



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 15 OF 2026

DATE ISSUED 08 MAY 2026

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

OTHER POST

POST 15/43 : **DEPUTY DIRECTOR: PLANNING SUPPORT REF NO: HRMC 19/26/6**
 Directorate: Strategic Planning

SALARY : R932 292 - R1 098 195 per annum (Level 11), (an all-inclusive salary package)
CENTRE : Head Office: Tshwane
REQUIREMENTS : 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 & Bodenstern 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

- NOTE** : The Organisation will give preference to candidates in line with Employment Equity goals.
- POST 15/48** : **CHIEF REGISTRAR (X2 POSTS)**
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** : Gauteng Division of The High Court: Johannesburg Ref No: 2026/14/OCJ
Gauteng Division of The High Court: Pretoria Ref No: 2026/15/OCJ
- REQUIREMENTS** : 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.
- 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** : 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
- APPLICATIONS** : 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
- NOTE** : The Organisation will give preference to candidates in line with Employment Equity goals.
- POST 15/49** : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: 2026/16/OCJ**
Re advertisement Candidates who previously applied are encouraged to reapply.
- SALARY** : R487 197 – R573 897 per annum (Level 09). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Provincial Service Centre: Gauteng
- REQUIREMENTS** : 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 REQUIREMENTS</u>	:	R1 101 468 per annum, (all-inclusive) Pretoria 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