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Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

**PUBLICATION NO 30 OF 2025
DATE ISSUED 22 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

DEPARTMENT OF EMPLOYMENT AND LABOUR: Please take note the post of Assistant Director: Organizational Development with Ref No. HR4/25/07/50HO for Head Office, Pretoria is withdrawn. The post was advertised on Public Service Vacancy Circular 23 dated 04 July 2025 with a closing date of 18 July 2025. Apology for inconvenience. Enquiries contact Mr S Nkhabelane Tel No: (012) 309 4747. The post of OHS Inspector: Mechanical Engineering with Ref No. HR4/4/6/03 for Labour Centre: East London and the post of Client Service Officer: IES with Ref No. HR4/4/6/01 for Labour Centre: Cradock are withdrawn. These posts were advertised on Public Service Vacancy Circular 28 dated 08 August 2025 with a closing date of 22 August 2025. Apology for inconvenience. Enquiries contact Mr M Mapete Tel No: (043) 701 3123

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DEPARTMENT OF CORRECTIONAL SERVICES

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

**APPLICATIONS**

- : Send your complete application to:
- Eastern Cape Region:** The Regional Commissioner Eastern Cape. Recruitment Section, P/Bag X9013, East London or hand delivers at: Moore Street, Block E Ocean Terrace Quigney, East London, 5211 OR you can email your application to ECHRM@dcs.gov.za. Contact persons: Ms Myataza Z (043) 706 7866/ Ms Mgugudo N (043) 706 7882/ Mr Ndonyela N Tel No: (043) 706 7883.
- Free State and Northern Cape Region:** The Regional Commissioner Free State and Northern Cape, Recruitment Section, P/Bag X20530, Bloemfontein, 9300 or hand deliver at: 103 Zastron Street, Agrimed Building, Bloemfontein, 9300 or you can email your application to FSNCHRM@dcs.gov.za. Contact persons: Ms Mokuni NJ (051) 404 0268/ Ms Molutsoane N/ Ms. Moreki-Rathaba MP/ Ms. Ramncwana B Tel No: (051) 404 0283.
- Gauteng Region:** The Regional Commissioner Gauteng, Recruitment Section, P/Bag X393, Pretoria, 0001 or hand deliver at: 1077 Forum East Building, Arcadia Street, Hatfield or you can email your application to GPHRM@dcs.gov.za. Contact persons: Mr Masango SS Tel No: (012) 420 0173/ Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.
- Kwa-Zulu Natal Region:** The Regional Commissioner: Kwa-Zulu Natal, Recruitment Section, P/Bag X9126, Pietermaritzburg, 3201 OR hand deliver at: Correctional Services, Eugene Marais Road, Napierville, Pietermaritzburg, 3201 OR you can email your application to KZNHRM@dcs.gov.za. Contact persons: Ms Mkhize AL Tel No: (033) 355 7370/ Mr Khumalo SB Tel No: (033) 033 355 7368.
- Limpopo, Mpumalanga and North West Region:** The Regional Commissioner Limpopo, Mpumalanga & North West, Recruitment Section, P/Bag X142, Pretoria, 0001 or hand deliver at: Cnr Johannes Ramokhoase (Proes) & Paul Kruger Street, 196 Masada Building, 09th Floor, Pretoria, 0001 or you can email your application to LMNHRM@dcs.gov.za. Contact persons: Mr Ziqubu Z (012) 306 2037/ Ms Nomvela PM Tel No: (012) 306 2033/ Ms Lekhuleni TD Tel No: (012) 306 2034.
- Western Cape Region:** The Regional Commissioner Western Cape, Recruitment Section, P/Bag X14, Goodwood, 7459 or hand deliver at: Peninsula Drive, Monte Vista, 7460 or you can email your application to WCHRM@dcs.gov.za. Contact persons: Ms NA Mdladlamba Tel No: (021) 550 6014 / Ms A Reddy (021) 559 7929 / Mr S Sikisazane Tel No: (021) 558 0108 / Ms NC Sotyibi Tel No: (021) 558 0518.

CLOSING DATE

- : 05 September 2025 at 15h45. It is the sole responsibility of an applicant to ensure that their application reaches DCS before the closing date.

NOTE

- : Candidates must comply with the minimum appointment requirements. CVs should be aligned to reflect one's degree of compliance with the advert requirements and responsibilities. Kindly indicate the reference number on the subject line for emailed applications. The Department of Correctional Services reserves the right not to fill any of these advertised posts. Please take note that correspondence will only be conducted with the shortlisted candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application is unsuccessful. Please do not call the department to enquire about the progress of your application. Applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, security vetting, qualification

verification and criminal records verification. Appointment will be provisional, pending the issue of a security clearance. If you cannot get a security clearance, your appointment will be re-considered/possibly terminated. Fingerprints may be taken on the day of the interview. Applications: Applications must be submitted on the Z83 form (Public Service application form) obtainable from any Public Service department and must be completed in full. Only a detailed CV should be attached to your application form. Only shortlisted candidates will be required to submit certified copies not older than 6 months of qualifications and other related documents on or before the day of the interview. Please send a separate and complete application for each post you apply for, stating the correct reference for each position you are interested in. For re-advertised posts, candidates who previously applied need to re-apply.

OTHER POST

<u>POST 30/01</u>	:	<u>PHARMACIST GRADE 1</u>
<u>SALARY CENTRE</u>	:	R848 862 per annum, (all-inclusive package)
	:	Eastern Cape region: Mthatha Ref No: EC 2025/07/01
	:	Free State and Northern Cape region: Colesberg Ref No: FSNC 2025/07/01 Goedemoed Ref No: FSNC 2025/07/02 Upington Ref No: FSNC 2025/07/03
	:	Gauteng region: Baviaanspoort Ref No: GP 2025/07/01 Krugersdorp Ref No: GP 2025/07/02 Zonderwater Ref No: GP 2025/07/03
	:	KwaZulu Natal region: Glencoe Ref No: KZN 2025/07/01 Empangeni Ref No: KZN 2025/07/02 Ncome Ref No: KZN 2025/07/03 Waterval Ref No: KZN 2025/07/04
	:	Limpopo, Mpumalanga and Northwest region: Thohoyandou Ref No: LMN 2025/07/01 Rooigrond Ref No: LMN 2025/07/02
	:	Western Cape region: Helderstroom Ref No: WC 2025/07/01
<u>REQUIREMENTS</u>	:	Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with the SAPC as a Pharmacist. Valid drivers' licence. Computer literate. Competencies And Attributes: Understanding of Public Service policy and legislative framework. Knowledge of public health. Good financial management, communication, evaluation, problem solving and analysis skills. Effective project, programme, transformation, change and stakeholder management. Service delivery innovation, decision making, people management, empowerment, integrity, honesty, confidentiality and good interpersonal relations. Accuracy, assertiveness and ability to network.
<u>DUTIES</u>	:	Manage the pharmacy facility in terms of applicable legislation, regulations and policies. Perform risk management and networking (internal and external stakeholders). Issuing and control of medicine. Render basic pharmaceutical services to offenders. Maintain good medical practice. Adhere to medical standards. Write reports and keep records. Provide training where necessary. Liaise with internal and external counterparts regarding pharmaceutical delivery. Adhere to departmental policies and orders. Effectively utilise and manage resource (financial, human, information, pharmaceutical stock and equipment). Management of performance information.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mokuni NJ Tel No: (051) 404 0268/ Ms Molutsoane N/ Ms. Moreki-Rathaba MP/ Ms. Ramncwana B Tel No: (051) 404 0283. Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/ Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179. Limpopo, Mpumalanga and North West Region: Mr Ziqubu Z Tel No: (012) 306 2037/ Ms Nomvela PM Tel No: (012) 306 2033/ Ms Lekhuleni TD Tel No: (012) 306 2034. KwaZulu Natal Region: Ms Mkhize AL Tel No: (033) 355 7370/ Mr Khumalo SB Tel No: (033) 033 355 7368.

Western Cape Region: Ms NA Mdladlamba Tel No: (021) 550 6014 / Ms A Reddy Tel No: (021) 559 7929 / Mr S Sikisazane Tel No: (021) 558 0108 / Ms NC Sotyibi Tel No: (021) 558 0518.

Eastern Cape region: Ms Myataza Z Tel No: (043) 706 7866/ Ms Mgugudo N Tel No: (043) 706 7882/ Mr Ndonyela N Tel No: (043) 706 7883.

NOTE

: Appointment under the Public Services Act.

GOVERNMENT COMMUNICATION AND INFORMATION SYSTEM (GCIS)

The GCIS is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa of 1996, the Employment Equity (EE) imperatives as defined by the EE Act of 1998 (Act 55 of 1998) and relevant Human Resource policies of the department 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 department in achieving its EE targets in terms of the department's EE Plan. People with disabilities will be given preference regardless of race or gender.

<u>APPLICATIONS</u>	:	The Director-General (DG) of GCIS, Private Bag X745, Pretoria 0001, hand deliver to Tshedimosetso House, 1035 cnr Francis Baard and Festival streets, Hatfield, Pretoria or to the email address provided.
<u>FOR ATTENTION</u>	:	Ms P. Kgopyane
<u>CLOSING DATE</u>	:	05 September 2025
<u>NOTE</u>	:	Applicants with disabilities are encouraged to apply. The old prescribed application or employment form Z83 was withdrawn with effect from 31 December 2020. As per the Government Gazette No: 43872, any applicant who submits an application on or after 1 January 2021 must do so on the new prescribed Z83 form, obtainable from any Public Service department or on the internet at www.gov.za/documents . Failure to submit an application on the new prescribed Z83 form will lead to disqualification. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the fully completed and signed Z83 form and a detailed curriculum vitae only. Communication regarding submission of certified copies of qualifications and other relevant documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates will be required to submit certified documents on or before the day of the interview, following communication from the department. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Correspondence will be limited to shortlisted candidates. 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 successful candidate must disclose to the DG, particulars of all registrable financial interests, sign a performance agreement and employment contract with the DG within three months from the date of assumption of duty and obtain a Top-Secret security clearance. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. The department reserves the right to fill or not to fill the vacant post. The successful candidates will sign an employment contract with the GCIS that will be reviewed based on performance expiration. By submitting the employment application form, you agree and consent in terms of Section 11(1) of the Protection of Personal Information Act (POPIA) of 2013 (Act 4 of 2013), for your personal information which you provide to the GCIS to being processed by the department and its employees, agents, Cabinet committees and subcontractors for recruitment purposes in accordance with POPIA.

OTHER POSTS

<u>POST 30/02</u>	:	<u>JUNIOR GRAPHIC DESIGNER REF NO: 3/1/5/1-25/28</u> Directorate: Media Production
<u>SALARY</u>	:	R269 499 per annum (Level 06)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Applicants should be in possession of an appropriate three-year National Diploma (NQF Level 6) or a Bachelor's Degree (NQF Level 7) as recognised by SAQA in Graphic Design or equivalent related qualification majoring in Graphic Design. General exposure in the field will be an added advantage. The candidate must have basic knowledge in the use of an Apple Macintosh computer. Must be proficient in Adobe Illustrator, Photoshop and InDesign (animation and 3-D skills are a bonus). Must have the ability to develop creative and innovative design concepts. Strong design skills and thorough knowledge of designing for different platforms including digital and social media. Good

<u>DUTIES</u>	:	organisational and communication skills. The ability to work under pressure, overtime and meet deadlines. Should be highly motivated with an eye for detail
	:	The successful candidate will be responsible for collaborating with the design manager on the overall look and feel for all design products. Working as a graphic designer on various products as per brief. Conceptualising and handling visual execution of all design briefs. Development of creative concepts. Please detail courses passed in the CV as per the academic transcript.
<u>ENQUIRIES</u>	:	Ms Rachel Sekhu Tel No: (012) 473 0254
<u>APPLICATIONS</u>	:	Applications may be hand delivered to Tshedimosetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria or emailed to recruitment5@gcis.gov.za
<u>NOTE</u>	:	In line with the Directive on the Professionalisation of Human Resource Management and Development in Public Service, all shortlisted candidates will undertake a pre-entry practical exercise as part of the assessment method to determine their suitability based on the technical and generic requirements of the post.
<u>POST 30/03</u>	:	<u>SOCIAL MEDIA OFFICER REF NO: 3/1/5/1-25/29</u> Directorate: Digital Media
<u>SALARY</u>	:	R269 499 per annum (Level 06)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Applicants should be in possession an appropriate three-year National Diploma (NQF Level 6) or a Bachelor's Degree (NQF Level 7) as recognised by SAQA in Digital Communication, Digital Marketing, Multimedia, or equivalent related qualification majoring in Digital Communication, Digital Marketing, Multimedia. General exposure in the field will be an added advantage. The candidate must have basic understanding of planning content, writing and maintaining social media content, and using social media as part of a communication plan. Knowledge of web and social media content management systems (CMS), videography, photography and/or graphic design. Knowledge of, and an interest in, current affairs and the functioning of government. Knowledge of latest trends in social media practices is also necessary. Excellent English writing and sub-editing skills are essential. The candidate should possess planning and organising skills, excellent interpersonal, liaison and communication skills, and the ability to work as part of a team, accurately, under pressure and meet short deadlines. The candidate must be computer literate.
<u>DUTIES</u>	:	The successful candidate will be part of a team responsible for the continuous updating, maintenance and improvement of social media accounts and websites maintained by GCIS. This includes liaising with role-players, preparing content for the social media accounts (abstracting, writing, language and content editing), updating website content on a Drupal content management system, and creating dynamic written, graphic and video content that promotes audience interaction on the social media accounts managed by GCIS using Adobe. The candidate will also write and distribute e-newsletter to mailing list subscribers and use a social media monitoring tool to listen, monitor, and engage with target audiences proactively. Please detail courses passed in the CV as per the academic transcript.
<u>ENQUIRIES</u>	:	Ms Senzeni Ngubane Tel No: (012) 473 0402
<u>APPLICATIONS</u>	:	Applications may be hand delivered to Tshedimosetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria or emailed to recruitment6@gcis.gov.za
<u>NOTE</u>	:	In line with the Directive on the Professionalisation of Human Resource Management and Development in Public Service, all shortlisted candidates will undertake a pre-entry practical exercise as part of the assessment method to determine their suitability based on the technical and generic requirements of the post.
<u>POST 30/04</u>	:	<u>SENIOR SUPPLY CHAIN MANAGEMENT CLERK: CREDITORS MANAGEMENT REF NO: 3/1/5/1-25/32</u> Directorate: Supply Chain Management
<u>SALARY</u>	:	R269 499 per annum (Level 06)
<u>CENTRE</u>	:	Pretoria

REQUIREMENTS

: Applicants should be in possession of an appropriate three-year National Diploma (NQF Level 6) or a Bachelor's Degree (NQF Level 7) as recognised by SAQA in Public Management / Administration/ Logistics Management / Public Finance/ Accounting or Purchasing Management or equivalent qualification majoring in Public Management / Administration/ Logistics Management / Public Finance/ Accounting or Purchasing Management. General exposure in the field will be an added advantage. The candidate must have basic knowledge of BAS, LOGIS and Procurement Integration (PI). Excellent writing and communication skills, ability to manage and plan. Ability to interpret and apply legislation and policies (PFMA, Preferential Procurement Regulations, BBBEE, Treasury regulations, Contracts, etc.). Ability to work independently without close supervision. Ability to handle multiple tasks simultaneously and able to work under pressure. The incumbent should be self-driven, creative, innovative, flexible and highly motivated. Excellent co-ordination skills. Ability to work in a team. Client service orientated. Have initiative and pay close attention to detail. Report writing. Knowledge of the Microsoft packages, i.e. MS word, MS Excel as well as Ms Outlook. Payment capturing and statements interpretation.

DUTIES

: Capture payments on LOGIS Integration and BAS. Confirm Banking Details on CSD before capturing payments. Export entities from CSD to BAS. Verify allocation for correctness before capturing payments on the payment processing systems. Verify authenticity of signatures on the documents before capturing payments. Also ensure compliance of all documents attached before capturing payments on the system. Ensure correct information is captured on these payment processing systems. Monitoring and prioritisation of payments to ensure that no payments are processed after 30 days as well as outside the standards set by the department. Ensure that invoices with queries are raised immediately with the relevant suppliers to ensure that invoices are still paid within the required standards. Run departmental 0-9 file. Send departmental 0-9 file inputs to sections for IFS/AFS. Provide accurate information in relation to Annual and Interim Financial Statements (Commitments, Accruals and Payables) Ensure that accounts of creditors of the department are not outstanding for more than 30 days. Assist in linking invoices on ITS (Invoice tracking system) Provide accurate information in relation to Annual and Interim Financial Statements (Commitments, Accruals and Payables) timeously. Respond to enquiries and queries timeously and keeping record of enquires/queries handled including the turnaround time. Compile accurate work statistics. when required assist with the compilation of the 30 Days report of payments. Assist with the BBBEE statistical data reports. Assist with the preauthorisation of payments where required. Provide general office support. Please detail courses passed in the CV as per the academic transcript.

**ENQUIRIES
APPLICATIONS**

: Mr Mendy Hlungwane Tel No: (012) 473 0180
: Applications may be hand delivered to Tshedimosetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria or emailed to recruitment7@gcis.gov.za

NOTE

: In line with the Directive on the Professionalisation of Human Resource Management and Development in Public Service, all shortlisted candidates will undertake a pre-entry practical exercise as part of the assessment method to determine their suitability based on the technical and generic requirements of the post.

POST 30/05

: **SENIOR ASSET CLERK REF NO: 3/1/5/1-25/33**
Directorate: Supply Chain Management

**SALARY
CENTRE
REQUIREMENTS**

: R269 499 per annum (Level 06)
: Pretoria
: Applicants should be in possession of an appropriate three-year National Diploma (NQF Level 6) or a Bachelor's Degree (NQF Level 7) as recognised by SAQA in Public Management/Administration/Logistics Management or Purchasing Management. General exposure in the field will be an added advantage. The candidate must have excellent communication and interpersonal relation skills. Computer literate and have an ability to work well under pressure. Knowledge of LOGIS and asset management through Logis, Valid driver's license, prepared to travel.

DUTIES

: The successful candidate will be responsible the asset management. Manage the asset disposal process. Ensure proper control of departmental assets register. Developing and implementing action plans for asset management in

		terms of asset verification, disposal. Compiling and typing of submissions. Bar-cording of Departmental Assets. Handling asset related queries, Conduction asset verification in Head Office and Provincial Offices. Regular updating of asset registers, Reconciliation between BAS and the LOGIS system. Please detail courses passed in the CV as per the academic transcript.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr Mendrick Mlondobozi Tel No: (012) 473 0182
	:	Applications may be hand delivered to Tshedimosetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria or emailed to recruitment9@gcis.gov.za
<u>NOTE</u>	:	In line with the Directive on the Professionalisation of Human Resource Management and Development in Public Service, all shortlisted candidates will undertake a pre-entry practical exercise as part of the assessment method to determine their suitability based on the technical and generic requirements of the post.
<u>POST 30/06</u>	:	<u>SENIOR SWITCHBOARD OPERATOR REF NO: 3/1/5/1-25/34</u> Sub-Directorate: Internal Communication
<u>SALARY CENTRE REQUIREMENTS</u>	:	R269 499 per annum (Level 06)
	:	Pretoria
	:	Applicants should be in possession of an appropriate three-year National Diploma (NQF Level 6) or a Bachelor's Degree (NQF Level 7) as recognised by SAQA in Communications/Public Relations/ Journalism/ Media Studies or equivalent qualification majoring in Communications/Public Relations/ Journalism/ Media Studies. General exposure in the environment will be an added advantage. Basic understanding of planning and generating content for the intranet and its usage as part of a communication plan. General exposure in the communication field, photo and videography and working on intranet sites will be an added advantage. Personal Attributes: Resourceful, people oriented, trustworthy, punctual and hard-working. Self-motivated and able to work independently.
<u>DUTIES</u>	:	Responsible for the maintenance and updating of the intranet site. Generate content for the intranet site. Assist in writing and creating content for Internal Communications platforms (WhatsApp, inhouse news-bulletins, etc). Management of the switchboard and its operations including the supervision of personnel in the Switchboard. Provide support on all internal communication events and campaigns including the updating of the noticeboard structure. Assist with photo and videographic services. Perform administrative work such the completion of monthly projections, assist with travelling logistics; compilation of reports. Please detail courses passed in the CV as per the academic transcript.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr Tebogo Kgomo Tel No: (012) 473 0233
	:	Applications may be hand delivered to Tshedimosetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria or emailed to recruitment12@gcis.gov.za
<u>NOTE</u>	:	In line with the Directive on the Professionalisation of Human Resource Management and Development in Public Service, all shortlisted candidates will undertake a pre-entry practical exercise as part of the assessment method to determine their suitability based on the technical and generic requirements of the post.
<u>POST 30/07</u>	:	<u>COMMUNICATION CLERK REF NO: 3/1/5/1-25/35</u> Directorate: Rapid Response
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 per annum (Level 05)
	:	Pretoria
	:	Applicants should be in possession of an appropriate three-year National Diploma (NQF Level 6) or a Bachelor's Degree (NQF Level 7) as recognised by SAQA in Communication/ Journalism/ Media Studies, or equivalent qualification majoring in Communication/ Journalism/ Media Studies. General exposure in the environment will be an added advantage. Excellent communication (written & oral) and interpersonal skills. Exceptional organizing and planning skills. Ability to work independently, under pressure and in a team. Ability to multi-task, manage events, and work with databases and presentations. Good time management and pro-activeness. Understanding of government's mandate, as well as development communication. The incumbent must also have problem solving skills, innovation and results

orientated who pays attention to detail. Excellent writing, communication and engagement skills including the ability to turn technical information into simple language content. Availability outside standard office hours and travel when needed.

DUTIES

- : The successful candidate will be responsible for providing support to the directorate on communication and engagement initiatives. Assist in coordination of the daily rapid response system and further assist in monitoring the communication environment and flagging issues of concern. Support various tasks within the directorate and assist in the implementation of communication interventions and record keeping. Contribute to the development of content within the unit. Assist team members in increasing their productivity by ensuring they have up-to-date support material. Liaise with other directorates within the organisation. Draft/repackage report for branch submission and other reports. Provide overall administrative support to Rapid Response. Draft communication content as and when required. Write routine notes, memos, letters, and reports and collate inputs from the units and various stakeholders. File on SharePoint. Assist with implementing new ideas to change existing procedures to improve filing, tasking and document tracking. Coordinate effective internal and external meetings, appointments and events. Compile agenda and take accurate minutes and action matrix during meetings. Handle claims and budget cash flow information for the directorate. Manage the leave register, leave plans, and leave roster for directorate. Provide documents as and when required by Internal Audit. Maintain effective stock levels of stationery, cartridges, and other consumables. Please detail courses passed in the CV as per the academic transcript.

ENQUIRIES APPLICATIONS

- : Ms Mary Dorasami Tel No: (012) 4730170
- : Applications may be hand delivered to Tshedimosetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria or emailed to recruitment13@gcis.gov.za

NOTE

- : In line with the Directive on the Professionalisation of Human Resource Management and Development in Public Service, all shortlisted candidates will undertake a pre-entry practical exercise as part of the assessment method to determine their suitability based on the technical and generic requirements of the post.

GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC)

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

<u>APPLICATIONS</u>	:	Only online applications will be accepted. Applications not accompanied by a comprehensive CV and a fully completed Z83 form will not be considered. Please register, or if you are already registered, sign in and apply for this position on the GTAC eRecruitment website https://erecruitment.gtac.gov.za/erecruitment/
<u>CLOSING DATE</u>	:	05 September 2025 at 12 pm.
<u>NOTE</u>	:	Only South African Citizens, and Permanent Residents need to apply as per PSR 2016. Applications should be accompanied by a duly completed and signed Z83 form (obtainable from any Public Service department). The post title and reference number must be clearly indicated on the Z83 form. A recent comprehensive CV should be submitted. Certified copies of qualifications and other relevant documents will be required to be submitted to HR on or before the day of the interview from shortlisted candidates. All short-listed candidates will be subjected to security vetting to confirm employment, personnel suitability checks and undergo an SMS competency assessment prior to the interview. Short-listed candidates must make themselves available for a panel interview on the date determined by GTAC. Late applications, and those not meeting the requirements, will not be considered. Should you not receive feedback from GTAC within 2 months of the closing date, please consider your application unsuccessful. GTAC reserves the right to fill or not fill the advertised post. Preference will be given according to EE and Gender target. In accordance with the DPSA Directive on Compulsory Capacity Development, Mandatory Training Days and Minimum requirements, this SMS level appointment will be subject to the completion of the Senior Management Pre-entry programme as endorsed by the National School of Government. The applicants should therefore have proof that they have registered for the Pre-entry certificate and have completed the course before the appointment. The cost of the pre-entry certificate is at the candidate's expense. To access the pre-certificate course, please visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme .

MANAGEMENT ECHELON

<u>POST 30/08</u>	:	<u>TEAM LEAD: PROJECT MANAGEMENT: JOBS FUND PMU REF NO: G08/2025 (X2 POSTS)</u> Term: 24 Months Fixed Term Contract The purpose of this job is to provide strategic and technical advice in the management of the Jobs Fund portfolio of projects and contribute to the knowledge and learning agenda of the Fund.
<u>SALARY</u>	:	R1 266 714 - R1 492 122 per annum (Level 13), (all - inclusive package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Bachelor's Degree/Advanced Diploma/ BTech degree (NQF 7) as recognised by SAQA in Development Finance; Economics; Business Management; Project Management; Project Finance, or related fields. NQF level 7 qualification or internationally recognised certification in Project Management or a related field would be advantageous. Post Graduate qualification in Development Finance; Economics; Business Management; Project Management; Project Finance, or related field would be advantageous. At least 7 years' experience in investment management and track record working with local economic development programmes in respect of undertaking appraisals of applications for grant funding, managing the contracting process for the projects approved for grant funding, and the periodic monitoring performance of projects. At least 7 years' experience and track record in respect of economic project/programme development and support. 5 years of experience at a middle/senior managerial level. Strong economics background (Development/Behavioural/Micro) with experience in active labour market interventions. A strong financial background, in respect of financial analysis of project financial models and knowledge of different economic sectors. Competencies Required: Client Service Orientation: Client-service orientation

implies helping or serving others to meet their needs. It means focusing on discovering those needs, figuring out how to best meet them, as well as putting into practice the Batho Pele spirit. The term “clients” refers to both internal and external clients. Change Leadership: The ability to deliver the message of change in both words and actions and motivate people to change. It energises and alerts groups to the need for specific changes in the way things are done. It involves taking responsibility to champion the change effort through building and maintaining support and commitment. Concern for Quality and Order: Desire to see things done logically, clearly and well. It takes various forms: monitoring and checking work and information, insisting on the clarity of roles and duties, setting up and maintaining an information system. Effective Communication: Ability to transmit and receive information clearly and communicate effectively to others by considering their points of view in order to respond appropriately. This may involve listening, interpreting, formulating and delivering verbal, non-verbal, written, and/or electronic messages. It includes the ability to convey ideas and information in a way that brings understanding to the target audience. Integrity/ Honesty: Contributes to maintaining the integrity of the organisation; displays high standards of ethical conduct and understands the impact of violating these standards on an organisation, self, and others; is trustworthy. Networking and Influencing: Establishes, maintains and utilizes a relevant network of contacts in order to keep a pulse on public, political and internal issues and make informed decisions. It implies an intention to persuade, convince, influence, or impress others in order to meet the intended objectives. Organisational Awareness: The ability to understand and learn the power of relationships in one’s own organisation or in other organisations. This includes the ability to identify the real decision makers, the individuals who can influence them, and to predict how new events or situations will affect individuals and groups within the Department. People Development and Management: Mobilises people to work toward a shared purpose in the best interests of the department, the people comprising it and the people it serves. It involves attracting, supporting, developing and retaining a talented and diverse workforce. Managers demonstrate concern for individual differences and employee morale and foster employee development through responsibility sharing, learning and training opportunities. Problem Solving and Analysis: Understanding a situation, issue, problem, etc., by breaking it into smaller pieces, or tracing the implications of a situation in a step-by-step way. It includes organising the parts of a problem, situation, etc., in a systematic way; making systematic comparisons of different features or aspects; setting priorities on a rational basis; and identifying time sequences, causal relationships, or if-then relationships. Create timely and well-developed solutions by examining alternatives, risks and consequences. Resilience: Ability to cap one’s emotions to avoid negative reactions when provoked, when faced with opposition or hostility, or when working under stress. It also includes the ability to maintain stamina under continuing stress. Resources Planning: Organises work, sets priorities and determines resource requirements; determines short- or long-term goals and strategies to achieve them; coordinates with other organisations or parts of the organisation to accomplish goals; monitors progress and evaluates outcomes. Results Orientation: Concern for holding yourself and others accountable for achieving results or for surpassing a standard of excellence. It includes the process of setting measurable objectives, implementing change and then checking back to determine the effect of your efforts. The standard may be one’s own past performance (striving for improvement); an objective measure (results orientation); outperforming others (competitiveness); challenging goals one has set, or even what anyone has ever done (innovation). Strategic Orientation: Strategic orientation is about taking a broad scale, long-term view, assessing options and implications. It demonstrates an intimate understanding of the capabilities, nature and potential of the department. It involves taking calculated risks based on an awareness of societal, economic, market and political issues, trends, processes and outcomes as they impact the strategic direction of the department and its linkages with the direction of government. Systems Thinking: Orientation to think in system-wide terms with regard to functions or divisions within the organisation. This includes spotting opportunities to connect with initiatives underway in other areas or proactively sharing information or resources that can be seen to have relevance and impact for others. Economic Development: Knowledge/ understanding of how labour

markets work; active labour market policy interventions. Understanding of and development of local economic development and making markets work for the poor are approaches to development. Corporate Finance/ Project Finance/structured finance/ Grant Management: Specific area of finance dealing with the financial decisions corporations make and the tools as well as analyses, used to make these decisions. The discipline as a whole may be divided among long-term and short-term decisions and techniques with the primary goal being the enhancing of corporate value by ensuring that return on capital exceeds cost of capital, without taking excessive financial risks. Policy Development, Management and Dissemination: Knowledge of Treasury-related legislation, the legislative process and public affairs as it pertains to NT. Includes the ability to monitor legislation that is of interest to Treasury. Utilises a wide variety of resources and tools to develop, maintain, monitor, enforce and provide oversight of policies and regulations. Project Management: Knowledge of the principles, methods, or tools for developing, scheduling, coordinating, and managing projects and resources, including monitoring and inspecting costs, work, and contractor performance. Communication/ Knowledge Management: Verbal and writing skills, Stakeholder engagement and writing up case studies. Impact evaluation: Understanding impact evaluation methodologies, implementing evaluation programmes.

DUTIES

: Management of funding round incl. Application, Appraisal and Approval: Conduct research on economic sectors and financial models and provide strategic input on the design of the Fund, future funding rounds and develop impact assessment criteria. Originate new projects to strengthen the Jobs Fund Project Pipeline. Select high-impact projects aligned to the term sheet, Jobs Fund policies and knowledge outcomes. Provide quality assurance on allocated project portfolio, including administrative support related to project decision records, minutes etc. Support staff and applicants with thought leadership on the design of applications. Analyse project applications, including the financial model and advise on the feasibility of the application. Analyse Annual Financial Statements (AFS), Management Accounts, Financial Ratios, past and future cash flows and other financial data to determine the feasibility of the application. Contracting: Quality assurance of Activity Based Costing Project Implementation Monitoring Plans (ABC PIMPs). Ensure that the contracting ABC PIMP is per the one provided at appraisal to the Jobs Fund Investment Committee (JFIC) and that all numbers are as per the Executive Summary. Ensure that the approved Financial Models are accurately reflected in the contracting documents and are aligned with the Jobs Fund Operating Guidelines. Review Matched Funding agreements and documentation. Provide quality assurance on all contracting documents. Ensure that all contracting conditions have been met and that the Grant Agreement and Annexures are finalised as per the agreed timeframes. Support the Team in resolving all issues related to the finalisation of the Grant Agreement. Post-Investment Monitoring: Ensure the project portfolio is implemented as per the Grant Agreement. This includes ensuring that grant conditions are met, e.g. matched funding, maintenance of approved financial model and job targets. Maintain oversight of the financial records in instances where the Jobs Fund Partner transacts from accounts other than the dedicated project bank account. Ensure that evidence of project indicators, including jobs and financial records, is quality assured and maintained i.e. all project records must be accurate and audit ready in the RACI Folder. Ensure that the project portfolio submissions to governance committees (Disbursement Committee (DP), Project Implementation Review Meeting (PIRM), Secondary Bank Account Meetings (SBA) are quality assured and aligned with Jobs Fund Standards. Quality assure and ensure that Project Close-Out Reports (PCRs), Year-End Review (YER) and Project Surplus processes are finalised timeously. Manage timeous resolution of Audit Logs. Review the Project Financial Audits and ensure that all submitted audits are in line with the Operating Guidelines. Relationship Management: Manage relationships within the Jobs Fund. Manage relationship with Jobs Fund Partners. Identify and build relationship with key stakeholders in the Jobs Fund ecosystem with a view to building the Jobs Fund brand. Proactively identify potential funding sources and opportunities for collaboration at the Fund and Project Level. Knowledge harvesting and sharing: Implement the Jobs Fund internal knowledge sharing strategy which includes the management and/or production of: Practice notes, Standard Operating Procedures (SOPs), Brown bags, Project Close-Out Reports. Implement an external knowledge strategy for the Jobs Fund which includes

the management and/or production of: Research papers/ Learning series, Community of Practice (COP/ Webinars), Newsletters/Opinion Pieces/Social Media and Creating a network of key influencers and stakeholders. Assist with design of project evaluations and the production of Knowledge Pieces. Conduct independent research on Active Labour Market policies and interventions with a view to improving the Jobs Fund response to market conditions. Talent Management: Proactively search for talent to build the Jobs Fund's capabilities. Develop the team so that they achieve and maintain high performance by improving the skills and deepening the capacity of the team. Improve the performance of the team and manage the achievement of team deliverables and targets. Assess staff skills gaps & align unit training plan to skills gaps. Manage team resources. Manage individual team member performance, assess and provide feedback. Organise and manage Team building events. Strategy Implementation and Risk Management: Participate and provide input into the strategic planning processes of the Jobs Fund. Contribute to the development of a risk management framework for the Jobs Fund. Identify portfolio risks, including jobs and disbursement risks, identify and implement mitigation measures and analyse impact. Efficiently implement the jobs and disbursement strategy of the Jobs Fund and identify opportunities for improvement. Review and update the Jobs Fund Operating Guidelines and Standard Operating Procedures on an ongoing basis. Manage strategic initiatives to improve the Jobs Fund's performance. Strategic management of project portfolio performance, including timeous escalation and resolution of issues, risk-based site visits, attendance at Project Steercom meetings, etc. Provide support for the development, assessment, and management of project improvement plans. Implement and adhere to timelines and processes of the Disbursement Framework. Support the development of a business case for the Jobs Fund and provide inputs into the annual budget process

ENQUIRIES

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

OTHER POSTS

POST 30/09

: **MONITORING AND REPORTING SPECIALIST: JOBS FUND PMU REF NO: G09/2025**

Term: 24 months fixed-term contract

The purpose the role is to manage, monitor and track the performance of a portfolio of Jobs Fund (JF) projects; to provide regular reporting on project progress; to design and execute/manage knowledge-generating projects (e.g. evaluations, case studies, etc.), which would include the development of key documents to promote the lessons learned by the organisation; to manage operational matters within the Knowledge & Evaluation Unit, and perform an advisory and supervisory role in the Unit.

SALARY CENTRE REQUIREMENTS

: R1 059 105 – R1 247 574 per annum (Level 12), (all-inclusive)
: Pretoria
: Bachelor's degree/ Advanced Diploma/ BTech degree (NQF Level 7) in Economics, Social Sciences or related fields. A Post graduate qualification in Monitoring and Evaluation, and/or Statistical Analysis will be an advantage. A minimum of 6 - 8 years relevant experience in Monitoring, Measurement and Evaluation of development programmes/ projects, at least 2 years of which at a management level. Experience in the public sector will also be an added advantage. Competencies Required: Computer literacy: Knowledge and ability to use computers and technology efficiently. Refers to the comfort level someone has with using computer programs and other applications associated with computers (MS Office, Internet, email). Includes the ability to learn new applications associated with the business. Data Analysis: Relevant experience and knowledge on how to collect reliable, valid and accurate data and perform objective analysis. Database Management: Knowledge of the principles, procedures, and tools of data management, such as modelling techniques, data backup, data recovery, data dictionaries, data warehousing, data mining, data disposal, and data standardisation processes. Development Financing: Knowledge of development financing approaches and methods, including the financing of long-term projects and public services based upon a non-recourse or limited recourse financial structure, in which project debt and equity used to finance the project are paid back from the cash flow generated by the project. Economic Development: Knowledge of South African economic development

policies and programmes with a specific focus on approaches and methodologies to making markets work for the poor. Monitoring, Evaluation Reporting and Learning: In-depth knowledge of establishing monitoring, evaluation, reporting and learning (MERL) frameworks and indicators, and development and implementation of qualitative and quantitative MERL approaches, methodologies and tools. Government Knowledge: Knowledge of the tiers and sectors of government and inter-governmental relationships, and the economic and social development priorities and programmes of national, provincial and local governments. Grant Management: Knowledge of grant funding (non-repayable funds) approaches and methods and the regulatory environment governing the management of public funds. This includes knowledge of the South African grant funding reforms initiative and grant management systems. Information Management: The ability to gather, prepare, house and share the organisationally relevant information produced or found through work in a manner that creates easy access and understanding, and that informs and educates the reader regarding the subject. Labour Markets: Knowledge of how labour markets work and the current active labour market policy interventions. Legislative knowledge: Knowledge of the regulatory environment and processes regarding the implementation of policies, legislation and service delivery programmes, and knowledge of the PFMA and NT regulations pertaining to the Jobs Fund. Project Management: Knowledge of project management principles, methods, or tools for appraising, conceptualising, structuring, scheduling, coordinating, and managing projects and resources, including monitoring, evaluating and reporting on project impact, costs, work, and contractor performance. Public Finance Economics: Knowledge of the field of economics that studies government activities and the alternative means of financing them. Client Service Orientation: The ability to interact with and respond to internal and external client needs and expectations in a manner that puts into practice the Batho Pele spirit and meets and exceeds service delivery standards, with priority given to client satisfaction. Effective Communication: The ability to transmit and receive information clearly and communicate effectively to others by considering their points of view in order to respond appropriately. This may involve listening, interpreting, formulating and delivering verbal, non-verbal, written, and/or electronic messages. It includes the ability to convey ideas and information in a way that brings understanding to the target audience. Information Sharing: Both the motivation to expand and use one's knowledge and the willingness to share this knowledge with others. Integrity/ Honesty: Contributes to maintaining the integrity of the organisation; displays high standards of ethical conduct and understands the impact of violating these standards on an organisation, self, and others; is trustworthy. Networking and Influencing: Establishes, maintains and utilises a relevant network of contacts in order to keep a pulse on public, political and internal issues and make informed decisions. It implies an intention to persuade, convince, influence, or impress others in order to meet the intended objectives. Organisational Awareness: The ability to understand and learn the power relationships in one's own organisation or in other organisations. This includes the ability to identify the real decision makers, the individuals who can influence them, and to predict how new events or situations will affect individuals and groups within the Department. Problem Solving and Analysis: The ability to understand a situation, issue, problem, etc., by breaking it into smaller pieces, or tracing the implications of a situation in a step-by-step way. It includes organising the parts of a problem, situation, etc., in a systematic way; making systematic comparisons of different features or aspects; setting priorities on a rational basis; and identifying time sequences, causal relationships, or if-then relationships. Create timely and well-developed solutions by examining alternatives, risks and consequences. Resources Planning: Organises work, sets priorities and determines resource requirements; determines short- or long-term goals and strategies to achieve them; coordinates with other organisations or parts of the organisation to accomplish goals; monitors progress and evaluates outcomes. Results Orientation: Concern for holding yourself and others accountable for achieving results or for surpassing a standard of excellence. It includes the process of setting measurable objectives, implementing change and then checking back to determine the effect of your efforts. The standard may be one's own past performance (striving for improvement); an objective measure (results orientation); outperforming others (competitiveness); challenging goals one has set, or even what anyone has ever done (innovation). Systems Thinking:

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Orientation to think in system-wide terms with regard to functions or divisions within the organisation. This includes spotting opportunities to connect the initiatives underway in other areas or proactively sharing information or resources that can be seen to have relevance and impact for others. Vision and Purpose: Modelling and promoting high personal and professional standards that support the organisation's vision, mandate and values. Sharing goals, objectives and ideas to encourage others to commit to and be enthusiastic about realising the vision.

: This is a senior-level position where core responsibilities are at a programme and supervisory level and include: Supervisory responsibilities over workstream teams and their task delivery. Process, project and resource planning. Independent manager of a portfolio of projects and Monitoring, Evaluation, Reporting & Learning (MERL) representative with internal & external stakeholders. Independent generator of advanced portfolio & programme knowledge and lessons learnt. Supervised dissemination of learnings. Projects Monitoring and Reporting Planning: Design and develop monitoring and measurement plans for JF projects at project inception to ensure integration of monitoring and measurement at all project phases. Lead Monitoring & Reporting (M&R) planning and design meetings for the: determination of project outcomes, outputs and measurement criteria, design of results chains, identification of data sources for baseline assessments and development of data collection methods. Develop and submit proposals for JF project monitoring and reporting systems. Collate, process and lodge JF project monitoring and measurement plans. Establish and communicate JF projects' monitoring and reporting schedule and requirements. Appraise the Project Implementation Monitoring Plans and Theory of Change of new project applications. Advise on the use of job proxies when required. Jobs Fund Projects Monitoring and Reporting Administration and Quality Assurance: Quality assure JF project reports from the Grant Management System (GMS). Test the validity and integrity of Jobs Fund Partner project-reported information against norms and standards, review the evidence submitted by Jobs Fund Partners for accuracy and facilitate the corrections, where required. Align with Donor Community Enterprise Development (DCED) standards. Prepare recommendations for the enhancement of monitoring and reporting processes and procedures. Analyse and disseminate data for reporting purposes. Participate in meetings, workshops and other discussion forums internally and externally to the JF to establish dialogue on reported project progress and evaluation results. Design and manage data verification and quality assurance processes. Supervise and support the verification activities of unit members. Quality-assure documents prior to submission to management. Monitoring and reporting capacity development and learning: Ongoing liaison and engagement with Jobs Fund stakeholders regarding the monitoring, evaluation and reporting on all aspects of the project, and design and implement capacity building sessions where required. Conduct awareness and promotion sessions for stakeholders on the utilisation of results-based monitoring, measurement and reporting tools and systems and the Jobs Fund reporting mechanisms. Collate, analyse and disseminate learning reports from client feedback, case studies, reviews and project evaluations. Participate in research networks on job creation, employment and systemic change, and collect, collate, distribute and file participation reports. Monitoring and reporting processes and tools research and development: Participate in research and benchmarking projects with established international institutions on best practices and trends pertaining to monitoring and reporting, and the preparation, analysis and distribution of research reports. Integrate research findings into monitoring and evaluation tools and practices. Maintain and update, as required, JF projects' monitoring, evaluation and reporting processes, procedures and tools and processes. Lead the internal and external dissemination of Monitoring Evaluation (M&E) knowledge, work on various platforms. Monitoring and reporting management and supervision: Lead project appraisals, providing guidance to team members to ensure comprehensive and well-thought-out reviews. Design, execute and manage research/evaluation projects for the Jobs Fund and convert research/evaluation reports into knowledge products for different audiences. Be responsible for the roll-out of change management processes concerning the uptake of new M&E tools and strategies. Train junior staff on Jobs Fund M&E frameworks and processes. Support and mentor junior staff members, and quality assure their deliverables where required. Support the Head of Monitoring & Evaluation in managing operational matters within

	the unit. Ensure that M&R records and evidence are up to date and ready for audit. Conduct sample reviews of project reports and evidence.
<u>ENQUIRES</u>	: HR Enquiries: Kaizer Malakoane at 066 250 7072 Technical Job Enquiries: jobsfund@treasury.gov.za
<u>POST 30/10</u>	: <u>FINANCIAL ANALYST: JOBS FUND PMU REF NO: G10/2025</u> Term: 24 Months Fixed Term Contract The purpose of this role is to analyse corporate financials and appraise investment proposals from public, private and non-governmental organisations as they relate to Jobs Fund applications and the Jobs Fund portfolio of investments in activities that contribute directly to enhanced employment creation in South Africa.
<u>SALARY</u>	: R896 436 - R1 055 958 per annum (Level 11), (all-inclusive)
<u>CENTRE</u>	: Pretoria
<u>REQUIREMENTS</u>	: A Bachelor's degree/ Advanced Diploma/ BTech degree (NQF Level 7) in Finance or Project Finance, Economics or a related field. A postgraduate qualification in Finance would be advantageous. Minimum 4 years post-training/ internship experience. Experience in public sector would be advantageous. Competencies Required: Client Service Orientation: The ability to interact with and respond to internal and external client needs and expectations in a manner that puts into practice the Batho Pele spirit and meets and exceeds service delivery standards, with priority given to client satisfaction. Concern for Quality and Order: The desire to see things done logically, clearly and well. It takes various forms: monitoring and checking work and information, insisting on the clarity of roles and duties, and setting up and maintaining information systems. Effective Communication: The ability to transmit and receive information clearly and communicate effectively with others by considering their points of view to respond appropriately. This may involve listening, interpreting, formulating and delivering verbal, non-verbal, written, and/or electronic messages. It includes the ability to convey ideas and information in a way that brings understanding to the target audience. Emotional Intelligence: The capacity for recognising their own feelings and those of others, for motivating oneself and others as a result of this awareness, and for managing emotions within oneself and in others. Integrity/ Honesty: Contributes to maintaining the integrity of the organisation; displays high standards of ethical conduct and understands the impact of violating these standards on an organisation, self, and others; is trustworthy. Problem Solving and Analysis: The ability to understand a situation, issue, problem, etc., by breaking it into smaller pieces, or tracing the implications of a situation in a step-by-step way. It includes organising the parts of a problem, situation, etc., systematically; making systematic comparisons of different features or aspects; setting priorities on a rational basis; and identifying time sequences, causal relationships, or if-then relationships. Create timely and well-developed solutions by examining alternatives, risks and consequences. Resources Planning: Organises work, sets priorities and determines resource requirements; determines short- or long-term goals and strategies to achieve them; coordinates with other organisations or parts of the organisation to accomplish goals; monitors progress and evaluates outcomes. Team Participation: The ability to work cooperatively with others, to work together as opposed to working separately or competitively. Valuing Diversity: The ability to understand and respect the practices, customs, values and norms of other individuals, groups and cultures. It goes beyond what is required by governmental employment equity regulations to include the ability to respect and value different points of view and to be open to others of different backgrounds or perspectives. It includes seeing others' differences as a positive part of the work environment. It also means being able to work well with a wide variety of people representing different backgrounds, cultures and socio-economic levels. Vision and Purpose: Modelling and promoting high personal and professional standards that support the organisation's vision, mandate and values. Sharing goals, objectives and ideas to encourage others to commit to and be enthusiastic about realising the vision. Computer Literacy: Knowledge and ability to use computers and technology efficiently. Refers to the comfort level someone has with using computer programs and other applications associated with computers (MS Office, Internet, email). Includes the ability to learn new applications associated with the business. Development Financing: Knowledge of development financing approaches and methods,

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

DUTIES

: Jobs Fund Regulatory Framework: Prepare and maintain mandated documents as required. Review Jobs Fund policies for alignment with accounting standards and provide explanations on processes and techniques and recommend actions. Assist Jobs Fund staff in interpreting laws, rules, and regulations, and clarifying procedures. Assist the Jobs Fund in the management and interpretation of the Auditing regulations and procedures. Jobs Fund Applications and Investment Opportunities Appraisals: Appraise new investment proposals (due diligence) and opportunities submitted through the Calls for Proposals. To conduct a financial appraisal of the application, which includes analysing the proposed financial model. Utilise and Quality Assure the Activity Based Costing Project Implementation Monitoring Plan (ABC PIMP) to capture and review the Application proposals. Determine optimal funding allocations including establishing standard costs across models and collecting operational data on models. Conduct commercial analysis, financial modelling and analysis, risk analysis and institutional analysis. Prepare appraisal reports for submission. Review proposed contracts for adherence to Jobs Fund policy, existing laws and regulations. Negotiate project documents. Jobs Fund Portfolio Investment Analysis: Analyse investment project reports and corporate financials. Examine accounting data for accuracy, appropriateness and documentation. Compare and analyse actual results with plans and forecasts to identify financial status and monitor variances. Audit documents submitted for payment and verify compliance with Jobs Fund guidelines. Identify, report and ensure resolution of non-compliance issues and project risks. Prepare disbursement request reports for consideration. Monitor and check approved disbursements to projects. Monitor and report on project progress post-investment. Prepare and submit surplus memos for implementation projects. Jobs Fund Performance and Reporting: Coordinate with other members of the Jobs Fund Project Management Unit to review financial information and forecasts. Analyse current and past financial data and performance, identify trends in financial performance and provide recommendations for improvement. Provide information and technical support in the development and revision of policies and regulations. Assist with the compilation of data, financial reports and interpretation of legislated financial

reporting requirements and regulations. Review and verify statistical and financial information and prepare financial reports as requested. Analyse and interpret data, conduct comparative analyses and recommend actions. Jobs Fund Support: Liaise with implementing stakeholders and promote a culture of adherence towards efficiency and achievement of value for money. Promote knowledge management through research and publication of papers. Maintain communication with staff regarding financial matters. Manage team dynamics to meet the Fund's objectives. Assist with the development and maintenance of financial models and forecasting methodologies and tools.

ENQUIRIES

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

POST 30/11

PROJECT ADMINISTRATOR: JOBS FUND PMU REF NO: G11/2025

Term: 24 Months Fixed-Term contract

The purpose of this role is to provide project management and administrative support services to the team to enable efficient and smooth operations in the Jobs Fund.

SALARY **CENTRE** **REQUIREMENTS**

: R468 459 - R551 823 per annum (Level 09), plus 37%

: Pretoria

: A Bachelor's Degree/ Advanced Diploma (NQF Level 7) in Accounting, Commerce, Business or Business Administration, Project Management, Development Studies or related field. A project management or project administration qualification would be advantageous. Minimum of 4 -6 years, experience in a similar role covering the following aspects: Professional/executive-minute taking, Company secretarial governance aspects, Project management experience with strong emphasis on project management support using relevant software i.e. MS Project etc., Administrative experience, including travel arrangements, document preparation and management, support services within teams, Copy editing experience, Use of AI tools to improve administrative processes and document quality. Experience in the use of presentation software such as PowerPoint. Competencies Required: Administrative Support: Knowledge, capabilities and practices associated with the provision of office administration support. This competency requires knowledge of the appropriate rules, regulations, processes and associated systems within various enabling functions, which may be diary scheduling, document filing and archiving, meetings administration, typing and computer literacy skills (MS Office), office administration, office resources and equipment administration, telephone administration and travel administration. Computer Literacy: Knowledge and ability to use computers and technology efficiently. Refers to the comfort level someone has with using computer programs and other applications associated with computers (MS Office, Internet, email). Typing speed of 50 – 70 words per minute with 98 – 100% accuracy. Information Management: The ability to gather, prepare, house and share the organisationally relevant information produced or found through work in a manner that creates easy access and understanding, and that informs and educates the reader regarding the subject. Resources Planning: The ability to organise work, set priorities and determine resource requirements; determine short- or long-term goals and strategies to achieve them; coordinate with other organisations or parts of the organisation to accomplish goals; monitor progress and evaluate outcomes. Effective Communication: Ability to transmit and receive information clearly and communicate effectively to others by considering their points of view to respond appropriately. This may involve listening, interpreting, formulating and delivering verbal, non-verbal, written, and/or electronic messages. It includes the ability to convey ideas and information in a way that brings understanding to the target audience. Emotional Intelligence: Capacity for recognising their own feelings and those of others, for motivating themselves and others because of this awareness, and for managing emotions within themselves and in others. Integrity/ Honesty: Contributes to maintaining the integrity of the organisation; displays high standards of ethical conduct and understands the impact of violating these standards on an organisation, self, and others; is trustworthy. Systems Thinking: Orientation to think in system-wide terms with regards to functions or divisions within the organisation. This includes spotting opportunities to connect with initiatives underway in other areas or proactively sharing information or resources that can be seen to have relevance and impact for others. Team Participation: Works co-operatively with others,

working together as opposed to working separately or competitively. Valuing Diversity: Ability to understand and respect the practices, customs, values and norms of other individuals, groups and cultures. It goes beyond what is required by governmental employment equity regulations to include the ability to respect and value different points-of-view, and to be open to others of different backgrounds or perspectives. It includes seeing others' differences as a positive part of the work environment. It also means being able to work well with a wide variety of people representing different backgrounds, cultures and socio-economic levels. Vision and Purpose: Modelling and promoting high personal and professional standards that support the organisation's vision, mandate and values. Sharing goals, objectives and ideas to encourage others to commit to and be enthusiastic about realising the vision.

DUTIES

: Project Management Support: Assist in the project planning, execution and monitoring of the programme, leading project planning sessions including: Designing project plans using appropriate software (including MS Project). Managing project progress and adapting work as required. Tracking project deliverables to ensure projects meet deadlines. Conducting project review and creating detailed reports for executive staff. Optimising and improving project management processes and the overall approach where necessary. Overseeing all incoming and outgoing project documentation. Designing risk mitigation plans for effective project administration. Managing relationships with clients and stakeholders. Coordinating staff and internal resources. Diary, Meeting Administration and Telephonic Communications: Schedule and administer appointments and meetings, including: Setting up and confirming appointments and meetings and updating diaries. Preparing and distributing meeting schedules. Organise meetings and make sure all arrangements are made as follows: Booking meeting rooms, parking, presentation aids, and catering and refreshments where required. Scheduling meetings on MS Teams or via Zoom where applicable. Preparing, distributing and processing meeting invitations, directions and agendas. Assisting with the compilation and distribution of meeting packs (hardcopy and/or electronic). Arranging security and transport for delegates from other governments and international institutions, where applicable. Facilitating access to the office and receiving and assisting external and internal visitors and staff. Provide secretariat services to meetings including: Drafting and distribution of minutes. Following up on decisions arising from the meeting. Filing and archiving meeting minutes, notes, agenda, and documents. Professional/executive minute-taking at various committees, including the Investment and Technical Evaluation Committees. Facilitating the company secretarial and/or governance aspects for the various committee structures. Ensuring compliance with relevant governance requirements for various committee structures. Quality assurance of meeting packs, both hard and soft copies. Facilitate and administer telephonic communications as follows: Answering, screening of incoming telephone calls and maintaining a record of outgoing calls where applicable. Develop and maintain an office contact list/directory. Coordinate and submit telephone accounts to the relevant parties monthly. Document Management, Records Keeping, Reports production and Administration Support: Administer and quality assure all electronic and hard copy documents such as correspondence, memoranda, agreements, and reports including: Acknowledging receipt of document, noting priority, and tracking required response and/or handling. Following up on deadlines for documents for submission. Maintaining an accurate log of all documents emanating from the unit that require approval. Assist with the preparation and finalisation of documents including: Taking and/or transcribing dictation and notes. Sourcing, obtaining and/or downloading documents as requested (from the internet and/or other sources). Formatting and typing of documents and compiling presentations. Proof-reading and controlling the quality of the document. Effecting the necessary changes as requested and finalising documents. Recording the distribution, confidentiality and indexing requirements of documents. Produce and distribute documents, including agendas required: Printing/copying, packaging and faxing/delivering / couriering/posting of hard copies. Creating email distribution lists and sending electronic copies. Manage the physical and electronic document tracking and filing systems including: Opening and creating files. Indexing, filing, and archiving documents. Updating and maintaining integrity of RACI folders. Conducting electronic data, clean-ups and back-ups. Handling documents with discretion and confidentiality. Travel Arrangements and Claims Administration: Process travel requests,

including confirming budget, obtaining approvals and making travel, transport and accommodation and security bookings as requested. Prepare travel packs, including the meeting itinerary and details and travel documents, schedule and details. Process and administer travel reports and travel claims and reconcile and organise the requisition and reimbursement of subsistence and travel claims. Office Administration: Record and process requests for stationery and equipment, including: Obtaining equipment approval and submitting to the relevant parties. Assessing stationery needs, distributing and reconciling stationery monthly. Monitor, report and ensure equipment and furniture maintenance, cleaning and repairs to the relevant parties. Client and Project team's Support: Provide general programme information and assist with the resolution of client queries. Provide administrative and secretarial support to project teams as required and assist with the coordination and administration of project tasks. Compile and maintain project data. Provide procurement support to project teams, including processing procurement requests, supporting procurement processes and processing and submitting invoices and claims for payment.

ENQUIRES

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

POST 30/12

: **ASSISTANT DIRECTOR: FINANCE, AUDIT & VERIFICATION SUPPORT**
JOBS FUND PMU REF NO: G12/2025

Term: 24 Months Fixed-Term contract

The purpose of this role is to lead and support the financial administration, audit, and verification functions of the Jobs Fund (JF).

SALARY **CENTRE** **REQUIREMENTS**

: R468 459 - R551 823 per annum (Level 09), plus 37%

: Pretoria

: A Bachelor's Degree/ Advanced Diploma/ BTech degree (NQF Level 7) in Finance, Accounting, Auditing or related field. A minimum of 2-5 years' experience in financial management or the administration of budgets, accounting and/or financial auditing. Experience in the public service would be advantageous. Competencies Required: Financial Management: Knowledge and ability to apply financial management practices, processes, controls and systems associated with budgeting and expenditure management, revenue management, financial and chartered accounting, supply chain management, asset management and financial risk and audit management. Computer Literacy: Knowledge and ability to use computers and technology efficiently. Refers to the comfort level someone has with using computer programs and other applications associated with computers (MS Office, Internet, email). Internal Control/ Audit: Knowledge of how to evaluate control systems for financial, administrative, programme, and operational activities to provide reasonable assurances that obligations, costs and disbursements comply with applicable regulations and laws, that property is funded, and assets are safeguarded; and that revenues and expenditures applicable to operations are properly recorded and accounted for. Project Management: Knowledge of project management principles, methods, or tools for appraising, conceptualising, structuring, scheduling, coordinating, and managing projects and resources, including monitoring, evaluating and reporting on project impact, costs, work, and contractor performance. Public Finance Economics: Knowledge of the field of economics that studies government activities and the alternative means of financing them. Client Service Orientation: Client-service orientation implies helping or serving others to meet their needs. It means focusing on discovering those needs, figuring out how to best meet them, as well as putting into practice the Batho Pele spirit. The term "clients" refers to both internal and external clients. Effective Communication: Ability to transmit and receive information clearly and communicate effectively to others by considering their points of view in order to respond appropriately. This may involve listening, interpreting, formulating and delivering verbal, non-verbal, written, and/or electronic messages. It includes the ability to convey ideas and information in a way that brings understanding to the target audience. Integrity/ Honesty: Contributes to maintaining the integrity of the organisation; displays high standards of ethical conduct and understands the impact of violating these standards on an organisation, self, and others; is trustworthy. Results Orientation: Concern for holding yourself and others accountable for achieving results or for surpassing a standard of excellence. It includes the process of setting measurable objectives, implementing change, and then checking back

to determine the effect of efforts. The standard may be one's own past performance (striving for improvement), an objective measure (results orientation) outperforming others (competitiveness); challenging goals one has set, or even what anyone has ever done (innovation). Team Participation: Works co-operatively with others, working together as opposed to working separately or competitively. Resilience: Ability to cap one's emotions to avoid negative reactions when provoked, when faced with opposition or hostility, or when working under stress. It also includes the ability to maintain stamina under continuing stress.

DUTIES

: This includes overseeing financial planning, budgeting, reporting, internal controls, and compliance with relevant legislation and policies. The role ensures accurate financial documentation, supports audits, and contributes to continuous improvement in financial processes. Financial Administration and Operations: Oversee the collection, verification, and processing of financial documents and invoices. Ensure timely and accurate payments to service providers and consultants. Maintain financial databases and spreadsheets. Process travel claims and compile monthly reconciliations. Ensure the filing and accessibility of financial records for audit purposes. Verification of project financial records for accuracy and completeness. Budgeting and Planning: Assist in the compilation of budget drawdown projections and annual budgets. Support resource requirement assessments and financial projections. Prepare and consolidate budget submissions for MTEF and ENE. Track project progress against financial obligations. Financial Reporting: Compile monthly, quarterly, and annual expenditure reports. Monitor and verify management accounting information. Ensure budget managers provide variance explanations. Prepare databases for reporting and audit purposes. Assist in checking the accuracy and completeness of project budget submissions for approval by the Deputy Director General. Assist in on-site financial evidence verification work for projects as required. Audit and Verification: Assist in the review of project audits and compilation of progress logs against outcomes of the audits. Support the JF and JFP team as they prepare for the JF Project audits. Verify financial records and ensure compliance with Fund protocols. Assist in risk assessments and process improvement initiatives. Assist with the compilation of all financial evidence in preparation for the Fund's Audits. Assist in supporting external auditors and their information requirements as part of the Audit process. Procurement and Contract Management: Develop and implement procurement plans. Assist in procurement processes and contract management. Ensure compliance with GTAC procedures and guidelines. Asset and Bank Reconciliation: Maintain fixed asset registers and conduct asset verification. Prepare payroll and cost recovery journals. Perform monthly bank reconciliations. Stakeholder Engagement: Liaise with internal and external stakeholders on financial matters. Provide guidance on workflow processes and compliance requirements. Support with service providers and consultants.

ENQUIRES

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

DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(King Hintsa (TVET) College)
(Port Elizabeth TVET College)

OTHER POSTS

<u>POST 30/13</u>	:	<u>SENIOR INTERNAL AUDITOR REF NO: PS17/2025DHET</u>
<u>SALARY</u>	:	R397 116 per annum (Level 08), plus benefits
<u>CENTRE</u>	:	Port Elizabeth TVET College (Central Office)
<u>REQUIREMENTS</u>	:	Incumbent should have a relevant Senior Certificate / Grade 12 / NCV Certificate (Level 4). Applicants should be in possession of a recognised National Diploma (NQF Level 6) in Internal Auditing, Accounting, or an equivalent qualification. A minimum of two (2) to three (3) years of relevant experience in an internal audit or auditing environment is required, including experience in the development and implementation of policies and strategies. The ideal candidate must have a thorough knowledge of applicable prescripts, legislation, and regulations, as well as a comprehensive understanding of the internal audit environment. Candidates must demonstrate strong planning and organising abilities, sound financial management skills, and proven experience in report writing. Excellent communication and interpersonal skills, along with advanced problem-solving capabilities, analytical thinking, and computer literacy, are essential. Additional competencies include project management, team leadership, people management, and a client-oriented approach. Key values and attributes required for this role include a commitment to service excellence, integrity, loyalty, proactivity, and a high level of professionalism and dedication to ethical conduct and continuous improvement.
<u>DUTIES</u>	:	The successful candidate will be responsible for ensuring the overall supervision, development, review, and monitoring of internal audit policies, as well as developing and reviewing risk and fraud policies. Duties include conducting awareness workshops to promote understanding and compliance. The incumbent will oversee the planning, execution, and reporting of audits, participate in the preparation of the draft three-year strategic risk-based internal audit plan and the annual operational plan, and incorporate management inputs when finalising audit activities. Key responsibilities include evaluating internal controls, governance, and risk management processes, monitoring progress on audit action plans, and collecting, analysing, and interpreting data for informed decision-making. The candidate will be required to develop and maintain an annual risk register, monitor identified risks on a quarterly basis, conduct continuous risk assessments with stakeholder involvement, and facilitate regular risk management training sessions. The role also involves coordinating and arranging quarterly and special audit and risk committee meetings, serving as secretariat, preparing all logistical arrangements, implementing committee recommendations and ensuring proper filing of all related documents. Furthermore, the incumbent will be responsible for compiling and submitting monthly, quarterly, and annual reports to the council subcommittee or audit and risk committee, reflecting progress against the audit plan and the risk register. Additional duties include the supervision and effective management of human, physical, and financial resources within the unit.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms Chantel Jansen/ Ms Zenia Plaatjies Tel No: (041) 509 6000
	:	Please hand deliver your application or email to: recruit@pec.edu.za , quoting the reference number to the office of the Deputy Principal: Corporate Services: Port Elizabeth TVET College; Erica Central Campus; 1 Richmond Park Drive; Richmond Hill; Port Elizabeth 6001; Reception Area or post your application to: Private Bag X6040; Port Elizabeth 6000.
<u>NOTE</u>	:	All applications must be submitted on the new approved Z83 Application Form (dated 1 January 2021) obtainable from the DPSA Website or any Public Service Department website. The new Z83 Application Form must be fully completed and duly signed. The Z83 Application Form must be accompanied by a detailed recently updated comprehensive CV with three (3) contactable references (provide their contact number and email addresses). Only shortlisted candidates will be contacted to submit the required certified documents. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately for every post you wish to apply for. Failure to submit the

requested documents will result in your application not being considered. Applicants with foreign qualifications would be required to submit an evaluation certificate from South African Qualifications Authority (SAQA) on or before the day of the interview. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to personnel suitability checks (criminal records, citizenship, and qualification verification). The suitable candidates will be required to annually disclose their financial interests and declare any conflict or perceived conflict of interest. People with disabilities are encouraged to apply. All applicants must consider their applications to be unsuccessful if not contacted within 60 days after the closing date.

<u>CLOSING DATE</u>	:	10 September 2025
<u>POST 30/14</u>	:	<u>SENIOR MANAGEMENT INFORMATION SYSTEM (MIS) OFFICER REF NO: PS18/2025DHET</u>
<u>SALARY</u>	:	R397 116 per annum (Level 08), plus benefits
<u>CENTRE</u>	:	Port Elizabeth TVET College (Central Office)
<u>REQUIREMENTS</u>	:	Incumbent should have a relevant Senior Certificate / Grade 12/ NCV Certificate (Level 4). Applicants should be in possession of a recognised three (3) year National Diploma (NQF Level 6) or Bachelor's Degree in Information Management, Data Management, or an equivalent qualification. A minimum of two (2) to three (3) years of relevant working experience in data management, the TVET MIS environment, or a related field is required. The ideal candidate must have a sound knowledge of the policies and governance framework applicable to TVET Colleges, including an understanding of the TVETMIS system and the annual reporting requirements for Higher Education Institutions. In-depth knowledge of information management principles, as well as the application and interpretation of office management systems such as COLTECH, data warehouse systems, and IT-related prescripts, is essential. The candidate must demonstrate strong administrative, planning, and organisational abilities, with proven experience in financial management, report writing, and problem-solving. Excellent communication and interpersonal skills, along with analytical thinking and computer literacy, are required. Additional competencies include a client-oriented approach, project management, team leadership, and the ability to effectively manage people and processes within a dynamic and regulated environment. Key values and attributes required for this role include a commitment to service excellence, integrity, loyalty, proactivity, and a strong sense of responsibility and professionalism.
<u>DUTIES</u>	:	The successful candidate will be responsible for the effective management of the TVET Management Information System (MIS) across the college. Key responsibilities include setting up the system for enrolment, ensuring timely and accurate data capturing, performing regular validations, and maintaining data quality standards. This role requires managing student data, extracting statistical information for reporting purposes, and coordinating with system service providers for upgrades and technical support. The incumbent will oversee the accurate capture of approved enrolments and registrations within specified deadlines. Additional duties include compiling and submitting weekly, monthly, and quarterly reports on student statistics, skills programmes, learnerships, examinations, and staffing to both management and the Department of Higher Education and Training (DHET). The candidate will also maintain and manage the Coltech student system and related platforms, ensuring alignment with DHET requirements through rigorous quality control and validation processes. Oversight of academic system functions such as timetabling, assessment marks, class groupings, census dates, and curriculum records is required, along with the application of standard calculation criteria. The role further involves monitoring the administration and timely renewal of MIS licenses, ensuring the continuous efficiency of all student information systems. Effective management of human, physical, and financial resources within the unit is essential, including staff supervision, performance management, and the completion of performance agreements.
<u>ENQUIRIES</u>	:	Ms Chantel Jansen/ Ms Zenia Plaatjies Tel No: (041) 509 6000
<u>APPLICATIONS</u>	:	Please hand deliver your application or email to: recruit@pec.edu.za , quoting the reference number to the office of the Deputy Principal: Corporate Services: Port Elizabeth TVET College; Erica Central Campus; 1 Richmond Park Drive;

NOTE

Richmond Hill; Port Elizabeth 6001; Reception Area or post your application to: Private Bag X6040; Port Elizabeth 6000.

All applications must be submitted on the new approved Z83 Application Form (dated 1 January 2021) obtainable from the DPSA Website or any Public Service Department website. The new Z83 Application Form must be fully completed and duly signed. The Z83 Application Form must be accompanied by a detailed recently updated comprehensive CV with three (3) contactable references (provide their contact number and email addresses). Only shortlisted candidates will be contacted to submit the required certified documents. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately for every post you wish to apply for. Failure to submit the requested documents will result in your application not being considered. Applicants with foreign qualifications would be required to submit an evaluation certificate from South African Qualifications Authority (SAQA) on or before the day of the interview. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to personnel suitability checks (criminal records, citizenship, and qualification verification). The suitable candidates will be required to annually disclose their financial interests and declare any conflict or perceived conflict of interest. People with disabilities are encouraged to apply. All applicants must consider their applications to be unsuccessful if not contacted within 60 days after the closing date.

CLOSING DATE

10 September 2025

POST 30/15

LAB ASSISTANT REF NO: KHC2025/LA WIL

(Permanent)

Re-advertisement, candidates previously applied are encouraged to reapply.

**SALARY
CENTRE
REQUIREMENTS**

R228 321 per annum (Level 05)

King Hintsa TVET College- Willowvale campus

NCV Level 4 Information Technology, or diploma in Information Technology will be an added advantage. Minimum of 0 – 3 years' experience. CompTIA N+, CompTIA A+ and Microsoft Certified IT Professional will be an added advantage. Knowledge in hands-on hardware troubleshooting. Knowledge in equipment support. Unendorsed Valid Driver's Licence will be added advantage. Working technical knowledge of the latest operating systems, network protocols and standards. Thorough understanding of PC, network, and hardware. Working knowledge of and experience configuring desktop computers and Local Area Networks.

DUTIES

Set up workstations with computers and necessary peripheral devices (routers, printers etc.), Check computer hardware (HDD, mice, keyboards etc.) to ensure functionality, Install and configure appropriate software and functions according to specifications, Develop and maintain local networks in ways that optimize performance, Provide orientation and guidance to users on how to operate new software and computer equipment, Perform troubleshooting to diagnose and resolve problems (repair or replace parts, debugging etc.), Identify computer or network equipment shortages and place orders. Assists in planning and presents learning experiences for K-5 students to explain computer usage and help them become computer literate. Demonstrates and assists students in developing skills in keyboarding, mouse control and the use of various computer software applications.

**ENQUIRIES
APPLICATIONS
NOTE**

Mr. O Kalimashe or Ms. P Soyizwapi Tel No: (047) 401 6400

Email: willowvalelab@khc.edu.za

Do not separate the Z83 and CV. Scan all these into single document. Scanned Applications must consist of fully completed and signed new Z83 Form, 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. The successful candidate will be subjected to a security clearance and verification of qualifications. Interviewed candidates will be subjected to a competency assessment where necessary. Correspondence or communication will only be entered into with short-listed applicants. The College /Department reserves the right to withdraw any of the advertised posts at any time depending on the

need. incomplete applications and applications received after the closing date will not be considered. Please forward your applications to the email address provided next to each post that you are applying for. Kindly quote name of the post you are applying for and its reference number in the subject line. No faxed, postal or hand delivered applicants will be accepted. The Department and the College is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representativity: (race, gender and disability) in the Department through the filling of posts and a candidate whose appointment, transfer or promotion will promote representativity will receive preference.

CLOSING DATE : 05 September 2025 @16:00

POST 30/16 : **LAB ASSISTANT REF NO: KHC2025/LA DUT**
(Permanent)

Re-advertisement, candidates previously applied are encouraged to reapply.

SALARY : R228 321 per annum (Level 05)

CENTRE : King Hintsa TVET College-Dutywa campus

REQUIREMENTS : NCV Level 4 Information Technology, or diploma in Information Technology will be an added advantage. Minimum of 0 – 3 years' experience. CompTIA N+, CompTIA A+ and Microsoft Certified IT Professional will be an added advantage. Knowledge in hands-on hardware troubleshooting. Knowledge in equipment support. Unendorsed Valid Driver's Licence will be added advantage. Working technical knowledge of the latest operating systems, network protocols and standards. Thorough understanding of PC, network, and hardware. Working knowledge of and experience configuring desktop computers and Local Area Networks.

DUTIES : Set up workstations with computers and necessary peripheral devices (routers, printers etc.), Check computer hardware (HDD, mouses, keyboards etc.) to ensure functionality, Install and configure appropriate software and functions according to specifications, Develop and maintain local networks in ways that optimize performance, Provide orientation and guidance to users on how to operate new software and computer equipment, Perform troubleshooting to diagnose and resolve problems (repair or replace parts, debugging etc.), Identify computer or network equipment shortages and place orders. Assists in planning and presents learning experiences for K-5 students to explain computer usage and help them become computer literate. Demonstrates and assists students in developing skills in keyboarding, mouse control and the use of various computer software applications.

ENQUIRIES : Mr. O Kalimashe or Ms. P Soyizwapi Tel No: (047) 401 6400

APPLICATIONS : Email: dutywalab@khc.edu.za

NOTE : Do not separate the Z83 and CV. Scan all these into single document. Scanned Applications must consist of fully completed and signed new Z83 Form, 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. The successful candidate will be subjected to a security clearance and verification of qualifications. Interviewed candidates will be subjected to a competency assessment where necessary. Correspondence or communication will only be entered into with short-listed applicants. The College /Department reserves the right to withdraw any of the advertised posts at any time depending on the need. incomplete applications and applications received after the closing date will not be considered. Please forward your applications to the email address provided next to each post that you are applying for. Kindly quote name of the post you are applying for and its reference number in the subject line. No faxed, postal or hand delivered applicants will be accepted. The Department and the College is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representativity: (race, gender and disability) in the Department through the filling of posts and a candidate whose appointment, transfer or promotion will promote representativity will receive preference.

CLOSING DATE : 05 September 2025 @16:00

<u>POST 30/17</u>	:	<u>LAB ASSISTANT REF NO: KHC2025/LA TEK</u> (Permanent) Re-advertisement, candidates previously applied are encouraged to reapply.
<u>SALARY</u>	:	R228 321 per annum (Level 05)
<u>CENTRE</u>	:	King Hintsa TVET College-Teko campus
<u>REQUIREMENTS</u>	:	NCV Level 4 Information Technology or Engineering related qualification will be an added advantage. Minimum of 0 – 3 years' experience. CompTIA N+, CompTIA A+ and Microsoft Certified IT Professional will be an added advantage, Knowledge in hands-on hardware troubleshooting. Knowledge in equipment support. Unendorsed Valid Driver's Licence will be added advantage. Working technical knowledge of the latest operating systems, network protocols and standards. Thorough understanding of PC, network, and hardware. Working knowledge of and experience configuring desktop computers and Local Area Networks.
<u>DUTIES</u>	:	Set up workstations with computers and necessary peripheral devices (routers, printers etc.), Check computer hardware (HDD, mice, keyboards etc.) to ensure functionality, Install and configure appropriate software and functions according to specifications, Develop and maintain local networks in ways that optimize performance, Provide orientation and guidance to users on how to operate new software and computer equipment, Perform troubleshooting to diagnose and resolve problems (repair or replace parts, debugging etc.), Identify computer or network equipment shortages and place orders. Assists in planning and presents learning experiences for K-5 students to explain computer usage and help them become computer literate. Demonstrates and assists students in developing skills in keyboarding, mouse control and the use of various computer software applications.
<u>ENQUIRIES</u>	:	Mr. O Kalimashe or Ms. P Soyizwapi Tel No: (047) 401 6400
<u>APPLICATIONS</u>	:	Email: tekolab@khc.edu.za
<u>NOTE</u>	:	Do not separate the Z83 and CV. Scan all these into single document. Scanned Applications must consist of fully completed and signed new Z83 Form, 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. The successful candidate will be subjected to a security clearance and verification of qualifications. Interviewed candidates will be subjected to a competency assessment where necessary. Correspondence or communication will only be entered into with short-listed applicants. The College /Department reserves the right to withdraw any of the advertised posts at any time depending on the need. Incomplete applications and applications received after the closing date will not be considered. Please forward your applications to the email address provided next to each post that you are applying for. Kindly quote name of the post you are applying for and its reference number in the subject line. No faxed, postal or hand delivered applicants will be accepted. The Department and the College is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representativity: (race, gender and disability) in the Department through the filling of posts and a candidate whose appointment, transfer or promotion will promote representativity will receive preference.
<u>CLOSING DATE</u>	:	05 September 2025 @16:00
<u>POST 30/18</u>	:	<u>ELECTRICAL WORKSHOP ASSISTANT REF NO: KHC2025/WA MSO</u> (Permanent) Re-advertisement, candidates previously applied are encouraged to reapply.
<u>SALARY</u>	:	R228 321 per annum (Level 05)
<u>CENTRE</u>	:	King Hintsa TVET College-Msobomvu Campus
<u>REQUIREMENTS</u>	:	Grade 12/NCV/N3, Trade certificate (Electrician), Driver's licence. At least 1 year of working experience in the electrical field.
<u>DUTIES</u>	:	Ensure that tools and spare parts are available and ready for use. Conduct minor electrical maintenance in the workshop. Support Artisan/facilitators with technical tasks when preparing for learner practical. Perform small scale electrical installations. Test and repair various electrical equipment, ensuring optimal functionality. Clean electrical equipment regularly to maintain safety and efficiency. Identify and document defects and perform required tasks to

address them. Ensure that tools and spare parts are available and ready for use. The workshop Assistant is responsible for maintaining high quality instructional support, help maintain a safe workshop environment and ensure the proper care of all equipment and its essentials. In addition, the workshop Assistant will oversee the daily operations of the workshop. Work closely with Electrical Engineering Senior Lecturer and lecturers. Assist the lecturers in the preparation of class and workshop teaching aids. Assist students as directed by the lecturers with the development of appropriate instructional materials. Assist Senior Lecturer and lecturers in maintaining inventory. Provide a safe environment for the students and monitor the workshop to ensure proper care and security of all materials and equipment. Assist lecturers with the supervision of students in the workshop. Ensure that all teaching materials and equipment are available for class use. Under supervision of the Senior Lecturer, assist with the special needs students. Participate in professional development activities offered by the department and/or by the college. Work a flexible schedule as determined by the Senior lecturer activities. Serve as a tutor for students. Follow the proper procedures for requesting instructional supplies, expendable supplies, and turn in timesheets on a timely basis. Assist in purchasing of equipment and consumables. Support the recruitment activities of the College by participating in career days and other activities to promote the College's programs and curricula. Follow the academic calendar and other policies and procedures adopted by the Academic Development Committee. Provide information and/or data to the requesting officer so that proper reports may be completed and filed with the proper educational agency, funding agency, or accrediting agency. Perform other duties assigned by the Senior Lecturer, Head of Department and Campus Manager.

ENQUIRIES
APPLICATIONS
NOTE

: Mr. O Kalimashe or Ms. P Soyizwapi Tel No: (047) 401 6400
: Email: msobomvulab@khc.edu.za
: Do not separate the Z83 and CV. Scan all these into single document. Scanned Applications must consist of fully completed and signed new Z83 Form, 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. The successful candidate will be subjected to a security clearance and verification of qualifications. Interviewed candidates will be subjected to a competency assessment where necessary. Correspondence or communication will only be entered into with short-listed applicants. The College /Department reserves the right to withdraw any of the advertised posts at any time depending on the need. Incomplete applications and applications received after the closing date will not be considered. Please forward your applications to the email address provided next to each post that you are applying for. Kindly quote name of the post you are applying for and its reference number in the subject line. No faxed, postal or hand delivered applicants will be accepted. The Department and the College is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representativity: (race, gender and disability) in the Department through the filling of posts and a candidate whose appointment, transfer or promotion will promote representativity will receive preference.

CLOSING DATE

: 05 September 2025 @16:00

POST 30/19

: **KITCHEN WORKSHOP ASSISTANT REF NO: KHC2025/LA CEN**
(Permanent)
Re-advertisement, candidates previously applied are encouraged to reapply).

SALARY
CENTRE
REQUIREMENTS

: R228 321 per annum (Level 05)
: King Hintsa TVET College-Centane Campus
: NCV Level 4/Grade 12, or Diploma in Hospitality/Culinary/Cookery/Hotel and Catering Management/Nutrition/Food Science/Food Service Management or any relevant qualification in Hospitality. Must have at least 1 years of work experience in the hospitality industry. Must have some computer knowledge. Must have knowledge of culinary arts.

DUTIES

: Must be able to assist in the development of appropriate recipes. Must have effective communication skills. Must be able to show enthusiasm, take initiative, have organizational skills and supervisory abilities. Must monitor and ensure proper care and security of all Culinary Arts resource materials and

equipment. Must be able to work outside regular working hours. The Kitchen Assistant is responsible for maintaining high quality instructional support, help maintain a safe kitchen environment and ensure the proper care of all culinary arts kitchen equipment and its essentials. In addition, the Kitchen Assistant will oversee the daily operations of the Culinary Arts Kitchen Workshop. Work closely with Hospitality Program Head and lecturers. Assist the Culinary Arts lecturers in the preparation of class and laboratory teaching aids. Assist the Culinary Arts students as directed by the lecturers with the development of appropriate instructional materials. Assist Program head and lecturers in maintaining food product inventory and the culinary arts garden. Provide a safe environment for the students and monitor Culinary Arts Kitchen workshop to ensure proper care and security of all materials and equipment. Assist the Culinary Arts lecturers with the supervision of students in the Culinary Arts kitchens. Ensure that all teaching materials and equipment are available for practical use. Organize Culinary Arts Kitchen by taking inventory of materials, groceries, supplies and equipment which are available for students and lecturers. Under supervision of Program head, assist with the special needs of students. Participate in professional development activities offered by the department and/or by the college. Work a flexible schedule as determined by Program head activities. Serve as a tutor for students enrolled in Hospitality classes. Follow the proper procedures for requesting instructional supplies, expendable supplies, and turn in timesheets on a timely basis. Assist in purchasing food products for student kitchen activities and submit required receipts and accounting documents promptly. Support the recruitment activities of the College by participating in career days and other activities to promote the College's programs and curricula. Follow the academic calendar and other policies and procedures adopted by the Academic development committee. Provide information and/or data to the requesting officer so that proper reports may be completed and filed with the proper educational agency, funding agency, or accrediting agency. Perform other duties assigned by the Program head, Head of Division and Campus Manager.

ENQUIRIES
APPLICATIONS
NOTE

: Mr. O Kalimashe or Ms. P Soyizwapi Tel No: (047) 401 6400
 : Email: centanelab@khc.edu.za
 : Do not separate the Z83 and CV. Scan all these into single document. Scanned Applications must consist of fully completed and signed new Z83 Form, 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. The successful candidate will be subjected to a security clearance and verification of qualifications. Interviewed candidates will be subjected to a competency assessment where necessary. Correspondence or communication will only be entered into with short-listed applicants. The College /Department reserves the right to withdraw any of the advertised posts at any time depending on the need. incomplete applications and applications received after the closing date will not be considered. Please forward your applications to the email address provided next to each post that you are applying for. Kindly quote name of the post you are applying for and its reference number in the subject line. No faxed, postal or hand delivered applicants will be accepted. The Department and the College is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representativity: (race, gender and disability) in the Department through the filling of posts and a candidate whose appointment, transfer or promotion will promote representativity will receive preference.
 : 05 September 2025 @16:00

CLOSING DATE

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

: 05 September 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. 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. 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.

OTHER POSTS

<u>POST 30/20</u>	:	<u>ADMINISTRATION CLERK REF NO: JI 148/2025</u> Northern Management Region Re-advertisement and previous applicants are encouraged to reapply
<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. Knowledge in administration. 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 including record management. Computer literate (Word, Excel, PowerPoint & Outlook). A valid driver's license is essential.
<u>DUTIES</u>	:	The successful candidate will be responsible for reception duties and office administration. Proper maintenance and implementation of approved filing system. Handling of incoming and outgoing mail and phone calls. Management of resources. Provide general administrative support to the Regional Office (draft correspondence, management of calendars for senior team members and arrange trips etc.). Managing petty cash and petty cash register.
<u>ENQUIRIES</u>	:	Ms G Thabethe Tel No: (012) 663 7521
<u>APPLICATIONS</u>	:	Applicants to be submitted through following link: https://forms.gle/fKwidaABZozvyG8aA or hand delivered to Block C 3, Eco Origins Office Park, Witch-hazel Street, Centurion, 0046 marked Attention: Human Resources
<u>POST 30/21</u>	:	<u>ADMINISTRATIVE CLERK - AUXILIARY SERVICES REF NO: JI 149/2025</u> Northern Management Region Re-advertisement, previous applicants are encouraged to reapply
<u>SALARY</u>	:	R228 321 per annum (Level 05)
<u>CENTRE</u>	:	Centurion
<u>REQUIREMENT</u>	:	Applicants must be in possession of a grade 12 /senior certificate. Knowledge in administration. Ability to communicate verbally and in writing. Ability to work independently and as part of a team. Ability to multi-task and general administrative capabilities including record management. Computer literate (Word, Excel, PowerPoint & Outlook). A valid driver's license is a requirement.
<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 when required.
<u>ENQUIRIES</u>	:	Ms G Thabethe Tel No: (012) 663 7521
<u>APPLICATIONS</u>	:	Applicants to be submitted through following link: https://forms.gle/use1rpZjceq7YFWR6 or hand delivered to Block C 3, Eco Origins Office Park, Witch-hazel Street, Centurion, 0046 marked Attention: Human Resources.
<u>POST 30/22</u>	:	<u>SECRETARY REF NO: JI 150/2025</u> Directorate: Legal Services Re-advertisement, previous applicants are encouraged to reapply
<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. 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/administrators to Director: Legal Services. 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 Director.

<u>ENQUIRIES APPLICATIONS</u>	:	Mr K van der Merwe Tel No: (012) 321 0303
	:	Applicants to be submitted through following link: https://forms.gle/Jq9dZgRBvfHiV7WK9 or hand delivered to Block C 3, Eco Origins Office Park, Witch-hazel Street, Centurion, 0046 marked Attention: Human Resources.
<u>POST 30/23</u>	:	<u>HUMAN RESOURCE OFFICER (REF. NO: JI 151/2025) (X2 POSTS)</u> Readvertisement, previous applicants are encouraged to reapply Directorate: Corporate Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 per annum (Level 05)
	:	Centurion
	:	Applicants must be in possession of a Senior Certificate or equivalent qualification. Experience in Office Administration. Computer Literate (Word, Excel, PowerPoint, Outlook). Planning, organizing and negotiation skills. Ability to work independently and as part of a team. Analytical and problem-solving skills. Communication and listening skills. Time management skills. Conflict management skills. Knowledge of PERSAL system will be an added advantage.
<u>DUTIES</u>	:	The successful candidate will be responsible for the implementation of human resource administration practices concerning service benefits (Leave, Housing, Medical, Injury on duty, Terminations, Long Service recognition, Overtime, Relocation, Pensions, Allowances etc.), and HR Provisioning (Recruitment & Selection, Transfer, Verification of qualifications, secretariat functions at interviews, absorptions, probationary reports etc.). Address human resource administration enquiries to ensure the correct implementation of human resource management practices. Capturing of transactions on PERSAL. Filing and updating of personnel files. Performance Management and Human Resource Development.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms S Bezuidenhout Tel No: (012) 321 0303
	:	Applicants to be submitted through following link: https://forms.gle/PA8Fced6aA1sffYG9 or hand delivered to Block C 3, Eco Origins Office Park, Witch-hazel Street, Centurion, 0046 marked Attention: Human Resources.

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** : 08 September 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:** The number of posts of Family Advocate: (LP7-LP8) advertised in the Public Service Vacancy Circular 28 dated 08 August 2025 with Ref No: REF NO: 04/25/LMP) has increased to 2 posts. The number of posts of Senior Assistant State Attorney: Polokwane and Thohoyandou advertised in the Public Service Vacancy Circular 28 dated 08 August 2025 with Ref No: 06/25/LMP and 07/25/LMP has increased to 2 posts in Polokwane and 3 posts in Thohoyandou which will be 5 posts in total.

OTHER POSTS

- POST 30/24** : **DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: 25/06/KZN**
- SALARY** : R896 436 – R1 055 958 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Provincial Office, Durban
- REQUIREMENTS** : An NQF level 6 qualification as recognized by SAQA in Human Resource Management/Public Management/Industrial and Organisational Psychology; A minimum of 3 years' experience in Human Resource Management environment of which at (Assistant Director) level; Knowledge of PERSAL, Human Resource Management Directives/Policies, Employment Equity Act, Basic Conditions of Employment Act, Performance Management Systems; Knowledge and understanding of the Public Service statutory frameworks: Financial Management and regulatory framework; guidelines, prescripts, the Public Service Act, the Public Service Regulations, Treasury Regulations,

		Departmental Financial Instructions, the Public Finance Management Act, Government initiatives and decisions. Skills and Competencies; Applied Strategic thinking; Applied technology; Budgeting and financial management; Communication and information Management; Continuous Improvement; Citizen focus and responsiveness; Developing others; Impact and influence; Managing interpersonal Conflict and Resolving Problems; Planning and Organising; Decision Making; Project management; Computer literacy.
<u>DUTIES</u>	:	Key Performance Areas: Coordinate the attraction, recruitment selection and appointment of the employees; Coordinate the implementation of employee compensation, general condition of services, benefits and incentives; Coordinate the provision of leave and PILIR matters; Coordinate the provision of human capital termination services (exit of the Employee; Manage human, finance and other resources.
<u>ENQUIRIES</u>	:	Ms M.P. Khoza Tel No: (031) 372 3000.
<u>APPLICATIONS</u>	:	Quote 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 30/25</u>	:	<u>COURT MANAGER (X2 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: Worcester Ref No: 56/2025/WC (X1 Post) Vryburg Magistrate Court Ref No: 25/VA27/NW (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>	:	Western Cape: Ms P Paraffin Tel No: (021) 462 5471 North West: Ms. PM Seletedi Tel No: (018) 397 7088
<u>APPLICATIONS</u>	:	Western Cape: Please direct your applications to: Provincial Head: Private Bag X9171, Cape Town, 8000. For Attention: Ms P Paraffin. OR physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town or https://forms.office.com/r/X2XaVPasWu North West: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735 or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng 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 30/26</u>	:	<u>SOCIAL WORKER SUPERVISOR (GRADE 1- 2) (X2 POSTS)</u>
<u>SALARY</u>	:	R477 564 – R893 949 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Office of the Family Advocate, Cape Town Ref No: 39/2025/FA/WC Office of the Family Advocate, Worcester Ref No: 41/2025/FA/WC
<u>REQUIREMENTS</u>	:	Bachelor Degree in Social Work or equivalent qualification which allows for professional registration with the SACSSP; Professional registration with the

		SACSSP; A minimum of seven (7) years appropriate experience in Social Work after registration as a Social Worker with the SACSSP; Knowledge and experience in Mediation; Court experience in leading Evidence; Knowledge and application of Family Law, including Mediation in certain Divorce Matters Act, Maintenance Act and Domestic Violence Act; Children's Act (inclusive Hague Convention on International Child Abduction). Skills and Competencies: Supervisory skills; Facilitation skills; Communication (written and verbal) skills; Computer literacy (MS Office); 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</u>	:	Adv S Pillay Tel No: (021) 426 1216
<u>APPLICATIONS</u>	:	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 For Attention: Ms P Paraffin
<u>NOTE</u>	:	Shortlisted candidates will be required to submit proof of registration with SACSSP and service certificates of appropriate experience in Social Work after registration as Social Worker with SACSSP. Candidates whose name appear on Part B of the Child Register as mandated by Section 123(5) of the Children's Act, 2005 need not apply. Separate application must be made per centre and quoting the relevant reference number.
<u>POST 30/27</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: 12/25/LMP</u>
<u>SALARY</u>	:	R468 459 – R551 823 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Provincial Office: Limpopo
<u>REQUIREMENTS</u>	:	An NQF level 6 qualification as recognized by SAQA in Human Resource Management/Public Management/Industrial and Organizational Psychology; A minimum of 3 years' experience in Human Resource Management environment at supervisory level. Knowledge of PERSAL, Human Resource Management Directives/Policies, Employment Equity Act, Basic Conditions of Employment Act, Performance Management Systems; Knowledge and understanding of the Public Service statutory frameworks: Financial Management and regulatory framework; guidelines, prescripts, the Public Service Act, the Public Service Regulations, Treasury Regulations, Departmental Financial Instructions, the Public Finance Management Act, Government initiatives and decisions. Skills and Competencies; Applied Strategic thinking, applied technology; Budgeting and financial management; Communication and information Management; Continuous Improvement; Citizen focus and responsiveness; Developing others; Impact and influence; Managing interpersonal Conflict and Resolving Problems; Planning and Organising; Decision Making; Project management; Computer literacy.
<u>DUTIES</u>	:	Key Performance Areas: Facilitate the attraction, recruitment, selection and appointment of the employees; Facilitate and implement employee compensation, general conditions of services, benefits and incentives; Facilitate the provision of leave and PILIR matters; Facilitate the provision of human capital termination services (exit of the Employees); Manage human, finance and other resources.
<u>ENQUIRIES</u>	:	Mr MD Chauke Tel No: (015) 287 2080 or Ms MR Phalane 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>POST 30/28</u>	:	<u>ASSISTANT DIRECTOR: SERVICE BENEFITS REF NO: 25/10/KZN</u>
<u>SALARY</u>	:	R468 459 – R551 823 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Provincial Office, Durban
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 6) as recognized by SAQA in Human Resource Management / Industrial and Organisational Psychology; A minimum of 3 years' experience in human resource administration with an emphasis on Conditions of Service at a supervisory level; Knowledge of Human Resource Administration legislative frameworks, methodologies and strategies in the Public Service; Knowledge and understanding of the Public Service statutory frameworks: Financial Management and regulatory framework/guidelines, the Public Service Act, Public Service Regulations, Treasury Regulations, Departmental Financial Instructions, Public Finance Management Act, Government initiatives and decisions. Skills and competences: Computer literacy (MS Word, PowerPoint, Outlook, Excel); Applied strategic thinking; Budgeting and Financial Management; Good Communication skills (written and verbal); Diversity management; Managing interpersonal conflict and resolving problems; Planning and organizing; Decision making; Project management.
<u>DUTIES</u>	:	Key Performance Areas: Co-ordinate the implementation of employment and general service conditions; Co-ordinate the implementation of policies and frameworks for Conditions of Service; Co-ordinate the implementation of service benefits; Manage human, finance and other resources.
<u>ENQUIRIES</u>	:	Ms M.P. Khoza Tel No (031) 372 3000.
<u>APPLICATIONS</u>	:	Quote 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 30/29</u>	:	<u>ASSISTANT DIRECTOR: TRANSLATION AND EDITORIAL SERVICES (X4 POSTS)</u>
<u>SALARY</u>	:	R468 459 – R551 823 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office: Pretoria: Tshivenda Ref No: 25/98/SLA (X1 Post) Sesotho Ref No: 25/99/SLA (X1 Post) IsiSwati Ref No: 25/100/SLA (X1 Post) IsiXhosa Ref No: 25/101/SLA (X1 Post)
<u>REQUIREMENTS</u>	:	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 requirements: Major in (Tshivenda, Sesotho, Siswati, isiXhosa); Knowledge and understanding of Public Service statutory framework, Financial Management and regulatory framework/guidelines, Public Service Act, Public Service Regulations, Treasury Regulations, Departmental Financial Instructions, Public Finance Management Act, Government initiatives and decisions; Knowledge and understanding of applicable legislation (such as Basic Condition of Employment Act, Labour Relation Act) and Code of Conduct; Knowledge of Departmental interpretation and application of policies, prescripts and administration of an office. 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 organizing; Decision making; Project management; Team leadership; 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</u>	:	Mr. M. Mokoena Tel No: (012) 744 2026
<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>NOTE</u>	:	Separate applications must be made quoting the relevant reference.
<u>POST 30/30</u>	:	<u>ASSISTANT DIRECTOR: LANGUAGE SERVICES REF NO: 25/91/CA (X3 POSTS)</u>
<u>SALARY</u>	:	R468 459 – R551 823 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office: Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 6) as recognized by SAQA in Language Practice, Language Planning; A minimum of 3 years administration experience in Language practice/interpreting at functional level; Language requirements: (Tshivenda, Xitsonga and South African sign language). Knowledge and understanding of the legislative framework governing the Public Service: Financial Management and regulatory framework/guidelines, prescripts, the Public Service Act, the Public Service Regulations, Treasury Regulations, the Public Finance Management Act; Knowledge of procurement process, Language stakeholders and their roles, interpretation of statutes; Knowledge of 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; Computer literacy.
<u>DUTIES</u>	:	Key Performance Areas: Facilitate the development of the Departmental language policies and strategies; Monitor performance on the implementation of language policies; Coordinate awareness campaigns of the Language Policy within the Department; Facilitate the coordination on international and non-governmental forums on the use of official languages; Provide effective people management.
<u>ENQUIRIES</u>	:	Mr M Kgafela Tel No: (012) 315 1042
<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 30/31</u>	:	<u>ASSISTANT DIRECTOR: TRUTH AND RECONCILIATION (TRC) UNIT VICTIM SUPPORT COORDINATION REF NO: 25/92/CD</u>
<u>SALARY</u>	:	R468 459 – R551 823 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office: Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) in LLB/Political Sciences/Social Sciences as recognized by SAQA; A minimum of 3 years functional specialist in a social cohesion or Human Rights redress environment; Understanding of the Constitution of South Africa; Knowledge of Public Finance Management Act and other governance promotion of Nation Unity and Reconciliation, and the Reparations Regulations; Understanding of Human Rights development. 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; Computer literacy.
<u>DUTIES</u>	:	Key Performance Areas: Facilitate the implementation of reparation programmes and projects; Monitor the implementation of reparation programmes and projects; Facilitate the development and implementation of all TRC reparations and awareness programmes; Manage human, finance and other resources.
<u>ENQUIRIES</u>	:	Mr S J Kgafela Tel No: (012) 315 1042
<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 30/32</u>	:	<u>SOCIAL WORKER (GR1- 4) (X7 POSTS)</u>
<u>SALARY</u>	:	R325 200 – R725 754 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Office of the Family Advocate, Cape Town Ref No: 42/2025/FA/WC (X4 Posts) Office of the Family Advocate, Worcester Ref No: 44/2025/FA/WC (X2 Posts) Office of the Family Advocate, Mitchells Plain Ref No: 43/2025/FA/WC (X1 Post)
<u>REQUIREMENTS</u>	:	Bachelor's Degree in Social Workers or equivalent qualification, Appropriate experience in Social Worker after registration as Social Worker with the SACSSP. Registration with SA Council for Social Service Profession (SACSSP), Knowledge and experience in Mediating, Court experience in rendering expert evidence; Knowledge and application of Family Law, including Mediation in certain Divorce Matters Act. Children's Act, Maintenance Act and Domestic Act (inclusive of Hague Convention on International Child Abduction); A valid driver's license and willing to travel extensively within the province. Skills and Competencies: Computer literacy; Communication (written and verbal) skills; Mediation, Interviewing, conflict resolution, evaluation and Report writing skills; Diversity and conflict management; Attention to detail.
<u>DUTIES</u>	:	Key Performance Areas: Conduct mediation and/or inquiries as part of a multi-disciplinary team in custody, access, guardianship, child abduction and related family law disputes; Evaluate information and compile forensic court reports and recommendations to the best interest of the children in family law disputes; Act as expert witness for the Family Advocate in Court; Network and conduct awareness campaigns regarding the functions and role of the Office of the Family Advocate; Conduct inquiries and interview parties and source references in family law disputes at townships and rural areas.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms T Buttress Tel No: (021) 426 1216
	:	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 https://forms.office.com/r/X2XaVPasWu For Attention: Ms P Paraffin
<u>NOTE</u>	:	Shortlisted candidates will be required to submit proof of registration with SACSSP and service certificates of appropriate experience in Social Work after registration as Social Worker with SACSSP. Candidates whose name appear on Part B of the Child Register as mandated by Section 123(5) of the Children's Act, 2005 need not apply. Separate application must be made per centre and quoting the relevant reference number.
<u>POST 30/33</u>	:	<u>SENIOR HUMAN RESOURCE OFFICER REF NO: 25/16/KZN</u>
<u>SALARY</u>	:	R325 101 – R382 959 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Provincial Office: Durban
<u>REQUIREMENTS</u>	:	Grade 12/ NQF level 4 qualification as recognized by SAQA; A minimum of 3 years working experience in a Human Resource Management environment at a clerical level; Knowledge of PERSAL System, Human Resource Management Directives/Policies; Knowledge and understanding of Human Resource Management environment and Performance Systems; Knowledge and understanding of the Public Service statutory frameworks: Financial Management and regulatory framework/guidelines, the Public Service Act, the Public Service Regulations, Employment Equity Act, Basic Conditions of Employment Act and Treasury Regulations. Skills and Competencies: Good communication skills (written and verbal); Computer literacy; Creative thinking; Citizen Service Orientation; Decision making; Diversity citizenship; Problem solving and analysis.
<u>DUTIES</u>	:	Key Performance Areas: Supervise and undertake the implementation and maintenance of attraction, recruitment, selection, appointment and employees administration; Supervise and undertake the implementation and maintenance of employee compensation, general conditions of services of benefits and incentives; Supervise and undertake the implementation and maintenance of leave matters; Supervise and undertake the implementation and maintenance of human capital termination and services administration (exit of the Employees); Provide effective people management.
<u>ENQUIRIES</u>	:	Ms M.P. Khoza Tel No: (031) 372 3000

<u>APPLICATIONS</u>	:	Quote 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 visit: https://forms.office.com/r/X2XaVPasWu
<u>POST 30/34</u>	:	<u>CHIEF ADMINISTRATION CLERK (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>	:	Office of the Family Advocate: Mitchells Plain Ref No: 48/2025/FA/WC (X1 Post) Office of the Family Advocate: Worcester Ref No: 49/2025/FA/WC (X1 Post)
<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: Good 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 APPLICATIONS</u>	:	Mr A Knowles Tel No: (021) 462 5471 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 Separate application must be made per centre and quoting the relevant reference number.
<u>POST 30/35</u>	:	<u>LANGUAGE PRACTITIONER: TRANSLATION AND EDITORIAL SERVICES (X3 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>	:	National Office: Pretoria Ref No: 25/95/SLA, Isindebele (X1 Post) Ref No: 25/96/SLA, Isizulu (X1 Post) Ref No: 25/97/SLA, Sepedi (X1 Post)
<u>REQUIREMENTS</u>	:	An appropriate qualification (NQF level 6) as recognized by SAQA in Communication or Linguistics; A minimum of 1 year experience in Language services; Language requirements: Major in (Isindebele, Isizulu and Sepedi) Knowledge and understanding of translation and interpreting; Language requirements: Practitioner in (IsiNdebele, Isizulu, Sepedi). Skills and Competencies: Computer literacy; Creative thinking; Customer service orientation; Problem solving; Self-management; Team membership; Translation skills; Report writing skills; Planning and organizing skills; Communication skills (verbal and written); Administrative skills; Terminology development; Proofreading skills; Technical proficiency.
<u>DUTIES</u>	:	Key Performance Areas: Translate Bills and other legal documents; Conduct terminology development; Perform administrative functions.
<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 visit: https://forms.office.com/r/X2XaVPasWu
<u>NOTE</u>	:	Separate applications must be made quoting the relevant reference
<u>POST 30/36</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>	:	Office of the Family Advocate, Cape Town Ref No: 46/2025/FA/WC (X1 Post) Office of the Family Advocate: Mitchells Plain Ref No: 47/2025/FA/WC (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 A Knowles Tel No: (021) 462 5471
<u>APPLICATIONS</u>	:	Please forward your application to: Regional Head: Private Bag X9171, Cape Town, 8000 or physical address: 08 Riebeeck Street, Norton Rose House, 5th Floor, Cape Town or visit: https://forms.office.com/r/X2XaVPasWu
<u>FOR ATTENTION</u>	:	Ms P Paraffin
<u>NOTE</u>	:	Separate application must be made per centre and quoting the relevant reference number.
<u>POST 30/37</u>	:	<u>LEGAL ADMINISTRATION OFFICER: LANGUAGE POLICY (MR1 - MR5)</u> <u>REF NO: 25/85/CA</u>
<u>SALARY</u>	:	R252 855 – R1 111 323 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office: Pretoria
<u>REQUIREMENTS</u>	:	An LLB Degree or a four year equivalent legal qualification; Knowledge of the South African legal system, legal practices and related spheres with specific reference to civil litigation and the law of contract; Knowledge of the Constitution, the Institution of Legal Proceedings Against Certain Organs of State Act, the Prescription Act, the State Attorney Act, the Public Finance Management Act, Treasury Regulations, Departmental of Justice and Constitutional Development Financial Instructions and the State Liability Act. Skills and Competencies: Legal research; Legal drafting; Developing others; Planning and organizing skills; Communication skills; Integrity and resilience; Computer literacy; Dispute resolution.
<u>DUTIES</u>	:	Key Performance Areas: Implementation of National Policy Framework and regulations on Language Policy; Conduct research on language policy, collate, and analyse information and report on findings; Implement initiatives and programmes on Language Policy; Provide effective people management.
<u>ENQUIRIES</u>	:	Ms. M. Modibane Tel No: (012) 315 1668
<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 visit: https://forms.office.com/r/X2XaVPasWu
<u>POST 30/38</u>	:	<u>ESTATE CONTROLLER, EC1-EC4 (X7 POSTS)</u>
<u>SALARY</u>	:	R252 855 – R586 956 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Master of The High Court, Bisho Ref No: 94/25EC (X1 Post) Master of The High Court, Mthatha Ref No: 95/25EC (X2 Posts) Master of The High Court, Kimberley Ref No: 28/25/NC/MA-KIM (X2 Posts) Master of The High Court: Thohoyandou Ref No: 26/25/LMP (X2 Posts)
<u>REQUIREMENTS</u>	:	An LLB degree or recognized four years' legal qualification. Knowledge of Administration of Estates Act, Compliance, Mental Health, Insolvency Act and

	other related Act, Registration of trusts Act, Curatorship's Act; knowledge of all local and international Legislation that regulates protection of children, South African legal system, legal practices and related spheres with specific reference to civil litigation and the law of contract. Knowledge of the Constitution, the Institution of Legal Proceedings Against Certain Organs of State Act, the State Attorney Act, the Public Finance Management Act, the Treasury Regulations and the State Liability Act. Skills and Competencies: Legal research and drafting; Case flow management; Estate duties; Trust; Dispute resolution; Communication skills (verbal and written); Problem solving; Customer focus; Attention to detail; Computer literacy.
<u>DUTIES</u>	: Key Performance Areas: Administer Deceased Estates, Insolvent Estates, Curatorship; Trust and all aspects related to the administration thereof; Determine and assess Estate duties in terms of the Estate Duties Act; Conduct research and draft legal documents; Render administrative function of the office.
<u>ENQUIRIES</u>	: Eastern Cape: Mr Ndamase Tel No: (043) 702 7000 / 7129 Northern Cape: Mr Y. Ajimudin Tel No: (053) 802 1300 Limpopo: Mr L Mapelane Tel No: (015) 287 2035 or Mr Ml Modiba Tel No: (015) 287 2034
<u>APPLICATIONS</u>	: Eastern Cape Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200 or hand deliver at the Provincial Office, Department of Justice, 3 Phillip Frame Road, Waverley Park complex, East London or https://forms.office.com/r/X2XaVPasWu Northern Cape Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. or hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301. Applicants who wish to post their application forms are encouraged to utilize courier services in light of the current postal service challenges 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 30/39</u>	: <u>ADMINISTRATION CLERK (X5 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: Ga-Rankuwa Ref No: 2025/70/GP (X2 Posts) Magistrate Office: Vereeniging Ref No: 2025/71/GP (X1 Post) Master of the North Gauteng High Court Pretoria Ref No: 2025/72/GP (X1 Post) Office of the Family Advocate: Cape Town Ref No: 45/2025/FA/WC (X1 Post)
<u>REQUIREMENTS</u>	: Grade 12 Certificate or equivalent. Skills and Competencies: Good communication skills (written and verbal); Computer Literacy (MS Office); Administrative and organization skill; Ability to work under pressure; Customer service; Document management and filing; Interpersonal relations.
<u>DUTIES</u>	: Key Performance Areas: Render general clerical support services; Provide supply chain clerical support services within the component; Provide personnel administration clerical support services within the component; Provide financial administration support services in the component.
<u>ENQUIRIES</u>	: Gauteng: Ms P Raadt Tel No: (011) 332 9000 Western Cape: Mr A Knowles Tel No: (021) 462 5471
<u>APPLICATIONS</u>	: Gauteng: Quoting the relevant reference number, direct your application to: The Provincial Office, Private Bag X6, Johannesburg, 2000 or Physical address: Department of Justice and Constitutional Development; 7th floor Schreiner Chambers, 94 Pritchard Street; Johannesburg or https://forms.office.com/r/X2XaVPasWu : Western Cape: 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>FOR ATTENTION</u>	: Ms P Paraffin

NOTE

: Separate application must be made per centre and quoting the relevant reference number.

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>
 : 08 September 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. It should be noted that the National Treasury does not support the use of Artificial Intelligence (AI) in any of its recruitment and selection processes and will disqualify an application if it picks up the use of AI when completing assessments without acknowledging the source of information. Successful completion of the Nyukela Public Service SMS Pre-entry Programme as endorsed by the National School of Government, available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of appointment, is a requirement for all SMS positions. For SMS positions certain candidates may be required to undergo additional Psychometric Assessments. All qualifications, criminal and SA citizenship checks will be conducted on all short-listed candidates and, where applicable, additional checks will be conducted in line with the new DPSA Directive effective 01 April 2024. By submitting your application, it also means you consent to the National Treasury processing your information for Human Resources Management purposes. It is the applicant's responsibility to have all their foreign qualifications (this includes O and A level certificates) evaluated by the South African Qualifications Authority (SAQA), at your own expense. Upon appointment, successful candidates will be required to sign a Performance Agreement within 3 months from date of appointment and for candidates whose appointment exceeds 12 calendar months will be appointed on probation for the period of twelve (12) calendar months excluding leave taken as prescribed by Public Service Regulation 68. The status of your application will be visible on the e-Recruitment system. However, if you have not received feedback from the National Treasury within 3 months of the closing date, please regard your application as unsuccessful. Note: The National Treasury reserves the right not to fill the below-mentioned posts, withdraw or to put on hold a position and/or to re-advertise a post. All queries must be submitted via email addressed to the Human Resources Recruitment Support Team on Recruitment.Enquiries@treasury.gov.za. The National Treasury is compliant with the requirements of POPIA.

ERRATUM: Kindly note that the following posts were advertised in Public Service Vacancy Circular 27 dated 01 August 2025 with the closing date of 18 August 2025. We hereby request for an extension of the closing date for the following posts: (1) Chief People Officer (Ref No: S002/2025); (2) Director: Public Finance X3 (Higher Education & Training and Economic Services (Ref No: S015/2025); (3) Deputy Director: Public Finance (Ref No: S018/2025); (4) Deputy Director: SCM Governance, Monitoring and Compliance (Ref No: S019/2025); (5) Assistant Director: SCM Risk and Performance (Ref No:

S020/2025); (6) Senior State Accountant: Personnel Remuneration (Ref No: S016/2025) and (7) Administrative Officer: Office of the Director-General (Ref No: S017/2025). The closing date has been extended to 29 August 2025 at 12:00 pm (Midday).

MANAGEMENT ECHELON

<u>POST 30/40</u>	:	<u>DIRECTOR: PROVINCIAL BUDGET ANALYSIS REF NO: S028/2025 (X2 POSTS)</u> Division: Intergovernmental Relations Division (IGR) Purpose: To monitor the provincial budget process implementation on sectoral allocations in the areas of administrative, economic, social services and build environment.
<u>SALARY</u>	:	R1 266 714 - R1 492 122 per annum, (all-inclusive remuneration package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 is required coupled with a minimum Bachelor's Degree (equivalent to NQF level 7) in Economics or Accounting or Public Finance or Public Administration or Statistics or Development Finance, A minimum 5 years' experience at middle or senior managerial level obtained within a financial environment. Knowledge of the provincial budget allocation system and the public financial management system. Knowledge and experience of the broader public service finance framework. Experience of the public sector budgeting principles. 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.
<u>DUTIES</u>	:	Budget Preparation and Support: Ensure alignment of provincial budgets with broad national priorities. Collect, evaluate and interpret data from the provinces for the preparation of benchmark exercise. Facilitate and lead discussions during the provincial benchmark meetings to assess the degree of alignment and the credibility of budgets. Participate in annual provincial MTEC hearings by providing guidance, advise, and recommend solutions to problem areas. Monitor and assess provincial budgets preparation. Co-ordinate the compilation of reports for provinces for various budget for a, Budget Council, PCC, TCF etc. Evaluate strategic plans and all non-financial data pertaining to provinces in support of the budget preparation processes. Represent the National Treasury in provincial budget committees. Attended TCF and Budget Council meetings as per the budget Process Schedule. Budget Implementation and Monitoring: Ensure revenue matches expenditure in provinces. Monitor monthly expenditure and revenue including conditional grants in provinces. Compile monthly reports on the state of expenditure and revenue for provinces. Facilitate and evaluate the monthly in-year monitoring, quarterly and half year reports for provinces and advise on revenue and expenditure matters. Assist with the preparation of the quarterly provincial S32 publication. Maintain provincial budget database (financial and non-financial) for provinces for in-year monitoring and reporting. Ensure on time delivery of inputs to and from the provinces. Co-ordinate the compilation of reports for provinces for the provincial visits. Undertake annual physical site visits in provinces as part of monitoring responsibilities. Provide support to provinces by addressing queries and providing guidance on budget related matters as they arise, In-year monitoring, quarterly and half year reports for provinces. Intergovernmental Co-ordination: Coordinate the collection of budget and financial data from the provinces for the IGFR and draft a chapter for the review. Provide support in drafting of National Treasury documents. Ensure the availability of data, including IYM submissions, strategic plans, annual reports, annual financial statements, budget statements, provincial allocations with the adjustment estimates, aggregated financial statements, normative measures and any other information required from provinces on a continuous basis. Assume sectoral responsibilities which include participating in 4 x 4 and 10X10 forums. Respond to problem situations or emergencies in provinces. Collaborate with chief directorates, provincial policy and planning (IPP), provincial and local government infrastructure (PLGI) and local government budget analysis (LGBA) in support of the DDG: Intergovernmental Relations. Financial Management and Budget Reform: Promote effective financial management within the provinces. Attend, co-ordinate and make presentations to provincial

treasuries regarding reforms and PFMA implementation in provinces as per National and provincial budget process. Provide support, guidance and monitor implementation of the PFMA at provincial level. Contribute towards drafting of provincial budget reform and new budget formats. Assist with the promotion of effective financial management in provinces. Write guidelines for the implementation of reforms and training at provincial level in line with the national guideline. Participate and work closely with the Budget Office. OAG, PF, ALM, OCPO etc on related matters. Intergovernmental Grants: Monitor the implementation of intergovernmental grants system in provinces on a monthly basis. Fulfil all the duties and responsibilities in term of the PFMA and the annual DoRA with the monitoring of conditional grants.

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

OTHER POSTS

POST 30/41 : **DEPUTY DIRECTOR: PROVINCIAL BUDGET ANALYSIS REF NO: S029/2025**

Division: Intergovernmental Relations Division (IGR)

Purpose: To Manage and advise on the monitoring of provincial budgets implementation in the development and maintenance of financial databases.

SALARY
CENTRE
REQUIREMENTS

: R1 059 105 - R1 247 774 per annum, (all-inclusive remuneration package)
: Pretoria
: A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) or Bachelor's degree (equivalent to NQF level 7) in Data Science or Computer Science or Mathematics or Statistics or Actuarial Science or Accounting, A minimum 4 years' experience of which 2 years should be at an Assistant Director level or equivalent obtained in Data Analytics or Data Mining or Programming or Business Intelligence or Software Development, Knowledge and experience of data management systems, Knowledge and experience in Programming Languages and databases (e.g. C#, Python, R, SQL etc.).

DUTIES

: Budget Preparation and Support: Evaluate Medium Term Expenditure Framework budget submissions emanated from provinces and assess the estimates of provincial revenue and expenditure (EPRE) documented and aligned on the database. Evaluate data from provinces for annual benchmark and interventions and provide updated data to provincial stakeholders. Participate in discussions during the provincial MTEC hearings and produce a report. Budget Implementation and Monitoring: Compile aggregate reports on the status quo of provincial budgets and expenditure / revenue trends and advice on spending, and revenue patterns, Assist in drafting presentations for the Director-General, Minister of Finance. Technical Committee on Finance (TCF), Budget Council, National Council of Provinces (NCOP), President's Coordinating Council (PCC) and Cabinet. Provide input during budget visits and expenditure reviews and compile an extensive report on the outcomes. Intergovernmental Co-ordination: Manage and coordinate data submissions in alignment with the budget process schedule. Prepare draft reports and presentations to Parliament, provincial legislatures and other stakeholders. Financial Management and Budget Reform: Contribute to publications on draft chapters for the Provincial Budget and Expenditure Review (PBER). Provide technical support and guidance in the drafting of annual provincial budget guidelines on budget reforms and budget formats. Maintain databases in alignment with provincial budget reforms and budget formats. Coordinate annual provincial budgets and prepare consolidated reports on trends in sector budgets, expenditure and performance.

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

POST 30/42 : **ASSISTANT DIRECTOR: MFMA IMPLEMENTATION REF NO: S033/2025**

Division: Office Of the Accountant-General (ODG)

Purpose: To assist with coordinating, support and monitor the implementation of the Municipal Finance Management Act (MFMA).

SALARY
CENTRE
REQUIREMENTS

: R582 444 - R685 091 per annum, (excluding benefits)
: Pretoria
: A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) or Bachelor's Degree (equivalent to NQF level 7) in Public Finance or Management or Public Administration or Economics. A minimum 3

DUTIES

years' experience obtained in a financial management environment; Knowledge of the operations of local and or provincial government; and Knowledge of the MFMA and the broader local government framework.

: MFMA Policy Support: Assist with the development of policies to give effect to the implementation of the MFMA. Assist in providing feedback on identified gaps in municipalities for implementation of the MFMA. Assist in coordinating policy inputs with various stakeholders (national and provincial CoGTA's, national and provincial SALGA's, provincial treasuries. Assist in providing oversight on implementation of policies and procedures in the management of financial and non-financial performance information. MFMA Implementation: Assist with the implementation of the MFMA in municipalities and municipal entities. Assist with research into best practices for Local Government Finance. Provide input for the drafting of new regulations and amendments. Update and maintain the MFMA calendar with amendments and regulations. Promote and assess improvements in financial management in municipalities and municipal entities. Prepare and gather subject material necessary for the drafting and preparation of circulars relevant to financial management in Local Government. Develop and update guidelines, questionnaires and systems with regards to financial management in compliance with legislation. Analyse outcomes, information, questionnaires and provide summarised information, trend analysis, statistics and gaps identified. Facilitate and manage the implementation of projects relating to the MFMA. Assist in the preparation of responses and correspondence on enquiries from stakeholders on municipal financial management and compliance. Monitoring and Reporting: Assist in the development and management of monitoring and reporting systems and templates. Utilise reporting databases and systems to assist with information management. Monitor compliance with the MFMA and supporting regulations by municipalities and municipal entities. Prepare MFMA compliance reports and dashboards for dissemination to stakeholders and entities. Support and Capacity Building: Assist in building capacity in financial management in conjunction with other role players, assist with training in provincial treasuries and municipalities. Assist in the development of material to enhance the internal development and capacity building of MFMA training workshops, attend capacity review visits pertaining to provincial treasuries and delegated municipalities. Stakeholder Relations: Assist in the facilitation and coordination of National MFMA Coordinators meetings. Provide inputs on agendas, attend, present and actively participate at National and provincial MFMA Coordinators Meetings. Provide feedback at meetings with non-delegated municipalities, internal and external MFMA stakeholders regarding MFMA Implementation and financial management. Coordinate internal and external activities required to administer, guide, support, monitor and report on the MFMA.

ENQUIRIES

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

POST 30/43

: **ASSISTANT DIRECTOR: BUDGETS ADMINISTRATION REF NO: S034/2025**

Division: Office of the Director-General (ODG)

Purpose: To assist with the compilation and preparation of the Annual and Interim Financial Statement; in managing the departmental budget, in the processing and analysing of inputs from Divisions, and provide info to internal stakeholders, and external like Auditor-General compliance with the Public Finance Management Act, 1999 and the Treasury Regulations.

**SALARY
CENTRE
REQUIREMENTS**

: R468 459 - R551 823 per annum, (excluding benefits)

: Pretoria

: A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF 6) Bachelor's degree (equivalent to NQF level 7) in Accounting or Cost & Management Accounting or Financial Management or Internal Audit or Business Management or Economics or Finance, A minimum 3 years' experience obtained in budgets management, management accounting and financial management operational, Knowledge of BAS or/and other relevant government financial systems.

DUTIES

: Annual Financial Statements: Assist with the compilation and preparation of the quarterly interim and annual financial statements of the department. Prepare various financial statements and reports for management and submit them to the Auditor-General, Coordinate regulatory audit processes with internal and external Auditors. Departmental Annual Budget: Monitor exception reports and review the departmental budget on the basic accounting system

(BAS). Provide budget information in the required format. Review the shifting funds within economic classifications and between programmes. Consolidate Budgetary Inputs: Assist in coordinating and submission on an annual basis: Medium Term Expenditure Framework (MTEF), Adjustment Estimates (AE), Estimates of National Expenditure (ENE), Drawings, Rollovers, Entertainment, catering, and gifts. Develop. Implement Budgeting Systems: Monitor budget implementation progress and identify variances against the budget. Prepare reports on performances and variances analysis for programmes, Consolidate reports and advice and caution on the risks of possible over / under-spending. Compliance with Public Finance Management Act, 1999, Treasury Regulations and Modified Cash Standard: Co-ordinate, consolidate and compile management reports. Perform budget cycle within the parameters of the applicable legislation and project plans. Assist with strategic and operational financial matters in compliance with the required regulations, Prepare financial statements within the parameters of the applicable legislation, where applicable. Assist with strategic and operational inputs into financial matters: Assist with strategic and operational inputs into financial matters pertaining to reports, notices and other information submitted to the Executing Authority, National Treasury and Auditor-General, as stipulated by the PFMA.

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 (Act 55) of 1998) and the relevant Human Resources policies of the Department will be taken into consideration and preference will be given to Women, Persons with Disabilities and youth.

**APPLICATIONS**

- : **National Office (Midrand):** Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107 or hand deliver applications to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand, 1685.
- Durban:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X54314, Durban, 4001. Applications can also be hand delivered to 1st Floor Office No 118, CNR Somtseu8 & Stalwart Simelane Streets, Durban, 4000.
- Gauteng/Johannesburg:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000. Applications can also be hand delivered to the 12th floor, Cnr Pritchard and Kruis Street, Johannesburg.
- Free State/Bloemfontein:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X20612, Bloemfontein, 9300 or hand deliver applications to the Free State High Court, Corner President Brand and Fontein Street, Bloemfontein, 9301.
- 05 September 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 disqualifications 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 30/44</u>	:	<u>REGISTRAR REF NO: 2025/210/OCJ</u> Re-advertisement, candidates who previously applied are encouraged to re-apply
<u>SALARY</u>	:	R324 579 – R1 111 323 per annum (MR3-MR5). Salary will be in accordance with the Occupation Specific Dispensation (Resolution 1 of 2008). Shortlisted candidates will be required to submit a Service Certificate/s for determination of their experience. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Labour And Labour Appeals Court: Durban
	:	Grade 12 Certificate and an LLB Degree or a four (4) year legal qualification. A valid driver's license. MR3 - LLB Degree or equivalent plus a minimum of 2 years post qualification experience in legal profession. MR4 - LLB Degree or equivalent plus a minimum of 8 years post qualification experience in legal profession. MR5 - LLB Degree or equivalent plus a minimum of 14 years post qualification experience in legal profession). Skills and Competencies: experience and expertise in labour law and administration, Excellent communication skills (verbal and written), Computer literacy, Numerical skills, Attention to detail, Planning, organizing and decision-making skills, Customer service orientated, Interpersonal skills, Conflict management, strong work ethics, professionalism, ability to work under pressure and meeting of deadlines, result driven, honesty/trustworthy and Observance of confidentiality. 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>	:	Co-ordination of Case Flow Management support process to the Judiciary. Manage the issuing of all processes and Initiating Court proceedings (Court-on-line/ Caseline) , Coordinate urgent applications (after hours) Facilitate the signing of court orders and writs of executions and Judge's directive (ensuring that the information on the order/directions correspond with the endorsement made by the Judge on the court file), Taxation of bills of costs and endorsing settled bill of costs, Giving effect to instruction made by the Judge President, the Deputy Judge President, Judges and the Court/office manager, Co-ordination of Case Flow Management and support the Judiciary, Supporting the Court regarding quasi-judicial function, Effectively and efficiently correspond with public, private body and various other stakeholders, Supervise and Management of the staff, Co-ordinate allocation of interpreting services in court, Provide practical training to and assistance to the Registrar's clerks, Exercise control over the management and safe keeping of case records and records rooms, Deal with files in terms of the relevant codes and legislations, Manage submission of statistics to the reporting Registrar/ Statistician, Prepare and present cases for Audits, Manage performance in terms of Annual Performance Plan
<u>ENQUIRIES</u>	:	Technical related enquiries: Ms K Marais Tel No: (031) 492 5562 HR related enquiries: Ms SZ Mvuyana Tel No: (031) 493 1723
<u>APPLICATIONS NOTE</u>	:	Applications can be sent via email at 2025/210/OCJ@judiciary.org.za The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 30/45</u>	:	<u>ADMINISTRATION CLERK: LEASES AND DISPOSAL REF NO: 2025/212/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>	:	National Office: Midrand

<u>REQUIREMENTS</u>	:	Grade 12, A valid driver's license will be added an advantage. National Diploma in Financial Management/ Financial Accounting, Cost or Management Accounting or relevant qualification at NQF level 6 with 360 credits as recognized by SAQA will be an added advantage. A relevant working experience will be an added advantage. Skills and Competencies: Knowledge of Public Service Policy Frameworks, Public Finance Management Act (PFMA), Treasury Regulations, Asset Management, Regulations, Modified Cash Standard, Communication skills, Computer literacy, Problem solving skills, Time management skills, Organizing and planning skills, Interrelation skills, Analytical skills, Presentation skills, Data and record management skills.
<u>DUTIES</u>	:	Maintain a complete and accurate asset register for leased assets. Facilitate Disposal of unserviceable, redundant, obsolete and lost assets, Maintain lost Assets Register, Reconcile the General Ledger (BAS) against Lease Register.
<u>ENQUIRIES</u>	:	Technical related enquiries: Mr P Mahumane Tel No: (010) 493 2646 HR related enquiries: Ms S Tshidino Tel No: (010) 493 8771
<u>APPLICATIONS</u>	:	Applications can be sent via email at 2025/212/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals
<u>POST 30/46</u>	:	<u>HANDYMAN REF NO: 2025/213/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>	:	Labour And Labour Appeals Court: Johannesburg
<u>REQUIREMENTS</u>	:	Grade 10 (Abet level 3) or equivalent qualification. Grade 12 and a qualification in plumbing, electrical or carpentry will be an added advantage. General maintenance experience will be an added advantage. Skills and Competencies: Knowledge of the Occupational Health and Safety Act. Knowledge on how to operate hand and power tools. Knowledge of building infrastructure layouts. Computer literacy. Communication skills. to work as part of a team. Reliability. Problem solving skills. Innovation. Ability to work independently.
<u>DUTIES</u>	:	Perform minor general building maintenance. Attend to minor plumbing, electrical and general handyman duties. Conduct routine inspections of the building on a weekly and monthly basis. Report unauthorized movement of equipment.
<u>ENQUIRIES</u>	:	Technical: Ms T Nzimande Tel No: (010) 494 9238 HR related enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
<u>APPLICATIONS</u>	:	Applications can be sent via email at 2025/213/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the employment equity goals.
<u>POST 30/47</u>	:	<u>SECURITY OFFICER REF NO: 2025/214/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>	:	Free State Division of the High Court: Bloemfontein
<u>REQUIREMENTS</u>	:	Grade 10 (Abet level 2). Relevant experience required. A driver's license will be an added advantage. Basic security course registered with PSIRA. Skills and Competencies: Knowledge of Access to Public Premises and Vehicle Act and other security related legislations. Knowledge of access control procedures. Knowledge of control and movement of equipment and stores. Knowledge of prescribed security procedures (e.g. MIS, NISA, Protection of Information Act, etc.) and the authority of security officers under these documents. Knowledge on the relevant emergency procedures. Batho Pele Principles. Interpersonal skills. Client service skills. Listening skills. Problem solving skills. Decision making skills. Good communication skills. Computer skills. Facilitating skills.
<u>DUTIES</u>	:	Perform access control functions. Ensure that equipment, documents and stores do not leave or enter the building or premises unauthorized. Operate control room security equipment. Ensure safety in the building and premises. Ensure all incidents are recorded in the occurrence books/registers.
<u>ENQUIRIES</u>	:	Technical /HR related enquiries: Ms N. de la Rey Tel No: (051) 492 4585
<u>APPLICATIONS</u>	:	Applications can be sent via email at 2025/214/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organization will give preference to candidates in line with the departmental employment equity goals

DEPARTMENT OF SOCIAL DEVELOPMENT

It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of this post and candidates whose transfer/promotion/appointment will promote representivity will receive preference.

- APPLICATIONS** : Please forward your application, quoting the relevant reference number, to the Director-General, Department of Social Development, Private Bag X901, Pretoria, 0001. Physical Address: HSRC Building, 134 Pretorius Street In the event of hand delivery of applications, applicants must sign an application register book as proof of submission. Applicants may also email their applications to the following email addresses: For: Deputy Chief Director: Financial Management and Administration- e-recruit.cdfma@dsd.gov.za, Chief Director: Social Crime Prevention and Anti-Substance Abuse- e-recruit.cdscpaa@dsd.gov.za
- FOR ATTENTION** : Mr S Boshielo
- CLOSING DATE** : 05 September 2025
- NOTE** : Curriculum vitae with a detailed description of duties and the names of two referees must accompany your signed application for employment (Z83). If applying for more than one position, applicants must submit separate applications for each position. Shortlisted candidates for a post will be required to submit certified copies of qualifications and identity documents on the date of the interview. Applicants are advised that from 1 January 2021, a new application for employment (Z83) form is effective and must be completed in full, failure to use the new Z83 will result in disqualification. The new form can be downloaded online at www.dpsa.gov.za-vacancies. Applicants applying for SMS posts are required to successfully complete the Certificate for entry into the SMS (submitted prior to appointment) and full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Applicants are expected to pay for the course and may enroll for it at a cost of R400.00. The duration of the course is 120 hours. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will sign an annual performance agreement, complete a financial discloser form and will also be required to undergo a security clearance. Candidates nominated for posts on salary levels 2 - 12 may be subjected to a competency assessment during the selection process. If the candidate is applying for an OSD post, certificates of service must be submitted on the date of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the requested documents will result in your application not being considered. Personnel suitability checks will be conducted on shortlisted candidates, and the appointment is subject to positive outcomes of the checks. Correspondence will be limited to shortlisted candidates only. The selection of candidates will be done with due regard to the relevant aspects of the selection process as set out in the Public Service Amendment Regulations, 2023, Regulation 67. Applications received after the closing date will not be taken into consideration. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. Candidates requiring additional information regarding the advertised post may direct their enquiries to the person as indicated above. Internal applicants must submit and register their employment applications at the register book in the DSD reception area for the attention of Mr S Boshielo. DSD reserves the right to cancel the filling/ not to fill a vacancy that was advertised during any stage of the recruitment process.

MANAGEMENT ECHELON

<u>POST 30/48</u>	:	<u>CHIEF DIRECTOR: FINANCIAL MANAGEMENT AND ADMINISTRATION</u> <u>REF NO: I1/A/2025</u> Branch: Financial Management Services
<u>SALARY</u>	:	R1 494 900 per annum. This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules. The successful candidate will be required to enter into a performance agreement and to sign an employment contract.
<u>CENTRE REQUIREMENTS</u>	:	HSRC Building, Pretoria An appropriate NQF level 7 qualification in Financial Management / Accounting / Business Administration as recognized by SAQA Plus 5 years' experience at senior management level. Knowledge and understanding of Public Service Act and Regulation. Knowledge and understanding of Public Finance Management Act and Treasury Regulations. Extensive knowledge of Logistics and Supply Chain Management. Knowledge and understanding of Government Immovable Asset Management Act. Knowledge of and understanding of government macro-economic and social policies. Knowledge and understanding of government supply chain management framework. Knowledge and understanding of General Accepted Accounting Practices (GAAP)/ General Recognized Accounting Practices (GRAP). Knowledge and understanding of the government financial accounting and administration processes and systems. Sound knowledge of risk management, corporate governance and internal controls. Knowledge of PERSAL, BAS and LOGIS systems. Competencies needed: Strategic capability and leadership. Programme and project management. Financial management. Policy analysis and development. Information and knowledge management. Communication. Service delivery innovation. Problem solving. Change management. People management and empowerment. Client orientation and customer focus. Stakeholder management. Presentation and facilitation. Attributes: Good interpersonal relations. Ability to work under pressure. Innovative and creative. Ability to work in a team and independently. Adaptability. Emotional intelligence. Independent thinker. Cost consciousness. Honesty and integrity.
<u>DUTIES</u>	:	Oversee and manage procurement of goods and services in line with supply chain management policies and prescripts. Manage and coordinate provisioning of financial management and administration services. Oversee, manage, and report on the budget, human resources, and performance of the chief directorate in line with the set regulations and prescripts.
<u>ENQUIRIES NOTE</u>	:	Ms T Ngcobo Tel No: (012) 312-7543/7332 In terms of the Department's employment equity targets, Coloured and White males and African, Coloured and White females as well as persons with disabilities are encouraged to apply.
<u>POST 30/49</u>	:	<u>CHIEF DIRECTOR: SOCIAL CRIME PREVENTION AND ANTI-SUBSTANCE ABUSE REF NO: I1/B/2025</u> Branch: Welfare Services
<u>SALARY</u>	:	R1 494 900 per annum. This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules. The successful candidate will be required to enter into a performance agreement and to sign an employment contract.
<u>CENTRE REQUIREMENTS</u>	:	HSRC Building, Pretoria An appropriate NQF level 7 qualification in Social Science, Social Work or Development Studies as recognized by SAQA Plus 5 years' experience at senior management level. Registration with the relevant professional body will be a added advantage. Knowledge of Public Service Act & Regulation. Knowledge Public Finance Management Act. Knowledge and understanding of Children's Act. Knowledge and understanding of VEP and prevention of gender-based violence legislation, policies, and programmes. Knowledge and understanding of JCPS Cluster protocols. Knowledge of Child Justice Act. Knowledge of Central Drug Master Plan. Knowledge and understanding of Social Development Welfare Services related acts, frameworks, norms and standards, policies, and guidelines. Knowledge of White Paper for Social Development. Knowledge of Criminal Justice Act. Knowledge of Criminal Law

(Sexual offences and related matters). Knowledge and understanding of Social Services Professions Act. Knowledge and understanding of the Prevention and combating of trafficking in persons Act. Knowledge and understanding of the Domestic Violence Act. Competencies needed: Strategic capability and leadership. Programme and project management. Financial management. Policy analysis and development. Information and Knowledge management. Communication. Service delivery innovation. Problem solving. Change management. People management and empowerment. Client orientation and customer focus. Stakeholder management. Computer Literacy. Planning and coordination. Presentation and facilitation. Risk Management. Monitoring and evaluation. Quality Management. Attributes: Good interpersonal relations. Ability to work under pressure. Innovative and creative. Ability to work in a team and independently. Adaptability. Emotional Intelligence. Independent thinker. Cost consciousness. Honesty and integrity.

DUTIES

: Oversee and manage the development, review and implementation of national policies, strategies and programmes relating to the delivery of Anti -substance abuse services and Social Crime Prevention services. Oversee, manage and monitor the implementation of social development probation policies, strategies, and programmes. Oversee the development, implementation as well as monitoring and evaluation of national policies, legislation, programmes, and services to protect people affected by violence and crime including gender-based violence. Oversee the provision of technical and programme support services to the JCPS cluster forum and VEP sectoral programmes. Oversee, manage and report on the budget, human resources and performance of the chief directorate in line with the set regulations and prescripts.

ENQUIRIES NOTE

: Ms S Magangoe Tel No: (012) 312-7786/7675
: In terms of the Department's employment equity targets, Coloured and White males and African, Coloured and White females as well as persons with disabilities are encouraged to apply.

DEPARTMENT OF SPORT, ARTS AND CULTURE (DSAC)

APPLICATIONS

: Applications can be submitted using one of the following methods: Email to recruitment2024@dsac.gov.za, quoting the reference number and title of the position on the subject line. There will be no follow-up emails to this address. Hand delivery: Sealed envelope addressed to Chief Director: Human Resource Management and Development, Sechaba House, 202 Madiba Street, Pretoria Central. Postal mail to The Chief Director: Human Resource Management and Development, Private Bag X897, Pretoria, 0001. Correspondence will be limited to shortlisted candidates only. Applications received after the closing date will not be considered or accepted.

CLOSING DATE
NOTE

: 05 September 2025, 16:00

: Each application must be submitted separately. Applications must consist of: A recently updated, comprehensive CV, a fully completed, initialled and signed new Z83 form (Sections A, B, C&D are compulsory and must be completed in full, and sections E, F and G are not compulsory if the information is contained in the CV). However, the question related to conditions that prevent reappointment under Part F must be answered. Use of the old Z83 Form or not completing compulsory sections of the application form will result in a disqualification. Only shortlisted candidates will be required to bring certified copies of ID, Driver's licence (where required) and qualifications on or before the interview. Should you be in possession of any foreign qualification(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA); Applicants must be South African citizens. Shortlisted candidates must avail themselves for a virtual or in-person panel interview at a date and time determined by DSAC. The applicant should make own arrangement for access to internet connectivity and equipment for this purpose. Applicants must note that pre-employment checks and references will be conducted once they are shortlisted. The appointment is also subject to a positive outcome on these checks, including security clearance, security vetting, qualification/study verification, citizenship verification, financial/asset record check, previous employment verification and criminal record. If an applicant wishes to withdraw an application, it must be done in writing. We encourage all applicants to declare any criminal and/or negative credit records. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. The Department of Sport, Arts and Culture is an equal opportunity, affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department to achieve its Employment Equity targets. It is the Department's intention to promote equity (race, gender and disability) through the filling of these posts. Should the Department not be able to recruit candidates from disadvantaged groups, other groups will be considered for appointment. The Department reserves the right not to make an appointment and to use other recruitment processes, thus withdrawing this advert by notice on its communication channels. Prior to appointment for SMS post, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by the DPSSA, which is an online course endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced from the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest.

MANAGEMENT ECHELON**POST 30/50**

: **DIRECTOR: LEGAL SERVICES REF NO: DSAC-12/08/2025**

SALARY

: R1 266 714 per annum, an all-inclusive remuneration package, consisting of a basic salary (70% of the total remuneration package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules and guidelines.

<u>CENTRE REQUIREMENTS</u>	:	Pretoria
	:	Senior Certificate/Matric Certificate /Grade 12 Certificate or Senior Certificate/Matric Certificate /Grade 12 Certificate or equivalent qualification, an undergraduate qualification (NQF level 7) in LLB or relevant legal qualification as recognised by SAQA. Successful completion of the Pre-entry Certificate for the Senior Management Service (SMS) as endorsed by the National School of Government. Admission as an Attorney or Advocate of the High Court of South Africa. A minimum of 5 years' legal experience at a Middle/Senior Management level (Deputy Director level or higher or and MR6) within the public sector or a public law environment. A valid driver's license. Extensive knowledge of the Constitution, Public Service legal frameworks (PFMA, PSA, PAJA, PAIA, POPIA), and relevant public sector regulations. Proven expertise in constitutional, administrative, and contract law, legislative law processes, litigation, legal drafting and vetting. Strategic capability and leadership, people management, programme and project management, financial management, service delivery innovation, and legal research skills. Excellent communication, presentation, interpersonal and analytical skills. Ability to manage legal risk and provide sound legal advice.
<u>DUTIES</u>	:	Providing legal advice, interpreting statutes, drafting legal opinions and ensuring legal compliance. Managing litigation for and against the department and liaising with the Office of the State Attorney and other legal authorities. Drafting, vetting, and managing legal contracts and agreements, ensuring compliance with procurement legislation. Overseeing legislative drafting and regulatory compliance aligned with constitutional and administrative law. Managing the Legal Services Directorate, including staff performance, resource allocation, and budgeting.
<u>ENQUIRIES</u>	:	Mr S Tsanyane Tel No: (012) 441 3492

OTHER POSTS

<u>POST 30/51</u>	:	<u>DEPUTY DIRECTOR: POLICY AND RESEARCH DEVELOPMENT (CULTURAL) REF NO: DSAC-13/08/2025</u>
<u>SALARY</u>	:	R896 436 per annum, (all inclusive)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Senior Certificate/Matric Certificate /Grade 12 Certificate or equivalent qualification. A Minimum four-year Degree (NQF level 7) as recognised by SAQA or relevant qualification in Social Sciences/ Humanities/ Cultural Studies/Public Policy/Developmental studies or relevant Research and Policy Development qualification. 3-5 years relevant experience at least 3 years at an Assistant Director level in Research and Policy Development within the cultural and creative industry; Knowledge of relevant policies and research methods; Understanding of the arts, culture, and heritage sector; Knowledge of Public Service Regulations and the Public Finance Management Act (PFMA); Knowledge and understanding of South African cultural policy framework and legislative environment; Strong analytical and critical thinking skills; Good communication and interpersonal relations; Research skills, including data collection, analysis, and interpretation; Policy analysis skills, including identifying problems, developing solutions, and evaluating outcomes; Strong project management skills; Problem solving skills.
<u>DUTIES</u>	:	Planning and research development; Facilitate steering Committee Meetings for planning of research work, namely: identification and prioritization of research project; Facilitate policy consultations with relevant stakeholders, including government entities, artists, cultural institutions, and civil society; Represent the department at forums, workshops, and conferences related to culture and arts policy and research; Manage and Conduct Research projects; Commission and manage research projects in collaboration with internal and external stakeholders; Analyze trends, data, and reports to support evidence-based policy development; Develop, review and analyse Policies; Ensure alignment of cultural policies with national development plans and international conventions; Ensure policy alignment with the White Paper on Arts, Culture and Heritage, NDP 2030, and other national frameworks; Facilitate intergovernmental and sector-wide consultation processes on draft policy documents; Monitor and evaluate the implementation of cultural policies and their impact; Develop, manage operational and project budgets; Facilitate risk management register in the chief directorate by identifying project risks and

		development of risk action plans; Ensure compliance with risk action plan reports of the Chief Directorate.
<u>ENQUIRIES</u>	:	Ms M Chikeka Tel No: (012) 441 3668
<u>POST 30/52</u>	:	<u>LEGAL ADMINISTRATION OFFICER (GRADE 3) (MR-3) REF NO: DSAC-01/07/2025</u>
<u>SALARY</u>	:	R324 579 – R371 121 per annum, (Salary will be in accordance with OSD determination)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Senior Certificate/Matric Certificate /Grade 12 Certificate or equivalent qualification; LLB (or as otherwise determined by the Minister of Justice and Constitutional Development); At least 2 years' appropriate post qualification in a legal environment. Knowledge of the South African legal system, Knowledge of Public Service Legislation. Knowledge and understanding of Constitution of the Republic of South Africa. Knowledge of Environmental Law, Promotion of Access to Information Act (PAIA). Knowledge of the rules of various courts, including high and magistrate's courts. Knowledge and experience in judicial review applications. Knowledge and understanding of the legislative framework governing the Public Services. Knowledge of administrative processes, procedures, and relevant legislation. Knowledge of the Department role and government imperatives, legally sound opinions and advice. Communication and Interpersonal Skills, Presentation Skills, Negotiation and Problem-solving Skills, Research Methodology and Analytical Skill. Drafting and Report writing Skills, Client orientation and customer focus, Computer Literacy.
<u>DUTIES</u>	:	Assist in drafting and vet contracts and legal documents in the department. Prepare affidavits and other legal paperwork as required. Ensure proper management and compliance with legal documents within the Ministry and Department. Review Contracts upon receiving all required documentation from the relevant officials. Ensure adherence to constitutional and legal frameworks. Assist in managing litigation cases in the department. Provide administrative support in legal proceedings. Receive pleadings. Seek instruction from the Department to oppose or defend a matter. Ensuring adherence to best practices and legal compliance. Monitor case progress and maintain litigation records. Refer new requests to Deputy Information Officers (DIO 's). Advice DIO 's on individual requests and internal appeals. Compile and submit annual PAIAs requests done to my senior to submit for Section 32 report to the Information Regulator. Attending to general legal requests. Conduct legal research on applicable legislation, case law and draft the legal opinion. Obtain an initial or second legal opinion from the State Attorney or private law firm, if required. Consult with the State Attorney or private attorney, counsel, and the official from the relevant line function, if necessary. Read and comment on the legal opinion received from the office of the State / private attorney, where applicable. Transmit the legal opinion received from the State Attorney or private attorney to line function. Participate in legislative processes. Provide guidance for policy amendments. Receive instructions from internal clients for legislative drafting. Conduct research Inclusive of policy documents created by other organizations on the same topic. Generate draft bills. Provide Feedback to clients and consults for further inputs and approval. On receipt of approval from Clients, consult both the OCSLA and DPME for SEIAS for Pre-Certificates (both consultations taking place concurrently). Receive a Pre-certification opinion, from OCSLA after working on the technical, formatting and tagging of Bill. On receipt of the Pre-Certificates, attend to the opinion and respond back. On receipt of both pre certificates, sought in principle from the Minister to Gazette for Public Comments (Three weeks for Minister's approval and SCM to get a quotation from Government Printing works). Publishing the Draft Bills for public comments. On receipt of public comments, to consider and consolidate the comments. Receive a second opinion from OCSLA and SEIAS from DPME should be sought. Prepare the submission to TWG and submit presentation to TWG for approval and recommendation to first meeting of the DDG (dates are pre-set) DDG's Cluster on receipt of the recommendations, Draft Cabinet memo for submission to the Minister to introduce to the Cabinet Committee Await recommendations from cabinet Committee, after written another submission to the Minister to introduce the Bill to Parliament (NA and NCOP) inclusive of letters. Generate presentations for the Portfolio Committee and Select Groups at their request.
<u>ENQUIRIES</u>	:	Mr B Mokubedi Tel No: (012) 441 3359

DEPARTMENT OF TRADITIONAL AFFAIRS

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

- APPLICATIONS** : Applications may be posted to: Human Resource Management, Department of Traditional Affairs, Private Bag X22, Arcadia, 0083 or Hand deliver to: 509 Pretorius Street, Arcadia, 2nd Floor Pencardia 1 Building or DTARecruit202509@cogta.gov.za
- FOR ATTENTION** : Director: Human Resource Management
- CLOSING DATE** : 05 September 2025
- NOTE** : 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.

OTHER POST

- POST 30/53** : **ADMINISTRATIVE ASSISTANT REF NO: 2025/09 (X1 POST)**
Contract post linked to term of Office of the Commission on Khoi-San Matters
- SALARY** : R228 321 per annum, plus 37% in lieu of benefits
- CENTRE** : Pretoria
- REQUIREMENTS** : A Grade 12 Certificate or equivalent qualification plus a certificate in Office Management/Secretarial Studies. Fluent in Afrikaans. Core competencies: Client orientation and customer focus. Communication (written & verbal). Honesty and integrity. Planning and organizing. Telephone etiquette. Computer literacy. Technical Competencies: Office management and administration, secretarial functions and general administration.
- DUTIES** : The successful candidate will perform the following duties: Develop and manage an efficient filing system and flow of documents for the Commission: Receive and distribute documents to members of the Commission on Khoi-San matters. Record documents in the appropriate registers. File and manage the paperwork of the Commission. Establish effective document tracking systems. Provide secretarial support services to the Commission: Co-ordinate and prepare documentation for the Commission's meetings/ workshops/public hearing and outreaches. Compile agenda, attendance registers, minutes and reports. Draft memoranda and any other correspondence as directed by the Secretariat or Commission. Manage the diaries of the Commission, Promote effective diary co-ordination. Provide administrative support services: Arrange logistics and related activities for travel, meetings, workshops, public hearing and conferences. Manage the telephone and communication systems in the office. Purchase and order stationery and equipment. Manage inventory and equipment within the office. Make copies, fax and email documents as required.
- ENQUIRIES** : Adv. K Maphalle Tel No: (012) 336 5824

DEPARTMENT OF TRANSPORT

Department of Transport is an equal opportunity, affirmative action employer with clear employment equity targets. Department of Transport is an equal opportunity employer and these posts will be filled in accordance with employment equity targets of the department.

- APPLICATIONS** : Department of Transport, Private Bag X193, Pretoria, 0001 or hand deliver at the 159 Forum Building, Cnr Struben and Bosman Street, Pretoria for attention Recruitment Unit. Room 4034 or email to: Recruitment@dot.gov.za. Note: email applications must be sent as one attachment to avoid non-delivery of the email and only quotes the name of the post you are applying for on the Subject Line as directed on the post note.
- CLOSING DATE** : 05 September 2025
- NOTE** : Applications must be accompanied by a completed new Z83 form, obtainable from any Public Service Department, (or obtainable at). Applicants must fill in full new Z83 form part A, B, C, and D. A recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and dates). Applicants will submit certified copies of all qualifications and ID document on the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). 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 (NSG) has introduced 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.

OTHER POSTS

- POST 30/54** : **PARLIAMENTARY AND CABINET SUPPORT OFFICER: OFFICE OF THE MINISTER REF NO: DOT/HRM/2025/16**
Branch: Office Of the Minister
- SALARY** : R896 436 per annum (All-inclusive salary package) of which 30% can be structured according to individual's needs.
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate degree or equivalent qualification at NQF level 6, 3 years' experience below middle management (Assistant Director)/ middle management level, knowledge of minister's operations, proven management competencies, broad knowledge and understanding of the functional areas covered by the executive authority's portfolio, working knowledge of the political and parliamentary processes in South Africa, computer literacy, communication skills (verbal and written) Note: The following will serve as recommendations: Excellent communication skills, high level ability to analyse and synthesise information and to formulate policy and strategy, analytical abilities, excellent liaison skills, sound knowledge of government protocol and processes, sound knowledge of Public Finance Management Act (PFMA), Treasury Regulations, and Medium-Term Expenditure Framework (MTEF).

<u>DUTIES</u>	:	The successful candidate will: Monitor events in Parliament/ the legislature to identify matters that have a bearing on the portfolio of the minister, peruse documents like Hansard speeches, minutes of portfolio and standing committees, and monitor meetings of legislative structures to identify matters that have a bearing on the portfolio of the minister, liaise with structures like portfolio and standing committees on matters that have a bearing on the portfolio of the minister and brief departments on decisions making, monitor events in Cabinet/Executive Council to identify matters that have a bearing on the portfolio of the minister, peruse documents like minutes of Cabinet and cluster committees and monitor meetings of the executive structures to identify matters that have a bearing on the portfolio of the Minister, liaise with structures, by attending meetings, like cluster and cabinet committees, render an efficient and effective parliamentary service, facilitate timeous and appropriate responses to parliamentary questions in the format prescribed by Parliament/ the legislature and ensure departmental representation in parliamentary events, compile Cabinet memoranda, speeches, submissions, briefing notes and other documents as required, gazette and table draft bills emanating from the portfolio of the Minister, provide advice and support in terms of policy and procedure to the department in respect of key parliamentary events, like the tabling of the budget vote of the Minister, co-ordinate and control movements between the Pretoria and Cape Town offices for Parliamentary sessions (where applicable), manage and oversee the packing, dispatching and unpacking of official documents and equipment in Pretoria and Cape Town, manage the movement of households to and from Cape Town, study the relevant Public Service and departmental prescripts/ policies and other documents to ensure that the application thereof is understood properly, remain up to date with regard to the applicable prescripts/ policies and procedures that apply to his/her work terrain, remain abreast with the procedures and processes applicable to the Minister.
<u>ENQUIRIES</u>	:	Mr F Shaik Tel No: 012 309 3033
<u>NOTE</u>	:	Candidates must quote name of the post for the above-mentioned position on the subject line when applying i.e. "Parliamentary and Cabinet Support officer: Office of the Minister"
<u>POST 30/55</u>	:	<u>ADMINISTRATIVE SUPPORT AND CO-ORDINATION OFFICER REF NO: DOT/HRM/2025/17</u> Branch: Office Of the Ministry
<u>SALARY</u>	:	R896 436 per annum (All-inclusive salary package) of which 30% can be structured according to individual's needs.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate Degree or equivalent qualification at NQF level 6, 3-year experience below middle management (Assistant Director)/ middle management level, broad knowledge and understanding of the functional areas covered by the executive authority's portfolio, proven management competencies, working knowledge of the political and parliamentary processes in South Africa, computer literacy. note: The following will serve as recommendations: Excellent communication skills, knowledge and understanding of internal Audit Management concepts, frameworks and methodologies, knowledge of Public Finance Management Act (PFMA), Treasury Regulations and Public Service Regulatory Framework on Internal Auditing, knowledge of the Public Service Anti-Corruption Strategy and measures, knowledge of the National Treasury Risk Management Framework, knowledge and understanding of Risk Maturity Model, knowledge and understanding of Risk management policies, procedures, principles and practice, compilation of management reports
<u>DUTIES</u>	:	The successful candidate will: Manage the administrative and coordination activities within the office of the executive authority, Develop, implement and maintain systems, registers and databases to monitor and manage the flow of documents to, from and within the office of the executive authority, compile correspondence, submissions and cabinet memoranda as required, study, edit and comment on submissions to be submitted to the executive authority for consideration, manage the procurement and maintenance of equipment and administer the budget in the office of the executive authority, manage logistical support in the office of the executive authority, develop, implement and maintain a filing system for the office of the executive authority, manage the registry of the office of the executive authority, ensure that documents are

classified in accordance with the MIS prescripts and are handled in accordance with their classification, liaise with internal and external roleplayers with regard to matters relating to the portfolio of the executive authority, brief the chief of staff on matters with regard to the executive authority's portfolio on the agenda of Cabinet/executive council, liaise with senior managers in the institutions within the executive authority's portfolio, co-ordinate the activities of the executive authority's office, render a Cabinet/ executive council support service to the executive authority, manage the distribution of memoranda to Cabinet/executive council members, manage the distribution of documents and submissions to the relevant legislature and standing/portfolio committees, keep record of decisions of Cabinet/executive council and alert the Chief of Staff and executive authority of actions to be taken and due date, supervise employees, general supervision of the employees in the office of the executive authority, quality control of the work delivered by supervisees, quality control of the work delivered by supervisees, advise supervisees with regard to all aspects of the work, serve as the formal disciplinary authority with regard to supervisees, ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively.

ENQUIRIES
NOTE

- : MR F Shaik Tel No: 012 309 3033
- : Candidates must quote name of the post for the above-mentioned position on the subject line when applying i.e., "Administrative support and coordination officer: Office of the Ministry"

DEPARTMENT OF WATER AND SANITATION

CLOSING DATE
NOTE

- : 05 September 2025
- : 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 DPSA circular 19 of 2022. With reference to applicants bearing professional or occupational registration, fields provided in Part B on the online Z83 must be completed as these fields are regarded as compulsory. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. Shortlisted candidates will be subjected to suitability checks (SAQA verification, reference checks criminal and credit checks). SAQA evaluation certificate must accompany foreign qualifications (only when shortlisted). Applications that do not comply with the above-mentioned requirements will not be considered. All shortlisted candidates 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.

MANAGEMENT ECHELON

POST 30/56

- : **DIRECTOR: WATER SERVICES INFRASTRUCTURE DEVELOPMENT AND REFURBISHMENT PROGRAMMES REF NO: 050925/01**
- Branch: Water and Sanitation Services Management: Northwest
- CD: Provincial Operations: Northwest

SALARY
CENTRE
REQUIREMENTS

- : R1 266 714 per annum (Level 13), (all-inclusive salary package)
- : Mmabatho
- : An NQF level 07 Degree in Civil Engineering or Project Management in Engineering Environment. Five (5) years of experience at a middle / senior managerial level. Five (5) years Programme and Project management experience within the Water Sector built environment. Understanding of stakeholder, programme and project management. Working knowledge on drafting of agreements. Working knowledge of governance practices and PFMA. Decision making, strategic capability and leadership. Understanding of financial, change and knowledge management. Understanding of e-collaboration and networking with sound written and verbal communication skills. Service delivery and innovation (SDI). Problem solving and analysis. People management and empowerment. Client orientation and customer focus. Accountability and ethical conduct.

DUTIES

- : Develop policies on water services infrastructure programmes for the component, in conjunction with provincial COGTA and municipalities, to ensure that grant-funded projects are optimally prioritised on an ongoing basis. Facilitate and support implementation of water services infrastructure grant programmes for provincial operations. Support development of provincial sector plans and their alignment to water services infrastructure grant programmes. Promote partnerships between government, public entities, private sector and civil society regarding water services infrastructure grant programmes. Assure that water services infrastructure grant programmes are

		budgeted for in medium term expenditure framework. Ensure that monitoring and evaluation for water services infrastructure grant programmes are properly conducted properly in provinces.
<u>ENQUIRIES</u>	:	Mr L Mditshane Tel No: (018) 387 9502
<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/
<u>NOTE</u>	:	Females are encouraged to apply

OTHER POSTS

<u>POST 30/57</u>	:	<u>ENGINEERING TECHNICIAN PRODUCTION GRADE A - C REF NO: 050925/02 (X2 POSTS)</u> Branch: Infrastructure Management: Head Office Dir: Strategic Infrastructure Asset Management
<u>SALARY</u>	:	R391 671 – R586 665 per annum, (OSD), (Offer will be based on proven years of experience)
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	A National Diploma in Electrical/Electronic Engineering or relevant qualification. Three (3) years post qualification technical Engineering experience. Compulsory registration with Engineering Council of South Africa (ECSA) as a Professional Engineering Technician. The disclosure of a valid unexpired driver's license. Ability to work with electrical design tools such as Relux/Dialux, Autocad Electrical and ETAP/DigSilent Powerfactory will be an added advantage. Knowledge of programme and project management. Understanding technical design and analysis. Knowledge of research and development. Knowledge of computer-added engineering applications. Technical report writing, networking and professional judgement. Problem solving and analysis. Decision making, team leadership, creativity, and self-management. Customer focus and responsiveness. Good communication skills both (verbal and written).
<u>DUTIES</u>	:	Assist Engineers, Technologists and associates in the field, workshop and technical office activities. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standards drawings and procedures to incorporate new technology. Produce technical designs with specifications and submit for evaluation and approval by the relevant authority. Develop and draft maintenance strategies in line with the Asset Management Plan (AMP). Develop and update the Maintenance Demand plan and Operational plan. Provide inputs into the budgeting process as required. Compile and submit technical reports as required. Develop, implement and maintain databases. Supervise and control technical and related personnel and assets. Project lead and manage Maintenance Opex and Capex projects in line with best project Management practices. Liaise with relevant bodies/councils on engineering-related matters.
<u>ENQUIRIES</u>	:	Mr K Mahlani Tel No: (012) 336 6921
<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/
<u>POST 30/58</u>	:	<u>SECURITY OFFICER REF NO: 050925/03 (X4 POSTS)</u> Branch: Water And Sanitation Services Management: KZN CD: Provincial Operations: KZN
<u>SALARY</u>	:	R163 680 per annum (Level 03)
<u>CENTRE</u>	:	Durban
<u>REQUIREMENTS</u>	:	A Grade 11 (NQF 3) certificate. Basic security Officer's course and training. A valid Grade C PSIRA certificate. Valid firearm competency certificate (Added Advantage). Knowledge of security code of conduct. Applicant must have a good knowledge of access control procedures, measures for the movement of equipment and stores, knowledge of relevant emergency procedures and relevant legislation. Must possess the following skills: report writing skills, investigation, riot control, effective communication, searching and evacuation as well as first aid and fire prevention competencies certificate. Participate in all OHS related matters. Must be willing to work shifts including weekends and public holidays. Must be clear of any or pending criminal records.
<u>DUTIES</u>	:	Perform security services through protection, safeguarding and access control with regard to Departmental premises and their contents. Ensure safety in the building and the premises through applying emergency procedures and alert

emergency services and departmental management according to the prescribed security procedures, rules and regulations. Perform perimeter patrols. Ensure the prohibition of unauthorized removal of equipment, documents and stores from building or premises. Ensure that all incidents are recorded in the occurrence books/registers and reported to the supervisor.

ENQUIRIES
APPLICATIONS

- : Mr B Sishi at 071 886 9442
- : Applications to be submitted online on the following link: <https://erecruitment.dws.gov.za/> or post your application quoting the reference number to the: Provincial Head: KwaZulu-Natal, Department of Water and Sanitation, Private Bag X54304, Durban, 4000 or hand deliver to 303 Dr Pixley KaSeme Street, Delta Towers, 26th floor, Durban.