Enquiries: Ms SZ Mvuyana Tel No: (031) 493 1723
- APPLICATIONS** : Applications can be sent via email at 2026/25/OCJ@judiciary.org.za
- NOTE** : The Organisation will give preference to candidates in line with Employment Equity goal.

DEPARTMENT OF TRADE, INDUSTRY AND COMPETITION

- APPLICATIONS** : 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** : 25 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 15/59** : **DIRECTOR: INVESTMENT PROJECTS REF NO: IFB-111**
Overview: To drive economic growth by attracting, facilitating and retaining investment through supporting businesses to have greater uptake of our incentive schemes in order for businesses to expand, become competitive and create jobs.
- SALARY CENTRE REQUIREMENTS** : R1 266 714 per annum (Level 13), (all-inclusive remuneration package)
Sunnyside, Pretoria
- : A qualification at NQF level 7 as recognised by the SAQA in Economics / Commerce or relevant qualification. 5 years' experience at middle / senior managerial level in economic environment in public / public sector. Key Requirements: Proven experience in investment promotion, incentives administration or project management at senior level. Track record of stakeholder management with government, DFIs and private sector partners. Experience in investment marketing, lead generation and investor facilitation. Strong research, analytical and report-writing skills (performance and project evaluation). Experience in managing financial resources and basic budget oversight. Programme and project management experience, including monitoring and evaluation. Ability to represent the department at high-level forums and manage public presentations. Computer literate (MS Office); familiarity with CRM or MIS for tracking investor pipelines.
- DUTIES** : Stakeholder management and partnerships: Coordinate support with government entities, build and maintain partnerships with finance institutions, industry bodies and private sector partners. Develop stakeholder engagement

plans and maintain strong relationships to support investment uptake. Investment marketing and lead generation. Direct investment marketing campaigns; identify and evaluate investment promotion projects; coordinate inward/outward missions and investor engagements. Business support and advisory services: Provide technical support and advisory services to companies to access incentive schemes; assist with finance access, governance and compliance guidance. Research and analysis: Manage analysis of the unit's performance; provide inputs to research related to incentive schemes and ensure schemes are fit for purpose. Directorate management: Manage strategic planning, human and financial resources for the directorate; maintain proper record keeping and manage the business unit risk register.

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 female, African male, White male 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: erecruit.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** : 05 June 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 (NGS) has introduce compulsory SMS pre-entry certificate with effect from 01 April 2020 as Minimum Entry Requirements for Senior Management Services (submitted prior to appointment) and can be accessed through the following link: <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate must disclose to the Director-General particulars of all registrable financial interests, sign a performance agreement and employment contract with the Director-General within three months from the date of assumption of duty. The successful candidate must be willing to sign an oath of secrecy with the Department. Applicants will be expected to be available for selection interviews and assessments at a time, date and place as determined by the Department. An offer letter will only be issued to the successful candidate once the following has been verified educational qualifications, previous experience, citizenship, reference checks and security vetting. Please note: Correspondence will only be entered into with short-listed candidates.
- ERRATUM:** Assistant Director: Income with Ref: DOT/HR/2026/08, The following note applies to the above-mentioned post advertised in this publication, Public Service Vacancy Circular 08 dated 06 March 2026 with the incorrect job title. Please see the correct job title below; Assistant Director: Income and Expenditure, Branch: Administration; Office of the Chief Financial Officer Enquiries: Mr S Ntobeng Tel No: (012) 309 3465

MANAGEMENT ECHELON

- POST 15/60** : **SENIOR SPECIALIST: STATE-OWNED COMPANIES (SOC) RISK PROFILING AND MITIGATION REF NO: DOT/HRM/2026/26**
Branch: SOC GAP
Chief Directorate: Governance Services
- SALARY** : R1 494 900 per annum (Level 14) of which 30% may be structured according to the individual needs.
- CENTRE** : Pretoria
- REQUIREMENTS** : An undergraduate qualification (NQF 7) as recognized by SAQA in Risk Management / Auditing / Law / Accounting / Business Management with 5 years relevant experience at a senior managerial level in risk management,

fraud risk or internal auditing. Knowledge and Skills: Knowledge and understanding of Enterprise Risk Management concepts, frameworks and methodologist. Knowledge in Company Law, King IV and ethics. Knowledge of Public Service Anti-Corruption Strategy and measures. Knowledge of the National Treasury Risk Management Framework. Communication. Financial Management. Strategic Capability & leadership. People Management & Empowerment. (PME). Project Programme Management. Client Orientation and Customer focus. Change Management.

DUTIES : Manage the development and maintenance of the Shareholder's Risk Management Governance Structure, framework, policies and Instruments; Develop institutional capacity for the performance of independent Shareholder's risk management function, including policies and instruction; Review, design develop and implement the Shareholder's risk management policies, strategies and practice notes for the SOC Group. Manage and coordinate the implementation of Shareholder's enterprise wide risk management framework; Manage oversee and account for the development and implementation of the SOC Risk Management Plan; Provide technical support during individual SOC performance review sessions. Oversee and coordinate fraud and anti-corruption measures in SOC's short, medium and long term risks associated to SOC operations and planned transformation and business enhancement projects. Oversee and direct the development of a SOC fraud prevention and anti-corruption policy framework, strategy and instruction; Coordinate special investigation initiated by the shareholder related to allegations of major non-compliance with anti-corruption, fraud and ethics standards by SOC Boards and report thereon. Development and implement a risk assessment framework to assess applications by SOCs for financial instruments requiring the approval of the Shareholder. Analyse applications by SOCs in the Group for financial instructions with a view to define the shareholder risk profile/exposure; Direct at a technical level and in collaboration with the management structures of the relevant SOC and counterparts in National Treasury develop mitigation strategies to address the identified shareholder risk. Coordinate and advise the shareholder on risks associated with board resolutions and mitigation strategies for resolutions outside the entity's founding legislation. Develop and manage a resolution risk register for all entities and advise shareholder on the risks associated with unlawful resolution; Advise shareholders of any risk that could impact business operations and strategic goals; Manage the resources of the Chief Directorate.

ENQUIRIES : Ms Molatelo Motsepe Tel No: (012) 309 3851

POST 15/61 : **DIRECTOR: HUMAN RESOURCE DEVELOPMENT AND PERFORMANCE MANAGEMENT REF NO: DOT/HRM/2026/20**
Branch: Corporate Services

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 managerial level within the Human Resource Development environment.

DUTIES : Manage and monitor the implementation of Skills Development Act, Bursary and Internship/Learnerships programmes; Monitor the compliance of training programmes with relevant legislation; coordinate and develop departmental workplace skills plan. Coordinate and facilitate the training and development of employees; Develop training and development policies and programmes; Provide skills audits; Oversee the administration of bursaries; Recruit and select prospective bursary holders; Process bursary payments. Manage and implement performance management systems; Maintain and review the performance Management and Development Systems (PMDS) and Employee Performance Management Systems (EPMS) of the Department; Develop and implement a strategic performance management process. Manage the resources of the Directorate.

ENQUIRIES : Ms P Gcina Tel No: (012) 309 3591

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>	:	25 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.

OTHER POSTS

<u>POST 15/62</u>	:	<u>DEPUTY DIRECTOR: SOCIAL, GOVERNANCE AND JUSTICE (IDC) REF NO: S058/2026</u> Division: Budget Office (BO) Purpose: To support the management of Official Development Assistance (ODA) to the South African Government, and promotion of sound ODA management.
<u>SALARY CENTRE</u>	:	R1 101 468 per annum, (all-inclusive) Pretoria
<u>REQUIREMENTS</u>	:	Grade 12 with a minimum National Diploma (equivalent to NQF level 6) in Economic Sciences or Social Sciences or Development Studies. A Bachelor's degree in any of the above disciplines is added advantage (equivalent to NQF level 7). A minimum 4 years' experience of which 2 years should be at an Assistant Director level or equivalent working experience obtained in programme and portfolio management. Knowledge and experience of public policy development and implementation. Knowledge and experience of developmental management.
<u>DUTIES</u>	:	Coordination, ownership and management of ODA: Ensure the alignment of ODA to South African policies and procedures within the facilitation of ODA commitments to SA– facilitation of programming. Arrange the record keeping of meetings with donor and South African Government representatives involved in particular donor programmes. Manage the routing, tracking and workflow administration of all international agreements processed through OCSLA, DIRCO and the Presidency, including exchange of letters and no-objections, in coordination with the relevant Directors and Portfolio Managers. Manage the tabling of international agreements and related instruments in Parliament, including process coordination, compliance tracking and liaison with relevant internal stakeholders. Agreements and Compliance Process Administration: Serve as the process owner for the agreements and compliance workflow, ensuring that all international agreements, exchange of letters, no-objections, and related instruments are routed, tracked and filed in accordance with applicable requirements. Coordinate the processing of Foreign Donor Funded Projects (FDFP) requests, maintaining a current and accurate register of backlog and new applications and liaising with the Directorate: Indirect Tax as required. Maintain the compliance calendar and workflow tracker for all internal governance requirements, including risk, audit, and expenditure reporting cycles, in coordination with the relevant officials within the unit. Programme Delivery: Ensure that processes within the unit ensure that programme delivery is not hampered, through the RDP Fund, as well as governance, compliance and operational matters. Liaise/ negotiate with stakeholders within National Treasury (Public Finance, IGR, ALM, EPIC), lead sector national departments and entities, provincial and local government decision-makers and ODA project managers, and relevant donors regarding the consolidation of ODA programmes. Strengthen the ODA Knowledge Base: Implement database to feed into the knowledge management processes. Support best practices of ODA management within the sector. Alignment of ODA to Budget: Support processes that will enhance programming, reporting and alignment of ODA to budget. RDP Fund Operational Administration: Serve as primary owner of the RDP Fund operational administration process, including the receipt and processing of deposit notifications and surrenders, preparation and dispatch of allocation letters to the Office of the Accountant-General, and management of drawdown requests, payment files and requisitions, with administrative support provided by the team assistant. Monitor and follow through on the resolution of RDP Fund implementation issues, escalating substantive matters to the relevant Director and ensuring that operational bottlenecks are resolved in a timely manner in coordination with the Office of the Accountant-General. Maintain accurate records of all RDP Fund transactions, correspondence and operational files, ensuring that documentation standards meet audit and compliance requirements, and that the team assistant is directed and supported in carrying out related administrative tasks.
<u>ENQUIRIES</u>	:	enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za

<u>POST 15/63</u>	:	<u>DEPUTY DIRECTOR: MULTI-MEDIA AND PRODUCTION MANAGEMENT</u> <u>REF NO: S051/2026</u> Division: Corporate Services (CS) Purpose: To provide advanced technical leadership in the conceptualisation, design, and layout of multimedia content while managing a team of designers to ensure high-impact visual communication aligned with strategic departmental objectives.
<u>SALARY</u>	:	R932 292 per annum, (all-inclusive)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 is required, coupled with a minimum National Diploma (equivalent to NQF level 6) in Multimedia Design or Communication. A Bachelor's degree (equivalent to NQF level 7) will be an added advantage. A minimum 4 years' experience of which 2 years should be at an Assistant Director level or equivalent obtained in design management
<u>DUTIES</u>	:	Design Leadership and Execution: Interpret complex design briefs and generate high-impact concepts that directly support the Department's strategic communication objectives and key messaging. Lead the design, layout, and branding of National Treasury print and electronic publications ensuring all outputs adhere to the GCIS National Communication Framework guidelines and segmentation models. Provide creative direction for departmental campaigns, ensuring all visual assets align with both the Corporate ID of the Department and Government to maintain institutional consistency. Implement and monitor a rigorous quality assurance process to ensure all design and multimedia outputs meet professional standards and technical specifications before final approval. Team Management and supervision: Supervise a team of designers (and photographers/videographers) throughout all production phases, managing workflow escalations and ensuring compliance with the Design Studio's governance framework. Review team outputs (scripts, graphics, and videos) to ensure visual narratives align with departmental objectives and accurately interpret complex subject matter. Manage and oversee the creative process, ensuring the National Treasury brand is consistently represented and that the team maintains up-to-date technical skills through continuous internal knowledge sharing. Multimedia and Digital Oversight: Manage the Governance of the digital asset library on OneDrive, ensuring intellectual property management and strict adherence to file naming conventions for seamless retrieval. Implement technical quality standards and intellectual property protocols within OneDrive to manage copyright compliance and licensing for all photography, video, and stock assets. Research, pilot, and integrate innovative multimedia technologies and AI-driven tools to develop new visual communication methodologies that improve studio efficiency. Stakeholder and Project Coordination: Lead high-level stakeholder consultations with subject matter experts to translate objectives into storyboards, ensuring technical accuracy in the visual representation of data and content. Coordinate the synchronisation of visual assets with the Media and Social Media teams, ensuring project timelines on Monday.com align with the National Communication Framework and major milestones (Budget/MTBPS). Manage the production lifecycle by utilising Monday.com for strategic resource allocation, monitoring turnaround times, and managing stakeholder expectations at a project level.
<u>ENQUIRIES</u>	:	enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za
<u>POST 15/64</u>	:	<u>ASSISTANT DIRECTOR: CASH MANAGEMENT REF NO: S048/2026</u> Division: Asset And Liability Management (ALM) Purpose: To manage liquidity, ensuring that sufficient funds are available to meet Government's expenditure requirements.
<u>SALARY</u>	:	R605 742 per annum, (excluding benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) in Accounting, Economics or Finance. A Bachelor's Degree (equivalent to NQF 7) in any of the above disciplines is added advantage. A minimum 3 years' experience obtained in Finance environment. Knowledge and experience in cash management.
<u>DUTIES</u>	:	Cash flow forecasting: Forecast cash flows over the short, medium, and long term on a monthly and daily basis. Ongoing review of cash flow statements in line with reporting standards. Manage bridging finance facilities to cover short-term liquidity shortfalls. Perform "In-day" cash flow forecasts for the government's net cash requirements. Prepare procedure manuals for

undocumented processes and attend to audit requests. Update and monitor actual cash flow against reported projected cash flow – variance analysis and follow up with relevant parties. Maintain schedules of non-tax revenue receipts, analyse and recommend forecasting improvements. Convene and maintain records of meetings with (the South African Revenue Service (SARS) on forecasting of tax revenue. Maintain close contact with departments to improve cash flow forecasts. Manage Exchequer investments: Maintain signing arrangements and FICA documents for investment accounts. Maintain daily investment limits in the Tax and Loan accounts utilising the prescribed credit risk ratios/limits and assessing the reasonableness of interest earned in the exchequer accounts. Maintain cash book for investment accounts and develop procedure manuals for undocumented processes. Provide inputs and attend to audit queries. Record and reconcile interest earnings on all Exchequer investment accounts; Tax and Loan accounts, investments in the Corporation for Public Deposits (CPD) accounts, and foreign currency deposits. Engage stakeholders and participate in projects for the automation of manual processes (Exchequer Accounts) and provide inputs to entities and departments on application process of opening a bank account. Optimise the use of broader public sector cash: Maintain cash books and reporting statements of Corporation for Public Deposits (CPD) accounts. Monitor daily CPD balances and reconcile with SARB. Arrange meetings with the South African Reserve Bank (SARB) to agree on the optimal borrowing/ investments of CPD cash. Engage with provinces and other CPD depositors regarding cash flows on their accounts. Maintain forecasting of balances in CPD to ensure that money in CPD is sufficiently utilised. Assist with CPD projects. Execute daily bank account transactions: Perform “Inday” cash transfer transactions between the Exchequer and the Tax and Loan accounts. Perform transactions between the government’s cash management accounts at SARB. Account for all bank account transactions, including fund requisitions, transfer/ payment advice, and reconciliations. Maintain business continuity processes to ensure that banking transactions are conducted. Perform weekly, monthly, and yearly reconciliation of all figures and submit to stakeholders. Attend cash management activities that might require attention from time to time.

ENQUIRIES

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

DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : Interested applicants must submit their applications via the online link <https://erecruitment.dws.gov.za>
- CLOSING DATE** : 22 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.

MANAGEMENT ECHELON

- POST 15/65** : **NATIONAL PROJECT MANAGER REF NO: 220526/01**
Branch: Water and Sanitation Services Management
Cd: Water Services Infrastructure Development Grants
- SALARY** : R1 266 714 per annum (Level 13), (all-inclusive salary package)
- CENTRE** : Pretoria Head Office
- REQUIREMENTS** : A Bachelor's Degree in Social Science, Economic and Management Science, Environmental Management, Project Management or relevant undergraduate qualification (NQF level 7) as recognised by SAQA. Minimum of five (5) years of experience at middle/senior management in water services, infrastructure project management, or grant-funded development programs. Experience in managing water and sanitation infrastructure projects. Strong understanding of water sector policies, regulations, and grant management frameworks. Experience working with government departments and sector partners such as DCoG, MISA and NT, municipalities, water boards, or development partners. Strong knowledge of financial oversight, procurement processes, and project reporting. Excellent stakeholder coordination and leadership skills Sound knowledge and understanding of public management. Knowledge of water services management. Understanding of DoRA, PFMA and legislative regime. Strategic capacity and leadership. Understanding of project and programme management. Knowledge of financial, change and people management. Service delivery and innovation. Problem solving and analysis. Client orientation and customer focus. Good communication skills both (verbal and written). Accountability and ethical conduct.

- DUTIES** : Lead and facilitate the planning, coordination, and implementation of water services grant programs at the national level. Ensure effective management and oversight of water infrastructure grant funding, including budgeting and financial monitoring. Support municipalities and implementing agencies in planning, procurement, and delivery of water and sanitation projects. Monitor project progress to ensure compliance with grant conditions, government regulations, and reporting requirements. Review and approve project implementation plans, budgets, and technical reports. Coordinate with national and local government authorities, water boards, and stakeholders. Ensure timely technical and financial reporting on grant utilization and project performance. Conduct site visits, monitoring, and evaluation of water services projects. Identify risks affecting project implementation and develop mitigation strategies. Promote sustainable water management practices and infrastructure development.
- ENQUIRIES** : Mr M Nkuna Tel No: (012) 336 8194

OTHER POSTS

- POST 15/66** : **DEPUTY PROJECT MANAGER: WATER SERVICES INFRASTRUCTURE DEVELOPMENT AND REFURBISHMENT PROGRAMMES REF NO: 220526/02**
Branch: Water and Sanitation Services Management: MP
Cd: Provincial Operations Mpumalanga

- SALARY CENTRE REQUIREMENTS** : R1 101 468 per annum (Level 12), (all-inclusive salary package)
: Mbombela
: A relevant NQF level 7 qualification in Civil Engineering or a postgraduate diploma in Project Management. Five (5) years managerial experience in engineering project management environment. Experience in infrastructure related projects (Planning and construction). The disclosure of a valid unexpired driver's license. Possesses a broad understanding of water and sanitation project implementation. Effective management and leadership skills. Proficient in computer programs, preferably MS Office Software (Word, Excel and PowerPoint).

- DUTIES** : Provide support in the implementation of water services infrastructure grant programmes in the provincial operations. Provide support in the development of project planning by participating in feasibility studies, implementation studies, technical reports and design. Promote partnerships between government, public entities, private sector and civil society regarding water services infrastructure grant programmes. Assure that water services infrastructure grant programmes are budgeted for in medium term expenditure framework. Monitor and evaluate the implementation of all water services infrastructure development programmes in the provincial operations. Fast track integrated regional bulk planning and implementation processes to ensure that implementation targets are met. Confirm the governance and intergovernmental structures for service delivery in the region. Define and determine the roles and responsibilities of the different water sector role players within the Water Targets and Regional Bulk Programme implementation. Respond to queries by water services management and stakeholders. Ensure project implementation and financial management, coordination and planning; Ensure the finalization of project readiness studies. (Project ready for implementation, Priority Projects not ready for implementation, Future project nomination and prioritization, ensuring alignment with other programmes). Coordination of project specific feasibility studies and implementation planning; Compile monthly, Quarterly and Annually progress reports on the implementation of regional bulk infrastructure projects.

- ENQUIRIES** : Ms M Matiso Tel No: (013) 759 7330/Ms FM Mkhwanazi Tel No: (013) 759 7515/Ms PC Ngwamba, Tel No: (013) 759 7446/Mr E Pinga Tel No: (013) 759 7575

- POST 15/67** : **DEPUTY DIRECTOR: WATER SERVICES MACRO STRATEGY RESEARCH AND EVALUATION REF NO: 220526/03**
Branch: Water and Sanitation Services Management
Dir: Water Services Macro Strategy Research and Evaluation

- SALARY CENTRE REQUIREMENTS** : R1 101 468 per annum (Level 12), (all-inclusive salary package)
: Pretoria Head Office
: A Bachelor's Degree (NQF level 7) in Public Policy, Social Science, Development Studies, Public Administration, or relevant qualification as

recognised 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 : Manage the development, implementation, assessment and review of the strategic framework for water services. Engage and collaborate with stakeholders to ensure alignment, participation and responsiveness in strategy execution. Develop and review the Socio-Economic Impact Assessment System (SEIAS) reports. Coordinate the preparation and submission of SEIAS reports for all proposed water and sanitation policies, legislation and regulations. Conduct water and sanitation research to inform evidence-based macro strategies. Identify water and sanitation services strategy research areas and advise water research programmes. Manage the evaluation of macro strategy implementation in line with the departmental evaluation plan. Monitor the implementation of evaluation recommendations to strengthen strategy performance, accountability and service delivery outcomes. Coordinate water and sanitation services macro strategy advocacy. Manage resources: human resource, financial and risk management.

ENQUIRIES : Mr S Ndlovu Tel No: (012) 336 7391

POST 15/68 : **DEPUTY DIRECTOR: CORPORATE COMMUNICATION REF NO: 220526/04**
Branch: Corporate Support Services
Cd: Corporate Communication
Re-advertisement, applicants who have previously applied must re-apply.

SALARY : R932 292 per annum (Level 11), (all-inclusive salary package)
CENTRE : Pretoria Head Office
REQUIREMENTS : A relevant NQF level 7 as recognised by SAQA in Graphic Design Five (5) years of managerial experience at (Assistant Director) level in a communications environment. Knowledge in graphic design and multimedia production. Knowledge in public administration. Knowledge of design principles, techniques and tools. Knowledge of the writing process reviewing and proofreading. Proven experience in the designing of Annual Reports, Annual Performance Plan, other corporate publications and multimedia. Understanding of water sector legislation. Knowledge of financial management and PFMA. Knowledge of techniques and procedures for the planning and execution of operations. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skills both (verbal and written). Accountability and ethical conduct.

DUTIES : Manage the department's media and multimedia production initiatives. Develop and implement media production plans. Develop and guide implementation of annual graphic design and multimedia production deliverables. Analyse annual departmental graphic design and multimedia production needs. Develop and guide implementation of creative concepts and products for departmental campaigns. Generic unit management outputs. Manage human resource discipline within the unit.

ENQUIRIES : Dr M Mathebula Tel No: (012) 336 7387/8012

POST 15/69 : **SCIENTIST PRODUCTION GRADE A - C REF NO: 220526/05**
Branch: Water Resource Management
Dir: Water Information Integration
Sd: Integrated Water Resource Studies

SALARY : R791 604 – R1 189 767 per annum, (all-inclusive OSD salary package), (Offer will be based on proven years of experience)

CENTRE : Pretoria Head Office
REQUIREMENTS : A Science Degree (BSc) (Hon) in Hydrology. A Master of Science (MSc) will serve as an added advantage. Three (3) years post-qualification Natural Science experience. Compulsory registration with SACNASP as a Professional Natural Scientist. The disclosure of a valid unexpired driver's license.

Experience in conducting integrated water resource studies (water quality, quantity and ecology). Experience in hydrological and water quality modelling tools (WRSM2000, ACRU, WRYM, WRPM, HEC-HMS, SWAT+, WQSAM). Experience in water resource data collection, analysis, interpretation, presentation and derivation of information. Knowledge of water information systems. Knowledge of geographical information systems (GIS) tools (ArcMap and QGIS). The ability to apply scientific principles to integrate and interpret water quality or quantity data to draw scientifically sound conclusions. Understanding of research and development. Technical report writing. Possesses a high-performance culture. Professional judgement. Data analysis. Presentation skills. Decision-making and analytical skills. Creativity and customer focus. Good communication skills, both verbal and written. Problem-solving and analysis.

DUTIES : Conduct integrated water resource studies (quantity, quality, and ecology) focusing on the impact of land use, water use activities, and climatic pressures on water resources (surface and groundwater)- analysis of water resource data, developing, configuring and setting up various integrated hydrological and water quality models. Coordinate, analyse, and compile the national state of water report. Compile monthly state of water bulletins. Compile quarterly state of water quality bulletins. Liaise with water sector stakeholders, including other Government Departments and the public, on water issues through workshops and other facilitation techniques.

ENQUIRIES : Mr Joshua Rasifudi Tel No: (012) 336 6856

POST 15/70 : **ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: 220526/06 (X2 POSTS)**
Branch: Director-General
Dir: Internal Audit

SALARY CENTRE REQUIREMENTS : R487 197 per annum (Level 09)
: Pretoria Head Office
: An NQF level 7 qualification in Accounting/ Auditing or CIA. An NQF level 8 will serve as an added advantage. Three (3) years' experience in internal auditing Three (3) to (5) five years' experience in the water sector and/or local government will serve as an added advantage. The disclosure of a valid unexpired driver's license (for both manual and automatic driving). Knowledge of Internal Audit Standards. Understanding of Public Finance Management Act (PFMA), Treasury Regulations and guidelines. Knowledge in Public Service Anti-corruption strategy and anti-corruption and fraud prevention measures. Knowledge of equal opportunities and affirmative action guidelines and laws. Knowledge and understanding on Human Resource Management legislation, policies, practices and procedures. Understanding of departmental policies and procedures. Knowledge of government financial systems, principles and practice of financial accounting. Knowledge of frameworks for managing performance information, business strategy transaction and alignment. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skills both (verbal and written). Accountability and ethical conduct.

DUTIES : Previs and execute internal audit compliance, performance and consulting projects. Execute ad-hoc projects. Draft internal audit reports. Contribute towards the development of the three year and annual internal audit plan. Participate as a team member in the direct assistance to the Auditor General of South Africa's regularity audit. Compile monthly and quarterly reports to the accounting officer and audit committee. Compile weekly time sheets and review those of subordinates. Participate in the annual review of internal audit governance documents.

ENQUIRIES : Mr MJ Legodi Tel No: (012) 336 8802

POST 15/71 : **SENIOR ADMINISTRATION OFFICER REF NO: 220526/07**
Branch: Provincial and Entity Governance and International Cooperation
Dir: Africa Relations

SALARY CENTRE REQUIREMENTS : R413 001 per annum (Level 08)
: Pretoria Head Office
: A relevant NQF level 6 qualification (National Diploma) in Public or Business Administration/Political Science/ as recognised by SAQA. Three (3) years' relevant experience. Knowledge of administrative procedures. Knowledge of dispute resolution process. Understanding of social and economic development issues. Basic financial management and knowledge of PFMA.

Knowledge change and people management. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skills both (verbal and written). Accountability and ethical conduct.

DUTIES : Provide administrative support to all personnel in the component. Render financial administration to the component. Render procurement administration. Maintain register of the component. Render human resource and supervision.

ENQUIRIES : Mr MA Sithole Tel No: (012) 336 8588

POST 15/72 : **SURVEY OFFICER REF NO: 220526/08 (X2 POSTS)**
 Branch: Infrastructure Management Eastern Operations
 Dir: Operations Eastern

SALARY CENTRE REQUIREMENTS : R237 453 per annum (Level 05)
 : Midmar Dam
 : A Senior/Grade 12 certificate. One (1) to (3) three years' experience in Engineering Survey field work will serve as an added advantage. The disclosure of a valid unexpired driver's license. Computer literacy, Knowledge in association with safety. Basic knowledge in using hand tools. Communication skills, Good interpersonal skills, being able to work in a team, Accountability and ethical Conduct, Attention to detail.

DUTIES : Assist with survey site preparations and field surveys data collection, assisting with the loading of equipment, carry out site preparation according to instruction, carrying of survey equipment, clearing of vegetation at sites. Survey document preparation and maintenance, Delivering of documents, collection of required documents, completion of necessary request forms. Assisting with use of boats for hydrographic survey work, assisting with the loading of boats, assisting with launching of boats, assist with survey on board the boats, cleaning of boats on return from sites. Survey equipment maintenance and storage, cleaning of survey equipment and survey stores, reporting of any defects to supervisor, visual inspection of survey equipment, minor repairs of survey equipment

ENQUIRIES : Mr D Van Rensburg Tel No: (033) 239 1900

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF ENVIRONMENT**

<u>APPLICATIONS</u>	:	Applications should be e-mailed to GDEnvInternship@gauteng.gov.za quoting the relevant reference number on the e-mail subject line.
<u>CLOSING DATE</u>	:	22 May 2026
<u>NOTE</u>	:	Applications must be submitted on the new prescribed application form Z83 of the Public Service Act, obtainable from any Public Service Department or any Public Service and Administration website. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae only, in PDF and as one (1) document or attachment. JPEG (picture/snapshot) application will not be accepted. Only shortlisted candidates will be required to submit certified documents on or before the day of the interviews and must be available for interviews, at a date and time determined by the Department. Failure to submit the requested documents/information will result in your application not being considered. Failure to comply with this requirement will result in the candidate being disqualified. Personnel suitability checks will also be administered as a part of the selection process. Personnel suitability checks will also be administered as a part of the selection process. 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. If you have not been contacted within a three month after the closing date of the advertisement, please accept that your application was unsuccessful. The applicants must not have previously participated in an internship programme in the Public Service. The qualifications must be from an accredited institutions of higher learning. Candidates whose appointments promote representativity in terms of race, gender and disability will receive preference.

INTERNSHIP PROGRAMME 2026 – 2028

The Gauteng Department of Environment invites unemployed South African graduates to apply for the 2026 to 2028 Internship Programme. Graduates must be in possession of a completed National Diploma / Bachelor's degree/ Honour's degree in the below-mentioned disciplines/ fields. The Programme will be for non-renewable contract period of twenty-four (24) months.

OTHER POSTS

<u>POST 15/73</u>	:	<u>AIR QUALITY REF NO: AQ2026 (X1 POST)</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Head Office: Johannesburg
<u>REQUIREMENTS</u>	:	Diploma/Degree in Environmental Science/Management/Chemistry/Chemical Engineering/Earth Science/Natural Science.
<u>DUTIES</u>	:	Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals.
<u>ENQUIRIES</u>	:	Mr. Livhuwani Mutswana Tel No: (011) 240 2590
<u>APPLICATIONS</u>	:	GDEnvInternship@gauteng.gov.za
<u>POST 15/74</u>	:	<u>POLLUTION & WASTE MANAGEMENT REF NO: PWM2026 (X2 POSTS)</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Head Office: Johannesburg
<u>REQUIREMENTS</u>	:	Diploma/Degree in Environmental Science/Management/Natural Science/ Geography.
<u>DUTIES</u>	:	Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals.
<u>ENQUIRIES</u>	:	Mr. Livhuwani Mutswana Tel No: (011) 240 2590
<u>APPLICATIONS</u>	:	GDEnvInternship@gauteng.gov.za

<u>POST 15/75</u>	:	<u>ENVIRONMENTAL & IMPACT MANAGEMENT REF NO: EIM2026 (X1 POST)</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Head Office: Johannesburg
<u>REQUIREMENTS</u>	:	Diploma/Degree in Environmental Science/Management
<u>DUTIES</u>	:	Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals.
<u>ENQUIRIES</u>	:	Mr. Livhuwani Mutswana Tel No: (011) 240 2590
<u>APPLICATIONS</u>	:	GDEnvInternship@gauteng.gov.za
<u>POST 15/76</u>	:	<u>ENVIRONMENTAL POLICY, PLANNING & CORDINATION REF NO: EPPC2026 (X1 POST)</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Pretoria (Council for Scientific & Industrial Research)
<u>REQUIREMENTS</u>	:	Diploma/Degree in Environmental Science/Management.
<u>DUTIES</u>	:	Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals.
<u>ENQUIRIES</u>	:	Mr. Livhuwani Mutswana Tel No: (011) 240 2590
<u>APPLICATIONS</u>	:	GDEnvInternship@gauteng.gov.za
<u>POST 15/77</u>	:	<u>COMPLIANCE & ENFORCEMENT REF NO: CE2026 (X4 POSTS)</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Head Office: Johannesburg
<u>REQUIREMENTS</u>	:	Diploma/Degree in Environmental Science/Management/ Natural Science.
<u>DUTIES</u>	:	Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals.
<u>ENQUIRIES</u>	:	Mr. Livhuwani Mutswana Tel No: (011) 240 2590
<u>APPLICATIONS</u>	:	GDEnvInternship@gauteng.gov.za
<u>POST 15/78</u>	:	<u>OFFICE OF THE HEAD OF DEPARTMENT REF NO: HOD2026 (X1 POST)</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Head Office: Johannesburg
<u>REQUIREMENTS</u>	:	Diploma/Degree in Public Management/Administration/ Office & Technology Management.
<u>DUTIES</u>	:	Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals.
<u>ENQUIRIES</u>	:	Mr. Livhuwani Mutswana Tel No: (011) 240 2590
<u>APPLICATIONS</u>	:	GDEnvInternship@gauteng.gov.za
<u>POST 15/79</u>	:	<u>FINANCIAL MANAGEMENT REF NO: FM2026 (X2 POSTS)</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Head Office: Johannesburg
<u>REQUIREMENTS</u>	:	N6/Diploma/Degree in Financial Management/Accounting Science.
<u>DUTIES</u>	:	Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals.
<u>ENQUIRIES</u>	:	Mr. Livhuwani Mutswana Tel No: (011) 240 2590
<u>APPLICATIONS</u>	:	GDEnvInternship@gauteng.gov.za
<u>POST 15/80</u>	:	<u>ORGANISATIONAL DEVELOPMENT REF NO: OD2026 (X1 POST)</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Head Office: Johannesburg
<u>REQUIREMENTS</u>	:	Diploma/Degree in Work-study / Operations Management/ Management Services/ Production Management.

<u>DUTIES</u>	:	Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals.
<u>ENQUIRIES</u>	:	Mr. Livhuwani Mutswana Tel No: (011) 240 2590
<u>APPLICATIONS</u>	:	GDEnvInternship@gauteng.gov.za
<u>POST 15/81</u>	:	<u>INFORMATION COMMUNICATION TECHNOLOGY REF NO: ICT2026 (X1 POST)</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Head Office: Johannesburg
<u>REQUIREMENTS</u>	:	Degree/Diploma in Computer Science/Information Technology/Business Informatics.
<u>DUTIES</u>	:	Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals.
<u>ENQUIRIES</u>	:	Mr. Livhuwani Mutswana Tel No: (011) 240 2590
<u>APPLICATIONS</u>	:	GDEnvInternship@gauteng.gov.za
<u>POST 15/82</u>	:	<u>COMMUNICATIONS REF NO: COM2026 (X1 POST)</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Head Office: Johannesburg
<u>REQUIREMENTS</u>	:	Diploma/Degree in Media Studies or related qualifications.
<u>DUTIES</u>	:	Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals.
<u>ENQUIRIES</u>	:	Mr. Livhuwani Mutswana Tel No: (011) 240 2590
<u>APPLICATIONS</u>	:	GDEnvInternship@gauteng.gov.za
<u>POST 15/83</u>	:	<u>GRAPHIC DESIGN REF NO: GD2026 (X1 POST)</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Head Office: Johannesburg
<u>REQUIREMENTS</u>	:	Diploma/Degree in Graphic Design or related qualifications.
<u>DUTIES</u>	:	Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals.
<u>ENQUIRIES</u>	:	Mr. Livhuwani Mutswana Tel No: (011) 240 2590
<u>APPLICATIONS</u>	:	GDEnvInternship@gauteng.gov.za
<u>POST 15/84</u>	:	<u>PLANNING, MONITORING & EVALUATION REF NO: ICT2026 (X2 POSTS)</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Head Office: Johannesburg
<u>REQUIREMENTS</u>	:	Diploma/Degree in Social Science/Public Management & Governance/ Monitoring & Evaluation.
<u>DUTIES</u>	:	Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals.
<u>ENQUIRIES</u>	:	Mr. Livhuwani Mutswana Tel No: (011) 240 2590
<u>APPLICATIONS</u>	:	GDEnvInternship@gauteng.gov.za

**PROVINCIAL ADMINISTRATION: KWAZULU-NATAL
DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT**

The Department of Agriculture and Rural Development is an equal opportunity, affirmative action employer and is committed to the promotion of diversity and equity in employment. Women and people living with disabilities are highly encouraged to apply. The Department of Agriculture and Rural Development reserves the right not to fill any advertised post. Invited candidates will attend interviews at their own cost due to budgetary constraints.

- APPLICATIONS** : Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs. Applications submitted electronically will be taken as a final application and may not be amended or supplemented in any way after the closing date indicated in the advertisement.
All applications must be addressed to the Acting Head of Department and for reference numbers starting with SSC may be hand delivered or couriered to 4 Pin Oak Avenue, Hilton, 3245.
All applications for reference numbers starting with NSC may be hand delivered or couriered to Lot no. 11634, Corner of Via Verbena and Loop Street, Veldenvlei, Richards Bay, 3900. Applicants may also submit their completed and signed Z83 application forms and CV's directly to the following email addresses: kznjobssouth@kzndard.gov.za for reference numbers starting with SSC OR kznjobsnorth@kzndard.gov.za for reference numbers starting with NSC.
- CLOSING DATE** : 22 May 2026
- NOTE** : Applicants using the manual application process must submit their applications on the prescribed form Z83 (Please use the New Z83 form which is effective from 01 January 2021) obtainable from any Public Service Department or at www.dpsa.gov.za and all applications must be accompanied by a comprehensive CV. Applicants must ensure that the Z83 application form is completed in full, duly signed and initialled, as failure to do so may lead to disqualification of the application during the selection process. Only shortlisted candidates will be required to submit certified copies of qualifications and other related/supporting documents on or before the day of the interview following the communication from Human Resources. Applicants may also visit any one of our Designated Online Application Centres (DOACS) where our friendly staff will assist you with applying online or receiving your hardcopy application. You can find the list of Designated Online Application Centres (DOACS) at www.kznonline.gov.za/kznjobs It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). No late applications will be accepted. Failure to comply with the above instructions will result in the disqualification of your application. 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. If you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful.

OTHER POSTS

- POST 15/85** : **SCIENTIFIC MANAGER GRADE A NATURAL RESOURCES REF NO: SSC02/2026**
- SALARY** : R1 143 468 per annum, (all-inclusive salary OSD package)
- CENTRE** : Head Office - Cedara
- REQUIREMENTS** : An M.Sc degree (NQF level 9) in Natural Resource Management / Ecological Science / Environmental Science / Soil Science. Compulsory registration with SACNASP as a Professional Natural Scientist and a valid driver's licence. Experience: 6 years' post qualification (M.Sc) experience in an Agricultural Scientific Environment. Knowledge: Knowledge of Occupational Health and Safety Standards. Sound and broad knowledge of Geo-Information System (GIS), programming, and modelling of geodata information and satellite data interrogation. Excellent knowledge of climate change and plant-soil-climate interactions. Strong and broad knowledge in managing large-scale soil surveys, soil mapping, data interpretation and analysis, land use planning, and enterprise management. Knowledge of management of natural resources, environmental management, land and soil management and farm plan management. Knowledge of the Preservation and Development of Agricultural

		Land Act (PDALA), Climate Change Act (CCA), Conservation of Agricultural Resource Act (CARA) and National Environmental Act. Knowledge of Labour Relations Act, Public Service Regulations, Basic Conditions of Employment Act, Departmental HRM and HRD Policies. Sound understanding of agricultural research methodologies and application of practices and techniques. Knowledge of scientific research methodology and models. Skills: Technical: Programme and project management, scientific methodologies and models, research and development, computer-aided scientific applications, knowledge of legal compliance, technical report writing, creating high performance culture, professional judgement, data analysis, policy development and analysis, scientific presentation and mentoring. Generic: Strategic capability and leadership, decision making, team leadership, creativity, financial management, customer focus and responsiveness, communication, computer literacy, networking, planning, organizing and execution, conflict management, people management, change management, problem solving and analysis.
<u>DUTIES</u>	:	Provide strategic leadership, direction and ensure the development and implementation of policies, systems and procedures. Manage Research and Development. Manage the provision of advice and ensure governance. Manage Financial Resources. Manage Human Resources.
<u>ENQUIRIES</u>	:	Mrs NZQ Pakkies Tel No: (033) 355 9148
<u>POST 15/86</u>	:	<u>PROFESSIONAL ENGINEER GRADE A/B/C REF NO: SSC03/2026</u>
<u>SALARY</u>	:	Grade A: R914 517 per annum, (all-inclusive OSD remuneration package) Grade B: R1 030 296 per annum, (all-inclusive OSD remuneration package) Grade C: R1 172 184 per annum, (all-inclusive OSD remuneration package)
<u>CENTRE REQUIREMENTS</u>	:	Head Office - Cedara
	:	A B. Engineering / BSc. Engineering degree in Agricultural Engineering or Civil Engineering, compulsory registration with ECSA as a Professional Engineer and a valid driver's licence. Experience: 3 years' post qualification Agricultural Engineering or Civil Engineering experience. Knowledge: Programme and project management, engineering design and analysis knowledge, research and development, computer-aided engineering applications, legal compliance, technical report writing, creating a high-performance culture, professional judgement, networking, Occupational Health and Safety Standards, Labour Relations Act, Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Departmental HRM and HRD Policies. Skills: Decision making, team leadership, analytical, creativity, self-management, financial management, customer focus and responsiveness, communication, computer literacy, planning and organising, conflict management, problem solving and analysis, people management, change management, innovation and writing.
<u>DUTIES</u>	:	Develop and design engineering infrastructure plans. Conduct project inspections and provide progress reports. Conduct research and development. Promote skills/knowledge transfer and adherence to sound engineering principles and code of practice. Perform administrative and related duties.
<u>ENQUIRIES</u>	:	Ms SE Ndlela Tel No: (033) 343 8024
<u>POST 15/87</u>	:	<u>PROFESSIONAL SCIENTIST GRADE A/B/C – GRASSLAND / PASTURE SCIENCE REF NO: SSC04/2026</u>
<u>SALARY</u>	:	Grade A: R791 604 per annum, (all-inclusive OSD remuneration package) Grade B: R900 957 per annum, (all-inclusive OSD remuneration package) Grade C: R1 015 071 per annum, (all-inclusive OSD remuneration package)
<u>CENTRE REQUIREMENTS</u>	:	Cedara Research Station
	:	A B.Sc in Agriculture degree (NQF level 8) majoring in Pasture Science and/or Plant Breeding, compulsory registration with SACNASP as a Professional Natural Scientist and a valid driver's licence. Experience: 3 years' post qualification relevant experience. Knowledge: Sound understanding of agricultural research methodologies and application of practices and techniques in the field of pasture science and/or plant breeding. Skills: Technical: Programme and project management, scientific methodologies and models, research and development, computer-aided scientific applications, legal compliance, technical report writing, creating high performance culture, professional judgement, data analysis, policy development and analysis, presentation skills, mentoring, pastures and livestock husbandry. Generic: Decision making, team leadership, analytical skills, creativity, financial management, customer focus and responsiveness, communication, networking, computer literacy, people management, planning and organising, conflict management, change management, problem solving and analysis.

DUTIES : Develop and implement methodologies, policies, systems and procedures with regards to pasture science or plant breeding. Perform scientific analysis and regulatory functions. Conduct research and development in pasture science or plant breeding. Human capital development. Perform administrative and related functions.

ENQUIRIES : Mr M Magawana Tel No: (033) 355 9258

POST 15/88 : **PROFESSIONAL SCIENTIST GRADE A/B/C – RANGELAND/PASTURE SCIENCE) REF NO: NSC01/2026**

SALARY : Grade A: R791 604 per annum, (all-inclusive OSD remuneration package)
Grade B: R900 957 per annum, (all-inclusive OSD remuneration package)
Grade C: R1 015 071 per annum, (all-inclusive OSD remuneration package)

CENTRE REQUIREMENTS : Dundee Research Station
A B.Sc in Agriculture degree (NQF level 8) majoring in Veld Science, compulsory registration with SACNASP as a Professional Natural Scientist and a valid driver's licence. Experience: 3 years' post qualification relevant experience. Knowledge: Sound understanding of agricultural research methodologies and application of practices and techniques in the field of veld science. Skills: Technical: Programme and project management, scientific methodologies and models, research and development, computer-aided scientific applications, legal compliance, technical report writing, creating high performance culture, professional judgement, data analysis, policy development and analysis, presentation skills, mentoring, veld management and livestock husbandry. Generic: Decision making, team leadership, analytical skills, creativity, financial management, customer focus and responsiveness, communication, networking, computer literacy, people management, planning and organising, conflict management, change management, problem solving and analysis.

DUTIES : Develop and implement methodologies, policies, systems and procedures with regards to pasture science or plant breeding. Perform scientific analysis and regulatory functions. Conduct research and development in pasture science or plant breeding. Human capital development. Perform administrative and related functions.

ENQUIRIES : Mr M Magawana Tel No: (033) 355 9258

POST 15/89 : **PROFESSIONAL SCIENTIST GRADE A/B/C (BIOCHEMISTRY) REF NO: SSC05/2026**

SALARY : Grade A: R791 604 per annum, (all-inclusive OSD remuneration package)
Grade B: R900 957 per annum, (all-inclusive OSD remuneration package)
Grade C: R1 015 071 per annum, (all-inclusive OSD remuneration package)

CENTRE REQUIREMENTS : Cedara Research Station
An NQF level 08 four-year Science degree (B.Sc and Honours) in Biochemistry/Chemistry, compulsory registration with SACNASP as a Professional Natural Scientist in the field of Agriculture or Chemical Science and a valid driver's licence. Experience: 3 years' relevant post qualification experience. Knowledge: Occupational Health and Safety Standards, laboratory management and flow, laboratory instrumentation maintenance, calibration and troubleshooting, biochemistry and chemistry, Labour Relations Act, Public Service Regulations, Basic Conditions of Employment Act, Departmental HRM and HRD Policies, agricultural research methodologies and application of practices and techniques, Scientific methodology and models. Skills: Technical: Analytical skills and data analysis, scientific methodology and models, research and development, writing of scientific papers, technical reports and popular articles, scientific editing and reviewing, communication at a scientific, technical and informative level, programme and project management, presentation, computer aided scientific applications, professional judgement, policy development and analysis, and crop and livestock husbandry. Generic: Leadership, mentorship, conflict management, financial management, planning and organising, analytical, problem solving and analysis, creativity, decision making, change management, customer focus and responsiveness, communication, innovation, computer literacy, networking, creating high performance culture.

DUTIES : Conduct research and development. Perform agricultural scientific analysis and regulatory functions. Develop and implement methodologies, policies, systems and procedures. Human Capital development. Perform administrative functions.

ENQUIRIES : Dr. SR Bezuidenhout Tel No: (033) 355 9657

<u>POST 15/90</u>	:	<u>PROFESSIONAL SCIENTIST GRADE A/B/C (HORTICULTURE) REF NO: SSC06/2026</u>
<u>SALARY</u>	:	Grade A: R791 604 per annum, (all-inclusive OSD remuneration package) Grade B: R900 957 per annum, (all-inclusive OSD remuneration package) Grade C: R1 015 071 per annum, (all-inclusive OSD remuneration package)
<u>CENTRE REQUIREMENTS</u>	:	Cedara Research Station An NQF level 08 four-year B.Sc in Agriculture degree majoring in Horticulture, compulsory registration with SACNASP as a Professional Natural Scientist and a valid driver's licence. Experience: 3 years' relevant post qualification experience. Knowledge: Sound understanding of agricultural research methodologies and application of practices and techniques in horticulture. Skills: Technical: Analytical skills and data analysis, scientific methodology and models, research and development, writing of scientific papers, technical reports and popular articles, scientific editing and reviewing, communication at a scientific, technical and informative level, programme and project management, presentation and computer aided scientific applications. Generic: Leadership, mentorship, conflict management, financial management, planning and organizing, problem solving and analysis, creativity, decision making, change management, customer focus and responsiveness, communication, innovation, computer literacy, networking, creating high performance culture.
<u>DUTIES</u>	:	Develop and implement methodologies, policies, systems and procedures with particular reference to horticultural research. Perform agricultural scientific analysis and regulatory functions. Conduct research and development. Human Capital development. Perform administrative functions.
<u>ENQUIRIES</u>	:	Dr. SR Bezuidenhout Tel No: (033) 355 9657
<u>POST 15/91</u>	:	<u>ASSISTANT DIRECTOR: INFRASTRUCTURE MANAGEMENT REF NO: NSC02/2026</u>
<u>SALARY</u>	:	R487 197 per annum (Level 09)
<u>CENTRE REQUIREMENTS</u>	:	North Service Centre – Richards Bay An Advanced Diploma / Bachelor's Degree (NQF level 7) qualification in Property Management / Financial Management / Project Management / Public Administration / Public Management and a valid driver's licence. Experience: 3 – 5 years' supervisory experience or 3 – 5 years' experience at the level of an Administrative Officer in the field of Infrastructure Management. Knowledge: RSA Constitution, Public Service Act, Public Service Regulations, PFMA, EPMDS, Project management principles, National and Provincial Practice Notes, SCM Practices and Procedures, National Development Plan, Provincial Growth and Development Plan, Treasury Regulations, Batho Pele Principles, Government Immovable Assets Management Act, State Housing Policy, Land Administration Act, Extension of Security Tenure Act. Skills: Language, listening, presentation, analytical thinking, interpersonal relations, computer, strategic planning, organizational, research, analytical, leadership, financial management, time management, report writing, problem solving, communication, conflict management, change management, self-disciplined and have the ability to work under pressure with minimum supervision, supervisory, project management, people management, relationship management, decision making.
<u>DUTIES</u>	:	Coordinate the management of state-owned properties including the effective implementation of construction projects. Oversee office accommodation leasing requirements of the Service Centre. Oversee state housing management in the Service Centre. Provide advice, guidance and input into Infrastructure Management policies. Manage resources of the division.
<u>ENQUIRIES</u>	:	Ms GN Ndlovu Tel No: (033) 355 9411
<u>POST 15/92</u>	:	<u>ASSISTANT DIRECTOR: MOVABLE ASSET MANAGEMENT REF NO: NSC03/2026</u>
<u>SALARY</u>	:	R487 197 per annum (Level 09)
<u>CENTRE REQUIREMENTS</u>	:	North Service Centre – Richards Bay An Advanced Diploma / Degree (NQF level 7) qualification in Financial Management / Project Management / Public Administration and a valid driver's license. Experience: 3 – 5 years' supervisory experience or 3 – 5 years' experience at the level of an Administrative Officer in Asset Management. Knowledge: Public Service Act, Public Service Regulations, PFMA, EPMDS,

		Basic Conditions of Employment Act, Project Management principles, National and Provincial Practice Notes, SCM Practices and Procedures, Treasury Regulations, Movable Asset Management Framework, Asset Management Policies for general and biological assets, Livestock Policies, Financial Systems e.g. BAS. Skills: Language, listening, presentation, analytical thinking, interpersonal relations, computer, organizational, supervisory, financial management, time management, report writing, problem solving, communication, conflict management, change management, self-disciplined and have the ability to work under pressure with minimum supervision, project management, people management, decision making.
<u>DUTIES</u>	:	Provide and coordinate movable asset acquisition processes at the service centre. Facilitate the operation and maintenance of all movable assets at the service centre. Coordinate the disposal process in respect of movable assets at the service centre. Provide advice, guidance and input into Movable Asset Management policies. Manage resources of the division.
<u>ENQUIRIES</u>	:	Ms GN Ndlovu Tel No: (033) 355 9411
<u>POST 15/93</u>	:	<u>SCIENTIFIC TECHNICIAN GRADE A/B/C (NATURAL RESOURCES) REF NO: SSC07/2026</u>
<u>SALARY</u>	:	Grade A: R407 337 per annum, (OSD) Grade B: R460 086 per annum, (OSD) Grade C: R518 769 per annum, (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Head Office - Cedara An NQF Level 06 Diploma in Agricultural Science / Natural Sciences / Environmental Sciences. Compulsory registration with SACNASP as a Certificated Natural Scientist and a valid driver's licence. Experience: 3 years' post qualification relevant experience. Knowledge: Sound understanding of agricultural research methodologies and application of practices and techniques in the field of land and soil management and farm planning. Skills: Technical: Analytical and data analysis. Scientific methodology and models. Research and development. Technical report writing. Programme and project management. Computer-aided scientific applications. Professional judgement. Data analysis. Policy development and analysis. Crop and husbandry. Creating a high-performance culture. Legal compliance. Generic: Planning and organizing, team leadership, self-management, analytical, problem-solving and analysis, creativity, decision making, change management, customer focus and responsiveness, communication, innovation, computer literacy and networking.
<u>DUTIES</u>	:	Implement methodologies and provide scientific and technical advice. Perform technical scientific analysis and research functions. Research and Development. Human Capital Development. Perform administrative and related duties.
<u>ENQUIRIES</u>	:	Mrs NZQ Pakkies Tel No: (033) 355 9148
<u>POST 15/94</u>	:	<u>SCIENTIFIC TECHNICIAN GRADE A/B/C (JUNCAO MUSHROOM SECTION) REF NO: SSC08/2026</u>
<u>SALARY</u>	:	R407 337 per annum, (OSD) R460 086 per annum, (OSD) R518 769 per annum, (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Cedara Research Station An NQF Level 06 Diploma in Agricultural Sciences. Compulsory registration with SACNASP as a Certificated Natural Scientist in the field of Agricultural Sciences and a valid driver's licence. Experience: 3 years' post qualification experience in an agricultural scientific environment. Knowledge: Knowledge of Occupational Health and Safety Standards. Sound and broad knowledge of laboratory management and flow. Sound and broad knowledge of laboratory instrumentation maintenance, calibration and troubleshooting. Knowledge of microbiology. Labour Relations Act. Public Service Regulations. Basic Conditions of Employment Act. Departmental HRM and HRD Policies. Sound understanding of agricultural research methodologies and application of practices and techniques. Scientific methodology and models. Skills: Programme and project management, scientific methodologies, research and development, computer-aided scientific applications, analytical skills and data analysis, legal compliance, technical report writing, creating a high performance culture, professional judgement, mentorship, decision making, team leadership, creativity, self-management, financial management, customer focus and responsiveness, communication, computer literacy,

		networking, people management, planning and organizing, conflict management, problem solving and analysis.
<u>DUTIES</u>	:	To conduct research and development. To perform technical scientific analysis and regulatory functions. To develop and implement methodologies, policies, systems and procedures. Human capital development. To manage the resources of the division.
<u>ENQUIRIES</u>	:	Dr. SR Bezuidenhout Tel No: (033) 355 9657
<u>POST 15/95</u>	:	<u>PERSONAL ASSISTANT TO THE CHIEF DIRECTOR: RURAL ENTERPRISE AND INDUSTRY DEVELOPMENT REF NO: SSC09/2026</u>
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Head Office - Cedara
<u>REQUIREMENTS</u>	:	A Secretarial Diploma or relevant equivalent qualification (one year qualification) and a valid driver's license. Experience: 3 years' experience in rendering support service to senior management. Knowledge: Public Service Act, Public Service Regulations, Public Systems and Procedures, knowledge on the relevant legislation, policies, prescripts and procedures, Financial Administration and Office Administration. Skills: language, good verbal and written communication, good telephone etiquette, computer literacy, organisational, people, high level of reliability, ability to act with tact and discretion, ability to do research and analyse documents and situations, good grooming and presentation, self-management and motivation.
<u>DUTIES</u>	:	Provide a secretarial and receptionist support service to the Chief Director. Render administrative support duties. Provide support to the Chief Director during meetings. Support the Chief Director with the administration of the budget. Study the relevant Public Service and Departmental prescripts, policies and other documents to ensure the application thereof is understood properly.
<u>ENQUIRIES</u>	:	Mr S Gumede at 082 892 0731
<u>POST 15/96</u>	:	<u>ARTISAN GRADE A/B/C (DIESEL MECHANIC) REF NO: SSC10/2026</u>
<u>SALARY</u>	:	R253 341 per annum, (OSD) R297 249 per annum, (OSD) R345 342 per annum, (OSD)
<u>CENTRE</u>	:	Cedara Research Farm
<u>REQUIREMENTS</u>	:	A suitable Trade Test Certificate (Diesel Mechanics) and a valid driver's licence. Experience: Completion of trade test and apprenticeship. Knowledge: Technical analysis. Knowledge of safety and legal requirements. Production process and specifications. Public Service Regulations. Labour Relations Act. Occupational Health and Safety Act. Skills: Technical: Technical analysis, computer-aided technical applications, legal compliance, technical report writing, production, process knowledge and skills. Generic: Problem solving and analysis, decision making, teamwork, analytical skills, creativity, self-management, customer focus and responsiveness, communication, computer, planning and organizing.
<u>DUTIES</u>	:	Produce designs. Render production services. Conduct repairs and maintenance. Perform administrative and related functions. Maintain expertise relevant to the field of work.
<u>ENQUIRIES</u>	:	Mr AJ Kent Tel No: (033) 355 9192
<u>POST 15/97</u>	:	<u>GENERAL ADMINISTRATION CLERK (X3 POSTS)</u>
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Harry Gwala District, UGu District and Zululand District: Ref No: SSC11/2026 (Harry Gwala and UGu Districts) Ref No: NSC04/2026 (Zululand District)
<u>REQUIREMENTS</u>	:	A Senior Certificate/National Senior Certificate (Matric) and a valid driver's licence. Experience: No experience required. Knowledge: Office administration. Batho Pele principles. Public Service Act, Public Service Regulations, Public Finance Management Act, Treasury Regulations. Departmental HRM and HRD Policies. Skills: Time management, decision making, planning, organising, communication (written and verbal), interpersonal relations, computer, report writing, analytical, telephone etiquette, innovative.
<u>DUTIES</u>	:	Render general clerical support services. Provide stores administration services. Provide Human Resource support services. Provide financial administration support services. Provide transport and asset support services.
<u>ENQUIRIES</u>	:	Ms DDS Zulu Tel No: (039) 834 7600 (Harry Gwala District)

Ms MP Gwala Tel No: (039) 682 2045 (UGu District)
Mr MD Dlamini Tel No: (035) 874 9006 (Zululand District)

- POST 15/98** : **FINANCE CLERK (REVENUE CONTROL) REF NO: SSC12/2026**
- SALARY** : R237 453 per annum (Level 05)
CENTRE : Head Office – Cedara
REQUIREMENTS : A Senior Certificate/National Senior Certificate (Matric). Experience: No experience required. Knowledge: RSA Constitution, Public Service Act, Public Service Regulations, knowledge of Basic Accounting System (BAS), Public Finance Management Act, Treasury Regulations, Financial Regulations, Batho Pele Principles, Basic Conditions of Employment Act, Departmental Policies and SOP's. Skills: Financial Management, computer literacy (MS Office), communication (written and verbal), leadership, problem solving, change management, presentation, interpersonal relations.
- DUTIES** : Receive and deposit state money. Maintain revenue registers. Batch receipts. Render petty cash services. Perform administrative and related functions.
- ENQUIRIES** : Ms M Seethal Tel No: (033) 355 9127
- POST 15/99** : **SUPPLY CHAIN MANAGEMENT CLERK (BIDS ADMINISTRATION SERVICES REF NO: SSC13/2026**
- SALARY** : R237 453 per annum (Level 05)
CENTRE : Head Office - Cedara
REQUIREMENTS : A Senior Certificate/National Senior Certificate (Matric). Experience: No experience required. Knowledge: RSA Constitution, Public Service Act, Public Service Regulations, Public Finance Management Act, Labour Relations Act, Employee and Performance Management System, Basic Conditions of Employment Act, KZN Provincial Supply Chain Policy Framework, SCM Practices and Procedures, Promotion of Access to Information Act, National Treasury Regulations and Provincial Treasury Practices Notes. Skills: language, presentation, analytical thinking, interpersonal relations, computer, planning and organising, financial management, time management, report writing, problem solving, communication, project management, people management, relationship management, decision making, self-disciplined and the ability to work under pressure with minimum supervision.
- DUTIES** : Provide administrative support services. Coordinate and attend site briefing meetings. Facilitate the closing and pre-screening of BIDS. Safekeeping of documents. Attend to general enquiries.
- ENQUIRIES** : Mr BR Dube Tel No: (033) 355 9185
- POST 15/100** : **DRIVER/MESSENGER REF NO: NSC05/2026**
- SALARY** : R201 093 per annum (Level 04)
CENTRES : Owen Sithole College of Agriculture - Empangeni
REQUIREMENTS : A Grade 10 qualification or 7 – 12 months' relevant experience and a valid driver's licence. Knowledge: Knowledge of the procedures to operate a vehicle, knowledge of the prescripts for the correct utilization of a motor vehicle, knowledge of the procedures to ensure that the vehicle is maintained properly, knowledge of cities/towns in which the function will be performed, knowledge of the procedures to perform messenger functions and routine office support functions like registry functions and making photocopies. Skills: Communication, good inter-personal relations, planning, organising and time management.
- DUTIES** : Render driving services. Conduct routine maintenance on allocated vehicle. Render clerical support / messenger service. Render auxiliary services.
- ENQUIRIES** : Mr MK Shakwane Tel No: (035) 795 1345

DEPARTMENT OF HEALTH

- APPLICATIONS** : All applications must be addressed to Mrs R Erasmus, Human Resource Management Services, Registrar Programme, Department of Health, Private Bag X9051, Pietermaritzburg, 3200 or hand deliver to Human Resource Management Services, 330 Langalibalele Street, Natalia Building, Room 6-106 South Tower. Applications can also be submitted through the online e-Recruitment system at www.kznonline.gov.za/kznjobs
- FOR ATTENTION** : Mrs R Erasmus, Human Resources, Tel No: (033) 395 2742/3347/2669
CLOSING DATE : 29 May 2026

NOTE

: Training will take place at various sites for each Discipline. The site for training and subsequent rotations will be determined by the Academic Head of Discipline/Head Clinical Unit. Sub-speciality training will be a contract appointment for 3/4 years, depending on the Discipline. For a 3 year contract, 2 years will be for training and 1 year for service. For a 4 year contract, 3 years will be for training and 1 year for service. All trainees will be expected to register with the University at their own expense. All trainees will be required to sign a contract which includes training and service responsibilities. Trainees will be required to complete Performance Agreements and assessments as stipulated by the Department. Sub-specialty trainees will be required to complete Clinical and Academic assessments as stipulated by the Department. Please note that the formal offer of a Sub-specialty training will be dependent upon proof of successful completion of the required examinations. 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. The following documents must be submitted: Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website - www.kznhealth.gov.za and a comprehensive CV (with detailed experience), confirming current and appropriate work experience related to the requirements and recommendations of the advert with full record of service, stating duties performed/performing and years of experience. Copies of Qualifications, Registration Certificates and driver's license must not be submitted when applying for employment. Only shortlisted candidates will be requested to bring certified copies on or before the day of the interview. Applicants are discouraged from sending applications through registered mail because the Department will not be responsible for non-collection of these applications. No late applications will be accepted. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Non- SA Citizens/ Permanent Residents / Work permit holders must provide documentary proof on or before the day of the interview. Failure to comply may result in the application not being considered. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Persons with disabilities should feel free to apply for the post/s. Failure to comply with the above instructions will disqualify applicants. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. This Department is an equal opportunity, affirmative action employer, whose aim is to promote presentively in all levels of all occupational categories in the Department. Department reserves the right not to fill this post. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful.

OTHER POST

POST 15/101

: **MEDICAL SPECIALIST REF NO: S01/2026**
Sub-Specialty Training: Clinical Haematology
(3 Year fixed term)

SALARY

: R1 395 528 per annum. Applicants to note: Salary package is subject to OSD determination plus commuted overtime depending on needs of the Discipline/Institution.

**CENTRE
REQUIREMENTS**

: Various (KZN)
: Tertiary qualification (MBCHB) or equivalent; Plus current registration for Independent Practice as a Medical Specialist with the Health Professions Council of South Africa with FCP, a Valid driver's license. Preference will be given to candidates with at least two (2) years' experience as a specialist. Basic knowledge of Medical Practice Ethics, ability to manage patients

independently, ability to learn, innovate and be prepared to work overtime, good interpersonal skills, an interest in conducting research, knowledge and respect of the Patients' Rights Charter and Batho Pele Principles.

DUTIES

: Participation in academic and teaching programmes and meetings in the respective Departments, responsibility for care of patients at designated levels/sites, e.g. Outpatients, Wards, Theatres, ICUs etc., management of patients under supervision, attendance at ward rounds and/or tutorials, supervision and teaching of undergraduates, provision of after-hours care for emergency services, clerking and keeping of comprehensive records of patients in the hospital file, outreach activities as deemed necessary by the Clinical Supervisor. The Department reserves the right not to fill these post (s).

ENQUIRIES

: Mrs R Erasmus Tel No: (033) 395 2742/2669

**PROVINCIAL ADMINISTRATION: LIMPOPO
OFFICE OF THE PREMIER**

- APPLICATIONS** : Applications, quoting relevant reference and name of Department, should be forwarded as follows: Director: HRM Coordination, Office of the Premier, Private Bag X9483, Polokwane, 0600 or Hand delivered to the Office of the Premier, No. 40 Hans Van Rensburg Street, Mowaneng Building, Office No. A013, General Records (Registry), Ground Floor. Applicants should apply through the following website <https://erecruitment.limpopo.gov.za>. The application on eRecruitment system should be accompanied by recent comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and duration/dates). Failure to attach updated CV will result in the application not being considered/disqualification.
- FOR ATTENTION** : Mr. Junior Maboya / Ms. Moipone Mathole / Ms. Maria Mashitola
- CLOSING DATE** : 29 May 2026
- NOTE** : Applications must be submitted on new Z83 form, (updated version that come into effect on 1 January 2021), obtainable from any Public Service Department or on the internet at www.labour.gov.za / www.gov.za/documents and must only be accompanied by a detailed Curriculum Vitae (CV), applicants are requested to complete the Z83 form properly and in full. Only shortlisted candidates will be required to submit certified copies of qualification(s) and other related documents on, or before the day of the interview following an invitation from The Office to attend an interview, such as qualification(s) and other related document(s) should be in line with the requirements of the advertisement. For advertised Senior Management Services (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 Governance (NSG) which can be accessed via following 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. Qualification certificates MUST not be copies of certified copies. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted, or hand delivered timeously. Candidates who possess foreign qualifications and/or short course certificate must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA). If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Successful candidates will be appointed on a probation period of 12 months. The successful candidate will be subjected to a security clearance. The successful candidate must be willing to sign an oath of secrecy with the Department. The successful candidate will be expected to enter into a performance agreement with the Director General. The candidates will be required to disclose his/her financial interests in accordance with the applicable prescripts. The Office reserves the right not to make appointment on the advertised post. Applicants who previously applied for the re-advertised post they are encouraged to re-apply if still interested.

MANAGEMENT ECHELON

- POST 15/102** : **DEPUTY DIRECTOR GENERAL: CORPORATE MANAGEMENT REF NO: OTP/26/26/01**
Re-advert
- SALARY** : R1 813 182 per annum (Level 15)
- CENTRE** : Polokwane: Head Office
- REQUIREMENTS** : A National Senior Certificate / Grafe 12 Certificate (NQF level 4) plus NQF level 8 in Public Management / Business Management or equivalent qualification as recognised by South African Qualification Authority (SAQA). Eight (8) years of experience at a senior management level. Valid driver's licence (with the exemption of applicants with disabilities); Core and Process Competencies-

Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication. Skills & Knowledge: Sound an in-depth knowledge of relevant prescripts, application of Human Resources as well as an understanding of the Legislative Framework governing the Public Service such as; the Public Service Amendment Act, Public Service Regulation, Public Service Administration Act, Employment Equity Act, Skills Development Act, Basic Conditions of Employment Act, Labour Relations Act, Administrative Justice Act, Promotion of Access of Information Act, Public Service Regulations, various Bargaining Council Resolutions, Skills Levy Act, Occupational Health & Safety Act, Human Resource Development Strategy, Public Finance Management Act and its regulations, Treasury Regulations, PSCBC resolutions. Negotiation Skills, Planning and Organizing, Time Management, Policy Analysis and Development, Good Communication Skills, Group Dynamics, Diversity Management, Facilitation Skills, Coordinating Skills, Computer literacy.

DUTIES

: The successful candidate will be responsible for:- Ensure effective administration support by providing Human Resource Management (HRM), Human Resource Development (HRD), Performance Management Development System (PMDS), and Employee Health and Wellness Programmes (EHW); Manage Records and Facilities; Provide Departmental Information and Communication Technology Services; Manage and coordinate the implementation of Strategic Management support; Oversee the development of management effectiveness and leadership strategy; Manage and facilitate the provision of organisational risk, security and integrity management services; Oversee the development, implementation and maintenance of relevant policies, standard operating procedures, guidelines and processes, achieving compliance in line with legislation services; Manage Protocol, Events, Premier and DG Support Service by ensuring events are well managed, oversee the management of the Official Order of Procedure; Oversee the management of Corporate Gifts and Flag Bank; Manage and facilitate the provision of Labour Relations Services and ensure that the implementation of grievance rules, Disciplinary Code and Procedure, Dispute Resolution Procedure Council and Chambers Resolutions in the office are coordinated and evaluated; Ensure that grievance, misconduct cases, dispute resolution and capacity building in the office of the premier are handled and facilitated; Monitor the coordination of public service industrial action and oversee the provision of departmental training on all labour relation matters; Ensure effective Financial Management Services.

ENQUIRIES

: Ms. Moipone Mathole Tel No: (015) 287 6360 or Mr. Junior Maboya Tel No: (015) 287 6290

DEPARTMENT OF SOCIAL DEVELOPMENT

Limpopo Department of Social Development is an equal opportunity and Affirmative Action Employer. Designed race groups, females and People with disabilities remain our target and are encouraged to apply.



APPLICATIONS

: Applicants are hereby invited to apply for the funded vacant posts as advertised. Applicants who previously applied for the re-advertised posts they are encouraged to re-apply if still interested. Applicants are encouraged to register and submit their applications through the e-Recruitment website at <https://erecruitment.limpopo.gov.za>, however, hand delivery applications are acceptable Applications should be addressed to various institution as per the applicant's need.

Head Office, Seshego Treatment Centre, Mavambe Secure Care Centre and Polokwane Welfare Complex: Applications should be directed to Head of Department, Private Bag X9710, Polokwane, 0700 or submitted at: 21 Biccard Street, Olympic Towers Building, Ground Floor, Office no 30.

Capricorn District/Sekutupu Old Age Home: The District Director, Private Bag X9709, Polokwane, 0700 or hand delivered at 34 Hans Van Rensburg Polowane.

Sekhukhune District: The District Director, Private Bag X80, Lebowakgomo, 0737 or hand delivered at Old Parliament Building Lebowakgomo.

Vhembe District: The District Director, Private Bag X5040, Thohoyandou, 0950 or hand delivered at Thohoyandou Child and Youth Care Centre, Thohoyandou Block F Punda Maria Road, Thohoyandou.

Waterberg District: The District Director, Private Bag X1051, Modimolle, 0510 or hand delivered at Cnr Elias Motswaledi & Thabo Mbeki Street, Modimolle.

Mopani District: The District Director, Private Bag X9689, Giyani, 0826 or should be hand delivered at Department of Social Development Unigaza Road Giyani Section A, 0826.

CLOSING DATE
NOTE

: 22 May 2026
:
: Applications must be submitted on the new Z83 application form obtained from all Government Departments or can be downloaded from www.gov.za / www.dpsa.gov.za / www.labour.gov.za. The new Z83 form must be fully completed and signed by the applicant. The following must be considered in relation to the completion of the Z83 by applicants: All the fields in Part A, Part C and Part D must be completed. In Part B, all fields should be completed in full except the following: South African applicants need not provide passport numbers. If an applicant responded “No” to the question “Are you conducting business with the State or are you a Director of a Public or Private company conducting business with the State? Then it is acceptable for an applicant to indicate not applicable or leave blank to the question. If yes (provide detail), “In the event that you are employed in the Public Service, will you immediately relinquish such business interest?”. Applicants may leave the following question blank if they are not in possession of such: “If your profession or occupation requires official registration, provide date and particulars of registration”. Noting there is limited space provided for Part E, F & G, applicants often indicate “refer to Curriculum Vitae (CV) or see attached”, this is acceptable as long as the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the application of employment Z83, and applicants are accountable for the information that is provided therein. The questions related to conditions that prevent re-appointment under Part F must be answered. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. Applicants are not required to submit certified copies of educational qualifications, academic records, current registration with the relevant statutory body, Identity documents and a valid motor vehicle driver’s license (where required) but must submit a duly completed Z83 application for employment form, and a detailed CV. Shortlisted candidates will be required to come for an interview, at which time, certified copies of all relevant qualifications, current registration with the relevant statutory body, copy of ID and a valid motor vehicle driver’s license (where required) must be submitted. All shortlisted candidates shall undertake two pre-entry assessments. One shall be a practical exercise and the other shall be an Integrity [Ethical Conduct], an Assessment as per Directive on Human Resource Management and Development for Public Service Professionalization effective from 01 April 2024. The successful candidate will be subjected to security clearance [Vetting] as per the Directive on Human Resource Management and Development for Public Service Professionalization effective from 01 April 2024. NB: Applicants are encouraged to comply with Practice note on the Z83 application for employment DPSA Circular 19 of 2022, Clarification regarding the completion of Z83 application DPSA circular 3 of 2025 and other related matters. The Department reserves the right not to make any appointment to the posts advertised. The employment decision shall among other determination be informed by the Employment Equity Plan of the Department. The closing date for applications is 22 May 2026. The Limpopo Department of Social Development is an equal opportunity and Affirmative Action Employer. Designed race groups, females and People with disabilities remain our target and are encouraged to apply. Correspondence will be entered into with short-listed candidates only due to a large number of applications we envisage to receive, if you have not heard from the Department within ninety (90) day from the closing date, consider your application unsuccessful. However, Faxed applications will not be considered. Recognition of experience on appointment will be considered for Social Service Professions in line with Occupational Dispensation prescripts. The contents of this circular will also be posted on the following websites www.dsd.limpopo.gov.za / www.limpopo.gov.za / www.dpsa.gov.za, Provincial Departments website and social media. Please note: Due to austerity measure, the department will not carry any related costs (transport, accommodation, and meals) for candidates attending interviews.

MANAGEMENT ECHELON

<u>POST 15/103</u>	:	<u>DISTRICT DIRECTOR (X2 POSTS)</u>
<u>SALARY</u>	:	R1 266 714 per annum (Level 13), (all-inclusive package)
<u>CENTRE</u>	:	Waterberg District Ref No: DSD/2026/66 (X1 Post) Vhembe District Ref No: DSD/2026/67 (X1 Post)
<u>REQUIREMENTS</u>	:	An appropriate qualification at NQF 7 as recognised by SAQA. A minimum of five (05) years of proven experience at Middle / senior Managerial level. Proof of completion of SMS pre-entry programme must be submitted before appointment. Valid motor vehicle driver's license (with exception of persons with disabilities). Core and Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation and customer focus, Communication. Knowledge And Skills: Knowledge and understanding of the legislative framework governing the Public Service. Public Service Knowledge, Negotiation, Policy formulation and Analytic thinking. Report writing skills; Facilitation skills, Co-ordination skills, Liaison skills, Networking, Interpersonal skills, Leadership skills, Analytical skills.
<u>DUTIES</u>	:	Provide leadership and strategic direction in the district. Develop business plan in line with the strategic objective of the department. Develop and ensure the implementation of policies, norms and standards. Promote partnership for the delivery of primary social service. Manage Integrated Community Development Services in the District. Provide Population and Information Development Services at the District. Implement and monitor provision of Developmental Social Welfare Services at the District. Strengthen the technical capacity of the NGO's to ensure effective implementation of the programmes. Provide financial support services in accordance with the relevant directives and legislation. Manage and utilize resources in accordance with the relevant directives and legislation. Overall management of services and administration of the district. Coordination with the relevant stakeholders for provision of integrated services.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr LI Mosehlana / Ms MR Semake Tel No: (015) 230 4422 / 4315 / 4375 / 4434.
<u>POST 15/104</u>	:	<u>DIRECTOR: NON-INSTITUTIONALISED HIV/AIDS AND SOCIAL RELIEF REF NO: DSD/2026/68 (X1 POST)</u>
<u>SALARY</u>	:	R1 266 714 per annum (Level 13), (all-inclusive package)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	Bachelor of Social Work at NQF level 7 as recognised by SAQA. Current registration with the South African Council for Social Service Professions [SACSSP]. A minimum experience of five (05) years of proven experience at Middle / Senior Managerial level. Proof of completion of SMS pre-entry programme must be submitted before appointment. Valid motor vehicle driver's license (with exception of persons with disabilities). Core and Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation and customer focus, communication. Knowledge and Skills: Experience in Social Welfare Services Programmes (HIV/AIDS, Services to Older Persons, Services to Persons with disabilities and SSP adherence to Service Standards and Norms). Management and Evaluation Skills. Knowledge of supervision model within the sector. Knowledge of relevant prescripts in Social Work. In-depth knowledge of social work service delivery model. Excellent verbal and written communication skills. Knowledge of, and familiarity with various computer platforms for information, data and records management. Knowledge and understanding of Social Development mandates. Team building and strong interpersonal skills, planning, organising and people management skills and computer literacy.
<u>DUTIES</u>	:	Ensure the alignment of programmes to National and priorities policies. Monitor and ensure the implementation of the strategic plans. Set performance standards and benchmarks against which to measure achievement of programs. Align individual performance to the strategic business objectives as outlined in the Component's balance scorecard. Implement and report on strategic frameworks in the area of functional responsibility. Ensure adherence

to policies and procedures. Promote an intergraded service delivery and ensure that service delivery is in line with the strategic objectives of the Department. Oversee the development of operational plans and Standard Operating Procedures. Promote compliance to ethical social work practice and professionalism.

ENQUIRIES : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr LI Mosehlana / Ms MR Semake Tel No: (015) 230 4422 / 4315 / 4375 / 4434.

POST 15/105 : **DIRECTOR: FINANCIAL PLANNING, BUDGETING & REPORTING REF NO: DSD/2026/69 (X1 POST)**

SALARY : R1 266 714 per annum (Level 13), (all-inclusive package)

CENTRE : Head Office

REQUIREMENTS : An appropriate qualification at NQF level 7 or equivalent qualification in Financial Management / Financial Accounting / Commerce / Cost & Management Accounting/Internal Auditing or equivalent qualification as recognised by SAQA. A minimum of five (05) years of proven relevant experience at Middle/senior Managerial level. Proof of completion of SMS pre-entry programme must be submitted before appointment. Valid motor vehicle driver's license (with exception of persons with disabilities Core and Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation and customer focus, Communication. Knowledge and Skills: Knowledge of PFMA & Treasury Regulations. Knowledge of public service acts and regulations. Knowledge of public sector budgeting processes and frameworks. Knowledge of public service financial management systems (BAS, PERSAL and Vulindlela). Knowledge of transfer payment regulations. Knowledge of GAAP and GRAP. Strategic financial planning. Financial reporting and analysis. Report writing. Risk management. Financial Management. Change Management.

DUTIES : Manage financial planning and budgeting processes. Manage the development and implementation of the departmental Medium-Term Expenditure Framework (MTEF) budget. Provide strategic directions on financial planning, budgeting, and reporting processes. Align financial plans with departmental strategic objectives and Annual Performance Plans (APP). Advise management on financial sustainability and fiscal risks. Manage and control budget implementation, expenditure monitoring and resource allocation. Manage the compilation of annual and adjustment budgets. Oversee the preparation of cash flow projections and revenue estimates. Coordinate budget hearings and engagements with Provincial Treasury and oversight bodies. Manage financial reporting and compliance services. Oversee the preparation of monthly, quarterly, and annual financial reports. Ensure accurate and timely submission of In-Year Monitoring (IYM) reports). Manage NGO financial support and transfer payments. Develop frameworks and guidelines for NGO financial support services. Oversee the evaluation and allocation of financial transfers to NGOs. Ensure compliance of NGOs with funding agreements and financial reporting requirements. Manage financial capacity-building initiatives for funded NGOs. Monitor revenue management and financial risk control systems. Oversee revenue management processes and reporting. Monitor revenue collection performance and implement improvement strategies. Identify and mitigate financial risks affecting the department.

ENQUIRIES : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr LI Mosehlana / Ms MR Semake Tel No: (015) 230 4422 / 4315 / 4375 / 4434.

OTHER POSTS

POST 15/106 : **MANAGER: COMMUNITY DEVELOPMENT POLICY: NPO CAPACITY BUILDING & SUPPORT REF NO: DSD/2026/70 (X1 POST)**

SALARY : R1 009 512 per annum (Level: CD – B4), (all-inclusive package)

CENTRE : Head Office

REQUIREMENTS : An appropriate qualification at NQF 6 or equivalent qualification in Development Studies / Diaconiology / Social Sciences / Community Development / Sociology / Anthropology / Population Studies / Demography as recognized by SAQA. A minimum of 10 years' recognizable experience in Community Development after obtaining the required qualification. Valid motor

vehicle driver's licence (with the exception of persons with disabilities). Knowledge and Skills: Extensive knowledge of theories and systems, skills, attitudes and values in community development to guide employees on its application. Knowledge and understanding of individual and group behaviour, its inter-relations within community structures, dynamics of the community and current legislation to enable interventions. NPO Act and related legislation. Knowledge of Public service regulations and policies. NPO governance and compliance requirements. Departmental programmes and policies. Data management systems. Presentation and facilitation skills. Communication. Report writing. Stakeholder coordination. Monitoring and evaluation. Problem solving skills. The ability to undertake complex research. Financial management. Project Management. Policy formulation and implementation. Integrity. Professionalism. Accountability. Initiative. Teamwork.

DUTIES : Develop annual capacity building plans aligned with departmental community development priorities. Identify training needs within communities and NPOs through assessments and stakeholder consultations. Monitor and evaluate the effectiveness of training programmes and recommend improvements. Facilitate internal departmental training on community development policies and NPO sector regulations. Provide mentorship and technical support to NPOs to improve service delivery. Evaluate training outcomes and implement improvements to training methodologies. Provide guidance and support to organizations applying for NPO registration. Conduct awareness campaigns on the requirements of the Nonprofit Organizations Act, 1997. Assist organizations with amendments, renewals, and regulatory compliance requirements. Mobilise community stakeholders and NPOs to participate in special programmes and campaigns. Monitor the progress and impact of special programmes within communities. Ensure implementation of departmental policies, procedures, and regulatory frameworks.

ENQUIRIES : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr LI Mosehlana / Ms MR Semake Tel No: (015) 230 4422 / 4315 / 4375 / 4434.

POST 15/107 : **MANAGER COMMUNITY DEVELOPMENT: DEVELOPMENT & RESEARCH REF NO: DSD/2026/71 (X1 POST)**

SALARY CENTRE REQUIREMENTS : R1 009 512 per annum (Level: CD – A11), (all-inclusive package)
: Mopani District
: An appropriate qualification at NQF 6 or equivalent in Development Studies Development Studies / Diaconiology/ Social Sciences / Community Development / Sociology / Anthropology / Population Studies / Demography as recognized by SAQA. A minimum of ten (10) years' experience in community development after obtaining the required qualification. Valid motor vehicle driver's licence (with the exception of persons with disabilities). Knowledge and Skills: Extensive knowledge on theories and systems, skills, attitudes and values in community development to guide employees on its application. Knowledge and understanding of individual and group behaviour, its inter-relations within community structures, dynamics of the community and current legislation to enable interventions. The ability and competence to manage community development structures and projects. The ability to influence individuals and groups to participate in their own self-empowerment venture. Presentation skills. Problem solving skills. The ability to undertake complex research. Financial management. Project Management. Computer literacy. Written and verbal communication skills. Staff management. Policy formulation and implementation. Knowledge of the Public Service Management Framework. PFMA, Labour Relation Act, etc.

DUTIES : Develop the business plan in line with the strategic objectives of the department. Manage and coordinate activities of community development. Manage & Monitor activities of service providers. Manage sustainable livelihood information. Promote inter-sectoral collaboration to ensure integrated services. Formulate and manage the component's budget against its strategic objectives. Develop, implement and maintain community development policies. Design and implement integrated development programmes that facilitate empowerment of communities towards sustainable livelihood. Manage physical, financial and human resources.

ENQUIRIES : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr LI Mosehlana / Ms MR Semake Tel No: (015) 230 4422 / 4315 / 4375 / 4434.

- POST 15/108** : **ASSISTANT COMMUNITY DEVELOPMENT MANAGER GRADE 1: YOUTH & WOMEN DEVELOPMENT REF NO: DSD/2026/72 (X1 POST)**
- SALARY** : R626 454 per annum (Level CD – A9)
CENTRE : Waterberg District
REQUIREMENTS : An appropriate qualification at NQF 6 or equivalent qualification in Development Studies / Diaconiology / Social Sciences / Community Development / Sociology / Anthropology / Population Studies / Demography as recognized by SAQA. A minimum of eight (08) years' appropriate experience in Community Development after obtaining the required qualification. A valid motor vehicle driver's licence (with the exception of persons with disabilities). Knowledge and Skills: Knowledge and understanding of individual and group behaviour, its inter-relations within community structures, dynamics of the community and current legislation to enable interventions. Knowledge of community development principles. The ability and competence to manage community development structures and projects. The ability to influence individuals and groups to participate in self-empowerment ventures. The ability to undertake complex research. Problem solving and conflict resolution skills. Computer literacy. Written and verbal communication skills. Financial management. Presentation skills. Project management. Human Resource Management. Policy formulation and implementation. Knowledge of the Public Service Management Framework, e.g. PFMA, Labour Relations Act, etc.
- DUTIES** : Coordinate and develop youth empowerment programs (NYS). Provide outreach programmes for youth. Management of youth and women NPO's. development policies and strategies for youth and women empowerment.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr LI Mosehlana / Ms MR Semake Tel No: (015) 230 4422 / 4315 / 4375 / 4434.
- POST 15/109** : **ASSISTANT COMMUNITY DEVELOPMENT MANAGER GRADE 1: NPO CAPACITY BUILDING AND SUPPORT REF NO: DSD/2026/74 (X1 POST)**
- SALARY** : R626 454 per annum (Level CD – A9)
CENTRE : Mopani District
REQUIREMENTS : An appropriate qualification at NQF 6 or equivalent qualification in Development Studies / Diaconiology / Social Sciences / Community Development / Sociology / Anthropology / Population Studies / Demography as recognized by SAQA. A minimum of eight (08) years' appropriate experience in Community Development after obtaining the required qualification. Valid motor vehicle driver's licence (with the exception of persons with disabilities). Knowledge and Skills: Knowledge and understanding of individual and group behaviour, its inter-relations within community structures, dynamics of the community and current legislation to enable interventions. Knowledge of community development principles. The ability and competence to manage community development structures and projects. The ability to influence individuals and groups to participate in self-empowerment ventures. The ability to undertake complex research. Problem solving and conflict resolution skills. Computer literacy. Written and verbal communication skills. Financial management. Presentation skills. Project management. Human Resource Management. Policy formulation and implementation. Knowledge of the Public Service Management Framework, e.g. PFMA, Labour Relations Act, etc.
- DUTIES** : Conduct capacity building on NPO's and internal sector specific training programmes. Facilitate NPO's registrations in line with NPO's Act. Facilitate departmental special programmes. Monitor compliance with relevant prescripts. Monitor and update district database of NPO's.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr LI Mosehlana / Ms MR Semake Tel No: (015) 230 4422 / 4315 / 4375 / 4434.
- POST 15/110** : **SOCIAL WORK SUPERVISOR GRADE 1: VICTIM EMPOWERMENT REF NO: DSD/2026/76 (X1 POST)**
- SALARY** : R496 668 per annum (Level: SW-A8)
CENTRE : Waterberg District
REQUIREMENTS : Bachelor of Social Work as recognised by SAQA. Current registration with the South African Council for Social Service Professions (SACSSP). A minimum experience of seven (07) years in social work after registration with the SACSSP. Valid motor vehicle driver's licence. (with exception of persons with disabilities). Knowledge and Skills: Competence in Computer programs like

- excel, PowerPoint, Microsoft Teams. Knowledge and competence in implementation of SORMA, DVA, TIP ACT, and National Strategy on GBV. Computer Skills. Interpersonal Skills. Communication Skills. Report Writing Skills. Management and Evaluation Skills. Knowledge of supervision model within the sector. Knowledge of relevant programmes in Social Work. In-depth knowledge of social work service delivery model. People management and empowerment. Knowledge of NPO Governance.
- DUTIES** : Coordinate victim empowerment program. Coordinate Social welfare professional compliance and quality control. Coordinate human trafficking programmes. Supervise and advise social workers and social auxiliary workers. Conduct capacity building and skills development and enhancement.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr LI Mosehlana / Ms MR Semake Tel No: (015) 230 4422 / 4315 / 4375 / 4434.
- POST 15/111** : **SOCIAL WORK SUPERVISOR GRADE 1: NON-INSTITUTIONALISED HIV/AIDS & SOCIAL RELIEF (X2 POSTS)**
- SALARY CENTRE** : R496 668 per annum (Level: SW-A8)
: Capricorn District Ref No: DSD/2026/77 (X1 Post)
: Mopani District Ref No: DSD/2026/78 (X1 Post)
- REQUIREMENTS** : Bachelor of Social Work as recognised by SAQA. Current registration with the South African Council for Social Service Professions (SACSSP). A minimum experience of seven (07) years in social work after registration with the SACSSP. Valid motor vehicle driver's licence. (with exception of persons with disabilities). Knowledge And Skills: Competence in Computer programs like excel, PowerPoint, Microsoft Teams. Interpersonal Skills. Communication Skills. Report Writing Skills. Management and Evaluation Skills. Knowledge of supervision model within the sector. Knowledge of relevant programmes in Social Work. In-depth knowledge of social work service delivery model. People management and empowerment. Knowledge of NPO Governance.
- DUTIES** : Facilitate community Home-Based care. Facilitate capacity building programmes for relevant stakeholders. Facilitate HIV/AIDS programmes. Facilitate social relief of distress. Conduct capacity building and skills development and enhancement for social workers.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr LI Mosehlana / Ms MR Semake Tel No: (015) 230 4422 / 4315 / 4375 / 4434.
- POST 15/112** : **SOCIAL WORK SUPERVISOR GRADE 1: CARE & SUPPORT TO FAMILIES REF NO: DSD/2025/79 (X1 POST)**
Re-advert
- SALARY CENTRE** : R496 668 per annum (Level SW-A8)
: Waterberg District
- REQUIREMENTS** : Bachelor of Social Work as recognised by SAQA. Current registration with the South African Council for Social Service Professions (SACSSP). A minimum experience of seven (07) years in social work after registration with the SACSSP. Valid motor vehicle driver's licence. (with exception of persons with disabilities). Knowledge and Skills: Competence in Computer programs like excel, PowerPoint, Microsoft Teams. Interpersonal Skills. Communication Skills. Report Writing Skills. Management and Evaluation Skills. Knowledge of supervision model within the sector. Knowledge of relevant programmes in Social Work. In-depth knowledge of social work service delivery model. People management and empowerment. Knowledge of NPO Governance.
- DUTIES** : Coordinate family preservation services. Monitor and evaluate services to families. Facilitate and assess dysfunctional families.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr LI Mosehlana / Ms MR Semake Tel No: (015) 230 4422 / 4315 / 4375 / 4434.
- POST 15/113** : **SOCIAL WORK SUPERVISOR GRADE 1 (X3 POSTS)**
- SALARY CENTRE** : R496 668 per annum, (Level: SW-A4)
: **Mopani District:**
: Lebaka One Stop Centre Ref No: DSD/2026/80 (X1 Post)
: Namakgale Local Office Ref No: DSD/2026/81 (X1 Post)
: **Vhembe District:**
: Thohoyandou One Stop Centre Ref No: DSD/2026/82 (X1 Post)

- REQUIREMENTS** : Bachelor of Social Work as recognised by SAQA. Current registration with the South African Council for Social Service Professions (SACSSP). A minimum experience of seven (07) years in social work after registration with the SACSSP. Valid motor vehicle driver's licence. (with exception of persons with disabilities). Knowledge And Skills: Competence in Computer programs like excel, PowerPoint, Microsoft Teams. Computer Skills. Interpersonal Skills. Communication Skills. Report Writing Skills. Management and Evaluation Skills. Knowledge of supervision model within the sector. Knowledge of relevant programmes in Social Work. In-depth knowledge of social work service delivery model. People management and empowerment. Knowledge of NPO Governance.
- DUTIES** : Ensure that social work services are rendered with regard to the care, support, protection and development of vulnerable individual, groups, families and communities through the relevant programmes. Ensure service compliance to norms and standards. Ensure social worker's compliance with South African Council for Social Service Professions [SACSSP] projects. Supervise and advise social workers and social auxiliary workers. Coordinate and manage all programmes including transformation of social welfare services. Rendering support and mentoring social workers. Rendering counselling to clients. Monitoring and evaluation of non-profit organisations.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr LI Mosehlana / Ms MR Semake Tel No: (015) 230 4422 / 4315 / 4375 / 4434.
- POST 15/114** : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: DSD/2026/75 (X1 POST)**
- SALARY** : R487 197 per annum (Level 09)
CENTRE : Mopani District
REQUIREMENTS : Qualifications and Competencies: An appropriate undergraduate qualification at NQF level 6 in Financial Management / Supply Chain Management or equivalent qualification as recognised by SAQA. 3 - 5 years relevant experience on lower management / Supervisory level in Supply Chain Management. A valid motor vehicle driver's licence (with the exception of persons with disabilities). Knowledge and Skills: Knowledge of Public Service Regulations, Acts, policies and procedures. Knowledge of Public Finance Management Act (PFMA). Knowledge of The White Paper on the Transformation of the Public Service of 1997. Good communication and listening skills, Good interpersonal relationship, Ability to handle pressure. Conflict management. Policy analyzing and interpretation skill. Report writing skills. Problem analysis and analytical thinking. Honesty and confidentiality, customer care skills. Logis literacy.
- DUTIES** : Develop the business plan in line with the strategic objectives of the department. Manage demand and acquisition. Ensure effective assets management. Provide purchasing and stores management. Provide transport management services within the institutions. Manage financial, administrative and related functions.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr LI Mosehlana / Ms MR Semake Tel No: (015) 230 4422 / 4315 / 4375 / 4434
- POST 15/115** : **COMMUNITY DEVELOPMENT SUPERVISOR GRADE 1 (X4 POSTS)**
- SALARY** : R471 330 per annum (Level:CD-A7)
CENTRE : **Waterberg District:**
Mapela Ref No: DSD/2026/83 (X1 Post)
Sekhukhune District:
Tubatse-Praktiseer One Stop Centre Ref No: DSD/2026/84 (X1 Post)
Mopani District (Re-advert):
Lebaka One Stop Centre Ref No: DSD/2016/85 (X1 Post)
Dzumeri Office Ref No: DSD/2026/86 (X1 Post)
- REQUIREMENTS** : An appropriate qualification at NQF 6 or equivalent qualification in Development Studies / Diaconiology / Social Sciences / Community Development / Sociology / Anthropology / Population Studies / Demography as recognized by SAQA. A minimum of seven (07) years' appropriate experience in Community Development after obtaining the required qualification. Valid motor vehicle driver's licence (with the exception of persons with disabilities) Knowledge and Skills: Knowledge and understanding of individual and group behaviour, inter relations within community structures, dynamics of the

community and current legislation to enable interventions. The ability and competence to manage community development structures and projects. The ability to influence individuals and groups to participate in their own self-empowerment ventures. Research and report writing skills. Problem solving and conflict resolution skills. Computer literacy. Financial management. Presentation skills. Project management. People Management. Knowledge of the Public Service Management Framework, e.g. PFMA, Labour Relations Act, etc.

DUTIES : Manage community development structures and projects. Supervise the identification, facilitation and implementation of integrated community development interventions in partnership with the community and other relevant stakeholders. Supervise and support community development practitioners to ensure that there are communication and coordination with all the relevant role players, internal and external. Perform administrative support on community development and related activities. Keep up to date with the new developments in the community development field to enhance service delivery.

ENQUIRIES : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr LI Mosehlana / Ms MR Semake Tel No: (015) 230 4422 / 4315 / 4375 / 4434.

POST 15/116 : **SENIOR PROVISIONING ADMINISTRATIVE OFFICER: DEMAND & ACQUISITION MANAGEMENT REF NO: DSD/2025/87 (X1 POST)**
Re-advert

SALARY CENTRE : R413 001 per annum (Level 08)
: Head Office

REQUIREMENTS : An appropriate qualification at NQF 6 or equivalent qualifications in Financial Management / SCM / Procurement Management as recognised by SAQA. 2–3 years relevant experience. Valid motor vehicle driver's licence (with the exception of persons with disabilities). Knowledge and Skills: Knowledge of Public Service Regulations, Acts, policies and procedures. Knowledge of Public Finance Management Act (PFMA). Good communication and listening skills, Good interpersonal relationship, Government financial systems (e.g., BAS, LOGIS). Ability to handle pressure. Conflict management. Policy analysis and interpretation skills. Report writing skills. Problem analysis and analytical thinking. Honesty and confidentiality, customer care skills. Logis literacy.

DUTIES : Facilitate the requisition of quotations. Receive approved specifications/Terms of References (TORs) for advertisement of bids and invitation of quotations. Issue out requests for quotations. Closing of the bids and price quotations. Record bids & quotations in the receipt registers and compilation of the checklists. Facilitate bid specification and evaluation processes. Compile the appointment letters for bid evaluation and specification committee members. Serve as the secretariat of the bid evaluation and specification committees. Facilitate compliance with SCM prescripts. Facilitate departmental supplier database or CSD (Central Supplier Database) interface. Request quotations from suppliers. Receive, evaluate and adjudicate quotations. Supervise the subordinates.

ENQUIRIES : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Ms MR Semake Tel No: (015) 230 4422 / 4315 / 4375 / 4434.

POST 15/117 : **SOCIAL WORKER GRADE 1 (X11 POSTS)**

SALARY CENTRE : R338 208 per annum (Level: SW-A4)

Capricorn District (X2 Posts):
Sekutupu Old Age Home Ref No: DSD/2026/88 (X1 Post)
Lepelle-Nkumpi: Slypsteen Clinic Ref No: DSD/2026/89 (X1 Post)
Waterberg District (X4 Posts):
Lephalale-Steenbokpan Ref No: DSD/2026/90 (X1 Post)
Alma Ref No: DSD/2026/91 (X1 Post)
Rooiberg Ref No: DSD/2026/92 (X1 Post)
Thabaleshoba Ref No: DSD/2026/93 (X1 Post)
Sekhukhune District (X2 Posts):
Tubatse-Praktiseer One Stop Centre Ref No: DSD/2026/94 (X1 Post)
Makhuduthamaga-Schoonoord Ref No: DSD/2026/95 (X1 Post)
Mopani District:
Giyani Local Office Ref No: DSD/2026/96 (X1 Post)
Vhembe District (X2 Posts):

		Tshaulu One Stop Centre Ref No: DSD/2026/97 (X1 Post) Mavambe Clinic Ref No: DSD/2026/98 (X1 Post)
<u>REQUIREMENTS</u>	:	Bachelor of Social Work as recognised by SAQA. Current registration with the South African Council for Social Service Professions (SACSSP). Valid motor vehicle driver's license (with exception of persons with disabilities). Knowledge: Skills And Competencies: Knowledge and understanding of human behaviour, social system and skills to intervene at a point where people interact with their environmental environment in order to promote their well-being. Knowledge of programme and project management skills. Information and knowledge management skills. People management and empowerment skills. Communication and coordination skills. Computer literacy.
<u>DUTIES</u>	:	Render social work services with regard to care, protection and development of vulnerable individuals, group, families and communities. Provide individual and group counselling. Conduct advance and specialized assessment aimed at identifying condition and justify relevant intervention. Implement the recommendations on the appropriate intervention required to address the needs and provide continuous support. Produce and maintain records of social work interventions, processes and outcomes. Undertake social work research and development, contribute to and assist with the development of policies. Perform all the administrative functions required of the job.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr LI Mosehlana / Ms MR Semake Tel No: (015) 230 4422 / 4315 / 4375 / 4434.
<u>POST 15/118</u>	:	<u>PROVISIONING ADMINISTRATIVE OFFICER: PURCHASING & STORES MANAGEMENT REF NO: DSD/2026/99 (X1 POST)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R338 106 per annum (Level 07) Mopani District An appropriate qualification at NQF level 6 or equivalent qualification in Financial Management/SCM /Procurement Management as recognized by SAQA as recognised by SAQA. 1 - 2 years' relevant experience. Valid motor vehicle driver's licence (with the exception of persons with disabilities). Knowledge and Skills: Knowledge of Public Service Regulations, Acts, policies and procedures. Knowledge of Public Finance Management Act (PFMA). Good communication and listening skills, Good interpersonal relationship, Ability to handle pressure. Conflict management. Policy analysis and interpretation skills. Report writing skills. Problem analysis and analytical thinking. Honesty and confidentiality, customer care skills. Logis literacy.
<u>DUTIES</u>	:	Develop a purchasing plan or strategy. Purchase goods and services that meet user's requirements. Ensure that contractual obligations are met. Administer the flow of orders as well as ensuring that all orders are invoiced. Receive and process requisition. Ensure that the service level agreements are met. Monitor and make quality assurance of the incoming and outgoing requisition. Ensure that requisitions are in line with the BEE as well as the South African Vendor Market Perform purchasing management services. Provide stores management services. Maintain record keeping in issuing and receiving of stock. Monitor stock-taking. Identify needs and prepare request to purchase. Ensure that stocktaking and stock counting is done appropriately. Ensure the stock take report is signed by the district head / Institution Head and all committee members and thereafter submit the report to the provincial office. Receive stock from the suppliers. Issuing of stock to customers. Coordinate disposal of damaged stock. Ensure alignment of physical stock against LOGIS.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr LI Mosehlana / Ms MR Semake Tel No: (015) 230 4422 / 4315 / 4375 / 4434.
<u>POST 15/119</u>	:	<u>CHIEF REGISTRY CLERK: PERSONNEL RECORD REF NO: DSD/2026/100 (X1 POST)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R338 106 per annum (Level 07) Vhembe District An appropriate recognized NQF level 4 (Grade 12) or equivalent qualifications as recognised by SAQA. Qualifications/Certificate in Records and Archives will be an added advantage. A minimum of 3-5 years' experience in Records/Registry. A valid motor vehicle driver's licence. (with the exception of persons with disabilities). Knowledge and Skills: Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the

- DUTIES** : Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Supervise and provide registry counter services. Supervise the handling of incoming and outgoing correspondence. Supervise and render an effective filing and record management service. Supervise the operation and operate office machines in relation to the registry function. Supervise the processing and process documents for archiving and/disposal. Supervise human resources/staff.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr LI Mosehlana / Ms MR Semake Tel No: (015) 230 4422 / 4315 / 4375 / 4434.
- POST 15/120** : **COMMUNITY DEVELOPMENT PRACTITIONER GRADE 1 (X6 POSTS)**
- SALARY CENTRE** : R289 296 per annum (Level CD- A4)
: **Capricorn District:**
Ratshatsha Ref No: DSD/2026/101 (X2 Posts)
Waterberg District (X3 Posts):
Northam Ref No: DSD/2026/102 (X1 Post)
Bela-Bela Ref No: DSD/2026/103 (X1 Post)
Modimolle-Phagameng Ref No: DSD/2026/104 (X1 Post)
Mopani District:
Mavele Clinic Ref No: DSD/2026/105 (X1 Post)
Sekhukhune District:
ATOK (MPCC) Ref No: DSD/2026/106 (X1 Post)
- REQUIREMENTS** : An appropriate qualification at NQF 6 or equivalent qualification in Development Studies / Diaconiology / Social Sciences / Community Development / Sociology / Anthropology / Population Studies / Demography as recognized by SAQA. Valid motor vehicle driver's licence (with the exception of persons with disabilities). Knowledge and Skills: Knowledge of community development work, skills, attitudes and values of communities. Knowledge and understanding of human behaviour, social systems and relevant legislations. The ability and competence to co-ordinate community development structures. The ability to influence individuals and group to participate in self-empowerment ventures. Understanding of social dynamics of communities. Knowledge and understanding of basic financial management. Presentation skills. Computer literacy. Written and verbal communication skills. Facilitation skills. Research skills. Project management.
- DUTIES** : Identify and facilitate the implementation of integrated community development interventions in partnership with the community and other relevant stakeholders. Collaborate and liaise with pertinent role players and stakeholders to establish partnerships to ensure the sustainability of development actions within the community. Support communities and perform administrative support on community development and related activities. Keep abreast of new developments in the community development field to enhance service delivery.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr LI Mosehlana / Ms MR Semake Tel No: (015) 230 4422 / 4315 / 4375 / 4434.
- POST 15/121** : **ARTISAN (PRODUCTION) REF NO: DSD/2026/107 (X1 POST)**
- SALARY CENTRE** : Grade A: R253 341 per annum
: Vhembe District
- REQUIREMENTS** : An appropriate recognized Trade Test Certificate as recognised by SAQA. A valid motor vehicle driver's license (with exception of people with disabilities). Knowledge And Skills: Knowledge of relevant Acts and regulations. Electrical maintenance Manual. Health and safety measures. Technical analysis. Computer aided technical applications. Knowledge of legal compliance. Technical report writing. Production, process knowledge and skills. Problem solving and analysis. Decision making. Teamwork. Analytical skills. Creativity. Self-Management. Customer focus and responsiveness. Good Communication Skills. Computer skills. Planning and organizing.
- DUTIES** : Maintain and repair of electricals in the facility. Identification of minor electrical faults. Construction of all minor electrical projects. Attend to job cards. Perform electrical related duties. Do electrical faults finding.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr LI Mosehlana / Ms MR Semake Tel No: (015) 230 4422 / 4315 / 4375 / 4434.

<u>POST 15/122</u>	:	<u>ACCOUNTING CLERK: EXPENDITURE & ACCOUNTS REF NO: DSD/2026/108 (X1 POST)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R237 453 per annum (Level 05) Waterberg District An appropriate qualification at NQF level 4(Grade 12) or equivalent qualification as recognized by SAQA. Knowledge and Skills: Good communication and listening skills, Good interpersonal relationship, Ability to handle pressure. Conflict management. Policy analysis and interpretation skills. Report writing skills. Problem analysis and analytical thinking. Honesty and confidentiality, customer care skills.
<u>DUTIES</u>	:	Archiving of payment vouchers. Process and handle payment enquiries. Attend to client's queries on payments Assist in performing creditor's reconciliation. Receive goods on the system after they have been received manually. Maintain payment register. Update the register on daily basis.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr LI Mosehlana / Ms MR Semake Tel No: (015) 230 4422 / 4315 / 4375 / 4434.
<u>POST 15/123</u>	:	<u>ADMINISTRATIVE CLERK: ADMIN SUPPORT (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R237 453 per annum (Level 05) Capricorn District: Lepelle-Nkumpi: Mafefe Ref No: DSD/2026/109 (X1 Post) Mopani District Office: Maphutha Local Office Ref No: DSD/2026/110 (X1 Post)
<u>REQUIREMENTS</u>	:	An appropriate recognized NQF level 4 (Grade 12) or equivalent qualifications as recognised by SAQA. Valid motor vehicle drivers' licence (with the exception of persons with disabilities). Knowledge and Skills: Knowledge of Public Service Regulations, Acts, policies and procedures. Knowledge of Public Finance Management Act (PFMA). Good communication and listening skills, Good interpersonal relationship, Ability to handle pressure. Conflict management. Report writing skills. Honesty and confidentiality, customer care skills.
<u>DUTIES</u>	:	Render general clerical support services. Provide SCM clerical services. Provide financial admin support. Assist in collecting statistics. Intake client information. Filling of records. Distribute food parcels. Updating client register.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr LI Mosehlana / Ms MR Semake Tel No: (015) 230 4422 / 4315 / 4375 / 4434.
<u>POST 15/124</u>	:	<u>HUMAN RESOURCE CLERK: HUMAN RESOURCE PRACTICE & ADMINISTRATION REF NO: DSD/2026/111 (X1 POST)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R237 453 per annum (Level 05) Head Office An appropriate recognized NQF level 4 (Grade 12) or equivalent qualifications as recognised by SAQA. Knowledge and Skills: Knowledge of Public Service Regulations, Acts, policies and procedures. Knowledge of Public Finance Management Act (PFMA). Good communication and listening skills, Good interpersonal relationship, Ability to handle pressure. Conflict management. Policy analyzing and interpretation skills. Report writing skills. Problem analysis and analytical thinking. Honesty and confidentiality, customer care skills. Knowledge of PERSAL.
<u>DUTIES</u>	:	Facilitate Recruitment and Selection of Employees (Appointments, Security Background Checks, verification of qualifications, secretariat functions at interviews/shortlisting, probationary periods etc.). Administration of condition of service. Administration of Service Benefit. Facilitation of Transfers.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr LI Mosehlana / Ms MR Semake Tel No: (015) 230 4422 / 4315 / 4375 / 4434.
<u>POST 15/125</u>	:	<u>REGISTRY CLERK (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R237 453 per annum (Level 05) Sekhukhune District Ref No: DSD/2026/112 (X1 Post) Mopani District Ref No: DSD/2026/113 (X1 Post)

<u>REQUIREMENTS</u>	:	An appropriate recognized NQF level 4 (Grade 12) or equivalent qualifications as recognised by SAQA. Knowledge and Skills: Knowledge of registry duties, practices as well as the ability to capture data. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures. Computer literacy skills. Planning and organisation skills. Good verbal and written communication skills.
<u>DUTIES</u>	:	Provide registry counter services. Handle incoming and outgoing correspondence. Render 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>	:	General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr LI Mosehlana / Ms MR Semake Tel No: (015) 230 4422 / 4315 / 4375 / 4434.
<u>POST 15/126</u>	:	<u>SOCIAL AUXILIARY WORKER GRADE 1 REF NO: DSD/2026/114 (X1 POST)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R200 691 per annum (Level: SW – A1) Waterberg District: Elizabeth Kgosana One Stop Centre
<u>REQUIREMENTS</u>	:	An appropriate recognized NQF level 4 (Grade 12) or equivalent qualification and Social Auxiliary Certificate. Current registration with the South African Council for Social Service Professions (SACSSP). Knowledge and Skills: Demonstrate basic understanding of the South African social welfare context, the policy and practice of development social welfare services also the role of social auxiliary worker within this context. Define and demonstrate understanding of the purpose of social auxiliary work also with the role and functions of a social auxiliary worker in relation to a social worker within South African context. Consistently reflect the values and principles contained in the Bill of Rights, and social work profession's Code of Ethics in service delivery as a social auxiliary worker. Demonstrate a basic understanding of the South African judicial system, the legislations governing and impacting on social auxiliary work and social work. Demonstrate a basic understanding of human behaviour, relationship system and social issues. Implement appropriate social auxiliary work methods and techniques to address the social needs of client system. Use appropriate resources in service delivery to client systems. Work effectively with social workers and members of multi-sectoral teams in social service delivery. Work effectively as a social auxiliary worker to address the special needs and problems experienced by at least 3 of the priority focus groups in the social welfare. Keep precise records and compile accurate reports on social needs and social auxiliary work activities and file them appropriately. Provide an efficient research and administrative support services to the social worker. Demonstrate basic knowledge of financial matters related to social auxiliary work. Demonstrate self-awareness regarding personal capacities, attitudes skills and willingness to develop them further under the supervision of a social worker.
<u>DUTIES</u>	:	Provide assistance and support to social workers with the rendering of a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant departmental programmes. Assist social workers to attend to any other matters that could result in, or stem from, social instability in any form. Keep abreast with new developments in the social work and social services field. Perform administrative support functions in support of social workers as required of the job.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr LI Mosehlana / Ms MR Semake Tel No: (015) 230 4422 / 4315 / 4375 / 4434.
<u>POST 15/127</u>	:	<u>CLEANER (X5 POSTS)</u>
<u>SALARY CENTRE</u>	:	R144 024 per annum (Level 02) Capricorn District: Andrew Mehlahe One Stop Centre Ref No: DSD/2026/115 (X1 Post) Seshego Treatment Centre Ref No: DSD/2026/116 (X1 Post) Vhembe District (X3 Posts): Tshaulu One Stop Centre Ref No: DSD/2026/117 (X1 Post) Thohoyandou Children's home Ref No: DSD/2026/118 (X1 Post) Makwarela Ref No: DSD/2026/119 (X1 Post)
<u>REQUIREMENTS</u>	:	Junior Certificate or STD 8/Grade 10/AET/ABET, or equivalent qualification. Knowledge and Skills: Knowledge of Batho Pele Principles. Knowledge of

- basic safety and hygiene practices. Knowledge of infection control and hazard monitoring. Interpersonal skills. Communication skills. Time management.
- DUTIES** : Provide cleaning services. Keep and maintain cleaning materials and equipment. Request and manage the supply of cleaning materials and equipment. Implement and maintain hygiene and infection prevention measures.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr LI Mosehlana / Ms MR Semake Tel No: (015) 230 4422 / 4315 / 4375 / 4434.
- POST 15/128** : **GROUNDSMAN REF NO: DSD/2026/120 (X1 POST)**
- SALARY** : R144 024 per annum (Level 02)
- CENTRE** : Sekhukhune District: Tubatse-Leboeng
- REQUIREMENTS** : Junior Certificate or STD 08/Grade 10/ AET / ABET or equivalent qualification. Knowledge and Skills: Knowledge of Batho Pele Principles. Infection control. Garden materials. Occupational health and safety act. White paper on transformation in the public services. Good communication skills. Interpersonal skills. Ability to read and write.
- DUTIES** : Maintain premises and surrounding. Clean premises and surrounding. Empty dirty bins. Maintain the garden. Watering the garden. Prune and trim flowers and trees. Mow the grass. Remove weeds and garden refuse. Apply insecticides. Cultivate the soil for trees and flowers. Maintain gardening equipment's and tools. Detect and report malfunctioning of gardening equipments and tools. Repair minor defects of gardening equipment and tools.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr S Rasivumo / Ms ME Gafane / Mr LI Mosehlana / Ms MR Semake Tel No: (015) 230 4422 / 4315 / 4375 / 4434.

**PROVINCIAL ADMINISTRATION: MPUMALANGA
OFFICE OF THE PREMIER**

- APPLICATIONS** : Applications should only be submitted online through the link: erecruitment.mpg.gov.za. If no correspondence is received within two months of the closing date, applicants must accept that their applications have been unsuccessful.
- CLOSING DATE** : 22 May 2026
- NOTE** : The Office of the Premier is looking for dynamic, innovative, experienced and suitable candidates to fill the posts of Head of Department (Superintendent-General): Public Works, Roads and Transport; and Deputy Director-General: Institutional Development Support and Integrity Management in the Office of the Premier. The Office of the Premier is an equal opportunity employer. It is the Office's intention to promote representativity in respect of race, youth, gender and disability through the filling of these positions - and the candidature of persons, whose transfer/promotion/appointment will promote representativeness, will receive preference. The minimum entry requirement for these posts, i.e. Senior Management Services (SMS) posts is a Pre-entry Certificate that is obtainable through a course named Certificate for entry into SMS submitted prior to appointment – and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The appointment of the successful candidates is subject to security clearance, security vetting, employment reference checks, qualifications' verification and signing of performance agreements. The recommended candidates for these posts shall be subjected to competency assessments. The successful candidates will be required to disclose their financial interests. Applications should only be submitted online through the link: erecruitment.mpg.gov.za on the new Z83 form and should be accompanied by a comprehensive CV. Only short-listed candidates will be required to submit certified copies of qualifications.

MANAGEMENT ECHELON

- POST 15/129** : **HEAD OF DEPARTMENT (SUPERINTENDENT-GENERAL): PUBLIC WORKS, ROADS AND TRANSPORT REF NO: HOD/PWRT/2026**
- SALARY** : R2 352 642 per annum (Level 16), (all-inclusive package). In addition, a 10% Allowance is payable as Head of Department
- CENTRE** : Mbombela
- REQUIREMENTS** : An appropriate postgraduate qualification (NQF level 8), as recognized by SAQA. 10 years' experience at a senior management level. A qualification in the built environment will be given preference. Core and Process Competencies include Strategic Capability and Leadership, People Management and Empowerment, Programme Management and Empowerment, Financial Management, Change Management, Knowledge Management, Service Delivery Innovations, Client Orientation and Customer Focus and Communication. In addition, the incumbent will have to be sensitive to the political and strategic objectives of government. The ideal candidate should have the following qualities: Strong thinking capability. Ability to lead and align teams of senior professionals and analysts. Strong research, sound networking and interpersonal skills. Sound people management capabilities. Good exposure to knowledge management ethos and practices. Proven record of honesty and integrity as a professional/ manager. Good exposure to project management practices and systems. Sensitivity to the political-administrative interface, and appreciation of the policy support role within a politically led executive decision-making process.
- DUTIES** : As an Accounting Officer for the Department of Public Works, Roads and Transport, the incumbent will be responsible to perform the following functions: Ensure efficient and effective management of public works, roads and transport matters. Provide strategic leadership to the delivery of public works, roads and transport programmes. Provide, maintain and manage provincial government building infrastructure, roads infrastructure, transport and expanded public works programme. Oversee the implementation and management of the

provisions of the Public Finance Management Act and enforce relevant legislation with regard to the Public Works, Roads and Transport sector. Manage the provision of risk management services. Manage the provision of internal audit services. Ensure compliance with the provisions of the Public Service Act and Regulations, collective agreements and other statutory obligations by the staff of the Department. Manage financial, human and physical resources of the Department efficiently and in accordance with government policies. This is a contract post and the successful candidate will be required to enter into a five-years' employment contract and a performance agreement with the Executive Authority. Short-listed candidates will be subjected to a competency assessment and security clearance.

ENQUIRIES : Should be directed to the Deputy Director: Internal HRM & D: Ms. SS Monareng
Tel No: (013) 766 2004.

POST 15/130 : **DEPUTY DIRECTOR-GENERAL: INSTITUTIONAL DEVELOPMENT SUPPORT AND INTEGRITY MANAGEMENT REF NO: DDG/OTP/2026**

SALARY CENTRE REQUIREMENTS : R1 813 182 per annum (Level 15), (all-inclusive package)
: Mbombela
: An appropriate postgraduate qualification (NQF level 8), as recognized by SAQA. 08 years' experience at a Senior Managerial level. Core and Process Competencies include Strategic Capability and Leadership, People Management and Empowerment, Programme Management and Empowerment, Financial Management, Change Management, Knowledge Management, Service Delivery Innovations, Client Orientation and Customer Focus and Communication. In addition, the incumbent will have to be sensitive to the political and strategic objectives of government. The ideal candidate should have the following qualities: Strong thinking capability. Ability to lead and align teams of senior professionals and analysts. Strong research, sound networking and interpersonal skills. Sound people management capabilities. Good exposure to knowledge management ethos and practices. Proven record of honesty and integrity as a professional/ manager. Good exposure to project management practices and systems. Sensitivity to the political-administrative interface, and appreciation of the policy support role within a politically led executive decision-making process.

DUTIES : Provide strategic leadership and overall management of the Institutional Development Support and Integrity Management Branch to ensure alignment with the Office's objectives and legislative mandate. Support the Director-General in the effective administration, governance, and management of the Office to enhance service delivery excellence and operational efficiency in the province. Provide guidance and support to departments on the development, review, and implementation of human resource policy frameworks and guidelines. Oversee the provision of provincial government communication and information services. Facilitate and provide guidance on the provision of legal support services. Provide direction on the implementation of human rights transformation policy imperatives in the province. Monitor the provision of provincial government information and communication technology services. Monitor the implementation of integrity management, forensic investigations and security management services. Ensure the sound management, monitoring, and optimal utilization of the Branch's human, financial, and operational resources in accordance with applicable legislation and best practice. This is a permanent post and the successful candidate will be required to enter into a performance agreement with the Director-General (Accounting Officer): Office of the Premier of Mpumalanga. The Short-listed and recommended candidates will be subjected to a competency assessment and security clearance.

ENQUIRIES : Should be directed to the Deputy Director: Internal HRM & D: Ms. SS Monareng
Tel No: (013) 766 2004.

**PROVINCIAL ADMINISTRATION: NORTHERN CAPE
PROVINCIAL TREASURY**

The Northern Cape Provincial Administration 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). Women and persons with disabilities are encouraged to apply.

- APPLICATIONS** : Applications quoting the relevant reference number, should be forwarded as follows: The Deputy Director: Human Resource Management, Post To: Department of Northern Cape Provincial Treasury, Private Bag X5054, Kimberley, 8300 or Hand Deliver to: Metlife Towers Building, Cnr Knight & Stead, 7th Floor, Post Office Building, Kimberley, or Email Online applications should be emailed to specific e-mail addresses under each post. E-mail: Ncpt-HR@ncpg.gov.za
- FOR ATTENTION** : Ms. SB. Louw
- CLOSING DATE** : 29 May 2026
- NOTE** : For SMS Posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS, 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). 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/>. The successful candidate will be required to provide proof of completion of the NSG Public Service Senior Management Leadership Programme Certificate for entry into the SMS. Furthermore, candidates shortlisted for the SMS posts will be subjected to a technical exercise and a compulsory competency-based assessment. The successful candidate will be appointed subject to positive results of the security clearance process and the verification of educational qualification certificates. Appointment of these positions will be provisional, pending the issue of security clearance. Fingerprints will be taken on the day of the interview. The social media accounts of shortlisted applicants may be accessed. The successful candidate will sign the performance agreement and employment contract within three months from the date of assumption of duty. It will also be required that the successful candidate declare to the EA particulars of all registrable financial interests. Applications submitted using the incorrect (old) Z83 form will not be considered. Further note that the new Z83 form must be completed in full and signed in order for the applicant to be considered. The new employment (Z83) form can be downloaded at www.dpsa.gov.za-vacancies or obtained at any government department. Applicants are not required to submit/attach copies of qualifications and other relevant documents on application but must submit the new (Z83) form and detailed curriculum vitae only. The provision of certified documents will only be required from shortlisted candidates for submission on or before the day of the interview. Shortlisted applicants will be subjected to qualification verification, reference checking, security screening and vetting. Non-RSA Citizens/Permanent Resident Permit Holders will be required to submit a copy of their Permanent Residence Permits only if shortlisted. In instances where applicants are in possession of a foreign qualification, it is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and only submit proof of such evaluation upon being shortlisted for a post. Correspondence will be limited to successful candidates only. The successful candidate will be appointed subject to positive results of the security clearance process and the verification of educational qualification certificates. Appointment of these positions will be provisional, pending the issue of security clearance. Fingerprints will be taken on the day of the interview. The social media accounts of shortlisted applicants may be accessed. The successful candidate will sign the performance agreement and employment contract within three months from the date of assumption of duty. It will also be required that the successful candidate declare to the EA particulars of all registrable financial interests. Short-listed candidates will be expected to avail themselves at the Department's convenience. The department reserves the right not to make appointments to the advertised posts. 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. 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

<u>POST 15/131</u>	:	<u>CHIEF FINANCIAL OFFICER (X3 POSTS)</u>
<u>SALARY CENTRE</u>	:	R1 494 900 – R1 787 328 per annum (Level 14), (TCE package) Kimberley Ref No: NCPT/2026/20 (Department of Roads and Public Works) (DRPW) Ref No: NCPT/2026/21 (Department of Transport, Safety and Liaison) (DTSL) Ref No: NCPT/2026/22 (Department of Agriculture, Environmental and Land Reform) (DAERL)
<u>REQUIREMENTS</u>	:	NQF 7 tertiary qualification in Finance / Accounting or equivalent. Post graduate qualification in Finance / Accounting or equivalent will be added advantage. Minimum 5 year's relevant senior management experience dealing with financial matters. A valid driver's license. Skills & Knowledge: Constitution of the Republic of South Africa. Public Finance Management Act. Financial Norms and Standard (PFMA, MFMA, Treasury Regulations, Provincial Treasury Directives). Knowledge of the Medium-Term Expenditure Framework budget. Knowledge of legislation, Directives and procedures with regards to Financial Management (PFMA, MFMA, Treasury regulations, Directives, Division of Revenue act, Appropriation Act, Intergovernmental Fiscal Relations Act. B.B.B.E.E Policy framework. Knowledge of the Department's constitutional mandate. Auditing practices. Business partnering. Labour relations Act. Research Methodology. Employee Performance Management and Development System. Employment Equity Act. Policy analysis and development. Planning and Organizing skills. Strategist. Analytical. Decision-making skills. Problem solving skills. Facilitation skills and Conflict management. Computer literacy (Word, Excel and PowerPoint).
<u>DUTIES</u>	:	Support and advice the Department on effective utilization of resources and implementation of strategies: Provide advice on financial related matters for the fulfilment of the Department's mandate. Development of financial management and procedures. Monthly reporting on implementation of projects and related finances. Oversee and manage the provision of accounting management services to the department: Develop management accounting policies, processes and procedures. Conduct medium and long term financial planning in line with the MTEF processes. Compile budget estimates, monthly forecast, project planning and produce adjusted cash flow. Advice program and responsibility managers with regards to allocation, re-allocation, approval of budget and other budgetary matters. Monitor and report on expenditure trends and compile appropriation statements. Oversee and manage the provision of financial accounting, administration and salary administration services: Ensure the provision of financial accounting and administration services. Ensure the provision of salary administration processes. Oversee the provision of internal control services: Ensure the implementation of internal audit recommendations. Ensure and manage Financial System Controls within financial management. Ensure compliance in relation of policies, process and procedures. Ensure financial information and service assurance. Liaise and manage relations with the Auditor General and other stakeholders. Oversee the provision of Supply Chain and Asset management services: Ensure and manage the provision of supply chain (demand, acquisition and logistics) management services. Ensure and manage the provision of assets and disposal management services. Oversee and Manage Resources within the Chief directorate personnel: Training and development of officials. Performance Management. Work allocation. Asset Management. Ensure maintenance of discipline.
<u>ENQUIRIES</u>	:	SB. Louw at 066 210 3891

**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** : 25 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 15/132** : **STATE VETERINARIAN: ANIMAL HEALTH REF NO: AGR 23/2026 (X2 POSTS AVAILABLE IN WORCESTER AND GEORGE)**

- SALARY** : R932 292 per annum (Level 11), (all-inclusive salary package)
- CENTRE** : Department of Agriculture, Western Cape Government.
- REQUIREMENTS** : An appropriate Bachelor of Veterinary Science (BVSc/BVMCh or equivalent qualification) recognised by the South African Veterinary Council; Compulsory registration as a Veterinarian with the South African Veterinary Council (SAVC); A minimum of 1 year post qualification experience; A valid (Code B or higher) driving license. Competencies: Knowledge of the following: Animal Disease Act, 1984 (Act 35 of 1 984), Meat Safety Act, 2000 (Act 40 of 2000) and the regulations and policy pertaining to this act; Animal disease control or epidemiology; Operational competence in surveillance and outbreak response; Working knowledge of veterinary legislation; Strong stakeholder engagement capability; Asset management; Personnel management. Skills in the following: Computer literacy (MS Word, MS Excel, MS Outlook, MS Access, MS Teams); Proven communication (written and verbal) skills; Ability to work independently in a team; Ability to work accurately and precisely; Ability to work under stressful conditions.

- DUTIES** : Management of the State Veterinary area according to all the relevant legislation, policies and prescripts; Manage the prevention of the introduction and spread of controlled and non-controlled diseases according to Act 35 of 1984; Ensure provision of primary animal health care to owners of animals with specific emphasis on owners of designated groups; Facilitate and control exports of animals and animal products according to national and international requirements; Implementation of remedial and control actions if export requirements are not met; Provision of training, development and awareness programs (extension and outreach services) to communities with regards to Veterinary Services, Record keeping and reporting of activities and export data as required.

- ENQUIRIES** : Dr N Magadla Tel No: (021) 808 5250

- POST 15/133** : **SCIENTIFIC TECHNICIAN (PRODUCTION LEVEL): NUTRITION AND PRODUCT QUALITY (STELLENBOSCH) REF NO: AGR 22/2026**

- SALARY** : Grade A: R407 337 – Grade C: R610 131 per annum, (OSD as prescribed).
- CENTRE** : Department of Agriculture, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year National Diploma in Animal Production or equivalent qualification; Compulsory registration with SACNASP (South African Council for Natural Scientific Professions) as a Certificated Natural Scientist in the appropriate field of practice; 3 years post qualification technical scientific

experience; A valid driving licence. Competencies: Working knowledge of the following: Wool sheep and beef cattle production systems, feedlot management and planted pastures; Programme and project management; Scientific methodologies and models; Computer-aided scientific applications; Technical report writing; Data analysis; Policy development and analysis. Skills in the following: Presentation; Mentoring; Team leadership (work); Analytical skills; Written and verbal communication; Networking; People management; Planning and organising; Problem solving and analysis; Change management; Innovation; Computer literacy; Ability to work independently.

DUTIES : Develop and implement methodologies, policies, systems and procedures
Provide technical support and advice; Perform technical scientific analysis and regulatory functions; Research and development; Human capital development.

ENQUIRIES : Ms M Mulaudzi Tel No: (021) 808 5220

POST 15/134 : **AGRICULTURAL ADVISOR: AGRICULTURAL PRODUCER SUPPORT AND DEVELOPMENT (WELLINGTON) REF NO: AGR 29/2025 R1**

SALARY CENTRE REQUIREMENTS : R413 001 - R586 501 per annum (Level 08)
: Department of Agriculture, Western Cape Government
: An appropriate 4-year qualification (NQF level 8) in Agriculture or equivalent qualification within Agricultural field as recognised by SAQA; Registered with SACNASP or any other recognised professional body; 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; Crop and animal production in the specific area, also markets and value adding; Practical research; Land reform programme and project implementation; Communication (written and verbal), leadership and presentation skills; Proven computer literacy in MS Office (Excel, Word, PowerPoint and Outlook); Problem solving (research skills; Good time management and the ability to work under pressure (project implementation); Ability to work in a team; Prepare and deliver good presentations.

DUTIES : Compilation of project submissions and project implementation; Conduct relevant project evaluation with in 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 of food security; Assist with research and demonstration trials under supervision; Provide information on markets; Facilitate workshops and planning sessions to determine the needs and progress; Write reports regarding technical progress; Promote sustainable production systems; Facilitate the development of organisational skills of the developing agricultural sector; Facilitate relevant training as well as to support projects; Participate as the member of the project team by giving sound and technical input 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 (CPAC's) in the delivery and implementation of projects; Practise Batho Pele principles; Uphold the Core Values of the Western Cape Government.

ENQUIRIES : Mr D Chitepo Tel No: (021) 808 5100

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 : 25 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 15/135 : **DEPUTY DIRECTOR: DEPARTMENTAL PLANNING REF NO: CAS 09/2026**

SALARY : R932 292 - R1 098 195 per annum (Level 11), (all-inclusive salary package)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS :

An appropriate 3-year tertiary qualification (National Diploma/B- Degree or higher); A minimum of 3 years relevant middle management level experience. Competencies: Knowledge of the following: Policy formulation and analysis skills; Facilitation and presentation skills; Problem-solving skills; People management planning skills; Dispute resolution/conflict management skills; Interpersonal skills, research skills, and the ability to interpret and apply relevant policies and procedures.50023934, including report writing/writing skills, analytical skills, understanding of Strategic Planning tools, i.e SWOT analysis, theory of change, etc. Skills: Numeracy | Literacy |Computer Literacy | Language skills | Project Management |Accounting/Finance/Audit |Strategic Planning.

DUTIES : Plan and manage the departmental strategic and operational planning processes for the department and public entities, including the Strategic Plan (SP), Annual Performance Plan (APP), and input into the Provincial Strategic Plan (PSP), including MTEC. Coordinate and facilitate the compilation of quarterly performance reports and annual performance reports. Facilitate the departmental Batho Pele and service delivery improvement initiatives; plan and manage the work of and account for the overall performance of the sub directorate: people management and financial management.

ENQUIRIES : Mr S Julie Tel No: (021) 483 3134

POST 15/136 : **OFFICE MANAGER, OFFICE OF THE CHIEF DIRECTOR: SPORT AND RECREATION REF NO: CAS 10/2026**

SALARY : R487 197 - R573 897 per annum (Level 09)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS :

An appropriate 3-year tertiary qualification (National Diploma/B- Degree) or higher; a minimum of 5 years relevant experience. Competencies: Knowledge of the following: 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; Knowledge and understanding of project management. Operational management, procurement, and tendering Policy development, and operational management, monitoring and review; 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; Public finance, human resources and discourse management processes; the Public Finance Management Act; National and provincial treasury regulations; and other financial policies, prescripts, directives and collective Knowledge and understanding of the functioning of the Province and the activities of sister departments/related functional areas; Policies of the government of the day; Labor relations legislation and regulations; knowledge and understanding of performance management in general.

DUTIES : Manage engagements: Develop and maintain systems in the office of the chief director that will contribute towards improving efficiency in the office. Oversee and provide effective guidance and advice on the flow of information and documents to and from the office of the chief director. Ensure the safekeeping of all documentation in the Chief Directorate's Office; Verify responses drafted on matters received from internal and external stakeholders; Prepare documentation with regard to matters of a complex transverse nature within the Chief Directorate's office and advise/sensitize the Chief Director. Coordinate and report on matters of a transverse nature to the chief director. Ensure a coordinated secretarial/administrative support service within the Chief Directorate. Follow up on matters to be submitted (for example, by provincial departments, municipalities, components,); Prepare a presentation

and briefing for the chief director. Assist with the rolling out of projects by departmental units in terms of follow-up, feedback, and early warning.

ENQUIRIES : Dr. L Bouah at Lyndon.Bouah@westerncape.gov.za

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 : 25 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 15/137 : **DEPUTY DIRECTOR: CAPE CATALYST REF NO: DEDAT 15/2026**

SALARY CENTRE : R932 292 per annum (Level 11), (all-inclusive salary package)
: Department of Economic Development and Tourism, Western Cape Government.

REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Development Studies / Political Science / Economics or Town and Regional Planning; A minimum of 3 years management experience; 3 years economic development experience; 5 years public sector project management 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: Working knowledge of the following: Public sector – policy and strategy development and public service procedures; International experience; Innovations and research outputs relating to economic catalytic projects; Applicable policies, legislation, guidelines, standards, procedures and best practices; Management principles; Public service regulatory frameworks; People management processes; Project management; Public Financial Management Act and its regulation; Stakeholder management; Public sector economic development projects. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Interpersonal skills; Analytical skills; Planning and organising; Communication skills (written and verbal); Presentation skills to present to different audiences; Research skills; Ability to work independently and as part of a team.

DUTIES : Facilitate catalytic infrastructure projects and programmes aligned to the strategy and plans; Facilitate and co-ordinate stakeholder engagements, i.e. Establish fora, steering committees and task teams as relevant and as per the Cape Catalyst methodology for projects and programmes; Develop, co-ordinate and manage catalytic infrastructure intervention strategies; Manage and oversee work of professional service providers; People Management; Financial Management.

ENQUIRIES : Mr J Bezuidenhout Tel No: (021) 483 3522

POST 15/138 : **SUPPLY CHAIN MANAGEMENT OFFICER: ASSET MANAGEMENT REF NO: DEDAT 17/2026**

SALARY CENTRE : R338 106 – R398 277 per annum (Level 07)
: 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 1 year asset management and administrative experience. Competencies: Knowledge of the following: PFMA; Supply Chain Management; Procurement Prescripts; LOGIS system or similar; Skills in the following: Proven Computer literacy in MSOffice Package (Word, Excel, PowerPoint); Communication(written and verbal); Excellent report writing; Problem Solving; Analytical; Organising and Planning; Ability to work independently and as part of a team.
- DUTIES** : Assist with the following: The development, revising and implementation of asset management policies and procedures; Monitoring, evaluating, and reporting on compliance with asset management policies and procedures; Execution and implementation of asset-acquisition, -maintenance and -disposal plans; Maintaining, monitoring, and reviewing the capturing of all movable assets in the Asset Register; Receipting and capturing of all movable assets in the asset register; Developing, implementing, and managing mechanisms to safeguard assets; Implementing of a system of movement of assets between locations; Planning and executing the asset verification process; Investigating and reporting on variances (shortages/surpluses);Ensuring that the disposal of departmental assets occurs within the regulated framework; Initiating the disposal of redundant/obsolete assets; Preparation of monthly reconciliations with supporting schedules of the Asset Register to the relevant accounting records.
- ENQUIRIES** : Ms. J Hendricks Tel No: (021) 483 9413

POST 15/139 : **PROCUREMENT CLERK: SUPPLY CHAIN MANAGEMENT REF NO: DEDAT 18/2026 (X4 POSTS)**

SALARY CENTRE : R237 453 – R279 708 per annum (Level 05)
: Department of Economic Development and Tourism, Western Cape Government

REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification). Competencies: Knowledge of the following: Supply chain duties, practices as well as the ability to capture data, operate computer and collect statistics; Understanding of the legislative framework governing the Public Service and Work procedures in terms of the working environment; Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Ability to work independently and as part of a team and Communication skills (written and verbal).

DUTIES : Register suppliers on Logistal Information System (Logis) or similar system; Request and receive quotations; Place orders; Identify redundant, non-serviceable and obsolete equipment for disposal; Verify asset register and Compile and maintain records.

ENQUIRIES : Ms J Davids Tel No: (021) 483 9148

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 : 22 May 2026, 17:00PM

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 Post 14/162: Works Inspector: Occupational & Equipment Safety And Health Care Waste Officer, Directorate: Facilities Management (Sub-directorate: Occupational and Equipment Safety), Salary R280 278 per annum, Centre: Head Office, Cape Town advertised in the Public Service Vacancy 14 dated 12 May 2026, with reference number: 14/162. Post has been cancelled.

OTHER POSTS

<u>POST 15/140</u>	:	<u>HEAD CLINICAL UNIT (DENTAL) GRADE 1 (MAXILLO FACIAL AND ORAL SURGERY)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R2 168 145 per annum, (A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE</u>	:	Oral Health Centre, Tygerberg/Mitchells Plain/Gugulethu/Mitchells Plain Day Hospital Platforms/Groote Schuur Hospital/Red Cross Hospital/Tygerberg Hospital
<u>REQUIREMENTS</u>	:	Minimum education qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Dental Specialist in the speciality Maxillofacial and Oral Surgery. Registration with a Professional Council: Registration with the HPCSA as Dental Specialist in the speciality Maxillofacial and Oral Surgery. Experience: A minimum of 3 years appropriate experience as Dental Specialist after registration with the HPCSA as a Dental Specialist in Maxillofacial and Oral Surgery. Inherent requirement of the job: A valid (Code B/EB) driver's licence. Competencies (knowledge / skills): Proven record of strong leadership abilities. Sound knowledge of the governance structures and operational frameworks of joint academic-health service platforms involving universities and provincial Departments of Health. Knowledge of clinical governance, service delivery models, and regulatory requirements within public sector maxillofacial and oral surgery services. Proven ability to conduct and supervise research activities. Good communication as well as analytical and problem-solving skills. Appropriate experience in research and clinical supervision and training of staff and students at under-graduate and post-graduate levels. Demonstrate an ability to participate effectively in multidisciplinary patient management within a joint tertiary academic health platform, collaborating with specialties including ENT, Oncology, Radiology, Orthodontics, Oral Medicine and Pathology, Anaesthesia, and other relevant disciplines. Good computer literacy (MS Word, Excel and Outlook. Appropriate experience in Quality assurance and clinical audits.
<u>DUTIES</u>	:	Provide a comprehensive Maxillofacial and Oral Surgery (MFOS) clinical service across the combined academic and service platform, including Tygerberg and Mitchells Plain Oral Health Centres, Groote Schuur Academic Hospital, Tygerberg Hospital, Red Cross War Memorial Children's Hospital, and designated secondary hospitals. This includes participation in normal working hours and after-hours duties in accordance with the departmental roster. Perform administrative activities related to the implementation, monitoring and evaluation of specialist MFOS services. Exercise appropriate leadership and oversight of staff under their supervision, ensuring discipline, accountability, and service excellence. Supervision and leadership role with regards to teaching, training and education of post-graduate and under-graduate students. Operational and clinical research. Render general and specialist dental services at the Oral Health Teaching platform.
<u>ENQUIRIES</u>	:	Dr N Behardien Tel No: (021) 937-3081/3087
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 15/141</u>	:	<u>MEDICAL SPECIALIST GRADE 1 TO 3 (ANAESTHESIOLOGY)</u>
<u>SALARY</u>	:	Grade 1: R1 395 528 per annum Grade 2: R1 592 274 per annum Grade 3: R1 844 151 per annum (A portion of the package can be structured according to the individual's personal needs.)
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Anaesthesiology. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Anaesthesiology. Experience: Grade 1 : None after registration with the HPCSA as a Medical Specialist in Anaesthesiology. 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 Anaesthesiology. 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 Anaesthesiology. Inherent requirements of the job: Valid driver's license and willingness to travel as part of the outreach program. Willingness to work after-hours to meet operational requirements. Competencies (knowledge/skills): Evidence of cross-disciplinary teamwork and excellent interpersonal relationships. Evidence of planning and execution of clinically relevant and impactful research projects as a Medical Specialist in Anaesthesiology. Evidence of ability to supervise registrars in Anaesthesiology, including preparation for their Fellowship examination in Anaesthesiology. Excellent communication skills.

DUTIES : Provide Perioperative Patient Care in the operating rooms and critical care units at the standards required of a Specialist Anaesthesiologist. Teaching and Lecturing of Anaesthesiology and Critical Care to Undergraduate students, Postgraduate students and Peers. Evaluation of students and peers. Staying abreast of latest developments in the field of Anaesthesiology and Critical Care. Administration: Hospital and University related administrative tasks. Research related to Anaesthesiology and Critical care, and related topics, which includes facilitating the research component required by registrars by the HPCSA for specialty registration and publishing in peer reviewed, accredited journals.

ENQUIRIES : Prof S Chetty, email: seanchetty@sun.ac.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 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 registration as Medical Specialist in Anaesthesiology with the relevant council (including individuals who must apply for change in registration status)".

POST 15/142 : **MEDICAL SPECIALIST GRADE 1 TO 3 (FORENSIC PATHOLOGY)**
Chief Directorate: Emergency and Clinical Services Support

SALARY : Grade 1: R1 395 528 per annum
Grade 2: R1 592 274 per annum
Grade 3: R1 844 151 per annum
(A portion of the package can be structured according to the individual's personal needs.)

CENTRE : Forensic Pathology Services, (Forensic Medicine, Stellenbosch University)
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Forensic Pathology. Registration with a Professional Council: Appropriate registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Forensic Pathology. Experience: **Grade 1:** None after registration with the HPCSA as Medical Specialist in Forensic Pathology. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in in Forensic Pathology. **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in in Forensic Pathology. Inherent requirements of the job: Valid driver's license (Code B/EB). Will be required to perform routine service autopsies. Will be required to deliver expert testimony in court proceedings. Will be required to perform work duties outside normal working hours and away from the base of employment. Availability to travel to regional facilities to offer a service for limited periods. Competencies (knowledge / skills): Ability to communicate clearly and discreetly in person and in writing. Knowledge of the functioning of a Forensic Pathology Department. Ability to teach and train medical students, Forensic Pathology Officers and Medical staff. Good interpersonal skills including effective service delivery within a group situation at all levels of authority. Working knowledge of the legislation, policies and code of conduct pertaining to Forensic Pathology Practice in the Republic of South Africa. Research ability. Exposure to post-mortems, autopsy work and dissection. Creativity and openness to new ideas. Above-average Computer and software literacy.

DUTIES : Provide full-time medico-legal death investigative service within the Division of Forensic Medicine by performance of post-mortems of natural and unnatural deaths. Provide full-time medico-legal death investigative service within the Division of Forensic Medicine by compiling and completing reports, including

all ancillary investigations. Expert testimony in court as well as expert opinion on inquest dockets or the relevant cases as requested by the Department of Justice. Academic teaching and training, research, clinical governance and quality assurance. Support to the Head: Clinical Unit with all administrative functions of the Division.

- ENQUIRIES** : Dr J Verster, email: (iverster@sun.ac.za)
- NOTE** : No payment of any kind is required when applying for this post. Candidates may be subjected to a profiling assessment prior to appointment. 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 15/143** : **MEDICAL SPECIALIST: GRADE 1 TO 3 (RADIOLOGY) (X2 POSTS)**
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R1 395 528 per annum
Grade 2: R1 592 274 per annum
Grade 3: R1 844 151 per annum
(A portion of the package can be structured according to the individual's personal needs.)
- CENTRE** : Victoria Hospital (X1 Post)
New Somerset Hospital (X1 Post)
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Radiology. Registration with a Professional Council: Registration with the HPCSA as Medical Specialist in Radiology. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist in Radiology. **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 Radiology. **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 Radiology. 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 oversee and report on radiological procedures, primarily CT-scanning services at a Large District Hospital. Work with a team of hospital clinicians to optimise use of CT-scanning facilities. Verbal and written communication. Knowledge and understanding of relevant legislation, hospital procedures and policies.
- DUTIES** : Clinical service provision, primarily manage, administer and co-ordinate the implementation of a comprehensive CT scanning service. X-ray reporting, provide statistics and strategic planning and assistance for ultra-sound services. Ensure the maintenance of quality care standards in the radiology services together with Chief Radiographer and Clinical Manager. Guide staff, teaching, training and supervision of staff. Efficient use of resources, manage assets, consumables, and services effectively.
- ENQUIRIES** : Victoria Hospital: Dr GL Dunbar Tel No: (021) 799-1211: Graeme.Dunbar@westerncape.gov.za
New Somerset Hospital" Dr J Hendricks Tel No: (021) 402- 6180: jacques.hendricks@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 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 15/144</u>	:	<u>MEDICAL SPECIALIST GRADE 1 TO 3 (ORTHOPAEDICS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R1 395 528 per annum Grade 2: R1 592 274 per annum Grade 3: R1 844 151 per annum (A portion of the package can be structured according to the individual's personal needs)
<u>CENTRE REQUIREMENTS</u>	:	New Somerset Hospital Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Medical Specialist in Orthopaedics. Registration with a Professional Council: Registration as a Medical Specialist in Orthopaedics with the Health Professions Council of South Africa. Experience: Grade 1: None after registration with the HPCSA as a Medical Specialist in Orthopaedics. 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 Orthopaedics. 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 Orthopaedics. Inherent requirements of the job: Valid Driver's licence. Willingness to perform commuted overtime and standby duties, when required. Competencies (knowledge / skills): Appropriate and relevant experience in orthopaedics as a Medical Specialist. Computer literacy. Appropriate experience in rendering a comprehensive orthopaedic specialist clinical service at New Somerset hospital as well as peripheral to outreach hospitals. Ability to successfully provide an independent orthopaedics specialist service on a regional hospital level Sound clinical knowledge and experience in general orthopaedics. Understanding of current health and public service legislation, regulations and policy including medical ethics, epidemiology and statistics. Good communication, leadership, decision making and clinical skills. Ability to teach junior doctors and allied staff. Ability to participate in continuing professional development.
<u>DUTIES</u>	:	Provide safe, ethical and high quality of care through the development of standards and risk assessments in the area clinical setting of Orthopaedics. Provide a full package of services including after hour service. Develop, maintain and audit the correct implementation of clinical protocols and guidelines. Implement and maintain an efficient effective and seamless service delivery process within the hospital and referring facilities. Plan and provide continuous medical education to multidisciplinary team members. Manage and direct performance of junior staff within the area of control. Align clinical service delivery plans with hospital plans and priorities. Provide specialist services and support to the clinical head of unit. Ensure compliance with national core standards. Participate in the continued medical education programme at the institution. Participate in the extended management activities. Develop, implement and monitor quality improvement programs. Develop and participate in outreach programmes. Support a functional referral system that ensures a seamless health service.
<u>ENQUIRIES</u>	:	Dr Stewart Mears Tel No: (021) 402-6197 or email: Stewart.Mears@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 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)".
<u>POST 15/145</u>	:	<u>MEDICAL SPECIALIST GRADE 1 TO 3 (ANAESTHETICS)</u>
<u>SALARY</u>	:	Grade 1: R1 395 528 per annum Grade 2: R1 592 274 per annum Grade 3: R1 844 151 per annum (A portion of the package can be structured according to the individual's personal needs.)
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory

- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Anaesthesiology. Registration with a professional council: Registration with HPCSA as Medical Specialist in Anaesthesiology. Experience: **Grade 1:** None after registration with the HPCSA as Medical Specialist in Anaesthesiology. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Anaesthesiology. **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Anaesthesiology. Inherent requirements of the job: Commuted overtime is compulsory. Competencies (knowledge / skills): Proven record of effective leadership and organisational ability in clinical Anaesthesia and Perioperative Medicine. Comprehensive skills and experience in leadership, administration and management related to anaesthesia and peri-operative medicine. Computer literacy, good communication, analytic and problem-solving skills. Insight into challenges in Health Care in South Africa and Africa, and diversity, transformation and equity. Ability to function well in a team environment and a team player, with good inter-personal skills. Strong moral and ethical record in anaesthetic practice. Strong educational or teaching experience background in both the under and post-graduate domains. Willingness to participate in the CMSA exams. MMed in Anaesthesia. Research experience.
- DUTIES** : The management of specialist anaesthetic patients within the Department and at related hospitals to Groote Schuur, Red Cross War Memorial Children's, New Somerset and Mowbray Maternity Hospitals. Provide comprehensive clinical services. Provide academic leadership in the areas of under - and postgraduate teaching, training and research. Provide comprehensive clinical services. Organise and contribute to the anaesthetic skills training courses. Manage and provide leadership to colleagues and contribute significantly to the administrative duties of the combined department including, assessments and performance management. Contribute to the administration and management of the department and provide outreach and support to referring institutions. Build and maintain Departmental team spirit and development.
- ENQUIRIES** : Ms C Wyngaard Tel No: (021) 404-5004
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). Please ensure that you attach an updated CV.
- POST 15/146** : **REGISTRAR (MEDICAL) (PSYCHIATRY) (X6 POSTS)**
Chief Directorate: Metro Health Services
(4-Year Contract)
- SALARY** : R1 041 402 per annum, (A portion of the package can be structured according to the individual's personal needs.)
- CENTRE** : Rotation through the UCT training platform – which can include Groote Schuur Hospital, Valkenberg Hospital, Red Cross Children Hospital and Lentegeur Hospital
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Profession Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as Medical Practitioner (Independent Practice). Inherent requirement of the job: A valid driver's licence. It will be expected of the successful candidate to participate in a system of remunerated commuted overtime. Willingness to perform emergency and after-hour call cover. Completed FC Psych Part I Colleges of Medicine South Africa qualification. Competencies (knowledge/skills): Medical research capabilities. Appropriate knowledge and skills in Psychiatry. Good communication and administrative skills. Computer literacy.
- DUTIES** : Clinical and corporate governance duties as pertain to services provided at current placement. Contribute to the teaching and training of Health Sciences

undergraduate students. Fully participate in the academic activities of the designated university as required per regulations to achieve the MMed (Psych) / FC Psych qualification. To provide psychiatric services to in-and outpatients of designated service areas where placement as well as assigned district and primary level clinical duties. To provide supervision and in-service training to junior colleagues and other staff. Appropriate clinical experience in psychiatry after registration as a medical practitioner. Academic teaching, training and research.

**ENQUIRIES
NOTE**

: Dr R Ori (University of Cape Town, UCT) Tel No: (021) 826-5863
 : 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 University of Cape Town according to the yearbook and guidelines. "Candidates who are not in possession of the stipulated registration requirements may also apply. -Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable 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 15/147

: **REGISTRAR (MEDICAL) (PAEDIATRICS) (X8 POSTS)**
 (4-Year Contract)

SALARY

: R1 041 402 per annum, (A portion of the package can be structured according to the individual's personal needs.)

CENTRE

: Tygerberg Hospital, Parow Valley (Karl Bremer Hospital, Paarl Hospital, Khayelitsha Hospital and Worcester Hospital)

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: Commuted overtime is compulsory. Emergency and after hour call cover. Each Registrar will be appointed in a specific training hospital but may be required to work across the distributed training platform. Competencies (knowledge/skills): Experience in general paediatrics and/or neonatology. Ability to function independently at a level of general practitioner. Diploma in Child Health (or equivalent). FCPaed part 1. Good communication skills.

DUTIES

: To render a comprehensive clinical service in Paediatrics and Neonatology covering day-time work and after-hours. To provide inpatient and/or outpatient care, including clinical teaching, administration, management and research.

**ENQUIRIES
NOTE**

: Dr LG Lloyd Tel No: (021) 938-9842
 : 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)".

<u>POST 15/148</u>	:	<u>MEDICAL OFFICER GRADE 1 TO 3 (PAEDIATRIC MEDICINE)</u> (12-Month Contract) (4 Posts)
<u>SALARY</u>	:	Grade 1: R1 041 402 per annum Grade 2: R1 188 255 per annum Grade 3: R1 375 245 per annum (A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE REQUIREMENTS</u>	:	Red Cross War Memorial Children's Hospital 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 a Medical Practitioner. Experience: Grade 1: None after registration as a Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of who is not required to perform Community Service as required in South Africa. Grade 2: A minimum of 5 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as a Medical Practitioner with a recognized foreign Health Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as a Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Applicants must have a valid APLS/ PALS certificate. Must provide after-hours emergency services and participate in commuted overtime at 16-hours per week. Competencies (knowledge/skills): Ability to work in a professional team. Post-internship experience in general paediatrics under onsite supervision of a registered paediatrician. Ability to achieve and maintain good interpersonal relations with staff, patients and their families. Must assist with the provision of a comprehensive paediatric service. Completion of /or exemption from South African Community Service Excellent report, clinical note and referral writing skills. Experience with teamwork, planning, organizing and coordination. Excellent interpersonal, administrative, communication, analytical and problem-solving skills Display empathy for patients, promote advocacy and facilitate holistic treatment. Good time management.
<u>DUTIES</u>	:	Provide a high-quality clinical service to patients and their families. Supervision of junior medical staff to ensure quality of care and good clinical outcomes. Interaction with (and supervision of where necessary) nursing staff, allied professionals, and students. Informal teaching and training of junior staff in the course of clinical work. Teaching (formal and informal) of undergraduate

medical students. Effective and efficient administration of clinical services. Clinical leadership in the workplace. Administration of the HECTIS patient management system and other WCG health applications. Improve professional competence by regular self-learning and reflection with the application of current evidence.

ENQUIRIES : Dr M Salie Tel No: (021) 658-5430 or email: Moegamad.salie@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 change in registration status).

POST 15/149 : **ASSISTANT MANAGER NURSING: GENERAL (NIGHT DUTY)**
Chief Directorate: Rural Health Services

SALARY : R720 819 per annum
CENTRE : Paarl 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 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 a Professional Nurse. Experience: A minimum of 8 years appropriate/recognisable experience in nursing after registration as a 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: Valid Code (B/EB) driver's licence. Willingness to work shifts, public holidays, after-hours, standby and weekend cover for nursing and travel to attend official meetings and/or trainings. Deputising for the Deputy Manager Nursing: Head of Nursing and willingness to act for another member of the Nurse Management team. Competencies (knowledge / skills): Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices and how it impacts on service delivery in a rural regional hospital environment. Demonstrates a clear understanding of Infection Prevention Control, Occupational Health and Safety and Risk Management – including Ideal Facility and the Office of Health Standard Compliance. Ensure that clinical nursing practice are rendered by the nursing team and promote quality of nursing care as directed by scope of practice and standards. Managerial and leadership skills and values: integrity, innovative visionary, catalyst for change, self-awareness and confidence, delegation, accountability, problem solving & decision making, conflict resolution, interpersonal and communication skills. Very knowledgeable and demonstrates a good understanding of People Management (Human Resource Management). Demonstrates a good understanding of financial policies and practices. Knowledgeable about relevant legislation pertaining to labour relations, nursing legislation, related legal and ethical nursing practices, relevant public sector policies and protocols. Computer Literacy in MS Word, Excel, PowerPoint and Outlook.

DUTIES : Overall coordination, implementation and monitoring of the strategic objectives of nursing, the facility and the Department of Health. Effective management and coordination of quality nursing care within set standards and within legal and professional frameworks. Manage and facilitate both human resources and financial aspects related to the area being managed. Management of information through the collection and analysis of data, report writing and development and implementation of relevant interventions. Policy development and implementation.

ENQUIRIES : Ms PT Moleko and/ or Nthabiseng.Ngogela@westerncape.gov.za
NOTE : No payment of any kind is required when applying for this post.

POST 15/150 : **CHIEF CLINICAL TECHNOLOGISTS GRADE 1 (CRITICAL CARE)**

SALARY : Grade 1: R598 260 per annum

<u>CENTRE REQUIREMENTS</u>	:	Tygerberg Hospital, Parow Valley
	:	Minimum education qualification: Appropriate qualification that allows registration with the Health Professions Council (HPCSA) as a Clinical Technologist: Critical Care. Registration with a Professional Council: Registration with the Health Professions Council of South Africa as a Clinical Technologist: Critical Care. Experience: A minimum of 3 years appropriate experience after registration with the HPCSA as a Clinical Technologist: Critical Care. Inherent requirements of the job: After- hour's service is compulsory. Valid driver's license. Competencies (knowledge/skills): Good communication skills (verbal and written). Ability to work within a group at all levels of authority. Must be able to work under pressure. Capable of maintaining confidentiality. Good computer skills in MS Word and Excel.
<u>DUTIES</u>	:	Optimal patient care. Equipment Resource Management. Human Resource Management. Troubleshooting of equipment. Maintenance of equipment. Training of staff.
<u>ENQUIRIES NOTE</u>	:	Dr K Moodley Tel No: (021) 938-4141
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical assessment.
<u>POST 15/151</u>	:	<u>OPERATIONAL MANAGER NURSING (GENERAL) (FEMALE WARD)</u> Garden Route District
<u>SALARY CENTRE REQUIREMENTS</u>	:	R571 161 per annum, (Plus a 8% rural allowance of your annual basic salary)
	:	Oudtshoorn 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. OR A 4 year Bachelor Degree in Nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a Professional Council: Registration with SANC as a Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration with SANC as Professional Nurse in General Nursing. Inherent requirements of the job: A valid (Code B / EB) driver's licence and willingness to travel. Willingness to perform overtime, after-hour and weekend standby duties for the hospital. Willingness to relief the Deputy Manager Nursing and Operational Managers when needed. Competencies (knowledge / skills): Knowledge and understanding of Nursing legislation, related legal ethical nursing practices and framework, as well as labour legislation and relevant public sector policies, guidelines and protocols. Computer literacy (MS Word, Excel, PowerPoint and Outlook).
<u>DUTIES</u>	:	Manage the clinical services and rostering of staff. Responsible for planning, managing, coordinating and maintaining an optimal quality Nursing Service as an Operational Manager in a hospital setting. Participative management and utilization of Human Resources, to fulfil operational and developmental functions in the area. Manage and monitor the Financial Resources, consumables and equipment of the clinical area. Initiate and participate in training, development and research within the nursing department. Deliver a support service to the Nursing Service Department and the institution. Maintain ethical standards and promote professional growth and self-development.
<u>ENQUIRIES NOTE</u>	:	Mr CB Olivier Tel No: (044) 604-6104
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates may be subjected to a competency test.
<u>POST 15/152</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: MATERNITY)</u> Overberg District
<u>SALARY</u>	:	Grade 1: R495 423 per annum Grade 2: R607 350 per annum
<u>CENTRE REQUIREMENTS</u>	:	Otto du Plessis Hospital
	:	Minimum educational 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 SANC as Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the 1-year post-basic Nursing qualification or post-graduate diploma in the relevant speciality. Inherent requirement of the job: Willingness to work shifts, day/night duty, weekends and public holidays. Be prepared to assist in other nursing units as the operational needs require. Competencies (knowledge / skills): Good communication and interpersonal skills. Planning and organisational skills. Knowledge of Legislation and Policies of the Department of Health relevant to clinical practice.

DUTIES : Provide optimal, holistic specialized nursing care with set standards and within a professional/legal framework. 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 N Adams Tel No: (028) 424 -1167

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 to candidates who apply for the first time for registration in the post-basic qualification or post-graduate qualification in the relevant speciality.

POST 15/153 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: MENTAL HEALTH) (X4 POSTS)**

Chief Directorate: Metro Health Service

SALARY : Grade 1: R495 423 per annum

Grade 2: R607 350 per annum

CENTRE : Lentegour 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 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 a Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing **Grade 2:** A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in Psychiatry after obtaining the 1-year post-basic qualification as mentioned above or a post graduate diploma (R635) accredited with the SANC in Mental Health Nursing. 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 skills and interpersonal skills. Knowledge of relevant legislation and policies of the Department of Health and Wellness Skills to plan, organize and coordinate the service by analysing, problem solving and decision-making. Leadership towards the realization of strategic goals and objectives of the Mental health unit. Computer literacy in MS packages (Word, Excel and PowerPoint).

DUTIES : Provide optimal, holistic specialized psychiatric nursing care within set standards and professional/legal framework. Effective utilization of human, financial and physical resources (equipment and consumables). Participation in appropriate personal /professional development activities: Self, students, other categories of staff. Ensure efficient and accurate documentation,

		statistical data collection capturing and participation in research activities. Assist with the development and the implementation of nursing quality improvement plans, policies and standard operating procedures.
<u>ENQUIRIES NOTE</u>	:	Mr MM Banzi Tel No: (021) 370 1248
	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).
<u>POST 15/154</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: TRAUMA AND EMERGENCY) (X5 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R495 423 per annum Grade 2: R607 350 per annum
<u>CENTRE REQUIREMENTS</u>	:	Tygerberg Hospital, Parow Valley 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 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 with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification or post-graduate diploma in the relevant specialty. Inherent requirement of the job: Willingness to work shifts, day & night duty, weekends and public holidays to meet the operational requirements. Willingness to rotate through the emergency platform. Competencies (knowledge / skills): Knowledge and insight of relevant legislation and policy related to nursing within the Department of Health Western Cape. Plan, Organize, & Coordinate the service by analysing, problem solving, and decision making. Leadership towards the realization of strategic goals and objective of the speciality clinical department. Display core values of the Department of Health and Wellness (WCG) on the execution of duties while practicing within the legislation, regulations and protocols applicable to the public service.
<u>DUTIES</u>	:	Ensure quality patient care regarding the identification of nursing care needs, the planning and implementation of nursing care plans and the education of the nursing personnel as a Professional Nurse in the specific speciality clinical area. Render and supervise specialised clinical nursing care and support clinical staff with procedures within the specific clinical speciality unit. Utilize human, material and physical resources and development of self and others.
<u>ENQUIRIES NOTE</u>	:	Ms V Dubase Tel No: (021) 938-4000
	:	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.

<u>POST 15/155</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: TRAUMA AND EMERGENCY) (X3 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R495 423 per annum Grade 2: R607 350 per annum
<u>CENTRE</u>	:	u Noon CHC (X1 Post) Retreat CHC (X1 Post) Vanguard CHC (X1 Post)
<u>REQUIREMENTS</u>	:	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: 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 and after hours (weekends, public holidays and night duty). Must be willing to assist at other facilities within the Ecosystem. Competencies (knowledge / skills): Communication skills. Sound knowledge and understanding of nursing and health service-related acts, legislation and policies. Leadership and sound interpersonal and motivational skills. Computer literacy (MS Word, Outlook and Excel). Ability to facilitate and promote training. Analytical thinking, independent decision making and problem-solving skills.
<u>DUTIES</u>	:	Provide optimal, holistic specialised nursing care within set standards and professional/legal framework. Effective utilisation of human, financial and physical resources (equipment and consumables). Render support to Nursing Services i.e. relief duties and act as junior shift leader as required. Maintain professional growth/ethical standards and self-development, compliance to professional, legal and ethical regulations governing nursing practice. Assist with the development and the implementation of nursing quality improvement plans, policies and standard operating procedures. Ensure efficient and accurate documentation, statistical data collection capturing and participation in research activities. Liaise, advise and effectively communicate with the relevant internal and external stakeholders for continuity of client care.
<u>ENQUIRIES</u>	:	Ms U Van Ster Tel No: (021) 713-9754 (Retreat CHC) Mr S Bomvana Tel No: (021) 200-4500 (Du Noon CHC) Mr K Welkom Tel No: (021) 695-8202 (Vanguard CHC)
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subject to a practical/written and oral assessment. "Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification or post-graduate diploma in the relevant specialty.
<u>POST 15/156</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: ORTHOPAEDICS) (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R495 423 per annum Grade 2: R607 350 per annum
<u>CENTRE</u>	:	Red Cross War Memorial Children's Hospital, Rondebosch

REQUIREMENTS

: Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683) 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: Orthopaedic Nursing. (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 postgraduate diploma (R635) accredited with the SANC in Orthopaedic Nursing. Registration with a professional council: Registration with SANC as a Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as a 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, public holidays, after-hours, night duty, and weekend cover for nursing. Deputising for the Operational Manager: Nursing. Competencies (knowledge / skills): Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices and how this impact on service delivery. Ensure that clinical nursing practice rendered by the nursing team and promote quality of nursing care as directed by the professional scope of practice and standards. Effective interpersonal, leadership, organisational, decision making and conflict resolution skills. Demonstrate a good understanding of People Management (Human Resources) and financial policies and practices. Computer literacy (i.e. MS Word, Excel, PowerPoint and Outlook). Knowledge of FBU functions and management (ability to work collaboratively within FBUs).

DUTIES

: Provide comprehensive specialized nursing care provided within a professional / legal framework. Participate with the multi-disciplinary team to provide holistic health care. provide good documentation, care, planning and health education. Support and participate in clinical practice development initiatives, educational activities, and research. Effective utilization of human and financial resources. Provide support services to Supervisor and Nursing division.

**ENQUIRIES
NOTE**

: Ms M Franken Tel No: (021) 658-5187
: 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 15/157

: **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: TRAUMA & EMERGENCY)**
West Coast District

SALARY

: Grade 1: R495 423 per annum
Grade 2: R607 350 per annum

CENTRE

: Swartland 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 Professional Nurse. 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. Competencies (knowledge/skills): Sound scientific knowledge of Trauma & Emergency nursing. Good interpersonal skills. Computer literacy & report writing skills– able to capture and interpret relevant data. Ability to work independently and in a multi-disciplinary team.
<u>DUTIES</u>	:	Provision of optimal, holistic nursing care with set standards with a professional/legal framework. Effective utilization of resources. Participation in research activities. Provision of support to Nursing Services. Maintain professional growth/ethical standards and self-development. Provide effective trauma and emergency nursing care to patients.
<u>ENQUIRIES</u>	:	Mr WB Smeda Tel No: (022) 487-9200
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. “Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification or post-graduate diploma in the relevant specialty.
<u>POST 15/158</u>	:	<u>OCCUPATIONAL THERAPIST GRADE 1 TO 3</u> Cape Winelands Health District
<u>SALARY</u>	:	Grade 1: R413 121 per annum Grade 2: R482 499 per annum Grade 3: R564 822 per annum
<u>CENTRE REQUIREMENTS</u>	:	Drakenstein Sub-district
	:	Minimum education qualification: Appropriate qualification that allows for the registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. Registration with a Professional Council: Registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. Experience: Grade 1: None after registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. One-year relevant experience after registration with the HPCSA as an Occupational Therapist 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 Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. A minimum of 11 years relevant experience after registration with the Health Professions Council of South Africa as an Occupational Therapist 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 Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. A minimum of 21 years relevant experience after registration with the HPCSA as an Occupational Therapist in respect of foreign- qualified employees, of whom it is not required to perform community service, as required in South Africa. Inherent requirements of the job: Valid driver’s licence. Willingness to travel within the Sub district. Competencies (knowledge/skills): Adhere to all departmental requirements and protocols. Provide a holistic occupational therapy service independently and as part of a multidisciplinary team in a hospital and primary healthcare setting. Excellent report writing, clinical documentation, recording keeping and referral writing skills. Sound verbal and written communication skills. Good computer skills (MS Word, Excel and PowerPoint) Comply with National Core Standards and or ideal facility/clinic requirements as applicable. Knowledge of prescription and issuing of assistive devices including mobility assistive device. 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 and in line with the BOD within that area. Basic to intermediate wheelchair seating assessments, prescription, fitting and issuing of wheelchairs and other relevant assistive devices/technology. Splinting skills. Applicable therapeutic knowledge and skills within the field of occupational therapy and rehabilitation.
<u>DUTIES</u>	:	Provide clinical occupational therapy 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. Conduct basic to intermediate wheelchair seating assessments, prescription, fitting and issuing of wheelchairs to wheelchair users. Fabrication and prescription of various upper and lower limb splints. Prescribing assistive technology for relevant medical conditions. 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 NGO'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. Provide relevant relief duty in absence of a peer colleague within the ecosystem.

ENQUIRIES
NOTE

: Dr R Gaffoor Tel No: (021) 877- 6400
 : 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 with their job application/on appointment. 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 15/159

: **RADIOGRAPHER GRADE 1 TO 3 (DIAGNOSTIC)**
 Central Karoo District

SALARY

: Grade 1: R413 121 per annum
 Grade 2: R482 499 per annum
 Grade 3: R564 822 per annum
 (Plus non pensionable rural allowance of 17% of your annual basic salary).

CENTRE
REQUIREMENTS

: Beaufort West Hospital
 : Minimum educational qualification: Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Radiographer in Diagnostic Radiography. Registration with a professional council: Registration with the HPCSA as a Diagnostic Radiographer. Experience: **Grade 1:** None after registration with the HPCSA as Diagnostic Radiographer in respect of RSA-qualified employees. 1-year relevant experience after registration with the HPCSA as Diagnostic Radiographer 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 Diagnostic Radiographer in respect of RSA-qualified employees. A Minimum of 11 years relevant experience after registration with the HPCSA as Diagnostic Radiographer 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 Diagnostic Radiographer in respect of RSA-qualified employees. A minimum of 21 years relevant experience after registration with the HPCSA as Diagnostic Radiographer in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirement of the job: A valid driver's licence (Code B/EB) and willing to drive to District Hospitals and Clinics. Willingness to work overtime when necessary. Competencies (knowledge/skills): Demonstrate a high level of technical proficiency with advanced imaging technologies, ensuring the accurate and timely execution of diagnostic procedures. Strong ethical standards, effective communication, and teamwork are essential, as the radiographer will work closely with multidisciplinary teams to provide optimal patient care. The ability to adapt and work efficiently in a resource-constrained environment is critical, as is a thorough understanding of radiation protection, patient safety, and quality management protocols. A commitment to continuous professional development and a proactive approach to solving challenges within the healthcare system are also key competencies required for this role.

DUTIES

: The Diagnostic Radiographer at Beaufort West Hospital will be responsible for delivering a full range of imaging services within the hospital, including routine, trauma, theatre, and mobile radiography. This role extends to providing outreach radiography services across the district, ensuring underserved areas

receive necessary diagnostic support. The radiographer will also maintain imaging equipment, ensure compliance with safety protocols, and manage the accurate documentation and reporting of radiographic procedures. In addition, the radiographer will assist the Chief Radiographer and Clinical Manager in administrative tasks and contribute to quality assurance and risk management efforts. Regular participation in training and self-development opportunities is also expected to maintain a high standard of clinical service delivery.

ENQUIRIES
NOTE

: Ms M Soldaat Tel No: (023) 414 - 8200
: No payment of any kind is required when applying for this post.

POST 15/160

CHIEF FOOD SERVICE MANAGER (CATERING)
Chief Directorate: Rural Health Services

SALARY
CENTRE
REQUIREMENTS

: R413 001 per annum
: Worcester Regional Hospital
: Minimum Education qualification: Appropriate 3-year National Diploma/Degree in Food Service Management (or equivalent qualification). Experience: Appropriate experience in managing a large-scale Hospital Food Service unit. Inherent requirements of the job: Willingness to work shifts, weekends, and public holidays if it is required. Competencies (knowledge/skills): Knowledge of hygiene and safety procedures in an industrial Food Service Unit. Problem solving, decision making and time management skills. Computer literacy and the ability to create spreadsheets, word documents and presentations in Microsoft Office. Knowledge and skills regarding managing the operation of an industrial Food Service Unit.

DUTIES

: Overall management and control of the Food Service Unit. Plan and develop the strategic management of the Food Services Unit. Manage risks and quality assurance within the Food Service Unit. Manage all related Human Resource Management matters of the Food Services Unit. Financial Management and stock control of the Food Services Unit.

ENQUIRIES
NOTE

: Mr G Piet Tel No: (023) 348 1125
: No payment of any kind is required when applying for this post.

POST 15/161

SENIOR ADMINISTRATIVE OFFICER: LABOUR RELATIONS
Chief Directorate: Rural Health Services

SALARY
CENTRE
REQUIREMENTS

: R413 001 per annum
: Worcester Regional Hospital
: Minimum educational qualification: Appropriate 3-year National Diploma/ Degree in Human Resource Management, Labour Relations or equivalent qualification. Experience: Appropriate labour relations experience. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel as required in line with the responsibilities of the job. Competencies (knowledge/skills): Computer Literacy in Ms Office Skills. Ability to work under pressure, meet deadlines and maintain confidentiality. Knowledge of Labour Relations prescripts. Presentation and Facilitation Skills.

DUTIES

: Effective and efficient advice and support of the institution on matters of labour relations. Facilitation, development, implementation and evaluation of LR training. Efficient administration, monitoring and reporting of all labour relations matters. Effective and efficient administration and handling of misconduct, grievance and dispute cases. Render an effective administrative support service to the Labour Relations component.

ENQUIRIES
NOTE

: Ms Z Kwinana Tel No: (023) 348-1277
: No payment of any kind is required when applying for this post.

POST 15/162

SENIOR STATE ACCOUNTANT: FINANCE (DICU) (X14 POSTS)
Directorate: Financial Accounting

SALARY
CENTRE
REQUIREMENTS

: R413 001 per annum
: Head Office, Cape Town, Based at Stikland Nursing College (X10 Posts)
: Garden Route District (X1 Post)
: Overberg (X1 Post)
: West Coast District (X1 Post)
: Cape Winelands District (X1 Post)
: Minimum educational qualification: An appropriate 3-year National Diploma/Degree in SCM, Finance, Accounting, Auditing, or related field with experience in the key performance areas of the job. Experience: Appropriate experience in Internal Control, Finance and Supply Chain Management environment. Inherent requirements of the job: Valid (Code B/EB) manual

	:	driver's licence. Willingness to travel across the province. Competencies (knowledge/ skills): The ability to interpret and apply financial and SCM policies, procedures, and prescripts. Ability to compile reports and presentation thereof. Knowledge of inventory, assets, irregular expenditure, commitments, and accruals. Knowledge of transfer payments Computer literacy (Microsoft Excel, Word, PowerPoint).
<u>DUTIES</u>	:	Evaluate Accounting and Supply Chain transactions for correctness and compliance with the legislative framework and financial prescripts. Evaluate inventory within the institutions and ensure that all inventory/warehouse items reconcile on the Accounting Systems of the department. Evaluate the use and management of all assets in the institution and ensure that all assets are correctly accounted for on accounting systems of the department. Report any discrepancies found and assist Institutional management to implement corrective measures.
<u>ENQUIRIES</u>	:	Mr A Moya, email: Anele.Moya@westerncape.gov.za
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 15/163</u>	:	<u>ADMINISTRATIVE OFFICER: FINANCE</u>
<u>SALARY</u>	:	R338 106 per annum
<u>CENTRE</u>	:	Western Cape College of Nursing, Central Administration office, Stikland
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in Expenditure, Revenue, Debtors' management, Administration of petty cash and Ledger account maintenance is required. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Sound knowledge of BAS and Logis as well as the Public Finance Management Act (PFMA), National and Provincial Treasury Regulations, Accounting Officer's System of the department of Health. Knowledge of the Accounting Officer's System of the Department. Sound knowledge of all financial management systems and regulations: BAS, Logis, Financial and treasury instructions, PFMA, BMI. Advanced computer literacy (MS Word, Excel and Outlook). Good communication skills.
<u>DUTIES</u>	:	Authorise payments on BAS and Logis systems. Manage Asset and Liability Accounts. Manage staff performance of Sub-ordinates. Check and ensure compliance of payment batches Compilation and Reporting on IYM, A&L accounts, Leases, IFS and AFS, Expenditure Claims against other departments Managing of revenue and petty cash expenditure. Assistance with Year-end and In-Year Monitoring and monthly reporting and compliance controls.
<u>ENQUIRIES</u>	:	Ms A van der Berg Tel No: (021) 831-5822
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical and competency test as part of the interview process.
<u>POST 15/164</u>	:	<u>ADMINISTRATIVE OFFICER: FINANCE/ADMIN</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R338 106 per annum
<u>CENTRE</u>	:	Khayelitsha/Eastern Sub-structure Office
<u>REQUIREMENTS</u>	:	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 focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate recognizable experience. Inherent requirements of the job: Valid code B/EB driver's licence. Willingness to work overtime. Competencies (knowledge/skills): The ability to interpret and apply financial policies, procedures and prescripts. Extensive knowledge of financial management in the public service, including the legislative framework. Computer skills and in-depth knowledge of transaction codes and reports on the following systems: BAS, LOGIS processes.
<u>DUTIES</u>	:	Identify and correct erroneous expenditure and address a need for training if/when required. Timeous clearance of Asset and Liabilities accounts. Effective monitoring of Transfer payments and support to NPO finance and Programme staff. Ensure effective and efficient compliance with sundry payment regulations. Provide documented information pertaining to budget related matters on request from the ASD & SAO.
<u>ENQUIRIES</u>	:	Mr M Dzanibe at (073) 649-0804

- NOTE** : No payment of any kind is required when applying for this post. Candidates will be subjected to a practical/written and oral assessment. Bring along recent certified copies of required documents- not older than 3 months.
- POST 15/165** : **PROFESSIONAL NURSE GRADE 1 TO 3 (MIXED SURGERY, THEATRE AND PAEDIATRICS) (X3 POSTS)**
Chief Directorate: Rural Health Services
- SALARY** : Grade 1: R337 359 per annum
Grade 2: R411 978 per annum
Grade 3: R495 423 per annum
- CENTRE REQUIREMENTS** : George Regional 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. 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 South African Nursing Council (SANC) as Professional Nurse. Experience: **Grade 1:** None after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 3:** A minimum of 20 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Willingness to work shifts, including day and night duty, weekends and public holidays. Standby duties, overtime, and to rotate within departments as required, in line with operational needs. Competencies (knowledge/skills): Basic Computer literacy (MS Office). Ability to function independently, as well as in a multi-disciplinary team to ensure good patient care. Ability to communicate effectively verbally and written. Knowledge of the nursing processes & procedures as outlined in Nursing Act and SANC regulations. Professionalism, good Interpersonal communication skills, leadership skills and flexibility. Skills to plan, organize & coordinate the service by analysing, problem solving and decision making.
- DUTIES** : Ensure quality patient care regarding the identification of nursing care needs, the planning & implementation of nursing care and the education of nursing & other personnel. Render advanced clinical nursing care and support clinical staff with surgical & medical procedures. Utilize human, material and physical resources efficiently and effectively. Maintain professional growth/ethical standards and self- development. Display of core values of the Department of Health WCG in the execution of duties.
- ENQUIRIES** : Ms LA Campbell Tel No: (044) 802-4371
- NOTE** : No payment of any kind is required when applying for this post. Candidates may be subject to a practical. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).
- POST 15/166** : **PHARMACIST ASSISTANT (POST BASIC) GRADE 1 TO 3 (RX SOLUTIONS)**
West Coast District
- SALARY** : Grade 1: R275 340 per annum
Grade 2: R318 666 per annum
Grade 3: R343 761 per annum
- CENTRE REQUIREMENTS** : Clanwilliam Hospital, Cederberg Sub-district
Minimum education qualification: As required by the training facility and the South African Pharmacy Council (SAPC) plus a Post-Basic Pharmacist Assistant qualification that allows registration with the SAPC as a Pharmacist Assistant (Post-Basic) (Institutional). Registration with a Professional Council: Registration with the SAPC as a Pharmacist Assistant (Post-basic) or Pharmacist Assistant (Post-basic) (Institutional). Experience: **Grade 1:** None, after registration with the SAPC as a Pharmacist Assistant (Post -basic) with

the SAPC. **Grade 2:** A minimum of 5 years' appropriate experience as a Pharmacist Assistant after registration as a Pharmacist Assistant (Post-basic), with the SAPC. **Grade 3:** A minimum of 13 years' appropriate experience as a Pharmacist Assistant after registration as a Pharmacist Assistant (Post-basic), with the SAPC. Inherent requirements of the job: Valid driver's license. Willingness to work overtime and as a relief in clinics within the Cederberg Sub-district. Competencies (knowledge/skills): Computer literacy. Knowledge of Drug Supply Management Principles. Good knowledge of pharmacy practices and procedures. Good numeric skills, meticulousness and attention to detail.

DUTIES : Medicine supply. Safe and rational medicine use of medicines and medical devices. Pharmaceutical care. Financial management. Service delivery.

ENQUIRIES : Sr M Sandt Tel No: (027) 482-1484

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable 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 15/167 : **OCCUPATIONAL THERAPIST GRADE 1 TO 3 (5/8TH)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R258 201 per annum
Grade 2: R301 563 per annum
Grade 3: R353 013 per annum

CENTRE : Western Cape Rehabilitation Centre

REQUIREMENTS : Minimum educational qualification: An appropriate qualification that allows for the registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. Registration with a Professional Council: Registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. Experience: **Grade 1:** None after registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. One-year relevant experience after registration with the HPCSA as an Occupational Therapist 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 Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. A minimum of 11 years relevant experience after registration with the Health Professions Council of South Africa as an Occupational Therapist 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 Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. A minimum of 21 years relevant experience after registration with the HPCSA as an Occupational Therapist in respect of foreign-qualified employees, of whom it is not required to perform community service, as required in South Africa. Inherent requirement of the job: Valid Code B/EB driver's licence. Competencies (knowledge/skills): Therapeutic knowledge and skills in the management of clients with neurological deficits and other medical conditions. Ability to be flexible and innovative in response to differing client needs and work within the MDT/IDT. Knowledge and optimal utilization of community resources. Knowledge and correct application of internal and external procedures and prescripts, DOHW ethical codes and HPCSA standards of professional practice. Ability to guide and supervise students. Appropriate experience working with persons with complex and varied conditions as an Occupational therapist in a healthcare setting. Computer literacy in MS Office.

DUTIES : Provision of Occupational Therapy services in the field of specialised rehabilitation and transitional care. Clinical management of clients including facilitation of re-integration into the community. Support of Supervisory structures / persons including resource management and adherence to HR pre-scripts. Participation in training and development including guidance of students.

ENQUIRIES : Ms C van Genderen Tel No: (021) 370-2441

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 to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)".

POST 15/168 : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (TRANSPORT)**

Chief Directorate: Metro Health Service

SALARY CENTRE REQUIREMENTS

: R237 453 per annum
 : Khayelitsha/Eastern Substructure Office
 : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subject and/or Senior Certificate (or equivalent) with extensive experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience. Inherent requirement of the job: Valid code (B/EB) driver's licence.

DUTIES

: Administer the transport needs of Khayelitsha/Eastern Sub-structure (KESS); which include the transport of documents, goods and suppliers, transporting of staff for training courses and meetings. Distribution and utilisation of GG vehicles in Khayelitsha Sub-Structure area. Communication of vehicle maintenance, incidents and reporting Administrative support services, including filling, copying, control of vehicles and updating of registers. Assist with the procurement of goods and services and asset management. Willingness to travel to all Facilities in Khayelitsha/Eastern Sub-Structure.

ENQUIRIES NOTE

: Mr M Lee Tel No: (021) 360-4649
 : No payment of any kind is required when applying for this post.

POST 15/169

: **ADMINISTRATION CLERK: FINANCE**

Directorate: Engineering and Technical Support

SALARY CENTRE REQUIREMENTS

: R237 453 per annum
 : Head Office, Cape Town (Premises of Karl Bremer Hospital, Bellville)
 : 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 focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in a finance environment. Appropriate experience in LOGIS and BAS. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Appropriate knowledge skills and experience in finance, procedures, prescripts and legislative framework, PFMA, NTTTR and PTI, and the Accounting Officer's System of the Department of Health, including delegations. In-depth knowledge of SCOA codes. Computer literacy skills (MS Office: Word and Excel). A proven ability to analyse data. Excellent interpersonal and communication skills (written and verbal). Ability to work co-operatively with colleagues and stakeholders at all levels knowledge, skills and PERSAL knowledge.

DUTIES

: Capture BAS and LOGIS payments and ensure that all payments are processed within 30 days. Capture S&T claims on PERSAL and ensure that the matching report is cleared monthly. Control, verify, capture journals and report Assets and Liability accounts to supervisor. Management, verify and follow up on debt accounts according to prescripts. File and safeguard financial documents and ensure registers are updated regularly. Perform effective monthly reconciliation of supplier statements. Prepare monthly reporting on Assets and Liabilities. Management and replenishment of Petty Cash.

ENQUIRIES NOTE

: Ms K Tshangela Tel No: (021) 918 1502
 : No payment of any kind is required when applying for this post. It will be expected from shortlisted candidates to do a practical test.

POST 15/170

: **ADMINISTRATION CLERK: HUMAN RESOURCE MANAGEMENT (PEOPLE MANAGEMENT)**

SALARY CENTRE REQUIREMENTS

: R237 453 per annum
 : Western Cape College of Nursing, Central Administration office, Stikland
 : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate People Management experience. Appropriate PERSAL experience as well as experience in Recruitment and Selection.

- Inherent requirement of the job: Prepared to work overtime when required. Valid (Code B / EB) driver's licence. Competencies (knowledge/skills): Good interpersonal, decision making and problem-solving skills. Good communication skills. Ability to work in a team as well as independently. Ability to work under pressure.
- DUTIES** : 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 and verification of documents. Responsible for capturing transactions on PERSAL and audit personnel- and leave records. Handle all personnel enquiries and correspondence (written and verbal) and file personnel data, policies, regulations and circulars. Maintain registers, i.e. PILIR, RWOPS, appointment and service terminations. Recruitment and selection.
- ENQUIRIES** : Mr DP Bending Tel No: (021) 831-5829
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical and competency test as part of the interview process.
- POST 15/171** : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (ECO SYSTEM SUPPORT)**
Directorate: Supply Chain Management
(9 Months Contract)
- SALARY** : R237 453 per annum, plus 37% in lieu of service benefits
- CENTRE** : Head Office (based at Belville)
- REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent) with Accounting or Mathematics as a passed subject or Senior Certificate (or equivalent) with experience that focuses on the Key Performance Area (KPA'S) of the post. Experience: Appropriate experience in Supply Chain Management practices or system management/implementation, asset verification, inventory management or consumables support. Inherent requirement of the job: Willing to travel with the Western Cape and stay in nurse homes where applicable. Valid driver's licence. Competencies (knowledge/skills): Ability to communicate effectively (written and spoken). Computer Literacy particularly in Word and Excel. Knowledge of asset verification scanning, inventory management and consumables processes. Conversant with the Department's procurement prescripts. Excellent human relations abilities and telephone skills.
- DUTIES** : Ensure all assets (new and existing) are barcoded as well as barcoding locations for identification purposes. Scan all assets per location using the scanning application and support inventory and consumables review activities at facility level. Using the BI tools, identify assets not verified as well as no-moving or slow-moving inventory and consumables for investigation. Capture all movements, balance adjustments, additions, transfers and donations in respect of assets, and assist with inventory and consumables data clean-up where required. Perform thorough asset verification, inventory spot checks and reviews of stockholding points in each directorate as well as spot checks. Ensure that assets/equipment identified as unserviceable are confirmed for further follow-up and processing. Roll out and maintain asset and inventory applications designed for the Department. Perform an effective Helpdesk service.
- ENQUIRIES** : Mr J Ruiters, email: Jovan.Ruiters@westerncape.gov.za
- NOTE** : No payment of any kind is required when applying for this post.
- POST 15/172** : **ADMINISTRATION CLERK: REGISTRY (MEDICAL RECORDS)**
- SALARY** : R237 453 per annum
- CENTRE** : Red Cross War Memorial Children's Hospital
- REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate medical records experience in the duties of this post in a medical records registry at a hospital. Inherent requirements of the job: Willingness to work irregular hours (i.e. shifts/weekends), when required. High ethical standards as incumbent will have access to confidential files. Ability to lift loads, be on your feet and concentrate for long periods. Competencies (knowledge/skills): In-depth knowledge of the HIS Clinicom Tracking system, proven knowledge of medical records processes and procedures. Knowledge of National/Provincial Archiving Act. Ability to work independently with minimum supervision and effectively within a team. Ability to work with a high degree of accuracy and care under pressure. Computer literacy.

- DUTIES** : Render an effective and efficient medical records service and folder management. Complete relevant Clinicom Case Note Tracking system transactions. Create and maintain an effective filing system. Accurately and timeously file and retrieve all requested patient folders or case notes. Maintain filing banks and patient folder covers.
- ENQUIRIES NOTE** : Mr M Crawford Tel No: (021) 658-5495
: No payment of any kind is required when applying for this post.
- POST 15/173** : **ADMINISTRATION CLERK: ADMISSIONS**
Chief Directorate: Metro Health Services
- SALARY CENTRE REQUIREMENTS** : R237 453 per annum
: Tygerberg Hospital, Parow Valley
: Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Patient Reception Services. Inherent requirements of the job: Must be willing to work 12-hour shifts. Comply with internal rotation schedules within the component to ensure continued development and growth for future opportunities and also performing relief duties as required. Competencies (knowledge/skills): Computer literacy in terms of collating, interpreting and inserting data into a spreadsheet. Computer Literacy (Microsoft Word, Microsoft Excel, CLINICOM). Good communication skills (written and verbal). Ability to work under pressure with set deadlines. Excellent interpersonal skills / Client care skills. Ability to execute duties accurately and thoroughly. Must be able to work independently or in a team and under supervision. Working knowledge of CLINICOM.
- DUTIES** : Handling of state monies and the safeguarding thereof. Perform all duties associated with collating data onto CLINICOM and rendering of an invoice. Ensure correctness of patient invoices and estimations. All reception, clinic, ward duties as well as special offices. Collection of valid documents in order to classify patients into correct tariff category. Ensuring all appointments are captured and admitted daily. Maintaining correct filing system for patient reception services.
- ENQUIRIES NOTE** : Mr D Pietersen Tel No: (021) 938-6253
: No payment of any kind is required when applying for this post. All shortlisted candidates will be subjected to a practical assessment.
- POST 15/174** : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (ASSET MANAGEMENT)**
- SALARY CENTRE REQUIREMENTS** : R237 453 per annum
: Groote Schuur Hospital, Observatory
: Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and /or Senior Certificate with experience / competencies that focus on the Key Performance Areas (KRA's) of the post. Experience: Appropriate asset management experience. Competencies (knowledge/skills): Computer literacy (MS Office: Excel, word and PowerPoint). Good interpersonal and communication skills. Knowledge of the Public Finance Management Act (PFMA), National Provincial Treasury regulations and Policies.
- DUTIES** : Partake in the annual asset count and adhoc inspections. Disposal of redundant, obsolete and unserviceable items in accordance with policies. Barcoding and tracking of all assets. Updating and maintenance of the asset register with regard to equipment purchased, donated, transfers and disposals. Assist with the implementation of relevant asset management policies.
- ENQUIRIES NOTE** : Ms N Kula, email: nyameka.kula@westerncape.gov.za
: No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test.
- POST 15/175** : **CENTRAL STERILIZATION AND SUPPLY SUPERVISOR (CSSD SUPERVISOR)**
Chief Directorate: Metro Health Service
- SALARY CENTRE REQUIREMENTS** : R237 453 per annum
: Helderberg Hospital
: Minimum educational qualification: General Education and Training Certificate (GETC/Grade 9 (Std 7). Experience: Appropriate experience in Sterilisation and Decontamination Services as an Operator. Inherent requirement of the job: Appropriate experience as a CSSD operator. Be willing to work overtime, which may include weekends. The ability to handle heavy equipment and perform

heavy duty functions, e.g. transport of heavy stock trolleys. Supervise service in terms of control, cleaning, sterilizing, packing, and collecting of instruments and distribution of sterile instruments. Ensure continuous monitoring and evaluation of staff reporting to you. Supervise and implement the cleaning control and testing of washing machines, autoclaves and other equipment in the department. The ability to report defects (test data), to do elementary stock control. Competencies (knowledge/skills): Appropriate Supervisory experience. Must have numeracy Skills and should be able to think analytically. Be able to supervise and be assertive. -Sound knowledge of steam sterilisation practices and Decontamination processes. Strong leadership, strategic, interpersonal, negotiation, facilitation, counselling, operational contingency planning, and organisational skills. Computer literacy (MS Word, Excel, PowerPoint). Independent effective decision making and problem-solving skills within the limits of the Public Sector policy framework.

DUTIES : Manage, organise and control Central of Central Sterile Services Department (CSSD). Human resource management of the CSSD. Financial resource management of CSSD. -Infrastructure management of CSSD. Maintain Quality Assurance within the Department.

ENQUIRIES : Sr L Pasquallie Tel No: (021) 850-4747

NOTE : No payment of any kind is required when applying for this post. Candidates will be subjected to a practical/written and oral assessments.

POST 15/176 : **STAFF NURSE GRADE 1 TO 3 (VARIOUS WARDS) (X10 POSTS)**

SALARY : Grade 1: R229 440 per annum
Grade 2: R272 778 per annum
Grade 3: R319 071 per annum

CENTRE REQUIREMENTS : Red Cross War Memorial Children's Hospital, Rondebosch
Minimum educational qualifications: Qualification that allows registration with the SANC as an Staff Nurse. Registration with a professional council: Registration with the SANC as Staff Nurse. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years' appropriate/recognisable nursing experience after registration with the SANC as Enrolled Nurse. **Grade 3:** A minimum of 20 years' appropriate/recognisable nursing experience after registration with the SANC as Enrolled Nurse. Inherent requirements of the job: Willingness to work shifts, night duty and public holidays. Annual receipt and licence to practice. Willingness to rotate within the hospital as per operational requirements. Competencies (knowledge/skills): Basic communication skills (both verbal and written. Ability to function effectively as part of a team. Good human relationships. The ability to render nursing care of an acceptable and safe standard.

DUTIES : Provide basic clinical nursing care under the supervision of a Professional Nurse. Development and implementation of basic patient care. Effective utilization of physical and financial resources. Maintain professional growth/ethical standards and self-development. Commitment to, and engagement with, the Western Cape DoH & Wellness values, and a people centered approach to care. Leadership and good governance.

ENQUIRIES : Ms M Franken Tel No: (021) 658-5187

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 15/177 : **STAFF NURSE GRADE 1 TO 3**
Garden Route District

SALARY : Grade 1: R229 440 per annum
Grade 2: R272 778 per annum
Grade 3: R319 071 per annum

CENTRE REQUIREMENTS : Uniondale Hospital
Minimum educational qualification: Qualification that allows registration with the SANC as a Staff Nurse. Registration with a Professional Council: Registration with the SANC as a Staff Nurse. Experience: **Grade 1:** None **Grade 2:** A minimum of 10 years' appropriate/recognisable experience in

nursing after registration as Staff Nurse with the SANC. **Grade 3:** A minimum of 20 years' appropriate/recognisable experience in nursing after registration as Staff Nurse with the SANC. Inherent requirements of the job: Willingness to work shifts, night duty, including weekends, public holidays as well as overtime. Willingness to rotate to all wards in the hospital and to assist at the clinics in the Sub-district when needed. Competencies (knowledge/skills): Good communication and interpersonal relationships. Self-discipline and motivation. Ability to work in a team across the service platforms.

DUTIES : Development and implementation of basic patient care plans. Provide basic clinical nursing care. Effective utilization of physical and financial resources. Maintain professional growth/ethical standards and self-development. Take actions to improve quality of nursing care. Participate in infection prevention and control.

ENQUIRIES : Mr R Lewis-Peters Tel No: (044) 814 - 1117
NOTE : No payment of any kind is required when applying for this post. Candidates will be required to undergo a practical assessment. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview.

POST 15/178 : **DENTAL ASSISTANT GRADE 1 TO 2**
 Central Karoo District

SALARY : Grade 1: R225 777 per annum
 Grade 2: R262 953 per annum

CENTRE : Beaufort West Sub-district PHC Outreach and Support (Stationed at Laingsburg Clinic)

REQUIREMENTS : Minimum educational qualification: Appropriate qualification or prescribed in-service training (with duration of less than 2 years) that allows for the required registration with the Health Professions Council of South Africa (HPCSA) as Dental Assistant. Registration with a professional council: Registration with the Health Professions Council of South Africa (HPCSA) as Dental Assistant. Experience: **Grade 1:** None after obtaining an appropriate qualification or prescribed in-service training that allows for the required registration with the HPCSA as Dental Assistant. **Grade 2:** A minimum of 10 years' appropriate experience after obtaining an appropriate qualification or prescribed in-service training that allows for the required registration with the HPCSA as Dental Assistant. Inherent requirement of the job: Valid driver's licence (Code B/EB). Willingness to travel between outreach clinics within the Central Karoo District. Competencies (knowledge/skills): Adhere to all departmental requirements and protocols. Sound verbal and written communication skills. Good computer skills (MS Word, Excel and PowerPoint). Appropriate inoculation. Knowledge of patient preparations and dental instruments. Knowledge of the National Oral Health Policy, National Norms, Standards and Practice. Guidelines for Primary Oral Health Care, Occupational Health & Safety Act.

DUTIES : Assisting Clinician, maintaining hygienic environment and maintaining infection control. Planning and packing for outside clinics, marathon sessions and outreach sessions. Clinical patient care. Stock control, stocking surgery and maintenance of equipment. Maintain appropriate database of work done. Waste management and practical patient flow management. Responsible for own continuous Professional Development.

ENQUIRIES : Ms V Arendse Tel No: (023) 414 - 8200
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be required to do a competency test as part of the interview process. 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 15/179 : **TELKOM OPERATOR**
 Overberg District

SALARY : R201 093 per annum

<u>CENTRE REQUIREMENTS</u>	:	Hermanus Hospital
	:	Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate experience in operating and electronic switchboard, PA system, copy machines and computer applications. Inherent requirements of the job: Willing to work shifts (i.e. night duty, weekends, public holidays) and work overtime when required by operational needs. Ability to work in a very physical environment. Physically able to hear and speak clearly, professional etiquette. Ability to handle and transport parcels, patient folders, and boxes of paper and push a trolley between offices. Competencies (knowledge/skills): Ability to operate an electronic switchboard. Excellent listening skills and professional telephone etiquette. Excellent communication and people skills, with internal and external clients (verbal and written). Numerical skills and the ability to maintain confidentiality. Computer literacy in Microsoft (Word, Excel and Outlook). Ability to work under pressure, independently and unsupervised. Good recordkeeping and organizing skills.
<u>DUTIES</u>	:	Effectively manage the reception desk. Greet, welcome and give directions to patients and public professionally. Manage Switchboard, PA system, copy machines and any other related equipment in Reception area. Manage mobile and handset phones by reporting faults and requesting replacements, keeping operator's directory up to date. Recordkeeping of telephone accounts, PA system requests, and other related documents. Capture information on computer applications. Provide administrative support to colleagues and supervisor.
<u>ENQUIRIES NOTE</u>	:	Ms CL Langley Tel No: (028) 312-1166
	:	No payment of any kind is required when applying for this post.
<u>POST 15/180</u>	:	<u>LINEN SUPERVISOR</u> Chief directorate: Metro health Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R201 093 per annum
	:	Wesfleur Hospital
	:	Minimum educational qualification: General Education and Training Certificate (GETC) / Grade 9 (Std 7). Experience: Appropriate experience in laundry services. Inherent requirements of the job: Willingness to do manual labour (heavy linen bags) and assist in other departments when required. Able to handle heavily soiled linen containing human excretions and blood. Competencies (knowledge/skills): Good communication skills. Ability to accept accountability and responsibility and to work independently and unsupervised. Knowledge of Laundry Services.
<u>DUTIES</u>	:	Monitoring of contracted Hospital Linen service Provider. Monitoring of Hospital Linen. Supervise hygiene, occupational health and safety. Supervise the maintenance and control of apparatus and equipment. Management and administrative function.
<u>ENQUIRIES NOTE</u>	:	Ms C Matthews Tel No: (021) 816-8557
	:	No payment of any kind is required when applying for this post.
<u>POST 15/181</u>	:	<u>ARTISAN ASSISTANT</u> West Coast District
<u>SALARY CENTRE REQUIREMENTS</u>	:	R201 093 per annum
	:	Swartland Hospital, Swartland Sub-district
	:	Minimum educational qualification: Grade 10 (or equivalent). Experience: Appropriate experience in facility management, welding, painting, carpentry, and plumbing with general electrical knowledge. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to work overtime and to perform standby duties, including weekends and public holidays. Physically fit to handle heavy equipment and objects. Competencies (knowledge/skills): Knowledge and apply the requirements of the Machinery and Occupational Health and Safety Act. Ability to read and write. Ability to follow written instructions, including manuals and written procedures. Ability to optimally utilise allocated resources such as tools and materials and be skilled in the usage of a variety of tools. Ability to work independently and as part of a team. Ability to adhere to safety standards. Ability to use a conventional lathe or milling machine. Must be able to work on heights i.e. on ladders and scaffolding.
<u>DUTIES</u>	:	Provide an effective and efficient maintenance and technical support service to the institutions. Maintenance of installations, machinery, equipment as well as the workshop and garden tools. Render a support function in the workshop as

- well as standby duties. Maintain professional growth / ethical and self-development.
- ENQUIRIES** : Mr L Kortje Tel No: (022) 487-9202
- NOTE** : No payment of any kind is required when applying for this post.
- POST 15/182** : **ARTISAN ASSISTANT (TECHNICAL SERVICES)**
West Coast District
- SALARY** : R201 093 per annum
- CENTRE** : West Coast TB Centre (Based at Sonstraal Hospital, Paarl)
- REQUIREMENTS** : Minimum educational qualification: Grade 10 (or equivalent). Experience: Appropriate experience in workshop related tasks. Inherent requirements of the job: Valid (Code B/EB/C) driver's license. Physically fit to perform duties, work at heights and in confined spaces. Must be prepared to work overtime and perform standby duties after hours, including weekends and Public Holidays, and be willing to travel and do outreach at ID Hospital, Malmesbury. Competencies (knowledge/skills): Appropriate experience in repairs and maintenance of hospital equipment, infrastructure, painting, air-conditioning, refrigeration, plumbing, electrical, carpentry.
- DUTIES** : Carry out ad-hoc maintenance and repair requests, perform or arrange preventative maintenance on plant and equipment, follow emergency maintenance protocols, at the hospital and health facilities within the sub-district. Carry out daily checks on generator, oxygen, and other machinery, adhere to the maintenance schedule for all facilities, and do regular facility inspections. Provide specifications for service provider jobs, attend site meetings, manage contractors. Ensure an organised and neat workshop, efficient and effective management and control of stock, tools and equipment, and perform administrative duties and ensure excellent record keeping. Assist with the management and supervision of the maintenance team reporting to the Artisan Assistant. Provide assistance and support to managers, supervisor and colleagues.
- ENQUIRIES** : Mr HL Siegelaar Tel No: (021) 837-8097
- NOTE** : No payment of any kind is required when applying for this post.
- POST 15/183** : **TELKOM OPERATOR**
Chief Directorate: Rural Health Services
- SALARY** : R201 093 per annum
- CENTRE** : Worcester Regional Hospital
- REQUIREMENTS** : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate experience in operating a switchboard software programme. Inherent requirements of the job: Ability to do shift work (day, night, weekends and public holidays) and be willing to work overtime when operational needs require. Physically able to hear and speak clearly. Competencies (knowledge/skills): Listening skills and telephone etiquette. Computer literacy in MS Office.
- DUTIES** : Delivering an effective and prompt telephone service to the public, client and personnel of the hospital. Making announcements, conveying urgent messages, and locating staff. Support the management of equipment and systems. Support the efficient HR and financial management of the component.
- ENQUIRIES** : Ms G Piet Tel No: (023) 348 1125
- NOTE** : No payment of any kind is required when applying for this post.
- POST 15/184** : **NURSING ASSISTANT GRADE 1 TO 3 (X3 POSTS)**
West Coast District
- SALARY** : Grade 1: R181 230 per annum
Grade 2: R211 401 per annum
Grade 3: R249 141 per annum
- CENTRE** : Vredendal Hospital, Matzikama Sub-district
- REQUIREMENTS** : Minimum educational qualification: Qualification that allows registration with South African Nursing Council (SANC) as 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 experience in nursing after registration at SANC as a Nursing Assistant. **Grade 3:** A minimum of 20 years appropriate/ recognizable experience in nursing after registration with the SANC as Nursing Assistant. 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. Knowledge of relevant nursing legislation, policies and protocols of the Department of Health, Western Cape.
- DUTIES** : Assist patients with activities of daily living (physical care). Provide elementary clinical nursing care. Maintain professional growth/ethical standards and self-development. Effective functioning within a multi-disciplinary team. Effective utilisation of resources.
- ENQUIRIES** : Mr LK Wagenaar Tel No: (027) 213-2039
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable 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 15/185** : **DRIVER (HEAVY DUTY VEHICLE)**
- SALARY** : R170 226 per annum
- CENTRE** : Tygerberg Hospital, Parow Valley
- REQUIREMENTS** : Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate driving experience. Inherent requirement of the job: Valid code C1 (Code 10) manual driver's license. Valid Public Driving Permit (PDP). Willingness to work overtime, perform standby duties after hours, including weekends and public holidays. Competencies (knowledge/skills): Good communication skills (verbal and written). Computer literacy. Ability to accept accountability, responsibility to work independently, good interpersonal skills and sober habits. Knowledge of Transport Regulations and Circular no 4 of 2000. Knowledge of routine, maintenance, inspections for defects on vehicles and safe driving skills. Applied knowledge of the Transport Handbook 1 of 2019. Working knowledge and understanding of the legislative framework governing the Public Service.
- DUTIES** : Ensure an efficient and effective transport service for Tygerberg Hospital, including transport of personnel, goods and services. Ensure routine maintenance, inspecting of vehicles and timely reporting of defects. Ensure vehicles are kept clean, tidy and roadworthy condition. Ensure correct collection and delivery of bloods and specimens. Assisting with vehicle deliveries and collections as required on time.
- ENQUIRIES** : MD Mentor Tel No: (021) 938-4243 or Mr S Rhooode Tel No: (021) 938-5471
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical assessment.
- POST 15/186** : **TRADESMAN AID**
Cape Winelands Health District
- SALARY** : R170 226 per annum
- CENTRE** : Witzenberg Sub-district
- REQUIREMENTS** : Minimum educational qualification: Grade 10 (or equivalent). Experience: Appropriate experience in building, air-conditioning, refrigeration, plumbing, painting, electrical, carpentry, maintenance, and repairs. Appropriate experience in workshop-related tasks. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Ability to do stand-by duties. Willingness to assist in all facilities in the sub-district within the workshop set-up. Competencies (knowledge/skills): Be conversant with the requirements of the Machinery and Occupational Health and Safety Act. Ability to operate industrial machinery and perform welding tasks. Ability to handle heavy equipment, heights, and narrow spaces.
- DUTIES** : Assist with the execution of engineering/projects/repairs and internal maintenance regarding plumbing, carpentry, electrical, glazing, and building works. Maintain, repair, and clean drains on a regular basis. Maintain and repair general kitchen and laundry equipment. Strict adherence to the Occupational Health and Safety Act. Assist Artisans in the performance of their duties. Control over tools, equipment, and materials.

ENQUIRIES : Mr C Gabriels Tel No: (023) 316-9623
NOTE : No payment of any kind is required when applying for this post.

POST 15/187 : **GENERAL WORKER STORES (CART STORE: PHARMACY)**

SALARY : R144 024 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate experience in a hospital environment. Inherent requirements of the job: Must be physically fit, able to lift heavy boxes and able to be on your feet for long periods. Competencies (knowledge/skills): Good communication skills (verbal and written). Basic computer literature. Sound knowledge and experience in handling of stock.

DUTIES : Render general messenger service. Answering telephones and delivering messages. Deliver finished, final and packaged pharmaceutical items to designated areas within Tygerberg Hospital Complex. Uplift packages from wards and other areas if need be. Check external appearance for damage and accuracy. Uphold the cold chain. Report all deviations and discrepancies.

ENQUIRIES : Mr W Isaacs Tel No: (021) 938-4798
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical assessment.

POST 15/188 : **PORTER**

SALARY : R144 024 per annum
CENTRE : Red Cross War Memorial Children's Hospital, Rondebosch
REQUIREMENTS : Minimum requirement: Basic reading, writing and numerical abilities. Experience: Appropriate experience in a hospital environment. Inherent requirements of the job: Willingness to work shifts including nightshifts, weekends and public holiday. Willingness to handle bodies (corpses). Ability to handle heavy objects.

DUTIES : Accompany walking patients and transport sitting/non-walking patients per wheelchair/trolley from reception to the wards or from the wards to the treatment centres. Direct or accompany visitors to various destinations. Assist with the loading of patients in/out of ambulances/vehicles and transfer of patients to beds/trolleys and vice versa. Carry medical and other documentation (patient files, reports, etc.) to wards/treatment areas. Assist with shifting of medical equipment to and from rooms. Responsible for the cleanliness and reporting of defects of trolleys and wheelchairs. Assist with the transportation of corpses from wards. Transport of Blood and Specimen.

ENQUIRIES : Mr F Snyders Tel No: (021) 658-5457
NOTE : No payment of any kind is required when applying for this post.

POST 15/189 : **CLEANER**
West Coast Health District

SALARY : R144 024 per annum
CENTRE : Citrusdal Hospital, Cederberg Sub-District
REQUIREMENTS : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate cleaning experience in a health environment or hospital setting. Inherent requirements of the job: Must be physically fit to lift heavy objects. Willingness to work shifts including night duty, overtime, weekends, public holidays as well as relief in other departments within the hospital. Competencies (knowledge/skills): Basic knowledge of cleaning procedures and the use of cleaning equipment (electronic and otherwise). Ability to communicate.

DUTIES : Renders effective, efficient and safe hygiene and domestic services in Nursing Component. Renders support services to Household supervisor. Contributes to effective management of domestic responsibilities. Contributes to effective utilisation and functioning of apparatus and equipment.

ENQUIRIES : Mr RH Layman Tel No: (022) 921-2153
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test.

POST 15/190 : **LAUNDRY AID**
Chief Directorate: Metro Health Services

SALARY : R144 024 per annum
CENTRE : Wesfleur Hospital

<u>REQUIREMENTS</u>	:	Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate experience in laundry services. Inherent requirements of the job: Willingness to do manual labour (heavy linen bags) and assist in other departments when required. Able to handle heavily soiled linen containing human excretions and blood. Competencies (knowledge/skills): Good communication skills. Ability to accept accountability and responsibility and to work independently and unsupervised. Knowledge of Laundry Services.
<u>DUTIES</u>	:	Collecting, Sorting and Weighing of dirty, soiled linen. Machine and Equipment operation, sluicing of linen. Linen Stock Control and management of Linen Room. Execution of Occupational Health and Safety prescripts and general environmental safety and hygiene. Support to supervisor and willingness to rotate in other departments.
<u>ENQUIRIES NOTE</u>	:	Ms C Matthews Tel No: (021) 571 8040
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 15/191</u>	:	<u>SESSIONAL MEDICAL SPECIALIST GRADE 1 TO 3: PSYCHIATRY (4 HOURS PER WEEK)</u> (Contract until 31 March 2027)
<u>SALARY</u>	:	Grade 1: R671 per hour Grade 2: R766 per hour Grade 3: R887 per hour
<u>CENTRE REQUIREMENTS</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Psychiatry. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Psychiatry. Experience: Grade 1: None after registration with the HPCSA as a Medical Specialist in Psychiatry. 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 Psychiatry. Grade 3: A minimum of 10 years' appropriate experience as a Medical Specialist after registration with HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Psychiatry. Competencies (knowledge/skills): Technical skills appropriate for investigation. MMED in Psychiatry and/or FC Psychiatry (SA) qualifications. Facilitation of management system. Effective and efficient administration. Communication including report generation, letter writing, consultation. Clinical skills required of a Medical Specialist Psychiatrist, including assessment, diagnosis and treatment in a psychiatry outpatient setting.
<u>DUTIES</u>	:	Clinical Service Provision. Clinical Governance and Administration. Teaching and Training/Supervision of Junior Staff.
<u>ENQUIRIES NOTE</u>	:	Prof J Joska, email john.joska@uct.ac.za
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Please ensure that you attached an updated CV. Shortlisted candidates will be subjected to a written/practical and oral assessment. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)".
<u>POST 15/192</u>	:	<u>MEDICAL SPECIALIST: GRADE 1 TO 3 (PAEDIATRIC RHEUMATOLOGY) (8 SESSIONS)</u> Chief Directorate: Metro Health Services (Contract until 30 June 2027)
<u>SALARY</u>	:	Grade 1: R671 per hour Grade 2: R766 per hour Grade 3: R887 per hour
<u>CENTRE REQUIREMENTS</u>	:	Red Cross War Memorial Children's Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist (Paediatrics). Registration with a professional council: Registration with the HPCSA as Medical Specialist in Paediatric. Experience: Grade 1: None after registration with the HPCSA as Medical specialist in

Paediatrics. **Grade 2:** A minimum of 5 years' appropriate experience as Medical specialist after registration with the HPCSA as Medical specialist in Paediatric (or recognised foreign Health Professional Council in respect of foreign qualified employees). **Grade 3:** A minimum of 10 years' appropriate experience as Medical specialist after registration with the HPCSA as Medical Specialist in Paediatric (or recognised foreign Health Professional Council in respect of foreign qualified employees). Inherent requirements of the job: Applicants must be willing to be flexible with workdays based on service requirements. Willingness to provide two outpatient paediatric rheumatology clinics per week. Willingness to provide occasional inpatient support when required. Competencies (knowledge/skills): Ability to work in a professional team. Experience in Paediatric Rheumatology. Ability to achieve and maintain good interpersonal relations with staff, patients and their families. Must assist with the provision of a comprehensive paediatric rheumatology service. Excellent report, clinical note and referral writing skills. Experience with teamwork, planning, organizing and coordination. Excellent interpersonal, administrative, communication, analytical and problem-solving skills. Display empathy for patients, promote advocacy and facilitate holistic treatment. Good time management. Good teaching and mentoring ability.

DUTIES : Provide a high-quality clinical paediatric rheumatology service both inpatient and outpatient to patients and their families. Supervision of junior medical staff to ensure quality of care and good clinical outcomes. Interaction with (and supervision of where necessary) nursing staff, allied professionals, and students. Informal teaching and training of junior staff in the course of clinical work. Teaching (formal and informal) of undergraduate medical students and post graduate students. Effective and efficient administration of clinical services. Improve professional competence by regular self-learning and reflection with the application of current evidence.

ENQUIRIES : A/Prof K Webb Tel No: (021) 658-5415, or email: Kate.Webb@uct.ac.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 change in registration status).

DEPARTMENT OF INFRASTRUCTURE

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

CLOSING DATE : 25 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 15/193 : **CHIEF ENGINEER (GRADE A): MATERIALS REF NO: DOI 41/2026**

SALARY : Grade A: R1 317 108 per annum, (all-inclusive salary package), (OSD as prescribed).

CENTRE : Department of Infrastructure, Western Cape Government.

<u>REQUIREMENTS</u>	:	An appropriate Engineering degree (B Eng/BSC (Eng)) or relevant qualification); Six years post qualification engineering experience required; Compulsory registration with ECSA as a Professional Engineer; A valid code B driving license. Competencies: Technical: Programme and project management; Engineering, legal and operational compliance; Engineering operational communication; Process knowledge and skills; Maintenance skills and knowledge; Mobile equipment operating skills; Engineering design and analysis knowledge; Research and development; Computer-aided engineering applications; Creating high performance culture; Technical consulting; Ensure material design standards, specifications and quality control processes are applied and continuously improved; Lead innovation and improvements in road materials; Support asset management through the use of materials performance data; Provide technical advice on materials for development applications, abnormal loads and impacts on the road network; Guide laboratory testing, field investigations and material monitoring to support sound decision-making. Generic: Strategic capability and leadership; Problem solving and analysis; Decision making; Team leadership; Creativity; Financial management; Customer focus and responsiveness; Communication; Computer skills; People management; Planning and organising; Conflict management; Negotiation skills; Change management.
<u>DUTIES</u>	:	Engineering design and analysis effectiveness; Maintain engineering operational effectiveness: Governance: Allocate, control, monitor and report on all resources; Financial Management; People management.
<u>ENQUIRIES</u>	:	mughtar.petersen@westerncape.gov.za
<u>POST 15/194</u>	:	<u>CONTROL ENGINEERING TECHNOLOGIST: MATERIALS LABORATORY REF NO: DOI 46/2026</u>
<u>SALARY</u>	:	Grade A: R958 776 per annum, (all-inclusive salary package), (OSD as prescribed).
<u>CENTRE</u>	:	Department of Infrastructure, Western Cape Government
<u>REQUIREMENTS</u>	:	Bachelor of Technology in Engineering (B Tech) or relevant qualification; Six years post qualification Engineering Technologist experience required; Compulsory registration with ECSA as a Professional Engineering Technologist; A valid code B driving license. Competencies: Technical: Project management; Technical design and analysis knowledge; Research and development; Computer-aided engineering applications; Knowledge of legal compliance; Technical report writing; Technical consulting; Networking; Professional judgment; Knowledge of road construction materials and testing methods; Understanding of applicable standards and laboratory accreditation systems; Materials data analysis and interpretation; Laboratory quality management. Generic: Problem solving and analysis; Decision making; Team leadership; Creativity; Change management; Financial management; Customer focus and responsiveness; Communication; Computer skills; Planning and organising; People management.
<u>DUTIES</u>	:	Manage technological advisory services: Plan technological support to Engineers and associate professionals in the field; Ensure the adherence and promotion of safety standards in line with statutory and regulatory requirements; Solve broadly defined technological challenges through application of proven techniques and procedures; and Develop, maintain and manage current technologies; Monitoring and evaluation of technological designs; Evaluate and monitor existing technical manuals, standard drawings and procedures to incorporate new technology; Ensure quality assurance of technical designs with specifications and make recommendations for approval by the relevant authority; and Identify and optimize technical solutions by applying engineering principles; Manage administrative and related functions: Provide inputs into the budgeting process; Compile and submit reports as required; Provide and consolidate inputs to the technological/engineering operational plan; Ensure the development, implementation and maintenance databases; and Manage and supervise technological and related personnel and assets; Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on engineering technology to improve expertise; To liaise with relevant bodies/councils on engineering-related matters.
<u>ENQUIRIES</u>	:	Mr M Petersen Tel No: (021) 483 2216

<u>POST 15/195</u>	:	<u>PROFESSIONAL ELECTRICAL ENGINEER (PRODUCTION LEVEL): ENGINEERING SERVICES REF NO: DOI 66/2025 R2</u>
<u>SALARY</u>	:	Grade A: R914 517 - Grade C: R1 376 199 per annum, (Salary will be determined based on post registration experience as per OSD prescript).
<u>CENTRE REQUIREMENTS</u>	:	Department of Infrastructure, Western Cape Government. An appropriate Electrical Engineering Degree [B Eng/BSc (Eng)] or relevant qualification; Three years post qualification engineering experience required; Compulsory registration with ECSA as a Professional Engineer; A valid code B driving licence. Competencies: Knowledge of the following: Contract documentation and administration; Occupational Health and Safety (OHS) Act and regulations; National Building Regulations and all relevant built environment legislation; Decision-making and team leadership; Financial Management; Programme and Project Management; Built environment experience especially regarding electrical engineering design and analysis in the construction of office and general buildings and facilities; Computer-aided design of buildings and services; Design of different electrical systems; Knowledge of access control and CCTV Camera systems; Knowledge of legal compliance and formulation of policies in a multi-disciplinary professional environment; Knowledge of procurement processes; Proven computer literacy (MS Office/Projects/Revit/ AutoCAD, Communication (written and verbal) skills; People Management skills; Technical report writing skills; Leadership, communication, organising skills; Ability to work under pressure and meet deadlines; Conflict management; Able to work in a team.
<u>DUTIES</u>	:	Planning for success (Initiative, planning and execution); Serving proudly together (Communications, management of human resources and quality of work); Financial sustainability and accountability (Acceptance of responsibility and management of financial resources); Knowledge management for effective service delivery (Technical skills).
<u>ENQUIRIES</u>	:	Ms C Skillicorn Tel No: (021) 483 4605
<u>POST 15/196</u>	:	<u>PROFESSIONAL MECHANICAL ENGINEER (PRODUCTION LEVEL) PROGRAMME/PROJECT INFRASTRUCTURE DELIVERY REF NO: DOI 80/2025 R1</u>
<u>SALARY</u>	:	Grade A: R914 517 - Grade C: R1 376 199 per annum, (Salary will be determined based on post registration experience as per OSD prescript).
<u>CENTRE REQUIREMENTS</u>	:	Department of Infrastructure, Western Cape Government. An appropriate Mechanical Engineering Degree [B Eng/BSc (Eng)] or relevant qualification; Three years post qualification engineering experience required; Compulsory registration with ECSA as a Professional Engineer (Mechanical); A valid code B driving licence. Competencies: Contract documentation and administration; Occupational Health and Safety (OHS) Act and regulations; National Building Regulations and all relevant built environment legislation; Decision-making and team leadership; Financial Management; Programme and Project Management; Built environment especially regarding mechanical engineering design and analysis in the construction of office and general buildings and facilities; Computer supported design of buildings and services; Design of different mechanical systems, including but not limited to, HVAC, wet services and fire engineering; Knowledge of legal compliance and formulation of policies in a multi-disciplinary professional environment; Problem-solving and analysis; Knowledge of procurement processes; Proven computer literacy (MS Office, MS Project, Revit, AutoCAD, engineering applications); Written and verbal communication skills; People Management skills; Technical report writing skills; Leadership, communication, organising and teamwork; Ability to work under pressure and meet deadlines; Conflict management; Able to work in a team.
<u>DUTIES</u>	:	Planning for success (Initiative, planning and execution); Serving proudly together (Communications, Management of human resources and quality of work); Financial sustainability and accountability (Acceptance of responsibility and management of financial resources); Knowledge management for effective service delivery (Technical skills).
<u>ENQUIRIES</u>	:	Ms C Skillicorn Tel No: (021) 483 4605
<u>POST 15/197</u>	:	<u>ENGINEERING TECHNICIAN (PRODUCTION LEVEL): ROAD SYSTEM DEVELOPMENT REF NO: DOI 44/2026 (X4 POSTS)</u>
<u>SALARY</u>	:	Grade A: R407 337 - Grade C: R610 131 per annum, (Salary will be determined based on post registration experience as per OSD prescribed).

<u>CENTRE REQUIREMENTS</u>	: Department of Infrastructure, Western Cape Government. : An appropriate 3-year National Diploma in Civil Engineering or relevant qualification; Compulsory registration with the Engineering Council of South Africa (ECSA) as an Engineering Technician; A minimum of 3 years relevant post qualification technical (Civil engineering) experience; A valid driving license (Code B or higher). Competencies: Knowledge of the following: Geotechnical and pavement design of roads; Road infrastructure material; Technical support service knowledge in respect of material quality control and management for road and bridge construction; Legal compliance; As-built and standard specifications; Ability to solve broadly defined technological challenges through application of proven techniques and procedures; Communication (written and verbal); Interpersonal skills; People Management; Planning and organising; Record keeping; Problem solving; Change management; Knowledge or experience in the condition assessments of surfaced and gravel roads; Efficient skills in report writing and presenting; Willing to travel to sites and workaway from home; Efficient computer literacy and good knowledge of MS Office suite; Team player.
<u>DUTIES</u>	: Render technical services in line with qualification; Assist engineers, technologists and associates in the field; Provide and consolidate inputs to the technical / engineering operational plan; Promote safety in line with statutory and regulatory requirements; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology and produce technical designs with specifications and submit for evaluation and approval by the relevant authority; Compile and submit reports as required; Develop, implement and maintain system databases; Liaise with relevant stakeholders on engineering related matters; The following will be advantageous: Working knowledge or experience in the condition assessments of surfaced and gravel roads; Efficient skills in report writing and presenting; Willing to travel to sites and work away from home; Efficient computer literacy and good working knowledge of MS Office suite.
<u>ENQUIRIES</u>	: Mr NJ van Gass Tel No: (021) 483 5160
<u>POST 15/198</u>	: <u>ENGINEERING TECHNOLOGIST: ELECTRICAL (PRODUCTION LEVEL)</u> <u>REF NO: DOI 66/2024 R4</u>
<u>SALARY</u>	: Grade A: R471 720 - Grace C: R717 846 per annum, (Salary will be determined based on post registration experience as per OSD prescript)
<u>CENTRE REQUIREMENTS</u>	: Department of Infrastructure, Western Cape Government : Bachelor of Technology in Electrical Engineering (B Tech) or relevant qualification; Three years post qualification Engineering Technologist (Electrical) experience; Compulsory registration with ECSA as a Professional Engineering Technologist; A valid code B driving license. Competencies: Knowledge of the following: Project management; Technical design and analysis knowledge; Research and development; Computer-aided engineering applications; Legal compliance; Technical report writing; Technical consulting; Networking; Professional judgment; Skills needed: Decision making; Team leadership; Creativity; Change management; Financial management; Customer focus and responsiveness; Communication (written and verbal); Computer skills; Planning and organising; People management. Problem solving and analysis.
<u>DUTIES</u>	: Provide technological advisory services: Support Engineers, Technicians and associates in field, workshop and office activities; Promote safety standards in line with statutory and regulatory requirements; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; Solve broadly defined technological challenges through application of proven techniques and procedures; Develop, maintain and manage current technologies; and Identify and optimize technical solutions by applying engineering principles. Perform administrative and related functions: Compile and submit monthly and quarterly reports; Provide inputs to the operational plan; and develop, implement and maintain databases; Research and development: Keep up with new technologies and procedures; Research/literature studies on technical engineering technology to improve expertise; and to liaise with relevant boards/councils on engineering-related matters.
<u>ENQUIRIES</u>	: Abubakr.Manack@westerncape.gov.za

POST 15/199 : **PERSONAL ASSISTANT: STRATEGIC MANAGEMENT AND OPERATIONAL SUPPORT REF NO: DOI 45/2026**

SALARY : R338 106 – R398 277 per annum (Level 07)
CENTRE : Department of Infrastructure, 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: 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 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 there of is understood properly.

ENQUIRIES : Mr R Maharaj Tel No: (021) 483 4123

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 : 25 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 15/200 : **DEPUTY DIRECTOR: INTERNAL CONTROL REF NO: WCMD 14/2025 R1**

SALARY : R932 292 per annum (Level 11), (all-inclusive salary package)
CENTRE : Western Cape Mobility Department, Western Cape Government
REQUIREMENTS : An appropriate 3-year B-degree (equivalent or higher qualification); a minimum of 3 years of middle management-level experience in an internal control working environment; a valid code B (or higher) driving license. Note: Or alternative mode of transport for people with disabilities. Competencies: Knowledge of the following: Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Departmental internal control systems, functions, processes and procedures; Compilation, implementation and maintenance of an Anti-fraud Strategic Plan for departmental fraud management; Compilation, implementation and maintenance of a Fraud Implementation and Operational Plan; Compilation, implementation and maintenance of Departmental Fraud and Corruption Prevention Plan; Compilation, implementation and maintenance of a departmental Corporate Governance Implementation Plan; Public Service Act, 1994, as amended (establishing norms and standards related to Integrity, Ethics, Conduct and Anti-Corruption in the Public Service); Public Service Regulations, 2016 (Chapter 2 related to Conduct, Financial Disclosure, Anti-Corruption and Ethics Management); Public Finance Management Act

(PFMA), 1999, National Treasury Regulations and Provincial Treasury Instructions (promote the objective of good financial management in order to maximize service delivery through the effective and efficient use of limited resources); Prevention and Combating of Corrupt Activities Act, 2004 (provides for measures to prevent and combat corrupt activities); Protected Disclosure Act, 2000 (promotes disclosure of unethical conduct that could potentially lead to corruption); Determination and Financial Disclosure Framework issued by DPSA; Directive on Other Remunerative Work Outside the employee's employment in the relevant department issued by the Minister for Public Service and Administration; Western Cape Mobility Department's Policy and Standard Operating Procedures for the Declaration and Acceptance of Gifts by Employees; Procurement and tendering processes; Public service procedures, processes and systems; Skills needed: Proven computer literacy; Written and verbal communication; Project Management; Accounting, Finance and Audit; Economic, Financial and Statistical Analysis; Legal Administration; Presentation; Interpretation; Observation; Planning; Organising; Monitoring; Decision-making; Results and Quality Management; Problem-solving; Writing and Reporting; Analytical; Innovation; Ability to work under pressure; Willingness to work irregular hours and meet tight deadlines; Willingness to regularly travel away from the office.

DUTIES : Ensure proper governance, losses and fraud management services; Render assurance services; Plan and manage the work of and account for the overall performance of the Sub-directorate; People Management; Financial Management.

ENQUIRIES : Mr. R Wiggill Tel No: (021) 483 0600

POST 15/201 : **PERSONAL ASSISTANT: TRANSPORT REGULATIONS REF NO: WCMD 06/2026**

SALARY : R338 108 - R398 277 per annum (Level 07)
CENTRE : Western Cape Mobility Department, 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 a relevant higher tertiary qualification; a minimum of 3 years of experience in rendering a support service to management/senior management. Competencies: Knowledge of the following: Relevant legislation / policies / prescripts and procedures. Office Administration, Database Management, Information and Records Management, Procurement processes, Basic financial administration; Understand the functioning, systems and processes of government. General information support systems such as BAS and MYTRACK. Skills in the following: Language; computer literacy, sound organizational skills, and good people. Written Communication; Client Liaison and Networking; Report Writing, Research; Problem Solving; Good telephone etiquette; High level of reliability; Ability to communicate well with people at different levels and from different backgrounds; Ability to act with tact and discretion; Ability to do research and analyse documents and situations; Good grooming and presentation; self-management and motivation.

DUTIES : Provides a secretarial/receptionist support service to the Chief Director; Renders administrative support services. Provides support to Chief Director regarding meetings; Supports the Chief Director with the administration of the Chief Director's budget; Studies the relevant public service and departmental prescripts/policies and other documents and ensures that the application thereof is understood properly.

ENQUIRIES : Mr M Striker Tel No: (021) 483 0258

POST 15/202 : **ADMINISTRATIVE OFFICER: LAND TRANSPORT SAFETY OPERATIONS REF NO: WCMD 07/2026**

SALARY : R338 108 - R398 277 per annum (Level 07)
CENTRE : Western Cape Mobility Department, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); a minimum of 1–2 years relevant administrative support experience. Experience within a road safety environment will be an advantage. A valid driver's license or alternative mode of transport for people with disabilities. Competencies: Knowledge of the following: Transport-related regulatory legislation, policies and frameworks; Public Finance Management Act (PFMA), 1999; National Treasury Regulations; Provincial Treasury Instructions; and other financial policies, prescripts, directives and collective agreements. Project management; Operational management practices;

procurement and tendering processes; Public service procedures, processes and systems; General office administration and database management; general support systems. Information and Record Management / Administration; administrative procedures and processes; Computer-based information systems, people management legislation, prescripts, and regulations. Skills needed: Numeracy, literacy, computer literacy, project management, accounting, finance, and audit, economic, financial, and statistical analysis, legal administration, basic research, analytical, organizing, planning, time management, and problem-solving.

- DUTIES** : Render line administrative support services to the sub-directorate. Provide support services to meetings, planning sessions and workshops. Render research support services. Render financial support services.
- ENQUIRIES** : Mr M Haupt Tel No: (021) 483 0999

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 : 25 May 2026

- NOTE** : All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. Please ensure that you submit your application on or before the closing date as no late applications will be considered. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. The nominated candidate will be required to complete the Senior Management Pre-Entry Programme before they may be appointed into this post. The purpose of 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 (15 days). Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-preentryprogramme/> Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful.

MANAGEMENT ECHELON

POST 15/203 : **DIRECTOR: ICT SCHOOLS SUPPORT REF NO: DOTP 47/2026**

SALARY : R1 266 714 per annum (Level 13), (all-inclusive salary package). The remuneration package consists of a basic salary (70%) and the employer's contribution to the Pension Fund.

CENTRE REQUIREMENTS : Department of the Premier, Western Cape Government
: An appropriate qualification at NQF level 7 as recognised by SAQA. A minimum of 5 years' experience at a middle/senior managerial level. Successful completion of the Certificate for entry into the SMS (Senior Management Service) prior to appointment: The nominated candidate will be required to complete the Senior Management Pre-entry Programme (Nyukela) before the candidate can be appointed into this post. Competencies: Knowledge of the following: Proven knowledge of and working experience with the legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions. Proven knowledge and understanding of information systems that aid in the management of knowledge and information pertaining to the line function. Proven knowledge and understanding of programme and project management. Proven knowledge and understanding of procurement and tendering processes. Proven knowledge and understanding of modern

systems of governance and administration. Proven knowledge and understanding of the global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape. Proven knowledge and understanding of Constitutional, legal and institutional arrangements governing the South African public sector. Proven knowledge and understanding of public finance, human resources and discourse management processes. Proven knowledge and understanding of the Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements. Proven knowledge and understanding of the policies of the government of the day. Proven knowledge and understanding of Labour Relations legislation and regulations. Skills in the following: Strategic and conceptual thinking in complex environments. Executive-level advisory and communication skills. Project and programme management. Ability to translate business requirements into technical solutions. Strong leadership, planning, organising, and people management skills. High-level computer literacy and digital workplace expertise.

DUTIES

: Line Management: Provide Strategic management, advice and guidance in respect of the following functional areas: Roll-out, support and maintain LAN infrastructure and services at WCG schools. Roll-out, support and maintain end-user devices and services at WCG Schools and regional corporate sites. Provide a service desk for WCG schools. Provide user access management and collaboration services for WCG schools. Research and develop ICT solutions for WCG Schools. Provide ICT advisory services to WCG schools and regional corporate sites. Strategic Management (including change management): Define and review on a continual basis the purpose, objectives, priorities and activities of the Directorate. Drive the Directorate's strategic planning process. Drive the development and management of the strategic and business plans for the Directorate. Evaluate the performance of the Directorate on a continuing basis against pre-determined key measurable objectives and standards. Report to the Chief Director on a regular basis on the activities of the Directorate and on matters of substantial importance relating to operational management support. Monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Directorate, and of the resources (people, finances and assets) employed by it. Foster and promote a culture of innovation within the Directorate, and the Department. Diligently perform all duties assigned to the post of Director. People Management and Empowerment: Recruit, develop, and retain staff in appropriate numbers and grades to achieve the Directorate's objectives. Motivate, train, and guide employees to achieve excellence in service delivery. Manage performance, evaluation, and development of staff. Oversee workforce planning, capacity building, and service delivery improvement initiatives. Promote sound labour relations and maintain discipline within the Directorate. Financial Management: Manage participation in the budgeting process at Directorate level. Ensure the preparation of the Annual and Adjustment Budgets for the Directorate. Assume direct accountability for the efficient, economic and effective control and management of the Directorate's budget and expenditure. Assume direct accountability for ensuring that the correct tender and procurement procedures are adhered to in respect of purchases for the Directorate. Assume direct accountability for ensuring contracts are managed effectively and efficiently for the Directorate. Ensure that all spending is aligned with the strategic objectives of the Directorate and Department. Report to the Chief Director and relevant oversight role players/committees on all aspects of the Directorate's finances. Assume overall accountability for the management, maintenance and safekeeping of the Directorate's assets. Assume direct accountability for ensuring that appropriate risk management procedures are in place and adhered to for the Directorate. Ensure that full and proper records of the financial affairs of the Directorate are kept in accordance with any prescribed norms and standards.

ENQUIRIES

: Mr. E Alexander - Evan.Alexander@westerncape.gov.za

POST 15/204

: **DIRECTOR: DEPARTMENTAL STRATEGY REF NO: DOTP 48/2026**

SALARY

: R1 266 714 per annum (Level 13), (all-inclusive salary package). The remuneration package consists of a basic salary (70%) and the employer's contribution to the Pension Fund.

CENTRE

: Department of the Premier, Western Cape Government

REQUIREMENTS

: An appropriate qualification at NQF level 7 as recognised by SAQA. A minimum of 5 years' experience at a middle/senior managerial level. Successful completion of the Certificate for entry into the SMS (Senior Management Service) prior to appointment: The nominated candidate will be required to complete the Senior Management Pre-entry Programme (Nyukela) before the candidate can be appointed into this post. Competencies: Knowledge of the following: Expert knowledge of strategic management processes. Expert knowledge of government planning processes and cycles. Proven knowledge of and working experience with the legislation, regulatory frameworks, policies and best practices that have a bearing on the line function. Proven knowledge and understanding of information systems that aid in the management of knowledge and information pertaining to the line function. Proven knowledge and understanding of programme and project management. Proven knowledge and understanding of procurement and tendering processes. Proven knowledge and understanding of policy development, and strategy management, monitoring and review processes. Proven knowledge and understanding of modern systems of governance and administration. Proven knowledge and understanding of the global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape. Proven knowledge and understanding of Constitutional, legal and institutional arrangements governing the South African public sector. Proven knowledge and understanding of the Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements. Proven knowledge and understanding of Labour Relations legislation and regulations. Skills in the following: Strategic planning skills. Process facilitation skills. Excellent verbal and written communication skills. Outstanding planning, organizing and people management skills. Ability to develop and maintain networks relevant to the task environment. Systems thinking skills. Ability to leading and direct teams. Ability to work under pressure/ambiguity.

DUTIES

: Line Management: Strategic management, advice and guidance in respect of the following functional areas: Facilitate the departmental strategic management process: Coordinate the Departments participation in the Provincial Strategic Plan (PSP). Advise on the alignment of the Department's strategies with national and provincial strategic imperatives. Facilitate the Department's strategic and operational planning processes. Coordinate the drafting of the Department's strategic plan and annual performance plan. Coordinate the development and implementation of Annual Operational Plans. Ensure alignment of departmental policies, strategic planning and budget processes. Participate and provide inputs into departmental budget processes. Coordinate the departmental input into the Organisational Functional Assessments, including developing implementation plans and report thereon. Facilitate the monthly and quarterly monitoring and review of the Department's performance against the annual performance plan. Facilitate the bi-annual and mid-term review and reporting of departmental performance against its strategic plan. Facilitate the monitoring of departmental programme and project performance via the executive dashboard. Coordinate internal capacity building on performance information management. Manage and coordinate the Department's Business Continuity Management system. Ensure departmental coordination and good governance practices: Coordinate the drafting of the Department's annual report. Ensure departmental participation in engagements with oversight bodies, e.g. MTEC and Standing Committees. Coordinate departmental inputs in respect of oversight bodies and other management matters requiring consolidated responses. Oversee departmental occupational health, safety, security, and personal information management: Develop, implement, and maintain governance frameworks and processes. Manage and maintain the OHS electronic system (once implemented). Coordinate training, awareness, monitoring, evaluation, and advisory services. Provide administrative and operational support services. Strategic Management (including change management): Define and review on a continual basis the purpose, objectives, priorities and activities of the Directorate. Drive the Directorate's strategic planning processes Drive the development and management of the strategic and business plans for the Directorate. Evaluate the performance of the Directorate on a continuing basis against pre-determined key measurable objectives and standards. Report to the Deputy Director-General on a regular basis on the activities of the Directorate and on matters of substantial importance relating to operational management support. Monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the

activities of the Directorate, and of the resources (people, finances and assets) employed by it. Drive strategic and operational change management processes in the Directorate. Foster and promote a culture of innovation within the Directorate, and the Department. Diligently perform all duties assigned to the post of Director. People Management and Empowerment: Recruit, develop, and retain staff in appropriate numbers and grades to achieve the Directorate's objectives. Motivate, train, and guide employees to achieve excellence in service delivery. Manage performance, evaluation, and development of staff. Oversee workforce planning, capacity building, and service delivery improvement initiatives. Promote sound labour relations and maintain discipline within the Directorate. Financial Management: Manage participation in the Directorate budgeting process, including Annual and Adjustment Budgets. Assume accountability for efficient, economic, and effective management of the Directorate's budget and expenditure. Ensure adherence to procurement, tender, and contract management requirements. Ensure alignment of expenditure with departmental and strategic objectives. Report on financial matters to the Chief Director and relevant oversight structures. Ensure appropriate risk management controls, asset management, and record-keeping are in place and adhered to.

- ENQUIRIES** : Mr. DG Basson - Drikus.Basson@westerncape.gov.za
- POST 15/205** : **DIRECTOR: DIRECTORY, SECURITY AND COLLABORATION SERVICES**
REF NO: DOTP 49/2026
- SALARY** : R1 266 714 per annum (Level 13), (all-inclusive salary package). The remuneration package consists of a basic salary (70%) and the employer's contribution to the Pension Fund.
- CENTRE** : Department of the Premier, Western Cape Government
- REQUIREMENTS** : An appropriate qualification at NQF level 7 as recognised by SAQA. A minimum of 5 years' experience at a middle/senior managerial level. Successful completion of the Certificate for entry into the SMS (Senior Management Service) prior to appointment: The nominated candidate will be required to complete the Senior Management Pre-entry Programme (Nyukela) before the candidate can be appointed into this post. Competencies: Knowledge of the following: Knowledge of and working experience with the legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions. Knowledge and understanding of information systems that aid in the management of knowledge and information pertaining to the line function. Knowledge and understanding of project management. Knowledge of ICT 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 in the following: Strategic and conceptual thinking in complex environments. Executive-level advisory and communication skills. Project and programme management. Ability to translate business requirements into technical solutions. Strong leadership, planning, organising, and people management skills. High-level computer literacy and digital workplace expertise.
- DUTIES** : Line Management: Provide strategic management, advice and guidance in respect of the following functional areas: Transversal Identity and access management services. Enterprise-wide Messaging and collaboration services. Provincial Microsoft licensing procurement, allocation, compliance, and optimisation. Maintenance of internal-facing endpoints and national transversal systems. Strategic Management (including change management): Define, review, and continuously align the purpose, objectives, priorities, and activities of the Directorate with departmental and provincial strategies. Drive the Directorate's strategic planning, business planning, and change management processes. Evaluate Directorate performance against approved objectives, standards, and measurable outcomes. Report regularly to the Chief Director on operational performance and matters of strategic importance. Ensure compliance with applicable legislation, prescripts, and governance requirements. Foster a culture of innovation, optimisation, and continuous improvement within the Directorate and Department. People Management and Empowerment: Recruit, develop, and retain staff in appropriate numbers and grades to achieve the Directorate's objectives. Motivate, train, and guide employees to achieve excellence in service delivery. Manage performance,

evaluation, and development of staff. Oversee workforce planning, capacity building, and service delivery improvement initiatives. Promote sound labour relations and maintain discipline within the Directorate. Financial Management: Manage participation in the Directorate budgeting process, including Annual and Adjustment Budgets. Assume accountability for efficient, economic, and effective management of the Directorate's budget and expenditure. Ensure adherence to procurement, tender, and contract management requirements. Ensure alignment of expenditure with departmental and strategic objectives. Report on financial matters to the Chief Director and relevant oversight structures. Ensure appropriate risk management controls, asset management, and record-keeping are in place and adhered to. Clients and Stakeholder Liaison Engage at executive, intergovernmental, and institutional levels, including: Provincial Cabinet and Provincial Parliament. Director-General and Provincial Top Management (PTM). Provincial departments. National departments and agencies (e.g. SITA). Department of Public Service and Administration (DPSA). Auditor-General of South Africa. Academic and research institutions. Private sector organisations and NGOs. Local Municipalities.

- ENQUIRIES** : Ms. A Basha - Aneesa.Basha@westerncape.gov.za
- POST 15/206** : **DIRECTOR: DEPARTMENTAL WORK ORGANISATION CAPACITY DEVELOPMENT REF NO: DOTP 50/2026**
- SALARY** : R1 266 714 per annum (Level 13), (all-inclusive salary package). The remuneration package consists of a basic salary (70%) and the employer's contribution to the Pension Fund.
- CENTRE REQUIREMENTS** : Department of the Premier, Western Cape Government
 : An appropriate qualification at NQF level 7 as recognised by SAQA. A minimum of 5 years' experience at a middle/senior managerial level. Successful completion of the Certificate for entry into the SMS (Senior Management Service) prior to appointment: The nominated candidate will be required to complete the Senior Management Pre-entry Programme (Nyukela) before the candidate can be appointed into this post. Competencies: Knowledge: Advanced knowledge of organisation Development discipline, with emphasis on OD strategy and organisational behaviour. Advanced knowledge and skill related to process optimization and organizational re-design Proven experience in utilisation of AI technology to optimize and simplify OD practices Proven data management skills – conversion of static data to business intelligence/BI Proven knowledge and understanding of other relevant national and provincial legislation, policy, prescripts, regulations, codes, directives, standards, collective agreements, best practices, procedures, etc. Proven knowledge and understanding of global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape. Proven knowledge and understanding of constitutional, legal and institutional arrangements governing the South African public sector. Proven knowledge and understanding of public finance, human resources and discourse management processes. Proven knowledge and understanding of the Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements. Proven knowledge and understanding of the functioning of the province and activities of sister departments. Proven knowledge and understanding of the policies of the government of the day. Basic knowledge and understanding of labour relations legislation and regulations. Proven knowledge and understanding of the staff performance management system.
- DUTIES** : Line Management: Manage the provision of departmental capacity development initiatives, though ensuring the: Overseeing the identification/diagnosing of current capacity levels and defining the improvement needs. Planning of organisation development capacity improvement(s) and ensuring the availability of the requisite resource capacity to execute these initiatives. Overseeing the design, implementation and measurement of the impact of capacity improvement solution (s). Influence organisational design methodology and practice to enable an agile and responsive WCG. As an OD Manco member, joint accountability for the successful and effective functioning of the Organisation Development unit. Strategic Management (including change management): Define and review on a continual basis the purpose, objectives, priorities and activities of the Directorate. Drive the Directorate's strategic planning process. Drive the development and management of the strategic and business plans for the Directorate. Evaluate the performance of the Directorate on a continuing basis

against pre-determined key measurable objectives and standards. Report to the Chief Director on a regular basis on the activities of the Directorate and on matters of substantial importance relating to Digital government and ICT. Monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Directorate, and of the resources (people, finances and assets) employed by it. Foster and promote a culture of innovation within the Directorate, Chief Directorate and the Branch. Diligently perform all duties assigned to the post of Director. People Management and Empowerment: Participate in the recruitment of employees in the numbers and grades appropriate to ensure the achievement of the Directorate's Business Plan. Motivate, train and guide employees within the Directorate, to achieve and maintain excellence in service delivery. Actively manage the performance, evaluation and rewarding of employees within the Directorate. Monitor information capacity building within the Directorate. Ensure involvement in the compilation of a workforce plan, a service delivery improvement programme, and an information resources plan for the Directorate. Promote sound labour relations within the Directorate. Actively manage and promote the maintenance of discipline within the Directorate. Financial Management: Manage participation in the budgeting process at Directorate level. Ensure the preparation of the Annual and Adjustment Budgets for the Directorate. Assume direct accountability for the efficient, economic and effective control and management of the Directorate's budget and expenditure. Assume direct accountability for ensuring that the correct tender and procurement procedures are adhered to in respect of purchases for the Directorate. Ensure that all spending is aligned with the strategic objectives of the Directorate and Department Report to the Chief Director and relevant oversight role players/committees on all aspects of the Directorate's finances. Assume overall accountability for the management, maintenance and safekeeping of the Directorate's assets. Ensure that full and proper records of the financial affairs of the Directorate are kept in accordance with any prescribed norms and standards.

ENQUIRIES : Mr. J Nel Tel No: (021) 466 9513 - Johan.Nel@westerncape.gov.za

OTHER POSTS

POST 15/207 : **STATE LAW ADVISOR: CORPORATE LEGAL ADVISORY SERVICES REF NO: DOTP 53/2026**

SALARY : LP 7: R970 221 - R1 045 197 per annum, in lieu of service benefits per annum (OSD as prescribed).

CENTRE REQUIREMENTS : Department of the Premier, Western Cape Government.
 : LLB-Degree (Law or equivalent legal qualification) with admission as an Advocate or Attorney. **LP 7:** A minimum of 5 years' appropriate practical post-qualification legal experience in a legal practice or legal department in the public or private sector; **LP 8:** A minimum of 9 years' appropriate practical post-qualification legal experience in a legal practice or legal department in the public or private sector. Competencies: Knowledge of the following: Laws relating to public procurement, financial management, administrative justice, and contract management; General knowledge of constitutional, legal and institutional arrangements governing the South African public sector and municipalities; Governance structures, policies, and recommended practices applicable to public procurement and contract management; High-level ability to spot restrictive specifications or legal loopholes in tender and/or contractual documents. Ability to provide firm, independent legal advice in high-pressure SCM committee environments and intergovernmental and international relations. Skills in the following: Ability to work independently and as part of a team; Communication skills (written and verbal); Technical vetting skills and attention to detail; Innovative problem-solving skills and analytical thinking; Conflict resolution, interpersonal, and negotiation skills; planning and organizing skills; and integrity and diplomacy.

DUTIES : Providing SCM Committees with legal guidance on procedural fairness, conflict of interest, and the legal implications of their decisions; Drafting formal (written) legal opinions on substantive legal matters relating to Procurement Law, the Law of Contract, and administrative justice; Reviewing and vetting tender documents of substantial importance to the Administration to ensure they are aligned with applicable legislation. Identifying potential legal risks in the "pre-award" phase and providing guidance on legal risk mitigation; Providing legal support on contract lifecycle management and ensuring that the interests of the Western Cape Government, state entities, and statutory bodies are

		protected; Liaising with the Litigation Unit in relation to matters that are related to substantial legal opinions rendered, legal advice given, or contracts drafted or edited in the event of court proceedings relating to procurement law; and Drafting, scrutiny, and editing of legal-technical correspondence.
<u>ENQUIRIES NOTE</u>	:	Ms M Dlodla at LegalServicesWC2@westerncape.gov.za
	:	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.
<u>POST 15/208</u>	:	<u>APPLICATION DEVELOPMENT MANAGER REF NO: DOTP 51/2026</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R932 292 - R1 098 195 per annum (Level 11), (all-inclusive salary package)
	:	Department of the Premier, Western Cape Government.
	:	An appropriate B-degree/ National Diploma; A minimum of 3 years management experience additional to a minimum of 5 years' experience in ICT applications development environment; A valid code 08 driver's licence. Competencies: Knowledge of and working experience with the legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Knowledge and understanding of information systems that aid in the management of knowledge and information pertaining to the line function; Knowledge and understanding of project management; Knowledge of 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. Well-developed skills in analysis, leading and supervising, numeracy and literacy, computer literacy, performance management, reporting, strategic and performance planning, and presenting and communicating information.
<u>DUTIES</u>	:	To manage delivery of services relating to systems and applications planning, development, implementation and maintenance; Manage relationships with client departments and key stakeholders to facilitate and enable the implementation of system software; Provide services relating to policy and frameworks and ensure accurate reporting and compliance; Plan and manage the work of and account for the overall performance of the team; Financial Management: Ensure efficient, economical, and effective financial control. Determine projected funds and actively participate in the budgeting processes; People Management: Manage a team of professionals and service providers that are necessary to perform and deliver services. Manages the project office, project managers, and project processes.
<u>ENQUIRIES NOTE</u>	:	Shameemah Begg: Shameemah.Begg@westerncape.gov.za
	:	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.

POST 15/209 : **BUSINESS ANALYST: IT PLANNING AND DEVELOPMENT REF NO: DOTP 52/2026**

SALARY : R932 292 - R1 098 195 per annum (Level11), (all-inclusive salary package)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification) in information technology; a minimum of 8 years' relevant experience. Competencies: Knowledge of the following: Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions. Information systems that aid in the management of knowledge and information pertaining to the line function.; Project management methodology and practices; Operational management 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.

DUTIES : Lead the development, implementation, and reporting of the WCG Digital Government Strategy and Transformation Plan to ensure strategic alignment: Develop and maintain IT plans, including capability mapping, strategic planning of digital activities; Develop an IT planning and/or IT Value framework and support the implementation thereof. Facilitate strategic alignment and engagement across government spheres and sectors.

ENQUIRIES : Ms A Basha Tel No: (021) 483 2933
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.

POST 15/210 : **TECHNOLOGY MANAGER: REGIONAL & SCHOOLS ICT SUPPORT (RSIS) REF NO: DOTP 54/2026**

SALARY : R932 292 - R1 098 195 per annum (Level 11), (all-inclusive salary package)
CENTRE : Department of the Premier, Western Cape Government.
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree/equivalent or higher) in IT or related A minimum of 3 years of relevant technical experience, of which 3 years must be on a management level; a valid code B driving license. Competencies: Knowledge of and working experience with the legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Knowledge and understanding of information systems that aid in the management of knowledge and information pertaining to the line function; Knowledge of operational management practices, mentoring and coaching practices, provincial government functions and services, staff performance management systems, and disciplinary and grievance procedures.

DUTIES : Render infrastructure and architectural services; Plan and manage the work of and account for the overall performance of the Sub directorate: People Management and Financial Management. Render infrastructure and architectural services; Manage a team that is necessary to perform and deliver services relating to business and technology planning, development, implementation and maintenance. Manage a team that is necessary to perform

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and deliver services relating to business and technology planning, development, implementation, and maintenance.

- : Mr C De Wet Tel No: (021) 835 4000
- : 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.

POST 15/211

- : **ETD PRACTITIONER: FUNCTIONAL ADMINISTRATIVE TRAINING (STELLENBOSCH) REF NO: DOTP 20/2026**

SALARY
CENTRE
REQUIREMENTS

- : R487 197 - R573 897 per annum (Level 09)
- : Department of the Premier, Western Cape Government
- : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in the Human or Social Sciences field; A minimum of 3 years relevant experience. Competencies: Knowledge of the following: Theory and practice of human resource development, utilising various learning methodologies and electronic platforms; Statutory and strategic human resource development frameworks of the public service; Implementation of human resource development interventions in an adult learning environment; Theories in the curriculum development environment; Quality assurance in a human resource development environment; Policies of the government of the day; Constitutional, legal and institutional arrangements governing the South Africa public sector; Understanding of Communities of Practice pertaining to the learning and development (L&D) ecosystem; Understanding of the role of Knowledge Management in the Innovation space, including linkages to a repository of smart practices and the WCG Provincial Data Office (PDO) data hub. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Research capability; Curriculum development, including the online environment; Facilitation and presentation, inclusive of management level; Future-looking developmental foresight, including Innovative meta competencies; A "start-up" mentality, thinking out of the box and viewing problems from multiple angles; Adaptability and agility in decision making; Understanding of how to leverage technology towards promoting innovation; Research capability; Curriculum development, including the online environment; Networking, communication and deliberation capabilities; Analytical and problem-solving; Conceptual and formulation; Project management; Liaison, consultation and stakeholder management; Team building and inter-personal abilities; Willingness and appetite to challenge the norm/risk taking to arrive at the most effective way to solve problems; Ability to work across different layers and functions of the organisation and Innovation ecosystem, and to identify opportunities for creating and strengthening partnerships.

DUTIES

- : Provide professional learning delivery services to the Directorate Training with the following: Presenting training programmes and courses with own capacity; Facilitation of training programmes and courses presented by experts from provincial department, as well as those presented by external service providers; The programming and scheduling of training interventions; Provide input with the design, development and accreditation of new training curricula, courses and learning programmes; Provide input into quality assurance activities in respect of the Quality Management System (QMS) for International Organisation for Standardisation (ISO 9001:2015), the Public Service Education and Training Authority (PSETA), and the Quality Council for Trades & Occupations (QCTO); Provide input into the evaluation and updating/reviewing/conversion to the online environment of learning programmes, and liaise with provincial, national and international role-players in respect of training and development matters; Provide input to the operational

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work of other units of the Chief Directorate as required, and to the operational management of the Directorate and Sub-directorate, with particular reference to the development of business and operational plans.

- : Mr Jannie van der Westhuizen Tel No: (021) 865 8008
- : 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.

POST 15/212

- : **EDUCATION TRAINING AND DEVELOPMENT PRACTITIONER, CURRICULUM DEVELOPMENT & QUALITY ASSURANCE REF NO: DOTP 44/2026**

SALARY
CENTRE
REQUIREMENTS

- : R487 197 - R573 897 per annum (Level 09)
- : Department of the Premier, Western Cape Government
- : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); a minimum of 3 years of appropriate experience within a human resource development environment. Competencies: Knowledge in the following: Theory and practice of human resource development, utilising various learning methodologies and electronic platforms; Statutory and strategic human resource development frameworks of the public service. Implementation of human resource development interventions in an adult learning environment; Theories in the curriculum development environment; Quality assurance in a human resource development environment. Policies of the government of the day; Constitutional, legal and institutional arrangements governing the South African public sector; Understanding of Communities of Practice (COP) pertaining to the learning and development (L&D) ecosystem; Understanding of the role of knowledge management in the innovation space, including linkages to a repository of smart practices and the WCG Provincial Data Office (PDO) data hub. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Research capability; Curriculum development, including the online environment; Facilitation and presentation, inclusive of management level. Future-looking developmental foresight, including innovative meta-competencies and a "start-up" mentality, thinking out of the box and viewing problems from multiple angles; Adaptability and agility in decision-making; Understanding of how to leverage technology towards promoting innovation; Networking, communication (written and verbal) and deliberation capabilities; Analytical and problem-solving; Conceptualisation and formulation abilities. Project management, liaison, consultation and stakeholder management; Team building and inter-personal abilities; Willingness and appetite to challenge the norm/risk-taking to arrive at the most effective way to solve problems; Ability to work across different layers and functions of the organization and innovation ecosystem and to identify opportunities for creating and strengthening partnerships.

DUTIES

- : Provide professional curriculum design services to the Directorate of Training with the following: The design, development and accreditation of new training curricula, courses and learning programmes within the Sub-directorate Curriculum Development and Quality Assurance; Undertake quality assurance in respect of the Quality Management System (QMS) for International Organisation for Standardisation (ISO 9001:2015) and the Public Service Education and Training Authority (PSETA); Ongoing evaluation and updating/reviewing/conversion to the online environment of learning programs. Contribute to the following learning delivery services within the Directorate of Training: Presenting training programmes and courses with one's own capacity; Facilitation of training programmes and courses presented by experts from provincial departments; Facilitation of training programmes and courses presented by external service providers; The programming and scheduling of

training interventions; Special human resource development projects allocated to the Sub-directorate; Carry out all course administration; Liaise with provincial, national, and international role-players in respect of training and development matters. Provide input in respect of the operational work of other units of the Chief Directorate as required and in respect of the operational management of the Directorate and/or sub-directorate, with particular reference to the development of business and operational plans.

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: Ms L Botha Tel No: (021) 865 8021
: 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.

POST 15/213

: **PROJECT MANAGER: EDUCATION CULTURAL AFFAIRS & SPORT REF NO: DOTP 55/2026**

SALARY
CENTRE
REQUIREMENTS

: R487 197 - R573 897 per annum (Level 09)
: Department of the Premier, Western Cape Government
: An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Project Management or Information Technology; a minimum of 3 years of Project Management experience in IT Development projects; and 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: Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Project management methodologies and processes; Procurement and tendering processes; Financial budget and cash flow processes; Public service systems of governance and administration, procedures and processes; National, provincial and local political, economic and social affairs impacting on the Western Cape government; Constitutional, legal and institutional arrangements governing the South African public sector; Public finance, human resources, and discourse management processes; the Public Finance Management Act; national and provincial treasury regulations; and other financial policies, prescripts, directives, and collective agreements. Functioning and policies of the Western Cape Government; labour relations legislation and regulations; Performance management in general; project management best practices, theory, and methodology (PMBOK, Prince 2, Agile); and training and learning methodologies. Skills needed: Numeracy, literacy, computer literacy, written and verbal communication, project management, financial management and audit strategic planning, risk management and monitoring and evaluation, procurement and supply chain processes, budgeting, reporting, and stakeholder engagement, and facilitation and problem-solving.

DUTIES

: Facilitate project planning and allocation: Coordinate the conducting of needs analyses and feasibility assessments to inform project scoping, allocation, and adoption and develop comprehensive project plans and documents. Manage and coordinate project execution: Manage day-to-day project implementation in line with approved plans, contracts, and methodologies. Coordinate multidisciplinary project teams and stakeholders. Establish clear roles and responsibilities (define roles for each team member and stakeholder based on expertise and project needs); Facilitate communication and collaboration through, e.g., regular coordination meetings, collaboration platforms, and dashboards, and facilitate issue resolution and manage change requests effectively. Monitor, evaluate, and report on projects: Monitor and track timelines, milestones, quality, and budgets, and initiate corrective actions as needed using tools, documents, and dashboards. Report progress to stakeholders through structured reports, presentations, online reporting platforms, and review sessions. Evaluate project outcomes against predefined

indicators; Conduct impact assessments or coordinate the conducting of impact assessments by relevant stakeholders (e.g., academia or PTE) and support knowledge sharing across departments. Oversee financial management for specific projects: Provide inputs to the directorates, link the budget to projects, and monitor expenditure, where applicable. Organize the appropriate scheduling of project-related financial transactions in the component (as applicable) so that the necessary procedures can be implemented as required. Oversee project-related provisioning and procurement (where applicable) and asset management and perform contract management for outsourced projects.

**ENQUIRIES
NOTE**

: Shameemah Begg at Shameema.Begg@westerncape.gov.za
 : 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.

POST 15/214

: **CHIEF SUPPLY CHAIN MANAGEMENT CLERK REF NO: DOTP 46/2026**

**SALARY
CENTRE
REQUIREMENTS**

: R338 106 – R398 277 per annum (Level 07)
 : Department of the Premier, Western Cape Government
 : Grade 12 (Senior Certificate or equivalent qualification); A minimum of 3 year relevant experience. Competencies: Knowledge of the following: Public Finance Management Act (PFMA); National Treasury regulations (NTR's); Provincial Treasury Directives/Instructions (PTI's); Broad knowledge on procurement activities; Procurement policies/procedures/contract management; Policies of the government of the day, with specific reference to the provincial growth and development strategy of the Western Cape. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Ability to work independently and as part of a team; Communication skills (written and verbal).

DUTIES

: Bid Administration and Management and Secretariat Function for all Quotation Committee's; Bid Specifications, Bid Evaluation Committee's and Advisory function to all SCM Committees; Manage the Electronic Purchasing System; Contract Administration; Managing RT contracts; Compliance verification of requisitions.

**ENQUIRIES
NOTE**

: Mr R Williams Tel No: (021) 483 0598
 : 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.

POST 15/215

: **SUPPLY CHAIN MANAGEMENT CLERK: DEMAND AND LOGISTICS
MANAGEMENT REF NO: DOTP 17/2026**

SALARY

: R237 453 – R279 708 per annum (Level 05)

- CENTRE REQUIREMENTS** : Department of the Premier, Western Cape Government
 : Grade 12 (Senior Certificate or equivalent qualification).Competencies: Knowledge of the following: Financial norms and standards (Public Finance Management Act – PFMA, National Treasury regulations – NTR’s, Provincial Treasury Directives/Instructions – PTI’s); Budgeting processes; National and Provincial instruments and legislation pertaining to human resources; Financial norms and standards (Public Finance Management Act – PFMA, National Treasury regulations – NTR’s, Provincial Treasury Directives/Instructions – PTI’s); Financial management processes; Broad knowledge on procurement activities; Industry trends and best practices per commodity groups; Procurement best practices including sourcing strategies and the different mechanisms for procurement; Procurement policies/procedures/contract management; LOGIS. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Ability to work independently and as part of a team; Communication skills (written and verbal).
- DUTIES** : Compliancy checks /verification on all requisitioning and LOGIS payment documentation; Update of registers of Requisitions and invoices; Invoice / order preparations and verification prior to payment process; Monitor and coordinate supplier performance; LOGIS capturing and maintenance; LOGIS Commitment monitoring and reporting.
- ENQUIRIES** : Mr R Hassiem Tel No: (021) 483 6625
- 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.

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** : 25 May 2026
- NOTE** : All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. Please ensure that you submit your application on or before the closing date as no late applications will be considered. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. The nominated candidate will be required to complete the Senior Management Pre-Entry Programme before they may be appointed into this post. The purpose of 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 (15 days). Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-preentryprogramme/> Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all

applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful.

MANAGEMENT ECHELON

- POST 15/216** : **DIRECTOR: PROVINCIAL GOVERNMENT SUPPLY CHAIN MANAGEMENT REF NO: PT 07/2026**
- SALARY** : R1 266 714 per annum (Level 13), (all-inclusive salary package)
CENTRE : Provincial Treasury, Western Cape Government
REQUIREMENTS : An appropriate NQF Level 7 qualification (Bachelor's Degree or equivalent) in Supply Chain Management, Finance, Accounting, Economics, Public Management, Logistics, Business Administration, or a related field; 5 year's middle/ senior managerial level experience in Supply Chain Management and/or Asset Management within the public sector; and The successful completion of the Senior Management Pre-entry Programme (see paragraph 4 in notes below).Competencies: Strategic Management and Leadership; Programme and Project Management; Change Management; Financial Management; and People Management and Empowerment.
- DUTIES** : Strategic SCM and Asset Management Leadership: Provide strategic leadership and oversight of Supply Chain Management and Movable Asset Management to ensure alignment with legislation, policy frameworks, and service delivery priorities. Governance, Compliance, and Risk Management: Develop and maintain SCM and asset management governance frameworks; oversee compliance, performance, and capacity assessments; and implement targeted risk mitigation and improvement interventions; Strategic Sourcing, Data Analysis, and Reporting: Lead strategic sourcing initiatives and oversee the analysis and reporting of procurement and asset management data to support evidence-based decision-making and value for money; Stakeholder Engagement and Capacity Building: Provide advisory and client support services, lead SCM and asset management capacity-building initiatives, and manage stakeholder relationships across government and external partners; and Financial, Project, and People Management: Manage budgets, projects, and resources in compliance with regulatory requirements, and ensure effective people management, performance management, and staff development.
- ENQUIRIES** : Ms Nadia Ebrahim (nadia.ebrahim@westerncape.gov.za) Tel No: (021) 483 4748).

OTHER POST

- POST 15/217** : **ASSISTANT DIRECTOR (SYSTEM CONTROLLER): SUPPORTING AND INTERLINKED FINANCIAL SYSTEMS REF NO: PT 09/2026**
- SALARY** : R487 197 – R573 897 per annum (Level 09)
CENTRE : Provincial Treasury, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary degree (National Diploma/B-Degree) in Supply Chain Management, Public Administration, Management, Financial Management, Accounting, or a related field; a minimum of 3 years' functional experience in a financial system environment; and a valid (Code B or higher) driver's license. Competencies: Knowledge of the following: Local government sphere legislation; MFMA Treasury Regulations Accounting Principles; 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, computer literacy, communication skills;

- project management, accounting, finance, and audit. Analytical skills; Report writing, financial management, and people management.
- DUTIES** : Render transversal support of maintenance of the financial systems and access security and controls. Provide support in the management of reporting processes of the financial systems. Provide capacity building in provincial departments to enhance the effective utilization of the financial system. Implementation of applications and financial systems. Monitor compliance and enforcement of prescribed legislation, policies, and guidelines relating to all financial system processes.
- ENQUIRIES** : Mr B Gordon Tel No: (021) 483 6268
- 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.

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** : 25 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 15/218** : **SOCIAL WORK POLICY MANAGER POLICY ALIGNMENT REF NO: DSD 20/2026**
- SALARY** : R1 009 512 per annum, (all-inclusive salary package), (OSD as prescribed).
- CENTRE** : Department of Social Development, Western Cape Government
- REQUIREMENTS** : Formal 4-year degree/diploma in social work; registration and proof of current registration with the South African Council for Social Service Professions (SACSSP); valid Code B driving license. Competencies: Knowledge of the following: analytic and diagnostic tools, assessment tools, evaluation methods, and processes (social work); people management; supervision framework for the social work profession; social welfare and community development legislation related to programs; social welfare and community development theory and interventions; information and knowledge management; protocol and professional ethics. Skills: Organising and planning, project planning, networking, Psychosocial intervention; Communication and language (2 Official languages of the Western Cape Government); People management practices; Conflict management; Interpersonal: Ability to compile complex

		reports (report writing); Computer literacy, presentation, and facilitation. Problem-solving and analytical Client orientation and customer focus; Professional counselling, policy analysis and development, financial management, and monitoring and evaluation skills.
<u>DUTIES</u>	:	Analyse and review existing social welfare and community development policies to ensure the alignment of policies within the department: Monitor, interpret, and review legislation, policies, and procedures to determine whether the legislation, policies, and procedures are still relevant and comply with current requirements. Facilitate the policy communication process; enable the implementation of transversal social welfare and community development policies and legislation through the establishment of operational guidelines and capacity building; and liaise with and attend meetings with other departments, non-government institutions, and relevant stakeholders to take cognizance of the latest developments in the relevant fields: Facilitate the legislative process of primary and secondary statutory policy
<u>ENQUIRIES</u>	:	Ms S Nieftagodien at email: Sihaam.Nieftagodien@westerncape.gov.za
<u>POST 15/219</u>	:	<u>SOCIAL WORK POLICY MANAGER: OLDER PERSONS REF NO: DSD 21/2026</u>
<u>SALARY</u>	:	R1 009 512 per annum, (all-inclusive salary package), (OSD as prescribed).
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government
<u>REQUIREMENTS</u>	:	Formal 4-year degree/diploma in social work; registration and proof of current registration with the South African Council for Social Service Professions (SACSSP); 10 years of appropriate/recognizable experience in social work after registration, of which 5 years are experience in social work policy development (has this been left out intentionally); valid Code B driving license. Competencies: Knowledge of the following: analytic and diagnostic tools, assessment tools, evaluation methods, and processes (social work); people management; supervision framework for the social work profession; social welfare and community development legislation related to programs; social welfare and community development theory and interventions; information and knowledge management; protocol and professional ethics. Skills: Organising and planning, project planning, networking, Psychosocial intervention; Communication and language (2 Official languages of the Western Cape Government); People management practices; Conflict management; Interpersonal: Ability to compile complex reports (report writing); computer literacy, presentation, and facilitation. Problem-solving and analytical client orientation and customer focus; professional counselling, policy analysis and development, financial management, and monitoring and evaluation skills.
<u>DUTIES</u>	:	Uniform Funding Cycle (UFC) Process: Monitor and evaluate NPOs' compliance against signed Transfer Agreement (TPA) and compliance against legislative programs. Specific norms and standards/regulatory frameworks; Rapid following complaints/enquiries about NPOs, or a concern raised by a programme, region, executive authority or head department; Registration facilities in terms of the legislation; Monitoring program-specific services per relevant legislation; Stakeholder management (international, national, provincial, local and regional)
<u>ENQUIRIES</u>	:	Ms P Momoza at Patiswa.Momoza@westerncape.gov.za
<u>POST 15/220</u>	:	<u>SOCIAL WORK SUPERVISOR: SWELLENDAM REF NO: DSD 23/2026</u>
<u>SALARY</u>	:	R496 668 - R583 833 per annum, (OSD as prescribed)
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government.
<u>REQUIREMENTS</u>	:	A 4-year tertiary qualification in Social Work (Degree/Diploma); Registration with the South African Council for Social Service Professions (SACSSP), A minimum of 7 years appropriate experience in social work after registration as Social Worker with the SACSSP. Competencies: Knowledge of the following: Job related knowledge; Analytic, diagnostic, assessment tools, evaluation methods and processes; 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 Job Related Skills: Organizing and planning; Project planning; Psycho social intervention; Communication and language (2 official languages of the Western Cape Government); People management practices; Interpersonal; Report-writing; Computer literacy; Presentation and facilitation; Problem solving and analytical; Client orientation and customer focus.
<u>DUTIES</u>	:	To ensure that a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities

through the relevant programmes is rendered: Attend to any other matters that could result in, or stem from, social instability in any form. Supervise employees engaged in these functions; This would include the following actions: Conduct assessments, that are problematic for supervisees, aimed at identifying conditions in individuals, groups, families and communities that justify relevant interventions; Ensure that the appropriate recommendations and interventions required to address the conditions are identified; Ensure the development and planning of programmes to render the recommended interventions efficiently, effectively and economically; Ensure that the recommended interventions are implemented by supervisees by providing continuous support, counselling, guidance and advice to supervisees; Monitor and evaluate the effectiveness of the recommended interventions; Ensure reporting on progress and identify further/amended interventions to address the identified conditions; Study, interpret, apply and give guidance on legislation and policies in the identified work fields to supervisees and other role players/stakeholders; Perform statutory functions that are problematic for supervisees relating to the relevant function, compile court reports and attend to court enquiries and the other tasks emanating from these matters; Ensure that records of social work interventions, processes and outcomes are produced and maintained; Ensure implementation and compliance to all standard operating procedures and sector norms and standards.

ENQUIRIES : Ms A Van Reenen Tel No: (021) 483 3996

POST 15/221 : **SOCIAL WORK SUPERVISOR REF NO: DSD 24/2026 (X3 POSTS AVAILABLE IN VARIOUS LOCATIONS)**

SALARY : R496 668 - R583 833 per annum, (OSD as prescribed)
CENTRE : Department of Social Development, Western Cape Government.
REQUIREMENTS : A 4-year tertiary qualification in Social Work (Degree/Diploma); Registration with the South African Council for Social Service Professions (SACSSP), A minimum of 7 years appropriate experience in social work after registration as Social Worker with the SACSSP. Competencies: Knowledge of the following: Job-related knowledge; analytic and diagnostic tools, assessment tools, evaluation methods, and processes. Personnel Management, Supervision Framework for Social Workers, and Social Work Legislation Related to Children. Social work theory and interventions; Information and knowledge management, protocol, and professional ethics Job-Related Skills: Organizing and planning; project planning; psychosocial intervention; communication and language (2 official languages of the Western Cape Government); People management practices; interpersonal, report writing, computer literacy, presentation and facilitation, problem solving and analytical, and client orientation and customer focus.

DUTIES : To ensure that a social work service with regard to the care, support, protection, and development of vulnerable individuals, groups, families, and communities through the relevant programs is rendered. Attend to any other matters that could result in, or stem from, social instability in any form. Supervise employees engaged in these functions. This would include the following actions: Conduct assessments that are problematic for supervisees, aimed at identifying conditions in individuals, groups, families, and communities that justify relevant intervention. Ensure that the appropriate recommendations and interventions required to address the conditions are identified; Ensure the development and planning of programs to render the recommended interventions efficiently, effectively, and economically. Ensure that the recommended interventions are implemented by supervisees by providing continuous support, counselling, guidance, and advice to supervisees. Monitor and evaluate the effectiveness of the recommended interventions; Ensure reporting on progress and identify further/amended interventions to address the identified conditions; Study, interpret, apply, and give guidance on legislation and policies in the identified work fields to supervisors and other role players/stakeholders. Perform statutory functions that are problematic for supervisees relating to the relevant function, compile court reports, and attend to court inquiries and the other tasks emanating from these matters. Ensure that records of social work interventions, processes, and outcomes are produced and maintained. Ensure implementation and compliance with all standard operating procedures and sector norms and standards.

ENQUIRIES : Ms M Swarts Tel No: (021) 763 6212

- POST 15/222** : **SUPPLY CHAIN MANAGEMENT CLERK: LOGISTICS SERVICES REF NO: DSD 19/2026**
- SALARY** : R237 453 - R279 708 per annum (Level 05)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification). Competencies: Knowledge of the following: Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics; Basic knowledge and understanding of the legislative framework governing the Public Service; Basic knowledge of work procedures in terms of the working environment). 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); Planning and organising; Interpersonal relations.
- DUTIES** : Render a logistical support service: Place orders for goods; Receive and verify goods from suppliers; Capture goods in registers databases; Receive request for goods from end users; Issue goods to end users; Maintain goods register; Update and maintain register and suppliers. Render demand and acquisition clerical support: Update and maintain a supplier (including contractors) database; Register suppliers on LOGIS or similar system; Request and receive quotations; Capture specification on the electronic purchasing system; Place orders; Issue and receive bid documents; Provide secretariat or logistical support during the bid consideration and contracts conclusion process; Compile draft documents as required. Maintain records and information management in: Control the safekeeping of records and information within the division, in compliance with records management prescripts; Adhere to the implementation of a sub directorate operations management system for knowledge management and organisational learning in the sub directorate; Provide input into the directorate's information management systems and databases.
- ENQUIRIES** : Mr L Moodie at (066) 413 5970
- POST 15/223** : **SUPPLY CHAIN MANAGEMENT CLERK: QUOTATION ADMINISTRATION REF NO: DSD 25/2026 (X2 POSTS AVAILABLE IN CAPE TOWN)**
- SALARY** : R237 453 - R279 708 per annum (Level 05)
CENTRE : Department of Social Development, Western Cape Government.
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification).Competencies: Knowledge of the following: Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics; Basic knowledge and understanding of the legislative framework governing the Public Service; Basic knowledge of work procedures in terms of the working environment). 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); Planning and organising; Interpersonal relations.
- DUTIES** : Render demand and acquisition clerical support: Update and maintain a supplier (including contractors) database; Register suppliers on LOGIS or similar system; Request and receive quotations; Capture specification on the electronic purchasing system; Place orders; Issue and receive bid documents; Provide secretariat or logistical support during the bid consideration and contracts conclusion process; Compile draft documents as required. Render a logistical support service: Place orders for goods; Receive and verify goods from suppliers; Capture goods in registers databases; Receive request for goods from end users; Issue goods to end users; Maintain goods register; Update and maintain register and suppliers. Maintain records and information management in: Control the safekeeping of records and information within the division, in compliance with records management prescripts; Adhere to the implementation of a sub directorate operations management system for knowledge management and organisational learning in the sub directorate; Provide input into the directorate's information management systems and databases.
- ENQUIRIES** : Mr L Moodie at (066) 413 5970
- POST 15/224** : **SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES REF NO: DSD 22/2026 (X6 POSTS AVAILABLE IN VARIOUS LOCATIONS)**
- SALARY** : Grade 1: R200 691 – R227 145 per annum, (as prescribed by OSD)
Grade 2: R236 385 – R269742 per annum, (as prescribed by OSD)

		Grade 3: R280 809 - R353 016 per annum, (as prescribed by OSD)
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government
<u>REQUIREMENTS</u>	:	Grade 1: Grade 12; Registration and proof of current registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Valid Driver's License B. Competencies: Knowledge and basic understanding of the following: Human behaviour, relationship system and social issues; South African social welfare context: the policy and practice of developmental social welfare services; South African judicial system and the legislation governing and impacting of social auxiliary work; Basic knowledge of financial matters related to social auxiliary work; Uses appropriate resources in service delivery to client systems; Implement appropriate social auxiliary work methods and techniques to address the social needs of client systems; Information and Knowledge Management (Keep precise records and compile accurate reports on social needs and social auxiliary work activities and file them appropriately; Protocol and professional ethics.
<u>DUTIES</u>	:	Provide assistance and support to social workers with the rendering of a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant departmental programmes; Assist social workers to attend to any other matters that could result in, or stem from, social instability in any form; Continuous professional development; Perform administrative support functions in support of social workers as required of the job.
<u>ENQUIRIES</u>	:	Ms M Rebe Tel No: (021) 812 0923