



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 26 OF 2026

DATE ISSUED 24 JULY 2026

1. Introduction

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.
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

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. Applicants must indicate the reference number of the vacancy in their applications.
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.
4. It must be ensured that applications reach the relevant advertising departments on or before the applicable closing dates.

3. Directions to departments

1. The contents of this Circular must be brought to the attention of all employees.
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. 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.
4. Candidates must be assessed and selected in accordance with the relevant measures that apply to employment in the Public Service.

2. SMS pre-entry certificate

- 2.1. To access the SMS pre-entry certificate course and for further details, please click on the following link: <https://>

www.thensg.gov.za/training-course/sms-pre-entry-programme/. For more information regarding the course please visit the NSG website: www.thensg.gov.za.

AMENDMENTS

: **DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE:** Kindly note that the following position were advertised in Public Service Vacancy Circular 24 dated 10 July 2026 closing on 24 July 2026, (1) Administrative Officer: Immovable Asset Register Ref no: 2026/271, Centre: Bloemfontein Regional Office. Kindly note that the following position were advertised in Public Service Vacancy Circular 25 dated 17 July 2026 closing on 31 July 2026: (2) Personnel Practitioner: Human Resources Administration Ref no: 2026/296, Centre: Durban Regional Office. Please note that the above posts have been withdrawn.

PROVINCIAL ADMINISTRATION: LIMPOPO: DEPARTMENT OF PUBLIC WORKS, ROADS AND INFRASTRUCTURE: Kindly note that the following post was advertised in PSVC 25 Dated 17 July 2026 correct salary level for all level 3 posts is R170 226 per annum. The correct salary level for the post of Cleaner is level 2 R144 024 per annum .

**INDEX
NATIONAL DEPARTMENTS**

NATIONAL DEPARTMENTS	ANNEXURE	PAGES
AGRICULTURE	A	03 - 09
COMMUNICATIONS AND DIGITAL TECHNOLOGIES	B	10 - 12
CORRECTIONAL SERVICES	C	13 - 14
DEFENCE	D	15 - 16
EMPLOYMENT AND LABOUR	E	17 - 38
FORESTRY, FISHERIES AND THE ENVIRONMENT	F	39 - 40
HEALTH	G	41 - 47
HIGHER EDUCATION AND TRAINING	H	48 - 50
HOME AFFAIRS	I	51 - 57
JUSTICE AND CONSTITUTIONAL DEVELOPMENT	J	58 - 66
LAND REFORM AND RURAL DEVELOPMENT	K	67 - 73
MINERAL AND PETROLEUM RESOURCES	L	74 - 77
MUNICIPAL INFRASTRUCTURE SUPPORT AGENT	M	78 - 79
OFFICE OF THE CHIEF JUSTICE	N	80 - 85
PLANNING, MONITORING AND EVALUATION	O	86 - 90
SMALL BUSINESS AND DEVELOPMENT	P	91 - 92
SPORT, ARTS AND CULTURE	Q	93 - 98
WATER AND SANITATION	R	99 - 102

PROVINCIAL ADMINISTRATIONS

PROVINCIAL ADMINISTRATION	ANNEXURE	PAGES
FREE STATE	S	103 - 104
GAUTENG	T	105 - 111
KWAZULU NATAL	U	112 - 121
NORTHERN CAPE	V	122 - 125
NORTH WEST	W	126 - 130
WESTERN CAPE	X	131 - 175

DEPARTMENT OF AGRICULTURE (DOA)

CLOSING DATE
NOTE

: 07 August 2026 at 16:00

: To apply, submit a completed Z83 form and detailed Curriculum Vitae (PDF document to a maximum of 10 megabytes) via e-mail or hand delivery. The Department will not be held responsible for server delays. Late applications due to technical issues will not be considered. Shortlisted candidates must provide certified copies of required documents (Identity Document, qualifications, etc) where necessary and service certificates to support senior management experience to Human Resources before the interviews, including South African Qualifications Authority (SAQA) evaluation reports for foreign qualifications. Failure to comply will result in disqualification. To be appointed at Senior Management Service (SMS) level, you must complete the SMS Pre-entry programme offered by the National School of Government (NSG). Find course details here: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. Appointment is subject to successful competition of the Nyukela Programme: Pre-entry Certificate to SMS and submission of proof. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. NB: Please note that false or fraudulent qualifications submitted by applicants will be reported to the South African Police Services (SAPS), and a criminal case shall be opened. Applications: Please submit your application before the closing date as late applications will not be considered. Do not submit duplicate applications. If applying for multiple posts, submit separate applications for each post. Due to high volumes, the Department will not acknowledge receipt of applications. Communication will be limited to shortlisted candidates only. If you have not heard from us within 3 months, please consider your application to be unsuccessful. Should, during any stage of the recruitment process, a moratorium be placed on the filling of posts or the Department is affected by any process such as, but not limited to, restructuring or reorganisation of posts, the Department reserves the right to cancel the recruitment process and re-advertise the post at any time in the future. Important: DOA is an equal opportunity employer committed to promoting representivity and affirmative action. We encourage applications from all qualified candidates. The Department reserves the right not to fill vacancies. By applying you consent to the collection and processing of your personal information for recruitment purposes. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the Department. Shortlisted candidates will undergo personnel suitability checks, security vetting and reference checks (including social media profiles). Applications must declare any pending criminal, disciplinary or any other allegations or investigations. Successful candidates must pass security clearance, sign an employment contract, sign an annual performance agreement and disclose financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. Failure to disclose relevant information may result in disqualification or termination.

MANAGEMENT ECHELON

POST 26/01

: **DIRECTOR: INTERNATIONAL TRADE PROMOTIONS REF NO: 3/31/58/2026**

Directorate: International Trade Promotions

This is a readvertisement; applicants who applied previously are encouraged to reapply.

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
:
: Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). Bachelor's Degree / Advance Diploma (NQF 7) in Agricultural Economics / Trade / Development Economics. 5 years' experience at middle/senior managerial level in Agricultural economics / Agricultural trade / International trade. Job Related Knowledge: Applicants must have sound knowledge and understanding of the following: Knowledge and understanding of all relevant legislation and regulations that govern the Public Service including the Public Financial Management Act and Treasury Regulations, the Public Service Act, the Labour Relations Act etc. Knowledge of the Government policies and priorities in terms of Agriculture. Understanding of the Government's international relations policy framework. Understanding of Government's vision in terms of international forum and the Intergovernmental Relations framework. Knowledge and understanding of the Agricultural sector, Public Administration, various structures and programmes (SADC, NEPAD, AU, UN). Understanding of relevant regional conventions and protocols. Understanding of diplomatic protocol. Knowledge and understanding of the white paper on the transformation of the public service (Batho Pele). Job Related Skills: Financial management. Strategic Capability and Leadership. Programme and Project Management. Knowledge management. Service Delivery Innovation. Problem Solving and Analysis. People management and Empowerment. Client Orientation and Customer Focus. Communication. Honesty and Integrity. Change management. Extended working hours. Travel (Including international travel).

DUTIES

:
: Manage economic research and provide regular policy briefs to management. Conduct research on economic issues and disseminate research findings through technical reports and briefing documents. Compile, analyse, and report data to explain economic phenomena and forecast market trends. Formulate recommendations, policies or plans to guide DoA interventions. Monitor international trends on agricultural commodity markets and provide briefs to management. Manage the development of international relations and trade (bilateral and multilateral) policies related to agriculture. Manage the analysis and development of policies and advice bilateral trade. Manage the analysis and development of policies and advice multilateral trade. Provide inputs with regards to the signing of trade agreements. Provide the necessary documentation for stakeholder consultations. Manage the implementation of international trade (bilateral and multilateral) policies and agreements related to structure. Implement obligations in terms of trade agreements. Monitor the implementation of trade agreements by the Department. Facilitate, co-ordinate and support the implementation of international trade agreements and policies. Monitor the implementation of trade policy and trade obligations by other trading partners. Facilitate, coordinate and guide the support of international relations with governments, organisations and forums in the Americas, Australasia, Europe and Middle East. Facilitate, co-ordinate and guide the sector participation in multilateral forums and Rome based agencies. Manage, undertake and support trade negotiations, in order to improve international access and contribute towards fair trade rules. Manage the preparations of policy discussion documents to inform South Africa's international trade in agriculture (including cross cutting e.g non-tariff barriers). Manage the preparation of negotiating positions for the relevant bilateral and multilateral trade negotiations. Co-ordinate and manage research that forms the basis for negotiation of treaties. Undertake, manage and support trade negotiations regarding agriculture. Represent the Department in international trade fora. Undertake and manage support negotiation of bilateral agreements. Manage the provision of trade intelligence to the agriculture sector. Provide input with regards to the development of export and import policies and regulations. Manage the preparation of and collaborate with the DTI in compiling economic impact assessments of international trade policies on procedures, exporters and consumers. Co-ordinated and manage research into foreign trade policies and best practice. Provide advice and recommendations on research outcomes. Manage, co-ordinated and guide international and multilateral relations with governments, organisations and forums in the UN Americas, Australasia, Europe and Middle East. Manage, negotiate and implement the bilateral Agreements with South-South and North-South regions. Manage, negotiate and implement Multilateral agreements relating to agriculture. Support the participation of the department in at the World Trade

		Organisation and Official Development Assistance Programme, as well as implementation of global norms and standards by International Organisations.
<u>ENQUIRIES</u>	:	Ms K Komape Tel No: (012) 319 7331
<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email DITPrecruit58@nda.gov.za
<u>POST 26/02</u>	:	<u>SCIENTIFIC TECHNICIAN GRADE A-C REF NO: 3/3/1/59/2026</u> Chief Directorate: Inspection and Quarantine Services
<u>SALARY</u>	:	R407 337 – R610 131 per annum, (OSD), (all-inclusive package to be structured in accordance with OSD)
<u>CENTRE</u>	:	North-West: Buffelspoort
<u>REQUIREMENTS</u>	:	Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Biological Sciences or relevant qualification. Compulsory registration with South African Council for Natural Scientific Professions (SACNASP) as a Certificated Natural Scientist. A minimum of 3 years post qualification technical (Scientific) experience. Job Related Knowledge: Programme and Project management. Scientific methodologies. Research and development. Computer-aided scientific applications. Knowledge of legal compliance. Technical report writing. Creating high performance culture. Professional judgement. Data analysis. Mentoring. Job Related Skills: Creativity. Self-management. Financial management. Customer focus and responsiveness. Communication. Computer literacy. Networking. People management. Planning and organising. Conflict management. Change management. Problem solving and analysis. Extended working hours. Handling of hazardous chemicals.
<u>DUTIES</u>	:	Develop and implement methodologies, policies, systems and procedures. Perform technical scientific functions and tasks that require interpretation in the presence of an established framework. Apply operational standards and consolidate methodologies, policies, systems and procedures. Identify gaps and develop appropriate interventions. Prepare for and participation in research activities. Data collection through field surveys. Maintenance, calibration and operation of scientific equipment. Provide technical support and advice. Develop working relations with client base. Promote public awareness of scientific activities. Provide technical/scientific data, information and advice. Perform scientific analysis and regulatory functions. Preparation of data and routine interpretation. Database and data management. Analysis of technical scientific data. Dissemination of information. Apply the appropriate scientific and technical procedures/skills to generate information and knowledge. Formulate proposals and compile reports. Develop and customize operational procedures. Research and Development. Continuous professional development to keep up with new technologies and procedures. Conceptualise and development of scientific equipment. Equipment review. Research/literature studies to improve expertise. Publish and present technical reports and research findings. Liaise with relevant bodies/councils on technology-related matters. Human Capital and Development. Mentor, train and develop candidate research technicians and others to promote skills/knowledge transfer and adherence to sound scientific principles and code of practice. Supervise technical support and processes. Manage the performance management and development of staff.
<u>ENQUIRIES</u>	:	Mr T. Pongolo Tel No: (021) 809 1640
<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email STGrecruit59@nda.gov.za
<u>NOTE</u>	:	African, Coloured, Indian Males and Coloured, White Females and persons with disability.
<u>POST 26/03</u>	:	<u>ADMINISTRATION CLERK (SUPERVISOR) REF NO: 3/3/1/60/2026</u> Directorate: Food Safety and Quality Assurance
<u>SALARY</u>	:	R338 106 annum (Level 07)
<u>CENTRE</u>	:	Western Cape: Stellenbosch
<u>REQUIREMENTS</u>	:	Applicants must be in a possession of a Grade 12 Certificate. A Certificate in wine will be an added advantage. Job Related Work Experience: Three (03) years administration experience in Wine Online certification system and user support. Job Related Knowledge: Departmental policies and prescripts. Relevant regulations of the Liquor Production Act, 1989 (Act No 60 of 1989). Knowledge of wine cultivars and different types of liquor as defined in the

Liquor Products Act. Knowledge of export and import procedures, compositional and labelling requirements of the Liquor Products Act. Procurement procedures. Quality assurance practices. Cultural diversity. Job Related Skills: Ability to communicate well and interact with people at different levels. Integrity and discretion. Filing of documentation. Issuing of invoices. Wine Online help desk support and client liaison. Registration, processing and issuing of export and import documentation. Knowledge of wine cultivars and different types of liquor. Ability to interpret the Act and regulations. Data capturing and typing skills. Planning and execution. Management and Organising. Interpersonal skills. Problem solving skills. Analytical skills. Listening Skills. Computer literacy. Valid driver's licence and the ability to drive. Training of Wine Online users. Acceptance of responsibilities. Quality of work. Self-discipline. Communication. Teamwork. Attitude. Computer literacy. Report writing. A valid driver's license. Extended working hours.

DUTIES

: Maintain control of exported and imported liquor products. Registration, data capturing and processing of import/export documentation on Wine Online. Issuing documentation. Maintain records on Wine Online. Problem solving in Wine Online. Invoicing. Preparing statistical reports. Handling enquiries. Capturing and linking consignees/branches. Correcting LIMS interface errors. Registering exporters/importers. Maintaining registration information. Overseeing sample registration, discarding samples and vinothèque records. Resolving sample registration issues. Issuing compliance letters. Stakeholder Liaison. Providing advisory services to clients, external and Internal stakeholders. Training personnel and clients. Maintaining Wine Online helpdesk. Answering and resolving queries. Validating export certificates. Interpreting import/export procedures. Identifying and resolving blacklisted clients on WOL to ensure adherence to legislative prescripts. Registration/ cancellation of A and B codes for liquor products in terms of Regulation 40 of the Act. Verifying and oversee invoicing processes. Supervise and provide financial and supply chain administration and technical line admin support services in the component. Provide information required for shifting into the correct item codes on the budget. Assist with financial management of budget / 25% expenditure per quarter. Budget assistance. Ensuring proper allocation of expenditure and monitor expenditure targets. Verifying invoices. Overseeing procurement processes. Maintaining financial records and asset registers. Assist with monthly and quarterly import and export reports. Oversee adherence to waste management and health and safety requirements. Ensure effectively filed documentation. Supervise human resources/staff. Allocating work. Check, verify and update documentation/ registers (leave forms, EPMDS, overtime). Updating work plans and performance standards. Performance assessment. Staff development. Manage export admin office to ensure effecting Wine Online support services.

ENQUIRIES APPLICATIONS

: Ms Wendy Jonker Hanekom Tel No: (021) 809 0374
: Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email ACSrecruit60@nda.gov.za

NOTE

: EE Targets: African Males, and persons with disability.

POST 26/04

: **SENIOR LABORATORY ASSISTANT REF NO: 3/3/1/61/2026**
Directorate: Food Safety and Quality Assurance

SALARY CENTRE REQUIREMENTS

: R237 453 per annum (Level 05)
: Western Cape: Stellenbosch
: Applicant must be in possession of a Grade 12 certificate. Job Related Work Experience: Three (03) years appropriate experience. Job related knowledge: Knowledge of Public Service and Departmental prescripts/ policies. Agricultural Product Standards Act, Act 119 of 1990. Liquor Products Act, Act 60 of 1989. Job related skills: Knowledge and application of the laboratory quality system. Knowledge of work-related policies and procedures. Laboratory techniques and safety. Problem solving techniques. Effective communication. Provisioning Administrative system (chemicals, equipment etc.). Data processing. Applicable relevant analytical techniques. Effective managing of stores and ordering of miscellaneous stores. Use of relevant laboratory and office equipment. Manual dexterity. Communication capabilities. Insight capabilities in the application of quality assurance documentation. Accuracy, thoroughness and timeousness. Computer skills, application/usage of computer software. Code 08 Drivers license. Alert and

troubleshooting skills. Administrative and organisational skills. Language capabilities with regard to the understating of quality system documentation. Planning skills. Self-developmental inclined, Ability to work in a team. Training skills/give guidance. Willingness to work extended hours. Handling of hazardous chemicals.

DUTIES : Prepare samples and perform routine analysis for the determination of chemical residues / liquor products composition components (quality control): Labelling of samples. Collecting/taking samples for preparation (fruits, vegetables and or other agricultural products). Preparations of sample material by weighing, drying, cutting etc. Preparation of stains, buffets and reagents. Visual inspection and collection of infected material if possible. Perform extractions and basic analyses of samples. Record analyses results. Storage of samples. Packing and / or transport samples. Assist in decontamination and disposal of used samples. Removal of waste. Perform basic maintenance on selected equipment and instrumentation. Report all faulty equipment and instrumentation. Perform verification and calibration on selected equipment and instrumentation. Maintain tidiness of laboratories, clean/sterilize glassware and equipment. Clean laboratory facilities. Clean glassware and laboratory equipment. Perform administrative and related functions. Inventory control of equipment and consumables of equipment. Record keeping and updating of identified registers (registration book, samples referral, samples received, records of results, inventory of standards, reagents, chemicals, waste removal). Assist with invoicing of analyses. Comply with health and safety regulations, Mentoring of Laboratory Assistants.

ENQUIRIES : Ms Xoliswa Tlali Tel No: (021) 809 1643
APPLICATIONS : Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email SLArecruit61@nda.gov.za

NOTE : EE Target: African Males and Females and Persons with disability.

POST 26/05 : **ADMINISTRATION CLERK REF NO: 3/3/1/63/2026**
 Directorate: Cooperatives

SALARY : R237 453 per annum (Level 05)
CENTRE : Gauteng: Pretoria
REQUIREMENTS : Applicant must be in possession of a Grade 12 certificate. No experience required. Job related knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, operate a 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. Job related skills: Language skills, good communication skills (verbal and written), Planning and organisation skills, Computer literacy, Interpersonal relations, Flexibility and Ability to work within a team.

DUTIES : Render general clerical support services. Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component. Liaise within internal and external stakeholders in relation to procurement of goods and services. Obtain quotations complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration clerical support services within the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Provide financial administration support services in the component. Capture and update expenditure in the component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component.

ENQUIRIES : Ms Sibusisiwe Matanda Tel No: (012) 319 8143
APPLICATIONS : Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email ACrecruit63@nda.gov.za.

NOTE	:	EE Target: African Males and Persons with disability.
POST 26/06	:	<u>ADMINISTRATION CLERK REF NO: 3/3/1/62/2026</u> Directorate: Inspection and Quarantine Services
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Free State: Bloemfontein
<u>REQUIREMENTS</u>	:	Applicant must be in possession of a Grade 12 certificate. No experience required. Job related knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, operate a 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. Job related skills: Language skills, good communication skills (verbal and written), Planning and organisation skills, Computer literacy, Interpersonal relations, Flexibility and Ability to work within a team.
<u>DUTIES</u>	:	Render general clerical support services. Record, organise, store, capture and retrieve correspondence and data (line function). Electronically and manually record data / Update registers and statistics. Provide a reception / switchboard service and handle routine enquiries. Make photocopies and receive or send facsimiles. Provide monthly photocopier readings to stakeholders and log repairs. Provide monthly notice of receipts for photocopier. Report building maintenance/accommodation matters. Handle incoming and outgoing mail and packages to various stakeholders as required. Keep and maintain the filing system for the component. Provide a secretarial service to draft agenda and take minutes, arrange meetings, venues and accommodation and travel arrangements. Type letters and / or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component Update and maintain the relevant databases. Compile and submit the relevant reports, memos and submissions as required. Keep and maintain a Key Control Register. Provide supply chain clerical support services within the component. Liaise within internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of office items and contracts. Stock control of office stationery, toiletries/ cleaning material, face value forms, assets and uniforms and issue inventory. Keep and maintain the asset register of the component. Administer movement and disposal of assets of the component. Draft reports for assets and loss control as necessary. Assist with the verification of asset reports for the various divisions for the quarterly asset report. Assist with the coordination of losses for the quarterly loss report Provide personnel administration clerical support services within the component. Process and record Application for leave and maintain a leave register for the component. Keep and maintain personnel records in the component. Compile and maintain attendance register of the component. Handle enquiries, e.g. leave, termination, appointments, PMDS, Performance Agreement, etc. Provide advice and guidance to officials regarding human resources matters. Submit training documentation and maintain training records. Provide financial administration support services in the component. Financial administration support services. Assist with the budget by providing information, capturing and updating expenditure for the component. Facilitate payment for goods and services. Administer, check and verify S&T claims and advances, update the S&T claim and Advance control register and personnel record. Handle telephone accounts and petty cash for the component. Check and verify cell phone and 5G applications and upkeep of the database and cell phone register. Check and verify overtime claims and update the overtime register. Generate invoicing and weekly invoice registers and monthly invoice reconciliations. Monthly payment and reconciliation of the courier account. Provide stakeholders with invoices and other account-related information. Render transport administrative support services. Coordinate the utilisation of government vehicles. Issue trip authorisations and garaging applications to officials, manage and control issuing of vehicles and petrol cards. Conduct inspections of vehicles. Verify driver's licenses of officials before issuing departmental vehicles. Ensure vehicles are serviced and / or maintained according to the requirements. Report damage to vehicles. Coordinate the repair of vehicles (resulting from accidents, breakdowns, etc). keep record of log sheets, trip authorisations, verify Wes Bank transaction reports, etc. Arrange travelling and accommodation. Completing a accident report, loss reports and other transport related reports.

ENQUIRIES
APPLICATIONS

: Mr Kuben Naidoo at 082 881 2262
: Applications can be submitted by hand delivery during office hours to 20
Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email
ACrecruit62@nda.gov.za.

NOTE

: EE Target: African, Indian, White Males and Indian Females and Persons with
disability.

DEPARTMENT OF COMMUNICATIONS AND DIGITAL TECHNOLOGIES

The Department is an equal opportunity organisation and intends to promote equity through the filling of these posts. Candidates whose appointment/promotion/transfer will promote the achievement of employment equity within the Department will receive preference, in particular Persons with Disabilities and Youth.



- APPLICATIONS** : Please forward your application, quoting the relevant reference number, to the link quoted in the specific advertisement below. This link requires applicants to use a Google account.
- CLOSING DATE** : 07 August 2026
- NOTE** : Applications must be submitted with two (2) attachments: 1. A Z83 Form (2021 version), obtainable from the DPSA website ([Z83 editable](#)) and 2. A recently updated comprehensive Curriculum Vitae. If either or all of these two attachments are not submitted, the applicant's application will be disqualified. Each post advert must be accompanied by its own application form for employment and must be fully completed, initialed and signed by the applicant. Applications received after the closing date will not be considered. Only shortlisted candidates will be required to submit certified copies of qualifications obtained and other related documents on or before the day of the interview, following communication from Human Resources and will be subjected to verification by the South African Qualifications Authority. Candidates in possession of a foreign qualification must also provide an evaluation certificate issued by the South African Qualifications Authority (SAQA), at own expense. Failure to submit the requested documents will result in the application not being considered further. Due to the anticipated large volume of responses, correspondence will be limited to shortlisted candidates only. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other will be an integrity (ethical conduct) assessment. After the pre-entry assessments, an oral interview will be conducted. Suitable candidates will be subjected to personnel suitability checks (criminal record, citizenship, credit record checks, qualification verification and employment verification). By responding to the advertisement, applicants consent to the collection, processing and storing of their Personal Information in accordance with the Protection of Personal Information Act (POPIA) Act No. 4 of 2013. Candidates will therefore be required to give consent in terms of the POPI Act in order for the Department to conduct the verifications. Information will be used for the purpose of recruitment only and more specifically for the purpose of the position/vacancy you have applied for and will not be shared with third parties without prior consent, unless required by law. All applicants must declare any conflict or perceived conflict of interest and must disclose membership on Boards and directorships associated with. If you have not been contacted within six (6) months of the closing date, please accept that your application was unsuccessful. The submitted CVs will be destroyed as legislated in the National Archives Act. In the event that your application is unsuccessful, the Department will retain your personal information only for audit purposes as required by policies. All the information requested now or during the process is required for recruitment purposes. Failure to provide the requested information will result in your application not being considered further. The Department reserves the right not to make an appointment to the advertised post(s). The successful candidate must disclose particulars of all registrable financial interests and sign an employment contract within one month from the date of assumption of duty. A Performance Agreement must be concluded and signed within three months from the date of assumption of duty. Notes for applicants of SMS posts: Successful completion of the Nyukela Public Service SMS Pre-entry Programme as endorsed by the National School of Government, available as an online course on <https://thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to the finalisation of the appointment, is a requirement for all SMS positions. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity.

MANAGEMENT ECHELON

<u>POST 26/07</u>	:	<u>DIRECTOR: STATE-OWNED ENTITIES GOVERNANCE REF NO: DSOEG</u> Nature of Appointment: Permanent The purpose of the post is to manage, coordinate and provide SOEs corporate governance and oversight services.
<u>SALARY</u>	:	R1 317 384 per annum (Level 13), (the all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Pension Fund, a medical fund and a flexible portion in terms of applicable rules).
<u>CENTRE REQUIREMENTS</u>	:	Pretoria, Hatfield An appropriate NQF level 7/ degree in Auditing / Law / Accounting / Corporate Governance or relevant equivalent qualification as recognised by the South African Qualifications Authority. Five (5) years' experience at Middle/ Senior Management level in Enterprise /SOEs corporate governance oversight services of organisations/public entities. Postgraduate qualifications in Corporate Governance will serve as an added advantage. Skills / Competencies and Knowledge: Core competencies: At an advanced level in Strategic Capability and Leadership; Government Administrative Processes; People Management and Empowerment; Programme and Project Management; Financial Management, Service Delivery Innovation, Problem solving and analysis, Client Orientation, Customer-focused Communication. Technical knowledge and competencies: Knowledge of the Public Finance Management Act and Treasury Regulations. Knowledge of the Companies Act 2008, Knowledge of King IV Report on Corporate Governance in South Africa, Review and analysis of governance documents / frameworks / processes / submissions, Interpretation of Governance Legislation and Policy Frameworks, Review and Assessment of Compliance with Policies, Laws, Basic Research, Analytical Thinking, Report Writing.
<u>DUTIES</u>	:	The successful candidate will manage and drive the development, review and implementation of the Departmental shareholder governance framework. Manage and monitor shareholder governance instruments applicable to assigned entities, including shareholder compacts, governance agreements and Memoranda of Incorporation. Manage assessments of governance performance and compliance of SOEs with shareholder compacts/ governance agreements and other governance instruments. Manage the assessment of board governance, board, committee and executive evaluations, and implementation of approved governance improvement plans. Manage the Board appointment and remuneration process and analyse executive appointment submissions from assigned entities, including preparing recommendations for Ministerial consideration. Manage the coordination and facilitation of the Minister's participation in SOE-related governance structures (annual general meetings and Minister-Board quarterly forum meetings), analysis of SOE annual reports and other reports submitted for the meetings and tabling of SOE annual reports. Manage oversight of interventions arising from audit findings within assigned entities, including assessing audit implications and recommending corrective actions. Manage preliminary assessments of allegations of misconduct across the SOE portfolio, oversight of formal investigations conducted by external service providers, and monitoring of implementation of investigation recommendations and corrective governance measures. Contributing to key result areas such as strategic functional leadership, managing human resources, managing financial resources, driving change and operational excellence, and managing and ensuring compliance.
<u>ENQUIRIES</u>	:	Mr M Cilo Tel No: (012) 12 427 8514, Ms N Khosa Tel No: (012) 427 8260, Ms N Sekele Tel No: (012) 427 8599
<u>APPLICATIONS</u>	:	Link : CLICK HERE

OTHER POST

<u>POST 26/08</u>	:	<u>DEPUTY DIRECTOR: BROADCASTING TECHNOLOGIES AND SERVICES REF NO: DDBTS</u> Nature of Appointment: Permanent
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(This post is being re-advertised. Applicants who applied previously are welcome to re-apply).

<u>SALARY</u>	:	R1 101 468 per annum (Level 12), (this all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Pension Fund, a medical fund and a flexible portion in terms of applicable rules)
<u>CENTRE</u>	:	Pretoria, Hatfield
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) in Broadcasting / Telecommunications/ ICT/ Engineering/ Communication and Media studies or equivalent relevant field, as recognised by the South African Qualifications Authority. A minimum of three (3) years' experience in Broadcasting / Telecommunications/ ICT/ Engineering relevant environment at Assistant Director level / middle management. Skills / Competencies and Knowledge: Core competencies: Understanding of digital broadcasting; Understanding of signal distribution; Understanding of Broadcasting Engineering Principles; Acceptance of Responsibility; Communication; Initiatives; Job Knowledge; Planning and Execution; Quality of work; Reliability; Teamwork. Technical competencies: Broadcasting Infrastructure Development; Broadcasting Engineering; Digital Migration Expertise; Stakeholder Management and Collaboration; Monitoring and Evaluation.
<u>DUTIES</u>	:	To manage and coordinate the design and implementation of Broadcasting Technologies programmes and strategies to support the achievement of the DCDT strategic objectives. The successful candidate will: Contribute technical insights to the development of Broadcasting Technologies programmes, strategies and plans. Coordinate the planning and implementation of national broadcasting infrastructure projects. Coordinate the implementation of South Africa's digital migration strategy from analogue to digital broadcasting and manage the efficient use of broadcasting spectrum to enhance service quality and expand access. Provide support on the development and review of policies, regulations, and technical standards that govern broadcasting services and technologies, ensuring alignment with national and international broadcasting frameworks. Support initiatives for the adoption and integration of emerging broadcasting technologies, such as IPTV, OTT (Over-the-Top) services, and 5G broadcasting, to drive innovation and modernisation in the sector. Collaborate with industry stakeholders, including public and private broadcasters, content creators, regulatory bodies (ICASA), and international broadcasting organisations, to foster partnerships and drive broadcasting infrastructure development. Conduct oversight monitoring on the implementation of projects and programmes within the broadcasting infrastructure directorate. In addition to the above, the key result areas also require: Project management, managing financial resources, driving change and operational excellence and managing compliance.
<u>ENQUIRIES</u>	:	Mr M Cilo Tel No: (012) 427 8514, Ms N Khosa Tel No: (012) 427 8260, Ms N Sekele Tel No: (012) 427 8599
<u>APPLICATIONS</u>	:	Link: CLICK HERE

DEPARTMENT OF CORRECTIONAL SERVICES

The Department of Correctional Services is an equal opportunity employer. The Department will take into consideration the objectives of Section 195 (1) (i) of the Constitution of the Republic of South Africa, 1996 (Act 108 of 1996) and the Employment Equity Act, 1998 (Act 55 of 1998) in filling of these vacancies. It is our intention to promote representivity in respect of race, gender and disability through the filling of these positions. In support of this strategy, applicants need to indicate race, gender and disability status on the application form/CV. Applicants who have retired from the Public Service with a specific determination that they cannot be re-appointed or have been declared medically unfit will not be considered.



- APPLICATIONS** : Send your complete application to: Free State and Northern Cape Region: The Regional Commissioner Free State and Northern Cape, Recruitment Section, P/Bag X20530, Bloemfontein, 9300 OR hand deliver at: 103 Zastron Street, Agrimed Building, Bloemfontein, 9300 OR submit online at: <https://careers.dcs.gov.za/>
- CLOSING DATE** : 11 August 2026 @ 15:45. It is the sole responsibility of an applicant to ensure that their application reaches DCS before the closing date.
- NOTE** : All costs associated with an application will be borne by the applicant. Candidates must comply with the minimum appointment requirements. CV's should be aligned to reflect one's degree of compliance with the advert requirements and responsibilities. Please take note that correspondence will only be conducted with the shortlisted candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application is unsuccessful. Please do not call the department to enquire about the progress of your application. Applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records verification. Appointment will be provisional, pending the issue of a security clearance. If you cannot get a security clearance, your appointment will be re-considered/possibly terminated. Fingerprints may be taken on the day of the interview. The Z83 application form must be completed in full. Only a detailed CV should be attached to your application form. Only shortlisted candidates will be required to submit certified copies not older than 6 months of qualifications and other related documents on or before the day of the interview. Please submit a complete application for the post you apply for and attach your supporting document on a pdf format, stating the correct reference for the position you are interested in. Requirement for valid driver's licence is not applicable to applicants with a disability. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other will be an integrity (ethical conduct) assessment. All appointments are subject to personnel suitability checks and will be made in accordance with applicable legislation, policies and fair recruitment practices. The Department of Correctional Services reserves the right not to fill any of these advertised posts.

OTHER POSTS

- POST 26/09** : **ARTISAN FOREMAN GRADE A: ELECTRICIAN REF NO: FSNC 2026/07/20**
(12 Months Contract)
- SALARY** : R397 329 per annum, (plus 37% in lieu of benefits)
- CENTRE** : Free State and Northern Cape Region: Colesburg Management Area
- REQUIREMENTS** : An appropriate Trade Test Certificate underwritten by the Manpower Training Act (Red Seal). Five (5) years post qualification experience as an Artisan. Valid driver's licence. Competencies And Attributes: Team leadership. Technical analysis knowledge. Computer-aided applications. Knowledge of legal compliance. Technical report writing. Production, process knowledge and skills. Problem solving and analysis. Decision making, teamwork and analytical skills. Creativity, self-management, customer focus and responsiveness. Communication, planning and organizing skills. Conflict Management.

<u>DUTIES</u>	:	Training and development of offenders. Management of administration task. Control over workplaces and tools. Inventory control and logistical administration as well as efficient management of resources and work orders and compliance with administration. Design, production, maintenance, performance administrative and related function. Maintain and advance expertise. Management of human and financial resources and assets. Management of performance information.
<u>ENQUIRIES</u>	:	Free State and Northern Cape region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T / Ms. Ramncwana B (082) 306 9027.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 26/10</u>	:	<u>ARTISAN PRODUCTION GRADE A: PLUMBER AREA REF NO: FSNC 2026/07/21</u> (12 Months Contract)
<u>SALARY</u>	:	R253 341 per annum, (plus 37% in lieu of benefits)
<u>CENTRE</u>	:	Free State and Northern Cape Region: Colesburg Management
<u>REQUIREMENTS</u>	:	An appropriate Trade Test Certificate underwritten by the Manpower Training Act (Red Seal). Valid driver's licence. Competencies And Attributes: Technical analysis knowledge. Computer-aided technical applications. Knowledge of legal compliance. Technical report writing. Production, process knowledge and skills. Problem solving and analysis. Decision making. Teamwork. Analytical skills. Creativity, self-management, customer focus and responsiveness. Communication. Planning and organizing.
<u>DUTIES</u>	:	Train offenders in the applicable trade. Execute work as per requisition/orders received from clients. Apply quality control to manufactured products. Costing of product and supply quotes. Execute basic workshop administration. Perform maintenance services. Manage resources.
<u>ENQUIRIES</u>	:	Free State and Northern Cape region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T / Ms. Ramncwana B (082) 306 9027.
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 26/11</u>	:	<u>ARTISAN PRODUCTION GRADE A: WELDER REF NO: FSNC 2026/07/22</u> (12 Months Contract)
<u>SALARY</u>	:	R253 341 per annum, (plus 37% in lieu of benefits)
<u>CENTRE</u>	:	Free State and Northern Cape Region: Colesburg Management Area
<u>REQUIREMENTS</u>	:	An appropriate Trade Test Certificate underwritten by the Manpower Training Act (Red Seal). Valid driver's licence. Competencies And Attributes: Technical analysis knowledge. Computer-aided technical applications. Knowledge of legal compliance. Technical report writing. Production, process knowledge and skills. Problem solving and analysis. Decision making. Team work. Analytical skills. Creativity, self-management, customer focus and responsiveness. Communication. Planning and organizing.
<u>DUTIES</u>	:	Train offenders in the applicable trade. Execute work as per requisition/orders received from clients. Apply quality control to manufactured products. Costing of product and supply quotes. Execute basic workshop administration. Perform maintenance services. Manage resources.
<u>ENQUIRIES</u>	:	Free State and Northern Cape region: Ms Mokuni NJ / Ms Molutsoane N/ Ms Radebe T / Ms. Ramncwana B (082) 306 9027.
<u>NOTE</u>	:	Appointment under the Public Service Act.

DEPARTMENT OF DEFENCE



- 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@di.mil.za
- CLOSING DATE** : 07 August 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 POST

<u>POST 26/12</u>	:	<u>VETTING SESSION WORKERS (FREELANCERS) REF NO: DI/24/26/26 (X5 POSTS)</u> Re-advertised, Applicants who previously applied are encouraged to re-apply. Two (2) years fixed contract
<u>SALARY</u>	:	R214.92 per hour and does not exceeds 180 hours per month.
<u>CENTRE</u>	:	Defence Intelligence Division, Pretoria.
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms T.C. Nkopane Tel No: (012) 315-0508
<u>NOTE</u>	:	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 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>	:	07 August 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. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Please note by responding to the advertisement, you consent to the collection, processing, and storing of your Personal Information in accordance with the Protection of Personal Information Act (POPIA) Your information will be used solely for the purpose of this promotion and will not be shared with third parties without prior consent unless required by law. The Department reserves the right not to make any appointment(s) to the below advertised post(s). The successful candidate will be expected to sign a performance agreement. The Department is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s)

OTHER POSTS

<u>POST 26/13</u>	:	<u>ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: HR4/4/3/2ASDIA/UIF</u>
<u>SALARY</u>	:	R487 197 per annum
<u>CENTRE</u>	:	Unemployment Insurance Fund, Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Internal Auditing / Auditing / Accounting / Computer Science / Information Systems / Informatics / IT Auditing at NQF Level 6 as recognized by SAQA. Registered Institute of Internal Auditors (IIA)

		and / or Information Systems and Control Association (ISACA). Certified Information Systems Auditor (CISA) / Professional Internal Auditor Certification (PIA) / General Internal Auditor Certification (GIA) / Certified Internal Auditor (CIA) / Certified Risk Management Assurance (CRMA) will be an added advantage. Four (4) years of experience of which- two (2) years must be functional experience in Internal Audit / IT Audit environment. Two (2) years at a supervisory level. Knowledge: Conflict Management. Audit Techniques. Policy analysis. International Professional Practices Framework (IPPF). Internal Standards for the professional Practice of Internal Auditing. Global Internal Auditing Standards Skills Communication. Coordinating. Presentation. Conflict and Problem Solving. Planning and Organising Computer Literacy. Interpersonal. Team Leadership. Report Writing. Data Analytics Self Disciplined and Self-Management.
DUTIES	:	Provide inputs in the development of the three-year rolling and annual risk-based audit plans. Coordinate a strategic risk-based audit plan in the fund. Undertake advisory and assurance services. Conduct the internal audit activities in support of the oversight role of the audit committee. Manage resources (Human, Financial, Equipment / Assets) in the section.
ENQUIRIES	:	Ms T Mabago Tel No: (012) 337 1609
APPLICATIONS	:	email: Jobs-UIF6@labour.gov.za
NOTE	:	EE targets- Priority will be given to White Males, Females and Persons with disabilities are encouraged to apply.
POST 26/14	:	<u>ASSISTANT DIRECTOR HUMAN RESOURCES MANAGEMENT & EMPLOYEE RELATIONS REF NO: HR4/4/7/5</u> (Three (3) year contract)
SALARY	:	R487 197 per annum, plus 37% in lieu of benefits
CENTRE	:	Provincial Office: KwaZulu Natal
REQUIREMENTS	:	An undergraduate qualification in Human Resources Management/ Public management/ Employee Relations at NQF level 6 as recognized by SAQA. Four (4) years of which two (2) years must be functional experience in human resources management and employee relations environment, and two (2) years must be at a senior practitioner level. Driver's license will be added as an advantage. Knowledge: Public Service transformation and management issues, White paper on transformation of Public Service, Ability to convert policy into action, Human Resources Systems and Procedure, Public Service Act and Resolutions, Recruitment and Selection, Departmental Policies and Procedures, Batho Pele Principles, Minimum information Security Standards, PERSAL and other HR information management systems. Skills: Communication (verbal and written), Computer Literacy (Excel, Word, Power Point, Persal, etc.), Innovative/ Creative, Presentation, Responsiveness, Report Writing, Time Management, Organizing and Planning, Financial Management, Policy Analysis, Problem Solving and Decision Making.
DUTIES	:	Coordinate and monitor the implementation of human resources management policies in the province. Monitor and provide advice on the implementation of Employment Relations policies and prescripts. Coordinate and manage the implementation of Employment Equity programmes. Monitor the administration of service benefits. Manage resources (Human, Finance, Equipment/ Assets) in the division.
ENQUIRIES	:	Mr TG Gumede Tel No: (031) 366 2355
APPLICATIONS	:	Deputy Director: Human Resource Management, P O Box 940, Durban, 4000 Or hand deliver at 267 Anton Lembede Street, Durban. For Online Application: Jobs-KZN33@labour.gov.za
FOR ATTENTION	:	Sub-directorate: Human Resources Operations, KwaZulu-Natal
POST 26/15	:	<u>SENIOR PRACTITIONER EMPLOYEE RELATION REF NO: HR4/4/7/6 (X2 POSTS)</u> (Three (3) year contract)
SALARY	:	R413 001 per annum, plus 37% in lieu of benefits
CENTRE	:	Provincial Office: KwaZulu Natal
REQUIREMENTS	:	An undergraduate qualification in Human Resources Management/ Public Management/ Employee Relations at NQF level 6 as recognized by SAQA. Two (2) years' must be functional experience in Employment Relations Management environment. Driver's license will be added as an advantage. Knowledge: Public Service Commission's rules for dealing with complaints and grievances, Public Service Coordinating Bargaining Council's Resolutions, Interpretation of case law and trends in Labour Law, Public

		Finance Management Act (PFMA), Public Service Act (PSA), Labour Relations Act (LRA), Employment Equity Act (EEA), PSCBC and CCMA procedure. Skills: Negotiation, People Management, Problem Solving, Presentation, Planning and Organizing, Communication, Presentation, Computer Literacy, Report Writing.
<u>DUTIES</u>	:	Conduct and analyse all grievances and complaints received from employees in the province. Draft charges and finalise all misconduct cases in the department. Represent the department in all disputes referred to the General Public Service Sectoral Bargaining Council (GPSSBC) and the Commission for Conciliation, Mediation and Arbitration.
<u>ENQUIRIES</u>	:	Mr TG Gumede Tel No: (031) 366 2355
<u>APPLICATIONS</u>	:	Deputy Director: Human Resource Management, P O Box 940, Durban, 4000 Or hand deliver at 267 Anton Lembede Street, Durban. For Online Application: Jobs-KZN33@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, KwaZulu-Natal
<u>POST 26/16</u>	:	<u>SENIOR PRACTITIONER HUMAN RESOURCE DEVELOPMENT AND PERFORMANCE MANAGEMENT REF NO: HR 4/4/7/7</u> (Three (3) year contract)
<u>SALARY</u>	:	R413 001 per annum, plus 37% in lieu of benefits
<u>CENTRE</u>	:	Provincial Office: KwaZulu Natal
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Human Resource Management/ Development/ Training and Development/ Management of Training/ Public Management/ Industrial and Organisational Psychology at NQF Level 6 as recognized by SAQA. Two (2) years' functional experience in Human Resources Management/ Training and Development/ Performance Management Services. Drivers Licence will be added as an advantage. Knowledge: Public Service Act (PSA), Public Service Regulations (PSR), Public Service Regulations Public Finance Management Act (PFMA), Human Resource Development Policies, Human Resource Systems (PERSAL), Skills Development Act (SDA), Skills Development Levies Act (SDLA), Labour Relations Act (LRA), Basic Condition of Employment Act, Employment Equity Act (EEA), Protection of Personal Information Act (POPIA). Skills: Communication, Computer Literacy, People Management, Project Management Presentation, Report Writing, Time Management, Design and Development, Organizing and Planning, Problem Solving, People Management, Presentation, Planning and Organizing.
<u>DUTIES</u>	:	Coordinate the implementation Human Resource Development initiatives in the province. Coordinate the implementation of Performance Management System in the province. Implement Internships/Learnership Programmes and Induction Programmes. Manage resources (Human resources (Human, Finance, Equipment/ Assets) in the Division.
<u>ENQUIRIES</u>	:	Mr TG Gumede Tel No: (031) 366 2355
<u>APPLICATIONS</u>	:	Deputy Director: Human Resource Management, P O Box 940, Durban, 4000 Or hand deliver at 267 Anton Lembede Street, Durban. For Online Application: Jobs-KZN17@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, KwaZulu-Natal
<u>POST 26/17</u>	:	<u>SENIOR PRACTITIONER HUMAN RESOURCES MANAGEMENT REF NO: HR4/4/7/8</u> (Three (3) year contract)
<u>SALARY</u>	:	R413 001 per annum, plus 37% in lieu of benefits
<u>CENTRE</u>	:	Provincial Office: KwaZulu Natal
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Human Resource Management/Public Management at NQF Level 6 as recognized by SAQA. Driver's License will be an added advantage. Two (2) years functional experience in human resource management environment. Knowledge: Public Finance Management Act (PFMA), Public Service Regulations (PSR), Public Service Act (PSA), Labour Relations Act (LRA), Employment Equity Act (EEA), PSCBC and CCMA Procedures, Batho Pele Principles. Skills: Negotiation, People Management, Problem Solving, Presentation, Planning and Organizing, Communication, Computer Literacy, Report Writing.
<u>DUTIES</u>	:	Monitor the Recruitment and Selection process. Facilitate the processing and approve service benefits. Provide and monitor termination of service at the province. Monitor establishment and the implementation of HR policies. Supervise resources (Human, Finance, Equipment/ Assets) in the Division.
<u>ENQUIRIES</u>	:	Mr TG Gumede Tel No: (031) 366 2355

<u>APPLICATIONS</u>	:	Deputy Director: Human Resource Management, P O Box 940, Durban, 4000 Or hand deliver at 267 Anton Lembede Street, Durban. For Online Application: Jobs-KZN14@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, KwaZulu-Natal
<u>POST 26/18</u>	:	<u>TEAM LEADER (X2 POSTS)</u>
<u>SALARY</u>	:	R413 001 per annum
<u>CENTRE</u>	:	Labour Centre: Pietermaritzburg Ref No: HR4/4/6/2 (X1 Post) Labour Centre: Dundee Ref No: HR4/4/6/5 (X1 Post)
<u>REQUIREMENTS</u>	:	Matriculation/ Grade 12, three (3) year tertiary qualification in Labour Relations/ LLB. Two (2) years' functional experience in Inspection and Enforcement Services. A valid motor vehicle driving license. Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Skills Development Levies Act, Occupational Health and Safety Act, COIDA, NMWA, SABS Codes, Unemployment Insurance Act, UI Contribution Act, Employment Equity Act, Immigration Act Skills: Facilitation skills, Planning and Organizing, Computer literacy, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem Solving skills, Interviewing skills, Presentation skills, Innovative, Analytical, Verbal and written communication skills.
<u>DUTIES</u>	:	Plan and independently conduct substantive inspections with the aim of ensuring compliance with all labour legislations, namely, Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA), Employment Equity Act (EEA), Unemployment Insurance Act (UIA), Compensation for Occupational Injuries and Diseases Act (COIDA), Occupational Health and Safety (OHS), and UI Contribution Act (UCA). Plan and execute investigations independently on reported cases pertaining to contravention of labour legislation and enforce as and when necessary, including preparing for and appearing in court as a state witness. Plan and conduct allocated proactive (Blitz) inspections regularly to monitor compliance with labour legislation including compilation and consolidation of reports emanating from such inspections. Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report. Manage the finalisation files of cases received, and investigations conducted by the Inspectors. Contribute at a higher-level planning, drafting and maintenance of regional inspection plans.
<u>ENQUIRIES</u>	:	Mr JSM September, Tel No: (033) 341 5305 (Pietermaritzburg) Mr M Mthimkhulu Tel No: (034) 212 2421 (Dundee)
<u>APPLICATIONS</u>	:	Deputy Director: Pietermaritzburg Labour Centre, P/Bag X9048, Pietermaritzburg, 3200 Or hand deliver at 370 Langalibalele Street, Pietermaritzburg. For Online Applications Email to: Jobs-KZN12@Labour.gov.za Deputy Director: Dundee Labour Centre, PO Box 445, Dundee, 3000 Or hand deliver at 63 Victoria Street, Dundee. For Online Applications Email to: Jobs-KZN4@Labour.gov.za
<u>NOTE</u>	:	EE Priority will be given to White Males and Females
<u>POST 26/19</u>	:	<u>OHS INSPECTOR: ELECTRICAL ENGINEERING REF NO: HR4/4/6/1</u>
<u>SALARY</u>	:	R413 001 per annum
<u>CENTRE</u>	:	Labour Centre: Durban
<u>REQUIREMENTS</u>	:	Senior Certificate plus a three-year recognised qualification at NQF 6/7 in the relevant field, i.e. Electrical Engineering. Valid Driver's licence. Registration with the relevant, recognized professional body is an advantage but not compulsory. No experience required. Knowledge: Departmental policies and procedures, Occupational Health and Safety Act, as amended, Regulations (21), South African National Standards (Codes) – incorporated Codes become regulations, Compensation for Occupational Injuries and Diseases Act, Unemployment Insurance Act. Skills: Planning and Organizing, Communication skills, Computer literacy, Facilitation skills, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem Solving skills, Interviewing skills, Presentation skills, Innovation skills, Analytical skills, Verbal and written communication skills.
<u>DUTIES</u>	:	To plan and independently conduct inspections with the aim of ensuring compliance with Occupational Health and Safety Act, Act 85 of 1993, Regulations and incorporated Standards. To confirm registration with the Unemployment Insurance Act and the Compensation for Occupational Injuries and Diseases Act. Plan, investigate and finalise independently

		incidents and complaints reported pertaining to the OHS Act and the relevant regulations and enforce as and when necessary, appear in court as a state witness, plan and conduct allocated proactive inspections as per schedule to monitor compliance with the relevant labour legislation including compiling and consolidating reports emanating from such inspections, Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including, execution of analysis and compilation of consolidated statistical reports on regional and allocated cases.
ENQUIRIES APPLICATIONS	:	Mr SA Mchunu Tel No: (031) 336 1500
	:	Deputy Director: Durban Labour Centre, PO Box 10074, Marine Parade, 4056 Or hand deliver at Govt Buildings, Masonic Grove, Durban. E-mail: Jobs-KZN7@labour.gov.za
NOTE	:	EE Priority will be given to White Males and Females
POST 26/20	:	<u>OHS INSPECTOR: CIVIL ENGINEERING REF NO: HR4/4/6/3</u>
SALARY	:	R413 001 per annum
CENTRE	:	Labour Centre: Kokstad
REQUIREMENTS	:	Senior Certificate plus a three-year recognised qualification at NQF 6/7 in the relevant field, i.e. Civil Engineering. Valid Driver's licence. Registration with the relevant, recognized professional body is an advantage but not compulsory. No experience required. Knowledge: Departmental policies and procedures, Occupational Health and Safety Act, as amended, Regulations (21), South African National Standards (Codes) – incorporated Codes become regulations, Compensation for Occupational Injuries and Diseases Act, Unemployment Insurance Act. Skills: Planning and Organizing, Communication skills, Computer literacy, Facilitation skills, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem Solving skills, Interviewing skills, Presentation skills, Innovation skills, Analytical skills, Verbal and written communication skills.
DUTIES	:	To plan and independently conduct inspections with the aim of ensuring compliance with Occupational Health and Safety Act, Act 85 of 1993, Regulations and incorporated Standards. To confirm registration of with the Unemployment Insurance Act and the Compensation for Occupational Injuries and Diseases Act, Plan, investigate and finalise independently incidents and complaints reported pertaining to the OHS Act and the relevant regulations and enforce as and when necessary, appear in court as a state witness, plan and conduct allocated proactive inspections as per schedule to monitor compliance with the relevant labour legislation including compiling and consolidating reports emanating from such inspections. Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including, execution of analysis and compilation of consolidated statistical reports on regional and allocated cases.
ENQUIRIES APPLICATIONS	:	Mr S Nggoza Tel No: (039) 727 2140
	:	Deputy Director: Kokstad Labour Centre, PO Box 260, Kokstad, 4700 Or hand deliver at 59 Hope Street, Kokstad, 4700 E-mail: Jobs-KZN1@labour.gov.za
NOTE	:	EE Priority will be given to White Males and Females
POST 26/21	:	<u>OHS INSPECTOR: MECHANICAL ENGINEERING REF NO: HR4/4/6/4</u>
SALARY	:	R413 001 per annum
CENTRE	:	Labour Centre: Pinetown
REQUIREMENTS	:	Senior Certificate plus a three-year recognised qualification at NQF 6/7 in the relevant field, i.e. Mechanical Engineering. Valid Driver's licence. Registration with the relevant, recognized professional body is an advantage but not compulsory. No experience required. Knowledge: Departmental policies and procedures, Occupational Health and Safety Act, as amended, Regulations (21), South African National Standards (Codes) – incorporated Codes become regulations, Compensation for Occupational Injuries and Diseases Act, Unemployment Insurance Act. Skills: Planning and Organizing, Communication skills, Computer literacy, Facilitation skills, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem Solving skills, Interviewing skills, Presentation skills, Innovation skills, Analytical skills, Verbal and written communication skills.

<u>DUTIES</u>	:	To plan and independently conduct inspections with the aim of ensuring compliance with Occupational Health and Safety Act, Act 85 of 1993, Regulations and incorporated Standards. To confirm registration of with the Unemployment Insurance Act and the Compensation for Occupational Injuries and Diseases Act. Plan, investigate and finalise independently incidents and complaints reported pertaining to the OHS Act and the relevant regulations and enforce as and when necessary, appear in court as a state witness, plan and conduct allocated proactive inspections as per schedule to monitor compliance with the relevant labour legislation including compiling and consolidating reports emanating from such inspections. Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including, execution of analysis and compilation of consolidated statistical reports on regional and allocated cases.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr B Gwala Tel No: (031) 713 9100
	:	Deputy Director: Pinetown Labour Centre, PO Box 1025, Pinetown, 3610 Or hand deliver at 49 Kings Road, Pinetown, 3610 E-mail: Jobs-KZN11@labour.gov.za
<u>NOTE</u>	:	EE Priority will be given to White Males and Females
<u>POST 26/22</u>	:	<u>OHS: INSPECTOR: MECHANICAL ENGINEERING REF NO: HR4/4/6/05</u>
<u>SALARY</u>	:	R413 001 per annum
<u>CENTRE</u>	:	Labour Centre: Jane Furse
<u>REQUIREMENTS</u>	:	Senior Certificate plus a three (3) year recognised qualification in the relevant field, i.e., Mechanical Engineering. Valid driver's License. Registration with the relevant, recognised professional body is an advantage but not compulsory. Knowledge: Departmental policies and procedures, Occupational Health and Safety Act, as amended, Regulations (21), South African National Standards (Codes)- incorporated Codes become regulations, Compensation for Occupational Injuries and Diseases Act, Unemployment Insurance Act. SKILLS: Planning and Organizing, Communication skills, Computer Literacy, Facilitation skills, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem solving skills, Interviewing skills, Presentation skills, Innovation skills, Analytical skills, Verbal and written communication skills.
<u>DUTIES</u>	:	To plan and independently conduct inspection with the aim of ensuring compliance with the Occupational Health and Safety Act, Act 85 of 1993, Regulations and incorporated Standard. To confirm registration of with the Unemployment Insurance Act and the Compensation for Occupational Injuries and Diseases Act. Plan, investigate and finalise independently incidents and complaints reported pertaining to the OHS Act and the relevant regulations and enforce as and when necessary, appear in Court as a State witness. Plan and conduct allocated proactive inspections as per schedule to monitor compliance with the relevant labour legislation including compiling and consolidating reports emanating from such inspections. Plan and conduct advocacy campaigns on all labour legislations independently, analyse impact thereof, consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including execution of analysis and compilation of consolidated statistical reports on regional and allocated cases.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms JM Fope Tel No: (015) 290 1665
	:	Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane or email: CFJobs-JF@labour.gov.za
<u>NOTE</u>	:	Priority will be given to Coloured Male, Coloured Female, Indian Female, White Male, White Female.
<u>POST 26/23</u>	:	<u>ADMINISTRATION OFFICER REF NO: HR4/26/07/13HQ</u>
<u>SALARY</u>	:	R338 106 per annum
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	Three (3) year National Diploma (NQF 6)/Undergraduate Bachelor Degree(NQF7) in Office Management/ Financial Management/ Public Administration/ Business Administration/ Business Management. Minimum of one (1) year functional experience in office management or inspections and enforcement services. Knowledge: Departmental policies and procedures. Public Finance Management Act, Minimum term expenditure budgeting

		processes, financial administration processes and systems, Computer literacy (MS Packages, excel, word, PowerPoint and ability to use email). Skills: Planning and organizing, Computer literacy, Interpersonal, Problem Solving, Communication (Verbal and Written).
<u>DUTIES</u>	:	Perform budget planning for the Inspection and Enforcement Services Branch. Perform Human Resources functions for the Inspection and Enforcement Services Branch. Perform the functions of procurement of goods and services for the Inspection and Enforcement Services Branch. Coordinate information on complaints received. Consolidation of Performance Information.
<u>ENQUIRIES</u>	:	Ms M Ruiters Tel No: (012) 309 4407
<u>APPLICATIONS</u>	:	Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ4@labour.gov.za
<u>NOTE</u>	:	EE targets-Priority will be given to African Males, Coloured Males and Females, Indians Males and Indian Females and White Males and Females.
<u>POST 26/24</u>	:	<u>PROFESSIONAL NURSE GRADE 1-3: MEDICAL ADJUDICATION REF NO: HR 4/4/6/04</u> Re-advertisement applicants who previously applied are encouraged to re-apply
<u>SALARY</u>	:	Grade 1: R337 359 - R397 392 per annum, (OSD) Grade 2: R411 978 – R485 289 per annum, (OSD) Grade 3: R495 423 - R635 088 per annum, (OSD)
<u>CENTRE</u>	:	Labour: Centre, Modimolle
<u>REQUIREMENTS</u>	:	Four (4) years' degree (NQF7)/ three (3) years' Diploma in Nursing (NQF6). Post Graduate Diploma (NQF8) in Occupational Health / Theatre Technique / Critical Care will be an advantage. Grade 1: 2-9 Years' experience gained after registration, Grade 2: 10-19 Years' experience gained after registration. Grade 3: 20 Year's and above experience gained after registration. Experience in trauma/emergency/internal medicine/general surgery/ orthopaedics/theatre at the regional public hospital level or private hospital. Experience in medical claims processing/insurance environment will be an added advantage. Registration with the South African Nursing Council. Knowledge: Medical related Legislation, Medicines and related Substances Act, Medical aid knowledge (case management), Occupation Health knowledge, Regulatory Knowledge & Implementation, Del and Compensation Fund objectives and business functions, Nursing legislations and related legal as well ethical nursing practices, Compensation Fund policies, procedures and processes, Stakeholders and customers, Customer Service (Batho Pele Principles), Fund Values, Occupational Health and Safety Act (OHS), COIDA Act, Regulations and Policies, COIDA tariffs, Technical Knowledge, PFMA and National Treasury Regulations, General knowledge of the Public Service Regulations, Public Service Act, Health Professions Act, Health Act. Skills: Post claims management and settlement, Claims handling, Claims settlement management, Medical Policy Management, Clinical Excellence and Advisory, Project Management and Planning, Information Analysis and Interpretation, Digital Acumen/Medical Systems (IT Systems Control Designs), Clinical Coding, Quality Assurance and Improvement, Research and Benchmarking.
<u>DUTIES</u>	:	Provide advice and recommendation in the acceptance of liability. Recommend the approval for medical accounts. Provide medical advice on the processing of occupational injury claims. Determine PD (Permanent Disability) and TTD (Total Temporary Disability). Assess medical accounts on occupational injury claims and OD medical accounts.
<u>ENQUIRIES</u>	:	Ms JM Fope Tel No: (015) 290 1665
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane or Email address: CFJobs-MOD@labour.gov.za
<u>NOTE</u>	:	Priority will be given to Coloured Male, Coloured Female, Indian Female, White Male, White Female
<u>POST 26/25</u>	:	<u>HUMAN RESOURCE MANAGEMENT CLERK REF NO: HR4/4/7/9 (X4 POSTS)</u> (Three (3) year contract)
<u>SALARY</u>	:	R237 453 per annum, plus 37% in lieu of benefits
<u>CENTRE</u>	:	Provincial Office: KwaZulu Natal

<u>REQUIREMENTS</u>	:	A grade 12 certificate or equivalent. Knowledge: PERSAL, HR information management system, knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service, Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Skills: Communication, Computer literacy, Innovative/Creative, Presentation, Report writing Time management, Organizing and Planning, Problem Solving.
<u>DUTIES</u>	:	Implement human resource administration practices (Recruitment and Selection), implement conditions of services (Leave, Housing, Medical, Injury on Duty, Long Service Recognition, Overtime, Relocation, Pension, Allowances, PILLIR or etc.), Facilitate performance management function, Address human resource administration enquiries.
<u>ENQUIRIES</u>	:	Mr TG Gumede Tel No: (031) 366 2355
<u>APPLICATIONS</u>	:	Deputy Director: Human Resource Management, P O Box 940, Durban 4000 Or hand deliver at 267 Anton Lembede Street, Durban. For Online Application: Jobs-KZN8@labour.gov.za
<u>POST 26/26</u>	:	<u>ADMINISTRATION CLERK: INSPECTION & ENFORCEMENT SERVICES</u> <u>REF NO: HR4/4/7/1</u>
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	Estcourt Labour
<u>REQUIREMENTS</u>	:	Matriculation/ Grade 12/ Senior Certificate. Knowledge: Administrative procedures relating to an office, Filing and retrieval of documents, Ability to operate fax machine and a photocopier, Data capturing Skills: Planning and Organizing, Communication, Computer Literacy.
<u>DUTIES</u>	:	Render administration support services to the Directorate, Control the movement of documents and files in the Directorate, Provide Supply Chain Management support in the Directorate, Render Human Resource Services support for the Directorate.
<u>ENQUIRIES</u>	:	Ms J Fakazi Tel No: (036) 352 7767
<u>APPLICATIONS</u>	:	Deputy Director: Estcourt Labour Centre, PO Box 449, Estcourt, 3310 Or hand deliver at 75 Phillip Street, Estcourt. For Online Application: Jobs-KZN6@labour.gov.za
<u>NOTE</u>	:	EE targets- Priority will be given to African Males, Indian Males, White Males & White Females.

**UNEMPLOYMENT INSURANCE FUND GRADUATE INTERNSHIP PROGRAMMES FOR 2027/2028 TO 2029
FINANCIAL YEAR.**

<u>NOTE</u>	:	The Department of Employment and Labour would like to invite qualifying applicants to apply for Unemployment Insurance Fund Graduate Internship programme, for the Financial year 2027/2028 to 2029. The Graduate Programme is meant to provide work exposure to graduates in their fields of studies. The applicants must be unemployed, never participated in any Internship Programme (both Public or Private sector).
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OTHER POSTS

<u>POST 26/27</u>	:	<u>INTERNSHIP: OFFICE OF THE UIF COMMISSIONER REF NO: HR4/4/1/3OUIIC2026/UIF (X2 POSTS)</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Unemployment Insurance Fund: Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Secretariat Studies/ Office Administration and Office Management/ Management Assistant at NQF Level 6 as recognised by SAQA. No experience required (Never participated in any Internship Programme (both Public / Private sector). Knowledge: Batho Pele Principles. Skills: Computer Literacy, Interpersonal, Communications, Listening, Customer Focused, Research and Analytical skills.
<u>DUTIES</u>	:	Provide secretarial/ receptionist support services in the office of the UIC. Render administrative support services in the office of the UIC. Provide support in the management of the Commissioner's diary including the events calendar, arrange meetings and workshops.
<u>ENQUIRIES</u>	:	Mr GV Kegakilwe at 082 600 9378 / TN Dire at 082 894 4197
<u>APPLICATIONS</u>	:	E-mail: UIF-Intern01@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Practices, UIF

<u>POST 26/28</u>	:	<u>INTERNSHIP: AUDIT/ GOVERNANCE COORDINATOR REF NO: HR4/4/1/3AGC2026/UIF</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Unemployment Insurance Fund: Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Internal Audit/Auditing/ Accounting at NQF Level 6 as recognised by SAQA. No experience required (Never participated in any Internship Programme (both Public / Private sector). Knowledge: Auditor General Processes and Procedures. Internal Audit Manual and Methodology Public Service Act (PSA). Public Finance Management Act (PFMA). Public Service Regulations (PSR). Labour Relations Act (LRA). Basic Conditions of Employment Act (BCEA). Unemployment Insurance Amendment Act (UIA). Unemployment Insurance Contributions Act (UICA). Skills: Communication. Computer Literacy. Time Management. Interpersonal. Report Writing. Planning and Organizing. Analytical. Creative. Facilitation. Presentation.
<u>DUTIES</u>	:	Assist internal and external audit coordination. Provide assistance in requests from and external auditors Assist the implementation of Audit Action Plans. Provide assistance in the implementation of PROBITY process.
<u>ENQUIRIES</u>	:	Mr GV Kegakilwe at 082 600 9378 / TN Dire at 082 894 4197
<u>APPLICATIONS</u>	:	E-mail: UIF-Intern02@labour.gov.za
<u>FOR ATTENTION</u>	:	For Attention: Sub-directorate: Human Resources Practices, UIF
<u>POST 26/29</u>	:	<u>INTERNSHIP: COMPLIANCE SUPPORT REF NO: HR4/4/1/3CS2026/UIF</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Unemployment Insurance Fund: Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Internal Audit/Auditing/ Accounting at NQF Level 6 as recognised by SAQA. No experience required (Never participated in any Internship Programme (both Public / Private sector). Knowledge: Public Service Regulations (PSR). Public Service Act (PSA). Basic Conditions of Employment Act (BCEA). Labour Relation Act (LRA). Employment Equity Act (EEA). Skills: Report writing. Policy Analysis, Development and Management. Computer Literacy. Communication. Research Methodology. Analytical and Creativity. Problem Solving. Presentation. Planning and Organizing.
<u>DUTIES</u>	:	Provide assistance in the implementation of the compliance universe. Provide assistance in conducting the compliance Risk Assessment. Assist in implementation of the compliance plan. Provide assistance in reviewing of policies and procedures in line with the compliance.
<u>ENQUIRIES</u>	:	Mr GV Kegakilwe at 082 600 9378 / TN Dire at 082 894 4197
<u>APPLICATIONS</u>	:	E-mail: UIF-Intern03@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Practices, UIF
<u>POST 26/30</u>	:	<u>INTERNSHIP: RISK MANAGEMENT REF NO: HR4/4/1/3/RM2026/UIF (X4 POSTS)</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Unemployment Insurance Fund: Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Risk Management / Internal Control / Corporate Governance / Compliance / Public Management / Public Administration at NQF Level 6 as recognised by SAQA. No experience required (Never participated in any Internship Programme (both Public / Private sector). Knowledge: Risk Management Policies and Strategy. Batho Pele Principles. Anti – Fraud and Corruption Policies. Skills: Communication. Computer Literacy. Innovation/ Creative. Presentation. Report Writing. Time Management Organizing and Planning. Problem Solving.
<u>DUTIES</u>	:	Render support service in the implementation of risk framework/ strategies. Participate in the conducting of research on aspects of risk. Provide support in the Risk Management programme through communication and training. Administer fraud account.
<u>ENQUIRIES</u>	:	Mr GV Kegakilwe at 082 600 9378 / TN Dire at 082 894 4197
<u>APPLICATIONS</u>	:	E-mail: UIF-Intern04@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Practices, UIF
<u>POST 26/31</u>	:	<u>INTERNSHIP: INTERNAL AUDIT REF NO: HR4/4/1/3/IA2026/UIF (X4 POSTS)</u>
<u>STIPEND</u>	:	R8 174.75 per month

<u>CENTRE REQUIREMENTS</u>	:	Unemployment Insurance Fund: Pretoria
	:	An undergraduate qualification in Internal Auditing / Finance / Accounting / IT Auditing at NQF Level 6 as recognized by SAQA. No experience required (Never participated in any Internship Programme (both Public / Private sector). Knowledge: Evidence gathering and Audit Execution. Internal Audit Process. Treasury Regulations and internal Audit Standards. Batho Pele Principles. Public Financial Management Act. Skills: Report writing. Computer Literacy. Communication. Research Methodology. Analytical and creativity. Problem Solving. Presentation. Planning and organizing.
<u>DUTIES</u>	:	Render support in carrying out audit engagement planning. Participate in the development of audit projects. Provide internal audit administration support services. Provide assistance in examining audit progress.
<u>ENQUIRIES APPLICATIONS FOR ATTENTION</u>	:	Mr GV Kegakilwe at 082 600 9378 / TN Dire at 082 894 4197
	:	E-mail: UIF-Intern05@labour.gov.za
	:	Sub-directorate: Human Resources Practices, UIF
<u>POST 26/32</u>	:	<u>INTERNSHIP: STRATEGIC PLANNING, MONITORING AND EVALUATION REF NO: HR4/4/1/3/SPME2026/UIF (X3 POSTS)</u>
<u>STIPEND CENTRE REQUIREMENTS</u>	:	R8 174.75 per month
	:	Unemployment Insurance Fund: Pretoria
	:	An undergraduate qualification in Internal Audit / Forensic Audit / Economics / Accounting/ Accounting Science/ Commerce/ Development Studies/ Social Science/ Monitoring and Evaluation/ Business Management/ Business Administration at NQF Level 6 as recognized by SAQA. No experience required (Never participated in any Internship Programme (both Public / Private sector). Knowledge: Policy Framework for the Government-Wide Monitoring and Evaluation System. Monitoring and Evaluation platform/ Principles. Monitoring and Evaluation Systems. Research Methodology. Skills: Communication. Computer Literacy. Innovative/ Creative. Presentation. Report writing. Time Management. Organizing and Planning. Financial Management. Problem Solving.
<u>DUTIES</u>	:	Administer appropriate governance to support the Fund's strategy development process. Assist in the implementation of monitoring and evaluation framework. Facilitate the evaluation and analysis of service delivery.
<u>ENQUIRIES APPLICATIONS FOR ATTENTION</u>	:	Mr GV Kegakilwe at 082 600 9378 / TN Dire at 082 894 4197
	:	E-mail: UIF-Intern06@labour.gov.za
	:	Sub-directorate: Human Resources Practices, UIF
<u>POST 26/33</u>	:	<u>INTERNSHIP: RESEARCH AND POLICY DEVELOPMENT REF NO: HR4/4/1/3/RPD2026/UIF (X2 POSTS)</u>
<u>STIPEND CENTRE REQUIREMENTS</u>	:	R8 174.75 per month
	:	Unemployment Insurance Fund: Pretoria
	:	An undergraduate qualification in Development Studies/ Social Science/ Monitoring and Evaluation/ Business Management/ Business Administration/ Public Administration at NQF Level 6 as recognized by SAQA. No experience required (Never participated in any Internship Programme (both Public / Private sector). Knowledge: Policy Framework for the Government-Wide Monitoring and Evaluation System. Monitoring and Evaluation platform/ Principles. Monitoring and Evaluation Systems. Research Methodology. Skills: Report writing. Policy Analysis, Development and Management. Computer Literacy. Communication. Research Methodology. Analytical and Creativity. Problem Solving. Presentation. Planning and Organizing.
<u>DUTIES</u>	:	Render support in conducting policy research and policy analysis for UIF. Participate in the development, monitoring and review of policies, strategies, frameworks and guidelines in UIF. Render assistance in administrative support to the Sub-directorate
<u>ENQUIRIES APPLICATIONS FOR ATTENTION</u>	:	Mr GV Kegakilwe at 082 600 9378 / TN Dire at 082 894 4197
	:	E-mail: UIF-Intern07@labour.gov.za
	:	Sub-directorate: Human Resources Practices, UIF
<u>POST 26/34</u>	:	<u>INTERNSHIP: ADMINISTRATOR OFFICE OF THE CIO REF NO: HR4/4/1/3/CIO2026/UIF</u>
<u>STIPEND CENTRE</u>	:	R8 174.75 per month
	:	Unemployment Insurance Fund: Pretoria

<u>REQUIREMENTS</u>	:	An undergraduate qualification in Secretariat Studies/ Office Administration and Office Management/ Management Assistant at NQF Level 6 as recognised by SAQA. No experience required (Never participated in any Internship Programme (both Public / Private sector). Knowledge: Batho Pele Principles. Skills: Computer Literacy, Interpersonal, Communications, Listening, Customer Focused, Research and Analytical skills.
<u>DUTIES</u>	:	Provide secretarial/ receptionist support services in the office of the CIO. Render administrative support services in the office of the CIO. Provide assistance in the management of the CIO's diary including the events calendar, arrange meetings and workshops
<u>ENQUIRIES APPLICATIONS FOR ATTENTION</u>	:	Mr GV Kegakilwe at 082 600 9378 / TN Dire at 082 894 4197 E-mail: UIF-Intern08@labour.gov.za Sub-directorate: Human Resources Practices, UIF
<u>POST 26/35</u>	:	<u>INTERNSHIP: IT PROJECTS REF NO: HR4/4/1/3/ITP2026/UIF (X2 POSTS)</u>
<u>STIPEND CENTRE REQUIREMENTS</u>	:	R8 174.75 per month Unemployment Insurance Fund: Pretoria An undergraduate qualification in Information Technology/ Computer Science/ Project Management at NQF Level 6 as recognised by SAQA. No experience required (Never participated in any Internship Programme (both Public / Private sector). Knowledge: Application of research methodology. Quality management principles and processes. Project Management principles and methodologies. Project Management Information System. Skills: Problem solving. Presentation. Planning and Organizing. Communication Computer Literacy. Reporting Writing. Numeracy.
<u>DUTIES</u>	:	Coordinate delivery of projects within the Fund. Facilitate project deliverables in line with the Fund strategic objectives, quality standards and expectations. Coordinate project/programme quality management.
<u>ENQUIRIES APPLICATIONS FOR ATTENTION</u>	:	Mr GV Kegakilwe at 082 600 9378 / TN Dire at 082 894 4197 E-mail: UIF-Intern09@labour.gov.za Sub-directorate: Human Resources Practices, UIF
<u>POST 26/36</u>	:	<u>INTERNSHIP: IT BUSINESS SUPPORT REF NO: HR4/4/1/3/ITBS2026/UIF (X4 POSTS)</u>
<u>STIPEND CENTRE REQUIREMENTS</u>	:	R8 174.75 per month Unemployment Insurance Fund: Pretoria An undergraduate qualification in Information Technology/ Computer Science / Information Systems/ Informatics / Computer Systems Engineering at NQF level 6 as recognized by SAQA No experience required (Never participated in any Internship Programme (both Public / Private sector). Knowledge: State Information Technology Agency (SITA) Processes. Infrastructure and Network Architecture Design. Electronic Communication Transaction Act. Electronic Document Management System. Minimum Information Security Standards (MISS). Skills: Communication (Written and Verbal). Presentation. Computer Literacy. Analytical. Problem Solving. Report Writing. Planning and Organizing.
<u>DUTIES</u>	:	Provide desktop support and computer systems. Prepare hardware and workstation support for users. Provide support in maintaining maximum access of Technology equipment. Support functioning of technology.
<u>ENQUIRIES APPLICATIONS FOR ATTENTION</u>	:	Mr GV Kegakilwe at 082 600 9378 / TN Dire at 082 894 4197 E-mail: UIF-Intern10@labour.gov.za Sub-directorate: Human Resources Practices, UIF
<u>POST 26/37</u>	:	<u>INTERNSHIP: IT INFRASTRUCTURE SUPPORT REF NO: HR4/4/1/3/ITIS2026/UIF (X2 POSTS)</u>
<u>STIPEND CENTRE REQUIREMENTS</u>	:	R8 174.75 per month Unemployment Insurance Fund: Pretoria An undergraduate qualification in Information Technology / Computer Science / Information Systems / Informatics / Computer Systems Engineering at NQF level 6 as recognized by SAQA. No experience required (Never participated in any Internship Programme (both Public / Private sector). Knowledge: Protection of Personal Information Act (POPIA). Promotion of Access to Information Act (PAIA). Electronic Communications and Transactions Act (ECTA). Cybercrimes Act. National Archives and Records Service Act. Skills: Problem Solving. Presentation. Planning and Organizing. Analytical.

		Communication Skills Both Written and Verbal. Ability to influence. Computer Literacy. Report Writing.
<u>DUTIES</u>	:	Provide support in installation, configuration, maintenance of LAN and WAN (Local Area Network, Wide Area Network). Provide support in network monitoring functions (LAN and WAN). Support in planning and providing technical expertise.
<u>ENQUIRIES</u>	:	Mr GV Kegakilwe at 082 600 9378 / TN Dire at 082 894 4197
<u>APPLICATIONS</u>	:	Chief Director: Corporate Services E-mail: UIF-Intern11@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Practices, UIF
<u>POST 26/38</u>	:	<u>INTERNSHIP: IT BUSINESS APPLICATION REF NO: HR4/4/1/3/ITBA2026/UIF (X6 POSTS)</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Unemployment Insurance Fund: Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Information Technology / Computer Science / Information Systems / Informatics / Computer Systems Engineering at NQF level 6 as recognized by SAQA. No experience required (Never participated in any Internship Programme (both Public / Private sector). Knowledge: Protection of Personal Information (POPIA). Promotion of Access to Information Act (PAIA). Electronic Communication and Transactions Act (ECTA). Cybercrimes Act. National Archives and Records Services Act Skills: Communications (Written and Verbal). Presentation. Computer Literacy. Analytical. Problem Solving. Report Writing. Planning and Organizing.
<u>DUTIES</u>	:	Provide support in Process Improvement through systems implementation. Participate in customizing Business Application processes. Provide support in Business Application processes. Provide support in gathering and document Business Application improvement requirements.
<u>ENQUIRIES</u>	:	Mr GV Kegakilwe at 082 600 9378 / TN Dire at 082 894 4197
<u>APPLICATIONS</u>	:	Chief Director: Corporate Services: E-mail: UIF-Intern12@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Practices, UIF
<u>POST 26/39</u>	:	<u>INTERNSHIP: ICT RISK AND SECURITY REF NO: HR4/4/1/3/ICTRS2026/UIF</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Unemployment Insurance Fund: Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Information Technology / Computer Science / Information Systems / Informatics / Computer Systems Engineering at NQF level 6 as recognized by SAQA. No experience required (Never participated in any Internship Programme (both Public / Private sector). Knowledge: Protection of Personal Information (POPIA). Promotion of Access to Information Act (PAIA). Electronic Communication and Transactions Act (ECTA). Cybercrimes Act. National Archives and Records Services Act. Skills: Financial Management. Communication (Written and Verbal). Presentation. Computer Literacy. Analytical. Problem Solving. Report Writing. Planning and Organizing.
<u>DUTIES</u>	:	Support in developing and implement information security policies, procedures and standards. Provide support in ensuring availability of business – critical Information Communication Technology services and applications. Provide support in monitoring and evaluate Information Communication Technology risk and policy compliance. Provide Support in the development, Implementation and maintenance of Business Continuation and disaster recovery plan.
<u>ENQUIRIES</u>	:	Mr GV Kegakilwe at 082 600 9378 / TN Dire at 082 894 4197
<u>APPLICATIONS</u>	:	E-mail: UIF-Intern13@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Practices, UIF
<u>POST 26/40</u>	:	<u>INTERNSHIP: ADMINISTRATOR OFFICE OF THE DIRECTOR REF NO: HR4/4/1/3/AOD2026/UIF (X2 POSTS)</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Unemployment Insurance Fund: Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Secretariat Studies/ Office Administration and Office Management/ Management Assistant at NQF Level 6 as recognised by SAQA. No experience required (Never participated in any Internship Programme (both Public / Private sector). Knowledge: Batho Pele Principles. Skills: Computer Literacy, Interpersonal, Communications, Listening, Customer Focused, Research and Analytical skills.

<u>DUTIES</u>	:	Provide secretarial/ receptionist support services in the office of the Director. Render administrative support services in the office of the Director. Provide assistance in the management of the Director's diary including the events calendar, arrange meetings and workshops.
<u>ENQUIRIES APPLICATIONS FOR ATTENTION</u>	:	Mr GV Kegakilwe at 082 600 9378 / TN Dire at 082 894 4197 E-mail: UIF-Intern14@labour.gov.za Sub-directorate: Human Resources Practices, UIF
<u>POST 26/41</u>	:	<u>INTERNSHIP: HUMAN RESOURCE PRACTICES REF NO: HR4/4/1/3/HRP2026/UIF (X6 POSTS)</u>
<u>STIPEND CENTRE REQUIREMENTS</u>	:	R8 174.75 per month Unemployment Insurance Fund: Pretoria An undergraduate qualification in Human Resource Management/ Public Management/ Public Administration/ Organizational Psychology/ Industrial Psychology at NQF Level 6 as recognized by SAQA. No experience required (Never participated in any Internship Programme (both Public / Private sector). Knowledge: PERSAL. HR information management systems. Skills: Communication Computer literacy. Innovative/ Creative. Presentation. Report writing. Time management. Organizing and Planning.
<u>DUTIES</u>	:	Assist in administration of service benefits and service conditions. Conduct recruitment, selection and placement process and implement employment equity plan. Maintain personnel records and staff establishment.
<u>ENQUIRIES APPLICATIONS FOR ATTENTION</u>	:	Mr GV Kegakilwe: 082 600 9378 / TN Dire: 082 894 4197 E-mail: UIF-Intern15@labour.gov.za Sub-directorate: Human Resources Practices, UIF
<u>POST 26/42</u>	:	<u>INTERNSHIP: EMPLOYEE RELATIONS REF NO: HR4/4/1/3/ER2026/UIF (X2 POSTS)</u>
<u>STIPEND CENTRE REQUIREMENTS</u>	:	R8 174.75 per month Unemployment Insurance Fund: Pretoria An undergraduate qualification in Labour Relations/ Human Resource Management/ LLB at NQF level 6 as recognized by SAQA. No experience. Must never be participated in any internship programme (for both public and private sector). Knowledge: Public Financial Management Act (PFMA). Public Service Regulations (PSR) Public Service Act (PSA). Labour Relations Act (LRA). Employment Equity Act (EEA). PSCBC and CCMA Procedure. Skills: Negotiation, Problem solving, Presentation, Planning and Organizing, Communication, Computer literacy, Report writing.
<u>DUTIES</u>	:	Provide support in handling all Labour relations cases in the Fund (i.e grievance, misconduct and Labour disputes). Provide support in the implementation of Labour Relations Act. Policies, guidelines, procedures and provide advice thereof. Support in representing the department in conciliations, arbitration and bargaining chambers (under supervision).
<u>ENQUIRIES APPLICATIONS FOR ATTENTION</u>	:	Mr GV Kegakilwe at 082 600 9378 / TN Dire at 082 894 4197 E-mail: UIF-Intern16@labour.gov.za Sub-directorate: Human Resources Practices, UIF
<u>POST 26/43</u>	:	<u>INTERNSHIP: EMPLOYEE HEALTH AND WELLNESS PROGRAMME REF NO: HR4/4/1/3/EHWP2026/UIF</u>
<u>STIPEND CENTRE REQUIREMENTS</u>	:	R8 174.75 per month Unemployment Insurance Fund: Pretoria An undergraduate qualification in Social Work/ Psychology at NQF Level 6 as recognized by SAQA. No experience required (Never participated in any Internship Programme (both Public / Private sector). Knowledge: Employee Health Wellness Programs. Mental Health Care. Occupational Health and Safety Act. Departmental policies and procedures. Skills: Counselling. Motivational. Problem Solving. Presentation. Planning and Organizing. Communication. Computer Literacy. Report Writing. Creativity. Numeracy.
<u>DUTIES</u>	:	Provide support in the management of Employee Health and Wellness programmes. Provide assistance in the management of HIV/ AIDS, TB Programmes and chronic illness. Provide assistance in the management of Health and Productivity programmes.
<u>ENQUIRIES APPLICATIONS FOR ATTENTION</u>	:	Mr GV Kegakilwe at 082 600 9378 / TN Dire at 082 894 4197 E-mail: UIF-Intern17@labour.gov.za Sub-directorate: Human Resources Practices, UIF

POST 26/44 : **INTERNSHIP: DIVERSITY MANAGEMENT REF NO: HR4/4/1/3/DM2026/ UIF**

STIPEND : R8 174.75 per month
CENTRE : Unemployment Insurance Fund: Pretoria
REQUIREMENTS : An undergraduate qualification in Social Sciences/ Gender Studies/ Youth Studies at NQF Level 6 as recognized by SAQA. No experience required (Never participated in any Internship Programme (both Public / Private sector). Knowledge: Public Service Act and Regulations (PSAR). Basic Conditions of Employment Act (BCEA). Public Financial Management (PFMA). Departmental policies and procedures. Human Resource Management Policies. Code of Ethics. Batho Pele Principles. Skills. Communication (Verbal and written). Organizational Skills. Negotiation skills. People Management. Interpersonal skills. Presentation skills. Report Writing skills. Planning and organizing. Computer Literacy.

DUTIES : Provide support in implementing Gender, Disability, Youth and diversity management programmes within the Fund. Participate in Gender, Disability and Youth Forums within the Fund. Assistant in promoting mainstreaming, development and empowerment of woman, youth and people with disabilities.

ENQUIRIES : Mr GV Kegakilwe at 082 600 9378 / TN Dire at 082 894 4197
APPLICATIONS : E-mail: UIF-Intern18@labour.gov.za
FOR ATTENTION : Sub-directorate: Human Resources Practices, UIF

POST 26/45 : **INTERNSHIP: OCCUPATIONAL HEALTH AND SAFETY REF NO: HR4/4/1/3/OHS2026/UIF**

STIPEND : R8 174.75 per month
CENTRE : Unemployment Insurance Fund: Pretoria
REQUIREMENTS : An undergraduate qualification in Occupational Health and Safety/ Health and Safety/ Safety Management/ Environmental Management/ Environmental Health at NQF Level 6 as recognized by SAQA. No experience required (Never participated in any Internship Programme (both Public / Private sector). Knowledge: Public Service Regulations (PSR). Public Service Act (PSA). Basic Conditions of Employment Act (BCEA). Labour Relation Act (LRA). Occupational Health and Safety Act (OHS). Public Finance Management. Act (PFMA). Code of Ethics. Batho Pele Principles. Safety procedure guidelines. Fire equipment standards prevention. Procedures. Disaster Management. All Labour Legislations. Skills. People Management. Problem Solving. Presentation Planning and Organizing Analytical skills. Communications. Computer Literacy. Report Writing. Creativity.

DUTIES : Assist in maintaining Health, Safety and Security of Staff in all UIF buildings. Assist in monitoring the implementation of the requirements for SHE (Safety Health and Environment) Programme. Assistant in verifying Occupational Health and Safety (OHS) Risk assessments. Participate in OHS Investigations at UIF buildings.

ENQUIRIES : Mr GV Kegakilwe: 082 600 9378 / TN Dire: 082 894 4197
APPLICATIONS : E-mail: UIF-Intern19@labour.gov.za
FOR ATTENTION : Sub-directorate: Human Resources Practices, UIF

POST 26/46 : **INTERNSHIP: TRAINING AND DEVELOPMENT REF NO: HR4/4/1/3/TD2026/UIF (X2 POSTS)**

STIPEND : R8 174.75 per month
CENTRE : Unemployment Insurance Fund: Pretoria
REQUIREMENTS : An undergraduate qualification in Management of Training/ Human Resource Development/ Industrial and Organizational Psychology at NQF Level 6 as recognized by SAQA. No experience required. Never participated in any Internship Programme (both Public / Private sector). Knowledge: Public Financial Management (PFMA) Public Service Regulations (PSR). Public Service Act (PSA). Skills. Communication. Computer Literacy. Time management. Negotiation. Presentation. Problem Solving. Planning and Organizing. Report Writing.

DUTIES : Provide Learnership and internships functions program. Implement bursary programs. Provide induction and orientation programs in the fund. Implementation of human resource development and workplace skills plan programs (AET, MDP). Assist in implementation of business training.

ENQUIRIES : Mr GV Kegakilwe: 082 600 9378 / TN Dire: 082 894 4197
APPLICATIONS : E-mail: UIF-Intern20@labour.gov.za
FOR ATTENTION : Sub-directorate: Human Resources Practices, UIF

<u>POST 26/47</u>	:	<u>INTERNSHIP: EMPLOYEE PERFORMANCE MANAGEMENT REF NO: HR4/4/1/3/EPM2026/UIF</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Unemployment Insurance Fund: Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Human Resource Management/Public Management/ Public Administration / Human Resource Development/ Industrial and Organizational Psychology at NQF Level 6 as recognized by SAQA. No experience required (Never participated in any Internship Programme (both Public / Private Knowledge: Human Resource Management. Basic Conditions of Employment Act (BCEA). Performance Management System (PMS). Public Finance Management Act (PFMA). Public Service Regulations (PSR). Public Service Act (PSA). Skills: Time Management. Communication. Computer Literacy. Interpersonal. Planning and Organizing.
<u>DUTIES</u>	:	Participate in the implementation of Performance Management and Development System (PMDS) for the Fund. Render support to the Fund's Performance Structures. Participate in the capturing of Performance Management documents on PERSAL. Assist in providing Performance and Development System advice and guidance.
<u>ENQUIRIES</u>	:	Mr GV Kegakilwe: 082 600 9378 / TN Dire: 082 894 4197
<u>APPLICATIONS</u>	:	E-mail: UIF-Intern21@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Practices, UIF
<u>POST 26/48</u>	:	<u>INTERNSHIP: ORGANIZATIONAL DEVELOPMENT, BUSINESS PROCESS AND CHANGE MANAGEMENT REF NO: HR4/4/1/3/ODBPRCM2026/UIF (X3 POSTS)</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Unemployment Insurance Fund: Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Management Services/ Production Management/ Operations Management / Industrial Engineering/ Work-Study/ Industrial and organizational Psychology at NQF Level 6 as recognized by SAQA. No experience required (Never participated in any Internship Programme (both Public / Private sector). Knowledge: Organizational Development relating prescription. Change Management strategy. Business Processes related prescripts. Skills: Communication. Computer Literacy. Time Management. Negotiation. Presentation. Problem Solving. Planning and Organization. Report writing.
<u>DUTIES</u>	:	Perform organizational design services in the Fund. Develop, review and update Business Processes and SOP's for Fund. Provide support in change management initiatives within the Fund.
<u>ENQUIRIES</u>	:	Mr GV Kegakilwe: 082 600 9378 / TN Dire: 082 894 4197
<u>APPLICATIONS</u>	:	E-mail: UIF-Intern22@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Practices, UIF
<u>POST 26/49</u>	:	<u>INTERNSHIP: LEGAL SERVICES REF NO: HR4/4/1/3/LS2026/UIF (X5 POSTS)</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Unemployment Insurance Fund: Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Law / Paralegal Studies at NQF Level 6 as recognized by SAQA No experience required (Never participated in any Internship Programme (both Public / Private sector). Knowledge: Public Finance Management Act (PFMA). Treasury Regulations. Public Service Regulations (PSR). Public Service Act (PSA). Unemployment Insurance Act (UIA). Promotion of Administration Justice Act (PAJA). Law of evidence. Unemployment Insurance Contributions Act (UICA). The Constitution of the Republic of South Africa. Constitutional Law. Labour Relations Act (LRA). Criminal Procedure Act. Litigation Procedures. Skills: Communications. Computer Literacy. Time Management. Negotiation. Presentation. Problem Solving. Planning and Organising. Report Writing.
<u>DUTIES</u>	:	Provide Legal advice and support to the Fund under supervision of the Senior Legal Admin Officer. Provide support in handling of litigation for and on behalf of the Fund. Provide assistance in drafting of legal documents (legislation, policies, regulations, contracts, memorandum of understanding, service level agreements and other legal bidding documents etc) for the Fund. Provide

		support in processing of sections for Benefit Applications under supervision of the Senior Legal Officer. Provide general legal administrative support.
<u>ENQUIRIES APPLICATIONS FOR ATTENTION</u>	:	Mr GV Kegakilwe at 082 600 9378 / TN Dire: 082 894 4197
	:	E-mail: UIF-Intern23@labour.gov.za
	:	Sub-directorate: Human Resources Practices, UIF
<u>POST 26/50</u>	:	<u>INTERNSHIP: BOARD SERVICES AND CASE MANAGEMENT REF NO: HR4/4/1/3/BSCM2026/UIF (X2 POSTS)</u>
<u>STIPEND CENTRE REQUIREMENTS</u>	:	R8 174.75 per month
	:	Unemployment Insurance Fund: Pretoria
	:	An undergraduate qualification in Public Administration / Public Management / Business Administration / Business Management / Office Management at NQF Level 6 as recognised by SAQA. No experience required. Never participated in any internship programme (for both public and private sectors). Knowledge: Public Finance Management Act (PFMA). Public Service Regulations (PSR). Public Service Act (PSA). Treasury Regulations, Basic Accounting Systems (BAS). Minutes writing. Relevant legislation/policies/ prescripts and procedures. Department's policies and relevant procedures. Skills: Computer Literacy. Interpersonal. Communications (verbal and written). Listening. Analytical skills. Problem Solving. Presentation. Report writing. Planning and organising.
<u>DUTIES</u>	:	Provide assistance in UIF national appeal cases referred by provinces. Provide Assistance with Secretariat, administration and support services to the Board and its Committees. Provide assistance in technical/ general support on enquiries referred to the Board and its Committees. Assist in supply chain management process, logistical arrangement and maintenance of the asset register.
<u>ENQUIRIES APPLICATIONS FOR ATTENTION</u>	:	Mr GV Kegakilwe at 082 600 9378 / TN Dire: 082 894 4197
	:	E-mail: UIF-Intern24@labour.gov.za
	:	Sub-directorate: Human Resources Practices, UIF
<u>POST 26/51</u>	:	<u>INTERNSHIP: CORPORATE GOVERNANCE REF NO: HR4/4/1/3/CG2026/UIF</u>
<u>STIPEND CENTRE REQUIREMENTS</u>	:	R8 174.75 per month
	:	Unemployment Insurance Fund: Pretoria
	:	An undergraduate qualification in Corporate Governance/ Business Management/ Administration/ Auditing/ Law at NQF Level 6 as recognised by SAQA. No experience required. Never participated in any internship programme (for both public and private sector). Knowledge: Public Finance Management Act (PFMA). Public Service Regulations (PSR). Public Service Act (PSA). Unemployment Insurance Act and Regulations (UIAR). Unemployment Insurance Contributions Act (UICA). Skills: Computer Problem Solving. Presentation. Planning and Organising. Analytical Skills. Communication (Both Written and Verbal). Ability to influence. Computer Literacy. Report Writing. Time Management. Numeracy.
<u>DUTIES</u>	:	Provide administrative support in the implementation of Corporate Governance Charters for Committees in the Fund. Support research on corporate governance best practices. Assist in maintaining the effectiveness of corporate governance structures in the Fund. Provide support in legislative compliance and audit coordination processes.
<u>ENQUIRIES APPLICATIONS FOR ATTENTION</u>	:	Mr GV Kegakilwe: at 082 600 9378 / TN Dire: 082 894 4197
	:	E-mail: UIF-Intern25@labour.gov.za
	:	Sub-directorate: Human Resources Practices, UIF
<u>POST 26/52</u>	:	<u>INTERNSHIP: COMMUNICATION AND MARKETING REF NO: HR4/4/1/3/COM2026/UIF (X3 POSTS)</u>
<u>STIPEND CENTRE REQUIREMENTS</u>	:	R8 174.75 per month
	:	Unemployment Insurance Fund: Pretoria
	:	An undergraduate qualification in Journalism / Communication/ Public Relations/ Marketing Management/ Media studies/ Web Graphic Design/ Multimedia at NQF Level 6 as recognised by SAQA. No experience required. Never participated in any internship programme (for both public and private sector). Knowledge: Public Financial Management Act (PFMA). Promotion of Access to Information (PAIA). Public Service Regulations (PSR). Public Service Act (PSA). Skills: Branding Management. Branding Principles. Problem Solving. Presentation. Planning and Organising. Communication

		(both written and verbal). Computer Literacy. Innovation and creative. Analytical.
<u>DUTIES</u>	:	Administer marketing and events for the Fund. Provide support in effective stakeholder relations. Assist in coordinating media relations and monitor the activities for the Fund. Assist in providing effective publications for the Fund.
<u>ENQUIRIES</u>	:	Mr GV Kegakilwe at 082 600 9378 / TN Dire at 082 894 4197
<u>APPLICATIONS FOR ATTENTION</u>	:	Applications: Chief Director: Corporate Services: E-mail: UIF-Intern26@labour.gov.za Sub-directorate: Human Resources Practices, UIF
<u>POST 26/53</u>	:	<u>INTERNSHIP: DEMAND AND ACQUISITION REF NO: HR4/4/1/3/DA2026/UIF (X6 POSTS)</u>
<u>STIPEND CENTRE REQUIREMENTS</u>	:	R8 174.75 per month Unemployment Insurance Fund: Pretoria An undergraduate qualification in Logistics Management/ Purchasing Management/ Procurement Management at NQF Level 6 as recognised by SAQA. No experience required. Never participated in any internship programme (for both public and private sector). Knowledge: None. Skills: Problem Solving. Presentation. Planning and Organising. Communication. Computer Literacy. Report writing. Numeracy.
<u>DUTIES</u>	:	Render demand management services. Render acquisition management services. Render logistics management services.
<u>ENQUIRIES</u>	:	Mr GV Kegakilwe at 082 600 9378 / TN Dire at 082 894 4197
<u>APPLICATIONS FOR ATTENTION</u>	:	E-mail: UIF-Intern27@labour.gov.za Sub-directorate: Human Resources Practices, UIF
<u>POST 26/54</u>	:	<u>INTERNSHIP: MAINTENANCE MANAGEMENT REF NO: HR4/4/1/3/MM2026/UIF (X2 POSTS)</u>
<u>STIPEND CENTRE REQUIREMENTS</u>	:	R8 174.75 per month Unemployment Insurance Fund: Pretoria An undergraduate qualification in Property Management / Facilities Management/ Real Estate Management / Public Management/ Public Administration/ Business Management/ Business Administration at NQF Level 6 as recognised by SAQA. No experience required. Never participated in any internship programme (for both public and private sector). Knowledge: None. Skills: Problem Solving. Presentation. Planning and organizing. Communication. Computer Literacy. Report writing. Numeracy.
<u>DUTIES</u>	:	Render facilities management services. Render office automation services. Render telecommunication and reception services.
<u>ENQUIRIES</u>	:	Mr GV Kegakilwe at 082 600 9378 / TN Dire at 082 894 4197
<u>APPLICATIONS FOR ATTENTION</u>	:	E-mail: UIF-Intern28@labour.gov.za Sub-directorate: Human Resources Practices, UIF
<u>POST 26/55</u>	:	<u>INTERNSHIP: RECORDS MANAGEMENT REF NO: HR4/4/1/3/RM2026/UIF (X2 POSTS)</u>
<u>STIPEND CENTRE REQUIREMENTS</u>	:	R8 174.75 per month Unemployment Insurance Fund: Pretoria An undergraduate qualification in Archives Records Management/ Public Management/ Public Administration/ Information Science at NQF Level 6 as recognised by SAQA. No experience required. Never participated in any internship programme (for both public and private sector). Knowledge: National Archives and Records Service of South Africa Act. Promotion of the Access to Information Act (PAIA). Public Service Regulations (PSR). Public Service Act (PSA). Public Finance Management Act (PFMA). Protection of Personal Information Act (POPIA). Skills: Record Management. Financial Management. Analytical. Problem Solving. Presentation. Planning and Organizing. Communication (Verbal and Written). Computer Literacy. Report Writing Presentation. Planning and Organizing. Communication (Verbal and Written). Computer Literacy. Report Writing.
<u>DUTIES</u>	:	Provide support in the implementation of record-keeping systems and control mechanisms. Provide support in the implementation of records management systems (the provision of storage and custody of records). Implement the disposal of records in accordance with National Archives and Records Services of South Africa Act.
<u>ENQUIRIES</u>	:	Mr GV Kegakilwe at 082 600 9378 / TN Dire at 082 894 4197
<u>APPLICATIONS</u>	:	E-mail: UIF-Intern29@labour.gov.za

<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Practices, UIF
<u>POST 26/56</u>	:	<u>INTERNSHIP: ASSET AND FLEET MANAGEMENT REF NO: HR4/4/1/3/AFM2026/UIF (X2 POSTS)</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Unemployment Insurance Fund: Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Accounting/ Logistics Management/ Purchasing Management/ Transport Management at NQF Level 6 as recognized by SAQA. No experience required. Never participated in any internship programme (for both public and private sector). Knowledge: None. Skills Problem Solving. Presentation. Planning and Organizing. Communication. Computer Literacy. Report Writing. Numeracy.
<u>DUTIES</u>	:	Provide support in rendering fleet administration support services. Provide assistance with the assets administration support services. Provide assistance in rendering travel services.
<u>ENQUIRIES</u>	:	Mr GV Kegakilwe at 082 600 9378 / TN Dire at 082 894 4197
<u>APPLICATIONS</u>	:	E-mail: UIF-Intern30@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Practices, UIF
<u>POST 26/57</u>	:	<u>INTERNSHIP: REVENUE MANAGEMENT: REF NO: HR4/4/1/3/REVM2026/UIF (X3 POSTS)</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Unemployment Insurance Fund: Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Financial Management / Financial Accounting / Cost and Management Accounting / Accounting / Accountancy / Public Finance Management at NQF Level 6 as recognised by SAQA. No experience required. Never participated in any internship programme (for both public and private sector). Knowledge: Public Finance Management. Relevant Financial Systems. Reconciliation Processes. Batho Pele Principles Generally Recognized Accounting Principles (GRAP), Generally Accepted Accounting Principles (GAAP). Skills: Problem Solving. Presentation. Planning and Organizing. Communication (Verbal and written). Computer Literacy. Report Writing Creativity. Numeracy.
<u>DUTIES</u>	:	Provide support in maintaining debtors accounts and collect outstanding contributions. Provide assistance with the maintenance of SARS & Sundry debtors records and make follow up on the outstanding sundry payments. Provide assistance with allocating non-SARS unallocated electronic contributions to debtor's accounts.
<u>ENQUIRIES</u>	:	Mr GV Kegakilwe at 082 600 9378 / TN Dire at 082 894 4197
<u>APPLICATIONS</u>	:	E-mail: UIF-Intern31@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Practices, UIF
<u>POST 26/58</u>	:	<u>INTERNSHIP: BUDGET REF NO: HR4/4/1/3/B2026/UIF</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Unemployment Insurance Fund: Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Accounting Sciences/ Financial Management/ Commerce at NQF Level 6 as recognised by SAQA. No experience required. Never participated in any internship programme (for both public and private sector). Knowledge: Generally Recognised Accounting Practices (GRAP). Public Finance Management Act (PFMA). Public Service Act (PSA). National Treasury MTEF Guidelines. Treasury Regulations. Unemployment Insurance Act (UIA). Unemployment Insurance Contributions Act (UICA). International Financial Reporting Standards (IFRS). Skills: Communication (both verbal and written). Financial Management. Computer Literacy. Time Management. Creative. Report Writing. Planning and Organising. Analytical. Numeracy.
<u>DUTIES</u>	:	Administer effective budget process in the Fund. Provide support in the budget, governance and compliance. Assist in preparing budget reports. Provide support in external/ internal reports
<u>ENQUIRIES</u>	:	Mr GV Kegakilwe at 082 600 9378 / TN Dire at 082 894 4197
<u>APPLICATIONS</u>	:	E-mail: UIF-Intern32@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Practices, UIF
<u>POST 26/59</u>	:	<u>INTERNSHIP: BANK RECONCILIATION REF NO: HR4/4/1/3/BR2026/UIF</u>
<u>STIPEND</u>	:	R8 174.75 per month

<u>CENTRE REQUIREMENTS</u>	:	Unemployment Insurance Fund: Pretoria
	:	An undergraduate qualification in Accounting/ Auditing/ Business Information Systems/ Economics at NQF Level 6 as recognised by SAQA. No experience required. Never participated in any internship programme (for both public and private sector). Knowledge: Financial delegations, processes and policies of UIF. Financial Management principles and Financial Management Directives from the Treasury. Batho Pele Principles. Generally Recognised Accounting Principles (GRAP). Generally Accepted Accounting Principles (GAAP). International Financial Reporting Standards (IFRS). Skills: Communication (both verbal and written). Computer Literacy. Time Management. Interpersonal. Report Writing. Planning and Organizing. Analytical. Numeracy.
<u>DUTIES</u>	:	Administer manual and electronic bank reconciliation services. Provide support in maintaining bank accounts on general ledger. Assist in identifying unauthorised and fraudulent transactions on the bank statements. Provide administrative support services.
<u>ENQUIRIES APPLICATIONS FOR ATTENTION</u>	:	Mr GV Kegakilwe at 082 600 9378 / TN Dire at 082 894 4197
	:	E-mail: UIF-Intern33@labour.gov.za
	:	Sub-directorate: Human Resources Practices, UIF
<u>POST 26/60</u>	:	<u>INTERNSHIP: AP CLAIMS CREDITORS REF NO: HR4/4/1/3/APCC2026/UIF</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE REQUIREMENTS</u>	:	Unemployment Insurance Fund: Pretoria
	:	An undergraduate qualification in Accounting/ Cost and Management Accounting/ Financial Management/ Public Finance Management/ Business Management/ Economics/ Auditing at NQF Level 6 as recognised by SAQA. No experience required. Never participated in any internship programme (for both public and private sector). Knowledge: Financial delegations, processes and policies of UIF. Financial Management Principles and Financial Management Directives from Treasury. Batho Pele Principles Generally Recognised Accounting Principles (GRAP). Generally Accepted Accounting Principles (GAAP). International Financial Reporting Standards (IFRS). Basic Conditions of Employment Act (BCEA). Unemployment Insurance Contributions Act (UICA). Unemployment Insurance Act (UIA). Skills: Communication (both verbal and written). Financial Management. Training and Coaching. Diversity Management Problem Solving. Presentation. Computer Literacy. Time Management. Interpersonal. Report Writing. Planning and Organising. Analytical. Numeracy.
<u>DUTIES</u>	:	Administer daily payments of approved benefit claims to eligible beneficiaries. Provide support in the verification of open vouchers. Assist in gathering information for financial report on benefits payments. Provide support in validating beneficiary claims.
<u>ENQUIRIES APPLICATIONS FOR ATTENTION</u>	:	Mr GV Kegakilwe at 082 600 9378 / TN Dire at 082 894 4197
	:	E-mail: UIF-Intern34@labour.gov.za
	:	Sub-directorate: Human Resources Practices, UIF
<u>POST 26/61</u>	:	<u>INTERNSHIP: AP TRADE CREDITORS INTERNSHIP REF NO: HR4/4/1/3/APTC2026/UIF</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE REQUIREMENTS</u>	:	Unemployment Insurance Fund: Pretoria
	:	An undergraduate qualification in Financial Accounting/ Cost and Management Accounting/ Financial Management at NQF Level 6 as recognized by SAQA. No experience required. Never participated in any internship programme (for both public and private sector). Knowledge: Public Service Act and Regulations. Basic Conditions of Employment Act Labour Relations Act. Generally Recognised Accounting Principles (GRAP). Relevant Financial Systems HR System (PERSAL). Skills: Computer Literacy, Communications. Interpersonal. Analytical Skills, Time Management. Accounting Report Writing. Creative. Financial Management. Planning and Organising.
<u>DUTIES</u>	:	Processing and payment of internal and external invoices within 30 days of receipt by the Fund. Provision of administrative support for petty cash EFT. Reconciliation of the Accounts Payable sub-module against the general ledger. Processing and payment of DEL claims.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr GV Kegakilwe at 082 600 9378 / TN Dire at 082 894 4197
	:	E-mail: UIF-Intern35@labour.gov.za

FOR ATTENTION	:	Sub-directorate: Human Resources Practices, UIF
POST 26/62	:	<u>INTERNSHIP: LABOUR ACTIVATION PROGRAMMES REF NO: HR4/4/1/3/LAP2026/UIF (X6 POSTS)</u>
STIPEND	:	R8 174.75 per month
CENTRE	:	Unemployment Insurance Fund: Pretoria
REQUIREMENTS	:	An undergraduate qualification in Public Administration/ Public Management/ Business Administration/ Business Management / Development Studies/ Project Management/ Social Science/Risk Management/ Auditing/ Accounting/ Legal at NQF level 6 as recognized by SAQA. No experience required. Never participated in any internship programme (for both public and private sector). Knowledge: Batho Pele Principles. Departmental and Fund's Policies and Procedures. Skills Development Act (SDA). Public Financial Management Act (PFMA). Knowledge of the Unemployment Insurance and Unemployment Insurance Contributions Act. Project Knowledge. Skills: Numeric and analytical skills, Report writing. Presentation skills, Problem Solving and Decision Making, Communication (Verbal and written), Computer Literacy.
DUTIES	:	Receive training on the facilitation training/ skills programmes approved by the Fund. Assist in the administration of project progress against approved deliverables. Participate in the awareness campaigns of the programme and its outcomes through publicity and media strategies in co-operation with Communication section. Provide assistance with general administrative duties.
ENQUIRIES	:	Mr GV Kegakilwe at 082 600 9378 / TN Dire at 082 894 4197
APPLICATIONS	:	E-mail: UIF-Intern36@labour.gov.za
FOR ATTENTION	:	Sub-directorate: Human Resources Practices, UIF
POST 26/63	:	<u>INTERNSHIP: COMPLIANCE SERVICES REF NO: HR4/4/1/3/CS2026/UIF (X4 POSTS)</u>
STIPEND	:	R8 174.75 per month
CENTRE	:	Unemployment Insurance Fund: Pretoria
REQUIREMENTS	:	An undergraduate Accounting/ Internal Auditing / Auditing at NQF Level 6 as recognized by SAQA. No experience required. Never participated in any internship programme (for both public and private sector). Knowledge: Treasury Regulations. Generally Recognized Accounting Practice (GRAP). Generally Accepted Accounting Practice (GAAP). Debtors Management. Diversity Management. Skills: Problem solving. Presentation. Planning and Organizing. Communication. Computer literacy. Report writing. Numeracy.
DUTIES	:	Coordinate the provision of support to employer audit services in Provincial Offices. Administer debtor's information and identity non-compliance. Coordinate declaration and contribution information. Facilitate the evaluation and monitoring of employer audit services.
ENQUIRIES	:	Mr GV Kegakilwe at 082 600 9378 / TN Dire: 082 894 4197
APPLICATIONS	:	E-mail: UIF-Intern37@labour.gov.za
FOR ATTENTION	:	Sub-directorate: Human Resources Practices, UIF
POST 26/64	:	<u>INTERNSHIP: BUSINESS OPERATIONS STATISTICS REF NO: HR4/4/1/3/BOS2026/UIF (X2 POSTS)</u>
STIPEND	:	R8 174.75 per month
CENTRE	:	Unemployment Insurance Fund: Pretoria
REQUIREMENTS	:	An undergraduate qualification in Information Technology/ Computer Science/ Information Systems / Operations Management/ Operations Research at NQF Level 6 as recognized by SAQA. No experience required. Never participated in any internship programme (for both public and private sector). Knowledge: Public Finance Management (PFMA), Electronic Document Management System, Public Service Regulations (PSR), Public Service Act (PSA), SITA MIS, Database & Data Security Policy, System Development and Database Management, Minimum Information Security Standards (MISS), Promotion of access to Information Act (PAIA). Skills: Communications, Listening, Computer Literacy, Time Management, Analytical, Negotiation, Report writing, Planning and Organizing, Computer Programming.
DUTIES	:	Provide support on the Implementation of business operations statistics. Provide assistance in analysing information collected in an enquiry. Provide assistance on the maintenance of business operations statistics database.
ENQUIRIES	:	Mr GV Kegakilwe at 082 600 9378 / TN Dire: 082 894 4197

<u>APPLICATIONS FOR ATTENTION</u>	:	E-mail: UIF-Intern38@labour.gov.za
	:	Sub-directorate: Human Resources Practices, UIF
<u>POST 26/65</u>	:	<u>INTERNSHIP PROVINCIAL SUPPORT REF NO: HR4/4/1/3/PS2026/UIF (X4 POSTS)</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Unemployment Insurance Fund: Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Operations Management/ Operations Research/ Public Management/ Business Administration/ Public Administration/ Administrative Management/ Finance at NQF Level 6 as recognized by SAQA. No experience required. Never participated in any internship programme (for both public and private sector). Knowledge: None
	:	Skills: Problem solving. Presentation. Planning and Organizing. Communication. Computer Literacy. Report writing. Numeracy.
<u>DUTIES</u>	:	Assist in coordination of operation system support to all relevant users in the Fund. Provide support in statistic information services for provincial operations. Provide administrative support in operations support services to provinces.
<u>ENQUIRIES</u>	:	Mr GV Kegakilwe at 082 600 9378 / TN Dire at 082 894 4197
<u>APPLICATIONS</u>	:	E-mail: UIF-Intern39@labour.gov.za
	:	For Attention: Sub-directorate: Human Resources Practices, UIF
<u>POST 26/66</u>	:	<u>INTERNSHIP: OPERATION SYSTEMS SUPPORT SERVICES REF NO HR4/4/1/3/OSSS2026/UIF (X2 POSTS)</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Unemployment Insurance Fund: Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Operations Management/ Computer Science/ Informatics at NQF Level 6 as recognized by SAQA. No experience required. Never participated in any internship programme (for both public and private sector). Knowledge: Operations Systems. Systems Development and Database Management. Skills: Report writing. Computer Literacy. Communication. Research Methodology. Analytical and Creativity. Problem Solving. Presentation. Planning and Organizing.
<u>DUTIES</u>	:	Administer the registration of new users on the operational system. Maintain user management on the operational system. Administer operational system on calls logged.
<u>ENQUIRIES</u>	:	Mr GV Kegakilwe at 082 600 9378 / TN Dire at 082 894 4197
<u>APPLICATIONS</u>	:	E-mail: UIF-Intern40@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Practices, UIF
<u>POST 26/67</u>	:	<u>INTERNSHIP: DECLARATIONS AND CALL CENTRE SERVICES REF NO: HR4/4/1/3/DCCS2026/UIF (X9 POSTS)</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Unemployment Insurance Fund: Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Contact Centre Management/ Business Management/ Business Administration/ Administration Management/ Public Administration/ Financial Management at NQF Level 6 as recognized by SAQA. No experience required. Never participated in any internship programme (for both public and private sector). Knowledge: Unemployment Insurance Act and Regulations. Unemployment Insurance Contribution Act. Batho Pele Principles. Call Centre Operating System. Skills: Computer Literacy. Communication (Verbal and written). Listening. Interpersonal. Customer Focused. Telephone Etiquette.
<u>DUTIES</u>	:	Support inbound and outbound call services. Support helpdesk services. Support maintenance of employer database.
<u>ENQUIRIES</u>	:	Mr GV Kegakilwe at 082 600 9378 / TN Dire at 082 894 4197
<u>APPLICATIONS</u>	:	E-mail: UIF-Intern41@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Practices, UIF

DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT

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

- APPLICATIONS** : All applications to be submitted online on the following link: <https://erecruitment.environment.gov.za/>
- CLOSING DATE** : 11 August 2026
- NOTE** : Interested applicants must submit their applications via the above link. Applicant must ensure that they complete all sections on the online Z83 and attached a detailed CV with at least three (3) contactable references. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. Shortlisted candidates will be required to submit certified copies of qualifications, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG) prior to appointment. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme>. Furthermore, Shortlisted candidates must provide proof of successful completion of the course. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Following the interview and technical assessment for all SMS posts, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency-based assessments. Persons appointed will be subjected to a security clearance, the signing of performance agreement and employment contract. The Department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. By submitting the employment application form, you agree and consent in terms of Section 11(1) of the Protection of Personal Information Act (POPIA), 2013 (Act 4 of 2013), for your personal information which you provide to the DFFE to being processed by the department and its employees, agents, Cabinet committees, and subcontractors for recruitment purposes, in accordance with the POPIA of 2013.

OTHER POSTS

- POST 26/68** : **SENIOR HUMAN RESOURCE PRACTITIONER: RECRUITMENT AND SELECTION REF NO: CMS26/2026**
- SALARY** : R413 001 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : National Diploma (NQF 6) in Human Resource Management or relevant qualification within the related field as recognized by SAQA. A minimum of two (2) years' proven experience in the field of Human Resources Management, with a specific focus on Recruitment, Selection and Appointments. Candidates must be in possession of PERSAL introduction

		Certificate. Knowledge of the recruitment and selection processes. Ability to interpret policies and directives on HR matters. Skills in formulating and writing reports. Ability to plan and organise the activities of the division. Good understanding and functional knowledge of the Public Service Act, Public Service Regulations, OSD Framework, Basic Conditions of Employment Act and Employment Equity Act. Experience in the use of PERSAL System. Supervisory skills. Good communication (verbal and written), stakeholder liaison, organising and planning skills. Good analytical thinking, innovation, and creative skills. Good computer literacy and use of standard packages. Ability to work long hours and under pressure. Ability to work independently and in a team.
<u>DUTIES</u>	:	Provide support, coordinate, and facilitate effective recruitment, shortlisting and interviewing of competent human resources and ensure compliance with all the relevant legislation and policy framework. Compile and draft adverts in line with Job Description and in accordance with the relevant legislative framework. Advertise vacant posts in the relevant media. Ensure proper management of applications. Verify captured applications and do quality control. Serve as technical advisor during shortlisting and interviewing process. Support effective Personnel Suitability Checks and placement of employees on PERSAL. Provide advice on all HR related matters. Provide support in the development and implementation of the Department recruitment policies. Develop, refine and maintain databases, reports on Recruitment, Selection and Placement. Provide overall supervision and guidance to staff.
<u>ENQUIRIES</u>	:	Ms P Diphaha, Email: PDiphaha@dfpe.gov.za
<u>POST 26/69</u>	:	<u>HUMAN RESOURCE OFFICER: RECRUITMENT AND SELECTION REF NO: CMS27/2026</u>
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Grade 12 (NQF4) as recognized by SAQA. Post-matric qualification and experience in Recruitment, Selection and Appointments will be an added advantage. knowledge of Public Service Act, Public Service Regulations, Labour Relations Act, Basic Conditions of Employment Act and Employment Equity Act. Good communication (verbal and written), interpersonal, organising and planning skills. Good analytical thinking, innovation, and creative skills. Good computer literacy. Ability to work independently and in a team. Ability to interpret policies and directives on HR matters. Ability to plan and organise the activities of the division. Ability to work long hours and under pressure.
<u>DUTIES</u>	:	Render recruitment, selection, and appointments support. Administer job applications. Provide support with the coordination and processing of appointment documents. Serve as technical advisor during shortlisting and interviewing process. Support effective Personnel Suitability Checks and administer and process placement of employees on PERSAL. Provide advice on all HR related matters.
<u>ENQUIRIES</u>	:	Ms P Diphaha, Email: PDiphaha@dfpe.gov.za

DEPARTMENT OF HEALTH

It is the Department's intension to promote equity (race, gender and disability) through the filing 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>APPLICATIONS</u>	:	The Director-General, National Department of Health, Private Bag X399, Pretoria. 0001. Hand delivered application may be submitted at Reception (Brown Application Box), Dr AB Xuma Building, 1112 Voortrekker Rd, Pretoria Townlands 351-JR or should be forwarded to recruitment@health.gov.za quoting the reference number on the subject e-mail.
<u>FOR ATTENTION</u>	:	Ms M Shitiba
<u>CLOSING DATE</u>	:	11 August 2026
<u>NOTE</u>	:	All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. All shortlisted candidates, including 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 for SMS posts, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment batteries. Applications should be submitted on the new Z83 form obtainable from any Public Service department and should be accompanied by a CV only (previous experience must be comprehensively detailed). The Z83 must be fully completed (in line with DPSA Practice note), failure to comply will automatically disqualify the applicant. Applicants are not required to submit copies of qualification and other relevant documents on application. Certified copies of qualifications and other relevant documents will be requested prior to the final selection phase. Applications should be on one PDF format (If emailed). Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). 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 fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.

MANAGEMENT ECHELON

<u>POST 26/70</u>	:	<u>DIRECTOR: DEVELOPMENT COOPERATION REF NO: NDOH 61/2026</u> Chief Directorate: International Health and Development
<u>SALARY</u>	:	R1 317 384 per annum, (an all-inclusive remuneration package), (basic salary consists of 70% of total package, the State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion]. The flexible portion of the package can be structured according to the Senior Management Service guidelines.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Grade 12 certificate and NQF 7 qualification in International Relations Diplomacy / Social Sciences / Public Health and/or Health Sciences. NQF 8 qualification of the above will be an advantage. At least five (5) years' experience at middle/senior management level in international negotiations and partnership management, resource mobilization and donor coordination.

		Knowledge of Public Service policies, regulations and procedures, international relations and foreign policy frameworks. Knowledge of global health diplomacy and international health systems as well as development cooperation and ODA management. Global health trends and multilateral systems. Good communication (verbal and written), strategic leadership and policy development, programme and project management, financial, change and knowledge management, service delivery innovation, people management and empowerment, high-level of negotiation and diplomacy, stakeholder engagement and partnership management and decision-making skills. A valid driver's license. SMS pre-entry Certificate is required for appointment finalization.
<u>DUTIES</u>	:	Provide strategic leadership and development cooperation. Develop and implement strategies to promote South Africa's international health development agenda. Establish and strengthen bilateral, trilateral and multilateral partnerships with international stakeholders. Manage and mobilise official development assistance (ODA) resource for health sector in South Africa. Lead the development of funding proposals, agreements, and partnership frameworks. Coordinate the implementation of donor-funded programme at national and provincial levels. Ensure effective, monitoring and reporting of donor funds in line with regulatory requirements. Coordinate, evaluate and monitor development cooperation framework and project. Ensure alignment and integration across national, provincial and regional health programmes. Compile strategic and operational reports for executive management and stakeholders. Manage resources and financial. Provide leadership, mentorship and performance management to staff. Ensure sound financial management and accountability of allocated budget. Develop and implement risk management plans within the directorate. Respond to audit findings and implement corrective measures. Strengthen governance systems and internal controls.
<u>ENQUIRIES</u>	:	Ms T Mnisi Tel No: (012) 395 8830

OTHER POSTS

<u>POST 26/71</u>	:	<u>DEPUTY DIRECTOR: HEALTH PROMOTION REF NO: NDOH 62/2026</u> Chief-Directorate: Health Promotion, Nutrition & Oral Health
<u>SALARY</u>	:	R932 292 per annum, (an all-inclusive remuneration package), (basic salary consists of 70% or 75% of total package, salary package will be structured according to Middle Management Service guidelines.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 certificate and NQF 7 undergraduate qualification in Health Sciences / Social Sciences / Health Promotion and/or Nursing qualification as recognized by SAQA. At least three (3) years' experience as an Assistant Director in health promotion / disease prevention / healthy lifestyle promotion / communicable diseases / non-communicable diseases / public health and/or related programmes. Knowledge of relevant Acts, regulations and policies within the Department of Health related to health promotion and disease prevention. Understanding of health promotion principles, behaviour change approaches and social, economic, environmental and commercial determinants of health. Knowledge of South Africa's health system structure and public health service delivery models. Understanding of interventions related to healthy eating, physical activity, tobacco control, reduction of harmful alcohol use, mental wellbeing promotion, communicable disease prevention and other public health priorities. Knowledge of public health programme planning, implementation, monitoring and evaluation systems, as well as policy, strategy, guideline and training material development and review processes. Principles of management and people management. Good technical and analytical thinking, communication (verbal and written), presentation, facilitation, organisational, planning, conflict resolution, project management and computer (MS package) skills. Ability to work independently and as part of a team. A valid driver's license.
<u>DUTIES</u>	:	Develop National guidelines, framework, strategies and tools for the implementation of HLS programme. Coordinate and provide technical guidance for the development and review of healthy lifestyle policies, norms and standards, strategies and guidelines. Facilitate alignment with WHO recommendations, national health priorities and relevant legislative frameworks. Manage stakeholder consultation processes to validate technical documents and interventions. Provide technical support to provinces for implementation of healthy lifestyle interventions and programmes. Coordinate

and support the development and dissemination of implementation tools, communication materials and training packages. Conduct support visits to monitor and evaluate implementation of healthy lifestyle programmes and compliance with national guidelines and standards. Coordinate implementation, monitoring and reporting of national healthy lifestyle interventions and programmes. Monitor programme performance, implementation progress and utilisation of resources to ensure achievement of programme targets. Identify implementation challenges, risks and gaps, and facilitate corrective actions and continuous programme improvement. Compile reports on programme performance and implementation outcomes to inform planning and decision making. Provide technical support to internal and external stakeholders for the implementation of HLS programme. Facilitate establishment and strengthening of intersectoral collaboration mechanisms to support implementation of healthy lifestyle interventions. Represent the department in relevant technical forums and committees. Manage resources and audit risks. Manage human and operational resources. Sign performance agreements of ASDs and PDPs as well as conduct mid-year and annual performance reviews. Respond to audit queries.

ENQUIRIES	:	Mr. N Mudzanani Tel No: (012) 395 8740
POST 26/72	:	<u>DEPUTY DIRECTOR: HEALTH INTERNATIONAL STRATEGIC PROGRAMME (HISP) REF NO: NDOH 56/2026</u> Chief-Directorate: Human Resources for Health Re-advert, applicants who previously applied need to re-apply.
SALARY	:	R932 292 per annum, (an all-inclusive remuneration package), (basic salary consists of 70% or 75% of total package, salary package will be structured according to Middle Management Service guidelines.
CENTRE	:	Pretoria
REQUIREMENTS	:	A Grade 12 certificate and NQF 7 qualification in Health / Social Sciences. A postgraduate NQF 8 in the same fields will be an advantage. At least three (3) years' experience at an Assistant Director or equivalent level in strategy and planning environment. Experience should include working with international organisations and or partners in the implementation of health programmes. Knowledge of the Public Service Legislation including but not limited to the Health Act. Knowledge and understanding of National Health Act and the South African Health System, as well as government planning and policy development practices/processes and methodologies. Research management including project and funding proposal writing. Knowledge of writing terms of preference and concept documents as well as data and information analysis. Good communication (verbal and written), analytical, project and research management, networking and stakeholder management, strategic and operational planning, advocacy and presentation, problem solving and decision making, financial management and computer (MS package) skills. Ability to work independently and as part of a team. A valid driver's license.
DUTIES	:	Coordinate Human Resources Interventions and facilitate technical input on International Health programmes such as implementation of the SADC HRH Strategy, National Action Plan for Health Security (NAPHS) for compliance with International Health Regulations. Provide succinct briefings on key strategic issues in the health workforce area to inform International Health discussions and interventions. Develop and formulate substantive project proposals for building capacity in the HR for health sector. Development, monitoring and evaluation of implementation of the HRH (Human Resource for Health) strategy and plan at all levels of the health system. Identify, analyse and facilitate long-term modelling of the sector skill requirements, accounting for trends in regulations, technology, demographics, etc. to meet strategic sector and organizational objectives. Coordinate and support health workforce planning across provinces. Engage provinces on the National HRH Strategy in support of its implementation or development. Coordinate and facilitate meetings, workshops and presentations to stakeholders. Strengthen of HRH workforce planning capability at all levels of the health system. Facilitate the development of a locus of health workforce planning expertise and resources for the health system. Manage projects aimed at ensuring HRH readiness and availability for emergency preparedness. Oversee the implementation of the disaster/emergency HRH readiness plan including ensuring capability and mechanism for implementing business continuity measures. Management of the sub-directorate. Manage resources (financial

		and human) allocated to the sub-directorate, including undertaking financial and human resource planning. Prepare different types of reports, briefing documents, terms of reference etc. as and when required on the work of the sub-directorate.
<u>ENQUIRIES</u>	:	Ms. G Buthelezi Tel No: (012) 395 8706
<u>POST 26/73</u>	:	<u>DEPUTY DIRECTOR: COMMUNITY HEALTH WORKERS REF NO: NDOH 57/2026</u>
<u>SALARY</u>	:	R932 292 per annum, (an all-inclusive remuneration package), (basic salary consists of 70% or 75% of total package). The flexible portion of the package can be structured according to Middle Management Service guidelines.
<u>CENTRE</u>	:	Directorate: Human Resource for Health, Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 certificate and NQF 7 qualification in Health Sciences as recognized by SAQA. A qualification in training or development will be an advantage. At least three (3) years' appropriate experience in primary health care as Assistant Director or equivalent level. Knowledge of primary health care and rural service management, community-health worker programme, training and development legal prescripts and health promotion strategies. Good communication (verbal and written) and information management, leadership and management, project management, problem solving and decision making, planning, organization, interpersonal, analytical, liaison and coordination, presentation and facilitation and computer (MS Office package) skills. Ability to work under pressure, independently whilst integrating tasks with team members and willingness to travel and work irregular hours. Valid driver's license.
<u>DUTIES</u>	:	Facilitate and ensure the development and implementation of a training programme for Community Health Workers. Assist in designing, implementing, and monitoring community health programs focused on improving public health outcomes. Develop policies, analyse and review existing Community Health Workers policies and guidelines in line with the primary health care reengineering model. Assist provinces with business and operational plans. Ensure that community health programs align with national health policies and strategies. Regularly assess the performance of community health workers, providing feedback and identifying areas for improvement. Manage the development and implementation of HRH policies and guidelines aimed at facilitating introduction of new health worker categories in the health system. Establish and maintain relationships with stakeholders, including establishing a system for managing information on training of community health workers. Monitoring and evaluation data on health programs under the sub-directorate, assessing their impact on the community and ensuring that goals and objectives are met.
<u>ENQUIRIES</u>	:	Ms G Buthelezi Tel No: (012) 395 8706
<u>POST 26/74</u>	:	<u>ASSISTANT DIRECTOR: ADMINISTRATION REF NO: NDOH 64/2026</u> Chief Directorate: Human Resources for Health
<u>SALARY</u>	:	R487 197 per annum, (plus competitive benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Grade 12 (NQF 4) certificate and NQF 6 qualification in Management / Office Administration / Office Management/ Public Management / Public Administration / Business Management or Business Administration as recognized by SAQA. At least three (3) years' experience in office administration and financial management at supervisory level. Knowledge of the Public Service Regulations and Public Service Act. Sound understanding of financial policies as guided by Treasury Regulations. Good communication (verbal and written), planning, organizing, interpersonal, problem solving and decision making, liaison and coordination, analytical, project management and computer skills (MS Office package). Ability to work independently and under pressure. Ability to co-ordinate with other units of the Department. A valid driver's license.
<u>DUTIES</u>	:	Provide administrative support to the Chief Directorate. Plan, organise and control administrative activities pertaining to the Chief Directorate. Manage the flow of documents within the Chief Directorate. Ensure efficient flow of information between the Chief Directorate and the entire department. Administer the finances of the Chief Directorate. Co-ordinate procurement activities and assist with MTEF submissions. Provide secretariat support to the Chief Directorate and National Human Resource Committee (NHRC). Ensure proper co-ordination of meetings and ensure timeous submission of

		minutes and agenda. Management of human and physical resources. Ensure proper control of leave records, asset register, procurement of assets/equipment etc.
ENQUIRIES	:	Ms. A Malahlela Tel No: (012) 395 8755
POST 26/75	:	<u>ASSISTANT DIRECTOR: ADMINISTRATION – NON COMMUNICABLE DISEASES REF NO: NDOH 58/2026</u> Chief-Directorate: Non-Communicable Diseases
SALARY	:	R487 197 per annum, plus competitive benefits
CENTRE	:	Pretoria
REQUIREMENTS	:	A Grade 12 certificate and NQF 6 qualification in Office Administration / Office Management / Public Management/Administration or Business Management / Administration. At least three (3) years' experience as a supervisor on (salary level 8) in Office Administration. Understanding the application of Government and Departmental policies, understanding financial policies as guided by Treasury Regulations. Knowledge of applicable protocols, Public Services Regulations as well as strategic capability and leadership. Good communication (verbal and written), interpersonal, project management and computer (Microsoft package) skills. Ability to work under pressure, independently and with a team. A valid driver's license.
DUTIES	:	Provide administrative support to the chief directorate. Plan, organise and control administrative activities. Consolidate quarterly reports for submission to Strategic Planning unit. Manage the flow of documents. Ensure efficient flow of information between branch and the entire department and all documents are logged on according to the electronic document management system. Ensure that deadlines on submission are adhered to on Parliamentary matters. Administer the finances of the chief directorate. Co-ordinate procurement activities, assist with MTEF submissions and involve in the planning of the budget. Provide secretariat support to the cluster. Ensure proper co-ordination of meetings, timeous submission of minutes and agenda. Management of human and physical resources. Coordinate the procurement activities, consolidate HR reports and ensure proper control of leave, asset register and procurement of assets/equipment.
ENQUIRIES	:	Ms C Mongale Tel No: (012) 395 8044
POST 26/76	:	<u>SENIOR ADMINISTRATIVE OFFICER REF NO: NDOH 59/2026</u> Directorate: Head International Health Development
SALARY	:	R413 001 per annum, (plus competitive benefits)
CENTRE	:	Pretoria
REQUIREMENTS	:	Grade 12 certificate (NQF4) and National Diploma (NQF 6) in Office Administration, Public Administration or Business Administration / Administration / Office Management, Public Management or Business Management. At least three (3) years' experience at supervisory level in the field of Administration. Knowledge of departmental procedures with regard to finances and budgeting. Sound and in-depth knowledge of relevant prescripts and application of human resources as well as understanding of the legislative framework governing the Public Service. Knowledge of Public finance Management Act and Treasury Regulations, LOGIS and PERSAL systems. Good communication (verbal and written), problem solving, analytical, planning, organizing and computer skills (MS Office package). Ability to work independently and with a team. A valid driver's license.
DUTIES	:	Control of documentation within the Directorate. Manages the mail register, receiving, registering and disseminating of documents to the relevant people. Ensure the processing of the telephone queries. Administer human resources management functions. Prepare submissions on vacant posts and appointment of staff. Arrange interview sessions. Maintain leave register and ensure that all leave taken is recorded, checked and that leave application forms are submitted to Human Resources for capturing on PERSAL. Administer the Cluster's budget. Compile expenditure reports. Assist in the allocation of budget to activities in the operation plan. Ensure the maintenance of filing system. File all unit documents, ensure safekeeping of information and documentations. Ensure the arrangement of meetings, workshops, functions and accommodation and travel for official. Placement of orders and administer payments for workshops, catering, conferences and departmental entertainment. Liaising with travelling agencies for enquiries. Ensure and provide logistical support to the Directorate. Ensure adequate

		provision of stationery for the Chief Directorate's office. Coordinate the procurement of stationery and computer consumables. Ms K Britz Tel No: (012) 395 9681
ENQUIRIES	:	
POST 26/77	:	<u>SENIOR ADMINISTRATIVE OFFICER REF NO: NDOH 60/2026</u> Chief-Directorate: HIV AIDS & STIs
SALARY	:	R413 001 per annum, (plus competitive benefits)
CENTRE	:	Pretoria
REQUIREMENTS	:	Grade 12 certificate (NQF4) and National Diploma (NQF 6) in Management / Office Administration/Office Management/Public Management/Public Administration/ Business Management/Business Administration as recognized by SAQA. At least three (3) years' experience in the field of Administration. Knowledge of departmental procedures with regard to finances, budgeting and procurement. Sound and in-depth knowledge of relevant prescripts and application of human resources as well as understanding of the legislative framework governing the Public Service. Knowledge of Public finance Management Act and Treasury Regulations and of LOGIS system and POPIA Act. Good communication (verbal and written), problem solving, analytical, planning, organizing, telephone etiquette, secretarial, basic financial and budget management, and computer skills (MS Office package). Ability to work independently and with a team. A valid driver's license.
DUTIES	:	Control of documentation within the Chief Directorate. Prepare Chief Directorate MANCO meetings. Manages the mail register, receiving, registering and disseminating of documents to the relevant people. Ensure the processing of the telephone queries. Administer human resources management functions. Prepare submissions on vacant posts and appointment of staff. Arrange interview sessions. Maintain leave register and ensure that all leave taken is recorded, checked and that leave application forms are submitted to Human Resources for capturing on PERSAL. Administer the Directorate's budget. Compile expenditure reports. Assist in the allocation of budget to activities in the operation plan. Ensure the maintenance of filing system. File all unit documents, ensure safekeeping of information and documentations. Ensure the arrangement of meetings, workshops, functions and accommodation and travel for official. Placement of orders and administer payments for workshops, catering, conferences and departmental entertainment. Liaising with travelling agencies for enquiries. Ensure and provide logistical support to the Directorate. Ensure adequate provision of stationery for the Chief Directorate's office. Coordinate the procurement of stationery and computer consumables. Ms G.C Shabangu Tel No: (012) 395 9157
ENQUIRIES	:	
POST 26/78	:	<u>PHYSICAL CONTROL SECURITY OFFICER REF NO: NDOH 65/2026</u> Directorate: Security Services.
SALARY	:	R413 001 per annum, (plus competitive benefits)
CENTRE	:	Pretoria
REQUIREMENTS	:	Grade 12 certificate (NQF4) and National Diploma (NQF 6) qualification in Security Management/ Policing or Security Risk Management as recognized by SAQA. Grade A PSIRA certificates. At least three (3) years' experience in security services. Supervisory experience will be an advantage. Knowledge of Minimum Information Security Standard and other departmental policies/ guidelines and procedural. Knowledge of Financial Management for Managers and departmental computerized ordering system (LOGIS and Doctrack System). Knowledge of general investigation functions and security policy. Knowledge of contingency plan with regards to emergency. Knowledge of Occupational Health and Safety Act 85 of 1993, Criminal Procedure Act and government legislation. Good communication (verbal and written), planning, organization, decision making, people management, investigation, presentation, interpersonal relations, conflict management and computer skills (MS Office package). Ability to work independently and under pressure, as well as in a team. A valid driver's license.
DUTIES	:	Conduct preliminary investigation before registering a file/case docket. Gather, verify, and coordinate information and documentation required for security investigations. Coordinate and liaise with internal and external stakeholders. Liaise with internal stakeholders on criminal cases, security breaches, losses, fraud, corruption, and misconduct within the Department. Coordinate and monitor operational and physical security. Maintain and

		safeguard confidential security files, reports, and case dockets in accordance with approved security protocols. Supervise the implementation of key control measures and ensure compliance with departmental key control procedures. Manage resources and audit queries. Creating of security registers for operational and physical security for access control measures. Administration of human resources matters and other tasks assigned by supervisor. Coordinate leave management processes and maintain leave plans for security personnel.
<u>ENQUIRIES</u>	:	Dr T Nghonyama Tel No: (012) 395 8746
<u>POST 26/79</u>	:	<u>SECRETARY REF NO: NDOH 63/2026</u> Directorate: Human Resources Information System
<u>SALARY</u>	:	R237 453 per annum, (plus competitive benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 (NQF 4) with typing as a subject or any other training course/ qualification that will enable the person to perform the work satisfactorily. NQF 5 in Office Management/Administration / Management Assistant and/or Secretarial Diploma will be an advantage. Knowledge and experience in general office and provisioning administration. Knowledge and experience in Microsoft office and knowledge of departmental procedures regarding finances and budgeting. Good telephone etiquette, computer literacy, organisational and planning, basic financial administration, high level of reliability and good communication (written and verbal) skills.
<u>DUTIES</u>	:	Provides a secretarial/ receptionist support service manager: Receives telephones calls and refers calls to the correct role players if not meant for the relevant manager. Provides a clerical support service to manager. Liaise with travel agencies to make travel arrangements and checks arrangements when the relevant documents are received. Remains up to date with regard to prescripts/ policies and procedures applicable to his/ her work terrain. Studies the relevant public service and departmental prescripts/ policies and other documents to ensure that the application thereof is understood properly.
<u>ENQUIRIES</u>	:	Mr V Khanyile Tel No: (012) 395 8705
<u>POST 26/80</u>	:	<u>SUPPLY CHAIN CLERK (PRODUCTION) REF NO: NDOH 66/2026</u>
<u>SALARY</u>	:	R237 453 per annum, (plus competitive benefits)
<u>CENTRE</u>	:	Directorate: Supply chain Management. Pretoria
<u>REQUIREMENTS</u>	:	Grade 12 certificate (NQF4). National Diploma (NQF 6) qualification in Supply Chain Management/Logistics or Finance will be an advantage. Experience of at least one (1) year in working with payment of invoices will be an added advantage. Knowledge of governments supplier payment processes. Good communication (verbal and written) and computer skills (MS Office package). Able to work under pressure.
<u>DUTIES</u>	:	Preparation of documents for payment and loading them on ITS. Receive invoices from the Supervisor, date stamp date received, verify correctness and validity then load on ITS. Printing of approved invoices from ITS and ensuring that the invoices are captured on LOGIS. Immediately respond to any notifications that Line Functionaries confirmed delivery of goods or services relating to payments allocated. Capture payments on LOGIS. Verify the correctness of invoices approved against approvals and orders as well as bank details. Handle payment enquiries. Provide timely feedback to suppliers and or officials relating to the status of payments.
<u>ENQUIRIES</u>	:	Ms J Jekwa Tel No: (012) 395 9332

**DEPARTMENT: HIGHER EDUCATION AND TRAINING
(Western Coast TVET College)**

<u>APPLICATIONS</u>	:	Please log on to www.westcoastcollege.co.za register and apply online
<u>CLOSING DATE</u>	:	07 August 2026
<u>NOTE</u>	:	Please click on the vacancies tab, fully complete the online Z83 application form, and attach a recently updated detailed CV with (years of experience, the start and the end date, the duties and three contactable references with email addresses for the previous and current employers). Failure to sign, date and not fully complete the Z83 form will result in your application not being considered. Applicants must submit Z83 and CV only, all other documents / proof will be submitted by shortlisted candidates. A separate application must be submitted for each post for which you are applying. Late applications (received after the closing date and time) will not be considered. Only shortlisted candidates will be required to submit certified copies of qualification and other relevant documents to College Human Resources Management Administration Unit on or before the day of the interview. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). The employer is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender, and disability) in the Department through the filling of the post(s) with a candidate whose appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Employer reserves the right not to make an appointment, to withdraw, and / or amend the adverts for the post(s) and retains the right not to fill the posts as determined by the Director - General or the delegated authority. Where applicable, candidates will be subjected to a skills test. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 60 days of the closing date should consider their application 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.

OTHER POSTS

<u>POST 26/81</u>	:	<u>ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO: WCTVETC 1/3/0033</u> Contract: Permanent
<u>SALARY</u>	:	R487 197 per annum (Level 09), plus benefits as applicable in the Public Service
<u>CENTRE</u>	:	Central Office, Malmesbury
<u>REQUIREMENTS</u>	:	Matric / Grade 12 plus a recognised 4-years Degree (NQF Level 7) in Financial Management. Minimum of three (3) to five (5) years' experience in Financial Management environment of which 3 years' must be supervisory experience. A valid driver's licence compulsory. Proficient in Microsoft Office. Completed articles will be advantageous. Knowledge and understanding of Public Finance Management Act (PFMA); CET Act; Treasury Regulations; Public Service Regulations; Public Service Act and the National Student financial Aid Scheme and related legislation. Knowledge of Financial Management Systems. Strategic project management skills. Extensive knowledge of government decision-making and delegation of powers processes. Excellent computer software skills. Budget forecasting and management skills. Problem-solving and decision-making skills. Analytical thinking and report writing skills. Time management skills; Verbal and written communication skills. Presentation skills; Administration skills, decision-making skills, problem-solving. Ability to operate under pressure, highly motivated. Interpersonal skills. Supervisory skills.
<u>DUTIES</u>	:	Coordinate, review, analyse and quality assure the financial information for planning purposes. Oversee financial reporting for the college and support the Deputy Principal: Finance with regards to the compilation of Annual Financial Statements and Monthly Reports. Review monthly reconciliations

and perform financial reporting duties to internal and external parties. Support the Deputy Principal: Finance with the compilation of quarterly reports to Council. Monitor the internal controls in the Finance Division and ensure adherence to controls throughout the college. Liaise with internal and external auditors and provide access to documentation. Support the Deputy Principal: Finance in the management of the units within the Finance Department. Assist the Deputy Principal: Finance in ensuring self-sustainability, proper accounting records and daily accounting discipline among staff. Ensure effective supervision of staff for efficient financial accounting services. Develop, implement and monitor work systems and processes to ensure efficient and effective functioning.

ENQUIRIES

: Ms A. Arosi Tel No: (022) 482 1143

POST 26/82

: **HUMAN RESOURCES MANAGEMENT AND DEVELOPMENT REF NO: WCTVET 1/2/0006**

Contract: Permanent

Re-advert, candidates that have previously applied can re- apply

SALARY

: R487 197 per annum (Level 09), plus benefits as applicable in the Public Service

CENTRE

: Central Office: Malmesbury

REQUIREMENTS

: Matric /Grade 12 plus a recognised 3- years' National Diploma in Human Resources Management or a 4 - years' Degree. A minimum of 5 years in Human Resource Management environment of which three (03) years should be management experience. A Post Degree qualification will be an added advantage. PERSAL Certificates. Proof of computer literacy & qualifications in MS Software applications such as Word, Excel, PowerPoint & Outlook. Proof of current and previous work experience endorsed by Human Resource (Not certificate of service). Valid Driver's license. Knowledge of Public Services legislations and policies related to Human Resource Management. Knowledge and understanding of the TVET/ CET Administration. Knowledge and understanding of the Higher Education sector. Knowledge of PERSAL and Job Evaluation. In-depth knowledge of BCEA, LRA, EEA, COIDA, OHSA, employee wellness and benefits. Excellent understanding of HR Risk and Compliance Knowledge of CCMA/Labour Court/Bargaining processes.

DUTIES

: Oversee Human Resource Management and Administration services - Render conditions of services (Leave, Housing, Medical, Injury on duty, Long service recognition, overtime, relocation, pensions, transfers, allowances etc.); Oversee the recruitment and selection processes as per departmental delegation (advert, shortlisting, interviews, security vetting, competency test, reference check, verification of qualifications) are coordinated within the stipulated timelines); Management of HR Personnel records. Oversee Human Resource Development services - Render Bursaries administration; Render Internship and Work Integrated Learning (WIL); Conduct Induction; Coordinate and facilitate the Training interventions. Develop and implement Workplace Skills Plan (WSP); Administration of Performance Management and Development Systems (PMDS) and Integrated Quality Management System (IQMS). Coordinate and facilitate Organizational Development, services - Coordinate the design, review and implementation of the college organizational structure; Facilitate the development of Job Descriptions; Coordinate the Job Evaluation of posts/jobs and submit to Head Office; Conduct work-study and business process re-engineering; Facilitate change management and organizational transformation services. Coordinate and facilitate Human Resource Planning (HRP) and Employment Equity (EE) services - Coordinate, develop, review, implement and monitor the college HR plan; Submit college HR plan to Regional and Head Office for integration of the departmental plan; Coordinate, develop, review, implement and monitor the college EE plan; Submit college EE plan to Regional and Head Office for integration of the departmental plan; Employment Equity (EE) data for submission to Regional and Head Office; Ensure the implementation of HR and EE Plan. Provide Employee Health and Wellness (EHW) services - Implement wellness programmes and service for the college; Coordinate and manage HIV, AIDS, STI and TB services; Coordinate and manage health productivity programmes; Implement health and safety working environment programmes; Promotion of sport activities to encourage physical fitness and healthy lifestyle. Develop and implement Human Resource policies and manuals. Management of all Human, Financial, and other resources of the unit. Advanced skill: Administrative; Planning and organising; Financial management; Report writing, Communication and interpersonal; Problem

solving; Computer literacy; Analytical; Client oriented; Project management; Team leadership; People management. Labour Relations Management - Provide advisory services on all employee relations policies, procedures, strategies, agreements, and legislation. Conduct daily employee relations operations specifically in the areas of disciplinary hearing, grievances, absenteeism, performance improvement and collective bargaining; Partner with management in driving fair labour relations within the business Represent the company in dispute resolution process including mediation, arbitration and negotiation; Partner with management in driving fair labour relations within the business Values/ attributes - Client service focus; Integrity; Committed; Proactive and loyal.

ENQUIRIES

:

Ms A. Arosi Tel No: (022) 482 1143

DEPARTMENT OF HOME AFFAIRS

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



CLOSING DATE
NOTE

: 07 August 2026

: 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 is a merit-based, equal opportunity and affirmative action employer. In line with its commitment to promoting representivity, in the filling of entry-level positions preference may be given to locally based candidates on grounds of affordability as well as to (unemployed) youth and the DHA's interns and learners who have successfully completed their respective skills development programmes. In the filling of all posts, preference may be afforded to persons with disabilities, and in respect of SMS-level posts, to women. Persons falling in these categories and who meet the post requirements are preferred. The DHA complies with the Protection of Personal Information Act, 2013 (Act No. 4 of 2013). Applicants' personal information will be used for recruitment purposes, retained where required for audit, and safeguarded against unauthorised disclosure, except where legally required. Submission of an application constitutes consent to such processing.

OTHER POSTS

POST 26/83

: **LOCAL OFFICE MANAGER REF NO: HRMC 54/26/1**

SALARY

: R1 101 468 - R1 297 476 per annum (Level 12), (A basic salary)

CENTRE

: Free-State: Large Office: Bloemfontein

REQUIREMENTS

: An undergraduate qualification in Public Management, Public Administration, Operations, Business Management, Management, Administration, Law or Social Science within these specified fields of study at NQF level 6 as

recognized by SAQA. 3 Years' experience at a Junior Management / Assistant Director level in Operations in a client or customer services environment. Experience in Civic or Immigration Operations will be an added advantage. Knowledge of South African Constitution. Knowledge and understanding of all relevant public service and Departmental Legislative Frameworks, as well as Government Structures. Excellent abilities and experience in project management, project optimization and use of online systems. Knowledge of National Treasury Regulations and Public Finance Management Act. Knowledge of Human Resources Regulatory Framework and Occupational Health and Safety Act. Knowledge of South African Constitution. Knowledge of workflow and capacity planning. Knowledge of Batho Pele Principles. Knowledge of Minimum Information Security Standards (MISS), Promotion of Administrative Justice Act (PAJA) and Promotion of Access to Information Act (PAIA). A valid drivers' license. Willingness to travel and work extended hours. Required skills and competencies: Strong Management and Leadership capability. Service delivery innovation, client orientation and customer focus. People management and empowerment. Financial Management. Program and project management. Change management. Ability to instil appropriate processes and systems, as well as enabling technology, to support the Department in efficiently and effectively managing the required work. Support digital transformation. Excellent verbal and written communication, as well as report writing and presentation skills. Problem-solving and analysis. Policy interpretation. Risk Management. Influencing, networking, conflict management and negotiation skills. Knowledge and Information Management. Decision making and initiating action. Planning, organising and time management. Computer literacy. Patriotism, Honesty and Integrity.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: Manage the overall operations and performance of the Office against agreed service delivery standards. Provide advice and guidance on operations of the Department at a Local Office level. Manage the provision of safe and secure enabling documents as it relates to citizenship, births, marriages, death, travel documents and passports. Ensure delivery against the mandates derived from the Government's Programme of Action (POA). Ensure effective management and oversight of the Local Office's Immigration Inspectorate activities. Foster effective partnerships with all stakeholders and represent the Office at various forums. Ensure the effective implementation of strategic objectives and innovation (digital transformation and case management solutions) in the Local Office. Coordinate and monitor delivery of the Local Office's operational plan against agreed timeframes and objectives. Implement governance processes, frameworks, policies, procedures and manage risks. Ensure effective and efficient management of human, physical and financial resources within the Local Office. Coach and guide staff on compliance with all regulatory requirements.

ENQUIRIES APPLICATIONS

: Free State: Ms V Molefe Tel No: (051) 430 0378
: 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: Free State: Physical Address: 41 Charlotte Maxeke Street, Bloemfontein, 9301.

POST 26/84

: **ASSISTANT DIRECTOR: IMMIGRATION SERVICES INSPECTORATE (X2 POSTS)**

SALARY CENTRE

: R605 742 - R713 535 per annum (Level 10), (an all-inclusive salary package)
: KwaZulu-Natal: Large Office: Uthungulu Ref No: HRMC 54/26/2a (X1 Post)
: Limpopo: Large Office: Thohoyandou Ref No: HRMC 54/26/2b (X1 Post)

REQUIREMENTS

: An undergraduate qualification in Law, Public Management, Public Administration, LLB, Policing, Criminology, Forensics, Paralegal, Criminal Justice at NQF level 6 as recognised by SAQA. A minimum of 3 years' supervisory experience in a law enforcement, Legal or Security environment is required. Knowledge of the Public Service Regulatory Framework. Knowledge of Refugee Act and Immigration Act. Knowledge and understanding of all Acts administered by the Department. Knowledge and understanding of Criminal Prosecution Act. Knowledge of International treaties. Knowledge of the South African Constitution. Knowledge of Human Resource Regulatory Framework. A valid driver's license (Code B/C1/C/EC1). Valid Public Driver Permit (PDP). Willingness to travel outside the borders and work extended hours. Required skills and competencies: Liaison and interpersonal skills. Problem Solving Skills. Customer orientation.

DUTIES

Planning and Organising. Strong Analytical Skills. Written and verbal communication. Diplomacy. Accountability. Conflict management and resolution. Analytical skills. Communication Skills. Computer Literacy. Patriotism, Honesty, Integrity and Accountability.

: The successful candidate will be responsible for, amongst others, the following specific tasks: Manage Inspectorate operations management within the Office/district. Provide advice and recommendation on immigration transgression cases to the office/region/district. Represent the department on security cluster forums. Ensure effective investigations of transgressions of the DHA legislation. Review quality management (investigation) reports and take corrective action where required and provide necessary support and leadership to immigration officials under his/her chain of command. Develop quality assurance and data quality strategies and actions. Monitor statistics of inspections/investigations within the office/district/Region. Analyse trends and communicate the information to the Office Manager. Advise the office manager, District Manager Operations and Provincial Manager on immigration matters. Liaise with Central law enforcement regarding priority and high profile cases, Liaise and provide support to Counter Corruption on cases that involve their mandate and immigration matters. Liaise with law enforcement agencies and other relevant stakeholders to ensure smooth and effective processing of cases identified in the Region Assistant Director: Immigration Services Inspectorate Page 3 of 8. Liaise with deportation unit to effect deportations and oversee the effective, humane and speedy deportation of cases from the office/district/region. Coordinate information and assist with regards to the investigation of issuing of temporary residence permits/permanent residence permits. Oversee Court cases involving the office/district/region. Provide effective oversight and management of Immigration functions within the office/district/region and Provide investigative support to Civic services. Develop and implementation of policies, procedures, directives, acts and regulations. Ensure effective risk and compliance management. Ensure effective and efficient management of human, physical and financial resources within the Unit. Coach and guide staff on best practices and compliance with regulatory requirements.

ENQUIRIES

: KwaZulu-Natal: Ms N Ngema Tel No: (033) 845 5003

Limpopo: Mr J Kgoale Tel No: (015) 287 2802

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

Limpopo: Physical Address: 89 Biccard Street, Polokwane, 0699

POST 26/85

: **ASSISTANT DIRECTOR: PHOTO CAPTURING REF NO: HRMC 54/26/3**
Directorate: Fingerprint Verification

SALARY

: R605 742 - R713 535 per annum (Level 10), (a basic salary)

CENTRE

: Head Office: Tshwane

REQUIREMENTS

: An undergraduate qualification in Operations Management, Public Management, Administration, Business Management, Administration or Social Science within these specified of study at an NQF level 6 as recognised by SAQA. 3 years' supervisory experience. Experience in Civic and Immigration Services. Experience in coordination of information gathering citizenship processes. Knowledge of Workflow planning and capacity planning. Knowledge of all Civic Services Regulations. Basic knowledge of the Immigration Act and Refugee Act. Extensive knowledge of the Public Finance Management Act (PFMA) and Treasury regulations. Knowledge of the South African Constitution. Understanding of departmental legislation and Human Resources legislation and prescripts. Knowledge of the South African Constitution Knowledge of the Public Service Regulations Act. Willingness to work extended hours. Required skills and competencies: Capability and Leadership. People management and empowerment. Expenditure Management. Project Management. Time Management. Accountability. Business Continuity. Decision Making. Business Analysis. Strong Communication. Interpersonal Skills. Conceptual Thinking Ability. Strong Analytical Skills. Client orientation and customer focus. Research skills. Strong problem solving. Proficiency in business process modelling. Presentation skills. Problem solving and analysis. Business report writing. Influencing and networking. Planning and organizing. Interpersonal skills. Technical Skills: Commercial Skills. Negotiation Skills. Document

DUTIES	:	management skills. Computer and digital literacy skills. Decision Making skills. Patriotic, Honesty, Integrity and Accountability.
	:	The successful candidate will be responsible for, amongst others, the following specific tasks: Manage daily operation of the photo capturing Unit. Coordinate the fingerprint capturing and processing of applications. Conduct on incoming and finalised work of senior fingerprint officers and fingerprint officers. Manage the processing of photographs, fingerprints and special functions in accordance with DHA guidelines and requirements. Manage effective activities within Preparations, HANIS and Special Tasks Sections. Monitor daily performance and take corrective action or escalate in accordance with DHA guidelines. Prepare monthly reports on the status and progress of various projects within the Section. Testify in a court of law on special cases regarding fingerprint and identification matters. Ensure that adequate training is provided to all fingerprint personnel. Ensure that all exceptional cases are investigated and resolved timeously. Commission the prepared Section 212 declarations for court cases. Participate in the process of developing training manuals for the fingerprint occupational class. Conduct feasibility study on best practices on improvement of services with regard to fingerprint related activities. Build and maintain relationship with various stakeholders (Internal and External). Participate in the formulation of policies concerning the pre-processing of Identity Documents. Implement effective risk and compliance in line with the relevant practices. Ensure effective and efficient management of human, physical and financial resources within the Unit. Coach and guide staff on best practices and compliance with regulatory requirements.
ENQUIRIES	:	Head Office: Ms R Masemola Tel No: (012) 406 4156
APPLICATIONS	:	Applications compliant with the "Directions to Applicants" above, must be submitted online at https://erecruitment.dha.gov.za or civicsrecruitment@dha.gov.za
POST 26/86	:	<u>CONTROL IMMIGRATION OFFICER: INSPECTORATE REF NO: HRMC 54/26/4</u>
SALARY	:	R413 001 - R486 501 per annum (Level 08), (a basic salary package)
CENTRE	:	KwaZulu-Natal: Large Office: Ethekwini
REQUIREMENTS	:	A qualification in Law, Public Management, Public Administration, Policing, Criminology, Forensics or Criminal Justice at NQF level 6 as recognized by SAQA. 2 Years' experience in a law enforcement environment. Knowledge of the Immigration Act, Refugees Act, Criminal Procedure Act, and relevant Regulations. Knowledge of International treaties. Knowledge and understanding of all relevant public service and Departmental Legislative Frameworks, as well as Government Structures. A valid drivers' license (Code C1) or C (Code 10). Valid Public Driver Permit (PDP). Willingness to travel including outside of the borders of South Africa. Work extended hours. Required skills and competencies: Service delivery innovation. Client orientation and customer focus. Excellent interpersonal skills. Problem solving and conflict management. Analytical skills. Planning, organising and time management. Good written and verbal communication skills. Report writing. Computer literacy. Patriotic, Honesty and Integrity.
DUTIES	:	The successful candidates will be responsible for, amongst others, the following specific tasks: Provide effective law enforcement, and monitoring of the investigation of illegal foreigners according to the Immigration Act No 13 of 2002. Supervise, administrate and enforce the detection, tracing, arrest and detention of illegal foreigners within the Country. Ensure effective investigation of cases involving smuggling of migrants, human trafficking and illegal mass production of enabling documents such as birth certificates, travel documents, permits, Visas, Identity documents and theft of face value documents. Assist in dealing with illegal migration facilitated by corruption and other high-profile cases. Appear and testify in court proceedings (both criminal and civil), as well as disciplinary enquiries on behalf of the Department. Monitor the process of the deportation of illegal foreigners out of the Country to their country of origin. Administrate and implement inspections in loco. Assist in the promotion of a climate in the Country that discourages illegal migration and ensures that illegal foreigners depart the Country either through deportation or voluntarily, in line with applicable Acts and Regulations. Monitor the influx of foreigners residing in the Country and ensure that they have legal documentation. Timeously liaise with all law enforcement agencies and other relevant institutions on the verification of the identity of foreigners who contravene the provisions of applicable Legislation.

		Administrate the arrest and deportation of illegal foreigners who are unwilling to leave the Country voluntarily, in a lawful manner. Assist in crime combatting operations with other law enforcement agencies. Participate in security cluster forums and case flow management meetings. Prepare reports and statistics as directed. Operate, maintain and safeguard the assigned heavy-duty vehicle as well as designated tools of trade, in accordance with relevant Departmental policy frameworks. Ensure the implementation of Departmental policies and procedures. Maintain relationships with various stakeholders (Internal and External). Ensure effective and efficient management of human, physical and financial resources within the Unit. Coach and guide staff on compliance with all regulatory requirements.
<u>ENQUIRIES</u>	:	KwaZulu-Natal: Ms N Ngema Tel No: (033) 845 5003
<u>APPLICATIONS</u>	:	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.
<u>POST 26/87</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER REF NO: HRMC 54/26/5</u>
<u>SALARY</u>	:	R413 001 - R486 501 per annum (Level 08), (a basic salary)
<u>CENTRE</u>	:	KwaZulu-Natal: Provincial Manager's Office: Pietermaritzburg
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Office Management and Technology, Business Management, Administration Management or a related field at NQF Level 6 as recognised by SAQA. A minimum of 2 years' experience as an Administrative Officer/ Chief Administration Clerk is required. Experience in the administration of office budgets is required. Knowledge of National Treasury Regulations. Extensive knowledge of various filing systems. Knowledge of the Public Finance Management Act (PFMA). Knowledge and Understanding of departmental Legislations and Prescripts. Knowledge of the Public Service Regulatory Framework. Knowledge of Supply Chain Management processes and procedures. Knowledge of the Human Resource Regulatory Framework. A valid drivers' license. Willingness to travel and work extended hours. Required skills and competencies: Problem Solving. Planning and organising. Planning and organising. Financial Administration. Analytical thinking. Verbal and Written Communication. Interpersonal. Customer Focus. Attention to Detail. Clerical and Administration. Multi-Tasking. Results and Achievement focus. Teamwork. Time Management. Computer literacy. Patriotic, Honesty, Integrity and Accountability.
<u>DUTIES</u>	:	The successful candidate will be responsible for, amongst others, the following specific tasks: Provide administrative support in the unit. Perform general administrative activities in support of the unit (travel, venues and accommodation arrangements). Ensure the administration of office correspondence, documents and reports (Compile letters, memorandums, submissions, reports and minutes for the unit). Ensure the maintenance of filing system for the unit. Compile financial and administration reports and documents. Ensure compilation of budget and cash flow projections. Convene and attend meetings and act as secretary during meetings. Ensure accurate Completion of subsistence claims. Keep track of all incoming work and ensure that all deadlines are met. Liaise with all stakeholders relevant to the unit. Ensure the flow of information and documents in the unit. Ensure that forms and documents related to claims, payments, invoices and consultant fees relevant to the unit are processed. Provide office administration services in the functional unit. Ensure innovation and service delivery within the Unit. Ensure the implementation of effective risk and compliance management practices. Ensure effective and efficient management of human, physical and financial resources within the Unit. Coach and guide staff on best practices and compliance with regulatory requirements.
<u>ENQUIRIES</u>	:	KwaZulu-Natal: Ms N Ngema Tel No: (033) 845 5003
<u>APPLICATIONS</u>	:	Applications compliant with the "Directions to Applicants" above, must be submitted online at https://erecruitment.dha.gov.za KwaZulu-Natal: Physical address: 181 Church Street, Pietermaritzburg, 3209.
<u>POST 26/88</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: FINANCE REF NO: HRMC 54/26/6</u>
<u>SALARY</u>	:	R413 001 - R486 501 per annum (Level 08), (a basic salary)
<u>CENTRE</u>	:	KwaZulu-Natal: Large Office: Uthungulu
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Financial Administration or related field at NQF Level 6 as recognised by SAQA. A minimum of 2 years' experience in

	Administrative Officer/ Chief Administration Clerk is required. Experience in administration of office budget is required. Knowledge of National Treasury Regulations. Knowledge of Public Finance Management Act (PFMA). Extensive knowledge of various filing systems. Knowledge and Understanding of departmental Legislations and Prescripts. Knowledge of the Public Service Regulatory Framework. Knowledge of Supply Chain Management process and procedures. Knowledge of Human Resource Regulatory Framework. A valid drivers' license. Willingness to travel and work extended hours. Required skills and competencies: Planning and organizing. Analytical thinking. Problem Solving. Financial Administration. Verbal and Written Communication. Planning and Skills. Interpersonal. Customer Focus. Attention to Detail. Clerical and Administration. Multi Tasking. Results and Achievement focus. Teamwork. Time Management. Computer literacy. Patriotic, Honesty, Integrity and Accountability.
<u>DUTIES</u>	: The successful candidate will be responsible for, amongst others, the following specific tasks: Coordinate and monitor the budget and administrative matters. Ensure compliance to policies and procedures for Budget management and control. Monitor implementation of expenditure and commitments against voted funds. Identify, recover and reporting all unauthorized, irregular and fruitless and wasteful expenditure. Coordinate and submit provincial inputs on Estimates of National Expenditure (ENE). Administer provincial adjustment Estimates including submissions regarding roll over funds, as well as other correspondence. Participate in budget planning as well as preparation of budget. Participate in the compilation of the Medium-Term Expenditure Framework and projections in the province. Maintain the Department Chart of Accounts at province. Monitor expenditure trends and reconciliation thereof against the budget and cash flow projections. Co-ordinate projections of anticipated expenditure & revenue. Facilitate the year end processes regarding budgetary management. Monitor revenue management processes. Monitor asset management in the Province. Ensure the implementation of effective risk and compliance management practices. Ensure effective and efficient management of human, physical and financial resources within the Unit. Coach and guide staff on best practices and compliance with regulatory requirements.
<u>ENQUIRIES APPLICATIONS</u>	: KwaZulu-Natal: Ms N Ngema Tel No: (033) 845 5003 : Applications compliant with the "Directions to Applicants" above, must be submitted online at https://erecruitment.dha.gov.za KwaZulu-Natal: Physical address: 181 Church Street, Pietermaritzburg, 3209.
<u>POST 26/89</u>	: <u>IMMIGRATION OFFICER: INSPECTORATE (X10 POSTS)</u>
<u>SALARY CENTRE</u>	: R280 278 - R330 162 per annum (Level 06), (a basic salary) : Kwa-Zulu Natal: Medium Office: Eshowe Ref No: HRMC 54/26/7a (X1 Post) Kwa-Zulu Natal: Large Office: Ethekwini Ref No: HRMC 54/26/7b (X3 Posts) Kwa-Zulu Natal: Medium Office: Ingwavuma Ref No: HRMC 54/26/7c (X1 Post) Kwa-Zulu Natal: Medium Office: Ixopo Ref No: HRMC 54/26/7d (X1 Post) Kwa-Zulu Natal: Large Office: Ugu Ref No: HRMC 54/26/7e (X1 Post) Kwa-Zulu Natal: Large Office: Umgungundlovu Ref No: HRMC 54/26/7f (X1 Post) Kwa-Zulu Natal: Large Office: Pongola Ref No: HRMC 54/26/7g (X1 Post) Kwa-Zulu Natal: Large Office: Paulpietersburg Ref No: HRMC 54/26/7h (X1 Post)
<u>REQUIREMENTS</u>	: An undergraduate qualification in Law, Public Management, Public Administration, Policing Criminology, Forensics or Criminal Justice at NQF level 6 as recognised by SAQA is required. Basic understanding of the Refugees Act and Immigration Act. Basic understanding of South African Constitution. Basic understanding the Immigration Act. Basic understanding Public Service Regulatory Framework. A valid driver's license (Code B/C1/C/EC1). Valid Public Driver Permit (PDP). Willingness to travel outside the borders and work extended hours Required skills and competencies: Liaison and interpersonal skills. Problem Solving Skills. Customer orientation. Planning and Organising. Strong Analytical Skills. Computer Literacy. Written and verbal communication. Diplomacy. Patriotic, Honesty and Integrity.
<u>DUTIES</u>	: The successful candidate will be responsible for, amongst others, the following specific tasks: Effective enforcement of the Immigration Act 13 of 2002 as amended and other Legislation. Detect, trace, detain and prosecute illegal foreigners within the country. Process the deportation of illegal foreigners out of the country to their country of origin. Provide support on law

enforcement investigations and anti-corruption cases. Conduct inspections in loco with or without warrant as allowed by law. Conduct investigations on any transgressions of the Immigration Act, 2002, the Refugee Act, 1998 or other departmental legislation. Enable prosecutions of transgressions of departmental legislation and the Criminal Procedure Act. Issue notices to appear in front of the Director-General to transgressors. Process and present evidence in court and Departmental cases. Issue admission of guilt to fines to transgressors. Conduct interviews and investigation of foreigners who are suspected to be illegal in the transgressors. Process the application and the extensions of detention warrants. Monitor the records of all cases. Monitor the influx of foreigners residing in the country with no legal documentation. Implement incidental matters ensure that the identity of illegal foreigner who are arrested, detained or convicted. Conduct arrests and deporting of illegal foreigners who are unwilling to leave the country voluntarily. Participate in training session that will enable advanced knowledge and understanding in detecting illegal foreigners in line with Immigration Act.No13 of 2002 as amended and enforcing departmental legislation. Ensure compliance with the terms and conditions of permits. Participate in the processing of illegal foreigners for deportation to their country of origin. Participate in law enforcement operations with other security cluster agencies. Provide expert evidence and statement to support law enforcement and crime combatting investigation efforts that require departmental evidence. Participate in regular training and personal development to be able to undertake the tasks as an effective law enforcement peace officer. Conduct deportation processes and keep records of foreigners (legal and illegal) in the country. Safe keep, maintain and manage state properties and assets. Implement policies and procedures in line with the approved Framework. Monitor individual resources (Physical).

ENQUIRIES
APPLICATIONS

- : KwaZulu-Natal: Ms N Ngema Tel No: (033) 845 5003
- : 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.

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

CLOSING DATE
NOTE

: 11 August 2026

: Applicants are invited to submit applications, quoting the relevant reference number to the link and or address indicated in each specific advertisement. Applications should be accompanied by a fully completed and signed 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; a comprehensive CV (citing the start and end date (dd/mm/yy), job title, detailed duties performed and exit reason for each employment period to be considered, as well as the details of three contactable employment references and copies of educational qualifications. Applicants who possess foreign qualification(s), are furthermore required to submit the evaluated results of such qualifications as received from the South African Qualifications Authority (SAQA). 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. These assessments are aimed at assessing candidate's professional and technical competency against the job requirements and duties, general job fit, integrity and digital literacy). All shortlisted candidates for SMS positions will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) candidates will undergo psychometric assessment to assess cognitive capabilities, behavioural, emotional intelligence and integrity. All suitable candidates will be subjected to mandatory pre-employment screening/ suitability checks/ verification (credit, criminal, citizenship, qualifications, employment pending disciplinary action and professional registration. Suitable candidates for Senior Management Service positions will also be required to successfully complete the online Nyukela Pre-entry Certificate to Senior Management Services course, which can be accessed via: <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Candidates wishing to be considered for appointment, are encouraged to enrol for the course as soon as possible. Due to high volumes anticipated, communication will be limited to shortlisted candidates. The Department reserves the right not to make an appointment. The Department of Justice and Constitutional Development (DOJ&CD) seeks to appoint exceptional, ethical and visionary leaders to join its executive leadership team in advancing constitutional democracy. Applications received after the closing date will not be considered. The Department is committed to providing equal opportunities and affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability).

MANAGEMENT ECHELON**POST 26/90**

: **DIRECTOR-GENERAL REF NO: 26/18/DG**
(5 Year Fixed Term Contract)

SALARY

: R2 446 749 – R2 756 241 per annum (Level 16), (an all-inclusive remuneration package), plus 10% non-pensionable allowance payable to Head of Departments (HoDs) for a five (5) year term.

CENTRE
REQUIREMENTS

: National Office, Pretoria State

: An NQF Level 8 qualification recognized by SAQA in Law, Public Administration, Public Management, Business Administration or a related field. Admission as an Attorney or Advocate will be an added advantage. A minimum of ten (10) years' experience at senior managerial level, of which a substantial portion must have been gained at executive leadership level within a large, complex organization. Proven experience in organizational transformation, strategic planning, institutional performance, governance, financial management, policy development and stakeholder management is essential. Executive leadership experience within the Public Service will serve as a distinct advantage. Extensive knowledge of constitutional and administrative law; criminal law; labour law; international law; legislative drafting; justice administration; litigation and State legal services; constitutional democracy; human rights; public administration; organizational development; information and communication technology; public sector governance; the Public Service Act; Public Service Regulations; Public

Finance Management Act; Treasury Regulations; Government planning frameworks; and financial management within the Public Service. Skills and Competencies: Exceptional strategic leadership and executive management capability, with the ability to provide strategic direction and translate Government priorities into measurable organizational outcomes. Demonstrated capability in programme and project management, financial management, organizational transformation and change management, knowledge management, service delivery innovation, governance and organizational performance. Strong analytical, strategic thinking and problem-solving capability. Excellent people management, communication, stakeholder management and customer service orientation. Ability to build strategic partnerships, lead multidisciplinary executive teams, manage organizational risk and drive organizational performance. High levels of professionalism, ethical leadership, innovation, accountability and commitment to public service values.

DUTIES : Provide strategic leadership and overall management of the Department to ensure the effective administration of justice and implementation of its constitutional and legislative mandate. Oversee the development, reform and implementation of legislation, legal services and policies that promote constitutional democracy, human rights and the rule of law. Provide strategic oversight of court administration services, including lower court administration, the Integrated Criminal Justice System and programmes supporting vulnerable groups. Oversee the administration of Master's Services and Family Law Services, including deceased estates, trusts, insolvencies, guardianship administration and family advocate services. Direct the provision of State legal advisory and litigation services on behalf of Government and organs of State. Ensure effective financial management, strategic planning, governance, enterprise risk management, internal audit, organizational performance and transformation and regulatory compliance. Strengthen intergovernmental relations, cluster coordination, entity oversight and strategic partnerships, and oversee programmes that advance constitutional values and social justice. Serve as principal adviser to the Executive Authority on matters relating to the Department's mandate and strategic direction.

ENQUIRIES : Ms Rhulani Ngwenya at 083 269 4716
APPLICATIONS : Quoting the relevant reference number, direct your application to: <https://forms.office.com/r/X2XaVPasWu> OR Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

POST 26/91 : **SOLICITOR-GENERAL REF NO: 26/20/SG**
 (5 Year Fixed Term Contract)

SALARY : R2 446 749 – R2 756 241 per annum (Level 16), (an all-inclusive remuneration package)

CENTRE : National Office, Pretoria State

REQUIREMENTS : An NQF Level 8 in Law or as recognised by SAQA. Admission as An Advocate or Attorney with right of appearance in the High Court of South Africa is essential. A minimum of ten (10) years' experience at senior managerial level. Extensive experience in Litigation and previous experience of litigating high-profile cases will be an added advantage. Comprehensive knowledge of the State Attorney Act, the State Attorney Amendment Act, the State Liability Act, the Public Finance Management Act, the Public Service Act and Regulations, applicable Treasury Regulations and Departmental prescripts. Extensive knowledge of litigation management, State legal services, organisational and government strategy, financial management, governance, organisational change, public administration and public sector regulatory frameworks. Sound understanding of Government priorities, strategic planning, organisational leadership and digital litigation management systems. Skills and Competencies: Exceptional strategic capability and leadership with the ability to develop and implement organisational strategies, provide strategic direction and inspire high performance. Demonstrated capability in programme and project management, financial management, governance, organisational transformation and change management. Strong knowledge management, service delivery innovation, analytical thinking and problem-solving capability. Excellent people management, stakeholder engagement, client orientation and communication skills, with the ability to influence, negotiate and build

		strategic partnerships across government and the legal profession. Demonstrated honesty, integrity, professionalism and commitment to ethical leadership and sound public administration. High levels of professionalism, ethical leadership, innovation, accountability and commitment to public service values.
<u>DUTIES</u>	:	Provide strategic leadership, governance oversight and national coordination of litigation involving the State. Oversee and coordinate civil litigation across all State Attorney Offices and establish national litigation strategies, governance frameworks, norms and standards to ensure consistent and effective legal representation of the State. Oversee the management of contingent liabilities and financial risks in accordance with the State Liability Act through the implementation of litigation risk management systems, expenditure control measures and strategies to reduce litigation costs. Monitor compliance with court orders and the execution of judgments by organs of State, establish mechanisms to monitor implementation, and escalate systemic non-compliance where necessary. Lead the development of national litigation policies, norms, directives and legal reform initiatives, provide strategic oversight on constitutional and precedent-setting litigation, and support legal research and international legal cooperation. Promote sound governance, ethical conduct, transparency and consequence management through compliance monitoring, investigation of litigation failures and implementation of corrective measures. Drive the transformation and professionalization of litigation services by promoting equitable briefing patterns, strengthening the capacity of State Attorney Offices, supporting the development of emerging legal practitioners and implementing professional standards and quality assurance systems. Department's Strategic Plan, ensuring sound financial and human resource management, implementing knowledge management and digital litigation systems, and monitoring organizational performance.
<u>ENQUIRIES</u>	:	Ms Rhulani Ngwenya at 083 269 4716
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: https://forms.office.com/r/X2XaVPasWu OR Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
<u>POST 26/92</u>	:	<u>CHIEF STATE LAW ADVISER REF NO: 26/23/OCSLA</u>
<u>SALARY</u>	:	R1 885 710 – R2 124 237 per annum (Level 15), (an all-inclusive remuneration package)
<u>CENTRE</u>	:	National Office, Pretoria State
<u>REQUIREMENTS</u>	:	An NQF Level 8 in Law or as recognised by SAQA. Admission as an Advocate or Attorney in the High Court of South Africa is essential. Extensive knowledge of Bills and legislation, legislative drafting and certification processes, legal advisory services, public and international law, public administration, government decision-making processes, and the statutory and regulatory framework governing the Public Service, including the Public Service Act, Public Finance Management Act, Treasury Regulations and related prescripts. Sound understanding of Government priorities, organizational governance, strategic planning and professional legal ethics. Skills and Competencies: Exceptional strategic capability and leadership with the ability to provide strategic direction, develop legal policy and lead a specialized legal advisory environment. Demonstrated capability in programme and project management, financial management, organizational transformation, change management, knowledge management and service delivery innovation. Strong analytical, planning and problem-solving capability, with excellent people management, stakeholder engagement, communication and client orientation skills. Proven ability to build strategic partnerships, manage complex legal matters, influence decision-making and lead multidisciplinary professional teams. High levels of professionalism, ethical leadership, accountability and commitment to the values and principles of the Public Service.
<u>DUTIES</u>	:	Provide strategic leadership and oversight of the certification and drafting of Bills, including the provision of preliminary legal opinions, certification of legislation and legal advisory support throughout the parliamentary process. Oversee the scrutiny, drafting and certification of subordinate legislation and provide authoritative legal opinions and advisory services to Government departments and other organs of state. Direct the scrutiny of international agreements to ensure consistency with the Constitution and domestic law

		and oversee the provision of legal advice relating to international legal obligations. Lead the strategic management and governance of the Office of the Chief State Law Adviser through effective strategic planning, operational performance monitoring, risk management, audit compliance, financial management and resource utilization. Oversee the translation and editing of legislation and other legal documents into the official languages to support legislative accessibility and constitutional compliance. Provide strategic legal opinions on contracts, legal documents, settlements and disputes referred by Government departments and organs of state. Ensure sound governance, people management, financial stewardship, asset management, organizational performance and compliance with all statutory and regulatory prescripts within the Office of the Chief State Law Adviser.
ENQUIRIES	:	Ms Duduzile Magampa at 060 972 1178
APPLICATIONS	:	Quoting the relevant reference number, direct your application to: https://forms.office.com/r/X2XaVPasWu OR Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
POST 26/93	:	CHIEF MASTER REF NO: 26/19/MFS
SALARY	:	R1 885 710 – R2 124 237 per annum (Level 15), (an all-inclusive remuneration package)
CENTRE	:	National Office, Pretoria State
REQUIREMENTS	:	An NQF Level 8 qualification recognised by SAQA in Financial Management, Business Management Law or a related field, recognised by SAQA. Admission as a Chartered Accountant will be an added advantage. A minimum of eight (8) years' experience at senior management level, with extensive expertise in the management of deceased estates, insolvency, trusts or regulatory governance. Extensive experience in managing large scale funds will be an added advantage. Extensive knowledge of South African private and constitutional law, legislation governing Masters' Services, fiduciary regulation, estate administration, family law, international child abduction frameworks, public sector governance, the Public Finance Management Act, Treasury Regulations, and the statutory framework governing the administration of deceased estates, trusts, guardianship and related legal processes. Skills and Competencies: Exceptional strategic capability and leadership with the ability to provide national strategic direction, drive organisational performance and lead complex regulatory environments. Demonstrated capability in programme and project management, financial management, organisational transformation, change management, knowledge management and service delivery innovation. Strong analytical, planning and problem-solving capability, with excellent stakeholder engagement, communication, client orientation and relationship management skills. Proven ability to lead multidisciplinary teams, build strategic partnerships and promote sound governance, accountability and ethical leadership. High levels of professionalism, ethical leadership, innovation, accountability and commitment to public service values.
DUTIES	:	Provide strategic national regulatory oversight of all Masters' Offices to ensure the lawful, efficient and uniform administration of statutory functions across the Republic. Lead the regulatory oversight of deceased estate administration, insolvent estate administration, trust registration and supervision, Guardian's Fund administration, curatorship's and related fiduciary services, including the development of national standards, directives, compliance frameworks and regulatory interventions. Provide strategic oversight of governance, investment management and statutory compliance relating to the Guardian's Fund to safeguard the interests of beneficiaries. Lead policy development, legal research and legislative reform to strengthen governance and modernise Masters' Services. Oversee the administration of Family Advocate Services and the implementation of South Africa's obligations relating to international child abduction and related family law services. Build and maintain strategic partnerships with the Executive, Judiciary, legal profession, financial institutions and other stakeholders to strengthen governance, improve service delivery and enhance public confidence. Provide strategic leadership for the Branch through effective financial management, organisational performance, human resource management, knowledge management, digital enablement, governance, risk management and compliance in support of the Department's constitutional mandate.

ENQUIRIES APPLICATIONS	:	Ms Duduzile Magampa at 060 972 1178
	:	Quoting the relevant reference number, direct your application to: https://forms.office.com/r/X2XaVPasWu OR Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
POST 26/94	:	<u>DEPUTY DIRECTOR-GENERAL: INSTITUTIONAL DEVELOPMENT AND SUPPORT REF NO: 26/21/IDS</u>
SALARY	:	R1 885 710 – R2 124 237 per annum (Level 15), (an all-inclusive remuneration package)
CENTRE	:	National Office, Pretoria State
REQUIREMENTS	:	An NQF Level 8 qualification as recognised by SAQA, in Public Administration, Public Management, Administration, Law, Governance, Social Sciences or a related field. 8 years' experience at Senior Management level in public administration within a large, complex organisation. Extensive knowledge of the Public Finance Management Act, the Public Service legislative and governance framework, organisational performance management, strategic planning, institutional governance, human resource management and public administration. Sound understanding of Government priorities, organisational development, policy coordination, justice sector governance and executive management within the Public Service. Skills and Competencies: Exceptional strategic capability and leadership with the ability to provide organisational direction, develop and implement strategies and inspire high performance. Demonstrated capability in programme and project management, financial management, organisational transformation and change management, knowledge management, service delivery innovation and organisational performance improvement. Strong analytical, planning and problem-solving capability. Excellent people management, stakeholder engagement, communication and client orientation skills, with the ability to build collaborative partnerships and influence strategic outcomes. High levels of professionalism, ethical leadership, innovation, accountability and commitment to public service values.
DUTIES	:	Provide strategic leadership for justice policy coordination, entity oversight and Justice Cluster governance to strengthen institutional governance, integrated decision-making and the implementation of departmental strategic priorities. Lead justice education, professional development, research, innovation and knowledge management programmes to strengthen institutional capability and organisational performance. Direct strategic planning, organisational performance management, service delivery improvement, operational intelligence and integrated performance monitoring systems to support evidence-based planning, accountability and continuous organisational improvement. Lead public education, strategic communication, media relations, stakeholder engagement and reputation management initiatives to promote public confidence, improve access to justice and strengthen the Department's public profile. Provide strategic leadership for legal services, legal advisory services, litigation management, contract management, statutory legal processes and legal governance to mitigate legal risks and safeguard the Department's interests. Ensure sound strategic, financial, human resource, asset and performance management, promote compliance with legislative and regulatory prescripts, and build a capable, ethical and high-performing Branch that supports the Department's constitutional mandate.
ENQUIRIES APPLICATIONS	:	Ms Duduzile Magampa at 060 972 1178
	:	Quoting the relevant reference number, direct your application to: https://forms.office.com/r/X2XaVPasWu OR Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
POST 26/95	:	<u>DEPUTY DIRECTOR-GENERAL: INFORMATION COMMUNICATION TECHNOLOGY SERVICES REF NO: 26/22/ICT</u>
SALARY	:	R1 885 710 – R2 124 237 per annum (Level 15), (an all-inclusive remuneration package)
CENTRE	:	National Office, Pretoria State
REQUIREMENTS	:	An NQF Level 8 qualification recognised by SAQA in Information Technology, Computer Science, Information Systems, Informatics, Engineering, Business

Information Systems or a related ICT field. A minimum of eight (8) years' experience at Senior Management level in an ICT environment. Extensive knowledge of information and communication technology governance, ICT strategy development, enterprise architecture, information security, digital transformation, ICT operations, applications development, infrastructure management, systems integration, ICT service management, project and programme management, business continuity, financial management, public sector governance, the Public Finance Management Act, the Public Service legislative framework and Government ICT policies and standards. Skills and Competencies: Exceptional strategic capability and leadership with the ability to develop and implement enterprise ICT strategies that support organisational priorities. Demonstrated capability in programme and project management, financial management, organisational transformation, change management, knowledge management and service delivery innovation. Strong analytical, planning and problem-solving capability, with excellent people management, stakeholder engagement, communication and client orientation skills. Proven ability to lead large-scale ICT modernisation initiatives, manage multidisciplinary technical teams, establish strategic partnerships and drive continuous organisational improvement. High levels of professionalism, ethical leadership, innovation, accountability and commitment to public service values.

DUTIES : Provide strategic leadership for the development and implementation of the Department's ICT strategy and digital transformation programme to support organisational objectives and service delivery. Lead ICT governance, enterprise architecture and ICT planning to ensure alignment between business requirements and technology solutions. Oversee ICT operations, infrastructure, networks, applications, information management and customer support services to ensure secure, reliable and efficient ICT service delivery. Direct the development, acquisition, implementation and maintenance of ICT systems and digital platforms that improve organisational performance and enhance access to justice services. Provide strategic leadership for information security, cybersecurity, ICT risk management, business continuity and disaster recovery to safeguard the Department's information assets and digital environment. Establish effective ICT governance, project management, procurement and contract management frameworks to ensure compliance with legislative and regulatory requirements. Ensure sound financial management, performance management, governance, human resource development and the effective utilisation of resources within the Branch

ENQUIRIES : Ms Duduzile Magampa at 060 972 1178
APPLICATIONS : Quoting the relevant reference number, direct your application to: <https://forms.office.com/r/X2XaVPasWu> OR Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

POST 26/96 : **STATE ATTORNEY (X2 POSTS)**

SALARY : R1 554 696 – R1 858 821 per annum (Level 14), (an all-inclusive remuneration package)

CENTRE : East London Ref No: 139/26/EC
Pretoria Ref No: 2026/67/GP

REQUIREMENTS : An NQF level 7 qualification in Law / LLB as recognised by SAQA. A minimum of 6 years' experience at a senior managerial level; Admission as an Attorney; Administrative experience. Skills and competencies: Communication skills (written and verbal); Computer literacy; Technical expertise; Strategic leadership capability; Analytical thinking, problem solving and decision making; Entrepreneurial and business capability; Project management; Customer service orientation; People development and empowerment; Participative leadership and teamwork; Ability to work under pressure; Research and development expertise; Strategic change management; Honesty and integrity; Interpersonal relations and conflict management.

DUTIES : Manage and coordinate the development and implementation of the strategic and annual performance plans; Manage and facilitate the provision of representation of government on all legal and litigation matters including debt collection; Manage and facilitate the provision of conveyancing and notarial services; Manage and facilitate drafting and provision of legal opinions and contracts; Comply with all standards and directives by the Solicitor-General; Provide effective people management.

ENQUIRIES	:	Ms T Ramohlale Tel No: (012) 406 4879 /Cell: +27 71 761 5052
APPLICATIONS	:	Quoting the relevant reference number, direct your application to: https://forms.office.com/r/X2XaVPasWu OR Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 OR Physical address: Application Box, First Floor Reception, East Tower.
NOTE	:	A separate application must be submitted for each position quoting the relevant reference number.
POST 26/97	:	<u>MASTER OF THE HIGH COURT (X3 POSTS)</u>
SALARY	:	R1 317 384 – R1 551 807 per annum (Level 13), (an all-inclusive remuneration package)
CENTRE	:	Master of The High Court, Pretoria Ref No: 2026/61/GP (X1 Post)
	:	Master of The High Court, Bloemfontein Ref No: 25/19/FS (X1 Post)
	:	Master of The High Court, Johannesburg Ref No: 2026/19/GP (X1 Post)
REQUIREMENTS	:	An NQF level 7 qualification in Law / LLB or any legal equivalent qualification as recognised by SAQA. Five (5) years' experience at middle/senior managerial level; Admittance as an Advocate / Attorney with right of appearance at the High Court; Knowledge of the Foundations of South African law, Administration of Estates Act, Mental Health Act, Insolvency Act, Companies Act, Close Corporations Act, Trust Property Control Act and other relevant legislations; South African family law, constitutional law, intellectual property, evidence and African Customary Law. Skills and Competencies: Strategic capability and leadership; Project and programme management; Financial Management; Change management; Knowledge management; Service Delivery Innovation (SDI); Diversity management; Client Orientation and Customer Focus; Good communication skills (verbal and written); Computer literacy.
DUTIES	:	Manage and monitor the implementation of Guardian's Fund; Manage and monitor the implementation of Deceased Estate; Manage the administration of Curatorship and registration of Trust; Manage the administration of Insolvencies; Monitor and manage service points operations; Manage human, financial and other resources.
ENQUIRIES	:	Free State: Ms N Dywili at (073) 775 0709 Gauteng: Ms T Maphoto Tel No: (011) 332 9000 or Ms P Raadt Tel No: (011) 332 9000
APPLICATIONS	:	Quoting the relevant reference number, direct your application to: https://forms.office.com/r/X2XaVPasWu OR Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 OR Physical address: Application Box, First Floor Reception, East Tower.
NOTE	:	A separate application must be submitted for each position quoting the relevant reference number.

OTHER POSTS

POST 26/98	:	<u>SENIOR FAMILY ADVOCATE (X2 POSTS)</u>
SALARY	:	R1 242 915 – R1 934 208 per annum. The all-inclusive remuneration package will be structured in accordance with OSD rules.
CENTRE	:	Family Advocate: Pretoria Ref No: 2026/28 GP (X1 Post) Family Advocate: East London Ref No: 132/26/EC (X1 Post)
REQUIREMENTS	:	An NQF level 7 qualification in Law / LLB as recognized by SAQA A minimum of eight (8) years appropriate post qualification litigation experience; Admitted as an Advocate; The right of appearance in the High Court of South Africa; A valid driver's license. Skills and Competencies: Good communication (written and verbal) skills; Research, investigation, presentation, monitoring and evaluation; Attention to detail; Diversity Management; Dispute and Conflict resolution skills; Operational and People management; Financial management; Computer literacy.
DUTIES	:	Execute the mandate of the Office of the Family Advocate; Perform all functions and duties of the Senior Family Advocate (Head of Office) in accordance with relevant legislation; Continuous improvement in the organisational performance of the office and its satellites; Management of performance information; Manage and ensure effective and efficient service delivery at the various service points within the respective jurisdiction (Head of Office), Performance Management, conduct complex enquiries, training, mentoring and coaching of all occupational classes in the Office; Perform all

		functions of the implementation of Risk Management Plan; Ensure audit compliance; Reporting to the Principal Family Advocate.
ENQUIRIES APPLICATIONS	:	Adv Nthabiseng Thokoane Tel No: (012) 357 8021
	:	Quoting the relevant reference number, direct your application to: https://forms.office.com/r/X2XaVPasWu OR Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 OR Physical address: Application Box, First Floor Reception, East Tower.
NOTE	:	A separate application must be submitted for each position quoting the relevant reference number.
POST 26/99	:	<u>SENIOR ASSISTANT STATE ATTORNEY (LP5-LP6) (X18 POSTS)</u>
SALARY	:	R655 854 – R1 508 337 per annum. The all-inclusive remuneration package will be structured in accordance with OSD rules.
CENTRE	:	State Attorney, Johannesburg Ref No: 2026/33/GP (X2 Posts) State Attorney, Bloemfontein Ref No: 26/30 /FS (X2 Posts) State Attorney, Pretoria Ref No: 2026/28/GP (X3 Posts) State Attorney, Mahikeng, Ref No: 26/VA46/NW (X1 Post) State Attorney, Kimberley, Ref No: 26/VA46/NC (X1 Post) State Attorney, Cape Town Ref No: 49/2026/WC (X8 Posts) State Attorney, Durban Ref No: 26/30/KZN (X1 Post)
REQUIREMENTS	:	An NQF level 7 qualification in Law / LLB as recognized by SAQA. A minimum of four (4) years appropriate post-qualification legal/litigation experience; Admittance as an Attorney; An in-depth, thorough knowledge of legal practice, office management, accounting systems and trust accounts; Knowledge of the government prescripts and transformation objective as well as the Constitution of South Africa; Conveyancing experience will be an added advantage; A valid driver's license. Skills and Competencies: Computer literacy; Legal research and drafting; Dispute resolution; Case flow management; Communication skills (written and verbal); Accuracy and attention to detail.
DUTIES	:	Represent the State in Litigation and Appeal at the High Court, Magistrates Courts, Labour Courts, Land Courts, Land Claims Courts, CCMA, Tax and Tax tribunals; Re-Furnish legal advice and opinions; Draft and/or settle all types of arrangements on behalf of various clients; Attend to liquidation and insolvency, queries, conveyancing and notarial services; Deal with all forms of arbitration, including inter-departmental arbitration, register trust and debt collection; Provide effective people management.
ENQUIRIES APPLICATIONS	:	Ms T Ramohlale Tel No: (012) 406 4879 /Cell: +27 71 761 5052
	:	Quoting the relevant reference number, direct your application to: https://forms.office.com/r/X2XaVPasWu OR Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 OR Physical address: Application Box, First Floor Reception, East Tower.
NOTE	:	A separate application must be submitted for each position quoting the relevant reference number.
POST 26/100	:	<u>ASSISTANT STATE ATTORNEY (LP3-LP4) (X29 POSTS)</u>
SALARY	:	R392 625 – R1 074 222 per annum. The all-inclusive remuneration package will be structured in accordance with OSD rules.
CENTRE	:	State Attorney, East London Ref No:131/26/EC (X3 Posts) State Attorney, Port Elizabeth Ref No 130/26/EC (X2 Posts) State Attorney, Bloemfontein Ref No: 26/24 /FS (X1 Post) State Attorney, Pretoria Ref No: 2026/27/GP (X8 Posts) State Attorney, Mahikeng Ref No: 26/VA47/NW (X1 Post) State Attorney: Mthatha Ref No:132/26/EC (X1 Post) State Attorney, Johannesburg Ref No: 2026/29/GP (X2 Posts) State Attorney, Durban Ref No: 26/31/KZN (X8 Posts) State Attorney, Cape Town Ref No: 50/2026/WC (X3 Posts)
REQUIREMENTS	:	An NQF level 7 qualification in Law / LLB as recognised by SAQA. Four (4) year recognized legal qualification; Admission as an Attorney; At least 2 years appropriate post qualification legal / litigation experience; A valid driver's license. Skills and Competencies: Computer literacy; Legal research and drafting; Dispute resolution; Case flow management; Strategic and conceptual orientation; Communication skills (written and verbal). Skills and Competencies: Computer literacy; Legal research and drafting; Dispute

- resolution; Case flow management; Strategic and conceptual orientation; Communication skills (written and verbal).
- DUTIES** :
- Handle litigation and appeals in the High Courts, Magistrate's Court, Labour Courts, Land Claims Court and CCMA; Draft and/or settle all types of agreements on behalf of the various clients; Render legal opinions and advice; Handle all forms of arbitration, including inter-departmental arbitration and debt collection. Provide effective people management.
- ENQUIRIES** :
- APPLICATIONS** :
- Ms T Ramohlale Tel No: (012) 406 4879 /Cell: +27 71 761 5052
- Quoting the relevant reference number, direct your application to: <https://forms.office.com/r/X2XaVPasWu> OR Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 OR Physical address: Application Box, First Floor Reception, East Tower.
- NOTE** :
- A separate application must be submitted for each position quoting the relevant reference number.

DEPARTMENT OF LAND REFORM AND RURAL DEVELOPMENT

CLOSING DATE
NOTE

: 07 August 2026 at 16:00

: To apply, submit a completed Z83 form and detailed Curriculum Vitae (PDF document to a maximum of 10 megabytes) via e-mail or hand delivery. The Department will not be held responsible for server delays. Late applications due to technical issues will not be considered. Shortlisted candidates must provide certified copies of required documents (Identity Document, qualifications, etc) where necessary and service certificates to support senior management experience to Human Resources before the interviews, including South African Qualifications Authority (SAQA) evaluation reports for foreign qualifications. Failure to comply will result in disqualification. To be appointed at Senior Management Service (SMS) level, you must complete the SMS Pre-entry programme offered by the National School of Government (NSG). Find course details here: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. Appointment is subject to successful completion of the Nyukela Programme: Pre-entry Certificate to SMS and submission of proof. Shortlisted applicants for the advertised vacancies will undergo two pre-entry assessments: a practical assessment and an integrity assessment, both of which form part of the selection criteria after the interview. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. NB: Please note that false or fraudulent qualifications submitted by applicants will be reported to the South African Police Services (SAPS), and a criminal case shall be opened. Applications: Please submit your application before the closing date as late applications will not be considered. Do not submit duplicate applications. If applying for multiple posts, submit separate applications for each post. Applications submitted via email will be acknowledged via an automated response. Applications received manually will not be acknowledged due to high volumes of applications received. If you have not heard from us within 3 months, please consider your application to be unsuccessful. Should, during any stage of the recruitment process, a moratorium be placed on the filling of posts or the Department is affected by any process such as, but not limited to, restructuring or reorganisation of posts, the Department reserves the right to cancel the recruitment process and re-advertise the post at any time in the future. Important: DLRRD is an equal opportunity employer committed to promoting representivity and affirmative action. We encourage applications from all qualified candidates. The Department reserves the right not to fill vacancies. By applying you consent to the collection and processing of your personal information for recruitment purposes. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the Department. Shortlisted candidates will undergo personnel suitability checks, security vetting and reference checks (including social media profiles). Applications must declare any pending criminal, disciplinary or any other allegations or investigations. Successful candidates must pass security clearance, sign an employment contract, sign an annual performance agreement and disclose financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. Failure to disclose relevant information may result in disqualification or termination.

ERRATUM: The position of Deputy Director: Strategic Land Acquisition ref 3/1/1/1/2026/150 for the Directorate: Strategic Land Acquisition: Limpopo (Polokwane) that was advertised in Public Service Vacancy Circular 24 dated 10 July 2026 has reference. The position has been withdrawn. The Department apologies for any inconvenience caused.

MANAGEMENT ECHELON

<u>POST 26/101</u>	:	<u>CHIEF DIRECTOR: MONITORING AND EVALUATION REF NO: 3/1/1/2026/179</u> Directorate: Monitoring And Evaluation
<u>SALARY</u>	:	R1 554 696 per annum (Level 14), (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS).
<u>CENTRE REQUIREMENTS</u>	:	Gauteng (Pretoria) Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a Bachelor's Degree or Advanced Diploma in Development Studies / Social Sciences / Public Administration (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' experience at senior managerial level in monitoring and evaluation. Experience in monitoring for verification of the projects. Experience in integrated planning for multisector engagement for improved rural development outcomes. A valid driver's licence. Job related knowledge: Knowledge of monitoring and evaluation frameworks including the Government wide monitoring and evaluation system. Knowledge of the legislation that is applicable to the Department and the sector. Job related skills: Interpersonal relations and presentation. Communication (verbal and written). Negotiation and advocacy. Interpretation ability. Project management. Strategic capacity and leadership ability. Computer literacy. Diplomatic. Report writing ability. Ability to conduct investigation.
<u>DUTIES</u>	:	Oversee the development and maintenance of an integrated monitoring and evaluation system. Develop / review the Department's framework for monitoring and evaluating the performance of the Department and relevant State-Owned Entities (SOEs) the framework may include policy, strategy, processes, tools etc. Oversee the development/review of the Department's systems for managing data and information as well as reporting. Oversee the development of a framework for assessing the effectiveness and efficiency of the monitoring and evaluation system. Oversee the conducting of periodic assessments to determine the effectiveness and efficiency of the monitoring and evaluation system. Oversee the development/review of the Department's systems for managing data and information as well as reporting. Monitor and report on the performance of the Department in line with strategic plans, annual performance plans and operational plans. Drive operational excellence and governance of the Department. Develop and maintain performance monitoring tools and frameworks. Coordinate and compile institutional performance and strategic reports. Compile and consolidate inputs into the departmental annual report. Conduct evaluation assessments related to the programmes of the Department. Develop and maintain evaluation frameworks. Perform evaluation of strategic projects and programmes according to the departmental evaluation plan. Analyse and interpret evaluation data. Facilitate development of sectoral evaluation plan. Manage monitoring and evaluation functions and provide technical support to public entities. Oversee the processes of monitoring and reporting between DLRRD and public entities. Facilitate and coordinate capacity building on monitoring and evaluation matters. Facilitate the development and support implementation of monitoring and evaluation frameworks and guidelines for public entities. Facilitate and coordinate planning, monitoring and evaluation working groups. Provide strategic guidance and support on the development and review of performance indicators. Facilitate and coordinate monitoring of strategic projects performance and results. Create capacity to monitor and evaluate performance. Facilitate the provision of training with regards to monitoring and evaluation. Formulate and manage strategic partnerships to enhance the capacity of the Department to monitor and evaluate its performance. Establish and lead forums / structures aimed at enhancing monitoring and evaluation practises within the Department. Participate in national, regional and international forums and structures aimed at enhancing monitoring and evaluation practices.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. P.J Van Niekerk Tel No: (012) 312 9550 Applications can be submitted by hand delivery during office hours to: 600 Lilian Ngoyi Street (formerly known as Van Der Walt Street) Berea Park, Pretoria, 0001 or by email to Post179@dlrrd.gov.za
<u>NOTE</u>	:	EE Targets: Coloured and White Males and African, Coloured and Indian Females and Persons with disabilities.

OTHER POSTS

POST 26/102	:	<u>DEPUTY DIRECTOR: HUMAN RESOURCE ADMINISTRATION REF NO: 3/1/1/2026/180</u> Directorate: Corporate Services
<u>SALARY</u>	:	R932 929 per annum (Level 11), (all-inclusive package to be structured in accordance with the rules for MMS)
<u>CENTRE</u>	:	Limpopo (Polokwane)
<u>REQUIREMENTS</u>	:	Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Human Resources Management / Human Resource Development / Labour Relations (NQF Level 6) or related equivalent qualification. Minimum of 3 years' experience at junior management in a human resource management environment. PERSAL Personnel Certificate, PERSAL Leave Administration certificate. Knowledge and experience in pension administration. A valid driver's licence. 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 ability. Problem solving ability.
<u>DUTIES</u>	:	Manage and monitor human resource management services. Oversee and manage the capturing of appointments on PERSAL. Oversee and manage the administration of allowances. Oversee and manage compensation of service benefits and conditions. Oversee and manage the administration of leave. Oversee and monitor the processing of employee mobility (e.g. translation in rank, secondments, re-assignments, counter-offers). Manage termination of service. Provide advise on human resource management services. Manage employee relations. Monitor the grievances submitted to National Office. Monitor disciplinary cases submitted to National Office. Manage the implementation of progressive discipline, grievance and misconduct cases outcomes. Manage the capturing of labour relations events. Manage employee performance management, training and development system. Oversee and manage the submission of performance agreements. Oversee and manage the mid-term review assessments. Oversee and manage the annual assessment process. Coordinate and facilitate the assessments of staff including senior management members. Provide statistics on compliance. Oversee and manage the capturing of Employee Performance Management and Development System (EPMDS) documents on PERSAL. Oversee and manage the capturing the of performance incentives. Ensure submission of inputs on the workplace skills plan. Manage the activities of the training and development committee. Manage and oversee the submission of training memorandums to National Office. Oversee and monitor the provisioning training and development in the province. Manage and oversee the orientation of employees. Monitor the placement approval of the in-service requests. Manage the appointment of interns within the province. Coordinate compilation of training reports and provide statistics with regards to training courses attended. Provide advise on training and EPMDS matters Manage recruitment and selection. Oversee and manage recruitment and selection processes. Monitor the updating of Employment Equity targets. Monitor security clearances for selected candidates. Oversee and manage submissions for appointment. Provide statistics with regards to filling of posts. Manage and oversee the activities of Employment Equity Forums. Ensure provision of statistics with regard to recruitment and selection. Manage employee health and wellness programmes. Oversee and manage the implementation of employee health and wellness programmes. Ensure provision reports with regards to employee health and wellness programmes and referral to wellness service providers. Manage and oversee the activities of Employee Health and Wellness Forum. Ensure provision of advice on EHWP matters.
<u>ENQUIRIES APPLICATIONS</u>	:	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 Post180@dlrrd.gov.za
<u>NOTE</u>	:	EE Targets: Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities.

<u>POST 26/103</u>	:	<u>PROFESSIONAL CONSTRUCTION PROJECT MANAGER (GRADE A-C)</u> <u>REF NO: 3/1/1/2026/181</u> Directorate: Rural Infrastructure Development
<u>SALARY</u>	:	R914 517 – R1 376 199 per annum, (Salary will be in accordance with the OSD requirements)
<u>CENTRE</u>	:	North West (Mmabatho)
<u>REQUIREMENTS</u>	:	Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Higher Diploma (Built Environment field) with a minimum of 4 years and 6 months certified experience. BTech (Built Environment field) with a minimum of 4 years' certified managerial experience. Honors Degree in any Built Environment field with a minimum of 3 years' experience. Compulsory registration with the South African Council for the Project and Construction Management Professions (SACPCMP) as Professional Construction Project manager on appointment. A valid driver's licence. Job related knowledge: Programme and project management. Project principles and methodologies. Engineering design and analysis. Knowledge research and development. Computer-aided engineering applications. Knowledge of legal compliance and technical report writing. Creating high performance culture. Professional judgement and networking. Job related skills: Decision making. Team leadership. Analytical thinking and creativity. Self-management. Financial management. Customer focus and responsiveness. Communication (verbal and written). Computer literacy. Planning and organising. Conflict management. Problem solving and analysis. People management.
<u>DUTIES</u>	:	Manage and co-ordinate all aspects of projects. Guide the project planning, implementation, monitoring, reporting and evaluation in line with project management methodology. Create and execute project work plans and revise as appropriate to meet changing needs and requirements. Identify resources needed and assign individual responsibilities. Manage day-to-day operational aspects of a project and scope. Apply methodology effectively and enforce projects standards to minimise risk on projects. Provide project accounting and financial management services. Report project progress to Chief Construction Project Manager. Manage project budget and resources. Manage office administration tasks and budget planning. Provide inputs to other professionals with tender administration. Liaise and interact with service providers, client and management. Contribute to the human resources and related activities. Maintain the record management system and the architectural library and utilise resources allocated effectively. Conduct research and development. Keep up abreast with new technologies and procedures. Research/literature on new developments on project management methodologies. Liaise with relevant bodies/councils on project management.
<u>ENQUIRIES</u>	:	Ms N Dlamini Tel No: (012) 312 9295
<u>APPLICATIONS</u>	:	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 Post181@dlrrd.gov.za
<u>NOTE</u>	:	EE Targets: African, Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with Disabilities.
<u>POST 26/104</u>	:	<u>SENIOR SUPPLY CHAIN PRACTITIONER REF NO: 3/1/1/2026/184</u> Directorate: Financial And Supply Chain Management Services
<u>SALARY</u>	:	R413 001 per annum (Level 08)
<u>CENTRE</u>	:	Mpumalanga (Nelspruit)
<u>REQUIREMENTS</u>	:	Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Logistics Management / Public Management / Purchasing Management / Supply Chain Management / Management (Logistics / Supply Chain Management). Minimum of 2 years of experience in procurement administration/acquisition management/provisioning administration. Job-related knowledge: The Constitution of the Republic of South Africa. Public Finance Management Act (PFMA). Treasury Regulations. Treasury Supply Chain and Management guidelines and practice notes. Knowledge of supply chain management with emphasis on procurement administration and Government and CIBD procurement policies. Knowledge of Transversal contracts and the PFMA, Treasury Regulations and relevant prescripts. Job related skills: Computer literacy. Communication (verbal and written). Interpersonal relations. Analytical thinking. Teamwork. Working under pressure and meeting deadlines.

<u>DUTIES</u>	:	Facilitate demand management services. Conduct and analyse the market per commodity. Coordinate and review the procurement and demand management plan. Receive and check compliance of all procurement request from clients. Provide support in drafting specifications. Compile and update procurement and demand plan progress report. Implement the quotation process. Manage sourcing of quotations amounting to R1 000 000.00 using the electronic departmental database (CSD). Check compliance of all procurement documents and processes. Ensure the sourcing of goods and services from updated registered service providers on the National Treasury supplier database. Arrange and facilitate BID specifications where and when applicable. Conduct and facilitate briefing sessions where and when applicable. Coordinate compilation minutes of the briefing session outcome. Arrange and facilitate Bid Evaluation Committee procedures where and when applicable. Coordinate and check minutes. Coordinate comparative schedules for request above R30 000.00. Coordinate documentation for approval. Coordinate appointment letters and update registers. Implement the Bidding process. Compile Bid documentation for approval to advertise. Publish the Bids. Conduct and facilitate briefing sessions. Compile and check minutes. Open bids and record on the relevant systems/websites. Prepare comparatives schedules in terms of the Preferential Procurement Policy Framework Act and Regulations. Compile and where necessary and check minutes of all the meetings. Draft and package the submission to the Bid Adjudication Committee for consideration. Provide secretariat duties to the Provincial Bid Adjudication Committee (PBAC). Prepare appointment letters and update the register and procurement plan. Publish award to the relevant media. Facilitate contract management services. Maintain and update contract register. Prepare standard Bid document (SBD 7.1 and 7.2) for sign off.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr MO Fakude Tel No: (013) 754 8074
	:	Applications can be submitted by hand delivery during office hours to: 7th Floor Block E, Bateleur Office Park Building, 17 Van Rensburg Street, Nelspruit, 1200 or by email to Post184@dlrrd.gov.za
<u>NOTE</u>	:	EE Targets: Coloured, Indian and White Males and Coloured and Indian Females and Persons with Disabilities.
<u>POST 26/105</u>	:	<u>PERSONAL ASSISTANT REF NO: 3/1/1/2026/182</u> Chief Directorate: Property Management and Advisory Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R338 106 per annum (Level 07)
	:	Gauteng (Pretoria)
	:	Minimum requirements: Applicants must be in a possession of Grade 12 Certificate and National Diploma in Secretarial / Office Administration / Management or relevant equivalent qualification. Minimum of 3 years' experience in rendering a support service to senior management. Job-related knowledge: Relevant legislation/policies / prescripts and procedures, Telephone etiquette, Basic knowledge of financial administration. Job related skills: Sound organisational ability. Computer literacy (Microsoft Office). Good interpersonal relations. High level of reliability. Communication (verbal and written). Language and ability to communicate well with people at different levels and from different backgrounds. Ability to do research and analyse documents and situations. Ability to act with tact and discretion. Self-management and motivation. Willingness to work extended hours. Classified Secrets Security Clearance.
<u>DUTIES</u>	:	Provide a secretarial / receptionist support service to the manager. Receives telephone calls in an environment where, in addition to the calls for the senior manager, discretion is required to decide to whom the call should be forwarded. In the process the job incumbent should finalise some enquiries. Performs advanced typing work. Operates and ensures that office equipment, e.g. printers and photocopies are in good working order. Record the engagements of the senior manager. Utilises discretion to decide whether to accept/decline or refer to other employees' requests for meetings, based on the assessed importance and urgency of the matter. Coordinates with and sensitises/advises the manager regarding engagements. Compiles realistic schedules for appointments. Render administrative support service. Ensures the effective flow of information and documents to and from the office of the manager. Ensures the safe keeping of all documentation in the office of the manager in line with relevant legislation and policies. Obtains inputs, collates and compiles reports, e.g.: Progress reports, Monthly reports and management reports. Scrutinises routine submissions/reports and make

notes and/or recommendations for the manager. Respond to enquiries received from internal and external stakeholders. Drafts documents as required. Does filing of documents for the manager and the unit where required. Collects, analyses and collates information requested by the manager. Clarifies instructions and notes on behalf of the manager. Ensures that travel arrangements are well coordinated. Prioritises issues in the office of the manager. Manages the leave register and telephone accounts for the unit. Handles procurement of standard items like stationary, refreshments etc. for the activities of the manager and the unit. Obtains the necessary signatures on documents like procurement advice and monthly salary reports. Provides support to manager regarding meetings. Scrutinises documents to determine actions/information / other documents required for meetings. Collects and compiles all necessary documents for the manager to inform him / her on the contents. Records minutes/decisions and communicates to relevant role-players, follow-up on progress made. Prepares briefing notes for the manager as required. Coordinates logistical arrangements for meetings when required. Supports the manager with the administration for the manager's budget. Collects and coordinates all the documents that relate to the manager's budget. Assists manager in determining funding requirements for purposes of Medium-Term Expenditure Framework (MTEF) submissions. Keeps records for expenditure commitments, monitors expenditure and alerts manager of possible over and under spending. Checks and correlates Basic Accounting System (BAS) reports to ensure that expenditure is allocated correctly. Identifies the need to move funds between items, consults with the manager and compiles draft memos for this purpose. Compares the MTEF allocation with the requested budget and informs the manager of changes. Studies the relevant public service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly. Remains up to date with regard to the prescripts / policies and procedures applicable to his / her work terrain to ensure efficient and effective support to the manager. Remains abreast with the procedures and processes that apply in the office of the manager.

<u>ENQUIRIES</u>	:	Ms F Maki Tel No: (012) 312 8244
<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivery during office hours to: 600 Lilian Ngoyi Street (formerly known as Van Der Walt Street) Berea Park, Pretoria, 0001 or by email to Post182@dlrrd.gov.za
<u>NOTE</u>	:	EE Targets: African, Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with Disabilities.
<u>POST 26/106</u>	:	<u>SECRETARY REF NO: 3/1/1/2026/183</u> Directorate: Corporate Services
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	KwaZulu Natal (Pietermaritzburg)
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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 stationary, refreshments etc. Collects all relevant documents to enable the Director to prepare for meetings. Remains up to date with regard to prescripts

/ policies and procedures applicable to her / his work environment to ensure efficient and effective support to the senior manager. Study the relevant public service and the departmental prescripts / policies and other documents to ensure that the application thereof is understood properly. Keep abreast with the procedures and process that apply in the office of the senior manager.

ENQUIRIES
APPLICATIONS

- : Ms N Ziqubu Tel No: (033) 264 9515
- : 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 Post183@dlrrd.gov.za

NOTE

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

DEPARTMENT OF MINERAL AND PETROLEUM RESOURCES

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

<u>APPLICATIONS</u>	:	Applicants must be submitted via DMPR E-Recruitment System accessible using the following link https://erecruitment.dmpr.gov.za Applications must create a user profile by completing all required personal information and setting up your login credential on DMPR E-Recruitment System. Once registration is complete and logged in to the system, you may browse all vacant positions. Another option is to submit application by post or courier, quoting relevant reference, addressed to: The Director-General, Department of Mineral and Petroleum Resources, Private Bag X59, Pretoria, 0001. Alternatively, applications may also be hand delivered to Trevenna Campus, corner Meintjies and Francis Baard Street, former Schoeman. General enquiries may be brought to the attention of Ms T Gumede Tel No: (012) 444- 3319.
<u>CLOSING DATE</u>	:	07 August 2026
<u>NOTE</u>	:	Applications are strongly advised to complete and attach recent Z83 application form which came into effect from 01 January 2021 as issued by the Minister of Public Service Administration in line with regulation 10 of the Public Service Regulations, 2016 as amended, which is obtainable online from www.dpsa.gov.za and detailed Curriculum Vitae when submitting applications on DMPR E-Recruitment System. Applications must be submitted on the recent Z83 application form which came into effect from 01 January 2021 as issued by the Minister of Public Service Administration in line with regulation 10 of the Public Service Regulations, 2016 as amended, which is obtainable online from www.gov.za and www.dpsa.gov.za . All sections of the Z83 must be completed (In full, accurately, legibly, honestly, initialled, signed and dated), and accompanied by a comprehensive/ detailed Curriculum Vitae only. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications and other relevant documents will be required from shortlisted candidates only on or before the day of the interview. The Curriculum Vitae must have at least three (3) reference persons and their contacts. Failure to provide accurate information on a job application as well as incomplete information will result in a disqualification. Job applicants in possession of a foreign qualification(s), must also provide an evaluation certificate obtainable from the South African Qualification Authority (SAQA). If an invitation for an interview is not received within three (3) months after the closing date, please regard your application as unsuccessful. Requirements stated on the advertised posts are minimum inherent requirements; therefore, criteria for shortlisting will depend on the proficiency of the applications received. Shortlisted candidates will be assessed through practical exercise and an oral interview. Applicants must note that personnel suitability checks (PSC) will be conducted on the short-listed applicants, therefore will be required to give consent in terms of the POPI Act in order for the Department to conduct this exercise. PSC includes security screening and vetting, qualification verification, criminal records, financial records checks. Applicants who do not comply with the above-mentioned requirements, as well as application received after the closing date will not be considered. If an applicant wishes to withdraw an application, He/ She must do so in writing. It is also important to note that the Department reserves the right not to fill any advertised post at any stage of the recruitment process.

MANAGEMENT ECHELON

<u>POST 26/107</u>	:	<u>PRINCIPAL INSPECTOR REF NO: 080</u>
<u>SALARY</u>	:	R1 317 384 per annum (Level 13), (all-inclusive package)
<u>CENTRE</u>	:	Western Cape Region, Cape Town
<u>REQUIREMENTS</u>	:	Bachelor Degree in Mining Engineering, Electrical/ Mechanical Engineering (NQF 7) PLUS Mine Manager's Certificate of Competency or Advanced Diploma, Certificate of Competency for Mechanical or Electrical Engineering

(Mines) with minimum of 5 years senior/middle management experience in mining and a valid driver's licence, Knowledge of: Practical and theoretical knowledge of mining. Legal knowledge. Departmental Directives. Public Service Act and Regulations. Personnel Code Directives. Skills: Good interpersonal relations. Communication verbal and oral. Organisational ability control, interpretation and application of legal matters and policies. Teamwork. Training. Negotiating. Adaptability. Conflict handling. Computer literacy. Loyalty towards work. Innovative thinker. Dedication Thinking Demand: Receptive to suggestions and ideas. Quality control. Compliance with rules and regulations. Discipline, work ethics, financial control. Self confidence and acceptability. Tactfulness. Organisational ability, intolerance to waste-money, time honesty.

DUTIES : Manage the Mine Health and Safety Directorate. Ensure the conducting of and reporting on all underground, shaft and surface audits and inspections on matters relating to mine safety, mine equipment, occupational hygiene and medicine. Ensuring the conducting of and reporting on of all investigations into mine related accidents and diseases, contraventions and complaints. Provide the necessary reports on mine closures, prospecting rights, mining rights and permits EMP's and township development. Provide regional reports, revision of mining legislation, guidelines and standard; and applications of exemptions, permissions and approvals. Ensure the conducting, testing and licensing of equipment on mines i.e. winders lifts, chairlifts, boilers and conduct statutory inspections. Ensure holding of any necessary board of examiners.

ENQUIRIES : Mr. T Ngwenya at 082 452 9038
NOTE : No appointment shall be affected without the recommended candidate producing a Certificate of completion for the SMS Pre-Entry Programme (Nyukela) offered by the National School of government which can be accessed via this link: <https://www.thensg.gov.za>. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. The Candidate will have to disclose her/ his financial Interests. 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: Indian /Coloured or white female are encouraged to apply.

OTHER POSTS

POST 26/108 : **INSPECTOR: MINE SURVEYING REF NO: 081 (X3 POSTS)**
 Re-advertisement, candidates who applied previously need not to re-apply

SALARY : R932 292 per annum (Level 11), (all-inclusive package)
CENTRE : Pretoria, Head Office
REQUIREMENTS : A National Diploma in Mine Surveying/ Mineral Resource Management (NQF 6) with Mine Surveyors Certificate of Competence and valid driver's licence PLUS minimum of 3 years' experience at junior managerial level in Mine Surveying, Knowledge of: In-depth understanding and knowledge of the mine health and safety, knowledge of the policy regime affecting the minerals and mining industry, government policy and legislation Skills: Problem solving, Communication (Verbal, written, liaison), Influencing skills, Negotiation skills, Proven management skills, Management and Organisation skills, Advanced analytical skills, Good interpersonal relations at all levels, Conflict management skills, Creativity and innovation, Numerical, Organising and coordinating, Facilitation and implementation, Financial Management, Negotiation and consultation skills, Problem solving and analysis, Strategic capability and leadership, Change management, Thinking demand: Creative/ innovative thinker, Logical, Objective, Accurate, Diplomatic.

DUTIES : Conduct underground inspection, compile reports and maintain records. Conduct inspection of plans and records of surface and underground mines, compile reports and maintain records. Investigate and make recommendations surface utilization applications, compile reports and maintain records. Process statutory applications regarding mine and surveying permissions and exemptions, compile reports and maintain records. Serve on mine surveying related committees and attend seminars Conduct practical mine surveying field tasks.

ENQUIRIES	:	Ms. G Sekwati Tel No: (012) 444 3789
NOTE	:	All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Note: Indian / Coloured or white male are encouraged to apply.
POST 26/109	:	<u>PERSONAL ASSISTANT TO DDG: MINERAL AND PETROLEUM REGULATION REF NO: 082</u>
SALARY	:	R338 106 per annum (Level 07)
CENTRE	:	Head Office, Pretoria
REQUIREMENTS	:	A National Diploma in Office Administration/Office Management and Technology/Public Administration (NQF 6), minimum of 1 year appropriate experience before or after qualification was obtained Knowledge of: Knowledge on the relevant legislation/polities/prescripts and procedure, Basic knowledge on financial administration, Skills: Language skills and ability to communicate well with people at different level and from different background, Good telephone etiquette, Computer literacy, Sound organisational skills, Good people skills, High level reliability, Ability to act with tact discretion, Self-management and motivation, Thinking demand: Ability to do research documents and situations.
DUTIES	:	Provides secretarial/receptionist support service to the manager. Render administrative support services. Provides support to manager regarding meetings. Support the manager with the administration of the Manager's budget. Studies the relevant Public Service and departmental prescripts/policies and other documents and ensure the application thereof is understood properly.
ENQUIRIES	:	Ms. D Moraile Tel No: (012) 444 3139
NOTE	:	All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Note: Indian / Coloured / White male including persons with disability encouraged to apply.
POST 26/110	:	<u>DRIVER/ MESSENGER REF NO: 083</u> (Office of the Deputy Minister): Mineral and Petroleum Resources
SALARY	:	R201 093 per annum (Level 04)
CENTRE	:	Head Office, Pretoria
REQUIREMENTS	:	Grade 10 and a valid driver's licence. Plus the following key competencies: Knowledge of: Knowledge of Public Service Act, Public Service, Broad knowledge and understanding of the functional areas covered by the executive authority's portfolio, working knowledge of the political and parliamentary processes in South Africa Skills: computer literacy. Communication skills (verbal and written). Creativity and innovation. Interpersonal skills, Thinking Demand: Logical. Creative/Innovative thinker. Objective. Accurate. Diplomatic.
DUTIES	:	Collect and deliver documents, Transport employees in the office of the Deputy Minister and guests and special advisors of the Deputy Minister, Maintain knowledge on the policies and procedures that applies in the work environment. Render a general support function in the office of the Deputy Minister.
ENQUIRIES	:	Ms. N Ndebele Tel No: (012) 4443159
NOTE	:	All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Note: Indian / Coloured or white male are encouraged to apply.
POST 26/111	:	<u>FOOD AIDE SERVICE REF NO: 084</u> (Office of the Deputy Minister): Mineral and Petroleum Resources
SALARY	:	R144 024 per annum (Level 02)
CENTRE	:	Head Office, Pretoria
REQUIREMENTS	:	ABET 2 (NQF 1), plus the following key competencies: Knowledge of: Knowledge of Public Service Act, Public Service portfolio, Working knowledge of the political and parliamentary processes in South Africa Skills:

DUTIES

communication and diplomatic skills, Thinking Demand: Analytical thinking and Creativity.

- : Clean kitchen utensils and equipment, provide catering support services. Keep stock of kitchen utensils and equipment. Apply hygiene and safety measures, maintain quality control measures of all food provided. Removal of garbage disposal.

ENQUIRIES
NOTE

- : Ms. N Ndebele Tel No: (012) 444 3159
- : 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: Indian / Coloured or white male are encouraged to apply.

MUNICIPAL INFRASTRUCTURE SUPPORT AGENT

The Municipal Infrastructure Support Agent (MISA) is a Government Component within the Ministry for Cooperative Governance and Traditional Affairs. It is a Schedule 3 entity regulated in terms of the Public Service Act, 1994, as amended. MISA's primary function is to support municipalities in infrastructure planning implementation, operations, and maintenance.

<u>CLOSING DATE</u>	:	11 August 2026
<u>NOTE</u>	:	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/ "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 qualifications, only shortlisted candidates will submit proof of permanent residence. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All shortlisted candidates for all posts will be subjected to (1) a technical/practical exercise; (2) integrity assessment (3) personnel suitability checks on criminal records, citizen verification, financial records, qualification; and for SMS posts (4) verification a generic managerial competency assessment 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. The successful candidate will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as completing a financial interest declaration within one month of appointment and annually thereafter. The department reserves the right not to fill the post(s). 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. MISA invites suitable candidates to apply for the following positions, based in MISA Head Office in Centurion, Pretoria, and other Provinces.

OTHER POSTS

<u>POST 26/112</u>	:	<u>PROFESSIONAL ENGINEER (CIVIL) REF NO: MISA/PE- CIV/03 (X6 POSTS)</u>
<u>SALARY CENTRE</u>	:	R914 517 per annum, Total cost package, (OSD) North West - Vryburg and Mafikeng (X2 Posts) Gauteng MISA Head Office – Centurion Mpumalanga - Ermelo KwaZulu-Natal – Pietermaritzburg Eastern Cape - OR Tambo District
<u>REQUIREMENTS</u>	:	An appropriate Degree in Civil Engineering (B Eng/ BSc Eng) or equivalent relevant qualification at NQF level 7 as recognised by SAQA with three (3) years post-qualification experience in Civil Engineering. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer. Process Competencies: Knowledge Management. Service Delivery Innovation. Problem Solving and Analysis. Client Orientation and Customer Focus. Communication Skills. Core Competencies: Strategic Capacity and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management. Change Management. Technical competencies: In depth knowledge and understanding of: Engineering design and analysis knowledge. Engineering and professional judgement. Contract management. Knowledge of local socio-economic infrastructure. Engineering, legal and operational compliance. Engineering operational communication.
<u>DUTIES</u>	:	The successful candidate will perform the following duties: Provide support on Civil Engineering services in accordance with South African Policies, Acts, Regulations, and industry guidelines following MISA and Municipal Norms

and Practices. Design new systems to solve practical engineering challenges, improve efficiency, and enhance safety. Conduct the diagnostic process of the identified municipalities (poor performing). Assess municipal infrastructure planning, development, implementation, operation, and Maintenance requirements of municipalities. Support municipalities on infrastructure life cycle covering Pre-feasibility and Feasibility studies, Design and Development, Implementation and Operation and Maintenance including procurement, programme/ project, and contract management. Support in the development, review, and the implementation of municipal sector master plans.

ENQUIRIES : Mr Thato Noge & Mr Nkhululeko Masinge Tel No: (012) 848 5300/ 5352/ 5305 / To The T Recruitment at 067 391 7387
APPLICATIONS : Please forward your application, quoting the relevant reference number to: misa30@tttreruitment.co.za

POST 26/113 : **ASSISTANT DIRECTOR: INFRASTRUCTURE ASSET MANAGEMENT REF NO: MISA/IAA/22 (X2 POSTS)**

SALARY : R487 197 per annum (Level 09)
CENTRE : MISA Head Office – Centurion
REQUIREMENTS : An appropriate 3-year National Diploma or Degree in Built Environment or equivalent relevant qualification at NQF 6 as recognised by SAQA. 3-5 years' experience of which 2 years should supervisory level in the relevant field. Core competencies: Applied strategic thinking. Problem solving and decision making. Planning and organising. Interpersonal relations. Team management and project management. Technical competencies: In depth knowledge and understanding of: Reporting processes and systems. Presentation and writing skills. People management. Diversity management.

DUTIES : The successful candidate will perform the following duties: Coordinate and conduct infrastructure asset assessment and analysis. Develop infrastructure asset register. Provide technical support to municipalities in assessing infrastructure maintenance budgets and expenditure to determine provision for maintenance requirements. Provide technical support to municipalities in the analysis of infrastructure plans and expenditure against budget, including infrastructure maintenance.

ENQUIRIES : Mr Thato Noge & Mr Nkhululeko Masinge Tel No: (012) 848 5300/ 5352/ 5305 / To The T Recruitment at 067 391 7387
APPLICATIONS : Please forward your application, quoting the relevant reference number to: misa28@tttreruitment.co.za

POST 26/114 : **INTERNAL AUDITOR REF NO: MISA/IA/23**

SALARY : R487 197 per annum (Level 09)
CENTRE : MISA Head Office – Centurion
REQUIREMENTS : An appropriate 3-year National Diploma or Degree in Internal Auditing or equivalent relevant qualification as recognised by SAQA. 3 years appropriate experience in Internal Auditing. Core competencies: Service Delivery Innovation. Problem solving and analysis. Client orientation and customer focus. Communication. Computer literacy. Technical competencies: In depth knowledge and understanding of: Operational and performance audits. Risk Management and auditing practises. The Public Finance Management Act. Development of policies.

DUTIES : The successful candidate will perform the following duties: Assist in the initial communication with auditee, gathering of auditee background information, developing of system descriptions, process flows and audit programs. Conduct audits and investigations for the organisation as required by the audit standard. Draft and discuss the audit findings with the supervisor and management. Follow-up on internal audits recommended for management actions. Internal auditors work complies with quality assurance standard set for the Treasury regulations and the PFMA and the standard for the Professional Practise of internal auditing and the code of ethics of the institute of Internal Auditors.

ENQUIRIES : Mr Thato Noge & Mr Nkhululeko Masinge Tel No: (012) 848 5300/ 5352/ 5305 / To The T Recruitment at 067 391 7387
APPLICATIONS : Please forward your application, quoting the relevant reference number to: misa29@tttreruitment.co.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 (Act 55) 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**

: **Gauteng/Randburg:** 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.

Limpopo/Thohoyandou: Quoting the relevant reference number, direct your application to: Provincial Head, Office of the Chief Justice Service Centre, Limpopo, Private Bag X9693, Polokwane, 0700. Applications can also be hand delivered to the High Court of South Africa: Limpopo Division, Polokwane, 36 Biccard & Bodenstein Street, Polokwane, 0699.

Eastern Cape/Mthatha/Makhanda/Gqeberha/Bisho: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Postal Address: Private Bag X13012, Cambridge 5206, East London. Applications can also be hand delivered to 59 Western Avenue, Sanlam Park Building, 2nd Floor, Vincent 5242, East London.

CLOSING DATE

: 07 August 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, social media, 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

<u>POST 26/115</u>	:	<u>LAW REASECHER REF NO: 2026/82/OCJ</u>
<u>SALARY</u>	:	R487 197 – R 573 897 per annum (Level 09). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Land Court: Randburg
<u>REQUIREMENTS</u>	:	Applicants should be in possession of an LLB Degree at (NQF level 8) as recognised by SAQA. A minimum of three (03) years in the relevant field. Superior court or litigation experience and a valid driver's license will serve as an added advantage. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. Knowledge and Skills: Basic Conditions of Employment Act and related labour laws & Departmental policies, knowledge of the Labour Relations Act 66 of 1995, Labour and Labour Appeal Court Rules and Practice Manual, Employment Equity Act, Practice Manual of the Court, sound understanding of South African law and judicial system, interpretation and application of the law, excellent communication skills (verbal and written), computer literacy, numerical skills, planning and organising skills, problem solving and decision-making skills, interpersonal skills, excellent research and analytical skills, project management skills, report writing and editing skills, honesty and integrity, resilience, attention to detail, flexibility conflict management, strong work ethics, professionalism, ability to work under pressure and meeting of deadlines, results driven, trustworthy, observance of confidentiality and time bound.
<u>DUTIES</u>	:	Provide support with legal research on various legal issues, statutes, rules, regulations, and case law analyse, apply complex legal principles and provide summaries to the judges, provide research support to judges in the preparation of hearings and trials, carry out research and retrieve all material from all sources in both hard copy and electronic formats on legal issues as requested by a Judge, provide analysis through studying all the relevant material, study all the relevant material and provide a thorough analysis thereof, provide support to the judges with legal, arguments analysis submitted by litigants, evaluate merits of each argument, research supporting and opposing case law (precedent) and provide recommendations to the judges, review legal issues, arguments, and relevant case law in the form of legal memos, prepare a comprehensive memorandum on the outcome of the legal research, provide support to judges in reviewing and proofreading draft judgment(s) to ensure clarity and accuracy, proofread all judgments, articles, speeches and conference papers with respect to spelling and grammar, quality assure all references and footnotes in all judgments and legal articles against the original text to ensure correctness and accuracy, correct mistakes (typos) with the help of track changes so that judges can accept or decline any proposed changes, quality assure the maintenance of knowledge of recent legal developments, new legislation, and relevant case law, provide support to the monitoring of legal journals, ensure that judges have access to the latest legal information, keep up breast with recent developments in relevant areas of law such as legislative changes, new precedents and emerging legal trends.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Ms N Mhlambi Tel No: (010) 493 6316 HR Related Enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
<u>APPLICATIONS</u>	:	Applications can be sent via email to: 2026/82/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with Employment Equity goals.
<u>POST 26/116</u>	:	<u>LAW RESEARCHER REF NO: 2026/83/OCJ</u>

<u>SALARY</u>	:	R487 197 - R573 897.per annum (Level 09). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Eastern Cape Division of The High Court: Makhanda
<u>REQUIREMENTS</u>	:	Applicants should be in possession of an LLB Degree or a four-year recognised legal qualification as recognised by SAQA. A minimum of three (3) years' legal research experience in the relevant field. Superior court or litigation experience and a valid driver's license will serve as an added advantage. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. Knowledge and Skills: Knowledge of Electronic Information Resources and online retrieval (Westlaw, LexisNexis, Jutastat SAFLLI and Sabinet) Practice Manual of the Court, sound understanding of South African law and judicial system, Interpretation and application of the law, Batho Pele Principles, communication skills (verbal and written), problem solving and decision-making skills, excellent research and analytical skills, report writing and editing skills, analytical skills, presentation skills, planning and organising skills, computer literacy. communication and Information Management, accuracy and attention to detail. Diversity Management, managing interpersonal conflict, Project Management, ability to work under pressure and time management skills.
<u>DUTIES</u>	:	Provide support to legal research functions for the Judges and other Court officials: Provide support with legal research on various legal issues, statutes, rules, regulations, and case law, analyse and apply complex legal principles and provide summaries to the judges, provide research support to judges in the preparation of hearings and trials, carry out research and retrieve all material from all sources in both hard copy and electronic formats on legal issues, as requested by a Judge, provide analysis through studying all the relevant material, study all the relevant material and provide a thorough analysis thereof. Prepare and compile legal opinions: Provide support to the judges with legal arguments analysis submitted by litigants, evaluate merits of each argument, research supporting and opposing case law (precedent) and provide recommendations to the judges, review legal issues, arguments, and relevant case law in the form of legal memos, prepare a comprehensive memorandum on the outcome of the legal research. Provide support with drafting of clear, consistent and comprehensive judgments: Provide support to judges in reviewing and proofreading draft judgment(s) to ensure clarity and accuracy, proofread all judgments, articles, speeches and conference papers with respect to spelling and grammar, quality assure all references, full citation of judgments and footnotes in all draft judgments and legal articles against the original text to ensure correctness and accuracy, correct mistakes (typos) with the help of track changes so that judges can accept or decline any proposed changes. Ensure that Judges are up to date on recent developments in case law, practice directives and legislation: Quality assure the maintenance of knowledge of recent legal developments, new legislation, and relevant case law, provide support to the monitoring of legal journals, ensure that judges have access to the latest legal information, keep up breast with recent developments in relevant areas of law, such as legislative changes, new precedents, and emerging legal trends.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Ms. L Frazer Tel No: (046) 603 5000
	:	HR Related Enquiries: Ms. Z Sulo at (087) 086 6929
<u>APPLICATIONS</u>	:	Applications can be sent via email to 2026/83/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 26/117</u>	:	<u>SENIOR COURT INTERPRETER REF NO: 2026/84/OCJ</u>
<u>SALARY</u>	:	R338 106 - R398 277 per annum (Level 07). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Eastern Cape Division of The High Court: Bhisho
<u>REQUIREMENTS</u>	:	Applicants should be in possession of a National Diploma in Legal Interpreting or equivalent qualification at NQF level 6 with 360 credits as recognised by SAQA. A minimum of one (1) year' experience as a Court Interpreter, or Grade twelve (12) certificate with at least ten (10) years practical experience in Court Interpreting. Proficiency in English and isiXhosa. Proficiency in any other indigenous languages i.e. isiZulu, Afrikaans, Sesotho or Setswana and a valid driver's license will serve as an added advantage. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the

post's technical and generic requirements. Knowledge and skills: Knowledge of relevant acts and regulations, knowledge of culture, knowledge of subject area, knowledge on how to translate and be able to keep to time frame, computer literacy (MS Office), effective communication skills (written and verbal), time management, good interpersonal relations skills, listening skills, customer service skills, problem solving skills, planning and organising skills, decision-making skills. analytical thinking, excellent English language, flexible, motivational, able to work under pressure, meticulous, self-driven and people-centric.

DUTIES

: Render interpreting services: Interpret in Children's Act matters, criminal proceedings, Civil proceedings, Domestic Violence Act matters, Older Persons Act matters, Family, Protection from Harassment Act matters, Labour, Maintenance Act matters, Child Justice matters, Inquests, and quasi-judicial matters, interpret in small claims Courts, interpret in disciplinary hearing, interpret in Conciliation and Arbitration, interpret in confession. Interpret in pre-trial proceedings and consultations, liaise with the supervisor for foreign language interpreters, interpret from source to target language during Court proceedings, pre-trial, consultation, quasi, judicial. interpret non-verbal gestures, dramatization and confessions, engage with the judiciary to confer on the readiness and/or performance of a particular interpreter in Court, render legal and quasi-judicial and language service: Render audible and clear interpreting from source to target language without embellishment or omissions while preserving the language, convey the correct language in accordance with language usage of the speaker, control the speaker and ensure that the citations are interpreted correctly, interpret non-verbal gestures dramatization and confessions, translate legal documents and exhibits: Study and analyse the source document, conduct the necessary research and consult with the relevant parties, ensure accurate cite translation documents, check, edit and revise the translated document, translate mechanically recorded audio material. Develop terminology and provide support in the reconstruction of records: Accumulate terminology and develop database, populate the terms and respective meaning in the glossary register, gather all trial documents, attend to mechanical recordings, compare notes of the Presiding Officer, State and Defence.

ENQUIRIES

: Technical Related Enquiries: Mr. L Ceza Tel No: (040) 608 7738
HR Related Enquiries: Ms. Z Sulo at (087) 086 6929

APPLICATIONS

NOTE

: Applications can be sent via email to 2026/84/OCJ@judiciary.org.za
: The Organisation will give preference to candidates in line with the Employment Equity goals.

POST 26/118

: **REGISTRAR REF NO: 2026/85/OCJ**

SALARY

: 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.

CENTRE

REQUIREMENTS

: Eastern Cape Division of The High Court: Mthatha
: Applicants should be in possession of an LLB Degree or a four (4) year Legal qualification as recognised by SAQA. A minimum of two (2) years post graduate legal experience. **MR3:** LLB Degree or equivalent plus a minimum of 2 years post graduate legal experience. **MR4:** LLB Degree or equivalent plus minimum of 8 years post graduate legal experience. **MR5:** LLB Degree or equivalent plus a minimum of 14 years post graduate legal experience. Superior Court or litigation experience and a driver's license will be an added advantage. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. Knowledge and Skills: Knowledge of registrar's duties, Case Flow Management, legislative framework governing the public service, knowledge of storage and retrieval procedures in terms of the working environment, Batho Pele Principles, excellent communication skills (verbal and written), computer literacy, numerical skills, planning and organising skills, problem solving and decision-making skills, interpersonal skills, conflict management skills, time management skills, analytical skills, customer service orientated, conflict management, strong work ethics and professionalism, ability to work under pressure and meet deadlines, results driven, honesty/trustworthy and observance of confidentiality.

<u>DUTIES</u>	:	Process default judgments to enhance efficiency of the Court in handling of quasi-judicial functions: Determine whether pleadings/ processes comply with the Court rules, consider applications for default judgment (Rule 31[5]) – by applying Court rules and regulations, case law, discretion and knowledge, capture accurate outcome of discretion applied on the file cover, 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, 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, capture and update accurate Bills of costs registered and data tools in the office, submit reporting tool on Taxations 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 collation 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, develop staff and ensure general supervision of employees.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Mr. M Mhlontlo Tel No: (047) 504 5500 HR Related Enquiries: Ms. Z Sulo at (087) 086 6929
<u>APPLICATIONS NOTE</u>	:	Applications can be sent via email to 2026/85/OCJ@judiciary.org.za The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 26/119</u>	:	<u>ADMINISTRATION CLERK: LEGAL REF NO: 2026/86/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>	:	Eastern Cape Division of The High Court: Gqeberha Applicants should be in possession of Grade 12 certificate or equivalent qualification at NQF level four (4) as recognised by SAQA. No experience is required. A minimum of one (1) year' experience in a legal environment, LLB Degree qualification and a driver's license will serve as an added advantage. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. Knowledge And Skills: Knowledge of Public Services Legislation, Prescripts and Regulations, research skills, communication skills (verbal and written) including presentation skills, minute taking skills and report writing skills, problem solving and decision making and time management skills, good reporting, organising and planning skills, creative and analytical thinking skills and computer literacy (MS Office).
<u>DUTIES</u>	:	Conduct legal research for the Regional Court President/Chief Magistrate (as and when required), compilation of statistics (Submission to Monitoring & Evaluation unit, reconcile manual and electronic statistics), audit readiness and data purification, case flow management, assisting Regional Court Registrar and members of the public, provide administrative support in general as requested by the Court Manager and Supervisor.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Ms. P Boya-Nyhiba Tel No: (041) 502 6626 HR Related Enquiries: Ms. Z Sulo at (087) 086 6929
<u>APPLICATIONS NOTE</u>	:	Applications can be sent via email to 2026/86/OCJ@judiciary.org.za The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 26/120</u>	:	<u>USHER MESSENGER REF NO: 2026/87/OCJ</u>
<u>SALARY</u>	:	R170 226 - R200 523 per annum (Level 03). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Limpopo Division of The High Court: Thohoyandou Applicants should be in possession of Grade 10 or ABET level 3 as recognised by SAQA. A relevant experience required. A valid driver's license will serve as an added advantage. All shortlisted candidates shall undertake

a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. Skills and Competencies: Knowledge of clerical duties, practices as well as the ability to capture data, operate computers and collecting statistics, knowledge of the MS Office package, with experience in word processing, Outlook, Power Point and Excel, knowledge of Office Administration, knowledge and understanding of the legislative framework governing Public Service, communication skills (verbal & written), problem solving skills, good public relations skills, monitoring and analytical skills, planning and organising skills, report writing skills and typing skills.

DUTIES

: Render administrative support functions to the Judges and the Court Room, escort members of the bench to and from Court and attends Judges' chambers with counsel, facilitate order in Court rooms before calling the Judges in, organise the Court crew and inform them of the starting times in line with the daily Court roll, maintain silence and order in the Court rooms when Judges enter or leave, check the correctness of motion Court rolls, generation of copies and dissemination according to the distribution list, maintain Court Rooms' records, check and arrange the criminal and civil files (to be taken to the Court rooms), report the missing files to the Judges, file/ archive the documents, registers, etc, facilitate the smooth- running of the Court rooms, assist with the scheduling of Court matters (motion opposed), arrange the representation of cases, negotiate the Court Rooms allocation with Judges in times of Court, room shortages, collect and distribute Court files, sort and check the Court files, keep the Court files safe and circulate Court rolls according to the distribution list.

ENQUIRIES

: Technical Related Enquiries: Mr. BM Tjiane Tel No: (015) 495 1444
HR Related Enquiries: Ms. EM Ramaphakela Tel No: (015) 495 1744

APPLICATIONS

: Applications can be sent via email to 2026/87/OCJ@judiciary.org.za

NOTE

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

DEPARTMENT OF PLANNING, MONITORING AND EVALUATION



- APPLICATIONS** : Applications must be posted / or hand-delivered to: The Department of Planning, Monitoring and Evaluation (DPME), Attention: Human Resource Admin & Recruitment, at Private Bag X944, Pretoria, 0028 or hand delivered to 330 Grosvenor Street, Hatfield, Pretoria, 0028 (please quote the relevant post and reference number).
- CLOSING DATE** : 07 August 2026 @ 16:30
- WEBSITE** : www.dpme.gov.za
- NOTE** : The relevant reference number must be quoted on all applications. The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance. Applications must be submitted on a signed Z83 accompanied by a comprehensive CV only specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Certified copies of qualifications and other relevant documents will be requested from shortlisted candidates only. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. The DPME is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s). Failure to submit the above information will result in the application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Reference checks will be done during the selection process. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Shortlisted candidates must be available for interviews at a date and time determined by DPME. Applicants must note that pre-employment checks will be conducted once they are short-listed and the appointment is also subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. For salary levels 11 to 15, the inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. The DPME reserves the right to utilise practical exercises/tests for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The DPME also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. Prior to appointment, 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/>. Candidates are required to use the new Z83 (Application for employment) that is implemented with effect from 1 January 2021. A copy can be downloaded on the website of the Department of Public Service & Administration (DPSA) at www.dpsa.gov.za

MANAGEMENT ECHELON

<u>POST 26/121</u>	:	<u>CHIEF DIRECTOR: PLANNING ALIGNMENT REF NO: 06/ 2026</u>
<u>SALARY</u>	:	R1 554 696 per annum (Level 14), (all-inclusive salary package). The remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within the relevant framework.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria An appropriate NQF level 7 qualification in any of the following: Public Administration/Management, Business Administration, Social Science, Development Studies. 8 years' experience in strategic planning/ public sector institutional planning/ operational planning/ public sector development planning/ public sector monitoring & evaluation of which 5 years should be at a senior managerial level. NQF level 8 qualification, or higher, will be an added advantage. A valid driver's license. A good understanding of political, government planning and governance issues. Good understanding of government across the three spheres and of development partners that work with governments. Knowledge of government prescripts (including National Treasury regulations), policies, administrative processes, practices, and programmes. Knowledge of the National Development Plan (NDP) and the Medium-Term Development Plan and their implementation processes within institutions. Ability to foster and manage effective working arrangements with other centres of government departments and social/development partners to ensure coordinated and integrated actions. Willingness to travel on a regular basis. Competencies & Skills: Management skills including people management and empowerment, and experience in managing multi-disciplinary teams. Ability to provide strategic direction and leadership. The ability/experience to create an environment for high performance culture and staff development. Ability to manage multiple projects. Excellent interpersonal & communication skills (written & verbal). Highly developed negotiation and conflict management skills. Strategic and analytical skills. Research and policy analysis skills. Financial management and project/programme management skills. Good computer literacy skills. Personal Attributes: The incumbent must be assertive and self-driven, innovative and creative, client orientated and customer focused, solution orientated and able to work under stressful situations.
<u>DUTIES</u>	:	The incumbent will be responsible to: Manage, coordinate and support the development and assessment of Strategic Plans, Annual Performance Plans and Operational Plans with development priorities for national departments, provincial departments and Schedule 3A & 3C public entities with regard to non-financial performance, Manage coordinate and facilitate the quarterly performance reporting, of non-financial performance, of national departments, provincial departments and Schedule 3A & 3C public entities Manage the development, review and implementation of policies, frameworks, circulars and guidelines that support strategic planning, annual performance planning and operational planning processes for national and provincial departments and Schedule 3A & 3C public entities, Manage coordinate and facilitate stakeholder engagements and forums on Strategic Plan and Annual Performance Plan processes and reporting for national, provincial departments and Schedule 3A & 3C public entities ,Provide professional management and leadership in respect of the provision of the core functions and services assigned to the Chief Directorate and support cross-functional work within the department.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr I Chappell Tel No: (012) 312- 0476 can be sent to Recruitment27@dpme.gov.za
<u>POST 26/122</u>	:	<u>CHIEF DIRECTOR: PUBLIC SERVICE REF NO: 07 / 2026</u>
<u>SALARY</u>	:	R1 554 696 per annum (Level 14), (all-inclusive salary package). The remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within the relevant framework.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria An appropriate NQF level 7 qualification in Public Administration, Social Sciences. A Minimum of 8 years in Strategic and Executive Management experience in Human Settlements, Spatial Planning Frameworks of which 5 years must be at senior managerial level. NQF level 8 will be an added advantage A valid drivers-license. A good understanding of political, planning and governance issues. Good understanding of government across the three spheres and partners for development. Knowledge of government prescripts,

policies, administrative processes, practices, and programmes. A good understanding of the National Developmental Planning, National Planning Commission (NPC), National Development Plan (NDP) and its implementation processes. Ability to foster and manage effective working arrangements with other centre of government departments and social/development partners to ensure co-ordinated and integrated actions. Willingness to travel on a regular basis. Competencies & Skills: Management skills including people management and empowerment, and experience in managing multi-disciplinary teams. Ability to provide strategic direction and leadership. The ability/experience to create an environment for high performance culture and staff development. Ability to manage multiple projects. Excellent interpersonal & communication skills (written & verbal). Highly developed negotiation and conflict management skills. Strategic and analytical skills. Research and policy analysis skills. Financial management and project/programme management skills. Good computer literacy skills. Personal Attributes: The incumbent must be assertive and self-driven, innovative and creative, client orientated and customer focused, solution orientated and able to work under stressful situations.

DUTIES : The incumbent will be responsible for developing, coordinating, facilitating and providing strategic support for the monitoring of the implementation of Priority 3: Building a Capable, Ethical and Developmental State, in alignment with the Medium-Term Development Plan (MTDP) and the National Development Plan (NDP). The roles include developing intervention strategies and implementation plans to strengthen government performance, as well as coordinating capacity development programmes to promote the effective application of Planning, Monitoring, and Evaluation (PM&E) policies, frameworks, systems, tools and guidelines across government. Key responsibilities include contributing to planning and evaluation activities related to the implementation of national priorities; monitoring the performance and accountability of sector departments and the implementation of Cabinet decisions and remedial actions arising from Priority 3 progress reports; and analysing Strategic Plans; Annual Performance Plans (APPs), and budget allocations to assess alignment with the MTDP and NDP. The incumbent will provide strategic technical advice and support to political principals, executive management and governance structures on matters relating to planning, monitoring, evaluation and institutional performance. The role further entails developing and enhancing government-wide monitoring, reporting tools, systems and guidelines to strengthen evidence-based planning, performance monitoring and accountability across the public sector. The incumbent will coordinate national and international partnerships to advance PM&E policy, capacity development knowledge-sharing, thereby contributing to the professionalisation of the public service and the strengthening of a capable, ethical and developmental state. The position also requires effective leadership, people management and oversight of managers within the immediate span of control to ensure the achievement of organisational objectives.

ENQUIRIES : Ms Z Dyaloyi Tel No: (012) 312- 0548
APPLICATIONS : Applications can be sent to Recruitment28@dpme.gov.za

POST 26/123 : **SENIOR CAPACITY DEVELOPMENT SPECIALIST REF NO: 08/ 2026**

SALARY : R1 317 384 per annum (Level 13), (all-inclusive salary package). The remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within the relevant framework.

CENTRE : Pretoria
REQUIREMENTS : An appropriate NQF level 7 qualification in Public Administration/ Management, Human Resource Development. A Minimum of 8 years' Experience in developing, implementing and monitoring of Planning Monitoring and Evaluation (PME) policy framework and related capacity development strategies of which 5 years should be at a Middle/Senior Managerial Level. NQF level 8 will be an added advantage A valid drivers-license. A good understanding of political, planning and governance issues. Good understanding of government across the three spheres and partners for development. Knowledge of government prescripts, policies, administrative processes, practices, and programmes. A good understanding National Development Plan (NDP) and its implementation processes. Ability to foster and manage effective working arrangements with other centre of government

		departments and social/development partners to ensure co-ordinated and integrated actions. Willingness to travel on a regular basis. Competencies & Skills: Management skills including people management and empowerment, and experience in managing multi-disciplinary teams. Ability to provide strategic direction and leadership. The ability/experience to create an environment for high performance culture and staff development. Ability to manage multiple projects. Excellent interpersonal & communication skills (written & verbal). Highly developed negotiation and conflict management skills. Strategic and analytical skills. Research and policy analysis skills. Financial management and project/programme management skills. Good computer literacy skills. Personal Attributes: The incumbent must be assertive and self-driven, innovative and creative, client orientated and customer focused, solution orientated and able to work under stressful situations.
DUTIES	:	The incumbent will be responsible to lead and co-ordinate capacity development programme with internal and external stakeholders to strengthen government-wide Planning, Monitoring & Evaluation (PM&E) system, institutional PM&E system and individual PM&E capacity in line with the Medium-Term Development Plan (MTDP) and the National Development Plan (NDP). Provide strategic leadership on PM&E capacity development programmes to support public sector institutions to strengthen their institutional monitoring. Provides PM&E technical advisory support to strengthen Government-wide monitoring, evaluation and reporting systems. Co-ordinate partnerships for PM&E training and capacity development to contribute to building a Capable, Ethical and developmental state. Management of Stakeholder/Partnerships to harness diverse skills and expertise required to professionalise PM&E practitioners. Provide professional management and leadership in respect of the provision of the core functions and services assigned to the position.
ENQUIRIES APPLICATIONS	:	Mr M Lehong Tel No: (012) 312- 0540
	:	Applications can be sent to Recruitment29@dpme.gov.za
POST 26/124	:	HEAD OF THE OFFICE OF THE DIRECTOR-GENERAL REF NO: 02/2026 Office of the Director-General
SALARY	:	R1 317 384 - R1 551 807 per annum (Level 13), (all-inclusive salary package). The remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within the relevant framework.
CENTRE REQUIREMENTS	:	Pretoria
	:	An appropriate Bachelor's Degree/ Advanced Diploma qualification NQF 7 in Public Administration/ Office Management as recognised by SAQA, with at least five 5 years' experiences at Middle/Senior Managerial level in rendering administrative and executive office support. Experience in the office of an Executive Manager will serve as an added advantage. Knowledge and Skills: Knowledge of public Service Regulations, policies and procedures. Working knowledge of the functioning of National, Provincial and Local Government. Financial Management and Financial Directives. Knowledge of Project Management. Knowledge of Administrative Systems and Minute Taking. Competencies and Skills: Strategic capacity and leadership; Programme and Project management; Financial management; Change Management; Knowledge Management; Service Delivery Innovation (SDI); Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication skills; Honesty and integrity.
DUTIES	:	To manage and coordinate the provisioning of executive and administrative support services to the Director-General and the Department, and sustain good working relationship with all internal and external stakeholders to ensure effective flow of information inside and outside of the Department. This involves conducting research, analyse information and compile complex documents for the DG and scrutinise documents to determine actions/ information/ and/or documents required. Providing an effective and efficient strategic administrative support to the DG, compile the agenda of meetings chaired by the DG and ensure circulation of accompanying memorandum. Co-ordinate and liaise with internal and external strategic alliances and stakeholders between the Office of the DG and other stakeholders to ensure integration of programmes. Provide strategic management and leadership in respect of the core functions and services assigned to the DG's Office.
ENQUIRIES APPLICATIONS	:	Mr I Chappell Tel No (012) 312-0476
	:	Applications can be sent to Recruitment23@dpme.gov.za

OTHER POST

<u>POST 26/125</u>	:	<u>ASSISTANT DIRECTOR: PRESIDENTIAL HOTLINE REF NO: 09/2026</u> Directorate: Presidential Hotline
<u>SALARY</u>	:	R605 742 per annum (Level 10), plus benefits
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate 3-year tertiary qualification (\NQF 6\ in the area of National Diploma / Degree in Public Administration/ Communications, Developmental Studies/ Humanities/ Data Analytics or related fields with at least 3 years' relevant experience in Experience in the Monitoring and Evaluation, data analytics, project management environment and/or administrative experience and/or Customer care. A good understanding of government policies, M&E and logging of cases. Competencies/Skills: The ideal candidate should possess well developed report writing skills, research methodology and analytical skills, sound knowledge of the Microsoft Office suite (including Excel and Power Point) should produce good quality work, be reliable and take initiative. Should have good interpersonal relations and communication skills, should be flexible and have the ability to work with a team Personal attribute: The incumbent must be assertive and self-driven, client orientated, customer focused, solution orientated and able to work under stressful situations and the ability to maintain high levels of confidentiality.
<u>DUTIES</u>	:	The successful candidate will be responsible to support Presidential Hotline Directorate in ensuring good quality logging of cases, effective monitoring and support to departments and provinces and support the research, knowledge management and communications functions. Management of case logging and tracking function. Manage and track complaints referred to national departments and provinces (Stakeholders). Manage research & knowledge management and communications. Project and administration support.
<u>ENQUIRIES</u>	:	Mr M Lehong Tel No (012) 312-0540
<u>APPLICATIONS</u>	:	can be sent to Recruitment30@dpme.gov.za

DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

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

- APPLICATIONS** : Applications can be submitted by email to the relevant email and by quoting the relevant reference number provided on the subject line. Acceptable formats for submission of documents are limited to MS Word, PDF. The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates must submit applications to recruitment5@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying, i.e. "REF NO: SIA"
- CLOSING DATE** : 07 August 2026 at 16h00. Applications received after the closing date will not be considered.
- NOTE** : Applications must quote the relevant reference number and consist of: A fully completed and signed Z83 form and a recent comprehensive CV. Submission of copies of qualifications, Identity document, and any other relevant documents will be limited to shortlisted candidates only. All non-SA citizens will be required to submit proof of permanent residence in South Africa when shortlisted. Personnel suitability checks will be done during the selection process. Applicants could be required to provide consent for access to their social media accounts. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 1 month of the closing date of this advertisement, please accept that your application was unsuccessful. In the pursuit of diversity and redress, appointments will be made in line with the DSBD EE Plan. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The successful candidate will be required to sign a performance agreement within three months of appointment, as well as complete a financial interest declaration form within one month of appointment and annually thereafter. The Department reserves the rights not to fill or withdraw any advertised post. Note: a new application for employment (Z83) form is applicable from 01 January 2021. The new form can be downloaded online at <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>

OTHER POST

- POST 26/126** : **SENIOR INTERNAL AUDITOR "REF NO: SIA"**
- SALARY** : R413 001 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Bachelor's Degree or BCom Degree (NQF7) in Auditing / Accounting / Information Systems / IT Auditing or equivalent / related as recognised by SAQA. A minimum of 2 years' experience in Internal Auditing/ Auditing financial statements and information systems auditing including IT controls, and data analytics and systems environments. Knowledge of Public Finance Management Act (PFMA), Treasury Regulations, and Institute of Internal Auditors (IIA) standards and guidelines. Post Graduate qualification in Auditing, Accounting or IT Auditing, Professional certification in Certified Information Systems Auditor (CISA) or Certified Internal Auditor (CIA) and experience in Auditing Financial Systems and IT environments including conducting IT audits would be considered an added advantage. Ms Office packages. Have proven competencies: Communication (verbal and written), Customer / Client Focus, Service Delivery Systems, Analytical Thinking, Research Skills, Presentation Skills, Problem-solving, Planning and organising and Data analysis.
- DUTIES** : Plan internal audits inclusive of but not limited to conducting business understanding on the audit subject, risk analysis, identifying risk, considering applicable legislative frameworks on the subject, determining audit scope the focus areas etc. Execute internal audits by conducting control adequacy assessments, sampling procedures, developing audit programme to be signed off by the audit manager, executing audit procedures, communicate exceptions to management etc. Develop a draft audit report, convene exit meeting and present the findings of the draft report. Prepare an audit

ENQUIRIES

summary for the various stakeholders, highlight risk areas and track process. Support audit committee processes, maintain audit working papers and records. Coordinate responses to internal and external stakeholders and participate in audit administration activities.

:

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

DEPARTMENT OF SPORT, ARTS AND CULTURE (DSAC)

<u>APPLICATIONS</u>	:	Applicants must use this link or QR code below to access DSAC E-Recruitment System: https://erecruit.dsac.gov.za/public/login_test.php Hand delivery: Sealed envelope addressed to Chief Director: Human Resource Management and Development, Sechaba House, 202 Madiba Street, Pretoria Central. Postal mail to The Chief Director: Human Resource Management and Development, Private Bag X897, Pretoria, 0001.
<u>CLOSING DATE</u>	:	07 August 2026, 16:00
<u>NOTE</u>	:	Please create a user profile by completing all required personal information and setting up your login credentials. Once registration is complete, log in to the system and you will be directed to the "Welcome Page". From the Welcome Page, you may browse all vacant positions opportunities listed below. Applicants are strongly advised to complete all information required for the electronic Z83 form on the system before applying for any position. The Z83 form has been adopted into the system, and applications cannot be processed unless all mandatory fields are completed. After completing your profile and Z83 information, you may apply for any relevant advertised position through the system. Ensure that your application is fully completed and submitted before the closing date, as incomplete or late applications will not be considered. Once submitted, the system will provide a confirmation message indicating that your application has been successfully received. The e-Recruitment portal is also accessible via smartphones and other mobile devices. Correspondence will be limited to shortlisted candidates only. Only shortlisted candidates will be required to bring certified copies of ID, Driver's licence (where required) and qualifications on or before the interview. Should you be in possession of any foreign qualification(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA); Applicants must be South African citizens. Shortlisted candidates must avail themselves for a virtual or in-person panel interview at a date and time determined by DSAC. The applicant should make own arrangement for access to internet connectivity and equipment for this purpose. Applicants must note that pre-employment checks and references will be conducted once they are shortlisted. The appointment is also subject to a positive outcome on these checks, including security clearance, security vetting, qualification/study verification, citizenship verification, financial/asset record check, previous employment verification and criminal record. If an applicant wishes to withdraw an application, it must be done in writing. We encourage all applicants to declare any criminal and/or negative credit records. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment, the logistics of which will be communicated by the Department. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. The Department of Sport, Arts and Culture is an equal opportunity, affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department to achieve its Employment Equity targets. It is the Department's intention to promote equity (race, gender and disability) through the filling of these posts. The Department reserves the right not to make an appointment and to use other recruitment processes, thus withdrawing this advert by notice on its communication channels. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest.

OTHER POSTS

<u>POST 26/127</u>	:	<u>DEPUTY DIRECTOR: ORGANISATIONAL DESIGN AND JOB EVALUATION REF NO: DSAC-01/07/2026</u>
<u>SALARY</u>	:	R932 292 per annum, (an all-inclusive remuneration salary package), consists of a basic salary, Sate's contribution to the Government Employees Pension Fund (13% of Basic salary) and a flexible portion that may be structured in terms of applicable rules Middle Management Services Guidelines
<u>CENTRE</u>	:	Pretoria

REQUIREMENTS

: Senior Certificate/Matric Certificate /Grade 12 Certificate/ NQF 4 or equivalent qualification. Minimum three-year National Diploma (NQF level 6)/ Degree (NQF Level 7) as recognised by SAQA in Management Services / Organisation and Work Study / Operations Management/Production Management/ Organisational Development/ Industrial Psychology or any relevant Organisational Development qualification. Job Evaluation Certificate and PERSAL Establishment Certificate as additional requirements. 3-5 years relevant experience, at least 3 years at an Assistant Director level in organisational development, job evaluation and or any relevant organisation development environment. Knowledge of Public Service Act, Public Service Regulations, Public Finance Management Act, etc. Knowledge of Job evaluation and job grading processes. Knowledge and understanding of DPSA directives, circulars, PSCBC Resolutions etc. applicable to organisational development/change management environment. Knowledge and understanding of Organisational Design principles and techniques. Understanding of Code of Remuneration (CORE). Knowledge of Computer software (Excel, OrgPlus, Visio, PowerPoint, etc). Knowledge and understanding of Diversity management. Knowledge and understanding of business process management. Good communication and Interpersonal relation. Planning and organising skills. Problem solving skills. Interviewing and analytical thinking skills. Project Management skills. Facilitation and Presentation skills. Computer literate. Attention to detail. Ability to work independently and as a team. Ability to keep classified information.

DUTIES

: To manage and provide organisational development and design services to support organisational effectiveness within the Department. Manage organisational development and structure review process: Lead organisational design and structure review processes. Manage the development, review, and alignment of organisational structures with approved establishment requirements and CoE provisions. Develop organisational structure reports, recommendations, and submissions for management approval. Monitor the implementation of approved organisational structures and related organisational development interventions. Conduct organisational functionality and mandate analysis. Authorise the creation, amendment, and abolishment of posts on PERSAL in line with approved organisational structures. Manage and monitor alignment between approved organisational structures, establishment information, and PERSAL records. Manage and monitor job evaluation processes: Oversee the implementation of job evaluation and job grading processes in accordance with DPSA policies and frameworks. Ensure newly created, revised and existing positions are evaluated and graded in line with approved job evaluation systems. Manage the coordination of job evaluation panel meetings. Oversee the monitor of job evaluation register and implementation of approved grading outcomes. Provide technical advice and guidance on job evaluation and grading matters. Ensure approved job evaluation and grading outcomes are accurately implemented and updated on PERSAL. Manage job description development and review processes: Oversee the development, review, and quality assurance of job descriptions aligned to organisational structures and operational requirements. Ensure all employees have approved and signed job descriptions in the department. Oversee the maintenance of the job description database and related records. Manage Business Process Improvement Initiatives: Oversee the business process mapping, analysis, and improvement initiatives. Oversee the development and review of Standard Operating Procedures (SOPs) and business process documentation. Facilitate the identification of process gaps, inefficiencies, and operational improvement opportunities. Monitor the implementation of approved business process improvements. Leveraging AI tools to analyse organisational structures, spans of control and reporting lines. Supporting AI-assisted business process mapping and process optimisation. Developing governance frameworks for the responsible and ethical use of AI within Organisational Design and Development. Develop reports and recommendations on business process improvement within the department. Manage Administrative and Governance Support Services: Coordinate administrative, reporting, and governance processes within the organisational development unit. Prepare reports, submissions, presentations, and memos related to organisational development processes and procedures. Manage the coordination of meetings, workshops, consultations, and stakeholder engagements. Monitor compliance with organisational development policies, procedures, and legislative prescripts.

ENQUIRIES

: Ms Z Lamati Tel No: (012) 441 3831

POST 26/128	:	<u>DEPUTY DIRECTOR: MONITORING AND EVALUATION REF NO: DSAC-02/07/2026</u>
<u>SALARY</u>	:	R932 292 per annum, (an all-inclusive remuneration salary package), consists of a basic salary, State's contribution to the Government Employees Pension Fund (13% of Basic salary) and a flexible portion that may be structured in terms of applicable rules Middle Management Services Guidelines.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria
	:	Senior Certificate / Matric Certificate / Grade 12 Certificate / NQF 4 or equivalent qualification. Minimum three-year National Diploma (NQF level 6)/ Degree (NQF level 7) as recognised by SAQA in Monitoring and Evaluation/ Public Administration / Public Management / Public Governance / Internal Auditing / Statistics / Data Management or any relevant Monitoring and Evaluation qualification. 3-5 years relevant experience and (at least 3 years at an Assistant Director level) in monitoring and evaluation environment. Knowledge of business and management principles. Knowledge of strategic planning, resource allocation and human resources. Knowledge of Public Service Act and Regulations. Knowledge of Project Management. Problem solving and analysis skills. Good Communication and Interpersonal relations. Computer literacy. Planning & Organizing skills. Presentation skills Client Orientation and Customer Focus. Ability to work with different stakeholders on performance information matters. Strategic capability and leadership. Accountability and Ethical Conduct. Change management. Teamwork. Ability to work under pressure.
<u>DUTIES</u>	:	To develop and maintain performance monitoring, evaluation and reporting framework systems and procedure for the department. Consolidate and review the develop of Quarterly Performance Reports: Analysis and review quarterly input submitted by programmes. Participate in the Quarterly and Departmental performance review session. Finalise the quarterly performance report and facilitate the sign off by the DG or delegated official. Facilitate the submission of reports to Internal audit, DPME and National Treasury. Review draft monthly report on targets that are not achieved. Conduct refresher workshop with programmes on the reporting guidelines. Review and consolidate quarterly performance presentations for Audit and Portfolio Committee. Review and consolidate input for ENE mid-term report. Consolidate and review the development of Annual Performance Report: Review draft annual performance report. Review the Dashboard report on verification sources as outlined in the TID and Standard Operating Procedures. Participate in the Quarterly and Departmental performance review session. Facilitate the submission of the Annual performance review report to AGSA. Facilitate the appointment of the Service Provider and approval of the cover page. Facilitate the tabling of the Annual Report in Parliament. Review and consolidate Annual performance presentations for Audit and Portfolio Committee. Provide national oversight on provincial quarterly reporting on Electronic Quarterly Performance Reporting System of Department of Planning Monitoring and Evaluation: Review of the provincial reports on Electronic Quarterly Performance Reporting system of DPME. Submit national oversight comments to DPME and provincial department of Sport, Arts and Culture through eQPRS. Compile a draft report on reviewed Departmental Annual Performance Plans and Standard Operating Procedures (inclusive of its technical indicator description): Compiling a draft report on reviewed APP, TIDs and Strategic Plan covering the following; SMART principles of indicators and targets. Proposed verifications sources in the TID. Review the previous FY Standard Operating Procedures and propose changes where necessary. Consolidate and review the development of quarterly operational plan reports: Develop reporting template on operational plan. Circulate the reporting template to all programmes in the Department. Receive and review operational plan reports submitted by programmes. Generate operational plan reports for the department. Review and consolidate quarterly performance presentations for programmes. Facilitate the submission of reports to programmes for noting and improvement.
<u>ENQUIRIES</u>	:	Mr T Khumalo Tel No: (012) 441 3669
POST 26/129	:	<u>ASSISTANT DIRECTOR: MONITORING AND EVALUATION REF NO: DSAC-03/07/2026</u>

<u>SALARY</u>	:	R487 197 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Senior Certificate/Matric Certificate /Grade 12 Certificate/ NQF 4 or equivalent qualification. A minimum three-year National Diploma (NQF level 6)/ Degree (NQF level 7) as recognised by SAQA in Monitoring and Evaluation/ Public Administration/ Public Management/ Public Governance/ Internal Auditing/ Statistics/ Data Management or any relevant Monitoring and Evaluation qualification. 2-3 years relevant experience and (at least 2 years at a Senior/ Practitioner/ Officer level) in data analysis, data auditing, monitoring, evaluation and reporting environment. Knowledge and understanding of Public Service Regulations, Public Service Act, PFMA and relevant legislations. Knowledge and understanding of Monitoring and Evaluation Frameworks. Knowledge and understanding of data collection and data analysis. Knowledge of departmental policies and procedures. Research skills. Facilitation and presentation skills. Problem solving and analytical thinking skills. Planning and organising skills. Good communication and Interpersonal relations. Change management skills. Computer literacy. Ability to work in a Team and independently. Ability to work under pressure.
<u>DUTIES</u>	:	To provide support for monitoring and evaluating departmental programmes, and projects. Assisting in the coordination of the development and review of the Departmental Quarterly Performance Reports: Coordinate and send out meeting invites for branch review sessions as well as the Departmental review session. Prepare agendas for quarterly review sessions. Prepare quarterly reporting templates for relevant Programmes. Make inputs for TID and targets in the Barnowl system. Review evidence submitted by relevant Programmes. Prepare feedback report to be used as discussion document during quarterly review sessions for relevant Programmes. Capture quarterly report for relevant Programmes. on the DPME EQPR system. Prepare minutes for review session for relevant Programmes and the Departmental review session. Prepare demographic reports for relevant indicators. Respond to audit queries from Internal Audit. Prepare statistical report for women, youth and people with disabilities. Prepare a quarterly deviation register to report progress on targets that were not achieved. Coordinate submission of beneficiary details for projects under relevant programmes. Prepare PMER presentation. Facilitate the development of monitoring and evaluation reports: Prepare the annual report review report template for relevant programmes. Review evidence submitted by the relevant Programmes. Prepare feedback report to be used as discussion document during review sessions for the relevant Programmes. Capture quarterly report for the relevant Programmes on the DPME EQPR system. Respond to audit queries from Internal Audit. Prepare documents/information for submission to AGSA in response to the requests for information. Coordinate SCM processes for appointment of a service provider that will develop the annual report. Develop the task directive for the appointment of a service provider. Develop a workplan for annual report project. Coordinate and review annual report inputs from various units in the Department. Liaise with service provider for the design and layout of the annual report. Review the annual report from the service provider and provide further inputs/ changes/ corrections. Assist in the development of the ENE Mid-Term report: Receive reporting template from the relevant unit. Assist in coordinating inputs for Estimated of National Expenditure (ENE) Mid Term report from the relevant programmes. Consolidate, capture and verify performance information on the template. Submit to the budget unit. Coordinate development and review of standard operating procedures: Assist with the development and updating of the M&E database / systems. Assist in reviewing SOPs for the relevant programmes. Develop SOP report (tracking tool). Review of SOP evidence for the relevant programmes. Coordinate the development of criteria/selection document for the relevant Programmes. Develop APP AND TID assessment report. Verify and validate data captured on the M&E databases and system. Assist in the development of quarterly operational plan reports: Assist with the review of data Management guidelines. Develop quarterly reporting templates for the relevant programmes. Review evidence submitted by the relevant Programmes. Develop operational plan reports for the relevant Programmes. Develop operational plan presentations for the relevant Programmes.
<u>ENQUIRIES</u>	:	Mr T Khumalo Tel No: (012) 441 3669
<u>POST 26/130</u>	:	<u>ASSISTANT DIRECTOR: ORGANISATIONAL DESIGN AND JOB EVALUATION REF NO: DSAC-04/07/2026</u>

<u>SALARY</u>	:	R487 197 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Senior Certificate/ Matric Certificate /Grade 12 Certificate/ NQF level 4 or equivalent qualification. Minimum three-year National Diploma (NQF level 6)/ Degree (NQF Level 7) as recognised by SAQA in Management Services / Organisation and Work Study / Operations Management / Production Management/ Organisational Development/ Industrial Psychology or any relevant Organisational Development qualification. Job Evaluation Certificate and PERSAL Establishment Certificate are additional requirements. 2-3 years relevant experience (at least 2 years at a Senior/Officer/ Practitioner level) in organisational development, job evaluation and change management or any relevant organisation development environment. Knowledge of Public Service Act, Public Service Regulations, Public Finance Management Act, etc. Knowledge of Job evaluation and job grading processes. Knowledge and understanding of DPSA directives, circulars, PSCBC Resolutions etc. applicable to organisational development/change management environment. Knowledge and understanding of Organisational Design principles and techniques. Understanding of Code of Remuneration (CORE). Knowledge of Computer software (Excel, OrgPlus, Visio, PowerPoint, etc). Knowledge and understanding of Diversity management. Good communication and Interpersonal relation. Planning and organising skills. Problem solving skills. Interviewing and analytical thinking skills. Project Management skills. Facilitation and Presentation skills. Computer literate. Attention to detail. Ability to work independently and as a team. Ability to keep classified information.
<u>DUTIES</u>	:	To implement an organisational development design and job evaluation support services. Monitor and coordinate the development and review of job descriptions: Coordinate the development, review, and maintenance of job descriptions as mandated by the DPSA or when necessary. Develop Job descriptions in line with the departmental structure. Identify job profiles to be developed and reviewed. Quality assures job descriptions for advertising. Conduct benchmarking of job descriptions in line with DPSA directives. Provide advisory and technical support to employees. Ensure all newly appointed employees have signed job descriptions. Maintain and update the job descriptions database. Assist with the development and review of job description policy, frameworks and guidelines. Coordinate the review and redesign processes and Change Management interventions: Coordinate organisational design, restructuring, and work study processes. Facilitate organisational functionality assessments. Collect, analyse, and consolidate organisational data to support organisational design and structural alignment processes. Coordinate the implementation of approved organisational structures and related change interventions. Facilitate the creation, abolition, and amendment of posts on PERSAL in line with approved organisational structures. Participate in the development and review of organisational structures, service delivery models, and establishment requirements. Prepare organisational design reports, presentation, recommendations, and submissions for approval. Support the implementation of change management initiatives arising from organisational restructuring and transformation processes. Coordinate and provide secretariat support to awareness session, meeting and forums. Monitor and conduct Job Evaluation process: Coordinate and facilitate the implementation of job evaluation processes within the department. Facilitate and establish the nomination and training of panel members within the department. Analyse, evaluate, and grade posts in a job according to the Public Service Job Evaluation System. Ensure provision of secretariat and administrative services to the job evaluation panel meeting. Identify and prioritise jobs to be evaluated. Maintain and monitor job evaluation register in line with the approved job evaluation outcomes. Conduct benchmarking of job descriptions and grading of levels in line with DPSA directives. Facilitate the implementation of DPSA directives, policies, and frameworks relating to job evaluation and grading. Coordinate the development and review of JE and job grading policy. Facilitate awareness sessions, workshops, and capacity-building initiatives on job evaluation systems, policies, and directives. Conduct and coordinate Organisational functionality assessments within the department. Coordinate organisational functionality and operational efficiency assessments. Gatheranalyse, and consolidate information and reports to support organisational assessment processes. Monitor progress and follow up on organisational improvement actions and recommendations. Participate in steering committee meetings and provide administrative and secretariat

support where required. Coordinate meetings, information sessions and provide secretariat support. Compile information on the DPSA organisational assessment and reporting templates. Identify organisational gaps, inefficiencies, and improvement opportunities to enhance service delivery. Utilise AI tools to draft organisational reports, Support AI-assisted business process mapping and workflow optimisation initiatives. Evaluate opportunities to automate routine organisational reporting and administrative processes using approved digital technologies. Keep abreast of emerging AI technologies and recommend practical applications that improve organisational effectiveness and service delivery Coordinate the development and implementation of business processes management: Coordinate the development of Standard Operating Procedures (SOP's) for the approved departmental operational plan. Coordinate the compilation list of internal Business Processes for each unit. Facilitate the analysis and mapping of business processes of approved SOPs of the approved operational plan. Coordinate the compilation and maintenance of departmental business process registers. Obtain relevant approvals for developed SOPs and business process documentation. Compile approved departmental business process reports. To manage and provide organisational development and design services to support organisational effectiveness within the Department. legislative prescripts.

<u>ENQUIRIES</u>	:	Ms Z Lamati Tel No: (012) 441 3831
<u>POST 26/131</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCE ADMINISTRATION REF NO: DSAC-05/07/2026</u>
<u>SALARY</u>	:	R487 197 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Senior Certificate/Matric Certificate /Grade 12 Certificate/ NQF 4 or equivalent qualification Minimum Three-year National Diploma (NQF level 6) / Degree (NQF level 7) as recognised by SAQA in Human Resource Management/ Public Management and Administration/ Industrial Psychology or any relevant Human Resource Management qualification. PERSAL Administration Certificate and Leave Administration Certificate are additional requirements-3 years relevant experience (at least 2 years at an HR Officer/ HR Practitioner level) in recruitment & selection, conditions of service, employee benefits and administration or any human resource administration environment. Knowledge and understanding of the Human Resource Management Framework. Knowledge of HR policies, procedures and implementation strategies. Knowledge and understanding of relevant Directives. Knowledge of Public Service Resolutions, Public Service Act and relevant legislation and prescripts. Knowledge and understanding of PERSAL System. Good communication and interpersonal relations. Problem solving skills. Analytical skills. Computer and digital literacy. Numeracy skills. Planning and organizing skills.
<u>DUTIES</u>	:	Facilitate the administration of Recruitment and Selection processes Facilitate the administration of conditions of services, remuneration and employee benefits. Facilitate the processing of appointments, promotions, and transfers to the Department, Facilitate the process of Terminations of Service and Transfers from the Department to another. Provide overall supervision and guidance to subordinates. Contribute toward the digitization and automation of HR processes and systems.
<u>ENQUIRIES</u>	:	Ms NP Maloka Tel No: (012) 441 3730

DEPARTMENT OF WATER AND SANITATION

<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/
<u>CLOSING DATE</u>	:	07 August 2026
<u>NOTE</u>	:	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.

OTHER POSTS

<u>POST 26/132</u>	:	<u>ASSISTANT DIRECTOR: AFRICA BILATERALS RELATIONS/AFRICA MULTILATERALS REF NO: 070826/01</u> Branch: Provincial And Entity Governance and International Cooperation Cd: International Water Cooperation Dir: Africa Relations
<u>SALARY</u>	:	R605 742 per annum (Level 10)
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	A relevant NQF level 6 qualification in International Relations / Political Science. Five (5) years of experience in international relations. Knowledge and understanding of international politics and the difference between multilateral and bilateral agreements. Knowledge of developing policies and their procedures. Knowledge and understanding of research. Understanding of Public Finance Management Act (PFMA). Knowledge of bilateral/ multilateral management issues. Knowledge of equal opportunities and affirmative action guidelines and laws. Knowledge of administrative and clerical procedures and systems. Understanding of departmental policies and procedures. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Effective communication skills both (verbal and written). Accountability and ethical conduct.

<u>DUTIES</u>	:	Assist in the implementation of international agreements with priority countries. Conduct research and compile briefing documents, position papers and reports to support bilateral engagements Facilitate international stakeholder engagements, support relevant stakeholder consultations, maintain relations with foreign governments, Embassies, High Commissions, and entities. Facilitate and participate in bilateral fora, support strategic interventions and formation of partnerships for international water cooperation. Drafting of relevant documents such as submissions, letters, briefing notes. Assist with the establishment of new strategic partnerships.
<u>ENQUIRIES</u>	:	Mr MA Sithole Tel No: (012) 336 8588
<u>POST 26/133</u>	:	<u>ENVIRONMENTAL OFFICER SPECIALISED PRODUCTION GRADE A REF NO: 070826/02</u> Branch: Infrastructure Management: Northern Operations Dir: Operations Northern (Re-advertisement, applicants who have previously applied must re-apply)
<u>SALARY</u>	:	R518 769 per annum, (OSD)
<u>CENTRE</u>	:	Hartbeespoort
<u>REQUIREMENTS</u>	:	A relevant Honours Degree in Environmental Science or relevant qualification at NQF level 8) coupled with a minimum of three (3) years working experience post the required qualification. The disclosure of valid unexpired driver's license. Experience in any of the following fields will service as an added advantage: Environmental Science / Water Resource Management / Environmental Law/Natural Resource Economics / Occupational Health and Safety and Construction Health and Safety. Professional registration as an Environmental Assessment Practitioner (EAP) will be an added advantage. Knowledge in compliance monitoring and enforcement. Working knowledge of National Water Act, 1998 (Act no. 36 of 1998) and related policies. Working knowledge of relevant Environmental Management legislation and related policies. Working knowledge of Occupational Health and Safety Act and construction regulations. Knowledge and understanding of Integrated Water Resources Management. Understanding of PFMA and Treasury regulations 16. Knowledge of safety of Sport and Recreation events in terms of the National Water Act. Ability to review technical and scientific reports and provide recommendations. Exposure to construction environment management, technical report writing skills. Ability to provide technical and scientific support to Department of Water and Sanitation units and other government departments. Professional judgement. Good communication, presentation and networking skills. People management skills, planning, organising, conflicts and change management. Excellent problem solving and analysis. The ability to work independently, to interact with communities, professional service providers (PSPs) and planning partners in the water sector. Willing to travel extensively and work irregular hours.
<u>DUTIES</u>	:	Provide support and oversight to three Area offices within the Northern Operations, namely: Hartbeespoort Area Office, Groblersdal Area Office and Tzaneen Area office at Technical Services sub-directorate. To provide integrated environmental services towards the development, maintenance, rehabilitation and refurbishment of bulk water infrastructure including operations and maintenance projects in Civil, Mechanical and Electrical for three Area Offices. This includes amongst others, the undertaking of environmental legislative screening assessment and compile terms of reference for the appointment of environmental assessment practitioners and related services. Compilation of environmental management plans. Provide environmental, health and safety inputs during the planning and construction phase of projects Conduct environmental audits for bulk water infrastructure and operations and maintenance projects. Conduct site inspections, undertake both routine and special inspections and generate technical and monitoring reports. Assist in developing and implementation of commercial recreational and recreational water use policies and guidelines. Implementation of other related legislation dealing with access and use of State Dams. Give inputs on applications for commercial recreational water use at State Dams especially with regards to PFMA and Treasury Regulations 16 requirements. Conduct routine monitoring for GWWs under the management of Northern Operations.
<u>ENQUIRIES</u>	:	Mr IR Mmutloane Tel No: (012) 200 9000
<u>POST 26/134</u>	:	<u>ADMINISTRATION OFFICER (HRM) REF NO: 070826/03</u>

Branch: Infrastructure Management: Central Operations
 Dir: Operations Central
 (Re-advertisement, applicants who have previously applied must re-apply)

<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Potchefstroom
<u>REQUIREMENTS</u>	:	National Diploma or Degree in Public Management/ Administration/ Human Resources Management or relevant qualification. One (1) to (3) three years relevant experience in Administration or Human Resources. Computer Literacy. PERSAL Certificates. The disclosure of a valid unexpired driver's license. Knowledge and experience in HR processes and legislation. Basic financial management. Knowledge of PFMA and management skills. Problem solving skills and analysis. People and diversity management. Client orientated and customer focus. Good communication skills both (verbal and written) Accountability and ethical conduct.
<u>DUTIES</u>	:	Supervise and undertake the more complex implementation and maintenance of Human resource administration practices, HRA, HRD, Registry, Recruitment and selection. Handle Human resource administration enquiries HRA, HRD, registry, recruitment and selection. Supervisor human resources staff. Manage and Administer personnel management and administration function within the Area Office. Manage and Administer Human Resources function and office support services. Manage and Administer HRD, training coordination of PMDS. Manage and administer leave management. Manage and Administer service conditions. Recruitment, Selection and Appointment. Provide HR and policy advisory service to all employees within the area office. Ensure that all reports are submitted within the financial year closure. Manage, supervise and develop staff within Corporate Services. Manage and administer Corporate Services functions within the Area office. Manage and administer transport and travel in line with departmental policies. Manage and administer corporate services budget and give budget inputs.
<u>ENQUIRIES</u>	:	Mr. HG Mbele Tel No: (018) 294 9300
<u>NOTE</u>	:	Candidates must complete a practical and theoretical test. Please be advised that the office will transition to a SANWRIA agency.
<u>POST 26/135</u>	:	<u>ADMINISTRATION CLERK PRODUCTION REF NO: 070826/04</u> Branch: Water And Sanitation Services Management: FS Cd: Provincial Operations: Free State Sd: Hydrological Services
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	A Senior/Grade 12 certificate or equivalent. Previous administrative experience will serve as an added advantage. Basic understanding of Batho Pele Principles. Basic knowledge of Microsoft Excel, Word and PowerPoint. Knowledge of clerical functions, practices, as well as the ability to capture data, operate a computer and collate administrative statistics. Basic knowledge and insight of Human Resources prescripts. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of working environment. Interpersonal relations. 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>	:	Provide administrative Support to the Directorate: Manage incoming and outgoing documents. Coordinate the logistics of meetings, taking minutes at meetings and distribution of documents/packages to various stakeholders as required. Assist with the collation of monthly reports and presentations as required by the Director. Keep and maintain the asset register of the Directorate. Maintain a leave register for the Directorate. Handle telephone accounts for the Directorate. Hydrological data administration: Update Information on OSIRIS database and N-drive location. Assistance with hydrological data processing: Assist with the capturing and supply of daily readings. Assist with data capturing on HYDSTRA. Provide Financial Administrative Support which will include requesting BAS reports, capturing S&T claims and capturing invoices for the Directorate monthly. Liaise with internal and external stakeholders in relation to the procurement of goods and services. Capture and update expenditure of the Directorate. Check the correctness of subsistence and travel claims of officials and submit them to the manager for approval. Assist with document logistics between the office of the Director, other Directorates and the office of the Provincial Head.

ENQUIRIES

: Assist the Director with travelling arrangements. Assist with the administration related to personnel matters, such as the scanning and saving of documents before it is submitted to Human Resources.
Mr C Lloyd Tel No: (051) 405 9000