the dpsa
Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 23 OF 2026
DATE ISSUED 03 JULY 2026

1. **Introduction**

1.1 This Circular is, except during December, published on a weeskly 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: NORTH WEST: DEPARTMENT OF ECONOMIC DEVELOPMENT, ENVIRONMENT, CONSERVATION, AND TOURISM:** Kindly note that the following posts were advertised in Public Service Vacancy Circular 22 dated 26 June 2026. The reference numbers were omitted for posts (3) Chief Director – Integrated Economic Development Services, (4) Chief Director – Business Regulatory and Consumer Protection,

(5) Director – Human Capital Management, (6) Director – Consumer Protection and (7) Director – Supply Chain Management. The correct reference numbers are Ref 03/ DEDECT/2026/NW Chief Director – Integrated Economic Development Services, 04/ DEDECT/2026/NW Chief Director – Business Regulatory and Consumer Protection, 05/ DEDECT/2026/NW Director – Human Capital Management, 06/ DEDECT/2026/NW Director – Consumer Protection and 07/ DEDECT/2026/NW Director – Supply Chain Management.

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ANNEXURE A

DEPARTMENT OF AGRICULTURE (DOA)

CLOSING DATE : 17 July 2026 at 16:00

NOTE : To apply, submit a completed Z83 form and detailed Curriculum Vitae (PDF document to a maximum of 10 megabytes) via e-mail or hand delivery. The Department will not be held responsible for server delays. Late applications due to technical issues will not be considered. Shortlisted candidates must provide certified copies of required documents (Identity Document, qualifications, etc) where necessary and service certificates to support senior management experience to Human Resources before the interviews, including South African Qualifications Authority (SAQA) evaluation reports for foreign qualifications. Failure to comply will result in disqualification. To be appointed at Senior Management Service (SMS) level, you must complete the SMS Pre-entry programme offered by the National School of Government (NSG). Find course details here: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ appointment is subject to successful competition of the Nyukela Programme: Pre-entry Certificate to SMS and submission of proof. All shortlisted candidates, for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. 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. 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.

ERRATUM: Kindly note that the post of Secretariat Practitioner with Ref No: 3/3/1/42/2026, which was advertised in the Public Service Vacancy Circular 21 dated 19 June 2026 with a closing date of 03 July 2026, was advertised erroneously with the job title. The correct job title is as follows: Secretariat Practitioner.

The posts of Tradesman Aid with Ref No: 3/3/1/46/2026 (X6 Posts) which were published in the Public Service Vacancy Circular 22 dated 26 June 2026 with closing date of 10 July 2026; the contact person for enquires is amended as follows: Enquires Mr Koos du Plessis Tel No: (012) 846 8535 or Ms P Tsebe at (067) 418 8264

The post of Senior Driver Operator with Ref No: 3/3/1/45/2026 which was published in the Public Service Vacancy Circular 22 dated 26 June 2026 with closing date of 10 July 2026; has been withdrawn.

MANAGEMENT ECHELON

POST 23/01 : **CHIEF DIRECTOR: FINANCIAL MANAGEMENT REF NO: 3/3/1/47/2026**
Branch: Office of the Director-General

SALARY : R1 554 696 per annum (Level 14), (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS).

CENTRE : Gauteng: Pretoria

REQUIREMENTS : Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). Grade 12 Certificate. Bachelor's Degree or advanced Diploma in Financial Management / Management Accounting / Accounting / Commerce (NQF 7). Minimum of 5 years' experience at a senior managerial (SMS) level in the finance field. Job-Related Knowledge: Applicants must have sound knowledge and understanding of the following: Preferential Procurement Policy Framework Act (PPPFA). Knowledge of corporate governance issues. Knowledge of Municipal Finance Management Act (MFMA). Knowledge of Public Service environment. Knowledge of Generally Accepted Accounting Principles (GAAP). PFMA and National Treasury Regulations. Job Related Skills: Leadership skills. Computer skills. Management skills. Project Management skills. Communication skills (verbal and written). Conflict resolution skills. Excellent facilitation skills. Public speaking skills/Presentation skills. Negotiating skills. Ability to work under pressure. Meeting deadline. A Valid driver's license.

DUTIES : Oversee the provision of effective and sound financial management in the Department. Ensure compliance to financial management standards by adhering to policies and guidelines. Manage bookkeeping activities for all accounts to ensure transparency and accountability. Monitor the payables, receivables, and lease management functions to ensure credibility of processes. Administer the administration of the salary and payroll function of the department to ensure timely payments. Manage financial legislative reporting. Manage the budget performance services. Manage budget performance. Provide financial performance. Manage state of expenditure. Manage the legislative reporting. Provide management accounting services. Establish and enforce proper accounting methods, policies and principles. Manage the departmental budget. Manage financial systems. Conduct financial analysis. Ensure and oversee effective governance and compliance pertaining to financial management. Provide leadership and direction with regards to the identification of policy gaps and determination of policy goals. Oversee the development and effective implementation of financial management policies, processes, procedures, standards, systems and practices. Ensure good governance in line with treasury guidelines and regulations and the PFMA. Monitor compliance with all relevant legislation, regulations, policies and procedures. Ensure compliance with all audit requirements. Ensure the development and implementation of risk management frameworks, standards and practices. Provide leadership, direction, advice and support. Ensure the development of financial management strategic objectives. Assist the Accounting Officer in discharging his/her responsibilities. Advise senior management on financial matters and financial consequences of draft policies including strategic planning issues. Ensure the provision of timely and accurate financial and operational information necessary for strategic decision-making. Liaise with relevant role-players in the financial environment regarding transversal financial matters. Oversee the management of the resources of the Chief Directorate. Interpret the Branch's business strategy, with special reference to how priority projects should be resourced and delivered, in respect of the Chief Directorate. Lead the Chief Directorate in relation to the implementation of policy priorities. Ensure that priority targets are realised by respective Directorates, and monitor, evaluate and report on progress. Manage the efficiency and effectiveness of the Chief Directorate, to ensure the achievement of set targets of the Directorates, while reporting on value for money in this regard. Develop systems and procedures to enable delivery of services by the Directorates.

Define processes required for the delivery of sets targets. Take responsibility for the delivery of strategic outcomes as outlined in the estimates of national expenditure. Ensure implementation of Service Level Agreements with Provincial Departments of Agriculture and relevant State-Owned Entities. Take responsibility for coordination and communication in relation to the functions of the Chief Directorate. Create an enabling environment, including ensuring soliciting resources as needed in support of the Directorates, for achievement of their targets. Take responsibility for the development of annual business plans. Ensure the management and development of Human Resources.

ENQUIRIES : Ms K Kgang Tel No: (012) 319 7194
APPLICATIONS : Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email CDFMrecruit47@nda.gov.za

OTHER POST

POST 23/02 : **FORENSIC INVESTIGATOR REF NO: 3/3/1/48/2026**
Directorate: Forensic Investigations
Re-advertisement, Candidates who previously applied are encouraged to re-apply.

SALARY : R413 001 per annum (Level 08)
CENTRE : Gauteng: Pretoria
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Forensic Investigations / Law / Auditing. Minimum of two (2) years of experience in Forensic Investigations. Job related knowledge: The Association of Certified Fraud Examiners (ACFE) Professional Standards. The institute of Commercial Forensic Practitioners (ICPF) Professional Standards. Forensic Investigations methodologies and procedures. Job related skills: Writing Skills. Verbal / Communication Skills. Interviewing Skills. Analytical Skills. Problem-solving Skills. Conflict Management Skills. Interpersonal Skills. Computer Skills (Microsoft Word, Excel).
DUTIES : Planning of cases assigned to the Forensic Investigation Team as per the Case Management Register according to the deliverables and timelines defined on the approved Project Plans. Planning the deliverables of the cases allocated to the Forensic Investigation Team in line with the Chief Directorate's quality standards, methodologies, policies and procedures (charter and governing procedure). Report progress to the Assistant Director on a weekly basis and to the Deputy Director on a monthly basis, or when required to do so. Execution / Fieldwork of cases assigned to the Forensic Investigation Team as per the Case Management Register according to the deliverables and timelines defined on the approved Project Plans. Execution/fieldwork of the cases allocated to the Forensic Investigation Team in line with the Chief Directorate's quality standards, methodologies, policies and procedure (charter and governing procedure). Report progress to the Assistant Director on a weekly basis and to the Deputy Director on a monthly basis, or when required to do so. Reporting (written format) of cases assigned to the Forensic Investigation Team as per the Case Management Register according to the deliverables and timelines defined on the approved Project Plans. Reporting (written format) of cases allocated to the Forensic Investigation Team in line with the Chief Directorate's quality standards, methodologies, policies and procedures (charter and governing procedure). Report progress to the Assistant Director on a weekly basis and to the Deputy Director on a monthly basis, or when required to do so. Closure of cases assigned to the Forensic Investigation Team as per the Case Management Register according to the deliverables and timelines defined on the approved Project Plans. Closure of cases allocated to the Forensic Investigation Team in line with the Chief Directorate's quality standards, methodologies, policies and procedures (charter and governing procedure). Report progress to the Assistant Director on a weekly basis and to the Deputy Director on a monthly basis, or when required to do so.

ENQUIRIES : Ms K Govender Tel No: (012) 309 8735
APPLICATIONS : Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email FIrecruit48@nda.gov.za
NOTE : EE Target: African Males and Persons with disability.

ANNEXURE B

DEPARTMENT OF BASIC EDUCATION

The Department of Basic Education is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. Preference will be given to underrepresented groups as per the DBE Employment Equity Targets. Women and people with disabilities are encouraged to apply.

APPLICATIONS	:	Submitted via post to: Private Bag X895, Pretoria, 0001 or hand-deliver to: The Department of Basic Education, 222 Struben Street, Pretoria or you can email your applications LowerApplications@dbe.gov.za
FOR ATTENTION	:	Ms M Mahape/Ms N Kumalo
CLOSING DATE	:	17 July 2026
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. The successful candidate must sign an annual performance agreement, annually disclose his/ her financial interests and be subjected to a security clearance.

OTHER POSTS

POST 23/03	:	**DEPUTY DIRECTOR REF NO: DBE/50/2026** Branch: Delivery and Support Chief Director: NEEDU (X3 Contract Posts with an option to renew)
SALARY	:	R932 292 per annum
CENTRE	:	Pretoria
REQUIREMENTS	:	The applicants must be in possession of an appropriate three-year (NQF level 6) post matric qualification or equivalent qualification as recognised by SAQA; Four (4) years' relevant experience as an Assistant Director or equivalent level in the education sector; A sound knowledge of the education policy and legislation environment; Must have a strong language competency in Sepedi, Setswana or isiZulu; Knowledge of matrix and project management; Experience in qualitative and/or quantitative research methodology; Ability to work under pressure and meet deadlines; Ability to work independently without supervision to meet targets; Sound analytical skills; Report writing and presentation skills, including MS PowerPoint presentation skills; Strong communication (verbal and writing) skills; Computer skills in MS Office (Word, PowerPoint, Excel, Access and Outlook); Willingness to work extensive hours and be prepared to travel; A valid driver's licence; Passion to make a positive contribution to South African education.
DUTIES	:	The successful candidate will be liaising with district officials and school management teams to prepare for evaluations/research; Conducting independent research/evaluation in sampled schools, districts and provincial offices following prescribed evaluation protocol and evaluation instruments; Analysing data using appropriate qualitative and quantitative tools or techniques; Providing a clear assessment of the state if teaching and learning in all schools, districts and provincial offices evaluated, this will include collecting and analysing data; As an integral part of a school evaluation process, observe educators in practice using approved instruments; Writing, editing and analysing reports as well as provide recommendations for improvement; Collating reports from different members of the evaluation team; Analysing research/evaluation reports to identify emerging trends within districts and schools; Conducting document analysing and preparing reports with recommendation regarding the course of action that the Basic Education Sector needs to take; Verifying the findings of a school self-evaluation; Contributing to standards setting in education; Sharing research findings in different platforms and structures; Identifying problem areas within the basic education sectors and outline action research, which seek to address them; Performing any other functions as deemed appropriate by the Supervisor within the ambit of labour law.
ENQUIRIES	:	Ms M Mahape Tel No: (012) 357 3291/ Ms N Kumalo Tel No: (012) 357 3398

POST 23/04	:	**ASSISTANT DIRECTOR: BUSINESS APPLICATION AND SUPPORT REF DBE/51/2026** Branch: Business Intelligence Chief Directorate: Information and Management Systems Directorate: Education Management Information Systems
SALARY	:	R605 742 per annum
CENTRE	:	Pretoria
REQUIREMENTS	:	The applicants must be in possession of an appropriate three-year relevant post matric qualification (NQF level 6)or equivalent qualification as recognized by SAQA in Computer Science, Information Technology, Software development or related fields; Three (3) years relevant experience at supervisory level in software development and testing, in the Microsoft Development Environment (VB.net , VB6, ADO, CHM, MS Access, and SQL); Advanced knowledge of Microsoft Office products – Word, Excel, Outlook, PowerPoint; Experience with reviewing requirements, developing and automating test cases based on User requirements; Extensive knowledge of SA-SAMS and proven knowledge of user and database support; Experience in the Education sector and Project Management; White and Black box testing experience at the unit, integration and system levels; Must be able to multitask and meet deadlines in a fast-paced start-up environment; Take initiative and the ability to work with minimal guidance; Must be in possession of a driver's license and willing to travel; Attention to detail and strong problem-solving skills are critical with the ability to work as a team player is essential Good communication (verbal and written) skills.
DUTIES	:	The successful candidate must lead a team of support and technical specialists on the development, testing and supporting of DBE programs in particular the SA-SAMS and in-house/SITA developed software; Designing and developing ad hoc survey, data collection and reporting tools/applications as required; Trouble shooting and fixing Access and SQL databases; Evaluating and testing new or modified software programs and software development procedures according to user requirements and conform to established guidelines; Writing revise and verifying quality standards and test procedures for program design, product evaluation and quality assurance; Planning, designing and authoring effective test cases and develop automated tests for test cases and integrate automations into test suites; Designing and developing tools for test management, execution and reporting to enhance the overall software testing process; Monitoring system program/application performance after implementation to prevent reoccurrence of program operating problems and ensure efficiency of operation; Writing documentation to describe program evaluation, testing, and correction; Facilitating problem-solving between end user and SA-SAMS developers; Writing monthly/quarterly/annual reports on the status and progress on the support, testing and ad hoc system development; Standardising and supporting SA-SAMS and Provincial Data Warehouses; Supporting on training, advocacy and change management of SA-SAMS and other Data Systems; Liaising with the Education Sector Policy Owners and support on managing the SDLC of requirements on SA-SAMS/programs for version release; Supporting on the SA-SAMS Modernisation Project; Supporting on the Learner Unit Record Information and Tracking System, the Business Intelligence System and other relevant systems; Attending to ad-hoc requests and supporting the Director on relevant Projects as requested.
ENQUIRIES	:	Ms M Mahape Tel No: (012) 357 3291/ Ms N Kumalo Tel No: (012) 357 3398
POST 23/05	:	**ASSISTANT DIRECTOR: PROVINCIAL SCHOOL IMPROVEMENT SUPPORT COORDINATORS REF DBE/52/2026** (X6 Contract Posts) Branch: Delivery and Support Chief Directorate: Planning and Implementation Support Directorate: School-Level Planning, Monitoring, Development and Support
SALARY	:	R487 197 per annum
CENTRE	:	**Eastern Cape:** (Mandela Bay and Sarah Baartaman, Alfred Nzo East and East, Amathole West and Buffalo City Districts) **Kwa-Zulu Natal:** (Zululand and Umzinyathi Districts)

Mpumalanga:
(Bohla Bela District)

REQUIREMENTS : The applicants must be in possession of an appropriate three year qualification (NQF level 6) in Education as recognized by SAQA, which includes professional teacher education and registration with SACE as a professional Educator; Three (3) years relevant experience at supervisory level; At least three (3) years' experience as a deputy principal or principal and above; An Honours degree or higher qualification will be an added advantage; Academic achievements must be coupled with at least eight years' teaching experience; The successful candidate must demonstrate a good understanding of the education sector in South Africa, proven experience in managing the implementation of projects; Proven ability to produce quality work under pressure; Manage deadlines; Ability to work with people at different levels, team player able to work autonomously; Interpretation and utilisation of performance data to identify and address gaps in performance. A sound knowledge of Curriculum and Assessment Policy Statement (CAPS) and Programme development; Proficient computer skills; Strong analytical and problem-solving skills; Good communication (verbal and written) skills, process management; Willingness to frequently travel; A valid driver's license; Possession of own transport; Computer literacy.

DUTIES : The successful candidate must work with circuit managers to develop a data-driven approach to school improvement support; Participating in specialised multi-disciplinary teams to implement and manage various interventions aimed at improving the quality of education; Developing a plan for addressing identified weaknesses in order to improve teaching; Evaluating circuit priorities, deliverables and calendars (year plans) and work with the identified circuit managers to implement circuit improvement plans so that all deliverables are delivered (met or achieved) within agreed deadlines; Monitoring on behalf of the DBE the refinement, implementation and monitoring of responsive improvement plans in order to record lessons for possible replication; Overseeing the implementation of the turnaround strategies for each identified circuit; Undertaking follow-up work to ensure sustainability of expertise and compile and present progress, quarterly and annual reports on programmes undertaken.

ENQUIRIES : Ms M Mahape Tel No: (012) 357 3291/ Ms N Kumalo Tel No: (012) 3573 3398

POST 23/06 : **SENIOR ADMINISTRATIVE OFFICER REF NO: DBE/53/2026**
Branch: Delivery and Support
Project NEEDU

SALARY : R413 001 per annum (Level 08)
CENTRE : Pretoria
REQUIREMENTS : Applicant must be in possession of three (3) years relevant post matric qualification (NQF level 6) or equivalent qualification as recognised by SAQA; Two (2) years' experience working in the Basic Education Sector; Knowledge of the education policy and legislation environment; Must have a strong language competency in Sepedi and isiZulu; An understanding of Whole-School Evaluation (WSE); Strong communication (verbal and writing) skills; An understanding of both qualitative and quantitative research methodology; Sound analytical skills; Report writing and presentation, including MS PowerPoint presentation skills; The ability to work under pressure and meet deadlines; Computer skills in MS Office (Word, PowerPoint, Excel and Outlook); Ability to work independently without supervision to meet targets; Willingness to work extensive hours and be prepared to travel; A passion to making a positive contribution to South African education.

DUTIES : The successful candidate will be responsible for transcribing, recording interviews verbatim to prepare for the analysis of data; Capturing and collecting data from schools, district offices and provincial offices through questionnaires; Cleaning and sorting data captured in different databases; Sorting and packaging hundreds of documents researchers collect from the field; Assisting in calling schools and districts in preparation for visits by researchers; Assisting in calling schools and districts to make follow-ups on documents that the researchers need to prepare reports; Training, supervising and guiding a team that capturing and cleaning data; Scanning and filing completed data instruments; Formatting prepared reports; Keeping Leave and Risk Registers; Monitoring expenditures using the monthly cashflow statements; Making travelling plans for researchers to collect data; Quality-assuring researchers'

S&T claim forms before they are submitted for payment; Carrying out other activities as assigned by the Supervisor within the ambit of labour law.

ENQUIRIES : Ms M Mahape Tel No: (012) 357 3291/Ms N Kumalo Tel No:(012) 3573 3398

POST 23/07 : **SENIOR SECRETARY REF NO: DBE/54/2026**
Branch: Office of the Director General
Chief Directorate: ODG Support Services
Directorates: Intergovernmental and Technical Support

SALARY : R280 278 per annum
CENTRE : Pretoria
REQUIREMENTS : The applicant must be in possession of a Senior Certificate or equivalent qualification; The ideal candidate must have a good understanding of the operation of the Public Sector; Good interpersonal relations; Good communication skills (written and verbal); Good telephone etiquette; Computer literacy (MS Word, MS Excel, MS PowerPoint and MS Outlook); Ability to think clearly and concisely, be friendly, confident, work independently; Ability to work under pressure; Ability to multi-task and cope with a high workload; General office management; Willingness to learn quickly; Accuracy and be adaptable; Planning and organisational skills.

DUTIES : The successful candidate will be responsible for Secretarial and general administrative support services to the manger; Maintaining a professional relationship with internal and external stakeholders and serve as a direct point of contact for visitors; Taking responsibility for the general organisation, tidiness and image of the Office of the manager; Handling, screening and managing incoming and outgoing telephone calls, taking messages and routing telephone calls to the manager or relevant units ensuring the efficient flow of information; Managing and coordinating the diary of the manager; Facilitating logistical arrangements for meetings, workshops and appointments; Making arrangements for the manager work-related travel itinerary by coordinating transport, accommodation requirements, compiling, reconciling subsistence and travel claims; Maintaining a document management in an orderly filing system (electronically and manually); Managing all documents, receiving, recording, screening, quality assuring, filing and dispatching all documents (submissions and memorandums); Quality assuring submissions and reports; Assisting with the consolidation of the Directorate's/ Chief Directorates reports; Providing secretariat support during meetings and drafting minutes as required; Performing other work related duties as delegated.

ENQUIRIES : Ms M Mahape Tel No: (012) 357 3291/ Ms N Kumalo Tel No: (012) 3573 3398

ANNEXURE C

DEPARTMENT OF CORRECTIONAL SERVICES

APPLICATIONS : Interested candidates should submit complete applications clearly reflecting the designation and applicable reference number to the relevant addresses as reflected below:

Free State and Northern Cape Region: The Regional Commissioner Free State and Northern Cape, Recruitment Section, P/Bag X20530, Bloemfontein, 9300 OR hand deliver at: 103 Zastron Street, Agrimed Building, Bloemfontein, 9300. Contact persons: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T / Ms. Ramncwana B (082) 306 9027.

Limpopo, Mpumalanga and North West Region: The Regional Commissioner Limpopo, Mpumalanga & North West, Recruitment Section, P/Bag X142, Pretoria, 0001 OR hand deliver at: Cnr Johannes Ramokhoase (Proes) & Paul Kruger Street, 196 Masada Building, 09th Floor, Pretoria, 0001. Contact persons: Mr Buthelezi Z (012) 306 2025/Ms Nomvela PM (012) 306 2033/Ms Lekhuleni TD (012) 306 2034.

Western Cape Region: The Regional Commissioner Western Cape, Recruitment Section, P/Bag X14, Goodwood, 7459 OR hand deliver at: Peninsula Drive, Monte Vista, 7460. Contact persons: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.

Applications for the below positions can also be submitted online at: https://careers.dcs.gov.za/.Candidates must comply with the minimum appointment requirements. CV's should be aligned to reflect one's degree of compliance with the advertisement requirements and responsibilities.

CLOSING DATE : 20 July 2026 @ 15h45. The Department of Correctional Services reserves the right not to fill these posts.

NOTE : Call for applications to serve as members of the Correctional Supervision and Parole Board The Minister of Correctional Services in terms of Section 74 of the Correctional Services Act, Act 111 of 1998 invite interested and suitable candidates to apply for an opportunity to serve as members of the Correctional Supervision and Parole Board. The Parole Board is an independent body whose main aim is to protect the public by risk assessing offenders to decide whether they can be safely released into the community. The main role of a Chair (and Vice in the chairs absence) is decision making. Decision making in light of a number of factors, that is: rights of the offender (as far as the right to be considered in light of relevant legislation), calculation of the minimum detention period, understanding of criminal justice value chain, court papers, sentencing remarks, copy of the judgment, copy of the warrant of detention, case law, SAP 69 and 62, understanding the various reports by the DCS professionals, understanding of the rehabilitation process, risk assessment, victim/community empathy, public safety etc. Applicants who have retired from the Public Service with a specific determination that they cannot be re-appointed or have been declared medically unfit will not be considered. Term of office will be for a period of five (5) years or as may be determined by the Minister in line with Section 74 (7) of the Correctional Services Act, Act 111 of 1998. Applications: Applications must be submitted on the Z83 form (Public Service application form) obtainable from any Public Service department and must be completed in full. Only a detailed CV should be attached to your application form. Only shortlisted candidates will be required to submit certified copies not older than 6 months of qualifications and other related documents on or before the day of the interview. Applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records verification.

OTHER POSTS

POST 23/08	:	**CHAIRPERSON** Term of office will be for a period of five (5) years or as may be determined by the Minister in line with Section 74 (7) of the Correctional Services Act, Act 111 of 1998.
SALARY	:	A member of the Board will be remunerated on monthly rates based on category D sub-category D1 of the remuneration of statutory boards as defined by National Treasury
CENTRE	:	**Free State and Northern Cape Region:** Kimberley Ref No: FSNC 2026/07/12 **Limpopo, Mpumalanga and North West Region:** Polokwane Ref No: LMN 2026/07/01 Rooigrond Ref No: LMN 2026/07/02 **Western Cape Region:** Allandale Ref No: WC 2026/07/01 Brandvlei Ref No: WC 2026/07/02 Breede River Ref No: WC 2026/07/03 Southern Cape (George) Ref No: WC 2026/07/04 Voorberg Ref No: WC 2026/07/05 West Coast Ref No: WC 2026/07/06
REQUIREMENTS	:	A recognized and appropriate NQF level 7 qualification in any Criminal Justice field, Social Sciences or related. Previous 5 years' experience in management or decision-making position. Demonstrable experience of and ability to conduct effective evidence-based decision making, weighing facts and evidence, analysing and critically evaluating large volumes of complex information and identifying key issues, within tight deadlines and working on your own initiative. Demonstrable independence of mind and sound judgement, with the ability to make evidence-based decisions that are accurately documented. Excellent interpersonal skills: the ability to gain respect and maintain rapport through effective communication and influencing skills with the confidence to challenge opinions where necessary, work collegiately and resolve differences to reach sound decisions. Excellent communication skills, both written and oral: the ability to communicate sensitively and effectively with a wide range of individuals, varying your approach as necessary and treating others with respect, to listen actively and evaluate replies in order to probe issues. Excellent written skills: the ability to draft well-formed written reports which summarises evidence in support of a decision or recommendation. Demonstrable high standards of corporate and personal integrity and conduct, such as a strong commitment to fairness, equality and the ethos of supporting the wider public or community good through your contributions. High levels of time management, organisational and administrative skills, together with strong personal motivation and commitment to professional self-development. Evidence of experience of any aspect of the criminal justice system and an understanding of the importance of the victim's perspective. Previous experience in management or decision-making position.
DUTIES	:	Analyse and critically evaluate information in order to identify continuing risk/dangerousness in an individual offender's case, where information may come from a variety of sources including electronic and paper documents, electronic updates and evidence given at oral hearings. Apply knowledge and judgement to offenders' cases in order to decide whether they can safely be released into the community and to set conditions where release is appropriate. Oversee the hearing of cases in order to assess risk. Work collaboratively with other parole members in order to make judgements about the available evidence and to provide a concise and structured summary of relevant factors in reaching a decision or recommendation. Facilitate report writing, draft reasoned summaries and decisions. Be an effective ambassador for the Parole Board when representing it at hearings or any other event. Facilitate administrative roles associated with preparation for hearings, hearings and revocations/cancellations, public education on parole, facilitate invitation of victims to hearings including court attendance as a result of litigation by offenders.
ENQUIRIES	:	Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T / Ms. Ramncwana B (082) 306 9027

Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.
Western Cape Region: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.

POST 23/09 : **VICE-CHAIRPERSON**
Term of office will be for a period of five (5) years or as may be determined by the Minister in line with Section 74 (7) of the Correctional Services Act, Act 111 of 1998.

SALARY : A member of the Board will be remunerated on monthly rates based on category D sub-category D1 of the remuneration of statutory boards as defined by National Treasury

CENTRE : **Free State and Northern Cape Region:**
Bizzah Makhate Ref No: FSNC 2026/07/13
Grootvlei Ref No: FSNC 2026/07/14
Kimberley Ref No: FSNC 2026/07/15
Limpopo, Mpumalanga and North West Region:
Bethal Ref No: LMN 2026/07/03
Polokwane Ref No: LMN 2026/07/04
Rooigrond Ref No: LMN 2026/07/05
Rustenburg Ref No: LMN 2026/07/06

REQUIREMENTS : A recognized and appropriate NQF level 7 qualification in any Criminal Justice field, Social Sciences or related. Proven 3 years supervisory role or community leadership experience as well as active involvement in community-based structures. Commitment to a corruption-free administration. A good standing with the community with extensive life experience. Proven special interest in the Criminal Justice System.

DUTIES : Chair meetings in the absence of the Chairperson. Sign documents in the absence of the Chairperson. Participate in the analysis and evaluation of information in order to identify continuing risk/dangerousness in an individual offender's case, where information may come from a variety of sources including electronic, paper documents, electronic updates and evidence given at oral hearings. Apply knowledge and judgement to offenders' cases in order to decide whether they can safely be released into the community and recommend appropriate conditions where release is appropriate. Participate in the hearing of cases in order to assess risk while work collaboratively in making judgements about the available evidence and formulate a concise and structured summary of relevant factors to aide in reaching a decision or recommendation. Participate in report writing, assist in drafting seasoned summaries and assist the Chairperson in recommending a decision. Be an effective ambassador for the Parole Board when representing it at hearings or any other event.

ENQUIRIES : Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T / Ms. Ramncwana B at (082) 306 9027
Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.

POST 23/10 : **COMMUNITY MEMBER**
Term of office will be for a period of five (5) years or as may be determined by the Minister in line with Section 74 (7) of the Correctional Services Act, Act 111 of 1998.

SALARY : A member of the Board will be remunerated on monthly rates based on category D sub-category D1 of the remuneration of statutory boards as defined by National Treasury

CENTRE : **Free State and Northern Cape Region:**
Bizzah Makhate Ref No: FSNC 2026/07/16
Goedemoed Ref No: FSNC 2026/07/17
Groenpunt Ref No: FSNC 2026/07/18
Kimberley Ref No: FSNC 2026/07/19
Limpopo, Mpumalanga and North West Region:
Barberton Ref No: LMN 2026/07/07 (X2 Posts)
Bethal Ref No: LMN 2026/07/08 (X2 Posts)

Polokwane Ref No: LMN 2026/07/09 (X2 Posts)
Rooigrond Ref No: LMN 2026/07/10 (X2 Posts)
Rustenburg Ref No: LMN 2026/07/11 (X2 Posts)
Thohoyandou Ref No: LMN 2026/07/12
Witbank Ref No: LMN 2026/07/13 (X2 Posts)
Western Cape Region:
Allandale Ref No: WC 2026/07/07
Brandvlei Ref No: WC 2026/07/08
Drakenstein Ref No: WC 2026/07/09
Overberg Ref No: WC 2026/07/10
Southern Cape (George) Ref No: WC 2026/07/11

REQUIREMENTS : Recognized degree or national diploma in one of the following fields: Criminal Justice, Community Development, Social Science, Policing or Human Rights related field. 5 years' experience in community development work and/or Criminal Justice. Previous experience in a decision-making capacity will be advantageous. Retired professionals are encouraged to apply. Competencies And Attributes: Communication. Client orientation and customer focus. Problem solving and analysis. Decision making. Integrity and honesty. Confidentiality. Good interpersonal relations. Understanding of the Parole Board System.

DUTIES : The successful candidates will be responsible to attend and participate in the decision-making role in Parole Board hearings. Act as a facilitator of community reintegration on the part of offenders. Protect the interest of the community, offenders and the state. Ensure objective and fair application of the release policy. Perform ad-hoc tasks as determined by the Board. Ensure confidentiality in terms of Parole Board meetings, decisions and documentation.

ENQUIRIES : Free State and Northern Cape Region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T / Ms. Ramncwana B at (082) 306 9027.
Limpopo, Mpumalanga and North West Region: Mr Buthelezi Z Tel No: (012) 306 2025/Ms Nomvela PM Tel No: (012) 306 2033/Ms Lekhuleni TD Tel No: (012) 306 2034.
Western Cape Region: Ms NA Mdladlamba Tel No: (021) 550 6014/Ms A Reddy Tel No: (021) 559 7929/Mr S Sikisazane Tel No: (021) 558 0108/Ms NC Sotyibi Tel No: (021) 558 0518.

ANNEXURE D

DEPARTMENT OF DEFENCE

CLOSING DATE : 17 July 2026 at 16h00 (Applications received after the closing date and faxed copies will not be considered).

NOTE : It is the Department's intention to promote equity (race, gender and disability) through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan. Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office i.e effective 01 January 2021 or on the DPSA website 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. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preference, emotional intelligence, and integrity. The competency assessment will be limited to successful candidates in the interview process only. Shortlisted candidates will be subjected to a personnel suitability checks (pre-employment screening) which may include social media profiles checks. A successful candidate will have to undergo a full security vetting while in the employ of the department and negative outcome shall nullify employment contract. Failure to submit the required documents will result in your application not being considered. Successful candidates will be required to disclose their financial interests within one (1) month of appointment. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged, and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for a period of twelve (12) months in terms of the prescribed rules.

OTHER POSTS

POST 23/11 : **ASSISTANT DIRECTOR: LIBRARY REF NO: DHRCM/19/23/26/01**

SALARY : R487 197 – R584 370 per annum (Level 09)
CENTRE : CMIS Division, Pretoria

REQUIREMENTS : A minimum of Grade 12 (NQF Level 4) or equivalent and Diploma (NQF Level 6) in Information Science and Information Management Science with a minimum of three (3) years functional experience in Library / Registry/Archive/ Information Management and Information science environment. Special requirements (skills needed): The promotion of the Constitution of the Republic of South Africa, 1996, The Promotion of Access to Information Act (PAIA), 2000 (Act No 2000), The Defence Act 2002 (Act No. 42 of 2002). The National Archives and Records Service of South Africa Act, 1996 (Act No. 43 of 1996, National Archives Regulations (126 of 24 January 1997) and the National Archives instructions. The Public Finance Management Act, 1982 (Act No.84 of 1982. The Electronic Communication and Transaction Act, 2002 (Act No. 25 of 2002). SANS 11799:2005. Information and Documentation: Document Storage. Requirements for Archive and Library Materials. Fair knowledge of record office procedures, records and archive management procedure, especially storage and maintenance of records.

DUTIES : The incumbent will be responsible to manage corporate DOD Library service programme. Development and maintain of DOD library policy and procedures. Develop promotional and marketing plan for DOD libraries. Ensure that DOD libraries market their services to their respective clients, especially during Library Week (March each year) and World Book Day. (23rd of April each year) and READATHON week first of September each year). Co-ordinate an effective resource sharing system for DOD libraries. Provide functional support to DOD Libraries by attending all functional issues pertaining to library service in the DOD. Develop training program for DOD Library Personnel.

ENQUIRIES : Maj T.A. Goitsilwe Tel No: (012) 649 1540 or Ms K.S. Mopeli Tel No: (012) 649 1444.

APPLICATIONS : Department of Defence, CMIS Division, Private Bag X161, Pretoria, 0001, may be hand-delivered at Department of Defence CMIS Division, Eco Glades 1, 70 Ribbon and Grass Street, Eco Park, Centurion, 0417, or email to Thapelo.Goitsilwe@dod.mil.za and Suzan.Mopeli@dod.mil.za

POST 23/12 : **ASSISTANT DIRECTOR: ARCHIVIST REF NO: DHRCM/19/23/26/02**

SALARY : R487 197 – R584 370 per annum (Level 09)

CENTRE : CMIS Division, Pretoria

REQUIREMENTS : A minimum of Grade 12 (NQF Level 4) and Diploma (NQF Level 6) in Records and Archive Management/Information Management/Information Science with a minimum of three (3) years functional experience in Records office/ Registry/Archive/ Information Management and Information science environment. Special requirements (skills needed): The promotion of the Constitution of the Republic of South Africa, 1996, The promotion of the access to information Act (PAIA), 2000 (Act No 2000), The Defence Act 2002 (Act No. 42 of 2002). The national Archives and Records Service of South Africa Act, 1996 (Act No. 43 of 1996, National Archives Regulations (126 of 24 January 1997) and the National Archives instructions. The Public Finance Management Act, 1982 (Act No.84 of 1982. The Electronic Communication and Transaction Act, 2002 (Act No. 25 of 2002). Fair knowledge of record office procedures, records and archive management procedure, especially storage and maintenance of records.

DUTIES : To manage corporate archival records and conduct research, interpret and analyse all relevant higher-level legislation. The incumbent will be responsible to manage the DOD record Classification systems (ie DOD File Plan) by maintaining and update the master copy of the file plan electronic and paper based version. Evaluate records by providing Service /Division FSEs with specialist advice and guidance regarding the disposal of records. Manage the subordinates by establishing a formal assessment training and development framework for records management staff at all levels. Develop Competency framework and ETD programme for records management officials by presenting lectures, briefing and awareness sessions on records management issues.

ENQUIRIES : Maj T.A. Goitsilwe Tel No: (012) 649 1540 or Ms K.S. Mopeli Tel No: (012) 649 1444.

APPLICATIONS : Department of Defence, CMIS Division, Private Bag X161, Pretoria, 0001, may be hand-delivered at Department of Defence CMIS Division, Eco Glades 1, 70 Ribbon and Grass Street, Eco Park, Centurion, 0417, or email to Thapelo.Goitsilwe@dod.mil.za and Suzan.Mopeli@dod.mil.za

POST 23/13	:	**ARCHIVIST REGISTRY CLERK SUPERVISOR REF NO: DHRCM/19/23/26/03**
SALARY	:	R338 106 – R398 277 per annum (Level 07)
CENTRE	:	CMIS Division, Pretoria
REQUIREMENTS	:	A minimum of Grade 12 (NQF Level 4) and Diploma (NQF Level 6) in Records and Archive Management/Information Management/Information Science, with a minimum of three (3) years functional experience in record office/ registry/archive/ information management /information science environment. Special requirements (skills needed): Problem Solving skills, ability to physically manage the processing and storage or records; communicate effectively verbally and in writing; proficiency in English. Planning and organizing skills; computer skills (proficient in Ms word and Excel); understanding of archival and information related legislation (specifically the National Archives of South Africa Act, Act 43 of 1996 and Promotion of Access to Information Act, Act 02 0f 2002). Fair knowledge of record office procedures, records and archive management procedure, especially storage and maintenance of records.
DUTIES	:	The incumbent will be responsible for Design, evaluate, implement and maintain records classification systems by facilitating practical implementation of the approved system. Provide Records Management Training by updating the training manual and compile in line with policies and procedures. Conduct appraisal of records management training and conduct a contextual analysis, a comprehensive study of the organization concerned. Conduct inspection to ensure compliance with proper records. Provide professional support and advice to stakeholders and participate in consultation meeting and Fora to address relevant concerns and problems with regards to records management practices. Collect, research and transcribe oral history records and undertake research to identify potential sources. Promote and Market archival functions and services.
ENQUIRIES	:	Maj T.A. Goitsilwe Tel No: (012) 649 1540 or Ms K.S. Mopeli Tel No: (012) 649 1444.
APPLICATIONS	:	Department of Defence, CMIS Division, Private Bag X161, Pretoria, 0001, may be hand-delivered at Department of Defence CMIS Division, Eco Glades 1, 70 Ribbon and Grass Street, Eco Park, Centurion, 0417, or email to Thapelo.Goitsilwe@dod.mil.za and Suzan.Mopeli@dod.mil.za
POST 23/14	:	**ADMINISTRATION CLERK SUPERVISOR REF NO: NAVAL/20/23/26/01**
SALARY	:	R338 106 - R398 277 per annum (Level 07)
CENTRE	:	Fleet Command HQ: Inspectorate Naval Ordinance (INO), Simon's Town
REQUIREMENTS	:	Grade 12 (NQF Level 4) or equivalent. A minimum of three (3) years' experience in an administrative environment. Special requirements (Skills needed): Ability to communicate effectively (written and verbal) in English at all levels. Knowledge of general office administration and ability to operate and organise office efficiently. Ability to produce correspondence. Proficiency in MS Office Suite. Ability to provide excellent customer service. Ability to conceptualise and initiate new innovative approaches to optimize the office administration service provided to the manager. Supervisory, planning, organising and problem solving skills. Telephone etiquette and excellent Typing skills.
DUTIES	:	Manage the office support function of the Inspectorate Naval Ordinance (INO) office. Manage the Administration Section of INO. Manage all aspects of the INO registry. Administer all INO related administrative functions. Manage the SA Naval Ammunition Service Life Monitoring Database (including restriction list). Advise members within INO of changes with regards to related functions. Performs divisional functions. Administer the Work Attendance Register within INO.
ENQUIRIES	:	Capt (SAN) W. Kroukamp Tel No: (021) 787 3816/074 871 7871
APPLICATIONS	:	Mr J. Stander, SA Navy, Private Bag X1, Simon's Town, 7995 or hand delivered to Fleet Command HQ, Building 1097, East Dockyard, St George's Street, Simon's Town, or email to psapstaffing@sanavy.co.za
POST 23/15	:	**ADMINISTRATION CLERK SUPERVISOR REF NO: NAVAL/20/23/26/02**
SALARY	:	R338 106 - R398 277 per annum (Level 07)
CENTRE	:	SAS Simonsberg, Simon's Town

REQUIREMENTS	:	Grade 12 (NQF Level 4) or equivalent. A minimum of three (3) Years' experience in a Media Centre environment. Emerging Management Development Programme certificate or similar suitable management qualification would be an advantage. OHS, First Aid Level 1, CSW certificates will serve as an added advantage. Special requirements (Skills needed): Computer literacy (PC Graphic Art programs (Corel draw, Photoshop), MS Office Suite, MS Word, Excel and Power Point. Knowledge of Basic Media Equipment and Office administration. Production of Training Material. Experience in the procurement and petty cash process. Experience in liaising with outside service providers with regard to printing hardware maintenance. Ability to communicate effectively (written & verbal) in English at all levels. Analytical thinking. Conducting research and problem solving skills. Strong interpersonal skills. Ability to manage workflow in a fast paced environment. Management of consumable and permanent assets. Ability to implement and support e-learning training material. The applicant must be able to work independently or in a team.
DUTIES	:	Produce Training material (précis, charts, certificates). Provide advice on training material related functions. Perform basic office administrative actions. Control of training aids, material and equipment. Provide a reproduction service. Manage the procurement and Petty Cash duties. Conduct supervision of media section staff including execution of the Performance Management Development System process and divisional duties. Maintain an incident log for the personnel in the media centre. Conduct short and medium term requirements for submission to the Unit training manager. Maintain a database of the utilisation of printing and consumable assets in the media centre. Supervise the maintenance of auditable documents produced by the media department (Certificates, Precis, Confidential material etc.) for the Unit Training Manager. Manage the workflow efficiently within the Media Centre. Supervise and maintain a clean, neat work environment
ENQUIRIES	:	SWO D.H.L. Norris Tel No: (021) 787 4769
APPLICATIONS	:	Mr J. Stander, SA Navy, Private Bag X1, Simon's Town, 7995 or hand delivered to Fleet Command HQ, Building 1097, East Dockyard, St George's Street, Simon's Town, or email to psapstaffing@sanavy.co.za
POST 23/16	:	**ADMINISTRATION CLERK SUPERVISOR REF NO: NAVAL/20/23/26/03**
SALARY	:	R338 106 - R398 277 per annum (Level 07)
CENTRE	:	Naval Base Simon's Town: HR Administration Support
REQUIREMENTS	:	Grade 12 (NQF Level 4) or equivalent. A minimum of three (3) years' experience in Career/HR Administration environment. Special requirements (Skills needed): Good communication skills both verbal and written. Computer literacy. Leadership and management skills. Command and control knowledge. Problem solving skills. Interpersonal proficiency. Mathematical ability. Self-discipline. Physical skills capability. Initiative and decision making skills. Reasoning ability. Interpersonal proficiency. Self-discipline.
DUTIES	:	Administer the more complex aspects of Performance Assessment for Defence Act Personnel (DAP) and Public Service Act Personnel (PSAP). Verify the administration of discipline offences on mainframe. Administer grievances, by investigating nature of grievance and draft unit's response. Update education qualifications on mainframe.
APPLICATIONS	:	Mr J. Stander, SA Navy, Private Bag X1, Simon's Town, 7995 or hand delivered to Fleet Command HQ, Building 1097, East Dockyard, St George's Street, Simon's Town, or email to psapstaffing@sanavy.co.za
ENQUIRIES	:	Cdr J. Howe, Tel: 021 787 4220
POST 23/17	:	**ADMINISTRATION CLERK (PRODUCTION) REF NO: NAVAL/20/23/26/04**
SALARY	:	R237 453 - R279 708 per annum (Level 05)
CENTRE	:	SA Naval College, Gordon's Bay
REQUIREMENTS	:	Grade 12 (NQF Level 4) or equivalent. No experience required. Exposure in Technical and Logistic environments will be an advantage. Special requirements (Skills needed): Administration and management will be a strong recommendation. Computer literacy (Ms Word, Excel and Outlook). Ability to communicate effectively, (written and verbal) in English, at all levels. Ability to work independently and also as part of a team. Ability to multi-task and have general administration capabilities. Good organising and interpersonal skills,

problem and analytical skills. Good planning and administration skills. Compliance to Policies and Procedures.

DUTIES : The post incumbent will be required to perform routine clerical duties, manage logistic requirements for the Technical Department and manage the planned maintenance system on the Operational Support Information System (OSIS). Analyse reports, trends and follow-up on outstanding reports. Handle routine correspondence and documents. Manage the job card system. Process documents for logistic requirements. Control all incoming and outgoing technical stores. Manage and enforce the planned maintenance. Perform secretarial duties during meetings and do general typing as required. Collect or compile work statistics such as placing demands to Stores department, issuing of stock received, the accounting of stock, fuel returns, the placing of work orders and job card creation and processing and the managing of defects and repairs to facilities in the unit. Must be able to control contractors. Manage petty cash purchases with regard to documentation and quotations.

ENQUIRIES : CPO T.A. Ramugumo Tel No: (021) 787 2408

APPLICATIONS : Mr J. Stander, SA Navy, Private Bag X1, Simon's Town, 7995 or hand delivered to Fleet Command HQ, Building 1097, East Dockyard, St George's Street, Simon's Town, or email to psapstaffing@sanavy.co.za

POST 23/18 : **ADMINISTRATION CLERK (PRODUCTION) REF NO: NAVAL/20/23/26/05**

SALARY : R237 453 - R279 708 per annum (Level 05)

CENTRE : Naval Staff College, Silvermine/Muizenberg

REQUIREMENTS : Grade 12 (NQF Level 4) or equivalent. No experience required. Special requirements (Skills needed): Computer literate in MS Office Suite. Ability to communicate effectively (written and verbal) in English, at all levels. Skilled in secretarial duties and strong inter-personal skills. Organising and planning skills.

DUTIES : Manage all training administration. Provide general office administration service. Assist in keeping of all training and qualification databases and record sheets up to date. Assist in compilation and printing of qualification certificates. Provide Front Office presence. Control Logbooks, files etc. Facilitate bookings. Regulate general files. Control of the internal telephone directory and recall lists. Ensure all electronic documentation is backed up regularly.

ENQUIRIES : Cdr T.J. Kolobe at 081 475 0712

APPLICATIONS : Mr J. Stander, SA Navy, Private Bag X1, Simon's Town, 7995 or hand delivered to Fleet Command HQ, Building 1097, East Dockyard, St George's Street, Simon's Town, or email to psapstaffing@sanavy.co.za.

POST 23/19 : **ADMINISTRATION CLERK (PRODUCTION) REF NO: NAVAL/20/23/26/06**

SALARY : R237 453 - R279 708 per annum (Level 05)

CENTRE : SA Navy Headquarters, Pretoria

REQUIREMENTS : Grade 12 (NQF Level 4) or equivalent. No experience required. Special requirements (Skills needed): Computer literate in MS Office suite. Ability to communicate effectively (written and verbal) in English, at all levels. Knowledge of secretarial / PA functions. Knowledge of general office administration and ability to operate and organise office efficiently. Ability to conceptualise and initiate new innovative approaches to optimize the secretarial service provided to the manager. Telephone etiquette and excellent typing skills. Ability to provide excellent customer service. Planning, organising and problem-solving skills.

DUTIES : Provide administrative, secretarial and registry service. The provision of office supplies. Provide general admin service to Senior Staff Officer Naval Chaplain Services (SSO NCS). Control and processing of incoming and outgoing mail and signals. Prepare and distribute SSO NCS's monthly programme to all concerned. Arrange transport and accommodation for SSO NCS's visits. Receive telephone calls and refer to the relevant role players. Finalise telephone queries. Register incoming and outgoing correspondence. Manage the safekeeping of documents. Draft routine documents as requested. Arrange travel and accommodation and processing subsequent travel claims and currency reconciliation. Handle procurement of stationary, refreshments etc.

ENQUIRIES : Ms T.C. Sibaya Tel No: (012) 339 4185/4186

APPLICATIONS : WO2 W.M. Simango, SA Navy Headquarters, Private Bag X104, Pretoria, 0001 or hand delivered to: SA Navy Headquarters, 224 Visagie Street, Pretoria, 0001, or email ssoncm@sanavy.co.za

FOR ATTENTION	:	Ms T.C. Sibaya
POST 23/20	:	**ADMINISTRATION CLERK (PRODUCTION) REF NO: NAVAL/20/23/26/07**
SALARY	:	R237 453 - R279 708 per annum (Level 05)
CENTRE	:	SA Naval Publications Unit, Simon's Town
REQUIREMENTS	:	Grade 12 (NQF Level 4) or equivalent. No experience required. Office administration exposure would be an advantage. Special requirements (Skills needed): Proficiency in MS Office Suite, especially MS Word and MS Excel. Ability to communicate effectively (written and verbal) in English, at all levels. Strong evaluation skill in English grammar. Strong analytical skill for written formats. Excellent interpersonal skills. Problem solving and focussed attention to detail. Be able to work unsupervised when required.
DUTIES	:	Handle classified information in accordance with prescribed rules of information security. Receive and input data for new publications. Configure data to naval formatting standards in preparation for printing. Amend publications as changes are made. Receive and input as well as configure data for the production of Naval and Fleet Orders. Proof-read all draft copies of amended and new publications and make corrections as necessary. Maintain the master filing system of all amendments and changes to publications. Destroy all outdated publication materials and maintain archives as prescribed. Assist with day-to-day office operational duties.
ENQUIRIES	:	WO1 R.P. Hughes Tel No: (021) 787 3205
APPLICATIONS	:	Mr J. Stander, SA Navy, Private Bag X1, Simon's Town, 7995 or hand delivered to Fleet Command HQ, Building 1097, East Dockyard, St George's Street, Simon's Town, or email to psapstaffing@sanavy.co.za
POST 23/21	:	**ADMINISTRATION CLERK (PRODUCTION) REF NO NAVAL/20/23/26/08**
SALARY	:	R237 453 - R279 708 per annum (Level 05)
CENTRE	:	SA Naval Publications Unit, Simon's Town
REQUIREMENTS	:	Grade 12 (NQF Level 4) or equivalent. No experience required. Exposure in administration, and / or qualification in digital photography, graphic design or art would be an advantage. Special requirements (Skills needed): Knowledge of MS Office Suite, MS Word, MS Excel and MS PowerPoint. Artistic skills. Knowledge of computer aided applications, computer to print skills and Adobe essentials. Ability to communicate effectively (written and verbal in English). Excellent interpersonal skills. Problem solving and practical skills. Be able to work individually.
DUTIES	:	Record, organise, and store Generate Job Cards. Assist with image archiving. Capture and retrieve correspondences, archived images, and supply clients with approved images and data (line functions). Update registers and statistics. Handle routine enquiries. Scrutinise documents to determine actions / information / other documents required like confidential documents for meetings. Receive telephone calls and refer to the correct role players. Write / type documents, memorandum, letter and reports. Handle classified files and documents. Make photocopies and received or send emails / facsimiles. Distribute Photographic Jobs / documents / packages to various stakeholders as required. Keep and maintain the filling system for the component. Type letters and / or other correspondence when required. Always keep and maintain incoming and outgoing documents register of the component.
ENQUIRIES	:	WO2 M. Venter Tel No: (021) 787 3326/3327
APPLICATIONS	:	Mr J. Stander, SA Navy, Private Bag X1, Simon's Town, 7995 or hand delivered to Fleet Command HQ, Building 1097, East Dockyard, St George's Street, Simon's Town, or email to psapstaffing@sanavy.co.za
POST 23/22	:	**ADMINISTRATION CLERK (PRODUCTION) REF NO: NAVAL/20/23/26/09**
SALARY	:	R237 453 - R279 708 per annum (Level 05)
CENTRE	:	SAS Simonsberg, Simon's Town
REQUIREMENTS	:	Grade 12 (NQF Level 4) or equivalent. No experience required. Exposure in Media Centre environment would be an advantage. Special requirements (Skills needed): Emerging Management Development Programme certificate or similar suitable management qualification would be an advantage. Occupational Health and Safety (OHS), First Aid Level 1, Conventions of Service Writing (CSW) certificates will serve as an added advantage, Computer literacy (PC Graphic Art programs (Corel draw, Photoshop), MS

Office Suite, MS Word, Excel and Power point). Knowledge of Basic Media Equipment and Office administration. Production of Training Material. Experience in the procurement and petty cash process. Experience in liaising with outside service providers with regards to printing hardware maintenance. Ability to communicate effectively (written & verbal) in English at all levels. Analytical thinking. Conducting research and problem solving skills. Strong interpersonal skills. Ability to manage workflow in a fast paced environment. Management of consumable and permanent assets. Ability to implement and support e-learning training material. The applicant must be able to work independently or in a team.

DUTIES : Produce Training material (précis, charts, certificates). Provide advice on training material related functions. Performing basic office administrative actions. Control of training aids, material and equipment. Provide a reproduction service. Manage the procurement and Petty Cash duties. Conduct supervision of media section staff including execution of the Performance Management Development System (PMDS) process and divisional duties. Maintain an incident log for the personnel in the media centre. Conduct short and medium term requirements for submission to the Unit training manager. Maintain a database of the utilization of printing and consumable assets in the media centre. Supervise the maintenance of auditable documents produced by the media department (Certificates, Precis, Confidential material etc.) for the Unit Training Manager. Manage the workflow efficiently within the Media centre. Supervise and maintain a clean, neat work environment.

ENQUIRIES : SWO D.H.L. Norris Tel No: (021) 787 4769

APPLICATIONS : Mr J. Stander, SA Navy, Private Bag X1, Simon's Town, 7995 or hand delivered to Fleet Command HQ, Building 1097, East Dockyard, St George's Street, Simon's Town, or email to psapstaffing@sanavy.co.za

POST 23/23 : **ADMINISTRATION CLERK (PRODUCTION) REF NO: NAVAL/20/23/26/10**

SALARY : R237 453 - R279 708 per annum (Level 05)

CENTRE : SAS Wingfield, Wingfield Military Base, Goodwood

REQUIREMENTS : Grade 12 (NQF Level 4) or equivalent. No experience required. Special requirements (Skills needed): Knowledge of a media environment. Computer literate in MS Office Suite. Knowledge of computer aided applications, i.e. CorelDraw, Adobe Photoshop, Adobe Light room, etc., would be an advantage. Ability to communicate effectively in English (written and verbal) in English, at all levels. Ability to work under pressure and sense of responsibility. Ability to work individually and in a team.

DUTIES : Provide a Media clerk service to all the training personnel of SAS Wingfield in support of training. Design and manufacture training aids/material using computer graphics software, desktop publishing. Design posters of cross sections of machinery. Administer production management procedures. Administer office management procedures. Produce large volumes of copies accurately to specifications on deadline. Operate and maintain high volume copiers; organise, prioritise and evaluate the most cost effective way of processing the work orders. Provide documents laminating, punching and binding service to students and staff document. Administer office management procedures.

ENQUIRIES : Mr B. Gambushe Tel No: (021) 590 2620/SWO A.D. Gwayi Tel No: (021) 590 2853

APPLICATIONS : Mr J. Stander, SA Navy, Private Bag X1, Simon's Town, 7995 or hand delivered to Fleet Command HQ, Building 1097, East Dockyard, St George's Street, Simon's Town, or email to psapstaffing@sanavy.co.za

POST 23/24 : **PERSONNEL OFFICIAL (PRODUCTION) REF NO: NAVAL/20/23/26/11**

SALARY : R237 453 - R279 708 per annum (Level 05)

CENTRE : Naval Base Durban

REQUIREMENTS : Grade 12 (NQF Level 4) or equivalent. No experience required. Knowledge in the Human Resources (HR) environment would be an advantage. Special requirements (Skills needed): Knowledge of Public Service / SANDF HR administration procedures, norms, standards and relevant protocols would be an advantage. Proficiency in MS Office Suite will be an advantage, particularly MS Excel and MS Word. Ability to communicate effectively (written and verbal)

in English, at all levels. Analytical thinking, policy interpretation, problem-solving and decision making skills.

DUTIES : Provide Leave Administration, Inland Accommodation Expenditure and Housing services. Administer of Course Nominations. Administer of Transfer Requests. Administer Performance Assessments and Incentives. Administer Grievance Submissions. Administer Contract Renewals.

ENQUIRIES : Cdr S.K. Sibiya Tel No: (031) 460 6143

APPLICATIONS : Cdr S.K. Sibiya, SA Navy, Naval Base Durban, Private Bag X1, Durban, 4036 or hand delivered to: Naval Base Durban, Salisbury Island, Off Bay Head Road, Fynlands, Durban or email to nbd.careeradmin@sanavy.co.za

POST 23/25 : **PERSONNEL OFFICIAL (PRODUCTION) REF NO: NAVAL/20/23/26/12**

SALARY : R237 453 - R279 708 per annum (Level 05)

CENTRE : Naval Base Simon's Town: HR Administration Support

REQUIREMENTS : Grade 12 (NQF Level 4) or equivalent. No experience required. Knowledge of Leave administration and general HR Maintenance experience would be an advantage. Special requirements (Skills needed): Sound knowledge of the relevant HR Administration functional areas. Sound knowledge of ability to utilize MS Office Suite. Ability to conduct routine functional process activities. Ability to communication effectively (written and verbal) in English, at all levels, i.e. ability to communicate with Departmental stakeholders on the total spectrum of work unit activities. Good report writing skills. Ability to compile letters, memorandums and statistics iro the relevant function areas.

DUTIES : Assist in administrating of all leave types. Assist in the issuing and receiving of work attendance registers, assisting in the administrating of leave queries and credits. Assist in the administrating of the termination of leave, assisting in the administrating of the discounting of leave and assisting in the administrating of temporary incapacity leave / Ill health retirement requirements.

ENQUIRIES : Cdr E. Buthelezi Tel No: (021) 787 4090

APPLICATIONS : Mr J. Stander, SA Navy, Private Bag X1, Simon's Town, 7995 or hand deliver to Fleet Command HQ, Building 1097, East Dockyard, St George's Street, Simon's Town, or email to psapstaffing@sanavy.co.za

POST 23/26 : **PERSONNEL OFFICIAL (PRODUCTION) REF NO: NAVAL/20/23/26/13**

SALARY : R237 453 - R279 708 per annum (Level 05)

CENTRE : Naval Base Simon's Town: HR Support Satellite

REQUIREMENTS : Grade 12 (NQF Level 4) or equivalent. No experience required. Exposure in the Human Resources (HR) environment would be an advantage. Special requirements (Skills needed): Knowledge of Public Service / SANDF HR administration procedures, norms, standards and relevant protocols would be an advantage. Proficiency in MS Office Suite, particularly MS Excel and MS Word. Ability to communicate effectively (written and verbal) in English, at all levels. Analytical thinking, policy interpretation, problem-solving and decision making skills.

DUTIES : Include adopted children, life partners and spouses on medical strength. Administer the change of medical dependents. Registration of marriages and divorces. Administer the Occupational Diseases and Injuries on Duty for Defence Act Personnel (DAP) and Public Service Act Personnel (PSAP). Execute the administration the Group Life Insurance Scheme and reimbursement of medical accounts.

ENQUIRIES : Cdr E. Buthelezi Tel No: (021) 787 4090

APPLICATIONS : Mr J. Stander, SA Navy, Private Bag X1, Simon's Town, 7995 or hand delivered to Fleet Command HQ, Building 1097, East Dockyard, St George's Street, Simon's Town, or email to psapstaffing@sanavy.co.za

POST 23/27 : **PERSONNEL OFFICER (PRODUCTION) REF NO: NAVAL/20/23/26/14**

SALARY : R237 453 - R279 708 per annum (Level 05)

CENTRE : SAS Saldanha, Saldanha Military Base, Saldanha

REQUIREMENTS : Grade 12 (NQF Level 4) or equivalent. No experience required. Exposure in a HR environment would be an advantage. Special requirements (Skills needed): Computer skills. Proficiency and completed courses in MS Office Suite, particularly MS Word and MS Excel. Ability to communicate effectively (written and verbal) in English, at all levels. Ability to maintain confidential, sensitive and secure information. Strong analytical, reasoning and organizations skills.

Problem solving, decision making, client service skills. Ability to write reports. Ability to operate under immense pressure.

DUTIES : Provide Leave Administration service. Provide an Inland Accommodation Expenditure services. Provide Remuneration Administration service. Provide Service Termination administration. Provide Personnel Movement Control service. Provide Medical Administration service. Provide Medals and Awards service. Provide Housing service. Provide Personnel Records service. File documentation in an orderly and easily accessible way. Ensure register is updated accordingly. Type basic correspondence, i.e. letters and reports. Support seniors. Render any additional duties/tasks assigned by the supervisor.

ENQUIRIES : Lt Cdr L.W. Moqekoane Tel No: (022) 702 3630

APPLICATIONS : Mr J. Stander, SA Navy, Private Bag X1, Simon's Town, 7995 or hand delivered to Fleet Command HQ, Building 1097, East Dockyard, St George's Street, Simon's Town, or email to psapstaffing@sanavy.co.za

POST 23/28 : **PERSONNEL OFFICER (PRODUCTION) REF NO: NAVAL/20/23/26/15 (X2 POSTS)**

SALARY : R237 453 - R279 708 per annum (Level 05)

CENTRE : SAS Simonsberg, Simon's Town

REQUIREMENTS : Grade 12 (NQF Level 4) or equivalent. No experience required. Knowledge of HR Maintenance would be an advantage. Special requirements (Skills needed): Ability to conduct relevant system transactions. Ability to conduct relevant functional process activities. Ability to utilise the MS Office Suite. Ability to communicate effectively (written and verbal) in English, at all levels, i.e. with departmental stakeholders on the total spectrum of work unit activities. Ability to verbally communicate with internal / external clients. Ability to verbally communicate with external private sector stakeholders. Ability to compile memorandums and registers regarding the relevant functional areas.

DUTIES : Undertake administration of the following client services: Leave, Medical, Medals and Awards, Termination of Service, Housing, Official Travel, Inland and Accommodation Expenditure, Remuneration, Personnel Records.

ENQUIRIES : WO1 M. Marimuthu Tel No: (021) 787 5580

APPLICATIONS : Mr J. Stander, SA Navy, Private Bag X1, Simon's Town, 7995 or hand delivered to Fleet Command HQ, Building 1097, East Dockyard, St George's Street, Simon's Town, or email to psapstaffing@sanavy.co.za

POST 23/29 : **PERSONNEL OFFICER (PRODUCTION) REF NO: NAVAL/20/23/26/16**

SALARY : R237 453 - R279 708 per annum (Level 05)

CENTRE : SAS Wingfield, Wingfield Military Base, Goodwood

REQUIREMENTS : Grade 12 (NQF Level 4) or equivalent. No experience required. HR administration exposure will be an advantage. Special requirements (Skills needed): Ability to communicate effectively (written and verbal) in English, at all levels. Interpersonal and organising skills. Computer literacy in MS Office Suite, especially MS Word and MS Excel. Incumbent will be exposed to prolonged periods of computer use.

DUTIES : Post incumbent will be required to provide HR administration support service to the entire Unit, include liaising with internal and external stakeholders. Administration of Leave, Inland and Accommodation Expenditure (IAE), Remuneration, Service Termination, Personnel Movement Control, Medical and Awards administration, Housing and Personnel Records services.

ENQUIRIES : WO1 S. Bawa Tel No: (021) 590 2777

APPLICATIONS : Mr J. Stander, SA Navy, Private Bag X1, Simon's Town, 7995 or hand delivered to Fleet Command HQ, Building 1097, East Dockyard, St George's Street, Simon's Town, or email to psapstaffing@sanavy.co.za

POST 23/30 : **PROVISIONING ADMINISTRATION CLERK REF NO: NAVAL/20/23/26/17**

SALARY : R237 453 - R279 708 per annum (Level 05)

CENTRE : Naval Base Simon's Town: Base Supply Organisation

REQUIREMENTS : Grade 12 (NQF Level 4) or equivalent. No experience required. Special requirements (Skills needed): Knowledge in stores provisioning administration and management will be a strong recommendation. Courses done in Depot Inventory Management System, e.g. Organisation Information Support Systems (OSIS) & Depot Stores Accounting will be advantageous. Good

organising skills, interpersonal skills, good planning and administration skills. Good communication skills verbally and written. Ability to manage and ensure stock reserves.

DUTIES : Capture data on the materials requirement in order to ensure that material requirements are satisfied on time. Manage demands placed by units. Provide a provisioning advice administration service for system commodity requirements. Implement job training requirements.

ENQUIRIES : SWO V. Mpela Tel No: (021) 787 3946

APPLICATIONS : Mr J. Stander, SA Navy, Private Bag X1, Simon's Town, 7995 or hand delivered to Fleet Command HQ, Building 1097, East Dockyard, St George's Street, Simon's Town, or email to psapstaffing@sanavy.co.za

POST 23/31 : **PROVISIONING ADMINISTRATION CLERK (PRODUCTION) REF NO: NAVAL/20/23/26/18**

SALARY : R237 453 - R279 708 per annum (Level 05)

CENTRE : SAS Wingfield, Wingfield Military Base, Goodwood

REQUIREMENTS : Grade 12 (NQF Level 4) or equivalent. No experience required. Exposure in store warehousing, administration and materiel environment would be an advantage. Special requirements (Skills needed): Proficiency in MS Office Suite. Completed Inventory Management System, e.g. OSIS, would be an advantage. Ability to communicate effectively (written and verbal) in English, at all levels. Good organizing, interpersonal, problem solving and analytical skills. Good planning and administration skills. Ability to work independently.

DUTIES : Conduct demand and disposal administration. Administer serviceable and the return of repairable items. Conduct store transit administration. Participate in the stocktaking of main ledgers.

ENQUIRIES : WO2 H.E. Van Rooyen Tel No: (021) 590 2638

APPLICATIONS : Mr J. Stander, SA Navy, Private Bag X1, Simon's Town, 7995 or hand delivered to Fleet Command HQ, Building 1097, East Dockyard, St George's Street, Simon's Town, or email to psapstaffing@sanavy.co.za

POST 23/32 : **PROVISIONING ADMINISTRATION CLERK (PRODUCTION) REF NO: NAVAL/20/23/26/19**

SALARY : R237 453 - R279 708 per annum (Level 05)

CENTRE : SAS Wingfield, Wingfield Military Base, Goodwood

REQUIREMENTS : Grade 12 (NQF Level 4) or equivalent. No experience required. Exposure in store warehousing, administration and materiel environment will be an advantage. Special requirements (Skills needed): Prophecy in MS Office Suite. Completed Inventory Management System course, e.g. Organisation Support Information System (OSIS), would be an advantage. Proven Ability to communicate effectively (written and verbal) in English, at all levels. Good organizing, interpersonal, problem solving and analytical skills. Good planning and administration skills. Ability to work independently.

DUTIES : Conduct victual accounting administrations. Conduct Distribution Account (DAC) muster and DAC transfer. Conduct Petty cash purchases and services. Participate in the stocktaking of main ledgers. Report loss and damage.

ENQUIRIES : WO2 H.E. Van Rooyen Tel No: (021) 590 2638

APPLICATIONS : Mr J. Stander, SA Navy, Private Bag X1, Simon's Town, 7995 or hand delivered to Fleet Command HQ, Building 1097, East Dockyard, St George's Street, Simon's Town, or email to psapstaffing@sanavy.co.za

POST 23/33 : **SECRETARY REF NO: NAVAL/20/23/26/20**

SALARY : R237 453 - R279 708 per annum (Level 05)

CENTRE : SA Navy Headquarters, Pretoria

REQUIREMENTS : Grade 12 (NQF Level 4) or equivalent. No experience required. Special requirements (Skills needed): Knowledge of secretarial / PA functions. Knowledge of general office administration and ability to operate and organise office efficiently. Ability to conceptualise and initiate new innovative approaches to optimize the secretarial service provided to the manager. Proficiency in MS Office Suite. Ability to communicate effectively (written and verbal) in English, at all levels. Telephone etiquette and excellent typing skills. Ability to provide excellent customer service. Planning, organising and problem solving skills.

DUTIES : Render secretarial functions that include keeping and updating Manager's diary on daily basis as well as arranging appointments for staff members.

		Render a Personal Assistant and a support service to the Manager, e.g. taking minutes, confirmatory notes, memorandums, letters and the transcription thereof, preparing briefings and slideshows and making travel arrangements. Manage general office duties and arrange engagements/meetings. Make travel arrangements, order stationary through relevant sections and clear the Manager's desk daily. Provide reception, communication and co-ordination service. Provide an office security service.
ENQUIRIES	:	Ms T.C. Sibaya Tel No: (021) 339 4185/4186
APPLICATIONS	:	WO2 W.M. Simango SA Navy Headquarters, Private Bag X104, Pretoria, 0001 or hand delivered to: SA Navy Headquarters, 224 Visagie Street, Pretoria 0001, Attention: Ms T.C. Sibaya, or email ssoncm@sanavy.co.za
POST 23/34	:	**SECRETARY REF NO: NAVAL/20/23/26/21**
SALARY	:	R237 453 - R279 708 per annum (Level 05)
CENTRE	:	SA Navy Headquarters, Pretoria
REQUIREMENTS	:	Grade 12 (NQF Level 4) or equivalent. No experience required. Special requirements (Skills needed): Knowledge of secretarial / PA functions. Knowledge of general office administration and ability to operate and organise office efficiently. Ability to conceptualise and initiate new innovative approaches to optimize the secretarial service provided to the manager. Knowledge of MS Office Suite. Ability to communicate effectively (written and verbal) in English, at all levels. Ability to provide excellent customer service. Telephone etiquette and excellent typing skills. Planning, organising and problem solving skills.
DUTIES	:	Render secretarial functions that include keeping and updating Manager's diary on daily basis as well as arranging appointments for staff members. Render a Personal Assistant and a support service to the Manager, e.g. taking minutes, confirmatory notes, memorandums, letters and the transcription thereof, preparing briefings and slideshows and making travel arrangements. Manage general office duties and arrange engagements/meetings. Make travel arrangements, order stationary through relevant sections and clear the Manager's desk daily. Provide reception, communication and co-ordination service. Provide an office security service.
ENQUIRIES	:	Ms T.C. Sibaya Tel No: (021) 339 4185/4186
APPLICATIONS	:	WO2 W.M. Simango, SA Navy Headquaters, Private Bag X104, Pretoria, 0001 or hand delivered to: SA Navy Headquarters, 224 Visagie Street, Pretoria, 0001, or email to ssoncm@sanavy.co.za
FOR ATTENTION	:	Ms T.C. Sibaya
POST 23/35	:	**SECRETARY REF NO: NAVAL/20/23/26/22**
SALARY	:	R237 453 - R279 708 per annum (Level 05)
CENTRE	:	SA Navy Headquarters, Pretoria
REQUIREMENTS	:	Grade 12 (NQF Level 4) or equivalent. No experience required. Special Requirements (Skills needed): Knowledge of secretarial / PA functions. Knowledge of general office administration and ability to operate and organise office efficiently. Ability to conceptualise and initiate new innovative approaches to optimize the secretarial service provided to the manager. Knowledge of MS Office Suite. Ability to communicate effectively (written and verbal) in English, at all levels. Ability to provide excellent customer service. Telephone etiquette and excellent typing skills. Planning, organising and problem-solving skills.
DUTIES	:	Render secretarial functions that include keeping and updating Manager's diary on daily basis as well as arranging appointments for staff members. Render Personal Assistant and a support service to the Manager, e.g. taking minutes, confirmatory notes, memorandums, letters and the transcription thereof, preparing briefings and slideshows and making travel arrangements. Manage general office duties and arrange engagements/meetings. Make travel arrangements, order stationary through relevant sections and clear the Manager's desk daily. Provide reception, communication and co-ordination service. Provide an office security service.
ENQUIRIES	:	Ms T.C. Sibaya Tel No: (012) 339 4185/4186
APPLICATIONS	:	WO2 W.M. Simango, SA Navy Headquarters, Private Bag X104, Pretoria, 0001 or hand delivered to: SA Navy Headquarters, 224 Visagie Street, Pretoria, 0001, or email to ssoncm@sanavy.co.za

POST 23/36	:	**SECRETARY REF NO: NAVAL/20/23/26/23**
SALARY	:	R237 453 - R279 708 per annum (Level 05)
CENTRE	:	SA Navy Headquarters, Pretoria
REQUIREMENTS	:	Grade 12 (NQF Level 4) or equivalent. No experience required. Special requirements (Skills needed): Knowledge of secretarial / PA functions. Knowledge of general office administration and ability to operate and organise office efficiently. Ability to conceptualise and initiate new innovative approaches to optimize the secretarial service provided to the manager. Knowledge of MS Office Suite. Ability to communicate effectively (written and verbal) in English, at all levels. Ability to provide excellent customer service. Telephone etiquette and excellent typing skills. Planning, organising and problem solving skills.
DUTIES	:	Render secretarial functions that include keeping and updating Manager's diary on daily basis as well as arranging appointments for staff members. Render a Personal Assistant and a support service to the Manager, e.g. taking minutes, confirmatory notes, memorandums, letters and the transcription thereof, preparing briefings and slideshows and making travel arrangements. Manage general office duties and arrange engagements / meetings. Make travel arrangements, order stationary through relevant sections and clear the Manager's desk daily. Provide reception, communication and co-ordination service. Provide an office security service.
ENQUIRIES	:	Ms T.C. Sibaya Tel No: (012) 339 4185/4186
APPLICATIONS	:	WO2 W.M. Simango, SA Navy Headquarters, Private Bag X104, Pretoria, 0001 or hand delivered to: SA Navy Headquarters, 224 Visagie Street, Pretoria 0001, or email to ssoncm@sanavy.co.za
FOR ATTENTION	:	Ms T.C. Sibaya
POST 23/37	:	**REGISTRY CLERK REF NO: NAVAL/20/23/26/24 (X3 POSTS)**
SALARY	:	R237 453 - R279 708 per annum (Level 05)
CENTRE	:	Naval Base Simon's Town: HR Administration Support
REQUIREMENTS	:	Grade 12 (NQF Level 4) or equivalent. No experience required. Special requirements (Skills needed): Ability to communicate effectively (written and verbal) in English, at all levels. Knowledge of business planning, budgeting and functional supporting systems. Leadership, supervisory and team management skills. Ability to train subordinates. Ability to drive execution of plans through organisational values to reach objectives. Adaptability skills. Ability to exercise the departmental disciplinary system. Knowledge in Ms Office Suite. Ability to coach and mentor subordinates.
DUTIES	:	Collaborate in establishing and maintaining the work Unit's operational business framework and systems. Manage the work Unit's day-to-day requirements. Supervise the work Unit's personnel and general requirements.
ENQUIRIES	:	Cdr J. Howe Tel No: (021) 787 4220/3848
APPLICATIONS	:	Mr J. Stander, SA Navy, Private Bag X1, Simon's Town, 7995 or hand delivered to Fleet Command HQ, Building 1097, East Dockyard, St George's Street, Simon's Town, or email to psapstaffing@sanavy.co.za
POST 23/38	:	**REGISTRY CLERK REF NO: NAVAL/20/23/26/25**
SALARY	:	R237 453 - R279 708 per annum (Level 05)
CENTRE	:	Naval Base Simon's Town: HR Administration Support
REQUIREMENTS	:	Grade 12 (NQF Level 4) or equivalent. No experience required. Special requirements (Skills needed): Ability to communicate effectively (written and verbal) in English. Managerial and leadership skills. Computer Literacy in MS Office Suite. Understanding of specific environment. Command and control knowledge.
DUTIES	:	Receive, file, dispatch and distribute incoming and outgoing restricted and confidential correspondence. Create, maintenance, safekeeping and archiving of files. Faxing and Photostatting.
ENQUIRIES	:	Cdr J. Howe Tel No: (021) 787 4220/3848
APPLICATIONS	:	Mr J. Stander, SA Navy, Private Bag X1, Simon's Town, 7995 or hand delivered to Fleet Command HQ, Building 1097, East Dockyard, St George's Street, Simon's Town, or email to psapstaffing@sanavy.co.za
POST 23/39	:	**REGISTRY CLERK REF NO: NAVAL/20/23/26/26**
SALARY	:	R237 453 - R279 708 per annum (Level 05)

CENTRE	:	Naval Staff College, Silvermine/Muizenberg
REQUIREMENTS	:	Grade 12 (NQF Level 4) or equivalent. No experience required. Special requirements (Skills needed): Knowledge of configuration processes would be an advantage. Knowledge of managing technical documentation. Proficiency in MS Office Suite. Accurate data capturing skills. Ability to communicate (written and verbal) in English, at all levels. Knowledge of general office administration, security regulations and reporting procedures. Telephone etiquette. Good interpersonal relations skills and ability to work under pressure in a team.
DUTIES	:	Provide configuration administration service. Perform configuration auditing. Control and distribution of documentation. Perform configuration control.
ENQUIRIES	:	Cdr T.J. Kolobe at 081 475 0712
APPLICATIONS	:	Mr J. Stander, SA Navy, Private Bag X1, Simon's Town, 7995 or hand delivered to Fleet Command HQ, Building 1097, East Dockyard, St George's Street, Simon's Town, or email to psapstaffing@sanavy.co.za
POST 23/40	:	**REGISTRY CLERK REF NO: NAVAL/20/23/26/27**
SALARY	:	R237 453 - R279 708 per annum (Level 05)
CENTRE	:	SAS Wingfield, Wingfield Military Base, Goodwood
REQUIREMENTS	:	Grade 12 (NQF Level 4) or equivalent. No experience required. Special requirements (Skills needed): Ability to communicate effectively (written and verbal) in English. Computer Literacy (Ms Word and Ms Excel). Knowledge and experience in Registry environment will be advantageous. Incumbent will be exposed to periods of walking, standing, climbing and lifting of heavy loads.
DUTIES	:	The post incumbent will be required to provide an efficient and effective unit postal services as well as record, organise, store and retrieve information. Perform provisioning and administrative functions for the HR department. Receive, dispatch and file incoming and outgoing mail. Creation, maintenance, safekeeping and archiving of files. Assist unit personnel with faxing and photocopying services.
ENQUIRIES	:	WO1 S. Bawa Tel No: (021) 590 2777
APPLICATIONS	:	Mr J. Stander, SA Navy, Private Bag X1, Simon's Town, 7995 or hand delivered to Fleet Command HQ, Building 1097, East Dockyard, St George's Street, Simon's Town, or email to psapstaffing@sanavy.co.za
POST 23/41	:	**HANDYMAN REF NO. NAVAL/20/23/26/28**
SALARY	:	R170 226 - R200 523 per annum (Level 03)
CENTRE	:	Naval Base Durban
REQUIREMENTS	:	A minimum of ABET qualification. No experience required. Exposure in general building maintenance will be an advantage. Special requirements (Skills needed): Ability to communicate effectively (written and verbal) in English. Ability to work under pressure and meet target dates. Supervising, planning, organising and problem solving skills in the painting environment. Sound knowledge of operating various building maintenance equipment and tools. Reasoning and ability to read and understand / Interpreting job requirements from instructions and drawings. Ability to operate various building maintenance. Knowledge of safety protocols.
DUTIES	:	Perform cleaning, 1st line building maintenance, i.e. fixtures, fittings and plumbing systems. Provide grounds maintenance services.
ENQUIRIES	:	Cdr E.J. Molema Tel No: (031) 460 6150
APPLICATIONS	:	Cdr S.K. Sibiya, SA Navy, Naval Base Durban, Private Bag X1, Durban, 4036 or hand delivered to: Naval Base Durban, Salisbury Island, Off Bay Head Road, Fynlands, Durban or email to nbd.careeradmin@sanavy.co.za
POST 23/42	:	**CLEANER REF NO: NAVAL/20/23/26/29 (X6 POSTS)**
SALARY	:	R144 024 - R169 656 per annum (Level 02)
CENTRE	:	Naval Base Simon's Town (Buffer's Party: FCHQ)
REQUIREMENTS	:	A minimum of ABET qualification. No experience required. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Basic knowledge of Health and Safety. Knowledge of specific cleaning processes and aids. Knowledge of basic maintenance of machinery with low level of complexity in operating it. Knowledge of basic hand tools and cleaning equipment. Ability to operate cleaning machines. Ability to perform routine

tasks. Ability to work in a team and individually. Basic numeracy and literacy skills. Must be physically fit to perform cleaning duties.

DUTIES : Perform cleaning related duties in offices or other facilities as determined by supervisor i.e. sweeping, vacuuming, window cleaning, dusting, polishing furniture and floors. Clean ablution facilities, kitchenettes and utensils, workshops, and vehicles, remove waste etc. Report any defects in the workplace. Successful applicant can be expected to be a team leader. Assist with the training of and the introduction and use of equipment to subordinate personnel.

ENQUIRIES : S Lt D.M. Mogolane/WO2 S. Brijlal Tel No: (021) 787 5239

APPLICATIONS : Mr J. Stander, SA Navy, Private Bag X1, Simon's Town, 7995 or hand delivered to Fleet Command HQ, Building 1097, East Dockyard, St George's Street, Simon's Town, or email to psapstaffing@sanavy.co.za

POST 23/43 : **CLEANER REF NO: NAVAL/20/23/26/30**

SALARY : R144 024 - R169 656 per annum (Level 02)

CENTRE : Naval Base Simon's Town (Buffer's Party West Yard: Museum)

REQUIREMENTS : A minimum of ABET qualification. No experience required. Special requirements (Skills needed): No experience required. Ability to communicate effectively (verbal) in English. Basic knowledge of Health and Safety. Knowledge of specific cleaning processes and aids. Knowledge of basic maintenance of machinery with low level of complexity in operating it. Knowledge of basic hand tools and cleaning equipment. Ability to operate cleaning machines. Ability to perform routine tasks. Ability to work in a team and individually. Basic numeracy and literacy skills. Must be physically fit to perform cleaning duties.

DUTIES : Perform cleaning related duties in offices or other facilities as determined by supervisor i.e. sweeping, vacuuming, window cleaning, dusting, polishing furniture and floors. Clean ablution facilities, kitchenettes and utensils, workshops, and vehicles, remove waste etc. Report any defects in the workplace. Assist with the training of and the introduction and use of equipment to subordinate personnel.

ENQUIRIES : S Lt D.M. Mogolane/WO2 S. Brijlal Tel No: (021) 787 5239

APPLICATIONS : Mr J. Stander, SA Navy, Private Bag X1, Simon's Town, 7995 or hand delivered to Fleet Command HQ, Building 1097, East Dockyard, St George's Street, Simon's Town, or email to psapstaffing@sanavy.co.za

POST 23/44 : **CLEANER REF NO: NAVAL/20/23/26/31**

SALARY : R144 024 - R169 656 per annum (Level 02)

CENTRE : Naval Base Simon's Town: Project Office

REQUIREMENTS : A minimum of ABET qualification. No experience required. Special requirements (Skills needed): No experience required. Ability to communicate effectively (verbal) in English. Basic knowledge of Health and Safety. Knowledge of specific cleaning processes and aids. Knowledge of basic maintenance of machinery with low level of complexity in operating it. Knowledge of basic hand tools and cleaning equipment. Ability to operate cleaning machines. Ability to perform routine tasks. Ability to work in a team and individually. Basic numeracy and literacy skills. Must be physically fit to perform cleaning duties.

DUTIES : Perform cleaning related duties in offices or other facilities as determined by supervisor. i.e. sweeping, vacuuming, window cleaning, dusting, polishing furniture and floors. Clean ablution facilities, kitchenettes and utensils, workshops, and vehicles, remove waste etc. Report any defects in the work place. Successful applicant can be expected to be a team leader. Assist with the training of and the introduction and use of equipment to subordinate personnel.

ENQUIRIES : S Lt D.M. Mogolane/WO2 S. Brijlal Tel No: (021) 787 5239

APPLICATIONS : Mr J. Stander, SA Navy, Private Bag X1, Simon's Town, 7995 or hand delivered to Fleet Command HQ, Building 1097, East Dockyard, St George's Street, Simon's Town, or email to psapstaffing@sanavy.co.za

POST 23/45 : **CLEANER REF NO: NAVAL/20/23/26/32**

SALARY : R144 024 - R169 656 per annum (Level 02)

CENTRE : Naval Station Gqeberha

REQUIREMENTS	:	A minimum of ABET qualification. No experience required. Special requirements (Skills needed): No experience required. Ability to communicate effectively (verbal) in English. Basic knowledge of Health and Safety. Knowledge of specific cleaning processes and aids. Knowledge of basic maintenance of machinery with low level of complexity in operating it. Knowledge of basic hand tools and cleaning equipment. Ability to operate cleaning machines. Ability to perform routine tasks. Ability to work in a team and individually. Basic numeracy and literacy skills. Must be physically fit to perform cleaning duties.
DUTIES	:	Undertake unit facility and terrain cleaning services. Perform cleaning related duties in offices or other facilities as determined by supervisor i.e. sweeping, vacuuming, window cleaning, dusting, polishing furniture and floors. Clean ablution facilities, kitchenettes and utensils, workshops, and vehicles, remove waste etc. Report any defects in the work place. Remove waste paper bin refuse and replenish ablution consumables. Successful applicant can be expected to be a team leader. Assist with the training of and the introduction and use of equipment to subordinate personnel.
ENQUIRIES	:	PO S.A. Magutshwa Tel No: (041) 505 1005
APPLICATIONS	:	Mr J. Stander, SA Navy, Private Bag X1, Simon's Town, 7995 or hand delivered to Fleet Command HQ, Building 1097, East Dockyard, St George's Street, Simon's Town, or email to psapstaffing@sanavy.co.za
POST 23/46	:	**FOOD SERVICE AID REF NO: NAVAL/20/23/26/33 (X2 POSTS)**
SALARY	:	R144 024 - R169 656 per annum (Level 02)
CENTRE	:	Naval Base Durban
REQUIREMENTS	:	A minimum of ABET qualification. No experience required. Special requirements (Skills needed: Exposure in a galley cleaning and venue preparation environment would be an advantage. Ability to communicate effectively (verbal) in English. Basic knowledge of Health and Safety. Knowledge of specific cleaning processes and aids. Knowledge of basic maintenance of machinery with low level of complexity in operating it. Knowledge of cleaning equipment. Ability to operate cleaning machines. Ability to perform routine tasks. Ability to work in a team and individually. Basic numeracy and literacy skills. Must be physically fit to perform cleaning duties. Interpersonal skills to interact with clients.
DUTIES	:	Clean galley and galley equipment. Ensure that food stores and surroundings of galley are kept clean at all times. Prepare dining halls for all meals.
ENQUIRIES	:	WO1 N.P. Soni Tel No: (031) 460 6414
APPLICATIONS	:	Cdr S.K. Sibiya, SA Navy, Naval Base Durban, Private Bag X1, Durban, 4036 or hand delivered to: Naval Base Durban, Salisbury Island, Off Bay Head Road, Fynlands, Durban or email to nbd.careeradmin@sanavy.co.za
POST 23/47	:	**FOOD SERVICE AID REF NO: NAVAL/20/23/26/34**
SALARY	:	R144 024 - R169 656 per annum (Level 02)
CENTRE	:	Naval Base Simon's Town: SA Naval College, Gordon's Bay
REQUIREMENTS	:	A minimum of ABET qualification. No experience required. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Basic knowledge of Health and Safety procedures. Previous housekeeping/cleaning experience would be advantageous. Ability to apply hygiene measures. Knowledge of basic maintenance of kitchen machinery.
DUTIES	:	Clean and scrub galley and dining hall area, clear tables and wash cutlery, pots and all other kitchen related equipment, assist with unloading and packing away of victuals, setting up and clearing of tables when the need requires assist in minor food and beverage preparations and all other galley related functions as required by the Warrant Officer or Chief in Charge of the Galley.
ENQUIRIES	:	WO2 P.W. Davids Tel No: (021) 787 4944
APPLICATIONS	:	Mr J. Stander, SA Navy, Private Bag X1, Simon's Town, 7995 or hand delivered to Fleet Command HQ, Building 1097, East Dockyard, St George's Street, Simon's Town, or email to psapstaffing@sanavy.co.za
POST 23/48	:	**GROUNDSMAN REF NO: NAVAL/20/23/26/35 (X3 POSTS)**
SALARY	:	R144 024 - R169 656 per annum (Level 02)
CENTRE	:	Naval Base Durban

REQUIREMENTS : A minimum of ABET qualification. No experience required. Special requirements (Skills needed): Exposure to the gardening environment would be an advantage. Ability to communicate effectively (verbal) in English. Basic knowledge of health and safety requirements. Must have physical strength to move materials and equipment. Sound knowledge of plants and garden equipment. Gardening skills. Ability to work in team. Ability to prioritise and organise work.

DUTIES : Maintain cleanliness of outside terrains. Prepare soil for planting. Maintenance of trees, flowers, shrubs and grass in gardens. Removal of alien vegetation. Plant flowers, trees and shrubs. Water lawns, landscapes and gardens. Monitor and maintain plant health. Ensure proper upkeep of sidewalks, parking 47 lots, fountains, fences, planters and benches as well as grounds keeping equipment. Removal of refuse. Practice pest control. Assist preparing grounds for functions and parades. Handle and maintain basic light machinery, rotary mowers, trimmers, leaf blowers, weed eaters, chainsaws, lawnmowers, pole pruners, hand tools etc. Check the serviceability of the equipment.

ENQUIRIES : Cdr E.J. Molema Tel No: (031) 460 6150

APPLICATIONS : Cdr S.K. Sibiya, SA Navy, Naval Base Durban, Private Bag X1, Durban, 4036 or hand delivered to: Naval Base Durban, Salisbury Island, Off Bay Head Road, Fynlands, Durban or email to nbd.careeradmin@sanavy.co.za

POST 23/49 : **GROUNDSMAN REF NO: NAVAL/20/23/26/36**

SALARY : R144 024 - R169 656 per annum (Level 02)

CENTRE : Naval Base Simon's Town: SAS Saldanha, Saldanha Military Base, Saldanha

REQUIREMENTS : A minimum of ABET qualification. No experience required. Special requirements (Skills needed): Exposure to gardening would be an advantage. Ability to communicate effectively (verbal) in English. Basic knowledge of Health and Safety. Must have physical strength to move materials and equipment. Sound knowledge of plants and garden equipment. Gardening skills and ability to work in a team. Ability to handle hand tools.

DUTIES : Maintain cleanliness of outside terrains. Prepare soil for planting. Maintenance of trees, flowers, shrubs and grass in gardens. Removal of alien vegetation. Plant flowers, trees and shrubs. Water lawns, landscapes and gardens. Monitor and maintain plant health. Ensure proper upkeep of sidewalks, parking lots, fountains, fences, planters and benches as well as grounds keeping equipment. Remove refuse. Practice pest control. Assist preparing grounds for functions and parades. Handle and maintain basic light machinery, rotary mowers, trimmers, leaf blowers, weed eaters, chainsaws, lawnmowers, pole pruners, hand tools etc. Check serviceability of equipment and machinery and report defects.

ENQUIRIES : WO1 S. Mdawe Tel No: (022) 702 3630

APPLICATIONS : Mr J. Stander, SA Navy, Private Bag X1, Simon's Town, 7995 or hand delivered to Fleet Command HQ, Building 1097, East Dockyard, St George's Street, Simon's Town, or email to psapstaffing@sanavy.co.za

POST 23/50 : **HOUSEHOLD AID REF NO: NAVAL/20/23/26/37 (X2 POSTS)**

SALARY : R144 024 - R169 656 per annum (Level 02)

CENTRE : Naval Base Durban

REQUIREMENTS : A minimum of ABET qualification. No experience required. Special requirements (Skills needed): Exposure in a domestic cleaning and laundry environment would be an advantage. Ability to communicate effectively (verbal) in English. Knowledge of domestic services, processes and procedures. Basic knowledge of Health and Safety. Knowledge of specific cleaning processes and aids. Knowledge of basic maintenance of machinery with low level of complexity in operating it. Knowledge of cleaning equipment. Ability to operate cleaning machines. Ability to perform routine tasks. Ability to work in a team and individually. Basic numeracy and literacy skills. Must be physically fit to perform cleaning duties. Interpersonal skills to interact with clients.

DUTIES : Clean single quarters, communal ablutions and other communal areas. Undertake launder of linen and clothes.

ENQUIRIES : WO1 N.P. Soni Tel No: (031) 460 6414

APPLICATIONS : Cdr S.K. Sibiya, SA Navy, Naval Base Durban, Private Bag X1, Durban, 4036. or hand delivered to: Naval Base Durban, Salisbury Island, Off Bay Head Road, Fynlands, Durban or email to nbd.careeradmin@sanavy.co.za

POST 23/51	:	**HOUSEHOLD AID REF NO: NAVAL/20/23/26/38**
SALARY	:	R144 024 - R169 656 per annum (Level 02)
CENTRE	:	Naval Base Simon's Town: SA Naval College, Gordon's Bay)
REQUIREMENTS	:	A minimum of ABET qualification. No experience required. Special requirements (Skills needed): Exposure in Housekeeping / cleaning would be an advantage. Ability to communicate effectively (verbal) in English. Basic knowledge of Health and Safety procedures. Ability to apply hygiene measures. Knowledge of basic maintenance of machinery.
DUTIES	:	Clean and scrub galley and dining hall area, clear tables and wash cutlery, pots and all other kitchen related equipment. Clean galley equipment and assist with unloading and pack away victuals, set up and clear tables when the need requires, assist in minor food and beverage preparations and all other galley related functions as required by the Warrant Officer or Chief in Charge of the Galley.
ENQUIRIES	:	WO2 P.W. Davids Tel No: (021) 787 4944
APPLICATIONS	:	Mr J. Stander, SA Navy, Private Bag X1, Simon's Town, 7995 or hand delivered to Fleet Command HQ, Building 1097, East Dockyard, St George's Street, Simon's Town, or email to psapstaffing@sanavy.co.za
POST 23/52	:	**MESSENGER REF NO: NAVAL/20/23/26/39 (X2 POSTS)**
SALARY	:	R144 024 - R169 656 per annum (Level 02)
CENTRE	:	Naval Base Simon's Town: HR Administration Support
REQUIREMENTS	:	A minimum of ABET qualification. No experience required. Special requirements (Skills needed): Driving ability and experience would be advantageous. Ability to obtain a Military Driver's Licence. Ability to communicate (written and verbal) in English. Basic planning and organising skills. Problem solving skills. Time management. Basic computer skills. Operation of office equipment (photocopier, fax etc.). Basic knowledge of Health and Safety procedures.
DUTIES	:	Assist with basic Registry tasks including sort out and fax private and official mail. Ensure safekeeping of documents. Distribute and deliver mail, documents, files, parcels, etc., to internal and external service centres or satellite offices. Collect mail, documents parcels to internal and external units. Update document register.
ENQUIRIES	:	Cdr J. Howe Tel No: (021) 787 4220/3848
APPLICATIONS	:	Mr J. Stander, SA Navy, Private Bag X1, Simon's Town, 7995 or hand delivered to Fleet Command HQ, Building 1097, East Dockyard, St George's Street, Simon's Town, or email to psapstaffing@sanavy.co.za

ANNEXURE E

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 : 17 July 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. The requirements for application of Senior Management Services (SMS) include the successful completion of an SMS Pre-entry programme (Nyukela) as endorsed by the National School Government (NSG). Prior to appointment, a candidate should therefore have proof that they have registered for the Pre-Entry Certificate and have completed the course. The cost for Nyukela is at the applicant's own expense. 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/. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. 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 soley 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)

MANAGEMENT ECHELON

POST 23/53 : **UNEMPLOYMENT INSURANCE COMMISSIONER REF NO: HR4/26/07/02/UIF**

SALARY : R1 885 710 per annum, (all-inclusive)
CENTRE : Unemployment Insurance Fund, Pretoria
REQUIREMENTS : A qualification at NQF level 8 as recognised by SAQA in Finance / Accounting / Public Administration / Public Management / Management / Business Administration / Business Management / Operations Management. Eight (8) years' experience at Senior Management Level in a public sector institution, social security institution, financial institution or public entity. Knowledge: Unemployment Insurance Act (UIA), Unemployment Insurance Contributions Act (UICA), The South African Labour market, Public Finance Management Act, Strong governance, Risk management frameworks, Investment management and oversight, Stakeholder management capabilities, Labour legislation and social security systems, Public Service Regulations, Public Service Act, Public Service Code of Conduct, Relevant Labour Legislations, Departmental policies and procedures, Corporate governance, Minimum Information Security Standards, Pele Principles. Skills: Financial Management, Strategic, Capability and Leadership, People Management and Empowerment, Strategic Management, Executive decision making, Verbal and written communication, Stakeholder Management, Interpersonal relations, Computer literacy, Programme and Project Management, Negotiation and influencing, Change Management. Problem Solving. Service Delivery Innovation, Economic Development.
DUTIES : Strategically oversee the management of operations services. Strategically oversee the management of corporate services. Strategically oversee the management of a comprehensive financial service. Provide strategic leadership and guidance on the implementation of Labour Activation Programmes. Strategically manage risk Anti-Fraud and Anti- Corruption services. Ensure the effectiveness and independence of internal audit and assurance services. Provide strategic leadership and overall management of the Fund. Manage and ensure performance and compliance audit in the Fund. Ensure the effective management of resources (Human, Assets and Budget).
ENQUIRIES : Mr AC Mathabela Tel No: (012) 337 1815
APPLICATIONS : Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand deliver at corner Lillian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria. Email: Jobs-UIF1@labour.gov.za
FOR ATTENTION : Sub-directorate: Human Resources Operations, Head Office

POST 23/54 : **COMMISSIONER: COMPENSATION FUND REF NO: HR4/26/07/01/CF**

SALARY : R1 885 710 per annum, (all- inclusive salary package)
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : A qualification at NQF Level 8 as recognized by SAQA in Business Management / Finance / Accounting / Operational Management. Eight (8) years of experience at a Senior Managerial Level. Knowledge: Del and Compensation Fund strategies and Goals. Del and Compensation Fund Service Delivery Models. Labour Relations Act. Risk Management and Corporate Governance. Budgeting and Financial Management. Employment Equity Act. Basic Conditions of Employment Act. Relevant stakeholders. Customer Service (Batho Pele) Principles. COIDA. Legislative requirements: (COIDA). Public Finance Management Act. National Treasury Regulation. Occupational Health and Safety Act (OHSA). Public Service Act. Public Service Regulations. Promotion of Access to Information Act. Promotion of the Administrative Justice Act (PAJA). Constitution of SA. Road Accident Fund (RAF). Unemployment Insurance Act (UIA). Competencies and Skills: Communication (verbal and written). Computer Literacy. Strategic leadership and planning. Programme and Project Management. Financial Management. Change Management. Knowledge Management. Service Delivery Innovation (SDI). Managing inter-personal conflict and problem solving. Decision Making.

Accountability. People Management and Empowerment. Internal and external environmental awareness.

DUTIES : Determine the Fund Strategy, Vision, Mission and Value of the Fund and develop strategic plans. Leads and strategically direct the operations of the Fund. Apply a broad Legal understanding in regulatory compliance. Represent the Fund at relevant internal and external structure as well as maintaining stakeholder's relations to enhance the value of Fund. Establish and maintain appropriate internal controls and corporate governance. Champion institutional transformation and organisational change in order to deliver on service delivery commitments. Strengthen the institutional capacity of the Fund. Manage senior management team.

ENQUIRIES : Mr JM Ledwaba at 072 591 9784

APPLICATIONS : Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. email: Jobs-CF1@labour.gov.za

FOR ATTENTION : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund

OTHER POSTS

POST 23/55 : **COUNSELLOR GRADE 1 REF NO: HR4/4/1/10**

SALARY : Grade 1: R741 102 – R821 070 per annum, (OSD)
Grade 2: R844 128 – R935 045 per annum, (OSD)
Grade 3: R953 094 – R1 055 292 per annum, (OSD)

CENTRE : eMaXesibeni Labour Centre

REQUIREMENTS : 4-year qualification in Bachelor of Psychology or an equivalent qualification in Psychology. Registered with HPCSA as a Registered Counsellor (Independent practise) or Psychometrist (Independent practise). **Grade 1**: 0 years' experience. **Grade 2:** 8 years' experience **Grade 3:** 16 years' experience. A valid driver's licence. Knowledge: ILO Conventions, Financial Management, Human Resource Management, Psychometric assessment. Skills: Computer, Communication, Planning and Organizing, Report writing, Leadership, Innovative, Presentation, Analytical, Interpersonal skills.

DUTIES : Provide and implement employment counselling services. Provide and implement recruitment, psychometric assessment and selection services. Liaise with different organizations (Government, non-government, non-profit and private) to facilitate employability enhancement interventions for designated groups. Manage operations and personnel resources of the employment counselling unit.

ENQUIRIES : Ms L Nongena-Sigedle Tel No: (039) 254 0282

APPLICATIONS : Deputy Director: Labour Centre Operations: Private Bag X530, eMaxesibeni, 4735 or hand deliver at No. 52 Church Street eMaxesibeni, 4735. Email: Jobs-ECMTA@labour.gov.za

NOTE : EE Targets -Priority will be given to Coloured Males, Coloured Female, Indian Males, Indian Females, White Males and White Females.

POST 23/56 : **EMPLOYMENT SERVICES COORDINATOR REF NO: HR4/4/06/08**

SALARY : R605 745 per annum

CENTRE : Mmabatho Provincial Office

REQUIREMENTS : Three (3) years relevant qualification in Social Science (Psychology, Industrial Psychology) / Public Administration / Public Management / Business Administration / Business Management. Valid driver's Licence. Two (2) year functional experience in Public Employment Services environment. Two (2) years management experience. Knowledge: Relevant ILO Conventions, Financial Management, Human Resource Management, Recruitment and Selection processes, Relevant government strategies, Immigration Act. Employment Service Act. Unemployment Insurance Act. Compensation for Occupational Injuries and Diseases Act. Skills: Planning and organizing, Verbal and written communication, Computer literacy, Analytical. Presentation. Report writing, Leadership, Interpersonal. Leadership, Networking, Information management.

DUTIES : Coordinate International Cross-Border Labour Migration and PEA/ TES functions. Coordinate the provision of services to distressed companies. Facilitate stakeholder relations for acquisition of placement opportunities. Provide operational and technical support to labour centres for the delivery of

effective employer services. Facilitate the provision of IT infrastructure and implementation of innovations to render effective employer service. Facilitate the training of ESSA end users (internal and external) on employer service. Manage and analyse the reports for employer service. Manage all the resources in the Sub-unit.

ENQUIRIES : Ms N Litheko Tel No: (018) 387 8195
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at Provident House, University Drive, Mmabatho or email: Jobs-NW2@labour.gov.za

POST 23/57 : **ASSISTANT DIRECTOR: OPERATION SYSTEMS SUPPORT SERVICES REF NO: HR4/4/3/2ASDOSSS/UIF**

SALARY : R487 197 per annum
CENTRE : Unemployment Insurance Fund, Pretoria
REQUIREMENTS : Undergraduate qualification in Public Management/ Business Management / Information Technology at NQF level 6 as recognized by SAQA. Four (4) years' experience of which two (2) years; must be functional experience and two (2) years at Supervisory level in Application Support / Systems Support Management environment. Knowledge: Public Finance Management Act (PFMA). National Archives and Records Service of South Africa Act. Electronic Document Management System. Basic Conditions of Employment Act (BCEA). Labour Relations Act (LRA). Employment Equity Act (EEA). Public Service Act (PSA). Operational systems. SAP Business Intelligence including SAP BI Design and universe creation from SAP BW. Skills: Communication (verbal and written). People Management. Listening. Computer Literacy. Time Management. Analytical. Numeracy. Interpersonal. Planning and Organizing.
DUTIES : Facilitate Operations Applications and ensure that systems are accessible effective and efficient. Provide support in managing service providers and suppliers contract. Coordinate all the Applications within Business Operations. Manage resources (Human, Financial, Equipment/ Assets).
ENQUIRIES : Ms MM Mathobela Tel No: (012) 337 1428
APPLICATIONS : email: Jobs-UIF2@labour.gov.za
NOTE : EE targets- Priority will be given to White Males, Females and Persons with disabilities are encouraged to apply.

POST 23/58 : **ASSISTANT DIRECTOR: CALL CENTRE REF NO: HR4/4/3/2ASDCC/UIF**

SALARY : R487 197 per annum
CENTRE : Unemployment Insurance Fund, Pretoria
REQUIREMENTS : Three (3) year relevant tertiary qualification in Contact Centre Management / Public Management / Business Administration / Business Management / Financial Management / Management/ Administration Management / Public Administration. Two (2) years functional experience in Call Centre. Two (2) years supervisory experience in Call Centre. Knowledge: Public Finance Management Act (PFMA). Public Service Regulations (PSR). Public Service Act (PSA). Labour Relations Act (LRA). Employment Equity Act (EEA) Basic Conditions of Employment Act (BCEA). Unemployment Insurance Act (UIA). Unemployment Insurance Contributions Act (UICA). Skills: Communication. People Management. Listening. Computer Literacy. Time Management. Analytical. Numeracy. Interpersonal. Planning and Organizing. Diversity Management.
DUTIES : Facilitate the handling of incoming calls and enquiries. Review call centre policies and procedures and manage implementation thereof. Co-ordinate helpdesk service. Manage resources (Human, Finance, Equipment / Assets) within the Sub-Directorate.
ENQUIRIES : Ms ZW Chauke Tel No: (012) 337 1886
APPLICATIONS : email: Jobs-UIF3@labour.gov.za
NOTE : EE targets- Priority will be given to White Males, Females and Persons with disabilities are encouraged to apply.

POST 23/59 : **ASSISTANT DIRECTOR: HRM & ER (X2 POSTS)**
(Three - Year Contract)

SALARY : R487 197 per annum, plus 37% in lieu of benefits.
CENTRE : Provincial Office: Limpopo Ref No: HR4/4/6/35 (X1 Post)
Provincial Office: Eastern Cape Ref No: HR4/4/1/11 (X1 Post)

REQUIREMENTS	:	An undergraduate qualification in Human Resource Management/ Public Management/Employee Relations at NQF Level 6 as recognized by SAQA. Driver's License will be an added advantage. Four (4) years' experience of which two (2) years must be functional experience in Human Resource Management and Employee Relations environment and two (2) years must be at a Senior Practitioner level. Knowledge: Public Service transformation and management issues, White paper on transformation of Public serve, Ability to convert policy into action, Human Resources Systems and Procedures, Public Service Act and Regulations, Recruitment and Selection, Departmental Policies and Procedures, Batho Pele Principles, Minimum Information Security Standards, PERSAL and other HR information management systems. Skills: Communication (Verbal and Written), Computer literacy (Excel, Word, Power Point, PERSAL, etc.), Innovative/ Creative, Presentation, Responsiveness, Report writing, Time management, Organizing and Planning, Financial Management, Policy Analysis, Problem Solving and Decision Making.
DUTIES	:	Coordinate and monitor the implementation of human resources management policies in the Province. Monitor and provide advice on the implementation of Employment Relations policies and prescripts. Coordinate and manage the implementation of programmes of Employment Equity. Monitor the administration of service benefits. Manage resources (Human, Finance, Equipment/Assets) in the Sub-directorate.
ENQUIRIES	:	Ms SM Lebogo Tel No: (015) 290 1662 (Limpopo) Mr TM Ramatsetse Tel No: (043) 701 3000 (Eastern Cape)
APPLICATIONS	:	**Chief Director: Provincial Operations:** Private Bag X9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane or email: HRM-UIFjobs-LP@labour.gov.za for Provincial Office: Limpopo. **Acting Chief Director:** Provincial Operations: Private Bag X9005, East London, 5209 or hand deliver at No 3 Hill Street, East London. Email: Jobs-EC4@labour.gov.za
POST 23/60	:	**SENIOR PRACTITIONER: ANTI-FRAUD AND ANTI-CORRUPTION REF NO: HR4/4/3/1SPAFAC/UIF**
SALARY	:	R413 001 per annum
CENTRE	:	Unemployment Insurance Fund, Pretoria
REQUIREMENTS	:	A three-year tertiary qualification (NQF Level 6) in Risk Management / Internal Audit/ Risk and Security Management / Accounting / Forensic Investigation. Two (2) years' functional experience in Anti-fraud and Anti-corruption / Risk Management environment. Knowledge: Public Financial Management Act (PFMA). Fraud and Corruption Legislative Framework. Prevention of Organized Crime Act. Promotion of Access to Information (PAIA). Basic Conditions of Employment Act (BCEA). Protected Disclosure Act. Public Service Regulations (PSR). Public Service Act (PSA). Labour Relations Act (LRA). Unemployment Insurance Act (UIA). Unemployment Insurance Contributions Act (UICA). Skills: Conflict Management. Analytical and Creativity. Time Management. Problem Solving. Presentation. Planning and Organizing. Communication. Computer Literacy. Report Writing.
DUTIES	:	Implement the departmental anti-fraud and anti-corruption strategies. Identify potential fraud and corruption risks and interventions to manage them under supervision of the Assistant Director. Conduct investigation of fraud and corruption business cases and propose measure to prevent them. Conduct fraud and corruption awareness campaigns. Supervise resources (Human, Finance, Equipment/Assets) in the section.
ENQUIRIES	:	Mr GS Phoshoko Tel No: (012) 337 1978
APPLICATIONS	:	email: Jobs-UIF4@labour.gov.za
NOTE	:	EE targets- Priority will be given to African Females and Female, White Males and Persons with disabilities are encouraged to apply.
POST 23/61	:	**OHS INSPECTOR (X2 POSTS)**
SALARY	:	R413 001 per annum
CENTRE	:	Labour Centre: Rustenburg, North West province Ref No: HR 4/4/06/04 (X1 Post) Labour Centre: Mogwase, North West province Ref No: HR 4/4/06/05 (X1 Post)
REQUIREMENTS	:	A 3-year tertiary qualification in Environmental Health, Mechanical engineering, Mechatronic engineering, Electrical engineering, Chemical engineering, Chemistry, Construction, Biology, Microbiology, Biomedical Sciences,

Biotechnology, Biochemistry. A valid driver license. Two (2) years functional experience in inspection and enforcement of labour legislations or in the relevant environment. Knowledge: Departmental policies and procedures, Occupational Health and Safety Act, as amended, Regulations (21), South African National Standards (Codes)- incorporated Codes become regulations, Compensation for Occupational Injuries and Diseases Act, Unemployment Insurance Act. Skills: Planning and organising, Communication skills, Computer Literacy, Facilitation skills, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem solving skills, Interviewing skills, Presentation skills, Innovation skills, Analytical skills, Verbal and written communication skills.

DUTIES : To plan and independently conduct inspections with the aim of ensuring compliance with the Occupational Health and Safety Act, Act 85 of 1993, Regulations and incorporated Standards. To confirm registration with the Unemployment Insurance Act and the Compensation for Occupational Injuries and Diseases Act. Plan, investigate and finalise independently incidents and complaints reported pertaining to the OHS Act and the relevant regulations and enforce as and when necessary, appear in Court as a State witness. Plan and conduct allocated proactive inspections as per schedule to monitor compliance with the relevant labour legislation, including compiling and consolidating reports emanating from such inspections. Plan and conduct advocacy campaigns on all labour legislation independently, analyse the impact thereof, consolidate and compile a report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports, including execution of analysis and compilation of consolidated statistical reports on regional and allocated cases.

ENQUIRIES : Ms N Litheko Tel No: (018) 387 8195

APPLICATIONS : Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at Provident House, University Drive, Mmabatho or email: Jobs-NW015@labour.gov.za

POST 23/62 : **EMPLOYER SERVICES PRACTITIONER (ESP11) REF NO: HR 4/4/06/07**

SALARY : R413 001 per annum

CENTRE : Labour Centre: Lichtenburg, North West province

REQUIREMENTS : Three (3) year relevant qualification in Social Science (Psychology, Industrial Psychology) Public Administration / Business Management / Public Management, Valid driver's licence. Two (2) Years functional experience in a client-oriented environment. Knowledge: Employment Service Act, Unemployment Insurance Act, Public Service Ac, Immigration Act, Skills Development Act, Social Plan Guidelines, Human Resources Management, Public Financial Management Act, ILO conversions related PES. Skills: Planning and Organizing, Communication skills, Computer, Analytical, Presentation, Interpersonal, Report writing, Networking, Negotiation, Marketing.

DUTIES : Marketing PES Services to stakeholders to acquire opportunities and conduct recruitment, selection, referral and placement of registered work seekers. Process requests for International Cross Board Labour Migration and advise on the availability of skills. Process applications for registration of Public Employment Agency (PEA) and Temporary Employment Schemes (TES). Supervise provision of registration and referral of work seekers for the Department, Monitor the implementation of employment schemes, Labour Activation programmes (LAP) projects and Temporary Relief-Schemes. Supervise the administration of employer services at the labour centre.

ENQUIRIES : Ms N Litheko Tel No: (018) 387 8195

APPLICATIONS : Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at Provident House, University Drive, Mmabatho or email: Jobs-NW1@labour.gov.za

POST 23/63 : **TEAM LEADER REF NO: HR 4/4/06/06 (X1 POST)**

SALARY : R413 001 per annum

CENTRE : Labour Centre: Taung, North West province

REQUIREMENTS : Three (3) year's National Diploma (NQF6)/Undergraduate Bachelor Degree (NQF7) in Labour Relations / Labour Law / LLB / BCOM Law. Valid driver's license. Two (2) years functional experience in Inspection and Enforcement Services. Knowledge: Departmental Policies and procedures, Skills

Development Act, Labour Relation Act, Basic Conditions of Employment Act, Skills Development Levies Act, Occupational Health and Safety Act, COIDA, SABS Codes, Unemployment Insurance Act, UI Contribution Act, Employment Equity Act, Immigration Act. Skills: Facilitation, Planning and Organising, Computer literacy, Interpersonal, Conflict handling, Negotiation, Problem solving, Innovative, Analytical, Verbal and written communication skills.

DUTIES : Plan and conduct substantive inspection with the aim of enforcing and ensuring compliance with labour legislations, namely, Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA), Employment Equity Act (EEA), Unemployment Insurance Act (UIA), Compensation for Occupational Injuries and Diseases Act (COIDA), Occupational Health and Safety (OHS), and UI Contribution Act (UCA), Plan and execute investigations independently on reported cases pertaining to contravention of labour legislation and enforce as and when necessary including making preparations for and appearing in Court as a State witness. Conduct proactive (Blitz) inspection regularly to monitor compliance with labour legislation. Conduct advocacy campaign on labour legislations regularly. Draft Contributes to planning, drafting and maintenance of regional inspection plans and reports including execution of analysis and compilation of consolidated statistical reports on regional and allocated cases. Supervise the resources in the Sub-section.

ENQUIRIES : Ms N Litheko Tel No: (018) 387 8195

APPLICATIONS : Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at Provident House, University Drive, Mmabatho or email: Jobs-NW@labour.gov.za

POST 23/64 : **SENIOR PRACTITIONER: HUMAN RESOURCE MANAGEMENT (X2 POSTS)**
(Three -Year Contract)

SALARY : R413 001 per annum, plus 37% in lieu of benefits.

CENTRE : Provincial Office: Limpopo Ref No: HR4/4/6/36 (X1 Post)
Provincial Office: Eastern Cape Ref No: HR4/4/1/12 (X1 Post)

REQUIREMENTS : An undergraduate Qualification in Human Resource Management/ Public Management AT NQF level 6 as recognized by SAQA. Driver's license will be an added advantage. Two (2) Years Functional Experience in Human Resource Management Environment. Knowledge: Public Finance Management Act (PFMA), Public Service Regulations (PSR), Public Service Act (PSA), Labour Relations Act (LRA), Employment Equity Act (EEA), PSCBC and CCMA Procedures, Batho Pele Principles. Skills: Negotiation, People Management, Problem Solving, Presentation, Organizing and Planning, Communication, Computer Literacy, Report writing.

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 implementation of HR policies. Supervise resources (Human, Finance, Equipment/Assets) in the Division.

ENQUIRIES : MI Makgobola Tel No: (015) 290 1723 (Limpopo)
Mr TM Ramatsetse Tel No: (043) 701 3000 (Eastern Cape)

APPLICATIONS : **Chief Director: Provincial Operations:** Private Bag X 9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane or email: HRM-UIFjobs-LP@labour.gov.za for Provincial Office: Limpopo.
Acting Chief Director: Provincial Operations: Private Bag X9005, East London, 5209 or hand deliver at No 3 Hill Street, East London. Email: Jobs-EC4@labour.gov.za

NOTE : Priority will be given to Coloured Male, Coloured Female, White Male, White Female.

POST 23/65 : **SENIOR PRACTITIONER: HRD AND PERFORMANCE MANAGEMENT (X2 POSTS)**
(Three -Year Contract)

SALARY : R413 001 per annum, plus 37% in lieu of benefits.

CENTRE : Provincial Office: Limpopo Ref No: HR4/4/6/37
Provincial Office: Eastern Cape Ref No: HR4/4/1/13

REQUIREMENTS : An undergraduate qualification in Human Resource Management / Development / Training and Development / Management of Training / Public Management / Industrial and Organizational Psychology at NQF Level 6 as recognized by SAQA. Driver's License will be an added advantage. Two (2)

		years functional experience in human resource Development / Training and Development/ Performance Management Services. Knowledge: Public Service Act (PSA), Public Service Regulations (PSR), Public Finance Management Act (PFMA), Human Resource Development Policies, Human Resource System (PERSAL), Skills Development Act (SDA), Skills Development Levies Act (SDLA), Labour Relations Act (LRA), Basic Conditions of Employment Act, Employment Equity Act (EEA), Protection of Personal Information Act (POPIA), Project Management, Diversity Management, OD-ETDP. Skills: Communication (Verbal and Written), Computer Literacy, People Management, Project Management, Presentation, Report writing, Time Management, Design and Development, Organizing and Planning, Problem Solving.
DUTIES	:	Coordinate the implementation of Human Resource Development initiatives in the Province. Coordinate the implementation of Performance Management System in the Province. Implement internship/ Learnership programmes in the Province. Coordinate and facilitate Orientation and Induction programmes. Manage resources (Human, Finance, Equipment/Assets) in the Division.
ENQUIRIES	:	Ms. TE Maluleke Tel No: (015) 290 1768 (Limpopo) Mr TM Ramatsetse Tel No: (043) 701 3000 (Eastern Cape)
APPLICATIONS	:	**Chief Director: Provincial Operations:** Private Bag X9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane or email: HRM-UIFjobs-LP@labour.gov.za for Provincial Office: Limpopo. **Acting Chief Director: Provincial Operations:** Private Bag X 9005, East London, 5209 or hand deliver at No 3 Hill Street, East London. Email: Jobs-EC9@labour.gov.za
POST 23/66	:	**SENIOR PRACTITIONER: EMPLOYEE RELATIONS REF NO: HR4/4/6/38** (Three -Year Contract)
SALARY	:	R413 001 per annum, plus 37% in lieu of benefits.
CENTRE	:	Provincial Office: Limpopo
REQUIREMENTS	:	An undergraduate qualification (NQF Level 6) in Human Resource Management / Labour Relations Management as recognized by SAQA. Driver's License will be an added advantage. Two (2) years must be functional experience in Employment Relations Management environment. Knowledge: Public Service Commission's rules for dealing with complaints and grievances, Public Service Coordinating Bargaining Council's Resolution, Interpretation of case law and trends in Labour Law, Public Finance Management Act (PFMA), Public Service Regulations (PSR), Public Service Act (PSA), Labour Relations Act (LRA), Employment Equity Act (EEA), PSCBC and CCMA Procedures. SKILLS: Negotiation, People Management, Problem Solving, Presentation, Planning and Organizing, Communication, Computer Literacy, Report writing, Conflict Research.
DUTIES	:	Conduct and analyze all grievances and complaints received from employees in the Province. Draft charges and finalize all misconduct cases in the Province. Represent the Department in all disputes 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 administration support services in the section.
ENQUIRIES	:	Ms. GJ Matlhakoane Tel No: (015) 290 1665
APPLICATIONS	:	Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane or email: HRM-UIFjobs-LP@labour.gov.za for Provincial Office: Limpopo.
NOTE	:	Priority will be given to Coloured Male, Coloured Female, White Male, White Female.
POST 23/67	:	**INSPECTOR: INSPECTION AND ENFORCEMENT SERVICES (X2 POSTS)**
SALARY	:	R280 278 per annum
CENTRE	:	Mafikeng Labour Centre Ref No: HR4/4/06/02 (X1 Post Klerksdorp Labour Centre Ref No: HR 4/4/06/03 (X1 Post)
REQUIREMENTS	:	Three (3) years relevant qualification (NQF6) in Labour Relations/BCOM Law/ LLB. A valid drivers' licence. Knowledge: Basic Conditions of Employment Act, Departmental policies and procedures, Skills Development Act, Labour Relations Act, Unemployment Insurance Act, Unemployment Insurance Contributions Act, Employment Equity Act, Customer Service (Batho Pele Principles). Skills: Facilitation skills, Planning and Organizing (own work),

		Computer Literacy, Interpersonal skills, Problem solving skills, Interviewing skills, Analytical, Communication skills.
DUTIES	:	Conduct occupational inspections with the aim of ensuring compliance with all labour legislations. Execute investigations on reported cases pertaining to contravention of labour legislation and enforce where and when necessary. Conduct proactive (Blitz inspections regularly to monitor compliance with labour legislation. Conduct advocacy campaigns on identified and allocated labour legislation. Assist in drafting of inspection plans, reports and compilation.
ENQUIRIES	:	Mr U Qambata Tel No: (018) 387 8195
APPLICATIONS	:	Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at Provident House, University Drive, Mmabatho or email: Jobs-NW011@labour.gov.za
POST 23/68	:	**SENIOR ADMINISTRATION CLERK: EMPLOYER REGISTRATION REF NO: HR4/4/3/1SACER/UIF (X4 POSTS)**
SALARY	:	R237 453 per annum
CENTRE	:	Unemployment Insurance Fund, Pretoria
REQUIREMENTS	:	Senior Certificate / Grade 12. No experience required. Batho Pele Principles. Services Charter. Skills: Communication. Listening. Time Management. Computer Literacy. Interpersonal. Analytical. Data Capturing.
DUTIES	:	Process the registration of employers. Process the declaration forms of employees. Maintain employers' database. Provide general clerical support services within the section.
ENQUIRIES	:	Mr SS Tanana Tel No: (012) 337 1828
APPLICATIONS	:	email: Jobs-UIF5@labour.gov.za
NOTE	:	EE targets- Priority will be given to Indian Males and Females, White Males, Females and Persons with disabilities are encouraged to apply.
POST 23/69	:	**HUMAN RESOURCE CLERK REF NO: HR4/4/6/39 (X3 POSTS)** (Three- Year Contract)
SALARY	:	R237 453 per annum, plus 37% in lieu of benefits
CENTRE	:	Provincial Office: Limpopo
REQUIREMENTS	:	A Grade 12 Certificate or equivalent. Knowledge: PERSAL, HR Information Management Systems, Knowledge of registry duties, practices as well as the ability to capture date, and operate computer, working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment, Understanding of the work in registry. Skills: Communication, Computer Literacy, Innovative/Creative, Presentation, Report writing, Time management, Organizing and Planning, Problem Solving.
DUTIES	:	Implement human resources administration practices (Recruitment and Selection). Implement conditions of services (Leave, Housing, Medical, Injury on Duty, Long Services Recognition, Overtime, Relocation, Pension, Allowances, PILIR or etc.). Facilitate performance management function. Address human resource administration enquiries.
ENQUIRIES	:	Ms. MJ Matlakala Tel No: (015) 290 1699
APPLICATIONS	:	Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane or email: HRM-UIFjobs-LP@labour.gov.za for Provincial Office: Limpopo.
NOTE	:	Priority will be given to African Male, Coloured Male, Coloured Female, Indian Male, White Male, White Female.

ANNEXURE F

GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)

The GPAA/GEPF respects personal information and adheres to the provisions of POPIA. The information contained in this email from the sender is confidential. It is intended solely for use by the recipient and others authorized to receive it. If you are not the recipient, you are hereby notified that any disclosure, copying, distribution or taking action in relation of the contents of this information is strictly prohibited. Beware of business email compromises.

APPLICATIONS	:	To apply visit: https://erecruitment.gpaa.gov.za/
CLOSING DATE	:	17 July 2026 at 12:00 pm (Midday) No late applications will be considered
NOTE	:	Effective from 19 June 2026, the GPAA now utilises an e-Recruitment System which means all applicants must login/register to apply for positions, we only accept e-Recruitment online applications. 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. The candidate must agree to the following: Shortlisted candidates must avail themselves for a virtual or in-person panel interview at a date and time determined by the GPAA. 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 GPAA 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. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. Applicants must note that pre-employment checks and references will be conducted once they are short-listed and the appointment is also subject to a positive outcome on these checks, which include but not limited to: security clearance, security vetting, qualification/study verification, citizenship verification, financial/asset record check, previous employment verification and criminal record. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards in line with the new DPSA Directive effective 01 April 2024. By submitting your application, it also means you consent to the GPAA 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 GPAA within 6 months of the closing date, please regard your application as unsuccessful. The candidate must take note: It is the GPAA's intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer / promotion / appointment will promote representativeness in line with the numerical targets as contained in GPAA's Employment Equity Plan. Note: The GPAA 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.

MANAGEMENT ECHELON

POST 23/70 : **DIRECTOR: CONTRACT MANAGEMENT AND LEGAL OPINIONS REF NO: D/LA-S/2026/07-1P**
Legal Services
Permanent
The purpose of the role is: To assist in providing expert legal opinions, vetting contracts, managing civil and administrative litigation, and ensuring organizational compliance with relevant legislation in GPAA.

SALARY : R1 317 384 per annum (level 13), (all inclusive)
CENTRE : Pretoria
REQUIREMENTS : A relevant Degree/BTech degree in Legal (LLB) or equivalent qualification (NQF 7 with 480 credits). Minimum of five (5) years in middle/senior management experience. Experience in Financial Services, especially Employee Benefits, Pension Fund and Retirement Benefits Administration, will be a distinct advantage. Knowledge of Benefits Administration. Knowledge of Customer Relationship Management (Channel management). Knowledge of Relevant legislative requirements and GPAA policies and procedures. Industry knowledge. Knowledge of financial management including budgeting and forecasting. Knowledge of Pension fund Regulations and rules. Knowledge of compliance management. Knowledge of relevant systems. Strategic capability. Service delivery innovation. Client orientation and customer focus. Financial management. People management and empowerment. Programme and project management. Change management. Knowledge management. Problem solving and analysis. Respect. Service excellence. Integrity. Transparency. Courtesy. Emotional intelligence. Team player.

DUTIES : Manage the implementation of the Legal Advisory Services strategy. Monitor the implementation of the operational plan for the Directorate to support the achievement of GPAA's strategic objectives. Manage, monitor and review the Directorate policies, procedures and processes, in accordance with best practice and legislation. Manage the implementation of an effective short, medium and long-term operating strategy for the Directorate. Conduct benchmarks on new developments in practices to improve the effectiveness and efficiency of the organization. Manage the provision of best practice regarding Directorate functions to all stakeholders. Manage the implementation of a management effectiveness and leadership strategy. Engage in strategic relationships with relevant stakeholders to serve the interest of the organisation. Monitor compliance with relevant legislation throughout all Directorate functions. Analyse service delivery gaps, challenges and implement remedial action strategies. Manage quality of service provided to internal and external customers/clients/stakeholders. Manage the mitigation of identified risks. Ensure information flows to and alignment with all stakeholders to ensure effective engagement. Conduct trend analyses and forecasting. Administer the Legal Advisory Services process. Provide legal advice, guidance and opinions to relevant stakeholders in respect of matters of interpretation and/or implementation that may arise. Provide well-researched, sound and practical legal advice and opinions to all internal stakeholders on matters relating to the functions of the various components within the Department, on all legal and contract administration and operational issues. Comment on draft policies and procedures from other departments from a legal perspective, as requested. Provide assistance to the Human Capital department on labour relations issues as requested. Administer the Litigation Services process. Monitor the correct administration of all the legal and litigation affairs of the department, including legal costs in litigation matters. Manage and monitor all litigation matters brought within the responsibility of the Legal Services department. Select and appoint appropriate legal counsel to act on behalf of the GPAA when required. Liaise between appointed legal counsel and the organisation, providing all relevant information and clarifying status. Provide assistance with legal matters by reviewing and commenting on all draft pleadings to ensure that they are in line with the GPAA's interests. Provide feedback to Legal Manager on progress in litigation matters, highlighting any areas of potential risk to the GPAA. Provide legal opinions on legal queries in compliance with relevant legislation and within realistic time

frames. Manage all the resources in the Directorate. Ensure the development and management of staff within the Directorate. Implement and maintain a relevant management approach to support effective business results within the Directorate. Develop and sustain a culture of high performance, professionalism and integrity to support overall quality of service delivery. Ensure control of budgeting and expenditure process in-line with strategic objectives and relevant legislation. Ensure the effective utilization of all other resources (including IS, Assets, Infrastructure, etc) within the Directorate.

ENQUIRIES : Shandukani Tshiuda Tel No: (012) 312 1102
Enquiries.erecruitment@gpaa.gov.za

OTHER POSTS

POST 23/71 : **DEPUTY DIRECTOR: POLITICAL VERIFICATION REF NO: DD/PV-SP/2026/07-1P**
Special Pensions
Permanent
The purpose of the role to effectively manage the undertaking of political research and verification of special pensions applicants for GPAA.

SALARY : R1 101 468 per annum (Level 12), (all inclusive)
CENTRE : Pretoria
REQUIREMENTS : A relevant three-year bachelor's degree/B Tech qualification or equivalent qualification, (with at least 360 credits). Minimum six (6) years' appropriate experience in Research and Administration of Special Pensions, with 3 years in a management role / middle management role. Computer literacy that would include a high level of proficiency in Microsoft products. Knowledge of Special Pensions Act. Knowledge of Public Finance and Management Act. Knowledge of Employee Benefits. Knowledge of Programme & Project Management. Knowledge of GPAA services & products. Knowledge of driving. Knowledge of Retirement Fund Industry. Knowledge of Change Management. Knowledge of Research. South African Political savvy. Analytical. Computer literacy. Financial Management. Problem Solving. Organizing & Coordinating skills. Effective Communications skills at all levels. Motivational skills. Presentation skills. Customer Oriented. Outgoing personality. Ability to build strong network relationships. Ability to work in a Team.

DUTIES : The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Management and coordination of research and political verification of special pension beneficiaries: Manage the verification and validation of information sourced through research. Ensure that all research is accompanied by reliable supporting documents for evidence. Liaise and interact with relevant organs to validate information for special pension status determination. Manage the collation of details of applicants for verification purposes. Ensure availability and distribution of special pension research information. Collate, consolidate and present qualitative and quantitative research reports on political involvement of beneficiaries. Manage the verification of information supplied by applicants. Ensure that the research is in line with GPAA strategic objectives. Build and maintain effective internal and external relationships. Compile, present and submit reports related to the effective functioning of the unit. Develop and implement processes, guidelines and polices on researching and verification of politicians applying for special pensions. Undertake research on the latest trend with regard to verification of special pension applicants. Develop a comprehensive and concise research guidelines and methodology on political verifications. Ensure that the guideline and policies are aligned to GPAA strategic objectives and contribute to effective services delivery. Undertake risk assessment procedures on researching and verification of politician applying for special pension. Oversee continuous adherence to research guidelines on verification of applicants. Manage all resources of the unit: Set, agree and monitor performance of direct reports, check that it is aligned with planned targets. Allocate work according to the individual workload, expertise, and developmental needs of the individual. Identify development and succession planning requirements. Ensure employment equity compliance. Monitor that outputs are achieved against business requirements. Facilitate staff productivity and efficiency, minimizing absenteeism and turnover figures. Motivate staff through the implementation of various reward mechanisms. Facilitate departmental communication

through appropriate structures and systems. Manage the budget of the unit and monitor expenditure patterns as per the prescripts.

ENQUIRIES : Sibekezelo Mthembu Tel No: (012) 319 1275
Enquiries.erecruitment@gpaa.gov.za

NOTE : One permanent position of Deputy Director – Political Verification is currently available at the Government Pensions Administration Agency (GPAA): Special Pensions Unit.

POST 23/72 : **DEPUTY DIRECTOR: CHIEF ADJUDICATOR REF NO: DD/CADJU-SP/2026/07-1P**
Special Pensions
Permanent
The purpose of the role is to manage Adjudication processes related to applications for Special Pensions for the GPAA.

SALARY : R1 101 468 per annum (Level 12), (all-inclusive package)
CENTRE : Pretoria
REQUIREMENTS : A relevant three-year bachelor's degree/B Tech qualification in the Legal field or equivalent qualification, (with at least 360 credits). Minimum six (6) years' appropriate experience, with 3 years in a management role /middle management role. Computer literacy that would include a high level of proficiency in Microsoft products. Knowledge of Employee Benefits. Knowledge of PFMA. Knowledge of Special Pensions Act. Knowledge of Programme & Project Management. Knowledge of GEPF services & products. knowledge of Retirement Fund industry. Knowledge of Change Management. Knowledge of Adjudication and Appeal Processes. Analytical Skills. Financial Management. Customer Relations. Problem solving. Effective communication at all levels. Presentation skills. Organizing & coordination skills. Computer literacy. Motivational skills. Customer Orientated. Outgoing Personality. Ability to build strong network relationships. Ability to work in a team environment

DUTIES : The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Manage process of Adjudication applications: Oversee the preparation of cases to be heard for adjudication. Review and evaluate merits and demerits of adjudication cases. Determine if cases are legible for appeal or not. Manage the drafting of adjudication reports. Provide detailed information to the appeal panel on review cases. Develop and implement Special Pensions Adjudication administration processes, guidelines and processes: Undertake research on latest trend with regards to administration of Adjudication processes. Develop a comprehensive and concise guideline on management of and administration of adjudication processes. Ensure that the guideline is in line with GPAA strategic objectives and contribute to effective service delivery. Develop Special Pensions adjudication risk assessment procedures and implement risk mitigation measures. Oversee continuous adherence to adjudication administration guidelines and policies Manage all resources of the unit: Set, agree and monitor performance of direct reports, check that it is aligned with planned targets. Allocate work according to the individual workload, expertise, and developmental needs of the individual. Identify development and succession planning requirements. Ensure employment equity compliance. Monitor that outputs are achieved against business requirements. Facilitate staff productivity and efficiency, minimizing absenteeism and turnover figures. Motivate staff through the implementation of various reward mechanisms. Facilitate departmental communication through appropriate structures and systems. Manage the budget of the unit and monitor expenditure patterns as per the prescripts.

ENQUIRIES : Felicia Mahlaba Tel No: (012) 319 1455
Enquiries.erecruitment@gpaa.gov.za

NOTE : One permanent position of Deputy Director – Chief Adjudication is currently available at the Government Pensions Administration Agency (GPAA): Special Pensions Unit.

POST 23/73 : **DEPUTY DIRECTOR: PROVINCIAL OFFICE- NORTH WEST REF NO: DD-PROV/NW/2026/07-1P**

Client Relationship Management
Permanent
The purpose of the role is to ensure effective and efficient pension service delivery in line with the GPAA strategy within the province.

SALARY : R1 101 468 per annum (Level 12), (all-inclusive package)
CENTRE : Mahikeng
REQUIREMENTS : A relevant three-year Bachelor's Degree/B Tech or equivalent three-year qualification (at least 360 credits) with six (6) years appropriate experience in the field of Customer Service management with three (3) years' experience in Management or Middle management experience. Computer literacy which includes a good working knowledge of Microsoft Office products. Knowledge of GEPF Services and products. Knowledge of GEPF systems and service delivery applications. Knowledge of Employee Benefits. Knowledge of Client Relation Management. Knowledge of relevant legislation. Geographical knowledge of the Province/Region. Customer service Management. Stakeholder Management. Problem-solving skills. Written and verbal Communication. Organizational skills. Conflict Resolution. Proficiency in MS Office Suite. Presentation skills. Reporting skills. Financial Acumen. Communication & Interpersonal Skills. Customer orientated. Outgoing personality. Ability to communicate at all levels. Ability to build strong network relationships. Assertive & Decisive. Ability to work in a team. Results-Driven & Proactive. Ethical & Dependable. Resilient

DUTIES : The incumbent will be responsible for the management of customer elationship in the Region, which inter alia include but is not limited to manage effective operations within the provincial office. Develop and maintain an annual performance plan complemented by action plans for service delivery in the offices. Provide inputs and advice on policy development and ensure the effective implementation thereof. Review and ensure effective workflow and capacity planning. Revisit, review and streamline all processes to ensure accuracy and efficiency in operations execution. Ensuring continuously updated and relevant SOPs for unit/s under management. Ensure the implementation of the Batho Pele Principles within the Provincial Office in all interactions with internal and external customers. Provide guidance and leadership to the Office in the achievement of GPAA strategic objectives. Develop, interpret and manage statistical information on service standards, throughout times, bottlenecks, volumes and error rates. Develop and implement quality assurance and data quality strategies and actions. Ensure the effective and uniform implementation of Standard Operating Procedures, reviewing adherence on an ongoing basis. Submits all statistics, reports and replies timely and accurately. Inform the Director about work progress, problems and corrective measures applied. Manage the delays in service delivery at all service delivery touch points/channels. Manage the escalation for delays in the payment process. Manage provincial service channels (mobile, Walk-in Centre, provincial email enquiries and client liaison services). Adherence to schedules for mobile and CLO activities. Inform the Communications unit on marketing and branding needs. ensure effective risk and compliance management within the EGLS provincial office. Manage the Coaching and guidance of staff on compliance to all relevant regulatory, internal and external compliance requirements. Proactively develop and implement a risk management plan and report on all risk according to required format. Analyse, interpret and implement departmental policies, organisational circulars and other communications that impact on the operation of the provincial office. Promote a corruption free environment and report any breaches you become aware of immediately. Ensure office-based auditing and quality control of processes and procedures, together with the implementation of proper controls in alignment to Walk-in Center's SOP. Monitor and control compliance to audit risk findings and action plans. Keep the risk register at the CRMMMF (CRM middle management forum) updated. Monitor compliance to SHERQ (Safety, Health environment, Risk and Quality) regulations. Report and discuss all associated risks, incidents and seek guidance from Management (GPAA 16.2). establish and manage relationships with all relevant stakeholders/clients to support service delivery in the province. Create, build and maintain partnerships with various internal and external units/stakeholders/clients/service providers to enhance service delivery in line

with GPAA strategic objectives. Ensure that there are effective communication and engagement between the Provincial office and all relevant stakeholders/clients to enhance the GPAA strategic objectives. Ensure that various stakeholders' enquiries or complaints are directed to relevant officials for resolution; ensure monitoring of resolution and reporting in place. Ensure, coordinate, support and track the resolution of various stakeholder/clients' enquiries or complaints. Increase GPAA provincial footprint through the rollout of various service channels in collaboration with Facilities unit. ensure successful business transformation within provincial office. Function as a change champion for transformation and communication, motivate and drive change initiatives within the office. Recommend and implement performance improvement initiatives. Manage successful implementation of system and process enhancements, updates and amendments within the office. Provide administrative support at outreach initiatives. Plan and monitor administration for outreach initiatives in alignment to SOP. provide input to the strategic management of the section. Compile comprehensive operational plans, quarterly and annual reports. Keep abreast with changes in relevant guidelines and other legislation, to make recommendations where policies and procedures need to be amended. Develop, enhance and implement policies, processes and procedures that are relevant to the section and enhance service delivery. Collaborate with internal and external stakeholders to implement new systems and processes, enabling integration to other areas. manage all resources of the unit. Set agree, and monitor performance of direct reports, check that it is aligned with planned targets. Allocate work according to the individual workload, expertise, and developmental needs of the individual. Identify development and succession planning requirements. Ensure employment equity compliance. Monitor that outputs achieve business requirements. Facilitate staff productivity and efficiency, minimizing absenteeism and turnover figures. Motivate staff through the implementation of various reward mechanisms. Facilitate departmental communication through appropriate structures and systems. Manage the budget of the unit and monitor expenditure patterns as per the prescripts.

ENQUIRIES : Sanele Ngema Tel No: (012) 319 3501
Enquiries.erecruitment@gpaa.gov.za

POST 23/74 : **DEPUTY DIRECTOR: PROVINCIAL OFFICE- WESTERN CAPE REF NO: DD-PROV/WC/2026/07-1P**
Client Relationship Management
Permanent
The purpose of the role is to ensure effective and efficient pension service delivery in line with the GPAA strategy within the province.

SALARY : R1 101 468 per annum (Level 12), (all-inclusive package)
CENTRE : Cape Town
REQUIREMENTS : A relevant three-year Bachelor's Degree / B Tech or equivalent three-year qualification (at least 360 credits) with six (6) years appropriate experience in the field of Customer Service management with three (3) years' experience in Management or Middle management experience. Computer literacy which includes a good working knowledge of Microsoft Office products. Knowledge of GEPF Services and products. Knowledge of GEPF systems and service delivery applications. Knowledge of Employee Benefits. Knowledge of Client Relation Management. Knowledge of relevant legislation. Geographical knowledge of the Province/Region. Customer service Management. Stakeholder Management. Problem-solving skills. Written and verbal Communication. Organizational skills. Conflict Resolution. Proficiency in MS Office Suite. Presentation skills. Reporting skills. Financial Acumen. Communication & Interpersonal Skills. Customer orientated. Outgoing personality. Ability to communicate at all levels. Ability to build strong network relationships. Assertive & Decisive. Ability to work in a team. Results-Driven & Proactive. Ethical & Dependable. Resilient.

DUTIES : The incumbent will be responsible for the management of customer relationship in the Region, which inter alia include but is not limited to manage effective operations within the provincial office. Develop and maintain an annual performance plan complemented by action plans for service delivery in the offices. Provide inputs and advice on policy development and ensure the effective implementation thereof. Review and ensure effective workflow and capacity planning. Revisit, review and streamline all processes to ensure

accuracy and efficiency in operations execution. Ensuring continuously updated and relevant SOPs for unit/s under management. Ensure the implementation of the Batho Pele Principles within the Provincial Office in all interactions with internal and external customers. Provide guidance and leadership to the Office in the achievement of GPAA strategic objectives. Develop, interpret and manage statistical information on service standards, throughout times, bottlenecks, volumes and error rates. Develop and implement quality assurance and data quality strategies and actions. Ensure the effective and uniform implementation of Standard Operating Procedures, reviewing adherence on an ongoing basis. Submits all statistics, reports and replies timely and accurately. Inform the Director about work progress, problems and corrective measures applied. Manage the delays in service delivery at all service delivery touch points/channels. Manage the escalation for delays in the payment process. Manage provincial service channels (mobile, Walk-in Centre, provincial email enquiries and client liaison services). Adherence to schedules for mobile and CLO activities. Inform the Communications unit on marketing and branding needs. ensure effective risk and compliance management within the EGLS provincial office. Manage the Coaching and guidance of staff on compliance to all relevant regulatory, internal and external compliance requirements. Proactively develop and implement a risk management plan and report on all risk according to required format. Analyse, interpret and implement departmental policies, organisational circulars and other communications that impact on the operation of the provincial office. Promote a corruption free environment and report any breaches you become aware of immediately. Ensure office-based auditing and quality control of processes and procedures, together with the implementation of proper controls in alignment to Walk-in Center's SOP. Monitor and control compliance to audit risk findings and action plans. Keep the risk register at the CRMMMF (CRM middle management forum) updated. Monitor compliance to SHERQ (Safety, Health environment, Risk and Quality) regulations. Report and discuss all associated risks, incidents and seek guidance from Management (GPAA 16.2). establish and manage relationships with all relevant stakeholders/clients to support service delivery in the province. Create, build and maintain partnerships with various internal and external units/stakeholders/clients/service providers to enhance service delivery in line with GPAA strategic objectives. Ensure that there are effective communication and engagement between the Provincial office and all relevant stakeholders/clients to enhance the GPAA strategic objectives. Ensure that various stakeholders' enquiries or complaints are directed to relevant officials for resolution; ensure monitoring of resolution and reporting in place. Ensure, coordinate, support and track the resolution of various stakeholder/clients' enquiries or complaints. Increase GPAA provincial footprint through the rollout of various service channels in collaboration with Facilities unit. ensure successful business transformation within provincial office. Function as a change champion for transformation and communication, motivate and drive change initiatives within the office. Recommend and implement performance improvement initiatives. Manage successful implementation of system and process enhancements, updates and amendments within the office. Provide administrative support at outreach initiatives. Plan and monitor administration for outreach initiatives in alignment to SOP. provide input to the strategic management of the section. Compile comprehensive operational plans, quarterly and annual reports. Keep abreast with changes in relevant guidelines and other legislation, to make recommendations where policies and procedures need to be amended. Develop, enhance and implement policies, processes and procedures that are relevant to the section and enhance service delivery. Collaborate with internal and external stakeholders to implement new systems and processes, enabling integration to other areas. manage all resources of the unit. Set agree, and monitor performance of direct reports, check that it is aligned with planned targets. Allocate work according to the individual workload, expertise, and developmental needs of the individual. Identify development and succession planning requirements. Ensure employment equity compliance. Monitor that outputs achieve business requirements. Facilitate staff productivity and efficiency, minimizing absenteeism and turnover figures. Motivate staff through the implementation of various reward mechanisms. Facilitate departmental communication through appropriate structures and systems. Manage the budget of the unit and monitor expenditure patterns as per the prescripts.

ENQUIRIES : Sanele Ngema Tel No: (012) 319 3501
Enquiries.erecruitment@gpaa.gov.za

POST 23/75 : **DEPUTY DIRECTOR: PROVINCIAL OFFICE-NORTHERN CAPE REF NO: DD-PROV/NC/2026/07-1P**
Client Relationship Management
Permanent
The purpose of the role is to ensure effective and efficient pension service delivery in line with the GPAA strategy within the province.

SALARY : R1 101 468 per annum (Level 12), (all-inclusive package)
CENTRE : Kimberley
REQUIREMENTS : A relevant three-year Bachelor's Degree / B Tech or equivalent three-year qualification (at least 360 credits) with six (6) years appropriate experience in the field of Customer Service management with three (3) years' experience in Management or Middle management experience. Computer literacy which includes a good working knowledge of Microsoft Office products. Knowledge of GEPF Services and products. Knowledge of GEPF systems and service delivery applications. Knowledge of Employee Benefits. Knowledge of Client Relation Management. Knowledge of relevant legislation. Geographical knowledge of the Province/Region. Customer service Management. Stakeholder Management. Problem-solving skills. Written and verbal Communication. Organizational skills. Conflict Resolution. Proficiency in MS Office Suite. Presentation skills. Reporting skills. Financial Acumen. Communication & Interpersonal Skills. Customer orientated. Outgoing personality. Ability to communicate at all levels. Ability to build strong network relationships. Assertive & Decisive. Ability to work in a team. Results-Driven & Proactive. Ethical & Dependable. Resilient.

DUTIES : The incumbent will be responsible for the management of customer relationship in the Region, which inter alia include but is not limited to manage effective operations within the provincial office. Develop and maintain an annual performance plan complemented by action plans for service delivery in the offices. Provide inputs and advice on policy development and ensure the effective implementation thereof. Review and ensure effective workflow and capacity planning. Revisit, review and streamline all processes to ensure accuracy and efficiency in operations execution. Ensuring continuously updated and relevant SOPs for unit/s under management. Ensure the implementation of the Batho Pele Principles within the Provincial Office in all interactions with internal and external customers. Provide guidance and leadership to the Office in the achievement of GPAA strategic objectives. Develop, interpret and manage statistical information on service standards, throughout times, bottlenecks, volumes and error rates. Develop and implement quality assurance and data quality strategies and actions. Ensure the effective and uniform implementation of Standard Operating Procedures, reviewing adherence on an ongoing basis. Submit all statistics, reports and replies timely and accurately. Inform the Director about work progress, problems and corrective measures applied. Manage the delays in service delivery at all service delivery touch points/channels. Manage the escalation for delays in the payment process. Manage provincial service channels (mobile, Walk-in Centre, provincial email enquiries and client liaison services). Adherence to schedules for mobile and CLO activities. Inform the Communications unit on marketing and branding needs. ensure effective risk and compliance management within the EGLS provincial office. Manage the Coaching and guidance of staff on compliance to all relevant regulatory, internal and external compliance requirements. Proactively develop and implement a risk management plan and report on all risk according to required format. Analyse, interpret and implement departmental policies, organisational circulars and other communications that impact on the operation of the provincial office. Promote a corruption free environment and report any breaches you become aware of immediately. Ensure office-based auditing and quality control of processes and procedures, together with the implementation of proper controls in alignment to Walk-in Center's SOP. Monitor and control compliance to audit risk findings and action plans. Keep the risk register at the CRMMMF (CRM middle management forum) updated. Monitor compliance to SHERQ (Safety, Health environment, Risk and Quality) regulations. Report and discuss all associated risks, incidents and seek guidance from Management (GPAA 16.2). establish and manage relationships with all relevant

stakeholders/clients to support service delivery in the province. Create, build and maintain partnerships with various internal and external units/stakeholders/clients/service providers to enhance service delivery in line with GPAA strategic objectives. Ensure that there are effective communication and engagement between the Provincial office and all relevant stakeholders/clients to enhance the GPAA strategic objectives. Ensure that various stakeholders' enquiries or complaints are directed to relevant officials for resolution; ensure monitoring of resolution and reporting in place. Ensure, coordinate, support and track the resolution of various stakeholder/clients' enquiries or complaints. Increase GPAA provincial footprint through the rollout of various service channels in collaboration with Facilities unit. ensure successful business transformation within provincial office. Function as a change champion for transformation and communication, motivate and drive change initiatives within the office. Recommend and implement performance improvement initiatives. Manage successful implementation of system and process enhancements, updates and amendments within the office. Provide administrative support at outreach initiatives. Plan and monitor administration for outreach initiatives in alignment to SOP. provide input to the strategic management of the section. Compile comprehensive operational plans, quarterly and annual reports. Keep abreast with changes in relevant guidelines and other legislation, to make recommendations where policies and procedures need to be amended. Develop, enhance and implement policies, processes and procedures that are relevant to the section and enhance service delivery. Collaborate with internal and external stakeholders to implement new systems and processes, enabling integration to other areas. manage all resources of the unit. Set agree, and monitor performance of direct reports, check that it is aligned with planned targets. Allocate work according to the individual workload, expertise, and developmental needs of the individual. Identify development and succession planning requirements. Ensure employment equity compliance. Monitor that outputs achieve business requirements. Facilitate staff productivity and efficiency, minimizing absenteeism and turnover figures. Motivate staff through the implementation of various reward mechanisms. Facilitate departmental communication through appropriate structures and systems. Manage the budget of the unit and monitor expenditure patterns as per the prescripts.

ENQUIRIES : Sanele Ngema Tel No: (012) 319 3501
Enquiries.erecruitment@gpaa.gov.za

POST 23/76 : **DEPUTY DIRECTOR: TRAINING AND DEVELOPMENT REF NO: DD/HRD/2026/07-1P**
Human Resources Development
Permanent
The purpose of this role is to manage and co-ordinate Training and Development within the GPAA.

SALARY : R932 292 per annum (Level 11), (all-inclusive package)
CENTRE : Pretoria
REQUIREMENTS : A relevant 3-year National Diploma/ Degree in Human Resources Management, Human Resources Development or equivalent qualification (at least 360 credits). Minimum six (6) years' appropriate experience in HR /Training with 3 years in management or middle management experience. Computer literacy that would include a high level of proficiency in Microsoft products and PERSAL system. Knowledge of Public Finance Management Act (PFMA). Knowledge of project management. In-depth knowledge of HR policies, systems, processes, procedures and best practices. Knowledge of PMDS prescripts. Knowledge of Bursary scheme administration, skills development planning, PMDS and Workplace Skills Plan (WSPs). Knowledge of Training and Development. Knowledge of strategic planning. Knowledge of skills development. Knowledge of transformation interventions. Sound knowledge of Labour Relations. Extensive knowledge of the regulatory framework in the field of HRD. Analytical skills. Problem solving skills. Customer relations. Sound presentation skills. Supervisory and management skills. Proven verbal and written communication skills. Sound interpersonal skills. Sound people management skills. Finance management skills. Computer literacy skills. Planning and organizing skills. Ability to communicate at all levels. Client oriented and customer focus. Outgoing personality. Ability

to build strong network relationships. Ability to work in a team. Ability to think creatively. Accountability and ethical conduct.

DUTIES : The incumbent will be responsible for a wide variety of tasks which include but are not limited to the following: Alignment of education, training and development with skills requirements. Oversee the development of training manual. Ensure compliance with prescribed ETD standards. Ensure alignment with performance management related processes and other related programmes. Co-ordinate ETD research at organizational, sectorial and national levels. Interact with guardian committees to assist in the design and development of integrated learning programmes. Ensure compliance with national training standards of accredited providers. Ensure accreditation of learning programmes and related service providers. Ensure the effective delivery of learning programmes. Engage in the management of the research and development of learning programmes and delivery mechanisms. Ensure effective implementation of the training and development related directives, resolutions and other prescripts. Design, implement and maintain quality assurance systems to evaluate ETD quality and its impact on organizational performance. Develop, implement and maintain service Level Agreements with line managers and employees. Ensure the certification of successful learners. Facilitate and align training opportunities and individual requirements with bursary opportunities. Ensure that training and development practices and outcomes support their intended objectives. Support the promotion of a culture of life-long learning. Ensure implementation of outreach programme to market programmes and the training opportunities of the department. Manage training budget. Facilitation of Induction and Re-orientation programme for the GPAA. Oversee the effective management of the induction process. Advice the Department on the best practices regarding Induction/ Orientation. Facilitate induction/ Orientation programmes in line with the Department's Directives. Monitor and evaluate the effectiveness of the induction and Re-orientation programme. Manage, implement and assess the impact of Internships and Learnership programmes. Oversee the compilation of progress reports on Interns and Learners. Ensure alignment of the Workplace Skills Plan with programmes of Internships, Vocational, Technical and Academic Learning (PIVOTAL) interventions. Ensure that all obligations are adhered to and make efforts to ensure implementation meets the target. Manage the development and implementation of training strategy. Oversee the maintenance of a secure and comprehensive database system relating to education, training and development in the Department. Support the development and implementation of comprehensive communication and awareness programmes in support of skills development. Evaluate impact of processes and submit related reports as prescribed. Submit consolidated Workplace Skills Plan (WSPs) for the Department. Submit quarterly and annual training reports (ATRs) against the implemented Workplace Skills Plan. Oversee implementation of management development, ABET, artisan training, internships, bursaries and work integrated learning or experiential learning. Manage all resources of the Unit. Set, agree and monitor performance of direct reports, check that it is aligned with planned targets. Allocate work according to the individual workload, expertise and developmental needs of the individual. Identify development and succession planning requirements. Ensure employment equity compliance.

ENQUIRIES : Felicia Mahlaba Tel No: (012) 319 1455
Enquiries.erecruitment@gpaa.gov.za

POST 23/77 : **DEPUTY DIRECTOR: ICT MANAGEMENT REF NO: DD/ICTMNG/2026/07-1P**
Information Communication Technology
Permanent
The purpose of the job is to manage and maintain the ICT service management unit within GPAA.

SALARY : R932 292 per annum (Level 11), (all-inclusive package)
CENTRE : Pretoria
REQUIREMENTS : A relevant 3-years National Diploma/Degree in Information Technology/BSc (Computer Science); Bcom (Information Systems) or equivalent qualification (at least 360 credits). Minimum of six (6) years' experience in the ICT field, with three (3) years in management or middle management experience. ITIL v3 qualifications and Customer Service Certification will be an advantage.

Computer literacy that would include a good working knowledge of Microsoft Office products. Knowledge of TCP/IP LAN, VPN, WAN and Wireless networking environments in a Linux and Microsoft environment including Firewall, intrusion detection, SSL/H and NAS/SAN. Knowledge of Mainframe, Citrix and Wintel and Lintel data center environments (MOM, WSUS, Active Directory, Windows XP, Unix, Linux, Oracle, Hypervisor and VMS). Knowledge of Best practice in procurement of hardware and software and related Technology Services. Knowledge of Technical requirements for modern flexible working office environments. Knowledge of Business applications support including escalations and root cause analysis. Knowledge of Laws, precedents and government regulations around Government finance (PFMA) SITA Act, electronic Communication Act, etc. Knowledge of Business Application (Business Continuity requirement with a specific focus on security and disaster recovery). Knowledge of Prince or PMBOK project management methodology. Knowledge of Natural Adabas, Oracle, Linux, Java, J2EE and PCVS change management software. High level of communication skills. Project management. Strategic decision making. Leadership. Collaboration. Delegation. Initiative. Emotional intelligence. Integrity. Ability to see the big picture. Demonstrable commitment. Customer Service Orientation. Structured. approach.

DUTIES : The successful incumbent will be responsible for a wide variety of tasks which include but not limited to the following: Manage interface between GPAA and Service Providers: Engage with all related role players to develop a service catalogue. Manage and maintain the ICT service catalogue. Develop and oversee the implementation of new systems and processes centred on service delivery frameworks (COBIT and ITIL). Engage with all stakeholders both internally and externally, including suppliers, delivery partners and end users (clients) to develop relevant SLA's and OLA's prior to deployment and on a pre-determined period thereafter. Work with Senior Management to propose, agree and deliver IT services to defined Service Level Agreements. Engage with all ICT managers to compile service compliance reports. Provide status report to various committees on all aspects of ICT service delivery. Forecast areas of service deficiency for improvement. Consult with the CIO on service performance areas. Negotiate with vendors, outsourcers and contractors to secure ICT specific products and services. Manage contracts and relationships with external service providers. Work with the architecture design services team to ensure a coordinated approach to the development of ICT technology. Coordinate annual client satisfaction surveys. Manage the unit's audit findings and risks. Develop, implement and monitor ITIL processes identified for Service Management in order to provide effective support to the GPAA: Ensure incident management, Request Fulfilment and Problem management policies, processes and procedures. Identify platforms to automate processes which will improve effectiveness and efficiency of the ICT section and ensure adherence. Ensure the GPAA operational processes adhere to industry approved standards and best practices. Report on the overall ICT performance where incidents, requests and problems are concerned. Ensure the organization has an ITSM tool to manage its operations. Provide support in the implementation of ICT service projects: Consult with the CIO on implementation of projects relating to service delivery. Engage with a diverse range of stakeholders both internally and externally, including suppliers, delivery partners and end users (clients) to ensure effective service delivery implementation. Assist in the development and maintenance of a service recovery fallover plan for all Business Information Systems (BIS) in GPAA. Identify, develop and apply practical and business area concepts to enhance and propel service delivery. Research new technologies in Information technology and provide recommendations to the CIO to support the strategic direction of both the department and business. Provide input to the strategic/ operational management of the section: Compile comprehensive operational plans, monthly quarterly and annual performance reports. Keep abreast of the changes in relevant guidelines and other legislation, to make recommendations where policies and procedures need to be amended. Develop, enhance and implement policies, processes and procedures that are relevant to the section and enhance service delivery. Collaborate with internal and external stakeholders to implement new systems and processes, enabling integration into other areas. Manage all resources of the unit: Set, agree and monitor performance of direct reports, check that it is aligned with planned

targets. Allocate work according to the individual workload, expertise and developmental needs of the individual.

ENQUIRIES : Sibekezelo Mthembu Tel No: (012) 319 1275
Enquiries.erecruitment@gpaa.gov.za

NOTE : One permanent position of Deputy Director: ICT Management is currently available at the Government Pensions Administration Agency.

POST 23/78 : **DEPUTY DIRECTOR: PERFORMANCE AUDIT REF NO: DD/IA/2026/07-1P**
Performance Audit
Permanent
The purpose of the role is to manage the sub- directorate internal audit to ensure the implementation of the Internal Audit Plan, provide assurance on governance, risk management and control processes in accordance with International Standards for Professional Practice of Internal Auditing Standards (ISPPIA) and the legislative framework, review and implement internal audit methodologies policies and procedures.

SALARY : R932 292 per annum (Level 11), (all inclusive)
CENTRE : Pretoria
REQUIREMENTS : A relevant three (3) year National Diploma / Degree in internal audit (at least 360 credits), Minimum six (6) years in Internal Audit environment with three (3) years' management/middle management experience Professional registration as a certified Internal Auditor (CIA) with the Institute of Internal Auditors South Africa (IISA). Computer literacy which includes a good working knowledge of Microsoft Office products. Knowledge of Internal Audit procedures and Systems. Knowledge of Principles & applications of good Corporate Governance, Business & Operational Risk & control processes & procedures .Knowledge of Standards for the Professional Practice of Internal Auditing and the Code of Ethics developed by the Institute of Internal Auditors (IIA) .Knowledge of Public Finance Management Act and Treasury Regulations .Knowledge of South African Public Service & Labour Legislation including Public Service Act, LRA, OHS Act, King Report Knowledge of Pension Fund Legislation .Management information systems terminology, concepts & practices. Financial and Technical report writing skills. Problem solving skills. People Management & empowerment. Presentation skills. Customer relationship management. Monitoring & Evaluation techniques. Project Management skills. Analytical thinking. Attention to detail. Honesty and integrity. Team player. Professionalism.

DUTIES : The incumbent will be responsible for the following functions and include but not limited to Functional Management of the Internal Audit sub directorate. Ensure the maintenance of efficient and effective controls and the achievement of the objectives of the department by evaluating the department's controls/objectives, to determine their effectiveness and efficiency through internal audits. Communicate the results of internal Audit engagements. Review, collect information and compile internal audit progress reports to the Accounting Officer and Audit Committee, Quarterly reports and annual reports. Monitor the policy and legislative framework to ensure that cognizance is taken of new developments. Develop and maintain internal audit methodologies, policies and procedures. Provide advice and guidance to role players on the requirements and implementation of internal audit methodologies, policies and procedures. Develop strategic internal audit plans. Identify the key risk areas for the Institution emanating from current operations as set out in the strategic plan and risk management strategy. Participate in the development of the three-year strategic risk based internal audit plan. Develop the annual internal audit operational plan. Keep up to date with new developments in the internal audit environment. This would, inter alia, entail the following. Study professional journals and publications to ensure that cognizance is taken of new developments. Monitor and study the relevant industry, legislative standard changes and policy frameworks continuously. Engage in relevant continuous professional development activities (tools and techniques) as required / prescribed. Administrative management of Internal Audit sub directorate. Maintain discipline. Manage performance and development. Undertake Human Resource and other related administrative functions. Establish, implement and maintain efficient and effective communication arrangements. Develop and manage the operational plan of the sub-directorate and report on progress as required. Develop, implement and maintain processes to ensure proper control of work including the Engagement

Work Program. Compile and submit all required administrative reports. Serve on transverse task teams as required. Procurement and asset management. Plan and allocate work. Quality control of work delivered by employees. Functional technical advice and guidance. Manage all resources of the unit. Set, agree and monitor performance of direct reports, check if it is aligned with planned targets. Allocate work according to the individual workload. Identify development and succession planning requirements. Ensure Employment Equity compliance. Monitor that outputs are achieved against business requirements. Facilitate staff productivity and efficiency, minimizing absenteeism and turn-over figures. Motivate staff through the implementation of various reward mechanisms. Facilitate departmental communication through appropriate structures and systems. Manage the budget of the unit and monitor expenditure patterns as per the Prescripts.

ENQUIRIES : Sanele Ngema Tel No: (012) 319 3501
Enquiries.erecruitment@gpaa.gov.za

POST 23/79 : **DEPUTY DIRECTOR; FRAUD INVESTIGATION AND CASE MANAGEMENT REF NO: DD/FI-CM/2026/07-1P**
Forensic & Fraud Prevention Management Unit
Permanent
The purpose of the role is to manage the investigation of cases of loss, fraud or employee theft within GPAA.

SALARY : R932 292 per annum (Level 11), (all-inclusive package)
CENTRE : Pretoria
REQUIREMENTS : A relevant three-year National Diploma / Degree or equivalent qualification (at least 360 credits) in relevant environment, Minimum 6 years' experience in the relevant environment. With three (3) years in Management or Middle management experience. Computer literacy that would include a good working knowledge of Microsoft Office products. Knowledge of Policies and Procedures, best/recommended practices and internal processes. Knowledge of Disciplinary Enquiry and Legal Proceedings. Knowledge of Corporate Environment. Knowledge of Telecommunications. Knowledge of Conflict Management. Knowledge of Risk Assessment. Knowledge of SA pension Fund Legislation. Fraud investigation skills. Investigation Skills. Research skills. Report writing skills. Communication skills. Interpersonal skills. Professionalism. Research skills. Presentation skills. Analytical Thinking. Attention to detail. Honesty and Integrity. Quality Orientated.

DUTIES : The incumbent will be responsible for a wide variety of tasks which include but not limited to the following. Manage the departmental forensic investigations conducted. Receive case allegations, analyse and allocate the case. Investigate the financial, human capital and operations cases by collecting and analysing data. Analysis of information and drafting reports. Advice on findings as needed. Issue information for use in disciplinary hearings or criminal or civil court cases. Facilitate Project on forensic investigations and other high-level special investigations. Draft and issue report on findings and make recommendations. Issue final report for internal and external stakeholders. Refer cases for further criminal investigation on actual/potential loss suffered. Manage the Development of Fraud investigation policy and strategy. Develop required fraud investigation policies and procedures in line with Enterprise-wide Risk Management policy. Develop fraud investigation strategy in line with fraud Prevention policy. Develop action plans and mitigation plans related to fraud. Monitor and implement fraud Investigation strategy. Monitor all identified, detected and prevented cases. Review and follow up on cases related query reports. Ensure that all pending cases are followed up. Ensure that statistical reports are provided for pending/outstanding cases. Confirm the forensic investigation based on an assessment of the information and documentation provided. Monitor the Loss Control process. Develop and maintain a fraud debt register. Keep loss and fraud control registers. To maintain a proper reconciliation on our debt and recoveries (Total value of Actual and Potential Loss). To update the Fraud debt register. Manage all resources of the unit. Set, agree and monitor performance of direct reports, check that it is aligned with planned targets. Allocate work according to the individual workload, expertise and developmental needs of the individual. Identify development and succession planning requirements. Ensure employment equity compliance. Monitor that outputs achieve business requirements. Facilitate staff productivity and efficiency, minimizing absenteeism and turnover figures. Motivate staff

through the implementation of various reward mechanisms. Facilitate departmental communication through appropriate structures and systems. Manage the budget of the unit and monitor expenditure patterns as per the prescripts.

ENQUIRIES : Sanele Ngema Tel No: (012) 319 3501
Enquiries.erecruitment@gpaa.gov.za

POST 23/80 : **DEPUTY DIRECTOR; EXTERNAL COMMUNICATION REF NO: DD/EC/2026/07-1P**
Communication Unit
Permanent
The purpose of the role is to manage media and stakeholder liaison services externally, enhancing the image of the GPAA, GEPF and National Treasury.

SALARY : R932 292 per annum (Level 11), (all-inclusive salary)
CENTRE : Pretoria
REQUIREMENTS : A relevant three (3) year National Diploma / Degree in Communication/Journalism/ Media Relations (at least 360 credits). Minimum of six (6) years' experience in Stakeholder and Media relations with three (3) years in Management or Middle Management role within relevant environment. Computer literacy which includes a good working knowledge of Microsoft Office products. Knowledge of Employee Benefits. Knowledge of Management of Human Resources. Knowledge of Budget. Knowledge of strategic planning. Knowledge of Management of Establishment. Knowledge of HR strategy. Analytical skills. Computer literacy skills. Customer relations skills. Problem solving skills. Good communication skills. Customer Oriented. Ability to communicate at all levels. Outgoing personality. Ability to build strong network relationships. Ability to work in a team.

DUTIES : The incumbent will be responsible for a wide variety of tasks which include but not limited to the following. Develop and implement effective media policies and strategies. Develop, implement and monitor the communication strategy, in line with the GPAA, GEPF and National Treasury goals. Provide input into and implement media liaison plans, reporting back on effectiveness. Develop and implement media liaison policy and ensure internal distribution and compliance. Provide strategic stakeholder/media liaison support and guidance to all business units. Develop framework to guide GPAA, GEPF and National Treasury on the handling of crisis situations. Monitor and evaluate media coverage. Oversee the monitoring and analysis of print and electronic media for any reference to GPAA / GEPF / National Treasury or industry. Report on media coverage, identifying key themes and areas of concern and escalate as needed. Oversee the development and maintenance of effective media database. Manage the timely responses to media queries. Oversee the media coverage including all relevant articles (newspapers and online) and ensure accurately catalogued. Monitor the compilation and distribution of newspaper clippings and electronic media articles internally daily. Manage all external contracts by providing media services in line with the SLA with GEPF. Develop and manage correspondence. Liaise with the Publications and Content Specialist regarding the content of all written material, providing input and context as required. Organise and coordinate interviews with the media and stakeholders. Contribute to media topics and articles for the national media. Respond to media queries and distribute media statements. Facilitate print and broadcast education campaigns. Manage and develop staff. Set, agree and monitor performance of direct reports, check that aligned with performance agreements. Identify development needs and succession planning requirements and provide coaching and mentoring as appropriate. Allocate work according to the individual workload, expertise, and developmental needs of the individual. Ensure employment equity compliance. Monitor that individual outputs achieve business requirements. Recruit departmental staff using defined processes. Facilitate staff productivity and efficiency, minimizing absenteeism and turnover. Motivate staff through the implementation of various recognition mechanisms. Facilitate communication through appropriate structures and systems. Enable knowledge sharing and knowledge transition processes, including sharing of best practices across the GPAA. Contribute input to performance feedback and coaching of team members.

ENQUIRIES : Sanele Ngema on 012 319 3501
Enquiries.erecruitment@gpaa.gov.za

POST 23/81 : **DEPUTY DIRECTOR: IT RISK REF NO: DD/IT-RISK//2026/07-1P**
IT Risk
Permanent
The purpose of the role is: to drive the development, implementation and support of IT best practice standards and ensure compliance to deliver secure and reliable systems.

SALARY : R932 292 per annum (Level 11), (all-inclusive package)
CENTRE : Pretoria
REQUIREMENTS : A relevant 3-year National Diploma/Degree in Risk Management/Information Technology or equivalent qualification (at least 360 credits). Minimum six (6) years appropriate experience in ICT risk/ relevant environment with 3 years in management or middle management experience. Computer literacy which includes a good working knowledge of Microsoft Office products. Knowledge of Risk Management Frameworks (COSO, ISO31000 and ISO22301). Knowledge of IT Management & Governance Frameworks (COBIT, PRINCE 2). Knowledge of IT Management and Governance Frameworks (COBIT, PRINCE2). Knowledge of Corporate Governance (King IV). Knowledge of Barnowl system. Knowledge of Public Service Regulations & other Government prescripts. Knowledge of Prescribed Regulations, Policies, PFMA, TR. Analytical and problem-solving skills. Business Ethics. Communication skills both written and verbal. Presentation skills. Planning and organizing skills. Problem solving skills. Assertive. Approachable and innovative. Team player.
DUTIES : The successful candidate will be responsible for: Manage the optimal information communication technology security processes. Implement IT Security and standards in alliance with all stakeholders (SITA, Service Providers etc.) Develop IT security requirements specifications. Monitor the maintenance of security breach records. Monitor IT security compliance in all areas. Manage disaster prevention and recovery processes and backup. Implement all IT procedures, standards and policies on procurement of IT equipment. Monitor and evaluate the management and functioning of IT operations. Assess the reliability of existing IT controls against the required standards. Monitor the IT systems and controls in order to identify potential risks. Evaluate identified IT risks and escalate the awareness. Communicate with all stakeholders on a regular basis with regard to identified risks. Provide awareness sessions to all staff. Conduct regular IT security systems audit. Develop, maintain and communicate the GPAA IT risk management strategy to maximise awareness and compliance. Develop and implement IT risk management strategy that meets organisational objectives and aligns with GPAA's overall strategy. Measure the effectiveness of risk preventative strategies on an ongoing basis and make recommendations to review and amend the strategy appropriately. Report back to key internal stakeholders at regular intervals to ensure that strategy is fit for purpose. Conduct risk awareness sessions relating to IT. Monitor system security and information ownership. Monitor patch management of systems, anti-virus and applications. Ensure the upgrading of IT security anti-virus software. Monitor system logs for breaches of security and initiates remedial actions. Monitor the adherence of security standards by all stakeholders.
ENQUIRIES : Mapule Mahlangu Tel No: (012) 399 2639
Enquiries.erecruitment@gpaa.gov.za

POST 23/82 : **DEPUTY DIRECTOR: INTERNAL CONTROL AND COMPLIANCE REF: DD/IC&C/2026/07-1C**
Finance
12 months contract
The purpose of the role is to manage and facilitate the provision of internal control compliance, and financial governance services, ensuring effective oversight, risk mitigation, and support for clean audit outcomes.

SALARY : R932 292 per annum (Level 11), (all-inclusive package)
CENTRE : Pretoria
REQUIREMENTS : A relevant 3-year National Diploma/Degree in Financial Management, Auditing /Accounting or equivalent qualification (at least 360 credits). Minimum six (6) years' experience in internal control, auditing, or financial governance with 3 years management or middle management experience. Postgraduate

qualification is advantageous. Professional certification (e.g. CA(SA), CIA, CISA) Knowledge of PFMA, Treasury Regulations. Knowledge of the Pension Fund Act. GRAP standards. Knowledge of the GEP LAW. Knowledge of public sector governance frameworks. Excellent Communication (Written & Verbal). Interpersonal Skills. Ability to do Research and Analyse documents and give solutions. Numeracy. Methodical Skills. Integrity/ Reliability/ Honesty. Quality Orientation. Team Orientation. Service Orientation. Good Leadership qualities.

DUTIES : The incumbent will be responsible for a wide variety of tasks which include but are not limited to the following: Manage and perform pre-audit and financial control operations. Exercise control on the effective implementation of procurement policies, processes and procedures. Develop and implement the GPAA Internal Control Strategy. Provide strategic advice to the CFO and Executive Management on governance, compliance, and audit readiness Report on project progress and performance against approved plans. Ensure and monitor compliance with financial prescripts, Treasury Regulations, and legislative framework. Develop, implement and monitor internal control procedure manuals. Monitor policy implementation and put in place internal control measures to manage risks. Evaluate and communicate internal control weaknesses timely to those parties responsible for corrective action. Compile appropriate responses and action plans regarding internal and external audit findings. Report and compile the register of irregular, unauthorised, fruitless & wasteful expenditure. Provide input on the preparation of interim and annual financial statements. Manage finance record services. Manage filing of payment vouchers/documents in the finance registry. Provide support to the finance registry officials. Provide a well-structured records classification system. Ensure safe keeping of financial records. Ensure compliance with all applicable legislation and regulation on finance records. Ensure compliance with PFMA, Treasury Regulations, and GRAP standards. Oversee management and reporting of irregular, fruitless and wasteful expenditure (IFWE). Strengthen financial control systems to reduce risk exposure. Support achievement of clean audit outcomes. Facilitation of the risk and audit process. Ensure accessibility of financial records for audit purposes. Assist in the compilation and monitoring of the Audit Intervention Plan. Consolidate progress report on the Audit Intervention Plan. Conduct risk assessment for the Chief Directorate: Financial Management. Assist with the development and maintained of the risk register and action plan. Manage all resources of the unit. Set, monitor, and evaluate performance of direct reports in alignment with unit objectives. Allocate work based on staff workload, expertise, and developmental needs. Identify and implement staff development and succession planning initiatives. Ensure compliance with employment equity requirement. Monitor outputs against business requirements and facilitate staff productivity. Implement motivational and reward mechanisms to support high performance. Facilitate effective departmental communication through appropriate structures and systems. Manage unit budget and monitor expenditure in line with prescripts.

ENQUIRIES : Sanele Ngema Tel No: (012) 319 3501
Enquiries.erecruitment@gpaa.gov.za

POST 23/83 : **ASSISTANT DIRECTOR: PAYMENTS REF NO: ASD/PAY-SP/2026/07-1P**
Special Pensions
Permanent
The purpose of the job is to supervise the administration of Special Pensions payment for GPAA.

SALARY : R605 742 per annum (Level 10)
CENTRE : Pretoria
REQUIREMENTS : A relevant three (3) year National Diploma/Degree in Financial Management or equivalent qualification (at least 360 credits). Minimum 3-5 years relevant experience, With 2 years Supervisory/Junior management experience. knowledge of Employee benefits. knowledge of Public Finance and Management Act. Knowledge of Special Pensions Act. Knowledge of GPAA products & services. Knowledge of Driving. Knowledge of Retirement Fund industry. Knowledge of Change Management. Analytical skills. Customer relations. Problem Solving Skills. Communication skills. Financial management Skills. Organisation & Coordination Skills. Computer Literacy Skills. Motivational Skills. Customer Oriented. Ability to communicate at all levels.

Ability to build strong network relationships. Work in a team. Ongoing personality.

DUTIES : The incumbent will be responsible for a wide variety of tasks which include but are not limited to the following: To ensure effective and efficient administration on payment on special pension: Supervise the generation of payment information. Validation and confirm particulars of beneficiaries. Validate information on payment schedules. Ensure that all payment vouchers are countersigned. Ensure that all payments are in line with special pensions payment prescripts. Supervise the resolution of audit queries related to payment of special pensions. Support the authorization of special pensions payment. Oversee the implementation of user parameters on CIVPEN system. Prepare and present reports efficient administration of payment for special pensions. Ensure effective operations management within office payment processes: Implement and maintain an Operational annual performance plan complemented by action plans for service delivery in the unit. Provide inputs and advice on policy development and ensure the effective implementation thereof. Ensure effective workflow and capacity planning. Implement and review all processes to ensure accuracy and efficiency in operations execution. Provide senior managers to enable achievement of operational GPAA strategic objectives. Implement, interpret and manage statistical information on service standards. Implement quality assurance and data quality strategies and actions. Implement a risk management plan and report on risk according to the required format. Generate and submit reports accurately and timeously. Inform the Senior Manager about work progress, problems and corrective measures applied. Management and development of staff: Manage the performance of the unit which involves coaching, mentoring and take corrective action where required, develop performance standards and evaluates team and individuals. Monitor staff regarding human resources such as leave, recruitment, grievances and discipline. Compile the work plans for the unit including the consolidation of the operational plans into the directorate's overall work plan.

ENQUIRIES : Felicia Mahlaba Tel No: (012) 319 1455
Enquiries.erecruitment@gpaa.gov.za

NOTE : One permanent position for Assistant Director: Payment is currently available at the Government Pensions Administration Agency: Special Pensions Unit.

POST 23/84 : **ASSISTANT DIRECTOR: POLITICAL VERIFICATION REF NO: ASD/POLVERSP/2026/07-1P**
Special Pensions
Permanent
The purpose of the job is to effectively assist in the undertaking of political research and verification of special pensions applicants for GPAA.

SALARY : R605 742 per annum (Level 10)
CENTRE : Pretoria
REQUIREMENTS : A relevant three (3) year National Diploma/Degree (at least 360 credits). Minimum 3-5 years relevant experience in Research and Administration of Special Pensions. With 2 years Supervisory/Junior management experience. knowledge of Special pension Act. knowledge of Public Finance and Management Act. Knowledge of Employee benefits. Knowledge of GPAA services & products. Knowledge of Retirement Fund Industry. Knowledge of Research. Knowledge of South African Political Savvy. Knowledge of Programme & Project Management. Knowledge of driving. Knowledge of Change Management. Analytical skills. Computer Literacy Skills. Problem Solving Skills. Financial Skills. Organisation & Coordination. Motivational Skills. Presentation Skills. Customer Oriented. Ability to communicate at all levels. Outgoing personality. Ability to build strong network relationship. Work in a team.

DUTIES : The incumbent will be responsible for a wide variety of tasks which include but are not limited to the following: Implement processes, guidelines and policies on researching and verification of politicians applying for special pensions: Undertake research on the latest trend with regard to verification of special pension applicants. Develop a comprehensive and concise research guidelines and methodology on political verifications. Ensure that the guideline and policies are aligned to GPAA strategic objectives and contribute to effective services delivery. Undertake risk assessment procedures on researching and verification of politician applying for special pension. Oversee continuous adherence to research guidelines on verification of applicants. Conduct and

coordinate research and political verification of special pension beneficiaries. Ensure the verification and validation of information sourced through research. Ensure that all research is accompanied by reliable supporting documents for evidence. Liaise and interact with relevant organs to validate information for special pension status determination. Manage the collation of details of applicants for verification purposes. Ensure availability and distribution of special pension research information. Collate, consolidate and present qualitative and quantitative research reports on political involvement of beneficiaries. Verify of information supplied by applicants. Ensure that the research is in line with GPAA strategic objectives. Build and maintain effective internal and external relationships. Compile, present and submit reports related to the effective functioning of the unit. Ensure preparation of Verification files. Check information supplied by applicants and that it is in correct files. Prepare verification files for Verification team. Monitor and account file movement and distribute files to Verifiers or Researchers. Assist Verifiers on tracing and setting up interviews with applicants as per request from Verifiers or Researchers. Assist Verifiers or Researchers with secondary data to assist with their verification. Management and development of staff: Manage the performance of the unit which involves coaching, mentoring and take corrective action where required, develop performance standards and evaluates team and individuals. Monitor staff regarding human resources such as leave, recruitment, grievances and discipline. Compile the work plans for the unit including the consolidation of the operational plans into the directorate's overall work plan.

ENQUIRIES : Sibekezelo Mthembu Tel No: (012) 319 1275
Enquiries.erecruitment@gpaa.gov.za

NOTE : One permanent position for Assistant Director: Political Verification is currently available at the Government Pensions Administration Agency: Special Pensions Unit.

POST 23/85 : **ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: ASD/LR/2026/07-1P**
Human Resource Management
Permanent
The purpose of this role is to manage all Labour Relations (LR) issues related to grievances and misconducts within the organization.

SALARY : R487 197 per annum (Level 09)
CENTRE : Pretoria
REQUIREMENTS : A relevant 3-year National Diploma/ Degree in Human Resource / Labour Relations or Industrial Relations or equivalent qualification (at least 360 credits). Minimum 3-5 years' experience in Human Resource / Employee Relations environment. With two (2) years supervisory or junior management experience. Computer literacy that would include a high level of proficiency in Microsoft products and PERSAL system. Knowledge of Labour Relations Act, Basic Conditions of Employment Act and Employment Equity Act. Knowledge of DPSA Frameworks and prescripts. Knowledge of investigations. Knowledge of Code of Conduct. Knowledge of report writing. Knowledge of strike management. Analytical skills. Facilitation skills. Presentation skills. Motivational skills. Computer literacy skills. Customer relations skills. Supervisory skills. Leadership skills. Problem solving skills. Communication skills. Organization and coordination skills. Programme and project management skills. A strong understanding of Human Resources. Ability to build strong network relationships. Ability to work independently. Outgoing personality. Ability to communicate at all levels.

DUTIES : The incumbent will be responsible for a wide variety of tasks which include but are not limited to the following: Manage the finalization of all misconduct received in the organization. Assign investigators to conduct investigations into misconduct cases. Finalize the investigations on misconduct in the organization. Ensure that prescripts are adhered to regarding the finalization of the misconduct cases. Analyse investigation reports received. Prepare for the disciplinary processes and communicate the outcome thereof. Monitor, consolidate and analyse National misconduct statistics. Ensure that the Department maintains procedural and substantive fairness in the handling of misconduct cases. Manage the finalization of all grievances received from employees in the organization. Assist in preparation, representation and management of disputes emanating from grievances. Represent the employer in grievance cases. Provide a specialist advisory, consultation and facilitation

service on all grievance and dispute related matters. Assist in identifying designated employees to conduct investigations into grievances. Ensure that relevant prescripts are adhered to regarding the finalization of grievances. Consolidate and analyse grievance statistics. Ensure that the Department maintains procedural and substantive fairness in the handling of grievance cases. Coordinate the provision of a collective bargaining function to the organization to ensure compliance with the legislative prescripts. Provide input to the development of a collective engagement strategy and model (matters of mutual interest, GPAA objectives, structural interface, responsibilities, accountabilities, monitoring processes); so as to ensure effective collective bargaining within the organization. Represent the GPAA at bargaining chamber and ensure that the appropriate actions are taken to action the decision taken at the departmental bargaining chamber and the PSCBC and GPSCBC. Provide input and advice on the management and resolution of individual and collective disputes. Liaise with other government departments on matters of mutual interest. Support and provide assistance to the regional offices in all aspects of Labour Relations. Identify and respond to labour related risks that may stem from the transfer of staff and/or other collective employee decisions that have the potential to have a negative impact on employees in some or all cases. Provide proactive advice on labour law, government prescripts, policies, procedures and agreements. Provide input into the development and maintenance of appropriate capacity building programmes (line management and LR staff) and training manuals. Provide input with the training delivery on LR and related training. Review cases. Analyse arbitration awards for review to the Labour Court. Discuss and evaluate cases referred with the Senior Manager at Legal Services. Liaison meeting with the State Attorneys. Monitor and analyse the outcomes from the Labour Court and Labour Appeals Court. Manage dispute resolution emanating from misconduct. Preparation, representation and management of disputes emanating from misconduct. Attend dispute proceedings, represent the department/ facilitate representation and provide required evidence. Provide a specialist advisory, consultation and facilitation service on all dispute related matters. Challenge issues of jurisdiction and condonation of disputes forwarded to GPSSBC, PSCBC and CCMA. Report to Senior Manager on all disputes that may arise in the organization. Develop appropriate strategies and processes to manage disputes and minimize the negative effects. Ensure that the Department maintains procedural and substantive fairness in the handling of dispute cases. Management and development of staff. Manage the performance of the Unit which involves coaching, mentoring and taking corrective action where required. Develop performance standards and evaluate team and individuals. Monitor staff regarding human resources such as leave, recruitment and grievances. Compile the work plans for the Unit including the consolidation of the operational plans into the directorate's overall work plan. Manage relationship with stakeholders. Manage relationships with organized labour. Manage all external relationships with the Bargaining Councils (e.g. GPSSBC and PSCBC). Collaborate with Senior Managers on disciplinary and dispute matters as required. Leverage and manage relationships between management, employees, organized labour, labour institutions and areas for interventions. Participate in strategic planning in the management of the Directorate. Monitor the system of finalizing all misconduct cases in the organization. Monitor capturing cases on PERSAL in order to assess progress. Analyse and manage records of misconduct cases in the organization. Monitor coordination of information regarding misconduct.

ENQUIRIES : Celimpilo Mthembu Tel No: (012) 319 1275
Enquiries.erecruitment@gpaa.gov.za

POST 23/86 : **ASSISTANT DIRECTOR: FUNCTIONAL TRAINING REF NO: ASD/ FT-HRD/2026/07-2P**
HRD Functional Training
Permanent
The purpose of the role is to implement Line Function Training through planning, delivery, administration, and reporting (which is technical in nature – Civpen, Portal, PCM, QMS, etc.).

SALARY : R487 197 per annum (Level 09)
CENTRE : Pretoria

REQUIREMENTS : A relevant 3-year National Diploma/ Degree in ICT, Human Resource Management/ Human Resource Development and Public Administration or equivalent qualification (at least 360 credits), Minimum 3-5 years' experience in Training environment. With two (2) years supervisory or junior management experience. Computer literacy that would include a high level of proficiency in Microsoft products. Knowledge of Employee benefits scheme and funds Knowledge of skills Development Act and related Legislation. Working knowledge of IT environment. Knowledge of GEPF service & products. Basic Accounting Systems (BAS). Knowledge of Training and Development. Business Analytical skills. Leadership and Managerial. Organising & Problem-Solving skills. Communication Skills. Project Management Sills. Presentation Skills. Customer Oriented. Ethical business conduct. Ability to communicate at all levels. Ability to take responsibility. Ability to work under pressure. Deadline driven. Ability to work in a team.

DUTIES : The incumbent will be responsible for a wide variety of tasks which include but are not limited to the following: Implement the administration of Line Function training events: Implement effective administering of assessments. Implement effective marking of assessments. Implement effective development of learner's transcripts/reports. Ensure development of certificates after training. Capture learner's results on internal learner records database (M&E System). Prepare quarterly functional training reports. Safe keeping of learner's training records on Shared Drive/SharePoint. Oversee the collection and provisioning of stationery and refreshments in the unit. Implement delivery of needs-based Line Function Training: Ensure compliance with the quality system as prescribed in the functional training prescripts. Implement effective and efficient facilitation of training (actual training). Implement effective and efficient evaluation of training (Reaction, Learning, Behaviour and Results). Planning of Functional Training processes and activities: Conduct functional training needs analysis. Design/update functional training manuals. Implement effective nominations of learners. Implement effective preparations of training venues before training (computers network is working, applications tested and verified, access to applications secured). Compilation and presentation of service delivery performance reports: Give input to compilation of comprehensive operational plans, quarterly and annual reports. Keep abreast of changes in relevant guidelines and other legislation, to make recommendations where policies and procedures need to be amended. Report on learner training performance after each training event

ENQUIRIES : Felicia Mahlaba Tel No: (012) 319 1455
Enquiries.erecruitment@gpaa.gov.za

NOTE : Various permanent position of Assistant Director is currently available at the Government Pensions Administration Agency (GPAA): HRD Functional Training Unit.

POST 23/87 : **ASSISTANT DIRECTOR: VALIDATION & TEST LAB REF NO: ASD/VALTEST/2026/07-1P**
Business Support Systems
Permanent
The purpose of this role is to manage all Labour Relations (LR) issues related to grievances and misconducts within the organization.

SALARY : R487 197 per annum (Level 09)
CENTRE : Pretoria
REQUIREMENTS : A relevant three-year National Diploma/Degree or equivalent in IT, (at least 360 credits) with 3-5 years' experience in the IT Testing and Lab environment. With 2-year supervisory or Junior Management experience. Computer literacy that would include a high level of proficiency in Microsoft products. Knowledge of Employee benefits scheme and funds. Knowledge of applicable Legislation. Working knowledge of IT environment. Knowledge of GEPF service & products. Basic Accounting Systems (BAS). Knowledge of applicable Testing Methodology and/ or related testing courses. Business Analytical skills. Leadership and Managerial. Organising & Problem-Solving skills. Communication Skills. Project Management Skills. Customer Oriented. Ethical business conduct. Ability to communicate at all levels. Ability to take responsibility. Ability to work under pressure.

DUTIES : The incumbent will be responsible for a wide variety of tasks which include but are not limited to the following: Manage the Testing Lab processes: Ensure, maintain and foster sound internal and external client relationships with all

service process partners to ensure prompts service delivery. Manage compilation and presentation of Service Delivery performance reports for Senior Management and the Board of Trustees. Define and maintain the Unit's financial budget. Provide support for continuous improvements projects. Management and/ or execution of the complete System Development Life Cycle (SDLC) or all new business systems solutions, system errors/ corrections, enhancements and new system releases. Ensure revision and testing of related CIVPEN and workflow functionality and the subsequent implementation of formal Testing Methodology, processes and related request and maintenance of a proper testing grid for Business Support Services. Provide training to all users and stakeholders on system/ process changes. Manage Planning and coordination of validation and testing: Ensure validation and testing across multiple projects and streams. Ensure report on test estimations and prioritized test items. Monitor test environment requirements and data requirements. Highlight and communicate dependencies. Manage entrance and exit criteria. Manage and development of staff: Manage the performance of the unit which involves coaching, mentoring and taking corrective action where required. Develop performance standards and evaluate individuals and as a team. Monitor staff regarding human resources such as leave, recruitment and grievances. Compile the work plans for the section including the consolidation of operational plans into directorate's overall work plans.

ENQUIRIES : Sibekezelo Mthembu Tel No: (012) 319 1275
Enquiries.erecruitment@gpaa.gov.za

POST 23/88 : **ASSISTANT DIRECTOR: COMPLIANCE MONITORING REF NO: ASD/COMP.IS/2026/07-1P**
Information Security
Permanent
The purpose of the job is to effectively monitor Information Security Compliance processes and activities within the GPAA.

SALARY : R487 197 per annum (Level 09)
CENTRE : Pretoria
REQUIREMENTS : A relevant three (3) year National Diploma/Degree in Information Security (at least 360 credits) with 3-5 years relevant experience within Communication Technology / Information Security /ICT/Cyber Security field. knowledge of Client relations Management. Knowledge of Minimum Information Security Standards (MISS) Act. Knowledge of Information Technology. Knowledge of Security Systems. Knowledge of Electronic Communication and Transaction (ECT) Act. Knowledge of Best International Practices and Standards relation to IS and Governance. knowledge of GEPF services & products. Knowledge of Programme and Project Management. Knowledge of Public Finance Management Act, 1 of 1999. Knowledge of Access to Information Act. Knowledge of National Archives Legislation, prescripts and regulations. Analytical skills. Organisation & Coordination. Presentation Skills. Motivational Skills. Computer Literacy Skills. Customer relations Skills. Problem Solving Skills. Communication skills. Ability to communicate at all levels. Ability to build strong network relationships. Stress coping abilities. Integrity. Multi-focusing abilities. Customer Oriented. Work Independently. Persuasiveness. Reliability. Self-efficacy.

DUTIES : The incumbent will be responsible for a wide variety of tasks which include but are not limited to the following: Monitoring of Information Security Compliance within GPAA: Conduct compliance monitoring of systems, processes and personnel to establish the level of compliance with the Information Security initiatives. Coordinate and facilitate the training of new and current GPAA/GEPF staff members on possible threats and vulnerabilities. Implement findings as identified by the internal and external auditors. Monitor and revise plans as necessary to ensure data integrity, confidentiality, and availability. Submit reports of security related breaches, take appropriate actions to mitigate risks, investigate breaches, and make recommendations to the management for corrective action. Evaluate the GPAA/GEPF business unit's operational processes to establish the level of compliance with the Information Security regulations. Review and propose improvements to the existing Information Security initiatives. Liaise with other business units to direct compliance issues to appropriate existing channels for investigation and resolution and provide reports to the management. Stay abreast of new and

current trends and developments in the ICT and Cyber Security fields to advise ICT Security Management on the Implementation of counter measures. Participate in sub-Business Unit Planning and reporting initiatives: Report on status of operations and projects on Security Management. Participate in the administrative processes of the Division. Conduct regular feedback and communication with ICT Security Management.

ENQUIRIES : Felicia Mahlaba Tel No: (012) 319 1455
Enquiries.erecruitment@gpaa.gov.za

NOTE : One permanent position for Assistant Director: Compliance Monitoring is currently available at the Government Pensions Administration Agency: Information Security Unit.

POST 23/89 : **ASSISTANT DIRECTOR: PROGRAM 2.1 FINANCE REF NO: ASD/FIN/2026/07-1P**
Programme 2.1 Finance
Permanent
The purpose of the role is: To render provision of Financial Accounting and General Ledger Services for the National Treasury Funds.

SALARY : R487 197 per annum (Level 09)
CENTRE : Pretoria
REQUIREMENTS : A relevant 3 years National Diploma / Degree in Financial Management/ Financial Accounting or relevant field (at least 360 credits). Minimum of 3–5 years' experience in Finance Management Accounting and 2 years supervisory/junior management. Computer literacy which includes a good working knowledge of Microsoft Office products. Knowledge of International Financial Reporting Standards. Knowledge of Regulatory Reporting Requirements for Retirement Funds in SA. Knowledge of Pension Fund environment. Knowledge of Financial Accounting. Knowledge of Risk Management. Analytical skills. Communication and interpersonal skills. Problem solving skills. Ability to work in a team and independently. Time management. Attention to detail. Honesty and Integrity. Hard working. Openness to change.

DUTIES : The incumbent will be responsible for a wide variety of tasks which include but are not limited to the following: Implement financial revenue, expenditure management and accounting. Ensure the adherence of policy and legislative framework to ensure that cognizance is taken of new developments. Assist development and maintenance of policies and processes. Submit reports and plans as required by the management and Service Level Agreements. Ensure compliance with financial scripts. Provide advice and guidance to role players on revenue and expenditure procedures. Ensure that risks are identified in the unit. Present and implement internal controls to mitigate risks. Align internal controls with GPAA policies and strategic objectives. Recommend corrective measures on deviation to internal controls. Assisting in testing of internal control solutions. Outline risk management processes within the Program 2.1 Finance unit and implementation of action plans. Implement the coordination and compilation of National Treasury funds budget, Medium Term Expenditure Framework (MTEF), Estimate of National Expenditure (ENE) and Adjustment Budget in compliance with National Treasury guidelines. Assist with inputs from all business units and liaise with NT Public Finance. Undertake revenue, expenditure management and accounting work as required. Ensure that debt management, monitoring and reporting services are rendered. Ensure that payment of goods and services, transfers, subsidies and reporting are efficiently and effectively performed. Review and posting of monthly journals (BAS & Civpen) for National Treasury Funds. Review the monthly journal for Military Veterans Pensions. Review the monthly advance request to the National Treasury and Department of Military Veterans. Review and check monthly administration claims by GPAA to the National Treasury and Department of Military Veterans. Process financial data to produce financial information Ensure that expenditure is in line with the budget and item provisioning. Facilitate the process of transfer payments/subsidy. Facilitation of General Ledger transitions. Provide inputs to the GPAA finance on creation of new ledger accounts. Facilitate journal processing of General Ledger transactions. Process General Ledger transactions. Clear all suspense accounts before closure of the reporting period. Review of reconciliations of General Ledger accounts. Provide financial reporting services. Preparation of annual financial statements for audit purposes; and Preparation of quarterly

and interim financial statements required by management of the relevant funds. Participate in the National Treasury AFS committee. Provide quarterly inputs for organisational performance reporting. Review of monthly fund reports. Review of monthly administration reports. Preparation of Audit processes and Fund Liabilities. Monitor the recording of cash flow transactions. Liaise with external and internal auditors. Preparation and provision of year end audit file. Preparation and provision of additional information required by the auditors. Resolution of internal and external audit queries; and Implementation of internal and external audit recommendations. Review the monthly determination, calculation and classification of Fund liabilities for the National Treasury Funds and Department of Military Veterans monthly. Manage and development of staff. Render debt management, monitoring and reporting services. Manage the performance of the unit which involves coaching, monitoring and take corrective action where required, develop performance standards and evaluates team and individuals. Monitor staff regarding human resource such as leave, recruitment and grievances. Compile the work plans for the section including the consolidation of operational plans into the directorate's overall work plan.

ENQUIRIES : Mapule Mahlangu Tel No: (012) 399 2639
Enquiries.erecruitment@gpaa.gov.za

POST 23/90 : **ASSISTANT DIRECTOR: LEGAL ADVISOR (LEGAL ADVISORY & LITIGATION SERVICES) REF NO: ASD/LA/2026/07-2P**
Legal Services
Permanent
The purpose of the role is: To assist in providing expert legal opinions, vetting contracts, managing civil and administrative litigation, and ensuring organizational compliance with relevant legislation in GPAA.

SALARY : R487 197 per annum (Level 09)
CENTRE : Pretoria
REQUIREMENTS : A relevant three-year National Diploma/LLB (Bachelor of Laws) degree or equivalent qualification (at least 360 credits), with minimum of 3–5 years' experience in Legal environment of which 2 years supervisory/junior management experience. Computer literacy that includes working knowledge of Ms Office products. Knowledge of the Constitution, Civil procedure, administrative law and contract law. Understanding of the Public Finance Management Act (PFMA), Treasury Relations. Knowledge of the Pension Fund Industry. Knowledge of GEPF Fund Rules. Knowledge of Public Service Act. Knowledge of South African Pensions Fund Legislation. Knowledge of Batho Pele Principles. Knowledge of the Uniform Rules of Court. Knowledge of Alternative Dispute Resolution (ADR) mechanisms. Litigation and Drafting skills. Analytical and Research skills. Verbal and Written communication skills. Problem solving skills. Ability to interpret statutes. Negotiation and Dispute Resolution skills. Ability to interact with senior stakeholders and external legal counsels effectively. Meet strict court/regulatory deadlines. Ability to work independently. Adherence to business ethics. Confidentiality. Ability to work in a team. Professional Integrity. Accuracy when reviewing contracts and legal files. Ability to interact with senior stakeholders and external legal counsels effectively.

DUTIES : The incumbent will be responsible for a wide variety of tasks which include but are not limited to the following: Provide Legal Administration Services. Assist in providing legal advice, guidance and opinions to the top management and GPAA at large matters relating to legislative drafting and other legal matters. Peruse documents and escalate to seniors where relevant. Peruse and comment on a variety of legal documents to ensure that they are legally compliant. Effectively administer legal matters to the department. Monitor and enforce compliance with key legislations (e.g., PFMA, PAJA, PAIA, POPIA). Assist in reviewing and formulating internal policies. Litigation Management. Oversee GPAA's litigation portfolio. Draft and review legal pleadings, instruct and liaise with the State Attorney or external counsel, and prepare witnesses for hearings. Diarise, scheduled hearings and ensure court process is attended. Collect information and documentation as required to proceed with matters referred to Legal in relation to interpretation of GEP Law, 1996. Explain the process to applicants of submitting divorce, life partner and other relevant claims in terms of GEP Law, 1996. Research inquiries, corrects errors, resolve discrepancies and notify applicants of action decisions taken. Research laws,

regulations, policies and precedent decisions to prepare for hearings, and to respond to inquiries from case managers and supervisors. Prepare, assemble and check materials for each hearing session /dispute resolution. Prepare a report on decisions and recommendations. Examine case records and official files and ensure that all documents and exhibits are fully documented in the record. Conduct legal research to fully address all legal arguments. Manage that all panel members complete the claim forms for their fees. Prepare instructions for administration in respect of court decision. Attend a bill of costs and to appeal emanating of high court. Render Administrative Support. Attend to court process served on the GPAA and any other claims submitted in terms of GEP Law, 1996. Prepare written review and evaluate data on documents such as claim applications, birth or death certificates, and/or employer records. Maintain hearing documents, calendars, hearing dates and confirms hearing. Adherence to court decisions with written instructions to subordinates to comply with court decision. Manage that files are kept and updated on statistics records of court cases. Prepare memoranda and drafts of decisions within timely manner to meet requirements. Assist the supervisor with training in legislation and legislative drafting, as well as other legal topics. Review of litigated claims or claims with disputes (Stakeholder Relations). Confer with individuals or organisations involved in cases to obtain relevant information. Explain to claimants how they can appeal rulings that go against them. Compile submissions and instruction for recommendation. Liaise with internal business units, external legal practitioners, government officials, and other regulatory bodies to resolve disputes. Supervision of staff. Allocate work according to skills and competencies. Manage staff performance. Develop, train and coach staff. Maintain Discipline. Provide monthly statistics. Ensure that subordinates are informed about changes in work environment or management decisions.

ENQUIRIES : Mapule Mahlangu Tel No: (012) 399 2639
Enquiries.erecruitment@gpaa.gov.za

POST 23/91 : **SENIOR ADMNISTRATIVE OFFICER: BASIC CONDITIONS OF EMPLOYMENT REF NO: SAO/HR-BCE/2026/07-2P**
Human Resource Administration
Permanent
The purpose of the role is to supervise the implementation of Basic Conditions of Employment Benefits effectively and efficiently within GPAA.

SALARY : R413 001 per annum (Level 08)
CENTRE : Pretoria
REQUIREMENTS : A relevant three-year National Diploma/Degree in Human Resources or equivalent qualification within Human Resources Management, (at least 360 credits). Minimum three (3) years' appropriate experience within the Human Resource environment with specific focus in Basic Conditions, of which 2 years supervisory role within Human Resource environment OR Five (5) years appropriate experience within the Human Resource environment with specific focus in Basic Conditions. Computer literacy that would include a high level of proficiency in Microsoft products and PERSAL system. Working knowledge of Basic Conditions. Working knowledge of PERSAL system. Knowledge of Public Service Prescripts and Legislation. Knowledge of Human Resources Administration. Knowledge of Performance Management. Knowledge of Employee benefits. Knowledge of Labour Relations. Working knowledge of IOD system. Computer literacy. Organization and coordination skills. Customer relations. Problem solving. Communications. Accuracy, thoroughness, and ability to detect errors. Ability to prioritize and meet deadlines. Supervisory skills. Administration skills. Good writing skills. Technical PERSAL, IOD system. Customer Oriented. Ability to communicate at all levels. Take responsibility. Ability to build strong network relationships. Good interpersonal relations. Adhering to business ethics. Accountability.

DUTIES : The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Monitor the administration of the Basic Conditions of Service Benefits: Supervise housing and state guarantees. Ensure correct payment of housing allowance. Ensure housing and stop order transactions are approved before the due date. Ensure the implementation is communicated. Check debt on service termination. Supervise and manage Injury on Duty. Ensure the correctness of IOD forms. Ensure IOD forms are correctly captured on PERSAL and correctly registered on IOD system. Ensure all the reports and accounts are captured on PERSAL. Supervision of

Probation - Ensure the correctness of the probation reports. Approve the quarterly reports and confirm the final reports. Ensure communication with the parties involved. Supervision of the administration of long service recognition - Ensure the processing of long service awards. Administration of salary packages of Middle and Senior Management Services - Ensure the implementation of SMS and MMS transactions on the system- new and maintenance, Implement motor finance for SMS. Ensure correct updating of personal details. Ensure the administration of garnishee and maintenance orders and work confirmation letters. Ensure correct Overtime calculations and authorizations are loaded on PERSAL. Provide constant assistance, guidance and advice to GPAA employees. Facilitate awareness of conditions of service. Approve and/or authorize PERSAL transactions. Monitor the administration of Leave and PILIR: Ensure recording of incoming leave forms and processing of leave. Ensure checking of leave and rectifying errors. Ensure correct recommendations on leave and implementation of leave amendments. Approve and authorize all leave transactions. Ensure reports are drawn quarterly and records are provided to sections and corrective actions are taken. Monitor and keep track of compliance from the sections and provide reports to management. Ensure that leave audits are finalized within timeframes. Ensure recording and allocation of Pilir applications. Ensure the Pilir process is finalized within the timeframes. Ensure quarterly and annual reports are done within due dates. Ensure Pilir head counts and accounts are submitted. Ensure recommendations from HRM are implemented and communicated. Ensure process of Ill health and medical assessment are implemented and finalized. Supervision of staff: Allocate work according to skills and competencies. Manage staff performance. Develop, train and coach staff. Maintain discipline. Provide Monthly statistics. Ensure that subordinates are informed about changes in work environment or management decisions. Maintain discipline.

ENQUIRIES : Sibekezelo Mthembu Tel No: (012) 319 1275
Enquiries.erecruitment@gpaa.gov.za

NOTE : One permanent position of Senior Administrative Officer is currently available at the Government Pensions Administration Agency (GPAA): HR Basic Conditions of Employment Unit.

POST 23/92 : **SENIOR ADMINISTRATIVE OFFICER: VALIDATION & TESTING LAB REF NO: SAO/BSSVTL/2026/07-2C**
Business Support Systems
12 Months Contract
The purpose of this role is to supervise and take responsibility for information that has been tested and provide support once it has been migrated to the production environment.

SALARY : R413 001 per annum (Level 08), plus 37% in Lieu of benefits
CENTRE : Pretoria
REQUIREMENTS : A relevant 3-year National Diploma/ Degree in IT (at least 360 credits). Minimum of 3 years' appropriate experience in Testing Lab environment. Computer literacy. Knowledge of Employee Benefits schemes and funds. Knowledge of applicable legislation. Working knowledge of IT environment. Knowledge of GEPF services and products. Knowledge of Basic Accounting System (BAS). Knowledge of Microsoft Office products. Applicable Testing Methodology and/or related testing courses. Business Analytics. Leadership and managerial skills. Computer literacy skills. Organizing and Problem-Solving skills. Communication skills. Customer Oriented. Ethical business conduct. Ability to communicate effectively at all levels. Ability to take responsibility. Ability to work under pressure.

DUTIES : The incumbent will be responsible for a wide variety of tasks which include but are not limited to the following: Test analysis, design and execution. Perform manual tests, recording the results and raising defects. Develop and maintain automated functional tests using testing tools. Define test requirements. Test execution across all test phases and test types. Assist where necessary with test data setup. Defect logging. Supervise automation and performance test processes. Capture and save test cases provided by business test users. Report on progress per project, risk and issues. Provide project test closure report. Risk and issue reporting. Identify and review non-functional requirements. Define and execute performance testing and troubleshooting resolving performance related issues. Use web application security tools to identify security issues. Communicate security test results to technical and

business stakeholders and work collaboratively to resolve security issues. Perform installations, upgrades and system configuration testing including confirming the accuracy of installation documentation and release notes. Supervision of the Testing Lab processes. Build, maintain and foster sound internal and external client relationships with all service processes partners to ensure prompt service delivery. Provide support with the compilation and presentation of service delivery performance reports for Senior Management and the Board of Trustees. Provide support in defining and maintaining the Unit's financial budget. Actively support continuous improvement projects. Execution of the complete System Development Life Cycle (SDLC) of all new business system solutions, system errors/ corrections, enhancements and new system releases. Revision and testing of related CIVPEN and workflow functionality and the subsequent implementation of formal Testing Methodology, processes and related requests and maintenance of a proper testing grid for Business Support services. Facilitate the provision of training to all users and stakeholders on system/ process changes. Planning and coordinating projects. Plan and coordinate across multiple projects and streams. Provide Test estimations and prioritize test items. Define test environment requirements. Highlight and communicate test dependencies. Supervising of Staff: Allocate work according to skills and competencies. Manage staff performance. Develop, train and coach staff, Maintain discipline. Provide monthly statistics. Ensure that subordinated are informed about changes in work environment or management decisions.

ENQUIRIES : Sibekezelo Mthembu Tel No: (012) 319 1275
Enquiries.erecruitment@gpaa.gov.za

NOTE : Various permanent position of Senior Administrative Officer: Validation and Testing Lab is currently available at the Government Pensions Administration Agency (GPAA): Business Support Systems Unit.

POST 23/93 : **SENIOR ADMINISTRATIVE OFFICER: APPEALS REF NO: SAO/SP-APP/2026/07-1P**
Permanent
The purpose of the role is to conduct research on appeal cases for Special Pensions within GPAA.

SALARY : R413 001 per annum (Level 08)
CENTRE : Pretoria
REQUIREMENTS : A relevant three-year National Diploma/Degree qualification or equivalent (at least 360 credits). Minimum of 3 years' appropriate experience of which 2 years is in a supervisory role OR 5 years appropriate experience within the relevant environment. Computer literacy that would include a high level of proficiency in Microsoft products. A valid driver's license. Knowledge of Public Finance and Management Act. Knowledge of Employee Benefits. Knowledge of Program & Project Management. knowledge of driving. knowledge of Retirement Fund Industry. Knowledge of Change Management. knowledge of Adjudication and Appeal Process. Knowledge savvy of South African Politics. Analytical skills. Computer Literacy. Financial Management skills. Customer Relations skills. Organizing & Coordinating skills. Effective communication skills at all levels. Motivational skills. Customer Oriented. Outgoing personality. Ability to build strong network relationships. Ability to work in a team environment.

DUTIES : The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Provide research support to Appeal Panel and Appeal: Receive and review requests for research from adjudicators, Manager and the Board. Device research methodologies to resolve unclear and uncertain claims by appellants. Device and conduct various creative research methods to that will provide Appeal Board with a solution to finalise a case. Device and conduct a creative research method to resolve research cases. Conduct research using existing research methods to resolve cases. Provide administrative support to section and Appeal Board: Develop and monitor electronic file management, able to track and account for all cases with Research sub-unit, age analysis in place per case. Device systematic recording of incoming research cases, manage and account for number of research cases effectively. Record incoming research cases, allocate work accordingly, account on completed work and outstanding work. Ensure effective case management of research cases and management of file movement. Tracing, interviewing applicants and preparing monthly research report: Trace and conduct telephonic or face to face interviews with appellants,

gather information and prepare cases for Appeal Panel and Appeal Board. Monthly report prepared and submitted by end of the month with no errors, emphasizing efforts and outlining activities on all research cases. Supervision of the staff: Allocate work according to skills and competencies. Manage staff performance. Develop, train and coach staff. Maintain discipline. Provide quarterly and annual reports. Provide Monthly statistics. Ensure that subordinates are informed about changes in work environment or management decisions

ENQUIRIES : Felicia Mahlaba Tel No: (012) 319 1455
Enquiries.erecruitment@gpaa.gov.za

NOTE : One permanent position of SAO Appeals is currently available at the Government Pensions Administration Agency (GPAA): Special Pensions Unit.

POST 23/94 : **SENIOR STATE ACCOUNTANT: TAXATION (PROCESSES) REF NO: SSA/TAX/2026/07-1P**
Management Accounting
Permanent
The purpose of the role is to: provide supervision of manual, electronic tax processes, tax directives and resolution of related enquiries within GPAA.

SALARY : R413 001 per annum (Level 08)
CENTRE : Pretoria
REQUIREMENTS : A relevant three-year National Diploma/Degree in Finance Management or equivalent (at least 360 credits). Minimum of 3 years' appropriate experience within Finance environment of which 2 years is in a supervisory role OR 5 years appropriate experience within the Finance environment. Computer literacy which includes a good working knowledge of Microsoft Office products. Knowledge of Income Tax Act and the interpretation thereof. Knowledge of the Pension Fund Act. Knowledge of the Retirement Fund. Knowledge of the GEP Law. Knowledge of the PFMA. Excellent Communication skills both written and verbal. Good Interpersonal skills. Coaching. Numeracy skills. Methodical skills. Integrity/Reliability and Honesty. Quality orientation. Team orientation. Service orientation. Good Leadership qualities.

DUTIES : The incumbent will be responsible for a wide variety of tasks which include but are not limited to the following: Maintain effective administration of Garnishee orders from SARS. Ensure implementation of garnishee orders from SARS (AA88's and IT 88) (authorize). Ensure IT88 and AA8 reports are sent to SARS after every payment run. Ensure that proper collection of overpayments from SARS is done timeously. Supervise manual and electronic tax Certificates processes. Ensure collation of individual information with regards to income tax. Monitor the calculations of income tax electronically and manually. Ensure data capturing on electronic and manual tax calculation. Ensure reconciliation of manually and electronically calculated income tax certificate. Maintain audit queries resolution. Manage resolution of income Tax related enquiries. Manage income tax related enquiries. Ensure adherence to relevant client care directives. Ensure provision of information to other business units on tax related issues. Manage tax adjustment and Tax directive processes. Authorize tax refunds and recoveries. Authorize voluntary tax deductions as per pensioner instructions. Authorize tax journals. Ensure proper management of tax errors and difference in tax reports. Ensure that all tax directive requests are done daily according to the requirements. Authorize the multiple incomes options received from clients (as per Paragraph 2B of the Fourth Schedule to the Income Tax Act) Process tax deductions for monthly pension arrears for the previous tax years as per tax directive response. Supervision of the staff. Allocate work according to skills and competencies of subordinates. Manage staff performance. Develop, train and coach Maintain discipline. Ensure that subordinates are informed about changes in work environment or management decisions.

ENQUIRIES : Sisipho Manzi Tel No: (012) 319 3434
Enquiries.erecruitment@gpaa.gov.za

POST 23/95 : **SENIOR STATE ACCOUNTANT: EB FINANCIAL ACCOUNTING REF NO: SSA/EB -FIN/ACC/2026/07-1P**
Financial Accounting
Permanent
The purpose of the role is to: to prepare General ledger reconciliations and render effective and efficient financial administration support services.

SALARY : R413 001 per annum (Level 08)
CENTRE : Pretoria
REQUIREMENTS : A relevant 3-year National Diploma/Degree in Financial Accounting or equivalent (at least 360 credits). Minimum of 3 years' appropriate experience in Finance environment of which 2 years is in a supervisory role OR Five (5) years appropriate experience within the Finance environment. Computer literacy which includes a good working knowledge of Microsoft Office products. Knowledge of GEP Finance and Management Act, Treasury Regulation and the interpretation there. Knowledge of GEP Law. Knowledge of Financial Accounting, Analytical skills. Communication skills, interpersonal skills, Problem solving skills, Abilit to work in a team and independently, Attention to detail, Honest and integrity.
DUTIES : The incumbent will be responsible for a wide variety of tasks which include but are not limited to the following: Administration of General Ledger transactions and render financial accounting services. Perform reconciliations relating to employee benefits general ledger accounts. Process journal entries and corrections. Follow-up on differences and make the relevant corrections. Supervision of unpaid and or returned payments from the bank/post office. Supervision of allocating payment transactions. Supervision of Pay Master General (PMG) debits. Ensure that benefit payment statistics are provided monthly to management. Review payments relating to maintenance order, magistrate courts, suppliers or beneficiaries. Review payments of interest effected on late benefits. Review payments to DIRCO. Review and confirm new and updated pay points. Ensure that deductions of maintenance orders are implemented. Ensure end dates on payments are done correctly and removed on the same day. Request system updates when there is a need. Test changes on test platform and ensure correctness of data. Ensure correctness of changes in production environment. Assist in the preparation, enquiries and provision of information required by the auditors. Ensure effective management of risks. Handling of general customer enquiries. Monitoring and ensuring that procedures are adhered to relating to Payment Runs. Ensure that all payment run reports are available after the run. Review payment run reports and journals processed. Ensure that EFT payment files are sent to BankServ. Ensure that cashbook files are sent to National Treasury. Ensure that payment above R1 million is loaded on Safety Web National Treasury (NT). Authorize payments on Safety Web. Ensure VET reports are received after payment runs and accurate information is displayed. Ensure that payment schedules are sent after each payment run. Ensure that expenditure incurred is reported to National Treasury. Ensure that payment statistics are recorded for every payment run. Recall amounts incorrectly paid. Administration of the verification of manual supplier's details. Capture Banking details portal. Ensure that feedback is received via safety web. Forward feedback to relevant business unit and follow up on feedback not received. Supervision of the staff. Allocate work according to skills and competencies of subordinates. Manage staff performance. Develop, train and coach. Maintain discipline. Ensure that subordinates are informed about changes in work environment or management decisions. Ensure that leave records are submitted to HR after approval. Ensure that stationery is ordered on time. Ensure that unit refreshments are ordered on time.
ENQUIRIES : Sisipho Manzi Tel No: (012) 319 3434
Enquiries.erecruitment@gpaa.gov.za

POST 23/96 : **SENIOR INTERNAL AUDITOR: IT AUDIT REF NO: SIA/ITA/2026/07-01P**
Internal Audit
Permanent
The purpose of the role is to provide IT Audit service for GPAA.

SALARY : R413 001 per annum (Level 08)
CENTRE : Pretoria

REQUIREMENTS : A relevant three (3) year National Diploma / Degree in Internal Audit or Information Systems Audit. Minimum 3 years' experience in Internal Audit environment of which 1 year is in IT Audit. Computer literacy which includes a good working knowledge of Microsoft Office products. 1 year experience in ACL and a qualification in basic scripting. Knowledge Benefits Administration, knowledge of Customer Relationship Management (Channel Management), knowledge of Relevant legislative requirements and GPAA policies and procedures, knowledge of Industry, Knowledge of Financial management including budgeting and forecasting, knowledge of Pension Fund Regulations and Rules, knowledge of Pension Fund Regulations and Rules, knowledge of Compliance Management, knowledge of relevant systems. Service delivery innovation skills, Client Orientation and customer focus skills, Financial management skill, People management and empowerment skills, Programme and project management skill, Change management skills, Communication skills, Knowledge management, Problem solving and analysis skills, Report Writing skills, Teammate, ACL, Respect, Service excellence, Integrity, Transparency, Courtesy, Emotional Intelligence, ability to work in a team.

DUTIES : The incumbent will be responsible for a wide variety of tasks: Execute IT audit projects, Execute and finalize the IT audit projects allocated on Teammate and using ACL according to the agreed deadlines and quality standards. Discuss and resolve informal queries with clients. Gathering evidence about operations of a department under review. Evaluate the evidence gathered. Determine whether the operations of a department meet acceptable standards. Assess the effectiveness of controls and operations. Follow up action plans as they become due. Reporting Issue a draft report for each IT audit project. Assist with achieving the resolution of problems identified. Conduct continuous monitoring and evaluation of the progress against the approved IT Audit plan. Assist with analysis and contribute to recommendations made to improve policies, procedures, processes, measurements and expenditure. Keep abreast of global trends, new developments in the IT Audit environment and emerging technologies. Issue follow up reports as actions plans become due. Update the findings register. Compliance Comply with the IIA and CISA standards, code of ethics and frameworks. Contribute to the quality of Performance Audits. Comply with Government, GPAA and Internal Audit methodology, policies, procedures, prescripts, regulations, acts and laws. Manage and development of staff Manage the performance of the unit which involves coaching, mentoring, and take corrective action where required, develop performance standards and evaluate team and individuals. Monitor staff regarding human resources such as leave, recruitment and grievances. Compile the work plans for the section including the consolidation of operational plans into the directorate's overall work plan.

ENQUIRIES : Sanele Ngema Tel No: (012) 319 3501
Enquiries.erecruitment@gpaa.gov.za

POST 23/97 : **SENIOR INTERNAL AUDITOR: REGULARITY AUDIT REF NO: SIA/RA2026/07-01P**
Internal Audit
Permanent
The purpose of the role is to Provide an Internal Audit service for an allocated area in order to minimize risk to GPAA.

SALARY : R413 001 per annum (Level 08)
CENTRE : Pretoria
REQUIREMENTS : A relevant three (3) year National Diploma / Degree in Internal Audit. Minimum 3 years' experience in Internal Audit. Computer literacy which includes a good working knowledge of Microsoft Office products. 1 year experience in ACL and a qualification in basic scripting. Knowledge Benefits Administration, Knowledge of Customer Relationship Management (Channel Management), knowledge of Relevant legislative requirements and GPAA policies and procedures, knowledge of Industry Knowledge, knowledge of financial management including budgeting and forecasting, knowledge of Pension Fund Regulations and Rules, knowledge of Compliance Management, knowledge of Relevant systems. Respect, Service excellence, Integrity, Transparency, Courtesy, Emotional Intelligence, Team player. Service delivery innovation skill, Client Orientation and customer focus skill, financial management skill, People management and empowerment skill, Programme and project management skill, Change management skill, Communication skill, Knowledge management

skill, Service delivery innovation skill, Client Orientation and customer focus skill, financial management skill.

DUTIES : The incumbent will be responsible for a wide variety of tasks: Undertake audits projects Perform Internal Audits, as allocated, according to internal policy and best practice; meeting specified deadlines. Perform compliance (i.e. internal control and process) related audits to provide assurance on the effectiveness of the internal control environment. Compile audit findings, collating relevant working papers to provide evidence to support audit findings. Recommend actions emerging from audits based on schedule of findings collated. Deal with queries emerging from audits according to relevant policies and procedures, escalating them appropriately as required. Internal Audit reporting Provide reported feedback on progress against the approved audit plan. Compile audit findings and prepare review notes, to highlight audit matters that were not completely addressed by the Internal Audit process. Prepare reports on audit findings for submission; flag audit risks and breakdowns in the internal control environment. Compile an indexed and referenced audit file for each audit conducted, according to quality procedure and policy requirements, meeting deadlines for submission. Assist in the preparation of reports for EXCO and the Audit Committee. Process Improvements and research Keep abreast with global trends and best practice. Review current audit systems and processes in order to recommend improvements to enhance effectiveness. Evaluate the application of audit control measures. Check the integrity and reliability of financial and/or information on computerized systems, recommending any changes required to the Audit Assistant Manager. Provide advice and guidance on Audits to be conducted and propose solutions for financial and/or technical related problems. Contribute to raising awareness of the Internal Audit business unit by engaging with stakeholders. Develop preliminary audit plans Recommend priority areas for the Internal Audit programme based on a preliminary survey of risk areas. Assist in compiling detailed annual audit plans for implementation within allocated audit area. Review current systems and processes to assist in compiling a workable plan for each audit engagement, specifying resource requirements, time frames and priority areas. Obtain sign off on each audit engagement with relevant stakeholders according to agreed deadlines.

ENQUIRIES : Sanele Ngema Tel No: (012) 319 3501
Enquiries.erecruitment@gpaa.gov.za

POST 23/98 : **SENIOR ADMINISTRATIVE OFFICER: ADMINISTRATION SUPPORT REF NO: SAO/KNOW//2026/07-1P**
Business Knowledge Management
Permanent
The purpose of this role is to assist in facilitating data management, organizational learning, and knowledge sharing within GPAA.

SALARY : R413 001 per annum (Level 08)
CENTRE : Pretoria
REQUIREMENTS : A relevant three (3) year National Diploma / Degree in Public Administration, Information Management, Knowledge Management, Social Sciences, Library / Archival Sciences or equivalent qualification. Minimum 3 years' experience in the Knowledge Management, Administration, Data Management, Research Services or Registry Management environment. Computer literacy which includes a good working knowledge of Microsoft Office Knowledge of Organizational learning systems, information harvesting, and data categorization. Knowledge of Programme and project Management. Knowledge of Quality Management Systems. Knowledge of SA ICT Legislation (SITA act, Electronic Information act, Access to information Act, POPI act). Knowledge of PFMA and Treasury Regulations. Knowledge of Customer Relationship Management (Channel Management). Knowledge of Relevant legislative requirements and GPAA policies and procedure. Knowledge of Organizational learning systems, information harvesting, and data categorization. Knowledge of Pension fund regulations and rules. Knowledge of Compliance. Analytical skills. Strong leadership and managerial. Project Management. Computer literacy (MS Office, data analysis tools, and document management systems). Planning & Organising skills. Decision making & Problem solving. Communications. Coordination skills. Project Management. Ability to work independently. Persuasiveness & Flexibility. Customer service orientation. Ethics and Integrity. Ability to work under pressure.

DUTIES : The incumbent will be responsible for a wide variety of tasks: Assist in implementing the knowledge Management database and processes of the organisation. Draft and implement awareness plans for the GPAA on the new trends and knowledge acquired by the organisation. Educate and promote knowledge management practices to new and existing team members to improve the sharing and value of knowledge. Assist in design catalogue and publishing the available suite of productivity tools and technologies to optimize the use of knowledge. Draft and compile reports on the usage of knowledge articles to demonstrate the benefits and impact of knowledge on service delivery. Facilitate the capturing of critical institutional knowledge to prevent loss when personnel exit the department. Assist in Conducting Research on based practices that will enable us to achieve its objectives. Assist in conducting research based on best practices Ensure the effective Development and implementation of a continuous improvement strategy for the organisation. Assist in Identifying and implement remedial action strategies for the GPAA service delivery gaps. Coordinate communities of practice, capacity-building sessions, and compile research/evaluation reports for strategic decision-making. Administer and maintain electronic document repositories, knowledge bases, and information systems. Provide Administrative support to the Unit. Provide administrative support to the unit. Perform office administrative activities. Organise office logistical matters. File office correspondence, documents and reports. Draft and type standard correspondence and documents. Completion of forms and documents relevant to the office. Order stationery and equipment for the section.

ENQUIRIES : Felicia Mahlaba Tel No: (012) 319 1455
Enquiries.erecruitment@gpaa.gov.za

NOTE : A permanent position of Senior Administrative Officer: Knowledge Management is currently available at the Government Pensions Administration Agency (GPAA): Business Knowledge Management Unit.

POST 23/99 : **SENIOR COMMUNICATIONS OFFICER: BRANDING AND EVENTS REF NO: SNR-CO/BA/2026/07-2C**
Communications
12 months contract
The purpose of the role is to coordinate outreach events, campaigns, and branding activities for GPAA's customers.

SALARY : R413 001 per annum (Level 08), plus 37% in lieu of benefits
CENTRE : Pretoria
REQUIREMENTS : A relevant 3-year National Diploma/ Degree in Communication/ Public Relations/ Event Management/ Brand Management or relevant qualification (at least 360 credits). Minimum of 3 years appropriate experience in communications. Computer literacy that would include a good working knowledge of Microsoft Office products. Possess good understanding and knowledge of the role of communications, Brand management and publicity in organizations. Knowledge to manage event management and branding agencies. Knowledge to coordinate events from start to finish. Knowledge of Conceptualize campaigns. Strong events management skills. Project Management skills. Development of events, branding and publicity plans. Interpersonal skills. Negotiation skills. Organized and professional skills. Creative approach skills. Problem solving skills. Presentation skills. Ability to work without supervision skills. Analytical Skills. Communication skills. Enthusiasm. Organized. Independent.

DUTIES : The successful candidate will be responsible for the following functions and include but not limited to: Enforce a strong internal corporate identity: Ensure the correct implementation of the Corporate Identity (CI) by encouraging and assisting officials to adhere to guidelines outlined in the CI manual, thereby ensuring uniformity and compliance. Conduct branding audits to ensure that all officials adhere to correct usage of organisational templates, correct colours, email signature etc. Coordinate all branding projects: Coordinate outreach events and campaigns: Liaise with key role players regarding event requirements. Provide support and guidance for all external exhibitions, events and campaigns. Coordinate all event requirements including venue options. Develop event plans and briefing documents Ensure marketing material for all events is available. Ensure appropriate branding with relevant messaging across all events. Coordinate national, regional and special events. Coordinate exhibitions showcasing organisational products and services. Compile reports

for all events. Develop publicity plans. Coordinate mobile office publicity nationwide: Develop and implement plans to create awareness of mobile office visits across provinces. Monitor and report on the effectiveness of publicity plans. Coordinate production of marketing and branding material: Identify branding and marketing requirements. Coordinate the production and procurement of approved marketing material. Monitor stockholding, distribution and usage.

ENQUIRIES : Alletah Mashiane Tel No: (012) 319 1218
Enquiries.erecruitment@gpaa.gov.za

POST 23/100 : **SENIOR STATE ACCOUNTANT: CASH FLOW MANAGEMENT REF NO: SSA/CF-M/2026/07-1P**
Cashflow Management
Permanent
The purpose of the role is: To assist in managing cash flow for the relevant funds (GEPF, AIPF, TEPF and VOTE) and ensure optimal use of cash and accurate reporting

SALARY : R413 001 per annum (Level 08)
CENTRE : Pretoria
REQUIREMENTS : A relevant 3-year National Diploma/Degree in the Finance field or equivalent qualification (at least 360 credits). Minimum of 3 years' appropriate experience within the Financial Accounting environment of which 2 years is in a supervisory role or 5 years appropriate experience within the Financial Accounting environment. Computer literacy that includes the working knowledge of MS Office products. Knowledge of Public Finance and management Act. Knowledge of Government Employees Pension Rules and Legislations. Knowledge of Financial Accounting. Knowledge of General ledger bookkeeping. Analytical thinking. Customer relations. Problem solving skills. Communications skills. Ability to work in a team. Ability to work accurately and independently. Honesty/integrity. Hardworking. Attention to detail.

DUTIES : The incumbent will be responsible for a wide variety of tasks which include but are not limited to the following: Support Cash Flow Management. Send daily PMG bank statements to relevant units for allocations. Daily review of receipts and debits reports to ensure that all allocations are done. Review of cash flow transactions recorded in CIVPEN per monthly bank statements. Prepare monthly bank reconciliations on all GEPF accounts. Process journal entries. Review daily cash flow movements, transfers between banks and PIC, and recording thereof. Prepare monthly intercompany balances reconciliation between funds (GEPF, AIPF, TEPF, VOTE). Assist in the provision of information required by auditors. Liaise and interact with relevant stakeholders. Ensure Cash Flow Planning, Monitoring and Reporting. Review monthly cash flow projections and variances. Prepare quarterly reporting on GEPF Service Level Agreement (SLA) compliance (i.e. investments and disinvestments of funds). Assist in the preparation of the annual cash flow projections and Prepare monthly reporting on PMG bank balances to National Treasury Support in cash flow related projects. Assist in the execution of cash flow related reports and projects. Supervision of the staff. Allocate work according to skills and competencies of subordinates. Manage staff performance. Develop, train and coach. Maintain discipline and ensure that subordinates are informed about changes in work environment or management decisions.

ENQUIRIES : Mapule Mahlangu Tel No: (012) 399 2639
Enquiries.erecruitment@gpaa.gov.za

POST 23/101 : **ADMINISTRATIVE OFFICER: VETTING INVESTIGATOR REF NO: AO/VI/2026/07-1P**
Security Management
The purpose of the role is to assist in conducting vetting field investigations in line with the prescripts.

SALARY : R338 106 per annum (Level 07)
CENTRE : Pretoria
REQUIREMENTS : A relevant 3-year National Diploma / Degree in Social Science/Security Management / Forensic Investigation / Policing or relevant qualification (at least 360 credits). Minimum of 2-3 years experience in Security related/investigation and/or vetting field. A valid driver's license. Computer literacy that would include a good working knowledge of Microsoft Office

products. Knowledge of Regulatory frameworks. Knowledge of Security Vetting systems. Knowledge of Forensic principles. Knowledge of interviewing and interrogation. Knowledge of information security standards (MISS). Knowledge of promotion of Access to Information Act (PAIA). Knowledge of Public Service Act. Knowledge of Criminal Procedure Act. Knowledge of Protection of Information Act (POPIA). Knowledge of PFMA Act. Driving skills. Communications skills, Report writing skills. Data analysis skills. Conflict management skills. Planning and organising skills. Insight. Ability to work under pressure. Customer focused. Integrity and objectivity. Attention to detail. Discretion and diplomacy. Resilience. Ethical conduct. Active listening. Disciplined. Creativity. Self-Management. Teamwork.

DUTIES : The successful candidate will be responsible for the following functions and include but not limited to: Conduct vetting field-work investigations. Gather relevant information. Conduct proper analysis and quality check on the information. Compile and submit reports to management and SSA on all vetting files and report completed on a regular basis. Conduct vetting investigations in respect of secret and top-secret levels. Conduct security screening: Company, Individual and Personnel Suitability Checks. Gather relevant information. Conduct proper analysis and quality check on the information. Compile and submit reports to management for approval. Submit approved reports to HR, SCM and PMO. Produce quality vetting reports. Type and produce quality reports. Formulate findings and make recommendations that are in line with gathered information. Fill in the identified information gaps within stipulated time frame. Provide effective communication channels and systems between the department and the State Security Agency and other related agencies. Liaise regularly with NIA, SAPS, SSA, Defense, Home Affairs and other critical stakeholders for advice, assistance and to obtain additional information. Establish and promote relationships with external stakeholders, including credit information providers to access information. Assist in Providing inputs for the development and implementation of policies, guidelines, norms and standards in vetting investigations. Analyze, research and evaluate all vetting related information. Provide advice and guidelines on the interpretation and application of legislation, policies and procedures. Assist in the development, implementation and maintenance of investigation operating procedures. Vetting Administration. Submit monthly reports indicating progress, achievements, challenges and days absent. Mentor vetting administrators and screening officers.

ENQUIRIES : Alletah Mashiane Tel No: (012) 319 1218
Enquiries.erecruitment@gpaa.gov.za

POST 23/102 : **STATE ACCOUNTANT: CASH FLOW MANAGEMENT REF NO: SA/CFM/2026/07-1P**
Cash Flow Management
Permanent
The purpose of the role is: to process general ledger transactions and prepare reconciliations thereof.

SALARY : R338 106 per annum (Level 07)
CENTRE : Pretoria
REQUIREMENTS : A relevant National Diploma / Degree in Finance field or relevant qualification (at least 360 credits). Minimum of 2-3 years' appropriate experience within the Financial Accounting environment with one-year supervisory experience OR Five (5) years' experience in Financial Accounting environment. Computer literacy including working knowledge of MS Office products. Knowledge of Basic Accounting principles. Multi-tasking skills. Ability to work under pressure. Communication and interpersonal skills. Ability to work in a team and independently. Time management skills. Adaptability. Honesty. Integrity. Attention to details.

DUTIES : The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following. Support Cash flow management. Send daily ABSA and PMG bank statements to relevant units for allocations. Daily review of receipts and debits reports to ensure that allocations are done. Review of cash flow transactions recorded in CIVPEN per monthly bank statement. Prepare monthly bank reconciliations on all bank accounts. Assist in preparing monthly suspense account reconciliation. Process journals entries. Prepare daily cash flow movements, transfers between banks and PIC and recording thereof. Prepare monthly intercompany balances reconciliation between funds

(GEPF and VOTE). Assist in the provision of information required by the auditors. Liaise and interact with relevant stakeholders. Ensure cash flow planning, monitoring and reporting. Prepare monthly cash flow projections and variances. Prepare quarterly reporting on GEPF Service Level Agreement (SLA) compliance (i.e Investments and disinvestments of funds). Prepare monthly reporting on PMG bank balances to National Treasury.

ENQUIRIES : Sisipho Manzi Tel No: (012) 319 3434
Enquiries.erecruitment@gpaa.gov.za

POST 23/103 : **ADMINISTRATOR: CASH FLOW MANAGEMENT REF NO: ADMIN/CFM/2026/07-1P**
Cash Flow Management
Permanent
The purpose of the role is: To provide support in the administration of cash flow transactions and reconciliations thereof.

SALARY : R280 278 per annum (Level 06)
CENTRE : Pretoria
REQUIREMENTS : Grade 12 / Senior certificate with minimum of 1–2 years' experience within the relevant Finance/Accounting environment. A relevant National Diploma (at least 360 credits) will serve as an added advantage. Computer literacy that includes the working knowledge of MS Office products. Knowledge of Public Finance and Management Act (PFMA). Knowledge of National Treasury Regulations. Knowledge of Financial Accounting. Knowledge of General Ledger Bookkeeping. Excellent communication skills (written and oral). Interpersonal skills. Numeracy. Quality orientation. Team orientation. Reliability.

DUTIES : The incumbent will be responsible for a wide variety of tasks which include but are not limited to the following: To effectively administer cash. Support cash flow management. Send daily PMG bank statements to relevant units for allocations. Calculate daily foreign payment bank charges. Assist with monthly bank reconciliations on all bank accounts. Assist in clearing suspense account transactions promptly with the bank. Prepare daily cash flow movements, transfers between banks and PIC, and recording thereof. Capturing and allocation of receipts. Authorize telegraphic transfers (TTS). Create payment instructions. Assist in the provision of information required by the Auditors. Liaise and interact with relevant stakeholders. Provide administrative support to the unit. Provide office administrative activities. File audit support office correspondence, documents and reports. Draft and type standard correspondence and documents. Completion of forms and documents relevant to the office.

ENQUIRIES : Melusi Dhlamini Tel No: (012) 319 1058
Enquiries.erecruitment@gpaa.gov.za

ANNEXURE G

GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC)

The GTAC is an equal-opportunity employer and encourages applications from women and people with disabilities. Our buildings are accessible to people with disabilities and reasonable accommodation is provided for persons with disabilities.

APPLICATIONS	:	Only online applications will be accepted. Applications not accompanied by a comprehensive CV and a fully completed Z83 form will not be considered. Please register, or if you are already registered, sign in and apply for this position on the GTAC eRecruitment website https://erecruitment.gtac.gov.za/erecruitment/
CLOSING DATE	:	20 July 2026 at 12 pm
NOTE	:	Only South African Citizens, and Permanent Residents need to apply as per PSR 2016. Applications should be accompanied by a duly completed and signed Z83 form (obtainable from any Public Service department). The post title and reference number must be clearly indicated on the Z83 form. A recent comprehensive CV should be submitted. Certified copies of qualifications and other relevant documents will be required to be submitted to HR on or before the day of the interview from shortlisted candidates. All short-listed candidates will be subjected to security vetting to confirm employment, personnel suitability checks and undergo an SMS competency assessment prior to the interview. Short-listed candidates must make themselves available for a panel interview on the date determined by GTAC. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Late applications, and those not meeting the requirements, will not be considered. Should you not receive feedback from GTAC within 2 months of the closing date, please consider your application unsuccessful. GTAC reserves the right to fill or not fill the advertised post. Preference will be given according to EE and Gender target.

OTHER POST

POST 23/104	:	**FINANCIAL ANALYST: JOBS FUND PMU REF NO: G10/2026** Term: 24 Months Fixed Term Contract
SALARY	:	R932 292 - R1 098 195 per annum (Level 11), (all-inclusive)
CENTRE	:	Pretoria
REQUIREMENTS	:	A Bachelor's degree/ Advanced Diploma/ BTech degree (NQF Level 7) in Finance or Project Finance, Economics or a related field. A postgraduate qualification in Finance would be advantageous. Minimum 4 years post-training/ internship experience. Experience in public sector would be advantageous.
DUTIES	:	The purpose of this role is to analyse corporate financials and appraise investment proposals from public, private and non-governmental organisations as they relate to Jobs Fund applications and the Jobs Fund portfolio of investments in activities that contribute directly to enhanced employment creation in South Africa. Jobs Fund Regulatory Framework: Prepare and maintain mandated documents as required. Review Jobs Fund policies for alignment with accounting standards and provide explanations on processes and techniques and recommend actions. Assist Jobs Fund staff in interpreting laws, rules, and regulations, and clarifying procedures. Assist the Jobs Fund in the management and interpretation of the Auditing regulations and procedures. Jobs Fund Applications and Investment Opportunities Appraisals: Appraise new investment proposals (due diligence) and opportunities submitted through the Calls for Proposals. To conduct a financial appraisal of the application, which includes analysing the proposed financial model. Utilise and Quality Assure the Activity Based Costing Project Implementation Monitoring Plan (ABC PIMP) to capture and review the Application proposals. Determine optimal funding allocations including establishing standard costs across models and collecting operational data on models. Conduct commercial analysis, financial modelling and analysis, risk analysis and institutional analysis. Prepare appraisal reports for submission. Review proposed contracts for adherence to Jobs Fund policy, existing laws and regulations. Negotiate project documents. Jobs Fund Portfolio Investment Analysis: Analyse

investment project reports and corporate financials. Examine accounting data for accuracy, appropriateness and documentation. Compare and analyse actual results with plans and forecasts to identify financial status and monitor variances. Audit documents submitted for payment and verify compliance with Jobs Fund guidelines. Identify, report and ensure resolution of non-compliance issues and project risks. Prepare disbursement request reports for consideration. Monitor and check approved disbursements to projects. Monitor and report on project progress post-investment. Prepare and submit surplus memos for implementation projects. Jobs Fund Performance and Reporting: Coordinate with other members of the Jobs Fund Project Management Unit to review financial information and forecasts. Analyse current and past financial data and performance, identify trends in financial performance and provide recommendations for improvement. Provide information and technical support in the development and revision of policies and regulations. Assist with the compilation of data, financial reports and interpretation of legislated financial reporting requirements and regulations. Review and verify statistical and financial information and prepare financial reports as requested. Analyse and interpret data, conduct comparative analyses and recommend actions. Jobs Fund Support: Liaise with implementing stakeholders and promote a culture of adherence towards efficiency and achievement of value for money. Promote knowledge management through research and publication of papers. Maintain communication with staff regarding financial matters. Manage team dynamics to meet the Fund's objectives. Assist with the development and maintenance of financial models and forecasting methodologies and tools. Competencies Required: Client Service Orientation: The ability to interact with and respond to internal and external client needs and expectations in a manner that puts into practice the Batho Pele spirit and meets and exceeds service delivery standards, with priority given to client satisfaction. Concern for Quality and Order: The desire to see things done logically, clearly and well. It takes various forms: monitoring and checking work and information, insisting on the clarity of roles and duties, and setting up and maintaining information systems. Effective Communication: The ability to transmit and receive information clearly and communicate effectively with others by considering their points of view to respond appropriately. This may involve listening, interpreting, formulating and delivering verbal, non-verbal, written, and/or electronic messages. It includes the ability to convey ideas and information in a way that brings understanding to the target audience. Emotional Intelligence: The capacity for recognising their own feelings and those of others, for motivating oneself and others as a result of this awareness, and for managing emotions within oneself and in others. Integrity/ Honesty: Contributes to maintaining the integrity of the organisation; displays high standards of ethical conduct and understands the impact of violating these standards on an organisation, self, and others; is trustworthy. Problem Solving and Analysis: The ability to understand a situation, issue, problem, etc., by breaking it into smaller pieces, or tracing the implications of a situation in a step-by-step way. It includes organising the parts of a problem, situation, etc., systematically; making systematic comparisons of different features or aspects; setting priorities on a rational basis; and identifying time sequences, causal relationships, or if-then relationships. Create timely and well-developed solutions by examining alternatives, risks and consequences. Resources Planning: Organises work, sets priorities and determines resource requirements; determines short- or long-term goals and strategies to achieve them; coordinates with other organisations or parts of the organisation to accomplish goals; monitors progress and evaluates outcomes. Team Participation: The ability to work cooperatively with others, to work together as opposed to working separately or competitively. Valuing Diversity: The ability to understand and respect the practices, customs, values and norms of other individuals, groups and cultures. It goes beyond what is required by governmental employment equity regulations to include the ability to respect and value different points of view and to be open to others of different backgrounds or perspectives. It includes seeing others' differences as a positive part of the work environment. It also means being able to work well with a wide variety of people representing different backgrounds, cultures and socio-economic levels. Vision and Purpose: Modelling and promoting high personal and professional standards that support the organisation's vision, mandate and values. Sharing goals, objectives and ideas to encourage others to commit to and be enthusiastic about realising the vision. Computer Literacy: Knowledge and ability to use computers and technology efficiently. Refers to

the comfort level someone has with using computer programs and other applications associated with computers (MS Office, Internet, email). Includes the ability to learn new applications associated with the business. Development Financing: Knowledge of development financing approaches and methods, including the financing of long-term projects and public services based upon a non-recourse or limited recourse financial structure, in which project debt and equity used to finance the project are paid back from the cash flow generated by the project. Economic Development: Knowledge of South African economic development policies and programmes with a specific focus on approaches and methodologies to making markets work for the poor. Financial Analysis: Knowledge of financial data analysis, including the ability to collect and monitor data, conduct financial modelling, analyse results; monitor variances, identify trends, recommend actions and assist with annual and quarterly forecasting. This further includes knowledge of types of agreements/contracts typically used in non/limited recourse finance. Government Knowledge: Knowledge of the tiers and sectors of government and inter-governmental relationships, and the economic and social development priorities and programmes of national, provincial and local governments. Grant Management: Knowledge of grant funding (non-repayable funds) approaches and methods and the regulatory environment governing the management of public funds. This includes knowledge of the South African grant funding reforms initiative and grant management systems. Internal Control/Audit: Knowledge of how to evaluate control systems for financial, administrative, programme, and operational activities to provide reasonable assurances that obligations, costs and disbursements comply with applicable regulations and laws, that property is funded, and assets are safeguarded; and that revenues and expenditures applicable to operations are properly recorded and accounted. Labour Markets: Knowledge of how labour markets work and the current active labour market policy interventions. Legislative Knowledge: Knowledge of the regulatory environment and processes regarding the implementation of policies, legislation and service delivery programmes, and knowledge of the PFMA and NT regulations pertaining to the Jobs Fund. Project Management: Knowledge of project management principles, methods, or tools for appraising, conceptualising, structuring, scheduling, coordinating, and managing projects and resources, including monitoring, evaluating and reporting on project impact, costs, work, and contractor performance. Public Finance Economics: Knowledge of the field of economics that studies government activities and the alternative means of financing them.

ENQUIRIES : HR Enquiries: Kaizer Malakoane at 066 250 7072
Technical Job Enquiries: jobsfund@treasury.gov.za

ANNEXURE H

DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(Gert Sibande TVET College)

Gert Sibande TVET College is an equal opportunity, affirmative action employer. It is our intention to promote representatively in respect of race, gender and disability through the filling of these positions. Candidates whose transfer / promotion / appointment will promote representative will receive preference.

APPLICATIONS	:	The Acting Human Resource Manager; Gert Sibande TVET College; P. O. Box 3475; Standerton, 2430, email: applications@gscollege.edu.za or Hand delivered to: 18a Beyers Naude Street, Standerton, 2430.
FOR ATTENTION	:	Mr BJ Dlongolo Tel No: (017) 712 9040
CLOSING DATE	:	22 July 2026 (at 15h00 sharp). All applications received after the closing date and time will not be entertained. Apply as early as possible to avoid disappointments, please.
NOTE	:	Applicants must submit a fully completed and officially signed Z83 form and a comprehensive CV when applying for a post, at least three contactable work-related references. Candidates will be contacted to submit originally certified copies of all qualification before an interview, including academic records, ID document and valid driver's licence not older than 6 months, if drivers licence is required in terms of the requirements of the post Application Z83 form is available on our website, www.gscollege.edu.za or DPSA website Failure to submit the requested documents will result in your application not being considered No faxed or emailed applications will be accepted Applicants should submit separate Z83 and CV where more than one post is applied for Selected candidates will be subjected to vetting process and personnel suitability check in terms of minimum information security standard The College reserves the right to verify any information received in applications Late and incomplete applications will not be considered Submission of fraudulent documentation and canvassing or College staff will immediately disqualify the candidate Should you not receive any response from us within 60 days after the closing date, please consider your application as unsuccessful Post reference number should be indicated on the application The College reserves the right to withdraw any position at any time all shortlisted candidate, including the SMS, shall undertake two pre-entry assessment. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other will be integrity (ethical conduct) assessment. **EKURHULENI WEST TVET COLLEGE**: Kindly note that the following Two (2) posts namely: Assistant Director: Office Manager and Assistant Director: Facilities and Records Management that were advertised in Public Service Vacancy Circular 21 dated 19 June 2026, the email have been amended as follows Vac1-cc@ewc.edu.za

OTHER POSTS

POST 23/105	:	**ASSISTANT DIRECTOR: CURRICULUM REF NO: GSC21/2026** (Permanent)
SALARY	:	R605 742 per annum (Level10), (plus benefits)
CENTRE	:	Central Office (Standerton)
REQUIREMENTS	:	A Degree/National Diploma (NQF Level 6) in Education or Related Qualification recognised by SAQA, 3-5 years' work experience in teaching and learning Environment at Supervisory Level, A valid driver's licence. Knowledge: Knowledge of PSETA and CET Act, Knowledge of Teaching and Learning, Knowledge of Skills development Act, Public service Regulations and Public Service Act, and labour relations Act, Knowledge of the Public TVET sector and its regulatory and legislative framework, Knowledge and understanding of the Higher Education sector, Knowledge of Education Act, Skills: Administrative, Planning and organizing Financial management, Report writing, Communication and interpersonal, Problem solving, Computer literacy, Analytical, client oriented, project management, Team leadership. Planning and organizing. Skills: Planning and organising, financial management, Report writing, Communication and interpersonal, Problem solving, Computer literacy, Analytical, Client-oriented, Project management, Team leadership, and people management.

DUTIES : Manage curriculum management and administration, Oversee academic management services, Ensure the provision of guidance for the improvement curriculum content and delivery based on engagement with public and private industry stakeholders, Provide learning materials, Management of all Human, Financial and other resource of the unit, Ensure the implementation of blended learning practice in collaboration with the campus management team, plan and oversee monitoring activities of all the curriculum and Occupational [QCTO] programs provide academic support to all lecturing staff, Give support in preparation for QCTO Monitoring.

ENQUIRIES : Mr BJ Dlongolo Tel No: (017) 712 9040

POST 23/106 : **ASSISTANT DIRECTOR: HEAD OF ADMINISTRATION REF NO: GSC18/2026**
Permanent

SALARY : R487 197 per annum (Level 09), (plus benefits)
CENTRE : Standerton Campus
REQUIREMENTS : A Degree / National Diploma (NQF Level 6) in Public Management/ Administration or Relative Qualification recognized by SAQA. 3-5 years' work experience in administration or relative experience at supervisory level. A valid driver's licence. Knowledge: Knowledge of office administration, Knowledge of Public Service legislations and policies, Knowledge and understanding of the TVET Administration, Understanding of the Higher Education sector, Understanding Cost center budgetary, expenditure and cash flow management Employment Equity Act, Public Service Regulations and Public Service Act, Public Financial Management Act, Batho Pele Principles and any other related legislation. Skills: Planning and organizing, financial management, Report writing, Communication and interpersonal, Problem solving, Computer literacy, Analytical, Client oriented, Project management, Team leadership, Planning and organizing, People management.

DUTIES : Oversee the academic and student administration support services, oversee student registration and examination administration process, Oversee and coordinate human resource administration services, Oversee and coordinate financial assets and supply chain management services, Oversee campus infrastructure, maintenance and fleet management services, provide general administration support services and maintain a proper filing system and other related duties.

ENQUIRIES : Mr BJ Dlongolo Tel No: (017) 712 9040

POST 23/107 : **ASSISTANT DIRECTOR: OFFICE MANAGER REF NO: GSC19/2026**
Permanent

SALARY : R487 197 per annum (Level 09), (plus benefits)
CENTRE : Central office (Standerton)
REQUIREMENTS : A Degree / National Diploma (NQF Level 6) in Public Management or Business Management or Office Management and Technology or Relative Qualification recognized by SAQA. 3-5 Years Work Experience in Strategic Planning or Administration Environment at supervisory level. A valid driver's licence. Knowledge of Public Service legislations and policies, Knowledge of PSET, Knowledge and understanding of the TVET/ CET Administration, Understanding of the Higher Education sector, Understanding of corporate governance, Understanding Cost Centre budgetary, expenditure and cash flow management, Employment Equity Act, Public Service Regulations and Public Service Act, Labour Relations Act and any other related legislation Skills Planning and organizing, financial management, Report writing, Communication and interpersonal, Problem solving, Computer literacy, Analytical, Client oriented, Project management, Team leadership, Planning and organizing, People management.

DUTIES : Render administrative/executive support services in the office of the Principal, Ensure effective and efficient management of the college including the management of the workflow in the office of the Principal, Conduct research and provide expert administrative advice to the Principal and other officials in the college, Quality check letters, memoranda and submissions, Oversee and monitor the budget in the office of the Principal, Co-ordinate of college inputs for annual, quarterly, monthly reports, and cash flow statements, Establish and implement effective records and document management systems in the office of the Principal, Follow up and collate progress reports on the implementation

of the resolution, Coordinate reports/presentations to all forums attended by the Office of the college. Provide secretariat support to College Council, Council Committees, Academic Board, Senior Management and other external stakeholders, Maintain the calendar plan for scheduling and fixing meetings and communicate with all members of the above structures, Co-ordinate and arrange all meetings, proceedings and activities of the above structures, Provide technical support during meetings, proceedings and activities of the above structures, Compile agenda, minutes, reports and other records of the above structures, Distribution of relevant documents for meetings of above structures, Keeping a register of resolutions and supporting all relevant Council Members/Managers/Officials through continuous correspondence to remind them of what needs to be done, Ensure that approved minutes are signed off and safely kept, Prepare all presentation, speeches, reports of the Principal and Council Committees related to meetings of above structures. Provide strategic management, monitoring and evaluation services, Facilitate and co-ordinate operational and strategic planning process, Coordinate and compile strategic and operational plans, Set research agenda, Facilitate the development and implementation of service delivery improvement plans and initiatives, Facilitate, coordinate and support the implementation of priority programmes/projects, Coordinate and compile institutional performance and strategic reports, Conduct an assessment on college effectiveness and efficiency in supporting the attainment of service delivery objectives, Facilitate the implementation of productivity measurement framework (measure of how efficiently and effectively inputs labour, financial resource and infrastructure) are translated into outputs (good and services).

ENQUIRIES : Mr BJ Dlongolo Tel No: (017) 712 9040

POST 23/108 : **ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: GSC20/2026**
(Permanent)

SALARY : R487 197 per annum (Level 09), (plus benefits)
CENTRE : Central office (Standerton)
REQUIREMENTS : A Degree/National Diploma (NQF Level 6) in Internal Audit or Relative Qualification Recognized by SAQA.3-5 years' work experience in Internal Audit in Development of Policies and Strategies at supervisory level. A valid driver's licence. Knowledge: Knowledge in risk, fraud prevention, ethics and integrity management services, Relevant acts, legislation and regulations. PFMA, Treasury regulations and global Internal Audit standards Data collection and analysis, Statistics sampling, Financial management and strategic planning. Skills: Analytical ability and problem identification, Conceptual thinking, Conflict management, Critical thinking, Fraud awareness, good judgment, Lateral thinking, Leadership, Planning and time management skills, Research and technical skills, Supervision and management skills, Versatility with various levels of management.
DUTIES : Preparation and execution of the internal audit plan, provide secretarial support services to the internal committee, ensure that processes needed for quality management systems are established, implemented, Facilitate the development, implementation and monitoring of policies., Management of staff development.
ENQUIRIES : Mr BJ Dlongolo Tel No: (017) 712 9040

POST 23/109 : **ASSISTANT DIRECTOR: MARKETING AND COMMUNICATION – GSC22/2026**
(Permanent)

SALARY : R487 197 per annum (Level 09), (plus benefits)
CENTRE : Central Office (Standerton)
REQUIREMENTS : A Degree/National Diploma (NQF Level 6) in Communication/ Marketing or Relative Qualification. 3-5 years' experience in Communication or Marketing or Relative Experience at supervisory level. A valid driver's licence. Knowledge: Knowledge of Policies and governance environment of TVET Colleges including knowledge of the annual reporting requirements by the higher Education Institutions, Knowledge and understanding of the monitoring of performance management development system, Knowledge and understanding of the TVET administration. Skills: Planning and organizing, financial management, Report writing, Communication and interpersonal, Problem solving, Computer literacy, Analytical, Client oriented, Project

		management, Team leadership, Planning and organizing, People management.
DUTIES	:	Manage and Coordinate marketing. promotion and branding, Manage public relations and media liaison services. Regularly communicate College Camping on social media and online communication. Regularly maintain the content, design and layout of the college website. Coordinate college event and provide communication administrative support. Management of all Human, Financial and other resources management.
ENQUIRIES	:	Mr BJ Dlongolo Tel No: (017) 712 9040

ANNEXURE I

DEPARTMENT OF HOME AFFAIRS

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

APPLICATIONS : Applications must be submitted online at https://erecruitment.dha.gov.za sent to the correct address specified at the bottom of the posts, on or before the closing date.

CLOSING DATE : 17 July 2026

NOTE : 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. Where a valid Driver's License and a Professional Driving Permit (PDP) is a requirement, this must be indicated on the CV. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Shortlisted candidates will also be required to submit a copy of their ID document, a valid driver's license (if specified as a job requirement), relevant educational qualifications / RPL certificates / Academic Transcripts of completed qualifications, and Acting letters as directed. Furthermore, applicants who possess (a) foreign qualification(s), are required to submit the evaluated results of such qualifications, as received from the South African Qualifications Authority (SAQA); will be subjected to an interview, various relevant tests and assessments, and employment suitability checks (credit, criminal, citizenship, qualifications, and employment references including verification of exit reasons, and conducting business with State). Once appointed, serving of a prescribed probation period, and obtaining of a security clearance appropriate to the post, will be required. Correspondence between the Department and candidates will be limited to shortlisted candidates, only. The DHA complies with the Protection of Personal Information Act, 2013 (Act No. 4 of 2013). Applicants' personal information will be used for recruitment purposes, retained where required for audit, and safeguarded against unauthorised disclosure, except where legally required. Submission of an application constitutes consent to such processing.

OTHER POSTS

POST 23/110 : **DEPUTY DIRECTOR: PROVINCIAL COORDINATION (X5 POSTS)**
This is a re-advertisement, Candidates who have previously applied, and are still interested, are kindly requested to re-apply).

SALARY : R932 292 - R1 098 195 per annum (Level 11), (an all-inclusive salary package)

CENTRE : Provincial Manager's Office: Easten Cape Ref No: HRMC 43/26/1a (X1 Post)
: Provincial Manager's Office: Free State Ref No: HRMC 43/26/1b (X1 Post)
: Provincial Manager's Office: KwaZulu Natal Ref No: HRMC 43/26/1c (X1 Post)
: Provincial Manager's Office: Limpopo Ref No: HRMC 43/26/1d (X1 Post)
: Provincial Manager's Office: Mpumalanga Ref No: HRMC 43/26/1e (X1 Post)

REQUIREMENTS : An undergraduate qualification in Public Management, Public Administration or Social Sciences at NQF level 6 as recognised by SAQA. A minimum of 3 years' experience at Assistant Director / Junior Management is required. Extensive experience in coordination is required. Knowledge and application of Public Finance Management Act and Treasury Regulations. Basic Knowledge of Civic Services and Immigration Acts. Understanding of Public Finance Management Act (PFMA) and Treasury regulations. Knowledge of Departmental Legislation as well as Human Resources Regulatory Framework. Knowledge of the Public Service Regulations. Excellent abilities and experience in project management, project optimization, and the use of online systems. A valid drivers' license. Willingness to travel and work extended hours. Required skills and competencies: Strategy Capability and Leadership. Service Delivery Innovation. Client Orientation and Customer Focus. People Management and Empowerment. Expenditure Management. Programme and Project Management. Decision Making. Budget Administration. Conflict Management. Problem solving. Business report writing. Presentation Skills. Influencing and Networking. Panning and organising. Communication Skills. Coordination skills. Computer Literacy. Patriotism, Honesty, Integrity and Accountability.

DUTIES : The successful candidate will be responsible for, amongst others, the following specific tasks: Coordinate information on all operations in the province to enhance service delivery. Coordinate effective integration of various civic and immigration services with the province. Coordinate the implementation of processes, procedures and systems for service delivery improvement within the province. Coordinate and monitor DHA participation in the provincial cluster. Coordinate Provincial performance against deliverables. Report on information from the clusters for planning, monitoring and evaluation processes. Coordinate the Implementation and maintenance the execution of province related strategies. Liaise with internal and external stakeholders and ensure that relevant information is strategically communicated. Coordinate core business functions identified projects and special programmes. Consolidate various qualitative and quantitative reports in the Regions under the province, monitor and evaluate reports, cluster reports and routine reports to Head Office. Ensure successful business transformation. Ensure the implementation of effective risk and compliance management practices. 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 : Eastern Cape: Mr L Jama Tel No: (043) 642 1846
Free State: Ms V Molefe Tel No: (051) 430 0378
KwaZulu-Natal: Ms N Ngema Tel No: (033) 845 5003
Limpopo: Mr J Kgole Tel No: (015) 287 2802
Mpumalanga: Ms N Dlangisa Tel No: (013) 752 2504

APPLICATIONS : Applications compliant with the "Directions to Applicants" above, must be submitted online at https://erecruitment.dha.gov.za or sent to the correct address specified as follows:
Eastern Cape: Physical address: 11 Hargreaves Avenue, King William's Town, 5600
Free State: Physical Address: 41 Charlotte Maxeke Street, Bloemfontein, 9301.
KwaZulu-Natal: Physical address: 181 Church Street, Pietermaritzburg, 3209.
Limpopo: Physical Address: 89 Biccard Street, Polokwane, 0699.
Mpumalanga: Physical Address: 29 Bester Street, Nelspruit, 1200.

POST 23/111 : **OFFICE MANAGER REF NO: HRMC 43/26/2**
Office of the Deputy Director-General: Immigration Services

SALARY : R932 292 - R1 098 195 per annum (Level 11), (an all-inclusive salary package)
CENTRE : Head Office: Tshwane
REQUIREMENTS : An undergraduate qualification in Administration Management, Office Management and Technology or Business Management at NQF level 6 as recognized by SAQA. A minimum of 3 years' experience at the Assistant Director / Junior Management level in an office management / administration environment is required. Knowledge of Office Administration and Support. Knowledge of the Departmental Legislation and Prescripts. Knowledge of the Public Service Regulatory Framework. Knowledge of document management. Knowledge of Human Resource Regulatory Framework. A valid drivers' license is an added advantage. Willingness to travel and work extended hours. Ability

to communicate with all levels of management. Required skills and competencies: Capability and leadership. Capability and leadership. Accountability. People management and empowerment. Expenditure Management. Business Continuity. Document management. Presentation Skills. Report writing skills. Organising skills. Communication skills (written and verbal). Client orientation and customer focus. Office management and administration. Minute taking. Telephone etiquette. Computer literacy skill. Patriotic, Honesty, Integrity and Accountability.

DUTIES : The successful candidate will be responsible for, amongst others, the following specific tasks: Manage all documents and filling systems in the office of the Deputy Director- General. Deliver reports and presentations regarding finances and work related aspects. Manage and consolidate the branch's strategic planning documents and reporting (quarterly reports and operational plans). Brief the DDG: HR with regards to engagement and provide relevant documentation. Study correspondence, submissions, reports and highlight key aspects. Scrutinize submissions/ reports and make notes and/ or recommendations. Execute research, analyses of information and compile complex documents. Ensure that submissions are recorded, actioned and proof read on daily basis. Obtain inputs from Chief Directors, collate and compile reports e.g. Progress reports, Monthly reports, Quarterly reports and; Annual reports on performance management, budget planning and strategic planning. Establish and maintain effective document management system. Monitor and maintain the budget in the office of the Deputy Director- General. Coordinate and provide advice to the Deputy Director- General on strategic issues. Manage all administrative matters in the office of the Deputy Director-General. Ensure effective and efficient management of human, physical and financial resources within the Unit. Coach and guide staff on best practices and compliance with regulatory requirements.

ENQUIRIES : Head Office: Mr W Mampoke Tel No: (012) 406 4247

APPLICATIONS : Applications compliant with the "Directions to Applicants" above, must be submitted online at https://erecruitment.dha.gov.za or imsrecruitment@dha.gov.za

POST 23/112 : **SENIOR LEGAL ADMINISTRATION OFFICER (MR-6) REF NO: HRMC 43/26/3**
Directorate: Litigation

SALARY : R610 434 - R1 442 451 per annum (MR-6), (A basic salary package). Salary will be in accordance with the OSD determination for Legally Qualified Personnel.

CENTRE : Head Office: Tshwane

REQUIREMENTS : An LLB degree or equivalent 4 (four) year legal qualification at NQF level 7 (seven) as recognized by SAQA. 8 (Eight) years' relevant post-qualification legal experience, of which at least 4 (four) to 5 (five) years should have been in a Civil Litigation environment. Admission as an Attorney or Advocate is required. Knowledge of Court Processes and Procedures. Knowledge of all legislation (primary and secondary legislation) administered by the Department. Knowledge of the Public Service Act, 1994 and Regulations. Knowledge of the Public Finance Management Act, 1999 and Treasury Regulations. Knowledge of the South African Legal System and legal practices. Understanding of Human Resources legislation and prescripts. Knowledge of the Constitution of the Republic of South Africa, 1996. Knowledge of the Promotion of Administrative Justice Act, 2000 and Regulations. Willingness to travel and work extended hours. A valid Driver's License. Required skills and competencies: Strategic capability and leadership. Service delivery innovation. Client orientation and customer focus. People management and empowerment. Financial management. Honesty and integrity. Program and project management. Change management. Communication. Knowledge management. Decision-making. Presentation skills. Problem solving and analysis. Business report writing. Influencing and networking. Planning and organizing. Interpersonal skills. Technical skills: Litigation processes and procedures, preparation/scrutiny of affidavits, preparation of legal opinions pertaining to litigation matters. Commercial skills. Computer literacy. Negotiation skills.

DUTIES : The successful candidate will be responsible for, amongst others, the following specific tasks: Conduct daily operations on litigation matters. Conduct research to provide information and case law relevant to the legal matter at hand.

Provide strategic guidance in an attempt to reduce litigation and costs. Provide proposals on how a case should be approached to obtain the most suitable outcome given the specifics of the case. Draft legal documents that provide clear motivation for a particular position pertaining to the case. Propose an approach to be followed to ensure success in resolving the case. Conduct an interview with the relevant line function in order to determine the line function's goals and objectives. Document in writing such interviews and all advice given during consultation. Render legal advice on litigation matters. Assist in searching and finding all relevant documents for instituting and conducting action or application proceedings. Consult with line function, witnesses, colleagues, advocates, experts and any other relevant person. Study court records, file records, contracts, witness statements and other documents. Conduct analyses of and interpret research done that will provide evidence and case law relevant to the legal matter at hand and advise/mentor juniors on same. Protect, advise and mentor juniors on motivation/proposals on how specific cases should be approached to obtain the most suitable outcome/result in the circumstances. Sending instructions to the relevant State Attorney and ensuring that the Department and/or Minister is represented in civil litigation brought against or by the Department and/or the Minister. Develop and submit reports to the Minister and Director-General. Development and implementation of policies, procedures, directives, Acts and Regulations. Advise on policies and procedures of the Department taking into consideration the outcome of civil litigation. Ensure optimal utilization of resources. Ensure training needs are met. Ensure the Performance Management Development System is implemented. Provide inputs on the Strategic Plan and Annual Budget of the Department. Assist in developing an Operational Plan and Work Plan for the Directorate to ensure its achievement of the targets and goals. Manage external consultants/service providers in an effective and efficient manner. Ensure compliance with all audit requirements, quality and risk management frameworks, standards and procedures. Ability to instill appropriate processes and systems, as well as enabling technology, to support the Department in efficiently and effectively managing the required work. Support digital transformation.

ENQUIRIES : Head Office: Mr B Mathatho Tel No: (012) 406 4250

POST 23/113 : **ASSISTANT DIRECTOR: VETTING OFFICER REF NO: HRMC 43/26/4 (X2 POSTS)**
Chief Directorate: Counter Corruption and Security

SALARY : R487 197 - R573 897 per annum (Level 09)
CENTRE : Head Office: Tshwane
REQUIREMENTS : An undergraduate qualification in Law, Policing, Social Science or Security Management at NQF 6 as recognized by SAQA. Three (3) Years' experience at an SAO / Supervisory Level in a Vetting environment is required. Vetting training courses offered by the State Security Agency (SSA) or Defence Intelligence (DI) are required. Experience in Vetting is required. Knowledge of Minimum Information Security Standards. Knowledge of Public Service Regulations. Knowledge of Promotion Administration of Justice Act. Knowledge and experience of the Criminal Justice System. Knowledge of legislation Intelligence Act. Understanding of the Departmental legislation as well as Human Resources Regulatory Framework. Knowledge of Anti-corruption legislation, LRA, BCEA, PSA. Understanding of government protocol. Knowledge of Protection of Information Act. Knowledge of Criminal Procedure Act. A valid drivers' license. Willingness to travel and work extended hours. Required skills and competencies: Service Delivery Innovation. Client Orientation and Customer Focus. People Management and Empowerment. Financial Management. Programme and Project Management. Confidentiality. Time Management. Influencing and networking. Attention to detail. Process analysis and improvement. Conflict resolution and management. Capability and leadership skills. Presentation skill. Interpersonal skill. Communication skill. Planning and Organising skill. Computer literacy skill. Decision Making skill. Vetting skills. Interviewing Skills. Patriotic, Honesty, Integrity and Accountability.
DUTIES : The successful candidate will be responsible for, amongst others, the following specific tasks: Facilitate and conduct vetting fieldwork investigations in the Department. Facilitate vetting requests, confirm affidavits and completeness on documentation, assess risk profile of each request. Facilitate and schedule

interviews with relevant references, as per individual vetting needs. Conduct proper analysis and quality check on relevant information provided by business units. Conduct interviews with relevant employees according to National Intelligence Authority (NIA) instructions by clearance type. Facilitate coding and classify information received from employees and clients. Collect all applicable vetting information related to security consciousness of employees (existing and new). Compile and submit reports and vetting files to management and NIAA. Implementation of policies, procedures, directives, acts and regulations. Build and maintain relationships with various stakeholders (Internal and External). Ensure the implementation of effective risk and compliance management. Ensure effective and efficient management of human, physical and financial resources within the Unit. Coach and guide staff on best practices and compliance with regulatory requirements.

ENQUIRIES : Head Office: Ms R Masemola Tel No: (012) 406 4156
APPLICATIONS : Applications compliant with the "Directions to Applicants" above, must be submitted online at https://erecruitment.dha.gov.za or ccssrecruitment@dha.gov.za

POST 23/114 : **ADJUDICATOR REF NO: HRMC 43/26/5 (X2 POSTS)**
Directorate: Central Adjudication

SALARY : R413 001 - R486 501 per annum (Level 08)
CENTRE : Head Office: Tshwane
REQUIREMENTS : An undergraduate qualification in Law, Public Management, Public Administration, Policing, Criminology, Forensics or Criminal Justice at NQF level 6 as recognized by SAQA. 2 years experience in Law, Analysis, Interpretation of Information environment. Sound knowledge of the Immigration Act No.13 of 2002 and the Immigration Regulations. Knowledge of the Refugees Act and Refugee Regulations. Knowledge of the Public Service Regulatory Framework. Understanding of DHA legislations and prescripts including other related legislations. Knowledge of the Constitution of the Republic of South Africa, in particular the right of the vulnerable groups. A valid drivers' license. Willingness to travel and work extended hours. Required skills and competencies: Report writing skills. Strong analytical skills. Communication skill. Interpersonal skills. Attention to details. Policy Interpretation and Implementation. Planning and Organising skill. Computer literacy and ability to operate systems. Patriotic, Honesty, Integrity and Accountability.
DUTIES : The successful candidate will be responsible for, amongst others, the following specific tasks: Administer and process Visa and Permit applications within the set turn-around times. Ensure optimal performance on the adjudication process and systems. Attend to applications flagged by the system for further investigation. Receive and assess applications in line with legislation and verify applicant's status on internal and external systems such as MCS, NPR, VAS, SQL, Track and Trace and other departmental risk engines and systems. Scrutinise supporting documents and refer suspicious documents to issuing authorities for verification. Conclude on the application, by approving, rejecting or recommending where applicable. Recommend individual terms and conditions on approved or rejected applications. Provide statistical information on work in progress and finalised outcomes. Safeguard face value documents and stamps and any other material allocated. 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. Ensure effective and efficient management of human, physical and financial resources within the Unit.
ENQUIRIES : Head Office: Ms S Maswanganyi Tel No: (012) 406 4236
APPLICATIONS : Applications compliant with the "Directions to Applicants" above, must be submitted online at https://erecruitment.dha.gov.za or imsrecruitment@dha.gov.za

POST 23/115 : **REFUGEE STATUS DETERMINATION OFFICER, REF NO: HRMC 43/26/6**

SALARY : R413 001 - R486 501 per annum (Level 08)
CENTRE : Head Office: Tshwane: Tshwane Refugee Reception Centre
REQUIREMENTS : An undergraduate qualification in Law, International Relations, Political Sciences, Public Administration, Public Management, Human Resources. Operations, Administrative Management, Business Administration, Business

Management, Public Management and Administration, Public Management and Economics, Management or Administration at NQF level 6 as recognized by SAQA is required. 2 years' experience in law, analysis or interpretation of information environment is required. Basic understanding of the Refugees Act. Basic understanding of the Constitution of the Republic of South Africa, in particular the right of the vulnerable group. Basic understanding the Immigration Act. Basic understanding Public Service Regulatory Framework. Willingness to travel and work extended hours. Required skills and competencies: Liaison and interpersonal skills. Problem Solving Skills. Customer orientation. Planning and Organising. Strong Analytical Skills. Report writing. Diplomacy. Written and verbal communication. Computer literacy skill. Patriotic, Honesty, Integrity and Accountability.

DUTIES : The successful candidate will be responsible for, amongst others, the following specific tasks: Administer and assist the applicant in completing the DHA-1590 section B. Ensure that all personal data is completed as per condition on the Visa. Conduct the interview with the applicant by making an enquiry through the interview to confirm the true identity and origin of the applicant as well as the bona fide of the applicant. Refer applicants to United Nation High Commissioner for Refugees (UNHCR) or Department of Social Development on placement of applicant. Issue and extend of first permit and first extension of Section 22 permit. Administer and adjudicate asylum application. De-link dependants from the principal applicant when they reach age of majority. Ensure effective and efficient management of human, physical and financial resources within the Unit. Coach and guide staff on best practices and compliance with regulatory requirements.

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

APPLICATIONS : Applications compliant with the "Directions to Applicants" above, must be submitted online at https://erecruitment.dha.gov.za or imsrecruitment@dha.gov.za

POST 23/116 : **SENIOR ADMINISTRATIVE OFFICER (X2 POSTS)**

SALARY : R413 001 - R486 501 per annum (Level 08)

CENTRE : Head Office: Tshwane, Directorate: Permit Functional Services Ref No: HRMC 43/26/7a

: Eastern Cape: Gqeberha: Refugee Reception Centre Ref No: HRMC 43/26/7b

REQUIREMENTS : An undergraduate qualification in Office Management and Technology, Business Management, Administration Management, Public Administration or Public Management at NQF Level 6 as recognised by SAQA. A minimum of 2 years' experience as an Administrative Officer/ Chief Administration Clerk is required. Knowledge of National Treasury Regulations. Extensive knowledge of various filing systems. Knowledge of the Public Finance Management Act (PFMA). Knowledge of the Public Service Regulatory Framework. Knowledge and Understanding of departmental Legislations and Prescripts. Knowledge of Supply Chain Management processes and procedures. Knowledge of the Human Resource Regulatory Framework. A valid drivers' license is an added advantage. Willingness to travel and work extended hours. Required skills and competencies: Analytical thinking. Planning and organizing. Problem Solving. Verbal and Written Communication. Financial Administration. Planning and Skills. Interpersonal. Customer Focus. Attention to Detail. Clerical and Administration. Multi-Tasking. Results and Achievement focus. Teamwork. Time Management. Computer literacy. Patriotic, Honesty, Integrity and Accountability.

DUTIES : The successful candidate will be responsible for, amongst others, the following specific tasks: Provide administrative support in the unit. Perform general administrative activities in support of the unit (travel, venues and accommodation arrangement). Ensure the administration of office correspondence, documents and reports (Compile letters, memorandums, submissions, reports and minutes for the unit). Ensure the maintenance of filling system for the unit. Compile financial and administration reports and documents. Ensure compilation of budget and cash flow projections. Convene and attend meetings and act as secretary during meetings. Ensure accurate Completion of subsistence claims. Keep track of all incoming work and ensure that all deadlines are met. Liaise with all stakeholders relevant to the unit. Ensure the flow of information and documents in the unit. Ensure that forms and documents related to claims, payments, invoices and consultant fees relevant to the unit are processed. Provide office administration services in the

		functional unit. Ensure innovation and service delivery within the Unit. Ensure the implementation of effective risk and compliance management practices. Ensure effective and efficient management of human, physical and financial resources within the Unit. Coach and guide staff on best practices and compliance with regulatory requirements.
ENQUIRIES	:	Head Office: Mr R Mohlaka Tel No: (012) 406 4246
	:	Head Office: Ms B Kabinde Tel No: (012) 406 4239
APPLICATIONS	:	Applications compliant with the “Directions to Applicants” above, must be submitted online at https://erecruitment.dha.gov.za or imsrecruitment@dha.gov.za

ANNEXURE J

DEPARTMENT OF LAND REFORM AND RURAL DEVELOPMENT

CLOSING DATE : 17 July 2026 at 16:00

NOTE : To apply, submit a completed Z83 form and detailed Curriculum Vitae (PDF document to a maximum of 10 megabytes) via e-mail or hand delivery. The Department will not be held responsible for server delays. Late applications due to technical issues will not be considered. Shortlisted candidates must provide certified copies of required documents (Identity Document, qualifications, etc) where necessary and service certificates to support senior management experience to Human Resources before the interviews, including South African Qualifications Authority (SAQA) evaluation reports for foreign qualifications. Failure to comply will result in disqualification. To be appointed at Senior Management Service (SMS) level, you must complete the SMS Pre-entry programme offered by the National School of Government (NSG). Find course details here: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ appointment is subject to successful completion 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. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. 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. Applications submitted via email will be acknowledged via an automated response. Applications received manually will not be acknowledged due to high volumes of applications received. 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: DLRRD 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.

ERRATUM: The position of Chief Town and Regional Planner with Ref No: 3/1/1/1/2026/114 for the Directorate: Spatial Planning and Land Use Management Western Cape and the position of Senior Legal Administration Officer Ref No: 3/1/1/1/2026/115 for the Directorate: Corporate Services: Western Cape that was advertised in Public Service Vacancy Circular 22 dated 26 June 2026 has reference. The positions are based in Cape Town. The Department apologies for any inconvenience caused.

MANAGEMENT ECHELON

POST 23/117 : **CHIEF DIRECTOR: PROVINCIAL OFFICE REF NO: 3/1/1/1/2026/125**
Chief Directorate: Provincial Office

SALARY : R1 554 696 per annum (Level 14), (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS)

CENTRE : Western Cape (Cape Town)

REQUIREMENTS : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a Bachelor's Degree or Advanced Diploma in Public Administration / Public Management / Business Administration / Management (NQF Level 7) or related equivalent qualification and a Nyukela certificate (Pre-entry Certificate to the SMS) submitted prior to appointment. Minimum of 5 years of experience at senior managerial level. Proven experience in Project Management. A valid driver's licence. Job related knowledge: Ability to implement an outcome-based performance approach. Ability to coordinate the Provincial Office functions to achieve departmental objectives. Ability to initiate and coordinate the implementation of strategic DLRRD development projects to improve service delivery. Ability to develop and implement governance framework and ensure Provincial Office function effectively and efficiently. Ability to develop and implement corporate performance monitor programme. Ability to think conceptually when analysing data and designing concepts to modify and improve implementation of corporate policies, procedures and processes. Job related skills: Good monitoring and evaluation. Good problem-solving. Skills to design and implement change management programmes. Ensure good customer care. Willingness to travel. Ability to interact at all levels within both management and Intergovernmental relations (IGR) context.

DUTIES : Manage, oversee and monitor the implementation of departmental services and programmes at provincial and district level. Coordinate the provision of land acquisition services. Coordinate land development support. Provide property management services. Coordinate implementation of land tenure and land rights programmes. Provide spatial planning and land use management services at provincial level. Manage and oversee the production and submission of programmes and projects reports. Facilitate the implementation of national development support initiatives. Facilitate the implementation of strategic land acquisition initiatives. Facilitate the implementation of property management initiatives. Facilitate the implementation of tenure reform initiatives. Render corporate and financial support services. Provide project management services. Collate and provide project data to the office of the Chief Director: Provincial Office. Direct and oversee the maintenance of response handling systems to facilitate requests and queries from DLRRD Head Office and external stakeholders. Facilitate the integration of planning, resource allocation and performance management of outcomes of the Provincial Office through the Corporate Governance Framework. Lead the development and implementation of consistent corporate performance monitoring and evaluation to focus on the delivery of Provincial Office annual performance outcomes. Ensure robust governance, effective decision making, value for money and appropriate benefits are achieved through corporate activity, policy and strategy frameworks. Provide assistance with the initiation, management coordination and the implementation of strategic corporate projects. Establish and maintain internal and external networks to monitor trends and best practice in corporate governance. Manage and oversee the rendering of financial, supply chain and corporate support services in the Provincial Office. Oversee human resource administration support. Oversee safety and security services within the province. Manage records information. Oversee information technology support services. Oversee communication and events management services. Monitor and mainstreaming of gender and transformation initiatives in development programme. Advise, liaise and coordinate with district corporate services on issues that may arise. Provide financial support services. Provide supply chain, facilities and office administration services. Liaise and interact with relevant stakeholders in the province. Oversee and provide support in community participation, community planning, corporate and operational planning, program performance reporting, corporate project, policy, strategy and infrastructure development and implementation and corporate governance development and implementation.

Ensure provincial compliance through management of information, risk and audit. Monitor and track all departmental programmes and projects initiatives.

ENQUIRIES : Mr T Mtintsilana Tel No: (021) 409 0569

APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 4th floor, No 2 Riebeeck Street, ABSA Building, Cape Town or by email to Post125@dlrrd.gov.za

NOTE : EE Targets: Coloured and White Males and African, Coloured and Indian Females and Persons with disabilities.

POST 23/118 : **DISTRICT DIRECTOR REF NO: 3/1/1/1/2026/131**
Directorate: Thabo Mofutsanyane District Office

SALARY : R1 317 384 per annum (Level 13), (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS)

CENTRE : Free State (Bethlehem)

REQUIREMENTS : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a Bachelor's Degree or Advanced Diploma in Business Administration / Public Management / Public Administration / Project Management / Bachelor of Arts in Sociology / Anthropology / Community Development Studies (NQF level 7) or related equivalent qualification and a Nyukela certificate (Pre-entry Certificate to the SMS) submitted prior to appointment. Minimum of 5 years of experience at middle / senior managerial level in the relevant environment. Experience in the implementation and management of projects. A valid driver's licence. Job related knowledge: A thorough understanding of project management. Understanding of corporate governance principle. Ability to implement performance management and monitoring systems. Knowledge of government systems. Ability to think conceptually when analysing data designing concepts to modify corporate policies, procedures and processes. Job related skills: Project management. Coaching and mentoring (though leadership). Analytical thinking. Adaptability and flexibility. Customer service. Initiative. Innovation and creativity. Communication (verbal and written). Computer literate. Willingness to travel. Ability to work under pressure. Willingness to work after hours.

DUTIES : Provide capacity building and National Rural Youth Service Corps (NARYSEC) services. Provide NARYSEC support services. Facilitate the establishment and support of participatory community development. Facilitate and coordinate NARYSEC project implementation. Facilitate youth programmes and skills development at provincial and district level. Reduce household poverty in accordance with comprehensive Rural Development Programme (CRDP). Provide strategic land acquisition services. Implement strategic land acquisition projects proposals. Procure service providers for development of project proposals. Coordinate the implementation process of land acquisition. Provide strategic land acquisition support services in the district. Facilitate poverty reduction, and the development of cooperatives, rural enterprises and industries. Promote rural businesses development and facilitate rural development financing. Facilitate establishment and support of primary cooperatives. Facilitate organisation of primary cooperatives into secondary and tertiary cooperative sand provide support. Facilitate the development of rural enterprises and industries. Provide land development support services. Manage the development of business plans for the development or agrarian development projects. Promote the participation of farmers through ownership and control across commodities value chains. Monitor the implementation of land development support projects and development business plans. Provide property management services. Administer and provide property leases administration. Administer and provide property holdings and disposable. Implement land rights and tenure reform programmes. Provide communal land tenure programmes. Provide land rights programmes. Establish, maintain, and support communal property institutions. Facilitate land dispute resolutions. Render corporate and financial support services. Provide legal advice. Provide telecommunications services. Provide administration and financial support services. Provide client relations services. Provide office services.

ENQUIRIES : Mr SR Mzizi Tel No: (051) 400 4200

APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 136 Charlotte Maxeke Street, SA Eagle Building, Bloemfontein, 9300 or by email to Post131@dlrrd.gov.za

NOTE : EE targets: Coloured and White Males and African, Coloured and Indian Females and Persons with disabilities.

OTHER POSTS

POST 23/119 : **SENIOR RESTITUTION ADVISOR REF NO: 3/1/1/1/2026/128**
Directorate: Legal Support

SALARY : R1 101 468 per annum (Level 12), (All-inclusive package to be structured in accordance with the rules for MMS)

CENTRE : Mpumalanga (Nelspruit)

REQUIREMENTS : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and an appropriate LLB or B Proc Degree (NQF Level 7) or any related equivalent qualification. Minimum of 6 years extensive post-qualification legal professional and advisory experience with 4 years supervisory experience. Experience in conveyance and vetting of documents. Post qualification experience in court litigation. A valid driver's licence. Job related knowledge: Knowledge of Restitution of Land Rights Act, 22 of 1994, Law and other relevant acts and legislative prescripts. Specialised knowledge of Constitutional Law. Law of Contracts. Knowledge of South African law, in particular land reform laws. Knowledge of conveyance and vetting of documents. Job related skills: Proven supervisory and management ability. Ability to draft legal opinions and contracts. Negotiation, research and very good drafting ability. Ability to think independently, analytically and innovatively. Good problem-solving. Mediation and conflict resolution. Computer literacy. Skills in court litigation. Preparedness to travel and work irregular hours and under tremendous pressure.

DUTIES : Ensure legal compliance to the Restitution of Land Rights Act. Check research reports e.g. Rule 3, Rule 5 and Non-compliance reports. Attend stakeholder's engagements after gazetting. Check representation by landowners and other interested parties. Check response to the representations by landowners. Check Gazette Notices. Check valuation analysis and offers to both claimants and landowners. Check Section 42D. Attend to negotiations with the farmer / landowner. Prepare response to the representation for the farmer / landowner. Check first draft of Section 42E expropriation. Attend to service of the notice of possible expropriation. Attend to receive and peruse the representations by landowners in response to the notice of possible expropriation. Check second draft of Section 42E expropriation. Attend to serve the final notice of expropriation. Check claimant verification. Check Communal Property Associations (CPA1) to CPA8 and CPA constitution. Check deed of trust. Liaise with the landowners. Check financial compensation files for payment. Participate in all meetings upon instructions to attend and provide legal responses where required. Check legal monthly reports. Submit legal monitor to National Office. Coordinate litigation support in the restitution branch. Draft referrals. Draft memorandum requesting the Regional Land Claims Commissioner (RLCC) to sign the notice of referral. Attend to make copies and issue the notice of referral at court. Receive and peruse court papers filed against the office e.g. notice of motions for interdicts, reviews, applications to compel, Summons, and other court proceedings. Draft memorandum informing National Office about the new matter and request instructions from the Chief Land Claims Commissioner (CLCC). Draft letters of instruction to State Attorney and request appointment of Counsel. Attend to supply the required documents and any other information concerning the case. Facilitate the signing of the replying documents e.g. opposing affidavits, answering affidavits. Attend to draft report on the progress on cases to the CLCC regularly. Issue notice of instruction to appoint State Attorney. Facilitate the process of legal representation. Exchange of court document (pleadings). Attend courts hearings. Attend pre-trials both telephonically and face to face. Serve referrals and other court documents to interested parties. File the notice of referrals. Facilitate the implementation of court orders. Attend consultations with State Attorney and Advocates. Draft legal documents in respect of the Restitution Act, regulations and policies of the commission. Draft legal documents for deed of sale. Draft memorandum request signing of the sale agreement. Draft correspondences to various stakeholders e.g. Attorneys, Companies, Claimants e.t.c. Draft settlement agreement e.g. financial compensation and transfer of state land. Draft memorandums requesting signing of settlement agreements. Draft lease agreement. Draft caretakership agreement. Facilitate

adoption of CPA constitution. Facilitate the elections of the CPA. Draft legal opinion and other legal documents. Transfer private and state land. Draft CPA constitution, CPA1 - CPA8 documents required for the formation of CPAs. Facilitate CPA workshops. Prepare financial compensation submission. Manage transfer of properties and establishment of legal entities. Sign agreements for both parties. Facilitate transfer of payments. Issue instruction to conveyancers. Monitor the transfer regularly on the weekly basis and inspection. Issue instruction to State Attorney for transfer and pay the balance. Issue instruction to State Attorney inclusive of Section 42D. Request clearance rates from municipality. Prepare memorandums for payment of rates. Acquire proof of payment of rates. Obtain certificates from municipality. Monitor the transfer process until the end and inform the claimants. Conduct research in respect of special projects such as expropriations and legislation emanating from land reform components. Liaise with Research Institutions for research and data collection purposes. Analyse collected data, develop and provide inputs towards the development of policies that will govern the special projects. Consult case laws and other legislations for legal opinions.

ENQUIRIES : Mr W Mambana Tel No: (013) 754 8032

APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 7th Floor Block E, Bateleur Office Park Building, 17 Van Rensburg Street, Nelspruit, 1200 or by email to Post128@dlrrd.gov.za

NOTE : EE Targets: African, Coloured, Indian and White Males and African, Coloured and White Females and Persons with Disabilities.

POST 23/120 : **DEPUTY DIRECTOR: STRATEGIC LAND ACQUISITION REF NO: 3/1/1/1/2026/133**
Directorate: Thabo Mofutsanyane District Office

SALARY : R1 101 468 per annum (Level 12), (All-inclusive package to be structured in accordance with the rules for MMS)

CENTRE : Free State (Bethlehem)

REQUIREMENTS : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Agricultural Studies / Agricultural Economics / Development Studies / Town and Regional Planning / Public Administration / Social Sciences / Public Management / Real Estate / Property Management or related equivalent qualifications (NQF Level 6). Minimum of 3 years relevant experience at junior management level. A valid driver's licence Job related knowledge: Land Reform: Provision of Land and Assistance Act, 126 of 1993 as amended. Labour Tenants Act, 3 of 1996. Restitution of Land Rights Act, 22 of 1994. Extension Security of Tenure Act, 62 of 1997 as amended. State land lease and disposal policy. Beneficiary selection and land allocation policy. Knowledge of post settlement support programmes. Knowledge of agrarian transformation as well as key priorities of government. Knowledge of Comprehensive Rural Development Programmes (CRDP) and Land reform prescripts and other relevant departmental prescripts. Job related skills: Communication (verbal and written). Strategic management. Negotiation and conflict resolution. Computer literacy. Stakeholder relations. Facilitation / coordination. Ability to present. Financial management. Project management. Interpersonal relations. Willingness to travel.

DUTIES : Manage the acquisition of strategically located land aligned to the national imperatives. Identify strategically located land suitable for acquisition by the State in consultation with relevant stakeholders. Develop project register of land for acquisition by the State. Facilitate mapping and overlaying of the identified land with key commodities and national imperatives. Coordinate the assessment and valuation of identified properties. Align acquired land to other departmental interventions and programmes. Monitor updates of projects in terms of the Enterprise Project Management Office (EPMO) requirements. Manage the selection of suitable candidates and allocation of land. Ensure quality assurance and information management services at district level. Ensure that the land allocation process is compliant to the Beneficiary Selection Policy. Manage the selection process of beneficiaries for the land allocation. Link selected beneficiaries to relevant training unit. Manage land allocation process through relevant approval structures. Manage land acquisition and allocation support services within the district. Facilitate land acquisition procedures within relevant policy and programme guidelines. Provide support on land acquisition approval process through relevant structures. Coordinate the liaison with relevant role-players / stakeholders with

regards to land acquisition projects support requirements. Maintain the land application system / database. Maintain credible land application system / database. Provide management information report to relevant approval structures and departmental management.

ENQUIRIES : Dr L Phokontsi at 071 481 9286

APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 136 Charlotte Maxeke Street, SA Eagle Building, Bloemfontein, 9300 or by email to Post133@dlrrd.gov.za

NOTE : EE Targets: African, Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities.

POST 23/121 : **DEPUTY DIRECTOR: FINANCIAL PLANNING REF NO: 3/1/1/1/2026/130**
Directorate: Budget Performance Management

SALARY : R932 292 per annum (Level 11), (All-inclusive package to be structured in accordance with the rules for MMS)

CENTRE : Gauteng (Pretoria)

REQUIREMENTS : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Financial Management / Commerce or related equivalent qualification (NQF Level 6). Minimum of 3 years' experience at a junior management level in the budget performance environment. A valid driver's licence. Job related knowledge: Knowledge of budget systems. Computer accounting software. Knowledge of financial accounting systems. Generally Accepted Accounting Principles. (GAAP). Job related skills: Project management. Team management. Interpersonal relations. Budget forecasting. Computer literacy. (Excel etc). Planning and organising. Resource planning. Problem solving and decision-making. Time management. Business management. Communication (verbal and written). Ability to work within a team.

DUTIES : Facilitate budget compilation process annually. Coordinate the department's budget processes (Medium- Term Expenditure Framework (MTEF), Estimates of National Estimates (ENE) and Adjusted Estimates of National Expenditure (AENE) submissions. Provide guidance to branches in their preparation of the MTEF, ENE and AENE submissions and related budget plans. Analyse the annual MTEF submissions of departments and devise corrective steps pertaining to budget documentation. Consolidate the MTEF, ENE and AENE inputs and provide feedback to management on challenges, proposed intervention and way forward. Manage budget in accordance with the vote. Manage a balanced budget to programme totals in accordance with the appropriation bill. Manage the coordination to ensure the capturing of the original budget (ENE) and adjusted budget (AENE) on BAS annually. Perform financial analysis, budget trend analysis and provide recommendations. Evaluate the department's request for roll-over funds, additional funds and shifting of funds. Conduct constant assessment to ensure the approved budget plans are in line with relevant financial processes and prescripts. Manage Standard Chart of Accountants segment aligned to the vote. Ensure that BAS budget structures are aligned with approved programmes budget structure and or organisation.

ENQUIRIES : Mr N Malisha Tel No: (012) 312 8962

APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or by email to Post130@dlrrd.gov.za

NOTE : EE Targets: African, Coloured, Indian and White Males and African, Coloured and Indian Females and Persons with disabilities.

POST 23/122 : **PROFESSIONAL ENGINEERING (CIVIL) (GRADE A-C) REF NO: 3/1/1/1/2026/137**
Directorate: Rural Infrastructure Development

SALARY : R914 517 – R1 376 199 per annum, (Salary will be in accordance with the OSD requirements)

CENTRE : KwaZulu Natal (Pietermaritzburg)

REQUIREMENTS : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a Engineering Degree (B Eng / BSC Eng) or relevant qualification. A registration with Engineering Council of South Africa (ECSA) as a Professional Engineer. Minimum of 3 years' post qualification engineering experience. A valid driver's licence. Job related knowledge: Programme and

project management. Project Principles and methodologies. Engineering design and analysis. Knowledge of research and development. Computer-aided engineering applications. Knowledge of legal compliance. Job related skills: Decision making. Team leadership. Analytical thinking. Creativity. Self-management. Financial management. Customer focus and responsiveness. Communication (verbal and written). Computer literacy. Planning and organising. Conflict management. Problem solving and analysis. People management. Technical report writing. Creating high performance culture. Professional judgement. Networking.

DUTIES : Design new system to solve practical engineering problems and improve efficiency and enhance safety. Plan, design, operate and maintain engineering projects. Develop cost effective solutions according to standards. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Develop tender specifications. Evaluate planning and align to sound engineering principles, according to norms and standards also code of practice. Approve engineering works according to prescribed norms and standards. Develop new engineering norms and standards and code of practise. Manage human capital development. Facilitate training and development of Technicians, Technologists and Candidate Engineers to promote skills / knowledge transfer and adherence to sound engineering principles and code of practice. Supervise the engineering work and processes. Administer performance management and development of subordinates. Manage office administration tasks and budget planning. Facilitate resource utilisation. Adhere to regulations and procedures for procurement and personnel administration. Monitor and control expenditure on projects. Report on expenditure and service delivery. Conduct research and development. Keep up abreast with new technologies and procedures for professional development. Research / literature studies on engineering technology to improve expertise. Liaise with relevant bodies / councils on engineering-related matters. Provide expert advice on the specialised engineering matters.

ENQUIRIES : Ms N Dlamini Tel No: (012) 312 9295

APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 1st Floor, 270 Jabu Ndlovu Street (formerly known as Loop Street), Pietermaritzburg, 3200 or by email to Post137@dlrrd.gov.za

NOTE : EE Targets: Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with Disabilities.

POST 23/123 : **PROJECT COORDINATOR: TENURE REFORM IMPLEMENTATION REF NO: 3/1/1/1/2026/122**
Directorate: Lejweleputswa / Fezile Dabi District Office

SALARY : R605 742 per annum (Level 10)

CENTRE : Free State (Welkom)

REQUIREMENTS : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in the field of Humanities / Social Sciences / Legal Qualification (NQF Level 6) or related equivalent qualification. Minimum of 3 years' experience in the relevant field. A valid driver's licence. Job related Knowledge: Thorough knowledge of land tenure security matters. Relevant tenure legislation and policies. Strategic planning. Human resources management. Financial management, Supply chain management. Knowledge of economics. Job related skills: Communication (verbal and written). Negotiation and conflict resolution. Strategic management. Leadership ability. Project management. Networking and team management. Customer and client focus. Willingness to travel.

DUTIES : Implement communal land tenure projects. Initiate awareness and capacity building on communal land management and relevant laws to stakeholders. Liaise and provide support to land rights management structures by providing legal protection and awareness. Facilitate and mediate in case of land rights violation and disputes on communal land in terms of relevant legislation. Conduct the implementation of the communal tenure upgrade programmes. Implement land rights projects. Respond to queries on land rights projects. Provide support to rights management structures by providing legal protection and awareness. Facilitate land rights mediation and adjudication processes. Conduct the implementation of the land rights upgrade programmes. Provide support to Land Rights Management Facility. Implement the establishment and support of communal property entities. Initiate the establishment and

implementation of Communal Property Associations (CPAs). Maintain the database of CPAs and similar entities. Conduct awareness on CPA activities. Perform investigations and intervene on the affairs and activities of registered CPAs. Engage in the mediation and dispute resolution proceedings of the CPAs. Provide supervisory support in the implementation of land tenure projects. Implement provincial implementation plan on tenure projects. Conduct stakeholder relations services. Represent and present the Directorate at various fora. Facilitate CPAs compliance to legislation. Attend to internal and external audits. Implement action plans. Implement risk and audit action plans. Compile reports.

ENQUIRIES : Mr O Aiseng at 082 947 6099

APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 136 Charlotte Maxeke Street, SA Eagle Building, Bloemfontein, 9300 or by email to Post122@dlrrd.gov.za

NOTE : EE Targets: Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with Disabilities.

POST 23/124 : **CONTROL SURVEY TECHNICIAN REF NO: 3/1/1/1/2026/134**
Directorate: Survey Surveys

SALARY : R573 552 per annum, (Salary will be in accordance with the OSD requirements)

CENTRE : Western Cape (Mowbray)

REQUIREMENTS : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Survey or Cartography (NQF Level 6) or related equivalent qualification. Compulsory registration with South African Geomatics Council (SAGC) as a Survey Technician / Surveyor. Minimum of 6 years post qualification technical (survey / cartography) experience. A valid driver's licence. Job related knowledge: The Constitution. Good governance and Batho Pele Principles. Labour and Employment Legislation. Public Service Regulations. Public Financial Management Act. Land Survey Act. Spatial Data Infrastructure Act. National Geomatics Information (NGI) standards and procedures. Programme and project management. Survey, legal and operational compliance. Survey operational communication. Process knowledge and skills. Maintenance skills and knowledge. Mobile equipment operating skills. Survey design and analysis knowledge. Research and development. Computer-aided survey applications. Creating high performance culture. Technical consulting. Survey and professional judgement. Job related skills: Strategic capability and leadership. Problem solving and analysis. Decision-making. Team leadership. Creativity. Financial management. Computer focus and responsiveness. Communication (verbal and written). Computer Literacy. People management. Planning and organising. Conflict management. Negotiation and conflict resolution.

DUTIES : Survey design and analysis effectiveness. Perform final reviews and approvals or audits on new survey applications according to set standards and design principles or theory. Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Maintain survey operational effectiveness. Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Set survey maintenance standards, specifications and service levels according to organisational objectives. Monitor maintenance efficiencies according to organisational goals to direct or redirect survey services. Provide financial management service. To ensure the availability and management of funds to meet the Medium-Term Expenditure Framework (MTEF) objectives within the survey environment / services. Manage the operational survey project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives. Manage the commercial added value of the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles. Allocate, monitor, control expenditure according to budget to ensure efficient cash flow management. Provide governance services. Allocate, monitor and control resources. Compiles risk logs (databases) and manages significant risk according to sound risk management practice and organisational requirement. Provide technical consulting services for the operation of survey related matters to minimise possible survey risks. Manages and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual

development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Render people management services. Direct the development motivation and utilisation of human resources for the discipline to ensure competent knowledge base for the continued success of survey services according to organisational needs and requirements. Manage subordinates key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

ENQUIRIES : Ms N Dlamini Tel No: (021) 658 4300

APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 4th floor, No 2 Riebeeck Street, ABSA Building, Cape Town or by email to Post134@dlrrd.gov.za

NOTE` : EE Targets: Coloured and Indian Males and African, Coloured, Indian and White Females and Persons with Disabilities.

POST 23/125 : **CONTROL SURVEY TECHNICIAN REF NO: 3/1/1/1/2026/135**
Directorate: Mapping Surveys

SALARY : R573 552 per annum, (Salary will be in accordance with the OSD requirements)

CENTRE : Western Cape (Mowbray)

REQUIREMENTS : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Survey or Cartography (NQF Level 6) or related equivalent qualification. Compulsory registration with South African Geomatics Council (SAGC) as a Survey Technician / Surveyor. Minimum of 6 years post qualification technical (survey / cartography) experience. A valid driver's licence. Job related knowledge: The Constitution. Good governance and Batho Pele Principles. Labour and Employment Legislation. Public Service Regulations. Public Financial Management Act. Land Survey Act. Spatial Data Infrastructure Act. National Geomatics Information (NGI) standards and procedures. Programme and project management. Survey, legal and operational compliance. Survey operational communication. Process knowledge and skills. Maintenance skills and knowledge. Mobile equipment operating skills. Survey design and analysis knowledge. Research and development. Computer-aided survey applications. Creating high performance culture. Technical consulting. Survey and professional judgement. Job related skills: Strategic capability and leadership. Problem solving and analysis. Decision-making. Team leadership. Creativity. Financial management. Computer focus and responsiveness. Communication (verbal and written). Computer literacy. People management. Planning and organising. Conflict management. Negotiation and conflict resolution.

DUTIES : Survey design and analysis effectiveness. Perform final reviews and approvals or audits on new survey applications according to set standards and design principles or theory. Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Maintain survey operational effectiveness. Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Set survey maintenance standards, specifications and service levels according to organisational objectives. Monitor maintenance efficiencies according to organisational goals to direct or redirect survey services. Provide financial management service. To ensure the availability and management of funds to meet the Medium-Term Expenditure Framework (MTEF) objectives within the survey environment / services. Manage the operational survey project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives. Manage the commercial added value of the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles. Allocate, monitor, control expenditure according to budget to ensure efficient cash flow management. Provide governance services. Allocate, monitor and control resources. Compiles risk logs (databases) and manages significant risk according to sound risk management practice and organisational requirement. Provide technical consulting services for the operation of survey related matters to minimise possible survey risks. Manages and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual

development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Render people management services. Direct the development motivation and utilisation of human resources for the discipline to ensure competent knowledge base for the continued success of survey services according to organisational needs and requirements. Manage subordinates key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

ENQUIRIES : Ms T Rambau Tel No: (021) 658 4300

APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 4th floor, No 2 Riebeeck Street, ABSA Building, Cape Town or by email to Post135@dlrrd.gov.za

NOTE : EE Targets: African, Indian and White Males and Indian and White Females and Persons with Disabilities.

POST 23/126 : **CONTROL SURVEY TECHNICIAN REF NO: 3/1/1/1/2026/136 (X5 POSTS)**
Directorate: Imagery and Topographic Data

SALARY : R573 552 per annum, (Salary will be in accordance with the OSD requirements)

CENTRE : Western Cape (Mowbray)

REQUIREMENTS : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Survey or Cartography (NQF Level 6) or related equivalent qualification. Compulsory registration with South African Geomatics Council (SAGC) as a Survey Technician / Surveyor. Minimum of 6 years post qualification technical (survey / cartography) experience. A valid driver's licence. Job related knowledge: The Constitution. Good governance and Batho Pele Principles. Labour and Employment Legislation. Public Service Regulations. Public Financial Management Act. Land Survey Act. Spatial Data Infrastructure Act. National Geomatics Information (NGI) standards and procedures. Programme and project management. Survey, legal and operational compliance. Survey operational communication. Process knowledge and skills. Maintenance skills and knowledge. Mobile equipment operating skills. Survey design and analysis knowledge. Research and development. Computer-aided survey applications. Creating high performance culture. Technical consulting. Survey and professional judgement. Job related skills: Strategic capability and leadership. Problem solving and analysis. Decision-making. Team leadership. Creativity. Financial management. Computer focus and responsiveness. Communication (verbal and written). Computer literacy. People management. Planning and organising. Conflict management. Negotiation and conflict resolution.

DUTIES : Survey design and analysis effectiveness. Perform final reviews and approvals or audits on new survey applications according to set standards and design principles or theory. Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Maintain survey operational effectiveness. Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Set survey maintenance standards, specifications and service levels according to organisational objectives. Monitor maintenance efficiencies according to organisational goals to direct or redirect survey services. Provide financial management service. To ensure the availability and management of funds to meet the Medium-Term Expenditure Framework (MTEF) objectives within the survey environment / services. Manage the operational survey project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives. Manage the commercial added value of the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles. Allocate, monitor, control expenditure according to budget to ensure efficient cash flow management. Provide governance services. Allocate, monitor and control resources. Compiles risk logs (databases) and manages significant risk according to sound risk management practice and organisational requirement. Provide technical consulting services for the operation of survey related matters to minimise possible survey risks. Manages and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual

development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Render people management services. Direct the development motivation and utilisation of human resources for the discipline to ensure competent knowledge base for the continued success of survey services according to organisational needs and requirements. Manage subordinates key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

ENQUIRIES : Ms B Semoli Tel No: (021) 658 4300
APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 4th floor, No 2 Riebeeck Street, ABSA Building, Cape Town or by email to Post136@dlrrd.gov.za
NOTE : EE Targets: Indian and White Males and African, Coloured and Indian Females and Persons with Disabilities.

POST 23/127 : **ASSISTANT DIRECTOR: RECORDS MANAGEMENT REF NO: 3/1/1/1/2026/129**
Directorate: Quality Assurance and Administration

SALARY : R487 197 per annum (Level 09)
CENTRE : Mpumalanga (Nelspruit)
REQUIREMENTS : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Information Management / Information Science / Records Management (NQF Level 6) or related equivalent qualification. Minimum of 3 years' supervisory experience in an information management environment. A valid driver's licence. Job related knowledge: Knowledge of Restitution process. Knowledge of total quality management. Knowledge of financial management processes and procedures. Knowledge of National Archives Act. Knowledge of information management. Understanding of most prevalent systems (i.e database management system, transactional processing system, document management system). Practical knowledge of the Public Finance Management Act, Treasury Regulations and other related prescripts. Computer literacy with expert knowledge of full Microsoft Office suite. Knowledge of relevant standards, statutory and regulatory frameworks. Job related skills: Provide managerial and project management. Good planning, organising and problem-solving. Good communication (verbal and written). Computer literacy. Program management skills. Good interpersonal relations. Ability to research. Report writing and statistical analysis.
DUTIES : Manage land claims information and records, database systems and data capturing in the Province. Standardisation / restructuring of land claims files. Retrieval and filling of land claims files. Conducting of office searchers on long loaned files. Digitisation of paper-based land claims files. Update land claims statistical database. Reconciliation of land claims statistical information. Submit terms of reference for issuing of purchase order for the publication of land claims in the government gazette. Request quotations for publications of approved land claims gazette notices. Send quotation for the publication of land claims gazette notices. Publish land claims gazette notices. Send published land claims gazette notices to the Project Officers and managers including filling of such record in the relevant land claim files. Receive invoices for the published gazette notices from the Government Printing Works. Submit received invoices to supply chain management for payments. Maintain the land claim gazette database. Collate, analyse and summarise and claims data, compile and disseminate statistical reports. Provision of information to internal and external clients. Update land claims statistical database. Reconciliation of land claims statistical information. Receive land claim enquiries. Maintain land claims enquiries database. Compile statistical reports on the status of land claims. Submit land claims statistical reports. Provide of land claims statistical reports. Manage land claims lodgement process. Receive outstanding lodgement documents from the claimants. Update contact details of claimants on the electronic lodgement system. Manage the screening process of lodged land claims in the Province. Categorised lodged claims per district and municipalities within the Province. File lodged land claims files per their respective municipalities. File lodged land claims files per project. Manage registry services. Manage mail and courier services. Manage and coordinate

messenger services. Manage registry automation services. Manage registry counter services including retrieval and filling of files and documents. Manage and coordinate messengers / driver services. Manage the usage of registry automation (photocopies). Provide management reports. Retrieve and provide reports / statistics. Provide management reports on land claims statistics.

ENQUIRIES : Ms S Gininda Tel No: (013) 754 8027
APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 7th Floor Block E, Bateleur Office Park Building, 17 Van Rensburg Street, Nelspruit, 1200 or by email to Post128@dlrrd.gov.za
NOTE : EE Targets: African, Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with Disabilities.

POST 23/128 : **ASSISTANT DIRECTOR: COMPLIANCE MANAGEMENT SERVICES REF NO: 3/1/1/1/2026/140**
Directorate: Compliance and Risk Services

SALARY : R487 197 per annum (Level 09)
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Internal Auditing / Financial Management / Law / Risk Management (NQF Level 6) or related equivalent qualification. Minimum of 3 years' supervisory experience working in compliance management. A valid driver's licence. Job related knowledge: Corporate governance issues. Compliance management. Public service environment. Public Financial Management Act and National Treasury Regulations. Job related skills: Dynamic leadership. Good computer literacy in Microsoft Office Suite. Proven project management. Excellent communication (verbal and written). Excellent facilitation ability. Results oriented. Ability to work under pressure. Customer focused and team management.
DUTIES : Implement a compliance management strategy. Implement compliance management process which includes compliance risk identification, compliance risk assessment, compliance risk management and reporting. Develop a training strategy and train employees in the Department on compliance awareness. Update the departmental compliance universe on an on-going basis. Provide assistance in compiling the annual compliance implementation plan. Participate in committees that serve as advisory bodies in compliance and risk management. Provide assistance in all compliance report coordination and assist in any compliance related information required by Risk and Compliance Committee. Align compliance checklist with strategic and operational plans on an on-going basis. Identify strategic and operational plans of the Department to understand the Department business for the purpose of identifying regulatory requirements. Conduct compliance assessments in the Department according to procedure. Conduct compliance monitoring in accordance with developed compliance monitoring tools and techniques. Communicate best practice methodologies and standard for compliance functionality. Research on what are the best compliance practice methodologies and contribute to improving the departmental compliance management methodology.
ENQUIRIES : Mr N Lubisi Tel No: (012) 312 9787
APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 600 Lilian Ngoyi Street (formerly known as Van Der Walt Street) Berea Park, Pretoria, 0001 or by email to Post140@dlrrd.gov.za
NOTE : EE Targets: African, Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with Disabilities.

POST 23/129 : **SENIOR PROJECT OFFICER: STRATEGIC LAND ACQUISITION REF NO: 3/1/1/1/2026/123**
Directorate: Lejweleputswa / Fezile Dabi District Office

SALARY : R413 001 per annum (Level 08)
CENTRE : Free State (Sasolburg)
REQUIREMENTS : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Agricultural Studies / Agricultural Economics / Development Studies / Town and Regional Planning / Public Administration / Social Sciences / Public Management / Real Estate / Property Management or related equivalent qualification. A valid driver’s licence. Minimum of 2 years’ relevant experience. Job related knowledge: Land

Reform: Provision of Land and Assistance Act 126 of 1993 as amended. Labour Tenants Act, 3 of 1996. Restitution of Land Rights Act, 22 of 1994. Extension Security of Tenure Act, 62 of 1997 as amended. State Land Lease and Disposal policy. Beneficiary Selection and Land Allocation Policy. Knowledge of post settlement support programmes. Knowledge of Agrarian Transformation as well as key priorities of government, Knowledge of Comprehensive Rural Development Programmes (CRDP). Land Reform Prescripts and other relevant departmental prescripts. Job related skills: Communication (verbal and written). Negotiation and conflict resolution. Computer literacy. Stakeholder relations. Facilitation / coordination and presentation. Financial management. Project management. Interpersonal relations. Willingness to travel.

DUTIES : Implement the acquisition of strategically located land aligned to the national imperatives. Identify strategically located land suitable for acquisition by the State in consultation with relevant stakeholders. Create and maintain project register of land for acquisition by the State. Facilitate mapping and overlaying of the identified land with key commodities and national imperatives. Facilitate the assessment and valuation of identified properties. Update of projects in terms of the Enterprise Project Management Office (EPMO) requirements. Support the selection of suitable candidates and allocation of land. Compile the database of all land allocation applications received. Render support in the beneficiary selection and land allocation processes in the district. Prepare documents for selection committees' consideration of land allocation application. Link selected beneficiaries to relevant training unit. Facilitate the handover of allocated land to the beneficiary. Ensure that the land allocation process is compliant to the Beneficiary Selection Policy. Support land allocation within the district. Implement land acquisition and allocation project cycle. Implement land acquisition procedures within relevant policy and programme guidelines. Liaise with relevant role-players / stakeholders with regards to land acquisition projects support requirements. Develop the land application system / database. Capture applications into the land application system / database. Compile project information report to relevant approval structures and departmental management.

ENQUIRIES : Ms P Ntono at 082 577 5601

APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 136 Charlotte Maxeke Street, SA Eagle Building, Bloemfontein, 9300 or by email to Post123@dlrrd.gov.za

NOTE : EE Targets: Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with Disabilities.

POST 23/130 : **FORENSIC INVESTIGATOR REF NO: 3/1/1/1/2026/139**
Directorate: Forensic Investigations

SALARY : R413 001 per annum (Level 08)

CENTRE : Gauteng (Pretoria)

REQUIREMENTS : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Forensic Investigations / Law / Auditing / Forensic Accounting / Criminal Justice (NQF Level 6) or related equivalent qualification. Minimum of 2 years' experience in forensic investigations. A valid driver's licence Job related knowledge: The Association of Certified Fraud Examiners (ACFE) Professional Standards. Forensic investigations methodologies and procedures and software. Job related skills: Communication (verbal and written). Interviewing ability. Analytical thinking. Problem solving ability. Conflict management. Interpersonal relations. Computer literacy. Willing to travel.

DUTIES : Perform the planning of the preliminary reviews of the annual case management register projects according to the deliverables and timelines defined on the approved preliminary review projects plans. Perform the compilation on the electronic software of the planning phase deliverables of the Forensic Investigations Directorate's preliminary review projects allocated to this position, in line with the Chief Directorate's quality standards, methodologies, policies and procedures on a continuous basis; and report progress to the Director: Forensic Investigations on a weekly basis. Perform the execution of the preliminary reviews of the annual case management register projects according to the deliverables and timelines defined on the approved preliminary review project plans. Perform the compilation on the electronic software of the investigation phase deliverables of the Forensic

Investigations Directorate's preliminary review projects allocated to this position, in line with the Chief Directorate's quality standards, methodologies, policies and procedures on a continuous basis; and report progress to the Deputy Director: Forensic Investigations on a weekly basis. Perform the reporting of the preliminary reviews of the annual case management register projects according to the deliverables and timelines defined on the approved preliminary review project plans. Perform the compilation on the electronic software of the reporting phase deliverables of the Forensic Investigations Directorate's preliminary review projects allocated to this position, in line with the Chief Directorate's quality standards, methodologies, policies and procedures on a continuous basis; and report progress to the Deputy Director: Forensic Investigations on a weekly basis. Perform the closure of the preliminary review of the annual case management register projects according to the deliverables and timelines defined on the approved preliminary review project plans. Perform the compilation on the electronic software of the closure phase deliverables of the Forensic Investigations Directorate's preliminary review projects allocated to this position, in line with the Chief Directorate's quality standards, methodologies, policies and procedures on a continuous basis; and report progress to the Deputy Director: Forensic Investigations on a weekly basis.

ENQUIRIES : Mr ME Rammutla Tel No: (012) 312 9840
APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or by email to Post139@dlrrd.gov.za
NOTE : EE Targets: African, Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with Disabilities.

POST 23/131 : **SUPPLY CHAIN CLERK REF NO: 3/1/1/1/2026/121**
Directorate: Financial and Supply Chain Management Services

SALARY : R237 453 per annum (Level 05)
CENTRE : Free State (Bloemfontein)
REQUIREMENTS : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate or related equivalent qualification. Job related knowledge: Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate a computer and collecting statistics. Basic knowledge and understanding of legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment. Job related skills: Planning and organisation. Computer literacy. Communication (verbal and written). Interpersonal relations. Ability to work within a team.
DUTIES : Render asset management clerical support. Compile and maintain records (e.g. asset records / databases). Check and issue furniture, equipment and accessories to components and individuals. Identify redundant, non-serviceable and obsolete equipment for disposal. Verify asset register. Render demand and acquisition clerical support. Update and maintain a supplier (including contractors) database. Register suppliers on LOGIS or similar system. Request and receive quotations. Capture specification on the electronic purchasing system. Place orders. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts process. Compile draft documents as required. Render logistical support services. Place orders for goods. Receive and verify goods from suppliers. Capture goods in registers databases. Receive request for goods from end users. Issue goods to end users. Maintain goods register. Update and maintain register of suppliers.
ENQUIRIES : Ms P Nhlapo Tel No: (051) 400 4200
APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 136 Charlotte Maxeke Street, SA Eagle Building, Bloemfontein, 9300 or by email to Post121@dlrrd.gov.za
NOTE : EE Targets: African, Indian and White Males and African and Indian Females and Persons with Disabilities.

POST 23/132 : **SECRETARY REF NO: 3/1/1/1/2026/124**
Directorate: Survey Services

SALARY : R237 453 per annum (Level 05)
CENTRE : Western Cape (Mowbray)

REQUIREMENTS : Minimum requirements: Applicants must be in possession of a Grade 12 Certificate. Job related knowledge: Computer literacy (Microsoft Word, Microsoft Excel, PowerPoint, etc.) Job related skills: Good telephone etiquette. Sound organisational ability. Good people skills. Computer literacy. Ability to communicate well with people at different levels and from different backgrounds (both written and verbal). Ability to act with tact and discretion.

DUTIES : Provide a secretariat / receptionist support service to the Director. Receive telephone calls and refers the calls to the correct role players if not meant for the relevant senior manager. Record appointments and events in the diary. Types documents for the senior manager and other staff within the unit on a word process. Operate office equipment e.g. computers and photocopiers. Provide a clerical support service to the Senior Manager. Liaise with travel agencies to make travel arrangements. Check arrangements when relevant documents are received. Arrange meetings and events for the senior manager and the staff in the unit. Identifies venues, invite role players, organise refreshments and sets up schedules for meeting and events. Process the travel and subsistence claims for the unit. Process all invoices that emanate from the activities of the work of the senior manager. Records basic minutes of meetings of the senior manager where required. Draft routine correspondence and reports. Do filling of documents for the senior manager and the unit where necessary. Administer matters like leave registers and telephonic accounts. Receive, records and distributes all incoming and outgoing documents. Handle the procurement of standard items like stationary, refreshments etc. Collects all relevant documents to enable the Director to prepare for meetings. Remains up to date with regard to prescripts / policies and procedures applicable to her / his work environment to ensure efficient and effective support to the senior manager. Study the relevant public service and the departmental prescripts / policies and other documents to ensure that the application thereof is understood properly. Remain abreast with the procedures and process that apply in the office of the senior manager.

ENQUIRIES : Ms N Dlamini at 083 400 5363

APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 4th floor, No 2 Riebeeck Street, ABSA Building, Cape Town or by email to Post124@dlrrd.gov.za

NOTE : EE Targets: African, Coloured, Indian and White Males and African, Coloured and Indian Females and Persons with Disabilities.

POST 23/133 : **REGISTRY CLERK REF NO: 3/1/1/1/2026/126**
Directorate: Financial Accounting

SALARY : R237 453 per annum (Level 05)

CENTRE : Gauteng (Pretoria)

REQUIREMENTS : Minimum requirements: Applicants must be in possession of a Grade 12 Certificate. Job related knowledge: Knowledge of registry duties, practices as well as the ability to capture data, and operate a computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Job related skills. Planning and organisation. Computer literacy. communication (verbal and written). Interpersonal relations. Ability to work within a team.

DUTIES : Manage operations to achieve planned outcomes. Provide registry counter services. Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail / files. Handle incoming and outgoing correspondence. Receive all mail. Sort, register and dispatch mail. Distribute notices on registry issues. Render an effective filing and record management service. Open and close files according to record classification system. Filing / storage, tracing (electronically / manually) and retrieval of documents and files. Operate office machines in relation to the registry function. Process documents for archiving and / disposal. Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents.

ENQUIRIES : Ms SH Sambo Tel No: (012) 312 8861

APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or by email to Post126@dlrrd.gov.za

NOTE : EE Targets: Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with Disabilities.

POST 23/134	:	**REGISTRY CLERK REF NO: 3/1/1/1/2026/127** Directorate: Human Resource Strategy, Planning and Systems
SALARY	:	R237 453 per annum (Level 05)
CENTRE	:	Gauteng (Pretoria)
REQUIREMENTS	:	Minimum requirements: Applicants must be in possession of a Grade 12 Certificate. Job related knowledge: Knowledge of registry duties, practices as well as the ability to capture data, and operate a computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Job related skills. Planning and organisation. Computer literacy. communication (verbal and written). Interpersonal relations. Ability to work within a team.
DUTIES	:	Manage operations to achieve planned outcomes. Provide registry counter services. Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail / files. Handle incoming and outgoing correspondence. Receive all mail. Sort, register and dispatch mail. Distribute notices on registry issues. Render an effective filing and record management service. Open and close files according to record classification system. Filing / storage, tracing (electronically / manually) and retrieval of documents and files. Operate office machines in relation to the registry function. Process documents for archiving and / disposal. Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents.
ENQUIRIES	:	Ms S Shirinda Tel No: (012) 312 9536
APPLICATIONS	:	Applications can be submitted by hand delivery during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or by email to Post127@dlrrd.gov.za
NOTE	:	EE Targets: African, Coloured and White Males and Indian Females and Persons with Disabilities.

POST 23/135	:	**REGISTRY CLERK REF NO: 3/1/1/1/2026/132** Directorate: Corporate Services
SALARY	:	R237 453 per annum (Level 05)
CENTRE	:	Free State (Bloemfontein)
REQUIREMENTS	:	Minimum requirements: Applicants must be in possession of a Grade 12 Certificate. Job related knowledge: Knowledge of registry duties, practices as well as the ability to capture data, and operate a computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Job related skills. Planning and organisation. Computer literacy. communication (verbal and written). Interpersonal relations. Ability to work within a team.
DUTIES	:	Manage operations to achieve planned outcomes. Provide registry counter services. Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail / files. Handle incoming and outgoing correspondence. Receive all mail. Sort, register and dispatch mail. Distribute notices on registry issues. Render an effective filing and record management service. Open and close files according to record classification system. Filing / storage, tracing (electronically / manually) and retrieval of documents and files. Operate office machines in relation to the registry function. Process documents for archiving and / disposal. Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents.
ENQUIRIES	:	Ms R Phage Tel No: (051) 400 4200
APPLICATIONS	:	Applications can be submitted by hand delivery during office hours to: 136 Charlotte Maxeke Street, SA Eagle Building, Bloemfontein, 9300 or by email to Post132@dlrrd.gov.za
NOTE	:	EE Targets: African, Coloured, Indian and White Males and Indian and White Females and Persons with Disabilities.

ANNEXURE K

OFFICE OF THE CHIEF JUSTICE

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

APPLICATIONS	:	National Office (Midrand): Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107 or hand deliver applications to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand, 1685.
CLOSING DATE	:	17 July 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 exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. Applicants could be required to provide consent for access to their social media accounts. Prior to appointment for SMS, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. Each application form must be fully completed, duly signed and initialed on both pages by the applicant. The application must indicate the correct job title, the office where the position is advertised and the reference number as stated in the advert. Failure by the applicant to complete, sign and initial the application form will lead to disqualification of the application during the selection process. Applications on the old Z83 will unfortunately not be considered. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation considered. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification, citizenship checks, reference checks and employment verification). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the advertised post(s). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Failure to submit all the requested documents will result in the application not being considered during the selection process. All successful candidates will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as be required to undergo a security clearance three (3) months after appointment. The Office the Chief Justice complies with the provisions of the Protection of Personal Information Act (POPIA); Act No. 4 of 2013. We will use your personal information provided to us for the purpose of recruitment only and more specifically for the purpose of the position/vacancy you have applied for. In the event that your application

was unsuccessful, the Office of the Chief Justice will retain your personal information for internal audit purposes as required by policies. All the information requested now or during the process is required for recruitment purposes. Failure to provide requested information will render your application null and void. The Office of the Chief Justice will safeguard the security and confidentiality of all information you shared during the recruitment process.

OTHER POSTS

POST 23/136	:	**ASSISTANT DIRECTOR: FINANCIAL SYSTEMS (FUNCTIONAL) REF NO: 2026/67/OCJ** (12- Months Contract) Re advertisement, Candidates who previously applied are encouraged to reapply.
SALARY	:	R487 197 – R573 897 per annum (Level 09), plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
CENTRE	:	National Office: Midrand
REQUIREMENTS	:	Applicants should be in possession of a National Diploma in Accounting/Financial Management/Information Systems or relevant equivalent qualification at NQF level 6 or. A minimum of three (3) years' experience in Financial Systems environment. Extensive understanding of the LOGIS systems and Basic Accounting Principles. Sound knowledge and understanding of the PFMA and Treasury Regulations. 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: Ability to conduct financial analysis. Required technical proficiency. Planning and organizing. Problem solving and decision making. Customer focus and responsiveness. Prepare reports and proposals related to the Department's strategic and operational plans. Strong analytical skills. Advanced computer skills and good communication skills.
DUTIES	:	Handle daily operations of the LOGIS system and deliver ongoing support to the system users. Investigate user requests and provide solutions to all functional related system queries. Log departmental requests with National Treasury. Escalate queries that are long outstanding to management. Monitor and update item classifications, accountability, reporting categories and ensure alignment with financial reporting standards. Maintain a knowledge base of frequently asked questions and solutions. Track unresolved issues and follow up with relevant stakeholders. Assist with the implementation of procurement system. Assist in creation of regional Logis stores. Support function on newly implemented LOGIS stores. Ensure the correctness of control files during implementation which ensures data integrity. Reporting on progress with implementation of new LOGIS Stores. Verify and uphold the system's operational integrity and functionality through regular quality checks. Facilitate LOGIS functional training to system users. Maintain the administration of LOGIS to ensure reliable record keeping for audit purposes and ensure that filing is completed daily. Submit monthly, quarterly and annual reports to the Manager to assist in the monitoring of achievement of the objective for Financial Systems sub-division.
ENQUIRIES	:	Technical Related Enquiries: Ms. Buntu Sompini Tel No: (010) 493 2588 / 069 310 7419 HR Related Enquiries: Mr K Mphela Tel No: (010) 493 2527
APPLICATIONS	:	Applications can be sent via email to: 2026/67/OCJ@judiciary.org.za
NOTE	:	The Organisation will give preference to candidates in line with Employment Equity goals.
POST 23/137	:	**SENIOR SECURITY OFFICER REF NO: 2026/68/OCJ**
SALARY	:	R338 106 - R398 277 per annum (Level 07). The successful candidate will be required to sign a performance agreement.
CENTRE	:	Constitutional Court: Braamfontein
REQUIREMENTS	:	Applicants should be in possession of a three year National Diploma in Security or equivalent qualification at NQF level 6 with 360 credits as recognised by SAQA. A minimum of three (3) years' experience of which two (2) years should be at Security Supervisor level. A valid driver's license, a valid Grade 'A' Private Security Industry Regulations Authority (PSIRA) accredited certificate. 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: Knowledge of the Access to Public Premises and Vehicles Act, access control procedures, security-related legislation, prescribed security procedures (including MISS, NISA and the Protection of Information Act), emergency procedures, control of equipment and stores and Batho Pele Principles. Computer literate, good communication, numerical, organizing, supervisory, time management, problem solving and analysis, planning, listening, project management, ability to work independently and teamwork, confidentiality, time bound, assertive, self-motivated, flexible, honesty and integrity.

DUTIES : Conducting security investigations, reporting security incidents, and implementing measures to protect the Judiciary, court users, officials and assets. Liaising with law enforcement and security stakeholders on investigations, information leakages and security breaches. Coordinating security arrangements for official events and high-profile court proceedings. Identifying and assessing security risks, conducting threat and risk assessments, and implementing risk mitigation strategies. Ensuring the effective provision of security services, including monitoring alarm systems, investigating incidents and reporting faulty security equipment. Administer control room operations, including access control, CCTV monitoring, incident reporting, footage reviews, and maintaining security registers. Supervising security personnel by managing shift rosters, leave, performance, discipline, training, and compliance with Occupational Health and Safety requirements. Ensuring adherence to departmental security policies, procedures and service standards by both internal and outsourced security personnel.

ENQUIRIES : Technical Related Enquiries: Ms. Z Sondlo Tel No: (011) 359 7400
HR Related Enquiries: Ms. K Mokgatlhe Tel No: (011) 359 7400

APPLICATIONS : Applications can be sent via email to 2026/68/OCJ@judiciary.org.za

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

ANNEXURE L

DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

The Department of Small Business Development is an equal opportunity & affirmative action employer. It is the DSBD's intention to promote representativity (race, gender, youth & disability). The candidature of persons whose transfer/promotion/appointment will promote representativity will receive preference

APPLICATIONS	:	Applications can be submitted by email to the relevant email and by quoting the relevant reference number provided on the subject line. Acceptable formats for submission of documents are limited to MS Word, PDF. The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates must submit applications to recruitment6@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying, i.e. "REF NO: ASD: R&IM"
CLOSING DATE	:	17 July 2026 at 16h00. Applications received after the closing date will not be considered.
NOTE	:	Applications must quote the relevant reference number and consist of: A fully completed and signed Z83 form and a recent comprehensive CV. Submission of copies of qualifications, Identity document, and any other relevant documents will be limited to shortlisted candidates only. All non-SA citizens will be required to submit proof of permanent residence in South Africa when shortlisted. Personnel suitability checks will be done during the selection process. Applicants could be required to provide consent for access to their social media accounts. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 1 month of the closing date of this advertisement, please accept that your application was unsuccessful. In the pursuit of diversity and redress, appointments will be made in line with the DSBD EE Plan. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The successful candidate will be required to sign a performance agreement within three months of appointment, as well as complete a financial interest declaration form within one month of appointment and annually thereafter. The Department reserves the right not to fill or withdraw any advertised post. Note: a new application for employment (Z83) form is applicable from 01 January 2021. The new form can be downloaded online at http://www.dpsa.gov.za/dpsa2g/vacancies.asp.

OTHER POST

POST 23/138	:	**ASSISTANT DIRECTOR: RISK & INTEGRITY MANAGEMENT "REF NO: ASD: R&IM**
SALARY	:	R487 197 per annum
CENTRE	:	Pretoria
REQUIREMENTS	:	Bachelor's degree/Advanced Diploma (NQF 7) in Risk Management / Internal Audit / Accounting or equivalent / related as recognised by SAQA. Postgraduate diploma in risk management and or compliance will be an added advantage. Minimum of 3 years relevant experience within a risk management or related environment. Have proven competencies: Communication (verbal and written), Analytical and Problem solving, Attention to detail, Customer service orientated, Planning and organising skills, Honesty and Integrity, Report writing skills.
DUTIES	:	Supervise and implement the risk management framework, business continuity and compliance management which includes development and implementation of the risk management plan, a risk management philosophy and culture in the organisation through awareness and capacity building, maintaining stakeholder and client relationships, continuous monitoring and capturing of data and maintenance of databases on risk management information. Supervise and undertake studies and analysis for identifying risks to establish the internal and external organisation context. Supervise, facilitate and advise on the risk management assessment process such as identification, analysis, evaluation, compiling risk profiles and reports. Monitor and review the progress of activities to address risks and revising risk response activities. Supervise employees to ensure an effective risk and integrity management service. Coordinate and implement Ethics Management Strategy, Policies and

Programmes in the Department inclusive of but not limited to; financial disclosure, other remunerative work, etc. Communicate with stakeholders, clients, management & colleagues: Written, Verbal and formal presentations / workshops / awareness sessions. Provide secretariat support within the Risk and Ethics Management Committees

ENQUIRIES : Enquiries for all advertised posts should be directed to the recruitment office Tel No: (012) 394-5286/43097

SOUTH AFRICAN POLICE SERVICE

CLOSING DATE : 17 July 2026 at 16:00

NOTE : Applications must be submitted on a Z83 Form (2021 version), obtainable from http://www.dpsa.gov.za/dpsa2g/vacancies.asp, which must be accompanied with a comprehensive Curriculum Vitae. The post particulars and reference number of the post you are applying for, must be correctly specified on the application form. Please complete a separate application form for each post you wish to apply for. It is the responsibility of the applicants to submit applications timeously to the correct physical address as provided in the advertisement. Please note that applications submitted to an incorrect physical address will not be considered. Late applications will not be accepted or considered. Short-listed candidates will be required to produce originals of their Identity Document (ID), Senior Certificate and all educational qualifications obtained, service certificates from previous employers stating the occupation and motor vehicle driver's license, before the interview. Qualifications and driver's licences submitted will be subjected to verification with the relevant institutions. Applicants must have no previous criminal convictions or pending criminal/ departmental cases and shall allow their fingerprints to be taken and background enquiries to be made. Short-listed candidates may be subjected to a full security clearance process before or during any stage of employment. Short-listed candidates will be subjected to a vetting process which will include security screening, fingerprint screening, reference checking and verification of address, where necessary. All short-listed candidates, including the SMS, will be expected to undergo a personal interview and shall undertake two pre-entry assessments, (a) a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements, as well as (b) an integrity assessment (ethical conduct). Short-listed candidates for appointments to certain identified posts will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment. Candidates are expected to disclose if he/ she is a respondent in an interim or final protection order in terms of the Domestic Violence Act, 1998 (Act no 116 of 1998) or Protection from Harassment Act, 2011 (Act No 17 of 2011), and may be disqualified from appointment. The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31 January 2015 provide a buccal (inside cheek) sample to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database. Appointments will be made in terms of the Public Service Act, 1994 (Act No 103 of 1994) as applicable to the post environment. Persons who retired from the Public Service by taking a severance package, early retirement or medical retirement, as well as persons with previous convictions, are excluded. The South African Police Service is an equal opportunity, affirmative action employer and it is the intention to promote representivity in the Public Service through the filling of these posts. Persons whose transfer/ appointment will promote representivity will therefore receive preference. The South African Police Service is under no obligation to fill a post after the advertisement thereof. Correspondence will be conducted with successful 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.

OTHER POSTS

POST 23/139 : **FINANCIAL CLERK SUPERVISOR REF NO: PSS FMS07/26 (X1 POST)**
PSS Financial Management

SALARY : R338 106 per annum (Level 07)

CENTRE : Pretoria

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the

day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.

DUTIES : Supervise & administer the distribution of HQ accounts from E-Tel Systems. Supervise & administer the distribution of HQ Cellular Phone & 3G accounts from the converged portal. Supervise & administer the payments of Telkom landline accounts. Supervise & administer the payments & certification of Cellular Phone & 3G accounts. Supervise & utilise resources allocated to the post.

ENQUIRIES : HQ: Pretoria: Tel: Lt Col Nyathi: Tel No: (012) 400 5587; Capt Mudau: Tel No: (012) 400 5468; HRCS Kekana: Tel No: (012) 400 5216; HRC Nebodzandala: Tel No: (012) 400 5229

APPLICATIONS : **Protection And Security Services: HQ (Pretoria)**: No. 3 Corner Park & Troye Streets Maupa Naga Building Sunnyside, Pretoria 0002. Application forms must be hand delivered or e-mailed to the following address (Please utilize only one (1) mode of delivery which is convenient to you): Email Address: NyathiPM@saps.gov.za, MudauTG@saps.gov.za, Kekanak@saps.gov.za, NebodzandalaT@saps.gov.za

POST 23/140 : **FINANCIAL CLERK SUPERVISOR (X6 POSTS)**
Division: Human Resource Development

SALARY : R338 106 per annum (Level 07)

CENTRE : SAPS Academy Addo (HRD 20/06/2026) (X1 Post)
SAPS Academy Atteridgeville (HRD 21/06/2026) (X1 Post)
SAPS Academy Chatsworth (HRD 22/06/2026) (X1 Post)
SAPS Academy Thabazimbi (HRD 23/06/2026) (X1 Post)
SAPS Academy Graaff-Reinet (HRD 24/06/2026) (X1 Post)
SAPS Academy Oudtshoorn (HRD 25/06/2026) (X1 Post)

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.

DUTIES : Administer all financial claims, payments, and advances. Administer payroll. Administer budget and enquiries relating to salaries, deductions and allowances. Administer incoming and outgoing correspondences. Administer IRP5 related queries. Exercise control over utilization of all resources allocated to the section. Control and monitor all telephone accounts, payments, registration on telephone system and issuing of pin codes. Ensure compliance with the Public Financial Management Act (PFMA), Treasury Regulations, Acts & Policies.

ENQUIRIES : **SAPS Academy Addo:** Enquiries can be directed to: Lt Col P Ganas/Capt PT Zahela at 0824616166 / 0743345632

SAPS Academy Atteridgeville: Enquiries can be directed to: Lt Colonel Netshandama: at 082 778 2842
SAPS Academy Chatsworth: Enquiries can be directed to: Capt Molefe: Tel No: 031 402 7012 / 031 402 7020 / 031 402 7019
SAPS Academy Thabazimbi: Enquiries can be directed to: Lt Col JC Pelser: at 071 4109169/072 3319153
SAPS Academy Graaff-Reinet: Enquiries can be directed to: Capt U Meyer / Sergeant Z Deysel: Tel No: 049 891 0050
SAPS Academy Oudtshoorn: Enquiries can be directed to: Lt Col RM Arries / Capt D Moores: Tel No: 044 203 2223

APPLICATIONS : Application forms must be hand delivered or e-mailed to the following addresses (Please utilize only one (1) mode of delivery which is convenient to you): Division: Human Resource Development (DIV: HRD) Hand delivery or courier to : Shorburg Building, 429 Helen Joseph Street, Pretoria: Email address: hagenn@saps.gov.za
SAPS Academy Oudtshoorn: Hand delivery or courier to: Park Road South 1, Wesbank, Oudtshoorn Email address: divhrd.odnss@saps.gov.za divhrd.odnhrm@saps.gov.za,
SAPS Academy Graaff-Reinet: Hand delivery or courier to: 22 College Road, Robert Sobukwe, 6280: Email address: MeyerU@saps.gov.za; DeyselZ@saps.gov.za
SAPS Academy Atteridgeville: Hand delivery or courier to: 100 Predustria, Pretoria West. Email address: Kgopathuso@saps.gov.za or NombangaSH@saps.gov.za
SAPS Academy Thabazimbi: Hand delivery or courier to: Buffelshoek Farm, Gate 325, Alma Gravel Road, Thabazimbi Email address: PelserJ@saps.gov.za
SAPS Academy Chatsworth: Hand delivery or courier to: 241 Moorton Drive, Chatsworth, Durban Email address: MolefeM4@saps.gov.za or NaidooM10@saps.gov.za GumedeSandile@saps.gov.za
SAPS Academy Addo: Hand delivery or courier to: Farm 7, Slagboom, Addo: Email address: Ganasp3@saps.gov.za or ZahelaPT@saps.gov.za

POST 23/141 : **FINANCIAL CLERK SUPERVISOR REF NO: PSS HRM08/26 (X1 POST)**
PSS: Human Resource Management & Development

SALARY : R338 106 per annum (Level 07)
CENTRE : North West, Mafikeng
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.
DUTIES : Administration of Absenteeism according to the different leave categories: Incapacity leave, IOD's, Recruitment & Promotions processes, Service terminations & transfers. Administration of Data Integrity Management. Overseeing all other general administrative duties in the office.
ENQUIRIES : Provincial Head: Northwest (PSS Building, Mafikeng): Lt. Col Maleka, HRC Ntsimane Tel: 018 397 9015 / 9018.
APPLICATIONS : **Provincial Head: North West** (PSS Building, Mafikeng): Email Address: MalekaO@saps.gov.za, NtsimaneAM@saps.gov.za

POST 23/142 : **FINANCIAL CLERK SUPERVISOR REF NO: SCM9/2026 (X1 POST)**
Division Supply Chain Management
Support Services: Financial Services (Facility Management)

SALARY : R338 106 per annum (Level 07)
CENTRE : Persequor Park, Lynnwood, Pretoria
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license, for at least a light motor vehicle will serve as an added. Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organizing and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.
DUTIES : Compile weekly expenditure report; Perform financial and administrative duties for interdepartmental invoices received from DPWI; Create and compile journals and reconcile expenditure for Capital Works and Planned Maintenance; Prepare itineraries for Facility Management; Perform financial and administrative duties related to planning instructions received from Facility Management.
ENQUIRIES : Captain Naidoo Tel No: (012) 841 7876/7118/7179
APPLICATIONS : Applications must be hand delivered or posted to the following addresses: Hand Delivery: 117 Cresswell Road, (Corner Cresswell and Pretoria Road), Silverton, Pretoria, Division Supply Chain Management (Main Entrance, in the Wooden Box) Postal Address: The Divisional Commissioner: SCM, Human Resource Management, Private Bag X254, Pretoria, 0001 (For the attention: Lt Col MPP Moleko) (please note that in the event that an application is posted, it must be reached at the indicated office before or on the closing date and time specified in the advertisement i.e. 2026-07-17 at 16:00) email address: divscm:recruitment@saps.gov.za

POST 23/143 : **ADMINISTRATION CLERK SUPERVISOR REF NO: RS 01/06/2026 (X1 POST)**
Management Information and Strategic Planning
Component Research

SALARY : R338 106 per annum (Level 07)
CENTRE : Pretoria
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.
DUTIES : Administer generic administration relevant to Component Research. Administer generic/specific management information relevant to Component

Research. Assist in the compilation of the budget for the component. Render administrative support with regard to strategic planning, performance reporting and related programmes relevant to Component Research. Render administrative support with regard to risk management for Component Research. Render administrative support with regard to the Service Delivery Improvement Plan for Component Research. Assist in coordinating and monitoring of all HRM related matters for personnel.

ENQUIRIES : Capt NM Pretorius / W/O TB Tshabalala at telephone: 068 338 7047 / 082 906 7372

APPLICATIONS : Applications may be hand-delivered, as follows: 152 Johannes Ramakhoase Street, Telkom Towers North, Pretoria. Application must be deposited into the box available at the reception area. Applications forwarded by post to be addressed to The Section Head: Corporate Support, (Attention: Captain Pretorius / W/O Tshabalala), Corporate Support, South African Police Service, Private Bag X 94, Pretoria, 0001 or e-mailed to MashiloaneK@saps.gov.za

POST 23/144 : **ADMINISTRATIVE CLERK SUPERVISOR (X3 POSTS)**

SALARY : R338 106 per annum (Level 07)

CENTRE : Component Head: Static Protection Services, Pretoria (Ref No: PSS SPS02/26)
Component Head: Government Security Regulator, Pretoria (Re No: PSS GSR03/26)
Component Head: VIP Protection Services, Pretoria (Ref No: PSS VIP04/26)

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.

DUTIES : Provide administrative services in the office of the Heads. Administration of good organizational systems of documents. Handle routine administration duties relating to the post. Administration of leave records. Registration of files in accordance with Minimum Information Security Standards (MISS) document. Efficient administration of brought forward systems. Administration and control of resources allocated to the immediate post environment.

ENQUIRIES : HQ: Pretoria: Lt Col Nyathi Tel No: 012 400 5587; Capt Mudau Tel No: 012 400 5468; HRCS: Kekana Tel No: 012 400 5216; HRC Nebodzandala Tel No: 012 400 5229

APPLICATIONS : **Protection And Security Services: HQ (Pretoria):** No. 3 Corner Park & Troye Streets Maupa Naga Building Sunnyside, Pretoria 0002. Application forms must be hand delivered or e-mailed to the following address (Please utilize only one (1) mode of delivery which is convenient to you): Email Address: NyathiPM@saps.gov.za, MudauTG@saps.gov.za, Kekanak@saps.gov.za, NebodzandalaT@saps.gov.za

POST 23/145 : **ADMINISTRATIVE CLERK SUPERVISOR REF NO: PSS PMC05/26 (X1 POST)**
PSS: Programme Management Centre

SALARY : R338 106 per annum (Level 07)

CENTRE : Limpopo, Polokwane

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV

		Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.
DUTEIS	:	Core Functions: Arrange protection for VIP'. Update programmes on Risk Management (RIMAS). Efficient administration of client profiles & registers. Apply security measures for MISS document. Secure classified documents & sources of information. Facilitate service delivery meetings with the provincial Head. Attend meetings with PA's and secretaries from other departments, annually.
ENQUIRIES	:	Provincial Head: Limpopo (PSS Building, Polokwane): Col Mabotja, Capt Purcocks, HRC Sebola. Tel: 015 284 8545 / 8609 / 8592
APPLICATIONS	:	**Provincial Head: Limpopo** (PSS Building, Polokwane): Col Mabotja, Capt Purcocks, Email Address: MabotjaMmakgoshi@saps.gov.za, Lim:prov-PSS Training Coordinator@saps.go.za, SebolaM4@saps.gov.za,
POST 23/146	:	**ADMINISTRATIVE CLERK SUPERVISOR REF NO: PSS MISP06/26 (X1 POST)** PSS Management Information & Strategic Planning
SALARY	:	R338 106 per annum (Level 07)
CENTRE	:	Western Cape, Cape Town
REQUIREMENTS	:	Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.
DUTIES	:	Core Functions: Administration of the strategic planning & reporting processes. Administration of Anti-Corruption Strategy and Risk Management. Administration of compliance to implementation of SDIP. Administration of generic/specific management information. Administration of Auditor General's findings & recommendations. Facilitation of questions and recorded responses from the Provincial Legislature relating to PSS mandates. Administration and control of human & physical resources allocated to the post.
ENQUIRIES	:	Provincial Head: Western Cape (PSS Building, Cape Town): Col Viljoen, Lt. Col Marthinus, HRC Roelofse. Tel: 021 467 4608 / 6535 / 6518
APPLICATIONS	:	**Provincial Head: Western Cape** (PSS Building, Cape Town): Email Address: ViljoenD2@saps.gov.za, MarthinusJ@saps.gov.za, PSSWC.hrm.leave@saps.gov.za
POST 23/147	:	**ADMINISTRATION CLERK SUPERVISOR REF NO: SCM10/2026 (X1 POST)** Division Supply Chain Management Supply Chain Performance Management & Services
SALARY	:	R338 106 per annum (Level 07)
CENTRE	:	Silverton: Pretoria

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added. Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organizing and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.

DUTIES : Develop of databases for managing performance information; Consolidate of performance information for all Sections within the Component and development of Performance reports; Prepare PowerPoint presentations for the Component for Performance Review and accountability sessions; Process and consolidate responses to questions in Parliament and other Strategy Reports; Manage all projects (start to finish) in the Component in support of the Divisional Priorities; Manage the external and internal stakeholder engagements for the Component.

ENQUIRIES : Captain Mahlangu (012) 841 7179/7118/7876

APPLICATIONS : Applications must be hand delivered or posted to the following addresses: Hand Delivery: 117 Cresswell Road, (Corner Cresswell and Pretoria Road), Silverton, Pretoria, Division Supply Chain Management (Main Entrance, in the Wooden Box) Postal Address: The Divisional Commissioner: SCM, Human Resource Management, Private Bag X254, Pretoria, 0001 (For the attention: Lt Col MPP Moleko) (please note that in the event that an application is posted, it must be reached at the indicated office before or on the closing date and time specified in the advertisement i.e. 2026-07-17 at 16:00) email address: divscm:recruitment@saps.gov.za

POST 23/148 : **ADMINISTRATION CLERK SUPERVISOR REF NO: SCM11/2026 (X1 POST)**
Division Supply Chain Management
Supply Chain Management Information and Strategic Planning

SALARY : R338 106 per annum (Level 07)

CENTRE : Silverton, Pretoria

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. Be in possession of a Diploma in Information. Technology/Business Information Systems. Have a technical knowledge to maintain systems, administer databases and utilize cloud platforms e.g. SharePoint or Be in possession of a Diploma in Data Analytics/Business Intelligence, Have a knowledge of data cleansing, establishing data security metrics and creating operational dashboards A valid driver's license for at least a light motor vehicle will serve as an added. Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organizing and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.

DUTIES : Provide and administer support services within Division: Supply Chain Management; Perform IT related duties within Division: Supply Chain Management; Validate data integrity of Division: Supply Chain Management;

Providing Events Management for Division: Supply Chain Management and Clients (Components and Divisions); Ensure logistical management of commodities and services in the Division; Dashboards and data analytics model data collected, purify, verify security level, apply and upload on SharePoint.

ENQUIRIES : Captain Mahlangu Tel No: (012) 841 7179/7118/7876

POST 23/149 : **ADMINISTRATION CLERK SUPERVISOR REF NO: HRD 27/06/2026 (X1 POST)**
Division: Human Resource Development
Division HRD, Basic Police Development

SALARY : R338 106 per annum (Level 07)
CENTRE : Pretoria
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours

DUTIES : Perform general clerical duties. Update registers and statistics. Handle routine and inquiries. Make photocopies and receive/send facsimiles. Distribute documents/packages to various stakeholders as required on a daily basis. Deliver and collect documents from areas surrounding the office; maintain the filling system for the Directorate. Type letters and other correspondence, provide administrative support functions in the relevant office; Type reports; letters, memoranda and monitor flow of documents to and from the relevant office ; Maintain an updated filling system in the relevant office, distribute correspondence and circulars to the relevant stakeholders and keep the register of all incoming and outcoming post up to date, handle routine correspondence, send and receive e-mails immediately; answer and make telephone calls on behalf of the Head of the office and take massages professionally; provide support during meetings and workshops involving the relevant office; handling confidential documents, be able to operate standard equipment (photocopy machine, telephone ,computers etc).

ENQUIRIES : Enquiries can be directed to: Lt Col GM Masemola/Capt Hagen: Tel No: (012) 334 3796 / 012 334 3663

APPLICATIONS : Application forms must be hand delivered or e-mailed to the following addresses (Please utilize only one (1) mode of delivery which is convenient to you): Division: Human Resource Development (DIV: HRD) Hand delivery or courier to: Shorburg Building, 429 Helen Joseph Street, Pretoria: Email address: hagenn@saps.gov.za

POST 23/150 : **ADMINISTRATION CLERK SUPERVISOR REF NO: CI/HO/1/2026 (X2 POSTS)**
Division: Crime Intelligence

SALARY : R338 106.per annum (Level 07)
CENTRE : Head Office: Interception and Monitoring: LBS Applications, Erasmuskloof
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) in the

field of Law (LLB / BA Law or BCOM Law etc) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills & Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organizing and Administration skills, Strong Analytical Skills

DUTIES : Coordinate Location Based Services (LBS) applications in terms of Section 8 of Act 70/2002. Process and disseminate written confirmations and proof of submissions to the Electronic Communication Service providers (ECSP) emanating from the activation of LBS. Submit Affidavits emanating from the activation of LBS in terms of Section 8 of Rica to the Designated Judge of interceptions. To manage the co-ordination of Section 205, Act 51/1977

ENQUIRIES : Lieutenant Colonel P Marule / Captain B Feni / Captain HM Tebele Tel No: (012) 360 1415/1519.

APPLICATIONS : Applications may be hand-delivered or couriered to the following addresses: Main Security gate at No. 463 Prieska Road, Erasmuskloof, 0181 (for attention The Section Commander: Personnel Management), alternatively forward to the following email addresses: recruitment1@saps.gpv.za and recruitment2@saps.gov.za

POST 23/151 : **ADMINISTRATION CLERK SUPERVISOR REF NO: CI/HO/2/2026 (X1 POST)**
Division: Crime Intelligence

SALARY : R338 106 per annum (Level 07)

CENTRE : Head Office: Interception and Monitoring: LBS Applications, Erasmuskloof

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) in the field of Information Technology / IT Support or Information Systems as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills & Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organizing and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work shifts and extended hours.

DUTIES : Co-ordinate Location Based Services (LBS) applications in terms of Section 8 of Act 70/2002. Process and disseminate written confirmations and proof of submissions to the Electronic Communication Service providers (ECSP) emanating from the activation of LBS. Submit Affidavits emanating from the activation of LBS in terms of Section 8 of Rica to the Designated Judge of interceptions. To manage the co-ordination of Section 205, Act 51/1977.

ENQUIRIES : Lieutenant Colonel P Marule / Captain B Feni / Captain HM Tebele Tel No: (012) 360 1370/1415.

APPLICATIONS : Applications may be hand-delivered or couriered to the following addresses: Main Security gate at No. 463 Prieska Road, Erasmuskloof, 0181 (for attention The Section Commander: Personnel Management), alternatively forward to the following email addresses: recruitment1@saps.gpv.za and recruitment2@saps.gov.za

POST 23/152	:	**ADMINISTRATION CLERK SUPERVISOR REF NO: CI/HO/3/2026 (X1 POST)** Division: Crime Intelligence Financial Management Informants Support
SALARY	:	R338 106.per annum (Level 07)
CENTRE	:	Head Office: Secret Service Account, Erasmuskloof
REQUIREMENTS	:	Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills & Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organizing and Administration skills, Strong Analytical Skills and Facilitation Skills * Be willing to work under pressure and extended hours.
DUTIES	:	Assist with the registration and administration of Informants, capturing of informer certification. Assist with the management and maintenance of National Informer Database. Administration for the Payments of Informer Rewards and Remuneration.
ENQUIRIES	:	Lieutenant Colonel P Marule / Captain B Feni / Captain HM Tebele Tel No: (012) 360 1370/1415.
APPLICATIONS	:	Applications may be hand-delivered or couriered to the following addresses: Main Security gate at No. 463 Prieska Road, Erasmuskloof, 0181 (for attention The Section Commander: Personnel Management), alternatively forward to the following email addresses: recruitment1@saps.gpv.za and recruitment2@saps.gov.za
POST 23/153	:	**ADMINISTRATION CLERK SUPERVISOR (MISP) REF NO: ORS 05/2026 (X1 POST)** Division Operational Response Service
SALARY	:	R338 106 per annum (Level 07)
CENTRE	:	Border Policing Maupa Naga, Pretoria
REQUIREMENTS	:	Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.
DUTIES	:	Manage the collection and capturing crime information. Manage reports. Render general support to Component Head Police Operations. Render general support to Component: Head Border.
ENQUIRIES	:	Captain Mathabe 012 400 6081 or AC Winkler Tel No: (012) 400 6338
APPLICATIONS	:	Direct your application to the following addresses: No. 3 Troye Maupa Naga, Arcadia, Pretoria or email to: WinklerFA@saps.gov.za

POST 23/154 : **ADMINISTRATION CLERK SUPERVISOR REF NO: ORS 06/2026 (X1 POST)**
Division Operational Response Service

SALARY : R338 106 per annum (Level 07)
CENTRE : Eastern Cape: Border Policing, East London Seaport
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.
DUTIES : Support Services: Manage and co-ordinate an effective administration service. Provide effective corporate communication services within the unit. Manage the financial processes and activities at the Unit. Regulate, administer and ensure compliance to HRM Policies. Monitor and control loss management on the utilization of physical resources. Maintain the vehicle fleet and ensure effective and efficient SCM functions.
ENQUIRIES : Captain Mathabe Tel No: (012) 400 6081 or AC Winkler Tel No: (012) 400 6338
APPLICATIONS : Direct your application to the following addresses: No. 3 Troye Maupa Naga, Arcadia, Pretoria or email to: WinklerFA@saps.gov.za

POST 23/155 : **ADMINISTRATION CLERK SUPERVISOR REF NO: ORS 07/2026 (X1 POST)**
Division Operational Response Service

SALARY : R338 106 per annum (Level 07)
CENTRE : Free State: Border Policing, Sepapusgate Port of Entry
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.
DUTIES : Support Services: Manage and co-ordinate an effective administration service. Provide effective corporate communication services within the unit. Manage the financial processes and activities at the Unit. Regulate, administer and ensure compliance to HRM Policies. Monitor and control loss management on the utilization of physical resources. Maintain the vehicle fleet and ensure effective and efficient SCM functions.
ENQUIRIES : Captain Mathabe Tel No: 012 400 6081 or AC Winkler 012 400 6338

APPLICATIONS : Direct your application to the following addresses: No. 3 Troye Maupa Naga, Arcadia, Pretoria or email to: WinklerFA@saps.gov.za

POST 23/156 : **ADMINISTRATION CLERK SUPERVISOR (X3 POSTS)**
Division Operational Response Service

SALARY : R338 106 per annum (Level 07)
CENTRE : Component: Public Order Policing
POP - HQ: Human Resource Management: Maupa Naga, Pretoria Ref No: ORS 08/2026
POP - HQ Operations: Maupa Naga, Pretoria Ref No: ORS 09/2026
POP - HQ Component Head: Maupa Naga, Pretoria Ref No: ORS 10/2026
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.
DUTIES : Render administrative duties pertaining to POP units. Ensure accurate record keeping and efficient administration. Maintain and coordinate effective office administration. Maintain high level of discipline and professional conduct.
ENQUIRIES : Lieutenant Colonel Mashau or Captain Modiba Tel No (012) 400 3787/3802/3761/3798
APPLICATIONS : Direct your application to the following addresses: No. 459 Leyds Street, Sunnyside Pretoria or email to ORSRECRUITMENT4@SAPS.GOV.ZA

POST 23/157 : **HUMAN RESOURCE CLERK SUPERVISOR REF NO: SCM12/2026 (X1 POST)**
Division Supply Chain Management
Procurement and Contract Management: Procurement Management: Facility Management

SALARY : R338 106 per annum (Level 07)
CENTRE : Silverton, Pretoria
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license, for at least a light motor vehicle will serve as an added. Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organizing and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.
DUTIES : Render Human Resource Management functions for the Section: Procurement Facility Management; Administer nominations and call up instructions to the

Section: Procurement: Facility Management; Ensure personnel sign relevant annexures and attend training courses.

ENQUIRIES : PPO Babana Tel No: (012) 841 7123/7118/7876

APPLICATIONS : Applications must be hand delivered or posted to the following addresses: Hand Delivery: 117 Cresswell Road, (Corner Cresswell and Pretoria Road), Silverton, Pretoria, Division Supply Chain Management (Main Entrance, in the Wooden Box) Postal Address: The Divisional Commissioner: SCM, Human Resource Management, Private Bag X254, Pretoria, 0001 (For the attention: Lt Col MPP Moleko) (please note that in the event that an application is posted, it must be reached at the indicated office before or on the closing date and time specified in the advertisement i.e. 2026-07-17 at 16:00) email address: divscm:recruitment@saps.gov.za

POST 23/158 : **HUMAN RESOURCE CLERK SUPERVISOR REF NO: PSS HRPA01/26 (X1 POST)**
Human Resource Management PSS

SALARY : R338 106 per annum (Level 07)

CENTRE : Pretoria

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, professionally, accountable and with credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.

DUTIES : Provide administrative services within the Division. Administration of good organizational systems of documents. Handle routine administration duties relating to the post. Administration of leave records. Registration of files in accordance with Minimum Information Security Standards (MISS) document. Efficient administration of brought forward systems. Administration and control of resources allocated to the immediate post environment.

ENQUIRIES : HQ: PRETORIA: Tel: Lt Col Nyathi: 012 400 5587; Capt Mudau: 012 400 5468; HRCS Kekana: 012 400 5216; HRC Nebodzandala: 012 400 5229

APPLICATIONS : **Protection And Security Services: HQ (Pretoria):** No. 3 Corner Park & Troye Streets Maupa Naga Building Sunnyside, Pretoria 0002. Application forms must be hand delivered or e-mailed to the following address (Please utilize only one (1) mode of delivery which is convenient to you): Email Address: NyathiPM@saps.gov.za, MudauTG@saps.gov.za, Kekanak@saps.gov.za, NebodzandalaT@saps.gov.za

POST 23/159 : **HUMAN RESOURCE CLERK SUPERVISOR REF NO: SCM13/2026 (X1 POST)**
Division Supply Chain Management
Support Services: Financial Services (Auxiliary Services)

SALARY : R338 106 per annum (Level 07)

CENTER : Silverton, Pretoria

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview on the day of the interview. Be in possession of Grade12/Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma/Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a

light motor vehicle, will serve as an added. Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organizing and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.

DUTIES : Supervise all administrative functions relating to Human Resource Management for the Section: Auxiliary Services; Supervise and coordinate Job Descriptions and Performance Plans; Supervise administrative duties regarding Career Management; Handle general administration regarding photocopier machines utilized in Division: Supply Chain Management; Supervise the Procurement functions for the purchasing of consumables and reoccurring services for the Section: Auxiliary Services.

ENQUIRIES : Lieutenant Colonel Moleko Tel No: (012) 841 7118/7876/7179

APPLICATIONS : Applications must be hand delivered or posted to the following addresses: Hand Delivery: 117 Cresswell Road, (Corner Cresswell and Pretoria Road), Silverton, Pretoria, Division Supply Chain Management (Main Entrance, in the Wooden Box) Postal Address: The Divisional Commissioner: SCM, Human Resource Management, Private Bag X254, Pretoria, 0001 (For the attention: Lt Col MPP Moleko) (please note that in the event that an application is posted, it must be reached at the indicated office before or on the closing date and time specified in the advertisement i.e. 2026-07-17 at 16:00) email address: divscm:recruitment@saps.gov.za

POST 23/160 : **HUMAN RESOURCE CLERK SUPERVISOR REF NO:CI/HO/4/2026 (X1 POST)**
Division: Crime Intelligence

SALARY : R338 106 per annum (Level 07)

CENTRE : Head Office: Support Services: Human Resource Management, Erasmuskloof

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills & Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organizing and Administration skills, Strong Analytical Skills and Facilitation Skills Be willing to work under pressure and

DUTIES : Render administrative support for recruitment and service termination; Administer service terminations for the Division. Administer Human Resource Practices relating to personnel enlistment and maintenance. Administer death on duty reported. Administer re-enlistments. Administer grade progressions, administer access to information and arbitration awards.

ENQUIRIES : Lieutenant Colonel P Marule / Captain B Feni / Captain HM Tebele Tel No: (012) 360 1370/1415.

APPLICATIONS : Applications may be hand-delivered or couriered to the following addresses: Main Security gate at No. 463 Prieska Road, Erasmuskloof, 0181 (for attention The Section Commander: Personnel Management), alternatively forward to the following email addresses: recruitment1@saps.gpv.za and recruitment2@saps.gov.za

POST 23/161	:	**HUMAN RESOURCE CLERK SUPERVISOR REF NO: SCM14/2026 (X1 POST)** Division Supply Chain Management Support Services: Personnel Management
SALARY	:	R338 106 per annum (Level 07)
CENTER	:	Silverton, Pretoria
REQUIREMENTS	:	Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license, for at least a light motor vehicle will serve as an added. Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS PowerPoint, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing Presentation Skills, Problem Solving, Sound Planning, Organizing and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.
DUTIES	:	Develop Integrity Management Implementation Plan; Enhance Integrity Management support and coordination; Participate and prepare, presentations for Ethics Coordinators Forum; Supervise the coordination for the submission of Financial Disclosures for SMS, MMS (level 12) , level 9/10 and employees below level 9 performing duties within Supply Chain Management and finance environment; Process Other Remunerative Work (ORW) applications received, enhance the detection of conflict of interest and conduct inspections; Supervise the coordination of the submission of gift register received; Ensure facilitation of Ethics Risk assessment and monitoring; Ensure facilitation of Fraud Risk assessment and; Supervise the administration of Data Integrity of Division: SCM personnel; Supervise and coordinate GEPF WP1002 forms and the Code of Conduct; Administer the recruitment, selection & appointment process; Administer, coordinate rank translations & the probation of personnel; Perform administrative tasks within Personnel Management environment; Administer, handle and coordinate acting appointment and allowances; Administer and co-ordinate the transfers within the Division: Supply Chain Management; Co-ordinate the administration process of Service Decorations, Medals, Awards as well as applications for Cash Bonus.
ENQUIRIES	:	Lieutenant Colonel Moleko Tel No: (012) 841 7118/7876/7179
APPLICATIONS	:	Applications must be hand delivered or posted to the following addresses: Hand Delivery: 117 Cresswell Road, (Corner Cresswell and Pretoria Road), Silverton, Pretoria, Division Supply Chain Management (Main Entrance, in the Wooden Box) Postal Address: The Divisional Commissioner: SCM, Human Resource Management, Private Bag X254, Pretoria, 0001 (For the attention: Lt Col MPP Moleko) (please note that in the event that an application is posted, it must be reached at the indicated office before or on the closing date and time specified in the advertisement i.e. 2026-07-17 at 16:00) email address: divscm:recruitment@saps.gov.za
POST 23/162	:	**HUMAN RESOURCE CLERK SUPERVISOR REF NO: HRM 14/2026 (X2 POSTS)** Division: Human Resource Management
SALARY	:	R338 106 per annum (Level 07)
CENTRE	:	HQ: Recruitment and Staffing, Pretoria
REQUIREMENTS	:	Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well

as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle, will serve as an added advantage. Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organizing and Administration skills. Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.

DUTIES : Administration of staff employment processes. Administration of police trainees. Administration on re-enlistments and re-instatements Administration on inter-departmental transfers. Administration of reservists' appointments. Administration on permanent appointments of Public Service Act personnel on successful completion of the probationary period.

ENQUIRIES : Lt Col Motsepa/ Lt Col Libanyana / Human Resource Clerk Makondo/ Tel No: (012) 393 5076 / 5062/ 5060)

APPLICATIONS : Applications can be Hand delivered or couriered to: Division: Human Resource Management, South African Police, Koedoe Building 236 Pretorius Street, Cnr Thabo Sehume (Andries) and Pretorius Street, Koedoe Arcade Pretoria, 0001. Alternatively, forward to the following email address: MotsepaTebogo@saps.gov.za/ LibanyanaNR@saps.gov.za

POST 23/163 : **HUMAN RESOURCE CLERK SUPERVISOR REF NO: HRM 15/2026**
Division: Human Resource Management

SALARY : R338 106 per annum (Level 07)
CENTRE : HQ: Absenteeism Management, Pretoria
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) years Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organizing and Administration skills. Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.

DUTIES : Supervise the administration and processing of temporary incapacity leave applications for designation. Supervise and monitor the submission of temporary incapacity leave applications for designation Provinces/Divisions Supervise the administration and processing of temporary incapacity leave applications for designation MIC Ensure, maintain and monitor the effective administrative functions at the MIC. Handle and maintain statistics Conduct inspections and training regarding leave matters nationally Supervise and ensure the optimal utilization of human, physical and financial resources allocated to the post.

ENQUIRIES : Lt Col Motsepa/ Lt Col Libanyana / Human Resource Clerk Makondo/ Tel No: (012) 393 5076 / 5062/ 5060)

APPLICATIONS : Applications can be Hand delivered or couriered to: Division: Human Resource Management, South African Police, Koedoe Building 236 Pretorius Street, Cnr Thabo Sehume (Andries) and Pretorius Street, Koedoe Arcade Pretoria, 0001. Alternatively, forward to the following email address: MotsepaTebogo@saps.gov.za/ LibanyanaNR@saps.gov.za

POST 23/164 : **HUMAN RESOURCE CLERK SUPERVISOR REF NO: HRM 16/2026**
Division: Human Resource Management

SALARY : R338 106 per annum (level 07)

CENTRE : HQ: Promotion Services, Pretoria

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organizing and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.

DUTIES : Assist the supervise with the process of verifying the content of the posts scheduled by Provincial/ Divisional commissioners to ensure the timeous and correct advertisement of the posts for promotion purpose. Assist and supervise with the administration of the applicability recognition of improved qualifications obtained by employees in respect of Persal numbers responsible for, to ensure payment is done by Financial Management services. Assist and supervise the post Promotions, implementation process and administration of recommended candidates for promotion. Assist and supervise the administration of all grade progression of all employees of the SAPS in respect of all Provinces and Divisions responsible for. Supervise develop and training of all subordinate responsible for, and the effective and efficient utilisation of all resources allocated to the sub-section. Supervise the ratification, updating and monitoring of PEP documents/ Job descriptions of employees in the Sub-Section Promotion Services.

ENQUIRIES : Lt Col Motsepa/ Lt Col Libanyana / Human Resource Clerk Makondo/ Tel No: (012) 393 5076 / 5062/ 5060)

APPLICATIONS : Applications can be Hand delivered or couriered to: Division: Human Resource Management, South African Police, Koedoe Building 236 Pretorius Street, Cnr Thabo Sehume (Andries) and Pretorius Street, Koedoe Arcade Pretoria, 0001. Alternatively, forward to the following email address: MotsepaTebogo@saps.gov.za/ LibanyanaNR@saps.gov.za

POST 23/165 : **HUMAN RESOURCE CLERK SUPERVISOR REF NO: HRM 17/2026 (X2 POSTS)**
Division: Human Resource Management

SALARY : R338 106 per annum (Level 07)

CENTRE : HQ: Occupational Incidents, Pretoria

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organizing and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.

DUTIES : Monitor and finalize IOD related accounts. Monitor the administration of Compensation Fund claims. Supervise, co-ordinate, facilitate, monitor and approve injury/illness documents and the administration of documents of

employees/ex-employees and reservists. Monitor the Physical, Financial and Human Resources allocated to the office.

ENQUIRIES : Lt Col Motsepa/ Lt Col Libanyana / Human Resource Clerk Makondo/ Tel No: (012) 393 5076 / 5062/ 5060)

APPLICATIONS : Applications can be Hand delivered or couriered to: Division: Human Resource Management, South African Police, Koedoe Building 236 Pretorius Street, Cnr Thabo Sehume (Andries) and Pretorius Street, Koedoe Arcade Pretoria, 0001. Alternatively, forward to the following email address: MotsepaTebogo@saps.gov.za/ LibanyanaNR@saps.gov.za

POST 23/166 : **HUMAN RESOURCE CLERK SUPERVISOR REF NO: HRM 18/2026**
Division: Human Resource Management
Organizational Development: MISP and Work Study Admin Support

SALARY : R338 106 per annum (Level 07)
CENTRE : Pretoria
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organizing and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.

DUTIES : Administer the action logs related to Component Organisational Development for submission to the relevant functionaries. Administer the documentation associated with all Parliamentary Questions. Administer the coordination of Request for information (RFI) from Auditor General of South Africa (AGSA) and responses associated with such requests. Administer the coordination and development of the annual operation Plan (AOP) of the Component. Maintaining the archive of all Parliamentary Liaison-related matters and approved work-study investigation reports. Administer the diary of the Component OD. Liaise with provincial Heads of OD.

ENQUIRIES : Lt Col Motsepa/ Lt Col Libanyana / Human Resource Clerk Makondo/ Tel No: (012) 393 5076 / 5062/ 5060)

APPLICATIONS : Applications can be Hand delivered or couriered to: Division: Human Resource Management, South African Police, Koedoe Building 236 Pretorius Street, Cnr Thabo Sehume (Andries) and Pretorius Street, Koedoe Arcade Pretoria, 0001. Alternatively, forward to the following email address: MotsepaTebogo@saps.gov.za/ LibanyanaNR@saps.gov.za

POST 23/167 : **HUMAN RESOURCE CLERK SUPERVISOR REF NO: HRM 19/2026**
Division: Human Resource Management
HQ: Support Service: Management Information and Strategic Planning,

SALARY : R338 106 per annum (Level 07)
CENTRE : Pretoria
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of post will serve as an added advantage. Knowledge, skills and competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, Outlook). Demonstrate competency in acting independently, Professionally,

Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organizing and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.

DUTIES : Monitor and facilitate strategic planning / management within the Division: Human Resource Management. Monitoring and evaluation of performance in the Division. Supervise and coordinate specific administration issues in the Section.

ENQUIRIES : Lt Col Motsepa/ Lt Col Libanyana / Human Resource Clerk Makondo/ Tel No: (012) 393 5076 / 5062/ 5060)

APPLICATIONS : Applications can be Hand delivered or couriered to: Division: Human Resource Management, South African Police, Koedoe Building 236 Pretorius Street, Cnr Thabo Sehume (Andries) and Pretorius Street, Koedoe Arcade Pretoria, 0001. Alternatively, forward to the following email address: MotsepaTebogo@saps.gov.za/ LibanyanaNR@saps.gov.za

POST 23/168 : **HUMAN RESOURCE CLEK SUPERVISOR REF NO: ORS 01/2026 (X1 POST)**
Division Operational Response Service
Support Services: Human Resource Practices & Administration
(Recruitment & Staffing)

SALARY : R338 106 per annum (Level 07)

CENTRE : Schindler House, Pretoria

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.

DUTIES : Administer all types of recruitment for employees appointed under the Police Act and Public Service Act within the division. Administer permanent appointments for employees appointed under Police Act and Public Service Act. Administer rank translation, cash bonus and scarce skills allowance. Perform general administration duties and co-ordinate an effective administration service.

ENQUIRIES : Lieutenant Colonel Mashau or Captain Modiba Tel No: (012) 400 3787/3802/3761/3798

APPLICATIONS : Direct your application to the following addresses: No. 459 Leyds Street, Sunnyside Pretoria or email to ORSRECRUITMENT1@SAPS.GOV.ZA

POST 23/169 : **HUMAN RESOURCE CLEK SUPERVISOR REF NO: ORS 02/2026 (X1 POST)**
Division Operational Response Service
Support Services: Human Resource Utilization

SALARY : R338 106 per annum (Level 07)

CENTRE : Schindler House, Pretoria

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3)

year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organizing and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.

DUTIES : Administer and monitor the maintenance of Job Descriptions within the Division. Administer the co-ordination, maintenance and monitoring of performance management system for levels 1- 12 and Senior Management within the Division. Administer and monitor the compliance and conducting of inspections, capturing of PEP documents in centralized offices and inspections at Decentralized Units. Administer and ensure effective administration relating to pay progression enquiries. Administer the maintenance, facilitation and monitoring of the implementation of SAPS Employment Equity issues. Monitor and attend climate study interventions for the Division. Administer the co-ordination, maintenance, consolidation of reports and monitoring of Labour Relations matters within the Division

ENQUIRIES : Lieutenant Colonel Mashau or Captain Modiba: Tel No: (012) 400 3787/3802/3761/3798

APPLICATIONS : Direct your application to the following addresses: No. 459 Leyds Street, Sunnyside Pretoria or email to ORSRECRUITMENT2@SAPS.GOV.ZA

POST 23/170 : **HUMAN RESOURCE CLERK SUPERVISOR REF NO: HRM 20/2026 (X2 POSTS)**
Division: Human Resource Management

SALARY : R338 106 per annum (Level 07)
CENTRE : HQ: Employee Relations, Pretoria
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organizing and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.

DUTIES : Supervise the effective administration of Discipline processes. Supervise the finalization of investigations, suspensions and cases placed on hearing roll. Supervise BF files related to enquiries/complaints relevant to discipline.

ENQUIRIES : Lt Col Motsepa/ Lt Col Libanyana / Human Resource Clerk Makondo/ Tel No: (012) 393 5076 / 5062/ 5060)

APPLICATIONS : Applications can be Hand delivered or couriered to: Division: Human Resource Management, South African Police, Koedoe Building 236 Pretorius Street, Cnr Thabo Sehume (Andries) and Pretorius Street, Koedoe Arcade Pretoria, 0001. Alternatively, forward to the following email address: MakondoM@saps.gov.za

POST 23/171 : **SUPPLY CHAIN CLERK SUPERVISOR REF NO: SCM6/2026 (X1 POST)**
Division Supply Chain Management
Demand Management: Demand & Asset Management

SALARY : R338 106 per annum (Level 07)
CENTRE : Silverton: Pretoria
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the

Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license, for at least a light motor vehicle will serve as an added. Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organizing and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.

DUTIES : Determine needs in respect of diverse, services & special requests; Perform functions related to the execution of an economic appraisal with regard to diverse, services & special requests; Execute functions related to the planning of life cycle of MGP Diverse, Services & Special requests in the Supply Chain Management process; Determine/obtain specifications for diverse, services & special requests; Compile/consolidate reports for Demand Section.

ENQURIES : Lieutenant Colonel Moleko Tel No: (012) 841 7118/7876/7179

APPLICATIONS : Applications must be hand delivered or posted to the following addresses: Hand Delivery: 117 Cresswell Road, (Corner Cresswell and Pretoria Road), Silverton, Pretoria, Division Supply Chain Management (Main Entrance, in the Wooden Box) Postal Address: The Divisional Commissioner: SCM, Human Resource Management, Private Bag X254, Pretoria, 0001 (For the attention: Lt Col MPP Moleko) (please note that in the event that an application is posted, it must be reached at the indicated office before or on the closing date and time specified in the advertisement i.e. 2026-07-17 at 16:00) email address: divscm:recruitment@saps.gov.za

POST 23/172 : **ADMINISTRATION CLERK SUPERVISOR**
Division: Detective And Forensic Services

SALARY : R338 106 per annum (Level 07)

CENTRE : Provincial CR & CSM: Polokwane: Limpopo: Ref No: FS 1/2026 (X1 Post)

: Provincial CR & CSM: Bloemfontein Free State: Ref No FS 2/2026 (X1 Post)

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.

DUTIES : To optimise, standardise and manage FIPS processes on a provincial level through compliance with the national norms and standards and the monitoring/evaluation thereof. Record and monitor work received from LCRC offices, administer faults and enquiries. Monitor quality assurance and verify documents. Complete circulation cancelation from detectives. Conduct awareness with aspects related to FIPS.

ENQUIRIES : Lt Colonel G Moonsamy / Captain SM Maja: Tel No: (012) 421-0501/0193

APPLICATIONS : Applications must be posted / hand delivered or emailed to the following addresses: Postal Address Private Bag X 322, Pretoria, 0001. Hand Delivery: Corner Beckett and Pretorius Street Strelitzia Building Arcadia 0083 E-Mail

address: MohlalaM2@saps.gov.za Note: Applications forwarded by post to be addressed as follows, for attention The Commander: Personnel Management, (Attention: Lieutenant Colonel G Moonsamy).

POST 23/173 : **ADMINISTRATION CLERK SUPERVISOR REF NO FS 3/2026 (X1 POST)**
Division: Detective And Forensic Services
Local Criminal Record Centre

SALARY : R338 106 per annum (Level 07)
CENTRE : Richards Bay: KwaZulu-Natal
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.
DUTIES : Supervise the processing and production of criminal and non-criminal source documents received within CRIM Section. Supervise the process of adjudication administration and supervise CRIM related administrative function.
ENQUIRIES : Lt Colonel G Moonsamy / Captain SM Maja: Tel No: (012) 421-0501/0193
APPLICATIONS : Applications must be posted / hand delivered or emailed to the following addresses: Postal Address Private Bag X 322 Pretoria, 0001. Hand Delivery: Corner Beckett and Pretorius Street Strelitzia Building Arcadia 0083 E-Mail address: MohlalaM2@saps.gov.za Note: Applications forwarded by post to be addressed as follows, for attention The Commander: Personnel Management, (Attention: Lieutenant Colonel G Moonsamy).

POST 23/174 : **HUMAN RESOURCE CLERK SUPERVISOR REF NO. FS 4/2026 (X1 POST)**
Division: Detective And Forensic Services
HRM: Nodal Support Centre: Provincial CR & CSM

SALARY : R338 106 per annum (Level 07)
CENTRE : Potchefstroom: North West
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.
DUTIES : The rendering of Human Resource Management related functions within the post environment. Administer and process all Service Terminations, Medical administration and Absenteeism related matters within the environment.

Create, monitor and maintain database for all Service Terminations, Medical administration and Absenteeism related matters within the environment. Ensure that probation reports are submitted timeously of Public Service Act personnel on successful completion of probation period. Administration of transfers. Administration and capturing of JD's and PEP files. Administration and capturing WP1002 Beneficiary forms, Code of Conduct and driver's Licences. General administration duties.

ENQUIRIES : Lt Colonel G Moonsamy / Captain SM Maja: Tel No: (012) 421-0501/0193
APPLICATIONS : Applications must be posted / hand delivered or emailed to the following addresses: Postal Address Private Bag X 322, Pretoria, 0001. Hand Delivery: Corner Beckett and Pretorius Street Strelitzia Building Arcadia 0083 E-Mail address: MohlalaM2@saps.gov.za Note: Applications forwarded by post to be addressed as follows, for attention The Commander: Personnel Management, (Attention: Lieutenant Colonel G Moonsamy).

POST 23/175 : **ADMINISTRATION CLERK SUPERVISOR REF NO. FS 5/2026 (X1 POST)**
Division: Detective And Forensic Services
MIC: Provincial CR & CSM

SALARY : R338 106 per annum (Level 07)
CENTRE : Gauteng: Johannesburg Central
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills. Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.

DUTIES : Gather and consolidate management information. The timely and accurate capturing of information. Update and maintain the management information database. The providing of support in the generating and consolidation of management information for specific purposes. The providing of assistance in the compiling of reports and PowerPoint presentations. Provide support in the facilitation of the Provincial Head: CR & CSM Annual Performance Plan and the generating of relevant performance information.

ENQUIRIES : Lt Colonel G Moonsamy / Captain SM Maja: Tel: (012) 421-0501/0193
APPLICATIONS : Applications must be posted / hand delivered or emailed to the following addresses: Postal Address Private Bag X322, Pretoria, 0001. Hand Delivery: Corner Beckett and Pretorius Street Strelitzia Building Arcadia 0083 E-Mail address: MohlalaM2@saps.gov.za Note: Applications forwarded by post to be addressed as follows, for attention The Commander: Personnel Management, (Attention: Lieutenant Colonel G Moonsamy).

POST 23/176 : **SUPPLY CHAIN CLERK SUPERVISOR REF NO. FS 6/2026 (X1 POST)**
Division: Detective And Forensic Services
SCM: Nodal Support Centre: Criminal Record and Crime Scene Management

SALARY : R338 106 per annum (Level 07)
CENTRE : National Head Office: Bothongo Plaza: Pretoria
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well

as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.

DUTIES : Maintain and administer new requisitions submitted within the Criminal Record and Crime Scene Management. Administer maintenance of the administrative process and database of suppliers. Administer and ensure maintenance of the administrative process regarding the database of transversal contracts. Administer the functions related to the acquisition management environment within the Component.

ENQUIRIES : Lt Colonel G Moonsamy / Captain SM Maja: Tel No: (012) 421-0501/0193

APPLICATIONS : Applications must be posted / hand delivered or emailed to the following addresses: Postal Address Private Bag X 322, Pretoria, 0001. Hand Delivery: Corner Beckett and Pretorius Street Strelitzia Building Arcadia 0083 E-Mail address: MohlalaM2@saps.gov.za Note: Applications forwarded by post to be addressed as follows, for attention The Commander: Personnel Management, (Attention: Lieutenant Colonel G Moonsamy).

POST 23/177 : **ADMINISTRATION CLERK SUPERVISOR REF NO. FS 7/2026 (X1 POST)**
Division: Detective And Forensic Services
Case Management: Forensic Science Laboratory

SALARY : R338 106 per annum (Level 07)

CENTRE : National Head Office: Silverton: Pretoria

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills. Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.

DUTIIES : Administer the receipt and registration of criminal cases on the FSL IT Systems, in terms of the Standard Operating Procedures. Carry and handle large and heavy objects. Hand-over and / or transfer of cases from the FSL Case Management to Sections. Maintain and administer optimum safekeeping of cases received and registered. Provide an accurate and professional service to the internal and external clients of FSL Case Management. Monitor, record and solve problem cases. Compile statements for court purposes and provide testimony in court. Distribute and monitor the utilization of physical resources.

ENQUIRIES : Lt Colonel G Moonsamy / Captain SM Maja: Tel No: (012) 421-0501/0193

APPLICATIONS : Applications must be posted / hand delivered or emailed to the following addresses: Postal Address Private Bag X322, Pretoria, 0001. Hand Delivery: Corner Beckett and Pretorius Street Strelitzia Building Arcadia 0083 E-Mail address: MohlalaM2@saps.gov.za Note: Applications forwarded by post to be addressed as follows, for attention The Commander: Personnel Management, (Attention: Lieutenant Colonel G Moonsamy).

POST 23/178 : **ADMINISTRATION CLERK SUPERVISOR REF NO. FS 8/2026 (X1 POST)**
Division: Detective And Forensic Services
Forensic Science Laboratory

SALARY : R338 106 per annum (Level 07)
CENTRE : National Head Office: Silverton: Pretoria
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS PowerPoint, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills. Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.
DUTIES : Monitor statistical data for Component: FSL. Monitor project related enquiries. Draft and facilitate Parliament submission feedback. Monitor SAPS tasking logs and request for information for Component: FSL. Monitor audit reports to ensure response feedback submission. Facilitate enquire special projects. Facilitate and monitor post audit action plan.
ENQUIRIES : Lt Colonel G Moonsamy / Captain SM Maja: Tel No: (012) 421-0501/0193
APPLICATIONS : Applications must be posted / hand delivered or emailed to the following addresses: Postal Address Private Bag X 322 Pretoria, 0001. Hand Delivery: Corner Beckett and Pretorius Street Strelitzia Building Arcadia 0083 E-Mail address: MohlalaM2@saps.gov.za Note: Applications forwarded by post to be addressed as follows, for attention The Commander: Personnel Management, (Attention: Lieutenant Colonel G Moonsamy).

POST 23/179 : **HUMAN RESOURCE CLERK SUPERVISOR REF NO. FS 9/2026 (X1 POST)**
Division: Detective And Forensic Services
HRM: Nodal Support Centre: Quality Management

SALARY : R338 106 per annum (Level 07)
CENTRE : National Head Office: Arcadia: Pretoria
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.
DUTIES : Render administrative duties pertaining to HR regarding Personnel Services related functions within Quality Management: Discipline, Absenteeism, Service Termination, Transfers, Data Integrity. Render administrative duties pertaining to HR regarding Human Resource Utilisation and related functions: Grievance, and Performance Management (PEP)
ENQUIRIES : Lt Colonel G Moonsamy / Captain SM Maja: Tel: (012) 421-0501/0193

APPLICATIONS : Applications must be posted / hand delivered or emailed to the following addresses: Postal Address Private Bag X 322 PRETORIA 0001 Hand Delivery: Corner Beckett and Pretorius Street Strelitzia Building Arcadia 0083 E-Mail address: MohlalaM2@saps.gov.za Note: Applications forwarded by post to be addressed as follows, for attention The Commander: Personnel Management, (Attention: Lieutenant Colonel G Moonsamy).

POST 23/180 : **ADMINISTRATION CLERK SUPERVISOR REF NO. FS 10/2026 (X1 POST)**
Division: Detective And Forensic Services
Human Resource Utilization: Support Services

SALARY : R338 106 per annum (Level 07)
CENTRE : National Head Office: Arcadia: Pretoria
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration Skills. Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.

DUTIES : Gather and consolidate management information. Maintain the management information database. The providing of assistance in the compiling of reports and PowerPoint presentation. Handle and update fixed establishment of the Division, compile HR plan according to monthly reports submitted by then components within the Division. Administer, compile one HR Deployment template monthly. Administer in developing and updating of all templates for the Division. Administer in provisioning of training to Component's HRU representatives.

ENQUIRIES : Lt Colonel G Moonsamy / Captain SM Maja: Tel No: (012) 421-0501/0193
APPLICATIONS : Applications must be posted / hand delivered or emailed to the following addresses: Postal Address Private Bag X322, Pretoria, 0001. Hand Delivery: Corner Beckett and Pretorius Street Strelitzia Building Arcadia 0083 E-Mail address: MohlalaM2@saps.gov.za Note: Applications forwarded by post to be addressed as follows, for attention The Commander: Personnel Management, (Attention: Lieutenant Colonel G Moonsamy).

POST 23/181 : **SUPPLY CHAIN CLERK SUPERVISOR REF NO: SCM7/2026 (X1 POST)**
Division Supply Chain Management
Procurement and Contract Management: Procurement Management: Tact

SALARY : R338 106 per annum (Level 07)
CENTRE : Silverton, Pretoria
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license, for at least a light motor vehicle, will serve as an added. Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal

and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organizing and Administration skills, Strong Analytical Skills and Facilitation Skills. *Be willing to work under pressure and extended hours.

DUTIES : Ensure an effective and efficient procurement process within Supply Chain Management with regards to bids; Ensure an effective and efficient procurement process within SCM with regards to quotations; Receive applications from Demand Management to invite bids for end users; Capture bids; Compile submissions to the BAC for recommendation and approval; Compile contracts for relevant signatures; Advertise end results on E-Tender and SAPS website; and filing of all BID documents received.

ENQUIRIES : Lieutenant Colonel Moleko Tel No: (012) 841 7118/7876/7179

APPLICATIONS : Applications must be hand delivered or posted to the following addresses: Hand Delivery: 117 Cresswell Road, (Corner Cresswell and Pretoria Road), Silverton, Pretoria, Division Supply Chain Management (Main Entrance, in the Wooden Box) Postal Address: The Divisional Commissioner: SCM, Human Resource Management, Private Bag X254, Pretoria, 0001 (For the attention: Lt Col MPP Moleko) (please note that in the event that an application is posted, it must be reached at the indicated office before or on the closing date and time specified in the advertisement i.e. 2026-07-17 at 16:00) email address: divscm:recruitment@saps.gov.za

POST 23/182 : **SUPPLY CHAIN CLERK SUPERVISOR REF NO: SCM8/2026 (X1 POST)**
Division Supply Chain Management
Procurement and Contract Management: Procurement Management: S C It & Radio Equipment

SALARY : R338 106 per annum (Level 07)

CENTRE : Silverton, Pretoria

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license, for at least a light motor vehicle will serve as an added. Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organizing and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.

DUTIES : Ensure an effective and efficient procurement process for Radio, IT, Stationery and clothing Procurement within Supply Chain Management with regard to bids and quotations for contract items; Ensure compliance with the Constitution of the Republic of South Africa, PFMA Act, PPPFA Act, Treasury regulations, Treasury Instruction Notes, Departmental Policies and Procedures.

ENQUIRIES : Captain Naidoo Tel No: (012) 841 7876/7118/7179

APPLICATIONS : Applications must be hand delivered or posted to the following addresses: Hand Delivery: 117 Cresswell Road, (Corner Cresswell and Pretoria Road), Silverton, Pretoria, Division Supply Chain Management (Main Entrance, in the Wooden Box) Postal Address: The Divisional Commissioner: SCM, Human Resource Management, Private Bag X254, Pretoria, 0001 (For the attention: Lt Col MPP Moleko) (please note that in the event that an application is posted, it must be reached at the indicated office before or on the closing date and time specified in the advertisement i.e. 2026-07-17 at 16:00) email address: divscm:recruitment@saps.gov.za

POST 23/183 : **SUPPLY CHAIN CLERK SUPERVISOR REF NO: HRD26/06/2026 (X1 POST)**
Division: Human Resource Development

SALARY : R338 106 per annum (Level 07)

CENTRE	:	SAPS Academy Philippi
REQUIREMENTS	:	Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours
DUTIES	:	Administer and monitor demand, moveable government property, fleet and procurement management, logistical matters; administer and maintain a filling system; Coordinate and process all reports; Ensure compliance with the Public Finance Management Act.
ENQUIRIES	:	Enquiries can be directed to: Capt Khabiqheya: Tel No: (021) 3702652/50
APPLICATIONS		SAPS Academy Philippi: Hand delivery or courier to: 55 New Eisleben Road, Philippi: Email address: SwartlandE@saps.gov.za
POST 23/184	:	**SUPPLY CHAIN CLERK SUPERVISOR REF NO: ORS 03/2026 (X1 POST)** Division Operational Response Service Specialized Operations: Special Task Force
SALARY	:	R338 106 per annum (Level 07)
CENTRE	:	Durban
REQUIREMENTS	:	Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.
DUTIES	:	Ensure optimal fleet availability. Render a supportive service in maintaining the vehicle fleet. Ensure optimal vehicle replacement at the end of their life cycle. Ensure the fleet has the maximum possible lifespan. Ensure the administration of fuel consumption and exception reports. Always ensure system integrity across all vehicles and systems in the logistical environment.
ENQUIRIES	:	Lieutenant Colonel Zuma or Captain Simmers: Tel No: (031) 466 7200/7211/7220
APPLICATIONS	:	Direct your application to the following addresses: No. 77 Stott Road, Bluff, Durban or email to: simmersn@saps.gov.za
POST 23/185	:	**SUPPLY CHAIN CLERK SUPERVISOR REF NO: ORS 04/2026 (X1 POST)** Division Operational Response Service Specialised Operations: National Intervention Unit
SALARY	:	R338 106 per annum (Level 07)
CENTRE	:	Operations: Maupa Naga, Sunnyside, Pretoria

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.

DUTIES : Ensure optimal fleet availability. Render a supportive service in maintaining the vehicle fleet. Ensure optimal vehicle replacement at the end of their life cycle. Ensure the fleet has the maximum possible lifespan. Ensure the administration of fuel consumption and exception reports. Always ensure system integrity across all vehicles and systems in the logistical environment.

ENQUIRIES : Lieutenant Colonel Mashau or Captain Modiba Tel No: (012) 400 87/3802/3761/3798

APPLICATIONS : Direct your application to the following addresses: No. 629 Lavender Road, Bon Accordor email to LekalakalaJM@saps.gov.za

POST 23/186 : **SUPPLY CHAIN CLERK SUPERVISOR REF NO: CI/HO/5/2026 (X1 POST)**
Division: Crime Intelligence

SALARY : R338 106 per annum (Level 07)

CENTRE : Head Office: Support Services: Movable Government Property, Erasmuskloof

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills & Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organizing and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.

DUTIES : Execute all functions related to an effective Logistics Management function. Execute all functions related to the stock taking of expendable items. Administer disposal management function. Capture payments on POLFIN system. Manage evaluation quality, assurance, execution of SCM evaluations and assessments.

ENQUIRIES : Lieutenant Colonel P Marule / Captain B Feni / Captain HM Tebele Tel No: (012) 360 1370/1415.

APPLICATIONS : Applications may be hand-delivered or couriered to the following addresses: Main Security gate at No. 463 Prieska Road, Erasmuskloof, 0181 (for attention The Section Commander: Personnel Management), alternatively forward to the following email addresses: recruitment1@saps.gpv.za and recruitment2@saps.gov.za

POST 23/187 : **SECRETARY (X2 POSTS)**
Division: Human Resource Management

SALARY : R237 453 per annum (Level 05)
CENTRE : HQ: Section Head: Quality of Work Life, Pretoria Ref No: HRM 21/2026
Section Head: Personnel Placement and Records Management Ref No: HRM 22/2026
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
DUTIES : To perform Secretarial support and coordinate office activities to the Component / Section Head. Perform professional secretarial assignments to the Component / Section Head. Plan and organize meetings/ workshops for the Component / Section Head. Perform administrative support for the Component / Section Head.
ENQUIRIES : Lt Col Motsepa/ Lt Col Libanyana / Human Resource Clerk Makondo/ Tel No: (012) 393 5076 / 5062/ 5060)
APPLICATIONS : Applications can be Hand delivered or couriered to: Division: Human Resource Management, South African Police, Koedoe Building 236 Pretorius Street, Cnr Thabo Sehume (Andries) and Pretorius Street, Koedoe Arcade Pretoria, 0001. Alternatively, forward to the following email address: MotsepaTebogo@saps.gov.za/ LibanyanaNR@saps.gov.za

POST 23/188 : **HUMAN RESOURCE CLERK REF NO: HRM 23/2026**
Division: Human Resource Management

SALARY : R237 453 per annum (Level 05)
CENTRE : HQ: SMS Appointments Administration, Pretoria
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
DUTIES : Coordinate the administration of Senior Management, Recruitment, selection and appointments processes. Coordinate administrative duties allocated, in conjunction with the Subsection Commander: SMS Appointment Administration. Render Adhoc administrative duties allocated in conjunction with the Subsection Commander: SMS Appointment Administration.
ENQUIRIES : Lt Col Motsepa/ Lt Col Libanyana / Human Resource Clerk Makondo/ Tel No: (012) 393 5076 / 5062/ 5060)
APPLICATIONS : Applications can be Hand delivered or couriered to: Division: Human Resource Management, South African Police, Koedoe Building 236 Pretorius Street, Cnr Thabo Sehume (Andries) and Pretorius Street, Koedoe Arcade Pretoria, 0001. Alternatively, forward to the following email address: MotsepaTebogo@saps.gov.za/ LibanyanaNR@saps.gov.za

POST 23/189 : **HUMAN RESOURCE CLERK REF NO: HRM 24/2026**
Division: Human Resource Management

SALARY : R237 453 per annum (Level 05)
CENTRE : HQ: Absenteeism Management, Pretoria
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
DUTIES : Administer and process all temporary incapacity leave applications for designation Provinces/Divisions/National Components Process temporary incapacity leave applications at Head Office level and monitor. Ensure and control the physical and financial resources of the Division.
ENQUIRIES : Lt Col Motsepa/ Lt Col Libanyana / Human Resource Clerk Makondo/ Tel No: (012) 393 5076 / 5062/ 5060)
APPLICATIONS : Applications can be Hand delivered or couriered to: Division: Human Resource Management, South African Police, Koedoe Building 236 Pretorius Street, Cnr Thabo Sehume (Andries) and Pretorius Street, Koedoe Arcade Pretoria, 0001. Alternatively, forward to the following email address: MotsepaTebogo@saps.gov.za/ LibanyanaNR@saps.gov.za

POST 23/190 : **HUMAN RESOURCE CLERK REF NO: HRM 25/2026 (X2 POSTS)**
Division: Human Resource Management

SALARY : R237 453 per annum (Level 05)
CENTRE : HQ: Recruitment and Staffing, Pretoria
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
DUTIES : Administration of staff employment processes Administration of police trainees Administration on re-enlistments and re-instatements Administration on inter-departmental transfers. Administration of reservists appointments Administration on permanent appointments of Public Service Act personnel on successful completion of the probationary period. Ensure and co-ordinate temporary employment for infrastructure maintenance service.
ENQUIRIES : Lt Col Motsepa/ Lt Col Libanyana / Human Resource Clerk Makondo/ Tel No: (012) 393 5076 / 5062/ 5060)
APPLICATIONS : Applications can be Hand delivered or couriered to: Division: Human Resource Management, South African Police, Koedoe Building 236 Pretorius Street, Cnr Thabo Sehume (Andries) and Pretorius Street, Koedoe Arcade Pretoria, 0001. Alternatively, forward to the following email address: MotsepaTebogo@saps.gov.za/ LibanyanaNR@saps.gov.za

POST 23/191 : **HUMAN RESOURCE CLERK REF NO: HRM 26/2026**
Division: Human Resource Management

SALARY : R237 453 per annum (Level 05)
CENTRE : HQ: Service Termination, Pretoria

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.

DUTIES : Administer and process all types of service termination for designation Provinces/Divisions/National Components. Process service terminations cases at head office level and cases paid and rejected by Pension fund. Ensure and control the physical and financial resources of the Division.

ENQUIRIES : Lt Col Motsepa/ Lt Col Libanyana / Human Resource Clerk Makondo/ Tel No: (012) 393 5076 / 5062/ 5060)

APPLICATIONS : Applications can be Hand delivered or couriered to: Division: Human Resource Management, South African Police, Koedoe Building 236 Pretorius Street, Cnr Thabo Sehume (Andries) and Pretorius Street, Koedoe Arcade Pretoria, 0001. Alternatively, forward to the following email address: MotsepaTebogo@saps.gov.za/ LibanyanaNR@saps.gov.za

POST 23/192 : **HUMAN RESOURCE CLERK (X2 POSTS)**
Division: Human Resource Management

SALARY : R237 453 per annum (Level 05)

CENTRE : HQ: Organizational Development: MISP and Work Study Admin Support, Pretoria Ref No: HRM 27/2026
Component Head: Organisational Development Ref No: HRM 28/2026

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.

DUTIES : Administer the flow of correspondence, documents and stationery within the office. Taking minutes of the meetings and drafting routine correspondence. Accurately inputting records, updating databases and managing filing system. Maintain effective record keeping and administration services in the office of Component Head: OD. Maintain a proper filing system. Maintain data base of all documents received and booked out of the office of Component Head: OD.

APPLICATIONS : Applications can be Hand delivered or couriered to: Division: Human Resource Management, South African Police, Koedoe Building 236 Pretorius Street, Cnr Thabo Sehume (Andries) and Pretorius Street, Koedoe Arcade Pretoria, 0001. Alternatively, forward to the following email address: MotsepaTebogo@saps.gov.za/ LibanyanaNR@saps.gov.za

POST 23/193 : **HUMAN RESOURCE CLERK REF NO: HRM 29/2026**
Division: Human Resource Management

SALARY : R237 453 per annum (Level 05)

CENTRE : HQ: Promotion Services, Pretoria

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA).

Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.

DUTIES : Administer the process of the verifying of the context of post scheduled by Provincial/Divisional Commissioners to ensure the timeous and correct advertisement of post for promotion purposes. Administer the administration of the applicability recognition of improved qualifications obtained by employees in respect of PERSAL numbers responsible for, ensure payment is done by Financial Management Services. Administer the post promotions implementation process and administration of recommended candidates for promotion. The administration of all grade progression of all employees of SAPS in respect of provinces and Divisions responsible for. Administer the typing of letters, the administration of ADHOC tasks performed. Administer the administration of Deeds of Commission for Commissioning Officers. Administer the capturing of leave/SAP26 A register the Z8 attendance register for the Section. Administer the administration of all stationery and stocktaking of the Section.

ENQUIRIES : Lt Col Motsepa/ Lt Col Libanyana / Human Resource Clerk Makondo/ Tel No: (012) 393 5076 / 5062/ 5060)

APPLICATIONS : Applications can be Hand delivered or couriered to: Division: Human Resource Management, South African Police, Koedoe Building 236 Pretorius Street, Cnr Thabo Sehume (Andries) and Pretorius Street, Koedoe Arcade Pretoria, 0001. Alternatively, forward to the following email address: MotsepaTebogo@saps.gov.za/ LibanyanaNR@saps.gov.za

POST 23/194 : **HUMAN RESOURCE CLERK REF NO: HRM 30/2026**
Division: Human Resource Management
HQ: Support Services: Management Information and Strategic Planning

SALARY : R237 453 per annum (Level 05)
CENTRE : Pretoria
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.

DUTIES : Administer and facilitate the strategic planning / management within the Division: Human Resource Management Administer the monitoring and evaluation of performance in the Division. Coordinate of specific administration issues in the Section.

ENQUIRIES : Lt Col Motsepa/ Lt Col Libanyana / Human Resource Clerk Makondo/ Tel No: (012) 393 5076 / 5062/ 5060)

APPLICATIONS : Applications can be Hand delivered or couriered to: Division: Human Resource Management, South African Police, Koedoe Building 236 Pretorius Street, Cnr Thabo Sehume (Andries) and Pretorius Street, Koedoe Arcade Pretoria, 0001. Alternatively, forward to the following email address: MotsepaTebogo@saps.gov.za/ LibanyanaNR@saps.gov.za

POST 23/195 : **HUMAN RESOURCE CLERK REF NO: HRM 31/2026 (X3 POSTS)**
Division: Human Resource Management

SALARY : R237 453 per annum (Level 05)
CENTRE : HQ: Employee relations, Pretoria

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.

DUTIES : Administer effective Discipline processes. Administer the finalization of investigations, suspensions and cases placed on hearing roll. Administer BF files related to enquiries/complaints relevant to discipline.

ENQUIRIES : Lt Col Motsepa/ Lt Col Libanyana / Human Resource Clerk Makondo/ Tel No: (012) 393 5076 / 5062/ 5060

APPLICATIONS : Applications can be Hand delivered or couriered to: Division: Human Resource Management, South African Police, Koedoe Building 236 Pretorius Street, Cnr Thabo Sehume (Andries) and Pretorius Street, Koedoe Arcade Pretoria, 0001. Alternatively, forward to the following email address: MotsepaTebogo@saps.gov.za/ LibanyanaNR@saps.gov.za

POST 23/196 : **HUMAN RESOURCE CLERK REF NO: HRM 32/2026**
Division: Human Resource Management
HQ: Human Resource Management

SALARY : R237 453 per annum (Level 05)
CENTRE : Pretoria
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.

DUTIES : Administer Absenteeism within the Division Administer Data Integrity within the Division. Administer Recruitment, Selection and Appointment within the Division: Human Resource Management. Administer probation within the Division. Administer HRM Functions.

ENQUIRIES : Lt Col Motsepa/ Lt Col Libanyana / Human Resource Clerk Makondo/ Tel No: (012) 393 5076 / 5062/ 5060

APPLICATIONS : Applications can be Hand delivered or couriered to: Division: Human Resource Management, South African Police, Koedoe Building 236 Pretorius Street, Cnr Thabo Sehume (Andries) and Pretorius Street, Koedoe Arcade Pretoria, 0001. Alternatively, forward to the following email address: MotsepaTebogo@saps.gov.za/ LibanyanaNR@saps.gov.za

POST 23/197 : **HUMAN RESOURCE CLERK REF NO: HRM 33/2026 (X2 POSTS)**
Division: Human Resource Management

SALARY : R237 453 per annum (Level 05)
CENTRE : HQ: Occupational Incidents, Pretoria
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS

Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.

DUTIES : Administer and approve all injury and illness documents and control injury on duty claims of primary customer. Maintain physical and financial resources allocated to the sub-section. Receive and process all documentation and accounts pertaining to Injury on Duty. Process all accounts pertaining to IOD :as per minimum requirement for services rendered.

ENQUIRIES Lt Col Motsepa/ Lt Col Libanyana / Human Resource Clerk Makondo/ Tel No: (012) 393 5076 / 5062/ 5060

APPLICATIONS : Applications can be Hand delivered or couriered to: Division: Human Resource Management, South African Police, Koedoe Building 236 Pretorius Street, Cnr Thabo Sehume (Andries) and Pretorius Street, Koedoe Arcade Pretoria, 0001. Alternatively, forward to the following email address: MotsepaTebogo@saps.gov.za/ LibanyanaNR@saps.gov.za

POST 23/198 : **HUMAN RESOURCE CLERK REF NO: HRM 34/2026**
Division: Human Resource Management

SALARY : R237 453 per annum (Level 05)
CENTRE : HQ: Performance Management, Pretoria
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.

DUTIES : Administer correspondence and files Administer logistical matters. Maintain leave records, records, registers and files. Maintain physical and financial resources allocated to the Sub-section.

ENQUIRIES : Lt Col Motsepa/ Lt Col Libanyana / Human Resource Clerk Makondo/ Tel No: (012) 393 5076 / 5062/ 5060

APPLICATIONS : Applications can be Hand delivered or couriered to: Division: Human Resource Management, South African Police, Koedoe Building 236 Pretorius Street, Cnr Thabo Sehume (Andries) and Pretorius Street, Koedoe Arcade Pretoria, 0001. Alternatively, forward to the following email address: MotsepaTebogo@saps.gov.za/ LibanyanaNR@saps.gov.za

POST 23/199 : **SECRETARY (X2 POSTS)**

SALARY : R237 453 per annum (Level 05)
CENTRE : Pretoria: Component Research
Section Head: Operational Research Ref No: RS 02/06/2026
Section Head: Organisational Research Ref No: RS 03/06/2026

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal

and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organizing and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.

DUTIES : Render secretarial and administrative support functions. Keeping the diary accurately and coordinating meetings for the Section Head. Arrange and book venues for meetings, take minutes during meetings, and prepare the necessary refreshments. Type documents, reports, letters, memorandums etc., and monitor the flow of documents. Handle general correspondence, including emails. Screening of all incoming and outgoing calls. Effective administration of a brought forward system. Make travel and accommodation arrangements.

ENQUIRIES : Capt NM Pretorius / W/O TB Tshabalala at 068 338 7047 / 082 906 7372

APPLICATIONS : Applications may be hand-delivered, as follows: 152 Johannes Ramakhoase Street, Telkom Towers North, Pretoria. Application must be deposited into the box available at the reception area. Applications forwarded by post to be addressed to The Section Head: Corporate Support, (Attention: Captain Pretorius / W/O Tshabalala), Corporate Support, South African Police Service, Private Bag X 94, Pretoria, 0001 or e-mailed to MashiloaneK@saps.gov.za

POST 23/200 : **SECRETARY (X6 POSTS)**

SALARY : R237 453 per annum (Level 05)

CENTRE : Section Head: Static Protection, Pretoria Ref No: PSS SP09/26
Section Head: Specialised & Technical Support, Pretoria Ref No: PSS ST10/26
Section Head: National Key Point & Strategic Installations, Pretoria Ref No: PSS NKP11/26
Provincial Head: Eastern Cape, King Williams Town Ref No: PSS EC12/26
Provincial Head: Limpopo, Polokwane Ref No: PSS LIM 13/26
Provincial Head: Western Cape, Cape Town Ref No: PSS WC 14/26

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.

DUTIES : To provide secretarial support functions such as to arrange and prepare meetings, agendas, typing and taking minutes. Answer and screen all incoming calls. Liaise with all other, Components, Sections and Provincial Heads on matters relating to the Division: PSS. Maintain good record keeping, filling system and bring forward. Handle confidential documents. Process and submit financial claims. Make travel and accommodation arrangements. Manage the diary, receive and host visitors at the office. Operate standard equipment (fax, photocopy machine, telephone, computers etc.). Serving of refreshments to visitors during meetings. Manage office inventory.

ENQUIRIES : **HQ: Pretoria**: Lt Col Nyathi: 012 400 5587; Capt Mudau: 012 400 5468; HRCS Kekana: Tel No: 012 400 5216; HRC Nebodzandala: Tel No: 012 400 5229.
Provincial Head: Eastern Cape (PSS Building, King Williams): Tel: Capt Noqayi, WO De Jager; RCS Mnyaka, HRC Diko, HRC Mulwa: Tel No: 043 604 1069 / 1094 / 1103/ 1104.
Provincial Head: Limpopo (PSS Building, Polokwane): Tel: Col Mabotja, Capt Purcocks, HRC Sebola. Tel No: 015 284 8545 / 8609 / 8592
Provincial Head: Western Cape (PSS Building, Cape Town): Tel: Col Viljoen, Lt. Col Marthinus, HRC Roelofse. Tel No: 021 467 4608 / 6535 / 6518

APPLICATIONS : **Protection And Security Services: HQ (Pretoria):** No. 3 Corner Park & Troye Streets Maupa Naga Building Sunnyside, Pretoria 0002. Application forms must be hand delivered or e-mailed to the following address (Please utilize only one (1) mode of delivery which is convenient to you): Email Address:

NyathiPM@saps.gov.za, MudauTG@saps.gov.za, Kekanak@saps.gov.za, NebodzandalaT@saps.gov.za
Provincial Head: Limpopo (PSS Building, Polokwane): Col Mabotja, Capt Purcocks, Email Address: MabotjaMmakgoshi@saps.gov.za, Lim:prov-PSS Training Coordinator@saps.go.za, SebolaM4@saps.gov.za
Provincial Head: Eastern Cape (PSS Building: King Williams Town): No. 49 Amatola Road, King Williams Town, 5600 Email Address: NoqayiNLL@saps.gov.za, DeJagerNaomi@saps.gov.za, MnyakaZ@saps.gov.za, DikoL@saps.gov.za, MulwaVA@saps.gov.za,
Provincial Head: Western Cape (PSS Building: Cape Town): No. 121 Plein Street, Garmour House, Cape Email Address: Town, 8015. Email Address: ViljoenD2@saps.gov.za, MarthinusJ@saps.gov.za, PSSWC.hrm.leave@saps.gov.za

POST 23/201 : **SUPPLY CHAIN CLERK REF NO: PSS SCM15/26 (X1 POST)**

SALARY : R237 453 per annum (Level 05)
CENTRE : Supply Chain Management, Pretoria
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, professionally, accountable and with credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.
DUTIES : Administration & monitoring of accounting for the State Property. Administration of Room Inventories. Administration & monitoring of physical inspections for State Property. Administration & monitoring of the receipts & issuing of State Property within Division PSS Head Office. Administration & monitoring of the disposal of State Property.
ENQUIRIES : HQ: Pretoria: Tel: Lt Col Nyathi: Tel No: (012) 400 5587; Capt Mudau Tel No: (012) 400 5468; HRCS Kekana Tel No: (012) 400 5216; HRC Nebodzandala Tel No: (012) 400 5229
APPLICATIONS : **Protection And Security Services: HQ (Pretoria):** No. 3 Corner Park & Troye Streets Maupa Naga Building Sunnyside, Pretoria 0002. Application forms must be hand delivered or e-mailed to the following address (Please utilize only one (1) mode of delivery which is convenient to you): Email Address: NyathiPM@saps.gov.za, MudauTG@saps.gov.za, Kekanak@saps.gov.za, NebodzandalaT@saps.gov.za

POST 23/202 : **SUPPLY CHAIN CLERK REF NO: PSS NC16/26 (X1 POST)**
Supply Chain Management

SALARY : R237 453 per annum (Level 05)
CENTRE : Northern Cape, Kimberley
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills,

Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.

DUTIES : Core Functions: Maintenance of vehicle fleet management. Administration of effective logistical services. Administration of mechanical services for the maintenance of vehicle fleet.

ENQUIRIES : Provincial Head: Northern Cape (PSS Building, Kimberley): Capt Potgieter, HRC Ross, HRC Arends. Tel No: (053) 836 9309 / 9363 / 9361.

APPLICATIONS : **Provincial Head: Northern Cape** (PSS Building: Kimberly): No. 88 Kenilworth Street, De Beers Extension, Kimberly, 8300 Email Address:
PSS.NC.discipline@saps.gov.za
ncprov.pss.leave@saps.gov.za
ArendsN@saps.gov.za

POST 23/203 : **SUPPLY CHAIN CLERK REF NO: PSS MP17/26 (X1 POST)**
Supply Chain Management (Acquisition)

SALARY : R237 453 per annum (Level 05)
CENTRE : Mpumalanga, Nelspruit
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.

DUTIES : Administration of effective supplier database. Administration & management of POLFIN functions to ensure efficient receiving of payments for suppliers of goods and services on all global Financial Authorities. To ensure effective Acquisition management and Demand administration. Administration of Property Management and Housing allowance in accounting office. Administration and facilitation of occupational safety and environmental matters. Perform the chief user function process on logistics and Loss management.

ENQUIRIES : Provincial Head: Mpumalanga (PSS Building, Nelspruit): Lt Col Maphanga, HRCS Hadebe, HRC Mosehla Tel No: (013) 756 0261 / 0254 / 0259.

APPLICATIONS : **Provincial Head: Mpumalanga** (PSS Building, Nelspruit): Email Address:
MaphangaKL@saps.gov.za
HadebeTV@saps.gov.za
MosehlaPL@saps.gov.za

POST 23/204 : **SUPPLY CHAIN CLERK REF NO: PSS MP18/26 (X1 POST)**
Supply Chain Management (Movable Government Property)

SALARY : R237 453 per annum (Level 05)
CENTRE : Mpumalanga, Nelspruit
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills,

Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.

DUTIES : Administration of Loss management. Administration of Movable government property. Manage and maintain storeroom and disposal of items. Inventory controller. Render administrative duties pertaining to logistics.

ENQUIRIES : Provincial Head: Mpumalanga (PSS Building, Nelspruit): Lt Col Maphanga, HRCS Hadebe, HRC Mosehla Tel No: (013) 756 0261 / 0254 / 0259

APPLICATIONS : **Provincial Head: Mpumalanga** (PSS Building, Nelspruit): Email Address: MaphangaKL@saps.gov.za
HadebeTV@saps.gov.za
MosehlaPL@saps.gov.za

POST 23/205 : **SUPPLY CHAIN CLERK REF NO: PSS LIM19/26 (X1 POST)**
Supply Chain Management

SALARY : R237 453 per annum (Level 05)
CENTRE : Limpopo, Polokwane
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.

DUTIES : Administration of all assets & Room inventories. Administration of the disposal of assets. Administration of inspections for assets bi-annually. Administration and capturing of asset losses. Administration of all facility & SHE related functions.

ENQUIRIES : Provincial Head: Limpopo (PSS Building, Polokwane): Col Mabotja, Capt Purcocks, HRC Sebola. Tel No: (015) 284 8545 / 8609 / 8592

APPLICATIONS : **Provincial Head: Limpopo** (PSS Building, Polokwane): Col Mabotja, Capt Purcocks, Email Address: MabotjaMmakgoshi@saps.gov.za, Lim:prov-PSS Training Coordinator@saps.go.za, SebolaM4@saps.gov.za

POST 23/206 : **ADMINISTRATION CLERK REF NO: PSS MISP20/26 (X1 POST)**
Management Information & Strategic Planning

SALARY : R237 453 per annum (Level 05)
CENTRE : Pretoria
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.

DUTIES : Administration of the Divisional projects & programmes. Administration of the administrative support for management information. Administration of monitoring & evaluation function at strategic level for the Division. Render the administrative support for the circulation of Umvikeli e-news articles. Promotion of the organisational events.

ENQUIRIES : HQ: Pretoria: Tel: Lt Col Nyathi Tel No: (012) 400 5587; Capt Mudau Tel No: (012) 400 5468; HRCS Kekana Tel No: (012) 400 5216; HRC Nebodzandala: Tel No: (012) 400 5229

APPLICATIONS : **Protection And Security Services: HQ (Pretoria):** No. 3 Corner Park & Troye Streets Maupa Naga Building Sunnyside, Pretoria, 0002. Application forms must be hand delivered or e-mailed to the following address (Please utilize only one (1) mode of delivery which is convenient to you): Email Address: NyathiPM@saps.gov.za, MudauTG@saps.gov.za, Kekanak@saps.gov.za, NebodzandalaT@saps.gov.za

POST 23/207 : **ADMIISTRATION CLERK REF NO: PSS IMC21/26 (X1 POST)**
Incident Management Centre

SALARY : R237 453 per annum (Level 05)
CENTRE : Pretoria
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.

DUTIES : Maintain administration duties at Incident Management within the Division PSS. Administer accurate record keeping & efficient administration. Completion of reports, night shift allowance, Sundays, overtime & public holidays claims.

ENQUIRIES : HQ: PRETORIA: Tel: Lt Col Nyathi: Tel No: (012) 400 5587; Capt Mudau: 012 400 5468; HRCS Kekana: Tel No: (012) 400 5216; HRC Nebodzandala: Tel No: (012) 400 5229

APPLICATIONS : **Protection And Security Services: HQ (Pretoria):** No. 3 Corner Park & Troye Streets Maupa Naga Building Sunnyside, Pretoria 0002. Application forms must be hand delivered or e-mailed to the following address (Please utilize only one (1) mode of delivery which is convenient to you): Email Address: NyathiPM@saps.gov.za, MudauTG@saps.gov.za, Kekanak@saps.gov.za, NebodzandalaT@saps.gov.za

POST 23/208 : **ADMIISTRATION CLERK REF NO: PSS SAS22/26 (X1 POST)**

SALARY : R237 453 per annum (Level 05)
CENTRE : SAS: Gauteng
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.

DUTIES : To render administrative support to the section Security Advisory Services. Administration of files & projects for the Section. Open & post secret files & related administration. Type reports, letters, memorandums & monitor flow of

documents to the office of the Sub Section. Taking minutes & typing thereof for management meeting.

ENQUIRIES : Provincial Head: Gauteng (Pss Land Affairs Building: Pretoria): Lt Col Pieters, HRC Mokomane, HRC Baqwa. Tel No: 012 353 6739 / 6736 / 6704.

APPLICATIONS : **Provincial Head: Gauteng** (PSS Land Affairs Building: Pretoria): No. 184 c/o Bosman and Jeff Masemola, PSS Land Affairs Building, 10th floor, Pretoria, 0001 Email Address: PietersJ4@saps.gov.za, MokomaneED@saps.gov.za, BaqwaMM@saps.gov.za,

POST 23/209 : **ADMIISTRATION CLERK REF NO: PSS S&T23/26 (X1 POST)**
Spech & Tech Support

SALARY : R237 453 per annum (Level 05)
CENTRE : Gauteng
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills.

DUTIES : To support line functionaries & personnel administration of absenteeism within the unit. Perform administration duties for the Unit. Coordinate & maintain Job Descriptions, Employment Equity & administration of grievances within the Unit. Administration of reports within the Unit.

ENQUIRIES : Provincial Head: Gauteng (PSS Land Affairs Building: Pretoria): Lt Col Pieters, HRC Mokomane, HRC Baqwa. Tel No: (012) 353 6739 / 6736 / 6704.

APPLICATIONS : **Provincial Head: Gauteng** (PSS Land Affairs Building: Pretoria): No. 184 c/o Bosman and Jeff Masemola, PSS Land Affairs Building, 10th floor, Pretoria, 0001 Email Address: PietersJ4@saps.gov.za, MokomaneED@saps.gov.za, BaqwaMM@saps.gov.za,

POST 23/210 : **ADMIISTRATION CLERK REF NO: PSS KZN24/26 (X1 POST)**
Management Information & Strategic Planning

SALARY : R237 453 per annum (Level 05)
CENTRE : KwaZulu Natal, Durban
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.

DUTIES : Render an effective & efficient support service to the MISP Section. Administer the development & implementation of service delivery improvement programme plan. Promote the province through information & marketing in all authorised marketing mediums including Umvikeli newsletter, develop & write articles of all the activities in the province & publish them. Administer anti-corruption strategy for the province.

ENQUIRIES : Provincial Head: KwaZulu Natal (PSS Building, Durban): Lt Col Reddy, HRCS Pillay. Tel No: (031) 319 2044 / 2028.

APPLICATIONS	:	**Provincial Head: Kwazulu-Natal** (PSS Building: Durban): No. 143 Victoria Embankment Street, Maritime House 13th floor, Durban, 4001. Email Address: ReddyP@saps.gov.za, PillayS@saps.gov.za
POST 23/211	:	**ADMIISTRATION CLERK REF NO: PSS NW25/26 (X1 POST)** Management Information & Strategic Planning
SALARY	:	R237 453 per annum (Level 05)
CENTRE	:	North West, Mafikeng
REQUIREMENTS	:	Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.
DUTIES	:	Render an administrative support service to the MISP Section. Administration of the implementation plan for the service delivery development plan. Promotion of the province through marketing in all authorized media platforms including Umvikeli newsletter. Write articles of all provincial activities Write & publish articles of all provincial activities. Administration of anti-corruption strategy within the province.
ENQUIRIES	:	Provincial Head: North West (PSS Building, Mafikeng): Lt. Col Maleka, HRC Ntsimane Tel No: (018) 397 9015 / 9018.
APPLICATIONS	:	Provincial Head: North West (PSS Building, Mafikeng): Email Address: MalekaO@saps.gov.za, NtsimaneAM@saps.gov.za
POST 23/212	:	**ADMIISTRATION CLERK REF NO: PSS WC26/26 (X1 POST)** Human Resource Management & Development
SALARY	:	R237 453 per annum (Level 05)
CENTRE	:	Western Cape, Cape Town
REQUIREMENTS	:	Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.
DUTIES	:	Administer and organise course files. Administer and update course arrangements related to the Division. Administer Skills Development projects. Facilitate Generic Informal learning Interventions to personnel. Administer secretarial functions for the Divisional training committee. Capturing of Training results on relevant data sets.
ENQUIRIES	:	Provincial Head: Western Cape (PSS Building, Cape Town): Col Viljoen, Lt. Col Marthinus, HRC Roelofse Tel No: (021) 467 4608 / 6535 / 6518
APPLICATIONS	:	**Provincial Head: Western Cape** (PSS Building, Cape Town): Email Address: ViljoenD2@saps.gov.za MarthinusJ@saps.gov.za PSSWC.hrm.leave@saps.gov.za

POST 23/213 : **ADMIISTRATION CLERK REF NO: PSS FIN27/26 (X1 POST)**
Financial Management Services

SALARY : R237 453 per annum (Level 05)
CENTRE : Pretoria
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills.
DUTIES : Render efficient administration support, registration & archival service. Administration of efficient handling of personal and general files. Delivery and collection of the post at National Head Office and Post Office.
ENQUIRIES : HQ: Pretoria: Tel: Lt Col Nyathi: Tel No: (012) 400 5587; Capt Mudau: Tel No: (012) 400 5468; HRCS Kekana: Tel No: (012) 400 5216; HRC Nebodzandala: Tel No: (012) 400 5229
APPLICATIONS : **Protection And Security Services: HQ (Pretoria):** No. 3 Corner Park & Troye Streets Maupa Naga Building Sunnyside, Pretoria, 0002. Application forms must be hand delivered or e-mailed to the following address (Please utilize only one (1) mode of delivery which is convenient to you): Email Address: NyathiPM@saps.gov.za, MudauTG@saps.gov.za, Kekanak@saps.gov.za, NebodzandalaT@saps.gov.za

POST 23/214 : **REGISTRY CLERK REF NO: PSS FIN28/26 (X1 POST)**
Financial Management Services

SALARY : R237 453 per annum (Level 05)
CENTRE : Pretoria
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills.
DUTIES : Administer overtime applications. Administer overtime schedules. Capture overtime on PERSAL for payment. Administer the re-settlement cost. Peruse and capture night shift, Sunday and public holidays allowances.
ENQUIRIES : HQ: Pretoria: Tel: Lt Col Nyathi: Tel No: (012) 400 5587; Capt Mudau: Tel No: (012) 400 5468; HRCS Kekana: Tel No: (012) 400 5216; HRC Nebodzandala: Tel No: (012) 400 5229
APPLICATIONS : **Protection And Security Services: HQ (Pretoria):** No. 3 Corner Park & Troye Streets Maupa Naga Building Sunnyside, Pretoria 0002. Application forms must be hand delivered or e-mailed to the following address (Please utilize only one (1) mode of delivery which is convenient to you): Email Address: NyathiPM@saps.gov.za, MudauTG@saps.gov.za, Kekanak@saps.gov.za, NebodzandalaT@saps.gov.za

POST 23/215 : **FINANCIAL CLERK REF NO: PSS FS29/26 (X1 POST)**
Financial Management Services

SALARY : R237 453 per annum (Level 05)
CENTRE : Free State, Bloemfontein
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills.
DUTIES : Performing of financial tasks for Expenditure section. Administering of S&T and miscellaneous claims. Performing financial tasks for Allowance Section. Administration of claims relating to overtime, Sunday, public holiday, and night shift allowances.
ENQUIRIES : Provincial Head: Free State (PSS building: Bloemfontein): Lt. Col Saaiman / Capt Senti at 082 854 2893/ 082 778 9571
APPLICATIONS : **Provincial Head: Free State** (PSS Building, Bloemfontein): Lt Col Saaiman, Captain Senti. Email Address: SaaimanN@saps.gov.za, SentiD@saps.gov.za, MthimkhuluMA@saps.gov.za

POST 23/216 : **FINANCIAL CLERK REF NO: PSS WC30/26 (X1 POST)**
Financial Management Services

SALARY : R237 453 per annum (Level 05)
CENTRE : Western Cape, Cape Town
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills.
DUTIES : Administration of budget, financial authorities, supplier payments and room inventories. Administration of overtime, Sunday, night shift, public holidays, housing allowances. Administration of cashier, claims, advances and itineraries functions. Administration of TMS & extension manager, cellphones, 3Gs gift financial declaration and donations functions.
ENQUIRIES : Provincial Head: Western Cape (PSS Building, Cape Town): Tel: Col Viljoen, Lt. Col Marthinus, HRC Roelofse: Tel No: (021) 467 4608 / 6535 / 6518
APPLICATIONS : Provincial Head: Western Cape (PSS Building, Cape Town): Email Address: ViljoenD2@saps.gov.za
MarthinusJ@saps.gov.za
PSSWC.hrm.leave@saps.gov.za

POST 23/217 : **FINANCIAL CLERK REF NO: PSS NC31/26 (X1 POST)**
Financial Management Services

SALARY : R237 453 per annum (Level 05)
CENTRE : Northern Cape, Kimberley
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the

Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills.

DUTIES : Administration of financial service support function. Administration of overtime claims. Administration and control of budget and expenditure.

ENQUIRIES : provincial head: northern cape (PSS building, kimberley): Capt Potgieter, HRC Ross, HRC Arends. Tel No: (053) 836 9309 / 9363 / 9361.

APPLICATIONS : Provincial Head: Northern Cape (PSS Building: Kimberly): No. 88 Kenilworth Street, De Beers Extension, Kimberly, 8300 Email Address:
PSS.NC.discipline@saps.gov.za
ncprov.pss.leave@saps.gov.za
ArendsN@saps.gov.za

POST 23/218 : **HUMAN RESOURCE CLERK REF NO: PSS EC32/26 (X1 POST)**
Human Resource Management & Development

SALARY : R237 453 per annum (Level 05)
CENTRE : Eastern Cape, King Williamstown
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills.

DUTIES : Administration of leave functions by receiving, verifying information and finalizing applications on Leave Forms (SAP26). Manage unscheduled leave. Audit of Leave Files. Administration of applications for Medical Boards, Death Boards, Alcohol Boards, Stress & Depression Boards. Manage & direct unscheduled leave. Review & monitor leave capturing. Analyse & evaluate unused leave.

APPLICATIONS : Provincial Head: Eastern Cape (PSS Building: King Williams Town): No. 49 Amatola Road, King Williams Town, 5600 Email Address:
NogayiNLL@saps.gov.za
DeJagerNaomi@saps.gov.za
MnyakaZ@saps.gov.za
DikoL@saps.gov.za
MulwaVA@saps.gov.za

POST 23/219 : **HUMAN RESOURCE CLERK REF NO: PSS HRU33/26 (X1 POST)**

SALARY : R237 453 per annum (Level 05)
CENTRE : Human Resource Utilisation (HRU), Pretoria
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills.

General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills.

DUTIES : Administration duties pertaining to leave, service terminations, recruitment, rank translations, promotions, transfers, behaviour management, career management, Medical & Injury board, and any other HR related function.

ENQUIRIES : HQ: Pretoria: Tel: Lt Col Nyathi: Tel No: (012) 400 5587; Capt Mudau: Tel No: (012) 400 5468; HRCS Kekana: Tel No: (012) 400 5216; HRC Nebodzandala: Tel No: (012) 400 5229

APPLICATIONS : **Protection And Security Services: HQ (Pretoria):** No. 3 Corner Park & Troye Streets Maupa Naga Building Sunnyside, Pretoria 0002. Application forms must be hand delivered or e-mailed to the following address (Please utilize only one (1) mode of delivery which is convenient to you): Email Address: NyathiPM@saps.gov.za, MudauTG@saps.gov.za, Kekanak@saps.gov.za, NebodzandalaT@saps.gov.za

POST 23/220 : **HUMAN RESOURCE CLERK REF NO: PSS HRPA34/26 (X1 POST)**
Human Resource Practices & administration (HRPA)

SALARY : R237 453 per annum (Level 05)
CENTRE : Pretoria
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills.

DUTIES : Administration duties pertaining to leave, service terminations, recruitment, rank translations, promotions, transfers, behaviour management, career management, Medical & Injury board, and any other HR related function.

ENQUIRIES : HQ: Pretoria: Tel: Lt Col Nyathi: 012 400 5587; Capt Mudau: Tel No: (012) 400 5468; HRCS Kekana: Tel No: (012) 400 5216; HRC Nebodzandala: Tel No: (012) 400 5229

APPLICATIONS : **Protection And Security Services: HQ (Pretoria):** No. 3 Corner Park & Troye Streets Maupa Naga Building Sunnyside, Pretoria 0002. Application forms must be hand delivered or e-mailed to the following address (Please utilize only one (1) mode of delivery which is convenient to you): Email Address: NyathiPM@saps.gov.za, MudauTG@saps.gov.za, Kekanak@saps.gov.za, NebodzandalaT@saps.gov.za

POST 23/221 : **HUMAN RESOURCE CLERK REF NO: PSS PMB35/26 (X1 POST)**
Static Protection Services

SALARY : R237 453 per annum (Level 05)
CENTRE : KwaZulu-Natal, Pietermaritzburg
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills.

Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills.

DUTIES : Administration duties pertaining to leave, service terminations, recruitment, rank translations, promotions, transfers, behaviour management, career management, Medical & Injury board, and any other HR related function.

ENQUIRIES : Provincial Head: KwaZulu Natal (PSS Building, Durban): Lt Col Reddy, HRCS Pillay. Tel No: (031) 319 2044 / 2028.

APPLICATIONS : Provincial Head: KwaZulu-Natal (PSS Building: Durban): No. 143 Victoria Embankment Street, Maritime House 13th floor, Durban, 4001 Email Address: ReddyP@saps.gov.za, PillayS@saps.gov.za

POST 23/222 : **HUMAN RESOURCE CLERK REF NO: PSS HRD36/26 (X1 POST)**
Human Resource Development (HRD)

SALARY : R237 453 per annum (Level 05)
CENTRE : Pretoria
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills.

DUTIES : Administration duties pertaining to course files. Administration of skills development & course arrangements function for the Division. Facilitation of generic Informal learning interventions to personnel. Rendering secretarial duties for the Divisional Training Committee. Updating records pertaining to training outcomes on relevant data sets.

ENQUIRIES : HQ: Pretoria: Tel: Lt Col Nyathi: Tel No: (012) 400 5587; Capt Mudau: Tel No: (012) 400 5468; HRCS Kekana: Tel No: (012) 400 5216; HRC Nebodzandala: Tel No: (012) 400 5229

APPLICATIONS : **Protection And Security Services: HQ (Pretoria):** No. 3 Corner Park & Troye Streets Maupa Naga Building Sunnyside, Pretoria 0002. Application forms must be hand delivered or e-mailed to the following address (Please utilize only one (1) mode of delivery which is convenient to you): Email Address: NyathiPM@saps.gov.za, MudauTG@saps.gov.za, Kekanak@saps.gov.za, NebodzandalaT@saps.gov.za

POST 23/223 : **SUPPLY CHAIN CLERK REF NO: SCM15/2026 (X1 POST)**
Division Supply Chain Management
Demand Management: Demand and Asset Management

SALARY : R237 453 per annum (Level 05)
CENTRE : Silverton, Pretoria
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.

DUTIES : Determine needs in respect of diverse, services & special requests; Perform functions related to the execution of an economic appraisal with regard to

diverse, special requests & stationary items; Execute functions related to the planning of the life cycle of MGP diverse, professional service & stationery items in the SCM process; Determine/obtain specifications for diverse, special requests & stationary items; Compile/consolidate reports for Demand Section; Execute the administration of all quotation under 1 000 000-00 and above 1 000 000-00 nationally.

ENQUIRIES : Captain Naidoo Tel No: (012) 841 7876/7118/7179

APPLICATIONS : Applications must be hand delivered or posted to the following addresses: Hand Delivery: 117 Cresswell Road, (Corner Cresswell and Pretoria Road), Silverton, Pretoria, Division Supply Chain Management (Main Entrance, in the Wooden Box) Postal Address: The Divisional Commissioner: SCM, Human Resource Management, Private Bag X254, Pretoria, 0001 (For the attention: Lt Col MPP Moleko) (please note that in the event that an application is posted, it must be reached at the indicated office before or on the closing date and time specified in the advertisement i.e. 2026-07-17 at 16:00) email address: divscm:recruitment@saps.gov.za

POST 23/224 : **SUPPLY CHAIN CLERK REF NO: SCM16/2026 (X1 POST)**
Division Supply Chain Management
Moveable Government Property & Services Miscellaneous Stock Management: Sundries and Communication

SALARY : R237 453 per annum (Level 05)

CENTRE : Silverton, Pretoria

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate/NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and MS Outlook). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.

DUTIES : Perform replenishment duties; Perform requisition and acquisition of goods; Conduct annual stock taking; Compile reports.

ENQUIRIES : Captain Naidoo Tel No: (012) 841 7876/7118/7179

APPLICATIONS : Applications must be hand delivered or posted to the following addresses: Hand Delivery: 117 Cresswell Road, (Corner Cresswell and Pretoria Road), Silverton, Pretoria, Division Supply Chain Management (Main Entrance, in the Wooden Box) Postal Address: The Divisional Commissioner: SCM, Human Resource Management, Private Bag X254, Pretoria, 0001 (For the attention: Lt Col MPP Moleko) (please note that in the event that an application is posted, it must be reached at the indicated office before or on the closing date and time specified in the advertisement i.e. 2026-07-17 at 16:00) email address: divscm:recruitment@saps.gov.za

POST 23/225 : **SUPPLY CHAIN CLERK REF NO: SCM17/2026 (X1 POST)**
Division Supply Chain Management
Moveable Government Property & Services Miscellaneous Stock Management: Stationery Store and Replenishment

SALARY : R237 453 per annum (Level 05)

CENTRE : Silverton, Pretoria

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS

Word, MS Excel, MS Office, MS PowerPoint and MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.

DUTIES : Monitor replenishment process; Identify and classify stock items; Monitor stock levels within replenishment process; Prevent obsolescence and the drafting of stock; Make follow-up on the official orders for replenishment.

ENQUIRIES : Captain Mahlangu Tel No: (012) 841 7179/7118/7876

APPLICATIONS : Applications must be hand delivered or posted to the following addresses: Hand Delivery: 117 Cresswell Road, (Corner Cresswell and Pretoria Road), Silverton, Pretoria, Division Supply Chain Management (Main Entrance, in the Wooden Box) Postal Address: The Divisional Commissioner: SCM, Human Resource Management, Private Bag X254, Pretoria, 0001 (For the attention: Lt Col MPP Moleko) (please note that in the event that an application is posted, it must be reached at the indicated office before or on the closing date and time specified in the advertisement i.e. 2026-07-17 at 16:00) email address: divscm:recruitment@saps.gov.za

POST 23/226 : **SUPPLY CHAIN CLERK REF NO: SCM18/2026 (X1 POST)**
Division Supply Chain Management
Moveable Government Property & Services Miscellaneous Stock Management: Stationery Store and Replenishment

SALARY : R237 453 per annum (Level 05)

CENTERE : Silverton, Pretoria

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate /NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.

DUTIES : Administer filing; Issue counter requisition; Issue due-out stock; Conduct stock taking.

ENQUIRIES : Captain Mahlangu Tel No: (012) 841 7179/7118/7876

APPLICATIONS : Applications must be hand delivered or posted to the following addresses: Hand Delivery: 117 Cresswell Road, (Corner Cresswell and Pretoria Road), Silverton, Pretoria, Division Supply Chain Management (Main Entrance, in the Wooden Box) Postal Address: The Divisional Commissioner: SCM, Human Resource Management, Private Bag X254, Pretoria, 0001 (For the attention: Lt Col MPP Moleko) (please note that in the event that an application is posted, it must be reached at the indicated office before or on the closing date and time specified in the advertisement i.e. 2026-07-17 at 16:00) email address: divscm:recruitment@saps.gov.za

POST 23/227 : **SUPPLY CHAIN CLERK REF NO: SCM19/2026 (X1 POST)**
Division Supply Chain Management
Moveable Government Property Clothing and Distribution Management: Replenishment

SALARY : R237 453 per annum (Level 05)

CENTRE : Silverton, Pretoria

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS

Word, MS Excel, MS Office, MS PowerPoint and MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.

DUTIES : Maintain order/incoming stock; Adjust stock levels and balance orders Supply clothing needs by means of spreadsheet to Demand and Acquisition Management; Monitor slow moving items; Create ledgers for new items which do not reflect on redundancy report; Attend specification meeting/ pre advert and BEC meetings; Capture orders on Polfin (Police Financial Management System) and Provisioning Administration System (PAS); Effective administration of correspondence.

ENQUIRIES : PPO Babana Tel No: (012) 841 7123/7118/7876

APPLICATIONS : Applications must be hand delivered or posted to the following addresses: Hand Delivery: 117 Cresswell Road, (Corner Cresswell and Pretoria Road), Silverton, Pretoria, Division Supply Chain Management (Main Entrance, in the Wooden Box) Postal Address: The Divisional Commissioner: SCM, Human Resource Management, Private Bag X254, Pretoria, 0001 (For the attention: Lt Col MPP Moleko) (please note that in the event that an application is posted, it must be reached at the indicated office before or on the closing date and time specified in the advertisement i.e. 2026-07-17 at 16:00) email address: divscm:recruitment@saps.gov.za

POST 23/228 : **SUPPLY CHAIN CLERK REF NO: SCM20/2026 (X1 POST)**
Division Supply Chain Management
Moveable Government Property; Clothing and Distribution Management: Uniform Shop Gauteng

SALARY : R237 453 per annum (Level 05)

CENTRE : Silverton, Pretoria

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and MS Outlook). Relevant courses in the field of post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.

DUTIES : Issue uniform to SAPS members, reservists and trainees; Maintain uniform in allocated bins; Stock taking of uniform; Iron on chest badges and bullets proofs.

ENQUIRIES : PPO Babana Tel No: (012) 841 7123/7118/7876

APPLICATIONS : Applications must be hand delivered or posted to the following addresses: Hand Delivery: 117 Cresswell Road, (Corner Cresswell and Pretoria Road), Silverton, Pretoria, Division Supply Chain Management (Main Entrance, in the Wooden Box) Postal Address: The Divisional Commissioner: SCM, Human Resource Management, Private Bag X254, Pretoria, 0001 (For the attention: Lt Col MPP Moleko) (please note that in the event that an application is posted, it must be reached at the indicated office before or on the closing date and time specified in the advertisement i.e. 2026-07-17 at 16:00) email address: divscm:recruitment@saps.gov.za

POST 23/229 : **SUPPLY CHAIN CLERK REF NO: SCM21/2026 (X1 POST)**
Division Supply Chain Management
Moveable Government Property: Arms & Ammunition Management: Admin Support and CCTV:

SALARY : R237 453 per annum (Level 05)

CENTRE : Silverton, Pretoria

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.

DUTIES : To render an effective support at Administration; Request requisitions and reports on PAS; Enquire requisitions from different Stations; Enquire lot numbers for issuing; Record and account new stock from suppliers; Transfer of different stock from store level to and from inventory level; Check, verify and capture of boards of survey; File issue and receive vouchers in the VA 5 and VA 6 files; Type letters, job descriptions and PEP documents; Check Z8 register and send daily attendance list to HRM office.

ENQUIRIES : HR Clerk Mudau Tel No: (012) 841 7217/7118/7876

APPLICATIONS : Applications must be hand delivered or posted to the following addresses: Hand Delivery: 117 Cresswell Road, (Corner Cresswell and Pretoria Road), Silverton, Pretoria, Division Supply Chain Management (Main Entrance, in the Wooden Box) Postal Address: The Divisional Commissioner: SCM, Human Resource Management, Private Bag X254, Pretoria, 0001 (For the attention: Lt Col MPP Moleko) (please note that in the event that an application is posted, it must be reached at the indicated office before or on the closing date and time specified in the advertisement i.e. 2026-07-17 at 16:00) email address: divscm:recruitment@saps.gov.za

POST 23/230 : **SUPPLY CHAIN CLERK REF NO: SCM22/2026 (X1 POST)**
Division Supply Chain Management
Moveable Government Property: Arms & Ammunition Management: Firearms Spares Ammunition Store and Body Armour

SALARY : R237 453 per annum (Level 05)

CENTRE : Silverton, Pretoria

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be able to work under pressure and extended hours.

DUTIES : To render an effective support at Transit-In; Receive and verify obsolete and unserviceable stock for correctness from Divisions and Provinces; Receive stock from suppliers; Check and verify serialized items according to invoices and delivery notes; Register serialized items on the PAS; Capture receive vouchers on the PAS; Certify assists with the receiving and issuing of firearms; Assist with stock taking; Assist with the update of room inventories.

ENQUIRIES : HR Clerk Mudau Tel No: (012) 841 7217/7118/7876

APPLICATIONS : Applications must be hand delivered or posted to the following addresses: Hand Delivery: 117 Cresswell Road, (Corner Cresswell and Pretoria Road), Silverton, Pretoria, Division Supply Chain Management (Main Entrance, in the Wooden Box) Postal Address: The Divisional Commissioner: SCM, Human Resource Management, Private Bag X254, Pretoria, 0001 (For the attention: Lt Col MPP Moleko) (please note that in the event that an application is posted, it must be reached at the indicated office before or on the closing date and time specified in the advertisement i.e. 2026-07-17 at 16:00) email address: divscm:recruitment@saps.gov.za

POST 23/231 : **SUPPLY CHAIN CLERK REF NO: SCM23/2026 (X1 POST)**
Division Supply Chain Management
Procurement and Contract Management Procurement Management: Radio Equipment

SALARY : R237 453 per annum (Level 05)
CENTRE : Silverton, Pretoria
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
DUTIES : Ensure an effective and efficient procurement process within Supply Chain Management regarding Bids; Ensure an effective and efficient procurement process within Supply Chain Management regarding quotations; Receive applications from Demand Management to invite bids for end users; Execute functions on PAS and Polfin System; Capture bids; Compile submissions to the BAC for recommendations and E-Tender approval; Compile contracts for relevant signatures; Advertise end results on E-Tender and SAPS website; Filing of all bid documents received.
ENQUIRIES : HR Clerk Thulare Tel No: (012) 841 7392/7118/7876
APPLICATIONS : Applications must be hand delivered or posted to the following addresses: Hand Delivery: 117 Cresswell Road, (Corner Cresswell and Pretoria Road), Silverton, Pretoria, Division Supply Chain Management (Main Entrance, in the Wooden Box) Postal Address: The Divisional Commissioner: SCM, Human Resource Management, Private Bag X254, Pretoria, 0001 (For the attention: Lt Col MPP Moleko) (please note that in the event that an application is posted, it must be reached at the indicated office before or on the closing date and time specified in the advertisement i.e. 2026-07-17 at 16:00) email address: divscm:recruitment@saps.gov.za

POST 23/232 : **SUPPLY CHAIN CLERK REF NO: SCM24/2026 (X1 POST)**
Division Supply Chain Management
Procurement and Contract Management: Procurement Management: Tact Equipment, Vehicle & GP

SALARY : R237 453 per annum (Level 05)
CENTRE : Silverton, Pretoria
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognised by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
DUTIES : Ensure an effective and efficient procurement process within Supply Chain Management regarding Bids; Ensure an effective and efficient procurement process within Supply Chain Management with regard to quotations; Receive applications from Demand Management to invite bids for end users; Capture bids; Compile submissions to the BAC for recommendations and approval;

Compile contracts for relevant signatures; Advertise end results on E-Tender and SAPS website.

ENQUIRIES : HR Clerk Thulare Tel No: (012) 841 7392/7118/7876

APPLICATIONS : Applications must be hand delivered or posted to the following addresses: Hand Delivery: 117 Cresswell Road, (Corner Cresswell and Pretoria Road), Silverton, Pretoria, Division Supply Chain Management (Main Entrance, in the Wooden Box) Postal Address: The Divisional Commissioner: SCM, Human Resource Management, Private Bag X254, Pretoria, 0001 (For the attention: Lt Col MPP Moleko) (please note that in the event that an application is posted, it must be reached at the indicated office before or on the closing date and time specified in the advertisement i.e. 2026-07-17 at 16:00) email address: divscm:recruitment@saps.gov.za

POST 23/233 : **SUPPLY CHAIN CLERK NO: SCM25/2026 (X1 POST)**
Division Supply Chain Management
Supply Chain Performance Management and Services: Transport Management: Vehicle Provisioning and Utilization:

SALARY : R237 453 per annum (Level 05)

CENTRE : Persequor Park, Lynnwood, Pretoria

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.

DUTIES : Administrate the needs received from the provinces/divisions for the purchasing of vehicles via the RT57 contract. Administrate capturing of RT 57 contract on PAS/Polfin system; Administrate the needs received from the Provinces/Divisions for the purchasing of specialized vehicles, vehicle conversions etc. on a quotation basis or via bid process

ENQUIRIES : AC Rammego Tel No: (012) 841 7322/7118/7876

APPLICATIONS : Applications must be hand delivered or posted to the following addresses: Hand Delivery: 117 Cresswell Road, (Corner Cresswell and Pretoria Road), Silverton, Pretoria, Division Supply Chain Management (Main Entrance, in the Wooden Box) Postal Address: The Divisional Commissioner: SCM, Human Resource Management, Private Bag X254, Pretoria, 0001 (For the attention: Lt Col MPP Moleko) (please note that in the event that an application is posted, it must be reached at the indicated office before or on the closing date and time specified in the advertisement i.e. 2026-07-17 at 16:00) email address: divscm:recruitment@saps.gov.za

POST 23/234 : **SUPPLY CHAIN CLERK RE NO: SCM26/2026 (X1 POST)**
Division Supply Chain Management
Supply Chain Performance Management & Services: Transport Management:

SALARY : R237 453 per annum (Level 05)

CENTER : Persequor Park, Lynnwood, Pretoria

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal

skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.

DUTIES : Handle exception reports received from fuel card contractor for Head Office Divisions and Provincial Commissioners; Administer fuel cards and e-tags in the SAPS for state vehicles; Handle fuel certification enquiries received from Provinces and Divisions and compare asset register of state vehicles; Analyse transaction reports/statements regarding fuel transactions for Provinces and Divisions; Have knowledge of Provisioning Administration System (PAS) and Police Financial Management System (Polfin).

ENQUIRIES : AC Rammego Tel No: (012) 841 7322/7118/7876

APPLICATIONS : Applications must be hand delivered or posted to the following addresses: Hand Delivery: 117 Cresswell Road, (Corner Cresswell and Pretoria Road), Silverton, Pretoria, Division Supply Chain Management (Main Entrance, in the Wooden Box) Postal Address: The Divisional Commissioner: SCM, Human Resource Management, Private Bag X254, Pretoria, 0001 (For the attention: Lt Col MPP Moleko) (please note that in the event that an application is posted, it must be reached at the indicated office before or on the closing date and time specified in the advertisement i.e. 2026-07-17 at 16:00) email address:

POST 23/235 : **SUPPLY CHAIN CLERK REF NO: SCM27/2026 (X1 POST)**
Division Supply Chain Management
Supply Chain Performance Management & Services: Transport Management: Vehicle Demand & Policy Management

SALARY : R237 453 per annum (Level 05)

CENTRE : Persequor Park, Lynnwood, Pretoria

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.

DUTIES : Handle exception reports received from fuel card contractor for Head Office Divisions and Provincial Commissioners; Administer fuel cards and e-tags in the SAPS for state vehicles; Handle fuel certification enquiries received from Provinces and Divisions and compare asset register of state vehicles; Analyse transaction reports/statements regarding fuel transactions for Provinces and Divisions; Have knowledge of Provisioning Administration System (PAS) and Police Financial Management System (Polfin)

ENQUIRIES : Lieutenant Colonel Moleko Tel No: (012) 841 7118/7876/7179

APPLICATIONS : Applications must be hand delivered or posted to the following addresses: Hand Delivery: 117 Cresswell Road, (Corner Cresswell and Pretoria Road), Silverton, Pretoria, Division Supply Chain Management (Main Entrance, in the Wooden Box) Postal Address: The Divisional Commissioner: SCM, Human Resource Management, Private Bag X254, Pretoria, 0001 (For the attention: Lt Col MPP Moleko) (please note that in the event that an application is posted, it must be reached at the indicated office before or on the closing date and time specified in the advertisement i.e. 2026-07-17 at 16:00) email address: divscm:recruitment@saps.gov.za

POST 23/236 : **FINANCE CLERK REF NO: SCM28/2026 (X1 POST)**
Division Supply Chain Management
Support Services: Financial and Administration Services

SALARY : R237 453 per annum (Level 05)

CENTRE : Silverton, Pretoria

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV

Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.

DUTIES : Handle the administration of domestic travel and subsistence allowances claims (SAPS157); Handle the administration of miscellaneous claim (SAP174); Processing of interim accommodation claims; Facilitate administration of standing advances; Perform duties regarding salary maintenance; Administrate and capture overtime remuneration requests.

ENQUIRIES : AC Rammego Tel No: (012) 841 7322/7118/7876

APPLICATIONS : Applications must be hand delivered or posted to the following addresses: Hand Delivery: 117 Cresswell Road, (Corner Cresswell and Pretoria Road), Silverton, Pretoria, Division Supply Chain Management (Main Entrance, in the Wooden Box) Postal Address: The Divisional Commissioner: SCM, Human Resource Management, Private Bag X254, Pretoria, 0001 (For the attention: Lt Col MPP Moleko) (please note that in the event that an application is posted, it must be reached at the indicated office before or on the closing date and time specified in the advertisement i.e. 2026-07-17 at 16:00) email address: divscm:recruitment@saps.gov.za

POST 23/237 : **HUMAN RESOURCE CLERK REF NO: SCM29/2026 (X1 POST)**
Division Supply Chain Management
Supply Chain Performance Management & Services: Mechanical Services

SALARY : R237 453 per annum (Level 05)

CENTRE : Persequor Park, Lynnwood

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 1 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.

DUTIES : Render administrative duties pertaining to Human Resource Management to the Section: Mechanical Services; Handle administration regarding to Human Resource Utilization for the Section: Mechanical Services; Render administrative duties pertaining to Human Resource Development of the Section: Mechanical Services Head Office.

ENQUIRIES : HR Clerk Thulare Tel No: (012) 841 7392/7118/7876

APPLICATIONS : Applications must be hand delivered or posted to the following addresses: Hand Delivery: 117 Cresswell Road, (Corner Cresswell and Pretoria Road), Silverton, Pretoria, Division Supply Chain Management (Main Entrance, in the Wooden Box) Postal Address: The Divisional Commissioner: SCM, Human Resource Management, Private Bag X254, Pretoria, 0001 (For the attention: Lt Col MPP Moleko) (please note that in the event that an application is posted, it must be reached at the indicated office before or on the closing date and time specified in the advertisement i.e. 2026-07-17 at 16:00) email address: divscm:recruitment@saps.gov.za

POST 23/238 : **HUMAN RESOURCE CLERK REF NO: SCM30/2026 (X1 POST)**
Division Supply Chain Management
Support Services: Personnel Management

SALARY : R237 453 per annum (Level 05)

CENTRE : Silverton

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.

DUTIES : Administer all functions relating to leave administration; Administer functions related to temporary incapacity leave, injury/illness on duty and full functional assessments with regards to applications/referrals for ill-health retirements; Coordinate the administration process with regards to service terminations; Administer monthly AOP (Annual Operational Plan) reports and Head Office quarterly reports on Absenteeism Management TIL & Service Termination Categories.

ENQUIRIES : Lieutenant Colonel Moleko Tel No: (012) 841 7118//7876/7179

APPLICATIONS : Applications must be hand delivered or posted to the following addresses: Hand Delivery: 117 Cresswell Road, (Corner Cresswell and Pretoria Road), Silverton, Pretoria, Division Supply Chain Management (Main Entrance, in the Wooden Box) Postal Address: The Divisional Commissioner: SCM, Human Resource Management, Private Bag X254, Pretoria, 0001 (For the attention: Lt Col MPP Moleko) (please note that in the event that an application is posted, it must be reached at the indicated office before or on the closing date and time specified in the advertisement i.e. 2026-07-17 at 16:00) email address: divscm:recruitment@saps.gov.za

POST 23/239 : **HUMAN RESOURCE CLERK REF NO: SCM31/2026 (X1 POST)**
Division Supply Chain Management
Support Services: Human Resource Utilization

SALARY : R237 453 per annum (Level 05)

CENTRE : Silverton

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.

DUTIES : Perform administrative tasks regarding HR Planning, Job Description, Performance Management, Diversity Management and Labour Relations related functions within Division: Supply Chain Management; Handle administration regarding incoming/ outgoing correspondence. File documents for personnel of Human Resource Utilization.

ENQUIRIES : Captain Naidoo Tel No: (012) 841 7876//7118/7179

APPLICATIONS : Applications must be hand delivered or posted to the following addresses: Hand Delivery: 117 Cresswell Road, (Corner Cresswell and Pretoria Road), Silverton, Pretoria, Division Supply Chain Management (Main Entrance, in the Wooden Box) Postal Address: The Divisional Commissioner: SCM, Human Resource Management, Private Bag X254, Pretoria, 0001 (For the attention: Lt Col MPP Moleko) (please note that in the event that an application is posted, it must be reached at the indicated office before or on the closing date and time specified in the advertisement i.e. 2026-07-17 at 16:00) email address: divscm:recruitment@saps.gov.za

POST 23/240 : **ADMINISTRATION CLERK REF NO: SCM32/2026 (X1 POST)**
Division Supply Chain Management
Facility Management: Programme & Project Management

SALARY : R237 453 per annum (Level 05)
CENTRE : Persequor Park, Lynnwood, Pretoria
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
DUTIES : Type documents, administer correspondence and filing; Administer logistical matters e.g. requisition of stationery and equipment's; Maintain room inventories; Maintain leave records, registers and files; Arrange travelling and subsistence allowance for personnel of the Section; Administer telephone accounts for the Section; Coordinate and report on state property and losses.
ENQUIRIES : Captain Naidoo Tel No: (012) 841 7876/7118/7179
APPLICATIONS : Applications must be hand delivered or posted to the following addresses: Hand Delivery: 117 Cresswell Road, (Corner Cresswell and Pretoria Road), Silverton, Pretoria, Division Supply Chain Management (Main Entrance, in the Wooden Box) Postal Address: The Divisional Commissioner: SCM, Human Resource Management, Private Bag X254, Pretoria, 0001 (For the attention: Lt Col MPP Moleko) (please note that in the event that an application is posted, it must be reached at the indicated office before or on the closing date and time specified in the advertisement i.e. 2026-07-17 at 16:00) email address: divscm:recruitment@saps.gov.za

POST 23/241 : **ADMINISTRATION CLERK REF NO: SCM33/2026 (X1 POST)**
Division Supply Chain Management
Supply Chain Performance Management & Services: Performance Management: Risk Monitoring Norms and Standards

SALARY : R237 453 per annum (Level 05)
CENTRE : Silverton, Pretoria
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, Skills and Competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
DUTIES : Assist with the compilation of an Annual Evaluation Performance Management Plan; Assist with establishing a professional Performance Management & Evaluation practice in Supply Chain Management SAPS; Perform Bi-annual Accounting Functionaries assessment; Assist with training and skills development for Performance Management personnel; Obtain management and exception reports from the Provisioning Administration System (PAS) and SAPS Financial Systems (Polfin).
ENQUIRIES : Captain Mahlangu Tel No: (012) 841 7179/7118/7876
APPLICATIONS : Applications must be hand delivered or posted to the following addresses: Hand Delivery: 117 Cresswell Road, (Corner Cresswell and Pretoria Road), Silverton, Pretoria, Division Supply Chain Management (Main Entrance, in the Wooden Box) Postal Address: The Divisional Commissioner: SCM, Human

Resource Management, Private Bag X254, Pretoria, 0001 (For the attention: Lt Col MPP Moleko) (please note that in the event that an application is posted, it must be reached at the indicated office before or on the closing date and time specified in the advertisement i.e. 2026-07-17 at 16:00) email address: divscm:recruitment@saps.gov.za

POST 23/242 : **REGISTRY CLERK REF NO: SCM34/2026 (X2 POSTS)**
Division Supply Chain Management
Support Services: Financial Services (Auxiliary Services)

SALARY : R237 453 per annum (Level 05)
CENTRE : Silverton, Pretoria
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Experience in Archives and Registry. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
DUTIES : Administer administrative functions at the Sub-Section: Registry; Administer a posting service to Division: Supply Chain Management; Administer access control to Records and Registry Archives.
ENQUIRIES : Captain Mahlangu Tel No: (012) 841 7179/7118/7876
APPLICATIONS : Applications must be hand delivered or posted to the following addresses: Hand Delivery: 117 Cresswell Road, (Corner Cresswell and Pretoria Road), Silverton, Pretoria, Division Supply Chain Management (Main Entrance, in the Wooden Box) Postal Address: The Divisional Commissioner: SCM, Human Resource Management, Private Bag X254, Pretoria, 0001 (For the attention: Lt Col MPP Moleko) (please note that in the event that an application is posted, it must be reached at the indicated office before or on the closing date and time specified in the advertisement i.e. 2026-07-17 at 16:00) email address: divscm:recruitment@saps.gov.za

POST 23/243 : **LIGHT VEHICLE DRIVER REF NO: SCM35/2026 (X1 POST)**
Division Supply Chain Management
Moveable Government Property: Clothing and Distribution Management

SALARY : R237 453 per annum (Level 05)
CENTRE : Pretoria Warehouse: Silverton, Pretoria
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage.
DUTIES : Transport assets; Perform administration duties as an official driver of road transport; Inspect vehicles.
ENQUIRIES : PPO Babana Tel No: (012) 841 7123/7118/7876
APPLICATIONS : Applications must be hand delivered or posted to the following addresses: Hand Delivery: 117 Cresswell Road, (Corner Cresswell and Pretoria Road), Silverton, Pretoria, Division Supply Chain Management (Main Entrance, in the Wooden Box) Postal Address: The Divisional Commissioner: SCM, Human Resource Management, Private Bag X254, Pretoria, 0001 (For the attention: Lt Col MPP Moleko) (please note that in the event that an application is posted, it must be reached at the indicated office before or on the closing date and time specified in the advertisement i.e. 2026-07-17 at 16:00) email address: divscm:recruitment@saps.gov.za

POST 23/244 : **SECRETARY**
Division Supply Chain Management

SALARY : R237 453 per annum (Level 05)
CENTRE : Supply Chain Performance Management & Services: Mechanical Support and Administration Services: Persequor Park, Lynnwood, Pretoria Ref No: SCM36/2026 (X1 Post)
Facility Management: Asset Operations Management: Persequor Park, Lynnwood, Pretoria Ref No: SCM37/2026 (X1 Post)
Facility Management: Infrastructure Maintenance Services: Silverton, Pretoria: Ref No: SCM38/2026 (X1 Post)
Demand Management: Demand & Infrastructure Planning: Persequor Park, Lynnwood, Pretoria, Gauteng Province Ref No: SCM39/2026 (X1 Post)
Procurement and Contract Management: Procurement Management: Facility Management: Silverton, Pretoria Ref No: SCM40/2026 (X1 Post)
Procurement and Contract Management: Contract Management: Silverton, Pretoria Ref No: SCM41/2026 (X1 Post)

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.

DUTIES : Type reports, letters, minutes, agendas, memoranda and handle confidential documents. Monitor the workflow of documents to and from the office of the Senior Manager by keeping a register. Manage the diary of the Senior Manager for internal and external engagements. Co-ordinate travel arrangements, including accommodation and subsistence allowances. Maintain good record keeping filing and bring forward system. Distribute correspondence and circulars to the relevant stakeholders. Handle routine correspondence, send and receive e-mails and faxes immediately. Answer and make telephone calls on behalf of the Senior Manager and take messages professionally. Receive and host visitors in the office. Assist in serving refreshments to visitors during meetings. Assist in arranging and booking of venues for the meetings in accordance with the number of people expected to attend. Provide support during meetings and workshops involving the office of the Senior Manager. Operating standard equipment (photocopy machine, telephone and computers).

ENQUIRIES : PPO Babana Tel No: (012) 841 7123/7118/7876
APPLICATIONS : Applications must be hand delivered or posted to the following addresses: Hand Delivery: 117 Cresswell Road, (Corner Cresswell and Pretoria Road), Silverton, Pretoria, Division Supply Chain Management (Main Entrance, in the Wooden Box) Postal Address: The Divisional Commissioner: SCM, Human Resource Management, Private Bag X254, Pretoria, 0001 (For the attention: Lt Col MPP Moleko) (please note that in the event that an application is posted, it must be reached at the indicated office before or on the closing date and time specified in the advertisement i.e. 2026-07-17 at 16:00) email address: divscm:recruitment@saps.gov.za

POST 23/245 : **HUMAN RESOURCE CLERK (X11 POSTS)**
Division: Human Resource Development

SALARY : R237 453 per annum (Level 05)
CENTRE : SAPS Academy Mankwe: Ref No: HRD 28/06/2026 (X1 Post)
SAPS Academy Thabazimbi: Ref No: HRD 30/06/2026 (X1 Post)
SAPS Academy Moloto: Ref No: HRD 31/06/2026 (X1 Post)
SAPS Academy Chatsworth: Ref No: HRD 32/06/2026 (X1 Post)
SAPS Academy Bishop Lavis: Ref No: HRD 49/06/2026 (X1 Post)
SAPS Academy Mthatha: Ref No: HRD 53/06/2026 (X1 Post)
SAPS Academy Tshwane: Ref No: HRD 60/06/2026 (X1 Post)

SAPS Academy Oudtshoorn: Ref No: HRD 56/06/2026 (X1 Post)
Division HRD, Support, HRM, Pretoria Ref No: HRD 63/06/2026 (X3 Posts)

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.

DUTIES : Conduct administration relating to personnel provisioning and maintenance, absenteeism management and service terminations, human resource ulitisation and disciplinary matters.

ENQUIRIES : **SAPS Academy Mankwe:** Enquiries can be directed to: Lt Col MA Katjedi: at 071 411 0164/014 558 8170
SAPS Academy Thabazimbi: Enquiries can be directed to: Lt Col JC Pelser: at 071 4109169/072 3319153
SAPS Academy Moloto: Enquiries can be directed to: Lt Col ZBL Nqeto: at 082 779 8736
SAPS Academy Chatsworth: Enquiries can be directed to: Capt Molefe: Tel No: 031 402 7012 / 031 402 7020 / 031 402 7019
SAPS Academy Bishop Lavis: Enquiries can be directed to: Capt Mavango: Tel No: 021 935 5571/ 75
SAPS Academy Mthatha: Enquiries can be directed to: Capt Dalindyebo: Tel No: 047 531 1026 Ext 1056 / 1009 or 082 523 3257
SAPS Academy Tshwane: Enquiries can be directed to: Colonel JL Muridili; Captain Nkuna: at 071 313 3604; 082 608 3902
SAPS Academy Oudtshoorn: Enquiries can be directed to: Lt Col RM Arries / Capt D Moores: Tel No: 044 203 2223
DIVISION: Human Resource Development (DIV: HRD): Enquiries can be directed to: Lt Col GM Masemola/Capt Hagen Tel No: 012 334 3796 / 012 334 3663

APPLICATIONS : Application forms must be hand delivered or e-mailed to the following addresses (Please utilize only one (1) mode of delivery which is convenient to you): Division: Human Resource Development (DIV: HRD) Hand delivery or courier to: Shorburg Building, 429 Helen Joseph Street, Pretoria: Email address: hagenn@saps.gov.za
SAPS Academy Tshwane: Hand delivery or courier to: 1 Rebecca Street, Pretoria West Email address: traincoladmin@saps.gov.za
SAPS Academy Oudtshoorn: Hand delivery or courier to: Park Road South 1, Wesbank, Oudtshoorn Email address: divhrd.odnss@saps.gov.za divhrd.odnhrm@saps.gov.za,
SAPS Academy Bishop Lavis: Hand delivery or courier to: 100 Myrtle Street, Bishop Lavis Email address: blahhrm@saps.gov.za and bishoplavis.sec@saps.gov.za
SAPS Academy Philippi: Hand delivery or courier to: 55 New Eisleben Road, Philippi: Email address: SwartlandE@saps.gov.za
SAPS Academy Mthatha: Hand delivery or courier to: No.1 Vukuzana Street, Police Camp Area, Police Camp, Mthatha, 5099: Email address: DalindyeboT@saps.gov.za and DalasaM@saps.gov.za
SAPS Academy Rietondale: Hand delivery or courier to: Alben Building, 661 Chamberlain Str, Rietfontein Email address: MohaleT@saps.gov.za / ChaukeT5@saps.gov.za
SAPS Academy Chatsworth: Hand delivery or courier to: 241 Moorton Drive, Chatsworth, Durban Email address: MolefeM4@saps.gov.za or NaidooM10@saps.gov.za GumedeSandile@saps.gov.za

SAPS Academy Thabazimbi: Hand delivery or courier to: Buffelshoek Farm, Gate 325, Alma Gravel Road, Thabazimbi Email address: PelserJ@saps.gov.za
SAPS Academy Moloto: Hand delivery or courier to: Jakkalsdans Farm 243 JR, Plot Road 2, Dewagensdrift, Moloto Road Email address: NqetoZBL@saps.gov.za / MtimunyeB2@saps.gov.za / MasemolaF@saps.gov.za
SAPS Academy Mankwe: Hand delivery or courier to: R510 Rustenburg to Northam Road, Mogwase: Email address: KatjediMA@saps.gov.za

POST 23/246 : **ADMINISTRATION CLERK (X19 POSTS)**
Division: Human Resource Development

SALARY : R237 453 per annum (Level 05)
CENTRE : SAPS Academy Chatsworth: Ref No: HRD 33/06/2026 (X1 Post)
SAPS Academy Paarl (Learner Support): Ref No: HRD 34/06/2026 (X1 Post)
SAPS Academy Paarl (M&E): Ref No: HRD 35/06/2026 (X1 Post)
SAPS Academy Hammanskraal (Learner Sup): Ref No: HRD 36/06/2026 (X1 Post)
SAPS Academy Hammanskraal (M&E): Ref No: HRD 37/06/2026 (X1 Post)
SAPS Academy Roodeplaat (M&E): Ref No: HRD 38/06/2026 (X1 Post)
SAPS Academy Addo (M&E): Ref No: HRD 39/06/2026 (X1 Post)
SAPS Academy All Saints (M&E): Ref No: HRD 40/06/2026 (X1 Post)
Division HRD: ISPD Comp Head, Pretoria: Ref No: HRD 42/06/2026 (X1 Post)
Division: HRD: ISPD Leadership, Management & International Development, Pretoria: Ref No: HRD 43/06/2026 (X1 Post)
SAPS Academy Benoni (M&E): (Ref No: HRD 44/06/2026) (X1 Post)
Division HRD: BPD Ceremonial Discipline, PTA: Ref No: HRD 46/06/2026 (X1 Post)
SAPS Academy Bhisho (Learner Support): Ref No: HRD 47/06/2026 (X1 Post)
SAPS Academy Graaff Reinet (Learner Sup) Ref No: HRD 52/06/2026 (X1 Post)
SAPS Academy Philippi (Learner Support): Ref No: HRD 58/06/2026 (X1 Post)
Division HRD: ETD CDS, Research and Quality Management, Pretoria: Ref No: HRD 64/06/2026 (X1 Post)
Division HRD: ETD CDS, Quality Assurance & Quality Control Coordination, Pretoria: Ref No: HRD 65/06/2026 (X1 Post)
Division HRD: ETD CDS, Research & Impact Studies, Pretoria Ref No: HRD 66/06/2026 (X1 Post)
Division: HRD: ETD CDS, Curriculum Development, Tactical Policing, Pretoria: Ref No: HRD 69/06/2026 (X1 Post)

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.

DUTIES : Perform general clerical duties. Update registers and statistics. Handle routine and inquiries. Make photocopies. Distribute documents/packages to various stakeholders as required on a daily basis. Deliver and collect documents from areas surrounding the office; maintain the filling system for the Directorate. Type letters and other correspondence, provide administrative support functions in the relevant office; Type reports; letters, memoranda and monitor flow of documents to and from the relevant office ;Maintain an updated filling system in the relevant office, distribute correspondence and circulars to the relevant stakeholders and keep the register of all incoming and outcoming post

up to date, handle routine correspondence, send and receive e-mails immediately; answer and make telephone calls on behalf of the Head of the office and take messages professionally; provide support during meetings and workshops involving the relevant office; handling confidential documents, be able to operate standard equipment (photocopy machine, telephone, computers etc.).

ENQUIRIES : **SAPS Academy Chatsworth:** Enquiries can be directed to: Capt Molefe: Tel No: 031 402 7012 / 031 402 7020 / 031 402 7019
SAPS Academy Paarl: Enquiries can be directed to: Lt Col C Davids: Tel No: 021 807 9019
SAPS Academy Hammanskraal: Enquiries can be directed to: Lt Col Pitsi M: at 082 725 9995/012 711 8028
SAPS Academy Roodeplaat: Enquiries can be directed to: Lt Colonel SC Oosthuizen/ PPO PW Boshoff Tel No: 012 808 8664/ 012 808 8666
SAPS Academy Addo: Enquiries can be directed to: Lt Col P Ganas/Capt PT Zahela: at 0824616166 / 0743345632
SAPS Academy All Saints: Enquiries can be directed to: Lt Colonel Ngubekile / Sergeant Ndarana / PO Jongile at 076 411 9279 /072 679 6536 / 083 490 4975
DIVISION: Human Resource Development (DIV: HRD): Enquiries can be directed to: Lt Col GM Masemola/Capt Hagen: Tel No: 012 334 3796 / 012 334 3663
SAPS Academy Benoni: Enquiries can be directed to: WO L Theron Tel No: 011 871 5835:
SAPS Academy Bhisho: Enquiries can be directed to: Capt Mfengu & PPO Mdlankomo: Tel No: 040 608 8258/67
SAPS Academy Graaff-Reinet: Enquiries can be directed to: Capt U Meyer / Sergeant Z Deysel: Tel No: 049 891 0050
SAPS Academy Philippi: Enquiries can be directed to: Capt Khabiqheya: Tel No: 021 3702652/50

APPLICATIONS : Application forms must be hand delivered or e-mailed to the following addresses (Please utilize only one (1) mode of delivery which is convenient to you): Division: Human Resource Development (DIV: HRD) Hand delivery or courier to : Shorburg Building, 429 Helen Joseph Street, Pretoria: Email address: hagenn@saps.gov.za
SAPS Academy Tshwane: Hand delivery or courier to: 1 Rebecca Street, Pretoria West Email address: traincoladmin@saps.gov.za
SAPS Academy Oudtshoorn: Hand delivery or courier to: Park Road South 1, Wesbank, Oudtshoorn Email address: divhrd.odnss@saps.gov.za divhrd.odnhrm@saps.gov.za,
SAPS Academy Bishop Lavis: Hand delivery or courier to: 100 Myrtle Street, Bishop Lavis Email address: blahhrm@saps.gov.za and bishoplavis.sec@saps.gov.za
SAPS Academy Philippi: Hand delivery or courier to: 55 New Eisleben Road, Philippi: Email address: SwartlandE@saps.gov.za
SAPS Academy Bhisho: Hand delivery or courier to: R63 Konga Road, Bhisho: E-Mail Adress: MfenguXC@saps.gov.za/ MdlankomoM@saps.gov.za
SAPS Academy Mthatha: Hand delivery or courier to: No.1 Vukuzana Street, Police Camp Area, Police Camp, Mthatha, 5099: Email address: DalindyeboT@saps.gov.za and DalasaM@saps.gov.za
SAPS Academy Graaff-Reinet: Hand delivery or courier to: 22 College Road, Robert Sobukwe, 6280: Email address: MeyerU@saps.gov.za; DeyselZ@saps.gov.za
SAPS Academy Ulundi: Hand delivery or courier to: Ingulube Street Unit A, Ulundi Email address: MhlunguS@saps.gov.za
SAPS Academy Atteridgeville: Hand delivery or courier to: 100 Predustria, Pretoria -West. Emailaddress:Kgopathuso@saps.gov.za or NombangaSH@saps.gov.za
SAPS Academy Hammanskraal: Hand delivery or courier to:1 Gwala Avenue, Hammanskraal. Email address: PitsiM@saps.gov.za
SAPS Academy Benoni: Hand delivery or courier to: 36 Hospital Road, NorthMead, Benoni Email address: theronjl@saps.gov.za
SAPS Academy Rietondale: Hand delivery or courier to: Alben Building, 661 Chamberlain Str, Rietfontein Email address: MohaleT@saps.gov.za / ChaukeT5@saps.gov.za

SAPS Academy Chatsworth: Hand delivery or courier to: 241 Moorton Drive, Chatsworth, Durban Email address: MolefeM4@saps.gov.za or NaidooM10@saps.gov.za GumedeSandile@saps.gov.za
SAPS Academy Potchefstroom: Hand delivery or courier to: Welgegund Farm, R53 Ventersdorp Road, Potchefstroom. Email address: monyemorekg@saps.gov.za
SAPS Academy Thabazimbi: Hand delivery or courier to: Buffelshoek Farm, Gate 325, Alma Gravel Road, Thabazimbi Email address: PelserJ@saps.gov.za
SAPS Academy Moloto: Hand delivery or courier to: Jakkalsdans Farm 243 JR, Plot Road 2, Dewagensdrift, Moloto Road Email address: NqetoZBL@saps.gov.za / MtimunyeB2@saps.gov.za / MasemolaF@saps.gov.za
SAPS Academy Addo: Hand delivery or courier to: Farm 7, Slagboom, Addo: Email address: Ganasp3@saps.gov.za or ZahelaPT@saps.gov.za
SAPS Academy Mankwe: Hand delivery or courier to: R510 Rustenburg to Northam Road, Mogwase : Email address: KatjediMA@saps.gov.za
SAPS Academy All Saints: Hand delivery or courier to: R63, Komga Road, Bhisho: Email address: NgubekileBG@saps.gov.za , JongileXP@saps.gov.za
SAPS Academy Arcadia: Hand delivery or courier to: 640 Francis Baard Street, Arcadia, Pretoria: Email address: boshoffk@saps.gov.za
SAPS Academy Roodeplaat: Hand delivery or courier to: Remainder of Portion 3 of 293 Jr Moloto Road, Roodeplaat.: Email address: OosthuizenSterna@saps.gov.za Or BoshoffP@saps.gov.za
SAPS Academy Paarl: Hand delivery or courier to: 429 Main Street, Lemoenkloof, Paarl: Email address: davidsc3@saps.gov.za

POST 23/247 : **ADMINISTRATION CLERK REF NO: HRD 70/06/2026 (X1 POST)**
Division: Human Resource Development
Division HRD: Management Information & Strategic Planning

SALARY : R237 453 per annum (Level 05)
CENTRE : Pretoria
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.
DUTIES : Administer the process of strategic planning in the Division. Administer the process of implementation of facilitation of Enterprise Risk Management. Administer the service of monitoring and evaluation for all Operational and Performance Plans, Enterprise Risk Management and Service Delivery Improvement Plan. Provide support functions in the office of graphic design. Render general administrative support.
ENQUIRIES : Division: Human Resource Development (DIV: HRD): Enquiries can be directed to: Lt Col GM Masemola/Capt Hagen: Tel No: (012) 334 3796 / 012 334 3663
APPLICATIONS : Application forms must be hand delivered or e-mailed to the following addresses (Please utilize only one (1) mode of delivery which is convenient to you): Division: Human Resource Development (DIV: HRD) Hand delivery or courier to: Shorburg Building, 429 Helen Joseph Street, Pretoria: Email address: hagenn@saps.gov.za

POST 23/248 : **ADMINISTRATION CLERK (X4 POSTS)**
Division: Human Resource Development

SALARY : R237 453 per annum (Level 05)
CENTRE : SAPS Academy Bishop Lavis (Mess): Ref No: HRD 50/06/2026 (X1 Post)
SAPS Academy Mthatha (Mess) Ref No: HRD 54/06/2026 (X1 Post)
SAPS Academy Oudtshoorn (Mess): Ref No: HRD 57/06/2026 (X1 Post)
SAPS Academy Tshwane (Mess): Ref No: HRD 61/06/2026 (X1 Post)

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.

DUTIES : Assist with the compiling of the 4 week menu for trainees. Responsible for the ordering of stock according to the planned menu. Checking of delivered stock against stock ordered and the invoice received. Providing invoices to the Financial Office for payment of suppliers. Assist with the monthly stock taking in the mess. Providing quotations to clients for planned events or meetings. Render assistance during events and meetings regarding the venue setup and client service during the event. Asist to manage the assets with the asset register in the Mess. Adhere to Occupational, Health and Safety Act in daily activities by ensuring that dining halls and kitchens are cleaned according to prescripts. Checking overtime claims of shift workers for correct-and completeness and submitting claims. Drawing up of monthly reports on the meals that were served, food consumption and wastage of food.

ENQUIRIES : **SAPS Academy Bishop Lavis:** Enquiries can be directed to: Capt Mavango: Tel No: (021) 935 5571/ 75
SAPS Academy Mthatha: Enquiries can be directed to: Capt Dalindyebo: Tel No: (047) 531 1026 Ext 1056 / 1009 or 082 523 3257
SAPS Academy Oudtshoorn: Enquiries can be directed to: Lt Col RM Arries / Capt D Moores Tel No: (044) 203 2223
SAPS Academy Tshwane: Enquiries can be directed to: Colonel JL Muridili; Captain Nkuna at 071 313 3604; 082 608 3902

POST 23/249 : **SECRETARY (X5 POSTS)**
Division: Human Resource Development

SALARY : R237 453 per annum (Level 05)
CENTRE : Division HRD: ISPD: Comp Head, Pretoria: Ref No: HRD 41/06/2026 (X1 Post)
Division HRD: BPD: Comp Head, Pretoria: Ref No: HRD 45/06/2026 (X1 Post)
Division HRD: Support Services, Pretoria: Ref No: HRD 62/06/2026 (X1 Post)
Division HRD: ETD CDS, ETD Skills Development, Pretoria Ref No: HRD 67/06/2026 (X1 Post)
Division HRD: ETD CDS, Curriculum Development Technology Management & Support, Pretoria: Ref No: HRD 68/06/2026 (X1 Post)

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written

communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours

DUTIES : To provide secretarial support functions to the Head. Arrange, prepare meetings, agendas, typing and taking Minutes. Answer and screen all incoming calls to the office of the Head. Liaise with other Sections and components on matters relating to the Head's office. Maintain good Recordkeeping, filling and bring forward system. Handle confidential documents. Process and submit claims, make travelling and accommodation arrangements. Manage the diary as well as receive and host visitors of the office. Operate standard equipment (photocopy machine, telephone, Computer etc.). Serving refreshment to visitors and during Meetings. Manage office inventory

ENQUIRIES : Enquiries can be directed to: Lt Col GM Masemola/Capt Hagen: Tel No: (012) 334 3796 / 012 334 3663

POST 23/250 : **FINANCIAL CLERK (X3 POSTS)**
Division: Human Resource Development

SALARY : R237 453 per annum (Level 05)

CENTRE
SAPS Academy Mankwe: Ref No: HRD 29/06/2026 (X1 Post)
SAPS Academy Graaff Reinet: Ref No: HRD 51/06/2026 (X1 Post)
SAPS Academy Tshwane: Ref No: HRD 59/06/2026) (X1 Post)

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours

DUTIES : Administer Financial matters; Administer and maintain a filling system; Coordinate and process all reports; Ensure compliance with the Public Finance Management Act.

ENQUIRIES : **SAPS Academy Mankwe:** Enquiries can be directed to: Lt Col MA Katjedi: at 071 411 0164/014 558 8170
SAPS Academy Graaff-Reinet: Enquiries can be directed to: Capt U Meyer / Sergeant Z Deysel: Tel No: (049) 891 0050
SAPS Academy Tshwane: Enquiries can be directed to: Colonel JL Muridili; Captain Nkuna at 071 313 3604; 082 608 3902

APPLICATIONS : Application forms must be hand delivered or e-mailed to the following addresses (Please utilize only one (1) mode of delivery which is convenient to you): Division: Human Resource Development (DIV: HRD) Hand delivery or courier to: Shorburg Building, 429 Helen Joseph Street, Pretoria: Email address: hagenn@saps.gov.za
SAPS Academy Tshwane: Hand delivery or courier to: 1 Rebecca Street, Pretoria West Email address: traincoladmin@saps.gov.za
SAPS Academy Graaff-Reinet: Hand delivery or courier to: 22 College Road, Robert Sobukwe, 6280: Email address: MeyerU@saps.gov.za; DeyselZ@saps.gov.za
SAPS Academy Mankwe: Hand delivery or courier to: R510 Rustenburg to Northam Road, Mogwase: Email address: KatjediMA@saps.gov.za

POST 23/251 : **SUPPLY CHAIN CLERK (X2 POSTS)**
Division: Human Resource Development

SALARY : R237 453 per annum (Level 05)
CENTRE : SAPS Academy Bishop Lavis: Ref No: HRD 48/06/2026 (X1 Post)
SAPS Academy Oudtshoorn: Ref No: HRD 55/06/2026 (X1 Post)
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognised by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours
DUTIES : Administer and Monitor Demand, Moveable Government Property, Fleet and Procurement Management Logistical matters; Administer and maintain a filling system; Coordinate and process all reports; Ensure compliance with the Public Finance Management Act.
ENQUIRIES : SAPS Academy Bishop Lavis: Enquiries can be directed to: Capt Mavango Tel No: (021) 935 5571/ 75
SAPS Academy Oudtshoorn: Enquiries can be directed to: Lt Col RM Arries / Capt D Moores Tel No: (044) 203 2223
APPLICATIONS : Application forms must be hand delivered or e-mailed to the following addresses (Please utilize only one (1) mode of delivery which is convenient to you): Division: Human Resource Development (DIV: HRD) Hand delivery or courier to: Shorburg Building, 429 Helen Joseph Street, Pretoria: Email address: hagenn@saps.gov.za
SAPS Academy Bishop Lavis: Hand delivery or courier to: 100 Myrtle Street, Bishop Lavis Email address: blahhrm@saps.gov.za and bishoplavis.sec@saps.gov.za

POST 23/252 : **SECRETARY (X18 POSTS)**
Division: Crime Intelligence

SALARY : R237 453 per annum (Level 05)
CENTRE : **Head Office: Component: Intelligence Analysis And Coordination:**
Office of the Component Head: Intelligence Analysis and Coordination, Erasmuskloof (Ref No: CI/HO/6/2026)
Office of the Section Head: Intelligence Analysis and Coordination, Erasmuskloof (Ref No: CI/HO/7/2026)
Office of the Section Head: Strategic Analysis and Research, Erasmuskloof (Ref No: CI/HO/08/2026)
Office of the Section Head: Organised Crime Analysis, Erasmuskloof (Ref No: CI/HO/09/2026)
Head Office: Component: Secret Service Account:
Office of the Component Head: Secret Service Account, Erasmuskloof: (Ref No: CI/HO/10/2026)
Office of the Section Head: Supply Chain Management, Erasmuskloof (Ref No: CI/HO/11/2026)
Head Office: Component: Intelligence Plan And Monitoring:
Office of the Section Head: Intelligence Plan and Monitoring, Erasmuskloof (Ref No: CI/HO/12/2026)
Head Office: Section: Support Services:
Office of the Section Head: Support Services, Erasmuskloof (Ref No: CI/HO/13/2026)
Office of the Section Head: Internal Audit, Erasmuskloof (Ref No: CI/HO/14/2026)
Province: Kwa-Zulu Natal:

Office of the Section Head: Intelligence Analysis and Coordination, Durban (Ref No: CI/KZN/15/2026)
Office of the Section Head: Cluster Coordination and Overt Operations, Durban (Ref No: CI/KZN/16/2026)
Province: Limpopo:
Office of the Section Head: Cluster Coordination and Overt Operations Polokwane, (Ref No: CI/LIM/17/2026)
Office of the Section Head: Intelligence Analysis and Coordination, Polokwane (Ref No: CI/LIM/18/2026)
Province: Mpumalanga:
Office of the Section Head: Intelligence Collection, Nelspruit (CI/MP/19/2026)
Province: Northern Cape:
Office of the Section Head: Intelligence Analysis and Coordination, Kimberley (Ref No: CI/NC/20/2026)
Office of the Section Head: Cluster Coordination and Overt Operations, Kimberley (Ref No: CI/NC/21/2026)
Province: North West:
Office of the Section Head: Cluster Coordination and Overt Operations, Potchefstroom (Ref No: CI/NW/22/2026)
Office of the Section Head: Intelligence Collection, Potchefstroom: (Ref No: CI/NW/23/2026)

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, Skills & Competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended

DUTIES : To provide secretarial support functions in the relevant field of the office. Type reports, letters, memorandum and monitor flow of documents to and from the relevant office. Manage the diary if the Head of the office for internal and external engagements. Coordinate travel arrangements, including accommodation and subsistence allowances as well as claims. Maintain an updated filing system in the relevant office. Distribute correspondences and circulars to the relevant stakeholders and keep a register of all incoming and outgoing post up to date. Handle routine correspondence, send and receive emails and faxes immediately. Answer and make telephone calls on behalf of the Head of the office and take messages professionally. provide support during meetings and workshops involving the relevant office. Handle confidential documents. Be able to operate standard equipment (fax, photocopy machine, telephone, computers, etc). Host and serving of refreshments to visitors during meeting. Manage the inventory of the relevant office. Be willing to work extended hours.

ENQUIRIES : **Head Office**: Division Crime Intelligence: Lieutenant Colonel P Marule / Captain B Feni / Captain HM Tebele Tel No: (012) 360 1370/1415.
Provincial : Kwazulu natal: Colonel Mkhize and Captain Kuppan Tel No: (031) 325 6058
Province: Limpopo: Lieutenant Colonel Ntsoane and Captain Nepgen at 082 565 8197
Province: Mpumalanga: Colonel Chalo, Lieutenant Colonel Nkonyane and Captain Nkosi Tel No: (013) 756 7030
Province: Northern Cape: Colonel Malope, Lieutenant Colonel Felix and Captain De Ridder Tel No: (053) 838 5774
Province: North West: Lieutenant Colonel Mbulawa and Warrant Officer Mokoena Tel No: (018) 464 5316 / 5317 / 5350

APPLICATIONS : Applications may be hand-delivered or couriered to the following addresses: Main Security gate at No. 463 Prieska Road, Erasmuskloof, 0181 (for attention The Section Commander: Personnel Management), alternatively forward to the following email addresses: recruitment1@saps.gov.za and recruitment2@saps.gov.za
Province: Kwazulu-Natal: Hand delivered or couriered to: 15 Bram Fischer Road, Servamus Building, 10th Floor, Durban, alternatively forward to the

following email addresses: KuppanE@saps.gov.za and MkhizeAT@saps.gov.za

Province: Limpopo: Hand delivered or couriered to: 15 Jorrisen and Market Street, TPA Building, Polokwane, alternatively forward to the following email addresses: 000112-000302-17@saps.gov.za and Nepgen@saps.gov.za

Province: Mpumalanga: Hand delivered or couriered to: 31 Brown Street, Standard Bank Building, 4th Floor, Nelspruit, alternatively forward to the following email addresses: ChaloRM@saps.gov.za and NkonyaneFP@saps.gov.za

Province: Northern Cape: Hand delivered or couriered to: 95 Du Toitspan Road, Du Toitspan Building, Kimberley, alternatively forward to the following email addresses: MalopeLL@saps.gov.za, FelixEM@saps.gov.za and ncprov.ci.hrm@saps.gov.za

Province: North West: Hand delivered or couriered to: Santum Trust Building, 41 Nelson Mandela Drive, Potchefstroom, alternatively forward to the following email addresses: SwartzA@saps.gov.za, PhakediKM@saps.gov.za and MonoL@saps.gov.za

POST 23/253 : **SUPPLY CHAIN CLERK (LOSS MANAGEMENT) REF NO: ORS11/2026 (X1 POST)**
Division Operational Response Service
Support Services - HQ: Supply Chain Management (Loss Management)

SALARY : R237 453 per annum (Level 05)
CENTRE : Schindler House, Pretoria
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
DUTIES : To render administrative duties. Register and record-keeping of new loss management incidents within the Division; Administer loss management files of state-owned firearms, vehicles collision/damages and general state property; Administer recording and updating incidents of vehicles collisions/damages, firearms and general state property on individual respective systems; Inspect/investigate loss management files for outstanding information required for vehicles collisions/damages, firearms and general state property.
ENQUIRIES : Lieutenant Colonel Mashau or Captain Modiba Tel No: (012) 400 3787/3802/3761/3798
APPLICATIONS : Direct your application to the following addresses: No. 459 Leyds Street, Sunnyside Pretoria or email to ORSRECRUITMENT2@SAPS.GOV.ZA

POST 23/254 : **SUPPLY CHAIN CLERK (FACILITY MANAGEMENT) REF NO: ORS12/2026 (X1 POST)**
Division Operational Response Service
Support Services - HQ: Supply Chain Management (Facility Management)

SALARY : R237 453 per annum (Level 05)
CENTRE : Schindler House, Pretoria
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with

Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.

DUTIES : Administer lease and state hold facilities within the Division. Administer routine maintenance and upgrade of lease and state hold facilities. Verify User Asset Management Plan. Administer correspondence for the units occupying lease and state hold facilities within the Division.

ENQUIRIES : Lieutenant Colonel Mashau or Captain Modiba Tel No: (012) 400 3787/3802/3761/3798

APPLICATIONS : Direct your application to the following addresses: No. 459 Leyds Street, Sunnyside Pretoria or email to ORSRECRUITMENT2@SAPS.GOV.ZA

POST 23/255 : **REGISTRY CLERK REF NO: ORS13/2026 (X2 POSTS)**
Division Operational Response Service

SALARY : R237 453 per annum (Level 05)
CENTRE : Support Services - HQ: Registry, Maupa Naga Pretoria
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognised by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.

DUTIES : Administer personnel records of all members within the Division: Visible Policing and Operations (ORS). Administer all incoming and outgoing correspondence. Manage and maintain a filing system. Maintain archives in accordance with regulations.

ENQUIRIES : Lieutenant Colonel Mashau or Captain Modiba Tel No: (012) 400 3787/3802/3761/3798

APPLICATIONS : Direct your application to the following addresses: No. 459 Leyds Street, Sunnyside Pretoria or email to ORSRECRUITMENT3@SAPS.GOV.ZA

POST 23/256 : **HUMAN RESOURCE CLERK REF NO: ORS14/2026 (X1 POST)**
Division Operational Response Service
Support Services: Human Resource Utilization (Performance

SALARY : R237 453 per annum (Level 05)
CENTRE : Management) Schindler House, Pretoria
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.

DUTIES : Co-ordinate, administer, maintain and facilitate implementation of Job Descriptions within the Division. Render Administrative duties pertaining to HR regarding Performance management and relative functions. Maintain administration regarding pay progression.

ENQURIES : Lieutenant Colonel Mashau or Captain Modiba Tel No: (012) 400 3787/3802/3761/3798

APPLICATIONS : Direct your application to the following addresses: No. 459 Leyds Street, Sunnyside Pretoria or email to ORSRECRUITMENT2@SAPS.GOV.ZA

POST 23/257	:	**HUMAN RESOURCES CLERK REF NO: ORS15/2026 (X1 POST)** Division Operational Response Service Support Services - HQ: Human Resource Utilization (Labour Relations & Diversity)
SALARY	:	R237 453 per annum (Level 05)
CENTRE	:	Schindler House, Pretoria
REQUIREMENTS	:	Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
DUTIES	:	Co-ordinate, administer, maintain and facilitate implementation of Labour Related matters within the Division. Render Administrative duties pertaining to Grievances and Conflict functions. Render general administration duties regarding Labour Relations.
ENQUIRIES	:	Lieutenant Colonel Mashau or Captain Modiba Tel No: (012) 400 3787/3802/3761/3798
APPLICATIONS	:	Direct your application to the following addresses: No. 459 Leyds Street, Sunnyside Pretoria or email to ORSRECRUITMENT2@SAPS.GOV.ZA
POST 23/258	:	**HUMAN RESOURCES CLERK REF NO: ORS16/2026 (X1 POST)** Division Operational Response Service Support Services - HQ: Human Resource Management
SALARY	:	R237 453 per annum (Level 05)
CENTRE	:	Schindler House, Pretoria
REQUIREMENTS	:	Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
DUTIES	:	Arrange meetings (prepare agendas and take minutes of the meeting, arrange refreshments as required. Maintain record keeping, compiling reports, filing and bring forward system. Handle confidential documents. Maintain a system of documents flow into and out of the office of the section. Commander: Human Resource Management: ORS. Operate standard equipment (computer, photocopier and scanner). Driver's license and computer literacy will be an added advantage.
ENQUIRIES	:	Lieutenant Colonel Mashau or Captain Modiba Tel No: (012) 400 3787/3802/3761/3798
APPLICATIONS	:	Direct your application to the following addresses: No. 459 Leyds Street, Sunnyside Pretoria or email to ORSRECRUITMENT1@SAPS.GOV.ZA
POST 23/259	:	**HUMAN RESOURCES CLERK REF NO: ORS17/2026 (X1 POST)** Division Operational Response Service Support Services - HQ: Human Resource Management
SALARY	:	R237 453 per annum (Level 05)
CENTRE	:	Schindler House, Pretoria

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.

DUTIES : Administer transfer applications for the division. Administer applications for remunerative work within the Division. Administer data integrity, correct placement of personnel within the Division. Administer service arrangement applications for the Division.

ENQUIRIES : Lieutenant Colonel Mashau or Captain Modiba Tel No: (012) 400 3787/3802/3761/3798

APPLICATIONS : Direct your application to the following addresses: No. 459 Leyds Street, Sunnyside Pretoria or email to ORSRECRUITMENT1@SAPS.GOV.ZA

POST 23/260 : **ADMINISTRATION CLERK REF NO: ORS18/2026 (X1 POST)**
Division Operational Response Service
Support Services: Skills Development Facilitation

SALARY : R237 453 per annum (Level 05)
CENTRE : Schindler House, Pretoria
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognised by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.

DUTIES : Co-ordinate courses in relation to Training Provisioning Plan. Type and compile letters for correspondence purposes. Create and compile emails; Co-ordinate courses in relation to the Training Provisioning Plan. Compile, purify and submit nominations; Capturing of results on Training Administering System and issuing of certificates; administer the skills development facilitation processes and render training support.

ENQUIRIES : Lieutenant Colonel Mashau or Captain Modiba Tel No: (012) 400 3787/3802/3761/3798

APPLICATIONS : Direct your application to the following addresses: No. 459 Leyds Street, Sunnyside Pretoria or email to ORSRECRUITMENT5@SAPS.GOV.ZA

POST 23/261 : **ADMINISTRATION CLERK REF NO: ORS19/2026 (X1 POST)**
Division Operational Response Service
Support Services: Management Information & Strategic Planning

SALARY : R237 453 per annum (Level 05)
CENTRE : Maupa Naga Pretoria
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with

Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.

DUTIES : Render an effective & efficient secretarial service for the Division Visible Policing and Operations (ORS) secretariat. Schedule and administrate the logistical preparations (venues /meals /equipment) for all Divisional meetings and travelling arrangements. Compiling and distribution of all call-up instructions. Preparing and distribution of presentations for meetings. Compiling, distribution and safekeeping of Minutes, Agendas, and Decision Matrix (action logs).

ENQUIRIES : Lieutenant Colonel Mashau or Captain Modiba Tel No: (012) 400 3787/3802/3761/3798

APPLICATIONS : Direct your application to the following addresses: No. 459 Leyds Street, Sunnyside Pretoria or email to ORSRECRUITMENT3@SAPS.GOV.ZA

POST 23/262 : **HUMAN RESOURCES CLERK REF NO: ORS20/2026 (X1 POST)**
Division Operational Response Service
Operational Support: Airwing National Heliport

SALARY : R237 453 per annum (Level 05)
CENTRE : Pretoria West
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.

DUTIES : To render an administrative function regarding the processing of all absenteeism of the unit; Administer and maintain the Performance Management, administer functionary duty regarding transfers, service terminations; Administer data integrity, and capture SAP172's; Support the line functions by performing clerical and administrative related duties.

ENQUIRIES : Lieutenant Colonel Mashau or Captain Modiba Tel No: (012) 400 3787/3802/3761/3798

APPLICATIONS : Direct your application to the following addresses: SAPS Academy, Tshwane, No. 1 Rebecca Street, Pretoria West: National Heliport or email to MarabaJ@saps.gov.za

POST 23/263 : **SUPPLY CHAIN CLERK REF NO: ORS21/2026 (X1 POST)**
Division Operational Response Service
Operational Support: Airwing National Heliport

SALARY : R237 453 per annum (Level 05)
CENTRE : Pretoria West
REQURIEMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.

DUTIES : To deal with general Occupational Health & Safety duties. Render support to SCM functions of the Unit. Render administrative duties pertaining to logistics

regarding Supply Chain Management related functions. Render effective and efficient general administrative duties. Handle new applications and quotations.

ENQUIRIES : Lieutenant Colonel Mashau or Captain Modiba Tel No: (012) 400 3787/3802/3761/3798

APPLICATIONS : Direct your application to the following addresses: SAPS Academy, Tshwane, No. 1 Rebecca Street, Pretoria West: National Heliport or email to MarabaJ@saps.gov.za

POST 23/264 : **SUPPLY CHAIN CLERK REF NO: ORS22/2026 (X1 POST)**
Division Operational Response Service
Operational Support: Mobilisation Support: Armoured HQ Garage

SALARY : R237 453 per annum (Level 05)
CENTRE : Pretoria West
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.

DUTIES : Close and open job cards. Get functional approval for procurement of resources. Perform vehicle inspections. Manage the supplier database. Perform functions on PAS and source suppliers on CSD and National Treasury transversal contracts. Source suppliers and quotations for procurement. Perform general admin including secretarial duties.

ENQUIRIES : Lieutenant Colonel Eksteen or Captain Botlhoko Tel No: (012) 353 9828/9970/9834

APPLICATIONS : Direct your application to the following addresses: SAPS Academy, Tshwane, No. 1 Rebecca Street, Pretoria West: Mobilisation Support or email Mahwasane@saps.gov.za

POST 23/265 : **SECRETARY REF NO: ORS23/2026 (X1 POST)**
Division Operational Response Service
Specialised Operations: National Intervention Operations

SALARY : R237 453 per annum (Level 05)
CENTRE : Pretoria
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.

DUTIES : Render a secretarial and administrative function to the Section Head: National Interventions. Type, Administer and compile reports, certificates and letters as well as monitor the flow of documents to the office of the Section Head: National Interventions. Manage the Section Head Diary, appointments and meetings. Arrange travel and subsistence allowance for the Section Head: National Interventions. Manage and monitor administrative duties for the Section Head: National Interventions.

ENQUIRIES : Lieutenant Colonel Mashau or Captain Modiba Tel No: (012) 400 3787/3802/3761/3798

APPLICATIONS : Direct your application to the following addresses: No. 629 Lavender Road, Bon Accord or email to LekalakalaJM@saps.gov.za

POST 23/266 : **FINANCIAL CLERK REF NO: ORS24/2026 (X1 POST)**
Division Operational Response Service
Specialised Operations: Special Tasks Force

SALARY : R237 453 per annum (Level 05)
CENTRE : Durban
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
DUTIES : To perform and ensure an effective financial administration support and MISP support. Administration of overtime applications, Administration of Itineraries, claims and standing advances. Administration of nightshift and Sunday allowances. Administration of TMS, Cell phone and 3G accounts. Administration of filing all financial documents.
ENQUIRIES : Lieutenant Colonel Zuma or Captain Simmers Tel No: (031) 466 7200/7211/7220
APPLICATIONS : Direct your application to the following addresses: No. 77 Stott Road, Bluff, Durban or email to: simmersn@saps.gov.za

POST 23/267 : **FINANCE CLERK REF NO: ORS25/2026 (X1 POST)**
Division Operational Response Service
Specialised Operations: Mobile Operations

SALARY : R237 453 per annum (Level 05)
CENTRE : Cape Town
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
DUTIES : To facilitate and administer all allowances within the Unit; Ensure all request for advance, itineraries and financial claims are submitted in specific time frames; administer overtime processes; administer all salary enquiries, Exercise control over human, physical and financial resources allocated to the post.
ENQUIRIES : Lieutenant Colonel Mashau or Captain Modiba Tel No: (012) 400 3787/3802/3761/3798
APPLICATIONS : Direct your application to the following addresses: No. 121 Plein Street, Garmour House, Cape Town. orshq.mobops.ct.supply@saps.gov.za

POST 23/268 : **ADMINISTRATION CLERK REF NO: ORS26/2026 (X1 POST)**
Division Operational Response Service
Specialised Operations: Tactical Response Teams: Maupa Naga

SALARY : R237 453 per annum (Level 05)
CENTRE : Pretoria

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.

DUTIES : Conduct all administrative support: HRM: Administrate and consolidate returns for TRT related to PEP & Job Description processes, duty rosters, payroll certifications, transfers, injuries, absenteeism, disciplinary actions, verification of qualifications, remunerative work, pension beneficiaries, and losses. SCM: Assist with the management of GPA for the Section, SAP 142 room inventories, SAPS 108 equipment inspection and certifications of state property firearms, bullet proofs / serialised items, vehicles and computer equipment. Finance and IT related processes for the Section TRT HQ. Conduct level 5 compliance evaluations for the TRT environment inclusive of planning, evaluation teams, movements and reports. Compile performance and implementation reports on activities pertaining to TRT Comply with Minimum Information Security Standards (MISS). Plan, organise and coordinate TRT related strategic work sessions. Assist with performance and implementation reports on performance assessments for senior officers and managers related to TRT activities.

ENQUIRIES : Lieutenant Colonel Mashau or Captain Modiba Tel No: (012) 400 3787/3802/3761/3798

APPLICATIONS : Direct your application to the following addresses: No. 459 Leyds Street, Sunnyside Pretoria or email to ORSRECRUITMENT5@SAPS.GOV.ZA

POST 23/269 : **ADMINISTRATION CLERK REF NO: ORS27/2026 (X1 POST)**
Division Operational Response Service

SALARY : R237 453 per annum (Level 05)

CENTRE : Free State: Border Policing: Makhaleng Port of Entry

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.

DUTIES : Support Services: Manage and co-ordinate an effective administration service. Provide effective corporate communication services within the unit. Manage the financial processes and activities at the Unit. Regulate, administer and ensure compliance to HRM Policies. Monitor and control loss management on the utilization of physical resources. Maintain the vehicle fleet and ensure effective and efficient SCM functions.

ENQUIRIES : Captain Mathabe Tel No: (012) 400 6081 or AC Winkler Tel No: (012) 400 6338

APPLICATIONS : Direct your application to the following addresses: No. 3 Troye Maupa Naga, Arcadia, Pretoria or email to: WinklerFA@saps.gov.za

POST 23/270 : **ADMIN CLERK SUPPORT REF NO: ORS28/2026 (X1 POST)**
Division Operational Response Service

SALARY : R237 453 per annum (Level 05)

CENTRE : Eastern Cape: Border Policing: Ongeluksnek Port of Entry

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the

Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.

DUTIES : Support Services: Manage and co-ordinate an effective administration service. Provide effective corporate communication services within the unit. Manage the financial processes and activities at the Unit. Regulate, administer and ensure compliance to HRM Policies. Monitor and control loss management on the utilization of physical resources. Maintain the vehicle fleet and ensure effective and efficient SCM functions.

ENQUIRIES : Captain Mathabe Tel No: (012) 400 6081 or AC Winkler Tel No: (012) 400 6338

APPLICATIONS : Direct your application to the following addresses: No. 3 Troye Maupa Naga, Arcadia, Pretoria or email to: WinklerFA@saps.gov.za

POST 23/271 : **ADMIN CLERK SUPPORT REF NO: ORS29/2026 (X1 POST)**
Division Operational Response Service

SALARY : R237 453 per annum (Level 05)

CENTRE : Eastern Cape Province: Border Policing: Ramatsililo Port of Entry

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.

DUTIES : Support Services: Manage and co-ordinate an effective administration service. Provide effective corporate communication services within the unit. Manage the financial processes and activities at the Unit. Regulate, administer and ensure compliance to HRM Policies. Monitor and control loss management on the utilization of physical resources. Maintain the vehicle fleet and ensure effective and efficient SCM functions.

ENQUIRIES : Captain Mathabe Tel No: (012) 400 6081 or AC Winkler Tel No: (012) 400 6338

APPLICATIONS : Direct your application to the following addresses: No. 3 Troye Maupa Naga, Arcadia, Pretoria or email to: WinklerFA@saps.gov.za

POST 23/272 : **SECRETARY REF NO: ORS30/2026 (X1 POST)**
Division Operational Response Service

SALARY : R237 453 per annum (Level 05)

CENTRE : Border Policing HQ: Maupa Naga, Pretoria

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.

DUTIES : Render a secretarial and administrative function to the Component Head: Border Policing. Type, Administer and compile reports, certificates and letters as well as monitor the flow of documents to the office of the Component Head: Border Policing. Managing communications through internal and external communications, including answering phone calls, screening messages, responding to emails, and directing inquiries to the appropriate personnel. Manage the Component Head Diary, Coordinate appointments, meetings, and events, including arranging logistics and booking conference rooms. Arrange travel and subsistence allowance for the Component Head: Border Policing. Manage and monitor administrative duties for the Component Head: Border Policing.

ENQUIRIES : Captain Mathabe Tel No: (012) 400 6081 or AC Winkler Tel No: (012) 400 6338

APPLICATIONS : Direct your application to the following addresses: No. 3 Troye Maupa Naga, Arcadia, Pretoria or email to: WinklerFA@saps.gov.za

POST 23/273 : **SECRETARY KEMPTON PARK REF NO: ORS31/2026 (X1 POST)**
Division Operational Response Service

SALARY : R237 453 per annum (Level 05)

CENTRE : Border Policing: Section Head: OR Tambo International Airport

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. furnished. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.

DUTIES : Render a secretarial and administrative function to the Section Head. Type, Administer and compile reports, certificates and letters as well as monitor the flow of documents to the office of the Section Head. Managing communications through internal and external communications, including answering phone calls, screening messages, responding to emails, and directing inquiries to the appropriate personnel. Manage the Sections Head Diary, Coordinate appointments, meetings, and events, including arranging logistics and booking conference rooms. Arrange travel and subsistence allowance for the Section Head. Manage and monitor administrative duties for the Section Head.

ENQUIRIES : Colonel Swarts Tel No: (011) 977 8522 or Captain Mathebula Tel No: (011) 977 5409

APPLICATIONS : Direct your application to the following addresses: OR Tambo International Airport, Dometex Area, Kempton Park, 1627 or email to SwartsEssie@saps.gov.za or MathebulaK@saps.gov.za

POST 23/274 : **SECRETARY REF NO: ORS32/2026 (X1 POST)**
Division Operational Response Service
National Operational Coordination: Office of the Component

SALARY : R237 453 per annum (Level 05)

CENTRE : Head, Pretoria

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.

DUTIES : Render a secretarial and administrative function to the Office of the Component Head: National Operation Coorporation. Type, Administer and compile reports, certificates and letters as well as monitor the flow of documents to the office of the Component Head: National Operation Coorporation. Managing communications through internal and external communications, including answering phone calls, screening messages, responding to emails, and directing inquiries to the appropriate personnel. Manage the Component Head Diary, Coordinate appointments, meetings, and events, including arranging logistics and booking conference rooms. Arrange travel and subsistence allowance for the Office Component Head: National Operation Coorporation. Manage and monitor administrative duties for the Office of the Component Head: National Operation Coorporation.

ENQUIRIES : Lieutenant Colonel Mashau or Captain Modiba Tel No: (012) 400 3787/3802/3761/3798

APPLICATIONS : Direct your application to the following addresses: SAPS Academy, Tshwane, No. 1 Rebecca Street, Pretoria West: NATJOINTS (across main sports field) or email to VermaakRiana@saps.gov.za

POST 23/275 : **ADMINISTRATION CLERK REF NO: ORS33/2026 (X1 POST)**
Division Operational Response Service
National Operational Coordination: Office of the Component Head

SALARY : R237 453 per annum (Level 05)
CENTRE : Pretoria
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.

DUTIES : Render Administrative Support to the Component Head. Type reports, letters, memorandums and monitor the flow of documents. Administer brought forward files. Manage the diary, receive and host visitors.

ENQUIRIES : Lieutenant Colonel Mashau or Captain Modiba Tel No: (012) 400 3787/3802/3761/3798

APPLICATIONS : Direct your application to the following addresses: SAPS Academy, Tshwane, No. 1 Rebecca Street, Pretoria West: NATJOINTS (across main sports field) or email to VermaakRiana@saps.gov.za

POST 23/276 : **ADMINISTRATION CLERK REF NO: ORS34/2026 (X1 POST)**
Division Operational Response Service
National Operational Coordination: Joints Operations

SALARY : R237 453 per annum (Level 05)
CENTRE : Pretoria West
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.

DUTIES : Administer the monitoring and Evaluation of national Joints Public order and Crime Combatting operations for safety, Security and Stability. Administer the

monitoring and Evaluation of Threat specific SAPS operations and interventions to compliment normal policing and to ensure stability in the high crime stations. Administer correspondence of all operational files.

ENQUIRIES : Lieutenant Colonel Mashau or Captain Modiba Tel No: (012) 400 3787/3802/3761/3798

APPLICATIONS : Direct your application to the following addresses: SAPS Academy, Tshwane, No. 1 Rebecca Street, Pretoria West: NATJOINTS (across main sports field) or email to VermaakRiana@saps.gov.za

POST 23/277 : **ADMINISTRATION CLERK (X14 POSTS)**
Division Operational Response Service
Component: Public Order Policing

SALARY : R237 453 per annum (Level 05)

CENTRE :
Eastern Cape Province:
Port Elizabeth POP (Ref No: ORS35/2026) (X1 Post)
Mthatha POP (Ref No: ORS36/2026) (X1 Post)
Free State Province:
Bloemfontein POP (Ref No: ORS37/2026) (X1 Post)
Harrismith POP (Ref No: ORS38/2026) (X1 Post)
Gauteng Province:
Johannesburg POP (Ref No: ORS39/2026) (X1 Post)
Kwazulu-Natal Province:
Pietermaritzburg POP (Ref No: ORS40/2026) (X1 Post)
Mooi River POP (O Ref No: RS41/2026) (X1 Post)
North West Province:
Rustenburg POP (Ref No: ORS42/2026) (X1 Post)
Bloemhof POP POP (Ref No: ORS43/2026) (X1 Post)
Mpumalanga Province:
Middelburg POP (Ref No: ORS44/2026) (X1 Post)
Limpopo Province:
Polokwane POP (Ref No: ORS45/2026) (X1 Post)
Northern Cape Province:
Kimberly POP (Ref No: ORS46/2026) (X1 Post)
Western Cape Province:
Vredenburg POP (Ref No: ORS47/2026) (X1 Post)
Caledon POP (Ref No: ORS48/2026) (X1 Post)

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.

DUTIES : Render administrative duties pertaining to pop units. Ensure accurate record keeping and efficient administration. Maintain and coordinate effective office administration. Maintain high level of discipline and professional conduct

ENQUIRIES : Lieutenant Colonel Mashau or Captain Modiba Tel No (012) 400 3787/3802/3761/3798
Eastern Cape Province: Warrant Officer Jongile 045 808 1239/ 1248/ 1229
Free State Province: Lieutenant Colonel Diseko 051 412 3270/ Warrant Officer Moraloki 051 412 3276
Gauteng Province: Lieutenant Colonel Mashau or Captain Modiba Tel No (012) 400 3787/3802/3761/3798
KwaZulu-Natal Province: Lieutenant Colonel Mashau or Captain Modiba Tel No (012) 400 3787/3802/3761/3798
North West Province: Rustenburg Pop Applications: Lieutenant Colonel Sibanda 014 565 1620/1622/1633
Bloemhof Pop Applications: Lieutenant Colonel Mashau or Captain Modiba Tel No (012) 400 3787/3802/3761/3798

Mpumalanga Province: Lieutenant Colonel Mashau or Captain Modiba Tel No (012) 400 3787/3802/3761/3798
Limpopo Province: Lieutenant Colonel Mashau or Captain Modiba Tel No (012) 400 3787/3802/3761/3798
Northern Cape Province: Lieutenant Colonel De Kock 053838 4088 or Sergeant Pitso/ PO Lecogo 053 838 4048
Western Cape Province: Lieutenant Colonel De Villiers or SAC Mzuzu Tel No 021 843 1805/ 1868

APPLICATIONS : **Port Elizabeth Pop Applications:** Direct your application to the following addresses: No. 3 Armourplate Road, Struandale, Algoa Park or email DafelS@saps.gov.za
Mthatha Pop Applications: Direct your application to the following addresses: 46 Headquarters, R61 Road, Mthatha or email DudulaU@saps.gov.za or Rozanin2@saps.gov.za
Free State Province: Bloemfontein Pop Applications: Direct your application to the following addresses: No. 24 Frikie Van Krayenberg Street, East End, Bloemfontein or email BanderhorstT@saps.gov.za
Harrismith Pop Applications: Direct your application to the following addresses: No. 38 Piet Retief Street, Harrismith or email to EtzebethJS@saps.gov.za
Gauteng Province: Direct your application to the following addresses: 1 Collinder Road,
Diepkloof, Soweto LayzellC@saps.gov.za/ TriegaardtJE@saps.gov.za
KwaZulu-Natal Province: Pietermaritzburg Pop Applications: Direct your application to the following addresses: 1 Justinia Road, Oribi Village, Pietermaritzburg or email to Mthulibi@saps.gov.za or Andersonmb2@saps.gov.za
Mooi River Pop Applications: Direct your application to the following addresses: 1 Justinia Road, Oribi Village, Pietermaritzburg or email to Mthulibi@saps.gov.za or Andersonmb2@saps.gov.za
North West Province: Rustenburg Pop Applications: Direct your application to the following addresses: 1 Kanana Road, Bafokeng Old Military Base, Rustenburg or email SibandaME@saps.gov.za or lodewykrm@saps.gov.za
Bloemhof Pop Applications: Direct your application to the following addresses: No. 7 Durr Street, Industrial Park, Potchefstroom or email ntsumelap@saps.gov.za
Mpumalanga Province: Direct your application to the following addresses: No. 2A Walter Sisulu Street, Middelburg or email to Kubheka.Menzi@saps.gov.za
Limpopo Province: Direct your application to the following addresses: No. 105 Hans Van Ransburg Street, Polokwane or email to olckersC@saps.gov.za
Northern Cape Province: Direct your application to the following addresses: No. 09 Turner Street, De Beers, Kimberly or email LecogoD@saps.gov.za
Western Cape Province: Direct your application to the following addresses: No. 2 Old Faure Road, Kuilsriver or email MzuzuT@saps.gov.za

POST 23/278 : **SECRETARY (X3 POSTS)**
Division Operational Response Service

SALARY : R237 453 per annum (Level 05)
CENTRE : **Public Order Policing: Maupa Naga, Pretoria:**
Office of The Component Head Ref No: ORS49/2026 (X1 Post)
Section Head: Planning & Evaluations Ref No: ORS50/2026 (X1 Post)
Section Head: Operations Ref No: ORS51/2026 (X1 Post)

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal

skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.

DUTIES : Render a secretarial and administrative function. Type, Administer and compile reports, certificates and letters as well as monitor the flow of documents. Managing communications through internal and external communications, including answering phone calls, screening messages, responding to emails, and directing inquiries to the appropriate personnel. Manage the Component Head/ Section Head diary, Coordinate appointments, meetings, and events, including arranging logistics and booking conference rooms. Arrange travel and subsistence allowance for the Component Head/ Section Head. Manage and monitor administrative duties for the Office of the Component Head/ Section Head.

ENQUIRIES : Lieutenant Colonel Mashau or Captain Modiba Tel No: (012) 400 3787/3802/3761/3798

APPLICATIONS : Direct your application to the following addresses: No. 459 Leyds Street, Sunnyside Pretoria or email to ORSRECRUITMENT4@SAPS.GOV.ZA

POST 23/279 : **HUMAN RESOURCE CLERK REF NO: FS 11/2026 (X1 POST)**
Division: Detective And Forensic Services
HRM: Nodal Support Centre: Criminal Record and Crime Scene Management

SALARY : R237 453 per annum (Level 05)
CENTRE : National Head Office: Bothongo Plaza: Pretoria
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.

DUTIES : Administration of Human Resource Management related functions within the post environment. Process all Service Terminations, Leave applications within the environment. Capture and update of data integrity within the environment. Administer Service Allowance applications. Administration of transfers. Administration and capturing of JD's and PEP files. Capture WP1002 Beneficiary forms, Code of Conduct and driver's Licences. General administration duties.

ENQUIRIES : Lt Colonel G Moonsamy / Captain SM Maja: Tel No: (012) 421-0501/0193
APPLICATIONS : Applications must be posted / hand delivered or emailed to the following addresses: Postal Address Private Bag X322, Pretoria, 0001. Hand Delivery: Corner Beckett and Pretorius Street Strelitzia Building Arcadia 0083 E-Mail address: MohlalaM2@saps.gov.za Note: Applications forwarded by post to be addressed as follows, for attention The Commander: Personnel Management, (Attention: Lieutenant Colonel G Moonsamy).

POST 23/280 : **ADMINISTRATION CLERK REF NO. FS 12/2026 (X1 POST)**
Division: Detective And Forensic Services

SALARY : R237 453 per annum (Level 05)
CENTRE : Investigative Psychology: National Head Office
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving Skills. Strong interpersonal

Skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.

DUTIES : Provide an administrative and clerical support services to personnel administration of the Section. Maintain stationery stores and office inventory. Maintain leave, registers and files. Collate and consolidate overtime remuneration for member of IPS. Ensure effective control over government property. Collect, analyse, manage and consolidate the sections' statistics, and store electronically.

ENQUIRIES : Lt Colonel G Moonsamy / Captain SM Maja: Tel No: (012) 421-0501/0193

APPLICATIONS : Applications must be posted / hand delivered or emailed to the following addresses: Postal Address Private Bag X322 Pretoria, 0001. Hand Delivery: Corner Beckett and Pretorius Street Strelitzia Building Arcadia 0083 E-Mail address: MohlalaM2@saps.gov.za Note: Applications forwarded by post to be addressed as follows, for attention The Commander: Personnel Management, (Attention: Lieutenant Colonel G Moonsamy).

POST 23/281 : **SUPPLY CHAIN CLERK**
Division: Detective And Forensic Services

SALARY : R237 453 per annum (Level 05)

CENTRE : Local Criminal Record Centre: Lydenburg: Mpumalanga Ref No. FS 13/2026 (X1 Post)
Local Criminal Record Centre: Lusikisiki: Eastern Cape: Ref No. FS 14/2026 (X1 Post)

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication Skills. Sound planning, organizing, administrative and problem-solving Skills. Strong interpersonal Skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.

DUTIES : To administer Supply Chain Management resources within the post environment. Administer requisition and acquisition of stock/ service orders. Receive and process invoice administration. Perform duties at storerooms with equipment / stock and general administration in the storeroom. Assist with the administration of vehicle fleet, and general supply chain administration duties.

ENQUIRIES : Lt Colonel G Moonsamy / Captain SM Maja: Tel No: (012) 421-0501/0193

APPLICATIONS : Applications must be posted / hand delivered or emailed to the following addresses: Postal Address Private Bag X 322 Pretoria, 0001. Hand Delivery: Corner Beckett and Pretorius Street Strelitzia Building Arcadia 0083 E-Mail address: MohlalaM2@saps.gov.za Note: Applications forwarded by post to be addressed as follows, for attention The Commander: Personnel Management, (Attention: Lieutenant Colonel G Moonsamy).

POST 23/282 : **ADMINISTRATION CLERK REF NO. FS 15/2026 (X1 POST)**
Division: Detective And Forensic Services
Decentralized LCRC: Provincial Criminal Record and Crime Scene Management

SALARY : R237 453 per annum (Level 05)

CENTRE : Western Cape: Cape Town

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning,

organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.

DUTIES : Administration duties. Liase with LCRC Commanders to acquire training needs and ensure that request for nominations are communicated with the relevant members. Prepare course material. Update training files (portfolio of evidence). Compile course files with all pre course administration liaised in file. Maintain and update a training data base for all members in the province. Updating courses TAS. Compile weekly and monthly report for forensic awarenesses.

ENQUIRIES : Lt Colonel G Moonsamy / Captain SM Maja: Tel No: (012) 421-0501/0193

APPLICATIONS : Applications must be posted / hand delivered or emailed to the following addresses: Postal Address Private Bag X322 Pretoria, 0001. Hand Delivery: Corner Beckett and Pretorius Street Strelitzia Building Arcadia 0083 E-Mail address: MohlalaM2@saps.gov.za Note: Applications forwarded by post to be addressed as follows, for attention The Commander: Personnel Management, (Attention: Lieutenant Colonel G Moonsamy).

POST 23/283 : **ADMINISTRATION CLERK REF NO: FS 16/2026 (X1 POST)**
Division: Detective And Forensic Services
Bloemhof: Service Point: Criminal Record and Crime Scene Management

SALARY : R237 453 per annum (Level 05)

CENTRE : North West

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.

DUTIES : Administer the Local Criminal Record Centre functions. Handle and control of exhibits. Render effective general administration functions.

ENQUIRIES : Lt Colonel G Moonsamy / Captain SM Maja: Tel No: (012) 421-0501/0193

APPLICATIONS : Applications must be posted / hand delivered or emailed to the following addresses: Postal Address Private Bag X322, Pretoria, 0001. Hand Delivery: Corner Beckett and Pretorius Street Strelitzia Building Arcadia 0083 E-Mail address: MohlalaM2@saps.gov.za Note: Applications forwarded by post to be addressed as follows, for attention The Commander: Personnel Management, (Attention: Lieutenant Colonel G Moonsamy).

POST 23/284 : **ADMINISTRATION CLERK REF NO: FS 17/2026 (X1 POST)**
Division: Detective And Forensic Services
Local Criminal Record Centre

SALARY : R237 453 per annum (Level 05)

CENTRE : Thabazimbi: Limpopo

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication Skills. Sound planning, organizing, administrative and problem-solving Skills. Strong interpersonal Skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.

DUTIES : To compile overtime applications and administer overtime claims. Perform Finance related function. Administer and capturing of leave applications. Perform general HR related functions.

ENQUIRIES : Lt Colonel G Moonsamy / Captain SM Maja: Tel No: (012) 421-0501/0193

APPLICATIONS : Applications must be posted / hand delivered or emailed to the following addresses: Postal Address Private Bag X322 Pretoria, 0001. Hand Delivery: Corner Beckett and Pretorius Street Strelitzia Building Arcadia 0083 E-Mail address: MohlalaM2@saps.gov.za Note: Applications forwarded by post to be addressed as follows, for attention The Commander: Personnel Management, (Attention: Lieutenant Colonel G Moonsamy).

POST 23/285 : **HUMAN RESOURCE CLERK REF NO. FS 18/2026 (X1 POST)**
Division: Detective And Forensic Services
Employee Relations: Nodal Support Centre: Forensic Science Laboratory:

SALARY : R237 453 per annum (Level 05)

CENTRE : National Head Office: Silverton: Pretoria

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.

DUTIES : Administer disciplinary processes and procedures according to SAPS Discipline Regulations. Monitor and co-ordinate Employee Relations matters within the Component, Monitor and co-ordinate the Employee Relations Procedures within the Component. Administer the awareness sessions on effective and efficient handling of Discipline according to relevant prescripts.

ENQUIRIES : Lt Colonel G Moonsamy / Captain SM Maja: Tel No: (012) 421-0501/0193

APPLICATIONS : Applications must be posted / hand delivered or emailed to the following addresses: Postal Address Private Bag X322, Pretoria, 0001. Hand Delivery: Corner Beckett and Pretorius Street Strelitzia Building Arcadia 0083 E-Mail address: MohlalaM2@saps.gov.za Note: Applications forwarded by post to be addressed as follows, for attention The Commander: Personnel Management, (Attention: Lieutenant Colonel G Moonsamy).

POST 23/286 : **ADMINISTRATION CLERK REF NO. FS 19/2026 (X1 POST)**
Division: Detective And Forensic Services
Biology Section: Forensic Science Laboratory

SALARY : R237 453 per annum (Level 05)

CENTRE : National Head Office: Arcadia: Pretoria

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.

DUTIES : Perform administrative duties related to case enquiries, compile presentation, and perform general administrative support functions

ENQUIRIES : Lt Colonel G Moonsamy / Captain SM Maja: Tel No: (012) 421-0501/0193

APPLICATIONS : Applications must be posted / hand delivered or emailed to the following addresses: Postal Address Private Bag X322, Pretoria, 0001. Hand Delivery:

Corner Beckett and Pretorius Street Strelitzia Building Arcadia 0083 E-Mail address: MohlalaM2@saps.gov.za Note: Applications forwarded by post to be addressed as follows, for attention The Commander: Personnel Management, (Attention: Lieutenant Colonel G Moonsamy).

POST 23/287 : **SUPPLY CHAIN CLERK REF NO: FS 20/2026 (X1 POST)**
Division: Detective And Forensic Services
SCM: Nodal Support Centre: Forensic Science Laboratory

SALARY : R237 453 per annum (Level 05)
CENTRE : Eastern Cape: Gqeberha
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
DUTIES : To administer Supply Chain Management resources at FSL EC. Administer requisition and acquisition of stock/ service orders. Receive and process invoice administration. Perform duties at storerooms with equipment / stock and general administration in the storeroom. Assist with the administration of vehicle fleet, and general supply chain administration duties
ENQUIRIES : Lt Colonel G Moonsamy / Captain SM Maja: Tel No: (012) 421-0501/0193
APPLICATIONS : Applications must be posted / hand delivered or emailed to the following addresses: Postal Address Private Bag X322, Pretoria, 0001. Hand Delivery: Corner Beckett and Pretorius Street Strelitzia Building Arcadia 0083 E-Mail address: MohlalaM2@saps.gov.za Note: Applications forwarded by post to be addressed as follows, for attention The Commander: Personnel Management, (Attention: Lieutenant Colonel G Moonsamy).

POST 23/288 : **ADMINISTRATION CLERK REF NO. FS 21/2026 (X1 POST)**
Division: Detective And Forensic Services
Development Facilitation: Quality Management

SALARY : R237 453 per annum (Level 05)
CENTRE : National Head Office: Silverton: Pretoria
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
DUTIES : Administration and organization of Library resources and services, Ensure provision of information to the users. Administer the process of resource acquisition, cataloguing and preservation of books and archives. Ensure library collections are current and relevant. Implement and maintain library management systems to streamline circulation of resources (booking in and out). Maintain accurate records of library inventory and circulation and maintain regular audits. Safeguard library assets and maintain a conducive learning environment. Prepare reports on library operations.
ENQUIRIES : Lt Colonel G Moonsamy / Captain SM Maja: Tel No: (012) 421-0501/0193
APPLICATIONS : Applications must be posted / hand delivered or emailed to the following addresses: Postal Address Private Bag X322, Pretoria, 0001. Hand Delivery:

Corner Beckett and Pretorius Street Strelitzia Building Arcadia 0083 E-Mail address: MohlalaM2@saps.gov.za Note: Applications forwarded by post to be addressed as follows, for attention The Commander: Personnel Management, (Attention: Lieutenant Colonel G Moonsamy).

POST 23/289 : **SUPPLY CHAIN CLERK REF NO: FS 22/2026 (X1 POST)**
Division: Detective And Forensic Services
Supply Chain Management: Nodal Support Centre: Quality Management

SALARY : R237 453 per annum (Level 05)
CENTRE : National Head Office: Arcadia: Pretoria
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication Skills. Sound planning, organizing, administrative and problem-solving Skills. Strong interpersonal Skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
DUTIES : To administer Supply Chain Management resources at Quality Management. Administer requisition and acquisition of stock/ service orders. Receive and process invoice administration. Perform duties at storerooms with equipment / stock and general administration in the storeroom. Assist with the administration of vehicle fleet, administer Moveable Government Property and general supply chain administration duties.
ENQUIRIES : Lt Colonel G Moonsamy / Captain SM Maja: Tel No: (012) 421-0501/0193
APPLICATIONS : Applications must be posted / hand delivered or emailed to the following addresses: Postal Address Private Bag X322, Pretoria, 0001. Hand Delivery: Corner Beckett and Pretorius Street Strelitzia Building Arcadia 0083 E-Mail address: MohlalaM2@saps.gov.za Note: Applications forwarded by post to be addressed as follows, for attention The Commander: Personnel Management, (Attention: Lieutenant Colonel G Moonsamy).

POST 23/290 : **ADMINITRATION CLERK REF NO: FS 23/2026 (X1 POST)**
Division: Detective And Forensic Services
Support Services

SALARY : R237 453 per annum (Level 05)
CENTRE : National Head Office: Arcadia: Pretoria
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication Skills. Sound planning, organizing, administrative and problem-solving Skills. Strong interpersonal Skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
DUTIES : Collect quarterly data /inputs from service points within set deadlines. Verify accuracy, completeness and consistency of data received. Consolidate reports from multiple service points into one quarterly report. Design and prepare PowerPoint presentation for Support Head, liaise with Service Points for reports submitted. Conduct quality checks on all data and slides before submission. Assist with minute taking and distribution of action items from report review meetings. Ensure confidentiality and safe handling of sensitive information.
ENQUIRIES : Lt Colonel G Moonsamy / Captain SM Maja: Tel No: (012) 421-0501/0193

APPLICATIONS : Applications must be posted / hand delivered or emailed to the following addresses: Postal Address Private Bag X322 Pretoria, 0001. Hand Delivery: Corner Beckett and Pretorius Street Strelitzia Building Arcadia 0083 E-Mail address: MohlalaM2@saps.gov.za Note: Applications forwarded by post to be addressed as follows, for attention The Commander: Personnel Management, (Attention: Lieutenant Colonel G Moonsamy).

POST 23/291 : **SECRETARY**
Division: Detective And Forensic Services

SALARY : R237 453 per annum (Level 05)

CENTRE : Support Services: National Head Office: Arcadia: Pretoria: Ref No: FS 24/2026 (X1 Post)
Centralized CRC: Criminal Record and Crime Scene Management: National Head Office: Bothongo Plaza: Pretoria Ref No: FS 25/2026 (X1 Post)
Criminalist Bureau: Criminal Record and Crime Scene Management: National Head Office: Bothongo Plaza: Pretoria Ref No: FS 26/2026 (X1 Post)
Crime Scene Management: Criminal Record and Crime Scene Management: National Head Office: Bothongo Plaza: Pretoria Ref No: FS 27/2026 (X1 Post)
Explosives: Criminal Record and Crime Scene Management: National Head Office: Pretoria Ref No: FS 28/2026 (X1 Post)
Provincial Criminal Record and Crime Scene Management: Bloemfontein: Free State Ref No: FS 29/2026 (X1 Post)
Provincial Criminal Record and Crime Scene Management: Polokwane: Limpopo Ref No: FS 30/2026 (X1 Post)
Provincial Criminal Record and Crime Scene Management: Witbank: Mpumalanga Ref No: FS 31/2026 (X1 Post)
Provincial Criminal Record and Crime Scene Management: Potchefstroom: North West Ref No: FS 32/2026 (X1 Post)
Provincial Criminal Record and Crime Scene Management: Kimberley: Northern Cape Ref No: FS 33/2026 (X1 Post)
Provincial Criminal Record and Crime Scene Management: Cape Town: Western Cape Ref No: FS 34/2026 (X1 Post)
Provincial Criminal Record and Crime Scene Management: Durban Central: KwaZulu-Natal Ref No: FS 35/2026 (X1 Post)
Biology Section: Forensic Science Laboratory: National Head Office: Arcadia: Pretoria Ref No: FS 36/2026 (X1 Post)
Chemistry Section: Forensic Science Laboratory: National Head Office: Silverton: Pretoria Ref No: FS 37/2026 (X1 Post)
Regional Head: Forensic Science Laboratory: Mayville: KwaZulu-Natal: Ref No: FS 38/2026 (X1 Post)
Technical Management: Quality Management: National Head Office: Pretoria Ref No: FS 39/2026 (X1 Post)
Regional Quality Management: National Head Office: Pretoria: Ref No: FS 40/2026 (X1 Post)
Forensic Science Laboratory: Quality Management: National Head Office: Silverton: Pretoria: Ref No: FS 41/2026 (X1 Post)
Development Facilitation: Quality Management: National Head Office: Pretoria Ref No: FS 42/2026 (X1 Post)

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.

DUTIES : Perform secretariat duties and provide administrative support. Maintain the diary of the Senior Manager, schedule meetings, assist with minute taking and visitors. Arrange travel logistics including flights and accommodation. Maintain an effective record and administration service. Maintain confidentiality in the workplace.

ENQUIRIES : Lt Colonel G Moonsamy / Captain SM Maja: Tel No: (012) 421-0501/0193
APPLICATIONS : Applications must be posted / hand delivered or emailed to the following addresses: Postal Address Private Bag X322, Pretoria, 0001. Hand Delivery: Corner Beckett and Pretorius Street Strelitzia Building Arcadia 0083 E-Mail address: MohlalaM2@saps.gov.za Note: Applications forwarded by post to be addressed as follows, for attention The Commander: Personnel Management, (Attention: Lieutenant Colonel G Moonsamy).

POST 23/292 : **FOOD SERVICES SUPERVISOR (X4 POSTS)**
Division: Human Resource Development

SALARY : R201 093 per annum
CENTRE : SAPS Academy Graaff Reinet: Ref No: HRD 71/06/2026 (X1 Post)
SAPS Academy Tshwane: Ref No: HRD 72/06/2026 (X1 Post)
SAPS Academy Moloto: Ref No: HRD 73/06/2026 (X1 Post)
SAPS Academy Mankwe: Ref No: HRD 74/06/2026 (X1 Post)
REQUIREMENTS : Applicants must display competency in the post-specific core functions of the post; Be fluent in at least two of the official languages, of which one must be English; Be a South African Citizen; A Grade 10 qualification will serve as an advantage; Basic literacy, numeracy and communication skills; Be able to read and write; Must have no previous criminal / departmental convictions or criminal / departmental cases pending; Applicants will be subjected to a vetting process which will include security screening and fingerprint verification; The ability to operate elementary machines and equipment; Willing to work extended hours, when necessary.
DUTIES : Oversee and assist in the preparation and serving refreshments; Render food service support functions; Oversee and assist the preparation of meals and cleaning of equipment; Prepare dining halls; Ensure a clean and hygienic working environment; Perform general administrative function within catering.
ENQUIRIES : **SAPS Academy Graaff-Reinet:** Enquiries can be directed to: Capt U Meyer / Sergeant Z Deysel: Tel No: 049 891 0050
SAPS Academy Tshwane: Enquiries can be directed to: Colonel JL Muridili; Captain Nkuna at 071 313 3604; 082 608 3902
SAPS Academy Moloto: Enquiries can be directed to: Lt Col ZBL Nqeto: at 082 779 8736
SAPS Academy Mankwe: Enquiries can be directed to: Lt Col MA Katjedi: at 071 411 0164/014 558 8170
APPLICATIONS : Application forms must be hand delivered or e-mailed to the following addresses (Please utilize only one (1) mode of delivery which is convenient to you): Division: Human Resource Development (DIV: HRD) Hand delivery or courier to : Shorburg Building, 429 Helen Joseph Street, Pretoria: Email address: hagenn@saps.gov.za
SAPS Academy Tshwane: Hand delivery or courier to: 1 Rebecca Street, Pretoria West Email address: traincoladmin@saps.gov.za
SAPS Academy Graaff-Reinet: Hand delivery or courier to: 22 College Road, Robert Sobukwe, 6280: Email address: MeyerU@saps.gov.za; DeyselZ@saps.gov.za
SAPS Academy Moloto: Hand delivery or courier to: Jakkalsdans Farm 243 JR, Plot Road 2, Dewagensdrift, Moloto Road Email address: NqetoZBL@saps.gov.za / MtimunyeB2@saps.gov.za / MasemolaF@saps.gov.za
SAPS Academy Mankwe: Hand delivery or courier to: R510 Rustenburg to Northam Road, Mogwase : Email address: KatjediMA@saps.gov.za

POST 23/293 : **SECURITY OFFICERS (X26 POSTS)**
Division: Detective And Forensic Services

SALARY : R170 226 per annum (Level 03)
CENTRE : Financial Management and Administration Services: Support Services: National Head Office: Arcadia: Pretoria: Ref No. FS 43/2026 (X5 Posts)
Explosives: Criminal Record and Crime Scene Management: National Head Office: Pretoria: Ref No. FS 44/2026 (X11 Posts)
Financial Management and Administration Services: Nodal Support Centre: Forensic Science Laboratory: National Head Office: Silverton: Pretoria: Ref No. FS 45/2026 (X4 Posts)
Financial Management and Administration: Nodal Support Centre: Eastern Cape: Gqeberha: Ref No. FS 46/2026 (X2 Posts)

Financial Management and Administration Services: Nodal Support Centre: Forensic Science Laboratory: Western Cape: Plattekloof Ref No: FS 47/2026 (X2 Posts)
Financial Management and Administration Services: Nodal Support Centre: Forensic Science Laboratory: KwaZulu-Natal: Amanzimtoti Ref No: FS 48/2026 (X2 Posts)

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of a Grade 10/ Standard 8/ NCV level 2 certificate/ report (NQF level 2 as recognized by SAQA), for which documentary proof can be produced when required. Valid Registration with the Private Security Industry Regulatory Authority (PSIRA). Be in possession of at least a Grade C security certificate or higher. Not declared unfit to possess a fire-arm. Be willing to undergo firearm competency training and to maintain firearm competency. Relevant courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will also serve as an added advantage. Be willing to work shifts and extended hours. Knowledge, skills and competencies: Knowledge of access control procedures. Knowledge of measures for the control and movement of equipment and stores. Knowledge of prescribed security procedures (e.g., MIS, NISA, Protection of Information Act, etc.) and the authority of security officers under these documents. Knowledge of the relevant emergency procedures.

DUTIES : Execute Access Control in terms of the Control of Access to Public Premises and Vehicles Act (Act No. 53 of 1985). Positive identification of employees, visitors and contactors at the security access point; Registering of employees, visitors and contractors, electronic searching of employees, visitors and contractors. Authorize entry in to the premises to employees, visitors and contractors after complying with all the legislative requirements, confirm visits with the hosts and ensure escort in line with the prescripts. Issue admission control cards to visitors and receive them back. Keep the necessary visitor's register. Check suppliers, articles and objects, where necessary, before they are allowed to be brought into the premises to ensure that the safety of the premises will not be threatened. Patrol buildings and fenced-off areas. Guard vehicles and equipment in the field – only from a security point of view. Check all security equipment and facilities and take action, when necessary. Bring any deficiencies or problems with regard to security matters to the attention of senior security personnel.

ENQUIRIES : Lt Colonel G Moonsamy / Captain SM Maja: Tel No: (012) 421-0501/0193

APPLICATIONS : Applications must be posted / hand delivered or emailed to the following addresses: Postal Address Private Bag X322, Pretoria, 0001. Hand Delivery: Corner Beckett and Pretorius Street Strelitzia Building Arcadia 0083 E-Mail address: MohlalaM2@saps.gov.za Note: Applications forwarded by post to be addressed as follows, for attention The Commander: Personnel Management, (Attention: Lieutenant Colonel G Moonsamy).

POST 23/294 : **SECURITY GUARD REF NO: CI/HO/24/2026 (X9 POSTS)**
Division: Crime Intelligence

SALARY : R170 226 per annum (Level 03)

CENTRE : Head Office: Division Crime Intelligence, Erasmuskloof

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of a Grade 10/ Standard 8/ NCV level 2 certificate/ report (NQF level 2 as recognized by SAQA), for which documentary proof can be produced when required. Valid Registration with the Private Security Industry Regulatory Authority (PSIRA). Be in possession of at least a Grade C security certificate or higher. Not declared unfit to possess a fire-arm. Be willing to undergo firearm competency training and to maintain firearm competency. Relevant courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will also serve as an added advantage. Be willing to work shifts and extended hours. Knowledge, Skills & Competencies: Knowledge of access control procedures. Knowledge of measures for the control and movement of equipment and stores. Knowledge of prescribed security procedures (e.g.,

MIS, NISA, Protection of Information Act, etc.) and the authority of security officers under these documents. Knowledge of the relevant emergency procedures.

DUTIES : Execute Access Control in terms of the Control of Access to Public Premises and Vehicles Act (Act No. 53 of 1985). Positive identification of employees, visitors and contactors at the security access point. Registering of employees, visitors and contractors, electronic searching of employees, visitors and contractors. Authorize entry into the premises to employees, visitors and contractors after complying with all the legislative requirements, confirm visits with the hosts and ensure escort in line with the prescripts; Issue admission control cards to visitors and receive them back. Keep the necessary visitor's register. Check suppliers, articles and objects, where necessary, before they are allowed to be brought into the premises to ensure that the safety of the premises will not be threatened; Patrol buildings and fenced-off areas. Guard vehicles and equipment in the field – Only from a security point of view. Check all security equipment and facilities and take action, when necessary; Bring any deficiencies or problems with regard to security matters to the attention of senior security personnel.

ENQUIRIES : Lieutenant Colonel P Marule / Captain B Feni / Captain HM Tebele Tel No: (012) 360 1370/1415.

POST 23/295 : **SECURITY OFFICERS (X40 POSTS)**
Division: Human Resource Development

SALARY : R170 226 per annum (Level 03)

CENTRE :
SAPS Academy Moloto: (Ref No: HRD 75/06/2026) (X3 Posts)
SAPS Academy Mankwe: (Ref No: HRD 76/06/2026) (X3 Posts)
SAPS Academy Potchefstroom: (Ref No: HRD 77/06/2026) (X3 Posts)
SAPS Academy Paarl: (Ref No: HRD 78/06/2026) (X2 Posts)
SAPS Academy Atteridgeville: (Ref No: HRD 79/06/2026) (X2 Posts)
SAPS Academy Chatsworth: (Ref No: HRD 80/06/2026) (X2 Posts)
SAPS Academy Benoni: (Ref No: HRD 81/06/2026) (X2 Posts)
SAPS Academy Arcadia: (Ref No: HRD 82/06/2026) (X2 Posts)
SAPS Academy Rietondale:(Ref No: HRD 83/06/2026) (X1 Post)
SAPS Academy Bhisho: (Ref No: HRD 84/06/2026) (X3 Posts)
SAPS Academy Bishop Lavis: (Ref No: HRD 85/06/2026) (X2 Posts)
SAPS Academy Graaff-Reinet: (Ref No: HRD 86/06/2026) (X3 Posts)
SAPS Academy Mthatha: (Ref No: HRD 87/06/2026) (X3 Posts)
SAPS Academy Oudtshoorn: (Ref No: HRD 88/06/2026) (X2 Posts)
SAPS Academy Tshwane :(Ref No: HRD 89/06/2026) (X2 Posts)
SAPS Academy Ulundi: (Ref No: HRD 90/06/2026) (X1 Post)
Division HRD, ETD CDS, Library, Post is at Aloe Park, Pretoria (Ref No: HRD 91/6/2026) (X2 Posts)
Division HRD, Support, SCM, Pretoria (Ref No: HRD 92/6/2026) (2 Posts)

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of interview. Be in possession of a Grade 10/ Standard 8/ NCV level 2 certificate/ report (NQF level 2 as recognized by SAQA), for which documentary proof can be produced when required. Valid Registration with the Private Security Industry Regulatory Authority (PSIRA). Be in possession of at least a Grade C security certificate or higher. Not declared unfit to possess a fire-arm. Be willing to undergo firearm competency training and to maintain firearm competency. Relevant courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will also serve as an added advantage. Be willing to work shifts and extended hours. Knowledge, Skills and Competencies: Knowledge of the access control procedures. Knowledge of measures for the control and movement of equipment and stores. Knowledge of prescribed security procedures (e.g., MIS, NISA, Protection of Information Act, etc.) and the authority of security officers under these documents. Knowledge of the relevant emergency procedures.

DUTIES : Execute Access Control in terms of the Control of Access to Public Premises and Vehicles Act (Act No. 53 of 1985); Positive identification of employees, visitors and contactors at the security access point; Registering of employees, visitors and contractors, electronic searching of employees, visitors and contractors; Authorize entry in to the premises to employees, visitors and

contractors after complying with all the legislative requirements, confirm visits with the hosts and ensure escort in line with the prescripts; Issue admission control cards to visitors and receive them back; Keep the necessary visitor's register; Check suppliers, articles and objects, where necessary, before they are allowed to be brought into the premises to ensure that the safety of the premises will not be threatened; Patrol buildings and fenced-off areas; Guard vehicles and equipment in the field – ONLY from a security point of view; Check all security equipment and facilities and take action, when necessary; Bring any deficiencies or problems with regard to security matters to the attention of senior security personnel.

ENQUIRIES : **Saps Academy Moloto:** Enquiries can be directed to: Lt Col ZBL Nqeto: Tel number: 082 779 8736
SAPS Academy Mankwe: Enquiries can be directed to: Lt Col MA Katjedi:Tel number: 071 411 0164/014 558 8170
SAPS Academy Potchefstroom: Enquiries can be directed to: CPO G Monyemore:Tel number: 018 299 0121/19/20
SAPS Academy Paarl: Enquiries can be directed to: Lt Col C Davids:Tel number: 0218079019
SAPS Academy Atteridgeville: Enquiries can be directed to: Lt Colonel Netshandama:Tel number: 082 778 2842
SAPS Academy Chatsworth: Enquiries can be directed to: Capt Molefe: Tel number: 031 402 7012 / 031 402 7020 / 031 402 7019
SAPS Academy Benoni: Enquiries can be directed to: WO L Theron:Tel number: 011 871 5835
SAPS Academy Arcadia: Enquiries can be directed to: Capt K Boshoff:Tel number: 0826795849
SAPS Academy Rietondale: Enquiries can be directed to: HRC TP Mohale- 076 8788 366 / HRC TH Chauke- 082 324 8271
SAPS Academy Bhisho: Enquiries can be directed to: Capt Mfengu & PPO Mdlankomo:Tel Number: 040 608 8258/67
SAPS Academy Bishop Lavis: Enquiries can be directed to: Capt Mavango:Tel number: 0219355571/ 75
Saps Academy Graaff-Reinet: Enquiries can be directed to: Capt U Meyer / Sergeant Z Deysel: Tel number: 049 891 0050
SAPS Academy Mthatha: Enquiries can be directed to: Capt Dalindyebo:Tel number: 047 531 1026 Ext 1056 / 1009 or 082 523 3257
SAPS Academy Oudtshoorn: Enquiries can be directed to: Lt Col RM Arries / Capt D Moores Tel number: 044 203 2223
SAPS Academy Tshwane: Enquiries can be directed to: Colonel JL Muridili; Captain Nkuna Tel number: 071 313 3604; 082 608 3902
SAPS Academy Ulundi: Enquiries can be directed to: Lt Colonel S Mhlungu:Tel number: 082 330 6783
Division: Human Resource Development (Div: Hrd): Enquiries can be directed to: Lt Col GM Masemola/Capt Hagen:Tel number: 012 334 3796 / 012 334 3663

APPLICATIONS : Application forms must be hand delivered or e-mailed to the following addresses (Please utilize only one (1) mode of delivery which is convenient to you): Division: Human Resource Development (DIV: HRD) Hand delivery or courier to : Shorburg Building, 429 Helen Joseph Street, Pretoria: Email address: hagenn@saps.gov.za
SAPS Academy Tshwane: Hand delivery or courier to: 1 Rebecca Street, Pretoria West Email address: traincoladmin@saps.gov.za
SAPS Academy Oudtshoorn: Hand delivery or courier to: Park Road South 1, Wesbank, Oudtshoorn Email address: divhrd.odnss@saps.gov.za divhrd.odnhrm@saps.gov.za,
SAPS Academy Bishop Lavis: Hand delivery or courier to: 100 Myrtle Street, Bishop Lavis Email address: blahhrm@saps.gov.za and bishoplavis.sec@saps.gov.za
SAPS Academy Philippi: Hand delivery or courier to: 55 New Eisleben Road, Philippi: Email address: SwartlandE@saps.gov.za
SAPS Academy Bhisho: Hand delivery or courier to: R63 Konga Road, Bhisho: E-Mail Adress: MfenguXC@saps.gov.za/ MdlankomoM@saps.gov.za
SAPS Academy Mthatha: Hand delivery or courier to: No.1 Vukuzana Street, Police Camp Area, Police Camp, Mthatha, 5099: Email address: DalindyeboT@saps.gov.za and DalasaM@saps.gov.za

SAPS Academy Graaff-Reinet: Hand delivery or courier to: 22 College Road, Robert Sobukwe, 6280: Email address: MeyerU@saps.gov.za; DeyselZ@saps.gov.za
SAPS Academy Ulundi: Hand delivery or courier to: Ingulube Street Unit A, Ulundi Email address: MhlunguS@saps.gov.za
SAPS Academy Atteridgeville: Hand delivery or courier to: 100 Predustria, Pretoria -West. Emailaddress:Kgopathuso@saps.gov.za or NombangaSH@saps.gov.za
SAPS Academy Hammanskraal: Hand delivery or courier to:1 Gwala Avenue, Hammanskraal. Email address: PitsiM@saps.gov.za
SAPS Academy Benoni: Hand delivery or courier to: 36 Hospital Road, NorthMead, Benoni Email address: theronjl@saps.gov.za
SAPS Academy Rietondale: Hand delivery or courier to: Alben Building, 661 Chamberlain Str, Rietfontein Email address: MohaleT@saps.gov.za / ChaukeT5@saps.gov.za
SAPS Academy Chatsworth: Hand delivery or courier to: 241 Moorton Drive, Chatsworth, Durban Email address: MolefeM4@saps.gov.za or NaidooM10@saps.gov.za GumedeSandile@saps.gov.za
SAPS Academy Potchefstroom: Hand delivery or courier to: Welgegund Farm, R53 Ventersdorp Road, Potchefstroom. Email address: monyemorekg@saps.gov.za
SAPS Academy Thabazimbi: Hand delivery or courier to: Buffelshoek Farm, Gate 325, Alma Gravel Road, Thabazimbi Email address: PelserJ@saps.gov.za
SAPS Academy Moloto: Hand delivery or courier to: Jakkalsdans Farm 243 JR, Plot Road 2, Dewagensdrift, Moloto Road Email address: NqetoZBL@saps.gov.za / MtimunyeB2@saps.gov.za / MasemolaF@saps.gov.za
SAPS Academy Addo: Hand delivery or courier to: Farm 7, Slagboom, Addo: Email address: Ganasp3@saps.gov.za or ZahelaPT@saps.gov.za
SAPS Academy Mankwe: Hand delivery or courier to: R510 Rustenburg to Northam Road, Mogwase : Email address: KatjediMA@saps.gov.za
SAPS Academy All Saints: Hand delivery or courier to: R63, Komga Road, Bhisho: Email address: NgubekileBG@saps.gov.za , JongileXP@saps.gov.za
SAPS Academy Arcadia: Hand delivery or courier to: 640 Francis Baard Street, Arcadia, Pretoria: Email address: boshoffk@saps.gov.za
SAPS Academy Roodeplaat: Hand delivery or courier to: Remainder of Portion 3 of 293 Jr Moloto Road, Roodeplaat.: Email address: OosthuizenSterna@saps.gov.za Or BoshoffP@saps.gov.za
SAPS Academy Paarl: Hand delivery or courier to: 429 Main Street, Lemoenkloof, Paarl: Email address: davidsc3@saps.gov.za

POST 23/296 : **SECURITY OFFICER (X46 POSTS)**
Division Operational Response Service

SALARY : R170 226 per annum (Level 03)
CENTRE : **Component: Public Order Policing**
Mpumalanga Province:
Hazyview POP (Ref No: ORS52/2026) (X4 Posts)
KwaZulu-Natal Province:
Durban POP (Ref No: ORS53/2026) (X6 Posts)
Western Cape Province:
Cape Town Faure POP (Ref No: ORS54/2026) (X2 Posts)
Eastern Cape Province:
Queenstown POP (Ref No: ORS55/2026) (X4 Posts)
Mthatha POP (Ref No: ORS56/2026) (X4 Post)
North West Province:
Rusternburg POP (Ref No: ORS57/2026) (X4 Posts)
Gauteng Province:
Johannesburg POP (Ref No: ORS58/2026) (X4 Posts)
Component: Boarder Policing
OR Tambo International Airport, Kempton Park (Ref No: ORS59/2026) (X2 Posts)
Component: Specialised Operations
Special Task Force Pretoria, Pretoria West (Ref No: ORS60/2026) (X2 Posts)
Special Task Force: Cape Town, Belhar (Ref No: ORS61/2026) (X1 Post)
National Intervention Unit: Pretoria (Ref No: ORS62/2026) (X2 Posts)

Component: Operational Support:
Mobilisation Support, Pretoria West Ref No: ORS63/2026 (X1 Post)
Johannesburg Airwing, Germiston Ref No: ORS64/2026 (X2 Posts)
National Heliport Airwing, Pretoria West Ref No: ORS65/2026 (X3 Posts)
Section: Support Services:
Auxiliary Services (ORS) Schindler House, Pretoria Ref No: ORS66/2026 (X5 Posts)

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of a Grade 10/ Standard 8/ NCV level 2 certificate/ report (NQF level 2 as recognized by SAQA), for which documentary proof can be produced when required. Valid Registration with the Private Security Industry Regulatory Authority (PSIRA). Be in possession of at least a Grade C security certificate or higher. Not declared unfit to possess a fire-arm. Be willing to undergo firearm competency training and to maintain firearm competency. Relevant courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will also serve as an added advantage. Be willing to work shifts and extended hours. Knowledge, Skills and Competencies: Knowledge of access control procedures. Knowledge of measures for the control and movement of equipment and stores. Knowledge of prescribed security procedures (e.g., MIS, NISA, Protection of Information Act, etc.) and the authority of security officers under these documents. Knowledge of the relevant emergency procedures

DUTIES : Execute Access Control in terms of the Control of Access to Public Premises and Vehicles Act (Act No. 53 of 1985). Positive identification of employees, visitors and contractors at the security access point. Registering of employees, visitors and contractors, electronic searching of employees, visitors and contractors. Authorize entry into the premises to employees, visitors and contractors after complying with all the legislative requirements, confirm visits with the hosts and ensure escort in line with the prescripts. Issue admission control cards to visitors and receive them back. Keep the necessary visitor's register. Check suppliers, articles and objects, where necessary, before they are allowed to be brought into the premises to ensure that the safety of the premises will not be threatened. Patrol buildings and fenced-off areas. Guard vehicles and equipment in the field – Only from a security point of view. Check all security equipment and facilities and take action, when necessary. Bring any deficiencies or problems regarding security matters to the attention of senior security personnel.

ENQUIRIES : **Mpumalanga Province:** Lieutenant Colonel Mashau or Captain Modiba Tel No (012) 400 3787/3802/3761/3798
Kwazulu-Natal Province: Lieutenant Colonel Mashau or Captain Modiba Tel No (012) 400 3787/3802/3761/3798
Western Cape Province: Lieutenant Colonel De Villiers or SAC Mzuzu Tel No 021 843 1805/ 1868
Eastern Cape Province: Warrant Officer Jongile 045 808 1239/ 1248/ 1229
North West Province: Lieutenant Colonel Sibanda 014 565 1620/1622/1633
Gauteng Province: Lieutenant Colonel Mashau or Captain Modiba Tel No (012) 400 3787/3802/3761/3798
Special Task Force Pretoria, Pretoria West: Lieutenant Colonel Mashau or Captain Modiba Tel No (012) 400 3787/3802/3761/3798
Special Task Force: Cape Town, Belhar: Lieutenant Colonel Mashau or Captain Modiba Tel No (012) 400 3787/3802/3761/3798
National Intervention Unit: Pretoria: Lieutenant Colonel Mashau or Captain Modiba Tel No (012) 400 3787/3802/3761/3798
Operational Support: Mobilisation Support, Pretoria West: Lieutenant Colonel Eksteen or Captain Botlhoko Tel No (012) 353 9828/9970/9834
Operational Support: Johannesburg Airwing, Germiston: Lieutenant Colonel Mashau or Captain Modiba Tel No (012) 400 3787/3802/3761/3798
Operational Support: National Heliport Airwing, Pretoria West: Lieutenant Colonel Mashau or Captain Modiba Tel No (012) 400 3787/3802/3761/3798
Support Services: Auxiliary Services (Ors) Schindler House, Pretoria: Lieutenant Colonel Mashau or Captain Modiba Tel No (012) 400 3787/3802/3761/3798

APPLICATIONS : **Mpumalanga Province:** Direct your application to the following addresses: No. 2A Walter Sisulu Street, Middelburg or email to Kubheka.Menzi@saps.gov.za
Kwazulu-Natal Province: Direct your application to the following addresses: No. 85 Old Richmond Road, Marianhill, Pinetown, NaickerV2@saps.gov.za
Western Cape Province: Direct your application to the following addresses: No. 2 Old Faure Road, Kuilsriver or email MzuzuT@saps.gov.za
Eastern Cape Province: Oueenstown Pop Applications: Direct your application to the following addresses: No. 42 Mecury Road, Army Base Queenstown or email to Kedaman@saps.gov.za or Mlilom@saps.gov.za
Mthatha Pop Applications: Direct your application to the following addresses: 46 Headquarters, R61 Road, Mthatha or email DudulaU@saps.gov.za or Rozanin2@saps.gov.za
North West Province: Direct your application to the following addresses: 1 Kanana Road, Bafokeng Old Military Base, Rustenburg or email SibandaME@saps.gov.za or lodewykrm@saps.gov.za
Gauteng Province: Johannesburg POP applications: Direct your application to the following addresses: No. 1 Collinder Road, Diepkloof, Soweto LayzellC@saps.gov.za/ TriegaardtJE@saps.gov.za
OR Tambo International Airport applications: Direct your application to the following addresses: OR Tambo International Airport, Dometex Area, Kempton Park, 1627 or email to SwartsEssie@saps.gov.za or MathebulaK@saps.gov.za
Special Task Force Pretoria, Pretoria West: Direct your application to the following addresses: No. 3 Troye Maupa Naga, Arcadia, Pretoria or email Phirisonda@saps.gov.za
Special Task Force: Cape Town, Belhar: Direct your application to the following addresses: No. 3 Troye Maupa Naga, Arcadia, Pretoria or email Phirisonda@saps.gov.za
National Intervention Unit: Pretoria: Direct your application to the following addresses: No. 629 Lavender Road, Bon Accord or email to LekalakalaJM@saps.gov.za
Operational Support: Mobilisation Support, Pretoria West: Direct your application to the following addresses: SAPS Academy, Tshwane, No. 1 Rebecca Street Pretoria West: Mobilisation Support or email Mahwasane@saps.gov.za
Operational Support: Johannesburg Airwing, Germiston: Direct your application to the following addresses: Hanger 32 Rand Airport, Hurricane Road, Germiston or email to kitisezp@saps.gov.za
Operational Support: National Heliport Airwing, Pretoria West: Direct your application to the following addresses: SAPS Academy, Tshwane, No. 1 Rebecca Street Pretoria West: National Heliport or email to MarabaJ@saps.gov.za
Support Services: Auxiliary Services (Ors) Schindler House, Pretoria: Direct your application to the following addresses: No. 459 Leyds Street, Sunnyside Pretoria or email to ORSRECRUITMENT3@SAPS.GOV.ZA

POST 23/297 : **SECURITY OFFICERS**
Division Supply Chain Management

SALARY : R170 226 per annum (Level 03)
CENTRE : Supply Chain Performance Management & Services: Pretoria West Auction Centre, Pretoria: Ref No: SCM42/2026 (X1 Post)
Supply Chain Performance Management & Services: Transport Management: New Vehicle Store Benoni: Gauteng Province: Ref No: SCM43/2026 (X2 Posts)
Moveable Government Property & Services: Clothing and Distribution Management: Eastern Cape Uniform Shop (Bisho): Eastern Cape Province: Ref No: SCM44/2026 (X1 Post)
Moveable Government Property & Services: Clothing and Distribution Management: Free State Uniform Shop (Thaba-Nchu): Free State Province Ref No: SCM45/2026 (X1 Post)

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of a Grade 10/ Standard 8/ NCV level 2 certificate/ report (NQF level 2 as recognized by SAQA), for which

documentary proof can be produced when required. Valid Registration with the Private Security Industry Regulatory Authority (PSIRA). Be in possession of at least a Grade C security certificate or higher. Not declared unfit to possess a firearm. Be willing to undergo firearm competency training and to maintain firearm competency. Relevant courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will also serve as an added advantage. Be willing to work shifts and extended hours. Knowledge, Skills and Competencies: Knowledge of access control procedures. Knowledge of measures for the control and movement of equipment and stores. Knowledge of prescribed security procedures (e.g., MIS, NISA, Protection of Information Act, etc.) and the authority of security officers under these documents. Knowledge of the relevant emergency procedures.

DUTIES : Execute Access Control in terms of the Control of Access to Public Premises and Vehicles Act (Act No. 53 of 1985); Positive identification of employees, visitors and contactors at the security access point; Registering of employees, visitors and contractors, electronic searching of employees, visitors and contractors; Authorize entry in to the premises to employees, visitors and contractors after complying with all the legislative requirements, confirm visits with the hosts and ensure escort in line with the prescripts; Issue admission control cards to visitors and receive them back; Keep the necessary visitor's register; Check suppliers, articles and objects, where necessary, before they are allowed to be brought into the premises to ensure that the safety of the premises will not be threatened; Patrol buildings and fenced-off areas; Guard vehicles and equipment in the field – Only from a security point of view; Check all security equipment and facilities and take action, when necessary; Bring any deficiencies or problems with regard to security matters to the attention of senior security personnel.

ENQUIRIES : AC Rammego Tel No: (012) 841 7123/7118/7322

APPLICATIONS : Applications must be hand delivered or posted to the following addresses: Hand Delivery: 117 Cresswell Road, (Corner Cresswell and Pretoria Road), Silverton, Pretoria, Division Supply Chain Management (Main Entrance, in the Wooden Box) Postal Address: The Divisional Commissioner: SCM, Human Resource Management, Private Bag X254, Pretoria, 0001 (For the attention: Lt Col MPP Moleko) (please note that in the event that an application is posted, it must be reached at the indicated office before or on the closing date and time specified in the advertisement i.e. 2026-07-17 at 16:00) email address: divscm:recruitment@saps.gov.za

POST 23/298 : **CLEANER (X8 POSTS)**

SALARY : R144 024 per annum (Level 02)

CENTRE : SCM: Eastern Cape, Bhisho Ref No: PSS EC37/26
SCM: Gauteng, Bryntirion Ref No: PSS GP38/26
SCM: KwaZulu Natal, Durban Ref No: PSS KZN39/26
SCM: Free State, Bloemfontein Ref No: PSS FS40/26
SCM: Limpopo, Polokwane Ref No: PSS LIM41/26
SCM: North West, Mafikeng Ref No: PSS NW42/26
SCM: Mpumalanga, Nelspruit Ref No: PSS MP43/26
SCM: Western Cape, Cape Town Ref No: PSS WC44/26

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South African of which documentary proof must be furnished on the day of the interview. Be in possession of ABET Level 4/ Grade 9/ Standard 7 certificate/ report (NQF level 1 as recognized by SAQA), for which documentary proof can be produced when required. Knowledge, Skills and Competencies: Understanding of how to handle cleaning detergents. Occupational Health and Safety protocol; Basic literacy, numeracy and communication skills. Be able to read and write. Ability to interact with other officials in a professional manner. The ability to operate elementary machines and equipment; Willing to work extended hours when necessary.

DUTIES : Maintaining of high-level hygiene in and around the SAPS premises where routine tasks are to be performed, which may include inner or outer parameters; Performing routine tasks such as dusting furniture and floors, Vacuum floors and carpets, remove refuse and refuse bags; Mopping of all tiled floors; Cleaning bathrooms, Safekeeping and handling of a variety of cleaning materials.

ENQUIRIES : HQ: PRETORIA: Tel: Lt Col Nyathi: Tel No: 012 400 5587; Capt Mudau: Tel No: 012 400 5468; HRCS Kekana: Tel No: 012 400 5216; HRC Nebodzandala: Tel No: 012 400 5229

APPLICATIONS : **Protection And Security Services: HQ (Pretoria):** No. 3 Corner Park & Troye Streets Maupa Naga Building Sunnyside, Pretoria 0002. Application forms must be hand delivered or e-mailed to the following address (Please utilize only one (1) mode of delivery which is convenient to you): Email Address: NyathiPM@saps.gov.za, MudauTG@saps.gov.za, Kekanak@saps.gov.za, NebodzandalaT@saps.gov.za

POST 23/299 : **MESSENGER REF NO: SCM46/2026 (X1 POST)**
Division Supply Chain Management
Demand Management

SALARY : R144 024 per annum (Level 02)

CENTRE : Persequor Park, Lynnwood, Pretoria

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of ABET Level 4/ Grade 9/ Standard 7/ NQF Level 1 for which documentary proof can be produced when required. Be in possession of a valid light motor vehicle driver's licence. Knowledge, Skills and Competencies: Basic literacy, numeracy and communication skills. Good verbal and written communication; Ability to interact with other officials in a professional manner. Ability to read maps, follow directions and understand traffic rules for managing deliveries, High levels of integrity, reliability and punctuality. Willing to work extended hours when necessary.

DUTIES : Collect and deliver post, parcels, files and other forms of documentation between offices: Perform general administration/messenger tasks.

ENQUIRIES : AC Rammego Tel No: (012) 841 7123/7118/7322

APPLICATIONS : Applications must be hand delivered or posted to the following addresses: Hand Delivery: 117 Cresswell Road, (Corner Cresswell and Pretoria Road), Silverton, Pretoria, Division Supply Chain Management (Main Entrance, in the Wooden Box) Postal Address: The Divisional Commissioner: SCM, Human Resource Management, Private Bag X254, Pretoria, 0001 (For the attention: Lt Col MPP Moleko) (please note that in the event that an application is posted, it must be reached at the indicated office before or on the closing date and time specified in the advertisement i.e. 2026-07-17 at 16:00) email address: divscm:recruitment@saps.gov.za

POST 23/300 : **CLEANER**
Division Supply Chain Management

SALARY : R144 024 per annum (Level 02)

CENTRE : Moveable Government Property & Service: Miscellaneous Stock Management: Sundries and Communication: Silverton, Pretoria Ref No: SCM47/2026 (X2 Posts)
Facility Management: Asset Operations Management: Asset Register Mobilisation & De-Mobilisation: Persequor Park, Lynnwood, Pretoria, Ref No: SCM48/2026 (X2 Posts)
Facility Management: Programme & Project Management: Persequor Park: Lynnwood, Pretoria: Ref No: SCM49/2026 (X1 Post)
Procurement and Contract Management: Contract Management: Silverton, Pretoria: Ref No: SCM50/2026 (X1 Post)
Supply Chain Performance Management & Services: Supply Chain Performance & Services: Silverton, Pretoria: Ref No: SCM51/2026 (X1 Post)
Supply Chain Performance Management & Services: Mechanical Support :Persequor Park, Lynnwood: Ref No: SCM52/2026 (X1 Post)
Supply Chain Performance Management & Services: Transport Management: New Vehicle Store Benoni: Ref No: SCM53/2026 (X1 Post)
Support Services: Financial Services (Auxiliary Services): Silverton, Pretoria: Ref No: SCM54/2026 (X12 Posts)

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of ABET Level 4/ Grade 9/ Standard 7/ NQF Level 1 for which documentary proof can be produced when required.

Knowledge, Skills and Competencies. Understanding of how to handle cleaning detergents. Occupational Health and Safety protocol. Basic literacy, numeracy and communication skills. Be able to read and write; Ability to interact with other officials in a professional manner. The ability to operate elementary machines and equipment; Willing to work extended hours when necessary.

DUTIES : Maintain high-level of hygiene in and around the SAPS premises where routine tasks are to be performed, which may include inner or outer parameters; Performing routine tasks such as dusting furniture and floors, removing refuse bags; Mopping of all tiled floors; Cleaning bathrooms, kitchenware and utensils; Safekeeping and handling of a variety of cleaning materials; Loading and unloading of goods. Adhere to Occupational Health & Safety requirements for hygienic workspaces.

ENQUIRIES : Lieutenant Colonel Moleko Tel No: (012) 841 7118/7876/7179

APPLICATIONS : Applications must be hand delivered or posted to the following addresses: Hand Delivery: 117 Cresswell Road, (Corner Cresswell and Pretoria Road), Silverton, Pretoria, Division Supply Chain Management (Main Entrance, in the Wooden Box) Postal Address: The Divisional Commissioner: SCM, Human Resource Management, Private Bag X254, Pretoria, 0001 (For the attention: Lt Col MPP Moleko) (please note that in the event that an application is posted, it must be reached at the indicated office before or on the closing date and time specified in the advertisement i.e. 2026-07-17 at 16:00) email address: divscm:recruitment@saps.gov.za

POST 23/301 : **LABOURER REF NO: SCM55/2026 (X1 POST)**
Division Supply Chain Management
Moveable Government Property: Miscellaneous Stock Management: Sundries and Communication

SALARY : R144 024 per annum (Level 02)

CENTRE : Silverton, Pretoria

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of ABET Level 4/ Grade 9/ Standard 7/ NQF Level 1 for which documentary proof can be produced when required. Knowledge, Skills and Competencies. Basic literacy, numeracy and communication skills. Be able to read and write; Ability to interact with other officials in a professional manner. The ability to operate elementary machines and equipment; Willing to work extended hours when necessary.

DUTIES : Receive ordered stationery stock from identified supplier; Check quality and quantity of stock items; Sort received stationery items; Certify for correctness of received stationery items; Conduct spot checks and annual stocktaking.

ENQUIRIES : HR Clerk Mudau (012) 841 7217/7118/7876

POST 23/302 : **LABOURER SCM56/2026 (X2 POSTS)**
Division Supply Chain Management
Moveable Government Property: Miscellaneous Stock Management: Stationary Store and Replenishment

SALARY : R144 024 per annum (Level 02)

CENTRE : Silverton, Pretoria

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of ABET Level 4/ Grade 9/ Standard 7/ NQF Level 1 for which documentary proof can be produced when required. Knowledge, Skills and Competencies. Basic literacy, numeracy and communication skills. Be able to read and write; Ability to interact with other officials in a professional manner. The ability to operate elementary machines and equipment; Willing to work extended hours when necessary.

DUTIES : Pick stock and account stock; Pack stock onto racks and bins, Distribution of bin allocation; and Conduct stock taking.

ENQUIRIES : HR Clerk Mudau Tel No: (012) 841 7217/7118/7876

APPLICATIONS : Applications must be hand delivered or posted to the following addresses: Hand Delivery: 117 Cresswell Road, (Corner Cresswell and Pretoria Road), Silverton, Pretoria, Division Supply Chain Management (Main Entrance, in the

Wooden Box) Postal Address: The Divisional Commissioner: SCM, Human Resource Management, Private Bag X254, Pretoria, 0001 (For the attention: Lt Col MPP Moleko) (please note that in the event that an application is posted, it must be reached at the indicated office before or on the closing date and time specified in the advertisement i.e. 2026-07-17 at 16:00) email address: divscm:recruitment@saps.gov.za

POST 23/303 : **LABOURER SCM57/2026 (X1 POST)**
Division Supply Chain Management
Moveable Government Property: Miscellaneous Stock Management: Sundries and Communication

SALARY : R144 024 per annum (Level 02)
CENTRE : Silverton, Pretoria
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of ABET Level 4/ Grade 9/ Standard 7/ NQF Level 1 for which documentary proof can be produced when required. Knowledge, Skills and Competencies. Basic literacy, numeracy and communication skills. Be able to read and write; Ability to interact with other officials in a professional manner. The ability to operate elementary machines and equipment; Willing to work extended hours when necessary.
DUTIES : Pick different stock items to be issued to various end-users; Dispatching of stock to Transit-Out; Conduct stock taking; Pack stock items into their different allocated bins.
ENQUIRIES : HR Clerk Thulare Tel No: (012) 841 7392/7118/7876
APPLICATIONS : Applications must be hand delivered or posted to the following addresses: Hand Delivery: 117 Cresswell Road, (Corner Cresswell and Pretoria Road), Silverton, Pretoria, Division Supply Chain Management (Main Entrance, in the Wooden Box) Postal Address: The Divisional Commissioner: SCM, Human Resource Management, Private Bag X254, Pretoria, 0001 (For the attention: Lt Col MPP Moleko) (please note that in the event that an application is posted, it must be reached at the indicated office before or on the closing date and time specified in the advertisement i.e. 2026-07-17 at 16:00) email address: divscm:recruitment@saps.gov.za

POST 23/304 : **LABOURER SCM58/2026 (X1 POST)**
Division Supply Chain Management
Moveable Government Property & Services: Clothing and Distribution Management: Replenishment

SALARY : R144 024 per annum (Level 02)
CENTRE : Silverton, Pretoria
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of ABET Level 4/ Grade 9/ Standard 7/ NQF Level 1 for which documentary proof can be produced when required. Knowledge, Skills and Competencies. Basic literacy, numeracy and communication skills. Be able to read and write; Ability to interact with other officials in a professional manner. The ability to operate elementary machines and equipment; Willing to work extended hours when necessary.
DUTIES : Assemble ranks; Issue medals and accessories according to their issue voucher; Handle stocktaking process and the finalization thereof; Capture medals and accessories on Provisioning Administration System (PAS); Perform stock count on medals and accessories and disposal of old uniform
ENQUIRIES : HR Clerk Thulare Tel No: (012) 841 7392/7118/7876
APPLICATIONS : Applications must be hand delivered or posted to the following addresses: Hand Delivery: 117 Cresswell Road, (Corner Cresswell and Pretoria Road), Silverton, Pretoria, Division Supply Chain Management (Main Entrance, in the Wooden Box) Postal Address: The Divisional Commissioner: SCM, Human Resource Management, Private Bag X254, Pretoria, 0001 (For the attention: Lt Col MPP Moleko) (please note that in the event that an application is posted, it must be reached at the indicated office before or on the closing date and time specified in the advertisement i.e. 2026-07-17 at 16:00) email address: divscm:recruitment@saps.gov.za

POST 23/305	:	**LABOURER REF NO: SCM59/2026 (X1 POST)** Division Supply Chain Management
SALARY	:	R144 024 per annum (Level 02)
CENTRE	:	Moveable Government Property & Services: Clothing and Distribution Management: Uniform Shop Gauteng: Silverton, Pretoria,
REQUIREMENTS	:	Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of ABET Level 4/ Grade 9/ Standard 7/ NQF Level 1 for which documentary proof can be produced when required. Knowledge, Skills and Competencies. Basic literacy, numeracy and communication skills. Be able to read and write; Ability to interact with other officials in a professional manner. The ability to operate elementary machines and equipment; Willing to work extended hours when necessary.
DUTIES	:	Receive and maintain uniform in allocated bins; Stock taking of uniform; Iron-on chest badges.
ENQUIRIES	:	Captain Naidoo Tel No: (012) 841 7876/7118/7179
APPLICATIONS	:	Applications must be hand delivered or posted to the following addresses: Hand Delivery: 117 Cresswell Road, (Corner Cresswell and Pretoria Road), Silverton, Pretoria, Division Supply Chain Management (Main Entrance, in the Wooden Box) Postal Address: The Divisional Commissioner: SCM, Human Resource Management, Private Bag X254, Pretoria, 0001 (For the attention: Lt Col MPP Moleko) (please note that in the event that an application is posted, it must be reached at the indicated office before or on the closing date and time specified in the advertisement i.e. 2026-07-17 at 16:00) email address: divscm:recruitment@saps.gov.za
POST 23/306	:	**LABOURER REF NO: SCM60/2026 (X1 POST)** Division Supply Chain Management Moveable Government Property & Services: Clothing and Distribution Management: Pretoria Warehouse
SALARY	:	R144 024 per annum (Level 02)
CENTRE	:	Silverton, Pretoria
REQUIREMENTS	:	Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of ABET Level 4/ Grade 9/ Standard 7/ NQF Level 1 for which documentary proof can be produced when required. Knowledge, Skills and Competencies. Basic literacy, numeracy and communication skills. Be able to read and write; Ability to interact with other officials in a professional manner. The ability to operate elementary machines and equipment; Willing to work extended hours when necessary.
DUTIES	:	Check stock received; Sort parcels/boxes by size; Perform checks on the consignment's quality, quantity and record; Record findings after checking items received in the checklist register; Pick correct uniform sized and quantities; Verify picked items with issue vouchers.
ENQUIRIES	:	Captain Naidoo Tel No: (012) 841 7876/7118/7179
APPLICATIONS	:	Applications must be hand delivered or posted to the following addresses: Hand Delivery: 117 Cresswell Road, (Corner Cresswell and Pretoria Road), Silverton, Pretoria, Division Supply Chain Management (Main Entrance, in the Wooden Box) Postal Address: The Divisional Commissioner: SCM, Human Resource Management, Private Bag X254, Pretoria, 0001 (For the attention: Lt Col MPP Moleko) (please note that in the event that an application is posted, it must be reached at the indicated office before or on the closing date and time specified in the advertisement i.e. 2026-07-17 at 16:00) email address: divscm:recruitment@saps.gov.za
POST 23/307	:	**LABOURER REF NO: SCM61/2026 (X1 POST)** Division Supply Chain Management Moveable Government Property & Services: Uniform Shop
SALARY	:	R144 024 per annum (Level 02)
CENTRE	:	Limpopo Province: Lebowakgomo

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of ABET Level 4/ Grade 9/ Standard 7/ NQF Level 1 for which documentary proof can be produced when required. Knowledge, Skills and Competencies. Basic literacy, numeracy and communication skills. Be able to read and write; Ability to interact with other officials in a professional manner. The ability to operate elementary machines and equipment; Willing to work extended hours when necessary.

DUTIES : Check the balance of the pick stock items correspond with the delivery notes; Write the issue voucher number of the relevant boxes for loading from bulk store.

ENQUIRIES : Captain Mahlangu Tel No: (012) 841 7179/7118/7876

APPLICATIONS : Applications must be hand delivered or posted to the following addresses: Hand Delivery: 117 Cresswell Road, (Corner Cresswell and Pretoria Road), Silverton, Pretoria, Division Supply Chain Management (Main Entrance, in the Wooden Box) Postal Address: The Divisional Commissioner: SCM, Human Resource Management, Private Bag X254, Pretoria, 0001 (For the attention: Lt Col MPP Moleko) (please note that in the event that an application is posted, it must be reached at the indicated office before or on the closing date and time specified in the advertisement i.e. 2026-07-17 at 16:00) email address: divscm:recruitment@saps.gov.za

POST 23/308 : **LABOURER REF NO: SCM62/2026 (X1 POST)**
Division Supply Chain Management
Moveable Government Property & Services: Uniform Shop

SALARY : R144 024 per annum (Level 02)

CENTRE : Northwest Province: Rooigrond

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of ABET Level 4/ Grade 9/ Standard 7/ NQF Level 1 for which documentary proof can be produced when required. Knowledge, Skills and Competencies. Basic literacy, numeracy and communication skills. Be able to read and write; Ability to interact with other officials in a professional manner. The ability to operate elementary machines and equipment; Willing to work extended hours when necessary.

DUTIES : Load of uniform items to the shop, Check stock items for quantity and quality; Group of stock in preparation for packing, File of issue voucher into Z20 file.

ENQUIRIES : Captain Mahlangu Tel No: (012) 841 7179/7118/7876

APPLICATIONS : Applications must be hand delivered or posted to the following addresses: Hand Delivery: 117 Cresswell Road, (Corner Cresswell and Pretoria Road), Silverton, Pretoria, Division Supply Chain Management (Main Entrance, in the Wooden Box) Postal Address: The Divisional Commissioner: SCM, Human Resource Management, Private Bag X254, Pretoria, 0001 (For the attention: Lt Col MPP Moleko) (please note that in the event that an application is posted, it must be reached at the indicated office before or on the closing date and time specified in the advertisement i.e. 2026-07-17 at 16:00) email address: divscm:recruitment@saps.gov.za

POST 23/309 : **LABOURER REF NO: SCM63/2026 (X1 POST)**
Division Supply Chain Management
Moveable Government Property: Arms & Ammunition Management: Firearms Spares Ammunition Store and Body Armour

SALARY : R144 024 per annum (Level 02)

CENTRE : Silverton, Pretoria

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of ABET Level 4/ Grade 9/ Standard 7/ NQF Level 1 for which documentary proof can be produced when required. Knowledge, Skills and Competencies. Basic literacy, numeracy and communication skills. Be able to read and write; Ability to interact with other officials in a professional manner. The ability to operate elementary machines and equipment; Willing to work extended hours when necessary.

DUTIES : To render effective support at Transit-In. Offloading stock and materials from trucks. Perform assisting duties in checking stock for quantity and quality according to external receipts, invoices and delivery notes. Report damages to the supervisor and transit-in clerk. Assist to count and check all items in store during stock taking. Perform assistant duties with the warehouse manager with transit-in tasks receiving stock. Perform assistant duties with warehouse with destruction. Drive forklift for loading and transport of ammunition to and from the safes. Extinguish field fires during destruction.

ENQUIRIES : PPO Babana Tel No: (012) 841 7123/7118/7876

APPLICATIONS : Applications must be hand delivered or posted to the following addresses: Hand Delivery: 117 Cresswell Road, (Corner Cresswell and Pretoria Road), Silverton, Pretoria, Division Supply Chain Management (Main Entrance, in the Wooden Box) Postal Address: The Divisional Commissioner: SCM, Human Resource Management, Private Bag X254, Pretoria, 0001 (For the attention: Lt Col MPP Moleko) (please note that in the event that an application is posted, it must be reached at the indicated office before or on the closing date and time specified in the advertisement i.e. 2026-07-17 at 16:00) email address: divscm:recruitment@saps.gov.za

POST 23/310 : **LABOURER SCM64/2026 (X1 POST)**
Division Supply Chain Management
Moveable Government Property: Arms & Ammunition Management: Firearms Spares Ammunition Store and Body Armour

SALARY : R144 024 per annum (Level 02)

CENTRE : Silverton, Pretoria

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of ABET Level 4/ Grade 9/ Standard 7/ NQF Level 1 for which documentary proof can be produced when required. Knowledge, Skills and Competencies. Basic literacy, numeracy and communication skills. Be able to read and write; Ability to interact with other officials in a professional manner. The ability to operate elementary machines and equipment; Willing to work extended hours when necessary.

DUTIES : To render effective support at Transit-In. Offloading stock and materials from trucks. Perform assisting duties in checking stock for quantity and quality according to external receipts, invoices and delivery notes. Report damages to the supervisor and transit-in clerk. Handle the receiving and verifying of obsolete and unserviceable stock from Divisions and Provinces. Assist to count and check all items in store during stock taking. Perform assistant duties with the warehouse manager with transit-in tasks receiving stock. Perform assistant duties with warehouse, count and check obsolete and unserviceable stock to be disposed of.

ENQUIRIES : PPO Babana Tel No: (012) 841 7123/7118/7876

APPLICATIONS : Applications must be hand delivered or posted to the following addresses: Hand Delivery: 117 Cresswell Road, (Corner Cresswell and Pretoria Road), Silverton, Pretoria, Division Supply Chain Management (Main Entrance, in the Wooden Box) Postal Address: The Divisional Commissioner: SCM, Human Resource Management, Private Bag X254, Pretoria, 0001 (For the attention: Lt Col MPP Moleko) (please note that in the event that an application is posted, it must be reached at the indicated office before or on the closing date and time specified in the advertisement i.e. 2026-07-17 at 16:00) email address: divscm:recruitment@saps.gov.za

POST 23/311 : **LABOURER REF NO: SCM65/2026 (X1 POST)**
Division Supply Chain Management
Moveable Government Property: Arms & Ammunition Management Firearms Spares Ammunition Store and Body Armour

SALARY : R144 024 per annum (Level 02)

CENTRE : Silverton, Pretoria

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of ABET Level 4/ Grade 9/ Standard 7/ NQF Level 1 for which documentary proof can be produced when required.

Knowledge, Skills and Competencies. Basic literacy, numeracy and communication skills. Be able to read and write; Ability to interact with other officials in a professional manner. The ability to operate elementary machines and equipment; Willing to work extended hours when necessary.

DUTIES : To render effective support at warehouse. Handle store stock to be issued and dispatched and hand over documentation to the data clerk for capturing. Handle all stock is picked for issuing and hand over documents and stock to Transit-Out. Report all discrepancies to the warehouse manager. Assist in marking of stock. Count and pack new stock in the bin location in the warehouse. Verify serial numbers of old and new built proof resistant vests are certified on the PAS. Assist with stock taking.

ENQUIRIES : AC Rammego Tel No: (012) 841 7322/7118/7876

APPLICATIONS : Applications must be hand delivered or posted to the following addresses: Hand Delivery: 117 Cresswell Road, (Corner Cresswell and Pretoria Road), Silverton, Pretoria, Division Supply Chain Management (Main Entrance, in the Wooden Box) Postal Address: The Divisional Commissioner: SCM, Human Resource Management, Private Bag X254, Pretoria, 0001 (For the attention: Lt Col MPP Moleko) (please note that in the event that an application is posted, it must be reached at the indicated office before or on the closing date and time specified in the advertisement i.e. 2026-07-17 at 16:00) email address: divscm:recruitment@saps.gov.za

POST 23/312 : **LABOURER**
Division Supply Chain Management

SALARY : R144 024 per annum (Level 02)

CENTRE : Moveable Government Property & Services: Provisioning Warehouse Kwazulu-Natal: Pinetown, Kwazulu-Natal Province Ref No: SCM66/2026 (X1 Post)
Moveable Government Property & Services: Provisioning Warehouse Western Cape: Epping, Western Cape Province Ref No: SCM67/2026 (X1 Post)
Moveable Government Property & Services: Uniform Northern Cape Kimberley, Northern Cape Province Ref No: SCM68/2026 (X1 Post)

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of ABET Level 4/ Grade 9/ Standard 7/ NQF Level 1 for which documentary proof can be produced when required. Knowledge, Skills and Competencies. Basic literacy, numeracy and communication skills. Be able to read and write; Ability to interact with other officials in a professional manner. The ability to operate elementary machines and equipment; Willing to work extended hours when necessary.

DUTIES : Check stock taking; Unload stock received from National Bulk store; Check and count stock; Report all damages and discrepancies; Pick, pack and store of stock; Assist customers to identify required items in the shop

ENQUIRIES : HR Clerk Mudau Tel No: (012) 841 7217/7118/7876

APPLICATIONS : Applications must be hand delivered or posted to the following addresses: Hand Delivery: 117 Cresswell Road, (Corner Cresswell and Pretoria Road), Silverton, Pretoria, Division Supply Chain Management (Main Entrance, in the Wooden Box) Postal Address: The Divisional Commissioner: SCM, Human Resource Management, Private Bag X254, Pretoria, 0001 (For the attention: Lt Col MPP Moleko) (please note that in the event that an application is posted, it must be reached at the indicated office before or on the closing date and time specified in the advertisement i.e. 2026-07-17 at 16:00) email address: divscm:recruitment@saps.gov.za

POST 23/313 : **GROUNDSMAN (X23 POSTS)**
Division: Human Resource Development

SALARY : R144 024 per annum (Level 02)

CENTRE : SAPS Academy Atteridgeville: (Ref No: HRD 93/06/2026) (X2 Posts)
SAPS Academy Moloto: (Ref No: HRD 94/06/2026) (X2 Posts)
SAPS Academy Chatsworth: (Ref No: HRD 95/06/2026) (X2 Posts)
SAPS Academy Roodeplaat: (Ref No: HRD 96/06/2026) (X2 Posts)
SAPS Academy Paarl: (Ref No: HRD 97/06/2026) (X2 Posts)
SAPS Academy Addo: (Ref No: HRD 98/06/2026) (X2 Posts)
SAPS Academy Thabazimbi: (Ref No: HRD 99/06/2026) (X1 Post)

SAPS Academy Bhisho: (Ref No: HRD 103/06/2026) (X2 Posts)
SAPS Academy Bishop Lavis: (Ref No: HRD 106/06/2026) (X1 Post)
SAPS Academy Graaff Reinet: (Ref No: HRD 109/06/2026) (X1 Post)
SAPS Academy Mthatha: (Ref No: HRD 112/06/2026) (X1 Post)
SAPS Academy Oudtshoorn: (Ref No: HRD 115/06/2026) (X1 Post)
SAPS Academy Philippi: (Ref No: HRD 117/06/2026) (X1 Post)
SAPS Academy Tshwane: (Ref No: HRD 119/06/2026) (X2 Posts)
SAPS Academy Ulundi: (Ref No: HRD 122/06/2026) (X1 Post)

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South African of which documentary proof must be furnished on the day of interview. Be in possession of ABET Level 4/ Grade 9/ Standard 7 certificate/ report (NQF level 1 as recognized by SAQA), for which documentary proof can be produced when required. Knowledge, Skills and Competencies: Understanding of how to handle cleaning detergents. Occupational Health and Safety protocol; Basic literacy, numeracy and communication skills. Be able to read and write. Ability to interact with other officials in a professional manner. The ability to operate elementary machines and equipment; Willing to work extended hours when necessary.

DUTIES Maintaining of high-level hygiene in and around the SAPS premises where routine tasks are to be performed, which may include inner or outer parameters; Performing routine tasks such as removing refuse bags. Garden maintenance. Loading and unloading of goods; Washing and cleaning of equipment including state vehicles. Driving and operating machinery and vehicles/tractors/lawn mowers related to gardening.

ENQUIRIES : **SAPS Academy Atteridgeville:** Enquiries can be directed to: Lt Colonel Netshandama at 082 778 2842
SAPS Academy Moloto: Enquiries can be directed to: Lt Col ZBL Nqeto at 082 779 8736
SAPS Academy Chatsworth: Enquiries can be directed to: Capt Molefe Tel No: 031 402 7012 / 031 402 7020 / 031 402 7019
SAPS Academy Roodeplaat: Enquiries can be directed to: Lt Colonel SC Oosthuizen/ PPO PW Boshoff Tel No: 012 808 8664/ 012 808 8666
SAPS Academy Paarl: Enquiries can be directed to: Lt Col C Davids Tel No: 0218079019
SAPS Academy Addo: Enquiries can be directed to: Lt Col P Ganas/Capt PT Zahela at 0824616166 / 0743345632
SAPS Academy Thabazimbi: Enquiries can be directed to: Lt Col JC Pelser at 071 4109169/072 3319153
SAPS Academy Bhisho: Enquiries can be directed to: Capt Mfengu & PPO Mdlankomo Tel No: 040 608 8258/67
SAPS Academy Bishop Lavis: Enquiries can be directed to: Capt Mavango Tel No: 0219355571/ 75
SAPS Academy Graaff-Reinet: Enquiries can be directed to: Capt U Meyer / Sergeant Z Deysel: Tel No: 049 891 0050
SAPS Academy Mthatha: Enquiries can be directed to: Capt Dalindyebo at 047 531 1026 Ext 1056 / 1009 or 082 523 3257
SAPS Academy Oudtshoorn: Enquiries can be directed to: Lt Col RM Arries / Capt D Moores Tel No: 044 203 2223
SAPS Academy Philippi: Enquiries can be directed to: Capt Khabiqheya Tel No: 021 3702652/50
SAPS Academy Tshwane: Enquiries can be directed to: Colonel JL Muridili; Captain Nkuna at 071 313 3604; 082 608 3902
SAPS Academy Ulundi: Enquiries can be directed to: Lt Colonel S Mhlungu:at 082 330 6783

APPLICATIONS : Application forms must be hand delivered or e-mailed to the following addresses (Please utilize only one (1) mode of delivery which is convenient to you): Division: Human Resource Development (DIV: HRD) Hand delivery or courier to: Shorburg Building, 429 Helen Joseph Street, Pretoria: Email address: hagenn@saps.gov.za
SAPS Academy Tshwane: Hand delivery or courier to 1 Rebecca Street, Pretoria West Email address: traincoladmin@saps.gov.za
SAPS Academy Oudtshoorn: Hand delivery or courier to: Park Road South 1, Wesbank, Oudtshoorn Email address: divhrd.odnss@saps.gov.za divhrd.odnhrm@saps.gov.za,

SAPS Academy Bishop Lavis: Hand delivery or courier to: 100 Myrtle Street, Bishop Lavis Email address: blahhrm@saps.gov.za and bishoplavis.sec@saps.gov.za
SAPS Academy Philippi: Hand delivery or courier to: 55 New Eisleben Road, Philippi: Email address: SwartlandE@saps.gov.za
SAPS Academy Bhisho: Hand delivery or courier to: R63 Konga Road, Bhisho: E-Mail Adress: MfenguXC@saps.gov.za/ MdlankomoM@saps.gov.za
SAPS Academy Mthatha: Hand delivery or courier to: No.1 Vukuzana Street, Police Camp Area, Police Camp, Mthatha, 5099: Email address: DalindyeboT@saps.gov.za and DalasaM@saps.gov.za
SAPS Academy Graaff-Reinet: Hand delivery or courier to: 22 College Road, Robert Sobukwe, 6280: Email address: MeyerU@saps.gov.za; DeyselZ@saps.gov.za
SAPS Academy Ulundi: Hand delivery or courier to: Ingulube Street Unit A, Ulundi Email address: MhlunguS@saps.gov.za
SAPS Academy Atteridgeville: Hand delivery or courier to: 100 Predustria, Pretoria -West. Emailaddress:Kgopathuso@saps.gov.za or NombangaSH@saps.gov.za
SAPS Academy Rietondale: Hand delivery or courier to: Alben Building, 661 Chamberlain Str, Rietfontein Email address: MohaleT@saps.gov.za / ChaukeT5@saps.gov.za
SAPS Academy Chatsworth: Hand delivery or courier to: 241 Moorton Drive, Chatsworth, Durban Email address: MolefeM4@saps.gov.za or NaidooM10@saps.gov.za GumedeSandile@saps.gov.za
SAPS Academy Thabazimbi: Hand delivery or courier to: Buffelshoek Farm, Gate 325, Alma Gravel Road, Thabazimbi Email address: PelserJ@saps.gov.za
SAPS Academy Moloto: Hand delivery or courier to: Jakkalsdans Farm 243 JR, Plot Road 2, Dewagensdrift, Moloto Road Email address: NqetoZBL@saps.gov.za / MtimunyeB2@saps.gov.za / MasemolaF@saps.gov.za
SAPS Academy Addo: Hand delivery or courier to: Farm 7, Slagboom, Addo: Email address: Ganasp3@saps.gov.za or ZahelaPT@saps.gov.za
SAPS Academy Roodeplaat: Hand delivery or courier to: Remainder of Portion 3 of 293 Jr Moloto Road, Roodeplaat.: Email address: OosthuizenSterna@saps.gov.za Or BoshoffP@saps.gov.za
SAPS Academy Paarl: Hand delivery or courier to: 429 Main Street, Lemoenkloof, Paarl: Email address: davidsc3@saps.gov.za

POST 23/314 : **CLEANER (X12 POSTS)**
Division: Human Resource Development

SALARY : R144 024 per annum (Level 02)
CENTRE : SAPS Academy Mankwe: (Ref No: HRD 100/06/2026) (X2 Posts)
Division HRD, ISPD, Tactical Mobility post is situated at SAPS Academy Atteridgeville: (Ref No: HRD 101/06/2026) (X1 Post)
SAPS Academy Bhisho: (Ref No: HRD 104/06/2026) (X2 Posts)
SAPS Academy Bishop Lavis: (Ref No: HRD 107/06/2026) (X1 Post)
SAPS Academy Graaff Reinet: (Ref No: HRD 110/06/2026) (X1 Post)
SAPS Academy Mthatha: (Ref No: HRD 113/06/2026) (X1 Post)
SAPS Academy Oudtshoorn: (Ref No: HRD 116/06/2026) (X1 Post)
SAPS Academy Philippi: (Ref No: HRD 118/06/2026) (X1 Post)
SAPS Academy Tshwane: (Ref No: HRD 120/06/2026) (X1 Post)
SAPS Academy Ulundi: (Ref No: HRD 123/06/2026) (X1 Post)
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South African of which documentary proof must be furnished on the day of interview. Be in possession of ABET Level 4/ Grade 9/ Standard 7 certificate/ report (NQF level 1 as recognized by SAQA), for which documentary proof can be produced when required. Knowledge, Skills and Competencies: Understanding of how to handle cleaning detergents. Occupational Health and Safety protocol; Basic literacy, numeracy and communication skills. Be able to read and write. Ability to interact with other officials in a professional manner. The ability to operate elementary machines and equipment; Willing to work extended hours when necessary.
DUTIES : Maintaining of high-level hygiene in and around the SAPS premises where routine tasks are to be performed, which may include inner or outer

parameters; Performing routine tasks such as dusting furniture and floors, Vacuum floors and carpets, remove refuse and refuse bags; Mopping of all tiled floors; Cleaning bathrooms, Safekeeping and handling of a variety of cleaning materials.

ENQUIRIES : **SAPS Academy Mankwe:** Enquiries can be directed to: Lt Col MA Katjedi at 071 411 0164/014 558 8170
Division: Human Resource Development (DIV: HRD): Enquiries can be directed to: Lt Col GM Masemola/Capt Hagen Tel No: 012 334 3796 / 012 334 3663
SAPS Academy Bhisho: Enquiries can be directed to: Capt Mfengu & PPO Mdlankomo Tel No: 040 608 8258/67
SAPS Academy Bishop Lavis: Enquiries can be directed to: Capt Mavango Tel No: 0219355571/ 75
SAPS Academy Graaff-Reinet: Enquiries can be directed to: Capt U Meyer / Sergeant Z Deysel: Tel No:: 049 891 0050
SAPS Academy Mthatha: Enquiries can be directed to: Capt Dalindyebo Tel No: 047 531 1026 Ext 1056 / 1009 or 082 523 3257
SAPS Academy Oudtshoorn: Enquiries can be directed to: Lt Col RM Arries / Capt D Moores Tel No: 044 203 2223
SAPS Academy Philippi: Enquiries can be directed to: Capt Khabiqheya Tel No: 021 3702652/50
SAPS Academy Tshwane: Enquiries can be directed to: Colonel JL Muridili; Captain Nkuna at 071 313 3604; 082 608 3902
SAPS Academy Ulundi: Enquiries can be directed to: Lt Colonel S Mhlungu at: 082 330 6783

APPLICATIONS : Application forms must be hand delivered or e-mailed to the following addresses (Please utilize only one (1) mode of delivery which is convenient to you): Division: Human Resource Development (DIV: HRD) Hand delivery or courier to: Shorburg Building, 429 Helen Joseph Street, Pretoria: Email address: hagenn@saps.gov.za
SAPS Academy Tshwane: Hand delivery or courier to: 1 Rebecca Street, Pretoria West Email address: traincoladmin@saps.gov.za
SAPS Academy Oudtshoorn: Hand delivery or courier to: Park Road South 1, Wesbank, Oudtshoorn Email address: divhrd.odnss@saps.gov.za divhrd.odnhrm@saps.gov.za,
SAPS Academy Bishop Lavis: Hand delivery or courier to: 100 Myrtle Street, Bishop Lavis Email address: blahhrm@saps.gov.za and bishoplavis.sec@saps.gov.za
SAPS Academy Philippi: Hand delivery or courier to: 55 New Eisleben Road, Philippi: Email address: SwartlandE@saps.gov.za
SAPS Academy Bhisho: Hand delivery or courier to: R63 Konga Road, Bhisho: E-Mail Adress: MfenguXC@saps.gov.za/ MdlankomoM@saps.gov.za
SAPS Academy Mthatha: Hand delivery or courier to: No.1 Vukuzana Street, Police Camp Area, Police Camp, Mthatha, 5099: Email address: DalindyeboT@saps.gov.za and DalasaM@saps.gov.za
SAPS Academy Graaff-Reinet: Hand delivery or courier to: 22 College Road, Robert Sobukwe, 6280: Email address: MeyerU@saps.gov.za; DeyselZ@saps.gov.za
SAPS Academy Ulundi: Hand delivery or courier to: Ingulube Street Unit A, Ulundi Email address: MhlunguS@saps.gov.za
SAPS Academy Atteridgeville: Hand delivery or courier to: 100 Predustria, Pretoria -West. Emailaddress:Kgopathuso@saps.gov.za or NombangaSH@saps.gov.za
SAPS Academy Hammanskraal: Hand delivery or courier to:1 Gwala Avenue, Hammanskraal. Email address: PitsiM@saps.gov.za
SAPS Academy Benoni: Hand delivery or courier to: 36 Hospital Road, NorthMead, Benoni Email address: theronjl@saps.gov.za
SAPS Academy Rietondale: Hand delivery or courier to: Alben Building, 661 Chamberlain Str, Rietfontein Email address: MohaleT@saps.gov.za / ChaukeT5@saps.gov.za
SAPS Academy Mankwe: Hand delivery or courier to: R510 Rustenburg to Northam Road, Mogwase : Email address: KatjediMA@saps.gov.za

POST 23/315 : **FOOD SERVICE AID (X13 POSTS)**
Division: Human Resource Development

SALARY : R144 024 per annum (Level 02)

CENTRE : SAPS Academy Benoni: (Ref No: HRD 102/06/2026) (X2 Posts)
SAPS Academy Bhisho: (Ref No: HRD 105/06/2026) (X2 Posts)
SAPS Academy Bishop Lavis: (Ref No: HRD 108/06/2026) (X2 Posts)
SAPS Academy Graaff Reinet: (Ref No: HRD 111/06/2026) (X2 Posts)
SAPS Academy Mthatha: (Ref No: HRD 114/06/2026) (X1 Post)
SAPS Academy Tshwane: (Ref No: HRD 121/06/2026) (X3 Posts)
SAPS Academy Ulundi: (Ref No: HRD 124/06/2026) (X1 Post)

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South African of which documentary proof must be furnished on the day of interview. Be in possession of ABET Level 4/ Grade 9/ Standard 7 certificate/ report (NQF level 1 as recognized by SAQA), for which documentary proof can be produced when required. Knowledge, Skills and Competencies: Understanding of how to handle cleaning detergents. Occupational Health and Safety protocol; Basic literacy, numeracy and communication skills. Be able to read and write. Ability to interact with other officials in a professional manner. The ability to operate elementary machines and equipment; Willing to work extended hours when necessary.

DUTIES : Prepare and serve refreshments; Render food service support functions; Prepare meals and clean equipment; Prepare dining halls; Ensure a clean and hygienic working environment.

ENQUIRIES : **SAPS Academy Benoni:** Enquiries can be directed to: WO L Theron Tel number: 011 871 5835
SAPS academy bhisho : Enquiries can be directed to: Capt Mfengu & PPO Mdlankomo Tel Number: 040 608 8258/67
SAPS academy bishop lavis: Enquiries can be directed to: Capt Mavango Tel number: 0219355571/ 75
SAPS academy graaff-reinet: Enquiries can be directed to: Capt U Meyer / Sergeant Z Deysel: Tel number: 049 891 0050
SAPS academy Mthatha: Enquiries can be directed to: Capt Dalindyebo: Tel number: 047 531 1026 Ext 1056 / 1009 or 082 523 3257
SAPS academy Tshwane: Enquiries can be directed to: Colonel JL Muridili; Captain Nkuna: Tel number: 071 313 3604; 082 608 3902
SAPS academy Ulundi: Enquiries can be directed to: Lt Colonel S Mhlungu Tel number: 082 330 6783

APPLICATIONS : Application forms must be hand delivered or e-mailed to the following addresses (Please utilize only one (1) mode of delivery which is convenient to you): Division: Human Resource Development (DIV: HRD) Hand delivery or courier to: Shorburg Building, 429 Helen Joseph Street, Pretoria: Email address: hagenn@saps.gov.za
SAPS Academy Tshwane: Hand delivery or courier to: 1 Rebecca Street, Pretoria West Email address: traincoladmin@saps.gov.za
SAPS Academy Oudtshoorn: Hand delivery or courier to: Park Road South 1, Wesbank, Oudtshoorn Email address: divhrd.odnss@saps.gov.za divhrd.odnhrm@saps.gov.za,
SAPS Academy Bishop Lavis: Hand delivery or courier to: 100 Myrtle Street, Bishop Lavis Email address: blahhrm@saps.gov.za and bishoplavis.sec@saps.gov.za
SAPS Academy Philippi: Hand delivery or courier to: 55 New Eisleben Road, Philippi: Email address: SwartlandE@saps.gov.za
SAPS Academy Bhisho: Hand delivery or courier to: R63 Konga Road, Bhisho: E-Mail Adress: MfenguXC@saps.gov.za/ MdlankomoM@saps.gov.za
SAPS Academy Mthatha: Hand delivery or courier to: No.1 Vukuzana Street, Police Camp Area, Police Camp, Mthatha, 5099: Email address: DalindyeboT@saps.gov.za and DalasaM@saps.gov.za
SAPS Academy Graaff-Reinet: Hand delivery or courier to: 22 College Road, Robert Sobukwe, 6280: Email address: MeyerU@saps.gov.za; DeyselZ@saps.gov.za
SAPS Academy Ulundi: Hand delivery or courier to: Ingulube Street Unit A, Ulundi Email address: MhlunguS@saps.gov.za
SAPS Academy Atteridgeville: Hand delivery or courier to: 100 Predustria, Pretoria -West. Emailaddress:Kgopathuso@saps.gov.za or NombangaSH@saps.gov.za
SAPS Academy Hammanskraal: Hand delivery or courier to:1 Gwala Avenue, Hammanskraal. Email address: PitsiM@saps.gov.za
SAPS Academy Benoni: Hand delivery or courier to: 36 Hospital Road, NorthMead, Benoni Email address: theronjl@saps.gov.za

SAPS Academy Rietondale: Hand delivery or courier to: Alben Building, 661 Chamberlain Str, Rietfontein Email address: MohaleT@saps.gov.za / ChaukeT5@saps.gov.za
SAPS Academy Chatsworth: Hand delivery or courier to: 241 Moorton Drive, Chatsworth, Durban Email address: MolefeM4@saps.gov.za or NaidooM10@saps.gov.za GumedeSandile@saps.gov.za
SAPS Academy Potchefstroom: Hand delivery or courier to: Welgegund Farm, R53 Ventersdorp Road, Potchefstroom. Email address: monyemorekg@saps.gov.za
SAPS Academy Thabazimbi: Hand delivery or courier to: Buffelshoek Farm, Gate 325, Alma Gravel Road, Thabazimbi Email address: PelserJ@saps.gov.za
SAPS Academy Moloto: Hand delivery or courier to: Jakkalsdans Farm 243 JR, Plot Road 2, Dewagensdrift, Moloto Road Email address: NqetoZBL@saps.gov.za / MtimunyeB2@saps.gov.za / MasemolaF@saps.gov.za
SAPS Academy Addo: Hand delivery or courier to: Farm 7, Slagboom, Addo: Email address: Ganasp3@saps.gov.za or ZahelaPT@saps.gov.za
SAPS Academy Mankwe: Hand delivery or courier to: R510 Rustenburg to Northam Road, Mogwase : Email address: KatjediMA@saps.gov.za
SAPS Academy All Saints: Hand delivery or courier to: R63, Komga Road, Bhisho: Email address: NgubekileBG@saps.gov.za , JongileXP@saps.gov.za
SAPS Academy Arcadia: Hand delivery or courier to: 640 Francis Baard Street, Arcadia, Pretoria: Email address: boshoffk@saps.gov.za
SAPS Academy Roodeplaat: Hand delivery or courier to: Remainder of Portion 3 of 293 Jr Moloto Road, Roodeplaat.: Email address: OosthuizenSterna@saps.gov.za Or BoshoffP@saps.gov.za
SAPS Academy Paarl: Hand delivery or courier to: 429 Main Street, Lemoenkloof, Paarl: Email address: davidsc3@saps.gov.za

POST 23/316 : **CLEANER (X12 POSTS)**
Division: Crime Intelligence

SALARY : R144 024 per annum (Level 02)
CENTRE : **Head Office: Division Crime Intelligence:**
Erasmuskloof: Ref No: CI/HO/25/2026 (X4 Posts)
Section: Vetting: Suncardia: Ref No: CI/HO/26/2026
Province: Free State:
Bloemfontein: Ref No: CI/FS/27/2026 (X2 Posts)
Province: Gauteng:
Johannesburg: Newtown: Ref No: CI/GP/282026
Province: Kwazulu-Natal:
Durban: Ref No: CI/KZN/29/2026 (X2 Posts)
Province: North West:
Potchefstroom: Ref No: CI/NW/30/2026 (X2 Posts)

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of ABET Level 4/ Grade 9/ Standard 7/ certificate/ report (NQF Level 1 as recognized by SAQA), for which documentary proof can be produced when required. Knowledge, Skills & Competencies: Understanding of how to handle cleaning detergents; Occupational Health and Safety protocol; Basic literacy, numeracy and communication skills; Be able to read and write; Ability to interact with other officials in a professional manner; The ability to operate elementary machines and equipment; Willing to work extended hours when necessary.

DUTIES : Maintaining of a high level of hygiene in and around the workplace with the cleaning of the SAPS premises assigned to, which may include either or both inner and outer parameters. Performing tasks of a routine nature, such as dusting. Polish furniture and floors. Vacuum carpets and mopping of tile floors. Remove refuse. Perform maintenance tasks in and around the assigned premises. Clean bathrooms and kitchens. Safekeeping and handling of a variety of Aids in the cleaning of the premises. Loading and unloading of goods. Garden maintenance services. Washing and cleaning of state vehicles, kitchenware and utensils.

ENQUIRIES : Head Office: Division Crime Intelligence: Lieutenant Colonel P Marule / Captain B Feni / Captain HM Tebele at Tel No: 012 360 1370/1415.

Province: Free State: Colonel Ngwenya, Captain Lt Colonel Msindo Tel No: (051) 507 6609
Province: Gauteng: Colonel Seku and Lieutenant Colonel Ngcengwa: at telephone number: (011) 373 3423
Province: Kwazulu-Natal: Colonel Mkhize and Captain Kuppan at Tel No: (031) 325 6058
Province: North West: Lieutenant Colonel Mbulawa and Warrant Officer Mokoena at Tel No: (018) 464 5316 / 5317 / 5350

APPLICATIONS : Applications may be hand-delivered or couriered to the following addresses: Main Security gate at No. 463 Prieska Road, Erasmuskloof, 0181 (for attention The Section Commander: Personnel Management), alternatively forward to the following email addresses: recruitment1@saps.gpv.za and recruitment2@saps.gov.za
Province: Free State: Hand delivered or couriered to: Fountain Building, No. 44, Corner of Alwal and Fountain, Bloemfontein, alternatively forward to the following email addresses: NgwenyaNH@saps.gov.za, RankholoSI@saps.gov.za and DeyselJ@saps.gov.za
Province: Gauteng: Hand delivered or couriered to: 17 Diagonal Street, Newtown, Johannesburg, 9th Floor Old JSE Building, alternatively forward to the following email addresses: NgcengwaB@saps.gov.za and SekuMM@saps.gov.za
Province: Kwazulu-Natal: Hand delivered or couriered to: 15 Bram Fischer Road, Servamus Building, 10th Floor, Durban, alternatively forward to the following email addresses: KuppanE@saps.gov.za and MkhizeAT@saps.gov.za
Province: North West: Hand delivered or couriered to: Santum Trust Building, 41 Nelson Mandela Drive, Potchefstroom, alternatively forward to the following email addresses: SwartzA@saps.gov.za, PhakediKM@saps.gov.za and MonoL@saps.gov.za

POST 23/317 : **CLEANER REF NO: HRM 35/2026 (X7 POSTS)**
Division: Human Resource Management
HQ: Financial Management Services

SALARY : R144 024 per annum (Level 02)
CENTRE : Pretoria
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in Applicants must display competency in the post-specific duties of the post; Be fluent in at least two of the official languages, of which one must be English; Be a South African Citizen; Must have no previous criminal / departmental convictions or criminal / departmental cases pending; Applicants will be subjected to a vetting process which will include security screening and fingerprint verification. A Grade 10 qualification will serve as an advantage; Basic literacy, numeracy and communication skills; Be able to read and write; The ability to operate elementary machines and equipment; Willing to work extended hours, when necessary. Knowledge, skills and competencies: Understanding of how to handle cleaning detergents; Occupational Health and Safety protocol; Basic literacy, numeracy and communication skills; Be able to read and write; Ability to interact with other officials in a professional manner; The ability to operate elementary machines and equipment; Willing to work extended hours when necessary.

DUTIES : Maintaining of a high level of hygiene in and around the workplace with the cleaning of the SAPS premises assigned to, which may include either or both inner and outer parameters; Performing tasks of a routine nature, such as dusting; Polish furniture and floors. Remove refuse; Perform maintenance tasks in and around the assigned premises; Clean bathrooms and kitchens; Safekeeping and handling of a variety of Aids in the cleaning of the premise.

ENQUIRIES : Lt Col Motsepa/ Lt Col Libanyana / Human Resource Clerk Makondo/ Tel No: (012) 393 5076 / 5062/ 5060

APPLICATIONS : Applications can be Hand delivered or couriered to: Division: Human Resource Management, South African Police, Koedoe Building 236 Pretorius Street, Cnr Thabo Sehume (Andries) and Pretorius Street, Koedoe Arcade Pretoria, 0001. Alternatively, forward to the following email address: MotsepaTebogo@saps.gov.za/ LibanyanaNR@saps.gov.za

POST 23/318 : **CLEANER (X16 POSTS)**

SALARY : R144 024 per annum (Level 02)

CENTRE : Component: Public Order Policing:
North West Province:
Rustenburg POP (Ref No: ORS67/2026) (X1 Post)
Bloemhof POP (Ref No: ORS68/2026) (X1 Post)
Division: Operational Response Services:
Head Office Pretoria: Maupa Naga (Ref No: ORS69/2026) (X2 Posts)
Eastern Cape Province:
Queenstown POP (Ref No: ORS70/2026) (X1 Post)
Free State Province:
Sasolburg POP (Ref No: ORS71/2026) (X1 Post)
Harrismith POP (Ref No: ORS72/2026) (X1 Post)
Mpumalanga Province:
Hazyview POP (Ref No: ORS 73/2026) (X1 Post)
Pienaar POP (Ref No: ORS74/2026) (X1 Post)
Limpopo Province:
Giyani POP (Ref No: ORS75/2026) (X1 Post)
Lephalale POP (Ref No: ORS76/2026) (X1 Post)
KwaZulu-Natal Province:
Pietermaritzburg POP (Ref No: ORS77/2026) (X1 Post)
Durban POP (Ref No: ORS78/2026) (X1 Post)
Western Cape Province:
Cape Town (Faure) POP (Ref No: ORS79/2026) (X2 Posts)
Component: Boarder Policing:
OR Tambo International Airport, Kempton Park (Ref No: ORS 80/2026) (X1 post)
Special Tasks Force Operations Maupa Naga, Pretoria (Ref No: ORS 81/2026) (X1 Post)
Mobile Operations Bon Accord, Pretoria (Ref No: ORS 82/2026) (X1 Post)
Wonderboom Airport, Pretoria (Ref No: ORS 83/2026) (X1 Post)
National Heliport, Pretoria West (Ref No: ORS 84/2026) (X1 Post)
National Heliport: Technical Services, Pretoria West (Ref No: ORS 85/2026) (X1 Post)
Support Services: Auxiliary Services, Schindler House, Pretoria (Ref No: ORS86/2026 (X3 Posts)
National Operational Coordination: Office of the Component Head, Pretoria West (Ref No: ORS87/2026) (X1 Post)

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of ABET Level 4/ Grade 9/ Standard 7/ NQF Level 1 for which documentary proof can be produced when required. Knowledge, Skills and Competencies. Understanding of how to handle cleaning detergents. Occupational Health and Safety protocol. Basic literacy, numeracy and communication skills. Be able to read and write; Ability to interact with other officials in a professional manner. The ability to operate elementary machines and equipment; Willing to work extended hours when necessary.

DUTIES : Perform routine cleaning services. Render store, stock and equipment support, inclusive of loading and offloading equipment from vehicles. Render gardening services. Execute and maintain housekeeping duties in and around assigned premises. Prepare and serve refreshments. Organize and keep the kitchen hygienically clean. Contribute to the purchasing of stock. Transport members/personnel/safely to desired location. Collect and deliver vehicle/ equipment/documents between venues/offices.

ENQUIRIES : **North West Province: Rustenburg Pop Applications**: Lieutenant Colonel Sibanda 014 565 1620/1622/1633
Bloemhof Pop Applications: Lieutenant Colonel Mashau or Captain Modiba Tel No (012) 400 3787/3802/3761/3798
Head Office Pretoria: Maupa Naga: Lieutenant Colonel Mashau or Captain Modiba Tel No (012) 400 3787/3802/3761/3798
Eastern Cape Province: Lieutenant Colonel Diseko 051 412 3270/ Warrant Officer Moraloki 051 412 3276
Free State Province: Lieutenant Colonel Mashau or Captain Modiba Tel No (012) 400 3787/3802/3761/3798

Mpumalanga Province: Lieutenant Colonel Mashau or Captain Modiba Tel No (012) 400 3787/3802/3761/3798
Limpopo Province: Lieutenant Colonel Mashau or Captain Modiba Tel No (012) 400 3787/3802/3761/3798
Kwazulu-Natal Province: Lieutenant Colonel Mashau or Captain Modiba Tel No (012) 400 3787/3802/3761/3798
Western Cape Province: Lieutenant Colonel De Villiers or SAC Mzuzu Tel No 021 843 1805/ 1868
Component: Boarder Policing: Colonel Swarts 011) 977 8522 or Captain Mathebula Tel No (011) 977 5409

APPLICATIONS : **Rustenburg Pop Applications** Direct your application to the following addresses: 1 Kanana Road, Bafokeng Old Military Base, Rustenburg or email SibandaME@saps.gov.za or lodewykrm@saps.gov.za
Bloemhof Pop Applications: Direct your application to the following addresses: No. 7 Durr Street, Industrial Park, Potchefstroom or email ntsumelap@saps.gov.za
Head Office Pretoria: Maupa Naga: Direct your application to the following addresses: No. 459 Leyds Street, Sunnyside Pretoria or email to ORSRECRUITMENT4@SAPS.GOV.ZA
Eastern Cape Province: Direct your application to the following addresses: No. 1 Armourplate Road, Algoa Park or email MeiringAT@saps.gov.za
Free State Province: Direct your application to the following addresses: No. 24 Frikie Van Krayenberg Street, East End, Bloemfontein or email BanderhorstT@saps.gov.za
Mpumalanga Province: Direct your application to the following addresses: No. 2A Walter Sisulu Street, Middelburg or email to Kubheka.Menzi@saps.gov.za
Limpopo Province: Direct your application to the following addresses: No. 105 Hans Van Ransburg Street, Polokwane or email to olckersC@saps.gov.za
Kwazulu-Natal Province: Direct your application to the following addresses: No. 85 Old Richmond Road, Marianhill, Pinetown, NaickerV2@saps.gov.za
Western Cape Province: Direct your application to the following addresses: No. 2 Old Faure Road, Kuilsriver or email MzuzuT@saps.gov.za
Component: Boarder Policing: Direct your application to the following addresses: OR Tambo International Airport, Dometex Area, Kempton Park, 1627 or email to SwartsEssie@saps.gov.za or MathebulaK@saps.gov.za

POST 23/319 : **GARDEN WORKER REF NO: ORS 88/2026 (1 POST)**
Public Order Policing

SALARY : R144 024 per annum (Level 02)
CENTRE : Western Cape Province: Cape Town (Faure) POP
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of ABET Level 4/ Grade 9/ Standard 7/ NQF Level 1 for which documentary proof can be produced when required. Knowledge, Skills and Competencies. Understanding of how to handle cleaning detergents. Occupational Health and Safety protocol. Basic literacy, numeracy and communication skills. Be able to read and write; Ability to interact with other officials in a professional manner. The ability to operate elementary machines and equipment; Willing to work extended hours when necessary.
DUTIES : Cultivate garden areas. Prepare soil for the planting of plants Maintain flower and other beds by fertilizing, irrigating, weeding and pruning. Mowaws and cut edges. Load and unload various articles and equipment needed on the ground. Irrigate lawns. Remove refuge from the terrain. Load refuge on the truck for transportation to refuge dumps or dumps or burn refuge. Maintain neatness of unit areas
ENQUIRIES : Lieutenant Colonel De Villiers or SAC Mzuzu Tel No 021 843 1805/ 1868
APPLICATIONS : Direct your application to the following addresses: No. 2 Old Faure Road, Kuilsriver or email MzuzuT@saps.gov.za

POST 23/320 : **MESSENGER REF NO: ORS89/2026 (X1 POST)**
Division Operational Response Service
Public Order Policing

SALARY : R144 024 per annum (Level 02)
CENTRE : Head Office: Maupa Naga, Pretoria
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of ABET Level 4/ Grade 9/ Standard 7/ NQF Level 1 for which documentary proof can be produced when required. Knowledge, Skills and Competencies. Understanding of how to handle cleaning detergents. Occupational Health and Safety protocol. Basic literacy, numeracy and communication skills. Be able to read and write; Ability to interact with other officials in a professional manner. The ability to operate elementary machines and equipment; Willing to work extended hours when necessary.
DUTIES : Perform messenger functions. Sort and arrange correspondences in the registry, record and control correspondences register, sort mail, files, documents and parcels to addresses. Ensure that recipients sign on the delivery book/register. Perform general office assistant tasks. Make copies, fax and shred documents.
ENQUIRIES : Lieutenant Colonel Mashau or Captain Modiba Tel No (012) 400 3787/3802/3761/3798
APPLICATIONS : Direct your application to the following addresses: No. 459 Leyds Street, Sunnyside Pretoria or email to ORSRECRUITMENT4@SAPS.GOV.ZA

POST 23/321 : **GARDEN WORKER**
Division Operational Response Service

SALARY : R144 024 per annum (Level 02)
CENTRE : Durban: Border Policing: Durban Harbour K9, Salmon Grove (Ref No: ORS90/2026) (X1 Post)
Specialised Operations: National Intervention Unit: Bon Accord, Pretoria (Ref No: ORS 91/2026) (X1 Post)
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of ABET Level 4/ Grade 9/ Standard 7/ NQF Level 1 for which documentary proof can be produced when required. Knowledge, Skills and Competencies. Understanding of how to handle cleaning detergents. Occupational Health and Safety protocol. Basic literacy, numeracy and communication skills. Be able to read and write; Ability to interact with other officials in a professional manner. The ability to operate elementary machines and equipment; Willing to work extended hours when necessary.
DUTIES : Cultivate garden areas. Prepare soil for the planting of plants. Maintain flower and other beds by fertilizing, irrigating, weeding and pruning. Mow lawns and cut edges. Load and unload various articles and equipment needed on the grounds. Irrigate lawns. Remove refuge from the terrain. Load refuge on the truck for transportation to refuge dumps or burn refuge. Maintain neatness of unit areas.
ENQUIRIES : **Durban: Border Policing: Durban Harbour K9, Salmon Grove:** Lieutenant Colonel Mashau or Captain Modiba Tel No (012) 400 3787/3802/3761/3798
Specialised Operations: National Intervention Unit: Bon Accord, Pretoria: Lieutenant Colonel Mashau or Captain Modiba Tel No (012) 400 3787/3802/3761/3798
APPLICATIONS : **Durban: Border Policing: Durban Harbour K9, Salmon Grove** Direct your application to the following addresses: Durban Harbour K9, No. 139 Margaret Mncadi Avenue, Salmon Grove, Durban or email to GeldenhuysS2@saps.gov.za
Specialised Operations: National Intervention Unit: Bon Accord, Pretoria: Direct your application to the following addresses: No. 629 Lavender Road, Bon Accord or email to LekalakalaJM@saps.gov.za
Mobile Operations Bon Accord, Pretoria: Direct your application to the following addresses: 629 Lavender Road, Bon Accord or email Makhonjwarm@saps.gov.za

Special Tasks Force Operations Maupa Naga, Pretoria: Direct your application to the following addresses: 3 Troye Maupa Naga, Arcadia, Pretoria or email Phirisonda@saps.gov.za
Wonderboom Airport, Pretoria: Direct your application to the following addresses: SAPS Academy, Tshwane, No. 1 Rebecca Street Pretoria West: National Heliport or email to MarabaJ@saps.gov.za
National Heliport, Pretoria West: Direct your application to the following addresses: SAPS Academy, Tshwane, No. 1 Rebecca Street Pretoria West: National Heliport or email to MarabaJ@saps.gov.za
National Heliport: Technical Services, Pretoria West: Direct your application to the following addresses: Schindler House, Pretoria: 459 Leyds Street, Sunnyside, Pretoria or email to ORSRECRUITMENT3@SAPS.GOV.ZA
National Operation Coordination: Office Of The Component, Pretoria: Direct your application to the following addresses: SAPS Academy, Tshwane, No. 1 Rebecca Street, Pretoria West: NATJOINTS (across main sports field) or email to VermaakRiana@saps.gov.za

POST 23/322 : **CLEANERS (X19 POSTS)**
Division: Detective And Forensic Services

SALARY : R144 024 per annum (Level 02)
CENTRE : Financial Management and Administration Services: Support Services: National Head Office: Arcadia: Pretoria: Ref No. FS 49/2026 (X1 Post)
Local Criminal Record Centre: Butterworth: Criminal Record and Crime Scene Management: Eastern Cape Ref No. FS 50/2026 (X1 Post)
Local Criminal Record Centre: Robert Sobukwe: Criminal Record and Crime Scene Management: Eastern Cape: Ref No. FS 51/2026 (X1 Post)
Local Criminal Record Centre: Klerksdorp: Criminal Record and Crime Scene Management: North West: Ref No. FS 52/2026 (X1 Post)
Local Criminal Record Centre: Upington: Criminal Record and Crime Scene Management: Northern Cape Ref No. FS 53/2026 (X1 Post)
Local Criminal Record Centre: Kroonstad: Criminal Record and Crime Scene Management: Free State Ref No. FS 54/2026 (X1 Post)
Local Criminal Record Centre: Lephalale: Criminal Record and Crime Scene Management: Limpopo: Ref No. FS 55/2026 (X1 Post)
Provincial Criminal Record and Crime Scene Management: Cape Town: Western Cape: Ref No. FS 56/2026 (X1 Post)
Local Criminal Record Centre: KwaMhlanga: Criminal Record and Crime Scene Management: Mpumalanga: Ref No. FS 57/2026 (X1 Post)
Local Criminal Record Centre: Lydenburg: Criminal Record and Crime Scene Management: Mpumalanga :Ref No. FS 58/2026 (X1 Post)
Local Criminal Record Centre: Lyttelton: Criminal Record and Crime Scene Management: Gauteng Ref No. FS 59/2026 (X1 Post)
Service Point: KwaMashu (Durban): Criminal Record and Crime Scene Management: KwaZulu-Natal Ref No. FS 60/2026 (X1 Post)
Financial Management and Administration Services: Nodal Support Centre: National Head Office: Silverton: Pretoria Ref No. FS 61/2026 (X2 Posts)
Financial Management and Administration Services: Nodal Support Centre: Eastern Cape: Gqeberha Ref No. FS 62/2026 (X1 Post)
Financial Management and Administration Services: Nodal Support Centre: Western Cape: Plattekloof Ref No. FS 63/2026 (X2 Posts)
Financial Management and Administration Services: Nodal Support Centre: KwaZulu-Natal Mayville Ref No. FS 64/2026 (X2 Posts)

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of ABET Level 4/ Grade 9/ Standard 7/ NQF Level 1 for which documentary proof can be produced when required. Knowledge, Skills and Competencies: Understanding of how to handle cleaning detergents. Occupational Health and Safety protocol. Basic literacy, numeracy and communication skills. Be able to read and write. Ability to interact with other officials in a professional manner. The ability to operate elementary machines and equipment. Willing to work extended hours when necessary.

DUTIES : Maintain a high level of hygiene in and around the workplace with the cleaning of the SAPS premises assigned to, which may include either or both inner and

outer parameters. Performing tasks of a routine nature, such as dusting the environment. Polish furniture and floors. Vacuum carpets and mopping of floors. Remove refuse. Perform maintenance tasks in and around the assigned premises. Clean bathrooms and kitchens. Safekeeping and handling of a variety of aids in the cleaning of the premise. Loading and unloading of goods. Washing and cleaning of state vehicles, kitchenware and utensils.

ENQUIRIES : Lt Colonel G Moonsamy / Captain SM Maja: Tel: (012) 421-0501/0193

APPLICATIONS : Applications must be posted / hand delivered or emailed to the following addresses: Postal Address Private Bag X 322 Pretoria, 0001. Hand Delivery: Corner Beckett and Pretorius Street Strelitzia Building Arcadia 0083 E-Mail address: MohlalaM2@saps.gov.za Note: Applications forwarded by post to be addressed as follows, for attention The Commander: Personnel Management, (Attention: Lieutenant Colonel G Moonsamy).

ANNEXURE N

DEPARTMENT OF SPORT, ARTS AND CULTURE (DSAC)

APPLICATIONS : Applicants must use this link or QR code below to access DSAC E-Recruitment System. https://erecruit.dsac.gov.za/public/login_test.php Hand delivery: Sealed envelope addressed to Chief Director: Human Resource Management and Development, Sechaba House, 202 Madiba Street, Pretoria Central. Postal mail to The Chief Director: Human Resource Management and Development, Private Bag X897, Pretoria, 0001.

CLOSING DATE : 17 July 2026, 16:00

NOTE : Please create a user profile by completing all required personal information and setting up your login credentials. Once registration is complete, log in to the system and you will be directed to the "Welcome Page". From the Welcome Page, you may browse all vacant positions opportunities listed below. Applicants are strongly advised to complete all information required for the electronic Z83 form on the system before applying for any position. The Z83 form has been adopted into the system, and applications cannot be processed unless all mandatory fields are completed. After completing your profile and Z83 information, you may apply for any relevant advertised position through the system. Ensure that your application is fully completed and submitted before the closing date, as incomplete or late applications will not be considered. Once submitted, the system will provide a confirmation message indicating that your application has been successfully received. The e-Recruitment portal is also accessible via smartphones and other mobile devices. Correspondence will be limited to shortlisted candidates only. Only shortlisted candidates will be required to bring certified copies of ID, Driver's licence (where required) and qualifications on or before the interview. Should you be in possession of any foreign qualification(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA); Applicants must be South African citizens. Shortlisted candidates must avail themselves for a virtual or in-person panel interview at a date and time determined by DSAC. The applicant should make own arrangement for access to internet connectivity and equipment for this purpose. Applicants must note that pre-employment checks and references will be conducted once they are shortlisted. The appointment is also subject to a positive outcome on these checks, including security clearance, security vetting, qualification/study verification, citizenship verification, financial/asset record check, previous employment verification and criminal record. If an applicant wishes to withdraw an application, it must be done in writing. We encourage all applicants to declare any criminal and/or negative credit records. 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 logistics of which will be communicated by the Department. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. The Department of Sport, Arts and Culture is an equal opportunity, affirmative action employer. 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 these posts. The Department reserves the right not to make an appointment and to use other recruitment processes, thus withdrawing this advert by notice on its communication channels. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest.

OTHER POSTS

POST 23/323 : **CANDIDATE CONSTRUCTION PROJECT MANAGERS REF NO: DSAC-20/06/2026 (X2 POSTS)**
(1 Year Contract Posts)

SALARY : R791 604 - R840 180 per annum, (total package) as outlined in terms of the Occupation-specific Dispensation for Engineering professions and related occupations)

CENTRE	:	Pretoria
REQUIREMENTS	:	Senior Certificate/Matric Certificate /Grade 12 Certificate/ NQF 4 or equivalent qualification; National Higher Diploma in Build environment field with a minimum of 18 months' experience/ Three-year Degree or National Diploma (NQF 6) in any Built Environment field with a minimum of 2 years' experience/ BTech degree (NQF 7) in any Built Environment field with a minimum of 1 year experience / Honours degree (NQF 8) in any Built Environment field with no experience; A Code 08 driver's license; Willingness to travel extensively and work irregular hours; Compulsory Registration with the South African Council for the Project and Construction Management Profession (SACPCMP) as a Candidate Construction Project Manager upon appointment; Compulsory knowledge of Government Immovable Asset Management Act (GIAMA) and Framework for Infrastructure Delivery and Procurement Management; Contract management experience including contract specification, oversight, and monitoring; Knowledge and understanding of the Project Management principles and methodologies; Knowledge of legal compliance; Research and development; Computer-aided engineering applications; Technical report writing; planning and organizing skills; Problem solving and analysis; Presentation and communication technologies; Document management systems; The ability to work and manage projects in a complex environment; Decision making; Team work; Customer focus and responsiveness; Communication skills; knowledge of Sport, Arts and Culture including the Heritage.
DUTIES	:	To manage and oversee all aspects of the projects in support of the management of capital and technical maintenance projects under the supervision of the Director: Infrastructure Development; Project planning, implementation, monitoring, reporting and evaluation in line with project management methodology; Create and execute project work plans and revise as appropriate to meet changing needs; Identify resources needed and assign individual responsibilities; Manage day-to-day operational aspects of a project and scope; Effectively apply methodology and enforce project standards to minimize risk on projects; Report project progress to the Director: Infrastructure Development; Manage project budget and resources in consultation with the Director: Infrastructure Development; Office administration- Provide inputs to Director: Infrastructure Development with tender administration; Liaise and interact with service providers, client and management under the guidance of the the Director: Infrastructure Development; Contribute to the human resources and related activities; Maintain the record management system and the architectural library; Utilize resources allocated effectively; Prepare quarterly reports, project status/site visit reports. Keep up with new Built Environment technologies and procedures; Research/literature on new developments on project management methodologies; Liaise with relevant bodies/councils on project management.
ENQUIRIES	:	Ms P Ben-Mazwi Tel No: (012) 441 3041/ 0829098790
POST 23/324	:	**FOOD AID SERVICE: OFFICE OF THE MINISTER REF NO: DSAC-21/06/2026**
SALARY	:	R144 024 per annum
CENTRE	:	Cape Town
REQUIREMENTS	:	ABET or equivalent qualification. No experience required.
DUTIES	:	Key Performance Areas: The purpose of this position is to render an efficient food service aid and cleaning kitchen areas for the office of the Minister; Maintain kitchen area and boardroom areas within the office of the Minister; Wash all crockery, cutlery and dish cloths in kitchen areas; Ensure cleanliness and tidiness of kitchen cupboards and surfaces; Prepare beverages and refreshments within the offices of the Minister; Obtain dietary needs of the Minister; Arrange cutlery/crockery neatly for serving beverages and refreshments; Arrange refreshments for meetings of the Minister; Serve refreshments as required; Provide fresh water and clean glasses in Boardrooms; Wash all crockery, cutlery and dish cloths after meetings; Keep equipment clean and tidy on a regular basis (microwave/kettle/fridge/urn, etc.); Keep kitchen cupboards and surfaces clean; Conduct stock taking of Cutlery/crockery and procuring of cleaning materials and condiments: Keep supervisor updated on stock levels of all cutlery/crockery (missing/broken) / condiments / cleaning materials in the Conference Centre and note in a register; Obtain quotation for cutlery / condiments / cleaning materials; Safe

keeping of cutlery/crockery/condiments /cleaning materials; Provide general assistant services in the office of the Minister when necessary: Prepare refreshments for the visitors; Assist in preparing documents to be couriered when required; Assist with shredding and photocopying documents when required.

ENQUIRIES : Ms N Pule Tel No: (012) 441 3422

ANNEXURE O

NATIONAL TREASURY

The National Treasury is an equal opportunity employer and encourages applications from persons living with disabilities. It is the department's intention to promote representivity through filling these posts in line with the department's approved Employment Equity Plan. Our buildings are accessible to persons living with disabilities.

APPLICATIONS : To apply visit: https://erecruitment.treasury.gov.za/eRecruitment
CLOSING DATE : 20 July 2026 at 12:00 pm (Midday)
NOTE : Effective from 7 April 2021, the National Treasury now utilises an e-Recruitment System which means all applicants must login/register to apply for positions, we only accept hand delivered/posted applications should an applicant prove that he/she tried to apply via e-Recruitment with no success and the National Treasury ICT unit was unable to assist. The applicant's profile on the e-Recruitment is equivalent to the newly approved Z83, and it is the responsibility of applicants to ensure their profiles are fully completed or their applications will not be considered, as per the DPSA Practice Note. Certain documentation will still be required to be uploaded on the system such as copies of all qualifications including National Senior Certificate/Matric certificate, ID, etc., however these documents need not be certified at point of application, however certification will be required prior to attending the interview. Please note: All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. It should be noted that the National Treasury does not support the use of Artificial Intelligence (AI) in any of its recruitment and selection processes and will disqualify an application if it picks up the use of AI when completing assessments without acknowledging the source of information. Successful completion of the Nyukela Public Service SMS Pre-entry Programme as endorsed by the National School of Government, available as an online course on https://www.thensg.gov.za/training-course/sms-pre-entry-programme/, prior to finalisation of appointment, is a requirement for all SMS positions. All shortlisted candidates for SMS posts will be subjected to technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. 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. Please note that by responding to our advertisement/s, you consent to the collection, processing, and storing of your Personal Information for internal HR processes in accordance with the Protection of Personal Information Act (POPIA), Act No. 4 of 2013. In the event that your application is unsuccessful, the Department will retain your personal information only for audit purposes as required by policies, only for a specific period, of which the submitted documents will then be destroyed as legislated in the National Archives Act. 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 disclose particulars of all registrable financial interests and 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. Kindly note that all National Treasury adverts published/LIVE on the eRecruitment System have a

closing date listed and closing time of 12h00 (Midday) on that closing date. The system is designed to automatically remove the advert from public view at exactly 12h00 (Midday) of the said closing date for that post. There are no other means to submit applications post the closing date and time, if you have missed or delayed in submitting on time.

OTHER POST

POST 23/325 : **DEPUTY DIRECTOR: CORPORATE GOVERNANCE (SCHEDULE 3A & 3C AND SCHEDULE 2 & 3B) REF NO: S084/2026 (X2 POSTS)**
Division: Asset And Liability Management (ALM)
Purpose: To sound corporate governance practices within public entities reporting to the Minister of Finance in compliance with the Public Finance Management Act (PFMA), Companies Act, Memorandum of Incorporations, Founding legislations and any other governance prescripts.

SALARY : R1 101 468 per annum, (Incl. benefits)
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 is required, coupled with a Bachelor's degree in Law, Commerce, Accounting, Finance, Compliance or Risk Management. A minimum 4 years' experience of which 2 years should be at an Assistant Director level or equivalent working experience obtained in public entities corporate governance environment. Knowledge and experience in application of the PFMA, Companies Act, King Code and other relevant prescripts. Knowledge of government policies and frameworks governing public entities.
DUTIES : Public Entity Prescripts Review: Develop and review National Treasury public entity oversights framework, governance protocols, compliance matrix, etc. Review and or provide inputs on the review of the public entities enabling legislation, memorandum of incorporation, dividend policies, and remuneration policies, etc. Promote Good Corporate Governance: Provide recommendations on appointment of members of boards and executive management in line with the entities enabling legislations or memorandum of incorporations. Provide recommendations on remuneration of executive and non-executive directors of public entities in line with remuneration guidelines, and policies as well as applicable legislations. Provide recommendations on the performance evaluations of boards. Coordinate annual general meetings and provide advice on matters to be transacted at the annual general meetings. Public Entities Compliance Monitoring: Facilitate the submission and maintain a database of annual performance plans, corporate plans, strategic plans, shareholder compacts, and annual reports. Monitor compliance with enabling legislation, PFMA, Companies Act King Code and other relevant prescripts through review the corporate governance aspects of the annual performance plans, corporate plans, strategic plans, shareholder compacts, and annual reports. Review and process applications in terms of section 52,55 and 92 of the PFMA applications from public entities. Provide inputs on the tabling of annual performance plans, corporate plans, strategic plans, shareholder compacts, and annual reports. Maintain a database on dividends declared and received by government emanating from the SOE's projected dividends within a particular MTEF. Provide governance services to all other schedule 2 and 3Bs entities. Coordination of Contingent Liability: Provide secretariat services to the Fiscal Liability Committee.
ENQUIRIES : enquiries only (No applications): Recruitment.Enquries@treasury.gov.za

ANNEXURE P

DEPARTMENT OF WATER AND SANITATION

APPLICATIONS : Interested applicants must submit their applications via the online link https://erecruitment.dws.gov.za

CLOSING DATE : 17 July 2026

NOTE : Other related documentation such as copies of qualifications, identity documents, 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 DPSA 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 for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. 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 23/326 : **SUPPLY CHAIN CONTRACT PROFESSIONAL REF NO: 170726/01 (X2 POSTS)**
Branch: Financial Management Services
(5 Year Contract)
Re-advertisement: applicants who have previously applied must re-apply.

SALARY : R1 554 696 per annum (Level 14), (all-inclusive salary package)

CENTRE : Pretoria Head Office

REQUIREMENTS : A relevant tertiary qualification at NQF level 7. An NQF level 8 or 9 will serve as an added advantage. Professional procurement and SCM registration (e.g., MCIPS) or equivalent. Five (5) years of experience at a senior managerial level. Five (5) years' experience in infrastructure procurement and Supply Chain Management. The disclosure of a valid unexpired driver's license. A Nyukela Public Service SMS Pre-entry certificate submitted prior to appointment. Thorough knowledge of the internationally recognized body of knowledge on best-practice strategic infrastructure procurement and SCM. Full knowledge of all applicable SCM regulations and guidelines in South Africa. Proven ability to drive change in a complex environment and ensure implementation of the department's procurement strategies. Framework for managing performance information. Business strategy, transaction, and alignment. Problem solving and analysis. People and diversity management.

Client orientation and customer focus. Excellent communication skills (both verbal and written). Accountability and ethical conduct.

DUTIES : Develop and provide guidance in the implementation of appropriate infrastructure procurement strategies. Identify and implement measures across the SCM value chain to ensure that all SCM for the department's construction unit, consisting of more than 3000 employees, is sufficiently effective and efficient for the construction unit. Provides expert procurement advice, guidance, and recommendations to meet the procurement needs of the department. Works closely with all the line managers to ensure departmental procurement needs are met. Lead and manage the sourcing process in the department. Manages all sourcing activities in the department by analyzing requirements, developing selection tools and methods that maximize chances to find the best source of procurement, and directing the work of the evaluation committee. Provides contracting expert advice and recommendations on contract drafting and contract lifecycle management. Monitors and reviews the progress of contractual agreements, coordinates contract extension or renewal, and, as appropriate, reviews invoices and resolves any problems that arise. Provides advice to the department on the proper use of the various systems used for procurement activities. Provides guidance and recommendations on the design of training sessions on the various systems to educate the department on the proper use of those systems.

ENQUIRIES : Mr. F. Moatshe Tel No: (012) 336 7647

OTHER POSTS

POST 23/327 : **ENVIRONMENTAL OFFICER SPECIALISED PRODUCTION GRADE A REF NO: 170726/02**
Branch: Infrastructure Management: Northern Operations
Dir: Operations Northern

SALARY : R636 978 per annum, (OSD)
CENTRE : Hartbeespoort
REQUIREMENTS : A relevant Honours Degree in Environmental Science or a relevant qualification at NQF level 8) coupled with a minimum three (3) years working experience post qualification required. The disclosure of a valid unexpired driver's license. Experience in any of the following fields will serve as an advantage: Environmental Science / Water Resource Management / Environmental Law/Natural Resource Economics / Occupational Health and Safety and Construction Health and Safety. Professional registration as an Environmental Assessment Practitioner (EAP) will be an added advantage. Knowledge in compliance monitoring and enforcement. Working knowledge of the National Water Act, 1998 (Act no. 36 of 1998), and related policies. Working knowledge of relevant Environmental Management legislation and related policies. Working knowledge of the Occupational Health and Safety Act and construction regulations. Knowledge and understanding of Integrated Water Resources Management. Understanding of PFMA and Treasury regulations 16. Knowledge of safety of sport and recreation events in terms of the National Water Act. Ability to review technical and scientific reports and provide recommendations. Exposure to construction environment management and technical report-writing skills. Ability to provide technical and scientific support to Department of Water and Sanitation units and other government departments. Professional judgment. Good communication, presentation, and networking skills. People management skills, planning, organizing, conflicts, and change management. Excellent problem-solving and analysis. The ability to work independently and to interact with communities, professional service providers (PSPs), and planning partners in the water sector. Willing to travel extensively and work irregular hours.

DUTIES : Provide support and oversight to three area offices within the Northern Operations, namely, the Hartbeespoort Area Office, the Groblersdal Area Office, and the Tzaneen Area Office at the Technical Services sub-directorate. To provide integrated environmental services towards the development, maintenance, rehabilitation, and refurbishment of bulk water infrastructure, including operations and maintenance projects in Civil, Mechanical and Electrical for three area offices. This includes, amongst others, the undertaking of environmental legislative screening assessment and compiling terms of reference for the appointment of environmental assessment practitioners and related services. Compilation of environmental management plans. Provide

environmental, health, and safety inputs during the planning and construction phase of projects. Conduct environmental audits for bulk water infrastructure and operations and maintenance projects. Conduct site inspections, undertake both routine and special inspections, and generate technical and monitoring reports. Assist in the development and implementation of commercial recreational and recreational water use policies and guidelines. Implementation of other related legislation dealing with access and use of state dams. Give input on applications for commercial recreational water use at state dams, especially with regard to PFMA and Treasury Regulations 16 requirements. Conduct routine monitoring for GWWs under the management of Northern Operations.

ENQUIRIES : Mr. IR Mmutloane Tel No: (012) 200 9000

POST 23/328 : **ASSISTANT DIRECTOR: CAPACITY BUILDING REF NO: 170726/03**
Branch: Water And Sanitation Services Management: EC
CD: Provincial Operations: Eastern Cape

SALARY : R605 742 per annum (Level 10)
CENTRE : King William's Town
REQUIREMENTS : National Diploma in Social Science at NQF level 6. Five (5) years' experience in a water services environment. Teaching work experience will serve as an added advantage. The disclosure of a valid unexpired driver's license. Understanding of diversity management, strategic capability, and leadership. Computer Literacy. Understanding strategic and operational plan management, policy implementation, and monitoring and evaluation principles. Knowledge and understanding of policies and guidelines governing the water sector. Knowledge and understanding of local government. People management and financial management skills. knowledge of PFMA. Knowledge of project management, presentation, and facilitation skills. Good communication skills (both verbal and written).
DUTIES : Provide support in the implementation of policy and strategy on water services delivery programmes. Provide support in the implementation of water services policy and strategy by the water services sectors. Provide support in the implementation of basic household water service policies. Facilitate workshops to create awareness on policies and guidelines. Implement water services strategy through WSDPs and ensure compliance with the basic household water service policy and guidelines. Provide support to the water services sector in business planning, appraisal, and monitoring. The implementation, coordination, and alignment of WS training and capacity building to WSAs and other WSIs. The empowerment and building of capacity for newly elected councillors on water services business. The provision of skills development to unemployed youth in order to create job opportunities. Provide support with water services capacity building. The advocacy of water use efficiency within the water services sector. Promote water advocacy programmes. Assist with the promotion of health and hygiene awareness through the implementation of WASH programmes to minimize water-borne diseases. Manages mainstreaming of health and hygiene in water and sanitation education programmes. The management of the component. Manages human resources and finances within the section. Participates in the recruitment and selection of staff. Manages the development of individuals in the section. Ensures that HRD policies are applied for all staff members within the section.
ENQUIRIES : Ms. LT Radebe Tel No: (043) 604 5560

POST 23/329 : **CONTROL ENGINEERING TECHNICIAN GRADE A (X2 POSTS)**
Branch: Infrastructure Management: Central Operations
Dir: Operations Central

SALARY : R573 552 per annum, (OSD)
CENTRE : Pretoria (Central Operations) Ref No: 170726/04
Orange Vaal (Bloemfontein) Ref No: 170726/05
REQUIREMENTS : National Diploma in Civil Engineering. Six (6) years' post-qualification technical experience in civil engineering. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technician. The disclosure of a driver's license. Proven experience in project and programme management. Sound technical design and analytical skills. Knowledge of computer-aided engineering applications, legal compliance, and contract management. Excellent technical report writing, problem-solving, decision-

making, teamwork, creativity, and customer focus skills. Good verbal and written communication skills. Computer literacy. People management and budget management skills. Working knowledge of the Occupational Health and Safety Act, 1993 (Act 85 of 1993), and the Public Finance Management Act (PFMA).

DUTIES : Manage and monitor civil engineering processes within government water schemes and water user associations. Manage administrative and related functions. Monitor the implementation of capital- and operationally funded projects through site inspections, site meetings, and the compilation and submission of progress reports. Conduct condition assessments of infrastructure and ensure compliance with relevant standards and regulations, including dam safety regulations. Draft civil engineering project specifications and facilitate the implementation and contract management of civil engineering projects. Conduct research and development initiatives to support the effective management and maintenance of water infrastructure. Provide technical advice and support to ensure the sustainable operation of government water schemes and water user associations.

ENQUIRIES : Mr. A. Sayed Tel No: (012) 741 7307 Pretoria (Central Operations)
Mr. SM Segalo Tel No: (051) 405 9000 Orange Vaal (Bloemfontein)

NOTE : Candidates may be subjected to a skills and knowledge test. Please be advised that the office will transition to a SANWRIA agency.

POST 23/330 : **CONTROL ENGINEERING TECHNICIAN GRADE A (MECHANICAL) REF NO: 170726/06**
Branch: Infrastructure Management: Central Operations
Dir: Operations Central

SALARY : R573 552 per annum, (OSD)
CENTRE : Orange Vaal (Bloemfontein)
REQUIREMENTS : National Diploma in Mechanical Engineering. Six (6) years post-qualification technical (mechanical engineering) experience. Compulsory registration with Engineering Council of South Africa (ECSA) as an Engineering Technician. The disclosure of a valid unexpired Code B (08) driver's license. Computer literacy (Microsoft). Experience in technical design and analysis. Technical competencies include project management, quality control, and computer-aided engineering applications. Good technical report writing and verbal communications skills. Supervisory, presentation, and interpersonal relations skills and be willing to travel regularly and be able to work independently. Budget management and working knowledge of the Occupational Health and Safety Act of 1993 and the PFMA.

DUTIES : Manage technical services and support to the area offices. Assist in the development, implementation, and reporting of the Cluster Maintenance Plan. Manage and inspect the performance of contractors in accordance with DWS specifications and standards. Address breakdowns and perform fault findings when necessary. Assist with the infrastructure asset verification process in relation to the condition and placement of assets. Manage administrative and related functions, including providing inputs for the budgeting process, compiling, and submitting reports as required and managing, supervising, and controlling technical and related personnel and assets. Monitor quality control of mechanical equipment during fabrication/refurbishment, installation, and commissioning. Mentor candidate technicians. Research and development.

ENQUIRIES : Mr. HS Van der Westhuizen Tel. No: (051) 405 9000
NOTE : Candidates may be required to complete a practical and theoretical test. Please be advised that the office will transition to a SANWRI agency.

POST 23/331 : **CHIEF ARTISAN GRADE A (CIVIL) (X2 POSTS)**
Branch: Infrastructure Management: Central Operations
Dir: Operations Central

SALARY : R499 470 per annum, (OSD)
CENTRE : Vaal Dam Ref No: 170726/07
Potchefstroom Ref No: 170726/08
REQUIREMENTS : An appropriate Civil Trade Test Certificate. Ten (10) years post-qualification experience as an artisan or artisan foreman. The disclosure of a valid unexpired driver's license. Computer literate (Word, Excel, Outlook) and fully proficient with Microsoft packages. Knowledge and experience regarding compliance with the Occupational Health and Safety Act in the workplace are

essential. Knowledge of risk management/assessment, self-management, and good problem-solving abilities. Proven experience in staff supervision.

DUTIES : Manage technical services, e.g., plumbers, carpenters, bricklayers, and other related civil trades and construction workers. Perform quality assurance during the performance and after completing the task to ensure that prescribed standards are adhered to. Construction and maintenance of civil structures on the scheme. Ensure compliance with the Occupational Health and Safety Act. Financial management: undertake budget process and control thereof for civil section. Planning and organizing work according to the budget implementation. Conducting of estimated costs/monitoring of expenditure. People management: evaluate and identify staff training needs and assist with training facilitation processes. Manage and evaluate staff performance on an ongoing basis. Manage administrative and related functions. Maintain and advance expertise.

ENQUIRIES : Mr. CM Mokone Tel No: (016) 880 0905 / (066) 124 2781, Vaal Dam
Mr. HG Mbele Tel No: (016) 294 9300, Potchefstroom

NOTE : Candidates must complete a practical and theoretical test. Please be advised that the office will transition to a SANWRIA agency.

POST 23/332 : **CHIEF ARTISAN GRADE A (ELECTRICAL) (X2 POSTS)**
Branch: Infrastructure Management: Central Operations
Dir: Operations Central

SALARY : R499 470 per annum, (OSD)
CENTRE : Vaal Dam Ref No: 170726/09
Tugela Vaal (O&M Jagersrust) Ref No: 170726/10

REQUIREMENTS : An appropriate electrical trade test certificate. Ten (10) years of post-qualification experience required as an artisan/artisan foreman. The disclosure of a valid unexpired driver's license Experience in Electrical installations. must be computer literate and fully proficient with Microsoft packages. Safety instructions for high-voltage equipment, experience switching high-voltage equipment, knowledge of risk management/assessment, self-management, and good problem-solving abilities.

DUTIES : Manage technical service: provide guidance to subordinates and assist. Electrical maintenance personnel responsible for maintenance of departmental infrastructure. Ensure compliance with relevant legislation regarding routine and preventive maintenance on Electrical installations. Make recommendations regarding the required refurbishment of Electrical installations to ensure compliance with legislation. Supervise Electrical refurbishment performed by contractors. Ensure compliance with the OHS Act regarding testing of cranes and Electrical equipment. Conduct internal health and safety audits. Investigate all accidents and report to management and the Department of Labour. Conduct site inspections and provide Safety Induction training for contractors. Ensure that required notices are filed with Department of Labour by contractors when performing work on behalf of the Department of Water and Sanitation. Maintain and update quarterly Health and Safety reports. Assist with compilation and update Risk Assessment for the directorate. Provide inputs for budget and funds required to ensure compliance with OHS Act requirements for installations. People Management: supervise and evaluate performance of subordinates, financial management. Manage administrative and related functions. Maintain and advance expertise.

ENQUIRIES : Mr. CM Mokone Tel No: (016) 880 0905/ (066) 124 2781 Vaal Dam
Mr. MM Ndimande Tel No: (036) 880 8312 Tugela Vaal (O&M Jagersrust)

NOTE : Candidates must complete a practical and theoretical test. Please be advised that the office will transition to a SANWRIA agency.

POST 23/333 : **CHIEF ARTISAN GRADE A (MECHANICAL) REF NO: 170726/12**
Branch: Infrastructure Management: Central Operations
Dir: Operations Central

SALARY : R499 470 per annum, (OSD)
CENTRE : Tugela Vaal (O&M Jagersrust)
REQUIREMENTS : An appropriate Mechanical Trade Test Certificate. Ten (10) years post-qualification experience as Artisan/Artisan Foreman (Mechanical). The disclosure of a valid unexpired driver's license. Practical experience gathered on Pumpstations or Government Water Schemes will be an added advantage. Project Management. Good writing and verbal communications skills.

Technical report writing skills. Be able to read and interpret manufacturing drawings. Computer literacy preferably in MS Word, MS Excel, MS PowerPoint, MS Outlook). Good leadership qualities. Proven experience and knowledge in relation to Human Resources management. Knowledge of procurement policies and procedures in the public sector will be an added advantage. Proven knowledge of the Occupational Health and Safety Act. Be prepared to travel to remote areas and work overnight away from home on regular basis. Standby and occasional overtime work, including weekends and public holidays.

DUTIES : Manage mechanical services and support in conjunction with Technicians/Artisans and associates in the field, workshop and technical office activities. Ensure that all machinery is maintained in accordance with the manufacturers' specifications. (i.e. pumps, valves, compressors, hydraulic systems, pipelines, generators, sluices, auxiliary drives, cranes, water vessels, etc.) Ensure that planned maintenance schedules are utilized by the mechanical team. Accept appointment as GMR 2(7) for mechanical equipment. Ensure and promote that the Occupational Health and Safety Act and its regulations are complied with. Provide inputs into existing technical problems, manuals, standard drawings and procedures to incorporate new technology. Ensure quality assurance in line with specifications. Provide inputs into the budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical operational plan. Update databases. Manage artisans and related personnel and assets. Control and monitor expenditure according to budget to ensure efficient cash flow management. Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of technical services according to organizational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives. Continuous individual and team development to keep up with new technologies and procedures. Research/literature studies on technical/engineering technology to improve expertise. Liaise with relevant bodies/councils on technical/engineering-related matters. Perform any other related duties

ENQUIRIES : Mr.MM Ndimande Tel No: (036) 880 8312

NOTE : Candidates may be required to complete a practical and theoretical test. Please be advised that the office will transition to a SANWRI agency.

POST 23/334 : **CHIEF ARTISAN GRADE A MECHANICAL / ELECTRICAL REF NO: 170726/13**
Branch: Infrastructure Management: Central Operations
Dir: Operations Central
SD: Mechanical and Electrical Maintenance

SALARY : R499 470 per annum, (OSD)

CENTRE : Orange Vaal: Free State (Vanderkloof Dam)

REQUIREMENTS : An appropriate Trade Test Certificate. Ten (10) years post qualification experience required as an Artisan /Artisan Foreman. The disclosure of a valid unexpired driver's license. Knowledge in technical analysis. Knowledge of computers aided technical applications. Understanding of production process. Knowledge in customer focus and responsiveness. Knowledge in planning and organizing. Understanding GIS applications and spatial data. Theory, principles, and practices of GIS. Knowledge of GIS standards. GIS software applications. GIS software customizations. Basic understanding of technologies such as GPS, Photogrammetry and Remote Sensing Projections. Principles of cartography. Knowledge of problem solving and analysis. Decision making. Ability to work independently and in a team. Analytical skills. Communication and interpersonal skills. Computer skills. Project management. Planning, organizing and execution. Willingness to travel extensively all over the country and work irregular hours.

DUTIES : Manage mechanical and electrical services and support in conjunction with Technicians/Artisans and associates in the field, workshop, and technical office activities. Ensure that all machinery is maintained in accordance with the manufacturers specifications i.e. pumps, valves, compressors, hydraulic systems, pipelines, generators, sluices, auxiliary drives, cranes, passenger lifts, water vessels, etc. Ensure that planned maintenance schedules are utilized by the mechanical and electrical maintenance team. Manage

maintenance backlogs, planned maintenance and breakdowns. Ensure and accept appointments such as GMR 2(7) for mechanical equipment. Ensure and promote the Occupational Health and Safety Act and ensure its regulations are complied with. Provide input into existing technical problems, manuals, standard drawings and procedures to incorporate new technology. Ensure quality assurance in line with specifications. Financial management: provide input into the budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical operation and maintenance plan. Update databases. Manage administrative and related functions e.g assets. Control and monitor expenditure according to the budget to ensure efficient cash flow management. People management: manage artisans and related personnel, manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of technical services according to organizational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives. Maintain and advance expertise: Continuous individual development to keep up with new technologies and procedures. Research/literature studies on technical/engineering technology to improve expertise. Liaise with relevant bodies/councils on technical/engineering-related matters. Perform any other related duties.

ENQUIRIES : Mr. TL Kelokilwe Tel No: (053) 664 9400
NOTE : Candidates may be required to complete a practical and theoretical test. Please be advised that the office will transition to a SANWRI agency.

POST 23/335 : **ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: 170726/14**
Branch: Infrastructure Management: Central Operations
Dir: Operations Central

SALARY : R487 197 per annum (Level 09)
CENTRE : Pretoria (Central Operations)
REQUIREMENTS : A relevant tertiary qualification at NQF level 7 in Risk Management/ Internal Auditing/ Accounting/ Cost and Management Accounting/Economics. Three (3) years related experience at supervisory level in Risk Management/ Internal Audit. The disclosure of a valid unexpired driver's licence. Knowledge of Public Finance Management Act (PFMA), Treasury Regulations and guidelines, Public Sector Risk Management Framework, COSO ERM Framework, King IV report on corporate governance, anti-fraud and corruption policies. Understanding of criminal and commercial law, labour relations, legislations, policies, and procedures. Analytical, strategic management, financial management, facilitation, investigations, interviewing and people management Computer literacy. Time management. Good communication skills both (verbal and written). Interpersonal, presentations, planning and organizing skills. The candidate must be willing to travel regularly.
DUTIES : Supervise and Implement Risk Management strategies / policies and systems for the Directorate including Area Offices. Promote risk awareness culture and conduct risk assessment throughout the Directorate through communication and training Programmes. Implement an integrated risk management framework for all aspects of risk across the Directorate. Manage the resources within the Risk Management Unit. Capturing Risk Management information on a Risk Register and on the Departmental Risk Management software. Compile risk reports. Assist management on Risk Management reporting. Conduct risk management training and awareness throughout the Directorate. Facilitate and advise on Risk Management assessment process. Supervise and undertake studies and analysis for identifying risks to establish the internal and external organisation. Supervise employees to ensure an effective risk management service. Monitor and review risk response strategies.
ENQUIRIES : Mr Wongalethu Joxo, Tel No: (012) 741 7353
NOTE : Candidates may be subjected to a skills and knowledge test. Please be advised that the office will transition to a SANWRIA agency.

POST 23/336 : **ASSISTANT DIRECTOR: HUMAN RESOURCE DEVELOPMENT REF NO: 170726/15**
Branch: Infrastructure Management: Central Operations
Dir: Operations Central

SALARY : R487 197 per annum (Level 09)

CENTRE : Pretoria (Central Operations)

REQUIREMENTS : National Diploma in Human Resource Management/ Human Resource Development/ Training and Development qualification at NQF level 6. Five (5) years' experience in Human Resource Management/Human Resource Development (focusing on Human Resource Development, Performance Management System (PMDS), Skills Development, Workplace Skills Plans (WSP), Training Programmes). PERSAL Introduction Certificate and PERSAL Public Administration one (1) and (2) two Certificates. The disclosure of a valid unexpired driver's license. Technical knowledge and behavioural competencies: Knowledge of policy development and implementation, Knowledge of human resource development. Disciplinary knowledge in HRD. Understanding of government legislation (Skills Development Act 1998 (Act No 97 of 1998), South African Qualification Authority Act, 1995 (Act No 58 of 1995), financial management and PFMA. Knowledge of techniques and procedures for the planning and execution of operations, Programme and Project management, Knowledge of relationship 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. Knowledge of analytical procedures. Official will be required to travel extensively to support all Central Operations Area Offices.

DUTIES : Implementation of performance management systems: coordinate the performance management development system (PMDS) awareness and education workshops, coordinate the development of performance agreements, liaise with line on PMDS compliance, draft/compile PMDS status reports, coordinate PMDS reviews for non-SMS employees. Implementation of Human resources development (HRD) strategy: coordinate skills development committees, coordinate inputs for review of HRD strategy, implementation of HRD strategy, monitoring of HRD strategy outcomes. Implementation of Workplace Skills Plans (WSP): liaise with Skills Development Committees for work skills plan inputs, development of Work Skills Development (WSD), implementation of Workplace Skills Plan (WSP awareness workshops), prepare monthly/quarterly/annual WSP/training reports. Implementation of training programmes for the department: presentation of induction/orientation sessions, facilitation of Adult Basic Education and Training programs, conduct training sessions, administration of departmental bursary scheme. Management of Human resource: plan, lead and coordinate the activities of the unit, manage the performance and development of employees, allocating tasks and monitoring progress, ensuring compliance with HR prescripts, delegations and regulatory frameworks, facilitating communication and coordination within the unit and with other branches, manage the unit's operational plans, budget and resources. Covers certain remote areas across the country.

ENQUIRIES : Mr GT Dilima Tel No: (012) 741 7344

NOTE : Candidates may be subjected to a skills and knowledge test. Please be advised that the office will transition to a SANWRIA agency.

POST 23/337 : **SENIOR OCCUPATIONAL HEALTH AND SAFETY OFFICER REF NO: 170726/16**
Branch: Infrastructure Management: Central Operations
Dir: Operations Central

SALARY : R413 001 per annum (Level 08)

CENTRE : Pretoria (Central Operations)

REQUIREMENTS : National Diploma in Occupational Health and Safety Management at NQF level 6 qualification. Three (3) to (4) four years' experience in Occupational Health and Safety environment. The disclosure of a valid unexpired driver's license. Computer literacy. Technical knowledge and behavioural competencies: Disciplinary knowledge of Occupational Health and Safety Act, 1993 (No.85 of 1993) and public administration. Knowledge of design principles, techniques and tools. Knowledge of the writing process reviewing and proofreading. Knowledge and understanding of government legislations. Knowledge of equal opportunities and affirmative action guidelines and laws. Knowledge of administrative, clerical procedures and systems, Departmental financial systems. Knowledge of learning and teaching procedures and techniques, Framework for managing performance information, Problem solving and Analysis, Organising and planning skills, People and diversity management, Client orientation and customer focus, Communication, Accountability and Ethical conduct. The candidate must be willing to travel regularly.

DUTIES : Conduct occupational health and safety inspections: coordinate and lead routine safety inspections in work areas, confirm inspections records are completed and submitted, monitor follow up on non-compliance issues and corrective actions. Coordinate emergency drills (Evacuations): organise evacuation and emergency response drills, train staff on roles and responsibilities during emergencies, evaluate drill outcomes and recommend improvements, maintain emergency contact lists and equipment readiness. Facilitate OHS training sessions and awareness activities: coordinate and facilitate training for managers and OHS/SHE representatives, promote and raise awareness of health and safety practice in the workplace, monitor attendance and ensure OHS training records are up to date, follow up with departments/Business units/Area Offices to address training gaps or refresher needs. Coordinate incident reporting and preliminary investigations: conduct incidents investigations, supervise the logging and initial investigation of incidents, collect and consolidate the supporting documents, prepare the incidents reports, track resolution of corrective and preventative measures. Maintain compliance and OHS documentation: monitor adherence to basic OHS policies and procedures on-site, supervise recordkeeping for incidents, inspections, training and baseline risk assessments, maintain checklist and ensuring compliance posters are updated and displayed, compile and consolidate monthly and or quarterly OHS summary reports for review. Establish OHS committees and coordinate meetings: facilitate the establishment of a functional OHS committee, ensure appropriate representation from departments/ Business units/ Area Offices in the committee, schedule and coordinate regular OHS committee meetings, prepare agendas and record minutes of meetings, monitor implementation of resolutions and action items from committee discussions. Conduct OHS Audits. Covers certain remote areas across the country.

ENQUIRIES : Mr GT Dilima Tel No: (012) 741 7344

NOTE : Candidates may be subjected to a skills and knowledge test. Please be advised that the office will transition to a SANWRIA agency.

POST 23/338 : **RISK MANAGEMENT PRACTITIONER REF NO: 170726/17**
Branch: Infrastructure Management: Central Operations
Dir: Operations Central

SALARY : R413 001 per annum (Level 08)

CENTRE : Pretoria (Central Operations)

REQUIREMENTS : National Diploma in Risk Management/ Internal Auditing/ Accounting/ Cost and Management Accounting/Economics at NQF level 6 qualification. Two (2) years functional experience in Risk Management/ Internal Audit. The disclosure of a valid unexpired driver's licence. Knowledge of PFMA (Public Finance Management Act), Treasury Regulations, Public Sector Risk Management Framework, COSO ERM Framework, King IV Report on Corporate Governance, Anti-Fraud and Corruption policies, Occupational Health and Safety Act (OHS. Problem solving, and people management. Computer literacy. Time management. Good communication skills both (verbal and written). Interpersonal, presentation, planning and organizing skills. The candidate must be willing to travel regularly and must possess a Valid Drivers' licence. The candidate must be willing to travel regularly.

DUTIES : Assist in the development of Risk Management Implementation Plan. Participate in facilitation of Risk Assessment Sessions. Perform Risk Management Secretariat Services. Organising Risk Management Meetings, Risk Management Committees, Risk Assessment sessions, training and workshops. Assist in the overall Enterprise Risk Management process for the Directorate including Area Offices. Conduct and participate in the monitoring and review of risk response strategies and assessment. Assist in the compilation of risk reports. Process and Control Mapping.

ENQUIRIES : Mr Wongalethu Joxo Tel No: (012) 741 7353

NOTE : Candidates may be subjected to a skills and knowledge test. Please be advised that the office will transition to a SANWRIA agency.

POST 23/339 : **CONTROL WATER CONTROL OFFICER REF NO: 170726/18**
Branch: Infrastructure Management: Central Operations
Dir: Operations Central

SALARY : R413 001 per annum (Level 08)

CENTRE : Free State: Vanderkloof Dam

REQUIREMENTS : A Relevant NQF level 6 qualification majored in water management/ water quality/ water distribution. Five (5) years' experience as a water control officer in a water control related function. Dam safety experience will serve as an added advantage Knowledge in controlling and managing the water distribution for all government waterworks within the area offices jurisdiction. Knowledge of water related policy implementation. Knowledge of financial management and human resources. Knowledge and implementation of OHS act. Monitoring and evaluation principles. Knowledge in supporting water utilization and water resource strategy. Knowledge of drought and flood management. Understanding of government legislation. Understanding of grievance and disciplinary procedures. Knowledge of basic civil, mechanical and electrical maintenance.

DUTIES : Manage waster distribution operation: manage Dam Control Office. Perform Dam Safety monitoring and inspections. Update maintenance logbooks. Development of operational roaster / schedule and manage the distribution of water users. Evaluate and enhance water supply efficiency and cost effectiveness: evaluate the distribution of water supply to water users. Manage the water supply and abstraction and ensure regulatory compliance and investigate problems thereof and initiate remedial steps. Compile and manage the budget of the component regarding water supply function. Control and monitor the release and distribution of water. Keep records of water balances and meter readings for billing purposes. Collect and keep records of hydrological data. Inspect and report on maintenance of the infrastructure (Dams and tunnels). Collect water meter readings and prepare reports. Apply health and safety regulations to the component. Co-ordinated dam safety activities, monitoring environmental risk and enforce regulatory compliance. Management of human resources.

ENQUIRIES : Mr. TL Kelokilwe Tel No: (053) 664 9400

NOTE : Candidates may be required to complete a practical and theoretical test. Please be advised that the office will transition to a SANWRI agency.

POST 23/340 : **ARTISAN FOREMAN GRADE A (CIVIL) REF NO: 170726/19**
Branch: Infrastructure Management: Central Operations
Dir: Operations Central

SALARY : R397 329 per annum, (OSD)

CENTRE : Orange Vaal: Free State (Vanderkloof Dam)

REQUIREMENTS : An appropriate Trade Test Certificate. Five (5) years' post-qualification experience required as an Artisan. The disclosure of a valid unexpired driver's license. Knowledge of legal compliance. Knowledge of Technical analysis. Computer-aided applications. Knowledge of technical report writing. Team Leadership. Production, process knowledge and skills. Knowledge of problem solving and analysis. Decision making. Ability to work independently and in a team. Analytical and creativity skills. Communication and interpersonal skills. Computer skills. Project management. Planning, organizing and execution. Technical report writing. Problem solving and analysis, decision making, team leadership, creativity, self-management, customer focus and responsiveness. Sound interpersonal and leadership skills. Strong verbal and written communication skills. Planning, organizing and people management. Willingness to travel throughout South Africa for the execution of some duties.

DUTIES : Supervise technical design and production of civil technical services. Supervise and produce design according to specifications and within limits of production capability. Produce objects with material and equipment according to job specification and recognized standards. Supervise the maintenance of civil technical services. Repair civil structures and facilities according to standards. Repair civil structure and facilities against specifications. Service civil structures and facilities according to schedule. Perform administrative and related functions. Update register on maintained and repaired faults. Compile and submit reports as required. Provide inputs to the civil maintenance plan. Ensure adherence to safety standards, requirements, and regulations. Human Capital resource management. Supervise and mentor staff. Plan resources available and schedule maintenance work.

ENQUIRIES : Mr. TL Kelokilwe Tel No: (053) 664 9400

NOTE : Candidates may be required to complete a practical and theoretical test. Please be advised that the office will transition to a SANWRI agency.

POST 23/341 : **ARTISAN FOREMAN GRADE A (ELECTRICAL) REF NO: 170726/20**
Branch: Infrastructure Management: Central Operations
Dir: Operations Central

SALARY : R397 329 per annum, (OSD)
CENTRE : Vanderkloof Dam
REQUIREMENTS : An appropriate Electrical Trade Test Certificate. Five (5) years post qualification experience as an Artisan. The disclosure of a valid unexpired driver's license. Knowledge of technical analysis, computer-aided applications, legal compliance, technical report writing and production, process knowledge and skills. Problem solving and analytical decision making, teamwork and analytical skills. Creativity, self-management, customer focus and responsiveness. Communication skills both (verbal and written) and computer literacy. Planning and organising skills. Conflict management. Ability to work independently as well as in a team and ability to work long hours and perform well under pressure. Knowledge of Occupational Health and Safety Act, PMDS and PFMA. Drawing skills and ability to read drawings.
DUTIES : Supervise the design and production of technical services: Electrical maintenance and inspections of cathodic protection (TRUs). Inspect equipment for technical faults and repair according to standards. Supervise the maintenance of technical services. Maintenance of bulk raw water infrastructure (dams, reservoirs, departmental houses, pump stations and pipelines) and machinery. Service equipment according to schedule. Ensure quality assurance in line with specifications. Implement planned maintenance and update maintenance logbooks. Perform administrative and related functions. Fault diagnosis on SCADA/PLC and telemetry systems. Ensure adherence to safety standards, requirements, and regulations. Compile and submit reports as required. Human and Capital resource management. Continuous individual development to keep up with new technologies and procedures.
ENQUIRIES : Mr TL Kelokilwe Tel No: (053) 664 9400
NOTE : Candidates may be required to complete a practical and theoretical test. Please be advised that the office will transition to a SANWRI agency.

POST 23/342 : **ENVIRONMENTAL OFFICER PRODUCTION GRADE A – C REF NO: 170726/21**
Branch: Infrastructure Management: Central Operations
Dir: Operations Central

SALARY : R357 597 – R610 101 per annum, (all-inclusive OSD salary package)
CENTRE : Tugela Vaal (O&M Jagersrust)
REQUIREMENTS : National Diploma or Degree in Natural Sciences. A minimum of three (3) year working experience in the field will serve as an added advantage. The disclosure of a valid unexpired driver's license. Water use investigation and inspections. Sampling procedures, Report writing. Sound knowledge of integrated water resource management and water use authorisations. Knowledge and understanding of the water sector: relevant legislations (NWA, CARA and NEMA, MPRDA) together with the related regulations and procedures. Excellent communication skills including verbal, report writing, presentation skills. Sound interpersonal skills as well as the ability to work in a multi-disciplinary team. Willingness to work abnormal hours and under pressure as well as travel extensively. Proven liaison and networking skills especially as they relate to stakeholder engagement.
DUTIES : Processing of water use authorisation and conduct water use and site inspections, investigations and law enforcement. Conduct criminal investigation into non-compliance of applicable legislation. Liaise with clients and other stakeholders to obtain outstanding information during water use authorisation assessments. Requesting of scientific input within the Department using the specified templates. Access and evaluate Hydrological and Environmental information with regard to authorisation applications. Final assessment of information submitted by Water Use License Applicants and input from internal specialists. Drafting record of recommendations (RoRs) and resultant decision documents. Draft license conditions to control/mitigate the negative impacts of water uses. Commenting on EIA's, BAR's and other Environmental reports. Assist on responding to queries from clients within and outside the department. Perform all administrative and related function.
ENQUIRIES : Mr. MM Ndimande Tel No: (036) 880 8312

NOTE : Candidates may be required to complete a practical and theoretical test. Please be advised that the office will transition to a SANWRI agency.

POST 23/343 : **ADMINISTRATION OFFICER (HRM) REF NO: 170726/22**
Branch: Infrastructure Management: Central Operations
Dir: Operations Central

SALARY : R338 106 per annum (Level 07)
CENTRE : Potchefstroom
REQUIREMENTS : National Diploma or Degree in Public Management/ Administration/ Human Resources Management at NQF level 7 or relevant qualification. One (1) to (3) three years relevant experience in Administration or Human Resources. Computer Literacy. PERSAL Certificates. The disclosure of a valid unexpired driver's license. Knowledge and experience in HR processes and legislation. Basic financial management. Knowledge of PFMA and management skills. Problem solving skills and analysis. People and diversity management. Client orientated and customer focus. Good communication skills both (verbal and written) Accountability and ethical conduct.
DUTIES : Supervise and undertake the more complex implementation and maintenance of Human resource administration practices, HRA, HRD, Registry, Recruitment and selection. Handle Human resource administration enquiries HRA, HRD, registry, recruitment and selection. Supervisor human resources staff. Manage and Administer personnel management and administration function within the Area Office. Manage and Administer Human Resources function and office support services. Manage and Administer HRD, training coordination of PMDS. Manage and administer leave management. Manage and Administer service conditions. Recruitment, Selection and Appointment. Provide HR and policy advisory service to all employees within the area office. Ensure that all reports are submitted within the financial year closure. Manage, supervise and develop staff within Corporate Services. Manage and administer Corporate Services functions within the Area office. Manage and administer transport and travel in line with departmental policies. Manage and administer corporate services budget and give budget inputs.
ENQUIRIES : Mr. HG Mbele Tel No: (016) 294 9300
NOTE : Candidates must complete a practical and theoretical test. Please be advised that the office will transition to a SANWRIA agency.

POST 23/344 : **ADMINISTRATION CLERK SUPERVISOR (HRM) REF NO: 170726/23**
Branch: Infrastructure Management: Central Operations
Dir: Operations Central

SALARY : R338 106 per annum (Level 07)
CENTRE : Tugela Vaal (O&M Jagersrust)
REQUIREMENTS : A Senior/Grade 12 Certificate or equivalent qualification. National Diploma in Human Resources Management will serve as an added advantage. Three (3) to (5) five years relevant experience in Human Resources. (HRD Training, Leave, HR Registry). Computer Literacy. PERSAL Certificates. The disclosure of a valid unexpired driver's license. Knowledge and experience in HR processes and legislation. Basic financial management. Knowledge of PFMA and management skills. Problem solving skills and analysis. People and diversity management. Client orientated and customer focus. Good communication skills both (verbal and written) Accountability and ethical conduct.
DUTIES : Supervise and undertake the more complex implementation and maintenance of Human resource administration practices, HRA, HRD, Registry, Recruitment and selection. Handle Human resource administration enquiries HRA, HRD, registry, recruitment and selection. Supervisor human resources staff. Manage and Administer personnel management and administration function within the Area Office. Manage and Administer Human Resources function and office support services. Manage and Administer HRD, training coordination of PMDS. Manage and administer leave management. Manage and Administer service conditions. Recruitment, Selection and Appointment. Provide HR and policy advisory service to all employees within the area office. Ensure that all reports are submitted within the financial year closure. Manage, supervise and develop staff within Corporate Services. Manage and administer Corporate Services functions within the Area office. Manage and administer transport and travel in

line with departmental policies. Manage and administer corporate services budget and give budget inputs.

ENQUIRIES : Mr MM Ndimande Tel No: (036) 880 8312

NOTE : Candidates must complete a practical and theoretical test. Please be advised that the office will transition to a SANWRIA agency.

POST 23/345 : **ADMINISTRATION CLERK SUPERVISOR (SCM) (X2 POSTS)**
Branch: Infrastructure Management: Central Operations
Dir: Operations Central

SALARY : R338 106 per annum (Level 07)

CENTRE : Orange Vaal Area Office (Bloemfontein) Ref No: 170726/24
Usutu Vaal Area Office (Standerton) Ref No: 170726/25

REQUIREMENTS : A Senior/Grade 12 Certificate or equivalent qualification. Three (3) to (5) five years relevant experience in SCM. The disclosure of a valid unexpired driver's license. Computer literacy (Microsoft Word, Excell and Powerpoint). Basic knowledge and understanding of the legislative framework governing the public service or sector. Basic knowledge of problem solving and analysis. Basic knowledge of SAP. People and diversity management. Client orientation and customer focus. Good communication skills both (verbal and written). Accountability and ethical conduct. The ability to collect, collate, capture and analyse data. Knowledge of work procedures in terms of the working and supply chain environment. Flexibility, and ability to work in a Team. Minute taking skills. Strong supervisory skills.

DUTIES : Supervise human resource/staff. Render asset management clerical support: Administer the procurement of goods and services. Ensure compliance with SCM policies, processes, and procedures. Provide training to the internal clients regarding updates on SCM processes and procedures. Attend to SCM related enquiries. Render demand and acquisition clerical support: Check purchase requisitions and order for correctness, completeness and sign the requisition and order documents. Release purchase requisitions and orders on SAP system. Administer, maintain, and update contract register to ensure transparency and record keeping. Compile audit reports. Implement controls to ensure that purchase orders are placed for items on approved contracts and non-contract requisitions. Render logistical support service: Receive and verify goods delivered from suppliers prior to performing goods receipts (Goods Receipt Voucher) on SAP system and maintain goods receipts register. Issue goods to the end-users (direct and stock purchase) Identify redundant and obsolete stock. Control stock levels and conduct stock taking. Assess SCM audit and compliance readiness.

ENQUIRIES : Mr HS van der Westhuizen Tel No: (051) 405 9000 Orange Vaal Area Office (Bloemfontein)
Mr SM Motlhaba Tel No: (017) 712 9400 Usutu Vaal Area Office (Standerton)

NOTE : Candidates may be required to complete a practical and theoretical test. Please be advised that the office will transition to a SANWRI agency.

POST 23/346 : **ADMINISTRATION CLERK SUPERVISOR (FINANCE) REF NO: 170726/26**
Branch: Infrastructure Management: Central Operations
Dir: Operations Central

SALARY : R338 106 per annum (Level 07)

CENTRE : Tugela Vaal (O&M Jagersrust)

REQUIREMENTS : A Senior/Grade 12 certificate or equivalent qualification. Three (3) to (5) five years' experience in financial environment. The disclosure of a valid unexpired driver's license. Computer literacy (Microsoft). Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic Knowledge and insight of the Public Service Financial legislation's, procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPF and Financial Manual). Knowledge of basic financial operating system (PERSAL, BAS, LOGIS etc). Knowledge 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 : Supervise and render financial accounting transactions, Supervise and perform salary administration support services, Supervise and perform Bookkeeping support services, render budget support services and Supervise Human Resource/Staff.

ENQUIRIES : MM Mr MM Ndimande Tel No: (036) 880 8312
NOTE : Candidates may be required to complete a practical and theoretical test. Please be advised that the office will transition to a SANWRI agency.

POST 23/347 : **CHIEF WATER PLANT SUPERINTENDENT (X2 POSTS)**
Branch: Infrastructure Management: Central Operations
Dir: Operations Central

SALARY : R338 106 per annum (Level 07)
CENTRE : Tugela Vaal (O&M Jagersrust): Sterkfontein Dam Ref No: 170726/27
Tugela Vaal (O&M Jagersrust): Woodstock Dam Ref No: 170726/28
REQUIREMENTS : A Senior/Grade 12 Certificate at NQF level 4. Five (5) years' experience in Water Plant Operations. The disclosure of a valid unexpired driver's licence. Knowledge in controlling and managing the water distribution for all government water works within the Area Office jurisdiction. Understanding of policy implementation. Monitoring and evaluation principles. Computer literacy skills. Knowledge in managing human resources. Knowledge in OHS and public management. Knowledge of floods controlling. Understanding of government legislation. Knowledge of supporting water utilisation and water resource strategy. Good communication skills both (verbal and written). Must be a hard worker and able to work independently.
DUTIES : Managing bulk water infrastructure operations (pump stations, dams and dam walls, pipelines and weirs, reservoirs, residential and office infrastructure. Maintenance of bulk water infrastructure operations (pump stations, dams and dam walls, pipelines and weirs, reservoirs, residential and office infrastructure. Managing of occupational Health and safety and legal compliance. Managing of Human resources.
ENQUIRIES : Mr MM Ndimande Tel No: (036) 880 8312
NOTE : Candidates may be required to complete a practical and theoretical test. Please be advised that the office will transition to a SANWRI agency.

POST 23/348 : **SECURITY OFFICER SUPERVISOR (X4 POSTS)**
Branch: Infrastructure Management: Central Operations
Dir: Operations Central

SALARY : R237 453 per annum (Level 05)
CENTRE : Tugela Vaal (O&M Jagersrust) Woodstock Dam Ref No: 170726/29
Tugela Vaal (O&M Jagersrust) Sterkfontein Dam Ref No: 170726/30
Vanderkloof Dam Ref No: 170726/31 (X2 Posts)
REQUIREMENTS : A Senior/Grade 12 Certificate at NQF Level 4 or relevant qualification. Three (3) years Security experience. Grade B PSIRA certificate. The disclosure of a valid unexpired driver's license will serve as an added advantage. Computer literacy. Knowledge of access control procedures. Knowledge of measures for the control movement of equipment in and out of the premises. Knowledge of prescribed security procedures (e.g., OHS Act, Access Control Act, MISS, MPSS, Protection of Information Act, and the authority of security officers under these Documents. Good listening skills and interpersonal skills. Good communication skills both (verbal and written).
DUTIES : Supervise the security functions performed by security officers/ service providers (PSSP), ensuring adherence to Department security policies. Administrative and Related functions, provide security-related support and administer all control room operations to safeguard the department assets, conducts preliminary investigation. perform unannounced visits or inspections.
ENQUIRIES : Mr MM Ndimande Tel No: (036) 880 8312, Tugela Vaal (O&M Jagersrust) Woodstock Dam & Tugela Vaal (O&M Jagersrust) Sterkfontein Dam
: Mr T Kelokilwe Tel No: (053) 664 9400, Vanderkloof Dam
NOTE : Candidates may be required to complete a practical and theoretical test. Please be advised that the office will transition to a SANWRI agency.

POST 23/349 : **HUMAN RESOURCE PRACTITIONER REF NO: 170726/32**
Branch: Infrastructure Management: Northern Operations
Dir: Operations Northern

SALARY : R338 106 per annum (Level 07)
CENTRE : Groblersdal Area Office
REQUIREMENTS : A relevant NQF level 6 qualification in Human Resource Management or equivalent. One (1) year experience in Human Resource Management. The

disclosure of a valid unexpired driver's license. Knowledge of Pension Case Management System. Knowledge of Online Claim Management System (Comp-easy). Knowledge of administrative procedures. Disciplinary knowledge of Human resources management. Knowledge of Public Service Act and Public Service Regulations. Knowledge of Basic Financial Operating System (PERSAL). Basic Financial management and knowledge of PFMA. Disciplinary knowledge of Human Resources. Knowledge of dispute resolution process. Knowledge of Recruitment and Selection processes. Knowledge of Management. Problem solving and Analysis. Communication. Accountability and Ethical Conduct. Attention to detail. Willingness to travel.

DUTIES : Measure compliance to HR policies and procedures. Provide training on HR policy & procedure. Continuously monitor the interpretation and implementation of policies and DPSA directives. Provide input in the alignment of departmental policies with DPSA and PSR. HR provision (recruitment and selection, appointments, transfers, verification of qualification, secretariat functions at interviews, absorptions, probations periods, etc). responsible for drafting submissions for appointments, secondments, acting appointments and Grade Progression. Termination of service. capturing of pension cases on PCM. Supervision of Pension Administration, implementation of GEPF regulations and processes. Prepare reports on human administration issues and statistics. Keep statistics of HR administration or HR provisioning activities. Prepare reports on human administration issues and statistics. Prepare and consolidate reports on personnel administration issues. Provide guidance to the department/ personnel on human resources administration matters to enhance the correct implementation of personnel administration practices/policies. Keep PERSAL report up to date on the system. Compile monthly reports. Render policy advisory service to the department based on the legislative mandates. Provide feedback on identified administrative gaps. Assist in the implementation of approved resolutions. Supervision of staff. Responsible for injury on duty cases. Capturing of injury on duty cases on Online Claim Management System (Comp-easy).

ENQUIRIES : Ms L Tsebe, Tel No: (013) 262 6800

POST 23/350 : **WATER CONTROL OFFICER (X2 POSTS)**
Branch: Infrastructure Management: Central Operations
Dir: Operations Central Maintenance

SALARY : R280 278 per annum (Level 06)
CENTRE : Bloemhof Dam Ref No: 170726/33
Vaalharts Dam Ref No: 170726/34

REQUIREMENTS : A Relevant NQF level 4. Five (5) years' experience in Water related environment. The disclosure of a Valid unexpired driver's licence. Knowledge in controlling and managing the water distribution for all governmental waterworks within the Area Offices jurisdiction. Computer literacy. Understanding of Policy implementation, monitoring and evaluation principles. Knowledge in managing human resources. Disciplinary Knowledge of Occupational Health and Safety. Disciplinary knowledge in public administration. Knowledge in supporting water utilisation and water resources strategy. Knowledge of flood controlling. Understanding of government legislations. Willingness to travel.

DUTIES : Monitor and control the release and distribution of water in accordance with scheme regulations and relevant legislation, ensuring minimal losses. Distribute water efficiently to users based on approval schedules and instructions. Supervise the collection, collation and verification of water use data. Gather and update water related records, including usage logs and Dam balances. Compile monthly Dam level and evaporation return reports. Collect water samples for quality monitoring and submit them for analysis. Collect and record water meter readings as scheduled intervals. Submit accurate meter readings for billing and financial reporting purposes. Maintain and update Hydrological data records in line with Departmental standards. Compile Dam and evaporation return data for inclusion in Operational reports. Collect and log water samples for quality assurance and compliance purposes. Conduct routine\Dam, Weir, Canal and Infrastructure inspections. Identify and report civil, mechanical and electrical faults during inspections. Record Dam readings including water levels, structural movement and other indicators. Maintain and update logbooks and inspection records. Support the development and implementation of maintenance procedures in line with safety standards.

Recommend corrective actions for issues or risks identified during inspections. Implement and monitor compliance with Occupational health and safety (ohs) regulations within the component. Respond to internal and external queries related to safety programs and inspections. Compile and submit operational and safety reports. Perform administrative and health and safety functions. Maintain administrative records including logbooks, time sheets and daily attendance registers. Track and manage employee leave and compile accurate payroll records. Support the performance management process by maintaining deliverables and compiling performance data.

ENQUIRIES : Mr HS Van der Westhuizen Tel No: (051) 405 9000
NOTE : Candidates may be required to complete a practical and theoretical test. Please be advised that the office will transition to a SANWRI agency.

POST 23/351 : **ARTISAN PRODUCTION GRADE A – C (MECHANICAL) REF NO: 170726/35**
Branch: Infrastructure Management: Central Operations
Dir: Operations Central

SALARY : R253 341 per annum, (OSD)
CENTRE : Orange Fish Tunnel (Teebus)
REQUIREMENTS : An appropriate Mechanical Trade Test Certificate. The disclosure of a valid unexpired driver's license. Computer literacy. Knowledge of technical analysis. knowledge of legal compliance, technical report writing and production process. Knowledge of Occupational Health and Safety Act, PMDS and PFMA. Problem solving and analytical decision making, teamwork and analytical skills. Creativity, self-management, customer focus and responsiveness. Good communication skills both (verbal and written). Planning and organising skills. Conflict management. Ability to work independently as well as in a team. Ability to work long hours and perform well under pressure.
DUTIES : Rendering of design and production of technical services. Maintenance and Operation of mechanical equipment at Orange Fish Tunnel and Gariep Dam Government Scheme. Ensure compliance with all departmental and regulatory standards. Conduct routine inspections and compile maintenance reports for all mechanical equipment in Orange Fish Tunnel and Gariep Dam. Conduct preventive and reactive maintenance. Manage contractors on site. Rendering of technical services maintenance. Perform administrative and related function. Inspect equipment for technical faults. Compile and submit reports. Keep and maintain job record. Service equipment according to schedule. Ensure compliance with Occupational Health and Safety Standards.
ENQUIRIES : Mr LJ Mkafane Tel No: (051) 754 0001
NOTE : Candidates may be required to complete a practical and theoretical test. Please be advised that the office will transition to a SANWRIA agency.

POST 23/352 : **ARTISAN PRODUCTION GRADE A – C (FITTER AND TURNER) REF NO: 170726/36**
Branch: Infrastructure Management: Central Operations
Dir: Operations Central

SALARY : R253 341 per annum, (OSD)
CENTRE : Usutu Vaal Area Office (Standerton)
REQUIREMENTS : An appropriate Fitter and Turner Trade Test Certification. The disclosure of a valid unexpired driver's license. Willing to perform production and work overtime when required. Conversant with the requirements of the OHSA (85 of 1993). Computer literate. Problem solving and analysis skills combined with production and process knowledge. Willingness to travel and able to work long hours, perform standby duties and perform well under pressure.
DUTIES : Render maintenance for mechanical/electrical orientated functions: maintain and repair mechanical installations and equipment in various dams, reservoirs, departmental houses, pump stations, machinery, dam walls and pipelines. Inspect equipment for technical faults and repair according to standards, service equipment according to schedule. Compile, monitor, evaluate and inspect planned, scheduled, maintenance plans and projects in terms of specifications, work schedules and standard operating procedure. Supervise and mentor staff and control equipment, stock, materials and tools used within the Area Office. Perform administrative and related functions, divisional work schedules and complete job cards. Ensure that tools and materials are properly used and managed.

ENQUIRIES : Mr VS Nkabinde Tel No: (017) 712 9400
NOTE : Candidates may be required to complete a practical and theoretical test. Please be advised that the office will transition to a SANWRI agency.

POST 23/353 : **ARTISAN PRODUCTION GRADE A – C (WELDER) REF NO: 170726/37**
Branch: Infrastructure Management: Central Operations
Dir: Operations Central

SALARY : R253 341 per annum, (OSD)
CENTRE : Usutu Vaal Area Office (Standerton)
REQUIREMENTS : An Appropriate Trade Test Certificate. The disclosure of a valid unexpired driver's license. Ability to work in a team. Knowledge in production process. Technical report writing skills. Knowledge of Occupational Health and Safety Act. (OHS). Computer literacy. Good communication skills. Ability to work long hours. Perform standby duties and perform well under pressure. Technical analysis and problem-solving skills. Willingness to travel and able to work long hours, perform standby duties and perform well under pressure.
DUTIES : Render maintenance for mechanical orientated functions: general mechanical maintenance on pumps, welding, brazing use of cutting torch, grinding and CO2, inspect equipment for technical faults and repair according to standards. Service equipment according to schedule. Ensure quality assurance in line with specifications. Ensure adherence to safety standards, requirements and regulations. Implement planned maintenance and update maintenance logbooks. Ensure that tools and materials are properly used and managed. Performance administrative and related functions: compile and submit reports as required. Individual / personal development to keep up with new technologies. Compile and submit technical reports. Keep and maintain job records/ register and supervise and mentor staff.
ENQUIRIES : Mr VS Nkabinde Tel No: (017) 712 9400
NOTE : Candidates may be required to complete a practical and theoretical test. Please be advised that the office will transition to a SANWRI agency.

POST 23/354 : **HUMAN RESOURCE CLERK (PRODUCTION) REF NO: 170726/38**
Branch: Infrastructure Management: Northern Operations
Dir: Operations Northern

SALARY : R237 453 per annum (Level 05)
CENTRE : Tzaneen Area Office
REQUIREMENTS : A Senior/Grade 12 certificate. Knowledge of PERSAL system, database and spread sheet application. Knowledge of the Public Service Act, Public Service Regulations, and other relevant HR prescripts will be an advantage. Good communication skills (written and verbal). Ability to work under pressure.
DUTIES : Rendering human resource clerical services. Provide administrative support for recruitment and selection, appointments, probation, and service terminations. Administer processes related to conditions of service (leave, housing, medical aid, allowances, etc.). Address enquiries and Human Resources registry services. Capture and update transactions on the PERSAL system. Address HR administration enquiries from internal and external stakeholders. Maintain and update personnel filing systems (electronic and physical). Provide general administrative support, including drafting routine correspondence, submissions and reports. Ensure effective and efficient interpretation and implementation of the departmental HRM Policies, system, regulation guidelines, resolution and other prescribes.
ENQUIRIES : Ms M Letsaolo Tel No: (015) 307 8600

POST 23/355 : **ADMINISTRATION CLERK (HRM) (X2 POSTS)**
Branch: Infrastructure Management: Central Operations
Dir: Operations Central

SALARY : R237 453 per annum (Level 05)
CENTRE : Tugela Vaal Area Office Ref No: 170726/39
Vanderkloof Dam Ref No: 170726/40
REQUIREMENTS : A Senior/Grade 12 certificate or equivalent qualification. A National Diploma in Human Resource Management, Public Administration and Public Management will serve as the added advantage. One (1) year experience will serve as an added advantage. The disclosure of a valid unexpired driver's licence will serve as an added advantage. Introduction to PERSAL Certificate will also serve as

an added advantage. Knowledge of PERSAL, Computer literacy in Ms packages. Knowledge of HR prescripts governing the public service. Good Interpersonal skills, customer care and communication skills. Ability to work well in a team and under pressure. Willingness to travel and work outside the normal working hours.

DUTIES : Render HR Administrative functions and quarries. Administer Recruitment and Selection, Performance Management and Development System and Trainings, Process Human Resource Transactions (Appointments, IOD, PILLIR, Leaves, Pension Administration, Promotions, transfers and terminations, drafting memorandums and submissions. Rendering professional advice to line function on the effective and efficient interpretation and implementation of the departmental HRM policies and other related prescripts. Compile daily statistics and update databases.

ENQUIRIES : Mr MM Ndimande Tel No: (036) 880 8312 Tugela Vaal Area Office
Mr T Kelokilwe Tel No: (053) 664 9400 Vanderkloof Dam

NOTE : Candidates may be required to complete a practical and theoretical test. Please be advised that the office will transition to a SANWRI agency.

POST 23/356 : **ADMINISTRATION CLERK (SCM) REF NO: 170726/41 (X2 POSTS)**
Branch: Infrastructure Management: Central Operations
Dir: Operations Central

SALARY : R237 453 per annum (Level 05)
CENTRE : Vanderkloof Dam
REQUIREMENTS : A Senior/Grade 12 certificate or equivalent. One (1) years' experience in Supply Chain Management will serve as an added advantage. Computer literacy (Ms Work, excel and power point. Knowledge and experience in procurement administrative procedures Knowledge of financial legislation A valid code 08 driver's license as an added advantage. Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS, SAP etc). Basic financial management and knowledge of PFMA and Supply Chain Management Regulations. Knowledge and understanding of the legislative framework governing the public services. Knowledge of working procedures in terms of working environment. Interpersonal relations, flexibility and teamwork. Basic knowledge of problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skill (both verbal and written). Accountability and ethical conduct pressure. Willingness to travel outside working hours.

DUTIES : Coordination of demand plans. Ensure that all procurement is in line with demand plans. Perform quarterly reviews to ensure procurement purchases are in line with demand. Conduct sourcing of quotations. Conduct inventory checks, administer goods receipts and goods issue. Ensure that all procurement is in line with prescribed legislation and regulations. Assist with procurement of price quotations, tenders, evaluation and adjudication. Effective management of controls and registers. Capturing of requisitions, orders, goods receipting and payments. Manage filing of Supply Chain Management documentation. Maintain registers for orders, payments and requisitions. Handle queries from suppliers and capture new suppliers onto the database. Maintain and administer stores. Recording, faxing, copying and filing of documentation. Render asset management clerical support. Render demand and acquisition clerical support. Render logistical support services. Assist with the compilation and maintenance of records according to Supply Chain Management (SCM) prescripts, e.g. procurement batches, goods received, asset verification, stocktaking and bar – cording of assets, courier services etc. Compile and maintain records e.g. asset records/database. Check and issue furniture, equipment and accessories to components and individuals. Identify redundant, non-serviceable and obsolete equipment for disposal. Verify asset register. Request and receive quotations. Place orders. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusion processes. Compile draft documents as required. Receive requests for goods and services from end users. Place orders for goods and services. Receive and verify goods from suppliers. Capture goods and services receipt vouchers. Issue goods to end users.

ENQUIRIES : Mr T Kelokilwe Tel No: (053) 664 9400
NOTE : Candidates may be required to complete a practical and theoretical test. Please be advised that the office will transition to a SANWRI agency.

POST 23/357 : **ADMINISTRATION CLERK (FINANCE) REF NO: 170726/42 (X2 POSTS)**
Branch: Infrastructure Management: Central Operations
Dir: Operations Central

SALARY : R237 453 per annum (Level 05)
CENTRE : Vanderkloof Dam
REQUIREMENTS : A Senior/Grade 12 certificate. National Diploma in Finance will serve as an added advantage. One (1) year experience preferably in a finance environment will be an added advantage. The disclosure of a valid unexpired driver's licence will serve as an added advantage. Computer literacy. Knowledge of PFMA, SAP and BAS system will serve as an added advantage. Treasury Regulations, and relevant public service legislations. Knowledge of financial payment system. Good interpersonal and organizing skills, and communication skills both verbal and written. Strong sense of responsibility and ability to work independently and in a team.
DUTIES : Receive invoice. Perform Salary administration support services. Perform bookkeeping services. Capture and update expenditure in component. Check correctness of substance and travel claims of officials and submit manager for approval. Handle telephone accounts and petty cash for the component. Budget information capture accordingly. Distribution of salary advice to officials accordingly. Check and capture of payables on SAP.
ENQUIRIES : Mr T Kelokilwe Tel No: (053) 664 94000
NOTE : Candidates may be required to complete a practical and theoretical test. Please be advised that the office will transition to a SANWRI agency.

POST 23/358 : **ADMINISTRATION CLERK PRODUCTION REF NO: 170726/43**
Branch: Infrastructure Management: Central Operations
Dir: Operations Central

SALARY : R237 453 per annum (Level 05)
CENTRE : Bloemhof Dam
REQUIREMENTS : A Senior/Grade 12 Certificate or equivalent. (1) to two (2) years working experience in office administration will serve as an added advantage. The disclosure of a valid unexpired driver's license will serve as an added advantage. Computer literacy in MS Word, MS Excel, MS Outlook and MS PowerPoint. Basic knowledge and insight to office administration prescripts. Understanding of working procedures in terms of the working environment. Knowledge and understanding of the legislative framework governing the Public Service. Interpersonal relations, flexibility and teamwork. Basic knowledge of problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skills both verbal and written. Accountability and ethical conduct. Able to work under pressure. Willingness to travel outside working hours.
DUTIES : Render general clerical support service: provide personnel administration and clerical support services within the scheme. Arrange and coordinate travelling and accommodation travelling submissions and requests and file. Manage and distribute monthly telephone accounts of officials and send to finance once received back. Daily switchboard related duties by controlling all incoming and outgoing calls and ensure calls reach their destination and take messages. Coordinate and attend to the booking of the bookings of the departmental guesthouse and ensure that guesthouse is clean before and after being used by the guests. Managing and inspect all office facilities including telephones, printers, kitchen, boardroom and ablution facilities and ensure that they are clean. Taking minutes of meetings of the scheme, print and prepare attendance register and agenda. Provide administration support to the Scheme Manager when required to do so. Ensure that all visitors sign in attendance register on a daily base. Registry related duties and ensure a neat and proper filing system for all outgoing and incoming posts on a weekly base.
ENQUIRIES : Mr HS van der Westhuizen Tel No: (051) 405 9000
NOTE : Candidates may be required to complete a practical and theoretical test. Please be advised that the office will transition to a SANWRI agency.

POST 23/359 : **ASSISTANT TECHNICAL OFFICER REF NO: 170726/44 (X2 POSTS)**
Branch: Infrastructure Management: Central Operations
Dir: Operations Central

SALARY : R237 453 per annum (Level 05)
CENTRE : Vanderkloof Dam
REQUIREMENTS : A Senior/Grade 12 Certificate with Mathematics/Mathematics Literacy. One (1) to two (2) years' experience in Dam Safety will be an added advantage. Computer literacy (Microsoft Word and Excel). The disclosure of a Valid unexpired driver's license. Good interpersonal and communication skills. Must be able to work overtime when necessary. Knowledge of the Occupational Health and Safety Act (OHS) will add to added advantage.
DUTIES : The maintenance and monitoring the measuring equipment. Collect water samples according to set standards and register the samples on the relevant data base. Capture hydrological data. Maintain data related to surface and ground water.
ENQUIRIES : Mr. TL Kelokilwe Tel No: (053) 664 9400
NOTE : Candidates may be required to complete a practical and theoretical test. Please be advised that the office will transition to a SANWRI agency.

POST 23/360 : **WATER PLANT SUPERINTENDENT REF NO: 170726/45**
Branch: Infrastructure Management: Central Operations
Dir: Operations Central

SALARY : R237 453 per annum (Level 05)
CENTRE : Orange Fish Tunnel (Teebus)
REQUIREMENTS : A relevant NQF 4. Three (3) years' experience in Water plant related. The disclosure of valid unexpired driver's license will serve as an \added advantage. Computer literacy will be added advantage. Water related qualification will be added advantage. Knowledge of ensuring the water distribution for all Government Waterworks within the Area Office jurisdiction. Knowledge of process flow for water treatment plant and wastewater treatment plant. Basic policy implementation. Basic in monitoring and evaluation principles. Basic knowledge in managing human resources. Knowledge in Occupational Health and Safety, PMDS, PFMA. Disciplinary knowledge in Public Administration. Basic experience in supporting water utilisation and water resource strategy. Experience in flood controlling. Understanding of Government legislation. Willingness to travel.
DUTIES : Operations of water supply for water users, Operation of water treatment plant and wastewater treatment plant. Operation of computer pump management system. Ensure efficient supply of water in accordance with prescribed standards. Comparison of required quantities and qualities with actual deliveries. Report faults in working environment. Operations of water control valves. Operations of water pumps. Ensure the protection of water plant installations. Efficient administration of the control room.
ENQUIRIES : Mr L.J Mkafane Tel No: (051) 754 0001
NOTE : Candidates may be required to complete a practical and theoretical test. Please be advised that the office will transition to a SANWRI agency.

POST 23/361 : **GENERAL FOREMAN (ELECTRICAL) REF NO: 170726/46**
Branch: Infrastructure Management: Central Operations
Dir: Operations Central

SALARY : R201 093 per annum (Level 04)
CENTRE : Gariep Dam
REQUIREMENTS : An ABET Certificate. Zero (0) to (1) one year experience in electrical maintenance. The disclosure of a valid unexpired driver's license will serve as an added advantage. Computer literacy will be added advantage. Technical knowledge, routine inspection of equipment, policy implementation. Planning and organising skills. Conflict management. Knowledge of Occupational Health and Safety Act, PMDS and PFMA. Disciplinary knowledge in public administration.
DUTIES : Electrical maintenance of bulk water infrastructure and construction equipment. Conduct general routine inspections. Perform routine maintenance tasks for bulk water supply. Do routine maintenance on the electrical equipment. Keep job cards up to date. Repair minor electrical equipment.

Supervise subordinates on regular basis. Report irregularities with accordance to scheme regulations.

ENQUIRIES : Mr LJ Mkafane/Mr SI Mochelenyane Tel No: (051) 754 0001
NOTE : Candidates may be required to complete a practical and theoretical test. Please be advised that the office will transition to a SANWRI agency.

POST 23/362 : **GENERAL FOREMAN (MECHANICAL) REF NO: 170726/47**
Branch: Infrastructure Management: Central Operations
Dir: Operations Central

SALARY : R201 093 per annum (Level 04)
CENTRE : Gariep Dam
REQUIREMENTS : An ABET Certificate. Zero (0) to (1) one year experience in mechanical maintenance. The disclosure of a Valid unexpired driver's license will serve as an added advantage. Computer literacy will be an added advantage. Technical knowledge technical inspection of equipment, policy implementation. Planning and organising skills. Conflict management. Knowledge of Occupational Health and Safety Act, PMDS and PFMA. Disciplinary knowledge in public administration.
DUTIES : Mechanical maintenance of bulk water infrastructure and construction equipment. Conduct general routine inspections. Perform routine maintenance tasks for bulk water supply. Do routine maintenance on the electrical equipment. Keep job cards up to date. Repair minor electrical equipment. Supervise subordinates on regular basis. Report irregularities with accordance to scheme regulations.
ENQUIRIES : Mr LJ Mkafane/BB Sithole Tel No: (051) 754 0001
NOTE : Candidates may be required to complete a practical and theoretical test. Please be advised that the office will transition to a SANWRI agency

POST 23/363 : **GENERAL FOREMAN (CIVIL) REF NO: 170726/48**
Branch: Infrastructure Management: Central Operations
Dir: Operations Central

SALARY : R201 093 per annum (Level 04)
CENTRE : Orange Vaal Free State (Bloemhof Dam)
REQUIREMENTS : An ABET Certificate. Zero (0) to (1) one year experience Civil maintenance. The disclosure of a valid unexpired driver's license will serve as an added advantage. Knowledge of legal compliance. Knowledge of Technical analysis. Computer-aided applications. Knowledge of technical report writing. Team Leadership. Production, process knowledge and skills. Knowledge of problem solving and analysis. Decision making. Ability to work independently and in a team. Analytical and creativity skills. Communication and interpersonal skills. Computer skills. Project management. Planning, organizing and execution. Technical report writing. Problem solving and analysis, decision making, team leadership, creativity, self-management, customer focus and responsiveness. Sound interpersonal and leadership skills. Strong verbal and written communication skills. Planning, organizing and people management. Willingness to travel throughout South Africa for the execution of some duties.
DUTIES : General maintenance and repairs in bulk water infrastructures and construction environments. Basic repairs to damaged equipment. Refer equipment to other service providers for repairs. Conduct general routine inspection and general maintenance of grounds and equipment. Supervise cleaning of buildings and structures including tunnels. Supervise subordinates on a regular basis. Keep water measurement structures and surroundings clean, and reports defects and irregularities with accordance to scheme regulations. Ensure equipment and grounds are in good condition. Keep records and job cards of maintenance work.
ENQUIRIES : Mr HS Van der Westhuizen Tel No: (051) 405 9000
NOTE : Candidates may be required to complete a practical and theoretical test. Please be advised that the office will transition to a SANWRI agency.

POST 23/364 : **MAINTENANCE VEHICLE OPERATOR (X3 POSTS)**
Branch: Infrastructure Management: Central Operations
Dir: Operations Central

SALARY : R201 093 per annum (Level 04)

CENTRE	:	Usutu Vaal Area Office (Standerton) Zaaihoek Pump Station Ref No: 170726/49 Vaal Dam Ref No: 170726/50 Potchefstroom Office (Rhenoster River) Ref No: 170726/51
REQUIREMENTS	:	An NQF level 4. The disclosure of a valid Code EC /EC1 (or equivalent) unexpired driver's license with valid PDP. Certified competency /operating certificate or relevant heavy plant/ machinery. At least five (5) years' experience in driving heavy motor vehicles and operating heavy equipment. Traffic and road safety regulations. Mechanical knowledge of heavy vehicles and machinery. OHS requirement, Knowledge of organizational policies, procedures, process and organizational and government structures. Basic knowledge of technical services. Knowledge of government regulations, practice notes, circulars, and policy frameworks. Delegation authority. Knowledge of Financial management and PFMA. Basic record keeping and reporting procedures.
DUTIES	:	Responsible for conducting quality assurance of driver/operator systems. Operate specialized plant/ equipment. Implement best practice of driver/operator systems. Responsible for daily roadworthy inspections. Responsible for ensuring that vehicles are serviced on time. Analyze logistics operations. Transportation of work teams and materials/ equipment. Collection of goods at suppliers and department stores. Maintenance of registering department and pickups. Function in accordance with applicable legislative requirements. Detect and repair minor mechanical problems on the vehicles/ equipment and take steps to have it repaired. Routine maintenance of equipment. Routine inspection of visible defects around the exterior of the equipment and vehicles. Attend to special requests. Recording of daily trips, fuel and fluids levels. Periodic checks on vehicles maintenance standards. Ensure that the place is clean, where equipment is kept avoiding fire hazards. Adherence to Safety and procedures: ensure the safekeeping of equipment and vehicles. Assist with maintenance work at gauging stations. Assist with refurbishment and construction work at gauging stations. Assist the technical personnel with special tasks.
ENQUIRIES	:	Mr RM Mbhele Tel No: (017) 712 9400 Usutu Vaal Area Office (Standerton) Zaaihoek Pump Station Mr. CM Mokone Tel No: (016) 880 0905 / (066) 124 2781 Vaal Dam Mr. HG Mbele Tel No: (016) 294 9300 Potchefstroom Office (Rhenoster River)
NOTE	:	Candidates may be required to complete a practical and theoretical test. Please be advised that the office will transition to a SANWRI agency.
POST 23/365	:	**DRIVER REF NO: 170726/52** Branch: Infrastructure Management: Central Operations Dir: Operations Central
SALARY	:	R170 226 per annum (Level 03)
CENTRE	:	Usutu Vaal Area Office (Standerton)
REQUIREMENTS	:	Grade 10. One (1) to three (3) years' experience in driver / messenger services. The disclosure of a valid unexpired driver's license. Good written and verbal communications skills. Ability to work independently in a team, under supervision and under pressure. Basic knowledge of literacy (read and write). Willingness to travel and work irregular hours. Knowledge of OHS Act.
DUTIES	:	The operation of light motor vehicles. General maintenance of light motor vehicles. The maintenance of vehicle logbooks. Storage of light motor vehicles. The incumbent will be responsible for a wide variety of tasks which include but are not limited to the following: Collection and drop-off documents. Collect and drop off officials, to and from varies destinations. Inspections of vehicles, transport equipment. Deliver and collect official documents when requested. Take vehicle for service/repairs. Keep record of oil, fuel receipt and other admin documents. Assist with loading and offloading of goods, give support to school children to and from school. Drive and keep vehicles in good condition.
ENQUIRIES	:	Ms IN Ndwandwe Tel No: (017) 712 9400
NOTE	:	Candidates may be required to complete a practical and theoretical test. Please be advised that the office will transition to a SANWRI agency.

ANNEXURE Q

DEPARTMENT OF WOMEN, YOUTH AND PERSONS WITH DISABILITIES

The mandate of the Department is to lead on socio-economic transformation and implementation of the empowerment and participation of women, youth and persons with disabilities through mainstreaming, advocacy, monitoring and evaluation.

APPLICATIONS	:	Applicants are urged to submit the applications using this URL https://recruitment.dwypd.gov.za/ General enquiries may be brought to the attention of Mr Zuko Bebula Tel No: (012) 359 0417/ Mr Joseph Mahlangu Tel No: (012) 359 0238
CLOSING DATE	:	17 July 2026 at 16:00
NOTES	:	All fields in the Z83 application form on https://recruitment.dwypd.gov.za/ must be completed in full, in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form. It is therefore prudent that fields be completed by applicants and signed, noting the importance of the declaration. South African applicants need not to provide passport numbers. Candidate must respond "Yes "or "No "to the question whether you are conducting business with the state. If "Yes", details thereof only shortlisted candidates will submit Declaration form for conducting business with the state when shortlisted to the application. It is acceptable for applicant to indicate "not applicable" or leave a blank to the question "In the event that you are employed in the Public Service, will you immediately relinquish such business interest?" Applicants are not required to submit copies of qualifications and other relevant documents but must submit the completed and signed Z83 and detailed Curricula Vitae. The communication from HR of the Department regarding the requirement for certified document will be limited to shortlisted candidates. Therefore, only shortlisted candidate for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Applications received after the closing date will not be considered or accepted. Correspondence is limited to short-listed candidates only; should you not hear from us within six weeks of the closing date, please consider your application unsuccessful. Non-RSA citizens/permanent resident permit holders must submit a copy only when shortlisted. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Should you not hear from the Department within three (3) months of the closing date of the advertisement, please consider your application to be unsuccessful. The Department reserves the right not to fill and/or make an appointment to any of the advertised posts. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. One will be a practical exercise to determine a candidate's suitability based on the post's technical skills that are generic requirements and the other must be an integrity (ethical conduct) assessment. Further, personnel suitability checks, including security vetting, competency assessment will be conducted, as such transfer/promotion/appointment will made subject to positive outcomes of personnel suitability checks. Successful candidates shall be required to enter into performance agreement within three (3) months of assuming their duties in the Department, and within one (1) month of the date of their appointment conclude the prescribed contract of employment. Designated employees shall be required to disclose their financial interest within 30 days after assumption of duty. Appointments will only be made on the first notch of the advertised salary level. Note that in terms of the Protection of Personal Information Act, 2021, the Department will ensure the protection of applicants 'personal information and only collect, use and retain applicants' personal information for the purposes of recruitment and selection processes. The Department shall safeguard such personal information against access by unauthorised persons, unlawful disclosure, or breaches. The Department is an equal opportunity and affirmative action employer. In the filling of these posts, It is the intention of the Department to promote representivity in the Public Service through the filling of this position and the candidature of persons whose transfer/promotion/appointment will promote representivity will receive preference as the objectives of section 195 of the Constitution of the Republic

of South Africa and the Employment Equity Act, 1998 (Act 55 of 1998) will be taken into consideration

MANAGEMENT ECHELON

POST 23/366 : **DEPUTY DIRECTOR GENERAL: MONITORING, EVALUATION, RESEARCH AND COORDINATION REF NO: DWYPD/008/2026**
(Re-advertisement, candidates who previously applied may re-apply)

SALARY : R1 885 710 per annum (Level 15), full inclusive remuneration package
CENTRE : Pretoria
REQUIREMENTS : Applicant must be in possession of a Grade 12 certificate, appropriate post graduate qualification (NQF level 8) as recognised by SAQA in Social Science, Development Studies or relevant qualifications; and (NQF level 9) and above qualification will be an added advantage; Certificate of Successful completion of the National School of Government's SMS Pre-Entry Programme prior appointment. A minimum of 8 years experience at a senior managerial level. Proven experience in activism in the gender, youth and disability activisms; development, review and implementation of legislation and policies on socio-economic transformation, participation and empowerment of women, youth and persons with disabilities; stakeholder management at executive and community levels; management of gender-, youth- and disability-responsive planning, budgeting, monitoring evaluation and audit. Intimate knowledge of the legislative framework and regulatory requirement related to gender, youth and disability empowerment and participation; policy formulation, interpretation and implementation within government; socio-economic policy framework; international commitments and instruments relevant to gender, youth and disability advocacy and mainstreaming; mandate and strategic objectives of the Department.
DUTIES : Provide transversal services in relation to Research, Knowledge Management, Internation Relations; Stakeholder Management and Monitoring and Evaluation for Women, Youth and Persons with Disabilities. Ensure research and knowledge management on the transformation and rights of Women, Youth and Persons with Disabilities; develop and implement a research strategy on transformation and rights of Women, Youth and Persons with Disabilities; establish and manage a centralised evidence-based knowledge hub on Women, Youth and Persons with Disabilities transformation issues. Manage and coordinate the provision of international relations, stakeholder participation and capacity building for Women, Youth and Persons with Disabilities; manage the provision of international relations promoting the rights of Women, Youth and Persons with Disabilities; manage and coordinate stakeholder participation in programmes promoting the rights of Women, Youth and Persons with Disabilities; coordinate capacity building on mainstreaming for Women, Youth and Persons with Disabilities. Ensure effective government-wide monitoring and evaluation of policy priorities towards the transformation and empowerment of Women, Youth and Persons with Disabilities; monitor the implementation of key priorities and government-wide interventions towards the transformation and empowerment of Women, Youth and Persons with Disabilities; evaluate the effectiveness and impact achieved towards the transformation and empowerment of Women, Youth and Persons with Disabilities. Management of the Branch: Monitoring, Evaluation, Research and Coordination: effective, efficient and economic management of the Budget Programme and respective Sub Programmes.
ENQUIRIES : Mbhazima Shiviti Tel No: (012) 359 0262
NOTE : Preference will be given to Women and Persons with Disabilities.

POST 23/367 : **CHIEF DIRECTOR: INTERNATIONAL RELATIONS, STAKEHOLDER MANAGEMENT AND CAPACITY BUILDING REF NO: DWYPD/009/2026**
Re-advertisement, candidates who previously applied may re-apply.

SALARY : R1 554 696 per annum (Level 14), fully inclusive remuneration package
CENTRE : Pretoria
REQUIREMENTS : Applicant must be in possession of a Grade 12 certificate and an appropriate undergraduate qualification (NQF level 7) in International Relations /Social Sciences, Development Studies as recognised by SAQA; Certificate of Successful completion of National School of the Government's SMS Pre-Entry Programme prior appointment; A minimum of 5 years' experience at a senior

managerial level. Proven experience in activism in the gender, youth and disabilities sectors; government policies and programmes analysis and consolidation; governance matters related to gender, youth and persons with disabilities; international relations, outreach programmes, stakeholder management at executive and community levels. Intimate knowledge of the legislative framework and regulatory requirements related to gender, youth and disability empowerment and participation; policy formulation, interpretation and implementation within government; international commitments and instruments relevant to gender, youth and disability advocacy and mainstreaming; mandate and strategic objectives of the Department.

DUTIES : To manage and coordinate the provision of international relations, stakeholder participation and capacity building for Women, Youth and Persons with Disabilities. Manage the provision of international relations promoting the rights of Women, Youth and Persons with Disabilities; promote alignment of national laws, legislation and policies to global, regional and sub-regional instruments to advance global integration; coordinate reporting on South Africa's compliance with and performance in relation to national, international, regional and continental commitments; facilitate the establishment of mutually beneficial bilateral relations with strategic countries; manage and promote participation of Women, Youth and Persons with Disabilities in bilateral and multilateral platforms to influence global agenda and decision-making. Manage and coordinate stakeholder participation in programmes promoting the rights of Women, Youth and Persons with Disabilities; manage and coordinate inter-governmental relations to advance the rights of Women, Youth and Persons with Disabilities; develop interactive platforms for Women, Youth and Persons with Disabilities to articulate their concerns, needs and challenges; engage other stakeholders on socio-economic transformation and implementation of rights of Women, Youth and Persons with Disabilities; coordinate case management and establish referral and follow-up mechanisms; develop and maintain stakeholder databases; coordinate National Machineries for Women, Youth and Persons with Disabilities; provide technical support and advisory services to stakeholders across all spheres of Government on transformation and rights of Women, Youth and Persons with Disabilities; coordinate capacity building on mainstreaming for Women, Youth and Persons with Disabilities. Management of the Sub Programme: manage the human and financial resources of the Chief Directorate; manage and report the strategic performance; manage risk mitigation and implement internal control systems.

ENQUIRIES : Mbhazima Shiviti Tel No: (012) 359 0262

NOTE : Preference will be given to Women and Persons with Disabilities.

ANNEXURE R

PROVINCIAL ADMINISTRATION: EASTERN CAPE
SOUTH AFRICAN POLICE SERVICE

APPLICATIONS : Applications forms must be posted or hand delivered to (Please ensure that your application forms reach the correct Recruitment Centre – address, which the ref. numbers are allocated to): (please note that in the event that an application is posted, it must reached at the indicated office before or on the closing date and time specified in the advertisement i.e. 2026-07-17 at 16:00)
Aliwal North (EC1/26PSA to EC4/26PSA) 21 Grey Street, Aliwal North, 9750 (Room 45) Enquiries Capt Kotze 051 633 1476 (KotzeF@saps.gov.za)
Butterworth (EC5/26PSA to EC7/26PSA) 44 Bell Street, Butterworth, 4960 (Room 55 / 12) Enquiries Capt Mgidi / PO Ngcebetsha 047 401 1218 / 1175 (MgidiM@saps.gov.za)
Humansdorp (EC8/26PSA & EC9/26PSA) 3 Rheebok Street, Panorama, Humansdorp, (Room 8) 6300 Enquiries PPO L Gova 042 200 7107 (GovaL@saps.gov.za)
Komani (EC10/26PSA to EC13/26PSA) Old SANDF Base, Building 55, Komani, 5320 (Room 2) Enquiries Capt Majodwana 045 808 1183 (MabindisaY@saps.gov.za)
Kugompo (EC14/26PSA to EC21/26PSA) 36 Phillip Frame Road, Chiselhurst, Kugompo, 5201 Enquiries Capt Hen 043 711 3743 (HennCA@saps.gov.za)
Lusikisiki (EC22/26PSA to EC25/26PSA) R61 Road, Lusikisiki, 4820 (Room 101 / 106) Enquiries Capt Gobo / PPO Sigcawu 039 253 1350 / 1333 (SigcawuK@saps.gov.za)
Makhanda (EC26/26PSA & EC27/26PSA) 16 Beaufortstreet, Makhanda, 6139 (Room 280 / 284) EnquiriesCapt Roberts / AC Hilpert 046 622 9119 / 2122 (HilpertD@saps.gov.za)
Maloti (EC28/26PSA to EC31/26PSA) 137 Main Street, Maloti, 4740 (Room 8) Enquiries PO Mokhantso 039 256 0203 / 3818 (makambag@Saps.gov.za)
Maxesibeni (EC32/26PSA to EC35/26PSA) 109 Sport Street, Maxesibeni, 4735 (Room 10) Enquiries Capt Magawana 039 254 0313 / 0314 / 0315 / 0316 (MbewuNS@saps.gov.za)
Mdantsane (EC36/26PSA & EC37/26PSA) 1 Mazaule Road, NU 1, Mdantsane SAPS, 5219 (Room C1-10 / C1-14) Enquiries PPO Kati / PO Xabe 043 708 7065 / 7079 (KatiB@saps.gov.za)
Motherwell (EC38/26PSA to EC40/26PSA) 100 Tyinira Road, Motherwell NU 10, 6211 (Room 144) Enquiries HRC Ndwayana / CAC Tanda 041 407 6462 / 6522 (MBNdwayana@saps.gov.za)
Mount Road (EC41/26PSA to EC48/26PSA) 1-9 Lennox Street, Mount Croix, Glendenning, Gqeberha, 6000 (Room 227 / 228 / 229) Enquiries Lt Col Roelofse / PO Gxavu / PO Loxton 041 354 5326 (GxavuA@saps.gov.za)
Mthatha (EC49/26PSA to EC56/26PSA) PRD Building, 10th Floor, Sutherland Street, Mthatha 5099, (Room 1063) Enquiries Lt Col Mabusela / Capt Mtyukata 047 505 5141 / 5272 / 5140 (makambag@Saps.gov.za)
Nxuba (EC57/26PSA & EC58/26PSA) 1 Sikhulu Street, Lingelihle, Nxuba, 5880 (Room DF 53) Enquiries Capt Vundisa 048 881 1704 (VundiszZ@saps.gov.za)
Provincial Head Office (PHO) (EC59/26PSA to EC77/26PSA) Griffith Mxenge Building, Recruitment & Staffing, Zwelitsha, 5601 (Room 7 / 9 / 10) Enquiries Capt Du Randt / PPO Nxitywa / PO Kweleta 040 608 7245 / 7248 / 7161 (GayikaZ@saps.gov.za)
Qonce (EC78/26PSA) 28 Amatola Row, Qonce, 5600 (Room 9) Enquiries Lt Col Zoya / PO Jongihlati 043 604 0163 / 0171 (JongihlathiN@saps.gov.za)
Robert Sobukwe (EC79/26PSA & EC80/26PSA) 4 Middle Street, Robert Sobukwe, 6280 (Room 55) Enquiries PO NR Jooste / PAC Phambo 049 807 1128 / 1114 (PhamboLJ@saps.gov.za)
Tlokoeng (EC81/26PSA) 3 Taylor Bequest Street, Tlokoeng, 4770 (Room 3) Enquiries PPO Sotshongaye 039 257 0020 (sotshongayec@saps.gov.za)

CLOSING DATE : 17July 2026 at 16:00

NOTE : Applications must be submitted on a Z83 Form (2021 version), obtainable from http://www.dpsa.gov.za/dpsa2g/vacancies.asp, which must be accompanied with a comprehensive Curriculum Vitae. The post particulars and reference number of the post you are applying for, must be correctly specified on the

application form. Please complete a separate application form for each post you wish to apply for. It is the responsibility of the applicants to submit applications timeously to the correct physical address as provided in the advertisement. Please note that applications submitted to an incorrect physical address will not be considered. Late applications will not be accepted or considered. Short-listed candidates will be required to produce originals of their Identity Document (ID), Senior Certificate and all educational qualifications obtained, service certificates from previous employers stating the occupation and motor vehicle driver's license, before the interview. Qualifications and driver's licences submitted will be subjected to verification with the relevant institutions. Applicants must have no previous criminal convictions or pending criminal/ departmental cases and shall allow their fingerprints to be taken and background enquiries to be made. Short-listed candidates may be subjected to a full security clearance process before or during any stage of employment. Short-listed candidates will be subjected to a vetting process which will include security screening, fingerprint screening, reference checking and verification of address, where necessary. All short-listed candidates, including the SMS, will be expected to undergo a personal interview and shall undertake two pre-entry assessments, (a) a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements, as well as (b) an integrity assessment (ethical conduct).Short-listed candidates for appointments to certain identified posts will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment. Candidates are expected to disclose if he/ she is a respondent in an interim or final protection order in terms of the Domestic Violence Act, 1998 (Act no 116 of 1998) or Protection from Harassment Act, 2011 (Act No 17 of 2011), and may be disqualified from appointment. The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31 January 2015 provide a buccal (inside cheek) sample to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database. Appointments will be made in terms of the Public Service Act, 1994 (Act No 103 of 1994) as applicable to the post environment. Persons who retired from the Public Service by taking a severance package, early retirement or medical retirement, as well as persons with previous convictions, are excluded. The South African Police Service is an equal opportunity, affirmative action employer and it is the intention to promote representivity in the Public Service through the filling of these posts. Persons whose transfer/ appointment will promote representivity will therefore receive preference. The South African Police Service is under no obligation to fill a post after the advertisement thereof. Correspondence will be conducted with successful 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.

OTHER POSTS

POST 23/368 : **ADMINISTRATION CLERK SUPERVISOR**

SALARY : R338 106 per annum (Level 07)

CENTRE Kugompo: Legal Services Civil Litigation Ref No: EC19/26PSA (X1 Post)
Gqeberha: Legal Services Civil Litigation Ref No: EC44/26PSA (X1 Post)

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills & Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS

Office, MS Power Point, Outlook). Demonstrate competency in acting independently, professionally, accountable and with credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organizing and Administration skills, Strong Analytical Skills and Facilitation Skills Be willing to work under pressure and extended hours.

DUTIES : Compliance with the litigation plan. Update the loss control system. Administer civil litigation within the parameters of the public service management act. Administer informal investigations. General administration duties.

ENQUIRIES : Captain Du Randt Tel No: (040) 608 7248 / 7245 / 7161

POST 23/369 : **ADMINISTRATION CLERK SUPERVISOR REF NO: EC70/26PSA (X1 POST)**

SALARY : R338 106.per annum (Level 07)

CENTRE PHO: Organisational Development Strategic Planning, Zwelitsha

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills & Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, Outlook). Demonstrate competency in acting independently, professionally, accountable and with credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organizing and Administration skills, Strong Analytical Skills and Facilitation Skills * Be willing to work under pressure and extended hours

DUTIES : Facilitate Strategic Planning in the South Africa Police Service: Eastern Cape. Monitor compilation of Annual Operation Plan and Station Profile. Monitor procurement of Annual Operation Plan. Monitor coordination of projects. Coordinate requests to conduct research within the province

ENQUIRIES : Captain Du Randt Tel No: (040) 608 7248 / 7245 / 7161

POST 23/370 : **ADMINISTRATION CLERK SUPERVISOR REF NO: EC3/26PSA (X1 POST)**

SALARY : R338 106.per annum (Level 07)

CENTRE Malatswai Finance & Administration

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills & Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, Outlook). Demonstrate competency in acting independently, professionally, accountable and with credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organizing and Administration skills, Strong Analytical Skills and Facilitation Skills * Be willing to work under pressure and extended hours.

DUTIES : To Ensure the effective and efficient rendering of a Finance and Administration related services. Ensure the effective and efficient rendering of financial related duties and services. Ensure the effective and efficient maintaining of administrative functions. Manage the resources of the Sub Section

ENQUIRIES : Captain Du Randt Tel No: (040) 608 7248 / 7245 / 7161

POST 23/371 : **ADMINISTRATION CLERK SUPERVISOR REF NO: EC59/26PSA (X1 POST)**

SALARY : R338 106.per annum (Level 07)
CENTRE PHO: Corporate Communication, Communication Coordinator Official, Zwelitsha

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) in Communications / Marketing / Public Relations as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills & Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, Outlook). Demonstrate competency in acting independently, professionally, accountable and with credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organizing and Administration skills, Strong Analytical Skills and Facilitation Skills Be willing to work under pressure and extended hours.

DUTIES : Render communication support to all SAPS Provincial Events and Projects. Provide the marketing of the positive corporate image of the SAPS. Ensure circulation of all approved messages to all email users within 24 hours. Facilitate the Marketing and support of all SAPS programmes. Research, write, edit, and distribute articles, and feature stories for internal newsletters, external publications, and official SAPS digital platforms. Provide comprehensive coverage of all provincial major events—including gathering quotes, visual content, and data to develop impactful narratives. Provide internal protocol tasks that include order of proceedings and events programmes.

ENQUIRIES : Captain Du Randt Tel No: (040) 608 7248 / 7245 / 7161

POST 23/372 : **ADMINISTRATION CLERK SUPERVISOR**

SALARY : R338 106 per annum (Level 07)
PHO: Crime Detection Support, Zwelitsha Ref No: EC61/26PSA (X1 Post)
PHO: POCC Operational Coordination Centre, Zwelitsha Ref No: EC73/26PSA (X1 Post)
PHO: Proactive Policing Crime Prevention & Awareness, Zwelitsha Ref No: EC74/26PSA (X1 Post)
PHO: Proactive Policing Gender Based Violence, Zwelitsha Ref No: EC75/26PSA (X1 Post)

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills & Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, Outlook). Demonstrate competency in acting independently, professionally, accountable and with credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organizing and Administration skills, Strong Analytical Skills and Facilitation Skills * Be willing to work under pressure and extended hours.

DUTIES : Crime Detection Support: Administration within the Section. Consolidation and/or compilation of Monthly and Quarterly Returns. Render administrative duties pertaining to logistical Matters. Maintain bring forward filling system for the Section. Maintain leave records. POCC Operational Coordination Centre:

To ensure effective and efficient Operational Coordination Centre. Coordinate and monitor operational functions to ensure compliance within the Component. Render an effective administration services regarding meetings and operations. Proactive Policing Crime Prevention & Awareness: Administration within the Section. Consolidation and/or compilation of Monthly and Quarterly Returns for submission to Head Office. Render administrative duties pertaining to planning of events and/or meetings. Maintain bring forward filling system for the Section. Handling of telephone enquiries from the Districts Proactive Policing Gender Based Violence: Render administration support to programmes relating to prevention of Gender Based Violence. Render administrative support to programs relating to the development of children in conflict with the law. Render administrative support to programs relating to vulnerable groups programmes within SAPS. Consolidation and/or compilation of Monthly and Quarterly Returns for submission to Head Office.

ENQUIRIES : Captain Du Randt Tel No: (040) 608 7248 / 7245 / 7161

POST 23/373 : **ADMINISTRATION CLERK SUPERVISOR**

SALARY : R338 106 per annum (Level 07)
Kugompo TRT Support Ref No: EC21/26PSA (X1 Post)
Mount Road TRT Support Ref No: EC46/26PSA (X1 Post)
PHO EC: ORS Support, Zwelitsha Ref No: EC71/26PSA (X1 Post)

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills & Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, Outlook). Demonstrate competency in acting independently, professionally, accountable and with credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organizing and Administration skills, Strong Analytical Skills and Facilitation Skills Be willing to work under pressure and extended hours.

DUTIES : TRT Support: To manage all operational support, training and administrative related matters at the unit. Manage an effective vehicle fleet within the unit. Manage al administrative, HRM, SCM and Finance processes for the unit ORS Support: To provide an administrative and clerical support services to personnel in respect of personnel administration of the section. Render administrative duties pertaining HR and HRU related functions.

ENQUIRIES : Captain Du Randt Tel No: (040) 608 7248 / 7245 / 7161

POST 23/374 : **SUPPLY CHAIN CLERK SUPERVISOR**

SALARY : R338 106 per annum (Level 07)
Beacon Bay SCM Ref No: EC14/26PSA (X1 Post)
Buffalo Flats SCM Ref No: EC16/26PSA (X1 Post)
Matatiele SCM Ref No: EC31/26PSA (X1 Post)
Mzamba SCM Ref No: EC35/26PSA (X1 Post)
Ngangeliswe SCM Ref No: EC55/26PSA (X1 Post)

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills & Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written

communication skills. General computer literacy (MS Word, MS Excel, MS Office, MS Power Point, Outlook Demonstrate competency in acting independently, professionally, accountable and with credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organizing and Administration skills, Strong Analytical Skills and Facilitation Skills Be willing to work under pressure and extended hours.

DUTIES : To ensure an effective and efficient rendering of supply chain related services. Ensure effective and efficient control over the vehicle fleet. Ensure effective and efficient the stations assets. Ensure effective and efficient administration of procurement process. Manage the resources of the Sub Section

ENQUIRIES : Captain Du Randt Tel No: (040) 608 7248 / 7245 / 7161

POST 23/375 : **HUMAN RESOURCES CLERK SUPERVISOR**

SALARY : R338 106 per annum (Level 07)

CENTRE : PHO: HRD Provisioning, Zwelitsha Ref No: EC64/26PSA (X1 Post)
PHO: HRD Skills Development and Facilitation, Zwelitsha Ref No: EC65/26PSA (X1 Post)

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle, will serve as an added advantage. Knowledge, Skills & Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, Outlook). Demonstrate competency in acting independently, professionally, accountable and with credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organizing and Administration skills, Strong Analytical Skills and Facilitation Skills Be willing to work under pressure and extended hours.

DUTIES : HRD Provisioning: Manage the Human, Physical and Financial Administration Resources within the component. Manage and ensure the procurement and administration of suitable accommodation and learners in respect of training interventions as per the approved training provisioning plan (tpp) Updating and monitoring of the tpp monitoring tool. Co-ordinate and ensure 100% attendance of national coordinated courses HRD Skills Development and Facilitation: Coordinate the compilation of workplace skills plan. Implement skills audit system within the province. Facilitate training committee within the province. Supervise and control training administrative support service. Manage and control human and physical resources

ENQUIRIES : Captain Du Randt Tel No: (040) 608 7248 / 7245 / 7161

POST 23/376 : **SUPPLY CHAIN CLERK**

SALARY : R237 453.per annum (Level 05)

CENTRE : Lusikisiki: SCM Ref No: EC22/26PSA (X1 Post)
Mqanduli: SCM Ref No: EC49/26PSA (X1 Post)
Mthatha: SCM Ref No: EC52/26PSA (X1 Post)

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, Skills & Competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting independently, professionally, accountable and with credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer

focus and responsiveness. Be willing to work under pressure and extended hours.

DUTIES : Administration of processes related to Supply Chain Management at the Station/ Component. Administration of vehicle fleet, assets and moveable property.

ENQUIRIES : Captain Du Randt Tel No: (040) 608 7248 / 7245 / 7161

POST 23/377 : **ADMINISTRATION CLERK**

SALARY : R237 453 per annum (Level 05)

CENTRE : Tafalehashe: MIC Ref No: EC6/26PSA (X1 Post)
Ida: Fin & Admin Ref No: EC10/26PSA (X1 Post)
Majola: Fin & Admin Ref No: EC25/26PSA (X1 Post)
Maloti: Garage Ref No: EC29/26PSA (X2 Posts)
Maxesibeni: Fin & Admin Ref No: EC34/26PSA (X1 Post)
Motherwell: Fin & Admin Ref No: EC39/26PSA (X1 Post)
Gqeberha: Civil Litigation Ref No: EC43/26PSA (X2 Posts)
Nelson Mandela Bay District: MIC Ref No: EC48/26PSA (X1 Post)
Mthatha: Civil Litigation Ref No: EC50/26PSA (X2 Posts)
Bhisho: Garage Ref No: EC78/26PSA (X1 Post)
Robert Sobukwe: Garage Ref No: EC80/26PSA (X1 Post)
Tlokoeng: Fin & Admin Ref No: EC81/26PSA (X1 Post)

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of post will serve as an added advantage. Knowledge, Skills & Competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting independently, professionally, accountable and with credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.

DUTIES : Ensure Administrative functions relevant to the core functions of the Component / Station / Unit. Ensure proper control over e-mails and files. Ensure accurate record keeping at the Component. Compilation of minutes at meetings. Compile and monitor data bases relevant to the core functions of the Component.

ENQUIRIES : Captain Du Randt Tel No: (040) 608 7248 / 7245 / 7161

POST 23/378 : **SECRETARY**

SALARY : R237 453 per annum (Level 05)

CENTRE : Buffalo City Deputy District Commissioner Ref No: EC15/26PSA (X1 Post)
Lusikisiki SC Ref No: EC23/26PSA (X1 Post)
Mdantsane SC Ref No: EC36/26PSA (X1 Post)
Kwazakele SC Ref No: EC38/26PSA (1 Post)
Motherwell SC Ref No: EC40/26PSA (X1 Post)
Gqaberha AGU Ref No: EC42/26PSA (X1 Post)
Nelson Mandela Bay District Commissioner Ref No: EC47/26PSA (X1 Post)
Mthatha SC Ref No: EC53/26PSA (X1 Post)
PHO EC: Corporate Communication, Zwelitsha Ref No: EC60/26PSA (X1 Post)
PHO EC: Financial Management, Zwelitsha Ref No: EC62/26PSA (X1 Post)
PHO EC: FLASH, Zwelitsha Ref No: EC63/26EC (X1 Post)
PHO EC: HRM, Zwelitsha Ref No: EC66/26PSA (X1 Post)
PHO EC: Legal Services, Zwelitsha Ref No: EC67/26PSA (X1 Post)
PHO EC: Legal Support, Zwelitsha Ref No: EC68/26PSA (X1 Post)
PHO EC: OCI, Zwelitsha Ref No: EC69/26PSA (X1 Post)
PHO EC: POCC, Zwelitsha Ref No: EC72/26PSA (X1 Post)
PHO EC: Proactive Policing, Zwelitsha - EC76/26PSA (X1 Post)
PHO EC: SVCI, Zwelitsha Ref No: EC77/26PSA (X1 Post)

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the

day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, Skills & Competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting independently, professionally, accountable and with credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.

DUTIES : Render administrative functions. Maintain and manage diary appointments and coordinate travel arrangements. Ensure proper control over e-mails and files received. Compilation of minutes at meetings. Professional liaison with relevant stakeholders. General administration related to the core functions of the Component / Station.

ENQUIRIES : Captain Du Randt Tel No: (040) 608 7248 / 7245 / 7161

POST 23/379 : **SECURITY GUARD**

SALARY : R170 226 per annum (Level 03)

CENTRE : Aliwal North Garage Ref No: EC1/26PSA (X1 Post)
Aliwal North VSS Ref No: EC2/26PSA (X1 Post)
Komani VCIU Ref No: EC12/26PSA (X3 Posts)
Kugompo FLASH/Gun Bank Ref No: EC18/26PSA (X4 Posts)
Makhanda STES Ref No: EC26/26PSA (X1 Post)
Mdantsane TRT Ref No: EC37/26/PSA (X4 Posts)
Qumbu STES Ref No: EC56/26PSA (X4 Posts)
Nxuba VSS Ref No: EC58/26PSA (X2 Posts)

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of a Grade 10/ Standard 8/ NCV level 2 certificate/ report (NQF level 2 as recognized by SAQA), for which documentary proof can be produced when required. Valid Registration with the Private Security Industry Regulatory Authority (PSIRA). Be in possession of at least a Grade C security certificate or higher. Not declared unfit to possess a firearm. Be willing to undergo firearm competency training and to maintain firearm competency. Relevant courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will also serve as an added advantage. Be willing to work shifts and extended hours. Knowledge, Skills & Competencies: Knowledge of access control procedures. Knowledge of measures for the control and movement of equipment and stores. Knowledge of prescribed security procedures (e.g., MIS, NISA, Protection of Information Act, etc.) and the authority of security officers under these documents. Knowledge of the relevant emergency procedures.

DUTIES : Execute control admission by positive identification of officers / employees, visitors and maintenance personnel before they are allowed to enter the premises. Issue admission control cards to visitors and receive them back. Keep the necessary visitor's register. Check supplies, articles and objects, where necessary, before they are allowed to be brought into the premises to ensure that the safety of the premises will not be threatened. Control the admission of vehicles in fenced-off areas. Patrol buildings and fenced-off areas. Guard vehicles, workshops and equipment in the field*Supervise cleaners and maintenance personnel – ONLY from a security point of view. Check all security equipment and facilities and take action, when necessary. Bring any deficiencies or problems with regard to security matters to the attention of senior security personnel. Render assistance to security offices in the performance of duties.

ENQUIRIES : Captain Du Randt Tel No: (040) 608 7248 / 7245 / 7161

POST 23/380 : **GENERAL WORKER**

SALARY : R144 024 per annum (Level 02)

CENTRE : Sterkspruit Ref No: EC4/26PSA (X1 Post)
Tafalehashe Ref No: EC5/26PSA (X1 Post)
Willowvale Ref No: EC7/26PSA (X1 Post)

Hankey Ref No: EC8/26PSA (X1 Post)
Jeffreys Bay Ref No: EC9/26PSA (X1 Post)
Ida Ref No: EC11/26PSA (X1 Post)
Komani VSS Ref No: EC13/26PSA (X1 Post)
Kugompo 10111 Ref No: EC17/26PSA (X1 Post)
Kugompo Mounted Unit Ref No: EC20/26PSA (X1 Post)
Majola Ref No: EC24/26PSA (X1 Post)
Makhanda VSS Ref No: EC27/26PSA (X1 Post)
Cederville Ref No: EC28/26PSA (X1 Post)
Kwandengane Ref No: EC32/26PSA (X1 Post)
Maxesibeni Ref No: EC33/26PSA (X1 Post)
Gqeberha 10111 Ref No: EC41/26PSA (X1 Post)
Gqeberha Mounted Unit Ref No: EC45/26PSA (X1 Post)
Mthatha Garage Ref No: EC51/26PSA (X1 Post)
Mthatha VSS Ref No: EC54/26PSA (X1 Post)
Middleburg K9 Re No: EC57/26PSA (X1 Post)
Robert Sobukwe Garage Ref No: EC79/26PSA (X1 Post)

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of ABET Level 4/ Grade 9/ Standard 7/ certificate/ report (NQF Level 1 as recognized by SAQA), for which documentary proof can be produced when required. Additional requirements applicable to the posts of K9 Unit & Mounted Unit: - not being allergic to dust / animals / grass Knowledge, Skills & Competencies: Understanding of how to handle cleaning detergents. Occupational Health and Safety protocol. Basic literacy, numeracy and communication skills. Be able to read and write. Ability to interact with other officials in a professional manner; The ability to operate elementary machines and equipment. Willing to work extended hours when necessary.

DUTIES : Maintaining of a high level of hygiene in and around the workplace with the cleaning of the SAPS premises assigned to, which may include either or both inner and outer parameters. Performing tasks of a routine nature, such as dusting. Polish furniture and floors. Vacuum carpets and mopping of tile floors. Remove refuse. Perform maintenance tasks in and around the assigned premises. Clean bathrooms and kitchens. Safekeeping and handling of a variety of Aids in the cleaning of the premises. Loading and unloading of goods. Garden maintenance services. Washing and cleaning of state vehicles, kitchenware and utensils.

ENQUIRIES : Captain Du Randt Tel No: (040) 608 7248 / 7245 / 7161

ANNEXURE S

PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF HUMAN SETTLEMENTS

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

APPLICATIONS	:	Addressed to Head: Human Resource Management Directorate, Human Settlements. P.O. Box 247, Bloemfontein 9300. Applications that are hand-delivered must be brought to the foyer of OR Tambo House, St. Andrews Street, Bloemfontein, where they must be placed in the appropriately marked box at Security on the Ground Floor. No applications will be accepted by staff in the offices in the building. Candidates may apply via email: recruit@fshs.gov.za (kindly specify the post name and reference number on the subject line of email).
CLOSING DATE	:	31 July 2026 Time: 16H00
NOTE	:	Directions to applicants: All applications must be submitted on a NEW Z83 form, which can be downloaded from the internet at www.dpsa.gov.za/dpsa/vacancies.asp or obtained 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). 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 Management. Each application form must be fully completed, duly signed and initialed 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 fully complete, sign, and initial the application form will result in the disqualification of the application during the selection process. Applications on the old Z83 will, unfortunately, not be considered. Should you be in possession of foreign qualification/s, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). Applications that do not comply with the above-mentioned requirements will not be considered. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification, reference checks and employment verification). Correspondence will be limited to short-listed candidates only. If you have not been contacted within four (4) 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. The Department does not accept applications via fax. 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 of 24 months and a performance agreement within 3 months of appointment, as well as be required to undergo a security clearance three (3) months after appointment. NB: Applicants must be South African citizens originating and residing in the Free State, must be unemployed, and must have never participated in a Public Service Internship programme previously.

OTHER POSTS

POST 23/381	:	**GRADUATE INTERNSHIP PROGRAMME: ADMINISTRATORS - AFFORDABLE HOUSING REF NO: HS 01/2026 (X2 POSTS)** (24 Months Contract)
STIPEND	:	R8 174.75 per month
CENTRE	:	Bloemfontein
REQUIREMENTS	:	Grade 12, A minimum qualification at NQF Level 6 in Public Administration/Office Administration or equivalent, Basic knowledge of government prescripts and principles.
ENQUIRIES	:	Ms. L. Sefuli – Cell: 063 684 0482

POST 23/382	:	**GRADUATE INTERNSHIP PROGRAMME: RENTAL TRIBUNAL REF NO: HS 02/2026** (24 Months Contract)
STIPEND	:	R8 174.75 per month
CENTRE	:	Bloemfontein
REQUIREMENTS	:	Grade 12, A minimum qualification at NQF Level 7 in Law / LLB or equivalent, Basic knowledge of government prescripts and principles.
ENQUIRIES	:	Ms. O. Seate – Cell: 060 991 9099
POST 23/383	:	**GRADUATE INTERNSHIP PROGRAMME: ADMINISTRATOR - RENTAL TRIBUNAL REF NO: HS 03/2026** (24 Months Contract)
STIPEND	:	R8 174.75 per month
CENTRE	:	Bloemfontein
REQUIREMENTS	:	Grade 12, A minimum qualification at NQF Level 6 in Public Administration or equivalent, Basic knowledge of government prescripts and principles.
ENQUIRIES	:	Ms. O. Seate – Cell: 060 991 9099
POST 23/384	:	**GRADUATE INTERNSHIP PROGRAMME: INFORMAL SETTLEMENTS AND LAND TENURE REF NO: HS 04/2026** (24 Months Contract)
STIPEND	:	R8 174.75 per month
CENTRE	:	Bloemfontein
REQUIREMENTS	:	Grade 12, A minimum qualification at NQF Level 7 in Law / LLB, Basic knowledge of government prescripts and principles.
ENQUIRIES	:	Ms. M. Hleli – Cell: 084 403 9360
POST 23/385	:	**GRADUATE INTERNSHIP PROGRAMME: INFORMAL SETTLEMENTS AND LAND TENURE REF NO: HS 05/2026** (24 Months Contract)
STIPEND	:	R8 174.75 per month
CENTRE	:	Bloemfontein
REQUIREMENTS	:	Grade 12, A minimum qualification at NQF Level 7 in Urban and Regional Planning / Spatial Planning/Human Settlements/Development Studies/Geography, Basic knowledge of government prescripts and principles.
ENQUIRIES	:	Ms. M. Hleli – Cell: 084 403 9360
POST 23/386	:	**GRADUATE INTERNSHIP PROGRAMME: HOUSING DEVELOPMENT & PLANNING REF NO: HS 06/2026 (X2 POSTS)** (24 Months Contract)
STIPEND	:	R8 174.75 per month
CENTRE	:	Bloemfontein
REQUIREMENTS	:	Grade 12, A minimum qualification at NQF Level 7 Urban/Town and Regional Planning / Development Studies, Basic knowledge of government prescripts and principles.
ENQUIRIES	:	Mr. TJ Kumalo – Cell: 066 486 5393
POST 23/287	:	**GRADUATE INTERNSHIP PROGRAMME: SUPPLY CHAIN MANAGEMENT – ASSET MANAGEMENT REF NO: HS 07/2026 (X2 POSTS)** (24 Months Contract)
STIPEND	:	R8 174.75 per month
CENTRE	:	Bloemfontein
REQUIREMENTS	:	Grade 12, A minimum qualification at NQF Level 6 in Public Admin / Supply Chain Management / Financial Management, Basic knowledge of government prescripts and principles.
ENQUIRIES	:	Ms. N. Hokoane – Cell: 066 486 5402

POST 23/388	:	**GRADUATE INTERNSHIP PROGRAMME: SUPPLY CHAIN MANAGEMENT – BID ADMINISTRATION AND LOGISTICS MANAGEMENT REF NO: HS 08/2026 (X2 POSTS)** (24 Months Contract)
STIPEND	:	R8 174.75 per month
CENTRE	:	Bloemfontein
REQUIREMENTS	:	Grade 12, A minimum qualification at NQF Level 6 in Public Admin / Supply Chain Management / Financial Management, Basic knowledge of government prescripts and principles.
ENQUIRIES	:	Ms. K. Mthembu – Cell: 062 024 3858
POST 23/389	:	**GRADUATE INTERNSHIP PROGRAMME: SUPPLY CHAIN MANAGEMENT – DEMAND AND PERFORMANCE MANAGEMENT REF NO: HS 09/2026 (X2 POSTS)** (24 Months Contract)
STIPEND	:	R8 174.75 per month
CENTRE	:	Bloemfontein
REQUIREMENTS	:	Grade 12, A minimum qualification at NQF Level 6 in Public Admin / Supply Chain Management / Financial Management, Basic knowledge of government prescripts and principles.
ENQUIRIES	:	Ms. B. Helepi – Cell: 073 315 3109
POST 23/390	:	**GRADUATE INTERNSHIP PROGRAMME: INFORMATION TECHNOLOGY REF NO: HS 10/2026 (X2 POSTS)** (24 Months Contract)
STIPEND	:	R8 174.75 per month
CENTRE	:	Bloemfontein
REQUIREMENTS	:	Grade 12, A minimum qualification at NQF Level 6 in Information Technology / Computer Systems and Networks, Basic knowledge of government prescripts and principles.
ENQUIRIES	:	Ms. M. Rapulungoane – Cell: 071 674 0372
POST 23/391	:	**GRADUATE INTERNSHIP PROGRAMME: ORGANISATIONAL DEVELOPMENT REF NO: HS 11/2026** (24 Months Contract)
STIPEND	:	R8 174.75 per month
CENTRE	:	Bloemfontein
REQUIREMENTS	:	Grade 12, A minimum qualification at NQF Level 6 in Human Resources Management / Operations Management / Public Management, Basic knowledge of government prescripts and principles.
ENQUIRIES	:	Mr. Z. Koekoe – Cell: 060 971 5192
POST 23/392	:	**GRADUATE INTERNSHIP PROGRAMME: FINANCIAL & BUDGET MANAGEMENT – SALARIES AND TAX REF NO: HS 12/2026 (X2 POSTS)** (24 Months Contract)
STIPEND	:	R8 174.75 per month
CENTRE	:	Bloemfontein
REQUIREMENTS	:	Grade 12, A minimum qualification at NQF Level 6 in Accounting / Financial Management, Basic knowledge of government prescripts and principles.
ENQUIRIES	:	Mr. F. Labuschagne – Cell: 066 486 5361
POST 23/393	:	**GRADUATE INTERNSHIP PROGRAMME: FINANCIAL & BUDGET MANAGEMENT – FINANCIAL CONTROL REF NO: HS 13/2026** (24 Months Contract)
STIPEND	:	R8 174.75 per month
CENTRE	:	Bloemfontein
REQUIREMENTS	:	Grade 12, A minimum qualification at NQF Level 6 in Accounting / Financial Management, Basic knowledge of government prescripts and principles.
ENQUIRIES	:	Mr. K. Mahamotse – Cell: 065 300 2031

POST 23/394	:	**GRADUATE INTERNSHIP PROGRAMME: FINANCIAL & BUDGET MANAGEMENT – PAYMENT AUTHORISATION REF NO: HS 14/2026 (X2 POSTS)** (24 Months Contract)
STIPEND	:	R8 174.75 per month
CENTRE	:	Bloemfontein
REQUIREMENTS	:	Grade 12, A minimum qualification at NQF Level 6 in Accounting / Financial Management, Basic knowledge of government prescripts and principles.
ENQUIRIES	:	Mr. A. Sishuba – Cell: 082 628 4848
POST 23/395	:	**GRADUATE INTERNSHIP PROGRAMME: FINANCIAL & BUDGET MANAGEMENT – OFFICE OF THE DIRECTOR REF NO: HS 15/2026** (24 Months Contract)
STIPEND	:	R8 174.75 per month
CENTRE	:	Bloemfontein
REQUIREMENTS	:	Grade 12, A minimum qualification at NQF Level 6 in Accounting / Financial Management, Basic knowledge of government prescripts and principles.
ENQUIRIES	:	Mr. T. Kotjomela – Cell: 079 122 2554
POST 23/396	:	**GRADUATE INTERNSHIP PROGRAMME: INTERNAL AUDIT REF NO: HS 16/2026 (X2 POSTS)** (24 Months Contract)
STIPEND	:	R8 174.75 per month
CENTRE	:	Bloemfontein
REQUIREMENTS	:	Grade 12, A minimum qualification at NQF Level 6 in Internal Auditing / Financial Information Systems, Basic knowledge of government prescripts and principles.
ENQUIRIES	:	Mr. O. Themba – Cell: 066 486 8592
POST 23/397	:	**GRADUATE INTERNSHIP PROGRAMME: SKILLS DEVELOPMENT REF NO: HS 17/2026 (X2 POSTS)** (24 Months Contract)
STIPEND	:	R8 174.75 per month
CENTRE	:	Bloemfontein
REQUIREMENTS	:	Grade 12, A minimum qualification at NQF Level 6 in Human Resources Management / Development, Basic knowledge of government prescripts and principles.
ENQUIRIES	:	Ms. K. Thoabala – Cell: 079 211 2525
POST 23/398	:	**GRADUATE INTERNSHIP PROGRAMME: HUMAN RESOURCES MANAGEMENT REF NO: HS 18/2026 (X3 POSTS)** (24 Months Contract)
STIPEND	:	R8 174.75 per month
CENTRE	:	Bloemfontein
REQUIREMENTS	:	Grade 12, A minimum qualification at NQF Level 6 in Human Resources Management / Public Admin / Management, Basic knowledge of government prescripts and principles.
ENQUIRIES	:	Mr. P. Soke – Cell: 066 477 4508
POST 23/399	:	**GRADUATE INTERNSHIP PROGRAMME: CORPORATE COMMUNICATION REF NO: HS 19/2026 (X2 POSTS)** (24 Months Contract)
STIPEND	:	R8 174.75 per month
CENTRE	:	Bloemfontein
REQUIREMENTS	:	Grade 12, A minimum qualification at NQF Level 6 in Corporate Communication / Media Studies, Basic knowledge of government prescripts and principles.
ENQUIRIES	:	Ms. Z. Mbewu – Cell: 060 976 8683

POST 23/400	:	**GRADUATE INTERNSHIP PROGRAMME: LABOUR RELATIONS REF NO: HS 20/2026 (X2 POSTS)** (24 Months Contract)
STIPEND	:	R8 174.75 per month
CENTRE	:	Bloemfontein
REQUIREMENTS	:	Grade 12, A minimum qualification at NQF Level 6 in Labor Relations / Human Resources Management, Basic knowledge of government prescripts and principles.
ENQUIRIES	:	Ms. N. Leoela – Cell: 076 521 1421
POST 23/401	:	**GRADUATE INTERNSHIP PROGRAMME: PROJECT MANAGEMENT UNIT (DISTRICT SERVICES)** (24 Months Contract)
STIPEND	:	R8 174.75 per month
CENTRE	:	Thabo Mofutsanyana District Ref No: HS 21/2026 Fezile Dabi District Ref No: HS 22/2026
REQUIREMENTS	:	Grade 12, A minimum qualification at NQF Level 6 in Civil Engineering / Construction Management / Technical Related, Basic knowledge of government prescripts and principles.
ENQUIRIES	:	Mr. M. Mohloki – Cell: 073 793 2790 (Thabo Mofutsanyana District) Mr. D. Maduna – Cell: 079 188 8446 (Fezile Dabi District)
POST 23/402	:	**GRADUATE INTERNSHIP PROGRAMME: OFFICE ADMINISTRATION REF NO: HS 23/2026** (24 Months Contract)
STIPEND	:	R8 174.75 per month
CENTRE	:	Thabo Mofutsanyana District – Qwaqwa
REQUIREMENTS	:	Grade 12, A minimum qualification at NQF Level 6 in Office Administration / Management, Basic knowledge of government prescripts and principles.
ENQUIRIES	:	Mr. M. Mohloki – Cell: 073 793 2790
POST 23/403	:	**GRADUATE INTERNSHIP PROGRAMME: SECURITY MANAGEMENT AND ANTI-CORRUPTION REF NO: HS 24/2026** (24 Months Contract)
STIPEND	:	R8 174.75 per month
CENTRE	:	Bloemfontein
REQUIREMENTS	:	Grade 12, A minimum qualification at NQF Level 6 in Policing / Forensic Analysis, Basic knowledge of government prescripts and principles.
ENQUIRIES	:	Mr. K.I. Motitsoe – Cell: 062 298 0900

SOUTH AFRICAN POLICE SERVICE

APPLICATIONS	:	Direct your application to the following addresses: Courier Address: No. Metpol Building, 126 Charlotte Maxeke Street, Bloemfontein / Postal Address: The Provincial Recruitment Office, Human Resource Management, Private Bag X20501, Bloemfontein, 9300 or email to: Jackson@saps.gov.za;GailelelF@saps.gov.za fsprov.recruitact@saps.gov.za LoubserL3@saps.gov.za GaosenkweTKR@saps.gov.za
CLOSING DATE	:	17 July 2026 at 16:00
NOTE	:	Applications must be submitted on a Z83 Form (2021 version), obtainable from http://www.dpsa.gov.za/dpsa2g/vacancies.asp, which must be accompanied with a comprehensive Curriculum Vitae. The post particulars and reference number of the post you are applying for, must be correctly specified on the application form. Please complete a separate application form for each post you wish to apply for. It is the responsibility of the applicants to submit applications timeously to the correct physical address as provided in the advertisement. Please note that applications submitted to an incorrect physical address will not be considered. Late applications will not be accepted or considered. Short-listed candidates will be required to produce originals of their Identity Document (ID), Senior Certificate and all educational qualifications obtained, service certificates from previous employers stating the occupation

and motor vehicle driver's license, before the interview. Qualifications and driver's licences submitted will be subjected to verification with the relevant institutions. Applicants must have no previous criminal convictions or pending criminal/ departmental cases and shall allow their fingerprints to be taken and background enquiries to be made. Short-listed candidates may be subjected to a full security clearance process before or during any stage of employment. Short-listed candidates will be subjected to a vetting process which will include security screening, fingerprint screening, reference checking and verification of address, where necessary. All short-listed candidates, including the SMS, will be expected to undergo a personal interview and shall undertake two pre-entry assessments, (a) a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements, as well as (b) an integrity assessment (ethical conduct).Short-listed candidates for appointments to certain identified posts will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment. Candidates are expected to disclose if he/ she is a respondent in an interim or final protection order in terms of the Domestic Violence Act, 1998 (Act no 116 of 1998) or Protection from Harassment Act, 2011 (Act No 17 of 2011), and may be disqualified from appointment. The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31 January 2015 provide a buccal (inside cheek) sample to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database. Appointments will be made in terms of the Public Service Act, 1994 (Act No 103 of 1994) as applicable to the post environment. Persons who retired from the Public Service by taking a severance package, early retirement or medical retirement, as well as people with previous convictions, are excluded. The South African Police Service is an equal opportunity, affirmative action employer and it is the intention to promote presentively in the Public Service through the filling of these posts. People whose transfer/ appointment will promote presentively will therefore receive preference. The South African Police Service is under no obligation to fill a post after the advertisement thereof. Correspondence will be conducted with successful 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.

OTHER POSTS

POST 23/404 : **HUMAN RESOURCE CLERK SUPERVISOR: HRM (X7 POSTS)**

SALARY : R338 106 per annum (Level 07)

CENTRE : Provincial HRM Service Terminations Ref No: FS1/06/2026
Provincial HRM Absenteeism Ref No: FS2/06/2026
Provincial HRM Placement and Records Ref No: FS3/06/2026
Provincial HRM Performance and Planning Ref No: FS4/06/2026
Trompsburg SAPS HRM Ref No: FS5/06/2026
Senekal SAPS HRM Ref No: FS6/06/2026
Batho SAPS HRM Ref No: FS7/06/2026:

REQUIREMENTS : Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA); At least four (4) years' experience in the field of the post; An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage; A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.

DUTIES : Co-ordinate all HRM related matters; Support the administrative duties in terms of all Employee relations and Life Cycle Management; Support the administrative duties in terms of all Human Resource Utilization Functions; Assist with general administration of the sub-section; Administer and manage employee leave, transfers, promotions, service terminations, discharges, retirements and pension related matters; Process and coordinate applications to medical, disability, stress, depression, alcohol and death boards in accordance with organizational policies and procedures; Maintain, update and manage personnel records and data base including, capturing, verification and submission of employee information on relevant HRM system; Compile, maintain and submit statistics, personnel reports, employment equity reports, performance management reports and other required administrative reports; Administer and monitor employee performance management process, including Performance Enhancement Process PEP compliance, progress reporting and performance related documentation; Process and administer employee incentives, rewards, pay progression and salary-related enquiries; Register, coordinate, process and finalize employee grievance and disciplinary matters in accordance with applicable policies and procedures; Process and finalize employee grievances and disciplinary matters in accordance with applicable policies and procedures; Ensure effective personnel administration, record management, regulatory compliance and the implementation of human resource policies and practice.

ENQUIRIES : Lt Col Jackson / W/O Gailele / CAC Loubser/ PO Maseloa / PO Moeketse / SAC Monaghan/ PO Gaosenkwe Tel: (051) 5076807 / 6419 / 6420 / 6455

POST 23/405 : **SUPPLY CHAIN MANAGEMENT CLERK SUPERVISOR (X2 POSTS)**

SALARY : R338 106 per annum (Level 07)
CENTRE : Heilbron SAPS SCM Ref No: FS8/06/2026
Allanridge SAPS SCM Ref No: FS9/06/2026

REQUIREMENTS : Applicants must display competency in the post-specific functions of the post. Be in possession of a Senior Certificate (Grade 12) or National Certificate (Vocational) recorded on the National Learner Record Database on NQF Level 4; Tertiary qualifications and developmental courses may serve as an advantage; Must have four (4) years' appropriate/relevant experience in the field of the post; Be proficient in at least two official languages, of which one must be English Must be a South African citizen of which documentary proof must be furnished on the day of the interview. Knowledge, Skills & Competencies: Knowledge of relevant prescripts applicable to the Public Service; Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, Outlook); Demonstrate competency in acting independently, Professionally, Accountable and with Credibility; Good verbal and written communication skills; Strong interpersonal skills; Report writing; Presentation Skills; Problem Solving; Sound Planning; Organizing and Administration skills, Strong Analytical Skills and Facilitation Skills; Be willing to work under pressure and extended hours.

DUTIES : Perform requisition and acquisition and distribution of stock/service orders from provisioning stores; Receive/equipment/service and process invoice administration; Issue and exercise consumable equipment/stock control; Maintain supplier and procurement database; Assist with general administration of the sub-section.

ENQUIRIES : Lt Col Jackson / W/O Gailele / CAC Loubser/ PO Maseloa / PO Moeketse / SAC Monaghan/ PO Gaosenkwe Tel No: (051) 5076807 / 6419 / 6420 / 6455

POST 23/406 : **FINANCE CLERK: SUPERVISOR (X3 POSTS)**

SALARY : R338 106 per annum (Level 07)
CENTRE : Parys SAPS Finance Ref No: FS10/06/2026:
Theunissen SAPS Finance Ref No: FS11/06/2026
Harrismith SAPS Finance Ref No: FS12/06/2026

REQUIREMENTS : Applicants must display competency in the post-specific functions of the post; Be in possession of a Senior Certificate (Grade 12) or National Certificate (Vocational) recorded on the National Learner Record Database on NQF Level 4; Tertiary qualifications and developmental courses may serve as an advantage; Must have four (4) years' appropriate/relevant experience in the field of the post; Be proficient in at least two official languages, of which one must be English Must be a South African citizen of which documentary proof

must be furnished on the day of the interview. Knowledge, Skills & Competencies: Knowledge of relevant prescripts applicable to the Public Service; Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, Outlook); Demonstrate competency in acting independently; Professionally, Accountable and with Credibility; Good verbal and written communication skills; Strong interpersonal skills; Report writing; Presentation Skills; Problem Solving; Sound Planning; Organizing and Administration skills; Strong Analytical Skills and Facilitation Skills; Be willing to work under pressure and extended hours.

DUTIES : Render financial administrative support; Maintain the station revenue fund [cash] and administer advances and claims; Assist with general administration of the sub-section.

ENQUIRIES : Lt Col Jackson / W/O Gailele / CAC Loubser/ PO Maseloa / PO Moeketse / SAC Monaghan/ PO Gaosenkwe Tel No: (051) 5076807 / 6419 / 6420 / 6455

POST 23/407 : **SECRETARY**

SALARY : R237 453 per annum (Level 05)

CENTRE : **Provincial level:**
Office of the Deputy Provincial Commissioner: Support Services Ref No: FS13/06/2026
Office of the District commissioner: Mangaung Ref No: FS14/06/2026
Office of the Provincial Head: Organizational Development and Strategic Management Ref No: FS15/06/2026
Office of the Provincial Head: Financial Services Ref No: FS16/06/2026
Office of the Provincial Head: Corporate Communication Ref No: FS17/06/202
Office of the Provincial Head: Family Violence, Child Protection and Sexual Offences Unit Ref No: FS18/06/2026
Office of the Provincial Head: Crime Detection Ref No: FS19/06/2026
Office of the Provincial Head: Organized Crime Ref No: FS20/06/2026
Office of the Provincial Head: Commercial Crimes Ref No: FS21/06/2026
Office of the Provincial Head: Operational Response Services Ref No: FS22/06/2026
Office of the Provincial Head: Crime Prevention Ref No: FS23/06/2026
Office of the Provincial Head: Operational Co-ordination Ref No: FS24/06/2026

REQUIREMENTS : Applicants must display competency in the post-specific functions of the post; Be in possession of a Senior Certificate (Grade 12) or National Certificate (Vocational) recorded on the National Learner Record Database on NQF Level 4; Tertiary qualifications and developmental courses may serve as an advantage; Be proficient in at least two official languages, of which one must be English; Must be a South African citizen of which documentary proof must be furnished on the day of the interview. Knowledge, Skills & Competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS Power Point and Outlook); Demonstrate Competency in acting Independently, Professionally, Accountable and with Credibility; Good verbal and written communication skills; Sound planning, organizing, administrative and problem-solving skills; Strong interpersonal skills; Customer focus and responsiveness; Be willing to work under pressure and extended hours.

DUTIES : To provide secretarial support functions in the relevant office; Type reports, letters, memoranda and monitor flow of documents to and from the relevant office; Manage the diary of the Head of the office for internal and external engagements; Co-ordinate travel arrangements, including accommodation and subsistence allowances as well as claims; Maintain an updated filing system in the relevant office; Distribute correspondence and circulars to the relevant stakeholders and keep a register of all incoming and outgoing post up to date; Handle routine correspondence, send and receive e-mails and faxes immediately; Answer and make telephone calls on behalf of the Head of the office and take messages professionally; Provide support during meetings and workshops involving the relevant office; Handle confidential documents; Be able to operate standard equipment (fax, photocopy machine, telephone, computers, etc.); Host and serving of refreshments to visitors during meetings; Manage the inventory of the relevant office; Be willing to work extended hours.

ENQUIRIES : Lt Col Jackson / W/O Gailele / CAC Loubser/ PO Maseloa / PO Moeketse / SAC Monaghan/ PO Gaosenkwe Tel No: (051) 5076807 / 6419 / 6420 / 6455

POST 23/408 : **ADMINISTRATION CLERK: HRM (X5 POSTS)**

SALARY : R237 453 per annum (Level 05)
CENTRE : Deneysville SAPS HRM Ref No: FS25/06/2026
Dealsville SAPS HRM Ref No: FS26/06/2026
Verkeerdevlei SAPS HRM Ref No: FS27/06/2026
Edenburg SAPS HRM Ref No: FS28/06/2026
Gariepdam SAPS HRM Ref No: FS29/06/2026

REQUIREMENTS : Applicants must display competency in the core functions of the post; Be proficient in at least English and one other official language; Be a citizen of the Republic of South Africa of which documentary proof must be furnished; Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA); Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and MS Outlook); Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility; Good verbal and written communication skills; Sound planning, organizing, administrative and problem-solving skills; Strong interpersonal skills; Customer focus and responsiveness. Be willing to work under pressure and extended hours.

DUTIES : Type reports, letters, memorandums and monitor flow of documents to the office of the Station Commissioner; Keep records of collected documents for the office of the Station Commissioner; Scrutinize and capturing of all incoming and outgoing posts; Complete and submit monthly vehicle allowance returns; Assist with secretarial and admin support functions; Assist with arranging travelling and subsistence allowance for the province; Effective administration of a bring forward system.

ENQUIRIES : Lt Col Jackson / W/O Gailele / CAC Loubser/ PO Maseloa / PO Moeketse / SAC Monaghan/ PO Gaosenkwe Tel No: (051) 5076807 / 6419 / 6420 / 6455

POST 23/409 : **SUPPLY CHAIN MANAGEMENT CLERK (X2 POSTS)**

SALARY : R237 453 per annum (Level 05)
CENTRE : Ficksburg SAPS SCM Ref No: FS30/06/2026
Reitz SAPS SCM Ref No: FS31/06/2026

REQUIREMENTS : Applicants must display competency in the core functions of the post; Be proficient in at least English and one other official language; Be a citizen of the Republic of South Africa of which documentary proof must be furnished; *Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA); Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and MS Outlook); Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility; Good verbal and written communication skills; Sound planning, organizing, administrative and problem-solving skills; Strong interpersonal skills; Customer focus and responsiveness. Be willing to work under pressure and extended hours.

DUTIES : Administration of processes related to Supply Chain Management at the Station/ Component; Administration of vehicle fleet, assets and moveable property.

ENQUIRIES : Lt Col Jackson / W/O Gailele / CAC Loubser/ PO Maseloa / PO Moeketse / SAC Monaghan/ PO Gaosenkwe Tel No: (051) 5076807 / 6419 / 6420 / 6455

POST 23/410 : **ADMINISTRATION CLERK: MECHANICAL SERVICES (X2 POSTS)**

SALARY : R237 453 per annum (Level 05)
CENTRE : Phuthaditjhaba Mechanical Services Ref No: FS32/06/2026
Ladybrand Mechanical Services Ref No: FS33/06/2026

REQUIRMENTS : Applicants must display competency in the core functions of the post; Be proficient in at least English and one other official language; Be a citizen of the Republic of South Africa of which documentary proof must be furnished: Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA); relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and MS Outlook); Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility; Good verbal

and written communication skills; Sound planning, organizing, administrative and problem-solving skills; Strong interpersonal skills; Customer focus and responsiveness; Be willing to work under pressure and extended hours.

DUTIES : Administration Mechanical clerk responsible for providing administrative and logistical support within the mechanical workshop environment; Ensuring daily maintenance tasks and documentation run effectively; Processing maintenance job cards, tracking work-in-progress and ensuring mechanical repairs are documented.

ENQUIRIES : Lt Col Jackson / W/O Gailele / CAC Loubser/ PO Maseloa / PO Moeketse / SAC Monaghan/ PO Gaosenkwe Tel No: (051) 5076807 / 6419 / 6420 / 6455

POST 23/411 : **ADMINISTRATION CLERK: LEGAL SERVICES (X2 POSTS)**

SALARY : R237 453 per annum (Level 05)

CENTRE : **Provincial level:**
Provincial Legal Services Ref No: FS34/06/2026
Provincial Legal Services Ref No: FS35/06/2026

REQUIREMENTS : Applicants must display competency in the post-specific functions of the post. Be proficient in at least English and one other official language; Be a citizen of the Republic of South Africa of which documentary proof must be furnished: Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA); Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and MS Outlook); Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility; Good verbal and written communication skills; Sound planning, organizing, administrative and problem-solving skills; Strong interpersonal skills; Customer focus and responsiveness; Be willing to work under pressure and extended hours.

DUTIES : Render administrative duties pertaining to relevant component, Legal Services; Administer correspondence and files; Provide professional typing services; Render effective administration support.

ENQUIRIES : Lt Col Jackson / W/O Gailele / CAC Loubser/ PO Maseloa / PO Moeketse / SAC Monaghan/ PO Gaosenkwe Tel No: (051) 5076807 / 6419 / 6420 / 6455

POST 23/412 : **CLEANERS (X12 POSTS)**

SALARY : R 144 024 per annum (Level 02)

: Provincial Registry and Auxiliary SAPS Ref No: FS36/06/2026
Provincial Registry and Auxiliary SAPS Ref No: FS37/06/2026
Selosesha TRT Ref No: FS38/06/2026
Parkroad TRT Ref No: FS9/06/2026
Provincial Detectives (Fountain Building) Ref No: FS40/06/2026
Parkroad K9 Ref No: FS41/06/2026
Welkom VCI Ref No: FS42/06/2026
Excelsior SAPS Ref No: FS43/06/2026
Fouriesburg SAPS Ref No: FS44/06/2026
Phuthaditjhaba SAPS Ref No: FS45/06/2026
Phuthaditjhaba SAPS Ref No: FS46/06/2026
Edenburg SAPS Ref No: FS47/06/2026

REQUIREMENTS : Applicants must display competency in the core functions of the post; Be proficient in at least English and one other official language; Be a citizen of the Republic of South Africa of which documentary proof must be furnished; Be in possession of abet Level 4 / Grade 9 / Standard 7 certificate / report (NQF Level 1 recognized by SAQA), for which documentary proof can be produced when required. Knowledge, Skills and Competencies: Understanding of how to handle cleaning detergents; Occupational Health and Safety protocol; Basic literacy, numeracy and communication skills; Be able to read and write; ability to interact with other officials in a professional manner; The ability to operate elementary machines and equipment; *Willing to work extended hours when necessary.

DUTIES : Maintaining of high-level hygiene in and around SAPS premises where routine tasks are to be performed, which may include inner or outer parameters, performing routine tasks such as dusting furniture and floors, removing refuse bags, mopping of all tiled floors, cleaning bathrooms, kitchenware and utensils, safekeeping and handling of variety of cleaning materials, loading and unloading of goods.

ENQUIRIES	:	Lt Col Jackson / W/O Gailele / CAC Loubser/ PO Maseloa / PO Moeketse / SAC Monaghan/ PO Gaosenkwe Tel No: (051) 5076807 / 6419 / 6420 / 6455
POST 23/413	:	**GARDEN WORKER (X11 POSTS)**
SALARY	:	R144 024 per annum (Level 02)
CENTRE	:	Zamdela K9 Ref No: FS48/06/2026 Bethlehem SAPS Ref No: FS49/06/2026 Bethlehem SAPS Ref No: FS50/06/2026 Ficksburg SAPS Ref No: FS51/06/2026 Harrismith SAPS Ref No: FS52/06/2026 Mangaung SAPS Ref No: FS53/06/2026 Heidedal SAPS Ref No: FS54/06/2026 Parkroad SAPS Ref No: FS55/06/2026 Selosesha SAPS Ref No: FS56/06/2026 Odendaalsrus SAPS Ref No: FS57/06/2026 Makwane SAPS Ref No: FS58/06/2026
REQUIREMENTS	:	Applicants must display competency in the post-specific functions of the post; Be proficient in at least two official languages, of which one must be English; Must be a South African citizen; A grade 10 qualification will service as an advantage. Knowledge, Skills and Competencies: Occupational Health and Safety protocol; Basic literacy, numeracy and communication skills; Be able to read and write; Ability to interact with other officials in a professional manner; The ability to operate elementary machines and equipment; Willing to work extended hours when necessary.
DUTIES	:	To render cleaning and garden services in order to maintain a high level of hygiene in and around the workplace; Perform routine cleaning services; Render store, stock and equipment support; Render gardening services.
ENQUIRIES	:	Lt Col Jackson / W/O Gailele / CAC Loubser/ PO Maseloa / PO Moeketse / SAC Monaghan/ PO Gaosenkwe Tel No: (051) 5076807 / 6419 / 6420 / 6455

ANNEXURE T

PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF ENVIRONMENT

The Department is an equal opportunity organisation and intends to promote equity through the filling of these posts. Candidates whose appointment/promotion/transfer will promote the achievement of employment equity within the Department will receive preference, in particular whites, Indians, the persons with disabilities and youth.

APPLICATIONS : To apply for the above position, please submit your application online at http://professionaljobcentre.gpg.gov.za or send an email @ GDENVrecruitment@gauteng.gov.za

CLOSING DATE : 17 July 2026. Applications received after the closing date will not be considered.

NOTE : Quoting the relevant reference number applications must be submitted on the New Z.83 form obtainable from any Public Service Department or on the internet at www.gov.za/documents. Applications with the Old Z.83 form will not be considered. A New Z.83 form must be fully completed, duly signed and initialled by the applicant. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates must accompany the application form. Applicants are not required to submit copies of qualifications and other relevant documents on application. Only shortlisted candidates will be required to submit certified copies of qualifications obtained and other related documents on or before the day of the interview, following communication from Human Resources and will be subjected to verification by the South African Qualifications Authority. Candidates in possession of a foreign qualification must also provide an evaluation certificate issued by the South African Qualifications Authority (SAQA), at own expense. Failure to submit the requested documents will result in the application not being considered further. Due to the anticipated large volume of responses, correspondence will be limited to shortlisted candidates only. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other will be an integrity (ethical conduct) assessment. After the pre-entry assessments, an oral interview will be conducted. Suitable candidates will be subjected to personnel suitability checks (criminal record, citizenship, credit record checks, qualification verification and employment verification). By responding to the advertisement, applicants consent to the collection, processing and storing of their Personal Information in accordance with the Protection of Personal Information Act (POPIA) Act No. 4 of 2013. Candidates will therefore be required to give consent in terms of the POPI Act in order for the Department to conduct the verifications. Information will be used for the purpose of recruitment only and more specifically for the purpose of the position/vacancy you have applied for and will not be shared with third parties without prior consent, unless required by law. All applicants must declare any conflict or perceived conflict of interest and must disclose membership on Boards and directorships associated with. If you have not been contacted within six (6) months of the closing date, please accept that your application was unsuccessful. The submitted CVs will be destroyed as legislated in the National Archives Act. In the event that your application is unsuccessful, the Department will retain your personal information only for audit purposes as required by policies. All the information requested now or during the process is required for recruitment purposes. Failure to provide the requested information will result in your application not being considered further. The Department reserves the right not to make an appointment to the advertised post(s). The successful candidate must disclose particulars of all registrable financial interests and sign an employment contract within one month from the date of assumption of duty. A Performance Agreement must be concluded and signed within three months from the date of assumption of duty. Notes for applicants of SMS posts: 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://thensg.gov.za/trainingcourse/sms-pre-entry-programme/, prior to the finalisation of the appointment, is a requirement for all SMS positions. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess

cognitive capabilities, behavioural preferences, emotional intelligence, and integrity.

OTHER POSTS

POST 23/414 : **DEPUTY DIRECTOR: STRATEGIC PLANNING MANAGEMENT REF NO: REFS/050125**

SALARY : R932 292 per annum (Level 11), (all-inclusive salary package)
CENTRE : Johannesburg (Head Office)
REQUIREMENTS : Grade 12 plus Bachelor's Degree (NQF level 7) in Public Management & Governance/ Public Administration as recognized by SAQA. 3 – 5 years' middle management relevant strategy and governance experience. Valid driver's license. Competences: Computer Literacy, excellent written and verbal communication skills, report writing and analytical skills, project management, people management, time management, presentation skills, innovative, team player, organising and chairing meetings. Attributes: Innovative Teamplayer and flexible, Client Orientated, Quality orientated cost conscious, Influential, strategic, Presentation skills, Communication skills, Analytical skills, Leadership skills and report writing skills.
DUTIES : Manage and ensure the maintenance EIA-related applications, land use and NEMA as well as applications submitted in terms of the Gauteng Provincial Environmental Management Framework. Ensure the integrity, safekeeping, and accessibility of all records. Ensure safe keeping of documents and decisions issued in respect of applications and queries. Conduct the initial screening of applications to verify compliance with submission requirements before forwarding them to the relevant line function for review. Manage effective safe keeping of Environmental authorizations and any other comments issued as required by legislation. Provide strategic capability and leadership and ensure efficient management of the unit and projects. Oversee resources (Human, Financial, Equipment / Assets). Provide and administer environmental management related logistics and support.
ENQUIRIES : Ms Iris Thanjekwayo at 072 788 2364

POST 23/415 : **DEPUTY DIRECTOR: STRATEGIC ADMIN SUPPORT REF NO: REFS/050128**

SALARY : R932 292 per annum (Level 11), (all-inclusive salary package)
CENTRE : Johannesburg (Head Office)
REQUIREMENTS : Grade 12 plus Bachelor's Degree (NQF level 7) in Public Administration or Business Administration or Business Studies or Business Management or Operations Management or Logistics Management or related as recognised by SAQA. 3 - 5 years' experience at middle level and relevant experience. Valid driver's licence. Competencies: Computer literacy, Written and verbal communication, Presentation Skills, Analytical and conceptual reasoning, Conflict management, Diversity management, Interpersonal and Communication, Workflow coordination, Strategic capability and leadership, Programme and project management, Financial Management, Problem solving and analysis and People management. Knowledge of relevant legislation. Previous experience in public service and in environment management space will be an added advantage. Attributes: Innovative, Team player and flexible, Client Orientated, Quality orientated, cost conscious, Influential, strategic, Presentation skills, Communication skills, Analytical skills, Leadership skills and report writing skills.
DUTIES : Manage and ensure the maintenance EIA-related applications, land use and NEMA as well as applications submitted in terms of the Gauteng Provincial Environmental Management Framework. Ensure the integrity, safekeeping, and accessibility of all records. Ensure safe keeping of documents and decisions issued in respect of applications and queries. Conduct the initial screening of applications to verify compliance with submission requirements before forwarding them to the relevant line function for review. Manage effective safe keeping of Environmental authorizations and any other comments issued as required by legislation. Provide strategic capability and leadership and ensure efficient management of the unit and projects. Oversee resources (Human, Financial, Equipment / Assets). Provide and administer environmental management related logistics and support.
ENQUIRIES : Ms Iris Thanjekwayo at 072 788 2364

POST 23/416	:	**ASSISTANT DIRECTOR: STRATEGIC ADMIN SUPPORT REF NO: REFS/050126**
SALARY	:	R487 197 per annum, plus benefits
CENTRE	:	Johannesburg (Head Office)
REQUIREMENTS	:	Grade 12 plus National Diploma / Bachelor's degree (NQF level 6/7) in Public Administration or Business Administration or Business Studies or Business Management or Operations Management or Logistics Management or related as recognised by SAQA. 3-5 years' experience in environment administration. Valid driver's license Competences: Knowledge of Departmental policies and procedures, Reporting procedures and Government Priorities. Skills: Planning and organizing, Problem solving, Negotiation and Decision making. Exposure and training in Environmental Impact Assessment (EIA) administration field will be an added advantage.
DUTIES	:	Assist with the management and coordination of departmental strategic planning processes. Assist with the development and implementation departmental planning & policy systems and procedures. Assist with the development of APPs, and departmental Operational Plans. Participate in the departmental and provincial government planning processes. Advise and recommend to the department areas of planning processes, policy review & development, and implementation of policies. Co-ordinate research on departmental policies and update policy registers. Conduct evaluation studies on behalf of the department. Conduct site visits and interviews to gather information and assess project conditions on evaluations studies conducted. Assist with preparation of detailed reports on project findings for stakeholders. Assist in the coordination and interaction with other departments and stakeholders on aspects of work / issues related to the GDEnv mandate. Make follow-up with programme Managers on outstanding inputs. Compile presentations for planning, policy research and co-ordination and policy sub-unit. Participate constructively in the component and departmental meetings as required.
ENQUIRIES	:	Ms Iris Thanjekwayo at 072 788 2364
POST 23/417	:	**ASSISTANT DIRECTOR: STRATEGY, POLICY RESEARCH AND COORDINATION REF NO: REFS/050127**
SALARY	:	R487 197 per annum, plus benefits
CENTRE	:	Johannesburg (Head Office)
REQUIREMENTS	:	Grade 12 plus National Diploma (NQF Level 6)/ Bachelor's Degree (NQF Level 7) in Public Management & Governance/ Public Administration. 3-5 years' relevant experience in strategy and governance experience. Valid driver's license. Competencies: Good project management, financial, analytical and strategic thinking skills. Planning and policy coordination. Communication and strong interpersonal skills will be a prerequisite. Knowledge of the functional responsibilities of the Department and relevant legislation are also essential.
DUTIES	:	Assist with the management and coordination of departmental strategic planning processes. Assist with the development and implementation departmental planning & policy systems and procedures. Assist with the development of APPs, and departmental Operational Plans. Participate in the departmental and provincial government planning processes. Advise and recommend to the department areas of planning processes, policy review & development, and implementation of policies. Co-ordinate research on departmental policies and update policy registers. Conduct evaluation studies on behalf of the department. Conduct site visits and interviews to gather information and assess project conditions on evaluations studies conducted. Assist with preparation of detailed reports on project findings for stakeholders. Assist in the coordination and interaction with other departments and stakeholders on aspects of work /issues related to the GDEnv mandate. Make follow-up with programme Managers on outstanding inputs. Compile presentations for planning, policy research and co-ordination and policy sub-unit. Participate constructively in the component and departmental meetings as required.
ENQUIRIES	:	Ms Iris Thanjekwayo at 072 788 2364

OFFICE OF THE PREMIER

APPLICATIONS : should be sent to RecruitmentHOD.Premier@gauteng.gov.za, quoting the relevant reference number to Human Resources Administration. No late applications will be considered.

CLOSING DATE : 17 July 2026

NOTES : NB. Requirement for all senior management positions: 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. 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 shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. The successful candidate will be required to provide proof of completion of the NSG Public Service Senior Management Leadership Programme Certificate for entry into the SMS. Qualifying applicants should submit their application on the, New Application Form (Z83), found on www.dpsa.gov.za, Received applications using the incorrect application for employment (old Z83) will not be considered. Each employment application, must be fully completed, duly signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. The Z83 should be accompanied by a comprehensive CV (with detailed current and previous work experience including dates). The communication from the HR of the Department regarding the requirements of the certified qualifications, ID, driver's licence etc., will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following the communication from HR. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. Due to the large number of applications we envisage to receive, applications will not be acknowledged. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. The Gauteng Office of the Premier reserves the right to cancel the filling/ not to fill any vacancy that was advertised during any stage of the recruitment process.

MANAGEMENT ECHELON

POST 23/418 : **HEAD OF DEPARTMENT (HOD): GAUTENG DEPARTMENT OF COMMUNITY SAFETY REF NO: REFS/GCS/2026/02**
(3-year performance-based contract, renewable for a further period of 2 years, dependent on performance)

SALARY : R1 885 710 – R2 124 237 per annum, (all-inclusive remuneration package), plus a 10% non-pensionable allowance applicable to Heads of Department.

CENTRE : Johannesburg

REQUIREMENTS : A relevant post graduate qualification (NQF Level 8 in terms of SAQA standards) in Public Administration/Management, Business Administration/Management, Social Science, Security Management or Law and a minimum of ten (10) years' relevant experience at a senior management level. Key Competencies: Proven ability to operationalize and ensure compliance with legislation and policy development at provincial and local level. Demonstrable experience in management at an executive level, with a multi-billion-rand budget as well as a good understanding of and competency in Financial Management Systems including cost containment, budgeting, expenditure control, revenue collection and revenue generation. Knowledge and understanding of government priorities. Insight into Government's Outcomes Based Approach, including performance monitoring and evaluation. Strategic leadership, change management and project management. Capabilities should include service delivery innovation, compliance with the

Public Finance Management Act (PFMA) and financial regulatory frameworks underpinning good governance in South Africa. Excellent co-ordination, communication, networking, negotiation, corporate governance, exceptional reporting skills and multi-tasking skills. Ability to work under pressure and willingness to work long and irregular hours and travel extensively.

DUTIES : Serve as an Accounting Officer of the Department in accordance with the provisions of the PFMA Oversee the monitoring of police conduct and LEAs' compliance. Coordinate the effective functioning of safety structures across the province. Establish community and police relations in Gauteng. Implement Social Crime Prevention programmes. Lead the establishment of partnerships with safety stakeholders including private sector companies and government (Inter- Governmental Relation). Oversee and account on the management to national structure on the performance of provincial secretariat. Report on police oversight to the Premier, Legislature, CSPS and Minister of Police (MINMEC). Enforce compliance to functioning and management of the vehicle testing stations, License testing Centre, and driving schools' operations in line with the National Road Traffic Act. Oversee the effective implementation of road safety education in the province. Oversee the effective and efficient traffic law enforcement programmes and projects. Oversee the Operational support for primary care healing environments. Deliver secure, integrated residential solutions that facilitate stability, recovery, and empowerment for survivors of violence. Direct and monitor the strategic delivery of professional victim services. Monitor and ensure high-impact outcomes and operational excellence to community empowerment centres. Oversee the provision of strategic administrative support with regard to enforcement and regulatory compliance. Ensure that the Department achieves a clean audit. Oversee a system and formalized process that enables the department to identify, assess, manage, and monitor Departmental key risks. Implement effective governance structures. Oversee the implementation of risk, anti-corruption, and integrity management strategies. Promote professional ethics and combat corruption. Oversee and strengthen traffic policing and traffic law enforcement. Provide strategic direction in the development and implementation of provincial transport safety policies, aligned with national legislation such as the National Road Traffic Act. Ensure integration of road safety priorities into the broader community safety framework. Ensure the effective implementation safety strategies that promote crime prevention, strengthen intergovernmental coordination, and enhance public confidence in safety initiatives and overall management of the Department's programmes by aligning all departmental plans with the National Development Plan (NDP), National and Provincial Government Strategic Objectives, Transformation, Modernisation and Reindustrialisation [TMR] Programme and GGT 2030. Ensure sound governance, ethical leadership, and effective performance management within the department. Strengthen intergovernmental relations and stakeholder engagement, including municipalities, SOEs, civil society, and the private sector.

ENQUIRIES : Ms Pange Radebe at (066) 315 6970

DEPARTMENT OF ROADS AND TRANSPORT

APPLICATIONS : To apply for the below positions, please apply online at http://jobs.gauteng.gov.za. For general enquiries please contact Human Resource Tel No: (011) 355-7082/7043. Only online applications will be considered.

CLOSING DATE : 17 July 2026

NOTE : Applicants must utilise the most recent Z83 application form for employment, issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulations, 2016. All fields in the New Z83 form must be completed, initialled and signed. Furthermore, a comprehensive Curriculum Vitae (CV) must also be attached. Failure to attach the completed Z83 and Comprehensive Curriculum Vitae (CV) will result in disqualification. The New Z83 form is obtainable from any Public Service Department or the DPSA website www.dpsa.gov.za/documents. Only shortlisted candidates who meet all the requirements of the post will be requested to submit certified copies of qualifications, identity document and valid driver's license (where driving/travelling is an inherent requirement of the job) not older than six (06) months. 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 is our intention to promote representation (race, gender and disability) in the Public Service through the filling of posts and candidates whose transfer/promotion/appointment will promote representation will receive preference. It is the Department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The Department reserves the right not to appoint. If you do not receive any response from us within 3 months, please accept your application was unsuccessful. NB: Please indicate your preferred centre/s on the Z83 application form. In line with the Department's employments Equity Plan, preference will be given to Coloured Females, Indian Females, White Females candidates.

OTHER POSTS

POST 23/419 : **DEPUTY DIRECTOR: ICT GOVERNANCE AND INFORMATION MANAGEMENT REF NO: REFS/050238**
Branch: Corporate Services
Re-advertised, Applicants who previously applied are encouraged to re-apply.

SALARY : R932 292 per annum (Level 11), (all-inclusive package)
CENTRE : Johannesburg (Head Office)
REQUIRMENTS : National Diploma (NQF Level 6) / Degree (NQF Level 7) in ICT (Computer Science/Informatics)/Business Information Technology/Information Technology ITIL, COBIT, Project Management certifications will be an added advantage 3-5 years' ICT Governance experience in ICT at an Assistant Director level. Knowledge and Skills. GPG and DPDRT policies and procedures. Relevant legislation and Public Service Regulations. Government ICT procurement. People and empowerment, service delivery innovation, problem solving and analysis and written and oral communication.
DUTIES : Manage ICT governance. Manager the department information security through the implementation of tools and techniques. Implement technical solutions for information and knowledge management. Implement processes that promote alignment of the ICT goals and objectives. Coordinate the proceedings of the IT steering committee meetings. Manage ICT risks and audits. Ensure efficient management of ICT risk and audit environment. Develop and manage ICT risk management processes. Manage audit performance of internal and external auditors. Manage and monitor ICT service level agreement/contracts. Develop and manage departmental Service Level Agreement (SLA) with business units. Manage ICT business improvement and change management. Manage ICT projects through the implementation of ICT projects methodology. Develop and manage relationships with relevant stakeholders. Conduct research. Conduct research and development of ICT Governance. Manage ICT Assets and support services. Manage and monitor ICT budget and procurement. Manage the continuous improvement of ICT support services through improvement of services, practices and processes. Manage resources (Human, Financial, Equipment/Asset). Monitor the performance of staff and ensure performance assessment. Coordinate the compilation of various reports.
ENQUIRIES : Ms. A. Mkhombo Tel No: (011) 355 -7521 / Ms. P. Mabasa Tel No: (011) 355 -7175

POST 23/420 : **ROAD WORKER FOREMAN REF NO: REFS/050220 (X4 POSTS)**
Branch: Roads Infrastructure

SALARY : R237 453 per annum, (plus benefits)
CENTRE : Sedibeng (X1 Post)
Motsweding (Johannesburg) (X2 Posts)
Capital Projects (Heidelberg) (X1 Post)
REQUIREMENTS : NQF Level 3 qualification or equivalent with minimum of three (3) years' experience in Road Work Maintenance. Knowledge and Skills: Ability and willingness to work under pressure. Good communication skills will be an added advantage. Ability to work long hours in a team.

DUTIES	:	Plan, allocate and monitor daily and weekly work activities of maintenance teams. Prepare weekly work schedules and ensure tasks are executed in accordance with approved work plans and duty sheets. Conduct routine road inspections to identify, assess and record road infrastructure defects. Monitor and report illegal activities and encroachments within the road reserve. Supervise the utilisation, inspection and safe operation of departmental vehicles, plant, equipment and tools, ensuring they are used solely for official purposes. Control and account for equipment, tools and materials issued to maintenance teams. Conduct site inspections to monitor work quality, productivity and compliance with departmental standards. Implement and enforce occupational health and safety requirements, investigate incidents and compile safety incident reports. Facilitate and oversee on-site training and development of maintenance personnel. Ensure compliance with applicable legislation, departmental policies, procedures and standards. Monitor contractors' performance and compliance with contractual obligations, legislation and departmental requirements. Manage the performance of employees through the Performance Management and Development System (PMDS). Compile and submit operational reports as required by management.
ENQUIRIES	:	Ms. M. Mashele/ Mr. S. Ngcobo Tel No: (011) 355-7082/7043
POST 23/421	:	**ROAD WORKER REF NO: REFS/050221 (X54 POSTS)** Branch: Roads Infrastructure
SALARY	:	R170 226 per annum (Level 03), (plus benefits)
CENTRE	:	Ekurhuleni (X11 Posts) Tshwane (X10 Posts) West Rand (X6 Posts) Motsweding (X6 Posts) Sedibeng (X10 Posts) Motsweding (Johannesburg) (X10 Posts) Capital Projects (Heidelberg) (X1 Post)
REQUIREMENTS	:	NQF level 1 qualification or (Abet level 4 certificate or equivalent). No work experience is required. Knowledge and Skills: Ability and willingness to work under pressure. Good communication skills will be an added advantage. Ability to work in a team. Ability to read and write.
DUTIES	:	Perform routine road construction and maintenance activities in accordance with approved work programmes and safety standards. Carry out pothole patching, crack sealing, surfacing and re-gravelling of roads. Construct, repair and maintain road earthworks, culverts, side drains, stormwater drainage systems, ditches, outlets and concrete channels. Clean and maintain road reserves, sidewalks, drainage structures, rest areas and other road infrastructure. Install, replace, repair and clean road traffic signs, road markings, delineators and other road furniture. Assist with the erection, repair and maintenance of road fencing, steel guardrails, gabions and pipe-laying works. Operate and maintain hand tools, small plant and specialised equipment in accordance with departmental procedures. Safeguard departmental tools, equipment and materials issued for official duties and report any losses or defects. Maintain a clean and safe work site and comply with occupational health and safety requirements. Assist with traffic accommodation and other road maintenance activities as directed by the supervisor. As work will be done throughout the province of Gauteng it must be noted that staff may be required to travel and sleep close to the various construction sites.
ENQUIRIES	:	Ms. M. Mashele/ Mr. S. Ngcobo Tel No: (011) 355-7082/7043

ANNEXURE U

PROVINCIAL ADMINISTRATION: KWAZULU-NATAL
DEPARTMENT OF HEALTH

"We strive to create an environment that brings the power of diversity to life and as such, this Department is an equal opportunity, affirmative action employer, whose aim is to promote inclusiveness in all occupational levels in the Department".

APPLICATIONS : All applications should be forwarded to: The Chief Director: Human Resource Management Services KZN Department of Health Private Bag X9051 Pietermaritzburg, 3200 OR Hand delivered to: 330 Langalibalele Street Natalia Building, Registry, Minus 1:1 North Tower (Attention: Miss TNN Ngema)
Interested applicants can visit the following website at www.kznonline.gov.za/kznjobs for full posts details.
"Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs or submit their Z83 and CV directly to the following email address HeadOffice.HRJobApplication@kznhealth.gov.za. NB//The subject of your e-mail must be the post name that you are applying for. "Applicants may also visit any one of our Designated Online Application Centres (DOACS) where our friendly staff will assist you with applying online or receiving your hardcopy application. You can find the list of Designated Online Application Centres (DOACS) at www.kznonline.gov.za/kznjobs."

CLOSING DATE : 17 July 2026

NOTE : Applications must be submitted on the new prescribed Application for Employment form (Z83) which must be originally signed, initialed and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV (with detailed experience). Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation. Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. NB: For the Pre-Entry Certificate for SMS, any individual may register for the course and complete such in anticipation of wishing to apply for an SMS post in future. The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by following the link: https://www.thensg.gov.za/training-courses/sms-pre-entry-programme/.Individuals who have completed the course already, and who are therefore in possession of a certificate are welcome to submit such, however it is not required that an applicant submit such when applying for the post prior to the closing date. However, prior to an appointment being made to any SMS post, the appointee to such a post must have completed the pre-entry certificate and must be in possession of such prior to taking up the post. NB: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview. 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 and integrity (ethical conduct) assessment.

MANAGEMENT ECHLEON

POST 23/422 : **CHIEF FINANCIAL OFFICER REF NO: G40/2026**
Cluster: Office of The Head of Department

SALARY : R1 885 710 per annum (Level 15), (an all-inclusive SMS salary package)
CENTRE : Head Office: Pietermaritzburg
REQUIREMENTS : An undergraduate in Accounting / Public Finance / Economics with Post Graduate / Honors (NQF Level 8) in Accounting / Public Finance / Economics and Honors as majors, or a Post Graduate in Accounting/CTA or CA qualification as recognized by SAQA. Eight (8) years' experience at a senior managerial level in a Financial Management environment. Three (3) years must be at a Chief Director equivalent, within the eight years, there must be three (3) years' experience in a Public Sector environment. Unendorsed valid Code B driver's license (Code 8). Additional Information (in their order of importance): Qualification as a Chartered Accountant. A post graduate qualification in Public Health/ Management. A recognised certification in Project Management, will serve as a recommendation. Knowledge, Skills, Training And Competencies: The incumbent of this post will report to the Head of Department of Health, and will be responsible to support the Accounting Officer and other senior managers in the execution of their functions in terms of the Public Finance Management Act, the Treasury Regulations and Practices Notes; and manage the financial, accounting and supply chain management systems of the Department ensuring good governance arrangements and value for money in the Department. The ideal candidate must: Possess sound technical knowledge of GRAP (Generally Recognized Accounting Practices) and GAAP (Generally Accepted Accounting Practices), which will encompass the transition to the "accrual" basis of accounting, performance budgeting and the Public Service Legislative Framework for Financial and Supply Chain Management. Have the ability to provide sound technical advice on the performance of the departmental financial system to the Accounting Officer and Cluster Managers ensuring compliance with the provisions of the Public Finance Management Act, Treasury Regulations and Provincial Treasury Practice Notes. Possess strong leadership ability in securing financial resources for the Department to adequately fund the Annual Performance Plan of the Department. Have the ability to translate the macro fiscal environment for core business managers into strategic financial direction. Possess sound knowledge of Strategic Planning Processes and associated budgetary processes. Have the ability to develop and utilize Monitoring and Evaluation Mechanisms in support of strategic resource management practices. Have the ability to capitalize on human potential and to build a strong financial delivery team at Head Office and at Institutions. Have the ability to use and manage advanced computer applications. Possess knowledge of the principles of Public Private Partnerships and the financial management of complex contractual arrangements. Have excellent verbal communication and report writing skills.
DUTIES : Develop implement and maintain appropriate mechanisms to timeously respond to the changing needs for financial information, the interpretation thereof and the rendering of technical advice to the Accounting Officer ensuring that the financial resources and assets of the Department are utilized effectively and economically to realize the objectives of the Annual Performance Plan. Provide technical advice to Accounting Officer and Senior Managers to ensure the equitably allocation, maintenance and effective utilization of resources in line with the Strategic Objectives of the Department, legislative imperatives and good governance arrangements inclusive of the management of working capital, assets, liabilities and revenue collection to achieve optimal operational efficiency in the Department. Ensure adequate financial, accounting and internal financial control arrangements and systems are in place and maintained in support of the decentralized financial management mode inclusive of appropriate mechanisms for the accountable delegation of financial powers, asset security, monitoring, evaluation, early warning and timeous corrective action. Oversee the budgetary process within the department, exercise budgetary control and provide at a strategic level early warning arrangements. Oversee the preparation and submission of the Annual Financial Statements and liaison with the Auditor-General inclusive of ensuring compliance with reporting requirements and standards under the PFMA, Division of Revenue Act and Financial Statements. Ensure the

effective, efficient and economical management and utilization of resources allocated to the Financial Cluster as outlined in the legislative framework for good governance. Provide effective and efficient management of resources within the Cluster to ensure optimal functioning and performance of the Cluster in delivery linked to the strategy and policy imperatives. Provide financial advice and support to the Accounting Officer and other senior managers – i) in developing costing/funding options for strategic and other business plans within the MTEF arrangement, ii) in executing their functions in terms of the PFMA, Treasury Regulations and Departmental Financial Delegations. To Manage the Supply Chain Management systems of the Department ensuring good governance arrangements and value for money in the Department.

ENQUIRIES : Mrs TP Msimango Tel No: (033) 395 2589

ANNEXURE V

PROVINCIAL ADMINISTRATION: LIMPOPO
DEPARTMENT OF CO-OPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND TRADITIONAL AFFAIRS
The Department of Co-operative Governance, Human Settlements & Traditional Affairs would like to invite suitably qualified candidates who are creative, energetic, self-driven, and hardworking and have a passion for improving the standard of living of citizens of Limpopo, to apply for the positions as they appear below.

APPLICATIONS : Should be submitted online through http://erecruitment.limpopo.gov.za Hand delivered applications should be submitted to 28 Market Street (Next to UNISA) Registry Office (First Floor by 16h00 daily) or alternatively post to The Director: HRMA&EW; Department of Co-operative Governance, Human Settlements and Traditional Affairs, Private Bag X9485, Polokwane, 0700.

CLOSING DATE : 17 July 2026

NOTE : The Department of CoGHSTA is an equal opportunity affirmative action employer. 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, youth, and disability) through the filling of this post(s) with a candidate whose transfer / promotion / appointment will promote representativity in line with the numerical targets as contained in our Employment Equity Plan. In 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) section 15 (Affirmative Action measures) and 20 (Employment Equity Plan) and relevant Human Resources Policies and HR Plan of the department will be taken into consideration. In line with the commitment to promoting representivity in the filling of entry-level positions, preference may be given to unemployed youth and CoGHSTA's interns and learners who have successfully completed their respective skills development programmes. Note: Applications should be submitted on a New Z83 form obtainable from all Public Service Departments or at www.dpsa.gov.za (must be completed in full), and a comprehensive copy of your Curriculum Vitae only (Certified copies of ID matric certificate, drivers' license and qualifications will be requested from shortlisted candidates only). The specific reference number for the post must be quoted. Short-listed candidates for the above posts will be subjected to a Security clearance and verification of qualifications. Certified copies of educational qualifications (or any other required certificates and/or results on the post), academic records, identity documents and a valid driver's license (where required) will only be submitted by shortlisted candidates to HR on or before the day of the interview date, failure to produce the requested certified copies on the day of the interview process, will result in an automatic disqualification from the process. As per the DPSA directive on Human Resources Management & Development for Public Service Professionalization Volume 1, number 1.32.1, "All shortlisted candidates including SMS shall undertake two (2) pre-entry assessments. One (1) will be a technical exercise, and the other one (1) will be an Integrity (Ethical Conduct) Assessment. Following the interview process, All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA). Successful incumbents will be expected to sign a performance agreement within one month after assumption of duty. The successful candidate will also be required to disclose their financial interest in accordance with the prescribed regulations. Failure to comply with the requirements will result in the applicants being disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to seek reasons for the above administration action in terms of Promotion of Administrative Justice Act (PAJA), Act No.3 of 2000 The Department reserves the right not to make any appointment to the posts advertised. The employment decision shall among

other determinations be informed by the Employment Equity Plan of the Department.

OTHER POST

POST 23/423	:	**COMMUNITY DEVELOPMENT WORKER (X10 POSTS)** Branch: Cooperative Governance Re-advertisement, those who have applied previously do not need to re-apply.
SALARY	:	R338 106 per annum (Level 07)
CENTRE	:	Ref No: CoGHSTA 38/26/1 Blouberg Ward 06 Ref No: CoGHSTA 38/26/2 Lepelle-Nkumpi Ward 19 Ref No: CoGHSTA 38/26/3 Mogalakwena Ward 01 Ref No: CoGHSTA 38/26/4 Mogalakwena Ward 09 Ref No: CoGHSTA 38/26/5 Greater Giyani Ward 19 Ref No: CoGHSTA 38/26/6 Greater Letaba Ward 11 Ref No: CoGHSTA 38/26/7 Makhuduthamaga Ward 09 Ref No: CoGHSTA 38/26/8 Makhuduthamaga Ward 20 Ref No: CoGHSTA 38/26/9 Collins Chabane Ward 32 Ref No: CoGHSTA 38/26/10 Makhado Ward 03
REQUIREMENTS	:	Matric plus an undergraduate qualification (NQF Level 6) in Public Administration or related as recognized by SAQA. National Certificate in Community Development will be an added advantage. Minimum of 1 year relevant experience and valid driver's license (with exception of person with disability). Core And Process Competencies: Sound and in-depth knowledge of relevant prescripts, Batho Pele principles; public service act; computer literacy; Dynamics; culture and language of the target community. Skills & Competencies: Computer literacy; Negotiation skills; Presentation skills; Planning and organizing skills; Time management; Communication skills (verbal & written); Interpersonal skills; Computer skills.
DUTIES	:	Compile ward profiling; Identification of service delivery cases; Identification of community concerns; Conduct household visits.
ENQUIRIES	:	Ms. Malahlela Nora Tel No: (015) 294 2224/ Ms. Mabina Reneilwe (015) 294 2046
NOTE	:	Shortlisted candidates for these positions will be requested to submit proof of residence. EE Target: Youth, African Female, Coloured Male & Female, White Female, Indian Male & Female, Persons with Disability (Blouberg 38/26/1) EE Target: Youth, African Male, Coloured Male & Female, White Female, Indian Male & Female, Persons with Disability Lepelle-Nkumpi 3//26/2, Mogalakwena 38/26/3 & 38/26/4, Greater Giyani 38/26/5, Greater Letaba 38/26/6, Makhuduthamaga 38/26/7 & 38/26/8, Collins Chabane 38/26/9 EE Target: Youth, African Male & Female, Coloured Male & Female, White Female, Indian Male & Female, Persons with Disability (Makhado 38/26/9)

OFFICE OF THE PREMIER

APPLICATIONS	:	Applications are encouraged to be submitted through the e-Recruitment website at https://erecruitment.limpopo.gov.za, however, hand delivery applications are acceptable and must be submitted on the fully completed and signed new Z83 application form obtainable from all government departments or can be downloaded from www.gov.za / www.dpsa.gov.za / www.labour.gov.za, and be addressed to: Director: Human Resource Management Services, Office of the Premier, Private Bag X9483, Polokwane, 0700 or hand delivered to the Office of the Premier at 40 Hans van Rensburg Street, Polokwane, Mowaneng Building, Office No. A013, General Records: Registry, Ground Floor.
CLOSING DATE	:	17 July 2026 at 16h00.
NOTE	:	The Office of the Premier is an affirmative action employer. Designated race groups, females and persons with disabilities remain the target group and are encouraged to apply. The following must be considered in relation to the completion of the Z83 by applicants: All the fields in Part A, Part C and Part D should be completed in full. Part B, all fields should be completed in full except the following: South African citizens need not provide passport numbers. If an applicant responded "no" to the question "Are you conducting business with the State or are you a Director of a Public or Private company conducting business with the State? If yes (provide detail)" then it is acceptable for an

applicant to indicate not applicable or leave blank to the question, “In the event that you are employed in the Public Service, will you immediately relinquish such business interest?”. Applicants may leave the following question blank if they are not in possession of such: “If your profession or occupation requires official registration, provide date and particulars of registration”. Noting the limited space provided for Part E, F & G, applicants often indicate “refer to Curriculum Vitae (CV) or see attached”, this is acceptable if the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the application of employment Z83, and applicants are accountable for the information that is provided therein. The questions related to conditions that prevent re-appointment under Part F must be answered. A specific reference number for the post applied for must be quoted in the space provided on Z83 form. Only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. To ensure that potential Senior Management Services (SMS) members have a background on processes and procedures linked to the SMS, a further requirement for appointment at SMS level will be the successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government with effect from 01 April 2020. This is a Public Service specific training programme which will be applicable for appointments at SMS post. The link is as follows: www.thensg.gov.za/training-course/sms-pre-entry-programme. A Compulsory pre-entry into the Senior Management Services (SMS) certificate from National School of Government (NSG) will be required before the assumption of duty. As per the Department of Public Service and Administration (DPSA) directive on Human Resources Management & Development for Public Service Professionalisation Volume 1, number 1.32.1, “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. In terms of the Directive on the Implementation of Competency Based Assessments, Training & Development for Members of the Senior Management Services (SMS) in the Public Service, as amended: All shortlisted candidates will be subjected to a technical assessment that intends to assess relevant functional elements of the job. Assessment for core competencies outlined in the SMS handbook shall be conducted within one month of the appointment of the candidate. The Office shall communicate the logistics for the psychometric assessment to the candidate. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. NB: Only recommended candidates for Senior Management Services (SMS) posts shall undergo psychometric assessment (Giotto, 15FQ+, and CPP assessment). The successful candidates must be willing to sign an oath of secrecy with the organization and are also expected to sign a performance agreement with the Office. All appointments are subject to the personnel suitability check (criminal records, credit record check and security vetting) and recommended candidates will be subjected to security clearance procedures. The Office reserves the right not to make any appointment(s) to the posts advertised. The employment decision shall among other determinations be informed by the Employment Equity Plan of the Office. The successful candidate will be required to disclose his/her financial interest in accordance with the applicable prescripts within 30 days of assumption of duty. Late applications for the advertised posts will not be considered. Failure to comply with the above requirements will result in the disqualification of the application. Correspondence will be limited to short-listed candidates only, due to the large number of applications we envisage to receive and if you have not heard from us within ninety (90) days of the closing date, please accept that your application has been unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to, within 90 days, seek reasons for the above administrative action in terms of section 5, sub-section 1 and 2 of Promotion of Administrative Justice Act 3 of 2000. Applications which are forwarded / submitted to the wrong address will not be considered. Note: Certified copies of educational qualifications, academic records, Identity document and valid driver’s license (where required) should be submitted by the shortlisted candidates to HR on or before the day of the interview date,

failure to produce the requested certified copies on the day of the interview process, will result in an automatic disqualification from the process. Kindly note that no payment of any kind is required when applying for posts advertised in this circular. Applications with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA) and the proof of such evaluation. The contents of the advertised vacant posts will also be posted on the following website: www.limpopo.gov.za and all Office of the Premier Social media pages. NB!!! The Office reserves the right to interview candidates virtually. In the event a candidate's preference is to attend a physical face-to-face interview process, the Office will not be liable for any expenses incurred.

MANAGEMENT ECHELON

POST 23/424 : **CHIEF DIRECTOR: PERFORMANCE MONITORING AND EVALUATION PROGRAMMES, SYSTEMS AND DATA MANAGEMENT REF NO: OTP: 05 / 26 / 01 (X1 POST)**
Chief Directorate: Performance Monitoring and Evaluation Programmes, Systems and Data Management

SALARY : R1 554 696 - R1 858 821 per annum (Level 14), (all-inclusive package)
CENTRE : Polokwane
REQUIREMENTS : A National Senior Certificate / an equivalent plus an appropriate undergraduate qualification (NQF 7) in Public Management / Administration or an equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of five (05) years' experience at a Senior Managerial level in Performance Monitoring and Evaluation environment. SMS Pre-Entry (Nyukela) Certificate prior to appointment. A valid driver's license except for people with disabilities.
DUTIES : Establish, Maintain and Manage Monitoring and Evaluation Systems for the Province through the Sectors. Ensure the development, management and implementation of National and Provincial policies, strategies, guidelines, directives and procedures on M&E and Service Delivery Improvement. Ensure coordination, management and the implementation of service delivery Intervention programmes, Data and Systems Provide leadership and strategic direction in the Chief Directorate Manage and utilise Human Resources in accordance with the relevant directives and legislation.
ENQUIRIES : should be directed to Messrs. Khorommbi P / Kika Bham C and Mesdames. Mgbo P / Mokgalaka S / Kekana PL / Moyaba ME Tel No: (015) 287 6588 / 6063 / 6441 / 6665 / 6293 / 6027 respectively.

POST 23/425 : **CHIEF DIRECTOR: TRANSFORMATION REF NO: OTP: 05 / 26 / 02 (X1 POST)**
Chief Directorate: Transformation

SALARY : R1 554 696 – R1 858 821 per annum (Level 14), (all-inclusive package)
CENTRE : Polokwane
REQUIREMENTS : A National Senior Certificate / an equivalent plus an appropriate undergraduate qualification (NQF 7) or an equivalent qualification in a relevant field/area as recognized by the South African Qualification Authority (SAQA). A minimum of five (05) years' experience at a Senior Managerial level. SMS Pre-Entry (Nyukela) Certificate prior to appointment. A valid driver's license except for people with disabilities.
DUTIES : Coordinate, monitor and evaluate the implementation and mainstreaming of programmes for persons with disabilities, older persons, children, and military veterans in Limpopo Province. Coordinate, monitor and evaluate the implementation of youth development programmes in Limpopo Province. Coordinate, monitor and evaluate the implementation of women empowerment and equality programmes in Limpopo Province. Coordinate, monitor and evaluate the implementation of ethics and anti-corruption programmes in Limpopo Province. Coordinate, monitor and evaluate the implementation of security management programmes in Limpopo Province. Coordinate, monitor and evaluate the implementation of service standards and Thusong Service Centre programme in Limpopo Province.
ENQUIRIES : should be directed to Messrs. Khorommbi P / Kika Bham C and Mesdames. Mgbo P / Mokgalaka S / Kekana PL / Moyaba ME Tel No: (015) 287 6588 / 6063 / 6441 / 6665 / 6293 / 6027 respectively.

OTHER POSTS

POST 23/426 : **DEPUTY DIRECTOR: HRD COUNCIL SECRETARIAT REF NO: OTP: 05 / 26 / 03 (X1 POST)**
Directorate: HRD Council Secretariat

SALARY : R1 101 468 – R1 297 476 per annum (Level 12), (all-inclusive package)
CENTRE : Polokwane
REQUIREMENTS : A National Senior Certificate / an equivalent plus an appropriate undergraduate qualification (NQF 6) in Human Resource Development or an equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of five (05) years' experience in Human Resource Development & Training of which three (3) years must be at an Assistant Director level. A valid driver's license except for people with disabilities.
DUTIES : Coordinate and provide secretariat services to the Limpopo Human Resource Development Council meetings Create linkages and coordinate Economic Sector. Coordinate and promote the implementation of the Provincial and National HRD Strategies Plan and provide Advisory Services to Institutions of Higher Learning, SETA's, Industries.
ENQUIRIES : should be directed to Messrs. Khorommbi P / Kika Bham C and Mesdames. Mgbo P / Mokgalaka S / Kekana PL / Moyaba ME Tel No: (015) - 287 6588 / 6063 / 6441 / 6665 / 6293 / 6027 respectively.

POST 23/427 : **DEPUTY DIRECTOR: INFRASTRUCTURE PLANNING AND PROJECT MANAGEMENT COORDINATION REF NO: OTP: 05 / 26 / 04 (X1 POST)**
Directorate: Infrastructure Planning and Project Management Coordination

SALARY : R1 101 468 – R1 297 476 per annum (Level 12), (all-inclusive package)
CENTRE : Polokwane
REQUIREMENTS : A National Senior Certificate / an equivalent plus an appropriate undergraduate qualification (NQF 6) in Built Environment / Civil engineering or an equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of five (5) years' experience in Infrastructure Planning of which three (3) years' must be at an Assistant Director level. A valid driver's license except for people with disabilities.
DUTIES : Support integrated Infrastructure Development Planning in the Province. Support the Development, updating and review of the Provincial Integrated Infrastructure related Policy / Framework / Strategy / Plan. Provide support on priority projects in the Province. Facilitate the Development of Province - Wide intervention Plans on Infrastructure matters.
ENQUIRIES : should be directed to Messrs. Khorommbi P / Kika Bham C and Mesdames. Mgbo P / Mokgalaka S / Kekana PL / Moyaba ME Tel No: (015) 287 6588 / 6063 / 6441 / 6665 / 6293 / 6027 respectively.

POST 23/428 : **DEPUTY DIRECTOR: RECORDS AND KNOWLEDGE MANAGEMENT REF NO: OTP: 05 / 26 / 05 (X1 POST)**
Directorate: Records and Knowledge Management

SALARY : R1 101 468 – R1 297 476 per annum (Level 12), (all-inclusive package)
CENTRE : Polokwane
REQUIREMENTS : A National Senior Certificate / an equivalent plus an appropriate undergraduate qualification (NQF 6) in Records Management or an equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of three (3) years' experience in Records Management at an Assistant Director level. A valid driver's license except for people with disabilities.
DUTIES : Coordinate and monitor management of General and Human Resource Records effectively. Coordinate and monitor the implementation of Data Management Programs. Coordinate and monitor the implementation of Knowledge Management Programs. Coordinate and monitor the preservation of Institutional memory through the implementation of Records and Knowledge Management process, practices and systems. Coordinate and monitor the implementation of Legislative frameworks (PAIA, POPIA and PAJA).

ENQUIRIES	:	should be directed to Messrs. Khorommbi P / Kika Bham C and Mesdames. Mgbo P / Mokgalaka S / Kekana PL / Moyaba ME Tel No: (015) 287 6588 / 6063 / 6441 / 6665 / 6293 / 6027 respectively.
POST 23/429	:	**DEPUTY DIRECTOR: FACILITIES AND AUXILIARY MANAGEMENT REF NO: OTP: 05 / 26 / 06 (X1 POST)** Directorate: Records and Facilities Management Services (Work Environment)
SALARY	:	R932 292 – R1 098 195 per annum (Level 11), (all-inclusive package)
CENTRE	:	Polokwane
REQUIREMENTS	:	A National Senior Certificate / an equivalent plus an appropriate undergraduate qualification (NQF 6) in Public Administration / Management or an equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of five (5) years' experience in Facilities Management or Administration Environment of which three (3) years' experience must be at an Assistant Director level. A valid driver's license except for people with disabilities.
DUTIES	:	Manage Infrastructure services. Manage maintenance services. Mange auxiliary services. Management of policies and processes.
ENQUIRIES	:	should be directed to Messrs. Khorommbi P / Kika Bham C and Mesdames. Mgbo P / Mokgalaka S / Kekana PL / Moyaba ME Tel No: (015) 287 6588 / 6063 / 6441 / 6665 / 6293 / 6027 respectively.
POST 23/430	:	**DEPUTY DIRECTOR: BUDGET PLANNING REF NO: OTP: 05 / 26 / 07 (X1 POST)** Directorate: Financial Management and Accounting Services
SALARY	:	R932 292 – R1 098 195 per annum (Level 11), (all-inclusive package)
CENTRE	:	Polokwane
REQUIREMENTS	:	A National Senior Certificate / an equivalent plus an appropriate undergraduate qualification (NQF 6) in Accounting or Cost and Management Accounting or an equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of five (05) years' experience in Finance of which three (3) years must be at an Assistant Director level in Budget Planning / Management Accounting. A valid driver's license except for people with disabilities.
DUTIES	:	Manage Budget Planning Services. Manage Financial Reporting. Manage Cashflow Management. Manage Personnel within his/her area of work.
ENQUIRIES	:	should be directed to Messrs. Khorommbi P / Kika Bham C and Mesdames. Mgbo P / Mokgalaka S / Kekana PL / Moyaba ME at telephone numbers 015 - 287 6588 / 6063 / 6441 / 6665 / 6293 / 6027 respectively.
POST 23/431	:	**ASSISTANT DIRECTOR: RESEARCH AND DEVELOPMENT REF NO: OTP: 05 / 26 / 08 (X1 POST)** Directorate: Research and Development
SALARY	:	R605 742 – R713 535 per annum (Level 10)
CENTRE	:	Polokwane
REQUIREMENTS	:	A National Senior Certificate / an equivalent plus an appropriate undergraduate qualification (NQF 6) in Public Administration, Public Management, Public Affairs, Development Studies, Development Planning and Management, Social Science or an equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of three (03) years' experience in Research at a Supervisory level. A valid driver's license except for people with disabilities.
DUTIES	:	Responsibilities: Implement the Provincial Research Guidelines. Provide technical support to the LPREC. Provide secretarial support to the LPREC. Monitor the approved research projects.
ENQUIRIES	:	should be directed to Messrs. Khorommbi P / Kika Bham C and Mesdames. Mgbo P / Mokgalaka S / Kekana PL / Moyaba ME Tel No: (015) 287 6588 / 6063 / 6441 / 6665 / 6293 / 6027 respectively.
POST 23/432	:	**ASSISTANT DIRECTOR: TELECOMMUNICATIONS AND OFFICE EQUIPMENT REF NO: OTP: 05 / 26 / 09 (X1 POST)** Directorate: Departmental Government Information Technology Office (DGITO)
SALARY	:	R487 197 – R584 370 per annum (Level 09)

CENTRE : Polokwane
REQUIREMENTS : A National Senior Certificate / an equivalent plus an appropriate undergraduate qualification (NQF 6) in Public Administration / Information Communication and Technology or an equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of three (03) years' experience in Network Administration or ICT. A valid driver's license except for people with disabilities.
DUTIES : Supervise the provision of Administrative Services to the Department. Manage telecommunications Records. Supervise the provision of support and resolution for telecommunication issues. Ensure the management of Switchboard and Photocopier services.
ENQUIRIES : should be directed to Messrs. Khorommbi P / Kika Bham C and Mesdames. Mgbo P / Mokgalaka S / Kekana PL / Moyaba ME at telephone numbers 015 - 287 6588 / 6063 / 6441 / 6665 / 6293 / 6027 respectively.

POST 23/433 : **ASSISTANT DIRECTOR: SALARY ADMINISTRATION REF NO: OTP: 05 / 26 / 10 (X1 POST)**
Directorate: Financial Management and Accounting Services

SALARY : R487197 – R584 370 per annum (Level 09)
CENTRE : Polokwane
REQUIREMENTS : A National Senior Certificate / an equivalent plus an appropriate undergraduate qualification (NQF 6) in Financial Accounting / Management or an equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of three (03) years' experience in Salary administration at a Supervisory level. BAS and PERSAL certificate / results. A valid driver's license except for people with disabilities.
DUTIES : Administer Salary Payments. Administer Payroll and other Salary Reports. Administer implementation of Human Resource Advices. Administer subsistence and travel, fuel and overtime claims payments. Administer tax returns and reconciliation.
ENQUIRIES : should be directed to Messrs. Khorommbi P / Kika Bham C and Mesdames. Mgbo P / Mokgalaka S / Kekana PL / Moyaba ME Tel No: (015) 287 6588 / 6063 / 6441 / 6665 / 6293 / 6027 respectively.

POST 23/434 : **ARTISAN FOREMAN GRADE A REF NO: OTP: 05 / 26 / 11 (X1 POST)**
Directorate: Supply Chain Management

SALARY : R397 329 – R450 504 per annum, (OSD)
CENTRE : Polokwane
REQUIREMENTS : A Trade Test Certificate in Mechanical Engineering as recognized by the South African Qualification Authority (SAQA). A minimum of five (5) years' post qualification experience in Mechanical Engineering as an Artisan. A valid driver's license, except for people with disability.
DUTIES : Supervise technical design, production, operation and maintenance services. Perform administrative and related function. Maintain and advance expertise. Human Capital Resource Management.
ENQUIRIES : should be directed to Messrs. Khorommbi P / Kika Bham C and Mesdames. Mgbo P / Mokgalaka S / Kekana PL / Moyaba ME Tel No: (015) 287 6588 / 6063 / 6441 / 6665 / 6293 / 6027 respectively.

POST 23/435 : **ORGANISATIONAL DEVELOPMENT PRACTITIONER REF NO: OTP: 05 / 26 / 12 (X1 POST)**
Directorate: Human Resource Management Services

SALARY : R413 001 – R486 501 per annum (Level 08)
CENTRE : Polokwane
REQUIREMENTS : A National Senior Certificate / an equivalent plus an appropriate undergraduate qualification (NQF level 6) in Management Services / Organisational Development / Operations Management / Production Management or equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of two (2) years' experience in Organisational Development and Change Management environment. A driver's license except for people with disabilities.
DUTIES : Assist with the designing of the functional organization and staff establishment structure. Facilitate the development of Job Descriptions and conduct Job Evaluations. Assist in the implementation of Operations Management

Framework (OMF). Implement Change Management Programme and strategies. Provide secretariat and administrative function to the unit.

ENQUIRIES : should be directed to Messrs. Khorommbi P / Kika Bham C and Mesdames. Mgbo P / Mokgalaka S / Kekana PL / Moyaba ME Tel No: (015) 287 6588 / 6063 / 6441 / 6665 / 6293 / 6027 respectively.

POST 23/436 : **ADMINISTRATIVE OFFICER: AIDS COUNCIL SECRETARIAT REF NO: OTP: 05 / 26 / 13 (X1 POST)**
Directorate: Administrative Officer: AIDS Council Secretariat

SALARY : R338 106 – R398 277 per annum (Level 07)
CENTRE : Polokwane
REQUIREMENTS : A National Senior Certificate / an equivalent plus an appropriate undergraduate qualification (NQF 6) in Public Administration or an equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of two (2) years' experience in Administration or Office Management.
DUTIES : Provide administrative support to the Unit. Make logistical arrangements for the Unit. Serve as the secretariat for the Unit.
ENQUIRIES : should be directed to Messrs. Khorommbi P / Kika Bham C and Mesdames. Mgbo P / Mokgalaka S / Kekana PL / Moyaba ME Tel No: (015) 287 6588 / 6063 / 6441 / 6665 / 6293 / 6027 respectively.

POST 23/437 : **ADMINISTRATIVE OFFICER: ASSETS, DISPOSAL AND FINANCIAL SYSTEMS MANAGEMENT REF NO: OTP: 05 / 26 / 14 (X1 POST)**
Directorate: Financial Management and Accounting Services

SALARY : R338 106 – R398 277 per annum (Level 07)
CENTRE : Polokwane
REQUIREMENTS : A National Senior Certificate / equivalent plus an appropriate undergraduate qualification (NQF 6) in Accounting / Economics / Information Systems Management or an equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of two (2) years' experience in Asset Management and/or Financial Management Information Systems. A valid driver's license except for people with disabilities. BAS and LOGIS certificates / results.
DUTIES : Administer assets and assets register. Receive and distribute new assets. Administer the disposal and verification of assets. Administer access to financial systems.
ENQUIRIES : should be directed to Messrs. Khorommbi P / Kika Bham C and Mesdames. Mgbo P / Mokgalaka S / Kekana PL / Moyaba ME Tel No: (015) 287 6588 / 6063 / 6441 / 6665 / 6293 / 6027 respectively.

POST 23/438 : **ADMINISTRATIVE OFFICER: ICT INFRASTRUCTURE (TELECOMMUNICATIONS AND OFFICE EQUIPMENT) REF NO: OTP: 05 / 26 / 15 (X1 POST)**
Directorate: Departmental Government Information Technology Office (DGITO)

SALARY : R338 106 – R398 277 per annum (Level 07)
CENTRE : Polokwane
REQUIREMENTS : A National Senior Certificate / an equivalent plus an appropriate undergraduate qualification (NQF 6) in Public Administration / Office Administration or an equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of two (2) years' experience in Public Administration or Telecommunication and Office Equipment Management.
DUTIES : Manage Telecommunications Contracts. Administer Telecommunications Services. Supervise Switchboard and Call Centre Operations. Supervise Billing and Financial Controls. Maintain proper record-keeping. Engage and Support Stakeholders.
ENQUIRIES : should be directed to Messrs. Khorommbi P / Kika Bham C and Mesdames. Mgbo P / Mokgalaka S / Kekana PL / Moyaba ME Tel No: (015) 287 6588 / 6063 / 6441 / 6665 / 6293 / 6027 respectively.

POST 23/439	:	**ADMINISTRATIVE OFFICER: GOVERNMENT OWNED VEHICLES REF NO: OTP: 05 / 26 / 16 (X1 POST)** Directorate: Supply Chain Management
SALARY	:	R338 106. – R398 277 per annum (Level 07)
CENTRE	:	Polokwane
REQUIREMENTS	:	A National Senior Certificate / an equivalent plus an appropriate undergraduate qualification (NQF 6) in Supply Chain Management / Transport Management / Logistics Management or an equivalent qualification in the relevant field / area as recognized by the South African Qualification Authority (SAQA). A minimum of two (2) years' experience in Supply Chain Management / Transport Management. A valid driver's license except for people with disabilities.
DUTIES	:	Allocate Government owned vehicles for special purposes. Register and process vehicle licenses. Check log-sheets and trip authorisation for government owned vehicles. Attend to Traffic fines and handle accidents / incidents.
ENQUIRIES	:	should be directed to Messrs. Khorommbi P / Kika Bham C and Mesdames. Mgbo P / Mokgalaka S / Kekana PL / Moyaba ME Tel No: (015) 287 6588 / 6063 / 6441 / 6665 / 6293 / 6027 respectively.
POST 23/440	:	**REGISTRY CLERK: GENERAL RECORDS REF NO: OTP: 05 / 26 / 17 (X2 POSTS)** Directorate: Records and Facilities Management Services (Work Environment)
SALARY	:	R338106 – R398 277 per annum (Level 05)
CENTRE	:	Polokwane
REQUIREMENTS	:	A National Senior Certificate / an equivalent (NQF 4) or an equivalent qualification as recognized by the South African Qualification Authority (SAQA). Computer Literacy (Microsoft Office package).
DUTIES	:	Responsibilities: Provide General Records services to clients. Implement staff file plan, Records policy, Procedure manual and records control schedule. File personal and series files. Facilitate Messenger and Postal services.
ENQUIRIES	:	should be directed to Messrs. Khorommbi P / Kika Bham C and Mesdames. Mgbo P / Mokgalaka S / Kekana PL / Moyaba ME Tel No: (015) 287 6588 / 6063 / 6441 / 6665 / 6293 / 6027 respectively.
POST 23/441	:	**PHOTOCOPY OPERATOR REF NO: OTP: 05 / 26 / 18 (X1 POST)** Directorate: Departmental Government Information Technology Office (DGITO)
SALARY	:	R144 024 – R169 656 per annum (Level 02)
CENTRE	:	Polokwane
REQUIREMENTS	:	Grade 8 / ABET / AET level 2 qualification as recognized by the South African Qualification Authority (SAQA).
DUTIES	:	Operate the Photocopier machines. Make requisition for photocopying materials. Perform minor maintenance on the photocopy machines.
ENQUIRIES	:	should be directed to Messrs. Khorommbi P / Kika Bham C and Mesdames. Mgbo P / Mokgalaka S / Kekana PL / Moyaba ME Tel No: (015) 287 6588 / 6063 / 6441 / 6665 / 6293 / 6027 respectively.
POST 23/442	:	**CLEANER REF. NO: OTP: 05 / 26 / 19 (X1 POST)** Directorate: Records and Facilities Management Services (Work Environment)
SALARY	:	R144 024 – R169 656 per annum (Level 02)
CENTRE	:	Polokwane
REQUIREMENTS	:	A minimum of Grade 8 (NQF level 1 or 2) / (AET or ABET level 2 certificate) qualification as recognized by the South African Qualification Authority (SAQA).
DUTIES	:	Provide cleaning services by cleaning offices, restrooms, corridors, elevators, passages, guardroom, reception area and Atrium. Keep and maintain cleaning materials and equipment.
ENQUIRIES	:	should be directed to Messrs. Khorommbi P / Kika Bham C and Mesdames. Mgbo P / Mokgalaka S / Kekana PL / Moyaba ME Tel No: (015) 287 6588 / 6063 / 6441 / 6665 / 6293 / 6027 respectively.

PROVINCIAL ADMINISTRATION: MPUMALANGA
SOUTH AFRICAN POLICE SERVICE

APPLICATIONS : Applications may be hand-delivered, as follows: 4 Ehmke Street, Nelspruit 1200. Application must be addressed to Recruitment Section, (Attention: Captain Hlubi / SAC Lukhele) South African Police Service, or e-mailed to HlubiJ@saps.gov.za

CLOSING DATE : 17 July 2026 at 16:00

NOTE : Applications must be submitted on a Z83 Form (2021 version), obtainable from http://www.dpsa.gov.za/dpsa2g/vacancies.asp, which must be accompanied with a comprehensive Curriculum Vitae. The post particulars and reference number of the post you are applying for, must be correctly specified on the application form. Please complete a separate application form for each post you wish to apply for. It is the responsibility of the applicants to submit applications timeously to the correct physical address as provided in the advertisement. Please note that applications submitted to an incorrect physical address will not be considered. Late applications will not be accepted or considered. Short-listed candidates will be required to produce originals of their Identity Document (ID), Senior Certificate and all educational qualifications obtained, service certificates from previous employers stating the occupation and motor vehicle driver's license, before the interview. Qualifications and driver's licences submitted will be subjected to verification with the relevant institutions. Applicants must have no previous criminal convictions or pending criminal/ departmental cases and shall allow their fingerprints to be taken and background enquiries to be made. Short-listed candidates may be subjected to a full security clearance process before or during any stage of employment. Short-listed candidates will be subjected to a vetting process which will include security screening, fingerprint screening, reference checking and verification of address, where necessary. All short-listed candidates, including the SMS, will be expected to undergo a personal interview and shall undertake two pre-entry assessments, (a) a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements, as well as (b) an integrity assessment (ethical conduct).Short-listed candidates for appointments to certain identified posts will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment. Candidates are expected to disclose if he/ she is a respondent in an interim or final protection order in terms of the Domestic Violence Act, 1998 (Act no 116 of 1998) or Protection from Harassment Act, 2011 (Act No 17 of 2011), and may be disqualified from appointment. The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31 January 2015 provide a buccal (inside cheek) sample to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database. Appointments will be made in terms of the Public Service Act, 1994 (Act No 103 of 1994) as applicable to the post environment. Persons who retired from the Public Service by taking a severance package, early retirement or medical retirement, as well as persons with previous convictions, are excluded. The South African Police Service is an equal opportunity, affirmative action employer and it is the intention to promote representivity in the Public Service through the filling of these posts. Persons whose transfer/ appointment will promote representivity will therefore receive preference. The South African Police Service is under no obligation to fill a post after the advertisement thereof. Correspondence will be conducted with successful 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.

OTHER POSTS

POST 23/443 : **FINANCIAL CLERK SUPERVISOR (X6 POSTS)**

SALARY : R338 106 per annum (Level 07)

CENTRE	:	PHO: Financial Management Services Ref No: MP 12/06/2026 (X1 Post) Witbank SAPS Ref No: MP 13/06/2026 (X1 Post) Middleburg SAPS Ref No: MP 14/06/2026 (X1 Post) Kwa-Mhlanga SAPS Ref No: MP 15/06/2026 (X1 Post) Secunda SAPS Ref: Ref No: MP 16/06/2026 (X1 Post) Ermelo SAPS Ref No: MP 17/06/2026 (X1 Post)
REQUIREMENTS	:	Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.
DUTIES	:	Administer all financial claims, payments, and advances. Administer payroll. Administer budget and enquiries relating to salaries, deductions and allowances. Administer incoming and outgoing correspondences. Administer IRP5 related queries. Exercise control over utilization of all resources allocated to the section. Control and monitor all telephone accounts, payments, registration on telephone system and issuing of pin codes. Ensure compliance with the Public Financial Management Act (PFMA), Treasury Regulations, Acts & Policies.
ENQUIRIES	:	Capt Hlubi / SAC Lukhele Tel No: (013) 762 4813 / 013 762 4808/ 013 762 4417
POST 23/444	:	**HUMAN RESOURCE CLERK SUPERVISOR (X3 POSTS)**
SALARY	:	R338 106 per annum (Level 07)
CENTRE	:	Tonga SAPS Ref No: MP 18/06/2026 (X1 Post) Barberton SAPS Ref No: MP 19/06/2026 (X1 Post) PHO: HRM Ref No: MP 20/06/2026 (X1 Post)
REQUIREMENTS	:	Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.
DUTIES	:	Supervise, ensure, monitor and render effective and efficient administrative support and services to Station, administer and ensure administrative support to the Station, Render administrative support with the organising, participating and during conferences and meetings. Supervise and monitor human, physical and financial resources allocated.
ENQUIRIES	:	Capt Hlubi / SAC Lukhele Tel No: (013) 762 4813 / 013 762 4808/ 013 762 4417

POST 23/445 : **SUPPLY CHAIN CLERK SUPERVISOR (X3 POSTS)**

SALARY : R338 106 per annum (Level 07)
CENTRE : PHO SCM Ref No: MP 21/06/2026 (X1 Post)
Standerton SAPS Ref No: MP 22/06/2026 (X1 Post)
Piet Retief SAPS Ref No: MP 23/06/2026 (X1 Post)
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.
DUTIES : Administer procurement and logistical support within the subsection Supply Chain Management. Administer the payment process. Issuing of order forms. Capturing of order forms.
ENQUIRIES : Capt Hlubi / SAC Lukhele Tel No: (013) 762 4813 / 013 762 4808/ 013 762 4417

POST 23/446 : **ADMINISTRATION CLERK SUPERVISOR REF NO: MP 24/06/2026 (X1 POST)**

SALARY : R338 106 per annum (Level 07)
CENTRE : PHO Firearms & Liquor and Second Hands Goods
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.
DUTIES : To render secretarial and administrative support functions. Administer and coordinate Second-Hand Goods applications. Liaise with relevant role players/stakeholders and render information support in terms of Second-Hand Goods legislation. Search/ rescue of missing/ drowning persons exhibits and aircrafts. Operate a Police vehicle/ Vessels and it`s communication equipment.
ENQUIRIES : Capt Hlubi / SAC Lukhele at telephone: 013 762 4813 / 013 762 4808/ 013 762 4417

POST 23/447 : **ADMINISTRATION CLERK SUPERVISOR REF NO: 25/06/2026 (X1 POST)**

SALARY : R338 106 per annum (Level 07)
CENTRE : PHO: Organisational Development and Strategic Management
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV

Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle, will serve as an added advantage. Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.

DUTIES : Assist management in the monitoring and evaluation of performance plans as well as cross-cutting plans in terms of the Strategic Management Framework. Provide an oversight and administrative role in terms of data gathering and verification of performance information, for the purposes of quarterly and annual reporting. Compile and submit relevant quarterly and annual returns which are required to prove the implementation of strategic and operational plans. Conduct compliance inspections at all business units within the province to evaluate the implementation of strategic policy, including but not limited to Annual Operational Plans, Service Delivery Improvement Plans and Audit Action Plans. Manage and oversee the administrative function pertaining to the conducting of physical and virtual meetings, associated with the strategic environment.

ENQUIRIES : Capt Hlubi / SAC Lukhele Tel No: (013) 762 4813 / 013 762 4808/ 013 762 4417

POST 23/448 : **ADMINISTRATION CLERK (X16 POSTS)**

SALARY : R237 453 per annum (Level 05)

CENTRE : Ngodwana SAPS Ref No: MP 26/06/2026 (X1 Post)
Ogies SAPS Ref No: MP 27/06/2026 (X1 Post)
Dullstroom SAPS Ref No: MP 28/06/2026 (X1 Post)
Nkangala District Office Ref No: MP 29/06/2026 (X1 Post)
Morgenzon SAPS Ref No: MP 30/06/2026 (X1 Post)
Amersfoort SAPS Ref No: MP 31/06/2026 (X1 Post)
Breyten SAPS Ref No: MP 32/06/2026 (X1 Post)
Tonga SAPS Ref No: MP 33/06/2026 (X1 Post)
Pilgrim's Rest SAPS Ref No: MP 34/06/2026 (X1 Post)
Sabie SAPS Ref No: MP 35/06/2026 (X1 Post)
PHO: Legal Services Ref No: MP 36/06/2026 (X2 Posts)
Ermelo Garage Ref No: MP 37/06/2026 (X2 Posts)
Standerton Garage Ref No: MP 38/06/2026 (X1 Post)
KwaMhlanga Garage Ref No: MP 39/06/2026 (X1 Post)

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.

DUTIES : To provide an administrative and clerical support service to personnel in respect of personnel administration of the station. Administer correspondence and accurate record keeping of files. Administer logistical matters. Manage and

control human and physical resources of the station. Implement and maintain the performance management process and job descriptions at the station.

ENQUIRIES : Capt Hlubi / SAC Lukhele Tel No: (013) 762 4813 / 013 762 4808/ 013 762 4417

POST 23/449 : **SECRETARY (X15 POSTS)**

SALARY : R237 453 per annum (Level 05)
CENTRE : PHO: ORS Ref No: MP 40/06/2026 (X1 Post)
PHO: Communication Ref No: MP 41/06/2026 (X1 Post)
PHO: PES Ref No: MP 42/06/2026 (X1 Post)
PHO: POCC Ref No: MP 43/06/2026 (X1 Post)
PHO: Supply Chain Management Ref No: MP 44/06/2026 (X1 Post)
PHO: Finance Ref No: MP 45/06/2026 (1 post)
PHO: Visible Policing – Flash Ref No: MP 46/06/2026 (X1 Post)
PHO: Human Resources Management Ref No: MP 47/06/2026 (X1 Post)
PHO: Technology Management and Services Ref No: MP 48/06/2026 (X1 Post)
PHO: Organisational Development and Strategic Management Ref No: MP 49/06/2026 (X1 Post)
Ehlanzeni District Office: Ref No: MP 50/06/2026 (X1 Post)
PHO: Detectives: Commercial Crime Ref No: MP 51/06/2026 (X1 Post)
Serious and Violent Crime Ref No: MP 52/06/2026 (X1 Post)
Organised Crime Ref No: MP 53/06/2026 (X1 Post)
Crime Investigation Ref No: MP 54/06/2026 (X1 Post)

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.

DUTIES : To provide secretarial support functions to the Section Head. Arrange, prepare meetings, agendas, typing and taking Minutes. Answer and screen all incoming calls to the office of the Section Head. Liaise with other Sections and components on matters relating to the Section Head's office. Maintain good Recordkeeping, filling and bring forward system. Handle confidential documents. Process and submit claims, make travelling and accommodation arrangements. Manage the diary as well as receive and host visitors of the office. Operate standard equipment (fax, photocopy machine, telephone, Computer etc.). Serving refreshment to visitors and during Meetings. Manage office inventory.

ENQUIRIES : Capt Hlubi / SAC Lukhele Tel No: (013) 762 4813 / 013 762 4808/ 013 762 4417

POST 23/450 : **SECURITY OFFICERS (X18 POSTS)**

SALARY : R170 226 per annum (Level 03)
CENTRE : PHO: Nelspruit Ref No: MP 55/06/2026 (X8 Posts)
Komartipoort VSS Ref No: MP 56/06/2026 (X1 Post)
Middelburg District Office Ref No: MP 57/06/2026 (X3 Posts)
Middelburg Garage Ref No: MP 58/06/2026 (X3 Posts)
Middelburg Armourer Ref No: MP 59/06/2026 (X1 Post)
KwaMhlanga VSS Ref No: MP 60/06/2026 (X2 Posts)

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the

day of the interview. Be in possession of a Grade 10/ Standard 8/ NCV level 2 certificate/ report (NQF level 2 as recognized by SAQA), for which documentary proof can be produced when required. Valid Registration with the Private Security Industry Regulatory Authority (PSIRA). Be in possession of at least a Grade C security certificate or higher. Not declared unfit to possess a firearm. Be willing to undergo firearm competency training and to maintain firearm competency. Relevant courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will also serve as an added advantage. Be willing to work shifts and extended hours. Knowledge, Skills and Competencies: Knowledge of access control procedures. Knowledge of measures for the control and movement of equipment and stores. Knowledge of prescribed security procedures (e.g., MIS, NISA, Protection of Information Act, etc.) and the authority of security officers under these documents. Knowledge of the relevant emergency procedures.

DUTIES : Execute Access Control in terms of the Control of Access to Public Premises and Vehicles Act (Act No. 53 of 1985); Positive identification of employees, visitors and contactors at the security access point; Registering of employees, visitors and contractors, electronic searching of employees, visitors and contractors; Authorize entry in to the premises to employees, visitors and contractors after complying with all the legislative requirements, confirm visits with the hosts and ensure escort in line with the prescripts; Issue admission control cards to visitors and receive them back; Keep the necessary visitor's register; Check suppliers, articles and objects, where necessary, before they are allowed to be brought into the premises to ensure that the safety of the premises will not be threatened; Patrol buildings and fenced-off areas; Guard vehicles and equipment in the field – ONLY from a security point of view; Check all security equipment and facilities and take action, when necessary; Bring any deficiencies or problems with regard to security matters to the attention of senior security personnel.

ENQUIRIES : Capt Hlubi / SAC Lukhele Tel No: (013) 762 4813 / 013 762 4808/ 013 762 4417

POST 23/451 : **GENERAL WORKERS (X27 POSTS)**

SALARY : R144 024 per annum (Level 02)

CENTRE : Bethal SAPS Ref No: MP 61/06/2026 (X1 Post)
Delmas SAPS Ref No: MP 62/06/2026 (X1 Post)
Ekulindeni SAPS Ref No: MP 63/06/2026 (X1 Post)
Embalenhle SAPS Ref No: MP 64/06/2026 (X1 Post)
Evander SAPS Ref No: MP 65/06/2026 (X1 Post)
Hartebeeskop SAPS Ref No: MP 66/06/2026 (X1 Post)
Hazyview SAPS Ref No: MP 67/06/2026 (X1 Post)
Kinross SAPS Ref No: MP 68/06/2026 (X1 Post)
Lothair SAPS Ref No: MP 69/06/2026 (X1 Post)
Malelane SAPS Ref No: MP 70/06/2026 (X1 Post)
Mbuzini SAPS Ref No: MP 71/06/2026 (X1 Post)
Mhluzi SAPS Ref No: MP 72/06/2026 (X1 Post)
Phola SAPS Ref No: MP 73/06/2026 (X1 Post)
Waterval Boven SAPS Ref No: MP 74/06/2026 (X1 Post)
White River SAPS Ref No: MP 75/06/2026 (X1 Post)
Amsterdam SAPS Ref No: MP 76/06/2026 (X1 Post)
Ngodwana SAPS Ref No: MP 77/06/2026 (X1 Post)
Pienaar SAPS Ref No: MP 78/06/2026 (X1 Post)
PHO Nelspruit Ref No: MP 79/06/2026 (X1 Post)
Middelburg District Office Ref: MP 80/06/2026 (X1 Post)
Ermelo VSS Ref No: MP 81/06/2026 (X1 Post)
Witbank FCS Ref No: MP 82/06/2026 (X1 Post)
Standerton SAPS Ref No: MP 83/06/2026 (X2 Posts)
Barberton SAPS Ref No: MP 84/06/2026 (X1 Post)
Breyten SAPS Ref No: MP 85/06/2026 (X1 Post)
Tweefontein SAPS Ref No: MP 86/06/2026 (X1 Post)

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of ABET Level 4/ Grade 9/ Standard 7 certificate/ report (NQF level 1 as recognized by SAQA), for which

documentary proof can be produced when required. Knowledge, Skills and Competencies: Understanding of how to handle cleaning detergents. Occupational Health and Safety protocol; Basic literacy, numeracy and communication skills. Be able to read and write. Ability to interact with other officials in a professional manner. The ability to operate elementary machines and equipment; Willing to work extended hours when necessary.

DUTIES : Maintaining of a high level of hygiene in and around the workplace with the cleaning of the SAPS premises assigned to, which may include either or both inner and outer parameters. Performing tasks of a routine nature, such as dust working the environment. Polish furniture and floors. Vacuum carpets and mopping tile floors. Remove refuse. Perform maintenance tasks in and around the assigned premises. Clean bathrooms and kitchens. Safekeeping and handling of a variety of Aids in the cleaning of the premises. Loading and unloading of goods. Garden maintenance services. Washing and cleaning of state vehicles.

ENQUIRIES : Capt Hlubi / SAC Lukhele Tel No: (013) 762 4813 / 013 762 4808/ 013 762 4417

ANNEXURE X

PROVINCIAL ADMINISTRATION: NORTHERN CAPE
SOUTH AFRICAN POLICE SERVICE

APPLICATIONS : Applications can be posted to the Provincial Head: Human Resource Management, Recruitment Office, Private Bag X5001, Kimberley, 8300 or hand deliver to 19 George Street (locked silver container at entrance), Kimberley 8301 or e-mail to one of the following e-mail addresses: DiamondEN@saps.gov.za SyfersRC@saps.gov.za MoorcroftT@saps.gov.za

CLOSING DATE : 17 July 2026 at 16:00

NOTE : Applications must be submitted on a Z83 Form (2021 version), obtainable from http://www.dpsa.gov.za/dpsa2g/vacancies.asp, which must be accompanied with a comprehensive Curriculum Vitae. The post particulars and reference number of the post you are applying for must be correctly specified on the application form. Please complete a separate application form for each post you wish to apply for. It is the responsibility of the applicants to submit applications timeously to the correct physical address as provided in the advertisement. Please note that applications submitted to an incorrect physical address will not be considered. Late applications will not be accepted or considered. Short-listed candidates will be required to produce originals of their Identity Document (ID), Senior Certificate and all educational qualifications obtained, service certificates from previous employers stating the occupation and motor vehicle driver's license, before the interview. Qualifications and driver's licences submitted will be subjected to verification with the relevant institutions. Applicants must have no previous criminal convictions or pending criminal/ departmental cases and shall allow their fingerprints to be taken and background enquiries to be made. Short-listed candidates may be subjected to a full security clearance process before or during any stage of employment. Short-listed candidates will be subjected to a vetting process which will include security screening, fingerprint screening, reference checking and verification of address, where necessary. All short-listed candidates, including the SMS, will be expected to undergo a personal interview and shall undertake two pre-entry assessments, (a) a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements, as well as (b) an integrity assessment (ethical conduct).Short-listed candidates for appointments to certain identified posts will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment. Candidates are expected to disclose if he/ she is a respondent in an interim or final protection order in terms of the Domestic Violence Act, 1998 (Act no 116 of 1998) or Protection from Harassment Act, 2011 (Act No 17 of 2011), and may be disqualified from appointment. The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31 January 2015 provide a buccal (inside cheek) sample to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database. Appointments will be made in terms of the Public Service Act, 1994 (Act No 103 of 1994) as applicable to the post environment. Persons who retired from the Public Service by taking a severance package, early retirement or medical retirement, as well as persons with previous convictions, are excluded. The South African Police Service is an equal opportunity, affirmative action employer and it is the intention to promote representivity in the Public Service through the filling of these posts. Persons whose transfer/ appointment will promote representivity will therefore receive preference. The South African Police Service is under no obligation to fill a post after the advertisement thereof. Correspondence will be conducted with successful 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.

OTHER POSTS

POST 23/452 : **HUMAN RESOURCE CLERK SUPERVISOR (X6 POSTS)**

SALARY : R338 106 per annum (Level 07)
CENTRE : Provincial Office: Human Resource Management: Placement and Records Ref No: NCHRM 1/6/2026
Hartswater Support Services: Human Resource Management Ref No: NCHRM 2/6/2026
Kimberley Support Services: Human Resource Management Ref No: NCHRM 3/6/2026
Mothibistad Support Services: Human Resource Management Ref No: NCHRM 4/6/2026
Nababeep Support Services: Human Resource Management Ref No: NCHRM 5/6/2026
Sunrise Support Services: Human Resource Management Ref No: NCHRM 6/6/2026

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will Knowledge, skills and competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.

DUTIES : Ensure effective, efficient administration to manage the implementation of Human Resource policies. Administer employee data integrity, transfers and placement of personnel. Administer absenteeism management functions, Service Terminations, Medical Administration and Grievance Management. Monitor timelines of disciplinary actions, the implementation of human resource practices. Handle administration of Employment Equity and conduct inspections to ensure proper implementation of equity targets, Maintain compliance with Performance Enhancement Process (PEP), Job Descriptions, Skills Development Facilitator (SDF) functions.

ENQUIRIES : Lieutenant Colonel Diamond / PO Moorcroft / PPO Syfers at 053 839 2864/ 2813/ 3724

POST 23/453 : **FINANCIAL CLERK SUPERVISOR (X3 POSTS)**

SALARY : R338 106.per annum (Level 07)
CENTRE : Colesberg Support Services: Financial Management and Administration Ref No: NCFMA 1/6/2026
Kimberley Support Services: Financial Management and Administration Ref No: NCFMA 2/6/2026
Pofadder Support Services: Financial Management and Administration Ref No: NCFMA 3/6/2026

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license, for at least a light motor vehicle will serve as an added advantage. Knowledge, skills and competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written

communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.

DUTIES : Conduct need analysis and assist with the compilation of the station budget. Assist station members and manage (under the same pay point) on the financial expenditure. Inspect financial registers and verify granted authority. Ensure cost effective use of resources within the station with measures to maintain and control expenditure.

ENQUIRIES : Lieutenant Colonel Diamond / PO Moorcroft / PPO Syfers Tel No: (053) 839 2864/ 2813/ 3724

POST 23/454 : **SUPPLY CHAIN CLERK SUPERVISOR (X3 POSTS)**

SALARY : R338 106 per annum (level 07)

CENTRE : Hopetown Support Services: Supply Chain Management Ref No: NCSCM 1/6/2026
Kathu Support Services: Supply Chain Management: Ref No: NCSCM 2/6/2026
Victoria West Support Services: Supply Chain Management Ref No: NCSCM 3/6/2026

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license, for at least a light motor vehicle will serve as an added advantage. Knowledge, skills and competencies: Knowledge of relevant prescripts applicable to the Public Service. *Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.

DUTIES : Administer the movement and utilization of vehicles at the station. Administer the utilization of physical resources and inventories. Administer the correspondence of all incidences, damages. Losses and thefts at the station. Administer the procurement related tasks. Administer human, physical, and financial resources allocated to the station.

ENQUIRIES : Lieutenant Colonel Diamond / PO Moorcroft / PPO Syfers at 053 839 2864/ 2813/ 3724

POST 23/455 : **ADMINISTRATION CLERK (X27 POSTS)**

SALARY : R 237 453 per annum (Level 05)

CENTRE : Provincial Legal Services: Support Operational Services: Kimberley Ref No: NCADMIN 1/6/2026
Provincial Legal Services: Legal Support Litigation & Arbitrations: Kimberley: Ref No: NCADMIN 2/6/2026
Provincial Supply Chain Management: De Aar Garage Ref No: NCADMIN 3/6/2026
Provincial Supply Chain Management: Kuruman Garage Ref No: NCADMIN 4/6/2026
Provincial Supply Chain Management: Springbok Garage Ref No: NCADMIN 5/6/2026
Kakamas Family Violence, Child Protection and Sexual Offences Unit Ref No: NCADMIN 6/6/2026
Pofadder Family Violence, Child Protection and Sexual Offences Unit Ref No: NCADMIN 7/6/2026

Port Nolloth Family Violence, Child Protection and Sexual Offences Unit Ref No: NCADMIN 8/6/2026
Postmasburg Family Violence, Child Protection and Sexual Offences Unit Ref No: NCADMIN 9/6/2026
Vehicle Crime Investigation Unit (VCIU): Springbok Ref No: NCADMIN 10/6/2026
Alexanderbay Support Services: Administration Services Ref No: NCADMIN 11/6/2026
Aggeneys Support Services: Administration Services Ref No: NCADMIN 12/6/2026 (X2 Posts)
Boetsap Support Services: Administration Services Ref No: NCADMIN 13/6/2026
Kamieskroon Support Services: Administration Services Ref No: NCADMIN 14/6/2026
Komaggas Support Services: Administration Services Ref No: NCADMIN 15/6/2026
Koopmansfontein Support Services: Administration Services Ref No: NCADMIN 16/6/2026
Loxton Support Services: Administration Services Ref No: NCADMIN 17/6/2026
Marydale Support Services: Administration Services Ref No: NCADMIN 18/6/2026
Middelpos Support Services: Administration Services Ref No: NCADMIN 19/6/2026
Noenieput Support Services: Administration Services Ref No: NCADMIN 20/6/2026
Onseepkans Support Services: Administration Services Ref No: NCADMIN 21/6/2026
Plooysburg Support Services: Administration Services Ref No: NCADMIN 22/6/2026
Riemvasmaak Support Services: Administration Services Ref No: NCADMIN 23/6/2026
Severn Support Services: Administration Services Ref No: NCADMIN 24/6/2026
Van Zylsrus Support Services: Administration Services Ref No: NCADMIN 25/6/2026
Witdraai Support Services: Administration Services Ref No: NCADMIN 26/6/2026

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.

DUTIES : Administration of absenteeism functions, Service Terminations, Medical Administration, Grievances and Discipline; Administration of Employment Equity functions and maintenance of Job Descriptions, Performance Enhancement Process (PEP) and Skills Development Facilitator functions.

ENQUIRIES : Lieutenant Colonel Diamond / PO Moorcroft / PPO Syfers Tel No: (053) 839 2864/ 2813/ 3724

POST 23/456 : **FINANCIAL CLERK REF NO: NCFMA 27/6/2026 (X1 POST)**

SALARY : R237 453 per annum (Level 05)
CENTRE : Pofadder Support Services: Financial Management and Administration
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA).

Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.

DUTIES : Administer and assist with the compilation of the station budget. Assist station members and administration (under the same pay point) of financial expenditure. Maintain financial registers and verify granted authority. Administration of cost-effective use of resources within the station with measures to maintain and control expenditure.

ENQUIRIES : Lieutenant Colonel Diamond / PO Moorcroft / PPO Syfers Tel No: (053) 839 2864/ 2813/ 3724

POST 23/457 : **SECURITY GUARD (X5 POSTS)**

SALARY : R170 226 per annum (Level 03)

CENTRE : Provincial Auxiliary Services: Security Management (Posted at Galeshewe HRDC) Ref No: NCS 1/6/2026 (X4 Posts)

: Provincial Auxiliary Services: Security Management (Posted at Kennilworth Building: Kimberley) Ref No: NCS 2/6/2026

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of a Grade 10/ Standard 8/ NCV level 2 certificate/ report (NQF level 2 as recognized by SAQA), for which documentary proof can be produced when required. Valid Registration with the Private Security Industry Regulatory Authority (PSIRA). Be in possession of at least a Grade C security certificate or higher. Not declared unfit to possess a firearm. Be willing to undergo firearm competency training and to maintain firearm competency. Relevant courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will also serve as an added advantage. Be willing to work shifts and extended hours. Knowledge, skills and competencies: Knowledge of access control procedures. Knowledge of measures for the control and movement of equipment and stores. Knowledge of prescribed security procedures (e.g., MIS, NISA, Protection of Information Act, etc.) and the authority of security officers under these documents. Knowledge of the relevant emergency procedures.

DUTIES : Execute control admission by positive identification of officers / employees, visitors and maintenance personnel before they are allowed to enter the premises; issue admission control cards to visitors and receive them back; Keep the necessary visitor's register; Check supplies, articles and objects, where necessary, before they are allowed to be brought into the premises to ensure that the safety of the premises will not be threatened; Control the admission of vehicles in fenced-off areas, Patrol buildings and fenced-off areas; Guard vehicles, workshops and equipment in the field*Supervise cleaners and maintenance personnel – ONLY from a security point of view; Check all security equipment and facilities and take action, when necessary; Bring any deficiencies or problems with regard to security matters to the attention of senior security personnel; Render assistance to security offices in the performance of duties.

ENQUIRIES : Lieutenant Colonel Diamond / PO Moorcroft / PPO Syfers Tel No: (053) 839 2864/ 2813/ 3724

POST 23/458 : **CLEANER (X19 POSTS)**

SALARY : R144 024.per annum (Level 02)

CENTRE : Aggeneys SAPS Ref No: NCC 1/06/2026
Boetsap SAPS Ref No: NCC 2/06/2026
Galeshewe SAPS Ref No: NCC 3/06/2026
Hopetown SAPS Ref No: NCC 4/06/2026
Koopmansfontein SAPS Ref No: NCC 5/06/2026
Kuruman SAPS (Geographically placed at EHW/HRD premises) Ref No: NCC 6/06/2026

Lime Acres SAPS Ref No: NCC 7/06/2026
Marydale SAPS Ref No: NCC 8/06/2026
Middelpos SAPS Ref No: NCC 9/06/2026
Pella SAPS Ref No: NCC 10/06/2026
Plooysburg SAPS Ref No: NCC 11/06/2026
Rosedale SAPS Ref No: NCC 12/06/2026
Steinkopf SAPS Ref No: NCC 13/06/2026
Sunrise SAPS Ref No: NCC 14/06/2026
Vosburg SAPS Ref No: NCC 15/06/2026
Williston SAPS Ref No: NCC 16/06/2026
Provincial Auxiliary Services: Kimberley Ref No: NCC 17/06/2026 (X2 Posts)
Provincial Auxiliary Services (Placed at HRD & Band: Gladston Building): Kimberley Ref No: NCC 18/06/2026

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of ABET Level 4/ Grade 9/ Standard 7 certificate/ report (NQF level 1 as recognized by SAQA), for which documentary proof can be produced when required. Knowledge, skills and competencies: Understanding of how to handle cleaning detergents. Occupational Health and Safety protocol. Basic literacy, numeracy and communication skills. Be able to read and write. Ability to interact with other officials in a professional manner. The ability to operate elementary machines and equipment. Willing to work extended hours when necessary.

DUTIES : Maintaining of a high level of hygiene in and around the workplace with the cleaning of the SAPS premises assigned to, which may include either or both inner and outer parameters Performing tasks of a routine nature, such as dusting Polish furniture and floors Vacuum carpets and mopping of tile floors Remove refuse Perform maintenance tasks in and around the assigned premises Clean bathrooms and kitchens Safekeeping and handling of a variety of Aids in the cleaning of the premises*Loading and unloading of goods Garden maintenance services Washing and cleaning of state vehicles, kitchenware and utensils.

ENQUIRIES : Lieutenant Colonel Diamond / PO Moorcroft / PPO Syfers Tel No: (053) 839 2864/ 2813/ 3724

ANNEXURE Y

PROVINCIAL ADMINISTRATION: NORTH WEST
SOUTH AFRICAN POLICE SERVICE

APPLICATIONS : Direct your application to the following addresses: Postal Address: Private Bag X801, Potchefstroom,2531 OR Physical Address: No 123 Corner Peter Mokaba and Nelson Mandela Road, Wespol Square, Potchefstroom, 2531 OR E-Mail address: morake1m@saps.gov.za / rampaiam@saps.gov.za / appiekm@saps.gov.za / DikaneK@saps.gov.za

CLOSING DATE : 17 July 2026 at 16:00

NOTE : Applications must be submitted on a Z83 Form (2021 version), obtainable from http://www.dpsa.gov.za/dpsa2g/vacancies.asp, which must be accompanied with a comprehensive Curriculum Vitae. The post particulars and reference number of the post you are applying for, must be correctly specified on the application form. Please complete a separate application form for each post you wish to apply for. It is the responsibility of the applicants to submit applications timeously to the correct physical address as provided in the advertisement. Please note that applications submitted to an incorrect physical address will not be considered. Late applications will not be accepted or considered. Short-listed candidates will be required to produce originals of their Identity Document (ID), Senior Certificate and all educational qualifications obtained, service certificates from previous employers stating the occupation and motor vehicle driver's license, before the interview. Qualifications and driver's licences submitted will be subjected to verification with the relevant institutions. Applicants must have no previous criminal convictions or pending criminal/ departmental cases and shall allow their fingerprints to be taken and background enquiries to be made. Short-listed candidates may be subjected to a full security clearance process before or during any stage of employment. Short-listed candidates will be subjected to a vetting process which will include security screening, fingerprint screening, reference checking and verification of address, where necessary. All short-listed candidates, including the SMS, will be expected to undergo a personal interview and shall undertake two pre-entry assessments, (a) a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements, as well as (b) an integrity assessment (ethical conduct).Short-listed candidates for appointments to certain identified posts will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment. Candidates are expected to disclose if he/ she is a respondent in an interim or final protection order in terms of the Domestic Violence Act, 1998 (Act no 116 of 1998) or Protection from Harassment Act, 2011 (Act No 17 of 2011), and may be disqualified from appointment. The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31 January 2015 provide a buccal (inside cheek) sample to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database. Appointments will be made in terms of the Public Service Act, 1994 (Act No 103 of 1994) as applicable to the post environment. Persons who retired from the Public Service by taking a severance package, early retirement or medical retirement, as well as persons with previous convictions, are excluded. The South African Police Service is an equal opportunity, affirmative action employer and it is the intention to promote representivity in the Public Service through the filling of these posts. Persons whose transfer/ appointment will promote representivity will therefore receive preference. The South African Police Service is under no obligation to fill a post after the advertisement thereof. Correspondence will be conducted with successful 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.

OTHER POSTS

POST 23/459 : **ADMINISTRATION CLERK SUPERVISOR**

SALARY : R338 106 per annum (Level 07)
CENTRE : North West:
Rustenburg: Finance & Administration Ref No: NW 01/06/2026 (X1 Post)
Rustenburg: Supply Chain Management Ref No: NW 02/06/2026 (X1 Post)
Brits: Supply Chain Management Ref No: NW 03/06/2026 (X1 Post)
Brits: Loss Management Ref No: NW 04/06/2026 (X1 Post)
Mahikeng: Supply Chain Management Ref No: NW 05/06/2026 (X1 Post)
Mahikeng: Finance & Administration Ref No: NW 06/06/2026 (X1 Post)
PC: Supply Chain Management: MGP Ref No: NW 07/06/2026 (X1 Post)
PC: Finance & Administration: Budget Management Ref No: NW 08/06/2026 (X1 Post)
PC: Human Resource Management: MISP Ref No: NW 09/06/2026 (X1 Post)
PC: Organizational Development & Strategic: MISP Ref No: NW 10/06/2026 (X1 Post)
PC: TMS: IS / ICT Infrastructure Ref No: NW 11/06/2026 (X1 Post)
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills, and Competencies Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organizing and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.
DUTIES : Ensure accurate record keeping and efficient administration. Maintain and coordinate effective office administration. Supervise incoming and outgoing office correspondence. Monitor filing system, documents and correspondence. Inspect and update related registers. Assess and distribute allocated resources and equipment. Inspect and control inventories. Maintain high level of discipline and adhere to the South African Police Service Code of Conduct. Enhance police professionalism and deliver professional Police Services.
ENQUIRIES : Capt Morake / PPO Rampai / AC Swana / AC Appie / AC Dikane Tel No (018) 229 7320 / 7194 / 7732 / 7139 / 7126

POST 23/460 : **ADMINISTRATION CLERK SUPERVISOR REF NO: NW 12/06/2026 (X1 POST)**

SALARY : R338 106.per annum (Level 07)
CENTRE : North West PC: Commercial Crime Investigation
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. A National Diploma in the field of Accounting / Auditing / Criminology or a Degree in B Com (Law) will serve as an added advantage. Relevant training courses in the field of post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills, and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving,

Sound Planning, Organizing and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.

DUTIES : To manage and process data to ensure accurate flow of information. Manage and coordinate reports in support of crime investigation services and other SAPS operations to the Commercial Crime Unit. Register and maintain reported crime information and the updating of database. To ensure accurate record keep and administration. Maintain high level of discipline and adhere to the South African Police Service Code of Conduct. Enhance police professionalism and deliver professional Police.

ENQUIRIES : Capt Morake / PPO Rampai / AC Swana / AC Appie / AC Dikane Tel No: (018) 229 7320 / 7194 / 7732 / 7139 / 7126

POST 23/461 : **SECRETARY**

SALARY : R237 453 per annum (Level 05)

CENTRE : North West:
Provincial Head: TMS Ref No: NW 13/06/2026 (X1 Post)
Provincial Head: Legal Services: Operations Ref No: NW 14/06/2026 (X1 Post)
Provincial Head: Legal Services: Support Ref No: NW 15/06/2026 (X1 Post)
Provincial Head: Serious & Violent Crimes Ref No: NW 16/06/2026 (X1 Post)
Provincial Head: Organized Crime Ref No: NW 17/06/2026 (X1 Post)
Provincial Head: Finance & Administration Ref No: NW 18/06/2026 (X1 Post)
Provincial Head: Proactive Policing Ref No: NW 19/06/2026 (X1 Post)
Provincial Head: Commercial Crime Investigation Ref No: NW 20/06/2026 (X1 Post)
Deputy District Commissioner: Bojanala 2: Rustenburg Ref No: NW 21/06/2026 (X1 Post)
District Commissioner: Ngaka Modiri Molema: Mahikeng Ref No: (NW 22/06/2026 (X1 Post)
Potchefstroom: Station Commander Ref No: NW 23/06/2026) (X1 Post)
Brits: Station Commander Ref No: NW 24/06/2026) (X1 Post)

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of post will serve as an added advantage. Knowledge, Skills, and Competencies: General computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.

DUTIES : Perform professional secretarial assignments to Commander / Manager. Plan and organize meetings / workshops. Maintain effective record and administration services. Draft official documents and correspondence. Maintain the office Commander / Manager diary and schedule future appointments / meetings. Deliver an effective communication phone service. Schedule and arrange travel and subsistence allowances for the Commander / Manager. Receive and welcome visitors. Apply and order meeting / workshop refreshments. Maintain database / filing system / registers and trace documents. Protect the integrity and evade unauthorized access to files and records. Compile and consolidate reports / returns. Maintain high level of discipline and adhere to the South African police Service Code of Conduct. Enhance police professionalism and deliver professional Police Services.

ENQUIRIES : Capt Morake / PPO Rampai / AC Swana / AC Appie / AC Dikane Tel No: (018) 229 7320 / 7194 / 7732 / 7139 / 7126

POST 23/462 : **ADMINISTRATION CLERK**

SALARY : R237 453 per annum (Level 05)

CENTRE : North West:
PC: Legal Services: Civil Litigation Ref No: NW 25/06/2026 (X2 Posts)
Provincial Head: Communication & Liaison Ref No: NW26 /06/2026 (X1 Post)
Provincial Head Proactive Policing: MISP Ref No: NW 27/06/2026 (X1 Post)

Klerksdorp: Supply Chain Management: MGP Ref No: NW 28/06/2026 (X1 Post)
Ventersdorp: Finance & Administration Ref No: NW 29/06/2026 (X1 Post)
Brits: Garage Ref No: NW 30/06/2026) (X1 Post)
Potchefstroom: Garage Ref No: NW 31/06/2026) (X1 Post)

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of post will serve as an added advantage. Knowledge, Skills, and Competencies: General computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.

DUTIES : Administer correspondence and files. Administer logistical matters. File documents and correspondence. Create and maintain spread sheets / databases. Answer phones, address challenges / complaints (where possible) and communicate to management. Render financial administrative support. Render administrative duties pertaining to human resources regarding personnel services related function. Maintain high level of discipline and adhere to the South African Police Service Code of Conduct. Enhance police professionalism and deliver professional Police Services.

ENQUIRIES : Capt Morake / PPO Rampai / AC Swana / AC Appie / AC Dikane Tel No: (018) 229 7320 / 7194 / 7732 / 7139 / 7126

POST 23/463 : **ADMINISTRATION CLERK REF NO: NW 32/06/2026 (X1 POST)**

SALARY : R237 453.00 per annum (Level 05)
CENTRE : North West Provincial Head: Commercial Crime Investigation
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA), a National Diploma in the field of Accounting / Law / Auditing / Criminology or a Degree in B Com (Law) will serve as an added advantage. Relevant courses in the field of post will serve as an added advantage. Knowledge, Skills, and Competencies: General computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.

DUTIES : Administer correspondence and files. Administer logistical matters. File documents and correspondence. Create and maintain spread sheets/databases. Answer phones, address challenges/complaints (where possible) and communicate to management. Render financial administrative support. Render administrative duties pertaining to human resources regarding personnel services related functions. Maintain high level of discipline and adhere to the South African Police Service Code of Conduct. Enhance police professionalism and deliver professional

ENQUIRIES : Capt Morake / PPO Rampai / AC Swana / AC Appie / AC Dikane Tel No (018) 229 7320 / 7194 / 7732 / 7139 / 7126

POST 23/464 : **SECURITY GUARD**

SALARY : R170 226 per annum (Level 03)
CENTRE : North West:
PC: Auxiliary Services: Potchefstroom Ref No: NW33 /06/2026 (X4 Posts)
Rooigrond Archives: Mahikeng Ref No: NW34 /06/2026 (X7 Posts)

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the

day of the interview. Be in possession of Grade 10 / Standard 8 / NCV Level 2 Certificate / report (NQF level 2 as recognized by SAQA), for which documentary proof can be produced when required. Valid registration with the Private Security Industry Regulatory Authority (PSIRA). Be in possession of at least Grade C security certificate or higher. Not declared unfit to possess a firearm. Be willing to undergo a firearm competency training and to maintain firearm competency. Relevant courses in the field of post will serve as an added advantage. A valid drive's license for at least a light motor vehicle will serve as an added advantage. Be willing to work shifts and extended hours. Knowledge, Skills, and Competencies: Knowledge of access control procedures. Knowledge of measures for the control and movement of equipment and stores. Knowledge of prescribed security procedures (e.g MIS, NISA, Protection of Information Act, etc.) and authority of security officers under these documents. Knowledge of the relevant emergency procedures.

DUTIES : Perform security / guard duties. Monitor and authorize control access at entrances to premises / areas / venues. Patrol the area / premises to attain total protection. Perform administrative duties. Guard the buildings / premises. Guard vehicles / workshops / equipment. Observe, monitor alarms and investigate disturbances. Escort visitors to and from entrances / premises. Observe and record movements, actions and irregularities inside and outside the premises.

ENQUIRIES : Capt Morake / PPO Rampai / AC Swana / AC Appie / AC Dikane Tel No (018) 229 7320 / 7194 / 7732 / 7139 / 7126

POST 23/465 : **LABOURER**

SALARY : R144 024 per annum (Level 02)

CENTRE : North West:
PC: Auxiliary Services: Potchefstroom Ref No: NW 35/06/2026 (X2 Posts)
Rooigrond Archives: Mahikeng Ref No: NW 36/06/2026 (X3 Posts)
Mahikeng TTA Ref No: NW 37/06/2026 (X2 Posts)

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of ABET Level 4 / Grade 9 / Standard 7 certificate / report (NQF level 1 as recognized by SAQA), for which documentary proof can be produced when required. Knowledge, Skills and Competencies: Understanding of how to handle garden tools. Occupational Health and Safety protocol. Basic literacy, numeracy and communication skills. Be able to read and write. Ability to interact with other officials in a professional manner. The ability to operate elementary machines and equipment. Willing to work extended hours when necessary.

DUTIES : Perform routine cleaning services, render store, stock and equipment support. Rendering garden services by cleaning and taking care of the environment. Clean parking areas, gutters and surroundings. Clean outbuildings, bathrooms, toilets and wash basins. Receive stock, store it and issue it. Load and unload stock containers. Conduct stock taking and deliver stock to other units and sections. Report any defaults and losses.

ENQUIRIES : Capt Morake / PPO Rampai / AC Swana / AC Appie / AC Dikane Tel No (018) 229 7320 / 7194 / 7732 / 7139 / 7126

POST 23/466 : **CLEANER**

SALARY : R144 024 per annum (Level 02)

CENTRE : North West:
PC: Auxiliary Services: Potchefstroom Ref No: NW 38/06/2026 (X3 Posts)
Mahikeng TTA Ref No: NW 39/06/2026 (X1 Post)
Mahikeng Band Ref No: NW 40/06/2026 (X1 Post)

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of ABET Level 4/ Grade 9/ Standard 7 certificate/ report (NQF level 1 as recognized by SAQA), for which documentary proof can be produced when required. Knowledge, Skills and Competencies: Understanding of how to handle cleaning detergents. Occupational Health and Safety protocol. Basic literacy, numeracy and communication skills. Be able to read and write. Ability to interact with other

officials in a professional manner. The ability to operate elementary machines and equipment. Willing to work extended hours when necessary.

DUTIES : Maintaining high level of hygiene in and around the workplace. Perform routine cleaning services. Execute and maintain housekeeping duties in and around assigned premises. Render stores, stock and equipment support. Empty and wash waste baskets, dustbins and take refuse to disposal areas. Brush, disinfect and rinse toilets, basins and sinks. Wash official dishes / crockery and kitchen neat. Clean interior and exterior of appliances. Sweep, wash and polish floors, tiles and paving. Dust and polish furniture, equipment and working environment.

ENQUIRIES : Capt Morake / PPO Rampai / AC Swana / AC Appie / AC Dikane Tel No (018) 229 7320 / 7194 / 7732 / 7139 / 7126

PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF AGRICULTURE

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

CLOSING DATE : 27 July 2026

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

OTHER POST

POST 23/467 : **ACCOUNTING CLERK: PAYMENTS (ELSENBURG) REF NO: AGR 28/2026**

SALARY : R237 453 - R279 708 per annum (Level 05)

CENTRE : Department of Agriculture, Western Cape Government

REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification) with Accounting as a passed subject. Competencies: Knowledge of the following: Financial background specifically in Public Sector Finance; Planning and Organising; Computer Literacy; PERSAL (Personnel Administration) and BAS (Basic Accounting System); Relevant legislation, directions and procedures with regard to financial administration and more specifically of: PFMA NTR'S, PTI'S and SCOA Interpretation of policies and procedures; Record keeping procedures. Skills in the following: Good planning and organisational skills; Problem solving and decision making within the field of work; Good communication skills (speaking, writing and reading); Maintain discipline and dealing with conflict; Able to solve financial problems; Routine verbal exchange of information requiring helpfulness and politeness; Computer literacy in MS Office Package (Word, Excel, PowerPoint, Internet, Outlook); Ability to work independently and as part of a team.

DUTIES : Record, Check, Verify and capture BAS (Basic Accounting System) payments; Draw BAS (Basic Accounting System) reports, compile and capture journals; Maintain and clear suspense accounts; Cashier functions for the department and the public; Safeguarding of LOGIS (Logistical Information System) payments in storage rooms and Document control.

ENQUIRIES : Ms T Gerber Tel No: (021) 808 5031

DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

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

CLOSING DATE : 27 July 2026

NOTE : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and submit documentation for verification purposes and criminal record vetting. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government

contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POST

POST 23/468 : **ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING REF NO: DEDAT 37/2025 R1**

SALARY : R487 197 - R573 897 per annum (Level 09)
CENTRE : Department of Economic Development and Tourism, Western Cape Government.
REQUIREMENTS : A relevant tertiary qualification in Financial Management at NQF level 7 (equivalent or higher); A minimum of 3 years relevant supervisory experience; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Financial norms and standards (Public Finance Managements Act, National Treasury regulations, Provincial Treasury Directives etc); Medium-Term Expenditure Framework Budget process and procedures; Principles and Practices of Financial Accounting; Government Accounting Standards (GRAP); Economic Reporting Framework including Standards Charts of Accounts; Government Financial Systems. Skills needed: Proven computer literacy (MS Office); Written and verbal communication; Numeracy; Literacy; Management; Customer service; Project Management; Accounting, Finance and Audit; Information Technology; Financial analysis; Presentation/Report writing; People Management; Research.
DUTIES : Planning – Coordinate, review, analyse and quality assure the financial supporting information for planning purposes; Budgeting – Coordinate, review, analyse and quality assure the budget preparation process; Reporting – Coordinate, review, analyse and quality assure the management accounting reporting processes; Manage the operational processes, resources and procedures associated with the management accounting functions.
ENQUIRIES : Mr R le Breton Tel No: (021) 483 9158 /Robert.lebreton@westerncape.gov.za

DEPARTMENT OF CULTURAL AFFAIRS AND SPORT

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
CLOSING DATE : 27 July 2026
NOTE : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and submit documentation for verification purposes and criminal record vetting. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 23/469 : **DEPUTY DIRECTOR: OFFICE OF THE HOD REF NO: CAS 07/2026**

SALARY : R932 292 per annum (Level 11), (all-inclusive salary package)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government.
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years middle management experience. Competencies: Working knowledge of the following: Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Understanding of information systems that aid in the management of knowledge and information pertaining to the line function; Understanding of project management; Operational management practices; Procurement and tendering processes; Policy development, and operational management, monitoring and review processes; Modern systems of governance and administration; Public service procedures, processes and systems; Regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Constitutional, legal and institutional arrangements governing the South African public sector; Understanding of public finance, human resources and discourse management processes; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; Functioning of the province and the activities of sister departments/related functional areas; Policies of the government of the day; Labour Relations legislation and regulations; Performance management in general. Skills needed: Numeracy; Computer Literacy; Written and verbal communication; Project Management; Accounting/ Finance/ Audit.
DUTIES : Ensure the provision of secretariat and operational support services; Ensure the provision of an administrative and general office management support service; Provide support to HOD in the collection of data and execution of research; Ensure the provision of a liaison service by administering parliamentary questions and enquiries; People Management; Financial Management.
ENQUIRIES : Mr G Redman Tel No: (021) 483 9501

POST 23/470 : **ASSISTANT DIRECTOR: DEPARTMENTAL ACCOUNTING SERVICES REF NO: CAS 11/2026**

SALARY : R487 197 - R573 897 per annum (Level 09)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : An appropriate 3-year B-Degree in Financial Management at NQF level 7 (equivalent or higher); A minimum of 3 years relevant supervisory experience. Competencies: Knowledge of the following: Policy development; Financial norms and standards (Public Finance Management Act-PFMA); National Treasury regulations (NTR's), Provincial Treasury Directives/Instructions-PTI's); Financial Systems including Enterprise Content Management (ECM); Modified Cash Standards and Accounting Manual for Departments; and Report writing skills. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Communication skills (written and verbal); Ability to work independently and as part of a team.
DUTIES : Manage the cashier, banking, and electronic payments functions, ensuring the effective safeguarding and management of all source documents, and face-value forms; Manage and ensure quality assurance of transactions processed on BAS and LOGIS, including the verification of payments against approved budgets, the maintenance and loading of BAS entities, and the accuracy, completeness, and compliance of all financial transactions; Oversee and manage all financial reconciliations, including but not limited to bank, petty cash, and creditor reconciliations, ensuring accuracy, completeness, and compliance with organisational policies and financial controls; Ensure the timely processing and payment of creditors in respect of recurring services, to maintain good supplier relationships and uninterrupted service delivery; Monitor and manage the generic finance email inbox, ensuring that all sundry payment-related correspondence, queries, and supporting documentation are attended to promptly and appropriately; Monitor and ensure compliance with relevant policies, procedures, and regulatory requirements relating to transfer payments, identifying and addressing any areas of non-compliance; Maintain accurate, complete, and up-to-date financial records in accordance with

applicable accounting standards, policies, and regulatory requirements, ensuring the integrity, confidentiality, and safeguarding of all financial information and supporting documentation; Maintain accurate and comprehensive transfer payment schedules, ensuring that all transactions are properly recorded, reconciled, and supported for inclusion in the annual financial statements and annual report; Mentor, coach, and develop employees within the division, including managing employee performance, conducting performance evaluations, implementing disciplinary processes where required, and recognising and rewarding employee achievements; Manage and optimise divisional operations while ensuring compliance with health, safety, and wellness standards, fostering a safe, healthy, and productive work environment.

ENQUIRIES : Ms Lynn-Dell Mannel Tel No: (021) 483 9549

POST 23/471 : **ASSISTANT DIRECTOR: SCHOOL SPORT PROGRAMMES REF NO CAS 12/2026**

SALARY : R487 197 - R573 897 per annum (Level 09).
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years relevant experience in a sport development working environment. Competencies: Knowledge and understanding of the following: Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Information systems that aid in the management of knowledge and information pertaining to the line function; Project management; Operational management practices; procurement and tendering processes; Policy development, and operational management, monitoring and review processes; Modern systems of governance and administration; Public service procedures, processes and systems; Regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Constitutional, legal and institutional arrangements governing the South African public sector; Public finance, human resources and discourse management processes; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; Functioning of the Province and the activities of sister departments/related functional areas; Policies of the government of the day; Labour Relations legislation and regulations; Performance management in general. Skills in the following: Numeracy; Computer Literacy; Language skills; Project Management; Accounting, Finance and Audit; Presentation skills; Networking skills; Written and verbal communication; Stakeholder engagement; Research skills.
DUTIES : Supervise and support the implementation of the School Sport Programme in line with the Western Cape School Sport Strategy, ensuring proper procedures for equipment, attire, and procurement are followed; Coordinate the implementation of regular participation in competition-based inter-school leagues and the reporting thereof; Coordinate the collection of statistics, compile reports, and maintain participant databases to track development; Managerial functions; Facilitate the alignment of curriculum development with code activities while supporting talent identification and development pathways in school sport.
ENQUIRIES : Mr C Meyer Tel No: (021) 483 9530.

POST 23/472 : **ASSISTANT DIRECTOR: REPORTING REF NO: CAS 15/2026**

SALARY : R487 197 - R573 897 per annum (Level 09)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : An appropriate 3-year B-Degree in Financial Management at NQF level 7 (equivalent or higher); A minimum of 3 years relevant supervisory experience. Competencies: Knowledge of the following: Policy development; Financial norms and standards (Public Finance Management Act-PFMA); National Treasury regulations (NTR's), Provincial Treasury Directives/Instructions-PTI's); Financial Systems including Enterprise Content Management (ECM); Modified Cash Standards and Accounting Manual for Departments; and Report writing. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Communication skills (written and verbal); Ability to work independently and as part of a team.

DUTIES : Monitor and analyse expenditure of the sub-directorate's approved budget by reviewing expenditure reports, and reporting on spending trends and variances; Develop, maintain, and implement the Interim and Annual Financial Statements (IFS and AFS) Action Plan, ensuring compliance with Modified Cash Standards (MCS) and the Accounting Manual for Departments (AMD); Manage the preparation, quality review, and timely submission of IFS and AFS to Provincial Treasury and the Auditor-General, and coordinate responses to audit queries throughout the audit process; Consolidate and validate financial information, ensuring all figures are supported by complete, accurate, and certified documentation; Review, test, and validate financial reporting templates, accounting policies, formulas, and disclosures to ensure compliance with applicable accounting standards and reporting requirements; Research, analyse, and interpret accounting standards and guidelines updates (MCS and AMD), and provide guidance on the implementation of new or amended financial reporting requirements.

ENQUIRIES : Ms Lynn-Dell Mannel Tel No: (021) 483 9549

POST 23/473 : **SPORT PROMOTION OFFICER: SCHOOL SPORT PROGRAMMES REF NO: CAS 13/2026 (X2 POSTS AVAILABLE IN CAPE WINELANDS & EDEN/GARDEN ROUTE DISTRICTS)**

SALARY : R338 106 – R398 277 per annum (Level 07)

CENTRE : Department of Cultural Affairs and Sport, Western Cape Government.

REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification). Competencies: Working knowledge and understanding of the following: Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Information systems that aid in the management of knowledge and information pertaining to the line function; Project management; Operational management practices; Procurement and tendering processes; Policy development, and operational management, monitoring and review processes; Modern systems of governance and administration; Public service procedures, processes and systems. Knowledge and understanding of the regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Constitutional, legal and institutional arrangements governing the South African public sector; Public finance, human resources and discourse management processes; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; Functioning of the Province and the activities of sister departments/related functional areas; Policies of the government of the day; Labour Relations legislation and regulations; Performance management in general; National Sport and Recreation Plan. Skills in the following: Numeracy; Computer Literacy; Language skills; Project Management; Accounting/ Finance/ Audit; Presentation; Networking skills; Written and verbal communication; Stakeholder engagement; Research.

DUTIES : Coordinate the establishment and provide support to sport and recreation structures in schools, wards and local areas, in conjunction with stakeholders Coordinate the implementation of regular participation in competition-based inter-school leagues and the reporting thereof; Facilitate sustainable capacity development programmes in sport within schools, wards, local areas and districts; Implement sport and recreation programmes in schools, wards and local areas for the development of sport and recreation; Monitor and evaluate compliance with sport and recreation transformational policies; Render administrative functions related to implemented programmes.

ENQUIRIES : Mr M Cottee Tel No: (021) 483 9616

POST 23/474 : **ADMINISTRATION CLERK: SECTION (TRANSPORT) REF NO: CAS 14/2026**

SALARY : R237 453 - R279 708 per annum (Level 05)

CENTRE : Department of Cultural Affairs and Sport, Western Cape Government.

REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification).Competencies: Knowledge and understanding of the following: Clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics; Legislative framework governing the Public Service; Working procedures in terms of the working environment; Skills needed: Computer Literacy; Planning

and organisation; Good verbal and written communication; Job Knowledge; Interpersonal relations; Teamwork and Flexibility.

DUTIES : Render Transport Administration and Fleet Management Support; Provide supply chain clerical support services within the component; Render general clerical support services such as record, organize and maintain correspondence and data; update registers; enquiries, photocopy, distribute documents, type correspondence, and manage incoming/outgoing document registers and filing; Provide financial administration support services in the component; Provide personnel administration clerical support services within the component.

ENQUIRIES : Mr M Opperman Tel No: (021) 483 9719.

DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

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

CLOSING DATE : 27 July 2026

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

OTHER POSTS

POST 23/475 : **SPECIALISED PRODUCTION ENVIRONMENTAL OFFICER RECTIFICATION REF NO: EADP 15/2026 (X3 POSTS)**

SALARY : R518 769 – R717 846 per annum, (OSD as prescribed).

CENTRE : Department of Environmental Affairs and Development Planning, Western Cape Government.

REQUIREMENTS : A Honours Degree (4-year B-Degree) in Environmental Management, Natural Science, Social Science, Geographical Science or Conservation Biology; Registration with the Environmental Assessment Practitioners Association of South Africa (EAPASA); already registered or meets the requirements for registration (appointment will be conditional to actual registration with EAPASA by a specified date). A valid code 08 (EB) driving licence. Competencies: Working knowledge and experience of the following: Evaluation of environmental impact assessment and management programmes/ plans, as well as environmental monitoring and auditing; Balanced environmental knowledge including biophysical knowledge of the functioning of ecosystems, interactions and other environmental aspects; Knowledge of methodologies and techniques for evaluation of environmental impact assessments; Environmental policies, guidelines, norms and standards; Environmental Management Systems; Constitution of RSA and Constitution of the Western Cape; Principles of environmental management; Relevant policies and procedures of the Directorate/ Department; Public Service Code of Conduct: Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint etc); Ability to work independently and as part of a team; Communication skills (written and verbal).

DUTIES : Maintain quality and productivity regarding the efficient and effective processing of section 24G applications; Conduct compliance with section 24G Environmental Authorisations; Provide a support service with regard to environmental comment and advice; Provide a support and mentoring service with regards to Productivity and Quality Management within the component.

ENQUIRIES : Ms Z Toefy Tel No: (021) 483 5827

POST 23/476 : **ENVIRONMENTAL OFFICER (SPECIALISED PRODUCTION): WASTE MANAGEMENT LICENSING REF NO: EADP 16/2026**

SALARY : R518 769 – R717 846 per annum, (OSD as prescribed).
CENTRE : Department of Environmental Affairs and Development Planning, Western Cape Government.
REQUIREMENTS : Relevant Honours Degree in Natural or Physical Sciences, Environmental Sciences or Engineering (Preferably Civil Engineering) or related fields; A valid (Code B) driving license; Registered as a Candidate Environmental Assessment Practitioner (EAP) or Registered as an EAP with the Environmental Assessment Practitioners Association of South Africa (EAPASA):- already registered or meets the requirements for registration and have either already applied for registration or will by a certain date apply for registration (permanent appointment will be conditional to actual registration with EAPASA by a specified date).Competencies: Knowledge of the following: Environmental, general and hazardous waste management; Environmental legislation; Spatial and non-spatial database management; Human resources management (supervision and mentoring); Compliance monitoring and enforcement; Proven computer literacy (Microsoft, MS Word, MS Excel and MS PowerPoint); Basic knowledge in using word-processing and spreadsheet packages through windows; applications and electronic mail. Skills needed: Conducting research and reviewing reports; Facilitation of public engagements; Sound interpersonal and effective communication skills (written and verbal) which include report writing; Ability to communicate effectively and be proficient in at least two of the three official languages of the Western Cape; Data and Information analytical and problem-solving skills; Planning and organizing; Project management.
DUTIES : Administer the waste management licensing process through the review and evaluation of waste impact and technical reports and the drafting of waste management licences; Assist with general office management i.e. assist with Financial and Human Resource Management and administration; Ensure compliance monitoring and enforcement of relevant waste management legislation with respect to statutory obligations; Develop, implement and review waste management licensing processes, systems, policy measures and specific projects with regard to waste management licensing; Provide specialist advice and develop policies, legislation, norms, standards, minimum requirements guidelines of geohydrological, geotechnical and technical design aspects of waste management facilities and specific projects with regard to waste management licensing.
ENQUIRIES : Mr L McBain-Charles Tel No: (021) 483 2747

POST 23/477 : **ENVIRONMENTAL OFFICER (SPECIALISED PRODUCTION): DEVELOPMENT MANAGEMENT (REGION 1 AND 3) REF NO: EADP 17/2026 (VARIOUS POSTS AVAILABLE)**

SALARY : R518 769 - R717 846 per annum, (OSD as prescribed)
CENTRE : Department of Environmental Affairs and Development Planning, Western Cape Government.
REQUIREMENTS : An appropriate 4-year degree (or equivalent qualification) in environmental management or natural or environmental science; registered as a candidate environmental assessment practitioner (EAP) or registered as an EAP with the Environmental Assessment Practitioners Association of South Africa (EAPASA) or meets the requirements for registration and has either already applied for registration or will by a certain date apply for registration (appointment will be conditional to actual registration with EAPASA by a specified date); a valid (Code B) driving licence. Competencies: Knowledge of: Integrated environmental management; applicable environmental legislation and national and Provincial policies; biophysical, social, cultural and heritage and the economic environments; the functioning of comparative ecosystems, social interactions and other environmental aspects; methodologies and techniques for the evaluation of Environmental Impact Assessments; methodologies and techniques for the evaluation of environmental management plans, as well as environmental monitoring and auditing; good working knowledge of policies, environmental-related legislation and environmental matters in the region; functional knowledge on related

sectors/fields, e.g., mining, agriculture, water, industry, forward planning, town and regional planning.

DUTIES : Management of EIA Applications and Directives, including the development of Environmental Authorisations, conditions of authorisations / directives and exemptions; Provision of specialist advice to external clients as well as to staff within the Directorate; Development Management and other Directorates in terms of NEMA and the EIA Regulations; conduct compliance audits on applications where an environmental authorisation was granted; Providing support to other directorates within the department, which could include responding to ministerial and parliamentary enquiries.

ENQUIRIES : Ms M De Jongh Tel No: (021) 483 5756

POST 23/478 : **GISC TECHNOLOGIST (GRADE A) REF NO: EADP 14/2026**

SALARY : R471 720 - R507 000 per annum, (OSD as prescribed).

CENTRE : Department of Environmental Affairs and Development Planning, Western Cape Government.

REQUIREMENTS : 3–4-year GIS degree or related bachelor's degree; compulsory registration with the South African Geomatics Council as a GISc technologist; 3 years post-qualification GISc technologist experience; valid code B driver's licence. Competencies: Knowledge of the following: Technical Geographic Information Science (GISc) knowledge of spatial data, application of projections, geodatabase design and analysis, spatial analysis and models, cartography, (and GIS Standards); Analytical, Statistical and Mathematical skills; Different GIS Software packages, but especially the ESRI products and applications (ArcGIS Pro, ArcGIS Enterprise Portal/ArcGIS Online); Understanding of technologies such as GPS, Photogrammetry and Remote Sensing; Project Management; Technical report writing Research and development; Legal compliance for spatial data. Skills in the following: Advanced computer skills; Ability to solve problems; Collect, organize and critically evaluate Information; Ability to work independently and as part of a team; Excellent communication skills (written, verbal and listening); Customer Service; Self-Management and Decision Making; Professional Accountability; Ability to work effectively under the direction of the Head: Spatial Information Management.

DUTIES : Collect and capture of data from various formats and sources; Design and implement a spatial database to store the required datasets; Data manipulation and analysis, including quality assurance; Creation and maintenance of spatial data topology and attributes, and format manipulation. Apply geo-referencing, datum and projection transformations. Providing technical support relating to software and data usage to geographic information system (GISc) users; Verify spatial data and compile report as required. Design, develop and create geodatabases, maps and other related projects. Supervise capture and publish metadata records; Promote and participate in stakeholder relations. and capture of data from various formats and sources; Design and implement a spatial database to store the required datasets; Data manipulation and analysis, including quality assurance; Creation and maintenance of spatial data topology and attributes, and format manipulation. Apply geo-referencing, datum and projection transformations. Providing technical support relating to software and data usage to geographic information system (GISc) users; Verify spatial data and compile report as required. Design, develop and create geodatabases, maps and other related projects. Supervise capture and publish metadata records; Promote and participate in stakeholder relations; Develop Geographical Information Science (GISc) spatial information tools within the organisational process. Provide access to spatial information and geographic information services to all clients in the department. Train end users on skills regarding GISc at all times. Ensure interoperability between systems to maximise efficiency. Publish data into a web-based GIS system to provide geographical information through the internet. Ensure easy access to spatial information at all times; Document GISc processes; undertake system audit; undertake requirements analysis; undertake cost-benefit analysis. Develop process models and workflow diagrams. Implement GIS standards; draft Terms of Reference for GIS projects. Research, investigate and advise on new GIS technologies. Advise on research viability and feasibility. Recommend and compile an appropriate plan to respond to the research problem. Develop new methods/technologies for solving spatial data problems; research and implement new GIS standards.

ENQUIRIES : Prabani Naidoo Tel No: (021) 483 2711

POST 23/479 : **ADMINISTRATION CLERK: AIR QUALITY MANAGEMENT REF NO: EADP 18/2026**

SALARY : R237 453 - R279 708 per annum (Level 05)
CENTRE : Department of Environmental Affairs and Development Planning, Western Cape Government.
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification); A valid (code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Knowledge of database management aspects; Knowledge of asset management; Knowledge of Human Resources and personnel aspects; Knowledge of Financial Administration and budget aspects; Knowledge of meeting procedures and drafting of minutes; Knowledge of general office administration; Knowledge of administrative processes and procedures; Knowledge of financial and public service processes; Basic knowledge of Supply Chain management procedures. Skills in the following: Computer literacy in IT software: MS Office Suite, Word, Excel, PowerPoint, Access, Internet; Meeting skills; Good written and oral communication skills; Sound organising and planning skills; Liaison with personnel at all levels; Problem solving skills; Good interpersonal skills; Basic Conflict Management skills; Have ability to function under pressure.
DUTIES : Render general clerical support services; Provide Supply Chain clerical support services within the component; Provide Financial Administration support services in the component; Provide Personnel Administration clerical support services within the component.
ENQUIRIES : Gopolang Lechuti Tel No: (021) 483 2614.

DEPARTMENT OF HEALTH AND WELLNESS

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

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).
CLOSING DATE : 17 July 2026, 17:00PM
NOTE : It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Kindly note that excess personnel will receive preference. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate’s suitability based on the post’s technical and generic requirements and the other must be an integrity (ethical conduct) assessment.

OTHER POSTS

POST 23/480 : **HEAD CLINICAL UNIT (MEDICAL) GRADE 1 (NEUROLOGY)**

SALARY : R2 168 145 per annum, (A portion of the package can be structured according to the individual's personal needs.)
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Neurology. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Neurology. Experience: A minimum of 3 years’ experience as Medical Specialist in Neurology after registration with the HPCSA as Medical Specialist Neurology. Competencies (knowledge/skills): Ability to effectively function as a specialist managing staff within the Departmental organisation and rules. Appropriate experience as a Neurology Specialist in an academic environment. Independent research experience with publication and related research output. Experience in undergraduate, post-graduate and specialist Neurology teaching and training. Experience as examiner/convener in the CMSA examination in Neurology. Successful post-graduate supervision (minimum Master’s level). Demonstrable experience in managing clinical units and services. Superior appropriate clinical, communication and managerial skills, and appropriate related knowledge including the ability to lead multi-disciplinary teams. Leadership of

the Division of Neurology and National reputation as a leader in the field of Neurology. Insight into the challenges and opportunities for advancing health care in South Africa. National or international awards in recognition of excellence in the field of Neurology.

DUTIES : Overall governance, including Clinical Governance, of the Neurology services. Overall strategic and operational management of the general adult Neurology services of the hospital. Development, implementation and monitoring of Neurology clinical protocols and guidelines. Manage resource planning, provision and utilisation in the general Neurology services. Govern access to the Neurology services and its resources. Deliver clinical service in Neurology, including commuted overtime. Liaise with hospital management and clinicians to ensure quality Neurology services in the Metro East and Rural Ecosystem. Ensure an outreach program to healthcare facilities in the Tygerberg drainage area. Academic responsibility for teaching and learning at under- and post-graduate level, including the faculty's distributed training platform. Ensure research and innovation in priority areas. Active participation in relevant provincial Neurology governance structure & advise Department of Health and Wellness on Neurology matters.

ENQUIRIES : Prof V Louw Tel No: (021) 938-9044 or Dr M Mukosi Tel No: (021) 938-6510

NOTE : No payment of any kind is required when applying for this post. The successful candidate will also be the Head of Division of Neurology at Tygerberg Hospital and the Faculty of Medicine and Health Sciences, Stellenbosch University.

POST 23/481 : **MEDICAL SPECIALIST GRADE 1 TO 3 (PSYCHIATRY)**
Chief Directorate: Rural Health Services

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

CENTRE : George Regional Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Psychiatry. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Psychiatry. Experience: **Grade 1**: None after registration with the HPCSA as Medical Specialist in Psychiatry. **Grade 2**: A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Psychiatry. **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Psychiatry. Inherent requirement of the job: Commuted overtime contract is compulsory, as well as ability to work after-hours. Valid (Code B/EB) driver's license, as well as willingness and ability to travel. Competencies (knowledge/skills): Knowledge of a public health approach to delivering integrated psychiatric services. Ability to work in integrated multi-disciplinary teams across platforms. Clinical, leadership, administrative, teaching and mentoring skills. Computer literacy (MS office: Word, Excel, Outlook). Creativity to develop new ideas which can result in positive changes to existing processes. Appropriate experience in Psychiatry (all age groups). Ability and experience in teaching.

DUTIES : Specialist psychiatric care to patients (all age groups) at George Regional Hospital and at selected major referral centers in the Garden Route & Central Karoo districts (Rural East Ecosystem/REE). Support referral centers in the REE by doing outreach visits and consultations on various communication platforms. Participate in clinical governance of a growing integrated district mental health service. Teaching and clinical supervision of junior and allied mental health practitioners, generalists and medical students within a well-established Rural Training Complex. Financial management by effective and efficient use of resources. Adhere to requirements for all HR matters. Do appropriate research to stay abreast of service and clinical developments.

ENQUIRIES : Dr BE Boon Tel No: (044) 802-4528, email: Bernice.Boon@westerncape.gov.za

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subject to a practical test. Candidates, who are not in

possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. The concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (this includes individuals who must apply for change in registration status).

POST 23/482 : **MEDICAL SPECIALIST GRADE 1 TO 3 PSYCHIATRY (PSYCHIATRIC AND MEDICAL SERVICES)**
Chief Directorate: Metro Health Services

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

CENTRE : Stikland Hospital (Joint appointment with the University of Stellenbosch)

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Psychiatry. Registration with a Professional Council: Registration with the HPCSA as a Medical Specialist in Psychiatry. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist in Psychiatry. **Grade 2**: A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign-qualified employee) as a Medical Specialist in Psychiatry. **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign-qualified employee) as a Medical Specialist in Psychiatry. Inherent requirements of the job: Willing and able to work shifts. Willing and able to work with patients with infectious diseases. Valid (Code B/EB) driver's licence and willingness and ability to travel. Available and willing to participate in after-hours duties. Competencies (knowledge/skills): Clinical, leadership, administrative, teaching, and mentoring skills. Appropriate experience in Psychiatry. Excellent clinical consultation, management and procedural skills. Computer literacy in MS Office. Good professional attitude. Excellent communication skills.

DUTIES : Coordination and provision of specialist psychiatric care to in- and outpatients at Stikland Hospital and outreach support in the respective sub-structures as designated. Management of and compliance with designated and relevant clinical governance, corporate governance and administrative requirements on hospital level. Participation in clinical governance of the mental health service ecosystem as designated and appropriate. Leadership of an integrated multidisciplinary clinical team. Clinical supervision and training of registrars and junior staff. Creativity to develop new ideas in conjunction with ecosystem role-players which have the potential to result in positive changes to existing processes. Academic teaching, training and research (NB: The post is a joint appointment with the Department of Psychiatry; University of Stellenbosch). Complete the required CPD activities to maintain registration with the HPCSA. Complete and submit required medical reports and documentation for legal and administrative purposes. Uphold the reputation and integrity of the medical profession.

ENQUIRIES : Prof L Koen Tel No: (021) 940-8718 or email: liezle.koen@westercape.gov.za

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

POST 23/483 : **MEDICAL OFFICER GRADE 1 TO 3 (CHILD AND ADOLESCENT MENTAL HEALTH CONSULTING)**
Chief Directorate: Metro Health Service

SALARY : Grade 1: R1 041 402 per annum
Grade 2: R1 188 255 per annum
Grade 3: R1 375 245 per annum
(A portion of the package can be structured according to the individual's personal needs.)

CENTRE : Lentegeur Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner. Experience: **Grade 1:** None after registration as a Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of who is not required to perform Community Service as required in South Africa. **Grade 2**: A minimum of 5 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as a Medical Practitioner with a recognized foreign Health Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as a Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: Willingness to work shifts and after hour duties. Willingness to participate in the Commuted Overtime system at Lentegeur Psychiatric Hospital. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Competencies in the clinical assessment and management of child and adolescent mental disorders. Excellent interpersonal, leadership, administrative, communication, analytical and problem-solving skills. Ability to provide support to primary level staff, participate in clinical training. Computer literate in MS Office. Appropriate experience in delivering clinical services to children and adolescents.

DUTIES : Provide outreach and support to district hospital colleagues, as well as community health centres (CHC). Establish protocols for screening and assessment of children and adolescents, ensure referral pathways adhered to, risk stratification and prioritization. Provision of clinical supervision. Participate in scheduled training sessions for nursing, medical and allied health colleagues.

ENQUIRIES : Dr I Adams Tel No: (021) 370-1316

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

POST 23/484 : **MEDICAL OFFICER GRADE 1 TO 3**
(Contract From 1 October 2026 To 30 September 2028)
Directorate: Health Intelligence

SALARY : Grade 1: R1 041 402 per annum
Grade 2: R1 188 255 per annum
Grade 3: R1 375 245 per annum
(A portion of the package can be structured according to the individual's personal needs).

CENTRE : Head Office, Cape Town (Component: Provincial Health Data Centre)

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner. Experience: **Grade 1:** No experience after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. One-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: Valid (Code B/EB) driver's Licence and willingness to travel. Competencies (knowledge/skills): Excellent collaboration and communication skills. Attention to detail, critical thinking, and problem-solving capabilities. Advanced knowledge and proficiency with cloud technology including Azure SQL, and interactive data visualization software such as Power BI. Knowledge and insight of legislation and policies, relevant to current medical practice within the Public Service, experience in working in a district level hospital and Primary Health Care (PHC) setting. Demonstrated experience working with teams in the development and support of applications, and in implementing production systems in a healthcare organization. Appropriate experience in health information systems and health data interoperability. Appropriate SQL programming experience. Appropriate experience working with large datasets (hundreds of millions of records) and in programming and/or software development. Statistical expertise and/or broader software programming experience. Experience working with stored procedures and views. Experience working with a scripting language e.g. Python, SQL, Java, Ruby, and/or R. Experience with technical communication and presentation of findings and ideas.

DUTIES : The purpose of this role is to promote the understanding, integration, and innovation of clinical information technology to enhance both clinician and patient experiences. The role supports organizational goals and initiatives through data input, analysis, and retrieval to improve processes, while maintaining knowledge of clinical practice and strong relationships with clinical and domain experts. Develop digital patient management tools and reports that enable clinicians to deliver better care while improving clinical workflows and the patient experience. Collaborate with cross-functional teams inclusive of data engineers, software developers, system administrators, and other stakeholders to enhance user functionality of patient management digital tools and ensure data quality and completeness. Improve processes by systematically analyzing complex problems and present innovative solutions to clinicians and strategic leaders in the organization. Participate in the design, testing, implementation, and ongoing support of clinical applications. Effectively deliver communications and updates to stakeholders at multiple organizational levels. Contributes to documentation, standard query libraries, and training materials to enhance organizational data literacy.

ENQUIRIES : Prof A Boulle, email: Andrew.Boulle@westerncape.gov.za

NOTE : No payment of any kind is required when applying for this post. A competency test may form part of the selection process. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)".

POST 23/485 : **MEDICAL OFFICER GRADE 1 TO 3**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R1 041 402 per annum
Grade 2: R1 188 255 per annum
Grade 3: R1 375 245 per annum
(A portion of the package can be structured according to the individual's personal needs).

CENTRE : Wesfleur Hospital (Protea Park CDC), Southern Western Sub-structure Office

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a Professional Council: Registration with the HPCSA as Medical Practitioner. Experience: **Grade 1:** None after registration as a Medical Practitioner with the HPCSA in respect of SA qualified employees. I-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of who is not required to perform Community Service as required in South Africa. **Grade 2**: A minimum of 5 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as a Medical Practitioner with a recognised foreign Health Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3**: A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of I l years relevant experience after registration as a Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Competencies (knowledge/skills): Ability to communicate effectively (verbal and written). Must have experience working at a District level hospital after community service delivering comprehensive and evidence- based general medical, surgical and emergency clinical services. Ability to work in integrated multi-disciplinary teams across platforms. Computer literacy in MS Office mandatory.

DUTIES : Quality clinical, non-clinical and medico-legal patient care as required by the various programmes of the Department of Health. Supervise-, support, transfer of knowledge to, training- and mentoring of the clinical staff and auxiliary staff. Provide an efficient administration service regarding all clinical and non-clinical matters and medico-legal work. Participate in clinical governance activities providing guidance and leadership towards the realisation of strategic goals and objectives of the division. Ensure a cost-efficient service at clinical level with regards to laboratory services, blood, medicine, consumables and equipment.

ENQUIRIES : Dr D Hattingh Tel No: (021) 816-8555

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". Candidates will be subjected to a practical/written and oral assessment.

POST 23/486 : **REGISTRAR (MEDICAL) (PAEDIATRIC MEDICINE) (X6 POSTS)**
(4-Year Contract)

SALARY : R1 041 402 per annum, (A portion of the package can be structured according to the individual's personal needs). (It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).

CENTRE : Red Cross War Memorial Children's Hospital, Rondebosch

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a Professional Council: Registration with

the HPCSA as Medical Practitioner (Independent practice). Inherent requirements of the job: Must provide after-hours emergency service. Valid driver's licence. Competencies (knowledge/skills): Applicants must have a valid APLS as well as a valid FCPaeds part 1. Ability to work in a professional team. Post-internship experience in general paediatrics (under onsite supervision of a registered paediatrician), including clinical experience with neonatal intubation and ventilation. Ability to achieve and maintain good interpersonal relations with staff, patients and their families. Must assist with the provision of a paediatric service. Must participate in academic activities. Completion of /or exemption from South African Community Service Excellent report, clinical note and referral writing skills. Experience with teamwork, planning, organizing and coordination. Excellent interpersonal, administrative, communication, analytical and problem-solving skills Display empathy for patients, promote advocacy and facilitate holistic treatment. Good time management. Appropriate post-internship experience in paediatrics (under onsite supervision of a registered paediatrician), which must include clinical experience in general paediatrics and clinical experience with neonatal intubation and ventilation, is required.

DUTIES : Provide a high-quality clinical service to patients and their families. Supervision of junior medical staff to ensure quality of care and good clinical outcomes. Interaction with (and supervision of where necessary) nursing staff, allied professionals, and students. Informal teaching and training of junior staff in the course of clinical work. Teaching (formal and informal) of undergraduate medical students. Achieve success in the FCPaed II exam of the CMSA prior to the end of the four-year contract. Graduation with an MMed (Paediatrics) degree prior to the end of the four-year contract. Effective and efficient administration of clinical services. Clinical leadership in the workplace. Administration of registrar rosters and the teaching program. Improve professional competence by regular self-learning and reflection with the application of current evidence.

ENQUIRIES : Dr M Salie Tel No: (021) 658-5430 or email: Moegamad.salie@westerncape.gov.za

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

POST 23/487 : **DENTIST GRADE 1 TO 3**
Cape Winelands Health District

SALARY : Grade 1: R1 011 516 per annum
Grade 2: R1 188 255 per annum
Grade 3: R1 375 245 per annum

CENTRE : Stellenbosch Sub-district

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

DUTIES : Be able to provide leadership, governance and management in dental unit. Provide primary and secondary dental services to adults and children in PHC clinics Delivering basic packages of oral care at outreach visit Provision of effective control and management. Ensure Quality health services as required by Ideal clinic standards, Infection prevention control, Occupational Health and Safety compliance standards.

ENQUIRIES : Ms C Engelbrecht Tel No: (021) 808-6108

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

POST 23/488 : **BUSINESS ANALYST**
(Contract From 1 October 2026 To 30 September 2028)
Directorate: Health Intelligence

SALARY : R932 292 per annum (A portion of the package can be structured according to the individual's personal needs)

CENTRE : Head Office, Cape Town, (Component: Provincial Data Centre)

REQUIREMENTS : Minimum educational qualification: An appropriate 3-year tertiary qualification (National Diploma/or Degree) in Information Technology, Business Analysis, Business Informatics, Information Systems, Computer Science or a related field. Experience: Appropriate experience in the public health sector or government environment. Appropriate experience in Agile system development life cycle practices. Appropriate experience in process mapping, business case development and operational and strategic planning. Appropriate experience in Business Intelligence, data analysis, reporting, dashboards, or decision-support systems. Inherent requirement of the job: Valid (Code B/EB) Driver's Licence and willingness to travel. Competencies (knowledge/skills): Business analysis methodologies, tools, and techniques. System development life cycle methodologies, including Agile, Scrum, Waterfall and hybrid delivery approaches. Product ownership, backlog management, user story writing, prioritisation, and acceptance criteria development. Business Intelligence

concepts, data analysis, reporting requirements, dashboards, and performance monitoring. Project management methodologies and practices. Strong analytical and problem-solving skills. Strong written and verbal communication skills. Ability to translate business needs into clear functional and non-functional requirements. Ability to engage senior stakeholders, technical teams, users, and service providers. Ability to work across strategy, operations, technology, and data. Ability to prepare clear reports, business cases, specifications, user stories, presentations, and decision documents.

DUTIES : The purpose of the role is to analyse business problems, identify their underlying causes and impacts, and propose data driven solutions to improve business processes and efficiency. Responsible for bridging the gap between the Provincial Health Data Centre technical report developers, frontline clinical users and decision-makers by using data analytics to assess processes, identify problems, determine requirements, and deliver data-driven recommendations and documentation. Investigates and analyses business problems to understand their nature, cause, effects, and drivers, using a variety of methods and techniques. Work alongside multidisciplinary technical teams to ascertain requirements for digital patient management tools, clinical reporting and analysis across a broad range of disease profiles. Active participation in the user acceptance testing phase, including the provision of feedback to software developers and clinical report developers. Documenting business process requirements through interviews or facilitation sessions. Conducting engagements with key role-players within the various departments to further understand their business processes, needs and challenges. Analyse existing business processes and technology, and propose new developments and changes based on business requirements. Develop functional and technical specifications to meet the business needs of clients. Conduct system analysis for new and existing systems. Construct programs including coding, testing, and debugging. Preparing business cases and conducting risk assessments. Contribute to multiple disease-specific initiatives by maintaining project documentation, managing scope and schedules, prioritising daily tasks, ensuring timely delivery, escalating issues appropriately, and managing stakeholder relationships. Conducting playback sessions(presentations) with the Business to ensure that the information extracted from the business documents and through the interview process is accurate and complete. Conduct business analysis across programmes, systems, and service areas, including requirements gathering, process mapping, stakeholder engagement, gap analysis, solution definition, and benefits tracking. Support the full system development life cycle, including initiation, discovery, requirements definition, solution design, development support, testing, implementation, change management, and post-implementation review. Apply Agile delivery practices, including backlog management, user story development, sprint planning support, prioritisation, acceptance criteria definition, user acceptance testing, and continuous stakeholder feedback. Perform Product Owner responsibilities where required, including defining product vision, managing product backlogs, prioritising features, validating business value, and aligning delivery teams with business needs. Support Business Intelligence and reporting initiatives by defining data requirements, reporting needs, dashboard requirements, performance indicators, and data-driven decision-making processes.

ENQUIRIES : Dr M Ismail, email: Muzzammil.Ismail@westerncape.gov.za

NOTE : No payment of any kind is required when applying for this post. A competency test may form part of the selection process.

POST 23/489 : **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)**
Cape Winelands Health District

SALARY : R720 819 per annum

CENTRE : Orchard Clinic, Brede Valley Sub-district

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care, accredited with the SANC (R48) OR A 4 year bachelor's degree in nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post graduate diploma (R635) accredited with the

SANC in Primary Health Care Nursing. Registration with a Professional Council: Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification in Clinical Nursing Science: Health Assessment, Treatment and Care. Inherent requirements of the job: Valid driver's licence (Code B/EB). Willingness to attend to community needs after hours. Competencies (knowledge/skills): Good interpersonal, leadership and communication skills, strong sense of responsibility. Demonstrate an in-depth knowledge of nursing and public service legislation, knowledge of Human resource and financial policies and principles. Computer literacy (MS Word and Excel, PowerPoint, and Outlook.) Ability to communicate effectively.

DUTIES : Manage, control, act in all the following facets of Health, support, security, cleaning/infection control and ground services, personnel matters, including supervision and Performance Management, Finances and Procurement. Implement policies, prescripts, and protocols regarding the mentioned facets. Plan and manage to practice a holistic health service on a short/medium/long term basis. Render Clinical Services and organise a cost-effective service daily. Ensure that all personnel undergo training according to their Individual Development and Performance Plan and to meet the operational requirements of the health facility and participate in Community awareness and health screening activities. Recording, collection, verification and timeous submission of accurate data and continuous positive support to the Primary Health Care Manager.

ENQUIRIES : Ms A Theron Tel No: (023) 348-1316

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

POST 23/490 : **ASSISTANT DIRECTOR: OCCUPATIONAL THERAPIST GRADE 1**
Chief Directorate: Metro Health Services

SALARY : R664 410 per annum

CENTRE : Stikland Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. Registration with a Professional Council: Registration with the HPCSA as an Occupational Therapist. Experience: A minimum of 3 years' appropriate experience after registration with the HPCSA in Occupational Therapy. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge of applicable health legislation, relevant acts and public service policies and procedures. Appropriate mental health experience. Appropriate supervisory experience with good organisational and planning abilities. Computer literacy (MS Word, Excel, PowerPoint, Teams and Outlook).

DUTIES : Ensure evidence based Clinical Service Delivery and transformation. Ensure good clinical governance and quality assurance. Ensure good Corporate Governance in the Occupational Therapy Department. Support to Clinical structures and Manager of Medical Support Services.

ENQUIRIES : Ms N Jacobs Tel No: (021) 940-8927

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

POST 23/491 : **CLINICAL PROGRAMME COORDINATOR GRADE 1 (COMPREHENSIVE HEALTH)**
Cape Winelands Health District

SALARY : Grade 1: R571 161 per annum

CENTRE : Breede Valley Sub-district

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. OR A 4-year bachelor's degree in nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. (This dispensation is only applicable for posts of Clinical Programme Coordinator where it is an inherent requirement of the post, incumbent to

maintain registration with the SANC). Registration with a Professional Council: Registration with the SANC as a Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Inherent requirements of the job: Valid (Code B/EB) driver's licence, willingness to travel and work overtime if and when required. Competencies (knowledge/skills): Knowledge of the departmental HAST programs and QA policies. Computer literacy (MS Word, Excel, power Point and Outlook). Good communication, facilitating, and interpersonal skills. Ability to work independently and in a multi-disciplinary team.

DUTIES : Co-ordination and implementation of the sub-district HIV/AIDS/STI/TB/VMMC/Mental Health Services, Integrated Management of Chronic conditions (Late life Course), 1st 1 000 days' strategy (Early life course approach), Adolescent, Women's and Men's Health Services. Support with community outreaches and projects to improve health outcomes. Assist with HAST program system strengthening and strategic partnership. Involvement with People Development component in skills development and training to support integrated health services provision and provide clinical expertise. To strengthen and coordinate internal and external interface management with stakeholders, including NPOs, to enhance implementation of the COPC principles. Provide oversight, supervision and support to health facilities regarding the implementation of quality assurance policies, guidelines, protocols, norms and standards. Monitoring and Evaluation of Integrated Health services performance.

ENQUIRIES : Ms A Theron Tel No: (023) 348-1316

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

POST 23/492 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: TRAUMA AND EMERGENCY)**
Chief Directorate: Metro Health Services

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

CENTRE : Wesfleur Hospital

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing: General (R212) or Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency (R212) or 4 year Bachelor Degree in Nursing (R174) or equivalent qualification (R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post graduate diploma (R635) accredited in Emergency Nursing OR Critical Care Nursing (Adult). Registration with a Professional Council: Registration with the SANC as a Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification or post-graduate diploma in the relevant specialty. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends, overtime and public holidays to meet the operational requirements. Competencies (knowledge/skills): Communication skills. Sound knowledge and understanding of nursing and health service-related acts, legislation and policies. Leadership and sound interpersonal and motivational skills. Computer literacy (MS Word, Outlook and Excel). Ability to facilitate and promote training. Analytical thinking, independent decision making and problem-solving skills.

DUTIES : Provide optimal, holistic specialized nursing care within set standards and professional/legal framework. Assist with management of people management services within the Department and compliance to professional, legal, and ethical regulations governing nursing practice. Effective utilization of financial and physical resources within the department. Ensure the promotion of Quality Assurance, Infection Control and Prevention & Occupational Health & Safety within the Department including efficient and accurate documentation,

statistical data collection, capturing, and participation in research activities as well as liaise, advise and effective communication with internal and external stakeholders to ensure continuity of quality client care. Deliver a support service to the Operational Manager, act as shift leader and ensure effective coordination of the Nursing Division after hours whilst maintaining professional growth and ethical standards and self-development.

ENQUIRIES : Ms. LA Abrahams Tel No: (021) 816-5000

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualification will be appointed into the general stream, and they will be required to obtain the necessary qualification within a predetermined period of time. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification or post-graduate diploma in the relevant specialty.

POST 23/493 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: OPERATING THEATRE CSSD)**
Cape Winelands Health District

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

CENTRE : Stellenbosch Hospital

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Operating theatre technique (R212). OR A 4 year bachelor's degree in nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post graduate diploma (R635) accredited with the SANC in Peri-operative Nursing. Registration with a Professional Council: Registration with SANC as a Professional Nurse. Experience: **Grade 1:** Minimum of 4 years appropriate / recognizable experience in nursing after registration as Professional nurse in general nursing. **Grade 2:** Minimum of 14 years appropriate / recognizable experience in nursing after registration as Professional nurse in general nursing. At least 10 years of the above periods must be appropriate / recognizable experience in Operating Theatre after obtaining the 1-year post basic qualification in relevant specialty. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to be on call after hours for theatre. Willingness to assist with shifts and after-hour hospital cover including weekends, public holidays, night duty relief and overtime based on operational needs. Competencies (knowledge/skills): Sound knowledge and understanding of nursing and health service-related acts, legislation, policies and practices Problem solving, report writing, liaison and facilitation skills. Basic computer skills in MS Word, Excel, Outlook and use of the Internet. Ability to lift and turn patients, stand for long hours and lift heavy equipment.

DUTIES : Provide optimal, holistic, specialised Nursing Care within set standards and within a professional, legal framework as a professional Nurse in Operating Theatre. Utilize human, material and physical resources efficiently and effectively. Practice within the realms of IPC, OHAS, Risk Management, Quality Assurance, hospital protocols, procedures and policies. Provision of effective support to the Nursing Manager and maintaining professional growth and self-development.

ENQUIRIES : Ms Cl Pekeur Tel No: (021) 808-6103

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualification will be appointed into the general stream, and they will be required to obtain the necessary qualification within the predetermined period of time. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of

payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in Medical and Surgical Nursing Science: Operating theatre technique (R212) or post graduate diploma accredited with the SANC in Peri-operative Nursing (R635).

POST 23/494 : **ASSISTANT DIRECTOR: PEOPLE MANAGEMENT (ER, EHW AND PD)**
Chief Directorate: Rural Health Services

SALARY : R487 197 per annum
CENTRE : George Regional Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate three-year National Diploma or Degree. Experience: Appropriate knowledge and appropriate experience in Employee Relations, Employee Wellness and Human Resource Development policies, procedures and practices in the Public Sector. Appropriate supervisory and management experience. Inherent requirement of the job: Valid (Code B/EB) drivers' licence. Willingness to travel as required in line with the responsibilities of the job. Competencies (knowledge/skills): Proven competency in managing Labour Relations and Human Resource Development functions within a public sector environment. Extensive knowledge and practical application of relevant legislation, policies, and prescripts, including the Labour Relations Act, Basic Conditions of Employment Act, Employment Equity Act, Skills Development Act, Public Service Regulations, and collective agreements. Demonstrated capability in handling disciplinary processes, grievances, disputes, misconduct investigations, and collective bargaining matters. Knowledge and understanding of Human Resource Development practices, including training coordination, workplace skills planning, performance management support, and staff development initiatives. Strong strategic, analytical, and problem-solving skills with the ability to interpret policies and provide sound labour relations advisory services. Excellent communication, facilitation, negotiation, and conflict management skills. Proven ability to build and maintain effective stakeholder relationships with organised labour, management, employees, and external partners. Ability to work independently, manage multiple priorities, and perform effectively under pressure within a dynamic hospital environment. Strong report writing, presentation, and administrative skills. High levels of professionalism, integrity, confidentiality, and ethical conduct. Proven computer literacy with proficiency in MS Word, Excel and PowerPoint with the ability to understand and analyse statistical and financial information.
DUTIES : Manage Labour Relations functions, including disciplinary processes, grievances, disputes, and employee relations matters for George Hospital and when required for other facilities within the Rural East Ecosystem. Facilitate Human Resource Development initiatives, including training coordination and skills development activities. Provide Labour Relations advisory and support services to management and staff. Ensure compliance with relevant labour legislation, policies, collective agreements, and HR practices. Liaise and maintain effective relationships with organised labour and relevant stakeholders. Compile reports, maintain records, and monitor HR-related performance and compliance indicators. Supervise and support staff within the People Management component.
ENQUIRIES : Mr R Cajada Tel No: (044) 802-4358 or e-mail: Ricardo.Cajada@westerncape.gov.za
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical and competency test.

POST 23/495 : **CLINICAL TECHNOLOGIST GRADE 1 TO 3 (CARDIOLOGY)**

SALARY : Grade 1: R413 121 per annum
Grade 2: R482 499 per annum
Grade 3: R564 822 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualifications: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Clinical Technologist: Cardiology. Registration with a professional council: Registration with HPCSA as a Clinical Technologist: Cardiology. Experience: **Grade 1**: None after registration with the HPCSA in Clinical Technology in

respect of RSA qualified employees. One-year relevant experience after registration with the HPCSA in Clinical Technology in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2**: Minimum of 10 years' relevant experience after registration with HPCSA in Clinical Technology in respect of SA qualified employees. Minimum of 11 years' relevant experience after registration with the HPCSA in Clinical Technology in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** Minimum of 20 years' relevant experience after registration with the HPCSA in Clinical Technology in respect of RSA qualified employees. Minimum of 21 years' relevant experience after registration with the HPCSA in Clinical Technology in respect of foreign qualified employees, of whom it is not required to perform community service as required in South Africa. Inherent requirements of the job: Ability to render a after hour service. Delivery of a 24-hour standby service (required to work after hours, during weekends and public holidays). Competencies (knowledge/skills): Good communication skills (verbal and written). Experience in Echocardiography, Cardiac Catheterization and Cardiac Pacing. Appropriate experience in clinical technology within the field of cardiology including in-service training at a registered training facility. Above average academic record, work record and managerial abilities. Ability to work independently, without supervision and work within a group with all levels of staff.

DUTIES : To perform high quality and efficient cardiology service by providing specialized clinical technology support in all areas of non-invasive and invasive cardiology. Required to work in the various specialized areas in the unit on a rotational basis (Cardiac catheterization laboratory, pacemakerclinic, echocardiography laboratory, Holter analysis).

ENQUIRIES : Mr M Govender Tel No: (021) 404- 4094/5

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

POST 23/496 : **SENIOR ADMINISTRATIVE OFFICER: FINANCE**
Chief Directorate: Metro Health Services

SALARY : R413 001 per annum

CENTRE : Lentegeur Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate three-year national diploma or degree. Experience: Appropriate experience in Financial Management and expenditure control. Appropriate supervisory experience. Appropriate experience in completing and analysing BMI's. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Organizational, managerial, leadership skills and an aptitude for working with financial figures. Strong people management and supervisory skills, ability to work in a team context and motivate team members. Computer literacy in Microsoft Office. Knowledge of PFMA, Finance instructions, Provincial and National Treasury regulations, as well as Accounting Officer System. Good verbal and written communication skills.

DUTIES : Supervision of asset and liabilities, budget, expenditure monitoring and control. Monitoring, evaluation, effective and efficient support to the ASD in financial accounting, including compliance and risk management. People Management within the component. Manage utility claims from estate partners. Manage the preparation of the BMI forecasting sessions. Authorising of BAS and LOGIS payments. Finalisation of the IFS and AFS.

ENQUIRIES : Mr M Mdodeni Tel No: (021) 370-1125

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

POST 23/497 : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING) (X3 POSTS)**
Cape Winelands Health District

SALARY : Grade 1: R337 359 per annum
Grade 2: R411 978 per annum
Grade 3: R495 423 per annum
(plus, a non-pensionable rural allowance of 8% of the basic annual salary)

CENTRE : Robertson Hospital (X2 Posts)
Montagu Hospital (X1 Post) Langeberg Sub-district

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. OR A 4-year bachelor's degree in nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a Professional Council: Registration with the SANC as Professional Nurse. Experience: **Grade 1:** None **Grade 2**: A minimum of 10 years appropriate/recognisable nursing experience after registration with the SANC as Professional Nurse in General Nursing. **Grade 3**: A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirements of the job: Ability to work shifts which include weekends and public holidays. Willingness to work in all departments as operationally required. Competencies (knowledge/skills): Computer literacy (MS Word, Excel). Good interpersonal, communication skills. Ability to work independently and in a multi-disciplinary team. Knowledge of Community Oriented Primary care.

DUTIES : Provision of quality basic nursing patient centred care in a hospital setting. Provision of optimal, holistic clinical and elementary nursing care with set standards and within a professional/legal framework. Effective utilisation of human and financial resources, Information management and support services. Improving quality of health services. Maintain professional growth/ethical standards and self-development.

ENQUIRIES : Montagu Hospital- Ms. EJ Van Zyl Tel No: (023) 6141021. Robertson Hospital- Ms S Kortje Tel No: (023) 626 8519.

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

POST 23/498 : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING)**
West Coast Health District

SALARY : Grade 1: R337 359 per annum
Grade 2: R411 978 per annum
Grade 3: R495 423 per annum

CENTRE : Radie Kotze Hospital, Bergriver Sub-district

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. OR A 4-year Bachelor Degree in Nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a Professional Council: Registration with the SANC as Professional Nurse. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. **Grade 3**: A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirements of the job: Willingness to work shifts, public holidays, after-hours, night duty and weekends cover for nursing. Assist within the sub-district, when the need arises, work extra hours and be on standby. Competencies (knowledge/skills):

Good interpersonal and organisational skills and the ability to function under pressure and meet deadlines.

DUTIES : Provision of optimal, holistic nursing care with set standards and within a professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of Support to Nursing Services. Maintain professional growth/ethical standards and self-development.

ENQUIRIES : Ms TJ Fredericks Tel No: (022) 814-0462/ (022) 931-2140

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

POST 23/499 : **OCCUPATIONAL THERAPIST GRADE 1 TO 3 (6/8TH POST)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R309 840 per annum
Grade 2: R361 875 per annum
Grade 3: R423 618 per annum

CENTRE : Western Cape Rehabilitation Centre

REQUIREMENTS : Minimum educational qualification: An appropriate qualification that allows for the registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. Registration with a Professional Council: Registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. Experience: **Grade 1**: None after registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. One-year relevant experience after registration with the HPCSA as an Occupational Therapist in respect of foreign-qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** A minimum of 10 years relevant experience after registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. A minimum of 11 years relevant experience after registration with the Health Professions Council of South Africa as an Occupational Therapist in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. **Grade 3**: A Minimum of 20 years relevant experience after registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. A minimum of 21 years relevant experience after registration with the HPCSA as an Occupational Therapist in respect of foreign-qualified employees, of whom it is not required to perform community service, as required in South Africa. Inherent requirements of the job: Valid Code driver's licence. Competencies (knowledge/skills): Therapeutic knowledge and skills in the management of clients with neurological deficits and other medical conditions. Ability to be flexible and innovative in response to differing client needs and work within the MDT/IDT. Knowledge and optimal utilization of community resources. Knowledge and correct application of internal and external procedures and prescripts, DOHW ethical codes and HPCSA standards of professional practice. Ability to guide and supervise students. Computer literacy in MS Office. Appropriate experience working with persons with complex and varied conditions as an Occupational therapist in a healthcare setting.

DUTIES : Provision of Occupational Therapy services in the field of specialised rehabilitation. Provision of specialised seating and/or mobility devices and/or assistive devices. Clinical management of clients including facilitation of re-integration into the community. Support of Supervisory structures / persons including resource management and adherence to HR pre-scripts. Participation in training and development including guidance of students. Responsible for management of stock and equipment within the work area.

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

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and

proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)".

POST 23/500 : **ADMINISTRATION CLERK: INFORMATION MANAGEMENT**
Chief Directorate: Rural Health Services

SALARY : R237 453 per annum
CENTRE : George Regional Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Health Information Management for hospitals. Appropriate experience in Clinicom, Ideal Clinic Monitoring System, Business Intelligence (BI) and Sinjani. Appropriate experience in end-user support (hardware/software). Competencies (knowledge/skills): Computer literacy (MS Office packages). Good communication skills throughout the hospital for effective data completion and writing skills. Routine Health Information, Clinicom, Ideal Clinic Monitoring System, Sinjani and Business Intelligence (BI). Basic knowledge of computer hardware.
DUTIES : Effective and efficient administration of hospital statistics. Provide support to ensure data accuracy on the Health Information Systems (HIS). Clinicom support & training to new and current staff. Data Management (Weekly, Monthly and Quarterly). Support to supervisor.
ENQUIRIES : Mr KA Ngutyana Tel No: (044) 802-4359 or email: Khangelani.Ngutyana@westerncape.gov.za
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical assessment.

POST 23/501 : **ADMINISTRATION CLERK: FINANCE/ADMIN**
Garden Route District

SALARY : R237 453 per annum
CENTRE : Harry Comay Hospital, George Sub-District
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics or Accounting as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience working with Clinicom. Appropriate experience in a hospital and/or patient fees environment. Appropriate experience in office administration. Inherent requirement of the job: Willingness to work overtime, after hours including weekends, public holidays when needed. Willingness to rotate and provide relief support within the hospital. Willingness to assist with admissions and fees functions at Uniondale Hospital. Competencies (knowledge/skills): Computer literacy in Microsoft Word, Excel, and Outlook. Good communication skills (verbal and written). Knowledge of the Clinicom electronic patient administration system. Knowledge of Hospital Fees Memorandum 18. Appropriate knowledge of patient billing processes and ICD-10 coding. High ethical standards, with the ability to handle confidential information responsibly as incumbent will have access to confidential files.
DUTIES : Admit, register, and assess patients; open patient folders and generate invoices on Clinicom. Provide an efficient medical records and folder management service. Handle cash transactions, issue receipts, safeguard state funds, and perform relief cashier duties. Manage H2 and H3 accounts, IOD, RAF, medical aid, and state department accounts within the George Sub-District. Order and manage medical supplies, ward stock, and institutional requirements. Ensure accurate and timely collection and submission of statistical data. Provide administrative support to the Operational Manager: Nursing and assist with general hospital administration.
ENQUIRIES : Mr R Lewis-Peters Tel No: (044) 814-1117
NOTE : No payment of any kind is required when applying for this post. A practical test will form part of the selection process.

POST 23/502 : **ADMINISTRATION CLERK: SUPPORT (X4 POSTS)**

SALARY : R237 453 per annum
CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: Senior Certificate. Experience: Appropriate Secretarial and Office Administration experience. Competencies (knowledge/skills): Good communication skills. Knowledge of secretarial and office administration practices and minute-taking skills. Computer literacy (MS Office, Word, and Excel) and typing proficiency. Willingness to undergo development courses.

DUTIES : Providing administration and secretarial support services, office management, and reception functions. Answering telephonic queries and delivering messages. Ordering of stationery, equipment, and office consumables. Typing of documents, reports, correspondence, and keeping an effective filing system. Prepare meetings and take minutes. Ensure timely submission of statistical data, as well as collate and compile databases, rosters, and monthly reports.

ENQUIRIES : Ms C Makeba Tel No: (021) 404-4038

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

POST 23/503 : **ADMINISTRATION CLERK: WARDS**
Chief Directorate; Metro Health Services

SALARY : R237 453 per annum

CENTRE : Stikland Hospital

REQUIREMENTS : Minimum educational qualification: Senior certificate (or equivalent). Experience: Appropriate patient administration experience in a health environment. Appropriate experience in Clinicom. Inherent requirements of the job: Willingness to work overtime and provide relief in other departments as operationally required. Competencies (knowledge/skills): Computer skills in MS Office. Good interpersonal and communication skills, ability to work independently, and as part of a team, ability to maintain confidentiality and problem-solving and conflict management with good organizational skills.

DUTIES : Provide support/relief to staff and supervisors as operationally required regarding waiting list and patient administration. Perform Patient administrative functions within the Ward which includes admissions, transfers, discharge of patients, transport bookings, patient queries, reviewing of patient information. Perform daily ward rounds and ensure all patient movements are captured on Clinicom. Providing effective general administrative support to the Ward and Hospital including folder administration and adhoc ward duties. Ensuring resources within the ward is managed effectively, replenishment of stock and managing stock. Performing data collection and compilation duties for the wards on a monthly basis.

ENQUIRIES : Mr M Majerrie Tel No: (021) 940-4424

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

POST 23/504 : **ADMINISTRATION CLERK: SUPPORT (NURSING MANAGEMENT SUPPORT)**

SALARY : R237 453 per annum

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate Secretarial/Administrative in experience. Competencies (knowledge/skills): Computer literacy in MS Office Suite (Word, Excel, PowerPoint, Access, MS Teams). Excellent typing skills, minute taking skills. Knowledge of NIMS. Good planning, organizational and interpersonal skills. Good verbal and written communication skills.

DUTIES : Ensure an effective and efficient office administration and management within the Nursing Management Office. Deliver an effective and efficient office administration, reception services and support to the Nurse Manager and affiliated managers and support services. Manage and maintain an effective and efficient Nursing data filing, recordkeeping services, which includes provision of accurate/effective typing and data capturing of human resource documentation. Coordinate and assist with preparation and processes of interviews and meetings and new nursing staff appointments in the department. Provide administrative support to Nursing personnel, assist with queries and ensure effective and efficient communication.

ENQUIRIES : Ms L De Palo Tel No: (021) 404-2105

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

POST 23/505 : **ADMINISTRATION CLERK: WARDS (X2 POSTS)**

SALARY : R237 453 per annum
CENTRE : Red Cross War Memorial Children's Hospital, Rondebosch
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate Clinicom experience in a ward and/or clinic administration environment, including the Clinicom system. Inherent requirements of the job: Willingness to rotate and/or cover other areas at short notice. Competencies (knowledge/skills): Knowledge of Hospital Fees Memorandum 18, UPFS, HIS, Clinicom, and Finance Instructions. Strong sense of confidentiality and trustworthiness. Ability to work under pressure without supervision. Good client care skills.
DUTIES : Registration of patients on the Clinicom system. Admissions, transfers, and discharges of in-patients. Maintenance of appointments and ward registers. Compiling of patient statistics. Handling telephonic, verbal and written enquiries. Support to Finance Component in ensuring correct debtor assessment of patients and data capturing of patient information on Clinicom System, correct handling of foreign patients.
ENQUIRIES : Ms HJ van Graan Tel No: (021) 658-5007
NOTE : No payment of any kind is required when applying for this post.

POST 23/506 : **ADMINISTRATION CLERK: HRM (PEOPLE MANAGEMENT)**
Chief Directorate: Rural Health Services

SALARY : R237 453 per annum
CENTRE : Paarl Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Personnel administration. Competencies (knowledge/skills): Good computer (MS Word and Excel), numeracy and mathematical skills. Good interpersonal skills and the ability to work in a team context. Knowledge of Human Resource prescripts in Public Service. Ability to function under pressure and meet deadlines.
DUTIES : (key result areas/outputs): Effectively handle all personnel matters, such as salaries, pension, appointments, resignations, transfers, leave and other allowances on PERSAL. Assist staff, colleagues, supervisors, management and members of the public with regards to all Human Resources and Personnel matters including Recruitment and Selection processes. Assist with all other administrative functions in the personnel component. Handle a variety of personnel, written and telephonic enquiries. Audit personnel, pension and leave files. Variety of clerical duties including filing. Responsible for capturing transaction on PERSAL.
ENQUIRIES : Mr CL Appollis Tel No: (021) 860-2845
NOTE : No payment of any kind is required when applying for this post.

POST 23/507 : **ARTISAN ASSISTANT**
Directorate: Facilities Management

SALARY : R201 093 per annum
CENTRE : Lentegeur Central Laundry
REQUIREMENTS : Minimum educational qualification: Grade 10 or equivalent. Experience: Appropriate experience in at least one of these fields: building, air-conditioning, plumbing, electrical, carpentry, maintenance and general repairs. Appropriate experience in workshop related tasks. Inherent requirement of the job: Ability to work overtime when needed. Ability to work in a Laundry and workshop environment. Competencies (knowledge/skills): Adherence to the Occupational Health and Safety Act 1993 and its relevant regulations. Ability to operate industrial machinery and welding tasks. Good communication skills. Ability to handle heavy equipment, hot conditions, wet conditions, heights and narrow spaces.
DUTIES : Control tool parts and materials. Maintenance of laundry services, plant and equipment. Repairs to the plant, services and equipment. Maintain and repair industrial laundry equipment. Attend to emergency breakdowns (including after hour repairs). Strict adherence to the Occupational health and Safety Act. Assist Artisans in the performance of their duties. Control over tools, equipment and material. Responsible for ensuring that all workmanship id is of high quality. Assist with the management of all equipment contracts. Responsible for all

safety and housekeeping aspects within the laundry and workshop environment.

ENQUIRIES : Ms D Hartnick Tel No: (021) 918-1519
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be required to do a competency test as part of the interview process.

POST 23/508 : **FOREMAN: CLEANING (ENVIRONMENTAL AND MEDICAL WASTE REMOVAL SERVICE)**

SALARY : R201 093 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC)/ grade 9 (Std. 7). Experience: Appropriate experience in medical waste in a hospital environment. Inherent requirement of the job: Willingness to work shifts (weekends and public holidays). Code 8 driver's licence. Competencies (knowledge/skills): Ability to communicate effectively. Ability to work independently and in a team context. Knowledge of Provincial Gazette: - Act 7 of 2007 Western Cape Health Care Waste Management Act, 2007. Knowledge of the "cradle to grave" approach and subsequent actions of health care risk waste. Knowledge of the grievance procedure, code of good practice: dismissal and disciplinary code and procedure for the public service. Basic knowledge of Staff Performance Management System.
DUTIES : Control the utilisation of personnel to ensure various types of waste generated at the hospital is timeously transported to the correct holding areas. Ensure that disciplinary procedures are effectively enforced. Ensure that personnel clean medical waste trolleys, hospital building entrances, courtyards, pigswill area, waste holding area at basement level. Effectively execute all administrative functions applicable on a supervisory level and provide an effective support to the Principal General Foreman and the Senior Administrative Officer: Support Services.
ENQUIRIES : Ms L White Tel No: (021) 938-4121
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical assessment.

POST 23/509 : **NURSING ASSISTANT GRADE 1 TO 3 (X27 POSTS) (VARIOUS COMPONENTS)**

SALARY : Grade 1: R181 230 per annum
Grade 2: R211 401 per annum
Grade 3: R249 141 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the South African Nursing Council (SANC) as a Nursing Assistant. Registration with a professional council: Registration with the SANC as Nursing Assistant. Experience: **Grade 1**: None. **Grade 2:** A minimum of 10 years appropriate/recognisable nursing experience after registration with the SANC as Nursing Assistant. **Grade 3**: A minimum of 20 years appropriate/recognisable nursing experience after registration with the SANC as Nursing Assistant. Inherent requirement of the job: Willingness to work shifts, public holidays, after-hours, night duty and weekend cover. Willingness to rotate to other departments. Competencies (knowledge/skills): Ability to work independently and under pressure. Good communication skills.
DUTIES : Provide quality basic nursing care according to procedures and policy. Assist patients with activities of daily living which includes patient hygiene, nutritional status, mobility and elimination needs. Escort patient to and from x-rays, sonar, etc. Assist professional nurses with clinical procedures and preparation of patients for diagnostic and surgical procedures. Accurate recordkeeping and effective utilization of resources.
ENQUIRIES : Ms V Dubase Tel No: (021) 938-4000
NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific

category with the South African Nursing Council (including individuals who must apply for change in registration status).

POST 23/510 : **NURSING ASSISTANT GRADE 1 TO 3**
Garden Route District

SALARY : Grade 1: R181 230 per annum
Grade 2: R211 401 per annum
Grade 3: R249 141 per annum

CENTRE : Ladismith Clinic, Kannaland Sub-district

REQUIREMENTS : Minimum educational qualification: Qualification that allows registration with the SANC as a Nursing Assistant. Registration with a professional council: Registration with the SANC as a Nursing Assistant. Experience: **Grade 1**: None **Grade 2**: A minimum of 10 years' appropriate/recognisable experience in nursing after registration as Nursing Assistant with the SANC. **Grade 3**: A minimum of 20 years appropriate/recognisable experience in nursing after registration as Nursing Assistant with the SANC. Inherent requirement of the job: Willingness to work after hours when needed. Willingness to assist at the other clinics in the Sub-district when needed. Competencies (knowledge/skills): Good communication skills. Self- discipline and motivation.

DUTIES : Assist patients with activities of daily living which include patient hygiene, nutritional status, mobility and elimination needs. Provide elementary clinical nursing care. Effective utilization of resources. Maintain professional growth, ethical standards and self-development. Record keeping.

ENQUIRIES : Ms S Labuschagne Tel No: (028) 551-1010

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

POST 23/511 : **FOOD SERVICE AID (SUPPORT SERVICES) (X2 POSTS)**
Chief Directorate: Rural Health Services

SALARY : R144 024 per annum

CENTRE : George Regional Hospital

REQUIREMENTS : Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate experience in a large-scale food service unit, which includes the operating of large-scale kitchen equipment as well as the preparation of normal and therapeutic diets. Inherent requirement of the job: Ability to do physical tasks and operate heavy-duty kitchen and cleaning equipment. Ability to work with cleaning materials, do high-dusting and lifting of heavy equipment and supplies. Ability to be on your feet for a period of 12 hours per day. Willingness to work shifts during the day, weekends, public holidays and overtime if requested. Competencies (knowledge/skills): The ability to prepare meals according to standardized recipes, as well as safely and correctly handle industrial equipment. Basic knowledge of the food service hygiene and safety principles. Conflict management.

DUTIES : Perform all tasks emanating from the pre-preparation and production of all full and therapeutic diets. Perform all tasks emanating from the dishing, distribution and serving food to patients at various wards. Clean and maintain all areas, utensils and equipment in the food service unit and maintain safety and hygiene standards. Assist with the receipt, safe storage and issuing of food provisions and other products. Assist with the informal in-service training of new employees.

ENQUIRIES : Ms M Greyling Tel No: (044) 802-4423

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

POST 23/512 : **FOOD SERVICES AID**
Central Karoo District

SALARY : R144 024 per annum

CENTRE : Prince Albert Hospital
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate experience in preparing patient meals in hospitals. Inherent requirement of the job: Willingness to work overtime, shifts (weekends and public holidays). Ability to do physical tasks and operate heavy-duty kitchen and cleaning equipment. Ability to work long hours on your feet for a period up to 12 hours. Competencies (knowledge/skills): Good communication skills (verbal and written). The ability to prepare meals according to standardized recipes, as well as safety and correctly handle industrial equipment. Appropriate knowledge of the food service hygiene and safety principles.
DUTIES : Prepare all tasks emanating from the pre-preparation and production of all full and therapeutic diets. Perform all tasks emanating from the dishing, distribution and serving food to patients at various wards. Clean and maintain all areas, utensils and equipment in the food service unit. Maintain safety and hygiene standards. Assist with the receipt, storage and issuing of food provisions and other products. Assist with the informal in-service training of new employees.
ENQUIRIES : Ms L Martins Tel No: (023) 814 - 2994
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to do a practical test.

POST 23/513 : **PORTER (X2 POSTS)**
Chief Directorate: Rural Health Services

SALARY : R144 024 per annum
CENTRE : Paarl Hospital
REQUIREMENTS : Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate experience in a health environment. Inherent requirements of the job: Willingness to work shifts, including nightshift, weekends and public holidays. Must be of sober habits, physically fit and lift patients from/onto beds, trolleys, vehicles, wheelchairs and heavy equipment; Prepared to handle corpses (deceased bodies). Prepared to work in all departments/wards in hospital. Prepared to relieve in other sections of Support services. Competencies (knowledge/skills): Good interpersonal and communication skills. Knowledge of the safe infection prevention methods. Ability to work under pressure, unsupervised and in a team context.
DUTIES : Safe transport of patients on trolleys, beds and wheelchairs to and from different departments and in and out of ambulances and private vehicles and also ensure a safe and hygienic work environment; Respond to requests from wards, laboratories and blood bank with regards to delivering and collecting of medical & other documentation, specimens and other blood products; Check and replace gas cylinders in wards or treatment areas and assist with shifting of medical equipment; Effective and efficient control of equipment and reporting of any defects of trolleys, beds and wheelchairs to supervisor Take responsibility for transportation of corpses from wards to the mortuary and perform relevant duties in mortuary Relief supervisor when required.
ENQUIRIES : Ms GP Storm Tel No: (021) 860-2844
NOTE : No payment of any kind is required when applying for this post.

POST 23/514 : **DENTIST GRADE 1 TO 3 (MAXILLOFACIAL AND ORAL SURGERY) (SESSIONAL) (8 HOURS PER WEEK) (X3 POSTS)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R487 per hour
Grade 2: R572 per hour
Grade 3: R662 per hour
CENTRE : Oral Health Centre, Tygerberg/Mitchell's Plain
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Dentist. Registration with a Professional Council: Registration with the HPCSA as a Dentist. Experience: **Grade 1**: None after registration as Dentist with the HPCSA in respect of SA-qualified employees 1-year relevant experience after registration as Dentist with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform community service, as necessary in South Africa. **Grade 2**: Minimum of 7 years' appropriate experience as Dentist after registration with the HPCSA as a Dentist in respect of SA-qualified employees. Minimum of 8 years' relevant experience after registration as Dentist with a recognized foreign health

professional council in respect of foreign qualified employees, of whom it is not required to perform community service, as necessary in South Africa. **Grade 3:** Minimum of 12 years' appropriate experience as Dentist after registration with the HPCSA as a Dentist in respect of SA-qualified employees. Minimum of 13 years' relevant experience after registration as Dentist with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform community service, as necessary in South Africa. Inherent requirements of the job: A valid (Code B/EB) driver's licence (the successful incumbent will be required to provide services across the Oral Health platform). Competencies (knowledge/skills): Appropriate experience in Maxillofacial and Oral Surgery. Postgraduate qualification in Minor Oral Surgery, Dental Implantology, or a Master degree in a clinical discipline of Dentistry. Appropriate experience in teaching and training of undergraduate dental (dentistry, dental therapy, oral hygienist) students in a clinical environment at an academic institution. Appropriate post qualification clinical experience.

DUTIES : Manage and treat patients in the Maxillofacial Oral Surgery clinic. Oral surgery procedures. Assess students' preparedness (theory and clinical). Ensure optimal and safe patient care. Record keeping and administration in the Maxillofacial Oral Surgery. Administration duties involved in undergraduate training in the Department.

ENQUIRIES : Dr N Behardien Tel No: (021) 937-3081/3087

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

POST 23/515 : **MEDICAL SPECIALIST GRADE 1 TO 3 (OPHTHALMOLOGY) (SESSIONAL: 19 HOURS PER WEEK)**
(3-Year Contract)
Chief Directorate: Rural Health Services

SALARY : Grade 1: R671 per hour
Grade 2: R766 per hour
Grade 3: R887 per hour

CENTRE : George Regional Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Ophthalmology. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Ophthalmology. Experience: **Grade 1:** None after registration with the HPCSA as Medical Specialist in Ophthalmology. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Ophthalmology. **Grade 3**: A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Ophthalmology. Inherent requirement of the job: A valid (Code B/EB) driver's license, as well as willingness and ability to travel. Competencies (knowledge/skills): Sufficient and appropriate clinical experience in the management of Ophthalmology related illnesses. Extensive experience in Ophthalmological surgery, particularly cataract and trauma surgery. Experience in teaching and conducting research will be considered an advantage. Good work etiquette; excellent communication skills; conflict management; cost conscious care provision. Good technology and computer skills; problem-solving experience; leadership and mentoring experience. Performance of audits or research and publications. Proven knowledge of public health policies, guidelines and related prescript to manage resources effectively.

DUTIES : Render an efficient and cost-effective Ophthalmology service to patients managed by the institution and district as the Rural East Ecosystem, by balancing throughput with quality. Ensure effective and efficient administration

of the Ophthalmology Division. Ensure the rational use of resources (medical/surgical sundries and equipment) and apply antibiotic stewardship, patient audits and Clinical Governance. Ensure appropriate training of all clinical staff, including students, Cosmos and staff in District Hospitals. Organize and partake in Outreach and Support services on consultant as well as surgical basis, to the Rural East Ecosystem with the strive to achieve the aim of prevention of blindness in the Rural East Ecosystem. Participate and organize clinical and demographic studies where possible. Ensure good relations with patients, nursing staff, colleagues and referral services at tertiary level.

ENQUIRIES : Dr AH Stark Tel No: (044) 802-4504

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

DEPARTMENT OF INFRASTRUCTURE

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

CLOSING DATE : 27 July 2026

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

OTHER POSTS

POST 23/516 : **ARCHITECT (PRODUCTION LEVEL): ARCHITECTURAL SERVICES REF NO: DOI 58/2026**

SALARY : Grade A: R791 604 per annum, (OSD as prescribed).

CENTRE : Department of Infrastructure, Western Cape Government.

REQUIREMENTS : An appropriate B degree in Architecture or relevant qualification; Three years post-qualification relevant architectural experience; Compulsory registration with SACAP (South African Council for the Architectural Profession) as a Professional Architect; A valid driving licence. Competencies: Working knowledge of the following: Architectural planning & design, producing construction documentation and administration of NEC4 contracts; Autodesk AutoCAD, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Project; Autodesk Revit & Sketchup. Technical: Programme and project management; Architectural design and analysis knowledge; Computer-aided architectural applications; Research and development; Knowledge of legal compliance; Technical report writing; Creating high performance culture; Networking; Professional judgment. Generic: Decision making; Team leadership; Analytical skills; Creativity; Self-management; Financial management; Customer focus and responsiveness; Communication;

Computer literacy; Planning and organising; Conflict management; Problem solving and analysis; People management; Change management; Innovation.

DUTIES : Perform architectural activities on state-owned or leased buildings, structures or facilities: Co-ordinate professional teams on all aspects regarding architecture; Ensure adherence and compliance to legal, safety and health requirements; Provide architectural advice and technical support in the evaluation of solutions; Ensure the adoption of technical and quality strategies; Develop architectural related policies, methods and practices; Provide solution on non-compliance and failure of designs; Review plans, drawings, specifications, and estimates prepared by building designers and/or sub-professional personnel; and ensure adherence to the requirements of professional registration; Human Capital Development: Mentor and train candidate architects and related technical and administrative personnel to promote skills/knowledge transfer and adherence to sound architectural principles and code of practice; Supervise architectural work and processes; and Administer performance management and development; Office administration and budget planning: Manage resources, prepare and consolidate inputs for the facilitation of resource utilisation; Ensure adherence to regulations and procedures for procurement and SCM; Monitor and control expenditure; Report on expenditure and service delivery; Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on architecture to improve expertise; and Liaise with relevant bodies/councils on architectural-related matters.

ENQUIRIES : Ms C Skillicorn Tel No: (021) 483 4605.

POST 23/517 : **ENGINEERING TECHNOLOGIST (PRODUCTION LEVEL): ROAD CONTRACT SERVICES REF NO: DOI 130/2025 R1**

SALARY : Grade A: R471 720 per annum, (OSD as prescribed).
Grade C: R717 846 per annum, (OSD as prescribed).

CENTRE : Department of Infrastructure, Western Cape Government.

REQUIREMENTS : Bachelor of Technology in Engineering (B Tech) or relevant qualification; Three years post qualification Engineering Technologist experience required; Compulsory registration with ECSA as a Professional Engineering Technologist; A valid driving licence. Competencies: Knowledge of the following: Technical: Project management; Technical design and analysis; Research and development; Computer-aided engineering applications; Knowledge of legal compliance; Technical report writing; Networking; Professional Judgment; Generic: Problem solving and analysis; Decision making; Team leadership; Creativity; Self-management; Customer focus and responsiveness; Communication skills; Computer skills; Planning and Organising; People management.

DUTIES : Provide technological advisory services: Support Engineers, Technicians and associates; Promote safety standards in line with statutory and regulatory requirements; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; Solve broadly defined technological challenges through application of proven techniques and procedures; Develop, maintain and manage current technologies; Identify and optimize technical solutions by applying engineering principles; Perform administrative and related functions: Compile and submit monthly and quarterly reports; Provide inputs to the operational plan; Develop, implement and maintain databases; Research and development: Keep up with new technologies and procedures; Research/literature studies on technical engineering technology to improve expertise; To liaise with relevant boards/councils on engineering-related matters.

ENQUIRIES : Mr N Sambo Tel No: (021) 483 5458.

POST 23/518 : **ACCOUNTING CLERK: SALARIES REF NO: DOI 59/2026**

SALARY : R237 453 - R279 708 per annum (Level 05).

CENTRE : Department of Infrastructure, Western Cape Government.

REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification). Competencies: A good understanding of the following: Financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics; Public Service financial legislations, procedures and processes, National Treasury Regulations, Provincial Treasury Instructions, Public Finance Management Act

(PFMA), 1999, (DORA, PSA, PSR, PPPFA, Financial Manual); Financial operating systems (PERSAL (Personnel Administration), BAS (Basic Accounting System), LOGIS (Logistical Information System)). Skills needed: Written and verbal communication; Proven computer literacy; Ability to work independently and as part of a team.

DUTIES Receive salary advice; Capture all deductions; Basic Tax; Process invoices (capture payments); Clear suspense accounts; Compile journals and Filing of all documents.

ENQUIRIES : Ms J Davids Tel No: (021) 483 4040.

POST 23/519 : **FINANCE CLERK: BRANCHES (FA) REF NO: DOI 61/2026 (X2 POSTS)**

SALARY : R237 453 - R 279 708 per annum (Level 05)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification). Competencies: A good understanding of the following: Financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics; Public Service financial legislations, procedures and processes, National Treasury Regulations, Provincial Treasury Instructions, Public Finance Management Act (PFMA), 1999, (DORA, PSA, PSR, PPPFA, Financial Manual); Financial operating systems (PERSAL (Personnel Administration), BAS (Basic Accounting System), LOGIS (Logistical Information System). Skills needed: Written and verbal communication; Proven computer literacy; Ability to work independently and as part of a team.
DUTIES : Receive invoices; Check invoices for correctness, verification and approval (internal control); Process invoices (capture payments); Clear suspense accounts; Compile journals and Filing of all documents.
ENQUIRIES : Ms J Davids Tel No: (021) 483 4040.

DEPARTMENT OF LOCAL GOVERNMENT

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
CLOSING DATE : 27 July 2026
NOTE : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and submit documentation for verification purposes and criminal record vetting. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 23/520 : **DEPUTY DIRECTOR: THUSONG CENTRE MANAGEMENT (REGION A) REF NO: LG 14/2026**

SALARY : R932 292 per annum (Level 11), (all-inclusive salary package)
CENTRE : Department of Local Government, Western Cape Government.
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years middle management experience. Competencies: Working knowledge and understanding of the following: Community Development; Composition of communities and their functioning in the Western Cape; Monitoring and reporting procedures; Municipal finances (MFMA); Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Information systems that aid in the knowledge and information pertaining to the line function; Project

management; Operational management practices; Procurement and tendering processes; Policy development, operational management, monitoring and review processes; Modern systems of governance and administration; Public service procedures, processes and systems; Regional and local political, economic and social affairs impacting the provincial government of the Western Cape; Constitutional, legal and institutional arrangements governing the South African public sector; Public finance, human resources and discourse management processes; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; Functioning of the province and the activities of sister departments/related functional areas; Policies of the government of the day; Labour Relations legislation and regulations; Performance management in general. Skills in the following: Numeracy; Literacy; Computer literacy; Language; Project Management; Accounting / Finance / Audit; Written and verbal communication; Management; Analytic; Conflict management; Interpersonal; Organising and planning; Strategic planning Interpersonal relationship; Problem solving; Ability to facilitate group activities.

DUTIES : Operational Implementation and strategic management of the Thusong Service Centres; Operational implementation and strategic management of Thusong Mobiles (Outreach); Manage the monitoring, evaluation and reporting on the progress of the Thusong programme; Plan and manage the work of and account for the overall performance of the Sub-directorate; People Management; Financial Management.

ENQUIRIES : Ms A Robinson Tel No: (021) 483 5106 / 8396.

POST 23/521 : **ASSISTANT DIRECTOR: MUNICIPAL REGIONAL SUPPORT REF NO: LG 15/2026 (X3 POSTS)**

SALARY : R487 197 - R573 897 per annum (Level 09)
CENTRE : Department of Local Government, Western Cape Government.
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years relevant experience. Competencies: Knowledge of the following: Public Sector Finance; Financial legislation in the public sector; Applicable financial management systems; Monitoring and reporting procedures; Statistical packages; Municipal finances project management. Skills in the following: Computer literacy; Written and verbal communication; Management skills; Analytical skills; Conflict Management; Interpersonal skills; Organising and planning skills; Presentation skills.

DUTIES : Strengthen the internal capacity of Municipalities to deliver on their mandate; Manage and co-ordinate municipal support interventions; Monitor and evaluation cross-cutting projects (Shared Services, Grant Management, Performance Management at municipal level); Gather all relevant information related to Municipal Performance and Compliance; Human Resource Management; Financial Management.

ENQUIRIES : Dr S Johnstone Tel No: (021) 483-4647

POST 23/522 : **ADMINISTRATIVE OFFICER: AUXILIARY SERVICE REF NO: LG 02/2026**

SALARY : R338 106 – R398 277 per annum (level 07).
CENTRE : Department of Local Government, Western Cape Government.
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 1-year relevant experience. Competencies: Knowledge and understanding of the following: Occupational Health and Safety Act; Public services act, Regulations and Code of conduct; Batho Pele principles; GIAMA; Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Information systems that aid in the management of knowledge and information pertaining to the line function; Policy development, and operational management, monitoring and review processes; Modern systems of governance and administration; public service procedures, processes and systems; Regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Public finance, human resources and discourse management processes; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; Labour Relations legislation and regulations; Performance management in general. Skills in the following: Good organization and planning; Interpersonal and communication; Analytical thinker; Computer skills

Word for Windows, Excel and PowerPoint; Decision-making; Minute taking; Conflict Resolution; Ability to work in a team and independently

DUTIES : Coordinate GIAMA and Accommodation Management matters; Landline and Telephone Administration; Training and Awareness Support; Supervise human resource staff.

ENQUIRIES : Ms M Coerecuis Tel No: (021) 483 5122.

DEPARTMENT OF THE PREMIER

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

CLOSING DATE : 27 July 2026

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

OTHER POSTS

POST 23/523 : **DEPUTY DIRECTOR: MANAGEMENT AND LEADERSHIP DEVELOPMENT REF NO: DOTP 77/2026**

SALARY : R932 292 - R1 098 195 per annum (Level 11), (all-inclusive salary package)

CENTRE : Department of the Premier, Western Cape Government

REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher) or equivalent or higher in Human/Social Sciences or related; A minimum of 3 years' middle management level experience. Competencies: Advanced knowledge and understanding of the following: Communities of Practice pertaining to an innovation ecosystem; Leveraging technology to promote innovation; Knowledge management in the innovation space, including linkages to a repository of smart practices; Theory and practice of human resource development, including outcomes-based education and training (OBET); The statutory and strategic human resource development frameworks of the public service; The implementation of human resource development interventions in an adult learning environment; The subject matters which the Sub-directorate is responsible for; Curriculum development; Quality assurance in a human resource development environment; Human resource development needs analysis; Training and development impact assessment; Policies of the government of the day; Constitutional, legal and institutional arrangements governing the South Africa public sector; People management; Financial management. Skills needed: Communication and deliberation; Analytical and innovative problem-solving; Conceptual and formulation; Networking, liaison and consultation; Negotiation, persuading and influencing; Research; Leadership and adaptable/agile decision-making; People management, team building and interpersonal; Planning and organising; Computer literacy.

DUTIES : Manage the provision and facilitation of innovative, special, and management and leadership learning programmes; Operational management, inclusive of the execution of assigned portfolio in terms of the establishment and maintenance of the Innovation Hub and the provision of innovation facilitation services; Development and implementation of a future-focused and integrated management and leadership development framework; Human resource management processes within the Sub-directorate; Financial management with regards to allocated budget.

ENQUIRIES	:	Ms. Lizré Botha Tel No: (021) 865 8028.
POST 23/524	:	**DEPUTY DIRECTOR: SUPPORT SERVICES REF NO: DOTP 79/2026**
SALARY	:	R932 292 - R1 098 195 per annum (Level 11), (all-inclusive salary package)
CENTRE	:	Department of the Premier, Western Cape Government.
REQUIREMENTS	:	An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3 years management level experience in an institutional environment. Competencies: Knowledge and understanding of decision support systems; Knowledge and understanding of the latest advances in public management theory and practice; Knowledge and understanding of policy analysis, policy development, and operational management, monitoring and review processes; Knowledge of and working experience with the legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Knowledge and understanding of information systems that aid in the management of knowledge and information pertaining to the line function; Knowledge and understanding of project management; Knowledge of operational management practices; Knowledge and understanding of procurement and tendering processes; Knowledge and understanding of modern systems of governance and administration; Knowledge and understanding of public service procedures, processes and systems; Knowledge and understanding of the regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Knowledge and understanding of Constitutional, legal and institutional arrangements governing the South African public sector.
DUTIES	:	Oversee the maintenance and optimal functioning of buildings at Kromme Rhee to ensure a safe, compliant and conducive working and learning environment; Manage the maintenance and upkeep of the estate terrain, including landscaping, groundskeeping and environmental sustainability practices; Ensure effective delivery of housekeeping services, maintaining high standards of cleanliness, hygiene and presentation across facilities; Coordinate and oversee estate management services, including space utilisation, asset control and compliance with relevant policies and regulations; Develop and implement maintenance schedules, service level agreements and monitoring systems to ensure efficient service delivery; Manage service providers and contractors, ensuring performance standards, cost-effectiveness and compliance with procurement processes; Ensure adherence to health and safety standards, risk management protocols and statutory requirements within the estate and facilities.
ENQUIRIES	:	Ms. Lizré Botha Tel No: (021) 865 8028.
POST 23/525	:	**ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO: DOTP 66/2026**
SALARY	:	R487 197 - R573 897 per annum (Level 09)
CENTRE	:	Department of the Premier, Western Cape Government.
REQUIREMENTS	:	An appropriate 3-year B-Degree in Financial Management at NQF level 7 (equivalent or higher). A minimum of 3 years of relevant supervisory experience. Competencies: Knowledge of the following: Public Finance Management Act (PFMA), National Treasury Regulations and Provincial Treasury Instructions; Public Service Act, 1994, as amended; Basic Conditions of Employment Act; Relevant systems (Basic Accounting System and Logistical Information System); Understanding of public service accounting procedures, processes and systems; Performance management in general. Skills needed: Written and verbal communication; Proven computer literacy; Numeracy and literacy; Project Management; Accounting and Financial Management; People Management.
DUTIES	:	Collection and recording of revenue: Cashier, banking service and electronic payments; Claims management; Monitoring and reporting on revenue; Expenditure management: Compensation of employees; Goods and services; Transfers and subsidies; Reporting; Supervise employees to ensure an effective financial accounting service; Assist with inputs of Financial Statements.
ENQUIRIES	:	Mr L Petersen Tel No: (021)483 5758

POST 23/526 : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO: DOTP 68/2026**

SALARY : R487 197 - R573 897 per annum (Level 09)
CENTRE : Department of the Premier, Western Cape Government.
REQUIREMENTS : An appropriate 3-year B-Degree in Financial Management at NQF level 7 (equivalent or higher); A minimum of 3 years relevant supervisory experience. Competencies: Knowledge of the following: Public Finance Management Act (PFMA), National Treasury Regulations and Provincial Treasury Instructions; Public Service Act, 1994, as amended; Basic Conditions of Employment Act; Relevant systems (Basic Accounting System and Logistical Information System); Understanding of public service accounting procedures, processes and systems; Performance management in general. Skills needed: Written and verbal communication; Proven computer literacy; Numeracy and literacy; Project Management; Accounting and Financial Management; People Management.
DUTIES : Monitoring and compiling inputs to financial reporting, including Interim Financial Statements and Annual Financial Statements; Overseeing cash management function (banking, petty cash, cashier functions, entity maintenance); Management of payments: Sundry, LOGIS and PERSAL including batch control; Management of claims recoverable account including other non-salary suspense accounts; Financial reporting and monitoring: Plan and manage the compilation of inputs to the Interim financial statements (IFS) and Annual Financial Statements (AFS); Ensure that the information submitted for the IFS/AFS disclosure is checked and verified; Ensure the accurate and timeous compilation and submission of IFS/AFS including sound supporting documentation; Managerial functions.
ENQUIRIES : Mr L Petersen Tel No: (021) 483 5758

POST 23/527 : **ASSISTANT DIRECTOR: EMPLOYEE HEALTH AND WELLNESS REF NO: DOTP 70/2026**

SALARY : R487 197 - R573 897 per annum (Level 09)
CENTRE : Department of the Premier, Western Cape Government.
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher) in social sciences/humanities/industrial psychology/public management science or a related field of study; A minimum of 3 years relevant experience. Competencies Knowledge of the following: Policies and frameworks regarding to employee wellness programmes in government; Quantitative and qualitative research methodologies; Latest advances in employee health and wellness theory and practice; Statutory framework governing the broad management of the Public Service; Employee health and wellness theory, practice and techniques; Appreciative inquiry; Functions of the various components of the WCG to ensure a holistic, integrated approach to interventions; Project management; Monitoring and evaluation tools; Supply Chain Management Procedures and Contract Management regarding vendor invoices, payments and expenditure; Researching and Analysing; Relating and Networking; Persuading and Influencing; Delivering Results and Meeting Customer Expectations; Deciding and Initiating Action; Leading and Supervising; Adhering to Principles and Values; Presenting and Communicating Information; Planning and Organising; Adapting and Responding to Change; Coping with Pressures and Setbacks. Skills needed: Proven computer literacy; Communication (written and verbal); Consulting and networking; Conscientiousness and accuracy; Report writing; Supervising; Analytical; Numeracy.
DUTIES : Communication and awareness of EHW services and programmes; Management of EHW advisory services and EHW Project plans; Develop relevant EHW governance and standards; Management of Supply Chain Management Procedures and Contract Management; Reporting on EHW utilisation and trends; Supervising the EHW practitioner(s); planning relevant projects for the client; monitoring service provided by the service provider and the utilisation of the report on relevant executed projects on various reporting and statistical platforms; monitoring service provider SLA compliance.
ENQUIRIES : Ms F. Gallie Tel No: (021) 466 9704

POST 23/528 : **ASSISTANT DIRECTOR: MONITORING AND AWARENESS REF NO: DOTP 75/2026**

SALARY : R487 197 per annum (Level 09)
CENTRE : Department of the Premier, Western Cape Government.
REQUIREMENTS : An appropriate qualification in Social and administrative sciences at NQF level 6 as recognised by SAQA; A minimum of 5 years 'relevant experience. Competencies: Knowledge of and working experience with the legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Knowledge and understanding of information systems that aid in the management of knowledge and information pertaining to the line function; Knowledge and understanding of procurement and tendering processes; Knowledge and understanding of policy development, and operational management, monitoring and review processes; Knowledge and understanding of the regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Knowledge and understanding of Constitutional, legal and institutional arrangements governing the South African public sector; Knowledge and understanding of public finance, human resources and discourse management processes; Knowledge and understanding of the Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; Knowledge and understanding of the policies of the government of the day; Knowledge and understanding of Labour Relations legislation and regulations; Knowledge and understanding of performance management in general; Knowledge and understanding of the functions and competencies of the different spheres of government; Knowledge of public communication, public education, public engagement and discourse management processes; Knowledge of the needs, interests and rights of children, and stakeholders within the sector; Knowledge of critical issues and challenges which children face; Interpret and apply relevant policies and procedures; Facilitation and Presentation skills; Research skills.
DUTIES : Monitor the level of service delivery to children in the Western Cape: Implement a confidential and robust application mechanism for applications by the public regarding matters for advocacy monitoring and research; Participate in monitoring and evaluation exercises, program reviews and annual reviews with government and other counterparts to assess progress and to determine required action/interventions to achieve results; Prepare/assess monitoring and evaluation reports to identify gaps, strengths / weaknesses in program and management, identify lessons learned and use knowledge gained for development planning and timely intervention to achieve goals. Monitor the implementation of legislation, international conventions and agreements relating to children in the Western Cape: Monitor and keep abreast of current and future legislation, international conventions, treaties and agreements, and the extent to which they are being implemented in the Western Cape; Work closely and collaboratively with internal and external colleagues and partners to discuss strategies and methodologies relating to protecting the needs, interests and rights of children. Create awareness and an understanding of the Western Cape Children's Commissioner functions, as well as Children's right with identified audiences: Organise and implement public awareness programmes and interventions aimed at children's rights, using various platforms and mediums; Organise the promotion and incorporation of information in at least three official languages of the Western Cape into various platforms and through disbursements by partners. Conduct research and report on matters relating to the rights and interests of children in the Western Cape, including the activities of the Children's Commissioner: Assess the needs, interests and rights of children in the Western Cape; Provide support in organising and communicating data to stakeholders and partners; Monitor project compliance to research protocols and ethics principles; Disseminate and report on the information derived from advocacy; Submit annual written reports to the WCPP and, where called upon, brief the relevant portfolio committee. Operational management. Planning: Schedule and align all the tasks and activities to be included in the division's project and work plans to enable the formulation and efficient execution of the sub directorate's plans; Adapt or develop processes and methodologies to ensure effective execution of the division's functions. Executing: Ensure and improve the efficient implementation of the sub directorate's organisational functions, taking into account work organisation and technology capacity requirements; Plan and

manage the operational workload of the division, and provide instructions and guidance to employees n the division. Monitoring, Evaluation and Reporting: Provide accurate records of and information on the division's work progress, work performance and actions taken to address lack of progress, that account for its work results; Provide timely information on deviations from expected progress against work and project deliverables. Records and Information Management: Determine the current state of information capacity (against the required level) in the division and initiate action to address information capacity gaps; Implement and improve the application of procedures for knowledge management, organisational learning and service delivery improvement in the division. People management administration: Determine the current state of people capacity (against the required level) in the division and initiate action to address people capacity gaps; Participate in recruitment and selection of employees for the division; Manage the performance, evaluation and rewarding of employees in the division; Optimise the operations of your division in a manner that considers health, safety, and wellness issues. Financial management: Provide inputs to the sub directorate's budget, and monitor expenditure, where applicable; Organise the appropriate scheduling of financial transactions in the division (as applicable) so that the necessary procedures can be implemented as required; Oversee provisioning and procurement (where applicable) and asset management.

ENQUIRIES : Ms. S Roberts - Sarah.Roberts@westerncape.gov.za.

POST 23/529 : **ASSISTANT DIRECTOR: PROVINCIAL PROGRAMME AND PROJECT PERFORMANCE REF NO: DOTP 76/2026**

SALARY : R487 197 - R 573 897 per annum (Level 09)
CENTRE : Department of the Premier, Western Cape Government.
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (or higher qualification); A minimum of 3 years relevant supervisory level experience in performance planning, data management and data sharing environment. A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Results Based Monitoring and Evaluation and Theory of Change planning; Performance data management systems; Communication, public relations, public participation and provincial strategic environment; Latest advances in public management theory and practice on programme performance planning, implementation and monitoring and evaluations; Data collection, processing, analytics and performance data sharing; Provincial performance planning and reporting processes; Technical standards and procedures relating to performance data; Needs and priorities of performance data for stakeholders; Facilitation of workshops and training; Database/framework management and administration; Policies of the government of the day; Global, regional and local political, economic and social affairs impacting on the Western Cape Government; Constitutional, legal and institutional arrangements governing the South Africa public sector; Inter-governmental relations; Skills in the following: Proven computer literacy; Communication (written and verbal); Data Analytics; Numeracy and literacy; Performance data management; Performance data sharing; Information and Data Technology; Formal Training; Strategic and performance planning; Ability to work independently and as part of a team.
DUTIES : Produce a set of relevant, accurate and insightful data and evidence products aligned to the Results Based Monitoring and Evaluations (RBM&E) and Data Governance approaches; Transform the capabilities of the data and evidence services; Build an emerging data ecosystem; Build and advance a responsive Provincial Data Office (PDO) operating model.
ENQUIRIES : Mr J Barnard Tel No: (021) 483 4569/ Jacques.Barnard@westerncape.gov.za.

POST 23/530 : **ASSISTANT DIRECTOR - PERSAL AND ESTABLISHMENT CONTROL REF NO: DOTP 78/2026**

SALARY : R487 197 - R573 897 per annum (Level 09).
CENTRE : Department of the Premier, Western Cape Government.
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B Degree or higher) in Human Resources or related. A minimum of 5 years' experience in Establishment Administration and PERSAL. Competencies: Knowledge of HR policies, Resolutions, Determinations and Legislation. Working with detail, analytical thinking, ability to conceptualise and innovative mindset; Excellent

communication (written and verbal) and presentation skills; Research skills; Proven computer literacy.

DUTIES : Manage and supervise staff relating to PERSAL and establishment administration and perform the more complex work in that regard: Establishment Administration – Transactional management: Correct and timeous post creation, amendments and abolishing in line with relevant authorisations (OD investigations and additional appointments). Establishment Administration - Project Management: Apply project management principles in the implementation of organisational design changes and staff movements; Ensure compliance with approved structures, timelines, and service delivery standards; implement new structures on PERSAL and render support services for personnel implications (e.g., matching and placement, upgrades, downgrades, excess, and staff movements); PERSAL User Administration - Develop, maintain and implement PERSAL manuals, procedures and guidelines; coordinate user training initiatives and provide technical support and helpdesk services to departments; Transactional Management: Correct and timeous management of user profiles and functions relating to job purpose; Providing of PERSAL information & reports to clients; Provide advice on transactions based on in-depth knowledge of PERSAL and HR policies. PERSAL User Administration - Project Management, Conduct audits on user access, financial system interlinkages (BAS–PERSAL alignment), and data integrity; Ensure compliance with governance frameworks, audit requirements, and risk mitigation processes; Maintain audit readiness and support reporting requirements to oversight structures, migration and interfaces; Perform managerial/supervisor tasks: Compile information for top management and provide people administrative information (including statutory reporting) relevant to job scope; Maintain databases, People management, People development (motivate, train and guide staff; monitor information capacity building) & participation in recruitment and selection of staff. Leave management, discipline & promote sound labour relations. Performance management of staff: Oversee compliance, governance and risk management within the functional area; Ensure proper records management, reporting and information integrity; Give strategic direction and manage policy issues with regard to the functions of the components under his/her command.

ENQUIRIES : Ms A De Vries Tel No: (021) 483 2732.

POST 23/531 : **STATE ACCOUNTANT: FINANCIAL ACCOUNTING REF NO: DOTP 69/2026**

SALARY : R413 001 - R486 501 per annum (Level 08)
CENTRE : Department of the Premier, Western Cape Government.
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification) in accounting or financial management; A minimum of 1-year relevant experience in a Financial/Accounting environment. Competencies: Knowledge of the legislation, regulatory frameworks and policies; Knowledge of operational management practices; Knowledge and understanding of procurement and tendering processes; Knowledge and understanding of public service procedures, processes and systems; Knowledge and understanding of Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and Collective Agreements; Knowledge of the National Treasury Regulations (NTR); Knowledge of the Division of Revenue (DORA); Knowledge of the Basic Accounting System (BAS); Knowledge of the Logistical Information System LOGIS; Knowledge of the compilation of financial statements; knowledge and understanding of Labour Relations legislation and regulations; Knowledge and understanding of performance management in general.

DUTIES : Render effective and efficient Sundry (BAS) payments; Provide bookkeeping and financial accounting services; Salary Administration: Verify the calculation of South African Revenue Services (SARS) deductions; Coordinate and collate the payroll certification and quality assure all payroll transactions; Calculate Occupational Specific Dispensation (OSD) salaries when required; Processing of members remuneration and SARS deductions on the Personnel and Salary System (PERSAL); Verify and authorise employee payments on the relevant system; Verify and authorise SARS payments on the relevant system; Reconcile employees and SARS payments and submit bi-annual and annual recons to SARS; Authorise claims (e.g. subsistence and travel, cell phone and data); Verify the filing of all documentation; PERSAL/BAS Reconciliation;

Maintain and monitor the Computerised Payslip System (CPS); Report salary related matters to supervisor; Verify that documentation, including payments are uploaded, and filed and provided to Internal Control; Collate and provide information relating to salary administration for decision making; Maintain and update Departmental Standard Operating Procedures and Circulars according to the requirements Respond to salary related queries.; Debt Management; Supervisory Functions.

ENQUIRIES : Mr L Petersen Tel No: (021) 483 5758.

POST 23/532 : **HUMAN RESOURCE DEVELOPMENT PRACTITIONER REF NO: DOTP 71/2026**

SALARY : R413 001 - R486 501 per annum (Level 08)
CENTRE : Department of the Premier, Western Cape Government.
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher). A minimum of 1 years' relevant experience. Competencies: Knowledge of the following: Policy Development; National and Provincial instruments and legislation pertaining to human resources management with specific reference to the Public Service Amendment Act, Public Service Regulations and Labour Relations Act; Human Resource Development legislation and documentation e.g. Skills Development Act, National Skills Development Strategy, National Human Resource Development, SAQA Act, Skills Development Levies Act, Sectorial plans (relevant to SETA), White Paper on Public Service Training and Education; Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Communication skills (written and verbal); Research, Project Management; Problem Solving. Analytical thinking; Budgeting. Ability to work independently and as part of a team; Ability to work under pressure and meet deadlines.
DUTIES : Internships and Learnerships implemented and Managed: Recruitment, Selection and Placement of Internships and Learnerships; Monitoring of Internship Programmes; Reports on Internship Programmes; Strategic Partnerships; Bursaries implemented and managed; Awarding of Bursaries; Administration of Bursaries; Monitoring of Bursaries; Contract management of Bursaries; Administration of recognition of Improved Qualifications; Scrutinising of Applications; Administration of the Recognition of Improved Qualification process; Reporting on Recognition of Improved Qualifications; Report writing; Compile management reports on Bursaries, Youth Programmes and Recognition of Improved Qualifications; Compile reports to HOD's DPSA and PSETA; Supervision of HRD Clerk.
ENQUIRIES : Ms A Bredenhann Tel No: (021) 483 9456 or alternatively Ms B Kirkwood Tel No: (021) 483 2024.

POST 23/533 : **HUMAN RESOURCE DEVELOPMENT PRACTITIONER REF NO: DOTP 73/2026**
(1 Year contract position)

SALARY : R413 001 - R486 501 per annum (Level 08)
CENTRE : Department of the Premier, Western Cape Government.
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 1-year relevant experience. Competencies: Knowledge of the following: Policy Development; National and Provincial instruments and legislation pertaining to human resources management with specific reference to the Public Service Amendment Act, Public Service Regulations and Labour Relations Act; Human Resource Development legislation and documentation e.g. Skills Development Act, National Skills Development Strategy, National Human Resource Development, SAQA Act, Skills Development Levies Act, Sectorial plans (relevant to SETA), White Paper on Public Service Training and Education; Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Communication skills (written and verbal); Research, Project Management; Problem Solving; Analytical thinking; Budgeting; Ability to work independently and as part of a team; Ability to work under pressure and meet deadlines.
DUTIES : Internships and Learnerships implemented and Managed: Recruitment, Selection and Placement of Internships and Learnerships; Monitoring of Internship Programmes; Reports on Internship Programmes; Strategic Partnerships; Bursaries implemented and managed; Awarding of Bursaries; Administration of Bursaries; Monitoring of Bursaries; Contract management of

Bursaries; Administration of recognition of Improved Qualifications; Scrutinising of Applications; Administration of the Recognition of Improved Qualification process; Reporting on Recognition of Improved Qualifications; Report writing; Compile management reports on Bursaries, Youth Programmes and Recognition of Improved Qualifications; Compile reports to HOD's DPSA and PSETA; Supervision of HRD Clerk.

ENQUIRIES : Ms A Bredenhann Tel No: (021) 483 9456.

POST 23/534 : **ADMINISTRATIVE SUPPORT OFFICER REF NO: DOTP 74/2026**

SALARY : R338 106 per annum (Level 07)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate qualification at NQF level 6 as recognised by SAQA; A minimum of 1-2 years relevant administrative experience. Competencies: Knowledge: Proven knowledge of general office administration processes; Proven knowledge of database and information management processes; Proven knowledge of project administration processes; Proven knowledge of record-keeping legislation, regulations, policies, prescripts and processes; Proven knowledge of people management prescripts, policies and processes; Proven knowledge of Supply Chain Management; Computer Literacy skills; Language skills; Accounting, Finance and Audit.

DUTIES : Drafting of documents, correspondence and Liaison: Draft submissions, reports, and correspondence for the component, as required; Liaise with relevant stakeholders on matters pertaining to the line function, as required; Provide advice and guidance on the layout and quality of official documents for the component. Administrative processes: Actively participate in and provide inputs into the development, enhancement and implementation of administrative processes to improve the effectiveness and efficiency of the component's functioning; Guide, advise, and build the capacity of relevant stakeholders in adhering to new and improved administrative processes; Track deadlines and due dates, and issue timely reminders to relevant stakeholders of tasks/feedback/information that is required in terms of the line function. Project administration / regulatory administration: Render administrative support in respect of projects, including; Financial administration (budgets, expenditure monitoring, procurement, record-keeping/contract management, and reporting); Logistics and secretariat (scheduling of project meetings, agendas, venues, catering, minute-taking); Record-keeping and project activity tracking; Stakeholder engagement, correspondence and liaison. Record-keeping: Ensure that full and proper records are kept of the component's activities, including; Maintenance of registers; Scanning and filing of documents (hard copies and electronic records, as required); Adherence to the approved file plan of the department; Liaison with Registry to retrieve and return files. People management administration: Maintain and continuously update people management-related registers; Provide administrative support for people management processes, such as recruitment and selection, performance management, leave tracking, etc; Deal with queries and provide advice on general people management prescripts and processes. Render administrative support in relation to databases and information management: Enter information and data into systems and databases accurately; Perform searches on databases; Compile reports based on data and information as required; Verify the correctness of data, statistics, and information; Perform regular checks to ensure the ongoing integrity of data on systems and databases. Provide logistics and secretariat services to the component: Arrange strategic/operational planning sessions, meetings, workshops, and other events, as required, including: Travel and accommodation logistics; Venues and catering; Drafting submissions to get the required approvals; and Provide guidance and support to relevant stakeholders in terms of Subsistence and Travel (S&T) claims; Draft and distribute agendas; Send out appointments and follow up on attendees; Attend meetings, take minutes (may be verbatim), and distribute them to relevant stakeholders; Monitor upcoming events and report-back imperatives; Represent the component at meetings, as required. Render financial administration support the component: Prepare information for the Medium Term Expenditure Framework (MTEF) budgeting process; Collate and capture financial information on monthly reporting templates; Complete procurement and other financial forms according to the Supply Chain Management (SCM) system requirements; Provide SCM support to the various Bid Committees, as required; Submit urgent, emergency, impractical and

unplanned requisitions that are not on the procurement plan; Provide record-keeping and information management in respect of contracts; Verify that goods received are in line with orders in terms of quality and quantity; Prepare and submit petty cash requisitions; Perform asset control functions for the component and update the asset register; Provide support to relevant stakeholder in reporting losses and damages to Internal Control.

ENQUIRIES : Ms. S Roberts - Sarah.Roberts@westerncape.gov.za

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

POST 23/535 : **ADMINISTRATIVE OFFICER: DG SUPPORT REF NO: DOTP 80/2026**

SALARY : R338 106 - R398 277 per annum (Level 07)

CENTRE : Department of the Premier, Western Cape Government

REQUIREMENTS : An appropriate tertiary qualification (National Diploma/B-Degree or higher); a minimum of 3 years' work experience. Competencies: Participation in the recruitment and selection of employees; Motivate train and guide employees. Manage the performance, evaluation and rewarding of employees; Monitor information capacity building; Promote sound labour relations; Maintain discipline; Give direction to and manage policy issues with regard to the functions of the component under his / her command; Allocate duties to employees, monitoring outcomes and instituting the necessary corrective measures to address deviations from standards; Determine workflow requirements; Knowledge and understanding of information systems that aid in the management of knowledge and information pertaining to the line function; Knowledge of operational management practices; Knowledge and understanding of procurement and tendering processes; Knowledge and understanding of modern systems of governance and administration; Knowledge and understanding of public service procedures, processes and systems; Knowledge and understanding of the regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Knowledge and understanding of Constitutional, legal and institutional arrangements governing the South African public sector; Knowledge and understanding of public finance, human resources and discourse management processes; Knowledge and understanding of the Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; Knowledge and understanding of the policies of the government of the day. Skills: Numeracy, Literacy, Computer Literacy. Language skills: Other; Computer literacy; Organising; problem-solving; Ability to perform routine tasks; Interpersonal skills; Ability to speak at least two of the official languages of the Province; Excellent report writing skills and excellent minute-taking skills.

DUTIES : Draft submissions, reports, minute-taking and correspondence for the component; Render general administrative support to the component; Collate and consolidate inputs into policies, strategic and operational plans, guidelines, frameworks and other documents, as required; Assist with the coordination of parliamentary questions. Liaise with the Information Technology (IT) department regarding faulty electronic equipment as well as installation of new equipment; Liaise with the Department of Infrastructure with regard to faulty equipment, moving, repairs and/or fixtures; Liaise with telecom component with regard to the installation of new telephones and/or faulty telephones; Coordinate and arrange GG vehicle as needed. Administrative processes; Actively participate in and provide inputs into the development, enhancement and implementation of administrative processes to improve the effectiveness and efficiency of the component's functioning; Guide, advise, and build the capacity of relevant stakeholders in adhering to new and improved administrative processes; Track deadlines and due dates, and issue timely reminders to relevant stakeholders of tasks/feedback/information that is required in terms of the line function; Writing memos and letter; Compile and maintain relevant data-bases; Administrative duties related to finance, procurement and assets of the Directorate; Assist with secretarial functions; Keep stock of stationary; Maintain photocopiers/binders; Disposal of archival material in line with archive instructions and assets.

ENQUIRIES : Ms Nozipho Maholwana Tel No: (021) 483 4211

WESTERN CAPE PROVINCIAL TREASURY

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

CLOSING DATE : 27 July 2026

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

OTHER POSTS

POST 23/536 : **DEPUTY DIRECTOR: REVENUE ANALYSIS RESEARCH AND MODELLING REF NO: PT 15/2026 (VARIOUS POSTS AVAILABLE)**

SALARY : R932 292 - R1 098 195 per annum (Level 11), (all-inclusive salary package)

CENTRE : Department of Provincial Treasury, Western Cape Government.

REQUIREMENTS : Honours Degree (equivalent or higher qualification) in Economics/Finance/Business Administration/Public Policy; a minimum of 3 years' junior management experience in Finance/Economics and or related field. A valid driving license (Code B or higher). Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Knowledge in the following: Proven macro and socio-economic knowledge base; Knowledge and experience in policy making; Knowledge of Local Government and Municipality legislation and practice codes; Proven knowledge and experience in Project and Financial management; Understanding of the South African Tax system; Understanding the South African Public Finance System; Fiscal government policy; Knowledge of and working experience with the local government legislation, MFMA Treasury regulatory frameworks and accounting principles, policies and best practices that have a bearing on the line functions; Knowledge and understanding of information systems that aid in the management of knowledge and information pertaining to the line function; Knowledge and understanding of project management; Knowledge of operational management practices; Knowledge and understanding of procurement and tendering processes; Knowledge and understanding of policy development, and operational management, monitoring and review processes; Knowledge and understanding of modern systems of governance and administration; Knowledge and understanding of public service procedures, processes and systems; Knowledge and understanding of the regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Knowledge and understanding of Constitutional, legal and institutional arrangements governing the South African public sector; Knowledge and understanding of public finance, human resources and discourse management processes; Knowledge and understanding of the Municipal Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; Knowledge and understanding of the policies of the government of the day; Knowledge and understanding of Labour Relations legislation and regulations; Knowledge and understanding of performance management in general.

DUTIES : Develop, implement, monitor and review revenue enhancement strategy through inter alia: Assess and recommend on revenue proposals from the departments; Contribute to discussions regarding an equitable division of

revenue; Coordinate and monitor the medium terms revenue planning process; Provide revenue inputs into MTBPS/ Budget Processes; Promote and enforce transparent and effective revenue management, through inter alia; Develop effective tools and techniques to maximize the collection of revenue owed to the province; Promote efficient and effective development of own revenue generating capacity; Coordinate revenue forums, report on revenue performance and assess revenue trends; Conduct site visits on various revenue collecting institutions.

ENQUIRIES : Mr Owen Willcox Tel No: (021) 483 6611

POST 23/537 : **ASSISTANT DIRECTOR (ACCOUNTING PRACTITIONER): LOCAL GOVERNMENT ACCOUNTING REF NO: PT 14/2026**

SALARY : R487 197 - R573 897 per annum (Level 09)
CENTRE : Department of Provincial Treasury, Western Cape Government.
REQUIREMENTS : An appropriate 3-year B-Degree (equivalent or higher qualification) in Accounting or Finance (with Auditing 3 as a major subject). A minimum of 3-5 years' experience in accounting environment; A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Strong financial background specifically in Public Sector Finance (E); Financial norms and standards (Public Finance Managements; Act, National Treasury regulations, Provincial Treasury Directives etc) (E); Medium-Term Expenditure Framework Budget process and procedures (E) Adjustments Estimate process and procedures (E); Basic accounting system and its structures (E); Appropriation accounts; Have knowledge of submissions to Accounting Officer, Ministers, Cabinet, Treasury, (E); PERSAL (E); Computer literacy, Microsoft Office (E).Skills needed: Numeracy; Literacy; Computer Literacy; Language skills; Project Management; Accounting, Finance and Audit; Demonstrate the ability to use the following IT Software; Word; Excel; PowerPoint; Internet; Accounting systems; Reporting tool.

DUTIES : Perform an in-depth analysis and compile a report of audit findings from the Auditor General South Africa (AGSA) reports in order to provide bespoke guidance; training and support to municipalities; Prepare the analysis of Consolidated Management Report Analysis to identify common issues for dissemination to municipalities; Engage and assist municipalities about progress on addressing issues raised by AGSA during the previous year audit to resolve and reduce audit findings; Assess the municipalities regarding their accounting process to comply with accounting reforms by using the Financial Management; Capability and Maturity Model (FMCMM) that seeks to identify gaps that might pose risks soon; Conduct municipal engagements to discuss capabilities of municipalities with regard to the levels in respect of the current state and provide recommendations to the desired state; Monitor the municipalities progress on municipal governance action plans (FMCMM) (encourage and assist the municipalities to perform self-assessment in order to address any gaps found within their processes and assist/advise them to build standard operating procedures to mitigate the gaps).

ENQUIRIES : Mr F Salie Tel No: (021) 483 4252

DEPARTMENT OF SOCIAL DEVELOPMENT

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

CLOSING DATE : 27 July 2026
NOTE : Only applications submitted online will be accepted. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00. Should you experience any difficulties with your online application you may contact the helpline on 0861 370 214. Please ensure that you submit your application on or before the closing date as no late applications will be considered. The selection process will be guided by the EE targets of the employing department. By applying for this post, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. All shortlisted candidates for SMS posts will be subjected

to a technical exercise that intends to assess relevant functional elements of the job and an interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. The successful candidate will be required to complete the Senior Management Pre-Entry Programme (Nyukela) and submit the certificate before he/she can be appointed to this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background in processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: https://www.thensg.gov.za/training-course/sms-preentryprogramme .The successful candidate shall be subjected to a leadership assessment, within one (1) month of appointment, to assess the managerial competencies required for SMS members in the Public Service as specified under Chapter Five (5) of the SMS handbook. This assessment shall be conducted to determine an individual's ability to lead, manage, and direct others and to identify developmental gaps in core generic leadership and management competencies. The successful candidate will be required to enter into an employment contract and a performance agreement. The successful candidate will be subject to security vetting; and the candidate will have to disclose her/his financial interests. Furthermore, thank you, to the huge public interest, we receive many applications for our posts, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of the advert please consider your application unsuccessful.

MANAGEMENT ECHELON

POST 23/538 : **REGIONAL DIRECTOR: METRO SOUTH REF NO: DSD 45/2026**

SALARY : R1 317 384 per annum (Level 13), all-inclusive salary package
CENTRE : Department of Social Development, Western Cape Government.
REQUIREMENTS : An appropriate NQF 7 or higher qualification as recognised by SAQA; A minimum of 5 years relevant middle/senior management level experience. Competencies: Extensive knowledge of applicable policies and procedures: Educational environment; Knowledge of the following: Applicable policies and procedures; Management principles. Core Competencies: Strategic Capability and leadership, People Management and Empowerment, Programme and Project Management, Financial Management and Change Management; Skills: Interpret and apply relevant policies and procedures; People Management planning; Problem solving; Sound Budgeting skills; Communication and facilitation skills; Strategic thinking and planning.
DUTIES : Line Management: Strategic management, advice and guidance in respect of the following functional areas: Families and Children Programmes; Special Programmes; Social Crime Prevention Programmes; Support the service delivery unit (SDU) and service delivery partners with the implementation of programmes (children and families, and restorative services: Victim empowerment, crime Prevention and support, and substance abuse); District Business Planning, Information & Stakeholder Management; Manage operational business planning and monitoring processes; Community Development Programmes; Manage Corporate Services at Regional Level. Strategic Management (including Change Management: Define and review on a continual basis the purpose, objectives, priorities and activities of the Directorate; Drive the Directorate's strategic planning process; Drive the development and management of the strategic and business plans for the Directorate; Evaluate the performance of the Directorate on a continuing basis against pre-determined key measurable objectives and standards; Evaluate regional performance against predetermined objectives and standards and report to the HOD; Report to the Chief Director on a regular basis on the activities of the Directorate and on matters of substantial importance relating to operational management support; Monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Directorate, and of the resources (people, finances and assets) employed by it; Foster and promote a culture of innovation within the Directorate, and the Department; Diligently perform all duties assigned to the post of Director. People Management: Participate in the

recruitment of employees in the numbers and grades appropriate to ensure the achievement of the Directorate's Business Plan; Motivate, train and guide employees within the Directorate, to achieve and maintain excellence in service delivery; Actively manage the performance, evaluation and rewarding of employees within the Directorate; Monitor information capacity building within the Directorate; Ensure involvement in the compilation of a workforce plan, a service delivery improvement programme, and an information resources plan for the Directorate; Promote sound labour relations within the Directorate; Actively manage and promote the maintenance of discipline within the Directorate. Financial Management: Manage participation in the budgeting process at Directorate level; Ensure the preparation of the Annual and Adjustment Budgets for the Directorate; Assume direct accountability for the efficient, economic and effective control and management of the Directorate's budget and expenditure; Assume direct accountability for ensuring that the correct tender and procurement procedures are adhered to in respect of purchases for the Directorate; Assume direct accountability for ensuring contracts are managed effectively and efficiently for the Directorate; Ensure that all spending is aligned with the strategic objectives of the Directorate and Department; Report to the Chief Director and relevant oversight role players/committees on all aspects of the Directorate's finances; Assume overall accountability for the management, maintenance and safekeeping of the Directorate's assets; Assume direct accountability for ensuring that appropriate risk management procedures are in place and adhered to for the Directorate; Ensure that full and proper records of the financial affairs of the Directorate are kept in accordance with any prescribed norms and standards.

ENQUIRIES : Ms A van Reenen Tel No: (021) 483 3996 /Annemie.vanReenen@westerncape.gov.za

OTHER POST

POST 23/539 : **CHILD AND YOUTH CARE SUPERVISOR: PROFESSIONAL SERVICES (VARIOUS POSTS AVAILABLE IN CLANWILLIAM, LINDELANI, OUTENIEKWA AND VREDELUS) REF NO: DSD 44/2026**

SALARY : Grade 1: R255 534 – R290 877 per annum, (OSD as prescribed).
Grade 2: R301 647– R339 438 per annum, (OSD as prescribed).

CENTRE : Department of Social Development, Western Cape Government.

REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification); A minimum of 10 years appropriate experience in Child and Youth Care Work after obtaining the required qualification; A valid Code B (or higher) driving licence. Competencies: Knowledge of the following: Minimum standards; Performance Management Systems; Child Care Act, policies, legislation, Batho Pele Principles and administrative procedures; New developments and methodologies in Child and Youth Care Work; Skills in the following: Proven computer literacy in MS Office; Communication (written and verbal) skills; Work effectively with Social Workers and members of multi- sectoral teams in social service delivery; Organising and planning; Conflict Management; Interpersonal; Report-writing; Computer literacy; Basic research and analytical skills; Presentation and facilitation; Monitoring and evaluation; Problem solving; Client orientation and customer focus; Ability to interpret policies and legislation.

DUTIES : Facilitate and supervise the caring for and life space interventions of children and young people will entail the following: Build a positive relationship with residents; Create a caring and stimulating environment for residents; Monitor the implementation of the daily structured programmes; Form part of a multi-disciplinary team; Ensure that the recommended developmental and recreational programmes are implemented by providing continuous support, guidance and advice to sub-ordinates; Monitor and participate in the evaluation of the recommended developmental and recreational programmes; Ensure reporting on progress with developmental and recreational programmes; Participate in the identification of incidents; Continuous professional development; Supervise and perform clerical/administration functions.

ENQUIRIES : Ms D Baugaard Tel No: (021) 826 5972

NOTE : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and submit documentation for verification purposes and criminal record vetting. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements

and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

SOUTH AFRICAN POLICE SERVICE (WESTERN CAPE)

APPLICATIONS : Complete application forms must be hand-delivered to: South African Police Service, Customs House Building, Lower Heerengracht Street, Cape Town, 8000, posted to Private Bag X9004, Cape Town, 8000, emailed to: Recruitment84@saps.gov.za
Recruitment88@saps.gov.za
Recruitment94@saps.gov.za
Recruitment93@saps.gov.za
Recruitment92@saps.gov.za
Recruitment82@saps.gov.za

CLOSING DATE : 17 July 2026 at 16:00

NOTE : Applications must be submitted on a Z83 Form (2021 version), obtainable from http://www.dpsa.gov.za/dpsa2g/vacancies.asp, which must be accompanied with a comprehensive Curriculum Vitae. The post particulars and reference number of the post you are applying for, must be correctly specified on the application form. Please complete a separate application form for each post you wish to apply for. It is the responsibility of the applicants to submit applications timeously to the correct physical address as provided in the advertisement. Please note that applications submitted to an incorrect physical address will not be considered. Late applications will not be accepted or considered. Short-listed candidates will be required to produce originals of their Identity Document (ID), Senior Certificate and all educational qualifications obtained, service certificates from previous employers stating the occupation and motor vehicle driver's license, before the interview. Qualifications and driver's licences submitted will be subjected to verification with the relevant institutions. Applicants must have no previous criminal convictions or pending criminal/ departmental cases and shall allow their fingerprints to be taken and background enquiries to be made. Short-listed candidates may be subjected to a full security clearance process before or during any stage of employment. Short-listed candidates will be subjected to a vetting process which will include security screening, fingerprint screening, reference checking and verification of address, where necessary. All short-listed candidates, including the SMS, will be expected to undergo a personal interview and shall undertake two pre-entry assessments, (a) a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements, as well as (b) an integrity assessment (ethical conduct).Short-listed candidates for appointments to certain identified posts will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment. Candidates are expected to disclose if he/ she is a respondent in an interim or final protection order in terms of the Domestic Violence Act, 1998 (Act no 116 of 1998) or Protection from Harassment Act, 2011 (Act No 17 of 2011), and may be disqualified from appointment. The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31 January 2015 provide a buccal (inside cheek) sample to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database. Appointments will be made in terms of the Public Service Act, 1994 (Act No 103 of 1994) as applicable to the post environment. Persons who retired from the Public Service by taking a severance package, early retirement or medical retirement, as well as persons with previous convictions, are excluded. The South African

Police Service is an equal opportunity, affirmative action employer and it is the intention to promote representivity in the Public Service through the filling of these posts. Persons whose transfer/ appointment will promote representivity will therefore receive preference. The South African Police Service is under no obligation to fill a post after the advertisement thereof. Correspondence will be conducted with successful 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.

OTHER POSTS

POST 23/540 : **ADMINISTRATIVE CLERK SUPERVISOR (X8 POSTS)**

SALARY : R 338 106 per annum (Level 07)
CENTRE : Khayelitsha Detective Services:
Delft Detective Services Ref No: WCSAC2/2026
Nyanga Detective Services Ref No: WCSAC3/2026
Mfuleni Detective Services Ref No: WCSAC4/2026
Mitchell's Plain Detective Services Ref No: WCSAC5/2026
Cape Town Central Detective Services Ref No: WCSAC6/2026
Kraaifontein Detective Services Ref No: WCSAC7/2026
Harare Detective Services Ref No: WCSAC8/2026

REQUIREMENTS : Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving.

DUTIES : Supervise incoming and outgoing office correspondence. Oversee effective confidential documents and correspondence. Administer Bring Forward (BF) system. Maintain personnel records and information. Monitor filing system, documents, and correspondence. Plan tasks and delegate responsibilities to personnel. Assess and distribute allocated resources and equipment. Inspect, update related registers and control inventory.

ENQUIRIES : Customs House Building, Lower Heerengracht Street, Cape Town Tel no: HRC Ngqalelo: Tel no: 021 409 6594; CAC Mzomba Tel no: 021 409 6584

POST 23/541 : **SUPPLY CHAIN CLERK SUPERVISOR (X6 POSTS)**

SALARY ; R 338 106 per annum (Level 07)
CENTRE : Harare Ref No: WCSCC 9/2026
Grassy Park Ref No: WCSCC10/2026
Lwandle Ref No: WCSCC11/2026
Milnerton Ref No: WCSCC12/2026
Bishop Lavis Ref No: WCSCC13/2026
Wynberg Ref No: WCSCC14/2026

REQUIREMENTS : Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving.

DUTIES : Conduct equipment/stock need assessment and maintain adequate equipment/stock levels. Allocate equipment/stock to chief user and obtain acknowledgment receipt of equipment/stock. Inspect registers and ensure

consumable items and entries correspond. Update and submit stock register to SCM Commander for inspection. Register new vehicles. Complete administration as requested for the boarding of vehicles. Deal with traffic offences/summons. Renew vehicle licences. Maintain vehicle registers and fuel cards. Conduct deliveries of stationary/removal of furniture and boarded items.

ENQUIRIES : Customs House Building, Lower Heerengracht Street, Cape Town Tel: HRC Ngqalelo Tel no: (021) 409 6594; CAC Mzomba Tel no: 021 409 6584

POST 23/542 : **SUPPLY CHAIN CLERK SUPERVISOR REF NO: WCSCC15/2026**
SCM: Performance Management

SALARY : R 338 106 per annum (Level 07)
CENTRE : Provincial Office, Cape Town
REQUIREMENTS : Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, Outlook). Demonstrate competency in acting independently, Professionally, accountably, and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving.
DUTIES : Evaluate the set goals for SCM are complied with norms and standards, cost efficiency and effectiveness of the acquisition process. Evaluate if supply chain objectives are consistent with the Government's broader policy, standards are aligned, principles of cooperative governance were applied during the SCM process. Follow up invoice payments and address supplier payment enquiries. Maintain, and update procurement system/database. Ensure implementation and management of demand, policy and performance management within SCM.
ENQUIRIES : Customs House Building, Lower Heerengracht Street, Cape Town, HRC Ngqalelo: Tel No: 021 409 6594; CAC Mzomba Tel No: 021 409 6584

POST 23/543 : **SUPPLY CHAIN CLERK SUPERVISOR REF NO: WCSCC16/2026**
SCM: Moveable Government Property

SALARY : R 338 106 per annum (Level 07)
CENTRE : Provincial Office, Cape Town
REQUIREMENTS : Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving.
DUTIES : Compile year plan for inspection and evaluation of audits at provisioning stores, and Stations. Physical inspection according to approved year plan. Compile inspection reports. Inspections on special projects draw reports from PAS to ensure data is correct on general ledgers. Submit letter to relevant accounting functionary to amend any discrepancies found. Draw financial reports on PAS. execute relevant transfers and/or certifications of information on PAS. Submit monthly progress reports. Physical visits to stores and assist with processes. Compile reports regarding visits and assistance given. Receive stock taking programmes and file it in relevant files. Compile circulars for submission of stock taking certificates.
ENQUIRIES : Customs House Building, Lower Heerengracht Street, Cape Town Tel: HRC Ngqalelo: 021 409 6594; CAC Mzomba 021 409 6584

POST 23/544	:	**FINANCIAL CLERK SUPERVISOR REF NO: WCFC01/2026** Expenditure & Salary Administration
SALARY	:	R 338 106 per annum (Level 07)
CENTRE	:	Provincial Office, Cape Town
REQUIREMENTS	:	Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills.
DUTIES	:	Conduct a need analysis in various internal units and compile the concept budget in accordance with the identified needs. Deal with enquiries and advise sections under the same pay point on their allocated budget and financial expenditure. Inspect financial register. Verify financial authority granted for expenditure incurred Check and ensure that claim forms are completed accurately before submission to accounting office or financial authority on POLFIN. Check and ensure processing of financial payments, standing advances and administrative processes on POLFIN, claims advances and debts. Manage overtime remuneration and allowances. Check/monitor phone accounts and payment thereof. Manage and control losses of state money and face value forms. Compile and process cost statements.
ENQUIRIES	:	Customs House Building, Lower Heerengracht Street, Cape Town, HRC Ngqalelo: Tel no: 021 409 6594; CAC Mzomba Tel no: 021 409 6584
POST 23/545	:	**FINANCIAL CLERK SUPERVISOR REF NO: WCFC02/2026**
SALARY	:	R 338 106 per annum (Level 07)
CENTRE	:	Wynberg
REQUIREMENTS	:	Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills.
DUTIES	:	Process claims and standing advances. Check and ensure that claim forms are completed accurately before submission to accounting office or financial authority on POLFIN. Check and ensure processing of financial payments, standing advances, and administrative processes on POLFIN, claims, and debts. Administer overtime remuneration and allowances. Check/monitor phone accounts and payments thereof. Administer and control losses of state money, face value forms. Administer payments to suppliers. Administer cash received and issue receipts for money received. Deposit at financial institutions. Process claims and standing advances.
ENQUIRIES	:	Customs House Building, Lower Heerengracht Street, Cape Town: HRC Ngqalelo: Tel no: 021 409 6594; CAC Mzomba Tel no: 021 409 6584
POST 23/546	:	**HUMAN RESOURCES CLERK SUPERVISOR REF NO: WCHR1/2026** Absenteeism Management
SALARY	:	R 338 106 per annum (Level 07)
CENTRE	:	Provincial Office, Cape Town
REQUIREMENTS	:	Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma /

Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills.

DUTIES : Verify information on leave application forms. Process and finalise leave applications Update leave registers and the leave system. Maintain a filing system. Deal with incoming and outgoing correspondence. Administer the brought forward system. Open and update files.

ENQUIRIES : Customs House Building, Lower Heerengracht Street, Cape Town Tel no: HRC Qomfo: 021 409 6588

POST 23/547 : **HUMAN RESOURCES CLERK SUPERVISOR REF NO: WCHR2/2026**

SALARY : R 338 106 per annum (Level 07)
CENTRE : Tulbagh
REQUIREMENTS : Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills.

DUTIES : Verify information on leave application forms. Process and finalise leave applications. Receive, administer and process applications for medical boards, death boards, alcohol boards, stress and depression related boards. Receive, administer and process applications for service terminations, discharges and pensions. Maintain statistical data and submit medical reports, Performance Enhancement Process (PEP) progress reports, service termination reports, HR reports (Personnel database), EE Reports and personnel reports to provinces. Receive and submit applications for transfers to the Head: HRM for consideration.

ENQUIRIES : Customs House Building, Lower Heerengracht Street, Cape Town: HRC Qomfo: Tel no: 021 409 6588

POST 23/548 : **ADMINISTRATIVE CLERK (X36 POSTS)**

SALARY : R237 453 per annum (Level 05)
CENTRE : Legal Services (X4 Posts):
Provincial Office, Cape Town Ref No: WCAC01/2026
Vispol Pro-active Administration:
Provincial Office, Cape Town Ref No: WCAC02/2026
Vispol:
Provincial Office, Cape Town Ref No: WCAC03/2026
Provincial TISSC, Salt River Ref No: WCAC04/2026
Provincial TMS, Maitland Ref No: WCAC05/2026
City of Cape Town District Ref No: WCAC06/2026
Centra Karoo District, Beaufort West Ref No: WCAC07/2026
Cape Winelands District, Paarl Ref No: WCAC08/2026
Garden Route District, George Ref No: WCAC09/2026
Overberg District, Hermanus Ref No: WCAC10/2026
West Coast District, Saldanha Ref No: WCAC11/2026
CoCT Sub District, Mitchell's Plain Ref No: WCAC12/2026
CoCT Sub District, Nyanga Ref No: WCAC13/2026
CoCT Sub District, Khayelitsha Ref No: WCAC14/2026
CoCT Sub District, Cape Town Ref No: WCAC15/2026
CoCT Sub District, Wynberg Ref No: WCAC16/2026
CoCT Sub District, Tygerberg Ref No: WCAC17/2026

Maitland Garage Ref No: WCAC18/2026 (X10 Posts)
George Garage Ref No: WCAC19/2026
Stellenbosch Garage Ref No: WCAC20/2026
Vredendal Garage Ref No: WCAC21/2026
Tafelsig Ref No: WCAC22/2026 (X2 Posts)
Mfuleni Ref No: WCAC23/2026

REQUIREMENTS : Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure.

DUTIES : Deal with incoming and outgoing correspondence. Administer brought forward system. Open and update personnel files. Type letters, create presentations and spreadsheets. File documents and correspondence. Deliver an effective phone service. Maintain database/filing system/registers and trace documents. Protect integrity of unauthorised access of files/records.

ENQUIRIES : Customs House Building, Lower Heerengracht Street, Cape Town, HRC Qomfo: Tel No: 021 409 6588

POST 23/549 : **ADMINISTRATIVE CLERK TE NO: WCAC24/2026**
Corporate Communication: Media Centre

SALARY : R237 453 per annum (Level 05)
CENTRE : Provincial Office, Cape Town
REQUIREMENTS : Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure.

DUTIES : Identify and communicate information on newsworthy activities/incidents. Gather information relating to crime scenes. Manage press and media inquiries. Assist with publication of articles and accomplishments. Maintain a record of media reports. Maintain an effective communication administration system

ENQUIRIES : Customs House Building, Lower Heerengracht Street, Cape Town, HRC Qomfo: Tel No: 021 409 6588

POST 23/550 : **ADMINISTRATIVE CLERK REF NO: WCAC25/2026**
OD & Strategic Management: Organizational Design

SALARY : R237 453 per annum (Level 05)
CENTRE : Provincial Office, Cape Town
REQUIREMENTS : Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure.

DUTIES : Administration of management information assigned to Organisational Development. Deal with incoming and outgoing correspondence. Draft letters, create presentations and spreadsheets. File documents and correspondence. Deliver an effective phone service. Maintain database/filing system/registers Protect integrity of unauthorised access of files/records.

ENQUIRIES : Customs House Building, Lower Heerengracht Street, Cape Town, HRC Qomfo: Tel No: 021 409 6588

POST 23/551	:	**ADMINISTRATIVE CLERK REF NO: WCAC26/2026 (X4 POSTS)** New Vehicle Stores
SALARY	:	R237 453 per annum (Level 05)
CENTRE	:	Epping
REQUIREMENTS	:	Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure.
DUTIES	:	Deal with incoming and outgoing correspondence. Administer brought forward system. Maintain and spreadsheets. File documents and correspondence. Deliver an effective phone service. Maintain database/filing system/register.
ENQUIRIES	:	Customs House Building, Lower Heerengracht Street, Cape Town, HRC Qomfo: Tel No: 021 409 6588
POST 23/552	:	**ADMINISTRATIVE CLERK REF NO: WCAC27/2026** TMS: Information & Communication Technology
SALARY	:	R237 453 per annum (Level 05)
CENTRE	:	Provincial Office, Cape Town
REQUIREMENTS	:	Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure.
DUTIES	:	Administrative support relating to virtual platforms and technical systems Troubleshooting of Local Area Network (LAN) and Wide Area Network (WAN). Deal with incoming and outgoing correspondence. Administer brought forward system. Maintain and spreadsheets. File documents and correspondence. Deliver an effective phone service. Maintain database/filing system/register.
ENQUIRIES	:	Customs House Building, Lower Heerengracht Street, Cape Town, HRC Qomfo: Tel No: 021 409 6588
POST 23/553	:	**FINANCIAL CLERK REF NO: WCFC03/2026** Loss Management
SALARY	:	R237 453 per annum (Level 05)
CENTRE	:	Provincial Office, Cape Town
REQUIREMENTS	:	Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure.
DUTIES	:	Administer debt accounts and report losses of state money and/or value forms. Deal with incoming and outgoing correspondence. File documents and correspondence. Deliver an effective phone service. Maintain database/filing system/register.
ENQUIRIES	:	Customs House Building, Lower Heerengracht Street, Cape Town, HRC: Mahloane Tel No: 021 409 6593
POST 23/554	:	**FINANCIAL CLERK REF NO: WCFC04/2026** Budget Management
SALARY	:	R237 453 per annum (Level 05)

CENTRE	:	Provincial Office, Cape Town
REQUIREMENTS	:	Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure.
DUTIES	:	Administration of documents relating to budget need and processes. Update POLFIN. Deal with incoming and outgoing correspondence. File documents and correspondence. Deliver an effective phone service Maintain database/filing system/register
ENQUIRIES	:	Customs House Building, Lower Heerengracht Street, Cape Town, HRC: Mahloane Tel No: 021 409 6593
POST 23/555	:	**FINANCIAL CLERK REF NO: WCFC05/2026** Expenditure &Salary Administration
SALARY	:	R237 453 per annum (Level 05)
CENTRE	:	Provincial Office, Cape Town
REQUIREMENTS	:	Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure.
DUTIES	:	Deal with enquiries related to pay point and finance. Administer financial authority granted for expenditure incurred. Receive and administer claim forms. Administer processing of financial payments, standing advances and administrative processes on POLFIN, claims advances and debts.
ENQUIRIES	:	Customs House Building, Lower Heerengracht Street, Cape Town, HRC: Mahloane Tel No: 021 409 6593
POST 23/556	:	**FINANCIAL CLERK (X6 POSTS)**
SALARY	:	R237 453 per annum (Level 05)
CENTRE	:	Ceres Ref No: WCFC06/2026 Claremont Ref No: WCFC07/2026 Harare Ref No: WCFC08/2026 Hermanus Ref No: WCFC09/2026 Sea Point Ref No: WCFC10/2026 Wynberg Ref No: WCFC11/2026
REQUIREMENTS	:	Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure.
DUTIES	:	Process claims and standing advances. Check and ensure claim forms are completed accurately before submission to accounting office or financial authority on POLFIN. Check and ensure processing of financial payments, standing advances, and administrative processes on POLFIN, claims, and debts. Administer overtime remuneration and allowances. Check/monitor phone accounts and payments. Administer and control losses of state money, face value forms. Administer payments to suppliers. Administer cash received and issue receipts for money received. Deposit money at accounting station/ financial institution. Process claims and standing advances.
ENQUIRIES	:	Customs House Building, Lower Heerengracht Street, Cape Town, HRC: Mahloane Tel No: 021 409 6593

POST 23/557	:	**HUMAN RESOURCE CLERK REF NO: WCHR01/2026 (X2 POSTS)** Discipline Management
SALARY	:	R237 453 per annum (Level 05)
CENTRE	:	Provincial Office, Cape Town
REQUIREMENTS	:	Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure.
DUTIES	:	Receive and register disciplinary/grievance enquiries. Process and finalise grievance/disciplinary enquiries. Deal with incoming and outgoing correspondence. Administer brought forward system. Open and update personnel files. Draft and file correspondences. Deliver an effective phone service. Maintain database/filing system/registers and trace documents.
ENQUIRIES	:	Customs House Building, Lower Heerengracht Street, Cape Town: HRC Vuso: Tel No: 021 409 6592; HRC Mqitsane Tel No: 021 409 6591
POST 23/558	:	**HUMAN RESOURCE CLERK REF NO: WCHR02/2026** Diversity Management
SALARY	:	R237 453 per annum (Level 05)
CENTRE	:	Provincial Office, Cape Town
REQUIREMENTS	:	Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure.
DUTIES	:	Administer files related to Diversity Management and Employment Equity (EE) management Deal with incoming and outgoing correspondence. Administer brought forward system. Open and update personnel files. Draft and file correspondences. Deliver an effective phone service. Maintain database/filing system/registers and trace documents.
ENQUIRIES	:	Customs House Building, Lower Heerengracht Street, Cape Town: HRC Vuso: Tel No: 021 409 6592; HRC Mqitsane Tel No: 021 409 6591
POST 23/559	:	**HUMAN RESOURCE CLERK REF NO: WCHR03/2026** Senior Appointments & Personnel Maintenance
SALARY	:	R237 453 per annum (Level 05)
CENTRE	:	Provincial Office, Cape Town
REQUIREMENTS	:	Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure.
DUTIES	:	Administer and capture post allocations, receive and administer application forms related to national/external/internal post advertisements. Deal with incoming and outgoing correspondence. Administer brought forward system. Open and update personnel files. Draft correspondences. Deliver an effective phone service. Maintain database/filing system/registers and trace documents.
ENQUIRIES	:	Customs House Building, Lower Heerengracht Street, Cape Town: HRC Vuso: Tel No: 021 409 6592; HRC Mqitsane Tel No: 021 409 6591

POST 23/560 : **HUMAN RESOURCE CLERK REF NO: WCHR04/2026**
Labour Relations

SALARY : R237 453 per annum (Level 05)
CENTRE : Provincial Office, Cape Town
REQUIREMENTS : Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure.
DUTIES : Administer file relating to Labour Relation Deal with incoming and outgoing correspondence. Receive and register grievance file. Administer brought forward system. Open and update personnel files. Draft and file documents and correspondences. Deliver an effective phone service. Maintain database/filing system/registers and trace documents
ENQUIRIES : Customs House Building, Lower Heerengracht Street, Cape Town: HRC Vuso: Tel No: 021 409 6592; HRC Mqitsane Tel No: 021 409 6591

POST 23/561 : **HUMAN RESOURCE CLERK REF NO: WCHR05/2026**
Medical Administration

SALARY : R237 453 per annum (Level 05)
CENTRE : Provincial Office, Cape Town
REQUIREMENTS : Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure.
DUTIES : Receive, administer short/long term temporary incapacity leave and Ill-health Retirement document, administer certification of Health Risk Management recommendations for Incapacity leave. Deal with incoming and outgoing correspondence. Administer brought forward system. Open and update personnel files. Type and file documents and correspondences. Deliver an effective phone service. Maintain database/filing system/registers and trace documents.
ENQUIRIES : Customs House Building, Lower Heerengracht Street, Cape Town: HRC Vuso: Tel No: 021 409 6592; HRC Mqitsane Tel No: 021 409 6591

POST 23/562 : **HUMAN RESOURCE CLERK (X4 POSTS)**

SALARY : R237 453 per annum (Level 05)
CENTRE : Clanwilliam Ref No: WCHR06/2026
Elsies River Ref No: WCHR07/2026
Morreesburg Ref No: WCHR08/2026
Muizenberg Ref No: WCHR09/2026
REQUIREMENTS : Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure.
DUTIES : Receive and capture leave applications. Receive and administer applications for transfers, medical boards, death boards, alcohol boards, stress and depression related boards, service terminations, discharges/pensions. Maintain statistical data and submit medical reports, Performance

Enhancement Process (PEP) progress reports, service termination reports, HR reports (Personnel database), EE Reports and personnel reports.

ENQUIRIES : Customs House Building, Lower Heerengracht Street, Cape Town: HRC Vuso: Tel No: 021 409 6592; HRC Mqitsane Tel No: 021 409 6591

POST 23/563 : **HUMAN RESOURCE CLERK REF NO: WCHR10/2026**
Provisioning Administration

SALARY : R237 453 per annum (Level 05)
CENTRE : Provincial Office, Cape Town
REQUIREMENTS : Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure.
DUTIES : Deal with requisitions. Receive and deal with order forms and invoices. administer application for petrol cards, receive new vehicles. Administer queries related to vehicles and boarding of vehicles. Maintain and control storerooms. Deal with disposal and losses.
ENQUIRIES : Customs House Building, Lower Heerengracht Street, Cape Town: HRC Vuso: Tel No: 021 409 6592; HRC Mqitsane Tel No: 021 409 6591

POST 23/564 : **HUMAN RESOURCE CLERK REF NO: WCHR11/2026**
Skills Development

SALARY : R237 453 per annum (Level 05)
CENTRE : Provincial Office, Cape Town
REQUIREMENTS : Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure.
DUTIES : Administer Workplace Skills Plan. Maintain learner database and accurate training records. Update appropriate training provider database. Deal with incoming and outgoing correspondence. Administer brought forward system.
ENQUIRIES : Customs House Building, Lower Heerengracht Street, Cape Town: HRC Vuso: Tel No: 021 409 6592; HRC Mqitsane Tel No: 021 409 6591

POST 23/565 : **SUPPLY CHAIN CLERK REF NO: WCSCM01/2026**
SCM: Acquisition Management

SALARY : R237 453 per annum (Level 05)
CENTRE : Provincial Office, Cape Town
REQUIREMENTS : Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure.
DUTIES : Administration of acquisitions, contracts and bidding processes. Maintain supplier database. File documents and correspondence. Deliver an effective phone service.
ENQUIRIES : Customs House Building, Lower Heerengracht Street, Cape Town: HRC Vuso: Tel No: 021 409 6592; HRC Mqitsane Tel No: 021 409 6591

POST 23/566	:	**SUPPLY CHAIN CLERK REF NO: WCSCM02/2026** SCM: Acquisition and Contract Management
SALARY	:	R237 453 per annum (Level 05)
CENTRE	;	Nyanga
REQUIREMENTS	:	Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure.
DUTIES	:	Administration of acquisitions, contracts and bidding processes. Maintain supplier database. File documents and correspondence. Deliver an effective phone service.
ENQUIRIES	:	Customs House Building, Lower Heerengracht Street, Cape Town Tel: HRC Ngqalelo: 021 4096594
POST 23/567	:	**SUPPLY CHAIN CLERK (X4 POSTS)**
SALARY	:	R237 453 per annum (Level 05)
CENTRE	:	Beaufort West Ref No: WCSCM03/2026 Delft Ref No: WCSCM04/2026 Mitchell's Plain Ref No: WCSCM05/2026 Tulbagh Ref No: WCSCM06/2026
REQUIREMENTS	:	Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure.
DUTIES	:	Administer requisitions. Receive and deal with order forms and invoices. Administer application for petrol cards, receive new vehicles. Administer queries related to vehicles and boarding of vehicles. Maintain and control storerooms. Deal with disposal and losses.
ENQUIRIES	:	Customs House Building, Lower Heerengracht Street, Cape Town, HRC Ngqalelo Tel No: 021 409 6594
POST 23/568	:	**SECURITY OFFICER (X10 POSTS)**
SALARY	:	R170 226 per annum (Level 03)
CENTRE	:	Provincial Office, Cape Town Ref No: WCSO1/2026 (X2 Posts) VSS, Cape Town Ref No: WCSO2/2026 (X3 Posts) VSS, Bellville Ref No: WCSO3/2026 (X5 Posts)
REQUIREMENTS	:	Applicants must display competency in the post-specific core functions; Be in possession of a Senior Certificate (Grade 12) or National Certificate (Vocational) recorded on the National Learner Record Database on NQF level 4; Registration with the Private Security Industry Regulatory Authority (PSIRA); Be in possession of at least a Grade C security certificate; Not declared unfit to possess a firearm; Be willing to undergo firearm competency training. Be willing to maintain firearm competency. Be fluent in at least two of the official languages, of which one must be English; Be a South African Citizen; Must have no criminal record or pending criminal / departmental cases; Degree / Diploma in the field of security will be an added advantage; Applicants will be subjected to a vetting process which will include security screening and fingerprint verification; Relevant courses in the field of the post as well as valid driver's license for at least a light motor vehicle will serve as an advantage; Be willing to work shifts and extended hours.
DUTIES	:	Execute Access Control in terms of the Control of Access to Public Premises and Vehicles Act (Act No. 53 of 1985); Positive identification of employees, visitors and contactors at the security access point; Registering of employees, visitors and contractors, electronic searching of employees, visitors and

contractors; Authorize entry in to the premises to employees, visitors and contractors after complying with all the legislative requirements, confirm visits with the hosts and ensure escort in line with the prescripts; Issue admission control cards to visitors and receive them back; Keep the necessary visitor's register; Check suppliers, articles and objects, where necessary, before they are allowed to be brought into the premises to ensure that the safety of the premises will not be threatened; Patrol buildings and fenced-off areas; Guard vehicles and equipment in the field – ONLY from a security point of view. Check all security equipment and facilities and act, when necessary; Bring any deficiencies or problems regarding security matters to the attention of senior security personnel.

ENQUIRIES : Customs House Building, Lower Heerengracht Street, Cape Town, HRC Ngqalelo Tel No: 021 4096594

POST 23/569 : **GENERAL WORKERS (X16 POSTS)**

SALARY : R144 024 per annum (Level 02)
CENTRE : Blue downs Ref No: WCGW1/2026 (X2 Posts)
Delft Ref No: WCGW2/2026
Grabouw Ref No: WCGW3/2026
Gugulethu Ref No: WCGW4/2026
Khayelitsha Ref No: WCGW5/2026
Manenberg Ref No: WCGW6/2026
Mfuleni Ref No: WCGW7/2026
Mitchell's Plain Ref No: WCGW8/2026
Nyanga Ref No: WCGW9/2026
Paarl East Ref No: WCGW10/2026
Strand Ref No: WCGW11/2026
POCC, Cape Town Ref No: WCGW12/2026
Provincial Office, Cape Town Ref No: WCGW13/2026
Provincial: Detectives, Cape Town Ref No: WCGW14/2026
35 Squadron, Belhar Ref No: WCGW15/2026

REQUIREMENTS : Applicants must display competency in the post-specific functions of the post. Be a South African Citizen. A Grade 10 qualification will serve as an advantage. Basic literacy, numeracy and communication skills. Be able to read and write. Willing to work extended hours when necessary. Fluency in at least two official languages, of which one must be English. Must have no previous convictions or cases pending. Applicants will be subjected to a vetting process which will include security screening and fingerprint verification.

DUTIES : Maintaining of a high level of hygiene in and around the workplace with the cleaning of the SAPS premises assigned to, which may include either or both inner and outer parameters. Performing tasks of a routine nature, such as dusting the environment. Polish furniture and floors. Vacuum carpets and mopping of tile floors. Remove refuse. Perform maintenance tasks in and around the assigned premises. Clean bathrooms and kitchens. Safekeeping and handling of a variety of Aids in the cleaning of the premises. Loading and unloading of goods, Garden maintenance services. Washing and cleaning of state vehicles, kitchenware and utensils.

ENQUIRIES : Customs House Building, Lower Heerengracht Street, Cape Town: CAC Mzomba Tel No: 021 4096584

POST 23/570 : **FOOD SERVICE AID (X4 POSTS)**

SALARY : R144 024 per annum (Level 02)
CENTRE : Provincial HRM, Paarl Ref No: WCFSA1/2026 (X2 Posts)
Provincial HRM, Faure Ref No: WCFSA2/2026 (X2 Posts)

REQUIREMENTS : Be in possession of a Grade 10/ Standard 8/ NCV level 2 certificate/ report (NQF level 2 as recognized by SAQA), for which documentary proof can be produced when required. Basic literacy, numeracy and communication skills. Be able to read and write. Basic cooking, modifying meals for standard diets, preparing snacks and conveying cookery/ cutlery. Knowledge of food safety, applying occupational health and safety protocol, sanitizing surfaces, handling hazardous waste and proper storing of ingredients. Willing to work extended hours, when necessary.

DUTIES : Organise and keep the kitchen hygienically clean. Arrange refreshment equipment such as kettle, cups, glasses, spoons, trays etc Prepare and serve tea and coffee on request. Manage the stock Ensure sufficient cleaning

materials are available. Provide advice on equipment and refreshments that are out of stock Purchase equipment and refreshments on request.

ENQUIRIES : Customs House Building, Lower Heerengracht Street, Cape Town: CAC Mzomba Tel No: 021 409 6584

WESTERN CAPE MOBILITY DEPARTMENT

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

CLOSING DATE : 27 July 2026

NOTE : Only applications submitted online will be accepted. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00. Should you experience any difficulties with your online application you may contact the helpline on 0861 370 214. Please ensure that you submit your application on or before the closing date as no late applications will be considered. The selection process will be guided by the EE targets of the employing department. By applying for this post, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to assess relevant functional elements of the job and an interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. The successful candidate will be required to complete the Senior Management Pre-Entry Programme (Nyukela) and submit the certificate before he/she can be appointed to this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background in processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: https://www.thensg.gov.za/training-course/sms-preentryprogramme .The successful candidate shall be subjected to a leadership assessment, within one (1) month of appointment, to assess the managerial competencies required for SMS members in the Public Service as specified under Chapter Five (5) of the SMS handbook. This assessment shall be conducted to determine an individual's ability to lead, manage, and direct others and to identify developmental gaps in core generic leadership and management competencies. The successful candidate will be required to enter into an employment contract and a performance agreement. The successful candidate will be subject to security vetting; and the candidate will have to disclose her/his financial interests. Furthermore, thank you, to the huge public interest, we receive many applications for our posts, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of the advert please consider your application unsuccessful.

MANAGEMENT ECHELON

POST 23/571 : **CHIEF DIRECTOR: TRANSPORT REGULATION REF NO: WCMD 15/2026**

SALARY : R1 554 696 per annum (Level 14), all-inclusive salary package

CENTRE : Western Cape Mobility Department, Western Cape Government.

REQUIREMENTS : A qualification at NQF level 7 as recognised by SAQA; A minimum of 5 years' experience at a Senior Managerial level. Competencies: Strategic Capability and Leadership; Project and Programme Management; Change Management; People Management and Empowerment; Financial Management.

DUTIES : Line management: Strategic management, advice and guidance in respect of the following functional areas: Adjudicate applications for operating licenses; Manage operator licenses and permits; Manage provincial public transport registration; Manage vehicle administration and licensing; Manage mediation, conflict and dispute resolution regarding public transport matters; Coordinate and facilitate the formalization and empowerment of the taxi industry; Strategic

Management (including Change Management); People Management; Financial Management.

ENQUIRIES : Ms DD Ribbonaar Tel No: (021) 483 3946

POST 23/572 : **DIRECTOR: FLEET FINANCE (GOVERNMENT MOTOR TRANSPORT) REF NO: WCMD 13/2026**

SALARY : R1 317 384 per annum (Level 13), all-inclusive salary package
CENTRE : Western Cape Mobility Department, Western Cape Government.
REQUIREMENTS : A relevant qualification on NQF level 7 as recognised by SAQA. 5 years middle /senior management experience. Competencies: Strategic Capability and Leadership; Project and Programme Management; Change Management; People Management and Empowerment; Financial Management.
DUTIES : Line Management: Ensure an effective management accounting service; Ensure an effective financial accounting service; Represent the entity at various platforms, such as committees, training interventions, functions and any other events which are required for entity representation; Ensure an effective Supply Chain Management service; Ensure that the required reports are prepared and submitted for management accounting, financial accounting, internal control and SCM. Ensure sound internal control practices; Strategic Management; Define and review on a continuous basis the purpose, objectives, priorities and activities of the Directorate; Drive the directorate's strategic planning process; Drive the development and management of the strategic and business plans for the Directorate; Evaluate the performance of the Directorate on a continuous basis against pre-determined key measurable objectives and standards; Report to the Chief Director on a regular basis on the activities of the Directorate and on matters of substantial importance relating to financial management; People Management; Financial Management; Project and Programme Management.
ENQUIRIES : Ms D Ribbonaar Tel No: (021) 483 9482

OTHER POSTS

POST 23/573 : **ASSISTANT DIRECTOR: FREIGHT REF NO: WCMD 14/2026**

SALARY : R487 197 - R573 897 per annum (Level 09)
CENTRE : Western Cape Mobility Department, Western Cape Government.
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher). A 3-years' relevant experience in a freight service or related working environment. A valid driver's license, or alternative mode of transport for people with disabilities. Competencies: Knowledge of and working experience with the legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Knowledge and understanding of the facilitation and coordination of freight services; Knowledge and understanding of the development of strategies, frameworks, guidelines, norms and standards for freight; Knowledge and understanding of the development of freight plans, reports, etc; Knowledge and understanding of the National Transport Act (Act 5 of 2009); Knowledge and understanding of information systems that aid in the management of knowledge and information pertaining to the line function; Knowledge and understanding of project management; Knowledge of operational management practices; Knowledge and understanding of procurement and tendering processes; Knowledge and understanding of policy development, and operational management, monitoring and review processes; Knowledge and understanding of modern systems of governance and administration; Knowledge and understanding of public service procedures, processes and systems; Knowledge and understanding of the regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Knowledge and understanding of Constitutional, legal and institutional arrangements governing the South African public sector; Knowledge and understanding of public finance, human resources and discourse management processes. Knowledge and understanding of the Public Finance Management Act (Act 1 of 1999), National Treasury Regulations, Provincial Treasury Instructions, other financial policies, prescripts, directives and collective agreements; Knowledge and understanding of the functioning of the Province and the activities of sister departments/related functional areas; Knowledge and understanding of the policies of the government of the day; Knowledge and understanding of Labour

Relations legislation and regulations; Knowledge and understanding of performance management in general.

DUTIES : Participate in the planning, execution and project management of the freight and logistics initiatives emanating from the WCG Freight Strategy and other strategic documents; Contribute to the development of transport/freight frameworks, guidelines and strategy documents; Engage and coordinate with stakeholders to support the achievement of provincial freight objectives; Identify, source and analyse freight logistics data and information; Assist in the optimisation and usage of designated corridors/routes for the efficient movement of goods within, into and out of the province; Conduct desktop research on matters relating to land transport; Responsible for operational, financial and people management.

ENQUIRIES : Ms C. Gallant Tel No: (021) 483 6906 or email: Corrine.Gallant@westerncape.gov.za

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

POST 23/574 : **ASSISTANT DIRECTOR: LAND TRANSPORT DEVELOPMENT REF NO: WCMD 108/2025R1**

SALARY : R487 197 - R573 897 per annum (Level 09).

CENTRE : Western Cape Mobility Department, Western Cape Government.

REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (or higher qualification) in information systems, business analysis/management or project management. A minimum of 3 years supervisory level experience; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Public Finance Management Act (PFMA), 1999, National Treasury Regulations, Provincial Treasury Instructions, other financial policies, prescripts, directives and collective agreements; Transport related regulatory, legislation policies and frameworks; Information systems that aid in the management of knowledge and information pertaining to the line function; Project management; Operational management practices; Procurement and tendering processes; Policy development, and operational management, monitoring and review processes; Public service procedures, processes and systems. Skills needed: Numeracy; Literacy; Computer Literacy; Written and verbal communication; Project Management; Data Analysis; Accounting, Finance and Audit.

DUTIES : Provide ITH data and technology management; Assist with data integration and management; Participate with stakeholder engagement and collaboration; Ensure adherence to risk management and compliance; Managerial Functions; It will be advantageous to have experience in Land transport systems and/or ICT systems.

ENQUIRIES : Ms SE Rautenbach Tel No: (021) 483 6904.

NOTE : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and submit documentation for verification purposes and criminal record vetting. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government

contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

POST 23/575 : **PERSONAL ASSISTANT: FLEET SERVICES REF NO: WCMD 16/2026**

SALARY : R338 106 - R398 277 per annum (Level 07)
CENTRE : Western Cape Mobility Department, Western Cape Government.
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification) plus an accredited secretarial diploma and/or administrative qualification on the level of NQF level 5 or relevant higher tertiary qualification; A minimum of 3 years' experience in rendering a support service to management/ senior management. Competencies: Knowledge of and working experience with the legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Knowledge and understanding of information systems that aid in the management of knowledge and information pertaining to the line function; Knowledge and understanding of project management; Knowledge of operational management practices; Knowledge and understanding of procurement and tendering processes; Knowledge and understanding of public service procedures, processes and systems; Knowledge and understanding of the Public Finance Management Act, National Treasury Regulations, Provincial Treasury Instructions, other financial policies, prescripts, directives and collective agreements; Knowledge and understanding of public service procedures, processes and systems; Knowledge of administrative procedures and processes; Knowledge of general Office Administration and Database Management; Knowledge of Information and Record Management; Knowledge of relevant software packages and sound application of relevant computer programmes.
DUTIES : Provides a secretarial/receptionist support service to the Chief Director; Renders administrative support services; Provides support to Chief Director regarding meetings; Supports the Chief Director with the administration of the Chief Director's budget; Studies the relevant public service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.
ENQUIRIES : Ms MB Bezuidenhout Tel No: (021) 467 4701 @ Maxine.Bezuidenhout@westerncape.gov.za / (021) 911 2162.
NOTE : Shortlisted candidates will be required to attend interviews on a date and time determined by the department and submit documentation for verification purposes and criminal record vetting. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection process will be guided by the EE targets of the employing department. By applying for this position, you are consenting to the Western Cape Government contacting your previous employers/managers for an employment reference. Reference checks will include enquiries relating to your disciplinary records and reasons for leaving. Should you experience difficulties with your online application, technical support is available from Monday to Friday from 08:00 to 16.00. Contact the helpline at 086 137 0214. For all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.