



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 24 OF 2026

DATE ISSUED 10 JULY 2026

1. Introduction

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

2. Directions to candidates

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

3. Directions to departments

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

4 SMS pre-entry certificate

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

AMENDMENTS

: **SOUTH AFRICAN POLICE SERVICE: DIVISION: PROTECTION AND SECURITY SERVICES:** Kindly note that the following post was advertised in Public Service Vacancy Circular 23 dated 03 July 2026, The post title has been amended as follows: Post title: Human Resource Clerk Supervisor (Level 07) Post reference number: PSS HRM08/26 and previously was advertised as Financial Clerk Supervisor with Ref No: PSS HRM08/26

DIVISION: SUPPLY CHAIN MANAGEMENT: Kindly note that email address divscm.recruitment@saps.gov.za as indicated in the Public Service Vacancy Circular 23 dated 03 July 2026 is for internal users. Please amend the external email address as follow divscm.recruitment@saps.gov.za

PROTECTION AND SECURITY SERVICES: Kindly note that the following 1 post were advertised in Public Service Vacancy Circular 23 dated 03 July 2026, The post description was advertised as Financial Clerk Supervisor (Level 07) Ref No: PSS HRM08/26 have been amended as follows (1) Human Resource Clerk Supervisor (Level 07) with Ref No: PSS HRM08/26; the center is Human Resource Management & Development: Northwest, Mafikeng

PROVINCIAL ADMINISTRATION: EASTERN CAPE: COOPERATIVE GOVERNANCE & TRADITIONAL AFFAIRS: Kindly note that the following post was advertised in Public Service Vacancy Circular 22 dated 26 June 2026. The Requirement is amended as follows: (1) General Worker: Traditional Leadership Institutional Support: Amampondomise Kingship with Ref No: COGTA 12/06/2026, Centre: Qumbu. Enquiries: Ms N. Gemby at (072 657 6518), e-Recruitment Enquiries: recruitment@eccogta.gov.za. NB: No Code 8 Driver's license is required. The closing date remains the 10 July 2026.

PROVINCIAL ADMINISTRATION: LIMPOPO: OFFICE OF THE PREMIER: Kindly note that the two (2) posts of Registry Clerk: General Records under the Directorate: Records and Facilities Management was advertised in Public Service Vacancy Circular 23 dated 03 July 2026. The salary notch was incorrect and is amended as follows: Post: Registry Clerk: General Records (2x posts) Ref. No: OTP: 05 / 26 / 17, Directorate: Records and Facilities Management Services (Work Environment), Salary Notch: R237 453 per annum (Level 05), Salary Scale: R237 453 – R279 708 per annum. Centre: Polokwane. The closing date for this post only is extended to 24 July 2026.

PROVINCIAL ADMINISTRATION: MPUMALANGA: SOUTH AFRICAN POLICE SERVICE: Kindly note that the following 16 were advertised in Public Service Vacancy Circular 23 dated 03 July 2026, The requirements have been amended as follows: Requirements: No experience is required. **Post: Human Resource Clerk (Level 05) (X16 Posts):** Ref No: MP 26/06/2026, Ref No: MP 27/06/2026, Ref No: MP 28/06/2026, Ref No: MP 29/06/2026, Ref No: MP 30/06/2026/ Ref No: MP 31/06/2026, Ref No: MP 32/06/2026, Ref No: MP 33/06/2026, Ref No: MP 34/06/2026, Ref No: MP 35/06/2026, Ref No: MP 36/06/2026, Ref No: MP 37/06/2026, Ref No: MP 38/06/2026, Ref No: MP 39/06/2026.

Kindly note that the following 15 posts were advertised in Public Service Vacancy Circular 23 dated 03 July 2026, The requirements have been amended as follows: Requirements: No experience is required. **Post: Secretary (Level 05) (X15 Posts):** Ref No: MP 40/06/2026, Ref No: MP 41/06/2026, Ref No: MP 42/06/2026, Ref No: MP 43/06/2026, Ref No: MP 44/06/2026, Ref No: MP 45/06/2026, Ref No: MP 46/06/2026, Ref No: MP 47/06/2026, Ref No: MP 48/06/2026, Ref No: MP 49/06/2026, Ref No: MP 50/06/2026, Ref No: MP 51/06/2026, Ref No: MP 52/06/2026, Ref No: MP 53/06/2026, Ref No: MP 54/06/2026/

COMPONENT: CORPORATE SUPPORT: Kindly note that the following X4 posts were advertised in Public Service Vacancy Circular 23 dated 03 July 2026, The requirements have been amended as follows: Requirements: No experience is required. **Post title: Human Resource Clerk (Level 05) (X4 Posts)** with Ref No: CS 04/06/2026, **Post title: Secretary (Level 05) (X1 Post):** with Ref No: CS 05/06/2026

COMPONENT: EXECUTIVE SUPPORT AND INTERNATIONAL RELATIONS: Kindly note that the following X5 Posts were advertised in Public Service Vacancy Circular 23 dated 03 July 2026, The requirements have been amended as follows: Requirements: No experience is required. **Post: Administration Clerk (Level 05) (X2 Posts):** Ref No: ESIR 03/06/2026, Ref No: ESIR 04/06/2026. **Post: Supply Chain Clerk (Level 05) (X1 Post):** Ref No: ESIR 05/06/2026. **Post: Financial Clerk (Level 05) (X1 Post),** Ref No: ESIR 06/06/2026. **Post: Secretary (Level 05) (X1 Post):** Ref No: ESIR 07/06/2026

COMPONENT: RESEARCH: Kindly note that the following X2 posts were advertised in Public Service Vacancy Circular 23 dated 03 July 2026, The requirements have been amended as follows: Requirements: No experience is required. **Post: Secretary (Level 5) (X2 Posts),** Ref No: RS 02/06/2026, Ref No: RS 03/06/2026

COMPONENT: RISK AND INTEGRITY MANAGEMENT: Kindly note that the following 4 posts were advertised in Public Service Vacancy Circular 23 dated 03 July 2026, The requirements have been amended as follows: Requirements: No experience is required. **Post: Administration Clerk** (Level 05) (X2 Posts): Ref No: RIM 03/06/2026/, Ref No: RIM 04/06/2026. **Post: Secretary** (Level 05) (X2 Posts), Ref No: RIM 05/06/2026, Ref No: RIM 06/06/2026

COMPONENT: CORPORATE SUPPORT: Kindly note that the following 4 posts were advertised in Public Service Vacancy Circular 23 dated 03 July 2026, The requirements have been amended as follows: Requirements: No experience is required. **Post: Human Resource Clerk** (Level 05) (X4 Posts): Ref No: CS 04/06/2026. **Post: Secretary** (Level 05) (X1 Post): Ref No: CS 05/06/2026

DEPARTMENT OF AGRICULTURE (DOA)

<u>CLOSING DATE</u>	:	24 July 2026 at 16:00
<u>NOTE</u>	:	To apply, submit a completed Z83 form and detailed Curriculum Vitae (PDF document to a maximum of 10 megabytes) via e-mail or hand delivery. The Department will not be held responsible for server delays. Late applications due to technical issues will not be considered. Shortlisted candidates must provide certified copies of required documents (Identity Document, qualifications, etc) where necessary and service certificates to support senior management experience to Human Resources before the interviews, including South African Qualifications Authority (SAQA) evaluation reports for foreign qualifications. Failure to comply will result in disqualification. To be appointed at Senior Management Service (SMS) level, you must complete the SMS Pre-entry programme offered by the National School of Government (NSG). Find course details here: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ appointment is subject to successful completion of the Nyukela Programme: Pre-entry Certificate to SMS and submission of proof. 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.

OTHER POSTS

<u>POST 24/01</u>	:	<u>CAMPUS MANAGER REF NO: 3/3/1/49/2026</u> Directorate: Inspection Services
<u>SALARY</u>	:	R487 197 per annum (Level 09)
<u>CENTRE</u>	:	Western Cape (Stellenbosch)
<u>REQUIREMENTS</u>	:	Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Administration (NQF6). A Minimum of 3 years supervisory experience in infrastructure support. Job Related Knowledge: Knowledge of the Public Service Regulations and departmental policies, prescripts resolutions, delegations and instruction relating to financial /personnel matters. Administrative Public Finance Management Act (PFMA). Administration procedures. Procurement directives and procedures. EPMDS. Capital Works Programme (Major and minor) Human resource matters. Job Related Skills:

- Ability to communicate well and interact with people at different levels. Planning skills. Management and organising. Creativity. Interpersonal skills. Analytical skills. Listening skills. Computer Literacy. Report writing skills. Budgeting/Financial management.
- DUTIES** : Management of infrastructure projects and programmes support services. Coordinate and monitor the-day to-day maintenance programmes and expenditure thereof with regards to fixed assets on the campus. Facilitate/coordinate/compile needs assessment and maintenance schedules with regards to capital works (major and minor capital projects). Develop, implement and monitor action plans regarding projects and routine activities as well as risk management. Provide advice on and ensure adherence to public service and departmental policies and prescripts e.g. PFMA, supply chain management, record management, housing and office administration, transport, human resources etc. Ensure the provision of adequate accommodation, housekeeping, transport, record management. Maintenance, telecom, security and driver/messenger to the campus. Manage financial, procurement and assets management. Provide support regarding to the provision and budgeting and the monitoring of expenditure. Identify losses and report incidents accordingly (loss control). Assist manager with auditing of all official internal register (i.e. asset registers, maintenance and project registers transport registers and logs etc). Ensure management of fleet of departmental vehicles, subsidized vehicles and government garages and report accordingly. Coordinate, monitor and control the movement, maintenance and safeguarding of assets. Human Resource administration and development support services. Oversee and monitor HRM related matters. Filling of vacancies. Training and development of personnel. Performance management (EPMDS). Managing discipline in the division. Ensure capacity and development of staff. Information Management. Ensure the dissemination of information in the component. Ensure the filling, storing and safekeeping of documents. Develop and maintain the relevant databases. Ensure the development of electronic and manual filing systems for the component. Handle customer queries and complaints regarding the campus.
- ENQUIRIES** : Mr N. Africander Tel No: (021) 809 1625
- APPLICATIONS** : Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email CMrecruit49@nda.gov.za
- NOTE** : EE Target: African Males, Coloured Males, White Females and Persons with disability.
- POST 24/02** : **SENIOR SAFETY OFFICER REF NO: 3/3/1/50/2026**
Directorate: NARYSEC College
- SALARY** : R413 001 per annum (Level 08)
- CENTRE** : Eastern Cape (Middelburg)
- REQUIREMENTS** : Applicants must be in possession of a National Diploma in Safety Management (NQF level 6). Minimum of two (2) years' relevant experience in safety management. Job Related Knowledge: 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. Job Related Skills: Computer Literate. Communication skills. Facilitation skills. Report writing skills. Presentation skills. Liaison skills. Interpersonal relations.
- DUTIES** : Manage operations to achieve planned outcomes: Conduct frequently safety and security risk assessment. Identify potential hazards. Implement control measures. Proactively prevent hazardous conditions. Implement OHS policies and programs. Identify and record all security risk and breaches to inform decision making. Identify and classify security breaches: Consider all possible security risk. Maintenance of the database of all security breaches. Provide regular reports pertaining risk and security breaches. Provide regular reports pertaining risk and security breaches. Provide advice and guidance on safety and security measures: Attend to all safety related enquiries. Advise management about safety measures and potential security risks. Provide awareness campaign on safety, risks and security matters. Manage the deployment of security personnel on the premises: Determine security needs of the college. Developing work schedules and task allocation. Ensure that all entry points are guarded. Facilitate the safekeeping and issuance of keys to all

facilities: Ensure the proper storage of keys. Attend to Lost or Stolen Key incidents. Ordering repairs for damaged locks and lost keys. Oversee installations and maintenance of new locks. Record and investigate incidents to determine causes of lost keys. Respond to routine and emergency calls lock and unlock offices.

- ENQUIRIES** : Mr Themba Cebani Tel No: (049) 802 6604
APPLICATIONS : Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email SSOrecruit50@nda.gov.za
- NOTE** : EE Target: Africans and Persons with disability.
- POST 24/03** : **SENIOR DRIVER OPERATOR REF NO: 3/3/1/51/2026**
Directorate: Infrastructure Support
Re-advertisement, candidates who applied previously are encouraged to re-apply.
- SALARY** : R201 093 per annum (Level 04)
CENTRE : Limpopo (Modimolle)
REQUIREMENTS : Applicants must be in possession of a NQF level 3 qualification (Grade 10 certificate). Five (5) years driving, operating and drilling experience. Job Related Knowledge: Safety: Standards prescribed in terms of statute. Tools: The correct use of tools and equipment. Keep inventory and maintain equipment. Job Related Skills: Good communication skills. Judgement skills. Excellent hearing and vision. A valid driver's licence Code EC and operating certificate.
- DUTIES** : Render production services i.t.o. drilling and construction services. Produce boreholes and construct agricultural infrastructure according to specification and recognized standards. Preparation of access roads at construction and drilling sites. Construct, erect and repair existing and new disease control fence. Drilling, testing and repair of existing boreholes. Operating specialized drilling and earthmoving equipment. Transport, load and offload material, goods and equipment. Transportation of officials. Application of safety and precautionary measures. Ensure maintenance of drilling and construction equipment. Ensure compliance with OHS act. Service construction and drilling equipment according to schedule. Quality assures serviced and maintained equipment. Cleaning and lubrication of machinery and equipment. Inspect and maintain equipment and report defects. Perform administrative and related functions. Keep and maintain job record/register. Keep log sheets of vehicles, drilling and earthmoving-equipment and machines.
- ENQUIRIES** : Mr Koos du Plessis Tel No: (012) 846 8535 or Ms P Tsebe at (067) 418 8264
APPLICATIONS : Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email SDOrecruit51@nda.gov.za
- NOTE** : EE Target: African Females and Persons with disability.

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 application at LowerApplications@dbe.gov.za. Please visit the Department of Education's website at www.education.gov.za or the Department of Public Service and Administration vacancy circulars at www.dpsa.gov.za
- FOR ATTENTION** : Ms N Kumalo/ Ms M Mahape
- CLOSING DATE** : 24 July 2026
- NOTE** : Applications must be submitted on the most recently approved Z83 Application for Employment Form, obtainable from the DBE Website or any Public Service Department/Webpage. Use of the old Z83 Form will result in disqualification. The Z83 must be completed in full and page 2 duly signed. A clear indication of the post and reference number that is being applied for must be indicated on your Z83. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 with a detailed Curriculum Vitae (only). Certified copies of qualifications and other relevant documents will be requested from shortlisted candidates on or before the day of the interview. Successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks, qualification and employment verification including social media profiles). Appointment is subject to positive results of the security clearance process. The successful candidate will be required to sign an annual performance agreement and, where applicable, annually disclose his/her 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. Applicants, who do not comply with the requirements outlined above, will not be considered. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The successful candidate must sign an annual performance agreement, annually disclose his/ her financial interests and be subjected to a security clearance. NB: People with disabilities are encouraged to apply.

OTHER POST

- POST 24/04** : **SENIOR ADMINISTRATIVE OFFICER REF NO: DBE/55 /2026**
Branch: Curriculum Policy, Support and Monitoring
Chief Directorate: Public Examinations and Assessments
Directorate: Public Examinations
- SALARY** : R413 001 per annum (Level 08)
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicant must be in possession of three a (3) years relevant post matric qualification (NQF level 6) or equivalent qualification as recognised by SAQA; A minimum of at least two (2) years administrative work experience; Good understanding of the operation of the Public Sector; Good interpersonal relations; Good communication skills (written and verbal) and planning and organisational skills.; Good telephone etiquette; Computer literacy (MS Word, MS Excel, MS PowerPoint and MS Outlook); Ability to plan in details, be friendly, confident, Ability to 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 a commitment to a high standard of work.
- DUTIES** : The successful candidate will be responsible for providing administrative support to the Directorate: Public Examinations and the Office of the Director; Coordinating all directorate activities, including monitoring and tracking the directorate's operational, management, and improvement plans; Coordinating

and providing secretariat support for pre-standardisation meetings of the NSC and SC examination results; consolidating reports for the directorate, keeping records and maintaining an archiving system for all directorate documents, tracking expenditure of the directorate, Coordinating and providing secretariat support for DBE/Umalusi bilateral meetings; Providing secretariat support for Directorate management meetings; Promoting communication, innovation, and creativity within the Directorate.

ENQUIRIES

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

DEPARTMENT OF CIVILIAN SECRETARIAT FOR POLICE SERVICE

The Civilian Secretariat for Police Service is an equal opportunity, and gender sensitive employer and it is the intention to promote representivity in the Public Service through the filling of these posts. The Secretariat for Police service is committed to the achievement and maintenance of diversity and equity employment.

- APPLICATIONS** : must be mailed timeously to Private Bag X922, Pretoria, 0001 or hand delivered or couriered to 268 Lilian Ngoyi Street, Pretorius Street, Fedsure Building 2nd floor, Pretoria at the Reception Desk. No late applications will be accepted.
- CLOSING DATE** : 24 July 2026
- NOTE** : Applications must be submitted on the new prescribed application form Z.83 of the Public Service Act, obtainable from any Public Service Department or any Public Service and Administration website or Recruitment Office within the Civilian Secretariat for Police Service. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae (e.g. indicating positions held, dates and key performance areas/responsibilities). Only shortlisted candidates will be required to submit certified documents on or before the day of the interviews following communication from the Department. Failure to submit the requested documents/information will result in your application not being considered. Failure to comply with this requirement will result in the candidate being disqualified. 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. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Following the interview and technical exercise, the selection panel will recommend the most suitable candidate. Short-listed candidates will be subjected to a security clearance. The Secretary of Police Service has the right not to fill the post. All posts are based in Pretoria. Preference will be given to youth, people with disability and women in accordance with our employment equity. NB: Please ensure that your application reaches this office not later than 16h00 on week-days.

OTHER POSTS

- POST 24/05** : **EXECUTIVE PERSONAL ASSISTANT: OFFICE OF THE DDG'S REF NO: CSP/10/2026 (X2 POSTS)**
- SALARY** : R413 001 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : An undergraduate qualification (NQF Level 6 as recognised by SAQA) in Public Administration/or related equivalent qualification. Two years' experience in administrative/secretarial/personal assistant environment. Knowledge of information management, office administration and management. Knowledge of Supply Chain Management Procedures, Public Service Legislative and policy framework, applicable departmental policies and Public Finance Management Act. Knowledge of virtual meeting platforms, calendar and Scheduling Tools. Computer literacy, communication (verbal & written) Skills. Report writing, presentation, project management. Planning and organizing. Analytical and ability to interact with all business units.
- DUTIES** : Render administrative support services. Screen calls, emails and correspondence. Assist in planning, scheduling and coordinating internal and external meetings. Draft the meeting calendar for the DDG. Book boardroom/s for the DDG's meetings with internal and external stakeholders. Assist with the compilation of quarterly Demand Management Plans and monitoring of the budget expenditure. Provide secretariat support services for the DDG's meetings. Follow up on resolutions and action items. Handle correspondence in the office of the DDG. Organise, maintain the filing system and confidential records. Render logistical support services in the office of the DDG. Provide travel and accommodation arrangements. Process and submit itineraries. Process and submit subsistence and travel claims. Ensure that the DDG is

prepared for meetings and engagements (i.e. being in receipt of relevant information, briefing documents, etc.). Maintain the DDG's personal file (e.g. keep copies of documents submitted to HRM Unit such as leave forms, Performance Agreements/Assessments and other relevant work-related documents). Ensure effective and ongoing communication (verbal and written) is maintained from the office of the DDG, Branch and other business units. Receive and record documentation before submission to the Branch Coordinator. Meet and greet the clients/stakeholders who are visiting the DDG and manage the waiting area.

ENQUIRIES : Mr M Maiko Tel No: (012) 493 1390
APPLICATIONS : Can be emailed to ExecutivePA-ODDG@csp.gov.za
NOTE : Preference will be given to youth, Coloureds, Indians and Whites both males and females in accordance with our employment equity plan.

POST 24/06 : **ASSISTANT MONITORING AND EVALUATION OFFICER REF NO: CSP/11/2026**

SALARY : R280 278 per annum
CENTRE : Pretoria
REQUIREMENTS : National Diploma at (NQF 6 as recognized by SAQA) or relevant qualification in Social Sciences, Developmental Studies, Population Studies or Public Administration. Experience in data collection and processing. Data analysis and Information management. A high degree of computer literacy especially using the Microsoft windows suite (e.g. MS Word, Excel, Outlook). Understanding of policing environment and/or monitoring and evaluation. Planning and organizing. Data collection and management skill. Analytical, project management and interpersonal skills. Attention to detail, confidentiality and communication skills (written & verbal). Ability to work under pressure, problem analysis and decision-making. Drivers licence.

DUTIES : Conduct oversight visits. Collect data using M&E tools. Collect source documents as evidence to support the data collected. Capture data into the capturing system. Conduct quality control and assurance on completed M&E tools. Handle the control of documents within the directorate. Provide access to source documents based on access rights, maintain and update file of source documents. Provide admin support to the directorate. Ensure proper filling and archival of documents. Coordinate travel arrangements. Provide admin support to the Directorate. Provide logistical and administrative support to the Monitoring and Evaluation Team.

ENQUIRIES : Ms NM Sefiti Tel No: (012) 493 1388
APPLICATIONS : Can be emailed to AMandE-Officer@csp.gov.za
NOTE : Preference will be given to youth, persons with disability, Coloureds, Indians and Whites both males and females in accordance with our employment equity plan.

POST 24/07 : **ACCOUNTING CLERK REF NO: CSP/12/2026**

SALARY : R237 453 per annum
CENTRE : Pretoria
REQUIREMENTS : Grade 12 certificate or equivalent. Basic knowledge of financial functions, ability to capture data and ability to collate financial stats. Basic knowledge of Public financial legislations, procedures and treasury regulations. Knowledge of basic financial operating system (PERSAL, BAS, LOGIS etc.). Knowledge of working procedure in terms of the working environment and understanding of legislative framework governing the Public Service. Computer literacy. Planning and organizing, interpersonal and good verbal and written communication skills. Confidentiality, time management and ability to work under pressure.

DUTIES : Render financial accounting transactions. Receive invoices, check invoices for correctness, verification and approval. Process invoices (e.g. capture payments). Perform salary administration support services. Receive salary advices, process advices (e.g. check advices for correctness, capture salaries, bonuses, salary adjustments and capture all deductions etc.). Filing of documents. Perform bookkeeping support services. Capture all financial transactions. Clear suspense accounts, record debtors and creditors. Process electronic banking transactions and compile journals. Render Internal Control. Perform activities attached to improving control environment of payments for completeness and accuracy. Provide assistance in identifying control

mechanisms to reduce possible non-compliance. Develop, update and maintain an effective filing system /system control for the Directorate.

ENQUIRIES : Mr MD Mashifane Tel No: (012) 493 1435
APPLICATIONS : Can be emailed to AccountingClerk@csp.gov.za
NOTE : Preference will be given to youth, persons with disability, Coloureds, Indians and Whites both males and females in accordance with our employment equity plan.

POST 24/08 : **SUPPLY CHAIN MANAGEMENT CLERK REF NO: CSP/13/2026**

SALARY : R237 453 per annum
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 Certificate/National Senior Certificate or equivalent. No experience required. Basic Knowledge of supply chain duties, practices and ability to capture data, operate computer and collecting statistics. Basic Knowledge of and understanding of legislative framework governing the Public Service. Basic Knowledge of work procedures in terms of the working environment. Computer literacy, communication (verbal and written), Planning and organizing. Teamwork, accountability and transparency. Ethical Conduct and Integrity, time management. Customer Service Orientation.

DUTIES : Render Acquisition clerical support. Update and maintain a supplier database. Register suppliers on the Supply Chain (Logis) System. Receive and request quotation. Capture specification on the electronic purchasing system. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusion process. Place orders for goods, receive and verify goods from suppliers. Capture goods in registers database, receive request for goods from end users and maintain goods register. Update and maintain register of suppliers. Render Assets Management clerical support. Compile and maintain assets records/database. Check and issue, furniture, equipment and stationery to business units. Identify redundant, non-serviceable and obsolete equipment for disposal. Assist in conducting stock taking according to stock taking plan. Verify asset register.

ENQUIRIES : Mr MD Mashifane Tel No: (012) 493 1435
APPLICATIONS : Can be emailed to SCMClerk@csp.gov.za
NOTE : Preference will be given to youth, persons with disability, Coloureds, Indians and Whites both males and females in accordance with our employment equity plan.

DEPARTMENT OF COOPERATIVE GOVERNANCE

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

<u>CLOSING DATE</u>	:	24 July 2026
<u>NOTE</u>	:	Applicants are advised that a new application for employment (Z83) has been in effect since 1 January 2021. The new application for employment form can be downloaded at http://www.dpsa.gov.za/dpsa2g/vacancies.asp . Applications submitted using the old Z83 form will not be accepted. Applications must be accompanied by a comprehensive CV, with specific starting and ending dates in all relevant positions and clarity on the levels and ranks pertaining to experience, as well as current remuneration package, as well as at least 2 contactable references. A recommended CV template is available on the department's website on www.cogta.gov.za , click on the jobs tab. Only shortlisted candidates will be requested to submit certified documents/ copies on or before the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Incomplete applications or applications received after the closing date will not be considered. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS position 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 assessment to assess cognitive capability, behavioural preferences, emotional intelligence, and integrity. Core competencies: Strategic capacity and leadership. People management and empowerment. Advanced programme and project management. Change management. Financial management. Process Competencies: Knowledge management. Service Delivery Innovation. Advanced problem-solving and analysis. Client orientation and customer focus. Advanced communication skills (written and verbal). The successful candidate will be appointed to positive results of a pre-employment screening process which includes criminal, credit, citizenship checks and verification of educational qualification certificates. The successful candidate will be appointed to probation for a period of 12 months and will be required to sign a performance agreement. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. The Department reserves the right to make an appointment. The requirements for appointment at Senior Management Service level include the successful completion of Senior Management Pre-entry Programme as endorsed by the National School of Government, which can be accessed using the following link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . Candidates must provide proof of successful completion of the course prior to appointment. Persons with disabilities are encouraged to apply.

OTHER POSTS

<u>POST 24/09</u>	:	<u>DEPUTY DIRECTOR: PLANNING AND REPORTING REF NO: DD/PR/01</u>
<u>SALARY</u>	:	R932 292 per annum (Level 11)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	3-Year National Diploma or Bachelor's Degree in Business Management, Development Studies / Public Administration / Public Management or equivalent qualification at NQF level 6/7 as recognised by SAQA. 3-5 years' experience in strategic planning and reporting. Proficient in Microsoft Office packages (MS Word, MS PowerPoint, MS Teams, MS Excel and Outlook, etc.). A valid driver's licence. Generic Competencies: Planning and Organising,

- Coordination, Problem Solving & Decision Making, Project Management, People Management & Empowerment, Client Orientation & Customer Focus, Team Leadership, Diversity Management, Communication (Verbal & Written), Interpersonal Skills and Financial Management. Technical Competencies: In-depth knowledge and understanding: Legislation Governing Planning, Monitoring, and Reporting, Data Collection, Data Analysis and Report Writing, Research methodology, Strategic Planning and Reporting processes, Annual Operational Plan, Audit and risk action plans, Preparation of minutes for Quarterly Review meetings
- DUTIES** : The successful candidate will perform the following duties: Facilitate the development of a Strategic Plan and an Annual Performance Plan. Coordinate and facilitate the development of the departmental Annual Operational Plan. Compile Quarterly Performance Reports. Coordinate and facilitate the development of an Annual Report. Compile strategic reports such as the Handover Report, Mid-Term Assessment Report, Strategic End-Term Report and departmental MTDP Progress Reports.
- ENQUIRIES** : Ms B Kgwete at 064 081 3357
- APPLICATIONS** : For application enquiries contact: To the T Recruitment at 067 391 7387
Applications must be submitted electronically via email to: dcog17@tttreruitment.co.za
- POST 24/10** : **ASSISTANT DIRECTOR: REVENUE MANAGEMENT REF NO: ADRM05**
- SALARY CENTRE REQUIREMENTS** : R487 197 per annum (Level 09)
: Pretoria
: 3-Year National Diploma or Bachelor's Degree in Finance or equivalent qualification at NQF level 6/7 as recognised by SAQA. 3-5 years' experience in a related field. Proficient in Microsoft Office packages (MS Word, MS PowerPoint, MS Teams, MS Excel and Outlook e.t.c). Generic Competencies: Planning and Organising, Coordination, Problem Solving & Decision Making, Project Management, People Management & Empowerment, Client Orientation & Customer Focus, Team Leadership, Diversity Management, Communication (Verbal & Written). Technical Competencies: In-depth knowledge of: Comprehensive knowledge and understanding of: the Municipal Finance Management Act (MFMA) Treasury Regulations, Division of Revenue Act (DoRA), Public Finance Management Act (PFMA). Provincial and Local Government legislation and systems. Policy development. Public Private Partnerships. Revenue and debt management. Audit management. Poverty alleviation and job creation strategies.
- DUTIES** : Develop and implement revenue enhancement initiatives to enhance revenue collection in municipalities. Coordinate the reports on the payment of government debt to municipalities. Report on credibility of credit controls and debt policies and its by-laws in municipalities. Coordinate and develop municipal debt collection strategies and financial recovery plans.
- ENQUIRIES** : Ms K Fata at 072 3833 789
- APPLICATIONS** : For application enquiries contact: Mr. S Ndlovu Tel No: (011) 763 1103/04
Applications must be submitted electronically via email to: response@multilead.co.za
- POST 24/11** : **ASSISTANT DIRECTOR: INTEGRATED MONITORING AND REPORTING SYSTEM REF NO: ADIMRS**
- SALARY CENTRE REQUIREMENTS** : R487 197 per annum (Level 09)
: Pretoria
: 3-Year National Diploma or Bachelor's Degree in Monitoring and Evaluation / Development Studies or equivalent qualification at NQF level 6/7 as recognised by SAQA. 3-5 years' experience in a related field. Proficient in Microsoft Office packages (MS Word, MS PowerPoint, MS Teams, MS Excel and Outlook e.t.c). A valid driver's license and extensive travelling. Generic Competencies: Planning and Organising, Coordination, Problem Solving & Decision Making, Project Management, People Management & Empowerment, Client Orientation & Customer Focus, Team Leadership, Diversity Management, Communication (Verbal & Written). Technical Competencies: In-depth knowledge of: Monitoring, Reporting and Evaluation, Strategic planning. Outcome base approach. Analytic skills. Research. Excel at intermediate /advanced level.

- DUTIES** : Facilitate development and implementation of policy and regulatory frameworks to strengthen monitoring and reporting. Analyse and develop reports on the performance of municipalities. Coordinate the national and provincial monitoring and reporting structures. Develop and maintain monitoring and reporting databases.
- ENQUIRIES** : Ms X Salla at 082 632 2277 / 012 3340883
For application enquiries contact Tel No: (010) 593 1998
- APPLICATIONS** : Applications must be submitted electronically via email to:
adimrs@ntirho.co.za

DEPARTMENT OF DEFENCE



- CLOSING DATE** : 24 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 web site link: <https://www.dpsa.gov.za/newsroom/psvc/>. Should an application be received using incorrect application employment form Z83, it will be disqualified, which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV only (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview which should not be older than six months. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application, it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. The level of appointments is dependent upon, qualifications, relevant experience and research output. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. 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 the period of twelve (12) months in terms of the prescribed rules.

OTHER POSTS

- POST 24/12** : **PERSONNEL OFFICIAL: SUPERVISOR REF NO: SG 01/24/26/01**
- SALARY** : R338 106 - R398 277 per annum (Level 07)

- CENTRE** : South African Military Health Service HQ, PSAP Nodal Point, Lyttelton, Pretoria.
- REQUIREMENTS** : A Minimum of Grade 12 (NQF Level 4) or equivalent. Three (3) years' experience in Human Resource /PSAP Maintenance environment. Special requirements (Skills needed): Computer literacy (Word and Excel organizing and interpersonal relationship skills, basic knowledge of the mainframe system and may have HR courses Knowledge and understanding of Public Finance Management Act (PFMA), Public Service Regulation (PSR), Public Service Act (PSA) and Treasury Regulations. Proven ability to communicate effectively (verbal and written), orientated towards teamwork and receptive to work related suggestion. Enthusiastic and positive personal conduct.
- DUTIES** : The suitable candidate will be responsible for the following duties: Administration of re-appointments of professionals (Medical, Allied and Clinical). Transfers, detached duty, Capturing of Commuted Overtime, Rural and Deep Rural Allowances, Grade Progression, Restructuring of OSD Packages and Salary Audits.
- ENQUIRIES** : Ms K.S. Ledwaba Tel No: (012) 671 5097/5099
- APPLICATIONS** : Department of Defence, South African Military Health Service, Private Bag X102, Centurion, 0046, or hand deliver to LEW Building, Cnr Selborne and Trichard Ave, Lyttelton. samhspaphr@dod.mil.za
- POST 24/13** : **ADMINISTRATION CLERK: SUPERVISOR REF NO: SG 01/24/26/02**
- SALARY** : R338 106 - R398 277 per annum (Level 07)
- CENTRE** : Area Military Health Unit Western Cape (AMHU WC), Wynberg
- REQUIREMENTS** : A minimum of Grade 12 (NQF Level 4) or equivalent with a minimum of three (3) years' experience in Human Resource Administration. Special requirements (Skills needed): Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Planning and organisation skills, Computer literacy. Proven ability to communicate effectively (written and verbally). Language skills.
- DUTIES** : The suitable candidate will be responsible for the following duties: Record, organise, store, capture and retrieve correspondence and data (line function). Update registers enquiries. Handle routine enquires. Make photocopies and receive or send facsimiles. Distribute documents/package to various stakeholders as required. Keep and maintain the filing system for the component. Type basic letters and /or other correspondence when required. Keep and maintain the incoming and outgoing register of the component.
- ENQUIRIES** : Major T.B. Nkonzo Tel No: (021) 799 6893 or WO2 Ndebele Tel No: (021) 799 6892
- APPLICATIONS** : Department of Defence, South African Military Health Service, AMHU WC, Wynberg, Private Bag X10, Wynberg, 7824 or hand deliver to Burren Road Wynberg 7824 or email to Theodora.nkonzo@dod.mil.za
- POST 24/14** : **ADMINISTRATION CLERK: SUPERVISOR REF NO: SG 01/24/26/03**
- SALARY** : R338 106 - R398 277 per annum (Level 07)
- CENTRE** : Military Base Hospital, Lohatla
- REQUIREMENTS** : A minimum of Grade 12 (NQF Level 4) or equivalent with a minimum of three (3) years' experience in Patient Administration. Special requirements (Skills needed): Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment Planning and organisation skills, Computer literacy. Proven ability to communicate effectively (written and verbally). Language skills. Problem solving.
- DUTIES** : Ensure all patient related tasks, reception, data capturing, management of medical debts, management of accounts, spectacle services. Managing health records. The applicants will be involved in all aspects of the scanning and capturing processes. Receiving of health records. Rendering a comprehensive secretarial and reception service. Ensuring correct referral documentation for referred patients. Handling health record and telephonic enquiries. Compiling quarterly and monthly statistics for management retrieve records for HCP's/management. Problem solving and supervisory duties.
- ENQUIRIES** : Major L.D. Masalisa Tel No: (053) 830 3225

- APPLICATIONS** : Department of Defence, South African Military Health, Military Health Combat Training Centre, Postmasburg, Private Bag X3001, or hand deliver to Military Base, Cnr Quartz & Mangan Road, Postmasburg, 8420 or email Lorna.masalisa@dod.mil.za
- POST 24/15** : **ADMINISTRATION CLERK: SUPERVISOR REF NO: SG 01/24/26/04 (3X POSTS)**
- SALARY** : R338 106 - R398 277 per annum (Level 07)
CENTRE : 3 Military Hospital, Bloemfontein.
REQUIREMENTS : A minimum of Grade 12 (NQF Level 4) or equivalent, with a minimum of three (3) years' experience in Patient Administration. Special requirements (Skills needed): Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Planning and organisation skills, Computer literacy. Proven ability to communicate effectively (written and verbally). Language skills.
- DUTIES** : Manage medical records, receiving capturing and scanning of medical records. Render a comprehensive reception and secretarial services. Ensuring correct referral documentation for referred patients. Handling medical record queries. Compile weekly and monthly statistics for management. Retrieve records for HCPs/management. Problem. Facilitate medical authorities. Medical debtor and invoice management.
- ENQUIRIES** : Maj L. Tshita Tel No: (051) 402 2213
APPLICATIONS : Department of Defence, 3 Military Hospital, Private Bag X40003, Brandhof,9324, or hand deliver to 3 Military Hospital, Furstenberg road, Tempe, Bloemfontein or email to 3milHR@dod.mil.za
- POST 24/16** : **PROVISIONING ADMINISTRATION CLERK: PRODUCTION REF NO: SG 01/24/26/05**
- SALARY** : R237 453 - R279 708 per annum (Level 05)
CENTRE : 3 Military Hospital, Bloemfontein
REQUIREMENTS : A minimum of Grade 12 (NQF Level 4) or equivalent. No experience required. Special requirements (Skills needed): Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Planning and organisation skills, Computer literacy. Proven ability to communicate effectively (written and verbally). Language skills.
- DUTIES** : The suitable candidate will be responsible for the following duties: Management and effectiveness of the stores operations. Execute the Log plan, policies and internal procedures as set by the HQ Commander. Keep a complete record of all equipment in the stores. Ensure that unserviceable equipment are written-off to the unserviceable store. Issue equipment by means of an issue voucher via the transito. Receive incoming stock and compare with the receipt voucher to be posted on the main ledger. Place orders for equipment when equipment reaches their stock levels. Ensure stores are neatly packed for stock taking and all stock that is not needed must be disposed and make space for new stock. Control register must be updated and controlled in order to maintain stock levels and to monitor the distribution of equipment. Also responsible for managing all general administration work, distribute relevant incoming correspondence to the involved section. Archiving must be done according to prescriptions.
- ENQUIRIES** : Maj L. Tshita Tel No: (051) 402 2213
APPLICATIONS : Department of Defence, 3 Military Hospital, Private Bag X40003, Brandhof, 9324, or hand deliver to 3 Military Hospital, Furstenberg road, Tempe Military base, Bloemfontein or email to 3milHR@dod.mil.za
- POST 24/17** : **PROVISIONING ADMINISTRATION CLERK: PRODUCTION: REF NO: SG 01/24/26/06**
- SALARY** : R237 453 - R279 708 per annum (Level 05)
CENTRE : Military Health Combat Training Centre, Lohatla
REQUIREMENTS : A minimum of Grade 12 (NQF Level 4) or equivalent. No experience required. Special requirements (Skills needed): Knowledge of clerical duties, practices

as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Knowledge of various filing systems. Planning and organisation skills, Computer literacy. Proven ability to communicate effectively (written and verbally). Language skills.

DUTIES : The suitable candidate will be responsible for the following duties: Management and effectiveness of the stores operations. Execute the Log plan, policies and internal procedures as set by the HQ Commander. Keep a complete record of all equipment in the stores. Ensure that unserviceable equipment are written-off to the unserviceable store. Issue equipment by means of an issue voucher via the transito. Receive incoming stock and compare with the receipt voucher to be posted on the main ledger. Place orders for equipment when equipment reaches their stock levels. Ensure stores are neatly packed for stock taking and all stock that is not needed must be disposed and make space for new stock. Control register must be updated and controlled in order to maintain stock levels and to monitor the distribution of equipment. Also responsible for managing all general administration work, distribute relevant incoming correspondence to the involved section. Archiving must be done according to prescripts.

ENQUIRIES : Major G.A. Nienaber Tel No: (053) 321 2366 or Sgt C.J. Louw Tel No: (053) 321 2189

APPLICATIONS : Department of Defence, South African Military Health, Military Health Combat Training Centre, Postmasburg, Private Bag X3001, or hand deliver to Military Base, Cnr Quartz & Mangan Road, Postmasburg, 8420 or email Lorna.masalisa@dod.mil.za

POST 24/18 : **ADMINISTRATION CLERK: PRODUCTION REF NO: SG 01/24/26/07**

SALARY : R237 453 - R279 708 per annum (Level 05)
CENTRE : Institute for Maritime Medicine (IMM), Simonstown
REQUIREMENTS : A minimum of Grade 12 (NQF Level 4) or equivalent. No experience required. Special requirements (Skills needed): Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Planning and organisation skills, Language skills. Proven ability to communicate effectively (written and verbally). Computer literacy. A typing test will be required of all candidates interviewed.

DUTIES : Ensure an effective reception service. Record, organize, store and retrieve information related to work in the administrative environment and or deal directly with clients by requesting and providing information. Capture patient health data. Routine administration output control statistics. Retrieve records for HCP's/management. The applicant will be required to render comprehensive clinic/ward reception and secretarial duties. Process and capturing of health records on the Military Medical Main Frame. Liaison between patients and Health Care Professionals.

ENQUIRIES : Major A. Haman Tel No: (021) 787 4507/4497 or Mr B.O. Xhalabile Tel No: (021) 787 4026

APPLICATIONS : Department of Defence, South African Military Health Service, Human Resource section, Private Bag X1, Simonstown, Cape Town, 7995 or hand deliver to Institute for Maritime Medicine, Simonstown, Cape Town, 7995 or email to rohan.terblanche@dod.mil.za

POST 24/19 : **ADMINISTRATION CLERK: PRODUCTION REF NO: SG 01/24/26/08**

SALARY : R237 453 - R279 708 per annum (Level 05)
CENTRE : 1 Medical Battalion Group (MED BN GP), Durban
REQUIREMENTS : A minimum of Grade 12 (NQF Level 4) or equivalent. No experience required. Special requirements (Skills needed): Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Planning and organisation skills, Computer literacy. Proven ability to communicate effectively (written and verbally). Language skills.

DUTIES : A successful candidate will be responsible to perform the following core functions: Render general clerical support services such as; record, organize,

- store, capture correspondence and data. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing documents register of the office.
- ENQUIRIES** : Ssgt R.S. Khuzwayo Tel No: (031) 451 1187/832
APPLICATIONS : Department of Defence, South African Military Health Service, 1 Med Bn Gp, Durban, 4000 or hand deliver to 1 Med Bn Gp, 427 Anton Lembede Street or email to Siyabonga.Khuzwayo@dod.mil.za
- POST 24/20** : **PERSONNEL OFFICIAL: PRODUCTION REF NO: SG 01/24/26/09**
- SALARY** : R237 453 - R279 708 per annum (Level 05)
CENTRE : Military Health Training Formation, Lephalale
REQUIREMENTS : A minimum of Grade 12 (NQF Level 4) or equivalent. No experience required. Special requirements (Skills needed): Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Planning and organisation skills, Computer literacy. Proven ability to communicate effectively (written and verbally). Language skills.
- DUTIES** : Provide personnel administration clerical support services within the Head Quarter. Facilitate and provide administrative support for the Implementation of conditions of service and service benefits (Leave, Housing, Medical, S & T, injury on duty, long service recognition, overtime, relocation, pension, allowances and termination of service. Noticas and Awol Administration. Provide support to the recruitment and selection processes. Capture and update all personal data on the mainframe. Maintain a leave register for the department. Keep and maintain personnel records in the department. Keep and maintain the attendance register of the department. Arrange travelling and accommodation.
- ENQUIRIES** : Col M.R. Mphashi Tel No: (015) 299 3701 or WO1 L.A. Alberts Tel No: (015) 299 3743
APPLICATIONS : SAMHS Training Centre Lephalale, Private bag X7503, Lephalale 0557 or hand deliver to SAMHS Training Centre Lephalale, Overwacht Ave, Onverwacht, 0557 or email to Andisa.Teka@dod.mil.za
- POST 24/21** : **ADMINISTRATION CLERK: PRODUCTION REF NO: SG 01/24/26/10**
- SALARY** : R237 453 - R279 708 per annum (Level 05)
CENTRE : Military Health Training Formation Head Quarters
REQUIREMENTS : A minimum of Grade 12 (NQF Level 4) or equivalent. No experience required. Special requirements (Skills needed): Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Planning and organisation skills, Computer literacy. Proven ability to communicate effectively (written and verbally). Language skills.
- DUTIES** : A successful candidate will be responsible to perform the following core functions: Render general clerical support services such as; record, organize, store, capture correspondence and data. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing documents register of the office.
- ENQUIRIES** : Maj A.V. Teka or WO2 M.M. Motjopi Tel No: (012) 674 6125/6221
APPLICATIONS : Department Defence, South African Military Health Service, Human Resource Service Department, Military Health Training Formation, Private Bag X1022, Thaba Tshwane 0143 or hand deliver to Military Health Training Formation 09 Voortrekker Road, Thaba Tshwane, Pretoria or email to Andisa.Teka@dod.mil.za
- POST 24/22** : **SECRETARY REF NO: SG 01/24/26/11**
- SALARY** : R237 453 - R279 708 per annum (Level 05)
CENTRE : Area Military Health Unit North West, Potchefstroom

- REQUIREMENTS** : A minimum of Grade 12 (NQF Level 4) or equivalent No experience required. Special requirements (Skills needed): Language skills and the ability to communication well with people at the different levels. Computer literate (MS Word, Excel and power Point) and good telephone etiquette. Sound organisational skills. Good inter-personal skills. High level of reliability. Good communication skills. Ability to act with tact discretion.
- DUTIES** : Provide secretarial support service, to the Director. Record appointments and events (manage the Director diary). Receive telephone calls and refer to the correct role players. Records appointments and events in the diary of the director. Operate office equipment like fax and photocopying machine. Liaises with travelling agencies to make travelling arrangements for Chief Director. Process travels and substances claims for Director. Follow up the arrangements and discuss with the Chief Director when the relevant documents are received to ensure that the Director endorsed the accommodation prior to confirmation. Arrange meetings and events for Director. Book venues, Invites role player, organise refreshments and set up schedules for meetings and events. Process all invoices that emanate from activities of the work of the Director. Records basic minutes of the meeting of the Director. Draft routine correspondence and reports. Establish and maintain filing system in the office of the Director. Administer matters like leave for the Director. Handle the procumbent of standard items like stationery, refreshments etc. Collect all relevant documents to enable the director to prepare for the meetings. Manage all correspondence in and out of the Director's office. Ensure that documents are submitted for the Director's approval adhere to set norms and standards. Remain Abreast with the procedure and processes that apply in the DOD to ensure efficient and effective support to the Director. Study the relevant Public Servant and Departmental prescripts/policies and other documents to ensure that the application thereof is understood properly.
- ENQUIRIES APPLICATIONS** : Capt R. Mokgathe Tel No: (018) 289 1305
: Department of Defence, Area Military Health Unit North West Human Resource Office, Private Bag X2011, Noorbrug, Potchefstroom, 2351 or hand deliver to Area Military Health Unit, Gen Koosdelare Road or email to Sehularo.Legoete@dod.mil.za
- POST 24/23** : **SECRETARY REF NO: SG 01/24/26/12**
- SALARY CENTRE REQUIREMENTS** : R237 453 - R279 708 per annum (Level 05)
: Area Military Health Unit Western Cape, Wynberg.
: A minimum of Grade 12 (NQF Level 4) or equivalent. No experience required. Special requirements (Skills needed): Language skills and the ability to communication well with people at the different levels. Computer literate (MS Word, Excel and power Point) and good telephone etiquette. Sound organisational skills. Good inter-personal skills. High level of reliability. Good communication skills. Ability to act with tact discretion.
- DUTIES** : Provide secretarial support service, to the Director. Record appointments and events (manage the Director diary). Receive telephone calls and refer to the correct role players. Records appointments and events in the diary of the director. Operate office equipment like fax and photocopying machine. Liaises with travelling agencies to make travelling arrangements for Chief Director. Process travels and substances claims for Director. Follow up the arrangements and discuss with the Chief Director when the relevant documents are received to ensure that the Director endorsed the accommodation prior to confirmation. Arrange meetings and events for Director. Book venues, Invites role player, organise refreshments and set up schedules for meetings and events. Process all invoices that emanate from activities of the work of the Director. Records basic minutes of the meeting of the Director. Draft routine correspondence and reports. Establish and maintain filing system in the office of the Director. Administer matters like leave for the Director. Handle the procumbent of standard items like stationery, refreshments etc. Collect all relevant documents to enable the director to prepare for the meetings. Manage all correspondence in and out of the Director's office. Ensure that documents are submitted for the Director's approval adhere to set norms and standards. Remain Abreast with the procedure and processes that apply in the DOD to ensure efficient and effective support to the Director. Study the relevant Public Servant and Departmental

		prescripts/policies and other documents to ensure that the application thereof is understood properly.
<u>ENQUIRIES APPLICATIONS</u>	:	Maj T.B. Nkongo Tel No: (021) 799 6893 Department of Defence, South African Military Health Services, Area Military Health Unit Western Cape, Private Bag X10, Wynberg, 7824 or hand deliver to Area Military Health Unit Buren Road or email to Theodora.nkozo@dod.mil.za
<u>POST 24/24</u>	:	<u>SECRETARY REF NO: SG 01/24/26/13</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R237 453 - R279 708 per annum (Level 05) Military Health Training Formation Head Quarters, Pretoria A minimum of Grade 12 (NQF Level 4) or equivalent. No experience required. Special requirements (Skills needed): Language skills and the ability to communication well with people at the different levels. Computer literate (MS Word, Excel and power Point) and good telephone etiquette. Sound organisational skills. Good inter-personal skills. High level of reliability. Good communication skills. Ability to act with tact discretion.
<u>DUTIES</u>	:	Provide secretarial support service, to the Director. Record appointments and events (manage the Director diary). Receive telephone calls and refer to the correct role players. Records appointments and events in the diary of the director. Operate office equipment like fax and photocopying machine. Liaises with travelling agencies to make travelling arrangements for Chief Director. Process travels and substances claims for Director. Follow up the arrangements and discuss with the Chief Director when the relevant documents are received to ensure that the Director endorsed the accommodation prior to confirmation. Arrange meetings and events for Director. Book venues, Invites role player, organise refreshments and set up schedules for meetings and events. Process all invoices that emanate from activities of the work of the Director. Records basic minutes of the meeting of the Director. Draft routine correspondence and reports. Establish and maintain filing system in the office of the Director. Administer matters like leave for the Director. Handle the procurement of standard items like stationery, refreshments etc. Collect all relevant documents to enable the director to prepare for the meetings. Manage all correspondence in and out of the Director's office. Ensure that documents are submitted for the Director's approval adhere to set norms and standards. Remain Abreast with the procedure and processes that apply in the DOD to ensure efficient and effective support to the Director. Study the relevant Public Servant and Departmental prescripts/policies and other documents to ensure that the application thereof is understood properly.
<u>ENQUIRIES APPLICATIONS</u>	:	Maj A.V. Teka or WO2 M.M. Motjopi Tel No: (012) 674 6125/6221 Department Defence, South African Military Health Service, Human Resource Service Department, Military Health Training Formation, Private Bag X1022, Thaba Tshwane 0143 or hand deliver to Military Health Training Formation 09 Voortrekker Road, Thaba Tshwane, Pretoria or email to Andisa.Teka@dod.mil.za
<u>POST 24/25</u>	:	<u>SECRETARY (X4 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R237 453 - R279 708 per annum (Level 05) SAMHS HQ. Directorate Psychology Ref No: SG 01/24/26/14A SAMHS HQ. Directorate Social Work Ref No: SG 01/24/26/14B SAMHS HQ. Directorate HRM Ref No: SG 01/24/26/14C SAMHS HQ. Chief Directorate Force Support Ref No: SG 01/24/26/14D A minimum of Grade 12 (NQF Level 4) or equivalent. No experience required. Special requirements (Skills needed): Language skills and the ability to communication well with people at the different levels. Computer literate (MS Word, Excel and power Point) and good telephone etiquette. Sound organisational skills. Good inter-personal skills. High level of reliability. Good communication skills. Ability to act with tact discretion.
<u>DUTIES</u>	:	Provide secretarial support service, to the Director. Record appointments and events (manage the Director diary). Receive telephone calls and refer to the correct role players. Records appointments and events in the diary of the director. Operate office equipment like fax and photocopying machine. Liaises with travelling agencies to make travelling arrangements for Chief Director. Process travels and substances claim for Director. Follow up the arrangements and discuss with the Chief Director when the relevant documents are received

to ensure that the Director endorsed the accommodation prior to confirmation. Arrange meetings and events for Director. Book venues, invites role player, organise refreshments and set up schedules for meetings and events. Process all invoices that emanate from activities of the work of the Director. Records basic minutes of the meeting of the Director. Draft routine correspondence and reports. Establish and maintain filing system in the office of the Director. Administer matters like leave for the Director. Handle the procumbent of standard items like stationery, refreshments etc. Collect all relevant documents to enable the director to prepare for the meetings. Manage all correspondence in and out of the Director's office. Ensure that documents are submitted for the Director's approval adhere to set norms and standards. Remain Abreast with the procedure and processes that apply in the DOD to ensure efficient and effective support to the Director. Study the relevant Public Servant and Departmental prescripts/policies and other documents to ensure that the application thereof is understood properly.

ENQUIRIES : Ms K.S. Ledwaba Tel No: (012) 671 5097/5099
APPLICATIONS : Department of Defence, South African Military Health Services, Private Bag X102 Centurion, 0046 or hand deliver to LEW Building, Block A 388 Cnr Selborne and Trichard Ave, Lyttelton or email to samhspaphr@dod.mil.za

POST 24/26 : **SECRETARY REF NO: SG 01/24/26/15**

SALARY : R237 453 - R279 708 per annum (Level 05)
CENTRE : 7 Medical Battalion Group, Pretoria
REQUIREMENTS : A minimum of Grade 12 (NQF Level 4) or equivalent. No experience required. Special requirements (Skills needed): Language skills and the ability to communication well with people at the different levels. Computer literate (MS Word, Excel and power Point) and good telephone etiquette. Sound organisational skills. Good inter-personal skills. High level of reliability. Good communication skills. Ability to act with tact discretion.

DUTIES : Provide secretarial support service, to the Director. Record appointments and events (manage the Director diary). Receive telephone calls and refer to the correct role players. Records appointments and events in the diary of the director. Operate office equipment like fax and photocopying machine. Liaises with travelling agencies to make travelling arrangements for Chief Director. Process travels and substances claim for Director. Follow up the arrangements and discuss with the Chief Director when the relevant documents are received to ensure that the Director endorsed the accommodation prior to confirmation. Arrange meetings and events for Director. Book venues, invites role player, organise refreshments and set up schedules for meetings and events. Process all invoices that emanate from activities of the work of the Director. Records basic minutes of the meeting of the Director. Draft routine correspondence and reports. Establish and maintain filing system in the office of the Director. Administer matters like leave for the Director. Handle the procumbent of standard items like stationery, refreshments etc. Collect all relevant documents to enable the director to prepare for the meetings. Manage all correspondence in and out of the Director's office. Ensure that documents are submitted for the Director's approval adhere to set norms and standards. Remain Abreast with the procedure and processes that apply in the DOD to ensure efficient and effective support to the Director. Study the relevant Public Servant and Departmental prescripts/policies and other documents to ensure that the application thereof is understood properly.

ENQUIRIES : WO1 M.M. Van Den Berg Tel No: (012) 671 6845
APPLICATIONS : Department of Defence, South African Military Health Services, 7 Medical Battalion Group, Private Bag X1010, Lyttelton, Pretoria 0140 or hand deliver to 7 Medical Battalion Group, Cnr North and Lionel Slade Street, Lyttelton, Pretoria or email to marthinus.VanDerBerg@dod.mil.za

POST 24/27 : **SECRETARY REF NO: SG 01/24/26/16**

SALARY : R237 453 - R279 708 per annum (Level 05)
CENTRE : 8 Medical Battalion Group, Pretoria
REQUIREMENTS : A minimum of Grade 12 (NQF Level 4) or equivalent. No experience required. Special requirements (Skills needed): Language skills and the ability to communication well with people at the different levels. Computer literate (MS Word, Excel and power Point) and good telephone etiquette. Sound

		organisational skills. Good inter-personal skills. High level of reliability. Good communication skills. Ability to act with tact discretion.
<u>DUTIES</u>	:	Provide secretarial support service, to the Director. Record appointments and events (manage the Director diary). Receive telephone calls and refer to the correct role players. Records appointments and events in the diary of the director. Operate office equipment like fax and photocopying machine. Liaises with travelling agencies to make travelling arrangements for Chief Director. Process travels and substances claims for Director. Follow up the arrangements and discuss with the Chief Director when the relevant documents are received to ensure that the Director endorsed the accommodation prior to confirmation. Arrange meetings and events for Director. Book venues, Invites role player, organise refreshments and set up schedules for meetings and events. Process all invoices that emanate from activities of the work of the Director. Records basic minutes of the meeting of the Director. Draft routine correspondence and reports. Establish and maintain filing system in the office of the Director. Administer matters like leave for the Director. Handle the procurement of standard items like stationery, refreshments etc. Collect all relevant documents to enable the director to prepare for the meetings. Manage all correspondence in and out of the Director's office. Ensure that documents are submitted for the Director's approval adhere to set norms and standards. Remain Abreast with the procedure and processes that apply in the DOD to ensure efficient and effective support to the Director. Study the relevant Public Servant and Departmental prescripts/policies and other documents to ensure that the application thereof is understood properly.
<u>ENQUIRIES APPLICATIONS</u>	:	Maj M.M Jagers Tel No: (012) 671 6403
	:	Department of Defence, South African Military Health Services, 8 Medical Battalion Group, Private Bag X1019, Lyttelton, Pretoria 0140 or hand deliver to 8 Medical Battalion Group, Tek Base, Lyttelton, Pretoria or email to Mamokete.Jagers@dod.mil.za
<u>POST 24/28</u>	:	<u>HANDYMAN REF NO: SG 01/24/26/17</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R170 226 – R200 523 per annum (Level 03)
	:	Area Military Health Unit Gauteng, Pretoria
	:	A minimum of ABET L4 qualification with 0-6 Months relevant experience is required. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Basic knowledge of health and safety. Knowledge of equipment. Good interpersonal relation and punctuality.
<u>DUTIES</u>	:	Conduct regular unit inspections. Attend to minor electrical, plumbing and carpentry problems. Maintain of office equipment and furniture. Repair broken furniture and equipment's. Report defects. Safekeeping of maintenance tools and supplies. Load and unload various articles and equipment needed on the grounds. Remove refuse from the terrain. Load refuse on the truck for transportation to refuse dumps or burn refuse. Maintain neatness of the unit areas.
<u>ENQUIRIES APPLICATIONS</u>	:	WO2 H.P. De Beer Tel No: (012) 314 3145
	:	Department of Defence Area Military Health Unit Gauteng, Private Bag X02, Gezina, 0031 or hand deliver to 185 Rose Street Rietondale or email to Amhu.gauteng@dod.mil.za
<u>POST 24/29</u>	:	<u>CLEANER REF NO: SG 01/24/26/18 (X6 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R144 024 – R169 656 per annum (Level 02)
	:	3 Military Hospital, Bloemfontein
	:	A minimum of ABET qualification. No experience required. Special requirements (Skills needed): Ability to stand long hours. Ability to work independently. Organizing, Communication and writing skills. Basic knowledge of health and safety. Working shift hours as required.
<u>DUTIES</u>	:	Clean offices corridors, elevators and boardrooms. Dusting and waxing office furniture. Sweeping, scrubbing and waxing of floors. Vacuuming and shampooing floors. Cleaning walls, windows and doors. Emptying and cleaning of dirt bins. Collect and removing of waste papers. Freshen the office areas. Clean general kitchen by cleaning of basins. Wash and keep stock of kitchen utensils. Cleaning the rest rooms, refilling liquid soap. Replace toilet papers, hand towels and fresheners. Empty and wash waste bins. Keep and maintain cleaning materials and equipment's. Report broken cleaning machines and

equipment. Cleaning of machines (microwares, vacuum etc.) and equipment after use. Placing demands for cleaning materials and collection from stores. Clear and clean tables.

ENQUIRIES : Maj L. Tshita Tel No: (051) 402 2213
APPLICATIONS : Department of Defence, 3 Military Hospital Private Bag X40003, Brandhof or hand deliver to 3 Military Hospital, Furstenberg Road, Tempe Military Base 9324 or email to 3milHR@dod.mil.za

POST 24/30 : **CLEANER REF NO: SG 01/24/26/19 (X5 POSTS)**

SALARY : R144 024 – R169 656 per annum (Level 02)
CENTRE : Area Military Health Unit Gauteng, Pretoria
REQUIREMENTS : A minimum of ABET qualification. No experience required. Special requirements (Skills needed): Ability to stand long hours. Ability to work independently. Organizing, Communication and writing skills. Basic knowledge of health and safety. Working shift hours as required.

DUTIES : Clean offices corridors and boardrooms. Dusting and waxing office furniture. Sweeping, scrubbing and waxing of floors. Vacuuming and shampooing floors. Cleaning walls, windows and doors. Emptying and cleaning of dirt bins. Collect and removing of waste papers. Freshen the office areas. Clean general kitchen by cleaning of basins. Wash and keep stock of kitchen utensils. Cleaning the rest rooms, refilling liquid soap. Replace toilet papers, hand towels and refreshers. Empty and wash waste bins. Keep and maintain cleaning materials and equipment's. Report broken cleaning machines and equipment. Cleaning of machines (microwares, vacuum etc.) and equipment after use. Placing demands for cleaning materials and collection from stores.

ENQUIRIES : WO2 H.P. De Beer Tel No: (012) 314 3145
APPLICATIONS : Department of Defence Area Military Health Unit Gauteng, Private Bag X02, Gezina, 0031 or hand deliver to 185 Rose Street, Rietondale or email to Amhu.gauteng@dod.mil.za

POST 24/31 : **CLEANER REF NO: SG 01/24/26/20 (X5 POSTS)**

SALARY : R144 024 – R169 656 per annum (Level 02)
CENTRE : Military Health Training Formation Head Quarters, Pretoria.
REQUIREMENTS : A minimum of ABET qualification. No experience required. Special requirements (Skills needed): Ability to stand long hours. Ability to work independently. Organizing, Communication and writing skills. Basic knowledge of health and safety. Working shift hours as required.

DUTIES : Clean offices corridors, and boardrooms. Dusting and waxing office furniture. Sweeping, scrubbing and waxing of floors. Vacuuming and shampooing floors. Clean walls, windows and doors. Emptying and cleaning of dirt bins. Collect and removing of waste papers. Freshen the office areas. Clean general kitchen by cleaning of basins. Wash and keep stock of kitchen utensils. Clean the rest rooms, refilling liquid soap. Replace toilet papers, hand towels and fresheners. Empty and wash waste bins. Keep and maintain clean materials and equipment's. Report broken cleaning machines and equipment. Cleaning of machines (microwares, vacuum etc.) and equipment after use. Placing demands for cleaning materials and collection from stores.

ENQUIRIES : Maj A.V. Teka or WO2 M.M. Motjopi Tel No: (012) 674 6125/6221
APPLICATIONS : Department Defence, South African Military Health Service, Human Resource Department, Military Health Training Formation, Private Bag X1022, Thaba Tshwane 0143, or hand deliver to Military Health Training Formation, 09 Voortrekker Road, Thaba Tshwane, Pretoria or email to Andisa.Teka@dod.mil.za

POST 24/32 : **CLEANER REF NO: SG 01/24/26/21**

SALARY : R144 024 – R169 656 per annum (Level 02)
CENTRE : 7 Medical Battalion Group, Pretoria.
REQUIREMENTS : A minimum of ABET qualification. No experience required. Special requirements (Skills needed): Ability to stand long hours. Ability to work independently. Organizing, Communication and writing skills. Basic knowledge of health and safety. Working shift hours as required.

DUTIES : Clean offices corridors, and boardrooms. Dusting and waxing office furniture. Sweeping, scrubbing and waxing of floors. Vacuuming and shampooing floors. Clean walls, windows and doors. Emptying and cleaning of dirt bins. Collect

and removing of waste papers. Freshen the office areas. Clean general kitchen by cleaning of basins. Wash and keep stock of kitchen utensils. Clean the rest rooms, refilling liquid soap. Replace toilet papers, hand towels and fresheners. Empty and wash waste bins. Keep and maintain cleaning materials and equipment's. Report broken cleaning machines and equipment. Cleaning of machines (microwares, vacuum etc.) and equipment after use. Placing demands for cleaning materials and collection from stores.

ENQUIRIES : WO1 M.M. Van Denberg Tel No: (012) 671 6845
APPLICATIONS : Department of Defence, South African Military Health Services, 7 Medical Battalion Group, Private Bag X1010, Lyttleton, Pretoria 0140 or hand deliver to 7 Medical Battalion Group, Cnr North and Lionel Slade Street, Lyttleton, Pretoria or email to Monare.marthinus.VanDerBerg@dod.mil.za

POST 24/33 : **GROUNDSMAN REF NO: SG 01/24/26/22**

SALARY : R144 024 – R169 656 per annum (Level 02)
CENTRE : Area Military Health Unit Eastern Cape, Qqeberha
REQUIREMENTS : A minimum of ABET qualification. No experience required. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Knowledge of the gardening service would be an advantage. Basic knowledge of health and safety requirements. Sound knowledge of plants and garden equipment. Ability to work in a team. Ability to prioritise and organise work.

DUTIES : Maintain premises and surroundings. Clean premises and surroundings. Empty dirty bins. Maintain the garden. Prune and trim flowers and trees. Mow the grass. Remove weeds and garden refuse. Apply insecticides. Cultivate the soil for trees and flowers. Maintain gardening equipment's and tools. Detect and report malfunctioning of gardening equipment and tools. Repair minor defects of gardening equipment and tools.

ENQUIRIES : Maj D.P. Monyeki Tel No: (041) 505 1060/1062
APPLICATIONS : Department of Defence, Area Military Health Unit Eastern Cape, Private X6032, Forest Hill Gqeberha, 6001 or hand deliver to Army Support Base Eastern Cape Military Base Hospital Gqeberha, Willow drive Forest hill or email to Dimakatso.Monyeki@dod.mil.za

POST 24/34 : **GROUNDSMAN REF NO: SG 01/24/26/23**

SALARY : R144 024 – R169 656 per annum (Level 02)
CENTRE : Area Military Health Unit Gauteng, Pretoria
REQUIREMENTS : A minimum of ABET qualification. No experience required. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Knowledge of the gardening service would be an advantage. Basic knowledge of health and safety requirements. Sound knowledge of plants and garden equipment. Ability to work in a team. Ability to prioritise and organise work.

DUTIES : Maintain premises and surroundings. Clean premises and surroundings. Empty dirty bins. Maintain the garden. Prune and trim flowers and trees. Mow the grass. Remove weeds and garden refuse. Apply insecticides. Cultivate the soil for trees and flowers. Maintain gardening equipment's and tools. Detect and report malfunctioning of gardening equipment and tools. Repair minor defects of gardening equipment and tools.

ENQUIRIES : WO2 H.P. De Beer Tel No: (012) 314 3145
APPLICATIONS : Department of Defence Area Military Health Unit Gauteng, Private Bag X02, Gezina, 0031 or hand deliver to 185 Rose Street, Rietondale or email to Amhu.gauteng@dod.mil.za

POST 24/35 : **GROUNDSMAN REF NO: SG 01/24/26/24**

SALARY : R144 024 – R169 656 per annum (Level 02)
CENTRE : 8 Medical Battalion Group, Pretoria.
REQUIREMENTS : A minimum of ABET qualification. No experience required. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Knowledge of the gardening service would be an advantage. Basic knowledge of health and safety requirements. Sound knowledge of plants and garden equipment. Ability to work in a team. Ability to prioritise and organise work.

- DUTIES** : Maintain premises and surroundings. Clean premises and surroundings. Empty dirty bins. Maintain the garden. Prune and trim flowers and trees. Mow the grass. Remove weeds and garden refuse. Apply insecticides. Cultivate the soil for trees and flowers. Maintain gardening equipment's and tools. Detect and report malfunctioning of gardening equipment and tools. Repair minor defects of gardening equipment and tools.
- ENQUIRIES APPLICATIONS** : Maj M.M. Jagers Tel No: (012) 671 6403
: Department of Defence, South African Military Health Services, 8 Medical Battalion Group, Private Bag X1019, Lyttleton, Pretoria 0140 or hand deliver to 8 Medical Battalion Group, Grunberg Leon Street Tek Base, Lyttleton, Pretoria or email to Mamokete.Jagers@dod.mil.za
- POST 24/36** : **FOOD SERVICES AID REF NO: SG 01/24/26/25**
- SALARY CENTRE REQUIREMENTS** : R144 024 – R169 656 per annum (Level 02)
: 3 Military Hospital, Bloemfontein
: 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 food preparation and equipment. Working in shifts. Good interpersonal relation and punctuality.
- DUTIES** : Operate kitchen appliances. Prepare meals and snacks according to ration scales and daily menu. Assisting with dishing up of meals. Assist with food preparation during field exercise. Clean trays in wards. Lay out bed table for clients, fetch food from the kitchen in food warming trolley. Control the food before leaving the kitchen for special diet and the correct amount for the clients. Serve tea or coffee. Collect dishes after meal. Take trolleys back to the kitchen after using. Wash client's water bottles and supply them with fresh water daily. Mop the kitchen floor after each meal. Wash cupboards and walls weekly, ensure that the diet lists are taken in time to the kitchen.
- ENQUIRIES APPLICATIONS** : Maj L. Tshita Tel No: (051) 402 2213
: Department of Defence, 3 Military Hospital Private Bag X40003, Brandhof or hand deliver to 3 Military Hospital, Furstenberg Road, Tempe Military Base, 9324 or email to 3milHR@dod.mil.za
- POST 24/37** : **FOOD SERVICES AID REF NO: SG 01/24/26/26 (X6 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R144 024 – R169 656 per annum (Level 02)
: Military Health Training Formation Head Quarters, Pretoria
: 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 food preparation and equipment. Working in shifts. Good interpersonal relation and punctuality.
- DUTIES** : Operate kitchen appliances. Prepare meals and snacks according to ration scales and daily menu. Assisting with dishing up of meals. Assist with food preparation during field exercise. Clean of trays in wards. Lay out bed table for clients, fetch food from the kitchen in food warming trolley. Control the food before leaving the kitchen for special diet and the correct amount for the clients. Serve tea or coffee. Collect dishes after meal. Take trolleys back to the kitchen after using. Wash client's water bottles and supply them with fresh water daily. Mop the kitchen floor after each meal. Wash cupboards and walls.
- ENQUIRIES APPLICATIONS** : Maj A.V. Teka or WO2 M.M. Motjopi Tel No: (012) 674 6125/6221
: Department Defence, South African Military Health Service, Human Resource Service Department, Military Health Training Formation, Private Bag X1022, Thaba Tshwane 0143 or hand deliver to Military Health Training Formation 09 Voortrekker Road, Thaba Tshwane, Pretoria or email to Andisa.Teka@dod.mil.za
- POST 24/38** : **GENERAL STORE ASSISTANT: REF NO: SG 01/24/26/27**
- SALARY CENTRE REQUIREMENTS** : R144 024 – R169 656 per annum (Level 02)
: Area Military Health Unit Gauteng, Pretoria.
: A minimum of ABET qualification. No experience required. Special Requirements (Skills needed): Good communication (verbal/written) and interpersonal skills and good numerical skill.
- DUTIES** : Provide a productive servicer regarding store equipment. Must be familiar with prescribed fire Order (DD19) in store. Must be familiar with the use of fire extinguishing apparatus. Ensure that all equipment or goods are received

correctly and in good condition. Must be able to complete register for equipment received and issued. Execute all ad hoc store tasks as issued by order.

ENQUIRIES : WO2 H.P. De Beer Tel No: (012) 314 3145
APPLICATIONS : Department of Defence Area Military Health Unit Gauteng, Private Bag X02, Gezina, 0031 or hand deliver to 185 Rose Street Rietondale or email to Amhu.gauteng@dod.mil.za

POST 24/39 : **GENERAL STORE ASSISTANT REF NO: SG 01/24/26/28**

SALARY : R144 024 – R169 656 per annum (Level 02)
CENTRE : Area Military Health Unit Northern Cape (AMHU NC)
REQUIREMENTS : A minimum of ABET qualification. No experience required. Special Requirements (Skills needed): Good communication (verbal/written) and interpersonal skills and good numerical skill.

DUTIES : Provide a productive servicer regarding store equipment. Must be familiar with prescribed fire Order (DD19) in store. Must be familiar with the use of fire extinguishing apparatus. Ensure that all equipment or goods are received correctly and in good condition. Must be able to complete register for equipment received and issued. Execute all ad hoc store tasks as issued by order.

ENQUIRIES : Major L.D. Masalisa Tel No: (053) 830 3225 or Lieutenant Colonel J.A. Laufs Tel No: (053) 830 3071
APPLICATIONS : Department of Defence, South African Military Health Service, AMHU NC, Kimberly, Private Bag X5056, Kimberly, 8301 or hand deliver to Florence Street Diskobolos Kimberley, 8325 or email to Lorna.masalisa@dod.mil.za

POST 24/40 : **GENERAL STORE ASSISTANT REF NO: SG 01/24/26/29**

SALARY : R144 024 – R169 656 per annum (Level 02)
CENTRE : Area Military Health Unit North West. Potchefstroom
REQUIREMENTS : A minimum of ABET qualification. No experience required. Special Requirements (Skills needed): Good communication (verbal/written) and interpersonal skills and good numerical skill.

DUTIES : Provide a productive servicer regarding store equipment. Must be familiar with prescribed fire Order (DD19) in store. Must be familiar with the use of fire extinguishing apparatus. Ensure that all equipment or goods are received correctly and in good condition. Must be able to complete register for equipment received and issued. Execute all ad hoc store tasks as issued by order.

ENQUIRIES : Maj S.I. Legoete Tel No: (018) 289 1305
APPLICATIONS : Department of Defence, Area Military Health Unit North West, Human Resource Office, Private Bag X2011, Noorbrug, Potchefstroom 2351 or hand deliver to Gen koosdelare Road, Potchefstroom 2351 or email to Sehularo.Legoete@dod.mil.za

POST 24/41 : **GENERAL STORE ASSISTANT REF NO: SG 01/24/26/30**

SALARY : R144 024 – R169 656 per annum (Level 02)
CENTRE : Military Health Training Formation Head Quarters, Pretoria
REQUIREMENTS : A minimum of ABET qualification. No experience required. Special Requirements (Skills needed): Good communication (verbal/written) and interpersonal skills and good numerical skill.

DUTIES : Provide a productive servicer regarding store equipment. Must be familiar with prescribed fire Order (DD19) in store. Must be familiar with the use of fire extinguishing apparatus. Ensure that all equipment or goods are received correctly and in good condition. Must be able to complete register for equipment received and issued. Execute all ad hoc store tasks as issued by order.

ENQUIRIES : Maj A.V. Teka or WO2 M.M. Motjopi Tel No: (012) 674 6125/6221
APPLICATIONS : Department Defence, South African Military Health Service, Human Resource Service Department, Military Health Training Formation, Private Bag X1022, Thaba Tshwane 0143 or hand deliver to Military Health Training Formation 09 Voortrekker Road, Thaba Tshwane, Pretoria or Andisa.Teka@dod.mil.za

- POST 24/42** : **VETTING SESSION WORKERS (FREELANCERS) REF NO: DI/22/24/26/01 (X5 POSTS)**
Two (2) years fixed contract.
- SALARY** : R214.92 per hour and does not exceed 180 hours per month.
CENTRE : Defence Intelligence Division, Pretoria.
REQUIREMENTS : A minimum of Grade 12 (NQF Level 4) or equivalent with Diploma / Advance Certificate / National Diploma/ (NQF Level 6) specialising in faculty of humanities (Social sciences, Psychology, Counselling, Investigation, Social Worker, Criminology and/or other relevant qualification/certificates). A minimum of 1 year experience in Administration /Client interaction and/or 1 year experience in Field Investigation or Evaluation. Valid driving license and own vehicle is essential. Special requirements (skills needed): Computer literacy, communication skills (Good verbal and written), report writing skills, listening skills and interpersonal relations skills. Excellent analytical thinking, problem solving and reasoning ability. Knowledge and course of Vetting Fieldwork. Ability to capture data, operate computer and collect information. Knowledge and understanding of the legislative framework of public service.
- DUTIES** : The successful candidates will be responsible to perform the following duties: Planning and preparation of files and other relevant administration. Documentary enquires, gather information and conduct vetting investigation through interviews. Writing reports based on documentary enquiries and interviews. Compile and submit reports to Director vetting management on required vetting files and reports completed on a regular basis. Provide inputs for the development and implementation of policies, guidelines, norms and standards in vetting investigation.
- ENQUIRIES** : Ms T.C. Nkopane Tel No: (012) 315-0508
APPLICATIONS : Department of Defence, Defence Intelligence Division, Private Bag X367, Pretoria, 0001 or hand delivered at Liberty Building 278 Madiba Street, Pretoria Central or email to sessionworkers@dil.mil.za
- NOTE** : Kilometres claims will be reimbursed according to inline tariffs. First three (3) months is training and will be compensated by R8 174.75 of stipend.

DEPARTMENT OF ELECTRICITY AND ENERGY

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

- APPLICATIONS** : Submit your completed application using one of the following methods, post: The Director-General, Department of Electricity and Energy, Private Bag X96, Pretoria, 0001, or hand deliver at Matimba House Building 192 Visagie Street (Corner Paul Kruger & Visagie Street), Pretoria, or email directly to the email address dedicated to a specific post. General enquiries may be brought to the attention of Ms M Palare Tel No: (012) 406 7426.
- CLOSING DATE** : 24 July 2026 at 16h00 (Walk-in) 23h59 (online). N.B: It is the sole responsibility of an applicant to ensure that their application reaches the Department on or before the set deadline.
- NOTE** : Applicants are informed to submit their application(s) by completing the 2021 version of the Z83 form quoting the relevant reference number and a comprehensive CV only. The CV must indicate qualifications, experience "if any" and the period thereof. The 2021 version of the Z83 form is obtainable at www.dpsa.gov.za or www.gov.za/documents. It is important to ensure that the Z83 is completed in full. This means that all fields of Section A, B, C and D of the Z83 must be completed in full. It is acceptable under section E, F, G, for applicants to indicate "refer to CV or see attached" due to the limited space provided on the Z83 form. However, the question relating to conditions that prevent re-appointment under Part "F" must be answered, but if you are already in Public Service just indicate "N/A". Please initial the form and sign the declaration. Email application(s) must strictly be submitted as one (1) PDF document or attachment (i.e. Z83 and CV scanned as one PDF document). It is also important to indicate the correct job title and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. JPEG (picture/snapshot) application will not be accepted. Failure to do so, your application will be disqualified. Applications submitted using the incorrect application form (old Z83) will not be considered. Each advertised post must be accompanied by its own application for employment. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview. Applicants in possession of foreign qualifications must submit an evaluation report issued by the South African Qualification Authority (SAQA) if 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. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Correspondence will be limited to shortlisted candidates only. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All applicants for SMS posts will be also subjected to a technical exercise and an interview. Following the interview and technical exercise, then the selection panel will recommend candidates to attend a generic managerial competency assessment using the mandated DPSA SMS competency assessment tools. No SMS post appointment shall be implemented without the relevant candidate producing the pre-entry certificate for SMS (Nyukela) obtainable from www.thensg.gov.za. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Please note by responding to the advertisement, you consent to the collection, processing, and storing of your Personal Information in accordance with the Protection of Personal Information Act (POPIA). Your information will be used solely for the administration of the recruitment process or possible employment 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) at any stage of the

recruitment process. The successful candidate will be expected to enter into a performance agreement within three (3) months from the date of appointment.

OTHER POSTS

- POST 24/43** : **NUCLEAR TECHNOLOGY SPECIALIST REF NO: DEE2026/009**
- SALARY** : R1 554 696 per annum (Level 14), (all-inclusive package)
CENTRE : Head Office, Pretoria
REQUIREMENTS : An appropriate Master of Science or Master of Engineering specializing in Nuclear Power NQF level 9 recognised by the South African Qualification Authority (SAQA), plus the pre-entry certificate for SMS (Nyukela). Plus 10 years' experience in nuclear industry, particularly nuclear technology. Knowledge of: Nuclear Technology, Nuclear policy legislation, nuclear energy in general, Government processes Skills: Communication Skills at junior management level, should be able to organize and control meetings, workshops, good writing and interpersonal skills. Ability to communicate at all levels, Financial Management, Presentation Skills and Computer literacy. Thinking Demand: Analytical thinking and information evaluation.
- DUTIES** : Provide advice on the following: Strategic issues pertaining to all matters related to technology and related programmes, Mentor DEE officials in all matters related to nuclear technology and related programmes, Conduct technical assessments/investigations in nuclear technology.
- ENQUIRIES** : Mr Katse Maphoto at 072 832 1145
APPLICATIONS : Email to Vacancies1@dee.gov.za
NOTE : Females from all races, Indians, Coloured and White are encouraged to apply.
- POST 24/44** : **SPECIALIST: ENERGY GENERATION REF NO: DEE2026/010 (X2 POSTS)**
- SALARY** : R1 317 384 per annum (Level 13), (all-inclusive package)
CENTRE : Head Office, Pretoria
REQUIREMENTS : A relevant post graduate qualification in Energy Studies / Engineering / Electrical, Power Systems Management at NQF Level 8 recognised by the South African Qualification Authority (SAQA), plus the pre-entry certificate for SMS (Nyukela). Minimum of 5 years' research experience at MMS level. Knowledge of: Knowledge of Energy Legislation and policy, the energy industry Energy regulatory oversight, Energy technology, safety and non-proliferation, Financial Management, Project Management, Research, Public Service Knowledge and understanding of DEE policies, functions, projects, etc. Strategic planning Government policies. Skills: Problem Solving, Communication (Verbal, written, liaison), Influencing skills, Negotiation skills, Proven management, skills Management & Organisation skills, Advanced Analytical skills, Good interpersonal relations at all levels, Conflict Management skills, Creativity and innovation, Numerical Organising and coordinating, Facilitation and implementation Financial Management, Negotiation and consultation skills, Problem solving and analysis, Strategic capability and leadership Change Management. Thinking Demands: Creative/Innovative thinker, Logical, Objective, Accurate and Diplomatic.
- DUTIES** : Provide technical support with processes for the development and maintenance government's overarching SOC Policy Framework for the SOC(s) and affiliates in the Energy Complex. Provide technical support with processes to facilitate the alignment of Shareholder Compacts for the SOC(s) in the Energy Complex. Conduct research to enhance the business operations and performance of the Energy Complex. Ensure the effective, efficient and economical utilisation of resources allocated to research and modelling projects.
- ENQUIRIES** : Ms Kubeshnie Bhugwandin Tel No: (012) 406 7614
APPLICATIONS : Email to Vacancies1@dee.gov.za
NOTE : Females from all races, Indians, Coloured and White are encouraged to apply.
- POST 24/45** : **SPECIALIST: ENERGY DISTRIBUTION REF NO: DEE2026/011**
- SALARY** : R1 317 384 per annum (Level 13), (all-inclusive package)
CENTRE : Head Office, Pretoria
REQUIREMENTS : A relevant post graduate qualification in Energy Studies/Engineering/ Electrical, Power Systems Management at NQF Level 8 recognised by the South African Qualification Authority (SAQA), plus the pre-entry certificate for

SMS (Nyukela). Minimum of 5 years' research experience at MMS level. Knowledge of: Knowledge of Energy Legislation and policy, the energy industry Energy regulatory oversight, Energy technology, safety and non-proliferation, Financial Management, Project Management, Research, Public Service Knowledge and understanding of DEE policies, functions, projects, etc. Strategic planning Government policies. Skills: Problem Solving, Communication (Verbal, written, liaison), Influencing skills, Negotiation skills, Proven management, skills Management & Organisation skills, Advanced Analytical skills, Good interpersonal relations at all levels, Conflict Management skills, Creativity and innovation, Numerical Organising and coordinating, Facilitation and implementation Financial Management, Negotiation and consultation skills, Problem solving and analysis, Strategic capability and leadership Change Management. Thinking Demands: Creative/Innovative thinker, Logical, Objective, Accurate, Diplomatic Energy Legislation and policy, the energy industry Energy regulatory oversight, Energy technology, safety and non-proliferation, Financial Management, Project Management, Research, Public Service Knowledge and understanding of DEE policies, functions, projects, etc. Strategic planning Government policies.

DUTIES : Provide technical support with processes for the development and maintenance government's overarching SOC Policy Framework for the SOC(s) and affiliates in the Energy Complex. Provide technical support with processes to facilitate the alignment of Shareholder Compacts for the SOC(s) in the Energy Complex. Conduct research to enhance the business operations and performance of the Energy Complex. Ensure the effective, efficient and economical utilisation of resources allocated to research and modelling projects.

ENQUIRIES : Ms Kubeshnie Bhugwandin Tel No: (012) 406 7614
APPLICATIONS : Email to Vacancies2@dee.gov.za
NOTE : Females from all races, Indians, Coloured and White are encouraged to apply.

POST 24/46 : **SPECIALIST: ENERGY TRANSMISSION REF NO: DEE2026/012**

SALARY : R1 317 384 per annum (Level 13), (all-inclusive package)
CENTRE : Head Office, Pretoria
REQUIREMENTS : A relevant post graduate qualification in Energy Studies/Engineering/ Electrical, Power Systems Management at NQF Level 8 recognised by the South African Qualification Authority (SAQA), plus the pre-entry certificate for SMS (Nyukela). Minimum of 5 years' research experience at MMS level. Knowledge of: Knowledge of Energy Legislation and policy, the energy industry Energy regulatory oversight, Energy technology, safety and non-proliferation, Financial Management, Project Management, Research, Public Service Knowledge and understanding of DEE policies, functions, projects, etc. Strategic planning Government policies. Skills: Problem Solving, Communication (Verbal, written, liaison), Influencing skills, Negotiation skills, Proven management, skills Management & Organisation skills, Advanced Analytical skills, Good interpersonal relations at all levels, Conflict Management skills, Creativity and innovation, Numerical Organising and coordinating, Facilitation and implementation Financial Management, Negotiation and consultation skills, Problem solving and analysis, Strategic capability and leadership Change Management. Thinking Demands: Creative/Innovative thinker, Logical, Objective, Accurate, Diplomatic.

DUTIES : Provide technical support with processes for the development and maintenance government's overarching SOC Policy Framework for the SOC(s) and affiliates in the Energy Complex. Provide technical support with processes to facilitate the alignment of Shareholder Compacts for the SOC(s) in the Energy Complex. Conduct research to enhance the business operations and performance of the Energy Complex. Ensure the effective, efficient and economical utilisation of resources allocated to research and modelling projects.

ENQUIRIES : Ms Kubeshnie Bhugwandin Tel No: (012) 406 7614
APPLICATIONS : Email to Vacancies3@dee.gov.za

DEPARTMENT OF EMPLOYMENT AND LABOUR

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

<u>CLOSING DATE</u>	:	24 July 2026 at 16:00 (walk-in) and 23:59 (online)
<u>NOTE</u>	:	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 solely for the purpose of this promotion and will not be shared with third parties without prior consent unless required by law. The Department reserves the right not to make any appointment(s) to the below advertised post(s). The successful candidate will be expected to sign a performance agreement. The Department is an equal

opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s)

MANAGEMENT ECHELON

<u>POST 24/47</u>	<u>DIRECTOR: EMPLOYMENT RELATIONS REF NO: HR4/26/07/01HO</u>
<u>SALARY CENTRE REQUIREMENTS</u>	<p>R1 317 384 per annum, (all-inclusive)</p> <p>Head Office: Pretoria</p> <p>A qualification at NQF level 7 as recognised by the South African Qualifications Authority (SAQA) in Human Resources Management / Employment Relations/ Labour Relations/ Labour Law/ Public Administration/ LLB. A valid driver's licence. Five (5) years' experience at a middle /senior Managerial level in Employment Relations/Labour Relations. Knowledge: Labour Relation Act, Basic Conditions of Employment Act, Public Service Act, Employment Equity Act, Human Resources Management Policies, Collective bargaining agreements, CCMA Regulations, procedures and guidelines, Public Service Regulations, Public Service Commission rules, Public Service Co-ordination Bargaining Council's Resolution, Public Finance Management Act. Skills: Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Facilitation, Service Delivery Innovation (SDI), Client Orientation and Customer Focus, Communication, Knowledge Management, Planning and Organizing, Computer literacy, Interpersonal, Problem Solving and Analysis, Interviewing listening and observation, Presentation.</p>
<u>DUTIES</u>	<p>Provide strategic direction in promoting Employment Relations according to Public Service Act. Manage and control systems for finalization of all grievances and complaints received. Manage finalization of all misconduct cases within the Department. Manage and Monitor representation of the Department in all disputes referred to PSCBC, CCMA and GPSSBC. Oversee that the Department is properly represented in all cases and Labour Appeal Court. Oversee a conducive environment for bargaining with organized labour is created through the Departmental Bargaining Chamber (DBC).</p>
<u>ENQUIRIES APPLICATIONS</u>	<p>Ms MM Matyila Tel No: (012) 309 4026</p> <p>Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email Jobs-HQ29@labour.gov.za</p>
<u>POST 24/48</u>	<u>SENIOR SPECIALIST: ELECTRICAL AND MECHANICAL ENGINEERING REF NO HR4/26/07/02HO</u>
<u>SALARY CENTRE REQUIREMENTS</u>	<p>R1 317 384 per annum, (all-inclusive)</p> <p>Head Office, Pretoria</p> <p>A qualification at NQF level 7 as recognised by the South African Qualifications Authority (SAQA) in Mechanical Engineering /Electrical Engineering. A Valid driver's license. Five (5) years' experience at the middle/senior Managerial level in Occupational Health and Safety Services. Knowledge: Departmental policies and procedures, Batho Pele Principles, Public Service Act and Regulations, OHS Act and Regulations, COIDA, UIA, UI Contribution Act, Employment Equity Act, Skills Development Act. Skills: Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Service Delivery Innovation (SDI), Client Orientation and Customer Focus, Communication, Knowledge Management, Planning and organizing, Computer literacy, Interpersonal Problem solving and Analysis, Interviewing, listening and observation, Presentation.</p>
<u>DUTIES</u>	<p>Develop and implement strategies, Policies and Guidelines on Electrical and Mechanical Engineering for the Department of Employment and Labour. Provide Guidance and participate in the conducting of complex inspections for Electrical and Mechanical as per OHS prescripts. Conduct technical research on latest trends of Occupational Health and Safety in terms of Electrical and Mechanical Engineering. Provide support for enforcement action, including preparation of reports for legal proceedings. Oversee the registration of Electrical and Mechanical regulations entities. Manage the resources and monitor performance of staff within the Directorate.</p>

ENQUIRIES : Ms M Ruiters Tel No: (012) 309 4407
APPLICATIONS : Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ28@labour.gov.za

OTHER POSTS

POST 24/49 : **PRINCIPAL INSPECTOR: EMPLOYER AUDIT REF NO: HR4/4/1/123**

SALARY : R605 742 per annum
CENTRE : Provincial Office: East London
REQUIREMENTS : Three (3) years relevant tertiary qualification in Labour Relations Manager/ BCOM Law/ LLB/ Internal Auditing. Two (2) years Supervisor experience. Two (2) years functional experience in Auditing / Financial Management. A valid Driver's licence. Knowledge: Departmental policies and procedures, Batho Pele Principles, Public Service Act and Regulations, OHS Act and Regulations, COIDA, UIA, PFMA, BCEA, SDLA, LRA, UI Contribution Act, Skills Development Act, Employment Equity Act. Skills: Facilitation, Planning and Organising, Computer literacy, Interpersonal, Problem Solving, Interviewing, listening and observation, Communication Written and Verbal, Innovative, Analytical, Research, Project management.

DUTIES : Monitor the implementation of UIA and COIDA strategy programs. Implement the systems that provide expert advice on sector specific UIA & COIDA matters. Control the process that monitor and evaluate impact of UIA & COIDA programs. Monitor the implementation of Advocacy Campaigns on COIDA regularly and when there are amendments.

ENQUIRIES : Mr K Nkanjeni Tel No: (043) 701 3041/48
APPLICATIONS : Acting Chief Director: Provincial Operations: Private Bag X 9005, East London, 5201 Or hand deliver at No.3 Hill Street, East London. Email: Jobs-EC2@labour.gov.za

NOTE : Coloured Males, Coloured Females, Indian Males, Indian Females, White Males, White Females are encouraged to apply.

POST 24/50 : **ASSISTANT DIRECTOR: EMPLOYMENT RELATIONS REF NO: HR4/26/07/03HO**

SALARY : R487 197 per annum
CENTRE : Head Office: Pretoria
REQUIREMENTS : Three (3) year National Diploma (NQF6)/ undergraduate Bachelor Degree (NQF7) in Human Resources Management/ Labour Relations/ LLB. Valid driver's license. Four (4) years' experience of which two (2) years at Supervisory level (Senior Admin Officer/ Practitioner) and two (2) years functional experience in Employment Relations services. Knowledge: Labour Relations Act, Basic Conditions of Employment Act, Public Service Act, Employment Equity Act, Public Service Regulations, Human Resource Management Policies, Collective bargaining agreements, Public Service Commission, Public Service Co-ordination Bargaining Council's Resolution, Policy/ guideline formulation, Public Finance Management Act. Skills: Management, Problem solving, Organization, Leadership, Interpretation of legislation/ policies, Budgeting/ Financial, Negotiation, Verbal/ written communication, Presentation.

DUTIES : Finalize all grievances and complaints received from employees in the department. Process and finalize all misconduct cases in the department. Coordinate and provide support in terms of representing the Department in all disputes referred to the Public Service Sectoral Bargaining Council and the Commission for Conciliation, Mediation and Arbitration. Develop and manage information and records of all activities in the employment relations section. Coordinate the finalization of all the disciplinary cases in the department. Manage resources of the section.

ENQUIRIES : Mr. T Maraba Tel No: (012) 309 4819
APPLICATIONS : Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ29@labour.gov.za

FOR ATTENTION : Sub-directorate: Human Resources Operations, Head Office
NOTE : EE targets-priority will be given to Coloured male and female, Indian males and White males and females.

POST 24/51 : **SENIOR MEDIA PRODUCTION OFFICER (GRAPHIC DESIGNER) REF NO:HR4/26/07/04HO**

SALARY : R413 001 per annum
CENTRE : Head Office, Pretoria
REQUIREMENTS : A qualification at NQF level 6 as recognised by South African Qualification Authority in Graphic Design / Visual Communication/ Graphic & Communication Design / Computer-based Graphic Development / Creative Brand Communication / Design and Studio Art / Communication Design. Minimum of two (2) years functional experience as Graphic Designer in the Graphic Design Field. Knowledge: Specific knowledge of Apple Mac Platform including the software packages Adobe creative Cloud, illustrator, InDesign, Photoshop, Lightroom and the Adobe Express. PC platform and all Microsoft Office software (Outlook, word, Excel and PowerPoint), Photography, photographic equipment and photo retouching, Printing processes and requirements, public service regulations, Basic knowledge in motion graphics. Skills: Design and layout skills, Strategic and capability design conceptualization, adaptive to change (software and organization, machineries), Services delivery innovation, Excellent time management (100% adherence to deadlines), Great interpersonal Skills, Client orientation and customer focus, program and project management, Effective communication (verbal and written) and decision-making skills, problem-solving and analytical abilities, interpersonal, negotiation, technical, and commercial skills.

DUTIES : Conduct and use system to ensure efficient production of publicity material. Design and layout of publicity material for the Department. Coordinate the quotations process for the publications. Prepare artwork for printing. Execute the photography for in-house Departmental event.

ENQUIRIES : Mr I Motsepe at (071) 221 6202
APPLICATIONS : Email: Jobs-HQ26@labour.gov.za

NOTE : EE target-Priority will be given to African Males, Coloureds Males, Indians Males, Indian Females, and White Males and Females.

POST 24/52 : **SENIOR STATUTORY SERVICE OFFICER REF NO: HR 4/4/1/124**

SALARY : R413 001 per annum
CENTRE : Provincial Office: East London
REQUIREMENTS : BPROC/ BCOM Law/ LLB. One (1) year experience in the legal/compliance environment. A valid Driver's licence. Knowledge: Public service transformation and management issues, Public Service Act and Regulations, Treasury Regulations, Departmental policies and procedures, Corporate governance, Skills Development Act, COIDA, UIA, BCEA, SDLA, LRA, UI Contribution Act, Employment Equity Act, Employment Services Act. Skills: Facilitation, Planning and organising, Computer literacy, Interpersonal, Problem Solving, Interviewing, Presentation, Innovative, Analytical, Written and Verbal Communication.

DUTIES : To plan and independently administer work referred to Statutory Services for enforcement of non- compliance under employment law. Assist the ASD Statutory Services in the enforcement processed for IES. Assist in the strategy for Statutory Services. Assist in facilitating the implementation of capacity development programmes for the inspectors in the Provinces. Compile stats for the unit

ENQUIRIES : Mr K Nkanjeni Tel No: (043) 701 3041/48
APPLICATIONS : ACTING Chief Director: Provincial Operations: Private Bag X9005, East London, 5201 Or hand deliver at No.3 Hill Street, East London. Email: Jobs-EC2@labour.gov.za

NOTE : African Males, White Males, White Females, Coloured Males, Coloured Females, Indian Males, Indian Females are encouraged to apply.

POST 24/53 : **PRACTITIONER ACCOUNTS AND BOOKING OFFICER REF NO: HR4/4/1/125**

SALARY : R338 106 per annum
CENTRE : Provincial Office: East London
REQUIREMENTS : Three (3) years relevant tertiary qualification in Accounting and/or Management Accounting or BCOM with Accounting and/or Management Accounting as major subjects. One (1) year functional experience. In Finance

- Management Services. A valid Driver's licence. Knowledge: Departmental policies and procedures, PFMA Project Management, Intermediate Human Resources Development, Public Service Regulations Skills: Leadership Facilitation, Computer literacy, Presentation, Analytical, Communication Written and Verbal.
- DUTIES** : Render the air travel, hotel accommodation and short term rentals with the Province. Provide support on the allocation, utilization and booking of cars in the Province. Consolidate information of invoices received and prepare payment to service provider. Coordinate information to ensure payment of fines to relevant officials.
- ENQUIRIES** : Mr MM Nohesi Tel No: (043) 701 3029
- APPLICATIONS** : Acting Chief Director: Provincial Operations: Private Bag X9005, East London, 5201 Or hand deliver at No.3 Hill Street, East London. Email: Jobs-EC2@labour.gov.za
- NOTE** : African Males, White Males, White Females, Coloured Males, Coloured Females, Indian Males, Indian Females are encouraged to apply.
- POST 24/54** : **PERSONNEL OFFICER: HUMAN RESOURCE MANAGEMENT REF NO: HR4/4/7/76**
- SALARY** : R237 453 per annum
- CENTRE** : Provincial Office: Mpumalanga
- REQUIREMENTS** : Matriculation/Grade 12/Senior Certificate plus Certificate in Human Resource Management field. Knowledge: Departmental policies and procedures. HR related systems (PERSAL). Batho Pele Principles. Employment Equity Act. Public Service Regulations. Skills: Computer Literacy. Analytical. Communication. Planning and Organizing.
- DUTIES** : Facilitate and provide administrative support for service benefit of employees. Provide support to the recruitment and selection processes. Capture and update all personal data on PERSAL system. Attend to client's enquiries.
- ENQUIRIES** : Rev MG Sibanyoni Tel No: (013) 655 8700
- APPLICATIONS** : Chief Director: Provincial Operations, Private Bag X7263, Emalahleni, 1035 or hand deliver at Labour Building, Corner Hofmeyer Avenue and Beatty Street, Emalahleni, 1035. For Online Applications Email to: Jobs-POHRM@labour.gov.za
- NOTE** : African Males, Coloured Males, Indian Males, Indian Females, White Males, White Females and Persons with Disabilities are encouraged to apply.

DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT

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

- APPLICATIONS** : **Pretoria:** Must be submitted to the Director-General, Department of Forestry, Fisheries and the Environment, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria, or can be emailed to the respective email address quoting the reference number on the subject email.
- Cape Town:** Must be submitted to the Director-General, Department of Forestry, Fisheries and the Environment, Private Bag X4390, Cape Town, 8000 or hand-deliver to No 63 Strand Street, Cape Town, or can be emailed to the respective email address quoting the reference number on the subject email.
- CLOSING DATE** : 27 July 2026, 16:00
- FOR ATTENTION** : Human Resource Management
- NOTE** : Application must be submitted on a New signed Z83 form obtainable from any Public Service Department accompanied by a recent detailed Curriculum Vitae only, to be considered. All attachments for online application must include an application form Z83 and CV only, in PDF and as one (1) document or attachment, indicate the correct job title and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. JPEG (picture/snapshot) application will not be accepted. Shortlisted candidates will be required to submit certified copies of qualifications, Senior Certificate, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG) prior to appointment. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. Furthermore, all shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Following the interview and the technical exercise, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency-based assessments. The person appointed to this position will be subjected to a security clearance, the signing of performance agreement and employment contract. The Department reserves the right not to make an appointment. By submitting the employment application form, you agree and consent in terms of Section 11(1) of the Protection of Personal Information Act (POPIA), 2013 (Act 4 of 2013), for your personal information which you provide to the DFFE to being processed by the department and its employees, agents, Cabinet committees, and subcontractors for recruitment purposes, in accordance with the POPIA of 2013. If you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful.

OTHER POSTS

POST 24/55 : **DEPUTY DIRECTOR: ADMINISTRATION & COORDINATION REF NO: OC15/2026**

SALARY CENTRE REQUIREMENTS : R932 292 per annum
: Cape Town
: National Diploma (NQF6) in Public Management/ Office Management or relevant equivalent qualification. 5 years' experience in Admin or relevant field of which three (3) years should be at an entry/junior managerial level (Assistant Director or equivalent) The incumbent must knowledge of the following; good command of written and oral English and any other official language. Strategic coordination/ planning. Business planning. Report/professional writing. Policy development. Organisation performance management. Risk management. Audit procedures. Research methodologies and presentation. Project management. Accessing and operating the computerized post tracking system. Formats and routes of documentation throughout the department. Quality Control of documents. EDMS. The hierarchy and management structure of the department. Different specialised fields of the branches and chief directorates expertise and responsibility. Policies, legislation and procedures. Administration. Public Service and Departmental procedures and prescripts Planning and performance management legislation. Skills and attributes; Organising skills, Facilitation skills, Communication skills, Computer literacy, Technical writing skills. Ability to communicate with ministries, senior management officials and the public in a professional manner. Ability to work individually and in a team. Good interpersonal relations. Ability to work with difficult persons and to resolve conflict. Sense of responsibility and loyalty. Objectiveness. Integrity. Service orientated. Self-supervision. Highly developed sense of honesty. Protect the confidentiality of documents.

DUTIES : The candidate will be responsible to provide effective document Management. Monitor workflows received by the Branch. Monitor and follow up on finalization of outstanding DG /Ministerial referrals Coordinate the finalization of Branch Parliamentary Questions. Ensure that all documents are quality controlled before submitted to branch administrator. Keep an up-to-date record of all decisions taken. Schedule branch meetings. Provide secretariat services to the branch meeting. Provide minutes of the meetings. Develop an action list for decisions and monitor implementation. Monitor branch expenditure and raise flags with managers. Coordinate finalisation of the branch inputs to the Departmental Strategic plan. Consolidate CD inputs to develop branch APP. Finalise the branch APP within the stipulated timeframe. Ensure alignment of CD APP. Monitor implementation of branch Business Plan. Facilitate the submission of CD verification statements. Monitor branch compliance with PMDS. Ensure that all CD Performance Agreements are signed and copies filed. Support the implementation of the Performance Plans. Ensure branch compliance with the security clearance. Co-ordinate branch participation in departmental meetings and forums. Support the implementation of decisions of departmental meeting. Coordinate branch response to requests received.

ENQUIRIES APPLICATIONS : Ms C Mangcu at (083) 652 5142, E-mail: cmangcu@dffe.gov.za
: OC15-2026@dffe.gov.za

POST 24/56 : **CONTROL ENVIRONMENTAL OFFICER GRADE A: EMI CAPACITY DEVELOPMENT REF NO: RCSM21/2026**

This is a re-advert, applicants who have previously applied are encouraged to re-apply.

SALARY CENTRE REQUIREMENTS : R636 978 per annum, (OSD)
: Pretoria
: Four (4) year Degree (NQF8) in Natural or Environmental Sciences or equivalent qualification within the related field, plus six (6) years' post qualification experience in the relevant field. Knowledge and experience in the design, development, implementation, presentation, monitoring and evaluation of compliance and enforcement capacity-building programmes. Ability to interact with and provide assistance to a wide range of stakeholders as well as an understanding of intergovernmental relations and co-operative governance. Excellent written, verbal and visual communication skills, including the ability to develop training curriculum. Sound knowledge of the legislative framework related to the Environmental Management Inspectorate (EMI) in South Africa.

Strategic, problem-solving and organisational skills. Knowledge in general government administrative, financial and procurement procedures and processes. Administrative and logistical skills, including project management, government procurement, budgetary monitoring and events management. Customer responsiveness with a focus on skills and capacity development objectives. Be willing to travel and in possession of a valid driver's license. Ability to work independently, and as part of a team. Computer literate and meticulous.

DUTIES

: To plan, implement, facilitate and participate in the national environmental compliance and enforcement (basic and specialised) capacity-building programme for Environmental Management Inspectors; as well as other relevant regulatory authorities, including South African Revenue Service: Customs (SARS), South African Police Service (SAPS), National Prosecuting Authority (NPA) and the Border Management Authority (BMA) etc. Administer and facilitate venue procurement oversight, presenter logistics, assessments, curriculum development and review and record keeping. Implement a monitoring and evaluation process in respect of the national compliance and enforcement programme. Provide capacity development support to operational projects of national, provincial and municipal Environmental Management Inspectors and other compliance and enforcement role-players. Liaise and collaborate with international and domestic environmental authorities and donors as well as tertiary education institutions, NGOs and other relevant stakeholders on compliance and enforcement capacity-development initiatives. Develop appropriate training curriculum to be delivered through the national environmental compliance and enforcement capacity-building programme. Monitor the procurement of venues and initiate and administer other related goods and services (including training-related presenters, equipment, publications etc.) required to support the delivery of environmental compliance and enforcement capacity development and operational initiatives.

ENQUIRIES

: Mr M Jardine Tel No: (012) 399 9497

APPLICATIONS

: RCSM21-2026@dffe.gov.za

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. 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** : 24 July 2026 at 12h00 pm
- NOTE** : Applications not accompanied by a comprehensive CV and a fully completed Z83 form will not be considered. 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 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. Shortlisted candidates will be subjected to security vetting to confirm employment, personnel suitability checks and undergo an SMS competency assessment prior to the interview. They must make themselves available for a panel interview on the date determined by GTAC. 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 24/57** : **GOVERNANCE MANAGEMENT SECRETARIAT REF NO: G09/2026**
Term: Permanent
- SALARY CENTRE REQUIREMENTS** : R413 001 – R486 501 per annum (Level 08), plus 37% in lieu of benefits
: Pretoria
: A relevant 3-year National Diploma (NQF 6) qualification in Public Administration and/or Office Administration or related qualification in fields of Corporate Governance. A minimum of 3 - 5 years' experience in secretariat, governance, office administration or operational support. Experience in coordinating administrative processes, records management, meeting and event logistics, contract administration and related internal submissions. Experience in providing support within a governance, compliance, performance reporting or project-coordination environment will be an advantage. Experience in the Public Service or a public-sector environment.
- DUTIES** : Secretariat support to the Governance Committees: Schedule and administer arrangements for the GTAC's governance structures (MANCO, OMM and Risk Management Committee) meetings. Provide administrative support to Committee meetings including: Preparation of agendas and information packs. Drafting of general correspondence and communications sourcing and/or preparation and circulation of documents as requested. Provide secretariat support services to GTAC governance structures (MANCO, OMM and Risk Management Committee) meetings including: Record, prepare and circulate minutes of discussion and decisions. Provide quality assurance and analysis of action minutes to track progress of delivery, quality assurance of governance dashboards as part of support to ERM task team. Assist with the communication of Committee decisions and requests to relevant staff, facilitate replies to requests, and monitor and report on the implementation of decisions. Maintain formal Committee records for audit purposes. Governance and Compliance framework administrative support: Provide administrative support on the development, facilitation and monitoring the implementation of the GTAC governance framework including the: GTAC constitution, GTAC delegation of authority and delegations register, GTAC operational policies and policies register, GTAC audit schedule, GTAC statutory and regulatory

reporting schedule, GTAC records keeping policy, records management and PAIA compliance, GTAC agreements risk management, GTAC fraud and corruption prevention policy and plan, GTAC risk management plan and risk register. Coordinate approvals, register GTAC operational policies, and maintain and update the GTAC Policies Register. Maintain, monitor and report on the implementation of and compliance to the GTAC Delegation of Authority. Implement and maintain filing and document management plan for GTAC records. Management of information for governance, performance and systems administrative support: Provide administrative support on the establishment and management of the governance frameworks and internal controls for the collation, preparation and communication of resources including: policies and procedures, business processes, guidelines and templates, any other information supporting the management of governance information. Provide administrative support on the implementation, compliance and relevance of the KM frameworks and internal controls including the: lodging of documents on the GTAC policy management system. Develop inputs for information guidelines on governance and compliance policies. GTAC Quality Assurance coordination and facilitation: Provide overall quality assurance of all governance related. Coordinate and provide leadership on the inter-linkages between OMM, RMC and MANCO correspondence and action plans. Any other area of related quality assurance support as required. Unit Administration and Operational Support: Coordinate the Unit's human capital, financial, contractual and general administrative processes, including timesheets, disbursements, contract administration, records management, internal submissions, meeting and event logistics, travel arrangements and related administrative support. Support the identification, monitoring and reporting of operational risks affecting Unit performance, including follow-up on agreed mitigation actions. Provide administrative and coordination support to partnerships and donor-funded projects, including stakeholder engagements, project documentation, reporting and records management. Performance, Statutory Reporting and Client Service Support: Provide administrative coordination, verification and quality assurance support for organisational performance information and statutory reporting processes, including EQPRS, quarterly reports and Ministerial reports. Support the administration and analysis of client satisfaction surveys and the monitoring of service-improvement actions arising from stakeholder feedback.

ENQUIRIES

: Kaizer Malakoane at 066 2507072 Email: Kaizer.malakoane@gtac.gov.za

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

OTHER POSTS

- POST 24/58** : **SENIOR MIS OFFICER REF NO: GSC23/2026**
(Permanent)
- SALARY** : R413 001 per annum (Level 08), (plus benefits)
CENTRE : Central Office (Standerton)
REQUIREMENTS : A Degree/National Diploma (NQF Level 6) in Information Management/Data management or Relative Qualification recognised by SAQA, 2-3 years' Work Experience in Data Management / TVET MIS environment or Relative Experience. A valid driver's licence. Knowledge: Knowledge of office administration, Knowledge of Public Service legislations and policies, Knowledge and understanding of the TVET/CET Colleges including knowledge of TVETMIS system, annual reporting requirements by the Higher Education understanding, application and interpretation of information management. Knowledge, understanding, application and interpreting of office management, ITS System, data management, compiling and interpretation of results statistics. Computer literacy in MS Office software (word, excel, power point and outlook). Typing skills and effective office administrative. Skills: skills including project management skills. Sound communication {verbal and written} skills as well as good interpersonal relations. Ability to work independently and within a team. Good organisational, co-ordination and planning skills.
- DUTIES** : Ensure the overall supervision and proper management of TVET MIS, capturing and data extraction for the college. Ensure the overall supervision, coordination, compilation and submission of MIS reports and statics. Ensure the overall supervision and verification of inputs captured on ITS system and other related system. Ensure the overall supervision and administration of all academic and student related system. Ensure the overall supervision and maintenance of MIS licenses are renewed before expiry dates. Supervise human, physical, financial resource and perform other related duties.
- ENQUIRIES** : Mr BJ Dlongolo Tel No: (017) 712 9040
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
NOTE : 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. 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.

CLOSING DATE : 24 July 2026 (at 13h00 sharp), all applications received after the closing date and time will not be entertained Apply as early as possible to avoid disappointments, please.

POST 24/59 : **SENIOR RISK MANAGEMENT OFFICER REF NO: GSC24/2026**
(Permanent)

SALARY CENTRE REQUIREMENTS : R413 001 per annum (Level 08), (plus benefits)
: Central office (Standerton)
: A Degree/National Diploma (NQF Level 6) in Risk Management or Internal Audit or Relative qualification recognise by SAQA, 2-3 years' Work experience in Risk, Fraud, Ethics and Integrity Management or Related Environment. A valid driver's licence. Knowledge: Knowledge of the relevant Prescript, legislation and Regulations. Knowledge and understanding of the Risk Fraud, Ethics and Integrity Management. Skills: Planning and organizing, communication (good verbal and written), computer literacy, Flexibility, Financial Management, report writing, teamwork.

DUTIES : Ensure overall supervision and facilitate the provision of risk management services. Ensure overall supervision and facilitate the provision of fraud and anticorruption services. Ensure overall supervision and facilitate the provision of ethics and integrity management services. Ensure overall supervision and facilitate risk, fraud, ethics and integrity management awareness and training. Supervise human, physical and financial resources.

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

CLOSING DATE : 24 July 2026 (at 13h00 sharp), all applications received after the closing date and time will not be entertained Apply as early as possible to avoid disappointments, please.

POST 24/60 : **SENIOR PROVISIONING OFFICER: SUPPY CHAIN MANAGEMENT REF NO: GSC25/2026**
(Permanent)

SALARY CENTRE : R413 001 per annum (Level 08), (plus benefits)
: Central office (Standerton)

- REQUIREMENTS** : A Degree/National Diploma (NQF Level 6) in Supply Chain Management / Logistics or Public management, 2-3 years' Work experience in supply chain or Assets Management or Relevant Environment. A valid driver's licence. Knowledge: Knowledge of BAS/LOGIS system, knowledge of assets disposal procedure, knowledge and understating of legislative framework governing the public services, knowledge of assets management, knowledge of supply chain policies, knowledge of department of higher education mandate. Skills: Planning and organizing, communication (good verbal and written), computer literacy, Flexibility, customer care service, report writing, teamwork.
- DUTIES** : Render a bidding administration function for the college bid committees, administer the procurement of goods and services through effective and efficient demand management services, Provide and effective contract management service to the college, administer logistical and disposal services, ensure the provision of asset management services to the college, Management of human and financial resources in the unit.
- ENQUIRIES** : Mr BJ Dlongolo Tel No: (017) 712 9040
- 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
- NOTE** : 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. 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.
- CLOSING DATE** : 24 July 2026 (at 13h00 sharp), all applications received after the closing date and time will not be entertained Apply as early as possible to avoid disappointments, please.
- POST 24/61** : **SENIOR OCCUPATIONAL HEALTH & SAFETY OFFICER REF NO: EEC-OHSP-01-01/2026**
Permanent
Branch: Technical And Vocational Education and Training
- SALARY** : R413 001 per annum (Level 08)
- CENTRE** : Ekurhuleni East TVET College
- REQUIREMENTS** : Grade 12 / Matric / Level 4 Certificate. An appropriate National Diploma / Degree in Safety Management qualification. 2 years' experience in occupational health and safety environment. Computer literacy. A valid driver's licence. Knowledge of CET Act and COIDA. Occupational Health and Safety Act 85 of 1993 and other applicable legislations and regulations. OHSAS 18001 Management system. Good written and verbal communication skills. Good problem solving skills, Planning & organising, Research skills, Analytical skills, Report writing skills and Presentation skills.

- DUTIES** : Participate in the development of policies, guidelines and strategies in line with Health & Safety Act. Compile the emergency evacuation policy, management plan and operational plan in relation to occupational health and safety. Compile outstanding 18001 OHSAS documentation. Compile and submit reports to internal stakeholders. Arrange and conduct health and safety trainings. Conduct induction training to staff and students in relation to health and safety. Promote Health and Safety working environment in all sites. Coordinate occupational health and safety risk assessments by visiting all sites for periodical inspection. Provide occupational health and safety related advice. Comply with DHET and College policies and procedures.
- ENQUIRIES** : Ms. LK Boikhutso Tel No: (011) 730 6600 / Mr. T Matsaba Tel No: (011) 730 6600
- APPLICATIONS** : applications must be submitted to recruitment@eec.edu.za Applications received after the closing date or faxed and emailed applications will not be considered. Please forward your application, quoting the reference number to: The Assistant Director: Human Resource Management & Development. Ekurhuleni East TVET College, Sam Ngema Road, Kwa - Thema or Posted To Private Bag X52, Springs 1560.
- NOTE** : Applications must be submitted on Z83 Form obtainable from any Public Service Department or on the Internet at Www.Gov.Za/Documents and must be accompanied by a recently updated comprehensive CV (with three contactable references). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A user guide and 'how to' videos will assist in how to complete for the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action. The appointment will be done in line with the approved Employment Equity Plan. Persons with disability are encouraged to apply. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. The successful candidate will be required to write a competency assessment, sign an annual performance agreement, disclose his/her financial interest and be subjected to security clearance. 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.
- CLOSING DATE** : 24 July 2026 at 16H00.
- POST 24/62** : **CHIEF PERSONNEL OFFICER REF NO: EEC-CPOP-02-01/2026**
Permanent
Branch: Technical and Vocational Education and Training
- SALARY CENTRE REQUIREMENTS** : R413 001 per annum (Level 08)
: Ekurhuleni East TVET College
: Grade 12 / Matric / Level 4 Certificate. 3-year National Diploma / Degree qualification in Human Resource Management. 3-5 years' relevant experience in Human Resource environment. Computer Literacy. A valid driver's licence. Understanding and utilisation of the PERSAL system. Understanding of legislative framework governing the Public Services. Storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Planning and organizing. Communication (Good verbal and written). Flexibility. Customer care services. Report writing. Teamwork.
- DUTIES** : Supervise and Administer conditions of service and remuneration of employees. Administer Pension, Housing Allowance and Long Service benefits etc. Ensure that new employees complete contract of employment. Administer

employee leave. Ensure staff files are maintained (employment contracts, details, leave forms etc). Administer all termination requests. Administer the payroll for all employees and deal with all administration and queries relating to the Pension Fund and Medical Aid. Submit reports to management as required so that they are informed of HR related matters and can take informed decisions. Ensure that all employees have completed a Declaration of Interest and a Confidentiality Agreement. Administer staff records and ensure that records are updated. Supervise and Administer Recruitment and Selection. Develop a recruitment plan. Prepare adverts and obtain approval to advertise. Co-ordinate shortlistings and Interviews. Receive request for advertisement of vacant posts in the College. Advertise all vacancies in conjunction with Managers. Ensure preparations for interviews (arrangements of interviews such as dates, venues, and invitations to candidates). Facilitate the verification of all applicants' qualifications. Compile reports for approval by Principal to appoint the suitable candidates on salary levels 2 to 8. Facilitate appointments and placements. Administer recruitment database. Manage Records for the College. Develop, review and ensure implementation of Records Management processes and systems. Administer the opening, archiving, closing and filing of files for new and existing employees. Ensure the updating of personnel files. Ensure safekeeping of Human Resource Records. Administer all records required for auditing purposes. Ensure the disposing of files in terms of the applicable legislations and approved College policy. Administer all incoming and outgoing correspondence. Administer a database of all incoming and outgoing mail. Administer register of file index on (filing system). Adhere to Department of Higher Education & Training and College policies and procedures. Manage human, financial and other resources in the unit.

ENQUIRIES : Ms. LK Boikhutso Tel No: (011) 730 6600 / Mr. T Matsaba Tel No: (011) 730 6600

APPLICATIONS : applications must be submitted to recruitment@eec.edu.za Applications received after the closing date or faxed and emailed applications will not be considered. Please forward your application, quoting the reference number to: The Assistant Director: Human Resource Management & Development, Ekurhuleni East TVET College, Sam Ngema Road, Kwa - Thema or Posted To Private Bag X52, Springs, 1560.

NOTE : Applications must be submitted on Z83 Form obtainable from any Public Service Department or on the Internet at Www.Gov.Za/Documents and must be accompanied by a recently updated comprehensive CV (with three contactable references). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A user guide and 'how to' videos will assist in how to complete for the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action. The appointment will be done in line with the approved Employment Equity Plan. Persons with disability are encouraged to apply. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. The successful candidate will be required to write a competency assessment, sign an annual performance agreement, disclose his/her financial interest and be subjected to security clearance. 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.

CLOSING DATE : 24 July 2026 at 16H00.

- POST 24/63** : **SENIOR PRACTITIONER HUMAN RESOURCE DEVELOPMENT REF NO: EEC-HRDP-02-01/2026**
 Permanent
 Branch: Technical And Vocational Education and Training
- SALARY CENTRE REQUIREMENTS** : R413 001 per annum (Level 08)
 : Ekurhuleni East TVET College
 : Grade 12 / Matric / Level 4 Certificate. 3-year National Diploma / Degree qualification in Human Resource Management. 3-5 years' relevant experience in Human Resource environment. Computer Literacy. A valid driver's licence. Knowledge and understanding of PMDS and IQMS. Knowledge and understanding of coordination and facilitation of training. Understanding of legislative framework governing the Public Services. Storage and retrieval procedures in terms of the working environment. Coordination and facilitation of training programmes. Planning and organizing. Communication (Good verbal and written). Flexibility. Customer care services. Report writing. Teamwork.
- DUTIES** : Ensure the implementation of training and development programmes. Conduct training needs analysis for the College. Conduct inductions for newly appointed employees in the College. Develop and implement training schedule. Contact service providers and negotiate best options for the College. Market training courses in the College. Plan and conduct skills audit for the College. Ensure proper arrangement of training logistics such as dates, venues and ensure submission of Portfolio of Evidence when required. Assess post - training evaluation and surveys for all courses attended. Administer a database of all trainings attended by employees and report thereof. Facilitate the development of Work Skills Plan. Develop the annual Work Skills Plan (WSP) from data collected. Establish Skill Development Committee (SDC). Communicate with SDC, relevant staff and units regarding preparation and reporting of WSP. Monitor the implementation of WSP. Report on the annual skills audit. Monitor and process any ETDP Seta claims and documentation. Establish and maintain a good relationship with ETDP Seta. Administer bursaries in the College. Advertise bursaries according to College requirements. Administer files for transfer of bursaries to and from other Colleges or institutions. Administer bursaries and bursary adjudication process. Provide secretariat support to /Human Resource Development Committee/ Bursary committee. Conduct bursary audits and respond to queries related to bursaries and compile quarterly reports for the bursaries. Ensure feedback of outcomes to applicants and their managers. Provide professional guidance and support to managers and staff regarding bursaries and career development. Ensure maintenance of bursary database. Administer bursary payments. Administer Performance Management Development System, Integrated Quality Management System and coordinate Training for College. Develop and implement an effective and efficient PMDS and IQMS for College staff. Conduct workshops and provide assistance with the completion of PMDS and IQMS documents. Administer, Half Yearly and Annual PMDS and IQMS Assessments for College staff. Administer the PMDS and IQMS for the College. Determine training interventions and compile training schedules for staff and submit to the Principal for approval. Administer the delivery of external and in-house training as and when requested. Administer the recruitment and selection of internship and learnership programmes. Compile reports for approval of bursary applications in the College. Manage database for all PMDS, IQMS and Training matters. Administer Internship and learnership programmes. Facilitate the development of job descriptions. Formulate the Employment Equity Plan for the College. Manage human, financial and other resources in the unit.
- ENQUIRIES** : Ms. LK Boikhutso Tel No: (011) 730 6600 / Mr. T Matsaba Tel No: (011) 730 6600
- APPLICATIONS** : must be submitted to recruitment@eec.edu.za Applications received after the closing date or faxed and emailed applications will not be considered. Please forward your application, quoting the reference number to: The Assistant Director: Human Resource Management & Development, Ekurhuleni East TVET College, Sam Ngema Road, Kwa - Thema or Posted To Private Bag X52, Springs, 1560.
- NOTE** : Applications must be submitted on Z83 Form obtainable from any Public Service Department or on the Internet at www.gov.za/Documents and must be accompanied by a recently updated comprehensive CV (with three contactable references). A fully completed and signed Z83 form and a detailed

Curriculum Vitae will be considered. A user guide and 'how to' videos will assist in how to complete for the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action. The appointment will be done in line with the approved Employment Equity Plan. Persons with disability are encouraged to apply. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. The successful candidate will be required to write a competency assessment, sign an annual performance agreement, disclose his/her financial interest and be subjected to security clearance. 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.

- CLOSING DATE** : 24 July 2026 at 16H00.
- POST 24/64** : **STUDENT LIASON OFFICER REF NO: GSC26/2026**
(Permanent)
- SALARY** : R338 106 per annum (Level 07), (plus benefits)
- CENTRE** : Balfour Campus
- REQUIREMENTS** : A Degree/National Diploma (NQF Level 6) in Social Science or Education or Psychology or Relative Qualification recognise by SAQA, 1-2 Years Work Experience in Student Support Service or Teaching and Learning Environment or Related Field. Knowledge: Proven knowledge of public sector, Knowledge of TVET environment, proven Knowledge psychology, Teaching background, public services framework, public services Act, public services regulations, public management Act, Treasury regulations, Batho Pele Principle. Skills: Computer literacy (MS, Word, Excel, Ms PowerPoint), Administrative, communication and listening, Excellent project management, Confidence and energy to build rapport, Ability to prioritise, work independently and meet deadlines, flexibility to occasionally work out of hours strong eye for detail, Lecturing experience in fundamental programmes will be a requirement, good teamwork, Problem solving.
- DUTIES** : Provide student liaison services at the campus, Guide students and path their careers, Manage the induction of the students at the campus, Provide welfare support to students by liaising between stakeholder/persons, Prepare weekly support and monthly reports, Assist students as and when required, Assist with academic support plan for identified students, Guide students to make the right decision and improve their performance, Ensure that there is continuous awareness and level of knowledge in HIV/AIDS to students. Address socio-economic students matters appropriately including substance and other relevant matters, Promote regular attendance of students and monitor the attendance register, Conduct home visits when necessary and interview/counsel students, staff, families and other relevant stakeholders in order to identify contributing factors associated with low attendance concerns, support student, families by establishing and delivering absence reduction programmes, manage the fundamentals support programmes, peer educator programmes in the student support centre at campus, management of application and placement process.
- ENQUIRIES** : Mr BJ Dlongolo Tel No: (017) 712 9040
- 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

- NOTE** : 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. 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.
- CLOSING DATE** : 24 July 2026 (at 13h00 sharp), all applications received after the closing date and time will not be entertained Apply as early as possible to avoid disappointments, please.
- POST 24/65** : **HUMAN RESOURCE DEVELOPMENT PRACTITIONER REF NO: GSC27/2026**
(Permanent)
Re-advert
- SALARY** : R338 106 per annum (Level 07), (plus benefits)
CENTRE : Central office (Standerton)
REQUIREMENTS : A Degree/National Diploma (NQF Level 6) in Human Resource Management/development or Relative Qualification recognised by SAQA, 1-2 Years work Experience in Humann Resource Development Environment. Knowledge: Knowledge and understanding of PMDS and IQMS, Knowledge and understanding of coordination and facilitation of training, understanding of legislative framework governing the public services, Storage and retrieval procedures in terms of the working environment. Skills: Coordination and facilitation of training programmes, Planning and organizing, Communication, Computer Literacy, Flexibility, Customer care services, Report writing, Teamwork.
- DUTIES** : Implement all training and development programmes, Facilitate the development of work skills plan, Process any ETDP Seta claims and documents, Process bursaries in the College, Coordinate internship and Learnership Programmes, Implement performance management development system, Integrated quality management system and coordinate training for college staff, Facilitate the development of job descriptions, Formulate the employment equity plan for the college.
- ENQUIRIES** : Mr BJ Dlongolo Tel No: (017) 712 9040
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
NOTE : 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. 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.

CLOSING DATE : 24 July 2026 (at 13h00 sharp), all applications received after the closing date and time will not be entertained Apply as early as possible to avoid disappointments, please.

POST 24/66 : **PROVISIONING OFFICER: SUPPY CHAIN MANAGEMENT REF NO: GSC28/2026**
(Permanent)

SALARY : R338 106 per annum (Level 07), (plus benefits)
CENTRE : Central office (Standerton)
REQUIREMENTS : A Degree/National Diploma (NQF Level 6) in Supply Chain Management / Logistics or Public management, 1-2 years' work experience in supply chain or Assets Management or Relevant Environment. A valid driver's licence. Knowledge: Knowledge of BAS/LOGIS system, knowledge of assets disposal procedure, knowledge and understating of legislative framework governing the public services, knowledge of assets management, knowledge of supply chain policies, knowledge of department of higher education mandate. Skills: Planning and organizing, communication (good verbal and written), computer literacy, Flexibility, customer care service, report writing, teamwork.

DUTIES : monitor and review the capturing of all physical (moveable and immovable). Assets in the physical asset management registers (Hard Cat (IT and Furniture register). Monitor and review the allocation of assets to asset holders. Review the monitoring of assets in accordance with the relevant policy and procedures. Promote correct implementation of sound asset management practices. Administer asset management services. Assist with managing of all asset movement within the College. Supervise human resources/staff.

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

CLOSING DATE : 24 July 2026 (at 13h00 sharp), all applications received after the closing date and time will not be entertained Apply as early as possible to avoid disappointments, please.

POST 24/67 : **CAMPUS ADMINISTRATOR PERDEKOP CAMPUS REF NO: GSC29/2026**
(Permanent)

SALARY : R338 106 per annum (Level 07), (plus benefits)
CENTRE : Perdekop Campus
REQUIREMENTS : A Degree/National Diploma (NQF Level 6) in Office Management and Technology or Public Management or Relative Qualification recognised by SAQA, 1-2 years' work experience in Administration environment. A Valid Driver's Licence Knowledge: Knowledge of office administration, Knowledge of Public Service legislations and policies, Knowledge and understanding of the TVET/CET Administration, Understanding of the Higher Education sector, Understanding Cost centre 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 : Render administrative support services; Draw up a campus enrolment plan for both NCV and report 191, Gather departmental information and compile a report for A-TEAM and Campus Management, Prepare reports, presentations, and other correspondence. Arrange meetings, conferences, workshops and other gatherings as required, Provide other secretarial support services to campus management, Administer and coordinate human resource services, Coordinate Leave forms and submit to central office. Coordinate PMDS documents and submit to central office, Coordinate all relevant documentation pertaining to disciplinary cases and grievances. Follow up and resolve all human resource administration queries and issues emanating from campus staff, Maintain human resource records administration, Monitor the attendance register for staff. Coordinate the compilation of duty registers and payment for part-time lectures, Support the implementation, college staff wellness programme at campus level, Provide procurement services; Recommend purchase requisitions to Campus Manager, Draft procurement memo. Complete requisition form, Receive goods and services, Coordinate and submit invoices to central office for processing. Verify the correctness of goods and services supplied against the appropriate documentation, Follow-up on campus requisitions made, Maintain a proper filing system, Maintain files for all campus staff, Filing of all relevant documentation according to QMS requirements and national achieve Act, Keep record of postage received from central office and ensure that the distribution is done accordingly and register is kept by the relevant official, Administer student registration and examination process; Assist in the registration of students. Store student portfolios of evidence and student records, Scan documents of students, Capture and reconcile information for students, Ensure data exceptions and corrections, Process the details of applications for programmes and credits, Coordinate the student registration process, Coordinate the examination process.

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

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- CLOSING DATE** : 24 July 2026 (at 13h00 sharp), all applications received after the closing date and time will not be entertained Apply as early as possible to avoid disappointments, please.
- POST 24/68** : **MARKETING CLERK REF NO: GSC30/2026**
(Permanent)
Re-advert
- SALARY** : R237 543 per annum (Level 05), (plus benefits)
CENTRE : Central Office (Standerton)
REQUIREMENTS : Grade 12 with Computer as passed Subject or NCV Level 4 Certificate in Marketing. N6 Certificate or Diploma (NQF Level 6) in Communication or Marketing or Public Relation will be an advantage, 1 year work experience in Marketing or Communication Environment will be an added advantage. Knowledge: Knowledge of Social media practice and channels, Knowledge and understanding of stakeholder management, understanding of the importance of branding and applying across a range of channels, Knowledge of event management, Knowledge and understanding of website maintenance. Skills: Planning and organising, Administration, Financial management, Report writing, Communication and Interpersonal, Problem solving, Computer literacy, Client Oriented, Project management, Team leader.
- DUTIES** : Handle college media platforms e.g. (Facebook, Twitter, Instagram), Ensure that college social media platforms are updated on regular basis, Liaise with campuses to ensure that college social media platforms reflect all sites, Monitor the college website, Collect press clipping from print media publications, the collection of data from online information sources, Archive all the press clippings and send clipping to management weekly, Conduct quarterly surveys around targeted groups, Compile reports on the survey for purpose of section presentation, Utilise the findings of surveys to implement stronger techniques around weak zones, Assist with day to day running of the section- decrease workload and help the team meet deadlines.
- ENQUIRIES** : Mr BJ Dlongolo Tel No: (017) 712 9040
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
NOTE : 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. 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.

CLOSING DATE : 24 July 2026 (at 13h00 sharp), all applications received after the closing date and time will not be entertained Apply as early as possible to avoid disappointments, please.

POST 24/69 : **MARKETING CLERK REF NO: GSC31/2026**
(Permanent)
Re-advert

SALARY : R237 453 per annum (Level 05), (plus benefits)
CENTRE : Central Office (Standerton)
REQUIREMENTS : Grade 12 with Computer as Passed Subject or NCV Level 4 Certificate in Marketing. N6 Certificate or Diploma (NQF Level 6) in Communication or Marketing or Public Relations will be an advantage. 1 year work experience in Marketing or Communication Environment will be an added advantage. Knowledge: Knowledge of Social media practice and channels, Knowledge and understanding of stakeholder management, understanding of the importance of branding and applying across a range of channels, Knowledge of event management, Knowledge and understanding of website maintenance. Skills: Planning and organising, Administration, Financial management, Report writing, Communication and Interpersonal, Problem solving, Computer literacy, Client Oriented, Project management, Team leader.

DUTIES : Handle college media platforms e.g. (Facebook, Twitter, Instagram), Ensure that college social media platforms are updated on regular basis, Liaise with campuses to ensure that college social media platforms reflect all sites, Monitor the college website, Collect press clipping from print media publications, the collection of data from online information sources, Archive all the press clippings and send clipping to management weekly, Conduct quarterly surveys around targeted groups, Compile reports on the survey for purpose of section presentation, Utilise the findings of surveys to implement stronger techniques around weak zones, Assist with day to day running of the section- decrease workload and help the team meet deadlines.

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

CLOSING DATE : 24 July 2026 (at 13h00 sharp), all applications received after the closing date and time will not be entertained Apply as early as possible to avoid disappointments, please.

POST 24/70 : **SUPPLY CHAIN CLERK REF NO: GSC32/2026**
(Permanent)

SALARY : R237 543 per annum (Level 05), (plus benefits)
CENTRE : Balfour Campus
REQUIREMENTS : Grade 12 with Computer as a passed subject, Diploma (NQF Level 6) in Supply Chain Management or Logistic or Public Management will be an advantage. 1 year work experience in supply chain or Assets Management Environment will be an added advantage, A valid driver's licence. Knowledge: Strong administration skills. Appropriate verbal and written communication skills. Innovative thinking and problem-solving skills. Ability to perform accurately and methodically under pressure. Sound interpersonal relations and a pleasant telephone personality. Good planning and organisational skills. Thoroughness, honesty, integrity and willingness to work hard, coupled with work. Ability to interpret directives. Skills: Planning and organising, Administration, Financial management, Report writing, Communication and Interpersonal, Problem solving, Computer literacy, Client Oriented, Project management, Team leader.

DUTIES : Assist with rendering procurement of goods and services. Render logistical administration services. Render general administration support services including typing, filing and preparing documents for meeting. Act as secretary to the Bid Committee. Uploading specifications, quotation, invoices, till slips, motivation on ITS system.

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

CLOSING DATE : 24 July 2026 (at 13h00 sharp), all applications received after the closing date and time will not be entertained Apply as early as possible to avoid disappointments, please.

POST 24/71 : **RECEPTIONISTS**
(Permanent)

SALARY : R201 093 per annum (Level 04), (plus benefits)
CENTRE : Standerton Campus Ref No: GSC33 /2026 (X1 Post)
Ermelo Campus Ref No: GSC34/2026 (X1 Post)

REQUIREMENTS : Grade 12 certificate with computer as a passed subject or Level 4 Certificate in Office Administration. N6 Certificate in Management Assistant will be an advantage. 1 year relevant work experience will be an added advantage. knowledge: Client orientation and Customer focus, good communication, Telephone etiquette. skills: Must be customer literate, Sound organizational skills, good people skills, Basic written communication skills.

DUTIES : Receive telephonic calls, message and channel to relevant role players, provide relevant information as required, Operate office equipment such as fax machines and photocopiers, liaise with internal and external personnel, Maintain telephone directory.

ENQUIRIES : Mr BJ Dlongolo Tel No: (017) 712 9040
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
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CLOSING DATE : 24 July 2026 (at 13h00 sharp), all applications received after the closing date and time will not be entertained Apply as early as possible to avoid disappointments, please.

POST 24/72 : **SECURITY OFFICER REF NO: GSC35/2026**
(Permanent)

SALARY : R170 226 per annum (Level 03), (plus benefits)

CENTRE : Central office (Standerton)

REQUIREMENTS : Grade 10 Certificate (Standard 8), Basic Security Course, Basic Education and training. 1 Year experience will be an Advantage. A Valid Drivers Licence. Knowledge: Knowledge of the access control procedures, building patrols, overseeing security registers and key controls, Knowledge of measures for the control and movement of equipment and stores, Knowledge of prescribes security procedures and the authority of security officers under these documents, Knowledge on the relevant emergency procedures. Skills: Reading, Writing, Language, Operating equipment, Literacy communication (verbal and written), people management, Office management and administration, Analytical, Computer literacy, Problem-solving, Planning and organizing Ability to work under pressure, Adaptive, Confidentiality, integrity, Disciplined.

DUTIES : Perform access control functions, ensure safety in the building and the premises, Ensure that equipment, documents and stores do not leave or enter the building or premises unauthorized, Ensure 79all incidents are recorded in the occurrence books/registers

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

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

NOTE : 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. 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.

CLOSING DATE : 24 July 2026 (at 13h00 sharp), all applications received after the closing date and time will not be entertained Apply as early as possible to avoid disappointments, please.

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.



- CLOSING DATE** : 24 July 2026
- NOTE** : Applications must be submitted online at <https://erecruitment.dha.gov.za> sent to the correct address specified at the bottom of the posts, on or before the closing date accompanied by a fully completed Application for Employment Form (New Z83, effective from 1 January 2021), obtainable at www.dpsa.gov.za, citing the correct post number and job title, and a comprehensive CV (citing the start and end date dd/mm/yy), job title, duties performed and exit reason for each employment period to be considered, as well as the details of at least two contactable employment references (as recent as possible), regardless of online or manual submission. 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); 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, 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.
- ERRATUM:** Kindly note that the process to submit applications for the post of Senior Legal Administration Officer (MR-6) with Ref No: HRMC 43/26/3, that was advertised in Public Service Vacancy Circular 23 dated 03 July 2026, was omitted and therefore must be sent to: Applications: Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://erecruitment.dha.gov.za> or legalrecruitment@dha.gov.za To this effect, the closing date for this post has been extended to 24 July 2026. We apologise for the inconvenience caused.

MANAGEMENT ECHELON

- POST 24/73** : **DIRECTOR: FINANCE AND SUPPORT REF NO: HRMC 47/26/1**
Provincial Manager's Office
- SALARY** : R1 317 384 - R1 551 807 per annum (Level 13), (an all-inclusive salary package) structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.
- CENTRE REQUIREMENTS** : Provincial Manager's Office: Free-State: Bloemfontein
: B Degree in Financial Management, Accounting or related field, at NQF level 7 as recognized by SAQA. 5 years' experience in Middle / Senior Managerial level is required. Extensive experience in Financial Management and Administration environment is required. Knowledge of the Constitution of the Republic of South Africa. Knowledge and understanding of all relevant public service and Departmental Legislative Frameworks, as well as Government Structures. Knowledge and application of Public Finance Management Act and Treasury Regulations. Knowledge of the E government policy framework consultation paper developed by GITO. Knowledge of Supply Chain Management. Excellent abilities and vast experience in project management, project optimization, and the use of online systems. A Valid driver's licence or ability to fulfil the operational travel requirements of the post independently, through maintaining reliable transport arrangements for the execution of official duties, as well as willingness to travel and work extended hours. Completion of the Senior Management Services Pre-entry Certificate upon appointment. Required skills and competencies: Strategic capability and leadership Execution. Service delivery innovation, client orientation and customer focus. People management and empowerment. Financial and expenditure Management. Program and project management. Financial risk management. Accountability. Support with digital transformation. Excellent verbal and written communication, as well as presentation skills. Problem-solving and analysis. Influencing, networking, conflict management and negotiation skills. Attention to detail. Process analysis and improvement. Stakeholder relations and customer focus. Interpersonal skills. Decision making and initiating action. Planning, organising and time management. Business report writing. Business continuity. Computer literacy. Patriotism, Honesty and Integrity.
- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: Manage the coordination of Human Resource Management and Development process and procedures in the Province. Manage identified threats and opportunities in quantity and quality of HR in line with the business (provincial) goals and models. Maintain a link and rationale for all HR activities that directly impact business success, enhancing HR's reputation and contribution in the province. Develop and execute plan for human resources in alignment with Province core values as adopted in the operational plan. Ensure identification of current and future needs of HRM processes and procedures in the Province (i.e. recruitment & selection, change management, leave and absenteeism, termination, wellness programmes, alignment of the Provincial HR Plan with the work plan, training, organisational development, and retention strategies. Lead and direct the coordination of Performance Management Development Systems' (PMDS) process that sets out performance objectives for all levels of staff within business partnering. Manage the coordination and implementation of inter Provincial Learnership Forum. Coordinate the implementation of HR operations, decentralisation and delegations for the Province. Ensure improvement on quality of decision-making and liaise with HRM&D Branch on HR related matters that have impacts on the Province. Ensure the development and implementation of Standard Operation Procedures (SOPs). Lead and direct the unit on matters emanating from HR audit, inspection, observation and risk assessment. Partner with external and business units in line with the Service Level Agreement (SLA) to ensure the attainment of long term human resource services goals (i.e. Business units, OPSC, DOL and DPSA). Manage financial administrative matters in the Provinces line with Public Finance Management Act (PFMA). Manage the coordination of IT operations in the Province. Manage and implement strategic objectives and innovation within the Directorate. Ensure service delivery improvement within the directorate. Ensure effective and efficient management

		of human, physical and financial resources within the Chief Directorate. Coach and guide staff on compliance with all regulatory requirements.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms N Mnisi Tel No: (012) 406 4238
	:	Applications compliant with the "Directions to Applicants" above, must be submitted online at https://erecruitment.dha.gov.za or financerecruitment@dha.gov.za
<u>POST 24/74</u>	:	<u>DIRECTOR: APPLICATION PROCESSING REF NO: HRMC 47/26/2</u> Branch: Civics Services
<u>SALARY</u>	:	R1 317 384 - R1 551 807 per annum (Level 13), (an all-inclusive salary package) structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.
<u>CENTRE REQUIREMENTS</u>	:	Head Office, Tshwane
	:	An undergraduate qualification in Public Management, Public Administration, Operations Management or related field, at NQF level 7 as recognized by SAQA. 5 years' experience at a Middle / Senior Managerial level is required. Extensive experience in Operations Management is required. Knowledge of the Constitution of the Republic of South Africa. Knowledge and understanding of all relevant public service and Departmental Legislative Frameworks, as well as Government Structures. Knowledge of the Immigration Act. Knowledge of Public Finance Management Act. Excellent abilities and vast experience in project management, project optimization, and the use of online systems. A Valid driver's licence or ability to fulfil the operational travel requirements of the post independently, through maintaining reliable transport arrangements for the execution of official duties, as well as willingness to travel and work extended hours. Completion of the Senior Management Services Pre-entry Certificate upon appointment. Required skills and competencies: Strategic capability and leadership Execution. Service delivery innovation, client orientation and customer focus. People management and empowerment. Financial Management. Program and project management. Change management. Knowledge Management. Support with digital transformation. Service delivery Innovation. Excellent verbal and written communication, as well as presentation skills. Problem-solving and analysis. Influencing, networking, conflict management and negotiation skills. Attention to detail. Process analysis and improvement. Stakeholder relations and customer focus. Interpersonal skills. Technical skills: Commercial skills. Decision making and initiating action. Planning, organising and time management. Business report writing. Computer literacy. Patriotism, Honesty and Integrity.
<u>DUTIES</u>	:	Manage effective operations within the application processing unit. Provide guidance and leadership to the application processing unit in the achievement of strategic and operational goals. Drive implementation of the Batho Pele Principles within the unit in all interactions with internal and external customers. Monitor performance against service level agreements and ensure service delivery to internal and external stakeholders and maintain statistical data against service level standards, bottlenecks, volumes, trends and error rates. Monitor the performance of the SLA between the Front Office and the unit and take action where required. Develop and implement quality assurance and data quality strategies and actions. Oversee the financials of the unit including accurate financial accounting, monitoring and reporting within the unit. Ensure uniform implementation of Standard Operating Procedures. Implement effective operational control measures to prevent corruption and other non-financial losses. Monitor the accurate capturing and activation of application data on the NPR and other databases. Establish, maintain and ensure a good working relationship with the department and relevant stakeholders. Manage and implement strategic objectives and innovation within the Directorate. Development and Implementation of policies and procedures, directives, acts and regulations. Ensure effective and efficient management of human, physical and financial resources within the Directorate. Coach and guide staff on compliance with all regulatory requirements.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr J Modipa Tel No: (012) 406 4243
	:	Applications compliant with the "Directions to Applicants" above, must be submitted online at https://erecruitment.dha.gov.za or civicsrecruitment@dha.gov.za

- POST 24/75** : **DIRECTOR: FOOTPRINT DEVELOPMENT AND HOSPITAL REF NO: HRMC 47/26/3**
Branch: Operations
- SALARY** : R1 317 384 - R1 551 807 per annum (Level 13), (an all-inclusive salary package) structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.
- CENTRE REQUIREMENTS** : Head Office, Tshwane
An undergraduate qualification in Operations Management, Public Administration, Management, Public Management, Social Science, Business Management, Management and Administration or related field, at NQF level 7 as recognized by SAQA. 5 Years' experience at a Middle / Senior Managerial level is required. Knowledge of the Constitution of the Republic of South Africa. Knowledge and understanding of all relevant public service and Departmental Legislative Frameworks, as well as Government Structures. Knowledge of the Births and Deaths Registration Act, No. 51 of 1992. Knowledge of the Identification Act, No. 68 of 1997. Knowledge and understanding of all legislations, policies and prescripts. Knowledge of Intelligence Act, Criminal Procedures Act, Police Act, Anti-corruption legislation, LRA, BCEA, PSA. Knowledge of policy development and government protocol. Knowledge of PFMA and Treasury Regulations. Knowledge and understanding of Preferential Policy Framework (PPFA). Knowledge of the Protection of information Act (POPIA). Knowledge of Departmental core policies, prescripts and practices. Understanding of Good Corporate Governance principles (King II). Excellent abilities and vast experience in project management, project optimization, and the use of online systems. A Valid driver's licence or ability to fulfil the operational travel requirements of the post independently, through maintaining reliable transport arrangements for the execution of official duties, as well as willingness to travel and work extended hours. Completion of the Senior Management Services Pre-entry Certificate upon appointment. Required skills and competencies: Strategic capability and leadership Execution. Service delivery innovation, client orientation and customer focus. People management and empowerment. Financial Management. Program and project management. Change management. Support with digital transformation. Excellent verbal and written communication, as well as presentation skills. Problem-solving and analysis. Influencing, networking, conflict management and negotiation skills. Attention to detail. Process analysis and improvement. Stakeholder relations and customer focus. Interpersonal skills. Decision making and initiating action. Planning, organising and time management. Business report writing. Computer literacy. Patriotism, Honesty and Integrity.
- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: Ensure effective footprint development and service model across the department. Develop DHA Footprint Strategy and monitor implementation across all tiers. Manage the implementation of the Health Facilities points and delivery model. Liaise with all Province Managers to ensure the development and implementation of a comprehensive Footprint Strategy. Drive cooperation with Department of Health on DHA service delivery in hospitals and clinics. Ensure uniform, consistent and optimal Health Facilities delivery at DHA Service Points to maximise birth and death registrations and meet agreed service targets. Develop identified policies and procedures in conjunction with the Policy and Strategy unit. Coordinate and maintain the Footprint strategy, structure, policies, and quality frameworks in the department. Establish and maintain effective communication channels to enable informed decision making. Establish the reporting framework for the Front Office Footprint. Ensure that effective project management processes, procedures and standards are adhered to. Manage and implement strategic objectives and innovation within the Directorate. Develop and implementation of policy and procedure, directive acts and regulations. Ensure effective risk and compliance management. Ensure effective and efficient management of human, physical and financial resources within the Chief Directorate. Coach and guide staff on compliance with all regulatory requirements.
- ENQUIRIES** : Ms S 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 ipsrecruitment@dha.gov.za
- POST 24/76** : **DIRECTOR: MONITORING AND EVALUATION REF NO: HRMC 47/26/4**
Chief Directorate: Strategy and Institutional Performance
- SALARY** : R1 317 384 - R1 551 807 per annum (Level 13), (an all-inclusive salary package) structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.
- CENTRE** : Head Office, Tshwane
- REQUIREMENTS** : An undergraduate qualification in Public Administration, Public Management, Management or related field at NQF level 7 as recognized by SAQA. 5 Years’ experience at a Middle / Senior Managerial level is required. Knowledge of the Constitution of the Republic of South Africa. Knowledge and understanding of all relevant public service and Departmental Legislative Frameworks, as well as Government Structures. Understanding of Minimum Information Security Standard (MISS). Knowledge of the Public Finance Management Act (PFMA) and Treasury regulations. Excellent abilities and vast experience in project management, project optimization, and the use of online systems. A Valid driver’s licence or ability to fulfil the operational travel requirements of the post independently, through maintaining reliable transport arrangements for the execution of official duties, as well as willingness to travel and work extended hours. Willingness to travel and work extended hours. Completion of the Senior Management Services Pre-entry Certificate upon appointment. Required skills and competencies: Strategic capability and leadership Execution. Service delivery innovation, client orientation and customer focus. People management and empowerment. Financial Management. Program and project management. Change management. Support with digital transformation. Excellent verbal and written communication, as well as presentation skills. Problem-solving and analysis. Influencing, networking and conflict management. Attention to detail. Process analysis and improvement. Stakeholder relations and customer focus. Interpersonal skills. Decision making and initiating action. Planning, organising and time management. Business report writing. Computer literacy. Patriotism, Honesty and Integrity.
- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: Ensure the Monitoring, Reporting and Evaluation on Organisational Performance. Monitor standard operating procedures, processes and service standards. Facilitate and manage quality standards for reporting. Facilitate and manage in-year and end of term reporting processes. Provision of monitoring and evaluation support to executive committees and branches. Facilitate periodic evaluations including policy legislation. Provision of statistical analysis for the DHA. Ensure the coordination and support of Monitoring and Evaluation processes and cycle according to approved policies and guidelines. Provide guidance and contribute to building Monitoring and Evaluation capacity. Monitor and create awareness of the value of Monitoring and Evaluation in the department. Manage the reporting system, including quarterly reviews, in order to comply with external reporting requirements related to performance. Establish and maintain effective relationships with key Department units such as Internal Audit, Planning, Research so as to collaborate, share relevant information and find synergies. Establish and maintain effective relationships with stakeholders with the view to enhance the Monitoring and Evaluation Function. Analyse results and lessons learned and provide strategies for improvement of performance. Establish, maintain and ensure a good working relationship with the department and relevant stakeholders. Provide strategic direction, and leadership and ensure the strategic positioning. Oversee the development and review of policies and code of practice for the Branch. Ensure effective risk and compliance management. Ensure effective and efficient management of human, physical and financial resources within the Chief Directorate. Coach and guide staff on compliance with all regulatory requirements.
- ENQUIRIES** : Ms N Raziya Tel No: (012) 406 4155
- APPLICATIONS** : Applications compliant with the “Directions to Applicants” above, must be submitted online at <https://erecruitment.dha.gov.za> or ipsrecruitment@dha.gov.za

- POST 24/77** : **DIRECTOR: TRANSFORMATION AND GENDER REF NO: HRMC 47/26/5**
Chief Directorate: Employee Engagement
- SALARY** : R1 317 384 - R1 551 807 per annum (Level 13), (an all-inclusive salary package) structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.
- CENTRE REQUIREMENTS** : Head Office, Tshwane
: An undergraduate qualification in Management Science, Human Resources Management, or related field at NQF level 7 as recognized by SAQA. Five (5) years' Middle / Senior Managerial level experience in Transformation and Gender environment is required. Knowledge of the Constitution of the Republic of South Africa. Knowledge and understanding of all relevant public service and Departmental Legislative Frameworks, as well as Government Structures. Understanding of integrated strategy for disabled people. Understanding of the National framework of gender equality. Knowledge of the Basic Conditions of Employment Act. Understanding of National Calendar of events. Understanding of Youth issues. Understanding of Public Service Transformation White Paper. Excellent abilities and vast experience in project management, project optimization, and the use of online systems. A Valid driver's licence or ability to fulfil the operational travel requirements of the post independently, through maintaining reliable transport arrangements for the execution of official duties, as well as willingness to travel and work extended hours. Willingness to travel and work extended hours. Completion of the Senior Management Services Pre-entry Certificate upon appointment. Required skills and competencies: Strategic capability and leadership Execution. Service delivery innovation, client orientation and customer focus. People management and empowerment. Financial Management. Program and project management. Change management. Support with digital transformation. Excellent verbal and written communication, as well as presentation skills. Problem-solving and analysis. Influencing, networking and conflict management. Attention to detail. Budget planning and cost control. Financial reporting. Process analysis and improvement. Stakeholder relations and customer focus. Interpersonal skills. Decision making and initiating action. Planning, organising and time management. Business report writing. Computer literacy. Patriotism, Honesty and Integrity.
- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: Lead and direct the diversity programs and strategies in the Department. Provide direction on monitoring and evaluation of all strategies to advance equity and report to the relevant stakeholders. Provide strategic direction on national, regional and international policies, treaties/conventions guidelines. Lead and direct / monitor the implementation of the Employment Equity Act, Employment Equity Plan and all related policies to ensure equity on gender, youth, and persons with disabilities. Manage development, review and monitor the implementation of the Employment Equity Policy and Plan. Develop and monitor policies that protect and promote diversity in the workplace, as well as driving awareness programs to ensure compliance. Ensure departmental representation and participation in intergovernmental structures pertaining to transformation and gender in the public service. Ensure that the Departmental policies and practices are designed/developed to accommodate and provide equal opportunities for people from designated groups. Lead and direct equity and mainstream transformation initiatives and activities in the Department. Provide strategic direction and leadership in the Directorate. Enhance Operational Efficiency and Service Delivery. Ensure Risk and Compliance Management. Manage and monitor quality, risk, standards and practices against prescribed frameworks. Ensure effective and efficient management of human, physical and financial resources within the Chief Directorate. Coach and guide staff on compliance with all regulatory requirements.
- ENQUIRIES** : Ms V Motshegoa Tel No: (012) 406 4252
- APPLICATIONS** : Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://erecruitment.dha.gov.za> or hrrecruitment@dha.gov.za

<u>POST 24/78</u>	:	<u>SPECIALIST: VETTING REF NO: HRMC 47/26/6</u> Branch: Counter Corruption and Security Services
<u>SALARY</u>	:	R1 317 384 - R1 551 807 per annum (Level 13), (an all-inclusive salary package) structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.
<u>CENTRE REQUIREMENTS</u>	:	Head Office, Tshwane An undergraduate qualification in Law or Vetting, Security Management, Public Management and Administration, or related field at NQF level 7 as recognized by SAQA. 5 Years' Middle / Senior Managerial level experience in Vetting or handling of classified information is required. Knowledge of the Constitution of the Republic of South Africa. Knowledge and understanding of all relevant public service and Departmental Legislative Frameworks, as well as Government Structures. Knowledge of the Public Finance Management Act (PFMA) and Treasury regulations. Knowledge of the Minimum Information Security standards (MISS). Knowledge of the National Intelligence Strategy Act. Knowledge of the Protection of Information Act. Knowledge of the Criminal Procedure Act of 1977 as amended. Understanding of investigative techniques and methodology. Knowledge of vetting and security legislation including National Key Point Act. Understanding and knowledge of risk management. Understanding of the national vetting strategy. Excellent abilities and vast experience in project management, project optimization, and the use of online systems. A Valid driver's licence or ability to fulfil the operational travel requirements of the post independently, through maintaining reliable transport arrangements for the execution of official duties, as well as willingness to travel and work extended hours. Willingness to travel and work extended hours. Completion of the Senior Management Services Pre-entry Certificate upon appointment. Required skills and competencies: Strategic capability and leadership Execution. Service delivery innovation, client orientation and customer focus. People management and empowerment. Financial Management. Program and project management. Change management. Knowledge management. Support with digital transformation. Excellent verbal and written communication, as well as presentation skills. Problem-solving and analysis. Influencing, networking, conflict management and negotiation skills. Attention to detail. Process analysis and improvement. Crime information management. Interpersonal skills. Decision making and initiating action. Planning, organising and time management. Policy development, coaching and facilitating. Business report writing. Result-orientated. Computer literacy. Patriotism, Honesty and Integrity.
<u>DUTIES</u>	:	The successful candidate will be responsible for, amongst others, the following specific tasks: Manage the operations and service delivery within Vetting unit to ensure efficiency to support departmental security and compliance. Oversee the entire lifecycle of a vetting process, including pre-employment checks, background investigations, and the management of sensitive information. Lead and oversee daily operations within the Vetting Unit to ensure optimal workflow and resource utilization. Monitor and evaluate service delivery performance, identifying areas for improvement and implementing corrective actions. Foster a culture of accountability, continuous improvement, and service excellence within the unit. Align all vetting activities meet departmental policies, national laws, and regulatory standards. Identify, assess, and mitigate departmental risks through thorough vetting, and contribute to the development and updating of the risk register. Oversee the execution of fieldwork investigations within the Department. Manage and oversee the pre-employment vetting process in order to mitigate the organisational risk on new recruits. Evaluate the effectiveness of controls and continuously improving vetting policies and procedures. Manage and implement strategic objectives and innovation within the Vetting unit. Manage the implementation of people management strategies, policies and procedures within Vetting Unit. Ensure effective risk and compliance management. Ensure effective and efficient management of human, physical and financial resources within the Chief Directorate. Coach and guide staff on compliance with all regulatory requirements.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr W Mamphoke Tel No: (012) 406 4247 Applications compliant with the "Directions to Applicants" above, must be submitted online at https://erecruitment.dha.gov.za or ccsrecruitment@dha.gov.za

OTHER POSTS

POST 24/79 : **DEPUY DIRECTOR: PARLIAMENTARY AND CABINET SUPPORT REF NO: HRMC 47/26/7**

SALARY : R932 292 - R1 098 195 per annum (Level 11), (an all-inclusive salary package)
CENTRE : Head Office: Tshwane and Cape Town (Sessional)

REQUIREMENTS : An undergraduate qualification in Political Sciences, Public Management and Administration or related field at NQF level 6 as recognized by SAQA. 3 years' experience in middle management is required. Understanding of various Portfolio and cabinet Committees. Knowledge of foreign policies. Understanding of Intergovernmental Relations framework. Knowledge of NEPAD, SADC and sanctions and mechanism. knowledge of the Public Finance Management Act (PFMA) and Treasury regulations. Knowledge of the South African Constitution. Understanding of departmental legislation as well as Human Resources legislation and prescripts. A valid drivers' license. Regular travel between Pretoria and Cape Town, particularly during Parliamentary sitting. Willingness to travel frequently and work outside normal office hours when operationally required. Ability to communicate with all levels of management. Required skills and competencies: People Management and Empowerment. Service Delivery Innovation. Client Orientation and Customer Focus. Financial Management. Communication. Decision Making. Planning and Organising. Exceptional organisational and coordination skills. Business report writing. Strong written communication and editing skills. Computer literacy (advanced Microsoft Office Suite). Strong administrative and document management skills. Strong analytical skills. Problem-solving and conflict management. Ability to manage multiple priorities and consistently meet tight deadlines. Strong sense of accountability and ownership. Ability to work independently with minimal supervision. Attention to detail. Influencing and networking. Presentation skills. Facilitation skills. Negotiation skills. Interpersonal relations. Professionalism, discretion and integrity. Patriotic, Honesty, Integrity and Accountability.

DUTIES : The successful candidate will be responsible for, amongst others, the following specific tasks: Provide support services to Parliamentary matters, portfolio selected committees and Cabinet matters. Coordinate multiple concurrent Parliamentary and Cabinet workstreams. Track deadlines across the Department and follow up with branches to ensure timely submissions. Coordinate departmental interaction with Parliamentary Committees in accordance with the Parliamentary programme. Render administrative and technical support to departmental delegations attending Parliamentary briefings and committee meetings. Manage the drafting, quality assurance and submission of departmental responses to Parliamentary questions posed to the Minister of Home Affairs. Facilitate and coordinate departmental responses to Parliamentary and Cabinet enquiries. Coordinate inputs from relevant branches and participate in the drafting and finalisation of Cabinet memoranda for Cabinet consideration. Ensure departmental compliance with all Parliamentary and Cabinet processes, policies and prescribed timeframes. Monitor the implementation of decisions taken by Cabinet, Cabinet Committees and Parliamentary Committees that are relevant to the Department. Maintain accurate tracking systems and records of Parliamentary questions, committee resolutions, Cabinet memoranda and Cabinet Committee minutes. Escalate risks or delays that may impact compliance with Parliamentary or Cabinet deadlines. Drive the implementation of the Batho Pele principles within the unit in all interactions with internal and external stakeholders. Develop and implementation of policy and procedure, directive acts and regulations. Develop and review communications policies and code of practice for the directorate. Implement governance processes, frameworks and procedures. Ensure compliance with all audit requirements, quality and risk management frameworks, standards and procedures. Monitor and ensure compliance with legislation, regulations and DHA policies and procedures. Plan the production of annual reports in line with corporate strategy. Ensure effective and efficient management of human, physical and financial resources within the Unit. Coach and guide staff on best practices and compliance with regulatory requirements.

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

- APPLICATIONS** : Applications compliant with the “Directions to Applicants” above, must be submitted online at <https://erecruitment.dha.gov.za> or DGrecruitment@dha.gov.za
- POST 24/80** : **DISTRICT INFORMATION TECHNOLOGY OFFICER (X2 POSTS)**
- SALARY CENTRE** : R487 197 - R573 897 per annum (Level 09), (a salary package)
: KwaZulu-Natal: Harry Gwala District Ref No: HRMC 47/26/8a (X1 Post)
: Northern Cape: Namaqua District Ref No: HRMC 47/26/8b (X1 Post)
- REQUIREMENTS** : An undergraduate qualification in Information Technology, Computer Science, Information Systems, Information and Communication Technology, Computer Engineering at an NQF level 6 as recognised by SAQA. ITIL Foundation Certificate will be an added advantage. A minimum of 3 years’ experience in Information Technology environment is required. Experience in desktop, network, server and application support. Experience in wide range of computer systems support. Knowledge and application of the GITO Guidelines and Prescripts. Sound knowledge of Minimum Information Security Standards. Sound knowledge of the Protection of Information 84 of 1982 and the Promotion of Access to information Act 2 of 2000. Knowledge of the State Information Technology Agency Act 88 of 1998. Knowledge of the Public Service Regulatory Framework. Knowledge of Departmental legislation and prescripts. Knowledge of Information Technology Infrastructure Library (ITIL). A valid drivers’ license. Willingness to work extended hours. Required skills and competencies: Service Delivery Innovation. Client Orientation and Customer Focus. People Management and Empowerment. Programme and Project Management. Conflict Management and Resolution. Influencing and networking. Attention to detail. Process analysis and improvement. Conflict resolution and management. Team working. Presentation Skills. Interpersonal Skills. Communication Skills. Planning and Organising. Computer literacy. Decision Making. Report Writing. Digital transformation Skills. Patriotism, Honesty, Integrity and Accountability.
- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: Ensure the implementation of infrastructure and hardware support. Install and support Telkom data lines, routers, switches, firewalls, and IDS/IPS. Ensure the installation and support of Servers in the centre. Ensure officials are enrolled on BACM and provided with BACM smart cards. Support online verification scanners and fingerprint scanners used for online verification. Provide support on desktops, printers, or laptops on peripherals e.g. camera; 3M fingerprint scanner; signature pad; MDF-Scan flow printers. Maintain IT asset registers in various local offices. Facilitate disposal process of IT assets providing technical reports for redundant and obsolete items. Coordinate IT requirements (i.e. computers and all peripherals) of individual offices with Head Office. Facilitate and implement application/ system support in the district municipality. Identify and resolve problems causing disruption on the operation of the business and in the network. Ensure the implementation of effective risk and compliance in the unit. Ensure effective and efficient management of human, physical and financial resources within the Unit. Coach and guide staff on best practices and compliance with regulatory requirements.
- ENQUIRIES** : KwaZulu-Natal: Ms N Ngema Tel No: (033) 845 5003
: Northern Cape: Mr W Masilonyana Tel No: (053) 807 6725
- 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:
KwaZulu-Natal: Physical address: 181 Church Street, Pietermaritzburg 3209
Northern Cape: Physical Address: Quantum Leap Building, 69 Du Toitspan Road, Kimberley, 8300.
- POST 24/81** : **PERSONNEL PRACTITIONER: CONDITIONS OF SERVICE REF NO: HRMC 47/26/9**
: Directorate: People Benefits
- SALARY CENTRE** : R338 106 - R398 277 per annum (Level 07), (a salary package)
: Head Office: Tshwane
- REQUIREMENTS** : An undergraduate qualification in Human Resource Management, Public Management, Public Administration at an NQF level 6 as recognised by SAQA. 2 years experience in Human Resource Management environment is required. Knowledge of the Human Resource Regulatory Framework. Knowledge of the

Public Management Framework (Acts, Regulations, and Directives). Understanding of relevant Departmental policy and prescripts. Knowledge of PERSAL. Knowledge of Performance Management and Development Systems (PMDS). A drivers' license is an added advantage. Willingness to travel and work extended hours. Required skills and competencies: Customer Care and Client Services. Liaison and interpersonal skills. Problem Solving. Report Writing Skills. Influencing and Networking. Planning and Organising. Analytical Skills. Investigation skills. Computer Literacy. Patriotism, Honesty, Integrity and Accountability.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: Administer and implement service benefits processes of employees in the Department. Provide advice to employees in the Department on state guarantees, housing allowance, and stop orders. Verify the registration of Housing Owners allowance on PERSAL as well as updates through Stop Orders (For both Home Owners and Tenets). Verify the implementation of withdrawal of individual employee's savings, where applicable. Provide advice to employees on Medical Aid processes and procedures. Administer and implement injury on duty process and provide feedback to employees on the status of the application. Verify the implementation of employee remunerative allowances and advise finance on payments (i.e. long service and reconciliations, danger allowance, acting in higher post, role playing allowance and relocation claims-resettlements, etc). Administer and verify the registration of approved overtime submission with name list of employees on PERSAL. Analyse and monitor state guarantees, housing allowances, and stop orders on a monthly basis. Liaise with other Departments/ Financial Institutes on the transferring of home ownership. Liaise with Finance regarding any arrears' payment/ deductions for affected employees. Administer the implementation of leave processes in the Department. Administer and implement the termination of services process. Implement effective risk and compliance management practices. Provide office administration Ensure effective and efficient management of human, physical and financial resources within the Unit.

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 hrrecruitment@dha.gov.za

POST 24/82

: **CHIEF ADMINISTRATION CLERK REF NO HRMC 47/26/10**
Directorate: Permit Functional Services

SALARY

: R338 106 - R398 277 per annum (Level 07), (a salary package)

CENTRE

: Head Office: Tshwane

REQUIREMENTS

: An undergraduate qualification in Office Management and Technology, Business Management, Administration Management at an NQF level 6 as recognised by SAQA. A minimum of 1 Year experience as an Administration Clerk is required. Knowledge of various filing system. Knowledge of the Public Service Regulatory Framework. Knowledge of Office Administration methodologies. Knowledge of Treasury Regulations. Knowledge of the Public Finance Management Act (PFMA) and National Treasury Regulations. Understanding of the Departmental Legislation and Prescripts. Knowledge of Supply Chain Management Process and procedures. Knowledge of Human Resources Regulatory Framework. Willingness to work extended hours. Required skills and competencies: Computer literacy. Analytic thinking, Planning and organizing. Financial Administration. Interpersonal skills. Customer focus. Verbal and written communication. Problem solving. Clerical and administration. MS Office (MS Word, Excel, Power-Point). Office administration. Financial administration. Multi-task. Result and achievement focus. Teamwork. Time Management. Patriotism, Honesty, Integrity and Accountability.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: Implement administration operations in the unit. Perform general administrative activities in support of the unit (filling, faxing, and copying). Draft submissions, reports, submissions, memorandums, and minutes for the unit). Conduct records and document management both manually and electronically. Arrange and co-ordinate meetings and workshops. Provide logistic support functions (make accommodation, flight and ground transport arrangements). Monitor assets and audits in the unit. Administer the budget of the unit. Perform/ assist in completing and processing subsistence claims. Keep track

of all incoming work and ensure that all deadlines are met. Liaise with all stakeholders relevant to the office. 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. Administer leave arrangements and audits. Process forms and documents related to claims, payments, invoices and consultant fees relevant to the office. Provide office administration Ensure effective and efficient management of human, physical and financial resources within the Unit. Coach and guide staff on best practices and compliance with regulatory requirements.

ENQUIRIES
APPLICATIONS

: Head Office: Mr S Tshabalala Tel No: (012) 406 4117
: Applications compliant with the “Directions to Applicants” above, must be submitted online at <https://erecruitment.dha.gov.za> or imsrecruitment@dha.gov.za

DEPARTMENT OF LAND REFORM AND RURAL DEVELOPMENT

- CLOSING DATE** : 24 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. B 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.

MANAGEMENT ECHELON

- POST 24/83** : **DISTRICT DIRECTOR REF NO: 3/1/1/2026/143**
- 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** : Directorate: Mopani District Office: Limpopo
- 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 principles. 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 APPLICATIONS

: Ms DT Machoga Tel No: (015) 495 1955
 : Applications can be submitted by hand delivery during office hours to: 61 Biccard street, Polokwane, 0700 or by email to Post143@dlrrd.gov.za

NOTE

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

POST 24/84

: **DIRECTOR: INFORMATION SERVICES REF NO: 3/1/1/2026/151**
 Directorate: Information Services

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 REQUIREMENTS

: Gauteng (Pretoria)
 : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and an NQF Level 7 Degree recognised by the South African Geomatics Council as satisfying Section 8 (1) (d) (iii), (v) and (vi) of the Geomatics Professions Act, 2013, specifically a three-year Bachelor's Degree in Geomatics / Surveying, or related equivalent qualification and a Nyukela certificate (Pre-entry Certificate to the SMS) submitted prior to appointment. Registered as Geomatics Professional, Geomatics Technologist or Geomatics Technician with the South African Geomatics Council (SAGC). A valid driver's licence. Minimum of 5 years of experience at middle / senior managerial level in cadastral survey environment. Appropriate post registration experience in cadastral surveying. Job related knowledge: Cadastral Survey. Technical

System. Cadastral Spatial Information. Land Information Systems, Land Administration Systems and Geographical Information Management. Advances in technology useful to the Cadastral Survey System. Performance management and monitoring. Government systems and structures. Government decision making processes. Programme setting process. Understanding of the management information and formal reporting system. Dealing with misconduct. Internal control and risk management. Project management principles and tools. The political landscape of South Africa. Job related skills: Project management. Team management. Interpersonal relations. Budget forecasting. Computer literacy. Resource planning. Problem solving and decision-making. Time management. Business ability. Communication (verbal and written).

DUTIES : Take responsibility for the completeness, correctness and currency of the approved cadastral documents of the Surveyor-General. Record deductions and preparations of certificates of remainders. Maintain documents and registers to ensure perpetual legibility and usefulness. Amend and withdraw cadastral documents. Oversee the management of the archiving of cadastral documents and information. Maintain a strong room for secure safe archiving of all cadastral documents. Insert every approved cadastral document into the archive. Oversee the management of the provision of complete current, accurate and correct cadastral information. Provide hard copies and electronic images of approved cadastral documents. Provide certified copies of cadastral documents for registration purposes. Ensure that all approved documents are available to the general public via the Chief Surveyor-General webpage. Produce maps and plans from cadastral spatial information. Attend to bulk request for digital cadastral spatial information within the area of the Surveyor-Generals jurisdiction. Issue cadastral data to Professional Land Surveyors. Supply maps, aerial photographs and rectified earth imagery produced from national mapping agency. Oversee the maintenance of cadastral correspondence filing system. Oversee the receipt and dispatch of cadastral documents submitted for examination and approval. Ensure that the necessary fees of office have been paid prior to the acceptance of cadastral documents into the filing system. Oversee the archiving of all (correspondence / documents). Oversee the maintenance of the cadastral correspondence filing system. Oversee the rendering of messenger services.

ENQUIRIES : Ms M. Kekana Tel No: (012) 312 8344
APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 524 Stanza Bopape and Steve Biko Street, Suncardia Building, 6th Floor, Arcadia, 0002 or by email to Post151@dlrrd.gov.za

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

POST 24/85 : **DIRECTOR: INFORMATION SERVICES REF NO: 3/1/1/2026/152**
 Directorate: Information Services

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 : Western Cape (Cape Town)
REQUIREMENTS : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and an NQF Level 7 Degree recognised by the South African Geomatics Council as satisfying Section 8 (1) (d) (iii), (v) and (vi) of the Geomatics Professions Act, 2013, specifically a three-year Bachelor's Degree in Geomatics / Surveying, or related equivalent qualification and a Nyukela certificate (Pre-entry Certificate to the SMS) submitted prior to appointment. Registered as Geomatics Professional, Geomatics Technologist or Geomatics Technician with the South African Geomatics Council (SAGC). A valid driver's licence. Minimum of 5 years of experience at middle / senior managerial level in cadastral survey environment. Appropriate post registration experience in cadastral surveying. Job related knowledge: Cadastral Survey. Technical System. Cadastral Spatial Information. Land Information Systems, Land Administration Systems and Geographical Information Management. Advances in technology useful to the Cadastral Survey System. Performance management and monitoring. Government systems and structures. Government decision making processes. Programme setting process. Understanding of the management information and formal reporting system. Dealing with misconduct. Internal control and risk management. Project

management principles and tools. The political landscape of South Africa. Job related skills: Project management. Team management. Interpersonal relations. Budget forecasting. Computer literacy. Resource planning. Problem solving and decision-making. Time management. Business ability. Communication (verbal and written).

- DUTIES** : Take responsibility for the completeness, correctness and currency of the approved cadastral documents of the Surveyor-General. Record deductions and preparations of certificates of remainders. Maintain documents and registers to ensure perpetual legibility and usefulness. Amend and withdraw cadastral documents. Oversee the management of the archiving of cadastral documents and information. Maintain a strong room for secure safe archiving of all cadastral documents. Insert every approved cadastral document into the archive. Oversee the management of the provision of complete current, accurate and correct cadastral information. Provide hard copies and electronic images of approved cadastral documents. Provide certified copies of cadastral documents for registration purposes. Ensure that all approved documents are available to the general public via the Chief Surveyor-General webpage. Produce maps and plans from cadastral spatial information. Attend to bulk request for digital cadastral spatial information within the area of the Surveyor-Generals jurisdiction. Issue cadastral data to Professional Land Surveyors. Supply maps, aerial photographs and rectified earth imagery produced from national mapping agency. Oversee the maintenance of cadastral correspondence filing system. Oversee the receipt and dispatch of cadastral documents submitted for examination and approval. Ensure that the necessary fees of office have been paid prior to the acceptance of cadastral documents into the filing system. Oversee the archiving of all (correspondence / documents). Oversee the maintenance of the cadastral correspondence filing system. Oversee the rendering of messenger services.
- ENQUIRIES** : Ms M. Kekana Tel No: (012) 312 8344
- 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 Post152@dlrrd.gov.za
- NOTE** : EE Targets: Coloured and White Males and African, Coloured and Indian Females and Persons with disabilities.

OTHER POSTS

- POST 24/86** : **DEPUTY DIRECTOR: STRATEGIC LAND ACQUISITION REF NO: 3/1/1/1/2026/150**
Directorate: Strategic Land Acquisition
- SALARY** : R1 101 468 per annum (Level 12), (all-inclusive package to be structured in accordance with the rules for MMS)
- CENTRE** : Limpopo (Polokwane)
- 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 : DT Machoga Tel No: (015) 495 1955 / LS Mahasha Tel No: (015) 495 1956
APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 61 Biccard street, Polokwane, 0700 or by email to Post150@dlrrd.gov.za
NOTE : EE Targets: African, Coloured, Indian and White males and African, Coloured, Indian and White Females and Persons with disabilities.

POST 24/87 : **ASSISTANT DIRECTOR: HUMAN RESOURCE ADMINISTRATION REF NO: 3/1/1/1/2026/145**
 Directorate: Corporate Services

SALARY : R487 197 per annum (Level 09)
CENTRE : North West (Mmabatho)
REQUIREMENTS : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Human Resource Management / Labour Relations / Human Resource Development / Public Administration / Public Management (NQF Level 6) or related equivalent qualification. Minimum of 3 years' supervisory level experience in human resource management environment. PERSAL Personnel Certificate, PERSAL Leave Administration Certificate. A valid driver's licence. Knowledge and experience in pension administration. Job related knowledge: Employment Equity Act. Public Service Regulations. Basic Conditions of Employment Act. Public Service Act. Skills Development Act. Labour Relations Act. Public Service Co-ordinating Bargaining Council (PSCBC) resolutions. Promotion of Access to Information Act (PAIA). Promotion of Administrative Justice Act (PAJA). Public Finance Management Act. Job related skills: Analytical thinking. Communication (verbal and written). Computer literacy. Report writing. Problem solving.

DUTIES : Implement and monitor human resources prescripts. Implement human resource management resolutions. Keep employees well informed on new developments of human resource prescripts. Monitor employee benefits and conditions of service. Oversee processing of service terminations timeously. Check and ensure correct completion / submission of pension forms including nomination forms. Keep and maintain database for submitted cases to Government Employees Pension fund (GEPF). Follow-up on all outstanding pension claims with GEPF. Assist deceased employee's family to claim funeral benefit from GEPF. Identify, draw and keep annual list of all employees due for retirement. Make payment follow-ups and attend to pension queries. Provide feedback to pension beneficiaries. Recover all liabilities from pension proceeds. Coordinate / conduct service benefits workshops. Ensure compliance with the relevant prescripts when processing allowances. Ensure correct implementation of allowances on PERSAL e.g. housing, acting etc. Approve leave transactions and ensure that correct codes are used. Ensure that leave applications comply with policies and prescripts. Ensure submission of leave plans and adherence thereof. Verify correctness of incapacity applications and ensure timeous submission to the Health Risk Manager. Liaise with the Health Risk Manager regarding submitted incapacity applications. Implement decision. Verify over granted leave prior to service termination of officials. Check and verify leave gratuity / discounting calculations and ensure correctness. Conduct workshops / induction on leave. Conduct leave audit. Facilitate and implement performance management, training and development. Check the database of Personal Development Plans

(PDPs). Consolidate provincial inputs of Workplace Skills Plan (WSP) which addresses skills requirements. Check compliance of submissions of employees requiring training. Coordinate provincial training and development activities. Consolidate training statistics. Approve Employee Performance Management and Development System (EPMDS) documents on PERSAL. Ensure that EPMS stats is updated and submitted weekly. Arrange Moderating Committee (MC) meetings. Check and quality assure MC outcome letters. Compile memo for approval of performance rewards. Approve / authorise the implemented performance rewards. Register System Change Control (SCC) to correct service records of employees after payment of pay progression. Do arrangements to process payments of employees who terminated service with the Department. Arrange meetings to discuss dissatisfaction cases. Monitor and implement recruitment and selection. Check funded and vacant post on PERSAL. Verify submissions and supporting documents for advertisement. Ensure that that employment equity targets are updated. Monitor adherence to recruitment and selection plans. Check minutes and proceedings after the shortlisting process. Check submission for selection of suitable candidates. Confirm security screening and qualification screening results. Ensure that posts are filled within the prescribed period. Approve appointments, transfers, translation on PERSAL. Ensure that officials are correctly placed on PERSAL. Facilitate and monitor employee relations processes. Monitor disciplinary cases submitted for compliance with prescribed timeframes. Check progress on the resolution of cases with National Office. Assist with the Implementation of sanctions. Monitor compilation statistics on disciplinary cases submitted. Facilitate meetings with organised labour. Provide advise on grievances, misconduct and discipline matters. Implement the disciplinary hearing sanctions. Facilitate the resolution of grievances within the prescribed period.

**ENQUIRIES
APPLICATIONS**

: Ms P Dipudi Tel No: (018) 388 7138
 : Applications can be submitted by hand delivery during office hours to: Cnr James Moroka and Sekame Drive, West Gallery, Megacity, Mmabatho, 2735 or by email to Post145@dlrrd.gov.za

NOTE

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

POST 24/88

: **SURVEY TECHNICIAN (GRADE A-C) REF NO: 3/1/1/1/2026/146**
 Directorate: Cadastral Information, Maintenance and Supply Services:
 This is a re-advertisement, applicants who applied previously are encouraged to re-apply.

SALARY

: R407 337 – R610 131 per annum, (Salary will be in accordance with the OSD requirements)

**CENTRE
REQUIREMENTS**

: Northwest (Mmabatho)
 : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Survey or Cartography (NQF Level 6). Compulsory registration with South African Geomatics Council (SAGC) as a Survey Technician / Surveyor. Minimum of 3 years post qualification technical survey experience. A valid driver's licence. Job related knowledge: Programme and project management. Survey design and analysis knowledge. Research and development. Computer-aided survey applications. Knowledge of legal compliance. Technical report writing. Creating high performance culture. Job related skills: Decision-making skills. Team leadership skills. Analytical skills. Creativity. Self-management skills. Financial management skills. Customer focus and responsiveness. Communication (verbal and written) skills. Computer literacy. Planning and organizing skills. Conflict management skills. Problem solving and analysis skills. People management skills. Innovation skills.

DUTIES

: Provide technical survey services and support. Provide technical services in terms of examination, maintenance, archiving and information supply of survey documents and submit for evaluation / approval by the relevant authority. Perform surveys and survey computations. Promote safety in line with statutory and regulatory requirements. Evaluate plans, existing technical manuals, standard drawings and procedures to incorporate new technology. Provide Geographic Information System (GIS), mapping and information supply services. Perform administrative and related functions. Provide inputs into the budgeting process as required. Compile and submit reports as required. Provide and consolidate inputs to the technical survey operational plan. Develop, implement and maintain databases. Supervise and control Candidate

- Survey Technicians / Officers and related personnel and assets. Conduct research and development. Render continuous professional development to keep up with new technologies and procedures. Research / literature studies on technical survey technology or new survey techniques to improve expertise. Liaise with relevant bodies/councils on survey related matters.
- ENQUIRIES APPLICATIONS** : Mr FM Motimone Tel No: (018) 388 7230
- : Applications can be submitted by hand delivery during office hours to: Cnr James Moroka and Sekame Drive, West Gallery, Megacity, Mmabatho, 2735 or by email to Post146@dlrrd.gov.za
- NOTE** : EE Targets: Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with Disabilities.
- POST 24/89** : **SURVEY TECHNICIAN (GRADE A-C) REF NO: 3/1/1/1/2026/147**
 Directorate: Examination Services
 This is a re-advertisement, applicants who applied previously are encouraged to re-apply.
- SALARY** : R407 337 – R610 131 per annum, (Salary will be in accordance with the OSD requirements)
- CENTRE REQUIREMENTS** : Western Cape (Cape Town)
 : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Survey or Cartography (NQF Level 6). Compulsory registration with South African Geomatics Council (SAGC) as a Survey Technician / Surveyor. Minimum of 3 years post qualification technical survey experience. A valid driver's licence. Job related knowledge: Programme and project management. Survey design and analysis knowledge. Research and development. Computer-aided survey applications. Knowledge of legal compliance. Technical report writing. Creating high performance culture. Job related skills: Decision-making skills. Team leadership skills. Analytical skills. Creativity. Self-management skills. Financial management skills. Customer focus and responsiveness. Communication (verbal and written) skills. Computer literacy. Planning and organizing skills. Conflict management skills. Problem solving and analysis skills. People management skills. Innovation skills.
- DUTIES** : Provide technical survey services and support. Provide technical services in terms of examination, maintenance, archiving and information supply of survey documents and submit for evaluation / approval by the relevant authority. Perform surveys and survey computations. Promote safety in line with statutory and regulatory requirements. Evaluate plans, existing technical manuals, standard drawings and procedures to incorporate new technology. Provide Geographic Information System (GIS), mapping and information supply services. Perform administrative and related functions. Provide inputs into the budgeting process as required. Compile and submit reports as required. Provide and consolidate inputs to the technical survey operational plan. Develop, implement and maintain databases. Supervise and control Candidate Survey Technicians / Officers and related personnel and assets. Conduct research and development. Render continuous professional development to keep up with new technologies and procedures. Research / literature studies on technical survey technology or new survey techniques to improve expertise. Liaise with relevant bodies/councils on survey related matters.
- ENQUIRIES APPLICATIONS** : Ms N Malinga at (082) 640 2603
- : 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 Post147@dlrrd.gov.za
- NOTE** : EE Targets: African, Coloured, Indian and White Males and African, Coloured and Indian Females and Persons with Disabilities.
- POST 24/90** : **SURVEY TECHNICIAN (GRADE A-C) REF NO: 3/1/1/1/2026/148**
 Directorate: Cadastral Information, Maintenance and Supply Services
 This is a re-advertisement, applicants who applied previously are encouraged to re-apply.
- SALARY** : R407 337 – R610 131 per annum, (Salary will be in accordance with the OSD requirements)
- CENTRE REQUIREMENTS** : Free State (Bloemfontein)
 : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Survey or Cartography (NQF Level 6).

Compulsory registration with South African Geomatics Council (SAGC) as a Survey Technician / Surveyor. Minimum of 3 years post qualification technical survey experience. A valid driver's licence. Job related knowledge: Programme and project management. Survey design and analysis knowledge. Research and development. Computer-aided survey applications. Knowledge of legal compliance. Technical report writing. Creating high performance culture. Job related skills: Decision-making skills. Team leadership skills. Analytical skills. Creativity. Self-management skills. Financial management skills. Customer focus and responsiveness. Communication (verbal and written) skills. Computer literacy. Planning and organizing skills. Conflict management skills. Problem solving and analysis skills. People management skills. Innovation skills.

DUTIES : Provide technical survey services and support. Provide technical services in terms of examination, maintenance, archiving and information supply of survey documents and submit for evaluation / approval by the relevant authority. Perform surveys and survey computations. Promote safety in line with statutory and regulatory requirements. Evaluate plans, existing technical manuals, standard drawings and procedures to incorporate new technology. Provide Geographic Information System (GIS), mapping and information supply services. Perform administrative and related functions. Provide inputs into the budgeting process as required. Compile and submit reports as required. Provide and consolidate inputs to the technical survey operational plan. Develop, implement and maintain databases. Supervise and control Candidate Survey Technicians / Officers and related personnel and assets. Conduct research and development. Render continuous professional development to keep up with new technologies and procedures. Research / literature studies on technical survey technology or new survey techniques to improve expertise. Liaise with relevant bodies/councils on survey related matters.

ENQUIRIES : Ms BG Mtshali Tel No: (051) 448 0955
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 Post148@dlrrd.gov.za

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

POST 24/91 : **SURVEY TECHNICIAN (GRADE A-C) REF NO: 3/1/1/1/2026/149**
 Directorate: Examination Services
 This is a re-advertisement, applicants who applied previously are encouraged to re-apply.

SALARY : R407 337 – R610 131 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 National Diploma in Survey or Cartography (NQF Level 6). Compulsory registration with South African Geomatics Council (SAGC) as a Survey Technician / Surveyor. Minimum of 3 years post qualification technical survey experience. A valid driver's licence. Job related knowledge: Programme and project management. Survey design and analysis knowledge. Research and development. Computer-aided survey applications. Knowledge of legal compliance. Technical report writing. Creating high performance culture. Job related skills: Decision-making skills. Team leadership skills. Analytical skills. Creativity. Self-management skills. Financial management skills. Customer focus and responsiveness. Communication (verbal and written) skills. Computer literacy. Planning and organizing skills. Conflict management skills. Problem solving and analysis skills. People management skills. Innovation skills.

DUTIES : Provide technical survey services and support. Provide technical services in terms of examination, maintenance, archiving and information supply of survey documents and submit for evaluation / approval by the relevant authority. Perform surveys and survey computations. Promote safety in line with statutory and regulatory requirements. Evaluate plans, existing technical manuals, standard drawings and procedures to incorporate new technology. Provide Geographic Information System (GIS), mapping and information supply services. Perform administrative and related functions. Provide inputs into the budgeting process as required. Compile and submit reports as required. Provide and consolidate inputs to the technical survey operational plan.

- Develop, implement and maintain databases. Supervise and control Candidate Survey Technicians / Officers and related personnel and assets. Conduct research and development. Render continuous professional development to keep up with new technologies and procedures. Research / literature studies on technical survey technology or new survey techniques to improve expertise. Liaise with relevant bodies/councils on survey related matters.
- ENQUIRIES APPLICATIONS** : Ms N Ngubane Tel No: (033) 355 2900
- 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 Post14@dlrrd.gov.za
- NOTE** : EE Targets: African, Coloured, Indian and White Males and Coloured and White Females and Persons with Disabilities.
- POST 24/92** : **SECRETARY REF NO: 3/1/1/2026/141**
Directorate: Spatial Planning and Land Use Management Services
- SALARY CENTRE REQUIREMENTS** : R237 453 per annum (Level 05)
: Limpopo (Polokwane)
: 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 refer the calls to the correct role players if not meant for the relevant senior manager. Record appointments and events in the diary. Type documents for the senior manager and other staff within the unit. 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 filing 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 stationery, 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. Keep abreast with the procedures and process that apply in the office of the senior manager.
- ENQUIRIES APPLICATIONS** : Mr LS Mahasha Tel No: (015) 495 1956
- Applications can be submitted by hand delivery during office hours to: 61 Biccard street, Polokwane, 0700 or by email to Post141@dlrrd.gov.za
- NOTE** : EE Targets: African, Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with Disabilities.
- POST 24/93** : **REGISTRY CLERK REF NO: 3/1/1/2026/142**
Directorate: Quality Assurance and Administration
- SALARY CENTRE REQUIREMENTS** : R237 453 per annum (Level 05)
: Limpopo (Polokwane)
: 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 APPLICATIONS** : Ms MS Nkuna Tel No: (015) 495 1905
: Applications can be submitted by hand delivery during office hours to: 61 Biccard street, Polokwane, 0700 or by email to Post142@dlrrd.gov.za
- NOTE** : EE Targets: African, Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with Disabilities.
- POST 24/94** : **FINANCE CLERK REF NO: 3/1/1/2026/144**
: Directorate: Financial And Supply Chain Management Services
- SALARY CENTRE REQUIREMENTS** : R237 453 per annum (Level 05)
: KwaZulu Natal (Pietermaritzburg)
: Minimum requirements: Applicants must be in possession of a Grade 12 Certificate. Job related knowledge: Basic knowledge of financial functions, practices as well as the ability to capture data, operate a computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislations procedures and Treasury Regulations (Public Finance Management Act, Division of Revenue Act, Public Service Act, Public Service Regulations, Preferential Procurement Policy Framework Act, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS, etc). Job related skills: Planning and organisational. Computer literacy. Communication (verbal and written). Basic numeracy.
- DUTIES** : Render financial accounting transactions. Receive invoices. Check invoices for correctness, verification and approval (internal control). Process invoices (e.g. capture payments). Filing of all documents. Collection of cash. Perform salary administration support services. Receive salary advices. Process advices (e.g. check advices for correctness, capture salaries, bonuses, salary adjustments, capture all deductions etc). File all documents. Perform bookkeeping support services. Capture all financial transactions. Clear suspense accounts. Record debtors and creditors. Process electronic banking transactions. Compile journals. Monitor and follow up on debtor accounts. Register new debts. Follow up on debt related submissions (State Attorney cases etc). Send statements to debtors monthly either by post or by email. Render a budget support service. Collect information from budget holders. Compare expenditure against budget. Identify variances. Capture, allocate virements on the budgets. Distribute documents regarding the budget. File all documents. Receive and capture cash payments.
- ENQUIRIES APPLICATIONS** : Ms T Motumi Tel No: (033) 264 9580
: 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 Post144@dlrrd.gov.za
- NOTE** : EE Targets: Coloured, Indian and White Males and African, Coloured and White Females and Persons with Disabilities.

NATIONAL PROSECUTING AUTHORITY

The NPA is an equal opportunity employer. People with disabilities will be given preference and are encouraged to apply. In the filling of vacancies, the objectives of Section 195(1)(i) of the Constitution of the Republic of South Africa, 1996, and in particular the Employment Equity Act, 1998 (Act 55 of 1998) and the NPA Employment Equity Strategy will take highest preference in the selection of suitable candidates.

<u>CLOSING DATE</u>	:	27 July 2026
<u>NOTE</u>	:	All applications must be submitted to the relevant Recruitment Response e-mail addresses stated below. Applicants must submit applications on the most recent Z83 form, which can be obtained on the website of any Public Service Department or on the DPSA website link: https://www.dpsa.gov.za/newsroom/psvc/ . The Z83 must be accompanied by a comprehensive CV (describe details of previous legal experience). Failure to submit applications in the prescribed manner, will result in your application being disqualified. Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents inclusive of a copy of Academic Record for final year LLB students 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. Applicants must apply to only one (1) training centre. Should an application be submitted to more than one (1) training centre the application will be disqualified from the process. All applications must reach the NPA on/or before the closing date. No late applications will be accepted/processed. The NPA cannot be held responsible for server delays. Applicants' attention is drawn to the fact that the NPA uses an Electronic Response Handling System. Documents should not be password protected, zip files will be blocked. Should the application be submitted in any of the format mentioned, such application will be disqualified and not be processed further. Applications submitted in any other way other than the published e-mail address will be treated as invalid. Please DO NOT contact the NPA directly after you have e-mailed your application to enquire if your application has been received. If you have not received an acknowledgement of receipt within one week after the closing date, please also check your spam inbox, only then may you contact the NPA through the enquiries person listed in the advert. The NPA reserves the right not to fill any particular position. If you do not hear from us within six (6) months from the closing date of the advert, please accept that your application was unsuccessful. Successful candidates will be subjected to a security clearance of at least confidential. Appointment to this position will be provisional, pending the issue of security clearance. Fingerprints will be taken on the day of the interview. The social media accounts of shortlisted applicants may be accessed as part of the verification process. Applicants are advised that as from 1 January 2021 a new Z83 application form is in use. The new application for employment form (Z83) can be downloaded at www.dpsa.gov.za-vacancies . From 1 January 2021 should an application be received using the incorrect (old) application for employment (Z83), it will not be considered. NB! Applicants who are successful must please note that The NPA is not in a position to pay resettlement costs.

TRAINING PROGRAM 2027/2028**OTHER POST**

<u>POST 24/95</u>	:	<u>ASPIRANT PROSECUTOR TRAINING</u> National Prosecutions Service (12 months training program)
<u>SALARY CENTRE</u>	:	R262 968 – R304 299 per annum (LP-1 to LP-2) Johannesburg (Ref No: APTJHB27) Randburg (Ref No: APTRAN27) Protea (Ref No: APTPRO27) Benoni (Vaal Rand Cluster) (Ref No: APTBEN27) Evander (Witbank Cluster) (Ref No: APTEVA27) Madadeni (Ladysmith Cluster) (Ref No: APTMAD27) Welkom (Ref No: APTWEL27)

Bloemfontein (Ref No: APTBFN27)
 Kimberley (Ref No: APTKIM27)
 Bellville (Ref No: APTBELL27)
 George (Ref No: APTGEO27)
 Klerksdorp (Ref No: APTKLE27)
 Mahwelereng (Modimolle Cluster) (Ref No: APTMOD27)
 Polokwane (Ref No: APTPLK27)
 Makhado (Thohoyandou Cluster) (Ref No: APTMAK27)
 Port Elizabeth (Ref No: APTPLZ27)
 Mthatha (Ref No: APTMTH27)

REQUIREMENTS : LLB degree or equivalent foreign qualification supported by proof of accreditation of qualifications from SAQA. Final year LLB students may apply, provided that the LLB degree will be completed before the start date of the programme. Applicants must be South African citizen. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility.

DUTIES : Successful candidates once appointed will undergo a 12-month training programme. There will be continuous assessment throughout the programme to determine competence to be appointed as a Prosecutor. Conditions: When carrying out their duties, Prosecutors are always required to comply with the Code of Conduct and observe Policy Directives as determined and issued by the National Director of Public Prosecutions. A written contract between the National Prosecuting Authority and the Aspirant Prosecutor outlining the conditions of service shall be entered into and such contract will be valid and binding between the parties. An entry examination will be written which will form part of the selection process and only candidates successful in the examination based on the criteria decided will be allowed to the next level of the selection process. Aspirant Prosecutors who successfully completed the programme may not be placed permanently or on contract as District Court Prosecutors within the centre/cluster or division where they were trained. Placement is at the discretion of the NPA at any office in the country. Where an offer of permanent placement against a vacant post is made after the training and is declined, it will be regarded as a termination of contract employment. It is anticipated that the program will commence on 1 March 2027. All successful candidates must be available to accept the offer to commence with the training programme at the start of the programme. No request to start later than the commencement date will be entertained. Applicants must be available for the full 12-month period of the training. An updated entry examination study guide is available on the NPA Website.

ENQUIRIES : Gija Maswanganyi Tel No: (012) 845 6944; Sharon Ntseo Tel No: (012) 845 6664; Pfanani Malova Tel No: (012) 845 6953

APPLICATIONS : Johannesburg e mail APTJHB27@npa.gov.za
 Randburg e mail APTRAN27@npa.gov.za
 Protea e mail APTPRO27@npa.gov.za
 Benoni (Vaal Rand Cluster) e mail APTBEN27@npa.gov.za
 Evander (Witbank Cluster) e mail APTEVA27@npa.gov.za
 Madadeni (Ladysmith Cluster) e mail APTMAD27@npa.gov.za
 Welkom e mail APTWEL27@npa.gov.za
 Bloemfontein e mail APTBFN27@npa.gov.za
 Kimberley e mail (Ref: APTKIM27@npa.gov.za)
 Bellville e mail APTBELL27@npa.gov.za
 George e mail APTGEO27@npa.gov.za
 Klerksdorp e mail APTKLE27@npa.gov.za
 Mahwelereng (Modimolle Cluster) e mail APTMOD27@npa.gov.za
 Polokwane e mail APTPLK27@npa.gov.za
 Makhado (Thohoyandou Cluster) e mail APTMAD27@npa.gov.za
 Port Elizabeth e mail APTPLZ27@npa.gov.za
 Mthatha e mail APTMTH27@npa.gov.za

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/Constitutional Court:** 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.
- Gauteng/Pretoria/Johannesburg:** Provincial Service Centre: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000. Applications can also be hand delivered to the 12th floor, Cnr Pritchard and Kruis Street, Johannesburg.
- Mpumalanga:** Quoting the relevant reference number, direct your application to: The Provincial Head: Office of the Chief Justice, Private Bag X20051, Mbombela, 1211. Applications can also be hand delivered to, Mpumalanga Division of the High Court, Office of the Chief Justice Provincial Service Centre, 311 Samora Machel Drive, Mbombela, 1200
- CLOSING DATE** : 24 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. 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 24/96** : **DEPUTY DIRECTOR: SECURITY MANAGEMENT REF NO: 2026/70/OCJ**
- SALARY** : R932 292 – R1 098 195 per annum (Level 11), all-inclusive package, consisting of 70%/ 75% basic salary and 30%/25% flexible portion that may be structured in terms of the applicable rules. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Constitutional Court: Braamfontein
 : Applicants should be in possession of a minimum of a three (03) years National Diploma in Security and Risk Management / equivalent qualification at NQF level 6 with 360 credits as recognised by SAQA. Minimum of five (5) years' experience of which three (3) years should be at ASD/Junior Management level in the relevant field. A valid driver's License, Grade A Private Security Industry Regulation Authority (PSIRA) certificate or Training concluded with the registered security training service provider. The PSIRA certificate must be submitted within 3 months of appointment. Proficiency in security risk management and security design will be an added advantage. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. Skills and Competencies: Knowledge and skills: Security Policy and Procedures, Risk Management Policy, OHS Act, Knowledge of Vetting Policy, knowledge of Security Management Processes, Public service regulations, 2016, Public Service Act, MISS, PFMA Act, Republic of South Africa Constitution. Financial management, Presentation skills, Project Management Skills, Planning and Organising Skills, Analytical and Decision-Making Skills, Problem Solving Skills, Decision making skills, Strategic and analytical skills, Report writing skills.
- DUTIES** : Manage and oversee the effective and efficient use and deployment of resources, manage event security for the Judiciary and the OCJ, manage effective close and static security services to the Judiciary, manage security assessments, investigations and recommend measures for the Judiciary and manage the Sub Directorate
- ENQUIRIES** : Technical Related Enquiries: Ms. Z Sondlo Tel No: (011) 359 7400
 HR Related Enquiries: Ms. K Mokgathe Tel No: (011) 359 7400
- APPLICATIONS NOTE** : Applications can be sent via email at 2025/70/OCJ@judiciary.org.za
 : The Organisation will give preference to candidates in line with Employment Equity goals.
- POST 24/97** : **ASSISTANT DIRECTOR: FACILITIES MANAGEMENT REF NO: 2026/71/OCJ**
 Re-advertisement, candidates who previously applied are encouraged to reapply
- SALARY** : R487 197 – R573 897 per annum (Level 09). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Midrand
 : Applicants should be in possession of a National Diploma in Building Management/Construction Management/Project Management/Property/Real Estate Management at NQF level 6 with 360 credits as recognised by SAQA. A minimum of 3 years' experience in Facilities and Auxiliary services, of which one (1) year should be at supervisory level at salary level 7 or 8 / junior management level. A valid driver's license will serve as an added advantage. All shortlisted candidates shall undertake a pre-entry practical exercise as part

of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. Knowledge and skills: Occupational Health and Safety Act and other Building Regulations, general built environment including mechanical, electrical Water Services Act, National Environmental Management Act 107 of 1998 (NEMA), Horticultural processes and Cleaning Industry, Public Finance Management Act, (PFMA), Supply Chain Management framework, Government Budget processes and procedures, report writing, project management and implementation. analytical skills, communication skills (written and verbal), computer literacy skills, research and planning skills, report writing skills, interpersonal relations and problem solving skills.

- DUTIES** : Ensure the implementation of facilities and infrastructure projects at OCJ service centres, conduct accommodation needs audit with service centres, consolidate User Assets Management Plan (UAMP) for OCJ, manage office space planning and parking allocation, ensure day-to-day maintenance function for OCJ service centres, develop maintenance plan for OCJ, coordinate and monitor maintenance services, monitor and report on the status and progress of maintenance and update Action Log, execute operations related to facilities within OCJ, ensure management of contracts within OCJ, provide support in management of expenditure within sub directorate, implement and ensure compliance to facilities polices and Standard Operating Procedures (SOP), coordinate the facilities and auxiliary services for the OCJ, compile specifications and handle inspections in the cleaning field, manage and control equipment and material register, coordinate outsourced services within the OCJ, manage resources, ensure general supervision and development of employees including training, allocate duties and perform quality control on the work delivered by officials, mentor and coach staff.
- ENQUIRIES** : Technical Related Enquiries: Mr M Masilo Tel No: (010) 493 2518
HR Related Enquiries: Mr K Mphela Tel No: (010) 493 2527
- APPLICATIONS** : Applications can be sent via email to 2026/71/OCJ@judiciary.org.za
- NOTE** : The Organisation will give preference to candidates in line with the Employment Equity goals

POST 24/98 : **WEBMASTER REF NO: 2026/72/OCJ**

SALARY : R487 197 – R579 897 per annum (Level 09). The successful candidate will be required to sign a performance agreement.

CENTRE : Constitutional Court: Braamfontein

REQUIREMENTS : Applicants should be in possession of a National Diploma in Web Design/ Computer Science or relevant qualification at NQF Level 6 with 360 credits as recognised by SAQA. A minimum of three (3) years' experience in the relevant field of which one (1) year should be at supervisory level at salary level 7 or 8 / junior management level. A valid driver's license. A Postgraduate qualification in Web Design/Computer Science will serve as an added advantage. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. Knowledge and skills: Knowledge and experience in Azure and CRM Dynamics, knowledge and understanding of C/C++, Visual. Basic, C#, Java, XML, Angular and any BI reporting tool, knowledge of Search Engine Optimization process, adequate knowledge of relational database systems Object Ori, solid knowledge and experience in programming applications, solid understanding of how web applications work including security, session management, and best development practices, experience (UX) and client-side technologies including HTML5, CSS, PHP, jQuery and JSON and mobile frameworks, knowledge of programming language and technical terminology, good computer literacy, good communication (verbal & written) skills, presentation skills, project management skills, planning and organising skills, analytical skills, technical skills, problem solving skills and decision-making skills.

DUTIES : Maintain website content and compliance in line with standard practices, maintain the quality, design and style of the organisational website in line with the website style guide and website policy, ensure website security and data protection by implementing necessary measures and protocols, maintain web platforms Security Validation Programme and databases, monitor site traffic and resolve technical issues to optimise site performance for search engines (Google, Bing, Yahoo) and AI Harvesting, implement website troubleshooting and optimisation, keep abreast with emerging technologies/industry trends and

		apply them on operations, training and activities, provide advice on new website designs and upgrade implementation, attend to all administrative duties as directed by the supervisor.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Mr. A Mdletshe Tel No: (011) 359 7472 HR Related Enquiries: Ms. K Mokgatthe Tel No: (011) 359 7400
<u>APPLICATIONS</u>	:	Applications can be sent via email to 2026/72/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals
<u>POST 24/99</u>	:	<u>REGISTRAR REF NO: 2026/73/OCJ</u>
<u>SALARY</u>	:	R337 563 - R1 155 777 per annum (MR3-MR5). Salary will be in accordance with Occupation Specific Dispensation (Resolution 1 of 2008). Shortlisted candidates will be required to submit a service certificate/s for determination of their experience. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Gauteng Division of the High Court: Johannesburg
<u>REQUIREMENTS</u>	:	Applicants should be in possession of an LLB degree at NQF level 8 as recognised by SAQA. A minimum of two (2) years' experience in Legal environment (certificates of service must accompany the application). MR3: LLB Degree or equivalent plus a minimum of two (2) years post qualification experience in legal environment. MR4: LLB degree or equivalent qualification plus a minimum of eight (8) years post qualification experience in a legal profession environment (certificates of service must accompany the application). MR5: LLB degree or equivalent qualification plus a minimum of 14 years post qualification experience in a legal profession environment (certificates of service must accompany the application). A valid driver's license, Superior Court or litigation experience and supervisory experience will serve as an added advantage. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. Knowledge and skills: Knowledge of Case Flow Management, knowledge of the legislative frameworks governing the public service, excellent communication skills (verbal and written), planning and organising skills, problem solving skills, numerical skills, attention to details, professionalism, strong work ethics, conflict management skills, time management and ability to work under pressure.
<u>DUTIES</u>	:	Process default judgments to enhance efficiency of the Court in handling of quasi-judicial functions, consider applications for default judgment (Rule 31[5]) by applying Court rules and regulations, case law, discretion and knowledge, ensure circulation of the outcome to the relevant litigating party, capture and update accurate Default applications register and data tool registered in the Office daily, verify data and submit reporting tool on percentage of default judgments granted by Registrars to the Statistician, execute taxations to enhance efficiency of the Court in handling of quasi-judicial functions, determine whether pleadings/ processes comply with the Court rules, Tax bills of cost by hearing arguments from the parties and apply discretion and knowledge to the reasonable litigation costs, process and finalise opposed and Unopposed Taxations in accordance with SOP, deal with and finalise taxation reviews (Rule 48) through the drafting of stated cases, replies, and submission to the Judiciary, finalise taxation reviews (Rule 48) through the drafting of stated cases, replies, and submission to the Judiciary, capture and update accurate Bills of costs registered and data tools in the Office, submit reporting Tool on Taxations to the Statistician, verify data and submit reporting taxations dealt with by Registrars to the Statistician, manage criminal/civil process to enhance efficiency of the court, analyse statistical data to assess trends and devise strategies to address identified risk factors, resolve Presidential Hotline queries and chapter 9 institution enquiries, coordinate and report on the provision of support staff in Court rooms and Registrars supporting offices, manage the allocation of performance information/ data/ Statistics for purpose of reporting as per Reporting Tools. Maintain and update manual registers for Audit of reported Performance information, supervise and develop staff, ensure general supervision of employees, allocate duties and perform quality control on the work delivered by officials, manage leave of staff, advise and lead supervisees with regard to all aspects of the work, manage performance, conduct and discipline of employees, ensure that all employees are trained and developed to be able to deliver work of the required standard efficiently and effectively,

		develop, implement and monitor work systems and processes to ensure efficient and effective functioning, address enquiries and provide advice and guidance on asset allocation and control.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Ms S Kajee Tel No: (010) 494 8486 HR Related Enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
<u>APPLICATIONS NOTE</u>	:	Applications can be sent via email to 2026/73/OCJ@judiciary.org.za The Organisation will give preference to candidates in line with Employment Equity goals.
<u>POST 24/100</u>	:	<u>PRINCIPAL LIBRARIAN: CATALOGUING REF NO:2026/74/OCJ</u>
<u>SALARY</u>	:	R413 001 – R486 501 per annum (Level 08). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Constitutional Court: Braamfontein Applicants should be in possession of a National Diploma in Library and Information Science /Record Management/Information Studies or a relevant qualification at NQF level 6 with 360 credits as recognised by SAQA. A minimum of two (2) years' experience in Library environment. A valid driver's license and a post graduate qualification in library and information science/studies will serve as added advantage. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. Knowledge and skills: Knowledge of legal library environment as well as comparative research and international legal matters in South African. Knowledge of Library OPAC systems, computer Literacy (MS Office, Power point, Outlook, Word, Excel & Internet), report writing skills, research and planning skills, excellent communication skills (written and verbal) and Interpersonal relations.
<u>DUTIES</u>	:	Develop the catalogue in line with the international library standards, download the best bibliographic records from Smartport, UKM and OCLC, ensure the distribution of catalogued materials, ensure materials are easily retrieved from shelves, administer the classification of the library collection, coordinate and maintain collections relating to previous editions and non-book materials; Identify and remove reference works and serial publications from the general book collection, ensure that catalogued materials are relevant to library users' needs, update and administer previous editions, coordinate assets management within the Constitutional Court library, conduct asset verification and stocktaking of the library materials, bar code and add records to library management system and entries in the library asset register, remove outdated books from shelves, update the library system and asset register with the written off previous materials, ensure the implementation of disposal of books, attend to queries relating to unverified library materials, supervise and develop staff, ensure general supervision of employees, allocate duties and perform quality control on the work delivered by officials, manage leave of staff, advise and lead supervisees regarding all aspects of the work; manage performance, conduct and discipline of employees, ensure that all employees are trained and developed to be able to deliver work of the required standard efficiently and effectively, attend to enquires and provide advice and guidance on asset allocation and control, develop, implement and monitor work systems and processes to ensure efficient and effective functioning.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Mr. A. Mdletshe Tel No: (011) 359 7472 HR Related Enquiries: Ms. K Mokgathe Tel No: (011) 359 7400
<u>APPLICATIONS NOTE</u>	:	Applications can be sent via email to 2026/74/OCJ@judiciary.org.za The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 24/101</u>	:	<u>LIBRARY ASSISTANT REF NO:2026/75/OCJ</u>
<u>SALARY</u>	:	R237 453 – R279 708 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Mpumalanga Division of the High Court: Mbombela Applicants should be in possession of a Grade twelve (12) Certificate. Relevant experience required. A three (3) year National Diploma/Degree in Library Science, Information Science or equivalent qualification at NQF level 6 as recognised by SAQA will serve as an added advantage. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the

post's technical and generic requirements. Knowledge and skills: knowledge and understanding of technical or professional aspects of work, knowledge of information and library systems, Knowledge of library and information science matters, prescripts, legislation, procedures and processes and library services. Batho Pele principles, communication skills, computer Literacy (Microsoft Office), customer services skills, interpersonal relations skills and planning skills.

DUTIES : Render library and information services to the Judiciary, internal and external clients, provide efficient and effective circulation desk services, receive and verify the library publications, process and update library publications.

ENQUIRIES : Technical Related Enquiries: Ms RS Ledwaba Tel No: (013) 758 0000
HR Related Enquiries: Mr SJ Zwane/ MV Maeko Tel No: (013) 758 0000

APPLICATIONS : Applications can be sent via email to 2026/75/OCJ@judiciary.org.za

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

POST 24/102 : **DATA CAPTURER REF NO: 2026/76/OCJ**

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

CENTRE : Gauteng Division of the High Court: Pretoria

REQUIREMENTS : Applicants should be in possession of a Grade twelve (12) certificate. No previous experience required. A valid driver's license will serve as advantage. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. Knowledge and Skills: Knowledge of clerical duties, practices as well as the ability to capture data, Batho Pele principles, knowledge of working procedures in terms of the working environment, effective communications skills (written and verbal), good interpersonal skills, computer literacy skills, customer services, planning and organising skills, problem solving skills, analytical skills, numeric skills, flexible, motivational, able to work under pressure, meticulous and self-driven.

DUTIES : Capture data from available records into the required formats e.g. databases, table, spreadsheet, verify missing data and errors observed during data entry, review and validate all data from the records, submit data and make regular backups of data, keep and maintain records and files, ensure records and files are properly sorted and secured, provide information to components, keep and maintain record files, send and receive emails when requested, report all IT problems immediately to supervisor, provide information to responsible components, check all machines and microphones and fault diagnosing of the CRT machines, report faults experienced during fault diagnosing process and log queries to helpdesk, capture Court roll from Court list/books and pre-schedule the cases prior to commencement of the proceedings, record Court proceedings as per Court appearance and related annotations for the case type in session, search for postponed cases and add later recording sessions to such locations, transfer Court recordings to the site server in 15min intervals, save and scan documents as requested, ensure that all cases records/Court documents for data capturing are kept safe while in your possession, sort and distribute incoming data to be captured equally, review and validate all data from the files, open files and file and update registers and statistics.

ENQUIRIES : Technical Related Enquiries: Mr PA Nkone Tel No: (012) 492 7606

HR Related Enquiries: Ms T Mbalekwa Tel No: (010) 494 8515

APPLICATIONS : Applications can be sent via email to 2026/76/OCJ@judiciary.org.za

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

DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

It is the intention to promote representivity in the Department through the filling of these posts. The candidature of applicants from designated groups especially in respect of people with disabilities will receive preference.

- APPLICATIONS** : Applications quoting the reference number must be addressed to Mr. Thabang Ntsiko. Applications must be posted to the Department of Public Service and Administration, Private Bag X916, Pretoria, 0001, or delivered to 546 Edmond Street, Batho Pele House, cnr. Edmond and Hamilton Street, Pretoria, Arcadia 0083, or E-mail your application to and Advert072026@dpsa.gov.za
- CLOSING DATE** : 27 July 2026
- NOTE** : Applications are hereby invited from independent, suitably qualified and experienced professionals to serve as members of the Shared Audit and Risk Committee of the Department of Public Service and Administration (DPSA) and Centre for Public Service Innovation (CPSI). Applications must quote the relevant reference number and consist of: A fully completed and signed NEW Z83 form which can be downloaded at www.dpsa.gov.za/dpsa2g/vacancies.asp .”From 1 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered”, a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed curriculum vitae (Only shortlisted candidates will be required to submit certified documents, all non-SA citizens must attach a copy of proof of permanent residence in South Africa on or before the day of the interviews). Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All non-SA citizens must attach a copy of proof of permanent residence in South Africa. All shortlisted candidates for post/s will be subjected to a technical exercise that intend to test relevant technical elements of the job, personnel suitability checks on criminal records, citizen verification, financial records, qualification verification and 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 three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful.

OTHER POST

- POST 24/103** : **AUDIT AND RISK COMMITTEE CHAIRPERSON REF NO: DPSA 07/2026**
(Three-year contract)
Re-advertisement, candidates who applied previously must re-apply.
- SALARY** : Audit and Risk Committee Members shall be appointed as independent contractors and not as employees of the Department. Remuneration shall be in accordance with National Treasury Regulations 3.1.6, read with National Treasury Regulations 20.2.3. Member will be remunerated for preparation and attendance of meetings.
- CENTRE** : Pretoria
- REQUIREMENTS** : Three-year tertiary or equivalent qualification in Accounting, Auditing and Risk Management or Law. Certified Internal Auditor (CIA) or Chartered Accountant (CA) or equivalent professional qualification in relevant fields is a prerequisite for the appointment as the Shared Audit & Risk Committee Chairperson of the Department of Public Service & Administration and Centre for Public Service Innovation (CPSI). Candidates should have executive management experience in risk management, control, governance, within the public service and or Government sector for more than ten years. Knowledge and understanding of Government prescripts and processes. Experience: Applicants must have demonstrable exposure in Risk Management, Governance, Audit, Financial Management, Law, and Organizational Performance Management. The applicants should be independent and knowledgeable of the status of their positions as chairperson of the Audit & Risk Committee. A knowledgeable person who keeps up to date with the developments within the Finance, Auditing, Risk Management, Legal and governance space. Departmental Values. Technical Knowledge of the

Department of Public Service and Administration, National Treasury, prescripts, regulations, and guidelines. Lead issues to direct the Committee's focus on properly addressing critical and high-risk areas. Attributes And Skills: Strong leadership, analytical thinking, good communication skills, ability to inspire confidence and maintain a balanced view, ability to maintain independence and objectivity, facilitation skills, Courage to challenge discussions and ask relevant questions, willing to dedicate time and energy to serve the interest of the public, encourage openness and transparency, healthy skepticism and professional approach, High level of integrity, inquisitiveness and independent judgement, knowledge of the public sector risk and control, ability to offer new perspective, ability to promote effective working relationships (among committee members, management, internal and external auditors).

DUTIES

: Fulfil oversight responsibilities regarding risk management, control, governance, information technology, compliance, external and internal audit, management accounts, and annual financial statements. Advise the Accounting Officer in the effective execution of his/her responsibilities. Assist in building trust and confidence in how the Department is managed. Regulate and discharge all responsibilities as contained in relevant legislation and or the Audit & Risk Committee Charter. Direct and lead the Committee and account to the Accounting Officer and relevant Executive Authority. Serve as the Chairperson for both DPSA and CPSI Audit and Risk Committee (shared). General Information: Preference will be given to applicants who are citizens of the Republic of South Africa.

ENQUIRIES

: Mr. Ernst Mogwanye Tel No: (012) 309 1074/ E-mail: ernst.mogwanye@dpsa.gov.za

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

The Department of Public Works and Infrastructure is an equal opportunity, affirmative action employer. The intention is to promote representatively in the Public Service through the filling of these posts and with persons whose appointment will promote representatively, will receive preference. An indication by candidates in this regard will facilitate the processing of applications. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered. People with disabilities are encouraged to apply.

**APPLICATIONS**

- Head Office (Pretoria)** Applications: The Director-General, Department of Public Works and Infrastructure, Private Bag X65, Pretoria, 0001 or CGO Building, Corner Bosman and Madiba Street, Pretoria. For Attention: Ms NP Mudau.
- Cape Town Regional Office** Applications: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Ground floor, Customs House, Lower Heerengracht Street, Cape Town. For Attention: Ms. C Rossouw
- Nelspruit Regional Office** Applications: The Regional Manager, Department of Public Works and Infrastructure, Private Bag X11280, Nelspruit, 1200. Physical Address: 30 Brown Street, Nedbank Building, 9th floor, Nelspruit. For Attention: Mr EK Nguyuzza.
- Bloemfontein Regional Office** Applications: The Regional Manager: Department of Public Works, P/Bag X 20605, Bloemfontein 9300 or Hand delivered 18 President Brand Street, Bloemfontein 9300 For Attention: Mr T Mosia or Mr. T Mofokeng
- Pretoria Regional Office** Applications: The Regional Manager: Department of Public Works and Infrastructure, Private Bag x 229, Pretoria, 0001 or hand deliver to AVN Building corner Thabo Sehume and Nana Sita Street, Pretoria. For Attention: Ms M Masubelele
- Durban Regional Office** Applications: The Regional Manager: Department of Public Works, Private Bag X54315, Durban, 4000. Hand Deliver at Corner Dr Pixley Kasem and Samora Machel Streets Durban. For Attention: Ms NS Nxumalo
- Mmabatho Regional Office** Applications: The Regional Manager, Department of Public Works, Private Bag X120, Mmabatho 2735 or Hand Deliver at 810 Corner Albert Luthuli Drive and Maisantwa Streets, Unit 3, Mmabatho, 2735. For Attention: Mr T. Oagile

CLOSING DATE

- : 24 July 2026, time: 16H00

NOTE

- : Applications must be submitted on the prescribed Z83 application form (obtainable from any Public Service Department or on the DPSA website link: <https://www.dpsa.gov.za/newsroom/psvc/>, which must be signed, initialled and dated by the applicant, and must be accompanied by a detailed curriculum vitae (CV) only. Candidates are not required to submit certified copies of qualifications and related documents on application. Only shortlisted candidates will be required to submit certified copies of qualification and other related documents on or before the date of interview, which should not be older than six months. Should an application be submitted using incorrect/old Z83 application form, such an application will be disqualified. Further take note of the following on completion of Z83 application form: PART A and PART B must be fully completed. PART C - PART G: Noting that there is a limited space provided applicants may refer to CV or indicate. This will be acceptable as long as the CV has been attached and provides the required information. Page 1 of the Z83 application form must be initialled and page 2 signed and dated by the applicant. Failure to comply with the above instructions may result in an application being disqualified. Applicants applying for more than one advertised post must submit separate Z83 application forms and CVs in respect to each post being applied for. Should an application be received where an applicant has applied for more than one posts on the same Z83 application form, the applicant will be considered for the first post indicated on the Z83 application form only. Applications will be received via post/courier services, hand deliveries or email. Late applications will not be considered. Regulation 57 (c) and 67 (9) of the Public Service Regulations 2016, as amended, requires the executive authority to ensure that he or she is fully satisfied of the claims being

made and the finalisation of Personnel Suitability Checks in order to verify claims and check the candidate for purpose of being fit and proper for employment, respectively. Shortlisted candidates must be willing to undergo normal vetting and verification processes. NOTE: It is the responsibility of all applicants to ensure that foreign qualifications are evaluated by SAQA. Due to large volume of responses anticipated, receipt of applications will not be acknowledged, and correspondence will be limited to shortlisted candidates only. Should you not have heard from us within three months from the closing date, please regard your application as unsuccessful. Entry level requirements for SMS posts: in terms of the Directive on Human Resource Management and Development on Public Service Professionalisation Volume 1 a requirement for appointment into SMS posts is the successful completion of the Senior Management Pre-Entry programme as endorsed by the National School of Governance (NSG). The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. NOTE: For emailed applications, please submit A Single PDF document or One Attachment per application to the email address designated on the specific position. Kindly Note That The Emailed Applications And Attachments Should Not Exceed 15MB. It remains the candidate's responsibility to ensure that their application is successfully submitted using the required single pdf document.

OTHER POSTS

POST 24/104 : **DEPUTY DIRECTOR: EPWP NATIONAL YOUTH SERVICE AND BUILDING MAINTENANCE REF NO: 2026/256**

SALARY : R1 101 468 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the Middle Management Service)

CENTRE REQUIREMENTS : Mmabatho Regional Office
 : A minimum of three-year tertiary qualification (NQF Level 6/National Diploma)/ or equivalent qualification in any of the Social Sciences, Built Environment disciplines (Civil Engineering or Construction related); Training and Skills Development. Relevant years of working experience at a Junior Management /Assistant Director equivalent level in Programme and project management. A valid driver's license Knowledge of the Expanded Public Works Programme, National Youth Service (NYS) programme, Construction Industry, Labour-intensive methods of construction. Experience in implementation of Youth Development Programmes. Knowledge of the structure and function of government. Knowledge of Skills and Training processes. Knowledge of the Public Finance Management Act (PFMA) and related regulations. Good communication, training, development, business, analytical skills and writing skills. Computer literacy.

DUTIES : Management and implementation of the National Youth Service (NYS) programme at the Mmabatho Regional Office. Liaison with Project Managers to ensure that EPWP requirements have been included in contract document to contribute towards training of NYS participants and employment of general labour. Prepare specifications for inclusion in the bills of quantities and conduct recruitment. Report work opportunities and National Youth Service participants recruited. Liaison with all relevant stakeholders to ensure their buy-in and participation in the National Youth Service. Ensure reporting of EPWP NYS participants and EPWP general labour from projects implemented at the Mmabatho Regional Office. Compile progress reports on the different programmes being managed. Management of the budget of the component including compilation of budget reports. Manage the sub-directorate.

ENQUIRIES APPLICATIONS : Xoliswa Letsapa Tel No: (018) 386 5390
 : For Mmabatho: Email to: RecruitMBT26-20@dpw.gov.za

POST 24/105 : **DEPUTY DIRECTOR: FACILITIES MANAGEMENT REF NO: 2026/257**
 (12 Months Contract)

SALARY : R1 101 468 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the Middle Management Service)

- CENTRE REQUIREMENTS** : Nelspruit Regional Office
 : A minimum of three-year tertiary qualification (NQF Level 6/National Diploma) in Property Management or Facilities Management. Appropriate years of experience in Properties Management or Facilities Management at Junior Management level/Assistant Director Equivalent. Valid driver's license Knowledge and understanding of the maintenance of buildings, the Occupational Health and Safety Act, Building regulations and Environment Conservation Act. Good financial and budgeting skills. Knowledge of Government Procurement System. Project management and leadership skills. Ability to work well under pressure. Computer literacy. Sound analytical with Good communication skills verbal and written.
- DUTIES** : The effective facilities management of Electrical, Mechanical and Building. The implementation of procurement policies co-ordinate the preparation, analysis, negotiation and review of contracts related to purchase equipment and services. Ensure compliance with Occupational health and safety Act. Provide guidance on the implementation of the policy. Monitor and evaluate impact and effectiveness of the policies, provide continuous feedback on compliance with policy. The management and recruitment of selection black emerging enterprise-provide information on current requirements and suppliers to express an interest: ensure compliance with procurement procedures and legislation: assess new service provider profile and ensure that a proper enterprise has been selected to carry out the assigned duties: utilise state expenditure to promote emerging black enterprise. Manage unplanned maintenance. Ensure the availability of sound functional, safe and habitable structures and services. Prepare and control the budget of unplanned maintenance. Provide and co-ordinate a preventative maintenance schedule. Ensure quality control of workmanship and material by means of inspections and corrective actions. Ensure that service contracts are in place. Ensure that services provided are value for money. The effective supervision of resources oversee the development and training of staff.
- ENQUIRIES APPLICATIONS** : Mr N Mathivha Tel No: (013) 753 6388
 : For Nelspruit: Email to: RecruitNEL26-14@dpw.gov.za
- POST 24/106** : **DEPUTY DIRECTOR: ACQUISITIONS (SUPPLY CHAIN MANAGEMENT)**
REF NO: 2026/258
- SALARY** : R932 292 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the Middle Management Service)
- CENTRE REQUIREMENTS** : Cape Town Regional Office
 : A minimum of three-year tertiary qualification (NQF Level 6/National Diploma) in Supply Chain Management/ Finance/ Procurement/ Public Management/ Public Administration/ Internal Audit and Logistics. Extensive credible experience at a Junior Management/ Assistant Director equivalent level, with appropriate functional working experience in Supply Chain Management in Acquisition Management or Contract Management and extensive experience on management of resources. Valid driver's licence at Legislative Requirements: Practical knowledge and experience on implementation of Broad Based Black Economic Empowerment, Public Service Act, Public Finance Management Act, National Treasury Regulations, Preferential Procurement Policy Framework Skills. Good Knowledge of public sector procurement experience, Knowledge of strategic planning and budgeting, ability to develop, interpret and apply policies, CIDB strategies and legislation. Understanding of Government budgeting processes, experience in working with service providers/consultants. Knowledge of Public Service financial legislative frameworks, Understanding of Financial management; Risk Management; Knowledge and understanding of contract management. Key Skills: Negotiation Skills and Technical Proficiency, Business Writing Communication (verbal and written), Customer Focus and Responsiveness, People and Performance Management, Diversity Management, Interpersonal, Conflict management, Planning and Organising Problem solving and decision making, Team Leadership; Computer literate (especially with regard to MS Word, Excel, Projects and Power point), Basic Numeric skills and Excellent Presentation Skills.
- DUTIES** : Develop and implement the acquisition Management systems and appropriate acquisition Management internal controls and audit trails in the Department. Facilitate and manage the business process cycle (inviting, evaluating, adjudicating, and awarding) for all bids in terms of SCM regulations. Ensure

proactive management and tracking of tenders and quotations for goods and services. Eligible knowledge of acquisition for REMS and Infrastructure Projects. Provide regular progress report to management highlighting procurement trends, problems, risks, deviation, delays and make appropriate recommendations for improvements. Manage the Departmental Bid Evaluation and Adjudication Committees secretariat. Compile and analyse management reports from various strategic activities. Provide strategic report, advice and guidance to all responsibility managers to ensure compliance with Supply Chain Management regulations. Management of human resource related issues including the implementation and facilitation of adherence to policies and process in Acquisition Unit.

**ENQUIRIES
APPLICATIONS**

: Mr D Gqibela Tel No: (021) 402 2315
: For Cape Town: Email to: RecruitCPT26-64@dpw.gov.za

POST 24/107

: **DEPUTY DIRECTOR: COMPUTER AUDITS REF NO: 2026/259**

SALARY

: R932 292 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the Middle Management Service)

**CENTRE
REQUIREMENTS**

: Head Office (Pretoria)
: A Minimum of three-year tertiary qualification (NQF in level 6/National Diploma) in Auditing/Accounting/Computer Science. Certified Information Systems Audits (CISA). Practicing Information Systems Auditor with Relevant working years of experience at Junior Management/Assistant Director level. Professional Registration with the Institute for Internal Auditors (IIA) or Information Systems Audit and Control Association (ISACA). Driver's License. Proficiency in understanding and implementation of Government and other IT Governance Frameworks. Proficiency in the use of any programming language to conduct data analytics. Proficient Computer Literacy. Good communication and supervisory skills. Good project management skills. Effective report writing skills. Ability to follow a proactive and creative problem-solving approach. Ability to work under pressure and meet deadlines. Prepared to be subjected to security clearance.

DUTIES

: Assist the Director during the strategic planning process and with the planning of computer audit activities. Develop computer audit objectives that address the risks controls and governance processes associated with the activities under review; Review the Develop computer audit procedures that achieve the engagement objectives; set both the scope and degree of testing required to achieve the assignment objectives in each phase; submit audit program for approval to the Director prior to the commencement of audit assignments; Plan and monitor computer audit projects within set timeframes, and individuals responsible for the assignment to ensure that objectives are achieved, quality is assured and staff is developed; Ensure that conclusions and audit results are based on appropriate analysis and evaluation; Provide technical and administration support to the compliance performance, financial and operational audits. Attend exit conference on completion of Audit assignment and present audit results. Implement a Quality Assurance and Improvement program to ensure compliance to the IIA Standards and Unit Policies and Procedures. Expected to conduct regular audits on key financial controls; compliance audits; predetermined objectives, performance audits and IT Audits as identified.

**ENQUIRIES
APPLICATIONS**

: Mr. Lumphumezo Gayiya Tel No: (012) 406 1402
: For Head Office: Email to: Recruitment26-55@dpw.gov.za

POST 24/108

: **DEPUTY DIRECTOR: INVESTIGATIONS: GOVERNANCE, RISK AND COMPLIANCE REF NO: 2026/260**

SALARY

: R932 292 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the Middle Management Service)

**CENTRE
REQUIREMENTS**

: Head Office (Pretoria)
: A minimum of three-year tertiary qualification (NQF Level 6/National Diploma)/Degree in Auditing, Financial Management, Law or Criminology. Possession of Certificate in Forensic and Investigative Auditing will be an added advantage. Relevant years of working experience in fraud investigations at a Junior Management/Assistant Director equivalent level. A valid driver's licence. Good interpersonal, organisational and communication skills are also required. Good report writing and presentation skills. Analytical and innovative thinking abilities. Computer literacy in MS Office Software.

DUTIES : The successful candidate will be responsible for the following duties in the office of the Director-Fraud Awareness and Investigations: To plan and implement special forensic operations and projects, gather comprehensive and complete evidence of alleged serious mismanagement of resources or unprofessional conduct, ensure the referral of alleged serious mismanagement of resources or unprofessional conduct to the relevant authorities, supervise, maintain and co-ordinate the forensic investigators attached to the unit.

ENQUIRIES : Mr M. Mabotja Tel No: (012) 406 1328
APPLICATIONS : For Head Office: Email to: Recruitment26-56@dpw.gov.za

POST 24/109 : **ASSISTANT DIRECTOR: OCCUPATIONAL HEALTH & SAFETY: STATUTORY COMPLIANCE-OHSA (BUILDING) REF NO: 2026/261**
Re-advertisement for PSVC 03 of 2026-applicants who previously applied are encouraged to re-apply.

SALARY : R605 742 per annum
CENTRE : Nelspruit Regional Office
REQUIREMENTS : A minimum of three-year tertiary qualification (NQF level 06/ National Diploma) in a build environment (Civil Engineering /Construction Management/ Project Management). Relevant years of experience in a build environment field including supervisory level. (Safety Management qualification/Certificate will serve as an added advantage). Extensive knowledge of the build environment, civil services associated with infrastructure and drawing designs. Application and understanding of the Occupational Health & Safety Act, 85 of 1993 and other relevant acts and regulations. Understanding of the National Building Standards (SANS10400) and its prescripts including Municipality by laws. Basic knowledge of the Departmental Policies and Procedures, Public Finance Management Act (PFMA). Good verbal and written communication skills. Computer literacy. Good interpersonal relations. Problem solving skills, listening and observation, Negotiations, conflict management and leadership skills. Incident investigation, report writing and presentation skills. Valid driver's license. Prepared to travel and willing to adapt to working schedule in accordance with the office requirements.

DUTIES : Ensure and facilitate the implementation of the Occupational Health and Safety Act and regulations within the Region. Effectively manage general administration and safety regulations. Conduct proactive and reactive inspection in a state and leased facilities including construction projects. Approve and ensure each contractor H & Safety plan is maintained on the construction site. Facilitate the issuance of the occupancy certificate as per the local authority/municipality. Monitor compliance on access facilities for people with disability. Provide support when the emergency arise and prepare incident report. Conduct incidents investigation and generate the report with recommendation. Facilitate the appointment of health & safety representative, First Aiders and Fire Marshals. Facilitate the training sessions for health safety committee members including the information sessions. Compile and conduct the presentations and facilitate the activation of the emergency evacuation procedures in accordance with the building regulation & Municipality by-laws. Provide technical advice to client's departments and attend internal and external meetings on OHS matters. Consolidate the monthly/quarterly and annual reports for the OHS directorate in the regions.

ENQUIRIES : Mr N Mathivha Tel No: (013) 753 6303
APPLICATIONS : For Nelspruit: Email to: RecruitNEL26-15@dpw.gov.za

POST 24/110 : **ASSISTANT DIRECTOR: OCCUPATIONAL HEALTH & SAFETY: STATUTORY COMPLIANCE-OHSA (MECHANICAL) REF NO: 2026/262**

SALARY : R605 742 per annum
CENTRE : Nelspruit Regional Office
REQUIREMENTS : A minimum of three-year tertiary qualification (NQF level 06/National Diploma) in a build environment (Mechanical). Relevant years of experience in a build environment field including supervisory level. (Safety Management qualification/Certificate will serve as an added advantage). Extensive knowledge of the build environment. Valid driver's license. Application and understanding of the Occupational Health & Safety Act, 85 of 1993 and other relevant acts and regulations. Understanding of the National Building Standards (SANS10400) and its prescripts including Municipality by laws. Understanding of the procedures with regard to the safe operation of the Lifts,

Boilers, Incinerators, stand-by generators and water treatment plant equipment. Basic knowledge of the Departmental Policies and Procedures, Public Finance Management Act (PFMA). Good verbal and written communication skills Computer literacy. Good interpersonal relations. Problem solving skills, listening and observation, Negotiations, conflict management and leadership skills. Incident investigation, report writing and presentation skills. Prepared to travel and willing to adapt to working schedule in accordance with the office requirements.

DUTIES : Ensure and facilitate the implementation of the Occupational Health and Safety Act and regulations within the Region. Effectively manage general administration and safety regulations. Conduct proactive and reactive inspection in a state and leased facilities including construction projects. Approve and ensure each contractor H & Safety plan is maintained on the construction site. Facilitate the issuance of the electrical certificate of compliance Ensure lifts, boilers, Incinerators, stand-by generators including water treatment plant equipment are safe without risk. Provide support when the emergency arises and prepare incident report. Conduct incidents investigation and generate the report with recommendation. Facilitate the appointment of health & safety representative, First Aiders and Fire Marshals. Facilitate the training sessions for health safety committee members including the information sessions. Compile and conduct the presentations and facilitation the activation of the emergency evacuation procedures in accordance with the building regulation & Municipality by-laws. Provide technical advice to client's departments and attend internal and external meetings on OHS matters*Consolidate the monthly/quarterly and annual reports for the OHS directorate in the regions.

ENQUIRIES APPLICATIONS : Mr N Mathivha Tel No: (013) 753 6303
: For Nelspruit: Email to: RecruitNEL26-16@dpw.gov.za

POST 24/111 : **ASSISTANT DIRECTOR: ACCOUNTS RECEIVABLES REF NO: 2026/263**

SALARY CENTRE REQUIREMENTS : R487 197 per annum
: Head Office (Pretoria)
: A minimum of three-year tertiary qualification (NQF Level 06/National Diploma) specializing in accounting. Relevant years of experience in debt management at State Accountant level (07) in a GRAP environment. (Supervisory skills and articles will be an added advantage). Knowledge of Public Finance Management Act, National Treasury Regulations, ERP/BAS systems (SAGEX3 an advantage) and other sound Financial Management prescripts. Valid driver's license. Willingness to travel. Skills: Strong administrative, analytical and communication skills (both written and verbal), computer literacy with advanced Excel skills and good interpersonal skills. Presentation and report writing skills, organizing and planning, problem solving, diplomacy, ability to work independently and under pressure to meet tight deadlines. Team player with strong negotiation skills.

DUTIES : The successful candidate will: Assist effective management of accounts receivables as well as implementation and maintenance of debt risk management system. Co-ordinate the financial processes for the recovery of funds owed to the department. Co-ordinate the compilation of invoices and claims based on consolidated details and calculate monthly advance charges for Client Departments. Ensure timeous payment of advances on accommodation charges. Ensure that clients are billed timeously. Compile/Manage the compilation of accounts receivable reports and GRAP accounting of leases. Assist regional offices to reconcile the accounts and ensure completeness and accuracy. Collate all sub-directorate financial reports, including Regions. Assist in management of timeous resolution of audit queries. Record and manage claims issued to National Government Departments, for accuracy and recoverability. Communicate with client departments regarding non-payment of services and advances. Monitor and manage the consolidated payments reconciliation on SAGEX3 Financial System. Report on revenue collected by the department, follow up on non-payment of invoices and assist with the management of the Debt Management team. Monitor the year end consolidation and submission of AFS inputs.

ENQUIRIES APPLICATIONS : Mr. Billy Leketi Tel No: (012) 406 1223
: For Head Office: Email to: Recruitment26-57@dpw.gov.za

POST 24/112 : **ASSISTANT DIRECTOR: PROPERTY PAYMENTS (FINANCE) REF NO: 2026/264**
Re-advertisement applicants who previously applied are encouraged to re-apply.

SALARY CENTRE REQUIREMENTS : R487 197 per annum
: Bloemfontein Regional Office
: A minimum of three-year tertiary qualification (NQF Level 6/National Diploma) in Economics, Finance Management, Accounting, Internal Auditing, Real Estate and Business Management or equivalent. Valid driver's license. Knowledge of PFMA, Treasury Regulations and other transcripts. Relevant years of experience at Supervisory level. Computer literacy. Knowledge of financial and payment systems will be an added advantage. Relevant years of experience in payment of municipal accounts, rates and taxes. Report writing and good communication skills, verbal and written. Organising and problem-solving abilities. Good financial, interpersonal, analytic and budgeting skills. Ability to manage stakeholders' i e municipalities, clients 'departments, landlords and private individuals. Ability to work under pressure.

DUTIES : Responsible to supervise the expenditure on properties through supervising payments of rates and taxes, municipal services, lease rentals and other property related payment in the region. Implement long-term strategies to contain municipal services expenditure. Ensure a sound property expenditure management system, including minimization of accounts payable to avoid fruitless, wasteful, irregular and unauthorised expenditure. Assist in the compilation of the sub-directorate's budget. Ensure that an accurate asset register is in place and maintained regularly for use in processing expenditure for all state-owned properties. Ensure that all financial transactions for four stages of the life cycle of the property are recorded and monitored on PMIS. Responsible for implementing strategies to ensure good audit reports. Supervise staff and manage their performance according to the Performance Management System.

ENQUIRIES APPLICATIONS : Mr T Dubase Tel No: (051) 408 7330
: For Bloemfontein: Email to: RecruitBLOEM26-23@dpw.gov.za

POST 24/113 : **SENIOR INTERNAL AUDITOR REF NO: 2026/265**

SALARY CENTRE REQUIREMENTS : R413 001 per annum
: Durban Regional Office
: A minimum of three-year tertiary qualification (NQF Level 6/National Diploma) in Internal Auditing or Financial Accounting and relevant working experience in Auditing. Registration with the institute of internal auditors. A valid driver's licence. Possession of an Internal Audit Technician (IAT) and or Professional Internal Audit Technician (PIAT) qualification will be an added advantage. Knowledge of Standards for Professional Practice of Internal Auditing, Treasury Regulations, the Public Finance Management Act, Institute of Internal Auditors Code of Ethics and Phases of internal audit processes. Skills: Computer literacy, Numeracy, Advanced communication (Verbal and written). Project management. Report writing. Organisation and co-ordination. Dedication. Honesty. Objectivity. Diligence. Avoid conflict of interests in performing duties. Exercise prudence with confidential information. Innovation. Adaptability. Creative. Willingness to travel and work overtime.

DUTIES : Conduct audit programme steps. Conduct audit fieldwork and collect relevant, sufficient and useful audit evidence. Assess and evaluate audit evidence. Develop audit working papers. Develop audit findings. Undertake the administrative functions of the Regional Internal Audit section. Co-ordinate the administration of the office. Ensure adequate resources for the Office. Manage office management systems.

ENQUIRIES APPLICATIONS : Mr V Rikhotso Tel No: (012) 492 3064
: For Durban: Email to: RecruitDBN26-09@dpw.gov.za

POST 24/114 : **SENIOR STATE ACCOUNTANT: ACCOUNTS RECEIVABLES REF NO: 2026/266**

SALARY CENTRE REQUIREMENTS : R413 001 per annum
: Pretoria Regional Office
: A minimum of three-year tertiary qualification (NQF Level 6/National Diploma) or equivalent qualification in Accounting, Financial Management with relevant

		years of experience in Accounting, coupled with extensive working experience on PFMA, Treasury Regulations, guidelines and policies applicable in government. Sound interpersonal and communication skills. Computer literacy. Multi-tasking skills. Self-driven, result-orientated and motivated. The ability to meet deadlines and accept responsibility. Extensive experience in BAS/SAGE, WCS, PERSAL, LOGIS and PMIS.
<u>DUTIES</u>	:	Report to Assistant Director: Financial Accounting. The incumbent's responsibilities shall include, among others: Monitor and control the adherence/compliance to sound accounting practices, prescribed policies and regulations governing debtors and receipts. Ensure correct allocation of revenue and journals. Compilation of inputs to Interim and Annual Financial Statements. Ensure effective management of Cashier's Office and prepare administrative reports applicable. Ensure effective and economical management of debtors and prepare various systems reconciliations. Ensure proper responses to internal and external Audit Requests/ Queries/ Findings and the implementation of audit recommendations. Ensure effective management and supervision of subordinates in area of responsibility.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. L. Mabusu Tel No: (012) 310 5929
	:	For Pretoria: Email to: RecruitPTA26-52@dpw.gov.za
<u>POST 24/115</u>	:	<u>CHIEF WORKS MANAGER: BUILDING: FACILITIES MANAGEMENT REF NO: 2026/267</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R413 001 per annum
	:	Bloemfontein Regional Office
	:	A minimum of three-year tertiary qualification (NQF Level 6/National Diploma) (T/N/S streams) in Building/Civil/Quantity Surveying; Facilities Management, OR (N3 and a passed trade test in the building environment and three (03) to five (05) years technical experience in Built environment field). A valid driver's license. Extensive knowledge of the Building Regulations, Occupational Health and Safety Act, Public Finance Management Act, Environment Conservation Act as well as Government Procurement System. Ability to plan, organize and manage resources. Registration with a professional body in the build environment would be an added advantage. Good verbal and written communication skills, Computer literate. Good interpersonal skills. Good budgeting and estimating skills. Willingness to travel and work irregular hours.
<u>DUTIES</u>	:	Manage day-to-day building maintenance project activities to facilitate effective project execution in terms of costs, quality and time existing State accommodation. Manage project costs, estimates and monitor and control the processes of controlling changes in line with allocated day-to-day maintenance budget. Conduct site inspections to ensure compliance to specifications sort out by the department. Assist in site handovers; first and final deliveries. Ensure compliance with OHS and National Building Regulations. Assist in the development of building programs and conditional surveys and reporting regularly to management on the progress thereof. Ensure all work executed complies with PW371 standard and specification, Budget management, render a co-ordinated and professional service at all levels regarding the maintenance and management of DPWI clients.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr M Gwanya Tel No: (051) 408 7425
	:	For Bloemfontein: Email to: RecruitBLOEM26-24@dpw.gov.za
<u>POST 24/116</u>	:	<u>INFORMATION TECHNOLOGY TECHNICIAN REF NO: 2026/268</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R413 001 per annum
	:	Cape Town Regional Office
	:	A minimum of three-year tertiary qualification (NQF Level 6/National Diploma) in Information Technology / Information System, Computer Systems Engineering, Computer Sciences or relevant qualification. A+ and N+ certificates with a relevant years of working experience in desktop support in a network environment. Computing, good communication, interpersonal and report writing skills. Professional, self-driven, independent individual with troubleshooting and problem-solving skills. Good understanding of MS Windows 10 -11, Microsoft 365 applications and end-user cloud services. Understanding of Unified Communications applications and support. A valid driver's licence. Skills: Excellent diagnostic and problem solving; Excellent communication ability; Outstanding organizational and time-management; Computer skills; Communication; Interpersonal. Personal Attributes: Friendly

and personable demeanour; Take ownership and responsibility; Possess the drive to learn and adaptable to change/new technologies; Punctual; Ability to work under pressure; Ability to communicate effectively with others both verbally and in writing. Willing to adapt work schedule in accordance with office requirements.

DUTIES

: Provide advanced desktop support and maintenance across Microsoft applications, business application access, and unified communications solutions. Detect, troubleshoot, and repair faults on LAN/WAN infrastructure, PCs, peripherals, network points, and software. Assist with the planning, design, and implementation of LAN/WAN infrastructure as well as desktop, laptop, and printing solutions. Provide and maintain printing services for transversal systems such as LOGIS, PERSAL, BAS, WCS, and PMIS. Manage and maintain a secure, stable, and virus-free network environment. Deliver end-user support for data backups and restoration. Monitor local area networks to ensure optimal performance. Liaise with suppliers and manufacturers to resolve end-user incidents. Install, configure, and support software and applications as required. Plan and organise the deployment of computer programs, applications and networks (Laptops, Printers, Network cabling, Audio-visual, Wi-Fi Access, Business applications etc.). Identify user requirements for acquisition and maintenance of equipment and computer programs. Include user and office infrastructure or systems requirements on annual Acquisition Plans. Receive and support service providers and technical engineers for specialised network or applications installations. Prepare and participate on migration of user profiles on newly deployed systems or applications. Install and maintain computer systems and networks to achieve the highest functionality and optimise the role of technology. Set up workstations with computers and necessary peripheral devices (routers, printers etc.). Check computer hardware to ensure functionality. replacing parts as required. Install and configure computer hardware, operating systems and applications. Identify aging hardware and software and report on the findings. Provide technical support to end-users on IT related incidents and service requests. Monitor Help Desk tickets and resolve user issues. Perform troubleshooting to diagnose and resolve problems (repair or replace parts, debugging etc.). Create temporary user accounts and reset passwords ensuring that the correct permissions and data security are applied. Perform remote troubleshooting through diagnostic techniques and pertinent questions. Provide a reliable and stable network environment. Install and configure LAN and WAN devices. Install and configure Wi-Fi Access points. Install and Configure Wi-Fi Client on users PC's. Deploy and upgrade network servers. Monitor LAN and WAN performance and troubleshoot issues. Monitor IT inventory. Perform periodic preventative maintenance and updates. Maintain service records. Maintain records/logs of repairs and fixes and maintenance schedule. Analyse history of software or hardware issues and make recommendations to prevent future problems. Analyse service requests to identify common trends and underlying problems. Identify and suggest possible improvements on procedures. Ensure full compliance with the data protection act.

ENQUIRIES APPLICATIONS

: Mr. D Gqibela Tel No: (021) 402 2315
 : For Cape Town: Email to: RecruitCPT26-65@dpw.gov.za

POST 24/117

: **LEGAL ADMINISTRATION OFFICER: MR4 REF NO: 2026/273**

SALARY CENTRE REQUIREMENTS

: R403 929 per annum, (Salary will be in accordance with OSD determination)
 : Head Office (Pretoria)
 : A minimum of degree (LLB) with at least 5 years' appropriate post qualification legal experience or (05 years' experience as an in-house legal advisor or legal/contract administrator). Willingness to travel on an ad hoc basis and adapt to a work schedule in accordance with professional requirements, A valid driver's licence. Admission as attorney or Advocate of the high court and supervisory/management experience will be an added advantage. Knowledge: Specialized knowledge of law of contracts, general administration of contracts and litigation within an organizational context, Legal research and professional legal assistance, In-depth knowledge of the Framework for Supply Chain Management [Regulations in terms of the Public Finance Management Act, 1999 (Act No. 1 of 1999) (PFMA)], Code of Conduct for Supply Chain Management Practitioners, the PFMA, Treasury Regulations, the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000), the State

Information Technology Agency Act, 1998 (Act No. 88 of 1998), the Public Service Act, 1994 (Act No. 103 of 1994), Public Service Regulations and other relevant legislation. SKILLS: Thorough and proven legal drafting, communication and presentation skills, Sound analytical and problem identification and solving, Language proficiency, Maintenance of confidentiality of information, Computer literacy, Relationship management, Decision-making skills, Interpersonal and diplomacy, Motivational, Negotiation, Mediation and Arbitration skills.

DUTIES : Management of the provision of general legal advisory support services to the department and Ministry. Management of all litigious matters for and against the Department and Ministry. Management of the legal advisory services on the drafting, vetting and amendment of contracts. Oversee the exploration of efficiency measures introduced. Provide general legal opinions to line function. Liaise with the office of the state attorney and consult, provide instructions, facilitate the compilation of documents in litigation cases. Consult with line function and take instructions. Management of litigation and debt files. Attend to PAIA and PAJA requests from line function.

ENQUIRIES : Ms. Shalini Roopram Tel No: (012) 406 1028
APPLICATIONS : For Head Office: Email to: Recruitment26-58@dpw.gov.za
NOTE : People with disabilities are encouraged to apply.

POST 24/118 : **PERSONNEL PRACTITIONER: HUMAN RESOURCES ADMINISTRATION REF NO: 2026/270**

SALARY : R338 106 per annum
CENTRE : Durban Regional Office
REQUIREMENTS : A Minimum of three-year tertiary qualification (NQF Level 6/National Diploma) in Human Resources Management or Public Administration. Appropriate experience in Human Resources Management with emphasis on Human Resource Administration. A valid driver's license (Condition of Services and Pensions). Knowledge of standards, practices, processes and procedures. Good Knowledge of PERSAL, CORE, Ability to apply and interpret Legislative frameworks such as PSA, PSR, EEA and other regulatory prescripts for the public sector. Data analysis techniques, ability to undertake basic research and gather information, Computer utilization, good communication and report writing abilities, analytical skills, interpersonal relations, diplomacy, negotiation skills, conflict management, and the ability to perform under pressure.

DUTIES : Administration of condition of services and benefits. Providing an advisory function to DPWI staff on Human Resources policies. Processing of appointments and service terminations. Administration of pension benefits. Assist in the policy reviews related to condition of services. Ensure that relevant stakeholders are involved on policy making processes. Assist in sourcing information needed to report on Audit findings. Compile monthly reports to HR Manager.

ENQUIRIES : Mrs NS Nxumalo Tel No: (031) 314 7023
APPLICATIONS : For Durban: Email to: RecruitDBN26-10@dpw.gov.za

POST 24/119 : **ADMINISTRATIVE OFFICER: IMMOVABLE ASSET REGISTER REF NO: 2026/271**

SALARY : R338 106 per annum
CENTRE : Bloemfontein Regional Office
REQUIREMENTS : A minimum of three-year tertiary qualification (NQF 6/National Diploma) in Commerce, Real Estate Management, Project Management, Business Administration/management, Asset Management. Appropriate relevant experience in Property / Immovable Asset Register Management. Experience in State Land administration and verification of immovable asset (land and buildings) or related. A valid driver's license. Effective communication skills. Good report writing skills. Computer literacy. Negotiation skills. Decision making skills. Excellent Interpersonal skills. Ability to work under pressure, high level of reliability and deadline driven.

DUTIES : Carry out the physical verification of immovable assets. Conduct and administer physical verification of immovable assets in line with IAR verification support tools. Identify and record improvements to state property in IAR. Correctly capture disposals in the IAR. Participate in vesting of land parcels and endorsement of Title Deeds provide admin support for Immovable Asset

		Register projects. Ensure the safekeeping of all project documentation. Provide administrative support services to immovable asset Register Sub-Unit
<u>ENQUIRIES</u>	:	Ms. A Segone Tel No: (051) 408 7341
<u>APPLICATIONS</u>	:	For Bloemfontein: Email to: RecruitBLOEM26-25@dpw.gov.za
<u>POST 24/120</u>	:	<u>ADMINISTRATION OFFICER: REGISTRY REF NO: 2026/272</u>
<u>SALARY</u>	:	R338 106 per annum
<u>CENTRE</u>	:	Cape Town Regional Office
<u>REQUIREMENTS</u>	:	A minimum of tertiary qualification (NQF level 6/National Diploma) in Public Administration/ Public Management or Business Management. A candidate must have knowledge and experience of working in financial systems (Reapatala, Archibus) and relevant years of working experience in Record Management environmental and a valid driver's license. Knowledge of Pertinent Policies: Electronic document and Records Management Systems (EDRMS), National Archives and Records Service of South Africa Act (NARSA), PFMA; National Treasury Regulations, Knowledge of Minimum Information Security Standards (MISS) Act; Public Finance Management Act; Mailing procedures; Procurement processes and procedures; Inventory systems; Records Management: Human Resources policies. Competencies: Effective communication; Report writing; Basic numeracy; Computer literacy; Analytical thinking; Interpersonal relations; Client liaison; General office administrative and organizational skills, Knowledge and ability to distinguish the procurement files (Tenders and Quotations documents). Personal Attributes: Ability to work under pressure; People oriented; Hard working; Assertive; Ability to communicate at all levels.
<u>DUTIES</u>	:	Provide supervisory and administration support for registry counter services. Ensure all invoices received are captured on Reapatala system. Ensure the proper handling of incoming and outgoing correspondences. Attend to clients' queries. Provide weekly/ monthly statics and report on the capturing of invoices. Distribute notices on registry issues. Facilitates request for bulk photocopying as required. Administer an effective filing system according to record classification. Continuously monitor and assess the records management system to ensure compliance with applicable guidelines and prescripts. Ensure payment of Post Office private bag account. Facilitates and supervise registration and dispatching of mail, and ensure confidential mail is delivered unopened. Ensure that unclaimed or undeliverable letters are returned to the post office. Provide general administration, supervisory functions and performance evaluation of staff. Allocate duties and perform quality controls. Provide leadership to subordinates with regard to all aspects of work. Facilitate training and development of subordinates. Perform any other duties as per the requirements of the Unit.
<u>ENQUIRIES</u>	:	Ms P Bambela Tel No: (021) 402 2193
<u>APPLICATIONS</u>	:	For Cape Town: Email to: RecruitCPT26-66@dpw.gov.za
<u>POST 24/121</u>	:	<u>PERSONAL ASSISTANT: REGIONAL MANAGER'S OFFICE REF NO: 2026/277</u>
<u>SALARY</u>	:	R338 106 per annum
<u>CENTRE</u>	:	Cape Town Regional Office
<u>REQUIREMENTS</u>	:	A minimum of three-year tertiary qualification (NQF Level 6/National Diploma) in Secretarial Diploma, Office Management, Management Office, Business Administration, Public Administration / Public Management. Relevant years of working experience. Knowledge: Wide range of office management and administrative tasks; Good telephone etiquette; Demonstrative computer literacy; relevant legislation; Basic financial administration. Skills: Advanced communication (verbal and written); Sound organisational skill; Good people skill; Language skills; Ability to communicate well with people at deferent levels; Basic numeracy; Interpersonal skills; Office administration and organisational skills; Planning and organising; Ability to research; Ability to act with tact and discretion. Personal attributes: People orientated; High level of reliability; Hard working; Resourceful; Self-motivated; Trustworthy; Multilingual; Creative. Willing to adapt work schedule in accordance with office requirements.
<u>DUTIES</u>	:	Provides a secretarial/receptionist support service to the Regional Manager. Record the engagements of the Regional Manager. Utilises discretion to decide whether to accept/decline or refer to other employees, request for meetings, based on the assessed importance and urgency of the matter. Coordinate with

and sensitises/advises the manager regarding engagements. Compiles realistic schedule of appointments. Renders administrative support services. Ensure the effective flow of information and documents to and from the office of the Regional Manager. Scrutinise routine submissions/ reports and make notes and/or recommendations for the manager. Responds to enquiries received from internal and external stakeholders. Collect, analyse and collate information requested by the RM. Clarify instructions and notes on behalf of the RM. Ensure that travel arrangements are well coordinated. Manage the leave register and telephone accounts for the unit. Handle the procurement of standard items like stationary, refreshments etc. for the activities for the RM and the unit. Provide support to the Regional Manager regarding meetings. Collect and compile all necessary documents for the RM to inform him/her on the contents. Record minutes/decision and communicates to relevant role-players, follow-up on progress made. Prepare briefing notes for the RM as required. Coordinates logistical arrangement for meetings when required. Supports the manager with the administration of the budget. Collects and coordinates all the documents that relate to budget of the office of the RM. Assist the RM in determining funding requirements for purposes of MTEF submissions. Keep record of expenditure commitments, monitors expenditure and alert the RM of possible over and under spending. Check and correlates BAS reports to ensure that expenditure is allocated correctly. Identify the need to move funds between items, consults with the RM. Compares the MTEF allocation with the requested budget and informs the manager of changes.

ENQUIRIES : Mr. D Gqibela Tel No: (021) 402 2315
APPLICATIONS : For Cape Town: Email to: RecruitCPT26-67@dpw.gov.za

POST 24/122 : **STATE ACCOUNTANT: FINANCIAL REPORTING REF NO: 2026/274 (X2 POSTS)**

SALARY : R338 106 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : A minimum of three-year tertiary qualification (NQF Level 6/National Diploma) in Financial Accounting or equivalent qualification with relevant years of working experience in financial reporting. A valid driver's licence and willingness to travel for official purposes. Knowledge: Public sector experience with applied knowledge of the PFMA, Treasury Regulations and GRAP/IFRS. SAGE X3 Financial System experience will be an added advantage. Skills: sound analytical, problem identification and solving skills, communication skills (written and verbal), report writing and presentation skills, analytical thinking and time management skills. Ability to work independently and in a team, computer literacy with Excel skills. Ability to meet deadlines.

DUTIES : Liaising with line function and other finance officials in order to obtain accurate and reliable inputs for financial reporting purposes within deadlines (focusing on assets, accruals, provisions, other liabilities and leases). Assist in preparing and consolidating workings, preparing disclosure notes and supporting workings for journals relating to financial reporting. Processing of journals on financial system. Ensure that workings are compliant with GRAP standards. Perform and manage administrative related functions as required by the unit. Support the Assistant Director in financial reporting tasks.

ENQUIRIES : Mr. Leonard Chiloane Tel No: (012) 406 1810
APPLICATIONS : For Head Office: Email to: Recruitment26-59@dpw.gov.za

POST 24/123 : **STATE ACCOUNTANT: ACCOUNTS RECEIVABLES REF NO: 2026/275 (X2 POSTS)**

SALARY : R338 106 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : A minimum of three-year tertiary qualification (NQF Level 6/National Diploma)/ Bachelor's Degree specializing in Accounting. Job related knowledge: Knowledge of Standard of Generally Recognized Accounting Practice, Public Financial Management Act, Treasury Regulations and other sound Financial Management prescripts. Job related skills: Good interpersonal relations, Time management skills, Computer literacy in Microsoft excel and word, Good written and verbal communication skills, Organizing and office administration skills, good data analysis and report interpretation skills. Ability to work under pressure and deliver to tight deadlines. Ability to develop solutions to a variety of problems and interpretation in line with guidelines and departmental policies.

		(The Knowledge of ERP systems and Supervisory skills will be an added advantage).
<u>DUTIES</u>	:	The successful candidate will: Capture and process fully supported invoices/invoices and receipts on SAGE. Compile accurate claims/invoices and issued to the client departments. Ensure that claims are issued timeously to the client departments and entities. Recover outstanding money from clients. Perform reconciliation of the client accounts and clear exceptions. Checking and controlling age analysis and clear suspense accounts. Render support to the management of the unit. Respond to all audit information requests in the directorate and gather information to resolve the audit queries. Liaise with Regions to resolve internal queries and queries from Debtors. Safeguard the Unit's transaction documents. Submit AR related inputs for Annual and Interim Financial Statements consolidation. Prepare accurate adjustment and year end journals correctly classified in line with GRAP.
<u>ENQUIRIES</u>	:	Ms. Beauty Chiloane Tel No: (012) 406 1257
<u>APPLICATIONS</u>	:	For Head Office: Email to: Recruitment26-60@dpw.gov.za
<u>POST 24/124</u>	:	<u>DRIVER: CLEANING SERVICES REF NO: 2026/276</u>
<u>SALARY</u>	:	R201 093 per annum
<u>CENTRE</u>	:	Bloemfontein Regional Office
<u>REQUIREMENTS</u>	:	A minimum of Grade 10 or equivalent appropriate qualification as recognised by SAQA. Valid driver's licence. Knowledge: Minimum Information Security Standard (MISS) Act; basic literacy; basic numeracy. The National Road Traffic Act Regulations. Skills: Effective communication (verbal or written); interpersonal relations; planning of work processes; time management; driving skills. Personal Attributes: Hard working, trustworthy; punctuality, accuracy; polite; helpful. Honesty flexibility. (Professional Driving Permit (PDP) will be used as an added advantage).
<u>DUTIES</u>	:	Transport Work Teams, Materials and Equipment: Transport work teams, material and equipment to various Magistrate Courts. Complete vehicle logbooks and trip authorization documentation. Pick up and drop off employees as assigned. Verify materials loaded onto the vehicle before departure. Assist with loading and unloading of materials and equipment. Ensure vehicles are not overloaded. Follow delivery schedules to ensure timely transportation. Perform Driver-Related Services. Transport departmental officials, clients and visitors as required. Maintain professional conduct and interaction with all stakeholders. Receive documents and items for transportation and ensure their safe delivery. Complete transport schedules and maintain accurate trip records. Maintain and Care for Assigned Vehicles Conduct daily vehicle inspection at the beginning of each shift. Ensure vehicles are clean, safe and properly maintained. Report vehicle defects, repair requirements, accidents, injuries and damage promptly. Operate vehicles in accordance with road traffic regulations and departmental policies. Maintain accurate records of vehicle usage and movement.
<u>ENQUIRIES</u>	:	Ms. N Nkonyana Tel No: (051) 408 7353
<u>APPLICATIONS</u>	:	For Bloemfontein: Email to: RecruitBLOEM26-26@dpw.gov.za
<u>POST 24/125</u>	:	<u>DRIVER/MESSENGER: PROVISIONING AND LOGISTICS REF NO: 2026/277</u>
<u>SALARY</u>	:	R201 093 per annum
<u>CENTRE</u>	:	Cape Town Regional Office
<u>REQUIREMENTS</u>	:	A Minimum of Grade 10 or equivalent appropriate qualification as recognised by SAQA. A valid driver's license as well as a Professional Driving Permit (PDP). Knowledge, Competencies and Skills: Knowledge of the procedures to operate the motor vehicle. Knowledge of prescripts for the correct utilization of motor vehicles. Knowledge of the procedures to ensure that the motor vehicle is maintained properly. Knowledge of the procedures to perform messenger functions and routine office support functions like registry services and making of photocopies. Knowledge of the city district in which the functions will be performed.
<u>DUTIES</u>	:	Perform general messenger and delivery services. Sort and arrange correspondences in the registry. Collect submissions and other documents from the assigned office. Render a driver service including driving light and medium motor vehicles to transport passengers, performing routine maintenance on the allocated vehicle. Sort mail, files, documents and parcels.

Render delivery services. Ensure that items to collect are sealed and addressed. Deliver mail, files, documents and parcels to addressees. Ensure that the recipients sign on the delivery book/register. Record contents and physical addresses in the delivery book/register. Perform general office assistant tasks. Make copies, fax and shred documents. Render auxiliary administrative support as required. Support the security profile of the office. Support registry related activities. Support operator related activities.

**ENQUIRIES
APPLICATIONS**

: Ms K Moko Tel No: (021) 402 2296
: For Cape Town: Email to: RecruitCPT26-68@dpw.gov.za

POST 24/126

: **GROUNDMAN REF NO: 2026/278**

**SALARY
CENTRE
REQUIREMENTS**

: R144 024 per annum
: Bloemfontein Regional Office (Kestell Magistrate Court)
: A minimum of ABET level 04/Grade 09. No experience required. A minimum of Grade 10. Good interpersonal skills. Knowledge: Knowledge of Garden maintenance practices Operating horticultural equipment Occupational health and safety Skills. Operation of machinery, Interpersonal skills, Basic literacy, technical skills, Planning and organising, Accuracy, Effective communication.

DUTIES

: Mowing of lawn areas, both developed and veld grass areas. Watering of plants and avoiding plants dying of malpractice. Keep flower and shrub beds weed free cultivated and well maintained; Pruning dead flower heads of plants in bed, fertilizing lawn and plant beds; Planting of new mother stock material in the area; Assisting in plant propagation area; Sweep and rake hard surfaces in responsibility area; Upholding good conduct at all times; Cleaning of restrooms allocated to DPW as per schedule.

**ENQUIRIES
APPLICATIONS**

: Ms N Nketsha Tel No: (051) 408 7345
: For Bloemfontein: Email to: RecruitBLOEM26-27@dpw.gov.za

DEPARTMENT OF TRADITIONAL AFFAIRS

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

<u>CLOSING DATE</u>	:	24 July 2026
<u>NOTE</u>	:	The successful candidate's appointment will be subject to a security clearance process and the verification of educational qualification certificates. Applications must quote the relevant reference number and must be completed on the NEW Z83 form obtainable from any Public Service department and signed when submitted. From 1 January 2021 should an application be received using the incorrect application for employment (Z83), the application will not be considered. Only shortlisted candidates will submit relevant documents. Applicants should submit CV and Z83 only. Shortlisted candidates will be required to submit certified copies a day before the interview date. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Persons with a disability are encouraged to apply. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation only when shortlisted. Incomplete applications or applications received after the closing date will not be considered. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill the advertised position.

OTHER POSTS

<u>POST 24/127</u>	:	<u>DEPUTY DIRECTOR: MANAGEMENT ACCOUNTING REF NO: 2026/12</u>
<u>SALARY</u>	:	R932 292 per annum (Level 11), (an all-inclusive remuneration package). The package includes a basic salary (70% of package) and a flexible portion that may be structured in terms of the applicable guidelines.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria A three year Bachelor's degree in Accounting or Financial Management or equivalent qualification at NQF level 7 plus 5 years' experience at junior management/Assistant Director level with relevant experience in the financial field. A valid driver's licence. Core competencies: Strategic Capacity and leadership, Financial Management, Programme and Project Management; change management. Process Competencies: Knowledge management, Service delivery innovation, Problem solving and analysis, People management and empowerment, Client orientation and customer focus, computer literacy and communication, Communication (Verbal and written). Technical competencies: Knowledge and understanding of the Public Finance Management Act (PFMA), Treasury Regulations, General Accepted Accounting Practices (GAAP), Basic Accounting System (BAS), PERSAL system, General ledger reconciliation and analysis, compilation of financial statements, revenue management and debtors control and creditors payments.
<u>DUTIES</u>	:	The successful candidate will perform the following duties: Manage the financial planning, budgeting and reporting processes of the Department; Ensure submission of credible budget inputs to National Treasury in respect of MTEF, AENE, ENE, Cash Flow and Application Roll-overs; Manage Cash Flow Projections/Monthly Drawings and ensure submission to National Treasury; Participate in the Functional Group/Cluster meetings arranged by National Treasury; Convene Departmental Budget Committee meetings; Manage, update and maintain department's budget; Make costing and funding related presentations to Budget Committee and departmental governance structures, Department's Oversight Committees and other agencies and organisations as needed; Conduct research necessary to prepare forecasts of future

financial/business conditions using multiple scenarios, review trends impacting the department; Perform cost-benefit analysis as required to assist making management decisions; Ensure compliance, implementation and maintenance of PFMA, Treasury Regulations, Instruction Notes and other financial prescripts. Coordinate the revision of policies, internal controls and improved processes: Monitor the policy and legislative framework to ensure that cognisance is taken to new developments; Develop and maintain policies and processes in line with applicable prescripts and ensure alignment with Department's strategic objective; Review efficiency and effectiveness of systems of internal controls within the Department in order to improve the integrity of financial information; Monitor compliance with financial prescripts; Evaluate strategies and processes in order to continually improve them. Monitor and manage the expenditure account: Analyse monthly department costing, funding and budgeting reports to maintain expenditure controls; Consult with Programme Managers to ensure that budget adjustments are made in accordance with policies and procedures; Monitor spending patterns and implement measures to promote adherence to budgets; Prepare monthly reports on over expenditure and under expenditure (in-year monitoring management reports); Conduct cost-benefit analysis to compare operating programmes; Monitor compliance, implementation and maintenance of PFMA, Treasury Regulations and other financial prescripts. Implement measures for improving audit outcomes and risk management: Assist in the development and monitoring of the audit action plan; Report progress on the audit plan; Review of audit files and Annual Financial Statements to ensure compliance with GRAP; Manage request for Information (RFIs) and submission of audit evidence to AGSA; Manage and resolve audit queries; Reduce exposure to risk through corporate governance; Assess risks of the sub-directorate and update the risk register; Provide oversight in the compliance to the PFMA, Treasury Regulations, departmental policies and internal control procedures; Control documentation and safeguard source documents; Management of Basic Accounting System and month end closure and financial year end processes. Manage the sub-directorate financial planning, budgeting and reporting. The successful candidate will also support the National House of Traditional & Khoi-San Leaders.

- ENQUIRIES** : Mr L Motlhabedi Tel No: (012) 065-3440
- APPLICATIONS** : Applications may be posted to: Human Resource Management, Department of Traditional Affairs, Private Bag X22, Arcadia, 0083 or Hand deliver to: 509 Pretorius Street, Arcadia, 2nd Floor, Pencardia 1 Building or email to DTARecruit202612@coqta.gov.za
- FOR ATTENTION** : Director: Human Resource Management
- NOTE** : Youth and Persons with disabilities are encouraged to apply.
- POST 24/128** : **DEPUTY DIRECTOR: RISK MANAGER REF NO: 2026/13**
Office of the Director-General: Chief Directorate
(12 months contract post)
- SALARY** : R932 292 per annum (Level 11), (an all-inclusive remuneration package). The package includes a basic salary (70% of package) and a flexible portion that may be structured in terms of the applicable guidelines.
- CENTRE** : Pretoria
- REQUIREMENTS** : A Bachelor's degree or equivalent qualification in Risk Management/Internal Auditing plus 5 years relevant experience in a Risk Management/Internal Auditing environment. A valid driver's license. Generic Competencies: Service delivery innovation, Problem solving and analysis, People management and empowerment, Client orientation and customer focus, computer literacy and communication. Technical Competencies: Risk management and auditing practices, The Public Financial Management Act, Corporate governance, Development of policies and strategies.
- DUTIES** : The successful candidate will perform the following duties: Conduct a risk assessment and a resultant risk profile of the Department; Develop and implement policies, strategies and frameworks on risk management; Align the risk management process to strategic objectives and business plans of the Department; Identify and perform risk management capacity gaps and facilitate/provide risk management training; Monitor and evaluate the status of risk management and adherence to risk management processes within the Department; Develop and implement a fraud prevention plan. Manage the business continuity function of the Department.

ENQUIRIES APPLICATIONS : Mr V Monene Tel No: (012) 065 3420
: Applications may be posted to: Human Resource Management, Department of Traditional Affairs, Private Bag X22, Arcadia, 0083 or Hand deliver to: 509 Pretorius Street, Arcadia, 2nd Floor, Pencardia 1 Building or email to DTARecruit202613@coqta.gov.za

FOR ATTENTION NOTE : Director: Human Resource Management
: Youth and Persons with disabilities are encouraged to apply.

POST 24/129 : **DEPUTY DIRECTOR: INSTITUTIONAL DEVELOPMENT REF NO: 2026/14**
Institutional Support & Coordination

SALARY : R932 292 per annum (Level 11), (an all-inclusive remuneration). The package includes a basic salary (70% of package) and a flexible portion that may be structured in terms of the applicable guidelines.

CENTRE REQUIREMENTS : Pretoria
: Bachelor's Degree or equivalent qualification in Political Studies/Public Administration or Development Studies or equivalent qualification at NQF level 7. Five years experience at junior management (Assistant Director level) with relevant experience in traditional affairs, stakeholder management, policy analysis A valid driver's licence. Generic Competencies: Service delivery innovation, Problem solving and analysis, People management and empowerment, Client orientation and customer focus, computer literacy and communication. Technical Competencies: Knowledge of traditional affairs sector, government systems and processes, Monitoring and evaluation techniques, Stakeholder management, Policy analysis and implementation, Report writing and presentation skills.

DUTIES : The successful candidate will perform the following duties: Develop, review and implement institutional development strategies, guidelines, frameworks and support mechanisms for the institution of Traditional and Khoi-San leadership. Monitor implementation of institutional development interventions and support programmes for Traditional and Khoi-San leadership structures. Facilitate stakeholder engagements and partnerships in support of institutional development programmes. Provide support and monitor functionality of Traditional and Khoi-San structures. Manage human resources in sub-directorate and provide support in management of financial resources. Support Traditional Affairs projects.

ENQUIRIES APPLICATIONS : Ms A Tshivhase-Kharibe Tel No: (012) 065 3487
: Applications may be posted to: Human Resource Management, Department of Traditional Affairs, Private Bag X22, Arcadia, 0083 or Hand deliver to: 509 Pretorius Street, Arcadia, 2nd Floor, Pencardia 1 Building or email to DTARecruit202614@coqta.gov.za

FOR ATTENTION NOTE : Director: Human Resource Management
: Youth and Persons with disabilities are encouraged to apply.

NATIONAL TREASURY

The National Treasury is an equal opportunity employer and encourages applications from persons living with disabilities. It is the department's intention to promote representivity through filling these posts in line with the department's approved Employment Equity Plan. Our buildings are accessible to persons living with disabilities.



<u>APPLICATIONS</u>	:	To apply visit: https://erecruitment.treasury.gov.za/eRecruitment
<u>CLOSING DATE</u>	:	27 July 2026 at 12:00 pm (Midday)
<u>NOTE</u>	:	Effective from 7 April 2021, the National Treasury now utilises an e-Recruitment System which means all applicants must login/register to apply for positions, we only accept hand delivered/posted applications should an applicant prove that he/she tried to apply via e-Recruitment with no success and the National Treasury ICT unit was unable to assist. The applicant's profile on the e-Recruitment is equivalent to the newly approved Z83, and it is the responsibility of applicants to ensure their profiles are fully completed or their applications will not be considered, as per the DPSA Practice Note. Certain documentation will still be required to be uploaded on the system such as copies of all qualifications including National Senior Certificate/Matric certificate, ID, etc., however these documents need not be certified at point of application, however certification will be required prior to attending the interview. Please note: All shortlisted candidates, including 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 and for 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. 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 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 24/130 : **ASSISTANT DIRECTOR: BUSINESS PROCESSES REF NO: S081/2026**
Division: Office of The Director-General (ODG)
Re-Advertisement, Applicants who applied previously must re-apply
Purpose: To develop, review, evaluate, maintain and align business processes and related policies and procedures.

SALARY : R487 197 per annum, (Excl. benefits)
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) or Bachelor's degree (equivalent to NQF level 7) in Business Administration or Public Administration or Business Analysis or Information Management or Computer Science. A certification in business process mapping or re-engineering as an added advantage. A minimum 3 years' experience obtained in a business process mapping and business analysis environment. Knowledge and experience in modelling applications, e.g. Case Wise, scenario testing techniques.

DUTIES : Develop Business Processes: Develop and maintain existing business processes and procedures based on process studies, best practices and analysis of information verified with relevant stakeholders. Review policies and changes in the operational environment and suggest enhancements. Align the "how-to" guides with current environments and maintain the e-learning sites. Identify and harvest knowledge assets within Business Units and ensure alignment of knowledge management processes. Administration and Awareness: Assist with maintenance of process mapping and procedural related work. Compile progress reports and action logs for execution. Assist with projects that involve business process mapping work. Conduct interactive engagements with stakeholders to align business processes and procedures, and the implemented thereof. Prepare presentation and conduct workshops and awareness sessions. Stakeholder Engagement: Conduct research into best practices that are applicable to stakeholder requirements. Gather information during workshops and advise during feedback sessions on gaps and the remedial ways for implementation. Conduct training sessions on business processes, procedures and related tools for relevant stakeholders. Business Process Governance, Improvement and Compliance: Review and improve business processes to enhance operational efficiency, consistency and effectiveness. Monitor alignment of business processes with approved policies, procedures, standards and governance requirements. Identify process gaps, duplication and inefficiencies, and recommend corrective and improvement actions. Support the standardisation, implementation and continuous improvement of business processes and related controls. Compile reports on process compliance, risks, improvement initiatives and implementation progress.

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

DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : All applications to be submitted online on the following link:
<https://erecruitment.dws.gov.za/>
- CLOSING DATE** : 24 July 2026
- NOTE** : Interested applicants must submit their applications via the online link https://erecruitment.dws.gov.za 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.
- ERRATUM:** Kindly take note that the post of Environmental Officer: Specialized Production with Ref No: 170726/02, which was advertised in Public Service Vacancy Circular 23 dated 03 July 2026 with a closing date of 17 July 2026, has been withdrawn.

OTHER POSTS

- POST 24/131** : **CONTROL ENGINEERING TECHNOLOGIST GRADE A REF NO: 240726/01**
Branch: Infrastructure Management: Head Office
Cd: Infrastructure Development
Dir: Capital Projects
- SALARY CENTRE REQUIREMENTS** : R958 776 per annum, (all-inclusive OSD salary package)
: Pretoria Head Office
: A Bachelor of Technology (BTech) in Civil Engineering as recognised by SAQA. A minimum of six (6) years' post-qualification experience as an Engineering Technologist/Technician. Compulsory registration with ECSA as a Professional Engineering Technologist. The disclosure of a valid Code EB unexpired driver's licence (except for persons with disabilities). Demonstrated experience in providing technological advisory services, including the evaluation and quality assurance of technical designs, drawings, and specifications, and making recommendations for approval by the relevant authority. Experience in planning and providing technological and/or technical support to engineers on

water related infrastructures. Proven practical experience in mentoring graduate interns and facilitating training and development. Understanding of ECSA professional mentorship requirements will be an added advantage. Sound knowledge of contract administration and project management, with proven ability to interpret and review technical drawings and designs. Understanding of public sector procurement processes and financial planning and management principles. Knowledge of applicable legislation, including the National Water Act, Water Services Act, environmental legislation, and the Public Finance Management Act (PFMA). Familiarity with standard forms of contract used in infrastructure projects. Strong communication, conflict management, dispute resolution, and negotiation skills. Computer literacy, including proficiency in MS Office programmes and MS Project. Experience with design software such as AutoCAD Civil 3D will be an added advantage. Willingness and ability to mentor and guide candidates towards professional registration. registrations.

DUTIES : Provide and manage specialised technological advisory services, ensuring adherence to and promotion of safety standards in line with statutory requirements, while effectively managing administrative and related functions. Mentor graduate interns and demonstrate willingness to be registered as a mentor with ECSA. Supervise and manage technological personnel and associated resources. Monitor and oversee the evaluation of engineering designs and drawings to ensure compliance with required standards, specifications, and best practice. Technical and financial reporting. Interfacing with relevant Departmental Divisions. Apply established engineering techniques and procedures to resolve broadly defined engineering challenges. Contribute to the coordination, compilation, and structuring of tender documentation in line with CIDB Best Practice Guidelines, including the development of specifications for works. Support contract administration and project management functions. Liaise with relevant bodies and councils on engineering-related matters. Maintain effective stakeholder relationships and support project implementation objectives. Participate in continuous professional development to remain current with evolving technologies, standards, and best practices in civil engineering infrastructure delivery.

ENQUIRIES : Mr A Bhasopo Tel No: (012) 336 8962

POST 24/132 : **HR INFORMATION SYSTEM CONTROLLER REF NO: 240726/02**
 Branch: Corporate Support Services
 Cd: Human Resource Management
 Dir: Human Resource Administration Services
 Re-advertisement, applicants who have previously applied must re-apply.

SALARY CENTRE REQUIREMENTS : R338 106 per annum (Level 07)
 : Pretoria Head Office
 An NQF level 6 in Human Resource Management / Finance or relevant qualification. Two (2) years' experience in HR Information Systems transacting on PERSAL. The disclosure of a valid unexpired driver's license. PERSAL Training, including Introduction to PERSAL and Establishment courses. Good computer literacy in Ms Word, Excel and Outlook. Knowledge of HR legislations. Knowledge in policy implementation, monitoring and evaluation principles. Good communication skills both (verbal and written). Good problem solving and analysis. Pay attention to detail. Understanding of maintaining confidentiality on information. Understand cultural awareness. Be flexible and initiative.

DUTIES : Manage User access rights and policy implementation. Respond to audit findings. Ensure Users/Terminals are registered with SITA. Register user ID, Reset ID, allocate functions in relation to users' jobs and levels. Link User to revisor, restrict user to terminal and component group. Manage dormant and inactive Users. Issue reports on transactions awaiting approval and authorization for more than a month. Approve and disapprove HR establishment transactions. Provide Human Resource reports, downloading FTP from PERSAL and Vulindlela. Co-ordinating PERSAL Training and provide assistance to PERSAL users. Maintain the PERSAL staff establishment. Creating and abolishing components/posts in accordance with approved structure. Link responsibility and objective codes and link component groups. Create system generated ID's amend appointment dates. Filing of relevant documentation. Register SCC's (system change controls).

ENQUIRIES : Mr Ronald Mudau Tel No: (012) 336 7777

<u>POST 24/133</u>	:	<u>FINANCE CLERK PRODUCTION (X7 POSTS)</u> Branch: Infrastructure Management: Northern Operations Dir: Operations Northern
<u>SALARY CENTRE</u>	:	R237 453 per annum (Level 05)
	:	Tzaneen Ref No: 240726/03 (X2 Posts)
	:	Hartbeespoort Ref No: 240726/04 (X3 Posts)
	:	Groblersdal Ref No: 240726/05 (X2 Posts)
<u>REQUIREMENTS</u>	:	A Senior/Grade 12 certificate with accounting. Computer literacy (MS Word, Excel, Outlook). Basic knowledge of financial functions, practices as well as the ability to capture data and collate financial statistics by use of spreadsheets. Basic knowledge and insight of the Public Service Financial legislation, procedures and Treasury Regulations, PFMA, DORA, PSA, PISR, PPPFA and Financial Manual. Knowledge of systems such as PERSAL and SAP will be an advantage. Good communication skills, problem solving and time management. Accountability, integrity, honesty and ethical conduct. Must be able to work under pressure.
<u>DUTIES</u>	:	Compiling, checking and capturing allowances on PERSAL e.g. Subsistence and Travel claims, overtime, standby claims and payroll deduction transactions. Liaise with third party with regards to court maintenance orders to submit and implement. Distribute pay slips plus supplementary pay slips to officials and submit signed certificates to head office. Attend to payroll enquiries. Receive vendor invoices and keep accurate register. Compile and complete accurate invoice spreadsheet each month. Liaise with different sections regarding source documents. Compile documents and capture invoices to pay vendors on SAP. Ensure that creditors are paid within 30 days. Attend to vendor enquiries. Scan paid invoices onto SAP. Perform cashier duties, receiving and issuing receipts and banking of cash. Perform petty cash transactions. Order and distribute stationery. File all face value documents systematically and complete. Attend to audit samples and ensure compliance.
<u>ENQUIRIES</u>	:	Mr D Kgokane at (087) 943 3719 Hartbeespoort Mr D Maswanganye Tel No: (015) 307 8600 Tzaneen Mr. J Masangu Tel No: (015) 262 6800 Groblersdal
<u>NOTE</u>	:	Two (2) posts are targeted for persons with disability.
<u>POST 24/134</u>	:	<u>SUPPLY CHAIN CLERK PRODUCTION (X5 POSTS)</u> Branch: Infrastructure Management: Northern Operations Dir: Operations Northern
<u>SALARY CENTRE</u>	:	R237 453 per annum (Level 05)
	:	Hartbeespoort Area Offices Ref No: 240726/06 (X3 Posts)
	:	Tzaneen Ref No: 240726/07 (X2 Posts)
<u>REQUIREMENTS</u>	:	A Senior/Grade 12 certificate. Basic knowledge of supply chain management, practices as well as the ability to capture data and operate computer. Basic knowledge of work procedures in terms of the working environment. Working knowledge and understanding of the legislative framework. Governing the public service. Flexibility. Teamwork. Basic knowledge of problem solving and analysis. People and diversity Management. Client orientation and customer focus. Communication. Accountability and Ethical Conduct.
<u>DUTIES</u>	:	Render demand and acquisition clerical support. Update and maintain a supplier (including contractors) database. Register suppliers on Logis or similar system. Request and receive quotations. Capture specification on the electronic purchasing system. Place orders. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusion process. Contractors database updated and well maintained. Orders placed accordingly. Render logistical support services. Place orders of 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. Orders well placed. Keep filing records up to date. Electronic filing system updated accordingly.
<u>ENQUIRIES</u>	:	Mr D Kgokane at (087) 943 3719 Hartbeespoort Mr D Maswanganye Tel No: (015) 307 8600 Tzaneen
<u>NOTE</u>	:	One (1) post is targeted for a person with disability.

- POST 24/135** : **SECURITY OFFICER (SHIFTS WORK) REF NO: 240726/08 (X2 POSTS)**
 Branch: Corporate Support Services
 Dir: Security Management
- SALARY** : R170 226 per annum (Level 03)
CENTRE : Pretoria Head Office
REQUIREMENTS : A Senior/Grade 12 (Matric) at NQF level 4. A valid Grade C Security Training Course Certificate. and a valid Grade C PSIRA Certificate. One (1) to (2) two years' experience in the field of security will serve as an added advantage. 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. MISS, MPSS, Protection of Information Act, etc). Knowledge of the relevant emergency procedures. Report writing skills. Able to work under pressure. Able to work long hours and shifts. Investigation and riot control skills. Effective communication skills. First aid and fire prevention competencies. Searching and evacuations skills.
- DUTIES** : Perform access control functions. Ensure safety in the building and premises. Ensure that equipment, documents and stores do not leave or enter the building or premises unauthorised. Ensure that all incidents are recorded in the occurrence book/registers. Operate control from room security equipment. The successful candidate will be required to work shifts, including night shifts, weekends, and public holidays.
- ENQUIRIES** : Mr M Buys Tel No: (012) 336 8321
- POST 24/136** : **GOUNDSMAN REF NO: 240726/09**
 Branch: Infrastructure Management: Southern Operations
 Dir: Operations Southern
- SALARY** : R144 024 per annum (Level 02)
CENTRE : Voelvlei Scheme (Western Cape)
REQUIREMENTS : An ABET certificate or relevant qualification. Zero to one year working experience. Added years of experience in performing manual work will be an added advantage. The following knowledge and competencies are required: Knowledge of working on various general work and handling equipment and appliances. Knowledge of gardening equipment including lawn care process and competencies are required (pruning and trimming process and techniques). Knowledge of chemical use (dilution/mix) and chemical product knowledge. Knowledge of daily maintenance procedures for efficient machine/equipment performance. Basic knowledge in supporting water utilisation and water resource strategy. Knowledge of health and safety procedures. Knowledge of garden maintenance and planting practices. Basic understanding of Government legislation. Good communication skills and the ability to work in a team. Must be able to work in or near rivers, dams, and canals, and in confined spaces. Must be able and willing to assist other schemes and maintenance teams when needed. Must be punctual, productive, and loyal. Good communication and interpersonal relations.
- DUTIES** : Cut vegetation and apply herbicide. Cut trees & grass at toe level on embankments. clear weeds and sand at bridges, channels and suppers. Clear sand traps and long weirs. Remove debris inlets-outlets structure. Inspect and repair fences. Clear canal culverts. Fill & compact potholes on access road. Fill and compact holes on embankments. Remove debris deposits inside canal. Clean equipment. Remove all waste according to procedures. Clean glass and plastic ware according to procedures. Maintain accurate records, such as job cards and equipment repair logs. Stock taking of cleaning materials. Requesting cleaning materials as and when needed. Clean storerooms, kitchen, offices, corridors, and boardrooms any other environment allocated for cleaning. Emptying waste bins. Prepare boardrooms for meetings. Arrange crockery, utensils and cutlery required during meetings. Wash and keep stock of crockery, utensils, and cutlery. Fill and refill drinking water containers. Clean rest rooms. Refill hand wash liquid and toilet papers. Report broken machines and equipment.
- ENQUIRIES** : Ms LCB Magalie Tel No: (023) 232 0426

POST 24/137 : **GROUNDSMAN REF NO: REF NO: 240726/10 (X3 POSTS)**
 Branch: Infrastructure Management: Central Operations
 Dir: Operations Central

SALARY : R144 024 per annum (Level 02)
CENTRE : Orange Vaal Free State: Bloemhof Dam
REQUIREMENTS : An ABET Certificate or relevant qualification. Must be able to read and write. Zero (0) to one (1) years of experience. Good interpersonal and communication skills, self-motivated and willingness to work, Ability to work under supervision, independently and in a team. Work overtime when necessary. Knowledge of gardening equipment and appliance. Knowledge of lawn care process. Knowledge of pruning and trimming process and techniques. Knowledge of the Occupational Health and Safety Act. Knowledge of chemical use. Knowledge of maintenance procedures for efficient machines.

DUTIES : Perform routine relating to the maintenance of the structures and construction work. Move and load heavy equipment on government water scheme. Clean and maintain grounds and repair tools and structures such buildings fences and benches using hand and power tools. Do maintenance in the garden and other structures e.g. Dam wall, cutting grass, trimming trees, cleaning. Mix spray or spread fertilizers, herbicides or insecticides onto grass, shrubs and trees spraying with round-up (chemical) and maintenance on the side of the road. Perform regular inspections on tools and report defaults. Provide proper upkeep of sidewalks, driveways, parking lots fountains, planters and other ground features. Maintain existing grounds/ gardens by caring for sod, plants and trees.

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.