



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 28 OF 2025

DATE ISSUED: 08 AUGUST 2025

1. Introduction

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

2. Directions to candidates

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

3. Directions to departments

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

4 SMS pre-entry certificate

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

AMENDMENT

: **PROVINCIAL ADMINISTRATION: GAUTENG: DEPARTMENT OF RAODS AND TRANSPORT:** Kindly note that the following post of Administrative Clerk (X5 Posts): Provincial Regulatory Entity with Ref No: Refs/023112, advertised in Public Service Vacancy Circular 27 dated 01 August 2025, have been withdrawn.

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DEPARTMENT OF DEFENCE

- CLOSING DATE** : 22 August 2025 at 16h00, (Applications received after the closing date and faxed copies will not be considered).
- NOTE** : Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office i.e effective 01 January 2021 or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/>. Should an application be received using incorrect application employment form Z83, it will be disqualified, which must be originally signed and dated by the applicant, and which must be accompanied by a detailed CV only (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview which should not be older than six months. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application, it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. The level of appointments is dependent upon, qualifications, relevant experience and research output. The shortlisted candidates will be subjected to two (2) pre-entry assessments (practical and ethical exercise) which will determine the candidate's suitability. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged, and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months in terms of the prescribed rules.

OTHER POSTS

- POST 28/01** : **MEDICAL OFFICER (GRADE 1 – 3) REF NO: SG/02/28/25/01 (X5 POSTS)**
- SALARY** : Grade 1: R1 001 349 per annum
Grade 2: R1 142 553 per annum
Grade 3: R1 322 352 per annum
(All-incise package according to experience as per OSD regulations)
- CENTRE REQUIREMENTS** : 1 Military Hospital, Thaba Tshwane, Pretoria.
- : Applicable degree, MBChB or equivalent registration with the Health Professions Council of South Africa (HPCSA) as an Independent Medical Practitioner. Computer literacy is essential.
- DUTIES** : Provide a Medical Service at 1 Military Hospital. Manage patients both as in an outpatients and be able to manage emergencies. Supervise junior medical officers and interns in training. Liaise with relevant referral departments and participate in academic teaching and lectures. Ensure participation in an active CPD program that is run within and outside of the hospital. Manage the referral system of the department within and outside of the hospital within specific treatment guidelines and budgetary constraints. Work as a civilian within the Department of Defence with emphasis on privacy and non-disclosure of information. Participate in the commuted overtime system for the Department of Defence.
- ENQUIRIES APPLICATIONS** : Lieutenant Colonel (Lt Col) A.E. Khorommbi Tel No: (012) 314 0355
 : Department of Defence, South African Military Health Service, HR Services Department, 1 Military Hospital, Private Bag X1026, Thaba - Tshwane, 0143 or hand deliver to 1 Military Hospital, Voortrekker Road, Pretoria or email to Azwimbavhi.Khorommbi@dod.mil.za.

<u>POST 28/02</u>	:	<u>HEAD CLINICAL UNIT GRADE 1 - 2 REF NO: SG/02/28/25/02</u>
<u>SALARY</u>	:	Grade 1: R1 341 855 per annum Grade 2: R1 531 032 per annum Grade 3: R1 773 222 per annum (All-inclusive package according to experience as per OSD regulations)
<u>CENTRE REQUIREMENTS</u>	:	1 Military Hospital, Thaba Tshwane, Pretoria
	:	MBChB degree and specialised in the field of internal Medicine and registered with the Health Professions Council of South Africa (HPCSA) as an Independent Medical Specialist in Internal Medicine. The registration with the HPCSA must be current. Computer literacy is essential.
<u>DUTIES</u>	:	Provide an internal Medicine Service to 1 Military Hospital. Manage patients both as in an out patients and be able to manage emergencies. Supervise junior medical officers and interns in training. Ensure participation in an active CPD program that is run within and outside of the hospital within treatment guidelines and budgetary constraints. Work as a civilian within the Department of Defence with emphasis on privacy and non-disclosure of information. Participate in the commuted overtime system for the Department of Defence.
<u>ENQUIRIES APPLICATIONS</u>	:	Lieutenant Colonel (Lt Col) A.E. Khorommbi Tel No: (012) 314 0355
	:	Department of Defence, South African Military Health Service, HR Services Department, 1 Military Hospital, Private Bag X1026, Thaba - Tshwane, 0143 or hand deliver to 1 Military Hospital, Voortrekker road, Pretoria or email to Azwimbavhi.Khorommbi@dod.mil.za .

DEPARTMENT OF EMPLOYMENT AND LABOUR

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

CLOSING DATE

: 22 August 2025 at 16:00 (walk-in) and 00:00 (online)

NOTE

: All attachments for online application must include an application form Z83 and CV only, in PDF and as one (1) document or attachment, indicate the correct job title and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. JPEG (picture/snapshot) application will not be accepted. 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. 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 posts' technical and generic requirements. 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. If you have not been contacted within eight (8) weeks 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 below advertised post(s). The successful candidate will be required to enter into an employment contract and a performance agreement. The Department is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s)

ERRATUM: Kindly take note that the advertised posts of UIF Claims Officer: Paymaster with Ref No: HR4/4/7/51 (X73 Posts), UIF Claims Officer: Assessment with Ref No: HR4/4/7/52 (X76 Posts), UIF Claims Officer: Employer Services with Ref No: HR4/4/7/53 (X80 Posts), UIF Client Service Officer with Ref No: HR4/4/7/54 (X120 Posts), Client Service Officer: Quality Assurer with Ref No: HR/4/4/7/55 (X118 Posts), Client Service Officer: Inspection and Enforcement Services (IES) with Ref No: HR/4/4/7/56 (X8 Posts), Client Service Officer: PES with Ref No: HR/4/4/7/57 (X5 Posts) under the Provincial Office Mpumalanga are being withdrawn. These posts were

advertised on the Public Service Vacancy Circular 26 dated 25 July 2025 with closing date of 08 August 2025. Sorry for inconveniences. Enquiries: Ms E Baholo Tel No: (013) 655 8700. Sorry for inconveniences

OTHER POSTS

POST 28/03 : **PRINCIPAL INSPECTOR: OCCUPATIONAL HEALTH AND HYGIENE REF NO: HR4/4/9/38**

SALARY : R582 444 per annum
CENTRE : Labour Centre Gqeberha
REQUIREMENTS : Three (3) year National Diploma (NQF 6) /Undergraduate Bachelor Degree in Environment Health/Hygiene/Occupational Health/Hygiene Analytical Chemistry/Chemical Engineering. Valid driver's licence. Four years (4) years functional experience in Health and Hygiene Inspection services. Knowledge: Department Policies and Procedures, Batho Pele Principles, Public Service Act and Regulations, OHS Standards, OHS Management System. Skills: Interpersonal, Computer Literacy, Communication (verbal and written), Interpersonal, Planning and Organising, Research, Project Management, Innovative, Facilitation, Problem Solving, Interviewing.

DUTIES : Provide inputs into the development of Health and Hygiene policies and ensure implementation of OHS strategy for the Department in terms of OHS Legislation. Conduct complex inspections for Health and Hygiene regularly as per inspection programme, conduct technical research on the latest trends in Occupational Health and Hygiene within identified sector. Provide support for enforcement action, including preparation of reports for legal proceedings.

ENQUIRIES : Mr M Ngqolowa Tel No: (041) 506 5000
APPLICATIONS : Deputy Director Labour Centre Operations: Private Bag X6045, Port Elizabeth 6000, Hand deliver at VSN Centre 116 - 134 Govern Mbeki Street, Port Elizabeth, 6000. Email: Jobs-ECPLZ@labour.gov.za

POST 28/04 : **OHS INSPECTOR: MECHANICAL ENGINEERING REF NO: HR/4/4/6/03**

SALARY : R397 116 per annum
CENTRE : Labour Centre: East London
REQUIREMENTS : Matriculation/ Grade 12/ Senior Certificate plus a 3-year tertiary qualification at NQF6 in Electrical/Mechanical Engineering/ Environmental Health/ Analytical Chemistry/ Chemical Engineering/ Civil & Construction Engineering. A valid driver license. 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, Unemployed 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 the 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 : Mr. MC Njamela Tel No: (043) 702 7500
APPLICATIONS : Deputy Director Labour Centre Operations: Private Bag X9084, East London 5200 or hand delivered at Cnr. Oxford & Hill Street, East London; Email: Jobs-ECELN@Labour.gov.za

FOR ATTENTION : Deputy Director: Labour Centre Operations

<u>POST 28/05</u>	:	<u>EMPLOYMENT SERVICES PRACTITIONER (ESP II) REF NO: HR4/4/9/27</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Labour Centre East London
<u>REQUIREMENTS</u>	:	Three (3) year tertiary qualification at NQF6 in Social Sciences (Psychology, Industrial Psychology)/ Public Administration/Business Management/Public Management. Valid driver's licence. Two (2) years functional experience in Client oriented environment. Knowledge: Employment Service Act, Unemployment Insurance Act, Public Service Act, Immigration Act, Social Plan guidelines, Human Resource Management, ILO Convention, Financial Management, Skills Development Act. Skills: Interpersonal, Computer Literacy, Communication (verbal and written), Interpersonal, Planning and Organising, Report writing, Negotiation, Marketing, Networking.
<u>DUTIES</u>	:	Marketing PES services to stakeholders to acquire opportunities and conduct recruitment, selection, referral and placement of registered work-seekers. Process requests for International Cross-Border Labour Migration (ICBLM) and advise on the availability of skills. Process applications for registration of Public Employment Agency (PEA) and Temporary Employment Schemes (TES). Supervise the provision of registration and referral of work-seekers for the Department. Monitor the implementation of Employment Schemes, Labour Activation Programmes (LAP) Projects and Temporary Relief Schemes. Supervise the administration of employer services at the Labour Centre.
<u>ENQUIRIES</u>	:	Mr MC Njamela Tel No: (043) 701 7501/02
<u>APPLICATIONS</u>	:	Deputy Director Labour Centre Operations: Private Bag X9084, East London 5200, Hand deliver at Cnr Oxford & Hill Street, East London, 5200. Email: Jobs-ECELN@labour.gov.za
<u>FOR ATTENTION</u>	:	Human Resources Management Section.
<u>POST 28/06</u>	:	<u>ADMINISTRATIVE OFFICER: PES REF NO: HR4/4/9/22</u>
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Provincial Office: East London
<u>REQUIREMENTS</u>	:	Three (3) year tertiary qualification at NQF6 in Social Sciences (Psychology)/ Public/Business Administration. One (1) year functional experience in Recruitment Services. Knowledge: Human Resource Management, ILO Convention, Financial Management, Skills Development. Skills: Interpersonal, Computer Literacy, Communication (verbal and written), Interpersonal, Planning and Organising, Report writing.
<u>DUTIES</u>	:	Supervise the provision of administrative support for processing of applications for International Cross-Border Labour Migration. Render administrative support for stakeholder relations in acquisition of placement Opportunities. Provide operational support for capacity building of ESSA end users. Coordinate large (provisional) opportunities from key stakeholders and DEL placement services opportunities.
<u>ENQUIRIES</u>	:	Ms NR Ngaki Tel No: (043) 701 3074/76
<u>APPLICATIONS</u>	:	Director: Private Bag X 9005, Provincial Office East London, 5200, Hand deliver at 03 Hill Street East London, 5200. Email: Jobs-EC3@labour.gov.za
<u>FOR ATTENTION</u>	:	Human Resources Management Section.
<u>POST 28/07</u>	:	<u>LEGAL ADMINISTRATION OFFICER: (MR-3 TO MR-5) REF NO: HR 5/1/2/3/66 (X4 POSTS)</u>
<u>SALARY</u>	:	R324 579 - R1 111 323 per annum, (OSD)
<u>CENTRE</u>	:	Compensation Fund, Pretoria
<u>REQUIREMENTS</u>	:	Four-year qualification (on NQF Level 7) in LLB/BPROC/ BCOMLAW/ BALAW. Admission as an Advocate or Attorney of the High Court of South Africa. 2-8 years' appropriate post qualification legal experience. Knowledge: Compensation Fund business strategies, policies and procedures. Performance Audit standards. Customer Relationship Management. Fund Governance and Risk Management. Relevant stakeholders. Batho Pele Principles. Legislative Requirements: COID Act. Public service Act. Occupational Health and Safety Act (OHS). PFMA. Treasury Regulations. Promotion of Access to information Act. Promotion of Administrative Justice Act (PAJA). Constitution Act 108 of 1996 (amended). Road Accident Fund (RAF). Unemployment Insurance Act (UIA). General knowledge of the Public Service Regulations. LRA, EE Act, SDA & BCEA. Skills: Required Technical proficiency.

		Business Writing Skills. Analytical thinking. Decision making. Communication (verbal and written). Customer focus and Responsiveness. People and Performance Management. Managing inter-personal conflict and Problem solving. Planning and organizing. Team leadership.
<u>DUTIES</u>	:	Draft and vet contracts for the Fund. Handle litigation for and behalf of the Fund. Process the section 56 applications and 91 objections. Provide legal opinions to the Fund. Supervision of staff.
<u>ENQUIRIES</u>	:	Adv LA Shokane at 067 415 4027
<u>APPLICATIONS</u>	:	Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or Direct Your Applications to: Jobs-CF10@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund
<u>NOTE</u>	:	Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.
<u>POST 28/08</u>	:	<u>BCEA INSPECTOR: INSPECTION SERVICES (X3 POSTS)</u>
<u>SALARY</u>	:	R269 499 per annum
<u>CENTRE</u>	:	Labour Centre: Pietermaritzburg Ref No: HR4/4/5/52 (X2 Posts)
	:	Labour Centre: Port Shepstone Ref No: HR4/4/5/53 (X1 Post)
<u>REQUIREMENTS</u>	:	Three (3) years relevant qualification at NQF6 in Labour Relations/BCOM Law/LLB. A valid drivers' licence. Knowledge: Basic Conditions of Employment Act, Departmental policies and procedures, Skills Development Act, Labour Relations Act, Unemployment Insurance Act, Unemployment Insurance Contributions Act, Employment Equity Act, Customer Service (Batho Pele Principles). Skills: Facilitation skills, Planning and Organizing (own work), Computer Literacy, Interpersonal skills, Problem solving skills, Interviewing skills, Analytical, Communication skills.
<u>DUTIES</u>	:	Conduct occupational inspections with the aim of ensuring compliance with all labour legislations. Execute investigations on reported cases pertaining to contravention of labour legislation and enforce where and when necessary. Conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation. Conduct advocacy campaigns on identified and allocated labour legislation. Assist in drafting of inspection plans, reports and compilation of statistics on allocated cases.
<u>ENQUIRIES</u>	:	Mr M September Tel No: (033) 341 5300
	:	Mr S Biyase Tel No: (039) 688 6900
<u>APPLICATIONS</u>	:	Deputy Director: Labour Centre Operations: Private Bag X9048, Pietermaritzburg, 3200 or hand deliver at 370 Langalibalele Street, Pietermaritzburg. For online Applications Email: Jobs-KZN21@Labour.gov.za
	:	Deputy Director: Labour Centre Operations: P.O Box 379, Port Shepstone 4240 or hand deliver at 17 Bisset Street, Port Shepstone. For online Applications Email to: Jobs-KZN23@Labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, KwaZulu-Natal
<u>POST 28/09</u>	:	<u>CLIENT SERVICE OFFICER: IES REF NO. HR4/4/6/01</u>
<u>SALARY</u>	:	R269 499 per annum
<u>CENTRE</u>	:	Cradock Labour Centre
<u>REQUIREMENTS</u>	:	Matriculation/ Grade 12. Knowledge: All Labour Legislations and Regulations, Private Employment Agency regulations and related ILO conventions, Public Service Regulations, Public Service Act, Knowledge of the Departmental (Policies, Procedures and Guidelines), Batho Pele Principles. Skills: Interpersonal, Telephone etiquette, Interviewing, Computer Literacy, Communication, Ability to interpret legislation, Problem solving.
<u>DUTIES</u>	:	Render services at help desk as the first point of entry within the Registration Services. Render Employment Services to all the Clients who visit the Labour Centre. Resolve all complaints on all Labour Legislations received from Clients. Receive all Unemployment Insurance Benefits for Injuries & Diseases Act (COIDA) and Employer registration forms for COIDA.
<u>ENQUIRIES</u>	:	Ms. N Mkonto Tel No: (048) 881 3010
<u>APPLICATIONS</u>	:	Deputy Director: Labour Centre Operations, PO Box 38 Cradock, 5880, Hand deliver at 73 Frere Street Centre Cradock 5880. Email: Jobs-ECCRD@Labour.gov.za
<u>FOR ATTENTION</u>	:	Deputy Director: Labour Centre Operations

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(MALUTI TVET COLLEGE)**

- APPLICATIONS** : All applications should be posted, hand delivered or emailed to: Human Resource Management Human Resource Management Maluti TVET College: Corporate Office or Maluti TVET College: Corporate Office Private Bag X33 Corner High & Broster Street, Bethlehem 9700 Email applications can be forwarded to this email address: hrrecruitment@malutitvet.co.za
- CLOSING DATE** : 22 August 2025
- NOTE** : Applications quoting the relevant reference number must be submitted on a new Z83 form (effective from 01 January 2021) obtainable from any Public Service department as well as Maluti TVET College Corporate Office or from Maluti TVET College Official website www.malutitvet.co.za. The Z83 form must be signed, initialed and dated. With regards to completion of the Z83 form, Part A, C and D must be fully completed. Part B, all fields must be completed in full except Passport number: South African applicants need not provide passport numbers, an applicant has responded "no" to the question "Are you conducting business with the state? If yes, (provide the details)", then it is acceptable for an applicant to indicate not applicable or leave blank to the question, "In the event that you are employed in the Public Service, will you immediately relinquish such business interests?". "If your profession or occupation requires official registration, provide date and particulars of registration" – May be completed if your profession requires registration. The questions related to conditions that prevent re-appointment under part F must be answered. Applicants are not required to submit copies of qualifications and other relevant documents on application but submit a completed Z83 Form and a detailed curriculum vitae. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews following communication from HR. Applications received after the closing date will NOT be accepted. Shortlisted candidates will be subjected to a vetting process: criminal record, citizenship, credit record checks, and qualifications. Shortlisted candidates will be subjected to a skills/knowledge/competence test. Foreign qualifications must be accompanied by a SAQA evaluation report. Immigrants should apply for work permits before assumption of duty. Maluti TVET College is an equal opportunity affirmative action employer. Preference will be given to Indians and Coloured as per the EE targets of the College. People with disability are encouraged to apply. It is the College's intention to promote equity (race, gender and disability) through the filling of this post. NB: Please consider your application as unsuccessful should you not be contacted within 60 days from the closing date of this advertisement. Correspondence will be limited to shortlisted candidates only. Successful candidate may be required to work at other places as may reasonably be required by the Department and the College. Maluti TVET College reserves the right to withdraw the mentioned advert.

OTHER POSTS

POST 28/10

FACILITATOR: PANEL BEATING REF NO: MALUTITVET/KWEPB001/2025

College Council Contract Position: 08 Months- Fixed Term Project Contract
Re-advert, please note that this post is re-advertised and applicants who applied previously are encouraged to re-apply.

**SALARY
CENTRE
REQUIREMENTS**

- : R269 499 per annum, (plus 37% in lieu of benefits)
- : Kwetlisong Campus
- : National Senior Certificate/Grade 12/Standard 10 /NCV Level 4. Trade test in Automotive body repair. A minimum of three years' experience in Automotive body repair Industry; Competencies and attributes: Qualified Assessor. Qualified Moderator. SACE Registration. Computer Literacy (MS Word, MS Excel, MS Power Point). Unendorsed Valid Driver's License. Experience in facilitating skills programmes.

DUTIES

- : Facilitating. Setting and Marking of Assessments tasks, processing of marks and other related duties. To be accountable to all workshop resources including stock taking all times. Carry out all other duties related to the post. Planning

		and organisation of lessons in the above subject areas. Perform any other duty related to the post.
<u>ENQUIRIES</u>	:	Mr GD Mokoena Tel No: (058) 303 1732
<u>POST 28/11</u>	:	<u>FACILITATOR: WELDING REF NO: MALUTITVET/KWEW002/2025</u> College Council Contract Position: 08 Months- Fixed Term Project Contract Re-advert, please note that this post is re-advertised and applicants who applied previously are encouraged to re-apply
<u>SALARY</u>	:	R269 499 per annum (plus 37% in lieu of benefits)
<u>ENTRE</u>	:	Kwetlisoong Campus
<u>REQUIREMENTS</u>	:	National Senior Certificate/Grade 12/Standard 10 /NCV Level 4. Trade test in Welding.A minimum of three years' experience in Welding Industry; Competencies and attributes: Qualified Assessor. Qualified Moderator. SACE Registration. Computer Literacy (MS Word, MS Excel, MS PowerPoint). Unendorsed Valid Driver's License. Experience in facilitating skills programmes.
<u>DUTIES</u>	:	Facilitating. Setting and Marking of assessment tasks, processing of marks and other related duties. To be accountable to all workshop resources, including stock taking all times. Carry out all other duties related to the post. Planning and organising of lessons in the above subject areas. Perform any other duty related to the post.
<u>ENQUIRIES</u>	:	Mr GD Mokoena Tel No: (058) 303 1732
<u>POST 28/12</u>	:	<u>FACILITATOR: PANEL BEATING REF NO: MALUTITVET/KWEPB003/2025</u> College Council Contract Position: 12 Months- Fixed Term Project Contract
<u>SALARY</u>	:	R269 499 per annum (plus 37% in lieu of benefits)
<u>CENTRE</u>	:	Kwetlisoong Campus
<u>REQUIREMENTS</u>	:	National Senior Certificate/Grade 12/Standard 10 /NCV Level 4. Trade test in Automotive body repair. A minimum of three years' experience in Automotive body repair Industry; Competencies and attributes: Qualified Assessor. Qualified Moderator. SACE Registration. Computer Literacy (MS Word, MS Excel, MS PowerPoint). Unendorsed Valid Driver's License. Experience in facilitating skills programmes.
<u>DUTIES</u>	:	Facilitating. Setting and Marking of Assessments tasks, processing of marks and other related duties. To be accountable to all workshop resources including stock taking all times. Carry out all other duties related to the post. Planning and organisation of lessons in the above subject areas. Perform any other duty related to the post.
<u>ENQUIRIES</u>	:	Mr GD Mokoena Tel No: (058) 303 1732

2025/2027 GRADUATE INTERNSHIP AND WORK INTEGRATED LEARNING PROGRAMME

"DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender and disability) in the organisation. People living with disability are encouraged to apply."

(NATIONAL SKILLS FUND)

<u>APPLICATIONS</u>	:	NSF invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or http://z83.ngnscan.co.za/apply and following the easy prompts/instructions. Upload the supporting documents namely, a comprehensive CV.A fully completed and signed (electronic signature) Z83 form will be considered.
<u>CLOSING DATE</u>	:	29 August 2025
<u>NOTE</u>	:	The National Skills Fund would like to invite all qualifying applicants to apply for Graduate and Work Integrated Learning (WIL) programme for the financial year 2025/2026 to 2026/2027. The Internship Programme is meant to provide work exposure to graduates in their relevant field of study. The applicants must be unemployed at the Public Services or never participated in any Internship programme and must be a South African. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The Applicants must apply online on the above link. Applicants must state the field of study applying for, as well as a comprehensive Curriculum Vitae only. It is important to note that it is the applicant's responsibility to ensure that all information and

attachments in support of the application are submitted by the due date. Failure to submit the required documents will result in the application not being considered. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. Applicants applying for more than one field of study must submit a separate Z83 form as well as the required documentation mentioned above to the relevant departmental website link provided. Applicants must meet the following requirements: have satisfied the academic requirements for the advertised field of study as detailed below, and should not have previously served as a Graduate Interns or contract worker in the Public Service. All appointments are subject to the verification of educational qualifications, citizenship and security vetting. Applicants who participated on the internship programme in the past will be disqualified.

INTERNSHIPS AND WIL PROGRAMME FOR 2025/2027

OTHER POSTS

<u>POST 28/13</u>	:	<u>HUMAN RESOURCES MANAGEMENT AND DEVELOPMENT REF NO: NSF01/08/2025</u>
		Directorate: Human Resource Management and Development
		Period: Fixed 24 Months Contract
		Graduate Intern
<u>STIPEND</u>	:	R7 860.40 per month
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	National Diploma/Bachelor's degree in Human Resources Management/Development
<u>ENQUIRIES</u>	:	Mr MS Ramogayana Tel No: (012) 943 2923/ 083 418 2618 Ms TJ Moloto at 081 035 7725
<u>POST 28/14</u>	:	<u>SUPPLY CHAIN MANAGEMENT REF NO: NSF03/08/2025</u>
		Chief Directorate: Chief Financial Officer
		Period: Fixed 24 Months Contract
		Graduate Intern
<u>STIPEND</u>	:	R7 860.40 per month
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	National Diploma/Bachelor's degree in Supply Chain Management/Logistics
<u>ENQUIRIES</u>	:	Mr MS Ramogayana Tel No: (012) 943 2923/ 083 418 2618 Ms TJ Moloto at 081 035 7725
<u>POST 28/15</u>	:	<u>SECRETARIAT AND REF NO.: NSF04/08/2025</u>
		Directorate: Legal Governance and Risk Compliance
		Period: Fixed 24 Months Contract
		Graduate Intern
<u>STIPEND</u>	:	R7 860.40 per month
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	National Diploma/Bachelor degree in Public Management/Administration
<u>ENQUIRIES</u>	:	Mr MS Ramogayana Tel No: (012) 943 2923/ 083 418 2618 Ms TJ Moloto at 081 035 7725
<u>POST 28/16</u>	:	<u>LEGAL REF NO: NSF06/08/2025</u>
		Directorate: Legal Governance and Risk Compliance
		Period: Fixed 24 Months Contract
		Graduate Intern
<u>STIPEND</u>	:	R7 860.40 per month
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	Bachelor of Law (LLB)
<u>ENQUIRIES</u>	:	Mr MS Ramogayana Tel No: (012) 943 2923/ 083 418 2618 Ms TJ Moloto at 081 035 7725

<u>POST 28/17</u>	:	<u>ASSET AND FACILITIES REF NO: NSF07/08/2025</u> Chief Directorate: Chief Financial Officer Period: Fixed 24 Months Contract Graduate Intern
<u>STIPEND</u>	:	R7 860.40 per month
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	National Diploma/Bachelor's degree in Facility Management/Public Management/Financial Management.
<u>ENQUIRIES</u>	:	Mr MS Ramogayana Tel No: (012) 943 2923/ 083 418 2618 Ms TJ Moloto at 081 035 7725
<u>POST 28/18</u>	:	<u>REGISTRY REF NO: NSF08/08/2025</u> Directorate: Financial Management & Administration Period: Fixed 24 Months Contract Graduate Intern
<u>STIPEND</u>	:	R7 860.40 per month
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	National Diploma/ Bachelor's degree in Archives & Records Management.
<u>ENQUIRIES</u>	:	Mr MS Ramogayana Tel No: (012) 943 2923/ 083 418 2618 Ms TJ Moloto at 081 035 7725
<u>POST 28/19</u>	:	<u>INFORMATION AND COMMUNICATION TECHNOLOGY REF NO: NSF09/08/2025</u> Directorate: Information and Communications Technology & Analytics Period: Fixed 24 Months Contract Graduate Intern
<u>STIPEND</u>	:	R7 860.40 per month
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	National diploma/Degree in Information and Communication Technology
<u>ENQUIRIES</u>	:	Mr MS Ramogayana Tel No: (012) 943 2923/ 083 418 2618 Ms TJ Moloto at 081 035 7725
<u>POST 28/20</u>	:	<u>INTERNAL AUDIT REF NO: NSF10/08/2025</u> Directorate: Internal Audit Period: Fixed 24 Months Contract Graduate Intern
<u>STIPEND</u>	:	R7 860.40 per month
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	National Diploma/Bachelor's Degree in Internal Audit.
<u>ENQUIRIES</u>	:	Mr MS Ramogayana Tel No: (012) 943 2923/ 083 418 2618 Ms TJ Moloto at 081 035 7725
<u>POST 28/21</u>	:	<u>OFFICE OF EXECUTIVE OFFICER REF NO: NSF11/08/2025</u> Directorate: Office of Executive Officer Period: Fixed 24 Months Contract Graduate Intern
<u>STIPEND</u>	:	R7 860.40 per month
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	National Diploma/Bachelor's degree in Public Management/Management assistant.
<u>ENQUIRIES</u>	:	Mr MS Ramogayana Tel No: (012) 943 2923/ 083 418 2618 Ms TJ Moloto at 081 035 7725
<u>POST 28/22</u>	:	<u>PUBLIC RELATIONS AND COMMUNICATIONS REF NO: NSF13/08/2025</u> Directorate: Public Relations and Communications Period: Fixed 24 Months Contract Graduate Intern
<u>STIPEND</u>	:	R7 860.40 per month
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	National Diploma/Bachelor 's Degree in Communication/Journalism/ Marketing/ Public Relations/Media Studies

<u>ENQUIRIES</u>	:	Mr MS Ramogayana Tel No: (012) 943 2923/ 083 418 2618 Ms TJ Moloto at 081 035 7725
<u>POST 28/23</u>	:	<u>FINANCE REF NO: NSF15/08/2025</u> Chief Directorate: Chief Financial Officer Period: Fixed 24 Months Contract Graduate Intern
<u>STIPEND</u>	:	R7 860.40 per month
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	National Diploma/BCom degree in Accounting/Financial Management/Cost and Management Accounting
<u>ENQUIRIES</u>	:	Mr MS Ramogayana Tel No: (012) 943 2923/ 083 418 2618 Ms TJ Moloto at 081 035 7725
<u>POST 28/24</u>	:	<u>OFFICE OF THE CFO REF NO: NSF16/08/2025</u> Chief Directorate: Chief Financial Officer Period: Fixed 24 Months Contract Graduate Intern
<u>STIPEND</u>	:	R7 860.40 per month
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	National Diploma/Bachelor's degree in Public Management/Administration
<u>ENQUIRIES</u>	:	Mr MS Ramogayana Tel No: (012) 943 2923/ 083 418 2618 Ms TJ Moloto at 081 035 7725
<u>POST 28/25</u>	:	<u>ORGANISATIONAL PERFORMANCE AND REPORTING REF NO: NSF17/08/2025</u> Chief Directorate: Strategy Innovation and Organisation Performance Period: Fixed 24 Months Contract Graduate Intern
<u>STIPEND</u>	:	R7 860.40 per month
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	National Diploma/Bachelor's degree in Public Management/Business Administration/Office Management and Technology
<u>ENQUIRIES</u>	:	Mr MS Ramogayana Tel No: (012) 943 2923/ 083 418 2618 Ms TJ Moloto at 081 035 7725
<u>POST 28/26</u>	:	<u>STRATEGY INNOVATION AND PARTNERSHIP REF NO: NSF18/08/2025</u> Chief Directorate: Strategy Innovation and Organisation Performance Period: Fixed 24 Months Contract Graduate Intern
<u>STIPEND</u>	:	R7 860.40 per month
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	National Diploma/Bachelor's degree in Public Management/Business Administration/Office Management and Technology
<u>ENQUIRIES</u>	:	Mr MS Ramogayana Tel No: (012) 943 2923/ 083 418 2618 Ms TJ Moloto at 081 035 7725
<u>POST 28/27</u>	:	<u>RESEARCH REF NO: NSF19/08/2025</u> Chief Directorate: Strategy Innovation and Organisation Performance Period: Fixed 24 Months Contract Graduate Intern
<u>STIPEND</u>	:	R7 860.40 per month
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	Bachelor's degree in Statistics/Psychology/Social Sciences/ Research Methodology
<u>ENQUIRIES</u>	:	Mr MS Ramogayana Tel No: (012) 943 2923/ 083 418 2618 Ms TJ Moloto at 081 035 7725

<u>POST 28/28</u>	:	<u>BURSARIES REF NO: NSF20/08/2025</u> Chief Directorate: Skills Development Implementation Period: Fixed 24 Months Contract Graduate Intern
<u>STIPEND</u>	:	R7 860.40 per month
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	National Diploma/ Bachelor degree in Public Management/ Administration/ Project Management
<u>ENQUIRIES</u>	:	Mr MS Ramogayana Tel No: (012) 943 2923/ 083 418 2618 Ms TJ Moloto at 081 035 7725
<u>POST 28/29</u>	:	<u>PROGRAMME MONITORING REF NO: NSF22/08/2025</u> Chief Directorate: Skills Development Implementation Period: Fixed 24 Months Contract Graduate Intern
<u>STIPEND</u>	:	R7 860.40 per month
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	National Diploma/Bachelor degree in Public Management/ Administration/ Project Management/ Financial Management
<u>ENQUIRIES</u>	:	Mr MS Ramogayana Tel No: (012) 943 2923/ 083 418 2618 Ms TJ Moloto at 081 035 7725
<u>POST 28/30</u>	:	<u>OFFICE OF CHIEF DIRECTOR: SDI REF NO: NSF24/08/2025</u> Chief Directorate: Skills Development Implementation Period: Fixed 24 Months Contract Graduate Intern
<u>STIPEND</u>	:	R7 860.40 per month
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	National Diploma/ Bachelor degree in Public Management/ Administration/ Project Management
<u>ENQUIRIES</u>	:	Mr MS Ramogayana Tel No: (012) 943 2923/ 083 418 2618 Ms TJ Moloto at 081 035 7725
<u>POST 28/31</u>	:	<u>QUALITY ASSURANCE REF NO: NSF25/08/2025</u> Chief Directorate: Skills Development Implementation Period: Fixed 24 Months Contract Graduate Intern
<u>STIPEND</u>	:	R7 860.40 per month
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	National Diploma/Bachelor degree in Public Management/ Administration/ Project Management/ Financial Management
<u>ENQUIRIES</u>	:	Mr MS Ramogayana Tel No: (012) 943 2923/ 083 418 2618 Ms TJ Moloto at 081 035 7725
<u>POST 28/32</u>	:	<u>SDI GP/NW/FS REF NO: NSF27/08/2025</u> Chief Directorate: Skills Development Implementation Period: Fixed 24 Months Contract Graduate Intern
<u>STIPEND</u>	:	R7 860.40 per month
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	National Diploma/Bachelor degree in Public Management/ Administration/ Project Management/ Financial Management
<u>ENQUIRIES</u>	:	Mr MS Ramogayana Tel No: (012) 943 2923/ 083 418 2618 Ms TJ Moloto at 081 035 7725
<u>POST 28/33</u>	:	<u>SDI LP/MP REF NO: NSF29/08/2025</u> Chief Directorate: Skills Development Implementation Period: Fixed 24 Months Contract Graduate Intern
<u>STIPEND</u>	:	R7 860.40 per month
<u>CENTRE</u>	:	Pretoria Head Office

<u>REQUIREMENTS</u>	:	National Diploma / Bachelor degree in Public Management / Administration / Project Management / Financial Management
<u>ENQUIRIES</u>	:	Mr MS Ramogayana Tel No: (012) 943 2923/ 083 418 2618 Ms TJ Moloto at 081 035 7725
<u>POST 28/34</u>	:	<u>SDI LP/MP REF NO: NSF31/08/2025</u> Chief Directorate: Skills Development Implementation Period: Fixed 24 Months Contract Graduate Intern
<u>STIPEND</u>	:	R7 860.40 per month
<u>CENTRE</u>	:	Vhembe and Capricorn Reginal Offices
<u>REQUIREMENTS</u>	:	National Diploma/Bachelor degree in Public Management/ Administration/ Project Management/ Financial Management
<u>ENQUIRIES</u>	:	Mr MS Ramogayana Tel No: (012) 943 2923/ 083 418 2618 Ms TJ Moloto at 081 035 7725
<u>POST 28/35</u>	:	<u>SDI WC/NC REF NO: NSF32/08/2025</u> Chief Directorate: Skills Development Implementation Period: Fixed 24 Months Contract Graduate Intern
<u>STIPEND</u>	:	R7 860.40 per month
<u>CENTRE</u>	:	Cape Town Reginal Office
<u>REQUIREMENTS</u>	:	National Diploma/Bachelor degree in Public Management/Administration/Project Management/Financial Management
<u>ENQUIRIES</u>	:	Mr MS Ramogayana Tel No: (012) 943 2923/ 083 418 2618 Ms TJ Moloto at 081 035 7725
<u>POST 28/36</u>	:	<u>SDI KZN REF NO: NSF34/08/2025</u> Chief Directorate: Skills Development Implementation Period: Fixed 24 Months Contract Graduate Intern
<u>STIPEND</u>	:	R7 860.40 per month
<u>CENTRE</u>	:	Durban and Pietermaritzburg Reginal Office
<u>REQUIREMENTS</u>	:	National Diploma/ Bachelor degree in Public Management/ Administration/ Project Management/ Financial Management
<u>ENQUIRIES</u>	:	Mr MS Ramogayana Tel No: (012) 943 2923/ 083 418 2618 Ms TJ Moloto at 081 035 7725
<u>POST 28/37</u>	:	<u>SDI EC REF NO: NSF36/08/2025</u> Chief Directorate: Skills Development Implementation Period: Fixed 24 Months Contract Graduate Intern
<u>STIPEND</u>	:	R7 860.40 per month
<u>CENTRE</u>	:	East London and Gqeberha Reginal Office
<u>REQUIREMENTS</u>	:	National Diploma/ Bachelor degree in Public Management/ Administration / Project Management/ Financial Management
<u>ENQUIRIES</u>	:	Mr MS Ramogayana Tel No: (012) 943 2923/ 083 418 2618 Ms TJ Moloto at 081 035 7725
<u>POST 28/38</u>	:	<u>HUMAN RESOURCES MANAGEMENT AND DEVELOPMENT REF NO: NSF02/08/2025</u> Directorate: Human Resource Management and Development Period: Fixed 24 Months Contract WIL Student
<u>STIPEND</u>	:	R6 659.40 per month
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	N6 Certificate in Human Resources Management.
<u>ENQUIRIES</u>	:	Mr MS Ramogayana Tel No: (012) 943 2923/ 083 418 2618 Ms TJ Moloto at 081 035 7725

<u>POST 28/39</u>	:	<u>SECRETARIAT REF NO: NSF05/08/2025</u> Directorate: Legal Governance and Risk Compliance Period: Fixed 24 Months Contract WIL Student
<u>STIPEND</u>	:	R6 659.40 per month
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	N6 certificate in Public Management/Administration
<u>ENQUIRIES</u>	:	Mr MS Ramogayana Tel No: (012) 943 2923/ 083 418 2618 Ms TJ Moloto at 081 035 7725
<u>POST 28/40</u>	:	<u>OFFICE OF EXECUTIVE OFFICER REF NO: NSF12/08/2025</u> Directorate: Office of Executive Officer Period: Fixed 24 Months Contract WIL Student
<u>STIPEND</u>	:	R6 659.40 per month
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	N6 Certificate in Public Management/Management Assistant
<u>ENQUIRIES</u>	:	Mr MS Ramogayana Tel No: (012) 943 2923/ 083 418 2618 Ms TJ Moloto at 081 035 7725
<u>POST 28/41</u>	:	<u>PUBLIC RELATIONS AND COMMUNICATIONS REF NO: NSF14/08/2025</u> Directorate: Public Relations and Communications Period: Fixed 24 Months Contract WIL Student
<u>STIPEND</u>	:	R6 659.40 per month
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	N6 Certificate in Management Assistant/ Marketing/ Public Management.
<u>ENQUIRIES</u>	:	Mr MS Ramogayana Tel No: (012) 943 2923/ 083 418 2618 Ms TJ Moloto at 081 035 7725
<u>POST 28/42</u>	:	<u>BURSARIES REF. NO: NSF21/08/2025</u> Chief Directorate: Skills Development Implementation Period: Fixed 24 Months Contract WIL Student
<u>STIPEND</u>	:	R6 659.40 per month
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	N6 Certificate in Public Management/Administration/Management Assistant
<u>ENQUIRIES</u>	:	Mr MS Ramogayana Tel No: (012) 943 2923/ 083 418 2618 Ms TJ Moloto at 081 035 7725
<u>POST 28/43</u>	:	<u>PROGRAMME MONITORING REF NO: NSF23/08/2025</u> Chief Directorate: Skills Development Implementation Period: Fixed 24 Months Contract WIL Student
<u>STIPEND</u>	:	R6 659.40 per month
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	N6 Certificate in Public Management/Administration/Management Assistant/Financial Management.
<u>ENQUIRIES</u>	:	Mr MS Ramogayana Tel No: (012) 943 2923/ 083 418 2618 Ms TJ Moloto at 081 035 7725
<u>POST 28/44</u>	:	<u>QUALITY ASSURANCE REF NO: NSF26/08/2025</u> Chief Directorate: Skills Development Implementation Period: Fixed 24 Months Contract WIL Student
<u>STIPEND</u>	:	R6 659.40 per month
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	N6 Certificate in Public Management/Administration/Management Assistant/Financial Management.
<u>ENQUIRIES</u>	:	Mr MS Ramogayana Tel No: (012) 943 2923/ 083 418 2618 Ms TJ Moloto at 081 035 7725

<u>POST 28/45</u>	:	<u>SDI GP/NW/FS REF NO: NSF28/08/2025</u> Chief Directorate: Skills Development Implementation Period: Fixed 24 Months Contract WIL Student
<u>STIPEND</u>	:	R6 659.40 per month
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	N6 Certificate in Public Management/Administration/Management Assistant/Financial Management.
<u>ENQUIRIES</u>	:	Mr MS Ramogayana Tel No: (012) 943 2923/ 083 418 2618 Ms TJ Moloto at 081 035 7725
<u>POST 28/46</u>	:	<u>SDI LP/MP REF NO: NSF30/08/2025</u> Chief Directorate: Skills Development Implementation Period: Fixed 24 Months Contract WIL Student
<u>STIPEND</u>	:	R6 659.40 per month
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	N6 certificate in Public Management/Administration/Management Assistant/Financial Management.
<u>ENQUIRIES</u>	:	Mr MS Ramogayana Tel No: (012) 943 2923/ 083 418 2618 Ms TJ Moloto at 081 035 7725
<u>POST 28/47</u>	:	<u>SDI WC/NC REF NO: NSF33/08/2025</u> Chief Directorate: Skills Development Implementation Period: Fixed 24 Months Contract WIL Student
<u>STIPEND</u>	:	R6 659.40 per month
<u>CENTRE</u>	:	Cape Town Reginal Office
<u>REQUIREMENTS</u>	:	N6 Certificate in Public Management/Administration/Management Assistant/Financial Management.
<u>ENQUIRIES</u>	:	Mr MS Ramogayana Tel No: (012) 943 2923/ 083 418 2618 Ms TJ Moloto at 081 035 7725
<u>POST 28/48</u>	:	<u>SDI KZN REF NO: NSF35/08/2025</u> Chief Directorate: Skills Development Implementation Period: Fixed 24 Months Contract WIL Student
<u>STIPEND</u>	:	R6 659.40 per month
<u>CENTRE</u>	:	Durban and Pietermaritzburg Reginal Office
<u>REQUIREMENTS</u>	:	N6 certificate in Public Management/Administration/Management Assistant/Financial Management.
<u>ENQUIRIES</u>	:	Mr MS Ramogayana Tel No: (012) 943 2923/ 083 418 2618 Ms TJ Moloto at 081 035 7725
<u>POST 28/49</u>	:	<u>SDI EC REF NO: NSF37/08/2025</u> Chief Directorate: Skills Development Implementation Period: Fixed 24 Months Contract WIL Student
<u>STIPEND</u>	:	R6 659.40 per month
<u>CENTRE</u>	:	East London and Gqeberha Reginal Office
<u>REQUIREMENTS</u>	:	N6 certificate in Public Management/Administration/Management Assistant/Financial Management.
<u>ENQUIRIES</u>	:	Mr MS Ramogayana Tel No: (012) 943 2923/ 083 418 2618 Ms TJ Moloto at 081 035 7725

JUDICIAL INSPECTORATE FOR CORRECTIONAL SERVICES

The Judicial Inspectorate for Correctional Services (JICS) 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 JICS will be taken into consideration. People with Disabilities will be accommodated within reasonable limits. Therefore, preference will be given to candidates whose appointment will assist the JICS in achieving its Employment Equity targets in terms of the JICS's Employment Equity Plan.

CLOSING DATE
NOTE

: 29 August 2025 at 16:00 (walk-in) and 23:59 (online)

: All attachments for online application must include an application form Z83 and CV only, in PDF and as one (1) document or attachment and saved with surname and initials. JPEG (picture/snapshot) applications will not be accepted. Failure to do so will result in your application being 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 applications must reach the Judicial Inspectorate for Correctional Services (JICS) on/or before the closing date and time. JICS cannot be held responsible for server delays. Applications submitted in any other way other than the published link or hand delivery will be treated as invalid. 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 the declaration signed. Only an updated comprehensive CV (with detailed previous experience, if any) and a completed and signed new Z83 application form is required. Posts of Independent Correctional Centre Visitors (ICCV) also requires a recommendation/nomination as an ICCV by a community organization (not older than six (6) months) and must be attached to your application. 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). 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. 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 posts' technical and generic requirements. 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 for the sole purpose of this application and will not be shared with third parties without prior consent unless required by law. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. The JICS reserves the right not to make any appointment(s) to the below advertised post(s). The successful candidate will be required to enter into an employment contract and a performance agreement. All costs associated with an application will be borne by the applicant. The appointment will be made according to the Public Service Act of 1994. All short-listed candidates for SMS posts will be subjected to a technical

exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with DPSA Directive on the implementation of competencies-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. JICS is committed to the achievement and maintenance of diversity and equity employment, preference will be giving to Whites, Indian Females, African Males, Coloured Males, and people living with disabilities.

MANAGEMENT ECHELON

<u>POST 28/50</u>	:	<u>CHIEF FINANCIAL OFFICER REF NO: JI 119/2025</u> Judicial Inspectorate for Correctional Services
<u>SALARY</u>	:	R1 266 714 per annum (Level 13), (all-inclusive salary package)
<u>CENTRE</u>	:	Centurion
<u>REQUIREMENTS</u>	:	Applicant must be in possession of a senior certificate, A recognised Bachelor's degree or National Diploma in Accounting, Financial Management, or an equivalent qualification at NQF level 7, as accredited by SAQA. At least five (5) years' experience in a middle or senior management role within the finance sector. Technical Knowledge: Comprehensive understanding of financial management practices, In-depth knowledge of the Public Finance Management Act (PFMA), Proficiency in Generally Recognised Accounting Practice (GRAP), Familiarity with the Public Sector legislative framework, including the Public Service Act and its regulations. Core Competencies and Skills: Strategic capability and leadership, Programme and project management, financial management and attention to detail, Change and knowledge management, Service delivery innovation, Problem solving and analytical thinking, People management and empowerment, Strong client orientation and customer focus, Excellent communication skills, Accountability and high standards of ethical conduct. Additional Requirements Valid driver's licence, Successful completion of the Senior Management Service (SMS) Pre-entry Certificate (required prior to final appointment).
<u>DUTIES</u>	:	Lead and direct financial management operations, including budgeting, revenue collection, supply chain, asset management, payroll, and banking, ensuring full compliance with relevant legislation, policies, and agreements. Develop and maintain robust financial and internal control systems aligned with PFMA, GRAP, Treasury Regulations, and applicable frameworks. Formulate and execute cost control strategies; assess financial viability and risks associated with policies, projects, and contractual agreements. Advise executive management on financial strategy and resource allocation; ensure availability of financial resources to support organisational priorities. Oversee accurate and timely financial reporting; manage audit processes and implement corrective measures based on audit findings. Set parameters for cash flow management and guide finance personnel; ensure financial data integrity and operational efficiency. Evaluate and improve service delivery methods; optimise resource allocation to support JICS priorities. Lead and contribute to relevant sections of the Annual Performance Plan (APP) and Annual Report.
<u>ENQUIRIES</u>	:	Mr E Brewis Tel No: (012) 321 0303
<u>APPLICATIONS</u>	:	Applicants to be submitted through following link: https://forms.gle/EHzkwG1efwGtsuNn6 or hand delivered to Block C 3, Eco Origins Office Park, Witch-hazel Street, Centurion, 0046.

OTHER POSTS

<u>POST 28/51</u>	:	<u>DEPUTY DIRECTOR: COMMUNICATIONS REF NO: JI 120/2025</u> Directorate: Corporate Services
<u>SALARY</u>	:	R896 436 per annum (Level 11), (all-inclusive salary package)
<u>CENTRE</u>	:	Centurion
<u>REQUIREMENTS</u>	:	Applicant must be in possession of a senior certificate, National Diploma/ Degree NQF level 6 as recognized by SAQA in Journalism/Marketing/Public Relations or Media Studies plus at least 5 years' experience in a communication environment. Knowledge of discourse within Criminal Justice.

		Knowledge of latest trends in using social media for corporate benefit. Knowledge of GCIS guidelines for internal communications and website. Knowledge of Electronic Communication Act, Promotion of Access to Information Act, Public Service Act, PFMA and Financial Regulations, Government Policies and Public Service Regulations. Interpersonal relations. People management, strategic management, diversity management and project management skills. Skilled in problem solving and analysis. Skilled in financial management, Change management and risk management. Skilled in online and internal communication systems. Computer literacy. Skilled in corporate governance. Client orientation and stakeholder engagement skills. Ability to work independently. Ability to working irregular hours and achieving deadlines. Able to work in a team. A valid driver's license.
<u>DUTIES</u>	:	Render internal and external communication services for the JICS. Develop internal communications strategy and align that strategy to all regions. Provide internal communication support. Assist in enhancing the corporate image of the JICS. Perform management, coordination and operational tasks to maintain and improve online, internal and social media operations and ensure that they integrate with the department's communication strategies and plans. Manage internal communication publication. Develop an internal staff newsletter. Source content and liaise with different branches for internal news. Develop a long-term news diary of events to support internal publications. Manage departmental notice boards, internal branding and provide communication support to departmental campaigns. Develop an internal branding strategy. Conceptualise and implement internal communication campaigns. Contribute to the development of operation plans and coordinate activities to support the outcomes of the Directorate's strategic outcomes. Application of the legislative and policy guidelines.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr E Brewis Tel No: (012) 321 0303
	:	Applicants to be submitted through following link: https://forms.gle/FenwRNGEC51ejLzy9 or hand delivered to Block C 3, Eco Origins Office Park, Witch-hazel Street, Centurion, 0046.
<u>POST 28/52</u>	:	<u>TRANSPORT OFFICER REF NO: JI 121/2025</u> Office of Chief Financial Officer
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum (Level 07)
	:	Centurion
	:	Applicants must be in possession of a Grade 12/Senior Certificate, National Diploma in Fleet Management or relevant qualifications/NQF level 6. Knowledge of supply chain management environment. Strong knowledge of fleet management, and government transport policies. Two years of Fleet Management experience. Computer literacy (MS Word, Excel, PowerPoint and Outlook). Numeric skills. Team player and strong organizational skills. Ability to work independently. A valid driver's license.
<u>DUTIES</u>	:	The successful candidate will be responsible for assisting with procurement of goods and services and liaise with suppliers. Provide logistical support. Administer inventory, allocate assets in line with policies and guidelines. Perform physical asset verification, barcoding and updating of asset register. Maintain proper records and communication and reporting, handle asset disposal. Provide administrative support. Vehicle management, monitoring logbooks, coordinating payments for transport accounts. Issuing vehicles, conduct pre- and post-inspection. Maintaining logbooks, petrol cards and car keys and ensuring proper record keeping. Ensuring compliance with government transport and fleet management policies.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. A. Fortuin / Ms T. Tshangana Tel No: (021) 421 1012
	:	Applicants to be submitted through following link: https://forms.gle/gtEu5sBm9hBmYNoQ6 or hand delivered to Block C 3, Eco Origins Office Park, Witch-hazel Street, Centurion, 0046
<u>POST 28/53</u>	:	<u>STATE ACCOUNTANT REF NO: JI 122/2025</u> Office of the Chief Financial Officer
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum (Level 07)
	:	Centurion
	:	Applicants must be in possession of a Grade 12/Senior certificate and National Diploma (NQF 6) in Accounting/Financial Management or relevant qualification within the related field. Minimum of 1 – 3 years' experience in Financial

		Management or related field. Knowledge of financial management, accounting, and business practices. Knowledge of BAS and LOGIS. Computer literate (Ms Word, Excel and Outlook). Ability to communicate verbally and in writing. Ability to work independently and as part of a team. Ability to multi-task and general administration capabilities. Proficiency in English and at least one other official language.
<u>DUTIES</u>	:	The successful candidates will be responsible for facilitating processing of creditor payments within 30 days. Check for accuracy of invoice and authenticity of supporting documents attached to the voucher. Prepare and submit paid batches for filing. Respond to queries from Service Providers. Prepare month creditor's accounts. Follow up on creditor queries arising from creditors reconciliation. Process payment of salary related issues. Prepare and submit monthly expenditure reports. Maintain payment register to track all forms of payments. Implementation of expenditure patterns. Prepare expenditure report documentation as per responsibility codes of the programmes. Identify misallocations of funds. Guide programmes and responsibility managers on budget utilisation.
<u>ENQUIRIES</u>	:	Ms. T Sibanyoni/Ms. R Thompson Tel No: (021) 421 1012
<u>APPLICATIONS</u>	:	Applicants to be submitted through following link: https://forms.gle/uTnpBDrEJExi3nea7 or hand delivered to Block C 3, Eco Origins Office Park, Witch-hazel Street, Centurion, 0046.
<u>POST 28/54</u>	:	<u>ADMINISTRATION CLERK – INSPECTIONS & INVESTIGATIONS REF NO: JI 123/2025</u> Inspections and Compliance Monitoring
<u>SALARY</u>	:	R228 321 per annum (Level 05)
<u>CENTRE</u>	:	Centurion
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12/ Senior certificate. Computer literate (MS Word, Excel) and exposure to Microsoft Outlook. Knowledge of office administration. Ability to communicate verbally and in writing. Ability to work independently and as part of a team. Ability to multi-task and general admin capabilities. Driver's license and proficiency in English and at least one other official language an added advantage.
<u>DUTIES</u>	:	The successful candidate will be responsible for recording, organizing, storing, capturing and retrieving correspondence and date. Update registers and handle routine enquiries. Make photocopies and receive and send facsimiles. Distribute document/packages to various stakeholders as required. Keep and maintain the filing system for the unit. Communicate with stakeholders. Make travel arrangements on short notice. Keep and maintain the incoming and outgoing document register of the unit.
<u>ENQUIRIES</u>	:	Mr L. de Souza / Mr O. Thakadu Tel No: (012) 321 0303
<u>APPLICATIONS</u>	:	Applicants to be submitted through following link: https://forms.gle/Sa4fSEDwS91yQj9E7 or hand delivered to Block C 3, Eco Origins Office Park, Witch-hazel Street, Centurion, 0046.
<u>POST 28/55</u>	:	<u>ADMINISTRATION CLERK: MANDATORY REPORTING REF NO: JI 124/2025</u> Inspections and Compliance Monitoring
<u>SALARY</u>	:	R228 321 per annum (Level 05)
<u>CENTRE</u>	:	Centurion
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12/Senior certificate. Computer literate (MS Word, Excel) and exposure to Microsoft Outlook. Knowledge of office administration. Ability to communicate verbally and in writing. Ability to work independently and as part of a team. Ability to multi-task and general admin capabilities. Driver's license and proficiency in English and at least one other official language an added advantage.
<u>DUTIES</u>	:	The successful candidate will be responsible for recording, organizing, storing, capturing and retrieving correspondence and date. Update registers and handle routine enquiries. Make photocopies and receive and send facsimiles. Distribute document/packages to various stakeholders as required. Keep and maintain the filing system for the unit. Communicate with stakeholders. Make travel arrangements on short notice. Keep and maintain the incoming and outgoing document register of the unit.
<u>ENQUIRIES</u>	:	Mr R Mohlaba Tel No: (021) 421 1012

<u>APPLICATIONS</u>	:	Applicants to be submitted through following link: https://forms.gle/K4DPFUHdy8C7kdcu6 or hand delivered to Block C 3, Eco Origins Office Park, Witch-hazel Street, Centurion, 0046.
<u>POST 28/56</u>	:	<u>PROVISIONING ADMINISTRATION CLERK – SUPPLY CHAIN MANAGEMENT REF. NO: JI 125/2025 (X2 POSTS)</u> Office of Chief Financial Officer
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 per annum (Level 05) Centurion Applicants must be in possession of a Grade 12/ Senior certificate or equivalent. Basic knowledge of supply management duties, practices as well as the ability to capture data. Knowledge of assets disposal procedure. Knowledge and understating of legislative framework governing Public Service. Knowledge of procedures in terms of the working environment. Knowledge of assets management. Knowledge of PFMA, PPPFA, Treasury Regulations and the CET Act. Planning and organizing, Communication (verbal and written), computer literacy, flexibility, customer care orientation. Flexibility and teamwork.
<u>DUTIES</u>	:	Render demand and acquisition clerical support by performing the following tasks: Request and receive quotations; place orders; provide secretariat or logistical support during the bid consideration and contracts conclusion process and compile draft documents as required. Render logistical services by placing orders; receive and verify goods from suppliers; capture goods in registers database; receive request for goods from end users and issue goods to end users. Conduct spot checks and stock counts. Maintain records and filing system. Administer inventory, allocate assets in line with policies and guidelines. Perform physical asset verification, barcoding and updating of asset register. Maintain proper records and communication and reporting, handle asset disposal. Provide administrative support.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. A. Fortuin / Ms T. Tshangana Tel No: (021) 421 1012 Applicants to be submitted through following link: https://forms.gle/SDoMUDjbX8LP8x3h7 or hand delivered to Block C 3, Eco Origins Office Park, Witch-hazel Street, Centurion, 0046.
<u>POST 28/57</u>	:	<u>SECRETARY REF NO: JI 126/2025</u> Regional Coordination and Oversight
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 per annum (Level 05) Centurion Applicants must be in possession of a Grade 12/Senior certificate. Knowledge of administration/secretariat duties. Good communication and interpersonal skills. Computer literate with an excellent understanding of windows. MS Word, Excel, Outlook and PowerPoint. Ability to work under pressure and willingness to work overtime.
<u>DUTIES</u>	:	The successful candidate will be responsible to serve as the secretary/administrator to Director Management Regions. Answering and screening of telephone calls. Liaise with the Director regarding all administrative functions. Typing/compiling of memorandums and presentations. Execute office and general administrative duties. Manage filing and electronic documents tracking system. Maintain diary and manage appointments. Acknowledge receipt of documents. Record and issue minutes. Make all travel and accommodation arrangements. Ensure submission of travel claims for the Directors.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms P. Luphuwana, Ms S Suliman Tel No: (021) 421 1012 Applicants to be submitted through following link: https://forms.gle/LECeL5A8XAZefGHr5 or hand delivered to Block C 3, Eco Origins Office Park, Witch-hazel Street, Centurion, 0046.
<u>POST 28/58</u>	:	<u>ADMINISTRATION CLERK REF NO: JI 127/2025</u> Western Cape Management Region
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 per annum Western Cape Applicants must be in possession of a Grade 12 /Senior certificate. 1-3 years relevant working experience. Ability to communicate verbally and in writing. Ability to work independently and also as part of a team. Ability to multi-task

		and general administrative capabilities. Computer literate (Word, Excel, Access, PowerPoint & Outlook). Driver's license is essential.
<u>DUTIES</u>	:	The successful candidate will be responsible to manage the support services of the office. Assist with travel arrangements. Preparations for meetings. Typing documents. Managing the assets at the Regional Office. Provide general administrative support to the Regional Office. Ensure transport and logistic support to the office. Reception duties.
<u>ENQUIRIES</u>	:	Mr S Sani Tel No: (021) 421 1012
<u>APPLICATIONS</u>	:	Applicants to be submitted through following link: https://forms.gle/ZSWrvCB9eqAbMW5w7 or hand delivered to Block C 3, Eco Origins Office Park, Witch-hazel Street, Centurion, 0046.
<u>POST 28/59</u>	:	<u>MESSENGER/CLEANERS (X6 POSTS)</u>
<u>SALARY</u>	:	R138 486 per annum (Level 02)
<u>CENTRE</u>	:	Centurion Ref. No: JI 128/2025 Northern Management Region (Centurion) Ref No: JI 129/2025 Central Management Region (Bloemfontein) Ref No: JI 130/2025 KwaZulu-Natal Management Region (Durban) Ref No: JI 131/2025 Eastern Cape Region (East London) Ref No: JI 132/2025 Western Cape Region (Cape Town) Ref No: JI 133/2025
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 10 or ABET (NQF level 1-4) relevant work experience. Ability to use machinery (vacuum, urn etc.) Ability to read and write. Communication and listening skills planning, organising and people skills.
<u>DUTIES</u>	:	The incumbent will be responsible for cleaning offices and create an orderly working environment Cleaning GG vehicles and safekeeping of equipment ordering cleaning material Ad-hoc tasks as delegated by the supervisor a driver's license will be an added advantage
<u>ENQUIRIES</u>	:	Ms P. Lufhuwana, Ms S Suliman Tel No: (021) 421 1012
<u>APPLICATIONS</u>	:	Applicants to be submitted through following links or hand delivered to the mentioned addresses: Centurion: https://forms.gle/KX69MTRwhmEK2dfG7 or hand delivered to Block C 3, Eco Origins Office Park, Witch-hazel Street, Centurion, 0046 Northern Management Region (Centurion): https://forms.gle/4iBGUrhym3XRfMV7 or hand delivered to Block C 3, Eco Origins Office Park, Witch-hazel Street, Centurion, 0046. Central Management Region (Bloemfontein): https://forms.gle/n9vMVXkEbhpErsY7 or hand delivered to Fedsure House, 3rd Floor 62 St Andrews Street, Bloemfontein, 9300 KwaZulu-Natal Management Region (Durban): https://forms.gle/vjahfBsw21g3arrS6 or hand delivered to Aqua Sky Building, 275 Anton Lembede Street, 8th Floor, Durban 4001 Eastern Cape Region (East London): https://forms.gle/PjQmyScAapT5TtJk6 or hand delivered to East London Magistrates Court, 3rd floor, room 407, Buffalo Street, East London, 5200 Western Cape Region (Cape Town): https://forms.gle/JtCsGcYRrCZywor1A or hand delivered to Standard Bank Building, No. 1 Thibault Square, 9th Floor, Cnr Long Street & Hans Strijdom Avenue, Cape Town, 8001
<u>POST 28/60</u>	:	<u>INDEPENDENT CORRECTIONAL CENTRE VISITOR (X14 POSTS)</u> (36-month contract appointment)
<u>SALARY</u>	:	R85 620 per annum (3/8th, Level 05), plus 37% in lieu of benefits.
<u>CENTRE</u>	:	Kwa-Zulu Natal Management Region: Durban Medium A Correctional Centre Ref No: JI 134/2025 Durban Medium C Correctional Centre Ref No: JI 135/2025 Regional Office Ref No: JI 136/2025 Pietermaritzburg (Med A) Correctional Centre Ref No: JI 137/2025 Ixopo Correctional Centre Ref No: JI 138/2025 Utrecht Correctional Centre Ref No: JI 139/2025 Nkandla Correctional Centre Ref No: JI 140/2025 Matatiele Correctional Centre Ref No: JI 141/2025 Central Management Region: Ladybrand Correctional Centre Ref No: JI 142/2025 Eastern Cape Management Region: Middleburg Correctional Centre Ref No: JI 143/2025

Western Cape Management Region:

Buffeljagsrivier Correctional Centre Ref No: JI 144/2025

Helderstroom Max Correctional Centre Ref No: JI 145/2025

Mossel Bay Youth Correctional Centre Ref No: JI 146/2025

Pollsmoor Remand Detention Ref No: JI 147/2025

REQUIREMENTS

: Applicants must be in possession of a Grade 12/Senior certificate. Computer literate and accurate. A recommendation/nomination as an ICCV by a community organization (not older than six (6) months) must be attached to your application. Ability to work independently and as a team. Public spirited and sound knowledge of the Batho Pele principles. Assertiveness and ability to work under pressure. Ability to communicate (verbally and in writing). Driver's licence will be an added advantage. Preference will be given to qualifying applications received from individuals residing in communities which are in the vicinity of the correctional centre where the post needs to be filled.

DUTIES

: The successful candidates will be responsible to visit the correctional facility daily and engage with inmates and DCS officials on complaints and other matters. Monitor the conditions of incarceration and report on findings. Monitor and report on all instances of deaths, segregation, use of mechanical restraints and use of force in the centre. Support officials from JICS during inspections and investigations. Handle administrative tasks which include dealing with and capturing of inmate complaints, mandatory matters and detailed report writing.

ENQUIRIES

: Central Management Region: Ms Y Mdlalose Tel No: (051) 430 1954
Kwa-Zulu Natal Management Region: Mr. S Sibanyoni Tel No: (031) 366 1900
Northern Management Region: Ms G Thabethe Tel No: (012) 663 7521
Western Cape Management Region: Mr S Sani Tel No: (021) 421 1012
Eastern Cape Management Region: Ms N Sifesane Tel No: (043) 722 2729

APPLICATIONS

: **KwaZulu Natal:** Submitted online through the links below or hand delivered to Aqua Sky Building, 275 Anton Lembede Street, 8th Floor, Durban 4001.
Durban Medium A Correctional Centre: <https://forms.gle/et8roHSPN9E8fJof8>
Durban Medium C Correctional Centre: <https://forms.gle/yiT1epRy2sSvsj4P8>
Regional Office <https://forms.gle/1JYwLy7jnAqju3qA9>
Pietermaritzburg (Med A) Correctional Centre: <https://forms.gle/idvTQVYv4GLF7VKNA>
Ixopo Correctional Centre: <https://forms.gle/oSimjrKPANvy2rdb7>
Utrecht Correctional Centre: <https://forms.gle/uMAAh3HZUwVUbRfy9>
Nkandla Correctional Centre: <https://forms.gle/sp2ugQUBKmG7nQmV9>
Matatiel Correctional Centre: <https://forms.gle/abXnBs75YXdxqvKw7>
Ladybrand Correctional Centre:
Submitted online through <https://forms.gle/6xwjrqdVNQnxop3Z8> or hand delivered to Fedsure House, 3rd Floor 62 St Andrews Street, Bloemfontein, 9300

Eastern Cape Management Region:

Middleburg Correctional Centre: Applicants to be submitted through following link <https://forms.gle/adSaeQjB7SdunYq49> or hand delivered to East London Magistrates Court, 3rd floor, room 407, Buffalo Street, East London, 5200

Western Cape Management Region:

Submitted online through the links below or hand delivered to Standard Bank Building, No. 1 Thibault Square, 9th Floor, Cnr Long Street & Hans Strijdom Avenue, Cape Town, 8001

Buffeljagsrivier Correctional Centre: <https://forms.gle/TYt99mw69aFC8qMB7>

Helderstroom Max Correctional Centre: <https://forms.gle/JseSZXHh4UGFnHwG7>

Mossel Bay Youth Correctional Centre: <https://forms.gle/MrzXFy515Qr4xpP2A>

Pollsmoor Remand Detention: <https://forms.gle/5PfrwvKvfry4AGaX7>

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

The Department of Justice and Constitutional Development's mandate is to ensure that there is accessible justice system in our vibrant and evolving constitutional democracy. It is responsible, amongst others, to enable Access to Justice for all, promote Constitutionalism, Rule of Law, Respect for Human Rights; and to coordinate the State Litigation and Legal Advisory Services. The Department is therefore presenting an opportunity to dynamic individuals with relevant competencies to join a dynamic team in its quest to fulfill its mandate and deliver justice services to the people of South Africa

- APPLICATIONS** : Interested applicants must submit their applications for employment to <https://forms.office.com/r/X2XaVPasWu> or alternatively the address specified in each post.
- CLOSING DATE** : 25 August 2025
- NOTE** : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Application that do not comply with the above specifications will not be considered and will be disqualified. It remains the responsibility of an applicant to ensure that application reaches the department noting different options provided for submission. A SAQA evaluation report must accompany foreign qualifications. All shortlisted candidates for posts will be subjected to a technical and/or competency assessment. A pre-entry certificate obtained from National School of Government (NSG) is required before appointment for all SMS positions. Candidate will complete a financial disclosure form and also be required to undergo a security clearance. Foreigners or dual citizenship holder must provide the Police Clearance certificate from country of origin only when shortlisted. The DOJ&CD 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. Reasonable accommodation shall be applied for People with Disabilities, including where driver's license is a requirement. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.
- ERRATUM:** Please note the following corrections regarding the advertised posts in the Public Service Vacancy Circular 27 dated 01 August 2025 with the closing date of 18 August 2025: 1. Assistant Director: Security and Risk Management, Provincial Office, Bloemfontein with Ref No: 25/09FS the years of experience was omitted. It should be read as follows: A minimum of 3 years' experience in Security Management at a supervisory level and the post of Chief Accounting Clerk with Ref No: 2025/35/MP has been withdrawn.

MANAGEMENT ECHELON

- POST 28/61** : **MASTER (HEAD OF OFFICE) REF NO: 25/19/FS**
- SALARY** : R1 266 714 – R1 492 122 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Master of The High Court, Bloemfontein
- REQUIREMENTS** : An undergraduate Legal (LLB) qualification (NQF level 7) as recognized by SAQA or equivalent recognized legal qualification; Nyukela certificate (certificate of entry into Senior Management services from school of governance; 5 years' experience at middle/senior management 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** : Key Performance Areas: 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** : Ms N Dywili at (073) 775 0709
- APPLICATIONS** : Direct your application to: The Director: HR, Private Bag X20578; Bloemfontein, 9300 or hand delivered at 108 St Andrew Street, Bloemfontein, 9300.

OTHER POSTS

- POST 28/62** : **SENIOR FAMILY ADVOCATE – (LP9) REF NO: 25/38/FS**
- SALARY** : R1 195 110 – R1 859 814 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Family Advocate, Bloemfontein
- REQUIREMENTS** : An LLB Degree or recognised 4 year legal qualification; At least eight (8) years appropriate post qualification litigation experience; Admission as an Advocate; A valid driver's licence. Knowledge of applicable Standard Operation Procedures (SOP's); Proven track record of previous managerial experience in a legal environment. 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.
- DUTIES** : Key Performance Areas: Manage the implementation and monitoring the delivery of multi-disciplinary Family Advocate services for children; Manage and monitor the provisioning of forensic and risk social work services. Manage, monitor and implement the provisions of the Hague Convention on Civil aspects of International Child Abduction. Manage and monitor provision of Forensic Social Work services. Monitor and support organizational performance of the Family Advocate services. Provide effective people Management in the office.
- ENQUIRIES** : Ms N Dywili at (073) 775 0709
- APPLICATIONS** : Direct your application to: The Director: HR, Private Bag X20578; Bloemfontein, 9300 or hand delivered at 108 St Andrew Street, Bloemfontein, 9300 or <https://forms.office.com/r/X2XaVPasWu>
- POST 28/63** : **FAMILY ADVOCATE (LP7-LP8) REF NO: 04/25/LMP**
- SALARY** : R932 904 – R1 539 321 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Office of the Family Advocate: Polokwane
- REQUIREMENTS** : An LLB Degree or recognized 4-year legal qualification; At least 5 years appropriate post qualification litigation experience; Admittance as an Advocate; A valid driver's license. Skills and Competencies: Good communication skills (verbal and writing); Research and investigation; Monitoring and evaluation; Report writing skills; Diversity management; Dispute and Conflict Resolution skills.
- DUTIES** : Key Performance Areas: Perform all functions and duties of the Family Advocate in accordance with relevant legislation; Attend to Hague matters when delegated to do so; Endorse settlement agreements or commenting thereon; Institute and conduct enquiries to ascertain the best interests of the minor child through alternative dispute resolution (ADR) procedures and evaluation; Attend to relevant circuit courts within the province.
- ENQUIRIES** : Mr. M.D Chauke Tel No: (015) 287 2080 or Ms. M.P Mongalo Tel No: (015) 287 2037
- APPLICATIONS** : Direct your application to: Postal address: The Provincial Head, Department of Justice & Constitutional Development, Private Bag X9526, Polokwane, 0700

or Physical address: Reception area, Limpopo Provincial Office, 92 Bok Street, Polokwane, 0699 or <https://forms.office.com/r/X2XaVPasWu>

<u>POST 28/64</u>	:	<u>DEPUTY DIRECTOR: AREA COURT MANAGER REF NO: 05/25/LMP</u>
<u>SALARY</u>	:	R896 436 702 – R1 247 574 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Sekhukhune District
<u>REQUIREMENTS</u>	:	An undergraduate National Diploma/Degree qualification (NQF level 6) as recognized by SAQA in Public Administration / Public Management / Legal or equivalent qualification; At least 3 years' relevant experience at managerial (Assistant Director) level; Knowledge and experience in office and district administration; Knowledge of Financial Management and Public Financial Management Act (PFMA); Experience in managing Trust (Third Party Funds) and Vote Accounts; Experience in the Court Environment will be an added advantage; A valid driver's license. Skills and Competencies: Strong Leadership and management capabilities; Strategic capabilities; Financial management skills; Project management; Good communication (verbal and written); Computer literacy; Planning and organizing skills; Decision making skills; Presentation skills; Developing others.
<u>DUTIES</u>	:	Key Performance Areas: Manage case-flow management; Manage the financial resources of the Cluster; Manage office facilities, risk and security; Manage Supply Chain and Assets services; Provide effective people management.
<u>ENQUIRIES</u>	:	Limpopo: Mr. M.D Chauke Tel No: (015) 287 2080 or Ms. M.P Mongalo Tel No: (015) 287 2037
<u>APPLICATIONS</u>	:	Limpopo, direct your application to: Postal address: The Provincial Head, Department of Justice & Constitutional Development, Private Bag X9526, Polokwane, 0700 or Physical address: Reception area, Limpopo Provincial Office, 92 Bok Street, Polokwane, 0699 or https://forms.office.com/r/X2XaVPasWu
<u>POST 28/65</u>	:	<u>DEPUTY DIRECTOR: ADMINISTRATION REF NO: 25/87/DG</u>
<u>SALARY</u>	:	R896 436 – R1 055 958 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office: Pretoria
<u>REQUIREMENTS</u>	:	An appropriate 3 year National Diploma (NQF level 6)/Degree in Office Administration / Public Management / Public Administration / Business Administration as recognized by SAQA or Equivalent; A minimum of 3 years' experience in Office Administration at managerial (Assistant Director) level; Knowledge and understanding of Public Service statutory frameworks: Financial Management and regulatory framework/guidelines, prescripts, Public Service Act, Public Service Regulations, Treasury Regulations, Departmental Financial Instructions, Public Finance Management Act, Government initiatives and decisions; Understanding of the Code of Conduct, applicable legislation (such as Basic Conditions of Employment Act, Labour Relation Act); Knowledge of the Administration of an Office. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and financial management; Continuous improvement; Citizen focus and responsiveness; Developing others; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Planning and organizing; Decision making; Project management; Team leadership; Computer literacy.
<u>DUTIES</u>	:	Key Performance Areas: Manage strategic administrative support functions; Execute/Coordinate external strategic alliances between the office and other stakeholders; Manage and provide administration support services; Manage general support services in the office; Manage human, finance and other resources.
<u>ENQUIRIES</u>	:	Mr. R. Chauke Tel No: (012) 315 1329
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: 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 or https://forms.office.com/r/X2XaVPasWu

<u>POST 28/66</u>	:	<u>SENIOR LECTURER: CIVIL AND FAMILY LAW TRAINING REF NO: 25/82/IDS</u>
<u>SALARY</u>	:	R896 436 – R1 055 958 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Brigitte Mabandla Justice College
<u>REQUIREMENTS</u>	:	An NQF level 7 qualification as recognized by SAQA in Law/LLB; A minimum of 3 years' experience in lecturing / formal tutoring in law environment in academia of which 3 years must be at supervisory level; Knowledge and understanding of South African higher education systems and regulatory framework, Teaching and Learning theory interventions, Corporate Governance of Justice College Policy Framework and Justice System; Knowledge and understanding of the Public Service statutory frameworks: Financial Management and regulatory framework/guidelines, Public Service Act, Public Service Regulations, Treasury Regulations, Public Finance Management Act, Government initiatives and decisions. Skills and Competencies: Strategic capability and leadership; Project and programme management; Financial management; Change management; Knowledge management; Service Delivery Innovation; Problem solving and analysis; People management and empowerment; Communication (verbal and written); Computer literacy; Honesty and integrity.
<u>DUTIES</u>	:	Key Performance Areas: Coordinate and facilitate teaching and education for civil and family law programmes; Coordinate and facilitate the provision of student support in civil and family law programmes; Coordinate and conduct academic research and development; Maintain partnerships with relevant stakeholders; Manage human, finance and other resources.
<u>ENQUIRIES</u>	:	Ms M P Leshilo Tel No: (012) 357 8240
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: 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 Building, Pretoria, 0001 or https://forms.office.com/r/X2XaVPasWu
<u>POST 28/67</u>	:	<u>SENIOR ASSISTANT STATE ATTORNEY: LP5-LP6 (X5 POSTS)</u>
<u>SALARY</u>	:	R630 630 – R1 450 323 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	State Attorney: Polokwane Ref No: 06/25/LMP (X1 Post) State Attorney Thohoyandou Ref No: 07/25/LMP (X1 Post) Office of the State Attorney, Cape Town Ref No: 52/2025/SA/WC (X3 Posts)
<u>REQUIREMENTS</u>	:	An LLB or 4 year recognized legal qualification; At least 4 years appropriate post qualification legal/litigation experience; Admittance as an Attorney; A thorough knowledge of legal practice, office management, accounting system 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 licence. Skills and Competencies: Computer literacy; Legal research and drafting; Dispute resolution; Case flow management; Communication skills (written and verbal); Accuracy and attention to detail.
<u>DUTIES</u>	:	Key Performance Areas: Represent the State in Litigation and Appeal in the Higher Court, Magistrate 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 supervision and training to other professional staff.
<u>ENQUIRIES</u>	:	Limpopo: Ms. M.P Mongalo Tel No: (015) 287 2037 or Mr. M.I Modiba Tel No: (015) 287 2034 Western Cape: Mr M Koopman Tel No: (021) 462 5471
<u>APPLICATIONS</u>	:	Limpopo: Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head, Department of Justice & Constitutional Development, Private Bag X9526, Polokwane, 0700 OR Physical address: Reception area, Limpopo Provincial Office, 92 Bok Street, Polokwane, 0699 or: https://forms.office.com/r/X2XaVPasWu

	:	Western Cape: Please forward your application to: Provincial Head: Private Bag X9171, Cape Town, 8000 or physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town Or visit https://forms.office.com/r/X2XaVPasWu
<u>FOR ATTENTION NOTE</u>	:	Ms P Paraffin
	:	Coloured; Indian; White and People with disabilities. A current certificate of good standing from the relevant Law Society must accompany the application form. Separate application must be made per centre and quoting the relevant reference number.
<u>POST 28/68</u>	:	<u>SENIOR LEGAL ADMINISTRATION OFFICER: NRSO (MR6) REF NO: 25/71/CS</u>
<u>SALARY</u>	:	R586 956 – R1 386 972 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office: Pretoria
	:	An LLB Degree or a four year legal qualification as recognized by SAQA; At least 8 years appropriate post qualification legal experience; Experience in dealing with legislation and litigation of cases pertaining to the NRSO, coordinating training and service delivery improvement programmes; Experience in liaising with other government departments, non- governmental and/or community-based organizations; Knowledge of Criminal, Jurisprudence law cases and Interpretation of statutes; Knowledge and understanding of the legislative framework governing the Public Service, Financial Management and regulatory framework/guidelines, prescripts. Skills and Competencies: Computer literacy; Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Continuous improvements; Citizen focus and responsiveness; Developing others; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Planning and organising; Project management.
<u>DUTIES</u>	:	Key Performance Areas: Manage the verification process of applications for certificates and removal of particulars of sex offenders; Manage the stakeholder relations and compliance to the Act by all relevant institutions; Compile a list for stakeholders and entities that require certificates for reporting purposes to the NSP – GBVF; Recommend the issuing of clearance certificate upon approval of applications; Manage human, finance and other resources.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. S. Kgafela Tel No: (012) 315 1042
	:	Quoting the relevant reference number, direct your application to: 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, 0001 or visit https://forms.office.com/r/X2XaVPasWu
<u>POST 28/69</u>	:	<u>DEPUTY MASTER REF NO: 25/08/KZN</u>
<u>SALARY</u>	:	R586 956 - R1 386 972 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Master of The High Court: Pietermaritzburg
	:	LLB degree or a four-year recognized legal qualification; 8 years appropriate post qualification legal experience; Knowledge of the Administration of Estates Act, Mental Health Act, Insolvency Act, Companies Act, Close Corporations Act, Trust Property Control Act and other relevant legislations; Experience in the functional fields of the services provided by the Masters of the High Court and Masters environment including Guardian's Fund; Understanding of Administration of Deceased & Insolvent Estates, Curatorship, Trusts and Guardians Fund. Skills and competencies: Legal research and drafting; Dispute resolution; Planning, organizing and analytical skills; People development and empowerment; Strategic and conceptual orientation; Problem solving and decision-making skills; Good communication skills (verbal and written); Computer literacy.
<u>DUTIES</u>	:	Key Performance Areas: Monitor and review all legal and administrative operations at the Office of the Master of the High Court; Monitor all the functions within the office and contribute towards the Strategic Objectives of both the Masters Branch as well as the Department; Provide effective and

		efficient delivery of service, financial and human resource management within the Office of the Master; Draft legal documents that provide clear justification; Mediate and conciliate disputes by advising on the outcome of its resolution.
<u>ENQUIRIES</u>	:	Ms N.F. Nkosi Tel No: (031) 372 3000
<u>APPLICATIONS</u>	:	Kwazulu-Natal: Quoting the relevant reference number and courier your application to: Physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban or drop-off on the above address or https://forms.office.com/r/X2XaVPasWu
<u>POST 28/70</u>	:	<u>COURT MANAGER (X4 POSTS)</u>
<u>SALARY</u>	:	R582 444 – R686 091 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Office: Vuwani Ref No: 08/25/LMP (X1 Post) Magistrate Office: Dzanani Ref No: 09/25/LMP (X1 Post) Magistrate Office: Thohoyandou Ref No: 10/25/LMP (X1 Post) Magistrate Office: Senwabarwana Ref No: 11/25/LMP (X1 Post)
<u>REQUIREMENTS</u>	:	An undergraduate National Diploma/Degree qualification (NQF level 6) as recognized by SAQA in Public Administration /Management/Law/Legal studies or field of study or equivalent legal qualification; A minimum of 3 years' experience in court management environment of which 2 years should be as a supervisor or team leader; Knowledge and experience in office and district administration; Knowledge of the Public Financial Management Act (PFMA); Experience in managing Trust (Third Party Funds) and Vote Accounts; A valid driver's license. Skills and Competencies: Applied strategic thinking; Computer literacy; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Developing others; Diversity management; Planning and organizing; Problem solving; Project management.
<u>DUTIES</u>	:	Key Performance Areas: Coordinate and manage the financial, human resource, risk and security in the court; Manage the strategic and business planning processes; Manage the facility, physical resources, information and communication related to courts; Lead and manage the transformation of the office; Compile an analyse court statistics to show performance and trends; Support case flow management at the court; Compile annual performance and statutory reports to the relevant users; Develop and implement customer service improvements strategies; Manage service level agreements.
<u>ENQUIRIES</u>	:	Ms Mathosa M.F Tel No: (015) 287 2035. Ms Mongalo M.M Tel No: (015) 287 2037.
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head, Department of Justice & Constitutional Development, Private Bag X9526, Polokwane, 0700 or Physical address: Reception area, Limpopo Provincial Office, 92 Bok Street, Polokwane, 0699 OR: https://forms.office.com/r/X2XaVPasWu
<u>NOTE</u>	:	Separate application must be made per centre and quoting the relevant reference number.
<u>POST 28/71</u>	:	<u>SOCIAL WORKER SUPERVISOR GRADE 1 -2 REF NO: 25/36/FS</u>
<u>SALARY</u>	:	R477 564 – R893 949 per annum, (Salary will be in accordance with the OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Family Advocate, Bloemfontein
<u>REQUIREMENTS</u>	:	Bachelor's Degree in Social Work which allows for professional registration with the SACSSP as a Social Worker; A minimum of 7 years appropriate experience in social work after registration as Social Worker with the SACSSP; Social work supervisory experience will be an added advantage; Knowledge and experience in Mediation; Court experience in evidence, knowledge and application of family law, including mediation in certain divorce matters Act, Maintenance Act and Domestic Violence Act, Children's Act (inclusive of Hague Convention on international child abduction); A valid driver's licence. Skills and Competencies: Supervisory Skills; Computer literacy (MS Office); Communication skills (verbal and written); Mediation, Interviewing, conflict resolution, evaluation and report writing skills; Diversity and conflict management; Attention to detail.
<u>DUTIES</u>	:	Key Performance Areas: Oversee child focus forensic assessment services; Supervise risk related to children's care environment and or contacts;

		Supervise the provision of Expert witness evidence in Court of Law; Oversee Implementation and monitoring operational performance of forensic social work services; Conduct Appropriate Disputes Resolutions, Compile and register Parental Responsibilities and Rights (PRR) and Parenting Plans; Manage human, finance and other resources
<u>ENQUIRIES APPLICATIONS</u>	:	Ms N Dywili at (073) 775 0709
	:	Direct your application to: The Director: HR, Private Bag X20578; Bloemfontein, 9300 or hand delivered at 108 St Andrew Street, Bloemfontein, 9300 OR https://forms.office.com/r/X2XaVPasWu
<u>POST 28/72</u>	:	<u>ASSISTANT DIRECTOR: FACILITIES MANAGEMENT REF NO: 25/08/FS</u>
<u>SALARY</u>	:	R468 459 – R551 823 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Provincial Office, Bloemfontein
	:	An NQF level 6 qualification as recognized by SAQA in Property Management /Real Estate/ Property Studies; A minimum of 3 years' experience in facilities management /property management/real estate environment at a supervisory level; A valid driver's license will be an added advantage. Knowledge of facilities and building management principles and best practices, Government Immovable Assets Management Act (GIAMA) and Supply Chain Management Framework; Knowledge of National Building Regulations, prescripts and frameworks on corporate performance and technical knowledge within the Built Environment; Understanding of the Occupational Health and Safety Act (OHS), procurement processes; Knowledge of the Public Service statutory frameworks: Financial Management and regulatory framework/guidelines, the Public Service Act, the Public Service Regulations, Treasury Regulations, the Public Finance Management Act, Government initiatives and decisions. Skills and Competencies: Project Management; Financial Management skills; communications skills with the ability to motivate and direct people; Strategic and conceptual orientation; Team oriented, and results driven; Interpersonal relations and customer orientation; Creative and analytical; Problem solving and conflict management; Continual learning and information search; Accuracy and attention to detail; People Management skills.
<u>DUTIES</u>	:	Key Performance Areas: Facilitate the implementation of facilities management strategy and plan. Facilitate the provision of facilities operations and maintenance. Facilitate the implementation of special project (repairs and maintenance). Facilitate and monitor facilities management financial and resource. Maintain partnerships with relevant stakeholder. Manage human, finance and other resources.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms N Dywili at (073) 775 0709
	:	Please direct your applications to: The Director: Human Resource, Private Bag X20578, Bloemfontein, 9300 No 108 St Andrew Street, Bloemfontein or https://forms.office.com/r/X2XaVPasWu
<u>POST 28/73</u>	:	<u>ASSISTANT DIRECTOR: TRANSLATION AND EDITORIAL SERVICES: XITSONGA REF NO: 25/64/SLA</u>
<u>SALARY</u>	:	R468 459 – R551 823 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office: Pretoria
	:	An appropriate qualification (NQF level 6) in Communication or Linguistics as recognized by SAQA; A minimum of 3 years' experience in a translation services work environment; Language requirement: Major in Xitsonga; Knowledge and understanding of the Public Service statutory frameworks, Financial Management and regulatory framework/guidelines, Public Service Act, Public Service Regulations, Treasury Regulations, Public Finance Management Act, Government initiatives and decisions; Understanding of Code of conduct; Knowledge and understanding of applicable legislation (such as Basic Condition of Employment Act, Labour Relation Act). Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Developing others; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Planning and organising; Problem solving and decision making; Project management; Team leadership; Communication (verbal and written); Computer literacy.

<u>DUTIES</u>	:	Key Performance Areas: Oversee the translation function; Edit translated Bills; Manage terminology development; Manage human, finance and other resources.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr M Mokoena Tel No: (012) 744 2026
	:	Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: 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 Building, Pretoria, 0001 or https://forms.office.com/r/X2XaVPasWu
<u>POST 28/74</u>	:	<u>ASSISTANT DIRECTOR: INTERPRETING SERVICES REF NO: 25/83/CA (X2 POSTS)</u>
<u>SALARY</u>	:	R468 459 – R551 823 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office, Pretoria
	:	An undergraduate qualification (NQF level 6) as recognized by SAQA in Legal Interpreting and Language Practice; A minimum of 3 years' experience of administration in language practice/interpreting at functional level; Language requirement: isiZulu and Sesotho Knowledge of procurement processes, secretarial support during meetings/ events/ workshops; Knowledge of Criminal, Civil law and family cases and Constitutional law cases; Knowledge and understanding of the legislative framework governing the Public Services, Financial Management and regulatory framework/ guidelines, the Public Service Act, the Public Service Regulations, Treasury Regulations, the Public Finance Management Act; Knowledge and understanding of Interpretation of statutes and Office administration. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Developing others; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Planning and organising; Decision making; Project management; Team leadership; Communication (verbal and written); Computer literacy.
<u>DUTIES</u>	:	Key Performance Areas: Coordinate the rendering of interpreting services in the Department; Coordinate training on court interpreting services; Facilitate the implementation of policies and framework related to foreign and local languages; Provide effective people management.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms MD Modibane Tel No: (012) 315 1668
	:	Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: 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 Building, Pretoria, 0001 or https://forms.office.com/r/X2XaVPasWu
<u>POST 28/75</u>	:	<u>PRINCIPAL COURT INTERPRETER (X2 POSTS)</u>
<u>SALARY</u>	:	R397 116 – R467 790 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Court, Port Shepstone Ref No: 25/11/KZN
<u>REQUIREMENTS</u>	:	Magistrate Court, Ntuzuma Ref No: 25/12/KZN
	:	NQF level 4/Grade 12, National Diploma: Legal Interpreting at NQF Level 5 or any other relevant tertiary qualification at NQF Level 5; Five years of practical experience as a Court Interpreter with minimum of two years supervisory experience; Proficiency in English and two or more indigenous languages; A valid driver's license. Skills and Competencies: Communications skills; Computer literacy; Listening skills; Interpersonal skills; Time management; Computer literacy, Analytical thinking; Problem solving; Planning and organising; Confidentiality; Ability to work under pressure; Art of interpreting.
<u>DUTIES</u>	:	Key Performance Areas: Manage and supervise Interpreters for offices under District; Render interpreting services; Translate legal document and exhibits; Develop terminology; Assist with the reconstruction of Court Records; Provide effective people management; Procure foreign language interpreters and casual Interpreters.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms V. Mlandeliso Tel No: (031) 372 3000
	:	Quoting the relevant reference number and courier your application to: Physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton

		Lembede Street, Durban or drop-off on the above address or https://forms.office.com/r/X2XaVPasWu
<u>NOTE</u>	:	Separate application must be made per centre and quoting the relevant reference number.
<u>POST 28/76</u>	:	<u>ASSISTANT STATE ATTORNEY - LP3-LP4 (X2 POSTS)</u>
<u>SALARY</u>	:	R377 523 – R1 032 906 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	State Attorney: Polokwane Ref No: 14/25/LMP (X1 Post) State Attorney, Thohoyandou Ref No: 15/25/LMP (X1 Post)
<u>REQUIREMENTS</u>	:	LLB degree or 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).
<u>DUTIES</u>	:	Key Performance Areas: Handle litigation and appeals in the High Courts, Magistrate Courts, Labour Courts, Land Claims Courts 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.
<u>ENQUIRIES</u>	:	Ms. Mongalo M.P Tel No: (015) 287 2037 OR Ms Phalane M.R Tel No: (015) 287 2036
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head, Department of Justice & Constitutional Development, Private Bag X9526, Polokwane, 0700 or Physical address: Reception area, Limpopo Provincial Office, 92 Bok Street, Polokwane, 0699 or: https://forms.office.com/r/X2XaVPasWu
<u>NOTE</u>	:	Shortlisted candidates will be required to submit a current certificate of good standing from the relevant law Society, along with a service record. Separate application must be made per centre and quoting the relevant reference number.
<u>POST 28/77</u>	:	<u>COURT INTERMEDIARY REF NO: 13/25/LMP</u>
<u>SALARY</u>	:	R397 116 - R467 790 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Office: Lebowakgomo
<u>REQUIREMENTS</u>	:	A three year Bachelor Degree/ National Diploma academic qualification in one of the following fields; Teaching, Social Work/ Family Counselling, Child Care and youth development, Paediatrics, Psychiatry, Clinical counselling, Educational Psychologist; Applicants must be duly registered with the relevant professional/ scientific organization/body in their field of specialization; Minimum of three years working experience in the applicable field; Experience in working with different types of disabilities, exposure to court procedure, court etiquette, legal terms and terminology and functions of courts will be added advantages; Knowledge of the relevant legal and regulatory framework. (Constitution of RSA, 1996; Criminal Procedure Act, 1977 (Act No 51 of 1977), particularly sections 153, 158 and 170A of the Act; Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007); Children's Act, 2005 (Act No 38 of 2005); Domestic Violence Act (Act No 116 of 1998). A valid driver's license Proficiency in the following languages: English, Sepedi, Setswana and IsiNdebele; Knowledge of any foreign languages will be an added advantage. Skills and Competencies: Communication and empathetic listening skills (with children, persons with mental disabilities and other traumatized witnesses), Trauma and basic counselling skills; Interpersonal skills; Customer focus and responsiveness; Administrative skills; Computer literacy (Ms Word, PowerPoint, Outlook, Excel); Problem-solving and decision-making skills.
<u>DUTIES</u>	:	Key Performance Areas: Provide intermediary services to children, persons with mental disabilities and other traumatized witnesses; Provide specialized child language and disability services; Maintain intermediary room by ensuring that the equipment of the private testifying room is always in good order; Provide support services to witnesses and make appropriate referrals, where necessary; Render administration support services in court; Assist children to testify with the aid of anatomically-detailed dolls.

<u>ENQUIRIES</u>	:	Mr. L Mapelane Tel No: (015) 287 2035 or Mr. Modiba M.I Tel No: (015) 287 2034.
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head, Department of Justice & Constitutional Development, Private Bag X9526, Polokwane, 0700 or Physical address: Reception area, Limpopo Provincial Office, 92 Bok Street, Polokwane, 0699 OR: https://forms.office.com/r/X2XaVPasWu
<u>POST 28/78</u>	:	<u>ADMINISTRATION OFFICER (X2 POSTS)</u>
<u>SALARY</u>	:	R397 116 – R467 790 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Office: Stellenbosch Ref No: 13/2025/WC (X1 Post) Magistrate Office: Khayelitsha Ref No: 14/2025/WC (X1 Post)
<u>REQUIREMENTS</u>	:	Three-year National Diploma/ Bachelor Degree in Public Administration / Public Management or equivalent; 3 years administration experience; Knowledge of Human Resource Management, Supply Chain Management and Risk Management; Knowledge of Public Finance Management Act, Knowledge of Financial Management (Vote and Trust Account); Departmental Financial Instructions, BAS and Justice Yellow Pages. Skills and Competencies: People Management; Computer Literacy (Microsoft packages); Good communication skills (written and verbal); Organizing and problem-solving skills; Sound leadership and management skills; Good interpersonal relations.
<u>DUTIES</u>	:	Key Performance Areas: Co-ordinate and manage the financial and human resources of the office; Co-ordinate and manage risk and security in the court; Manage the strategic and business planning process; Manage the Criminal and Civil Court Administration Section and other sections related to Family Court and Supply Chain; Manage Third Party Funds and Vote Accounts for the office; Co-ordinate, Manage and administer support services to Case Flow Management and other court users.
<u>ENQUIRIES</u>	:	Ms P Paraffin Tel No: (021) 462 5471
<u>APPLICATIONS</u>	:	Please direct your applications to: Provincial Head: Private Bag X9171, Cape Town, 8000 or physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town or visit: https://forms.office.com/r/X2XaVPasWu
<u>NOTE</u>	:	Separate application must be made per centre and quoting the relevant reference number.
<u>POST 28/79</u>	:	<u>FAMILY LAW ASSISTANT (X2 POSTS)</u>
<u>SALARY</u>	:	R325 101 – R382 959 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Family Advocate: Polokwane Ref No: 17/25/LMP (X1 Post) Family Advocate: Thohoyandou Ref No: 18/25/LMP (X1 Post)
<u>REQUIREMENTS</u>	:	A three (3) years qualification in a Legal field and/or equivalent legal qualification; knowledge in the functions of the Office of the Family Advocate, knowledge and application of Family Law, including Mediation in certain Divorce Matters Act, Children's act, Maintenance Act and Domestic Violence Act, (inclusive of Hague Convention on International Child Abduction). Skills and Competences: Communication skills (written and verbal); Computer literacy (MS Office); Mediation skills; Attention to detail; Conduct legal research; Good interpersonal relations.
<u>DUTIES</u>	:	Key Performance Areas: Conduct screening interviews and parental responsibilities and rights information sessions, Assist members of the public with the completion of forms and queries, Assist the Family Advocate in conducting customer satisfaction surveys and community outreach projects; Support the Family Advocate with regards to matters on the court roll; Receive and screen correspondence and draft responses on behalf of the Family Advocate; Conduct mediations in disputes regarding Parental Responsibilities and Rights.
<u>ENQUIRIES</u>	:	Mr. L Mapelane Tel No: (015) 287 2035 or Mr M.P Mongwe Tel No: (015) 287 2034.
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head, Department of Justice & Constitutional Development, Private Bag X9526, Polokwane, 0700 or Physical address: Reception area, Limpopo Provincial Office, 92 Bok Street, Polokwane, 0699 or https://forms.office.com/r/X2XaVPasWu

<u>POST 28/80</u>	:	<u>CHIEF ADMINISTRATION CLERK REF NO: 19/25/LMP</u>
<u>SALARY</u>	:	R325 101 - R382 959 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Family Advocate: Thohoyandou
<u>REQUIREMENTS</u>	:	Grade 12 certificate or equivalent; Three (3) years' experience in Administration; Understanding of the legislative framework governing the Public Service; knowledge of Public Finance Management Act, Treasury Regulations; Departmental Financial Instructions (DFI), Public Service Act and other relevant legislation. Skills and Competencies: Communication (written and verbal) skills; Computer Literacy (MS Office); Planning and Organizing skill; Ability to work under pressure; Problem solving skills; Customer service; Document management and filing; Numerical skills.
<u>DUTIES</u>	:	Key Performance Areas: Supervise and render clerical support services; Supervise and provide Supply Chain clerical services within the component; Supervise and provide personnel administration clerical support services within the component; Supervise and provide financial administration support services in the component; Provide effective people management.
<u>ENQUIRIES</u>	:	Mr L Mapelane Tel No: (015) 287 2035 or Mr M.P Mongwe Tel No: (015) 287 2034
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head, Department of Justice & Constitutional Development, Private Bag X9526, Polokwane, 0700 or Physical address: Reception area, Limpopo Provincial Office, 92 Bok Street, Polokwane, 0699 OR: https://forms.office.com/r/X2XaVPasWu
<u>POST 28/81</u>	:	<u>MAINTENANCE INVESTIGATOR REF NO: 2025/45/MP</u>
<u>SALARY</u>	:	R325 101 - R382 959 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate: Kwa-Mhlanga
<u>REQUIREMENTS</u>	:	A Grade 12 certificate or equivalent qualification; relevant administrative experience and in family law matters; Knowledge of the Maintenance Act; A valid driver's license. Skills and Competences: Computer literacy (MS Office); Numeracy skills; Communication skills (verbal and written); Ability to work with the public in a professional and empathetic manner; Explain legal terminology and processes in simple language; Time management; Facilitation skills; Innovation and ability to work under pressure.
<u>DUTIES</u>	:	Key Performance Areas: Serve maintenance summons, subpoenas, warrants and garnishee orders for District in terms of the Maintenance Act; Locate whereabouts of persons; Give testimony in Court under oath; Render administrative support to the Office.
<u>ENQUIRIES</u>	:	Ms KN Zwane Tel No: (013) 753 9300/249
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X11249, 24 Brown Street, Nedbank centre, 4th floor building, Nelspruit 1200 or visit: https://forms.office.com/r/X2XaVPasWu
<u>POST 28/82</u>	:	<u>SECRETARY REF NO: 25/24/KZN</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum. The successful candidates will be required to sign a performance agreement.
<u>CENTRE</u>	:	Provincial Office, Durban
<u>REQUIREMENTS</u>	:	Grade 12 (With Secretarial or any other Training/qualification that will enable the person to perform the work satisfactorily). Skills and Competencies: Planning and organizing; Computer literacy (Microsoft Word, Excel, PowerPoint and Internet); Good communication (verbal and written) skills; Presentation skills; Problem solving; Good Interpersonal relations; Proper usage of Presentation Equipment's; Ability to correctly interpret relevant documentation; Numeracy; Intermediate typing skills.
<u>DUTIES</u>	:	Key Performance Areas: Provides a Secretarial/receptionist support service to the manager; Provides clerical support service to the manager; Provides support to manager regarding meetings.
<u>ENQUIRIES</u>	:	Ms MP Khoza Tel No: (031) 372 3000
<u>APPLICATIONS</u>	:	Quoting the relevant reference number and courier your application to: Physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban or drop-off on the above address or https://forms.office.com/r/X2XaVPasWu

<u>POST 28/83</u>	:	<u>SECRETARY TO THE REGIONAL COURT PRESIDENT REF NO: 2025/20/MP</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Mbombela Magistrate Office
	:	Grade 12 (with typing as subject or Secretarial Certificate or any other training/qualification that will enable the person to perform the work satisfactorily). Skills and Competencies: Planning and organizing; Computer literacy (Microsoft Word, Excel, PowerPoint and Internet); Good communication (verbal and written) skills; Presentation skills; Problem solving; Good Interpersonal relations; Proper usage of Presentation Equipment's; Ability to correctly interpret relevant documentation; Numeracy; Intermediate typing skills.
<u>DUTIES</u>	:	Key Performance Areas: Provides a Secretarial/receptionist support service to the manager; Provides clerical support service to the manager; Provides support to manager regarding meetings; Remains up to date with regard to prescripts/policies and procedures applicable to the work terrain to ensure efficient and effective support to the manager.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms KN Zwane at (060) 532 2006
	:	Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X11249, 24 Brown Street, Nedbank centre ,4th floor building, Nelspruit, 1200 or https://forms.office.com/r/X2XaVPasWu
<u>POST 28/84</u>	:	<u>ACCOUNTING CLERK: SALARIES AND EXPENDITURE REF NO: 2025/34/MP</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Mpumalanga Provincial Office
	:	A Grade 12 or equivalent qualification. Skills and Competencies: Computer literacy; Planning and organizing skills; Good Communication (verbal and written) skills; Basic Numeracy skills; Ability to work under pressure; Ability to operate office equipment; Attention to detail.
<u>DUTIES</u>	:	Render Financial Accounting transactions; Perform Salary Administration support services; Perform Bookkeeping support services; Render a budget support service.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr TV Mavundla at (078) 802 0741
	:	Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X11249, 24 Brown Street, Nedbank centre ,4th floor building, Nelspruit, 1200 or https://forms.office.com/r/X2XaVPasWu
<u>POST 28/85</u>	:	<u>DEBT COLLECTION CLERK REF NO:55/2025/WC</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Office of the State Attorney, Cape Town
	:	A Senior Certificate or equivalent qualification; 7 – 12 months appropriate work experience. Skills and Competencies: Computer skills; Creative thinking; Customer service orientation; Problem analysis; Self-management; Technical proficiency; Teamwork.
<u>DUTIES</u>	:	Key Performance Areas: Render debt collection processes for the office; Draft routine correspondence and reports; Draft and type pleadings such as summons, warrant of execution and judgment notice of sale, Section 65 notice; Draft affidavits; Provide clerical administration of debt collection; Administer an effective filing system; Render financial accounting transactions; Calculate payments and interest towards settlement of debts; Consult with clients and debtors to negotiate payments.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr M Koopman Tel No: (021) 462 5471
	:	Please forward your application to: Attention: Ms P Paraffin Provincial Head: Private Bag X9171, Cape Town, 8000 or physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town or visit: https://forms.office.com/r/X2XaVPasWu
<u>NOTE</u>	:	Shortlisted candidates will be subjected to a personnel vetting process.

<u>POST 28/86</u>	:	<u>COURT INTERPRETER (X13 POSTS)</u>
<u>SALARY</u>	:	R228 321 - R268 950 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Office: Middelburg Ref No: 2025/13/MP (X1 Post) Magistrate Office: Thohoyandou Ref No: 27/25/LMP (X4 Posts) Magistrate office: Modimolle Ref No: 28/25/LMP (X1 Post) Magistrate Office: Nebo Ref No: 29/25/LMP (X1 Post) Magistrate Office: Lephalale Ref No: 30/25/LMP (X1 Post) Magistrate Office: Praktiseer Ref No: 31/25/LMP (X1 Post) Magistrate Office: Mokopane Ref No: 32/25/LMP (X1 Post) Magistrate Office: Sekhukhune Ref No: 33/25/LMP (X1 Post) Magistrate Office: Waterval Ref No: 34/25/LMP (X1 Post) Magistrate Office: Lenyenye Ref No: 35/25/LMP (X1 Post)
<u>REQUIREMENTS</u>	:	NQF level 4/ Grade 12 or equivalent qualification; Three months Practical experience will be an added advantage; Driver's license will be an added advantage. Proficiency in English and one or more indigenous languages; Language proficiency Middelburg: SeSotho; IsiXhosa, IsiZulu. Language requirements: Thohoyandou (Venda, Tsonga & Shona); Modimolle (Sepedi, Tsonga & Xhosa); Nebo (Tsonga, Venda & Ndebele); Lephalale (Sepedi, Tsonga & Xhosa); Praktiseer (Sepedi, Zulu & Shona); Mokopane (Afrikaans, Venda & Tsonga); Sekhukhune (Zulu, Tsonga, Venda & Shona); Waterval (Tsonga, Venda & Shona); Lenyenye (Sepedi, Tsonga & Venda); Skills and Competencies: Good communication (written and verbal); Ability to maintain interpersonal relations; Accuracy and attention to detail, Computer literacy.
<u>DUTIES</u>	:	Key Performance Areas: Interpret in Criminal Court, Civil Court, Labour Court, quasi-judicial proceedings; Interpret during consultation; Translate legal documents and exhibits; Record cases in criminal record book; Draw case records on request of the Magistrate and Prosecutors; Keep records of statistics.
<u>ENQUIRIES</u>	:	Mpumalanga: Mr. TV Mavundla at (078) 802 0741 Limpopo: Mr L Mapelane Tel No: (015) 287 2035 or Mr P.M Mongwe Tel No: (015) 287 2034
<u>APPLICATIONS</u>	:	Mpumalanga: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X11249, 24 Brown Street, Nedbank centre, 4th floor building, Nelspruit, 1200 or https://forms.office.com/r/X2XaVPasWu Limpopo: Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head, Department of Justice & Constitutional Development, Private Bag X9526, Polokwane, 0700 OR Physical address: Reception area, Limpopo Provincial Office, 92 Bok Street, Polokwane, 0699 or https://forms.office.com/r/X2XaVPasWu
<u>NOTE</u>	:	Separate application must be made per centre and quoting the relevant reference number.
<u>POST 28/87</u>	:	<u>ADMINISTRATION CLERK (X35 POSTS)</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Office: White River (Masoyi) Ref No: 2025/06/MP (X1 Post) Magistrate Office: Carolina Ref No: 2025/46/MP (X1 Post) Magistrate Office: Thulamahashe Ref No: 2025/44/MP (X1 Post) Master of The High Court: Middelburg Ref No: 2025/43/MP (1 Post) Magistrate Office: Mankweng Ref No: 62/25/LMP (X1 Post) Magistrate Nkowankowa Ref No: 61/25/LMP (X1 Post) Magistrate Lebowakgomo Ref No: 57/25/LMP (Domestic) (1 Post) Magistrate Office: Lebowakgomo Ref No: 50/25/LMP (Family Law Service) (X1 Post) Magistrate Office: Mookgopong Ref No: 46/25/LMP (Family Law Service) (X1 Post) Magistrate Office: Thohoyandou Ref No: 48/25/LMP (Family Law Service) (X1 Post) Magistrate Office: Ga-Kgapane Ref No: 41/25/LMP (Cash Hall) (X1 Post) Magistrate Office: Lephalale Ref No: 39/25/LMP (Cash Hall) (X1 Post) Magistrate Office: Mookgopong Ref No: 38/25/LMP (X1 Post) Magistrate Office: Praktiseer Ref No: 44/25/LMP (Cash Hall) (X1 Post) Magistrate Office: Thohoyandou Ref No: 43/25/LMP (Cash Hall) (X1 Post)

Magistrate Office Modimolle Ref No: 54/25/LMP (X1 Post)
 Magistrate Office: Namakgale Ref No: 55/25/LMP (X1 Post)
 Magistrate Office: Thabazimbi Ref No: 56/25/LMP (X1 Post)
 Magistrate Office: Senwabarwana Ref No: 53/25/LMP (X1 Post)
 Magistrate Office: Mookgopong Ref No: 51/25/LMP (X1 Post)
 Magistrate Office: Lephalale Ref No: 52/25/LMP (X1 Post)
 Magistrate Office: Senwabarwana Ref No: 42/25/LMP (Cash Hall) (X1 Post)
 Magistrate Office: Nebo Ref No: 37/25/LMP (Cash Hall) (X4 Posts)
 Magistrate Office: Mahwelereng Ref No: 45/25/LMP (Cash Hall) (X1 Post)
 Magistrate Office: Lenyenye Ref No: 40/25/LMP (Cash Hall) (X1 Post)
 Magistrate Office: Praktiseer Ref No: 63/25/LMP (Registry Services) (X1 Post)
 Magistrate Office: Senwabarwana Ref No: 47/25/LMP (Family Law Service) (X2 Posts)
 Magistrate Office: Mankweng Ref No: 49/25/LMP (Family Law Service) (X1 Post)
 Magistrate Office: Seshego Ref No: 58/25/LMP (Domestic Violence) (X1 Post)
 Magistrate Office: Tshilwavirusiku Ref No: 60/25/LMP (Civil & Small Claims) (X1 Post)
 Magistrate Office: Moutse Ref No: 59/25/LMP (Civil & Small Claims) (X1 Post)

REQUIREMENTS

: Grade 12 or equivalent qualification. Skills and competencies: Good communication skills (verbal and written); Computer literacy (MS Office); Administrative and Organizational skills; Ability to work under pressure; Good interpersonal relations; Customer service; Document management and filing.

DUTIES

: Key Performance Areas: Render clerical support services; Provide supply chain clerical support services within the component; Provide personnel administration support within the component; Provide financial administration support services in the component; Provide various administrative duties.

ENQUIRIES

: Mpumalanga: Mr TV Mavundla at (078) 802 0741
 Nkowankowa: Ms Maripane M.P Tel No: (015) 303 1726
 Mankweng: Ms. M.B Molepo Tel No: (015) 286 2200 or Ms A.T Bilankulu Tel No: (013) 980 0005 or Ms M Kekana Tel No: (015) 223 5111
 Lebowakgomo: Ms Ntini S.A Tel No: (015) 633 2630
 Mookgopong: Ms I Mamabolo Tel No: (014) 743 2218
 Thohoyandou: Ms R.T Mathalise Tel No: (015) 962 5558
 Ga-Kgapane: Mr. M Mulaudzi Tel No: (015) 328 3002
 Lephalale: Mr. L.M Aphané Tel No: (015) 763 2178
 Praktiseer: Mr TA. Matakala Tel No: (013) 474 2219
 Modimolle: Ms S Molomo Tel No: (014) 717 5316
 Namakgale: Ms M.J Mawela Tel No: (015) 769 1424.
 Moutse: Ms A.T Bilankulu Tel No: (013) 980 0005.
 Tshilwavirusiku: Ms M.S Marema Tel No: (015) 505 5998
 Seshego: Ms M Kekana Tel No: (015) 223 5111
 Mankweng: Ms. M.B Molepo Tel No: (015) 286 2200
 Senwabarwana: Mr L.S. Malemela Tel No: (015) 505 3000
 Lenyenye: Mr. G. P Mdluli Tel No: (015) 355 3414
 Mahwelereng: Mr. L.O Munzhelele Tel No: (015) 483 0302

APPLICATIONS

: **Mpumalanga:** Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X11249, 24 Brown Street, Nedbank centre, 4th floor building, Nelspruit, 1200
[or https://forms.office.com/r/X2XaVPasWu](https://forms.office.com/r/X2XaVPasWu)
Nkowankowa: Quoting the relevant reference number, direct your application to: Postal address: The Court Manager, Department of Justice & Constitutional Development, Private X1415, Letaba, 0870. or Physical address /Reception area Magistrate Office Nkowankowa or
<https://forms.office.com/r/X2XaVPasWu>
Mankweng: Quoting the relevant reference number, direct your application to: Postal address: The Court Manager, Magistrate Mankweng Private Bag X1114, Sovenga, 0727. or Physical address /Reception area Magistrate Mankweng reception area: or <https://forms.office.com/r/X2XaVPasWu>
Lebowakgomo: Quoting the relevant reference number, direct your application to: Postal address: The Court Manager, Magistrate Lebowakgomo; Private Bag X05, Chuenespoort, 0745. Or Physical address /Reception area Magistrate Lebowakgomo reception area or
<https://forms.office.com/r/X2XaVPasWu>
Thohoyandou: Quoting the relevant reference number, direct your application to: Postal address: The Court Manager, Magistrate Thohoyandou Private Bag

X5005, Thohoyandou, 0950 or Physical address /Reception area Magistrate Thohoyandou reception area or <https://forms.office.com/r/X2XaVPasWu>

Mookgopong: Quoting the relevant reference number, direct your application to: Postal address: The Court Manager, Department of Justice & Constitutional Development, Private Bag X308, Naboomspruit, 0560. Or Physical address /Reception area Magistrate Office Mookgopong Or <https://forms.office.com/r/X2XaVPasWu>

Ga-Kgapane: Quoting the relevant reference number, direct your application to: The Court Manager, Magistrate Ga-Kgapane, Private Bag X701, Ga Kgapane, 0838 or Physical Address: Reception area Magistrate Ga - Kgapane Cnr SAPS & Post Office, Ga-Kgapane, 0838. Or: <https://forms.office.com/r/X2XaVPasWu>

Lephalale Quoting the relevant reference number, direct your application to: The Court Manager, Magistrate Lephalale Private Bag X201, Ellisras, 0555. OR Physical Address: Reception Area, Magistrate Lephalale, Or: <https://forms.office.com/r/X2XaVPasWu>

Praktiseer: Quoting the relevant reference number, direct your application to: Postal address: The Court Manager Department of Justice & Constitutional Development, Private Bag X1013, Burgersfort, 1150. or Physical address: Magistrate Praktiseer reception area, Or <https://forms.office.com/r/X2XaVPasWu>

Modimolle: Quoting the relevant reference number, direct your application to: Postal address: The Court Manager, Department of Justice & Constitutional Development, Private Bag X1011, Modimolle, 0510. OR Physical address: Reception area, Magistrate Modimolle Office Or <https://forms.office.com/r/X2XaVPasWu>

Namakgale: Quoting the relevant reference number, direct your application to: Postal address: The Court Manager, Department of Justice & Constitutional Development, Namakgale, Private Bag X11007, Namakgale 1391 or Physical address: Reception Area, Magistrate Namakgale. Or <https://forms.office.com/r/X2XaVPasWu>

Moutse: Quoting the relevant reference number, direct your application to: Postal address: The Court Manager, Department of Justice & Constitutional Development, Private Bag X4565 Dennilton, 1030. OR Physical address /Reception area Magistrate Office Moutse. Or: <https://forms.office.com/r/X2XaVPasWu>

Tshilwavhusiku: Quoting the relevant reference number, direct your application to: Postal address: The Court Manager, Department of Justice & Constitutional Development, Private Bag X701, Tshilwavhusiku, 0938. Or Physical address /Reception area Magistrate Office Tshilwavhusiku. Or: <https://forms.office.com/r/X2XaVPasWu>

Seshego: Quoting the relevant reference number, direct your application to: Postal address: The Court Manager, Magistrate Seshego; Private Bag X4007, Seshego, 0742 or Physical address /Reception area Magistrate Seshego reception area or <https://forms.office.com/r/X2XaVPasWu>

Mankweng: Quoting the relevant reference number, direct your application to: Postal address: The Court Manager, Magistrate Mankweng Private Bag X1114, Sovenga, 0727. Or Physical address /Reception area Magistrate Mankweng reception area or <https://forms.office.com/r/X2XaVPasWu>

Senwabarwana Quoting the relevant reference number, direct your application to: Postal address: The Court Manager, Department of Justice & Constitutional Development, Private Bag X5001, Senwabarwana, 0790. Or Physical address /Reception area Magistrate Office Senwabarwana. Or: <https://forms.office.com/r/X2XaVPasWu>

Lenyenye: Quoting the relevant reference number, direct your application to: The Court Manager, Magistrate Lenyenye, Private Bag X1416, Lenyenye, 0857 or direct your application to: Hand Delivery Address: Reception Area, Magistrate Lenyenye, Lenyenye, 0857, Or <https://forms.office.com/r/X2XaVPasWu>

Mahwelereng, Quoting the relevant reference number, direct your application to: The Court Manager, Magistrate Mahwelereng, Private Bag X2493, Mahwelereng, 0600 or direct your application to: Hand Delivery Address: Reception area Magistrate Mahwelereng, Mahwelereng, 0600. Or <https://forms.office.com/r/X2XaVPasWu>

<u>POST 28/88</u>	:	<u>SECURITY OFFICER REF NO: 25/33/FS</u>
<u>SALARY</u>	:	R163 680 – R192 810 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate's Office, Welkom
<u>REQUIREMENTS</u>	:	Grade 12; Knowledge of Physical Security procedures and processes, Safety and Security Legislative Frameworks, PSIRA Grade C. Skills and Competencies: Communication skills (verbal and written); Problem solving; Good interpersonal relations; Planning and organizing skills; Computer literacy; Ability to operate security equipment; Understanding of confidentiality in Government.
<u>DUTIES</u>	:	Key Performance Areas: Provide access control; Improve safety in the building or premises; Prohibit unauthorized items from entering or leaving the building or premises; Watch CCTV cameras; Enroll staff on bio-metric system; Provide access to staff coming to the premises over weekends.
<u>ENQUIRIES</u>	:	Ms N Dywili Tel No: (051) 407 1800
<u>APPLICATIONS</u>	:	Please direct your applications to: The Director: Human Resource, Private Bag X20578, Bloemfontein, 9300 No 108 St Andrew Street, Bloemfontein, Or https://forms.office.com/r/X2XaVPasWu .

NATIONAL PROSECUTING AUTHORITY

The NPA is an equal opportunity employer. People with disabilities will be given preference and are encouraged to apply. In the filling of vacancies, the objectives of Section 195(1)(i) of the Constitution of the Republic of South Africa, 1996, and in particular the Employment Equity Act, 1998 (Act 55 of 1998) and the NPA Employment Equity Strategy 2022-2026, will take highest preference in selection of suitable candidates.

- APPLICATIONS** : All applications must be submitted to the relevant Recruitment Response E mails stated below.
- CLOSING DATE** : 25 August 2025
- NOTE** : Applicants must apply by submitting applications on the most recent Z83 form obtainable from any Public Service Department or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/> and a comprehensive CV only (with detailed experience information). Failure to do so will result in your application being disqualified. Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA (only when shortlisted). It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (only when shortlisted). If a handwritten Z83 is submitted it must be completed in Block Letters. Where the Z83 is not completed as prescribed your application will be disqualified. All applications must reach the NPA on/or before the closing date. No late applications will be accepted/processed. Documents should not be password protected, and ZIP files will be blocked. The NPA cannot be held responsible for server delays. All applications must reach the NPA on/or before the closing date. No late applications will be accepted/processed. The applicant's attention is drawn to the fact that the NPA uses an Electronic Response Handling System in terms of e-mailed applications. Please do not contact the NPA directly after you have e-mailed your applications to enquire if your application(s) have been received. If you have not received an acknowledgement of receipt within one week after the closing date, then you can contact the NPA. The NPA reserves the right not to fill any particular position. If you do not hear from us within (6) six months from the closing date of the advert, please accept that your application was unsuccessful. Successful candidates will be subjected to a security clearance of at least confidential. Appointment to this position will be provisional, pending the issue of security clearance. Fingerprints will be taken on the day of the interview. The social media accounts of shortlisted applicants may be accessed as part of the verification process. A valid driver's license will be a requirement where applicable. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments which are, a practical exercise and an integrity (ethical conduct) assessment. SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the NPA. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency-based assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will test generic managerial competencies using the mandated DPSA SMS competency assessment tools. A Pre-entry certificate obtained from the National School of Government (NSG) is required for all SMS applicants for Public Service Act positions in the NPA (SMS pre-entry certificate to be submitted prior to appointment). NPA Act appointments are exempted from the pre-entry certificate requirement. This is a Public Service specific training programme. The name of the course is Certificate for entry into the SMS. The full details can be sourced from the link <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Applicants are advised that from 1 January 2021 a new application form for employment (Z83) is in use. The new application for employment form can be downloaded at www.dpsa.gov.za-vacancies. From 1 January 2021 should an application be received using the incorrect (old) application for employment (Z83), it will not be considered. NB! Applicants Who Are Successful Must Please note that the NPA is not in a position to pay resettlement costs. NB! All employees considered for appointment to the Investigating Directorate Against Corruption will be subject to a lifestyle audit and integrity vetting.

ERRATUM: Deputy Director of Public Prosecutions - AFU: Johannesburg and AFU: Pretoria with Ref No: Recruit 2025/391 and Ref No: Recruit 2025/392 advertised in Public Service Vacancy Circular 26 dated 25 July 2025 are hereby withdrawn.

MANAGEMENT ECHELON

<u>POST 28/89</u>	:	<u>DIRECTOR: RECORDS MANAGEMENT AND LIBRARY SERVICES REF NO: RECRUIT 2025/420</u> Strategy, Operations and Compliance: Information Systems Management (Re-advert)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 266 714 per annum (Level 13), (total cost package)
	:	Pretoria: Head Office
	:	An NQF level 7 qualification as recognised by SAQA in Information Science or Records Management or equivalent. At least five (5) years at middle management relevant experience preferable in a law library environment and some records management experience of which at least five (5) years must be on a middle/senior managerial level. Experience in managing Law library will be an added advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of the National Archives and Records Service of SA Act, No. 43 of 1996, Public Finance Management Act, No. 1 of 1999, Treasury Regulations, Public Service Act and Regulations, National Prosecuting Authority Act, No. 32 of 1998, Promotion of Access to Information Act, No.2 of 2000, MISS document. Knowledge and understanding of government strategic planning and performance management processes. Able to work independently with little supervision. Willingness to travel. Advanced management skills. Financial and budgeting skills. Report writing skills. Good communication and administrative skills. Problem-solving skills. Ability to work on an electronic library and records management system. Advanced computer literacy in Ms Word, Excel, PowerPoint, OneDrive and SharePoint. Valid driver's licence.
<u>DUTIES</u>	:	To manage and provide direction to the network of NPA libraries and document centres nationally. Manage and update, when required, existing policies and procedure manuals. Compile, manage and monitor the directorate annual performance plan. Facilitate and manage access to online databases, i.e Jufta Evolve, LexisNexis, Sabinet, PMG, Westlaw and library management system. Provide guidance in terms of the knowledge portal content. Create an enabling environment for online legal database training. Compile and manage the Directorate budget. Compile, execute and manage all contracts and tenders for the Directorate. Review and renew annual subscriptions in line with the PFMA requirements and supply chain processes. Ensure that required as and when book order requests are submitted to SCM, orders received and books delivered, processed and distributed to requestors. Ensure all Directorate invoice payments are done in line with the financial prescripts. Implement annual collection verifications in line with the PFMA requirements. Ensure correct processes are followed when writing off / disposing of redundant books. Conduct quality control on the library system following the adding of new books, publications, and user profiles. Delete item records following receipt approved disposal authorities. Transfer item records between libraries on the library system to reflect staff movement within the NPA. Maintain the asset register of library books and prepare monthly, quarterly and annual financial statement input. As appointed NPA records manager, all duties as described in the National Archives and Records Services of SA Act, No.43 of 1996 must be adhered to. Ensure the NPA file plan is implemented and manage NPA records in line with the granted disposal authority. Ensure all offices are adhering to the National Archives and Records Services of SA Act, No. 43 of 1996 requirements. Implement, roll out and manage the document management system. Conduct regular regional library and document centre inspection visits. Liaise with internal and external stakeholders. Submit monthly report on all activities and an annual report input of achievements to the Chief Director: Information and Systems Management.
<u>ENQUIRIES APPLICATIONS</u>	:	Denton Serobatse Tel No: (012) 845 6358
	:	e mail: Recruit2025420@npa.gov.za

<u>POST 28/90</u>	:	<u>PROJECT MANAGER REF NO: RECRUIT 2025/421</u> 01 November 2025 to 31 December 2027) Strategy, Operations and Compliance
<u>SALARY</u>	:	R1 266 714 per annum (Level 13), (total cost package)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	An NQF level 7 qualification as recognised by SAQA in Public Administration or Project Management. At least five (5) years' experience at middle/ senior management level. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good planning and organising skills, written and verbal communication skills. Problem solving skills. Practical project administration and management skills. Experience of the public service particularly in the criminal justice and rule of law context. Knowledge of legislation and regulations pertaining to public service administration in South Africa, specifically: the Public Service Act and Regulations, Public Finance Management Act, Basic Conditions of Employment Act, Skills Development Act, Labour Relations Act, NPA Act, Public Finance Management Act and Treasury Regulations. Computer skills - MS Office suite including Word, Excel, Outlook, Teams and Projects or similar project management tools. A valid driver's licence.
<u>DUTIES</u>	:	Integration Management – ensure synergy of all parts of the project (alignment of objectives and ensuring that no part of the project is managed in isolation). Scope Management – ensure that the project remains within the scope. Schedule Management – managing and controlling project timelines to ensure timeline completion of the project. Quality Management – quality control of project outputs to ensure that they meet the required standards, including reviewing and editing of all project reports. Provide Secretariat services to the Project Steering Committee (PSC) and the Technical Working Group (TWG). Resource Management – ensure that the project is adequately resourced, and resources are adequately deployed in line with project proposal and workplan, including effective procurement in conjunction with the HSF. Risk Management – ensure that potential risks are managed to minimise the impact of negative events and maximise opportunities. Stakeholder Management – support to the project leader and NPA management on the effective engagement of project stakeholders for increased project success. Monitoring and evaluation – ensure a systematic collection and analysis of information relating to the project's progress and performance to ensure that identified objectives and goals are met. Project closure – produce a close-out report covering the 3-year period, including recommendations for institutionalisation of lessons learned and best practices in the NPA.
<u>ENQUIRIES</u>	:	Shirley Magano Tel No: (012) 845 6087
<u>APPLICATIONS</u>	:	e mail: Recruit2025421@npa.gov.za

OTHER POSTS

<u>POST 28/91</u>	:	<u>DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS</u> National Prosecutions Services
<u>SALARY</u>	:	R1 563 183 per annum (Level 14), (total cost package)
<u>CENTRE</u>	:	DDPP: Thohoyandou Ref No: Recruit 2025/418 DPP: Limpopo (Polokwane) Ref No: Recruit 2025/419
<u>REQUIREMENTS</u>	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least ten (10) years' post qualification experience in civil and/or criminal litigation. Knowledge and experience in Strategic and Operations Management. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Admission as an Attorney/Advocate will be an added advantage. Good advocacy and legal drafting skills. Knowledge of civil and/or criminal procedure. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Good interpersonal, analytical, presentation and communication skills. Computer skills. A valid driver's license.
<u>DUTIES</u>	:	Manage the portfolio assigned by the Director which will include oversight of strategic management and operations management in the region. Manage, train and guide Advocates, Prosecutors and stakeholders in respect of all matters, including complex / high profile matters, in the high court, the highest court of appeal and the constitutional court. Investigate and prosecute cases. Provide legal oversight and guidance in investigation projects and legal

casework. Study case dockets and other documents relating to corruption matters, criminal matters, make and review decisions with regard to the institution of criminal proceedings. Prepare cases for court including the acquisition of additional evidence and drafting charge sheets, indictments and other court documents. Present the state's case in court, including examination and cross-examination of witnesses and addressing the court on conviction and sentence. Study appeals and reviews, prepare opinions and heads of argument and argue cases in the appropriate court. Appear in motion applications pertaining to criminal matters. Map out strategic planning for the division and lead staff members towards achieving the strategic objectives. Oversee resources and align them to strategic objectives. Development, performance management and assessment of staff members. Deal with representations and complaints. Ensure that a high standard of professional work is being carried out. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.

ENQUIRIES : DDPP: Thohoyandou & DPP: Limpopo (Polokwane) Thuba Thubakgale Tel No: (015) 045 0285

APPLICATIONS : DDPP: Thohoyandou e mail: Recruit2025418@npa.gov.za
DPP: Limpopo (Polokwane) e mail: Recruit2025419@npa.gov.za

POST 28/92 : **DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS**
Asset Forfeiture Unit

SALARY : R1 563 183 per annum (Level 14), (total cost package)
CENTRE : Pretoria Ref No: Recruit 2025/441
Johannesburg Ref No: Recruit 2025/442

REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least ten (10) years' post qualification experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Admitted Attorney and/or Advocate. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Demonstrate experience in managing motion proceedings. Good advocacy and legal drafting skills. Good knowledge of civil and/or criminal procedure. Knowledge of Asset Forfeiture law will be added advantage. Ability to act independently. Good interpersonal, analytical, presentation and communication skills. Strong computer skills. Willing to travel and able to work extended hours. Valid driver's licence.

DUTIES : Undertake litigation and supervision of litigation. Representing the state in all courts. Conduct civil litigation regarding all aspects of the freezing and forfeiture / confiscation of property / assets derived from criminal activity. Draft applications. Prepare heads of arguments and present cases in court. Train and provide mentorship and guidance to staff. Assist in managing the regional office.

ENQUIRIES : Lindie Swanepoel Tel No: (012) 845 6638
APPLICATIONS : Pretoria e mail: Recruit2025441@npa.gov.za
Johannesburg e mail: Recruit2025442@npa.gov.za

POST 28/93 : **DEPUTY CHIEF PROTECTOR**
Office for Witness Protection

SALARY : R1 059 105 per annum (MMS Level 12), (total cost package)
CENTRE : Limpopo (Polokwane) Ref No: Recruit 2025/423
Free-State (Bloemfontein) Ref No: Recruit 2025/424
Eastern Cape (Gqeberha) Ref No: Recruit 2025/426

REQUIREMENTS : An appropriate B Degree (NQF 7) or Three (3) year National Diploma (NQF 6) in Policing. Must have at least six (6) years' experience in the field of the post. Must have police, military, or correctional service basic training. Must have successfully completed a VIP and/or Close Protection course. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. High level of understanding of and competency in people protection. Knowledge and experience of undercover work will be added advantage. Must be competent in at least two (2) official languages of which one must be English. Must be prepared to be available 24/7 and travel extensively, even after-hours. Know how to account for public funds according to the PFMA. Knowledge of Asset Management in the Public service, Knowledge of the Constitution and Bill of Rights, National Crime Prevention Strategy, Victims

		Charter, and Batho Pele Principles. Sound knowledge the Witness Protection Act, 1998, Firearm control Act and Criminal Procedure Act, 1977. Sound knowledge of the Public Service Act and Regulations, the PFMA, 1999 and Treasury Regulations. Sound knowledge of the Minimum-Security Information Standards (MISS). Must be prepared to undergo a Top-Secret security clearance, a regular polygraph and voice stress analysis test. Strategic capability and leadership. General management skills. People management and empowerment. Administration skills. Good communication skills. Planning and Prioritizing. Customer Focus and Responsiveness. Problem solving and decision making. Candidate will be subjected to a competency assessment which can include report writing, fire-arm competency, advance driving, and fitness assessment. A valid driver's licence.
<u>DUTIES</u>	:	Manage admissions of vulnerable and intimidated witnesses and related persons. Manage and coordinate the protection of witnesses and related persons and contribute to their safety. Manage operations. Manage staff and resources. Manage relations with stakeholders.
<u>ENQUIRIES</u>	:	Limpopo (Polokwane) OJP Olivier Tel No: (018) 290 3222 Free-State (Bloemfontein) C Immelman Tel No: (053) 807 4561 Eastern Cape (Gqeberha) CH Loots Tel No: (041) 0450 402
<u>APPLICATIONS</u>	:	Limpopo (Polokwane) e mail: Recruit2025423@npa.gov.za Free-State (Bloemfontein) e mail: Recruit2025424@npa.gov.za Eastern Cape (Gqeberha) e mail: Recruit2025426@npa.gov.za
<u>POST 28/94</u>	:	<u>DEPUTY DIRECTOR: HR PLANNING AND EQUITY REF NO: RECRUIT 2025/427</u> Strategy, Operations and Compliance: HRM & D (HR Transformation)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R896 436 per annum (MMS Level 11), (total cost package) Pretoria: Head Office An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6). Minimum five years' experience working in Human Resources of which three must be specific experience in the Human Resources Strategies, Employment Equity and Diversity Management Programs. A minimum of three years of experience in staff management. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Working knowledge of Human Resources Planning and Employment Equity processes and government requirements. Thorough understanding of Human Resource Practices in general. Knowledge of the applicable legislation and prescripts in the public service would be an added advantage. Research, presentation and facilitation skills. Good managerial, report writing and communication skills. Analysis and problem-solving skills. Project management. Advanced computer skills. Valid driver's license is a requirement.
<u>DUTIES</u>	:	Facilitate the process of development and implementation of the Human Resources Plan/ Strategy. Conduct research and surveys on labour matters. Develop and review Human Resources Policies and strategies. Analyse human resource information and provide advise and support to management on human resources matters. Guide and lead the process of the development and implementation of the Employment Equity Plan which also include management of disability, gender and diversity in the workplace. Coordinate the implementation of Regional Employment Equity Plans. Promote advocacy on EE programmes including disability in the workplace. Develop strategies to promote and enhance Employment Equity programmes. Facilitate, monitor and report on EE plans and strategy. Participate in the implementation of diversity management interventions. Participate in the implementation of programmes that highlight gender issues and ensure reporting on gender mainstreaming. Manage a team of practitioners responsible for the Human Resources Plan, Employment Equity and other related programmes.
<u>ENQUIRIES APPLICATIONS</u>	:	GB Dladla Tel No: (012) 845 6533 e mail: Recruit2025427@npa.gov.za
<u>POST 28/95</u>	:	<u>SENIOR FINANCIAL INVESTIGATOR REF NO: RECRUIT 2025/428</u> Asset Forfeiture Unit
<u>SALARY CENTRE REQUIREMENTS</u>	:	R896 436 per annum (MMS Level 11), (total cost package) Johannesburg An appropriate B -degree (NQF 7) or Three (3) year Diploma (NQF 6) in one of the following: Forensic Investigations, Forensic Auditing, Criminal

	Investigation or equivalent. Certified Fraud Examine will be an added advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Five (5) years' experience in financial investigation. Strategic capability and leadership. General management skills. People Management and Empowerment. The ability to perform administrative tasks efficiently, effectively, and error free. Excellent written and verbal communication. Ability to plan and organize work and distinguish between urgent and important tasks/activities. Ability to achieve excellence in delivering the planned customer service outcomes (i.e. service levels and standards) for the NPA and ensure the highest level of customer care and customer satisfaction. Ability to identify and solve problems by analyzing situations and apply critical thinking in order to resolve problems and decide on courses of action and implement the solutions developed in order to overcome problems and constraints. Knowledge of legislation and regulations pertaining to public service administration. Computer skills, such as MS Word, MS Excel, MS Outlook, MS PowerPoint, etc.
<u>DUTIES</u>	: Conduct case assessments. Conduct case planning. Conduct a detailed financial investigation in high value and complex matters. Undertake stakeholder engagements. Undertake all administration functions.
<u>ENQUIRIES APPLICATIONS</u>	: Lindie Swanepoel Tel No: (012) 845 6638 : e mail: Recruit2025428@npa.gov.za
<u>POST 28/96</u>	: <u>SENIOR PROTECTOR</u> Office for Witness Protection
<u>SALARY CENTRE</u>	: R896 436 per annum (MMS Level 11), (total cost package) : Limpopo (Polokwane) Ref No: Recruit 2025/429 Kwazulu-Natal Ref No: Recruit 2025/430 Western Cape Ref No: Recruit 2025/431 Gauteng (Johannesburg) Ref No: Recruit 2025/432 Mpumalanga (Witbank) Ref No: Recruit 2025/433 Free State (Bloemfontein) Ref No: Recruit 2025/434 Northern Cape (Kimberley) Ref No: Recruit 2025/435 (X2 Posts) North-West (Potchefstroom) Ref No: Recruit 2025/436
<u>REQUIREMENTS</u>	: An appropriate B Degree (NQF 7) or Three (3) year National Diploma (NQF 6). Must have at least six (6) years' experience in the field of the post. Must have police, military, or correctional service basic training. Must have successfully completed a VIP and/or Close Protection course. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. High level of understanding of and competency in people protection. Knowledge and experience of undercover work will be added advantage. Must be competent in at least two (2) official languages of which one must be English. Must be prepared to be available 24/7 and travel extensively, even after-hours. Know how to account for public funds according to the PFMA. Knowledge of Asset Management in the Public service, Knowledge of the Constitution and Bill of Rights, National Crime Prevention Strategy, Victims Charter, and Batho Pele Principles. Sound knowledge the Witness Protection Act, 1998, Firearm control Act and Criminal Procedure Act, 1977. Sound knowledge of the Public Service Act and Regulations, the PFMA, 1999 and Treasury Regulations. Sound knowledge of the Minimum-Security Information Standards (MISS). Must be prepared to undergo a Top-Secret security clearance, a regular polygraph and voice stress analysis test. Strategic capability and leadership. General management skills. People management and empowerment. Administration skills. Good communication skills. Planning and Prioritizing. Customer Focus and Responsiveness. Problem solving and decision making. Candidate will be subjected to a competency assessment which can include report writing, fire-arm competency, advance driving, and fitness assessment. A valid driver's licence.
<u>DUTIES</u>	: Supervise and provide services regarding to the admission of witnesses and related persons. Verify admission documents and subject documents to quality assurance. Ensure the safe removal of witnesses and related persons from immediate danger area. Coordinate the protection of witnesses and/or related persons. Assist with sourcing of safe houses and conducting of site surveys. Provide operational, financial, and administrative support services. Compile operational mandates, ensure compliance in the execution of operations, and safekeeping of the documents. Oversee and manage court protections. Ensure that all reports operational returns, claims, etc. are correctly completed and

handed in within the specified time frames. Maintain relations and liaise regularly with Stakeholders. Liaise with investigating officers, prosecuting services and any other Stakeholders to ensure fast tracking of court cases and to address challenges with case-flow. Conduct inspections on witness files, assets, fleet, accommodation, firearms and ammunition. Supervise Staff. Handle grievances of staff and witnesses Manage subordinates and ensure compliance with all administrative and personnel prescripts. Conduct performance management of subordinates and deal with disciplinary matters in terms of the LRA.

ENQUIRIES

: Limpopo (Polokwane) MJ Selo at 079 519 4071
Kwazulu-Natal M Uys Tel No: (031) 334 5331
Western Cape LE Blignault Tel No: (021) 487 7362
Gauteng (Johannesburg) & Mpumalanga (Witbank) S Davids Tel No: (012) 845 661
Free State (Bloemfontein) & Northern Cape (Kimberley) C Immelman Tel No: (053) 807 4561

APPLICATIONS

: North-West (Potchefstroom) OJP Olivier Tel No: (018) 290 3222
Limpopo (Polokwane) e mail: Recruit2025429@npa.gov.za
KwaZulu-Natal e mail: Recruit2025430@npa.gov.za
Western Cape e mail: Recruit2025431@npa.gov.za
Gauteng (Johannesburg) e mail: Recruit2025432@npa.gov.za
Mpumalanga (Witbank) e mail: Recruit2025433@npa.gov.za
Free State (Bloemfontein) e mail: Recruit2025434@npa.gov.za
Northern Cape (Kimberley) e mail: Recruit2025435@npa.gov.za
North-West (Potchefstroom) e mail: Recruit2025436@npa.gov.za

POST 28/97

: **PROTECTOR**
Office for Witness Protection

SALARY CENTRE

: R582 444 per annum (Level 10), (excluding benefits)
: Limpopo (Polokwane) Ref No: Recruit 2025/437 (X4 Posts)
KwaZulu-Natal (Durban) Ref No: Recruit 2025/438 (X6 Posts)
Western Cape (Cape Town) Ref No: Recruit 2025/439 (X3 Posts)
North-West (Potchefstroom) Ref No: Recruit 2025/440 (X4 Posts)
Northern Cape (Kimberley) Ref No: Recruit 2025/443 (X3 Posts)
Eastern Cape (Gqeberha) Ref No: Recruit 2025/444 (X5 Posts)

REQUIREMENTS

: An appropriate B Degree (NQF 7) or Three (3) year National Diploma (NQF 6) in Policing or equivalent. Must have at least five (5) years' experience in the field of the post. Must have police, military, or correctional service basic training. Must have successfully completed a SWAT/VIP Protection course or Tactical Policing Training. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge and experience of undercover work will be added advantage. Must be competent in at least two official languages of which one must be English. Must be prepared to be available 24/7 and travel extensively, even after-hours. Know how to account for public funds according to the PFMA. Knowledge of Asset Management in the Public service, Knowledge of the Constitution and Bill of Rights, National Crime Prevention Strategy, Victims Charter, and Batho Pele Principles. Sound knowledge the Witness Protection Act, 1998, Firearm control Act and Criminal Procedure Act, 1977. Sound knowledge of the Public Service Act and Regulations, the PFMA, 1999 and Treasury Regulations. Sound knowledge of the Minimum-Security Information Standards (MISS). Must be prepared to undergo a Top-Secret security clearance, a regular polygraph and voice stress analysis test. Strategic capability and leadership. General management skills. People management and empowerment. Administration skills. Good communication skills. Planning and Prioritizing. Customer Focus and Responsiveness. Problem solving and decision making. Candidate will be subjected to a competency assessment which can include report writing, fire-arm competency, advance driving, and fitness assessment. A valid driver's licence.

DUTIES

: Provide services regarding the admission of witnesses. Apply risk management to avoid potential threats and apply counter surveillance techniques. Handle and monitor Section 204 witnesses. Manage and protect witnesses and related persons and ensure their safety and wellbeing. Attend to day-to-day needs of witnesses and/or related persons. Render operational services during Court protections, consultations, and other planned operations. Render administrative and financial support services. Compile operational

documents. Compile reports and apply proper record keeping on all witness related matters. Provide Asset management support services. Liaise and build relationships with Stakeholders and all role players. Monitor the status of cases and arrangements for consultations and court protections. Engage with medical and counselling professionals.

ENQUIRIES

: Limpopo (Polokwane) MJ Selo at 079 519 4071
KwaZulu-Natal (Durban) M Uys Tel No: (031) 334 5331
Western Cape (Cape Town) LE Blignault Tel No: (021) 487 7362
Northern Cape (Kimberley) C Immelman Tel No: (053) 807 4561
Eastern Cape (Gqeberha) CH Loots Tel No: (041) 0450 402
North-West (Potchefstroom) OJP Olivier Tel No: (018) 290 3222

APPLICATIONS

: Limpopo (Polokwane) e mail: Recruit2025437@npa.gov.za
KwaZulu-Natal (Durban) e mail: Recruit2025438@npa.gov.za
Western Cape (Cape Town) e mail: Recruit2025439@npa.gov.za
North-West (Potchefstroom) e mail: Recruit2025440@npa.gov.za
Northern Cape (Kimberley) e mail: Recruit2025443@npa.gov.za
Eastern Cape (Gqeberha) e mail: Recruit2025444@npa.gov.za

POST 28/98

: **ASSISTANT DIRECTOR: FINANCE REF NO: RECRUIT 2025/445**
Office for Witness Protection

SALARY

: R468 459 per annum (Level 09), (excluding benefits)

CENTRE

: Eastern Cape (Gqeberha)

REQUIREMENTS

: An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in Business Administration / Public Administration / Finance or equivalent. Minimum three (3) years relevant experience working in Finance. Knowledge of Public Finance Management Act (PFMA) and National Treasury Regulations and Public Service Act. Knowledge of NPA policies and procedures relevant to the job functions. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Strategic capability and leadership, general management skills, people management and empowerment, administrative skills, communication skills, ability to plan and prioritize work, customer focus and responsiveness, problem solving and decision making. Ability to meet strict deadlines. Computer skills - MS Office suite including Word, Excel, Outlook.

DUTIES

: Take responsibility for the management of the finances including cash management. Monitor expenditure and ensure correct inputs in respect of regional budget. Perform physical bank withdrawals and deposits. Ensure proper document management and processing of all payments and transactions of covert accounts. Manage cash book and petty cash. Manage the provisioning of traveling and Responsible for financial reporting. Assist with Asset, Fleet and Facility management. Conduct assessment on individual staff.

ENQUIRIES

: CH Loots Tel No: (041) 045 0402

APPLICATIONS

: e mail: Recruit2025445@npa.gov.za

POST 28/99

: **ASSISTANT DIRECTOR: SCM RISK & PERFORMANCE MANAGEMENT REF NO: RECRUIT 2025/447**
Strategy, Operations & Compliance: Supply Chain Management

SALARY

: R468 459 per annum (Level 09), (excluding benefits)

CENTRE

: Pretoria: Head Office

REQUIREMENTS

: An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6). Minimum three (3) years relevant experience in Supply Chain Management with at least three (3) years at level seven (7) or higher. Knowledge of Public Finance Management Act (PFMA) and National Treasury Regulations and SCM related legislation. Knowledge and experience of Central Supplier Database (CSD). Knowledge of CSD support function will be an added advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Strategic capability and leadership, general management skills, people management and empowerment, administrative skills, communication skills, ability to plan and prioritize work, customer focus and responsiveness, problem solving and decision making. Ability to work in a team and under pressure. Supervisory skills. Willing to work extended hours where necessary. Computer skills - MS Office suite including Word, Excel, Outlook. A valid driver's licence.

DUTIES

: Supervise and undertake SCM risk management assessments. Supervise and implement fraud and SCM abuse prevention strategies. Supervise and

		undertake supplier performance assessments. Provide administrative, specialized SCM and procurement support to the NPA. Liaise with internal and external clients. Maintain comprehensive databases to ensure capturing of accurate and relevant information for work within your area of responsibility. Ensure compliance to Treasury regulations, PFMA and internal prescripts. Respond to all queries (internal and external). Perform any other duties deemed necessary by your supervisor. Staff may be rotated to other sections within Supply Chain Management.
<u>ENQUIRIES APPLICATIONS</u>	:	T Sethabela Tel No: (012) 845 6014
	:	e mail: Recruit2025447@npa.gov.za
<u>POST 28/100</u>	:	<u>ADMINISTRATIVE OFFICER REF NO: RECRUIT 2025/448</u>
		Strategy, Operations & Compliance: Supply Chain Management – Logistics
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum (Level 07), (excluding benefits)
	:	Head Office: Pretoria
	:	An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in Logistics Management, Purchasing Management, Supply Chain Management, Public Administration or equivalent. Minimum of three (3) years' experience working on payments. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of PFMA, Logistical Information System (LOGIS), Treasury Regulations and Preferential Procurement Policy framework Act. Written and Verbal communication skills, Planning, organising skills and analytical skills. Computer literacy and knowledge of programs in Microsoft Office (MS Word, Excel, PowerPoint and Outlook).
<u>DUTIES</u>	:	Process invoices for payments. Attend queries from service providers and business units relating to payments. Reconcile supplier accounts. Compile weekly and monthly reports to Senior Administrative Officer: Logistics. Provide administrative and provisioning support to the NPA. Track invoices on the invoice tracking system. Conduct stock taking. Receive and issue warehouse stock. Update bin cards. Draft, refer back letters or memoranda. Draft termination letters for expired lease contracts and send to service providers three (3) months prior to contract expiry. Compile consolidated lease report. Capture lease information on Dynamix System. Record keeping of all collected information. Follow up on outstanding commitments.
<u>ENQUIRIES APPLICATIONS</u>	:	John Solomon Tel No: (012) 845 6770
	:	e mail: Recruit2025448@npa.gov.za
<u>POST 28/101</u>	:	<u>ADMINISTRATION OFFICER</u>
		Office for Witness Protection
<u>SALARY CENTRE</u>	:	R325 101 per annum (Level 07), (excluding benefits)
	:	KwaZulu-Natal - Recruit 2025/449; Western Cape Ref No: Recruit 2025/450
		Free State (Bloemfontein) Ref No: Recruit 2025/451
		Northern Cape (Kimberley) Ref No: Recruit 2025/452
		Eastern Cape (Gqeberha) Ref No: Recruit 2025/453
		North-West (Potchefstroom) Ref No: Recruit 2025/446
<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF 7) or Three (3) year National Diploma (NQF 6). Minimum two (2) years relevant experience in performing general administrative functions. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. General computer literacy skills and knowledge in programs such as MS Word, Excel and Outlook. Knowledge of the PFMA Act, Treasury regulations and other government related legislations. Able to handle and record cash transactions and know how to account for public funds according to the PFMA. Knowledge of Accounting and Asset Management. Good communication, liaison and presentation skills. Ability to act with tact and discreet. Strong interpersonal and communication skills. Good administration skills. Planning and prioritizing skills. Willing to undergo security clearance. A valid driver's license.
<u>DUTIES</u>	:	Provide asset, fleet and facilities management services. Provide financial operational support services. Provide office administration services and document management. Provide human resources management services.
<u>ENQUIRIES</u>	:	KwaZulu-Natal M Uys Tel No: (031) 334 5331
		Western Cape LE Blignault Tel No: (021) 487 7362
		Northern Cape (Kimberley) C Immelmann Tel No: (053) 807 4561
		Eastern Cape (Gqeberha) CH Loots Tel No: (041) 045 0402

<u>APPLICATIONS</u>	:	North-West (Potchefstroom) OJP Olivier Tel No: (018) 290 3222 KwaZulu-Natal e mail: Recruit2025449@npa.gov.za Western Cape e mail: Recruit2025450@npa.gov.za Free State (Bloemfontein) e mail: Recruit2025451@npa.gov.za Northern Cape (Kimberley) e mail: Recruit2025452@npa.gov.za Eastern Cape (Gqeberha) e mail: Recruit2025453@npa.gov.za North - West (Potchefstroom) e mail: Recruit2025446@npa.gov.za
<u>POST 28/102</u>	:	<u>HUMAN RESOURCES CLERK: SUPERVISOR REF NO: RECRUIT 2025/454</u> National Prosecutions Service
<u>SALARY</u>	:	R325 101 per annum (Level 07), (excluding benefits)
<u>CENTRE</u>	:	DPP: Mthatha
<u>REQUIREMENTS</u>	:	An appropriate B degree (NQF 7) or Three-year Diploma (NQF 6). Minimum two (2) years' relevant experience in Human Resources Administration. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Working knowledge of PERSAL. Knowledge of legislation and regulations pertaining to public service administration, specifically: the Public Service Act and Regulations, NPA Act, Basic Conditions of Employment Act, Labour Relations Act, Employment Equity Act, Skills 135 Development Act. Knowledge of HR information management. Computer literacy in MS Word, Excel, Outlook and PowerPoint. Excellent administrative skills. Good written and verbal communication skills. Good planning and organizing skills. Problem solving skills. Sound co-ordination, administrative skills.
<u>DUTIES</u>	:	Administer recruitment and selection. Preside as an HR rep for shortlisting and interviews. Prepare appointment memorandum. Administer the implementation of service benefits. Ensure processing of leave on PERSAL. Responsible for Employee Health and Wellness. Approve transactions on PERSAL. Conduct leave inspections and compile report. Processing of performance rewards (pay progression and grade progression). Prepare memorandums for remuneration and service benefits. Implementation of labour relations awards. Implementation of salary structures and updating of personnel information. Process resettlement benefits. Process recognition of long service. Process housing allowance. Process internal transfers. Oversee leave implementation and staff terminations. Process injury on duty. Process of state guarantee. Monitor the processing of salary adjustment. Implementation of job evaluation results. Oversee all Human Resources Administration functions. Supervise staff in the relevant section. Implement and ensure compliance with policies and procedures.
<u>ENQUIRIES</u>	:	Nobekezela Madikizela Tel No: (047) 501 2684
<u>APPLICATIONS</u>	:	e mail: Recruit2025454@npa.gov.za
<u>POST 28/103</u>	:	<u>ADMINISTRATION OFFICER (FINANCE) REF NO: RECRUIT 2025/455</u> Office for Witness Protection
<u>SALARY</u>	:	R325 101 per annum (Level 07), (excluding benefits)
<u>CENTRE</u>	:	Limpopo
<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6). Minimum two (2) years relevant experience in the field of Finance and Administration. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Experience in cash handling and cash management. Knowledge of legislation and regulations pertaining to PFMA Act, Treasury regulations and other government related legislations. Knowledge of Accounting and Asset Management. Knowledge of the MISS document. Good Communication, liaison and presentation skills. Computer Literacy, including Microsoft office suite (Word, Excel, PowerPoint and Outlook). Ability to work independently and under pressure. Willingness to travel. Good administration skills. People management and empowerment. Planning and prioritizing skills. Problem solving and decision making. A valid driver's license required.
<u>DUTIES</u>	:	Ensure proper management of the finances including cash management, internal bank transfers and EFT Payments. Ensure proper usage, management and replenishment of the office Petty Cash. Proper document management of all financial transactions on the covert accounts. Compilation and timeous submission of cash book & petty cash register. Assisting in contributing to cash flow request by ensuring correct inputs to the regional budget. Process and

		assist in the management of all payments and transactions of covert accounts. Assist in the provisioning of travelling and accommodation services. Responsible for correct financial reporting and administration. Ensure expenditure is complete and correct. Conduct extensive communication as it relates to operational and management of finances. Work under pressure and ensure adherence to timelines.
<u>ENQUIRIES APPLICATIONS</u>	:	MJ Seloi at 079 519 4071
	:	e mail: Recruit2025455@npa.gov.za
<u>POST 28/104</u>	:	<u>ADMINISTRATIVE CLERK REF NO: RECRUIT 2025/422</u> National Prosecutions Service
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 per annum (Level 05), (excluding benefits)
	:	CPP: Butterworth
	:	Grade 12 or equivalent. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Sound planning and organizing skills, written and verbal communication. General computer literacy skills and knowledge in programs MS Word; Excel; PowerPoint and Outlook. Good people skills. Strong interpersonal and communication skills. Ability to act independently.
<u>DUTIES</u>	:	Provide high quality administrative support to the office. Design and keep a well-organized administrative system for the office. Execute a wide variety of administrative tasks pertaining to the provision of support to line functionaries. Draft correspondence to other organisations and State departments. Liaise with corporate services with all matters pertaining to the administrative functioning of the office. Provide administrative support to the legal staff, pertaining to finance, logistical and human resources. Deliver mails, photocopying, faxing, receiving and dispatching documents. Execute a wide variety of administrative tasks. Provide administrative support to SPP and Prosecutor in the cluster and provide logistical services thereof. Liaise with customers and stakeholders. Do pends for docket and collect them. Collect information for civil matters addressed to the unit or group. Collate and capture statistics, reports and submit to the Chief Prosecutors office.
<u>ENQUIRIES APPLICATIONS</u>	:	Tulisa Sibindlana Tel No: (047) 501 2669
	:	e mail: Recruit2025422@npa.gov.za
<u>POST 28/105</u>	:	<u>ADMINISTRATIVE CLERK REF NO: RECRUIT 2025/425</u> Asset Forfeiture Unit
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 per annum (Level 05), (excluding benefits)
	:	Johannesburg
	:	Grade 12 or equivalent. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Sound planning and organizing skills, Report writing good verbal and written communication skills. General computer literacy in MS Word; Excel; PowerPoint and Outlook. Good analytical skills. Document administration and task time management skills. Ability to act independently.
<u>DUTIES</u>	:	Provide high quality administrative support to the office. Keep a well-organized administrative system for the office. Execute a wide variety of administrative tasks. Liaise with corporate service with all matters pertaining to the administrative functioning of the office. Render general administrative support such as filing, photocopying, faxing, receiving and dispatching documents.
<u>ENQUIRIES APPLICATIONS</u>	:	Lindie Swanepoel Tel No: (012) 845 6638
	:	e mail: Recruit2025425@npa.gov.za

NATIONAL TREASURY

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



APPLICATIONS
CLOSING DATE
NOTE

: To apply visit: <https://erecruitment.treasury.gov.za/eRecruitment>
 : 25 August 2025 at 12:00 pm (Midday)
 : Effective from 7 April 2021, the National Treasury now utilises an e-Recruitment System which means all applicants must login/register to apply for positions, we only accept hand delivered/posted applications should an applicant prove that he/she tried to apply via e-Recruitment with no success and the National Treasury ICT unit was unable to assist. The applicant's profile on the e-Recruitment is equivalent to the newly approved Z83 and it is the responsibility of applicants to ensure their profiles are fully completed or their applications will not be considered, as per the DPSA Practice Note. Certain documentation will still be required to be uploaded on the system such as copies of all qualifications including National Senior Certificate/Matric certificate, ID, etc., however these documents need not be certified at point of application, however certification will be required prior to attending the interview. Please note: All shortlisted candidates will be subjected to two assessments. The first assessment will be a technical exercise that intends to test relevant technical elements of the job, while the second assessment will be an integrity (ethical conduct) assessment, the logistics of which will be communicated by the Department. Successful completion of the Nyukela Public Service SMS Pre-entry Programme as endorsed by the National School of Government, available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of appointment. All qualifications, criminal and SA citizenship checks will be conducted on all short-listed candidates and, where applicable, additional checks will be conducted in line with the new DPSA Directive effective 01 April 2024. By submitting your application, it also means you consent to the National Treasury processing your information for Human Resources Management purposes. It is the applicant's responsibility to have all their foreign qualifications (this includes O and A level certificates) evaluated by the South African Qualifications Authority (SAQA), at your own expense. The status of your application will be visible on the e-Recruitment system. However, if you have not received feedback from the National Treasury within 3 months of the closing date, please regard your application as unsuccessful. Note: The National Treasury reserves the right not to fill the below-mentioned posts, withdraw or to put on hold a position and/or to re-advertise a post. The National Treasury is compliant with the requirements of POPIA.

MANAGEMENT ECHELON**POST 28/106**

: **CHIEF DIRECTOR: EDUCATION AND RELATED DEPARTMENTS REF NO: S022/2025**
 Division: Public Finance (PF)
 Purpose: To provide strategic leadership and management in the monitoring of the departments of basic education; higher education; sport, arts and culture; and employment and labour in terms of policy analysis and the assessment of the financial and fiscal implications of policy proposals, financial planning, budgeting, expenditure trends and oversight of service delivery initiatives across national and provincial government.

SALARY
CENTRE
REQUIREMENTS

: R1 494 900 - R1 787 328 per annum, (all-inclusive remuneration package)
 : Pretoria
 : A Grade 12 certificate, A Bachelor's degree (minimum of NQF level 7) in Economics , A minimum 5 years' experience at a senior managerial level obtained in strategic management, and management of policy processes and project management, Knowledge and experience of policy development and implementation, Knowledge of the Public Service policy framework on

DUTIES

intergovernmental fiscal relations, Expertise in public financial management and governance, Knowledge of innovative strategies on poverty eradication, inequality and discriminating practices hampering development within South Africa, Successful completion of the Nyukela Public Service Senior Management Leadership Programme by the National School of Government available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/> , prior to finalisation of an appointment.

: Financial Planning and Budgeting: Liaise with departments and provincial treasuries on financial management and budgeting, policy development and implementation, Co-ordinate the annual budget process, sectoral expenditure review processes and intergovernmental technical committees, Maintain sound relationships with key stakeholders in the sectors and pursue a process of modernisation and reform, Communicate latest trends and processes for implementation in annual budget process, Analyse departmental budgets and policy proposals for departments in the sectors. Budget Analysis and Monitoring: Provide strategic direction in government financing of the sectors, including financing mechanisms and levels of funding, Co-ordinate the analysis of budget submissions and budgetary contributions to budget documentation (Medium-Term Budget Policy Statement, Budget Review, Estimates of National Expenditure and Intergovernmental Fiscal Review), Participate in fiscal and budget processes at national and provincial level, prioritise budget co-ordination, overall fiscal framework, division of revenue, and national and provincial main and adjustment estimates, Initiate budget reform in the sectors, the further development of three-year budgets (MTEF) cycle, service delivery indicators and the integration of strategic planning. Financial Management, Expenditure and Service Delivery: Liaise and monitoring the development and reporting of systems and databases, Monitor the correct implementation of the Public Finance Management Act, Advise and monitor the implementation and interpretation of the treasury regulations, Oversight over a few public entities. Policy analysis and implementation: Analyse and influence policy and advice to the Ministry of Finance, National Treasury and other stakeholders, Process/ Design for participation in sectoral policy processes, institutional reform & implementation, support for strengthening coherence of policy processes, policy analysis and costing, Contribute to budget documentation.

ENQUIRIES

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

POST 28/107

: **CHIEF DIRECTOR: HEALTH AND SOCIAL DEVELOPMENT REF NO: S023/2025**

Division: Public Finance (PF)

Purpose: To provide strategic leadership and management in the monitoring of the departments of health, social development and women, children and people with disabilities in terms of policy analysis and the assessment of the financial and fiscal implications of policy proposals, financial governance and planning, budgeting, expenditure trends and oversight of service delivery initiatives across national and provincial government.

SALARY CENTRE REQUIREMENTS

: R1 494 900 - R1 787 328 per annum, (all-inclusive remuneration package)

: Pretoria

: A Grade 12 certificate, A Bachelor's degree (minimum of NQF level 7) in Economics , A minimum 5 years' experience at a senior managerial level obtained in strategic management, and management of policy processes and project management, Knowledge and experience of policy development and implementation, Knowledge of the Public Service policy framework on intergovernmental fiscal relations, Expertise in public financial management and governance, Knowledge of innovative strategies on poverty eradication, inequality and discriminating practices hampering development within South Africa, Successful completion of the Nyukela Public Service Senior Management Leadership Programme by the National School of Government available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/> , prior to finalisation of an appointment.

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: Financial Planning and Budgeting: Liaise with departments and provincial treasuries on financial management and budgeting, policy development and implementation, Co-ordinate the annual budget process, sectoral expenditure review processes and intergovernmental technical committees, Maintain sound relationships with key stakeholders in the sectors and pursue a process of modernisation and reform, Communicate latest trends and processes for implementation in annual budget process, Analyse departmental budgets and

policy proposals for departments in the sectors. Budget Analysis and Monitoring: Provide strategic direction in government financing of the sectors, including financing mechanisms and levels of funding, Co-ordinate the analysis of budget submissions and budgetary contributions to budget documentation (Medium-Term Budget Policy Statement, Budget Review, Estimates of National Expenditure and Intergovernmental Fiscal Review), Participate in fiscal and budget processes at national and provincial level, prioritise budget co-ordination, overall fiscal framework, division of revenue, and national and provincial main and adjustment estimates, Initiate budget reform in the sectors, the further development of three-year budgets (MTEF) cycle, service delivery indicators and the integration of strategic planning. Financial Management, Expenditure and Service Delivery: Liaise and monitoring the development and reporting of systems and databases, Monitor the correct implementation of the Public Finance Management Act, Advise and monitor the implementation and interpretation of the treasury regulations, Oversight over a number of public entities. Policy analysis and implementation: Analyse and influence policy and advice to the Ministry of Finance, National Treasury and other stakeholders, Process/ Design for participation in sectoral policy processes, institutional reform & implementation, support for strengthening coherence of policy processes, policy analysis and costing, Contribute to budget documentation.

ENQUIRIES

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

POST 28/108

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CHIEF DIRECTOR: URBAN DEVELOPMENT AND INFRASTRUCTURE REF NO: S024/2025

Division: Public Finance (PF)

Purpose: To provide strategic leadership and management in the monitoring of the departments of human settlements, transport, energy and electricity, water and sanitation, communications and digital technologies, and co-operative governance and traditional affairs in terms of policy analysis and the assessment of the financial and fiscal implications of policy proposals, financial governance and planning, budgeting, expenditure trends and oversight of service delivery initiatives across the 3 spheres of government.

SALARY CENTRE REQUIREMENTS

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R1 494 900 - R1 787 328 per annum, (all-inclusive remuneration package)

Pretoria

A Grade 12 certificate, A Bachelor's degree (equivalent to NQF level 7) in Economics, A minimum 5 years' experience at a senior managerial level obtained in strategic management, and management of policy processes and project management, Knowledge and experience of policy development and implementation, Knowledge of the Public Service policy framework on intergovernmental fiscal relations, Expertise in public financial management and governance, Knowledge of innovative strategies on poverty eradication, inequality and discriminating practices hampering development within South Africa, Successful completion of the Nyukela Public Service Senior Management Leadership Programme by the National School of Government available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of an appointment.

DUTIES

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Financial Planning and Budgeting: Liaise with departments and provincial treasuries on financial management and budgeting, policy development and implementation, Co-ordinate the annual budget process, sectoral expenditure review processes and intergovernmental technical committees, Maintain sound relationships with key stakeholders in the sectors and pursue a process of modernisation and reform, Communicate latest trends and processes for implementation in annual budget process, Analyse departmental budgets and policy proposals for departments in the sectors. Budget Analysis and Monitoring: Provide strategic direction in government financing of the sectors, including financing mechanisms and levels of funding, Co-ordinate the analysis of budget submissions and budgetary contributions to budget documentation (Medium-Term Budget Policy Statement, Budget Review, Estimates of National Expenditure and Intergovernmental Fiscal Review), Participate in fiscal and budget processes at national and provincial level, prioritise budget co-ordination, overall fiscal framework, division of revenue, and national and provincial main and adjustment estimates, Initiate budget reform in the sectors, the further development of three-year budgets (MTEF) cycle, service delivery indicators and the integration of strategic planning. Financial Management, Expenditure and Service Delivery: Liaise and monitoring the development and reporting of systems and databases, Monitor the correct implementation of the

		Public Finance Management Act, Advise and monitoring the implementation and interpretation of the treasury regulations, Oversight over a few public entities. Policy analysis and implementation: Analyse and influence policy and advice to the Ministry of Finance, National Treasury and other stakeholders, Process/ Design for participation in sectoral policy processes, institutional reform & implementation, support for strengthening coherence of policy processes, policy analysis and costing, Contribute to budget documentation.
<u>ENQUIRIES</u>	:	Enquiries Only (No applications): Recruitment.Enquiries@treasury.gov.za
<u>POST 28/109</u>	:	<u>DIRECTOR: FISCAL RESEARCH REF NO: S026/2025</u> Division: Budget Office (BO) Purpose: To contribute a major part in defining the fiscal policy research agenda of the National Treasury and provide fiscal policy advice stakeholders on the short and long-term impacts of fiscal policy decisions, in relevance to the developmental goals of the South African government.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 266 714 - R1 492 122 per annum, (all-inclusive remuneration package) Pretoria A Grade 12 is required coupled with a minimum Bachelor's Degree (equivalent to NQF level 7) in Economics or Econometrics or Mathematics or Mathematical Statistics, A minimum 5 years of experience at a middle or senior managerial level obtained in a research or policy environment, Knowledge and experience in economic analysis and research, Experience in policy development and communication, Successful completion of the Nyukela Public Service Senior Management Leadership Programme by the National School of Government available as an online course on https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ , prior to finalisation of an appointment.
<u>DUTIES</u>	:	Fiscal Policy Research: Contribute in defining and managing the research agenda and work programme of the unit, in line with the requirements and the relevance to the broader international macroeconomic environment, Research and propose institutional frameworks to govern overall fiscal aggregates, Provide research on the long-run fiscal impacts of policy-decisions, particularly as it relates to aggregate savings, debt and investment, and the sustainability of social policies. Budget documents and fiscal strategy: Support the Chief Director to prepare the fiscal and Budget strategy documents, Draft the key overview sections of the fiscal policy chapter and oversee the production of the fiscal risk statement and fiscal technical annexure, Oversee the management and agenda of the key budget decision making committees: the Fiscal Risk Committee, the Macro-Fiscal Working Group and also verify and quality control the documents that go into the Director General's Budget Coordination Committee and Ministers' Committee on the Budget. Fiscal Analysis: Integrate inputs into the broader budget documentation, Model and forecast variables relating to the long-term sustainability of the fiscus, Research into the levels of the various fiscal indicators and their implications for sustainability, growth and development. Liaison and Advice: Advise on a sound and sustainable fiscal policy stance and broader budget frameworks, Promote relationships between National Treasury, multilateral institutions, research institutions and academia on fiscal policy matters, Liaise stakeholders within the National Treasury on matters relating to the fiscal policy stance and long-term sustainability of policies, Convey government's message pertaining to the economy and the fiscal stance and policy options to stakeholders.
<u>ENQUIRIES</u>	:	Enquiries Only (No applications): Recruitment.Enquiries@treasury.gov.za
<u>POST 28/110</u>	:	<u>DIRECTOR: SCM GOVERNANCE, MONITORING AND COMPLIANCE REF NO: S021/2025 (X2 POSTS)</u> Division: Office of The Chief Procurement Officer (OCPO) Purpose: To manage the governance, monitoring and compliance with the SCM governance framework in all spheres of Government.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 266 714 - R1 492 122 per annum, (all-inclusive remuneration package) Pretoria A Grade 12 is required coupled with a minimum Bachelor's Degree (equivalent to NQF level 7) or Post graduate diploma in Supply Chain Management or Financial Management or Risk Management or Project Management/Legal or Governance and Monitoring or Bachelor's in Administration or Business Management or Auditing, A minimum 5 years' experience at a middle or senior managerial level obtained in the broader in Supply Chain Management

DUTIES

environment, In-depth knowledge and experience of the broader public service SCM framework, Knowledge of the Public Service Regulatory framework, Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of an appointment.

: SCM GM & C Strategy and Policy Management: Manage the development and maintenance of a national strategy and implementation plan for the development and dissemination of the SCM monitoring framework, Manage the research, design, development and maintenance of policies and dissemination plans for the SCM monitoring framework including the: collection and management of SCM data, analysis and evaluation of SCM plans and reports, resolution of non-compliance, Provide input into the development of SCM-related government policy, norms, standards, frameworks and guidelines, SCM GM & C Stakeholder Management: Manage government stakeholder relations to facilitate the establishment of required organisational and governance structures and strategic networks for improved SCM collaboration, accountability and transparency, Promote the relevance of compliance to SCM policies and procedures and the adherence to regulations, Manage the improvement of SCM compliance through awareness sessions and roadshows within the whole of Government, SCM GM & C Frameworks Management: Collaborate on and contribute to the development of a: SCM governance framework, SCM data collection and management system, SCM reporting and reviewing framework, SCM capability maturity assessment model – specifically compliance, SCM-related grievance and dispute resolution mechanism, SCM non-compliance reviews and remedies framework, SCM Compliance Monitoring and Analysis: Manage and report on the analysis of compliance with established SCM measures and prescribed parameters for: procurement plans (quarterly and annually), bid processes specifications and tender procedures, contract terms, supplier / service provider delivery standards, deviations and changes to procurement standards, Manage reviews, and report on preferential procurement policy compliance and impact including: Bid Reviews, Responding to requests for advice/ complaints on SCM matters/ media reviews, Analyse data and prepare reports for Parliamentary committees and other relevant stakeholders, Manage and report on the assessment and evaluation of SCM capability maturity – specifically compliance, Manage reviews, and report on SCM policy objectives and impact on state expenditure and government transformational imperatives, SCM GM & C Monitoring and Evaluation: Manage the development and implementation of a system for the monitoring and evaluation of the performance of the SCM monitoring framework, Manage the monitoring of, and reporting on, the implementation and progress of the SCM monitoring framework, Manage the evaluation of and reporting on the impact of the SCM monitoring framework, SCM GM & C Knowledge and Information Management: Manage SCM Monitoring-related knowledge and information, Manage the content of SCM Monitoring-related KIM platforms.

ENQUIRIES

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

OTHER POST

POST 28/111

: **ASSISTANT DIRECTOR: PUBLIC FINANCE REF NO: S025/2025**

Division: Public Finance

Purpose: To provide fiscal and public financial management analysis; monitor, review and evaluate spending plans, service delivery trends and national policy proposals to measure allocative efficiency, spending effectiveness and value for money and assist in the management of National Treasury's relations with stakeholders in national departments and State-Owned Entities (SOEs).

SALARY CENTRE

: R582 4440 – R686 091 per annum, (excluding benefits)

: Pretoria

REQUIREMENTS

: Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) or Bachelor's Degree (equivalent to NQF level 7) in Economic Sciences or Finance or Development Studies or Social Sciences or Public Administration. A minimum of 3 years' experience obtained in policy development; policy analysis processes as well as public finance processes, e.g., MTEF and PFMA. Knowledge of the South African Public Financial Management System and the application of the related legislated framework

DUTIES

e.g. the Public Finance Management Act, Treasury Regulations and the Division of Revenue Act, where applicable.

:

Monitor Budgets, financial management and service delivery outputs: Assist with the monitoring of compliance to the prescripts of the PFMA and Treasury Regulations, Assist with the monitoring of the achievement of output targets from a variety of sources, Analyse departmental MTEC submissions and assist in compiling recommendations to MTEC and MinComBud, and Assist with the analysis of budgets and expenditure. Policy analysis and support: Assist with provision of policy analysis and advice to the Finance Ministry and National Treasury, Assist in the contribution and compilation of budget documentation, e.g. Medium-Term Budget Policy Statement, Budget Review, Intergovernmental Fiscal Review and Estimates of National Expenditure, and Conduct research that will support policy advice and development. Budgetary analysis and interpretation: Conduct analyses and provide recommendations on client departments' budget submissions, Evaluate budgets in accordance with strategic business plans, and provide recommendations, and Provide accuracy and quality in the publication of budget information. Expenditure monitoring and evaluation through data and report analysis: Compile expenditure reports and evaluations, Provide inputs on expenditure reports pertaining to client Departments, and Provide analysis of quarterly and annual reports.

ENQUIRIES

:

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

OFFICE OF THE CHIEF JUSTICE

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

**APPLICATIONS**

: **Eastern Cape:** 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.

North West: Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Office of the Chief Justice, Private Bag X 2033, Mmabatho, 2735. Applications can also be hand delivered to 22 Molopo Road, Ayob Gardens, Mmabatho.

Northern Cape: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X5043, Kimberley, 8300 Applications can also be hand delivered to the High Court, Sol Plaatje Drive, Room B107, Kimberley.

Western Cape: Quoting the relevant reference number, direct your application to: The provincial Head, Office of the Chief Justice, Postal Address: Private Bag X9020, Cape Town, 8000, or hand deliver applications to the Office of the Chief Justice, Provincial Service Centre 30 Queen Victoria Street, cape Town 22 August 2025

CLOSING DATE**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. 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 fully complete, sign and initial the application form will lead to 40 disqualification of the application during the selection process. Applications on the old Z83 will unfortunately not be considered. Should you be in a possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Dual citizenship holders must provide the Police Clearance certificate from the country of origin (when shortlisted all non - SA Citizens will be required to submit a copy of proof of South African permanent residence). Applications that do not comply with the above-mentioned requirements will not be considered. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification, citizenship checks, reference checks and employment verification). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the advertised post(s). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Failure to submit all the requested documents will result in the application not being considered during the selection process. All successful candidates will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as be required to undergo a security clearance three (3) months after appointment. The Office the Chief Justice complies with the provisions of the Protection of Personal Information Act (POPIA); Act No. 4 of 2013. We will use your personal information provided to us for the purpose of recruitment only and more specifically for the purpose

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

OTHER POSTS

<u>POST 28/112</u>	:	<u>SENIOR COURT INTERPRETER REF NO: 2025/202/OCJ</u>
<u>SALARY</u>	:	R325 101 - R382 959 per annum (Level 07). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Eastern Cape Division of The Court: Gqeberha
<u>REQUIREMENTS</u>	:	Applicants should be in possession of grade twelve (12) and ten (10) years' practical experience in court interpreting or a 3 years National Diploma (NQF 6) in Legal interpreting or equivalent qualification on NQF Level 6 (360 credits) and a minimum of three (3) years practical experience in court Interpreting. Proficiency in English and two indigenous languages mainly in IsiXhosa and Afrikaans. Candidates will be required to undergo oral written language proficiency testing. A valid driver's license will be an added advantage. Skills and Competencies: Excellent communication skills (written and verbal), computer literacy (MS Office), good interpersonal skills, ability to work to work under pressure and solve problems, Accuracy and attention to detail, customer service. 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.
<u>DUTIES</u>	:	Rendering interpreting services in criminal court, civil court, labour and quasi-judicial proceedings. Rendering interpreting services during consultations. Translate legal documents and exhibits. Assist with reconstruction of court records. Develop terminology, coin words. Perform specific line and administrative support functions of the Judiciary, court Manager and Supervisor as and when is required.
<u>ENQUIRIES</u>	:	Technical/HR related Enquiries: Mr S Mponzo Tel No: (043) 726 5217
<u>APPLICATIONS</u>	:	Applications can be sent via email at 2025/202/OCJ@judiciary.org.za
<u>POST 28/113</u>	:	<u>ADMINISTRATION CLERK: LEGAL REF NO: 2025/203/OCJ</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Western Cape Provincial Service Centre
<u>REQUIREMENTS</u>	:	Grade twelve (12) or equivalent qualification. Zero (0) – two (2) years' experience in a legal environment will be an added advantage. An LLB Degree qualification will be an added advantage. Driver's license will serve as an added advantage. Skills and Competencies: 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 and planning skills, Creative and analytical thinking skills, 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. N Hanekom Tel No: (021) 480 2635 HR related Enquiries' Mr SD Hlongwane Tel No: (021) 469 4032/8 72
<u>APPLICATIONS</u>	:	Applications can be sent via email at 2025/203/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals
<u>POST 28/114</u>	:	<u>ADMINISTRATION CLERK: DCRS REF NO: 2025/204/OCJ</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum (Level 05). The successful candidate will be required to sign a performance agreement.

<u>CENTRE REQUIREMENTS</u>	:	Western Cape Division of the High Court: Cape Town
	:	Grade 12, NQF level 6 or 7 in the related field will be an added advantage, Appropriate experience in general administration or court related functions with regard to court recordings and / or case flow management will serve as an advantage, Driver's license will serve as an advantage, Skills and Competencies: Good communication (written and verbal), Advanced computer literacy (MS Office), Good interpersonal skills, good public relations skills, ability to work under pressure and to solve problems, customer service, document management, understanding of confidentiality in Government.
<u>DUTIES</u>	:	Test and operate court recordings equipment and ensure the safekeeping and maintenance thereof, record court proceedings, provide administrative support in general in the court and perform case flow management related functions including court online functions, provide any reasonable administrative support as required by the Judiciary, Court Manager and /or supervisor or Chief Registrar.
<u>ENQUIRIES</u>	:	Technical/HR related enquiries: Mr SD Hlongwane Tel No: (021) 469 4032/872
<u>APPLICATIONS</u>	:	Applications can be sent via email at 2025/204/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals
<u>POST 28/115</u>	:	<u>ADMINISTRATION CLERK: LEGAL REF NO: 2025/205/OCJ</u>
<u>SALARY</u>	:	R228 321 – R268 950.per annum (Level 05). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	North-West Division of The High Court: Mmabatho
	:	Grade 12, No experience required, NQF level 6 or 7 in the related field will be an added advantage, Skills and Competencies: Knowledge of public services legislation, prescripts and regulations, Library and information science matters, Procedures and processes, Knowledge of law subjects and legal phrases, Knowledge of clerical duties, practices as well as the ability to capture data, operate computer 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, Knowledge of Batho Pele principles, Communication skills (verbal & written), Problem solving skills, Good public relations skills, Monitoring and analytical skills, Computer Literacy skills (MS Teams), Planning and organizing skills, Report writing skills, Typing skills.
<u>DUTIES</u>	:	Conduct Legal Research for the Regional Court President/Chief Magistrate, Compilation of statistics, 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 Enquiries: Mr O Sebatso Tel No: (018) 397 7064 HR Enquiries Ms K Zwane Tel No: (018) 397 7114
<u>APPLICATIONS</u>	:	Applications can be sent via email at 2025/205/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 28/116</u>	:	<u>HUMAN RESOURCE CLERK REF NO: 2025/206/OCJ</u>
<u>SALARY</u>	:	R228 321 – R268 950.per annum (Level 05). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Provincial Service Centre: Polokwane
	:	Matric Certificate. A three (3) year National Diploma/Degree in HRM/or equivalent qualification at NQF level 6 as recognised by SAQA will be an added advantage. A valid Driver's licence will be an added advantage, A Minimum of one (1) year functional experience in Human Resource Management will be an added advantage. Skills and Competencies: Knowledge of PERSAL system, Knowledge of Public Service Act, Knowledge of Public Service Regulations 2016, Knowledge of Treasury Regulation, Knowledge of Performance management and Development processes, Knowledge of Employment Equity Act and other legislation prescript. Communication skills (verbal and written), Administration skills, Planning and organizing skills, Exceptional Interpersonal skills, Computer skills, Report writing skills, Negotiation skills, Problem solving and analysis skills, Conflict resolution skills, Decision making skills.
<u>DUTIES</u>	:	Facilitate administration of recruitment, selection and appointment processes with the Province, Implementation of Transactions on PERSAL system in

		respect of appointments, Injury on duty, Long service recognitions, pensions, transfers, Housing allowance, performance management, Training and Service termination.
<u>ENQUIRIES</u>	:	Technical enquiries: Mr. A.I Nemukula Tel No: (015) 495 1745
		HR related enquiries: Ms R.F Mathobela Tel No: (015) 495 1744
<u>APPLICATIONS</u>	:	Applications can be sent via email at 2025/206/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 28/117</u>	:	<u>USHER MESSENGER REF NO: 2025/207/OCJ</u>
<u>SALARY</u>	:	R163 680 – R192 810 per annum (Level 03). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Northern Cape Division of The High Court: Kimberley
<u>REQUIREMENTS</u>	:	Grade 10/ABET (NQF level 2). No experience required. A valid driver's license. A minimum of one (1) year relevant exposure to a court environment will be an added advantage. Skills and Competencies: Knowledge of relevant legislations. Planning and organizing skills, Good interpersonal skills, Time management skills, Client orientation and customer focus, Communication skills; Attention to detail, Flexible, Accuracy, Confidence and Ability to work under pressure.
<u>DUTIES</u>	:	Escorting of Judges' to the courtrooms. Rendering of administrative support functions to the Judges' and the Courtroom crew. Maintenance of Courtrooms' and court room records. Facilitation of the smooth- running of the Court rooms and the collection and distribution of post/parcels, files and other documents and photocopying of official documents. Be present in Court during the session. Making copies of Court rolls and circulate according to distribution list. General messenger duties. Assist in general office when required.
<u>ENQUIRIES</u>	:	Technical/HR related Enquiries: Ms L Wamers Tel No: (053) 492 3533
<u>APPLICATIONS</u>	:	applications can be sent via email at 2025/207/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organization will give preference to candidates in line with the Employment Equity goals.

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

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



CLOSING DATE
NOTE

: 22 August 2025 at time 16H00

: Applications must be submitted on the prescribed Z83 application form (obtainable from any Public Service Department or on the DPSA website link: <https://www.dpsa.gov.za/newsroom/psvc/>, which must be signed, initialled and dated by the applicant, and must be accompanied by a detailed curriculum vitae (CV) only. Candidates are not required to submit certified copies of qualifications and related documents on application. Only shortlisted candidates will be required to submit certified copies of qualification and other related documents on or before the date of interview, which should not be older than six months. Should an application be submitted using incorrect/old Z83 application form, such an application will be disqualified. Further take note of the following on completion of Z83 application form: PART A and PART B must be fully completed. PART C - PART G: Noting that there is a limited space provided applicants may refer to CV or indicate. This will be acceptable as long as the CV has been attached and provides the required information. Page 1 of the Z83 application form must be initialled and page 2 signed and dated by the applicant. Failure to comply with the above instructions may result in an application being disqualified. Applicants applying for more than one advertised post must submit separate Z83 application forms and CVs in respect to each post being applied for. Should an application be received where an applicant has applied for more than one posts on the same Z83 application form, the applicant will be considered for the first post indicated on the Z83 application form only. Applications will be received via post/courier services, hand deliveries or email. Late applications will not be considered. Regulation 57 (c) and 67 (9) of the Public Service Regulations 2016, as amended, requires the executive authority to ensure that he or she is fully satisfied of the claims being made and the finalisation of Personnel Suitability Checks in order to verify claims and check the candidate for purpose of being fit and proper for employment, respectively. Shortlisted candidates must be willing to undergo normal vetting and verification processes. Note: It is the responsibility of all applicants to ensure that foreign qualifications are evaluated by SAQA. Due to large volume of responses anticipated, receipt of applications will not be acknowledged, and correspondence will be limited to shortlisted candidates only. Should you not have heard from us within three months from the closing date, please regard your application as unsuccessful. Entry level requirements for SMS posts: in terms of the Directive on Human Resource Management and Development on Public Service Professionalisation Volume 1 a requirement for appointment into SMS posts is the successful completion of the Senior Management Pre-Entry programme as endorsed by the National School of Governance (NSG). The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Note: For emailed applications, please submit a Single document or One Attachment per application to the email address designated for the specific position. Kindly note that the emailed applications and attachments should not exceed 15MB. It remains the candidate's responsibility to ensure that their application is successfully submitted.

OTHER POSTS

POST 28/118 : **CHIEF ENGINEER: STRUCTURAL (GRADE A) REF NO: 2025/56**

SALARY : R1 266 450 per annum, (all-inclusive salary package), (total package to be structured in accordance with the rules of the OSD).

CENTRE : Head Office (Pretoria)

REQUIREMENTS

: At least a BSc or BEng in Civil Engineering (Postgraduate qualification in structural engineering will be an added advantage). Compulsory registration as a Professional Engineer (Pr Eng.) with the Engineering Council of South Africa. A minimum of 6 years' experience post registration as a Professional Engineer. Extensive experience in the field of structural engineering which include but not limited to: design and construction of concrete structures (such as industrial, residential and office building; water and waste water treatment works, bridges, dams etc.); Steel structures (such as industrial and office buildings) and masonry structures. Experience in the interpretation of geological information and data obtained from geotechnical investigations and the application thereof in the design of building foundations. Exposure to the four main contracts used in the civil engineering industry. Good understanding of the CIDB standard for uniformity. Knowledge of the Infrastructure Delivery Management System (IDMS) and Standard for Infrastructure Delivery and Procurement Management (SIPDM). Good communication skills. Excellent technical report writing and presentation skills are required. Innovative problem solving and ability to work independently at strategic, production and execution levels. Applied knowledge of all relevant Built Environment legislative/regulatory requirements of National and International standards. A valid driver's license (minimum code B) and the ability/willingness to travel are essential. Experience in managing and leading junior engineers, technicians, technologists and candidates.

DUTIES

: Technical specification and evaluation of professional service providers' and contractors' bids. Review and acceptance of the professional service provider's concept and detailed designs. Assist in compilation of tender documentation. Conduct technical inspections and integrity surveys on various civil engineering assets. Compilation of technical justifications to initiate new projects. Compilation of business cases to justify funds for new projects. Conduct quality control over the work of the consultant and the contractor during the execution phase of the project. Assist project managers in resolving technical disputes arising at different stages of the project. Review and audit final professional civil engineering accounts. Accept responsibility for the development, implementation, review and regular updating of standardised civil engineering practice manuals for the Department. Undertake detail design, documentation and implementation of minor projects. Engage with client departments and stakeholders on technical matters. Provide mentorship and supervision to candidate engineers, technologists and technicians.

ENQUIRIES**APPLICATIONS**

: Mr. M. Tladi Tel No: (012) 406 1080.

: Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or CGO Building, Corner Bosman and Madiba Street, Pretoria. Or email to Recruitment25-24@dpw.gov.za

FOR ATTENTION

: Ms NP Mudau

POST 28/119

: **CHIEF ENGINEER: CIVIL REF NO: 2025/57**

SALARY

: R1 266 450 per annum, (all-inclusive salary package), (total package to be structured in accordance with the rules of the OSD).

CENTRE**REQUIREMENTS**

: Head Office (Pretoria)

: A BSc or BEng in Civil Engineering (Postgraduate qualification will be an added advantage). Compulsory registration as a Professional Engineer (Pr Eng.) with the Engineering Council of South Africa. A minimum of 6 years' post qualification experience. Extensive experience in various fields of civil engineering which include but not limited to: (i) geotechnical investigations and designs; (ii) water engineering (design and construction of: bulk water services, connector infrastructures, reticulation systems, water reservoirs, waste water and water treatment works) and (iii) construction materials. Experience in traffic and transportation engineering will be an added advantage. Exposure to the four main contracts used in the civil engineering industry. Good understanding of the CIDB standard for uniformity and the standard professional services contract. Knowledge of the Infrastructure Delivery Management System (IDMS) and Standard for Infrastructure Delivery and Procurement Management (SIPDM). Good communication skills. Excellent technical report writing and presentation skills are required. Innovative problem solving ability and ability to work independently at strategic, production and execution levels. Applied knowledge of all relevant Built Environment legislative/regulatory requirements of National and International standards. A valid driver's license (minimum code B) and the ability/willingness to travel are essential. Experience in managing and leading junior engineers, technicians, technologists and engineering candidates.

<u>DUTIES</u>	: Technical specification and evaluation of professional service providers' and contractors' bids. Review and acceptance of the professional service provider's concept and detailed designs. Assist in compilation of tender documentation. Conduct technical inspections and integrity surveys on various civil engineering assets. Compilation of technical justifications to initiate new projects. Compilation of business cases to justify funds for new projects. Conduct quality control over the work of consultants and contractors during the execution phase of projects. Assist project managers in resolving technical disputes arising at different stages of projects. Review and audit final professional civil engineering accounts. Accept responsibility for the development, implementation, review and regular updating of standardised civil engineering practice manuals for the Department. Undertake detail design, documentation and implementation of minor projects. Engage with client departments and stakeholders on technical matters. Provide mentorship and supervision to candidate engineers, technologists and technicians.
<u>ENQUIRIES</u>	: Mr. M. Tladi Tel No: (012) 406 1080
<u>APPLICATIONS</u>	: Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or CGO Building, Corner Bosman and Madiba Street, Pretoria. Or email to Recruitment25-25@dpw.gov.za
<u>FOR ATTENTION</u>	: Ms NP Mudau
<u>POST 28/120</u>	: <u>CHIEF CIVIL ENGINEER (GRADE A): INVESTMENT ANALYSIS REF NO: 2025/58</u>
<u>SALARY</u>	: R1 266 450 per annum, (all-inclusive salary package), (total package to be structured in accordance with the rules of the OSD).
<u>CENTRE</u>	: Head Office (Pretoria)
<u>REQUIREMENTS</u>	: BSC Eng Degree in Civil Engineering or equivalent. Registration as a Professional Civil Engineer with the Engineering Council of South Africa (ECSA) is compulsory, with a minimum of 6 years post-qualification experience. Be in possession of a valid driver's license (Code 08). Knowledge: Various facets of Civil Engineering practice, including knowledge of construction methods, techniques and system applied in full spectrum of the Civil Engineering profession. Knowledge of contract building law to the extent applied in the profession. All aspects of the building Engineering design and analysis, engineering operational communication, process knowledge maintenance knowledge, to extent applied in the profession. Technical consulting. A good understanding and competence in the context of the built environment. Legislative and legal aspects of built environment developments and informed decision-making. Knowledge and understanding of National Government's strategic visions and goals as well as Provincial and Local Government strategies and policies. Knowledge of the real estate industry and asset management is advantageous. Experience in conducting Feasibility Studies would be advantageous as well as knowledge in the Real Estate Industry and Asset Management. Skills: Well-developed project management, analytical, planning, legal compliance, interpersonal, communication, executive report-writing and presentation skills as well as computer literacy. Must be an innovative and creative thinker, resourceful, people orientated, assertive, hard-working and self-motivated, be able to use Professional judgment in decision making and be able to work under pressure.
<u>DUTIES</u>	: Review, analyse and evaluate state owned facilities, specification drawings and details against industry best practice norms as applicable to new, rehabilitation and/or maintenance projects. Evaluate facilities / buildings to determine if they conform to industry acceptable norms, standards and specifications. Identify the risks associated with different types / categories of buildings and the construction thereof. Provide technical input, guidance and interpretation of feasibility studies on various projects. Advise and identify innovative alternative solutions to promote sustainability and cost effectiveness in buildings. Make recommendation on value enhancing strategies for the government property portfolio. Project manages the compilation of feasibility study reports within a multidisciplinary team and according to given time frames. Make forecast on the performance of state fixed assets while considering micro and macro-economic policies and the impact thereof on state investment and the property industry. Assess the financial and socio- economic benefits for all property investment / disinvestment option. Apply policies, methods, best practices and standards well as ensure compliance with Departmental requirements and legislation. Identify technical and functionality solutions and market trends and risk for specified

	portfolio and project solutions. Provide inputs into the development of business processes and guidelines for making sound investment decisions. Executive report writing.
<u>ENQUIRIES</u>	: Mr V Bedesi at 072 561 9731
<u>APPLICATIONS</u>	: Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or CGO Building, Corner Bosman and Madiba Street, Pretoria. Or email to Recruitment25-26@dpw.gov.za
<u>FOR ATTENTION</u>	: Ms NP Mudau
<u>POST 28/121</u>	: <u>CHIEF CIVIL ENGINEER REF NO: 2025/59</u>
<u>SALARY</u>	: R1 266 450 per annum, (all-inclusive salary package), (total package to be structured in accordance with the rules of the OSD).
<u>CENTRE</u>	: Durban Regional Office
<u>REQUIREMENTS</u>	: Engineering degree (B Eng/ BSC (Eng) or relevant qualification. Six years post qualification experience. Valid driver's license. Compulsory registration with ECSA/Relevant council as a Professional Engineer. Knowledge: Various facets of Civil Engineering practice, including knowledge of construction methods, techniques and system applied in full spectrum of the Civil Engineering profession. Knowledge of contract building law to the extent applied in the profession. All aspects of the building Engineering design and analysis, engineering operational communication, process knowledge maintenance knowledge, to extent applied in the profession. Technical consulting. A good understanding and competence in the context of the built environment. Legislative and legal aspects of built environment developments and informed decision-making. Knowledge and understanding of National Government's strategic visions and goals as well as Provincial and Local Government strategies and policies. Knowledge of the real estate industry and asset management is advantageous. Experience in conducting Feasibility Studies would be advantageous as well as knowledge in the Real Estate Industry and Asset Management. Skills: Well-developed project management, analytical, planning, legal compliance, interpersonal, communication, executive report-writing and presentation skills as well as computer literacy. Must be an innovative and creative thinker, resourceful, people orientated, assertive, hard-working and self-motivated, be able to use Professional judgment in decision making and be able to work under pressure.
<u>DUTIES</u>	: To lead and manage the technical aspects of Civil Engineering projects within the Built Environment, oversee design, construction and maintenance of infrastructure. Champion the conceptualization and detailed designs of in-house projects within the Durban regional Office of DPWI PMTE. Mentor the candidate engineers. Provide technical support to Project Managers in evaluating effectiveness and \ efficiency of solutions offered by Consultants. Evaluate construction activities and to ensure that the consultants design(s) are executed and performed to acceptable standards. Maintain operational agreements between Client Departments and the National Department of Public Works, ensuring compliance to the requirements of the relevant Acts. Review, analyse and evaluate state owned facilities, specification drawings and details against industry best practice norms as applicable to new, rehabilitation and/or maintenance projects. Evaluate facilities / buildings to determine if they conform to industry acceptable norms, standards and specifications. Identify the risks associated with different types/categories of buildings and the construction thereof. Provide technical input, guidance and interpretation of feasibility studies on various projects. Advise and identify innovative alternative solutions to promote sustainability and cost effectiveness in buildings. Make recommendation on value enhancing strategies for the government property portfolio. Project manages the compilation of feasibility study reports within a multidisciplinary team and according to given time frames. Make forecast on the performance of state fixed assets while considering micro and macro-economic policies and the impact thereof on state investment and the property industry. Assess the financial and socio- economic benefits for all property investment / disinvestment option. Apply policies, methods, best practices and standards well as ensure compliance with Departmental requirements and legislation. Identify technical and functionality solutions and market trends and risk for specified portfolio and project solutions. Provide inputs into the development of business processes and guidelines for making sound investment decisions. Executive report writing.
<u>ENQUIRIES</u>	: Mr T Mbhele Tel No: (031) 314 7163

<u>APPLICATIONS</u>	:	The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000 or Hand Delivered: Corner Dr Pixley KaSeme and Samora Machel Street, Durban. or email to: RecruitDBN25-03@dpw.gov.za
<u>FOR ATTENTION</u>	:	Ms NS Nxumalo
<u>POST 28/122</u>	:	<u>CHIEF ENGINEER (GEOLOGIST), SCIENTIFIC MANAGER REF NO: 2025/60</u>
<u>SALARY</u>	:	R1 099 488.per annum, (all-inclusive salary package), (total package to be structured in accordance with the rules of the OSD)
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	BSc (Hons)/ BTech degree in Geology or Engineering Geology and MSc qualification is an added advantage. Compulsory registration with the South African Council of Natural Scientific Professions (SACNASP) as a Professional Natural Scientist (Pr. Sci. Nat). Six (6) years post qualification experience in the Natural Science Geo-Professional field. Experience in fundamental geology, geological mapping, geophysical surveys, geohydrological studies, conducting geological/ engineering geological desktop studies, analysis/ interpretation of geological information/ data obtained from engineering geological/ dolomite stability investigations. Extensive experience in geotechnical investigations reporting of engineering geological constraints associated with various problematic soils (in South Africa) will be an added advantage. Excellent knowledge and understanding of scientific methodologies and geological/ geotechnical model. Understanding of SANS 1936 (2012): Parts 1 – 4; SANS 633 (2012); National Department of Public Works Development on Dolomite Manual PW 344 (2017) and Identification of Problematic Soils in Southern Africa: Technical Notes for Civil and Structural Engineers (2007) as well as the Geoscience Act, 1993 (Act No. 100 of 1993). Excellent technical report writing and presentation skills are required. Innovative problem solving ability and ability to work independently at strategic, production and execution levels. Applied knowledge of all relevant Built Environment legislative/regulatory requirements of National and International standards. A valid driver's license (minimum code B) and the ability/willingness to travel are essential. Experience willingness in managing and leading junior geologist, candidates and interns.
<u>DUTIES</u>	:	Technical specification and evaluation of professional service providers and contractors' bids. Review and acceptance of the professional service provider's concept and detailed designs. Assist in compilation of tender documentation. Conduct technical inspections and integrity surveys on various civil engineering assets. Compilation of technical justifications to initiate new projects. Compilation of business cases to justify funds for new projects. Conduct quality control over the work of consultants and contractors during the execution phase of projects. Assist project managers in resolving technical disputes arising at different stages of projects. Perform engineering geological geohazard assessment (desktop) studies/ literature reviews on state-owned properties located on problem soils and within 4 km dolomite buffer zone. Generate/ prepare geological reports/ dolomite status certificates (DSCs) and provide geological prior information regarding such properties to NDPWI's Dolomite Risk Management Services (DRMS) clients. Issue DSCs to various internal clients. Review Consultants' dolomite stability investigations (DSI) reports. Review Consultants/ Dolomite Specialist Service Provider's Project Execution Plans (PEPs) on rehabilitation of sinkholes/ subsidence in collaboration with the Dolomite Risk Project Manager. Provide geoscience advisory services to the department's internal clients. Visit rotary percussion drilling operations/ sites as and when required. Ensure dolomite stability investigations are carried out in accordance with the departmental and industry standards. Accept responsibility for the development, implementation, review and regular updating of standardised geotechnical engineering practice manuals for the Department. Undertake detail design, documentation and implementation of minor projects. Engage with client departments and stakeholders on technical matters. Provide mentorship and supervision to candidate engineers, technologists and technicians.
<u>ENQUIRIES</u>	:	Mr. M. Tladi Tel No:(012) 406 1080.
<u>APPLICATIONS</u>	:	Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or CGO Building, Corner Bosman and Madiba Street, Pretoria. Or email to Recruitment25-32@dpw.gov.za
<u>FOR ATTENTION</u>	:	Ms NP Mudau

<u>POST 28/123</u>	:	<u>CHIEF QUANTITY SURVEYOR (GRADE A) REF NO: 2025/61</u>
<u>SALARY</u>	:	R1 099 488 per annum, (all-inclusive salary package), (total package to be structured in accordance with the rules of the OSD)
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	A Degree in Quantity Surveying or relevant qualification (Postgraduate qualification will be an added advantage). A minimum of 6 years relevant post qualification experience in the field of quantity surveying. Compulsory registration as a Professional Quantity Surveyor with the South African Council for Quantity Surveying Profession (SACQSP). A valid driver's licence. Extensive experience in quantity surveying both in building and engineering projects. Good understanding of the CIDB standard for uniformity and the standard professional services contract.) Good communication skills. Excellent technical report writing and presentation skills are required. Innovative problem solving ability and ability to work independently at strategic, production and execution levels. Applied knowledge of all relevant Built Environment legislative/regulatory requirements of National and International standards. Ability and willingness to travel are essential. Experience in managing junior staff is essential.
<u>DUTIES</u>	:	Technical and cost evaluation of professional service providers' and contractors' bids. Review and acceptance of the professional service provider's cost estimates for at both conceptual and detail design stages. Evaluate and verify claims of professional service providers and contractors during the execution phase of projects. Attend on-site technical meetings on behalf of the department. Assist project managers in resolving technical disputes arising at different stages of the project. Verify and approve Contract Price Adjustment Provisions (CPAP) for projects in construction in accordance with both the JBCC and GCC contracts. Render Quantity Surveying Services on in-house designs on projects designed by internal Architects and Engineers. Verify and confirm the final account on both consultant's and contractor's fee accounts. Update relevant quantity Surveying manuals, norms and standards. Ensure the adoption of technical and quality strategies. Provide solutions on non-compliance on quantity determination. Supervise junior quantity surveyors. Mentor candidate quantity surveyors.
<u>ENQUIRIES</u>	:	Mr M Tladi Tel No: (012) 492 3247
<u>APPLICATIONS</u>	:	Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or CGO Building, Corner Bosman and Madiba Street, Pretoria. Or email to Recruitment25-27@dpw.gov.za
<u>FOR ATTENTION</u>	:	Ms NP Mudau
<u>POST 28/124</u>	:	<u>CHIEF QUANTITY SURVEYOR GRADE A: PROFESSIONAL SERVICES REF NO: 2025/62</u>
<u>SALARY</u>	:	R1 099 488 per annum, (all-inclusive salary package), (total package to be structured in accordance with the rules of the OSD)
<u>CENTRE</u>	:	Gqeberha Regional Office
<u>REQUIREMENTS</u>	:	A Degree in Quantity Surveying or relevant qualification. A minimum of 6 years relevant post qualification experience in the field of quantity surveying. Compulsory registration as a Professional Quantity Surveyor with the South African Council for Quantity Surveying Profession (SACQSP). A valid driver's licence. Must be prepared to travel. Willing to adapt work schedule in accordance with professional requirements. Extensive knowledge of all quantity surveying aspects of the building and construction environment. Knowledge of contract and building law to the extent applied in the quantity surveying profession. Ability to work with consultants, project managers, work managers, professionals and staff at various levels. Financial administration, programme and project management skills. Computer literacy, budgeting, numeracy skills. The ability to apply professional knowledge and experience. Planning, organizing, problem solving and decision making skills. Good interpersonal relationships, analytical thinking and conflict management skills. Effective verbal and written communication skills. Cost Management skills. Must be highly motivated and able to work under stressful situations. Must be hardworking and solution orientated-ability to design ideas without direction.
<u>DUTIES</u>	:	Provide standard in-house quantity surveying service in the regional service. To liaise and co-operate with the Directorate: Quantity surveying services in the professional services component in head Office. The standardization of quantity surveying matters. The provision of quantity surveying –related support and advice to project managers and work managers in the regional office and

	professional bodies. The auditing and verification of norms, variation orders as well as fee and final accounts on all projects executed by the region. The development and maintenance of the building cost database. The provision of budgetary and administrative support to the component. To visit building sites to review consultants' cash-flow projections and to assist and monitor progress on documented projects and services. The effective management of subordinates.
<u>ENQUIRIES APPLICATIONS</u>	: Mr. S. L. Jikeka Tel No: (041) 408 2074
	: Gqeberha Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X3913, North End, Port Elizabeth, 6056. Hand delivery: Room 430, Corner. Hancock & Robert Street, North End, Port Elizabeth, 6056. Or email to: RecruitPE25-03@dpw.gov.za
<u>FOR ATTENTION</u>	: Ms P Buwa
<u>POST 28/125</u>	: <u>CONTROL CIVIL ENGINEERING TECHNOLOGIST GRADE A REF NO: 2025/63</u>
<u>SALARY</u>	: R921 900 per annum, (all-inclusive salary package), (total package to be structured in accordance with the rules of the OSD)
<u>CENTRE REQUIREMENTS</u>	: Head Office (Pretoria)
	: At least a BTech degree in Civil Engineering. Compulsory registration as a Engineering Technologist (Pr Tech Eng.) with the Engineering Council of South Africa. A minimum of 6 years post-qualification experience as a Civil Technologist. Extensive experience in various fields of civil engineering which include but not limited to: (i) geotechnical investigations and designs; (ii) water engineering (design and construction of: bulk water services, connector infrastructures, reticulation systems, water reservoirs, waste water and water treatment works) and (iii) construction materials. Experience in traffic and transportation engineering will be an added advantage. Exposure to the four main contracts used in the civil engineering industry. Good understanding of the CIDB standard for uniformity and the standard professional services contract. Knowledge of the Infrastructure Delivery Management System (IDMS) and Standard for Infrastructure Delivery and Procurement Management (SIPDM). Good communication skills. Excellent technical report writing and presentation skills are required. Innovative problem solving ability and ability to work independently at strategic, production and execution levels. Applied knowledge of all relevant Built Environment legislative/regulatory requirements of National and International standards. A valid driver's license (minimum code B) and the ability/willingness to travel are essential. Experience in managing and leading junior engineers, technicians, technologists and engineering candidates.
<u>DUTIES</u>	: Technical specification and evaluation of professional service providers' and contractors' bids. Review and acceptance of the professional service provider's concept and detailed designs. Assist in compilation of tender documentation. Conduct technical inspections and integrity surveys on various civil engineering assets. Compilation of technical justifications to initiate new projects. Compilation of business cases to justify funds for new projects. Conduct quality control over the work of consultants and contractors during the execution phase of projects. Assist project managers in resolving technical disputes arising at different stages of projects. Review and audit final professional civil engineering accounts. Accept responsibility for the development, implementation, review and regular updating of standardised civil engineering practice manuals for the Department. Undertake detail design, documentation and implementation of minor projects. Engage with client departments and stakeholders on technical matters. Provide mentorship and supervision to candidate engineers, technologists and technicians.
<u>ENQUIRIES APPLICATIONS</u>	: Ms Bongsi Madlala at 072 344 2006
	: Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or CGO Building, Corner Bosman and Madiba Street, Pretoria. Or email to Recruitment25-28@dpw.gov.za
<u>FOR ATTENTION</u>	: Ms NP Mudau
<u>POST 28/126</u>	: <u>PRODUCTION ENGINEER: CIVIL REF NO: 2025/64</u>
<u>SALARY</u>	: R879 342 per annum, (all-inclusive salary package), (total package to be structured in accordance with the rules of the OSD)
<u>CENTRE REQUIREMENTS</u>	: Head Office (Pretoria)
	: At least a BSc or BEng in Civil Engineering. A minimum of 3 years relevant experience in the field of civil engineering post qualification. Compulsory

registration as a Professional Engineer with the Engineering Council of South Africa (Professional Engineering Technologist will not be considered). Experience in various fields of civil engineering which include but not limited to: (i) geotechnical investigations and designs; (ii) water engineering (design and construction of: bulk water services, connector infrastructures, reticulation systems, water reservoirs, waste water and water treatment works); and (iii) construction materials. Experience in traffic and transportation engineering will be an added advantage. Exposure to the main contracts used in the civil engineering industry. Good understanding of the CIDB standard for uniformity. Good communication skills. Excellent technical report writing and presentation skills are required. Innovative problem solving ability and ability to work independently. Applied knowledge of all relevant Built Environment legislative/regulatory requirements of National and International standards. A valid driver's license (minimum code B) and the ability/willingness to travel are essential.

DUTIES : Technical evaluation of professional service providers' and contractors' bids. Review and acceptance of the professional service provider's concept and detailed design. Assist in compilation of tender documentation. Conduct technical inspections and integrity surveys on various civil engineering assets. Conduct quality control over the work of the consultant and the contractor during the execution phase of the project. Conduct minor traffic studies under supervision of a chief engineer. Assist project managers in resolving technical disputes arising at different stages of the project. Review and audit final professional civil engineering accounts and construction contract final accounts. Accept responsibility for the development, implementation, review and regular updating of standardized civil engineering practice manuals for the Department. Undertake in-house designs, documentation and implementation of minor projects.

ENQUIRIES : Ms. B. Madlala at 072 344 2006
APPLICATIONS : Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or CGO Building, Corner Bosman and Madiba Street, Pretoria. Or email to Recruitment25-29@dpw.gov.za

FOR ATTENTION : Ms NP Mudau

POST 28/127 : **CONSTRUCTION PROJECT MANAGER (GRADE A) REF NO: 2025/65 (X2 POSTS)**

SALARY : R879 342 per annum, (all-inclusive salary package), (total package to be structured in accordance with the rules of the OSD).

CENTRE : Polokwane Regional Office
REQUIREMENTS : A National Higher Diploma (Built Environment field) with a minimum of 4 years' and six months certified experience or B-tech (Built Environment Field) with a minimum of 4 years certified managerial experience or Honours degree in any Built Environment field with a minimum of 3 years' experience. Valid driver's license. Compulsory registration with the SACPCM as a Professional Construction Project Manager on appointment. Computer literacy, Knowledge and understanding of the following Acts: Public Finance Management Act, Occupational Health and Safety Act as well as Building Regulation and Environment Conservation Act, Knowledge and understanding of the Government Procurement System, good planning, financial and budget skills, Sound analytical and good written and verbal communication skills; Knowledge and understanding of JBCC and GCC form of contract.

DUTIES : Contribute to project initiation, scope definition and scope change control for envisaged projects •Full project management function, cost, quality and time control. Manage project cost estimates and control changes in line with allocated budgets. Plan and attend project meetings during the project phases. Assist with the compilation of projects documentation to support project processes. Implement project administration processes according to Government requirements. Ensure implementation of procurement activities and adherence thereof to Government policies. Provide assistance in implementing and assuring that project execution is in accordance with the approved project norms and time schedules. Support the project environment and activities to ensure that project objectives are delivered timeously. Manage and engage in multi-disciplinary construction teams regarding the construction/maintenance of facilities. Ensure that construction projects are implemented and executed as envisaged in the acquisition/procurement plan and that high quality projects are delivered within time, cost and quality framework.

<u>ENQUIRIES</u>	:	Ms M.S. Mkhonto Tel No: (015) 291 6305
<u>APPLICATIONS</u>	:	Polokwane Regional Office Applications: The Regional Manager, Department of public works, Private Bag X9469, Polokwane, 0700 or Hand deliver at 77 Hans van Rensburg Street, Sanlam Building, Ground Floor, Polokwane. or email to: RecruitPLK25-02@dpw.gov.za
<u>FOR ATTENTION</u>	:	Mr. NJ Khotso
<u>POST 28/128</u>	:	<u>CONTROL WORKS MANAGER: MECHANICAL AND ELECTRICAL WORKS</u> <u>MANAGEMENT REF NO: 2025/66</u>
<u>SALARY</u>	:	R582 444 per annum
<u>CENTRE</u>	:	Nelspruit Regional Office
<u>REQUIREMENTS</u>	:	A three year tertiary qualification (NQF Level 6) (T/N/S Streams) or with appropriate experience in Electrical or Mechanical Engineering or (N3 plus trade test certificate in Electrical or Mechanical Engineering with a Registration as an Engineering Technician and more than 6 years appropriate experience). The candidate must be in possession of a valid driver's licence. Applicable knowledge and understanding of PFMA, OHSA, National Building Regulations and Building Standards, Project Management, Property and Facilities Management, Government procurement processes and systems. willing to travel and computer literate. Ability to manage, negotiate, plan, communicate and work under pressure. Professional registration will serve as an added advantage.
<u>DUTIES</u>	:	Ensure appropriate maintenance and repairs of electrical and mechanical installations and components in the state owned facilities to the required standards as guided by Laws and Regulations. Ensure registration and listing of all components and installations to the facilities register. Plan and execute the service contracts of mechanical and electrical installations and contribute extensively to the budgeting process for maintenance. Manage expenditure of day to day maintenance budget as per PFMA. Ensure compliance to OHSA, National Building Regulations Act. Manage and monitor performance of Chief Works Managers and ensure implementation of PMDS.
<u>ENQUIRIES</u>	:	Mr PT Mashiane Tel No: (013) 753 6303
<u>APPLICATIONS</u>	:	Nelspruit Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X11280, Nelspruit, 1200. Physical Address: 30 Brown Street, Nedbank Building, 9th Floor, Nelspruit. Or email to: RecruitNEL25-02@dpw.gov.za
<u>FOR ATTENTION</u>	:	Mr E Nguyaza
<u>POST 28/129</u>	:	<u>CONTROL WORKS MANAGER: BUILDING REF NO: 2025/67</u>
<u>SALARY</u>	:	R582 444 per annum
<u>CENTRE</u>	:	Kimberly Regional Office
<u>REQUIREMENTS</u>	:	A three-year tertiary qualification (NQF Level 6) (T/N/S streams) or A N3 and a passed trade test in Building/Civil; Facilities Management Registration as an Engineering Technician and more than 6 years appropriate experience in Built environment. Applicable knowledge of the Occupational Health and Safety Act; National Building Regulations and Building Standards, technical knowledge of the built environment, procurement process and systems, property and facilities management. Computer literacy, technical report writing, good verbal and written communication, programme and project management, relationship management, negotiation, problem solving, numeracy and financial administration. Resourceful, creative, ability to communicate at all levels, ability to work under stressful situations, assertive, self-motivated, people orientated, hard-working and trustworthy. A valid driver's licence.
<u>DUTIES</u>	:	Facilitate, co-ordination and control the implementation of new works, repairs and renovation and maintenance; Allocate tasks and projects in relation to the maintenance of existing and new works, monitor the projects and expenditure on current maintenance and minor new works projects and attend monthly project meeting with relevant stakeholders. Ensure that the Works Control System is updated, provide reports and estimates and recommend and monitor expenditure and payment. Ensure accuracy of tender documents, specifications and bills of quantities. Promote and assist SMMEs BBBEE and PPPs. Promote the initiative of the Extended Public Works Programme (EPWP). Ensure effective contract administration through the resolution of disputes. Ensure that the relevant project documentation for new and existing structures is compiled; develop and interpret plans and sketches, draw-up quotation documents and complies specifications, bills of quantities and bid documents, adjudicate and

provide recommendations on quotations and bid. Liaise with relevant stakeholders in respect of technical aspects. Manage the activities of contractors and consultants; provide advice and guidance to contractors and consultants in respect of compliance to legislation, regulations and procedures, put systems and procedures in place to ensure contractors and consultant adhere to legislation, regulations and procedures. Ensure effective contract administration. Verify invoices and certify claims for fees. Check and process variation orders and requests for the extension of deadlines. Brief contractors and consultants on projects and certify claims for fees. Facilitate and resolve problems emanating from projects and develop reports on projects. Supervise and provide training and development opportunities employees. Administer the department performance and development systems.

**ENQUIRIES
APPLICATIONS**

: Ms A Xentsa Tel No: (053) 838 5345
: Kimberley Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X5002, Kimberley, 8301. Or Hand Deliver at 21-23 Market Square, Old Magistrate Building Kimberley 8301 or email to: RecruitKIM25-06@dpw.gov.za

FOR ATTENTION

: Ms V Tidikwe

POST 28/130

: **ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: 2025/68**

**SALARY
CENTRE
REQUIREMENTS**

: R468 459 per annum
: Head Office (Pretoria)
: A three year tertiary qualification (NQF Level 6) in Auditing/Accounting. Must possess Internal Audit Technician (IAT). Professional Internal Auditor (PIA) qualification will be an added advantage, Practicing Internal Auditor with appropriate experience. A valid driver's license. Knowledge of Standards for Professional Practice of Internal Auditing, National Treasury Regulations, Public Finance Management Act, Institute of Internal Auditors Code of Ethics, Phases of internal audit process, Departmental business systems and processes, Departmental policies and procedures, Best practices regarding systems of risk management, internal control and governance processes, Accounting standards. Proficient computer literacy, Numeracy, Advanced communication (verbal and written), Language and linguistic skills, Project management. Report writing, organization and co-ordination, interpersonal skills, negotiation skills, Analytical thinking, interviewing skills, ability to assess and analyse information and make relevant findings, Problem solving skills, ability to influence others, conflict management, integrity, tenacity, dedication, honesty, objectivity, diligence, avoid conflict of interests in performing duties. Exercise prudence with confidential information, innovation, adaptability and creative. Solution orientated ability to design ideas without direction. Ability to work under stressful situations and against deadlines. Must be prepared to travel and expected to work overtime. Must be prepared to disclose impairments to their independence or objectivity. Security clearance. Registration with the Institute for Internal Auditors.

DUTIES

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

**ENQUIRIES
APPLICATIONS**

: Mr. L Gayiya Tel No: (012) 406 1402
: Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or CGO Building, Corner Bosman and Madiba Street, Pretoria. Or email to Recruitment25-30@dpw.gov.za

FOR ATTENTION

: Ms NP Mudau

POST 28/131 : **ASSISTANT DIRECTOR: PROVISIONING ADMINISTRATION (LOGISTICAL SERVICES) REF NO: 2025/69**

SALARY : R468 459 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : A three-year tertiary qualification (NQF level 6) in Provisioning Administration, Public Management and Administration, Supply Chain Management, Logistics, Business Management, Purchasing Management or any other related field. Relevant working management experience in Public Service supply chain and financial management. Must have a valid driver's license. Candidates must have knowledge and understanding of the public sector supply chain and financial administration relating to the listed duties and the provisions of the PFMA and Treasury Regulations, Public Financial Management Act. Good knowledge of government processes. Ability to develop and apply policies. Ability to perform under pressure. Willingness to work overtime. Skills required: Computer literacy, Numerical Skills, Accuracy, Planning and Organizing, Management Skills, Leadership and Communication (verbal and written). A good understanding of LOGIS and or SAGE system.

DUTIES : Monitor and oversee posting, payments and cellular phone administration. Manage and compile monthly, quarterly and annual financial inputs. Manage compilation of monthly creditors' payment reconciliations. Manage and report fruitless and wasteful expenditure. Ensure that all invoices are processed within 30 Days. Provide management and audit response to internal and external auditors. Develop, review and implement procurement policies and procedures. Oversee the Departmental LOGIS system activities. Manage the departmental warehouse and stock levels. Overall management of the sectional budget and human resources.

ENQUIRIES : Mr. L Matsotso Tel No: (012) 406 1439
APPLICATIONS : Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or CGO Building, Corner Bosman and Madiba Street, Pretoria. Or email to Recruitment25-31@dpw.gov.za

FOR ATTENTION : Ms NP Mudau

POST 28/132 : **ASSISTANT DIRECTOR: INTERNAL AUDIT**

SALARY : R468 459.0per annum
CENTRE : Johannesburg Regional Office: Ref No: 2025/70 A
 Gqeberha Regional Office: Ref No: 2025/70 B
REQUIREMENTS : A three-year tertiary qualification (NQF Level 6) in Auditing/Accounting. Must possess Internal Audit Technician (IAT)). Possession of the Professional Internal Auditor (PIA) qualification and studying towards a relevant professional certification (CIA) or (CISA) will be an added advantage. Relevant 3 years' experience as a senior internal auditor/auditor. Knowledge of Global Internal Audit Standards, National Treasury Regulations, Public Finance Management Act, Institute of Internal Auditors Code of Ethics, Phases of internal audit process, Departmental business systems and processes, Departmental policies and procedures, Best practices regarding systems of risk management, internal control and governance processes, accounting standards. Proficient computer literacy, numeracy, advanced communication (verbal and written), language and linguistic skills, project management. Report writing, organization and co-ordination, interpersonal skills, negotiation skills, analytical thinking, interviewing skills, ability to assess and analyze information and make relevant findings, problem solving skills, ability to influence others, conflict management, integrity, tenacity, dedication, honesty, objectivity, diligence, avoid conflict of interests in performing duties. Exercise prudence with confidential information, innovation, adaptability and creative. Solution orientated ability to design ideas without direction. Ability to work under stressful situations and against deadlines. Must be prepared to travel and be expected to work overtime. Must be prepared to disclose impairments to their independence or objectivity. Security clearance. Registration with the Institute for Internal Auditors. A valid driver's license.

DUTIES : Assist the Deputy Director during the strategic planning process and with the planning of audit activities. Develop audit objectives that address the risks controls and governance processes associated with the activities under review; Develop audit procedures that achieve the engagement objectives; set both the scope and degree of testing required to achieve the assignment objectives in each phase; submit audit program for the review of the Deputy Director prior to the commencement of audit assignments; Plan and monitor projects within set

timeframes, and individuals responsible for the assignment to ensure that objectives are achieved, quality is assured and staff is developed; Ensure that conclusions and audit results are based on appropriate analysis and evaluation; attend exit conference on completion of audit assignment and present audit results. Implement a Quality Assurance and Improvement Program in the Internal Audit to ensure compliance to the Global Internal Audit Standards and Departmental Policies and Procedures. Expected to conduct regular audits on key financial controls; compliance audits; performance information audits (predetermined objectives) and performance audits as identified.

ENQUIRIES

: Mr V Rikhotso, Tel No: (012) 492 3064 (Johannesburg and Gqeberha Regional Office)

APPLICATIONS

: **Johannesburg Regional Office Applications:** The Regional Manager, Department of Public Works, Private Bag X3, Braamfontein, 2017 or Hand Deliver to No 78 Corner De Beer and Korte, Braamfontein, 2017. or email to: RecruitJHB25-03@dpw.gov.za For Attention: Mr M Mudau

: **Gqeberha Regional Office Applications:** The Regional Manager, Department of Public Works, Private Bag X3913, North End, Port Elizabeth, 6056. Hand delivery: Room 430, Corner. Hancock & Robert Street, North End, Port Elizabeth, 6056. Or email to: RecruitPE25-04@dpw.gov.za For Attention: Ms P Buwa

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. Candidates must submit applications to recruitment8@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e. "REF NO: ASD: R&LEDC"
- CLOSING DATE** : 22 August 2025 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 and appointment will be in line with the DSBD EE Plan. The successful candidate will be required to sign a performance agreement within 3 months of appointment, as well as completing a financial interest's 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 28/133** : **ASSISTANT DIRECTOR: REGIONAL & LOCAL ECONOMIC DEVELOPMENT COORDINATION "REF NO: ASD: R&LEDC"**
- SALARY** : R468 459 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Undergraduate qualification (NQF7) in Development Studies / Accounting Sciences / Agriculture & Environmental Sciences / Economic & Management Sciences / Human Sciences / Science / Public Administration / Engineering & Technology or equivalent / related as recognised by SAQA. 3 years relevant experience in Regional and Local Economic Development Environment. Valid drivers' licence. Have proven competencies: Communication (Verbal and Written), Planning and organising, Analytical Thinking and Problem-Solving, Interpersonal skills, Client orientation and customer focus, Stakeholder relations, Service delivery and innovation, Networking and Project Management.
- DUTIES** : Review research aimed at identifying key challenges, needs and trends in Local Economic and Regional Development. Collaborate with relevant stakeholders to ensure alignment and integration of small business development support to enhance support at local and regional. Provide technical and administrative support service during working groups and facilitate implementation of resolutions on unlocking of barriers and management issues. Promote the role of local government in LED and Regional Development in line with the District Development Model (DDM) and other applicable policies and frameworks inclusive of but not limited to: (strengthening the role of state entity in partnership arrangements, clarifying the role of the private sector in contributing to and participating in partnership-driven initiatives). Communicate with stakeholders, clients, management & colleagues: Written, Verbal and formal presentations/workshops/information sessions.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office on Tel No: (012) 394-5286/43097

NOTE

: The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability, youth & gender will receive preference (as per the DSBD EE Plan).

DEPARTMENT OF TOURISM

The Department of Tourism is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender and disability) in the Department through the filling of these posts.

<u>APPLICATIONS</u>	:	Applications, quoting the relevant reference number must be forwarded to the attention of Chief Director: HR Management and Development at Department of Tourism, Private Bag X424, Pretoria, 0001 or hand deliver at Tourism House, 17 Trevenna Road, Sunnyside, Pretoria or by email as provided. Email Application: Recruitment11@tourism.gov.za
<u>CLOSING DATE</u>	:	22 August 2025 (Late applications will not be considered)
<u>NOTE</u>	:	Application must include a Z83 form and CV only. The electronic application must be in PDF format and made up of a single document file, indicating the correct job title and the reference number of the post on the subject line of your email. Failure to do so, your application being 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 advertised post 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 qualifications (s) and other related documents (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 Qualifications Authority (SAQA) (only when shortlisted). Applicants who do not comply with the abovementioned instructions/requirements, as well as applications received late, will not be considered. Correspondence will be limited to shortlisted candidates only. All shortlisted candidates shall undertake a (1) practical exercise as part of the assessment method to determine the candidate's suitability based on the posts' technical and generic requirements, and (2) an ethical conduct test. Candidates will further be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification, and employment verification). Some of the interviewed candidates for Senior Management level vacancies may be subjected to a 2-day competency assessment that will test generic competencies. Appointment will be subject to the signing of the performance agreement, employment contract, and annual financial disclosure, and must attain a security clearance applicable to the post. The Department reserves the right not to make an appointment. You are consenting to the Department of Tourism processing your personal information, subject to POPIA, by applying for this post.

OTHER POST

<u>POST 28/134</u>	:	<u>ADMIN CLERK REF NO: DT 11/2025</u>
<u>SALARY</u>	:	R228 321 per annum (Level 05)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Grade 12, minimum of 2 years' experience in Travel management, practical experience in travel in the public sector, public finance management act, treasury regulations, treasury instructions, good communication skills, interpersonal skills, time management, problem solving skills, Sound organising and planning skills.
<u>DUTIES</u>	:	The successful candidate will be responsible for receiving the travel requisition from all travellers in the department, verifying correctness and submit to travel

management companies, receiving and checking the quotations from the travel management companies, checking proper completion of transport request forms (VA26A) before issuing the order, communicating discrepancies to the travellers, registering all VA26A that are received during the day, issuing official orders to the Travel Management Companies and other travel service providers, following up on vouchers and confirmations with service providers, receiving and updating traveller profiles, compiling daily travel and accommodation reports sent to TMC's, capturing all processed VA26A on Travel Management System, capturing all amendments on Travel Management System, filing VA26A processed per Cost Centre (Directorate), filing supporting documents per VA26A, opening new files per financial year, recording late bookings received, recording late cancellations, receiving and verifying invoices, creating BAS payment advices per account and submit to manager for verification.

ENQUIRIES
NOTE

- : Ms Sekgweleo Tel No: (012) 444 6773
- : EE Requirements: Coloured Males and White Males as well as youth and people with disabilities are encouraged to apply.

DEPARTMENT OF TRADITIONAL AFFAIRS

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

<u>APPLICATIONS</u>	:	Applications may be posted to: Human Resource Management, Department of Traditional Affairs, Private Bag X22, Arcadia, 0083 or Hand deliver to: 509 Pretorius Street, Arcadia, 2nd Floor Pencardia 1 Building or email @ DTARecruit202508@cogta.gov.za
<u>FOR ATTENTION</u>	:	Ms L Motlhala
<u>CLOSING DATE</u>	:	22 August 2025
<u>NOTE</u>	:	The successful candidate's appointment will be subject to a security clearance process and the verification of educational qualification certificates. Applications must quote the relevant reference number and must be completed on the NEW Z83 form obtainable from any Public Service department and signed when submitted. From 1 January 2021 should an application be received using the incorrect application for employment (Z83), the application will not be considered. Only shortlisted candidates will submit relevant documents. Applicants should submit CV and Z83 only. Shortlisted candidates will be required to submit certified copies a day before the interview date. Persons with a disability are encouraged to apply. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation only when shortlisted. Incomplete applications or applications received after the closing date will not be considered. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill the advertised position.

MANAGEMENT ECHELON

<u>POST 28/135</u>	:	<u>DIRECTOR: OFFICE SUPPORT SERVICES REF NO: 2025/08</u> Secretariat: National House of Traditional & Khoi-San Leaders
<u>SALARY</u>	:	R1 266 714 per annum (Level 13), (70% of package), (an all-inclusive remuneration package) and a flexible portion that may be structured in terms of the applicable guidelines
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Degree or equivalent qualification (NQF level 7) in Social or Management Science. Certificate for entry into the Senior Management Services (SMS) submitted prior to appointment. Five (5) years' experience at middle/senior management services. A valid driver's license. Experience in providing support to public office bearers. Core competencies: Strategic capacity and leadership, people management and empowerment, programme and project management, change management and Financial Management. Technical competencies: Office management, Monitoring and evaluation, Knowledge of the traditional leadership sector Process competencies: Knowledge management. Service delivery innovation, Problem solving and analysis, Client orientation, customer focus and communication.
<u>DUTIES</u>	:	The successful candidate will perform the following duties: Oversee the coordination and engagement between the Chairpersonship, National Departments, International organisations and stakeholders. Oversee the provision of customary protocol to the Chairpersonship and the House. Oversee the facilitation of inputs to policies and bills from the relevant structures. Ensure the preparations for the meetings/sittings of the National House of Traditional Leaders on a regular basis.
<u>ENQUIRIES</u>	:	Mr A Sithole Tel No: (012) 336 5853

DEPARTMENT OF TRANSPORT

Driving Licence Card Account is an equal opportunity, affirmative action employer with clear employment equity targets. Preference will be given to candidates whose appointment will assist the entity in achieving its Employment Equity targets at these specific levels in terms of the Department's Employment Equity Plan, therefore Coloured male/ female, Indian male / female and people with disabilities are encouraged to apply.

- APPLICATIONS** : DLCA, P.O Box 25223, Monument Park, 0105 OR hand delivered to 459B Tsitsa Street, Erasmuskloof, Pretoria, 0048. OR email to Applications@dlca.gov.za. Note: email applications must be sent as one attachment to avoid non-delivery of the email and only quotes the name of the post you applying for on the Subject Line.
- CLOSING DATE** : 22 August 2025
- NOTE** : Applications must be accompanied by a completed new Z83 form, obtainable from any Public Service Department, (or obtainable at www.gov.za). Applicants must fill in full new Z83 form part A, B, C, and D. A recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and dates). Applicants will submit certified copies of all qualifications and ID document on the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the post. All shortlisted candidates for will be subjected to undertake a technical exercise that intends to test relevant technical elements of the job; the logistics will be communicated to candidates prior to the interviews. Recommended candidates will also be required to attend a generic managerial competency assessment after the interviews also take a note that National School of Governance (NGS) has introduce compulsory SMS pre-entry certificate with effect from 01 April 2020 as Minimum Entry Requirements for Senior Management Services (submitted prior to appointment) and can be accessed through the following link: <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate must disclose to the Director-General particulars of all registrable financial interests, sign a performance agreement and employment contract with the Director-General within three months from the date of assumption of duty. The successful candidate must be willing to sign an oath of secrecy with the Department. Applicants will be expected to be available for selection interviews and assessments at a time, date and place as determined by the Department. An offer letter will only be issued to the successful candidate once the following has been verified educational qualifications, previous experience, citizenship, reference checks and security vetting. Please note: Correspondence will only be entered into with short-listed candidates.

MANAGEMENT ECHLEON

- POST 28/136** : **DIRECTOR: RISK, FRAUD, AUDIT, PERFORMANCE, REPORTING AND COMPLIANCE REF NO: DLCA/HRM/2025/01**
Branch: Roads Transport
Chief Directorate: Drivers Licence Card Account
(12 Month Contract)
- SALARY** : R1 266 714 per annum (Level 13), (all-inclusive salary package)
- CENTRE** : Pretoria
- REQUIREMENTS** : An Undergraduate NQF level 7 qualification as recognized by SAQA in Risk Management / Auditing coupled with 6 – 10 years' experience in Risk Management / Auditing with 5 years of experience at middle Management / senior Managerial level. Membership of the Institute of Risk Management South Africa (IRMSA) / Institute of Internal Auditors South Africa (IIASA) / Association for Certified Fraud Examiners. A certificate of successful completion of the National School of Government's Senior Management Service Pre-Entry Programme is required (submitted prior to appointment). The following will serve as strong recommendations: Candidate should be competent in Legislative and Regulatory Framework, Public Financial Management Act (PFMA), Treasury Regulation and Framework, Public Service

Anti-Corruption Strategy, Medium Term Strategic Framework, Principle and Practice of Risk Management, Public Sector Risk Management Framework and Internal Control and Assurance. Candidate's skills should include communication; both verbal and written, governance related information, financial management, strategy capabilities, leadership, people's management, empowerment, project/programme management, client orientation, change management and customer focus.

DUTIES

: Development, implementation and maintenance of risk strategy: Develop, implement and maintain an ERM framework and supporting policies and procedures. Assess and manage Risk Management policies, procedures, and strategy. Develop and implement risk assessment methodologies. Prepare risk profile reports. Maintain the risk register of the Entity. Develop the risk response strategies (mitigation plans). Facilitate the management of the Entity's regulatory risks: Develop and implement the Compliance policy. Develop and implement the Compliance risk management framework. Develop and monitor the Compliance checklist. Facilitate the anti-Fraud and Corruption Initiatives of the Entity: Develop and implement the anti-Fraud and Corruption policy. Develop and implement the Fraud and Corruption prevention plan. Develop and implement the Whistle blowing policy. Identify risks and threats to the Entity and advice management to implement counter measures to be instituted. Create awareness on risk management within the Entity: Conduct risk management workshops within the Entity. Conduct the fraud and Corruption perception survey. Monitor the implementation of action plans for risks and audit findings: Quarterly monitoring of the implementation of risk action plan. Quarterly monitoring of the implementation of audit action plans. Facilitate the Entity's planning process and Monitoring and Evaluation process: Facilitate the strategic planning process (including the development of the annual performance plans) of the Entity. Monitoring and Evaluation of the entity's performance against its pre-determined objectives.

ENQUIRIES **NOTE**

: Mr. Peter Mailula Tel No: (012) 347 2522
: Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Director: Risk"

OTHER POSTS

POST 28/137

: **DEPUTY DIRECTOR FINANCIAL MANAGEMENT REF NO:**
DLCA/HRM/2025/02
Branch: Roads Transport
Chief Directorate: Driving Licence Account
(12 Month Contract)

SALARY **CENTRE** **REQUIREMENTS**

: R896 436 per annum (Level 11)
: Pretoria
: An undergraduate level 6 qualification as recognized by SAQA in Finance / Accounting with 3 years' experience as Assistant Director in finance. Registration with any professional body such as SAICA or SAIPA would be added advantage. Knowledge and understanding of Public Finance Management Act (PFMA), Treasury Regulations. Knowledge of other Public Service procedures and prescripts applicable to your area of work. Ability to interpret and apply financial policies. Knowledge of government's financial processes, including budgeting, supply chain management. Knowledge of Generally Accepted Accounting Practices (GAAP). Knowledge of Generally Recognized Accounting Practices (GRAP). Knowledge of International Financial Reporting Standards. Knowledge and understanding of project management systems and processes. Computer literacy (Microsoft Excel and Word). Sound organizing and planning skills. Good communication skills (written and verbal).

DUTIES

: Purchases and payments: Authorize purchase requisitions (sundry, creditor purchases) to ensure adherence to internal policies and applicable legislation. Ensure budget is available for such purchase requisition. Verify the accuracy of claims by the contractor for the production of driving licenses cards against the production reports/DLTC orders and delivery reports in consultation with the service provider. Verify that all claims by the contractor for the production of credit card driving licenses are in line with the approved contracts (production of drivers licence card, software maintenance, hardware maintenance). Resolve all discrepancies before submission for payment approval. Prepare monthly analysis of drivers license card production costs to

identify abnormal trends. Review all payments to service providers (sundry and creditors) after ensuring adherence to internal policies and applicable legislation and in line with contract or quotations. Ensure that all payments submitted to the office are approved and certified by the duly authorized official before processing. Monitor payments to ensure that they are paid within 30 days in order to avoid incurring interest. Check that physical document matches the information on reports. Ensure that all supporting documentation is filed appropriately and easily retrievable. Handle all payment enquiries. Process creditor and sundry payments. Perform creditor's reconciliations on a monthly basis. Review all expenditure with the intention of identifying cost savings opportunities. Provide managerial accounting services: Prepare monthly finance management accounts (including the statement of financial position, statement of financial performance, cash flow statement and other monthly reporting schedules. Maintain and manage the account structures on Pastel. Review annual financial statements each year according to the applicable accounting framework (GRAP) by submitting all the financial information required for the compilation of financial statements. Perform any management or administrative duties to ensure that the Trading Entity is managed properly and complies with reporting requirements. Review of transactions: Monitor, check and review processed financial transactions including journals and payments etc. Identify and institute corrective measures for financial systems risk. Check and ensure that expenditure has been correctly allocated on the accounting system and ensure that deviations are adjusted by means of journals. Management of internal and external audit matters: Liaise and provide information to the internal- and external auditors, and other relevant stakeholders. Co-ordinate the communication of audit queries/ information and ensure that information is provided for audit and that audit queries are responded to. (Internal and external audit). Monitor the implementation of action plans to address audit findings and provide progress reports. Implement & manage systems, processes and procedures that facilitate effective & efficient banking and cash management: Check that all registers used in income and expenses are maintained according to policy and prescripts. Review weekly bank reconciliations and ensure that outstanding reconciling items are followed up and cleared timeously. Ensure compliance with banking requirements as prescribed by the Treasury Regulations; Ensure that proper control measures are implemented and practiced for the safekeeping of state monies and documents; Check that all suspense accounts are timeously reconciled and the transactions reflected can be explained and supported by valid documents. Check that the Trading Entities bank accounts are not overdrawn and if it is, investigate and report to a higher authority. Check that all suspense accounts are timeously reconciled. Records management: Ensure that proper records management system is implemented by DLCA for all financial and non-financial information i.e. filing payment batches, debtors invoices, bank statement, contract etc Ensure that supporting documents for financial transactions on Pastel can be easily retrieved based on certain reference numbers. Closure of Financial Month and year on Pastel: Check that all exceptions have been cleared prior to month end closure. Check trial balance daily and investigate any deviations and ensure that accounts that must be zero are zero and others are as close to closure. Check that monthly trial balance balances agrees to supporting document. Check that all adjustments have been captured and authorized prior to month end closure. Generate monthly report of journal entries and agree to supporting documentation. Review of all monthly reconciliation (debtors, suspense, bank and fixed assets). Compliance: Monitor compliance with applicable legislation by DLCA and provide monthly compliance report. Ensure that corrective actions are taken to resolve the identified non-compliance. Workplans and supervision of staff: Compile performance agreements for reporting staff and monitor staff performance and provide guidance and support; Complete staff assessment and discuss with staff; Assess staffs ability to effectively perform their duties and identify training needs; manage and present on-the-job capacity development programmes to enhance job performance of staff. Monitor quality control of work of subordinates. Monitor the planning, organizing and delegation of work to subordinates. Fixed asset management: Ensure control measures exists for verification of assets quarterly and at year-end. Review the reconciliation of the fixed asset register to both the general ledger/trial balance and the records of the contractor responsible for installing the assets. Ensure that all discrepancies are followed up and resolved. Review

		the calculation of monthly depreciation Review assets write-offs request to ensure adhere to internal policies and approved by the delegated official Provide monthly fixed asset report. Irregular expenditure: Facilitate the reporting of irregular, fruitless and wasteful expenditure. Ensure that irregular expenditure is resolved timely.
<u>ENQUIRIES</u>	:	Mr. Nqoba Ngomane Tel No: (012) 347 2522
<u>NOTE</u>	:	Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Deputy Director Financial Management"
<u>POST 28/138</u>	:	<u>ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: DLCA/HRM/2025/03</u> Branch: Roads Transport Chief Directorate: Drivers Licence Card account (12 Months Contract)
<u>SALARY</u>	:	R468 459 per annum (Level 09), plus 37% in lieu benefits
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate NQF Level 6 as recognized by SAQA in Logistics / Supply Chain Management or equivalent qualification with 3 years' experience at supervisory and Supply Chain Management field. Demonstrated knowledge in government procurement administration, tender administration, and warehouse / stores management. Strong leadership and supervisory abilities. Knowledge of the PFMA and Treasury Regulations. Excellent communication skills, both verbal and written (both verbal and written). Ability to work independently and under pressure.
<u>DUTIES</u>	:	Perform Demand Management: Ensure that procurement plans are submit by the 31st March each year. Manage and monitor the identification of supply chain risk and implementation of risk mitigation actions. Manage and monitor spend category performance to assist DLCA in defining its procurement needs. Provide Asset Management: Ensure that delivery of assets is monitored. Ensure that assets are barcoded within 24 hours. Facilitate asset verification (biannually and annually). Updating of inventory during verification and assets movements. Manage Acquisitions: Ensure that all procurement of goods and services is in accordance with the delegations and directives. Ensure that bids are initiated and successfully completed within the set timeframes for procurement over certain values. Monitor the bids and contract management activities. Assist with the pre-evaluation of proposals. Ensure that an efficient supply chain process has minimum risk in compliance with DLCA supply chain policies, procedures and governance. Ensure that an adequate audit trail is maintained for all transactions that can be subjected to an audit by the Auditor General. Manage Contracts: Ensure that contract variations or extensions are monitored. Ensure that service level agreements (SLA) are drafted and vetted by legal service. Ensure that contract monitoring meetings are held quarterly. Ensure contract register is monitored and end user are notified when contracts are about to lapse/end. Manage contract register. Manage Stores: Plan, coordinate and facilitate stock taking. Ensure timely replenishment of stock. Oversee the stock taking process. Audit queries: Attend to queries relating to supply chain management. Prepare training schedules, mentoring etc.
<u>ENQUIRIES</u>	:	Mr. Nqoba Ngomane Tel No: (012) 347 2522
<u>NOTE</u>	:	Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Assistant Director: Supply Chain Management"
<u>POST 28/139</u>	:	<u>ASSITANT DIRECTOR: INFORMATION TECHNOLOGY REF NO: DLCA/HRM/2022/04</u> Branch: Roads Transport Chief Directorate: Drivers Licence Card Account (12 Months' Contract)
<u>SALARY</u>	:	R468 459 per annum (Level 09), plus 37% in lieu benefits
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate Level 6 qualification as recognized by SAQA in Computer Science / Computer Systems / Information Technology with three years at a supervisory and in an ICT Governance Field. Strong knowledge of governance and security control requirements. Proven experience in IT planning, organization and development. Knowledge and understanding of legislative requirements for IT. Procurement, utilisation and management of IT

infrastructure systems and applications. Knowledge of PFMA. MCSE / MCSA. Excellent knowledge of implementing of projects. Understanding of Cloud technology. Hands on experience with computer networks, network administration and network installation. Management and supervisory skills. Ability to maintain independence, integrity and objectivity. Strong communication and problem solving skills. Project management skills. Valid Driver's licence.

DUTIES

: Network Management: Managing the technology and network infrastructure support services. Providing daily technology operations service to DLCA. Monitor and control technology infrastructure performance and availability. Ensure a stable performance environment for enterprise e-mails system. Making sure that internet facilities are available. Maintaining and supporting the administration of SAMSUNG IP Telephony. Configure, install and maintain necessary hardware and software for LANM/AN hardware and software to provide a suitable environment to run production application. Identify solutions through constant interface with management, employees and other Government department. Liaise with Neotel relating to the Wide Area Network / Government Common Core Network. IT Security and Risk Management: Manage the deployment of Antivirus to all ICT Workstations and Servers. Manage the deployment of new updates through patch management to all ICT Workstations and servers. Manage all DLCA firewall. Ensure that external and internal audit queries and findings are resolved timeously. Ensures the implementation of internet and external audit recommendations. Contribute to the development of the risk register. Backup Management and Disaster recovery plan implementation: Ensure all DLCA data, information are backup daily, weekly and monthly. Backup of the email server and file servers. Desktop Support: Hardware and Software support. Hardware installations. Software installation. IT Policies and Procedures implementation: Implement and maintain IT security policies and administer access to Operating System, The Database and the Applications. Provide Standards, guidelines & procedures to all parties interfacing with the applications.

ENQUIRIES

NOTE

: Mr. Peter Mailula Tel No: (012) 347 2522
: Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Assistant Director Information Technology"

POST 28/140

: **SENIOR FINANCE OFFICER REF NO: DLCA/HRM/2022/05**
Branch: Roads Transport
Chief Directorate: Drivers Licence Cards Account
(12 Months Contract)

SALARY

CENTRE

REQUIREMENTS

: R397 116 per annum (Level 08) plus 37% in lieu benefits
: Pretoria
: An undergraduate NQF Level 6 as recognized by SAQA in Finance / Accounting with 3 years in accounting field. Knowledge and Skills: strong personal computer and business solutions software skills. Strong interpersonal skills for interacting accountants, clients and upper management. Good communication skills for communicating with support personnel and management. Financial management. Strategic capability and leadership. Problem solving and analysis. People management and empowerment. Honesty and integrity.

DUTIES

: Manage Account Payables: Manages accounting functions including maintenance of general ledger, account payables, accounts receivable, and projects accounting, ensures accuracy and timeliness. Codes such items invoices, voices, vouchers, expenses reports, check requests etc. with correct codes conforming to standards procedures to ensure proper entry into the financial system. Prepare non-inventory purchase order requisitions. Attaches the corresponding purchase orders to incoming invoices with all supporting documentation. Investigates and resolves problems associated with processing of invoices and purchase orders. Assists with monthly status reports, and monthly closings. Reconciles various accounts by identifying errors in posting or omissions by applying appropriate accounting standards. Process remittance information from checks, drafts and wire transfers for invoices provided by vendors, reviewing instructions accompanying items to determine proper disposition and crediting accounts in accordance with standard procedures. Manages monthly closing of financial records and posting of month end information, ensures accuracy of financial statements. Asset Register: Provide feedback on asset register based on results of asset

verification. Update the fixed asset register on the general ledger monthly. Inventory: Review inventory journal on a monthly basis. Prepare reconciliations on a monthly basis. System Maintenance: Develop, implement and maintain systems, procedures and policies, including accounts payable functions to ensure adherence to company guidelines. Vendor Management: Acts as a liaison between the company, government and external accountants to meet information needs and to ensure that proper information is maintained for historical purposes. Handles all vendor correspondence via phone or email. Receives, researches and resolves a variety of routine internal and external inquiries concerning account status, including communicating the resolution of discrepancies to appropriate persons. Budget Management: Prepares and recommends operating and personnel budgets for approval. Monitors spending for adherence to budget, recommends variances as necessary

ENQUIRIES : Mr. Ngoba Ngomane Tel No: (012) 347 2522
NOTE : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Senior Finance Officer"

POST 28/141 : **OFFICE ADMINISTRATOR GRADE II REF NO: DLCA/HRM/2024/06**
 Branch: Roads Transport
 Chief Directorate: Drivers Licence Card Account
 (12 Months Contract)

SALARY : R325 101 per annum (Level 07), plus 37% in lieu benefits
CENTRE : Pretoria
REQUIREMENTS : An undergraduate NQF level 6 qualification as recognised by SAQA in Office Management and Technology/Business Management/ Administration and a Minimum of two years' secretarial experience and related administrative experience. General computer literacy. Language skills and ability to communicate well with people at different levels and from different backgrounds. High level of reliability. Written communication skills. Ability to act with tact and discretion. Ability to identify and handle confidential matters. Good grooming and presentation. Knowledge of the relevant legislations, policies, prescripts and procedures applicable in the public sector. Good telephone etiquette and above average planning and organizing skills. Problem solving, decision making, and social skills. Project management skill. Presentation skills. Customer liaison skills. Strategic business management skills.

DUTIES : Provide secretarial and administration support service to the Head of the Entity. Receiving and screening telephone calls and referring the calls to the relevant people, Draft routine correspondences memorandum and reports. Respond to enquiries and liaise with public, clients, media and other institutions. Co-ordinate special projects and events. Coordinate the workflow of activities and duties between the office of the Head and all units. Coordinate reporting requirements for internal and external reports. Make travel and logistical arrangements for meetings. Take minutes during meetings and prepare same for signature in advance. Develop and maintain an accessible and user friendly filing system. Handle procurement of standard items such as stationery and refreshments. Liaise with relevant stakeholders with regards to all matters pertaining to administrative functions. Set up schedules for meetings and events. Provide general administration support to the Head of the Entity.

ENQUIRIES : Mr. Peter Mailula Tel No: (012) 347 2522
NOTE : Candidates must quote name of the post for the abovementioned position on the subject line when applying i.e. "Office Administrator Grade II"

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>	:	22 August 2025
<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 document, driver's license etc need not to accompany the application when applying for a post as such documentation must only be produced by shortlisted candidates during the interview date in line with DPSS circular 19 of 2022. With reference to applicants bearing professional or occupational registration, fields provided in Part B on the online Z83 must be completed as these fields are regarded as compulsory. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. Shortlisted candidates will be subjected to suitability checks (SAQA verification, reference checks criminal and credit checks). SAQA evaluation certificate must accompany foreign qualifications (only when shortlisted). Applications that do not comply with the above-mentioned requirements will not be considered. All shortlisted candidates pertaining to Senior Management Services (SMS) posts will be subjected to a technical and competency assessment and a pre-entry certificate obtained from the National School of government is required prior to the appointment. 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 28/142</u>	:	<u>DEPUTY DIRECTOR: WATER USE ASSOCIATION PRICING REF NO: 220825/01</u> Branch: Regulation Compliance and Enforcement CD: Economic And Social Regulation Dir: Raw Water Pricing Regulation
<u>SALARY</u>	:	R1 059 105 per annum (Level 12), (all-inclusive salary package)
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	A relevant NQF level 6 qualification. At least three (3) to (5) five years Assistant Director's or Principal / Chief Development Expert's experience in economics, accounting and / or financial management. Knowledge of the Water Service Act, National Water Act and the relevant water policies. Knowledge of Raw Water Pricing Strategy in terms of Section 56 of the National Water Act. Understanding of the PFMA and relevant regulations/circulars. Knowledge of project and programme management. Knowledge of Public Service Act, Public Service Regulations and Financial Management. Knowledge of inter-governmental relation. Report writing. Computer literacy. Problem solving and analysis. People management and empowerment. Client orientation and customer focus. Good communication skills both (verbal and written). Accountability and ethical conduct.
<u>DUTIES</u>	:	Manage review process of the tariffs determined by water user associations. Monitor the tariff consultation process between the WUA's and members and review the consultation reports. Manage the assessments for the performance of water user associations. Research the development of industry best practices through benchmarking. Provision of support to the review of water related contracts. The development of a model contract framework to facilitate

		the contractual agreements between the WUA and its members, the department and / or water management institutions. Manage the development and implementation of pricing regulatory models. Monitor the compliance with the rules on regular intervals and develop assessment reports. Manage the project on the review of the raw water use pricing strategy as and when required. Provide business planning, general management of the sub-directorate. Coordinate the compilation of the sub-directorate's monthly and quarterly reports on regular intervals.
<u>ENQUIRIES</u>	:	Mr M Lidzhade, Tel No: (012) 336 7392
<u>POST 28/143</u>	:	<u>DEPUTY DIRECTOR: INTERMEDIARY WATER PRICING REF NO: 220825/02</u> Branch: Regulation Compliance and Enforcement CD: Economic And Social Regulation Dir: Bulk Portable Water Price Regulation
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 059 105 per annum (Level 12), (all-inclusive salary package) Pretoria Head Office A relevant NQF level 6 qualification. At least three (3) to (5) five years Assistant Director's or Principal / Chief Development Expert's experience in Economics, Accounting and / or Financial Management (tariff of pricing) environment. Exposure to a tariff or pricing environment. Knowledge of the Water Service Act, National Water Act and the relevant water policies. Understanding of the MFMA and the relevant circulars. Knowledge of norms and standards for tariffs in terms of section 10 of the Water Services Act. Knowledge of financial management, financial planning and modelling. Knowledge of Public Service Act and Public Service Regulations. Understanding of intergovernmental sector (IGR), and local government sector in South Africa. Negotiation skills. Ability to write reports and submissions. Ability to compile presentations. Knowledge of project and programme management, and Financial Management. Computer literacy. Problem solving and analysis. People management and empowerment. Client orientation and customer focus. Good communication skills both (verbal and written). Accountability and ethical conduct.
<u>DUTIES</u>	:	Develop tariff determination standards and regulatory guidelines in relation to water pricing by bulk water providers. Analysis of tariffs input cost factors and all projections. Analysis of the interrelationship between economic and financial variables. Reconcile the implications of both economic and financial variables. Conduct performance assessment by bulk water institutions. Compile reports on the performance on annually basis at minimum. Manage the tariff consultation process. Oversee tariff consultation processes to ensure all affected parties are consulted. Management of human and financial resources. Prepare organisational plan, performance agreements and performance assessments.
<u>ENQUIRIES</u>	:	Ms T Nkomo Tel No: (012) 336 8444
<u>POST 28/144</u>	:	<u>SENIOR ADMINISTRATION OFFICER (HYDROLOGICAL DATA ARCHIVE) REF NO: 220825/03</u> Branch: Water Resource Management Dir: National Hydrological Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 per annum (Level 08) Pretoria (Head Office) An appropriate recognized National Diploma (NQF Level 6) in Public Administration /Public Management /Administrative Management/ Office Administration or Management. Three (3) to (5) years' experience in general administration related activities. Knowledge of Financial Administration and Records Management. The disclosure of a valid unexpired driver's license. Knowledge of Public Service Act and Regulations, Financial Procedures and Treasury Regulations, other relevant Prescripts governing Public Service and Batho Pele principles. Computer literacy, Communication skills (both verbal and written), Interpersonal relations, Organisational skills, Presentation skills, technical and interpersonal skills. People management, report writing, drafting of submissions and memoranda, good problem solving and analytical skills.
<u>DUTIES</u>	:	Responsible for the collection, organization, preservation, and retrieval of Hydrological Gauging weir's records and surface water flow gauging weir calibration reports. Ensure the maintenance of accurate and accessible

archives, supporting efficient information management and regulatory compliance. Co-ordinate the development of administrative documentation for projects including attendance registers, Codes of Conduct, Confidentiality Agreements and claim forms. Maintain an electronic database of appointees for different projects, coordinate and maintain office and logistical activities such as subsistence and travel claims, filing and scanning of documents, requisition of stationery, printing, document binding, e-mail, deliveries and other requests. Provide effective records management services to the Business Unit. Maintain records of all Files, correspondences, and Registers. Organizing, classifying, and maintaining physical and digital records in a systematic manner. Ensuring the long-term preservation and conservation of documents and other archival materials. Maintaining and updating archive databases, ensuring accuracy and accessibility of information. Scanning documents and managing the filing system, both physical and electronic. Maintenance of the hydrological gauging weir records filling room. Supervise subordinates.

ENQUIRIES

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Mr Z Maswuma Tel No: (012) 336 8784