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Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 31 OF 2025

DATE ISSUED 29 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.

NATIONAL DEPARTMENTS

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DEPARTMENT OF EMPLOYMENT AND LABOUR

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

<u>CLOSING DATE</u>	:	12 September 2025 at 16:00 (walk-in) and 00:00 (online)
<u>NOTE</u>	:	All attachments for online application must include an application form Z83 and CV only, in PDF and as one (1) document or attachment, indicate the correct job title and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. JPEG (picture/snapshot) application will not be accepted. Failure to do so, your application will be disqualified. Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents . Received applications using the incorrect application for employment (old Z83) will not be considered. Each post(s) advert must be accompanied by its own application form for employment and must be fully completed, initialled and signed by the applicant as instructed below. Failure to fully complete, initial and sign the Z83 form will lead to disqualification of the application during the selection process. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. However, the question related to conditions that prevent re-appointment under Part "F" must be answered and declaration signed. Only an updated comprehensive CV (with detailed previous experience if any) and a completed and signed new Z83 application form is required. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related document(s) will be in line with the requirements of the advert. Non-RSA Citizens/Permanent Resident Permit holders in possession of foreign qualifications must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). The Department does not accept applications via fax. Applicants who do not comply with the abovementioned instructions/ requirements, as well as applications received late will not be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Please note by responding to the advertisement, you consent to the collection, processing, and storing of your Personal Information in accordance with the Protection of Personal Information Act (POPIA). Your information will be used solely for the purpose of this promotion and will not be shared with third parties without prior consent unless required by law. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the below advertised post(s). The successful candidate will be required to enter into an employment contract and a performance agreement. The Department is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s)

OTHER POSTS

<u>POST 31/01</u>	:	<u>ASSISTANT DIRECTOR: ORGANIZATIONAL DEVELOPMENT REF NO HR4/25/09/01HQ</u> Re-advert, applicants who previously applied must re-apply.
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Head Office, Pretoria

<u>REQUIREMENTS</u>	:	An Undergraduate qualification at (NQF 6) as recognized by SAQA in Management Services/ Industrial Engineering/ Operations/ Production Management/ Industrial Psychology/Human Resource Management. Four (4) years functional experience in Organisational Development/ Effectiveness/ Work Study services environment. Knowledge: Basic understanding of policies, regulations, prescripts and legislation, Understanding of efficiency promotion including the development of organisational structure, Job profile design and Job evaluation, Organisational behaviour, Business Process Management, Organisational Design, DPSA Resolutions and Guidelines, Labour Relations Act, Basic knowledge of Public Financial Management Act Skills: Organizational and planning, Facilitation, Project Management, Computer, Good communication (verbal and written), Listening, Interviewing, Research, Analytical, Good interpersonal relation, Report writing, Innovative.
<u>DUTIES</u>	:	Manage and facilitate organizational development investigations. Manage and facilitate the development and review of job profile in the Department. Facilitate and conduct Job Evaluation processes within the Department. Coordinate and Facilitate the development of Business Process Improvement. Conduct change management processes intervention and organizational client survey in the Department.
<u>ENQUIRIES</u>	:	Mr S Nkhabelane Tel No: (012) 309 4747
<u>APPLICATIONS</u>	:	Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ19@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, Head Office
<u>POST 31/02</u>	:	<u>COID EMPLOYER AUDITOR REF NO: HR4/4/5/76</u>
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Provincial Office: KZN
<u>REQUIREMENTS</u>	:	Undergraduate qualification (NQF 6) as recognised by SAQA in Financial Accounting/BCOM Accounting/ Internal Auditing. Knowledge: Analysing & Interpreting Information (Data Analytics), Knowledge of relevant regulations, laws and legislation, Financial Risk Management and Control, Departmental policies and procedures, Basic Conditions of Employment Act, Batho Pele Principles, Compensation of Occupational and Injury Disease Act (COIDA), OHS Act and regulations, Public Service Regulation, Inspector Appointment Certificate, Inspectors Card, Public Financial Management Act (PFMA). Skills: Analysing & Interpreting Information (Data Analytics), Employer Assessment and Auditing, Revision of Assessment, People Management, Service Delivery Innovation, Stakeholder Development & Relations, Programme/Project Planning & Management, Facilitation, Accountability, Analytical thinking, Attention to detail, Brand and Customer Oriented Service Delivery, Business and Financial Acumen, Communication, Emotional Intelligence, Ethics and Governance, Team orientation.
<u>DUTIES</u>	:	Conduct payroll audit on employers in terms of COIDA. Investigate complaints made on non-compliance with COIDA within prescribed time frames. Issue enforcement notices on non-compliant employers within the prescribed time frames. Prepare documents for prosecution of non-compliant employers within the prescribed time frames. Prepare statistics on a weekly basis to report performance.
<u>ENQUIRIES</u>	:	Mrs P Shandu Tel No: (031) 366 2095
<u>APPLICATIONS</u>	:	Deputy Director: Provincial Operations: P. O. Box 940, Durban, 4000 Or hand deliver at 267 Anton Lembede Street, Durban. For online Applications Email to: Jobs-KZN9@Labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, Provincial Office: KwaZulu-Natal
<u>POST 31/03</u>	:	<u>UI CLIENT SERVICE OFFICER (X107 POSTS)</u>
<u>SALARY</u>	:	R269 499 per annum
<u>CENTRE</u>	:	Phuthaditjhaba Labour Centre: Ref No: HR 4/4/8/944 (X8 Posts) Labour Centre: Petrusburg: Ref No: HR 4/4/8/945 (X6 Posts) Labour Centre: Kroonstad: Ref No: HR 4/4/8/946 (X8 Posts) Labour Centre: Ficksburg: Ref No: Ref No: HR 4/4/8/947 (X7 Posts) Labour Centre: Botshabelo: Ref No: HR 4/4/8/948 (X5 Posts) Thaba Nchu Satellite: Ref No: HR 4/4/8/949 (X8 Posts) Labour Centre: Zastron: Ref No: HR 4/4/8/950 (X6 Posts)

	Labour Centre: Harrismith: Ref No: HR 4/4/8/951 (X10 Posts)
	Labour Centre: Sasolburg: Ref No: HR 4/4/8/952 (X6 Posts)
	Labour Centre: Parys Satellite: Ref No: HR 4/4/8/953 (X8 Posts)
	Labour Centre: Virginia Satellite: Ref No: HR 4/4/8/954 (X5 Posts)
	Labour Centre: Bethlehem: Ref No: HR/4/4/8/955 (X4 Posts)
	Labour Centre: Reitz: Ref No: HR 4/4/8/956 (X12 Posts)
	Provincial Office, Free State: Ref No: HR 4/4/8/957 (X14 Posts)
<u>REQUIREMENTS</u>	: Grade 12\ Senior Certificate; Zero experience. Knowledge: Unemployment Insurance Act and Regulations, Unemployment Insurance Contributions Act, Public Financial Management Act (PFMA) Protection of Personal Information Act (POPIA), Treasury Regulations, Batho Pele Principles, Department of Labour and UIF Policies and Procedures, UIF's vision, Mission and Values, Customer Care Principles, Procedures and Guidelines Skills: Interviewing, Communication (verbal and written), Listening, Computer Literacy, Customer Relations, Analytical, Time Management, Interpersonal, Telephone etiquette, on job training (operation system).
<u>DUTIES</u>	: Provide screening service. Process applications for UIF benefits. Register payment continuation forms. Provide administrative functions.
<u>ENQUIRIES</u>	: Mr MJ Ngono Tel No: (051) 933 2299 (Botshabelo and Thaba Nchu Satellite) Mr T Moholi Tel No: (051) 303 5293 (Bethlehem and Virginia Satellite) Ms Lelope Tel No: (051) 970 3200 (Sasolburg and Parys Satellite) Mr A Kutuka Tel No: (058) 713 0373 (Phuthadijhaba and Ficksburg) Mr D Namane Tel No: (053) 574 0932 (Petrusburg) Mr S Malope Tel No: (056) 215 1812 (Kroonstad) Mr C Van Niekerk Tel No: (051) 673 1471 (Zastron) Ms T Mvelase Tel No: (058) 623 2977 (Harrismith) Mr E Qhalane Tel No: (057) 391 0200 (Virginia) Ms N Zama Tel No: (051) 505 6276 (Provincial Office)
<u>APPLICATIONS</u>	: Chief Director: Provincial Operations: Private Bag X522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. Email: jobs-fs11@labour.gov.za
<u>FOR ATTENTION</u>	: Sub-directorate: Human Resources Operations, Free State
<u>POST 31/04</u>	: <u>CLIENT SERVICE OFFICERS: UIF (X58 POSTS)</u>
<u>SALARY CENTRE</u>	: R269 499 per annum
	: Chatsworth Satellite Office Ref No: HR4/4/5/61 (X5 Posts)
	: Dundee Labour Centre Ref No: HR4/4/5/60 (X6 Posts)
	: Estcourt Labour Centre Ref No: HR4/4/5/62 (X2 Posts)
	: Kokstad Labour Centre Ref No: HR4/4/5/63 (X7 Posts)
	: Ladysmith Labour Centre Ref No: HR4/4/5/64 (X4 Posts)
	: Newcastle Labour Centre Ref No: HR4/4/5/65 (X4 Posts)
	: Pinetown Labour Centre Ref No: HR4/4/5/67 (X6 Posts)
	: Prospecton Labour Centre Ref No: HR4/4/5/78 (X2 Posts)
	: Richmond Labour Centre Ref No: HR4/4/5/68 (X1 Post)
	: Stanger Labour Centre Ref No: HR4/4/5/69 (X1 Post)
	: Ulundi Labour Centre Ref No: HR4/4/5/70 (X1 Post)
	: Jozini Satellite Office Ref No: HR4/4/5/71 (X6 Posts)
	: Verulam Labour Centre Ref No: HR4/4/5/72 (X4 Posts)
	: Phoenix Satellite Office Ref No: HR4/4/5/73 (X4 Posts)
	: Vryheid Labour Centre Ref No: HR4/4/5/74 (X5 Posts)
<u>REQUIREMENTS</u>	: Matriculation/ Grade 12. Knowledge: Unemployment Insurance Act and Regulations, Unemployment Insurance Contributions Act, Public Financial Management Act (PFMA), Protection of Personal Information Act (POPIA), Treasury Regulations, Batho Pele Principles, Department of Labour and UIF Policies and Procedures, UIF's Vision, Mission and Values, Customer Care Principles, Departmental Policies, Procedures and Guidelines. Skills: Interviewing, Communication (verbal and written), Computer literacy, Listening, Interpretation (ability to interpret UI Act and Contribution Act), Conflict management, Time management, Customer relations, Analytical, Interpersonal, Telephone etiquette, On job training (operational systems).
<u>DUTIES</u>	: Provide screening services. Process applications for UIF benefits. Register payment contribution forms. Provide administrative functions.
<u>ENQUIRIES</u>	: Ms T Khumalo Tel No: (034) 212 2421 (Dundee) Mr J Fakazi Tel No: (036) 352 7767 (Estcourt) Mr S Ngqoza Tel No: (039) 727 2140 (Kokstad) Ms L Radebe Tel No: (036) 638 1900 (Ladysmith)

APPLICATIONS

Mr S Pillay Tel No: (036) 638 1900 (Newcastle)
Mr B Gwala Tel No: ((031) 701 7740 (Pinetown)
Mr K Naidoo Tel No: (031) 065 0100 (Prospecton)
Mr K Naidoo Tel No: (031) 065 0100 (Chatsworth Satellite)
Mr P Mtolo Tel No: (033) 212 2768 (Richmond)
Ms S Mkhize Tel No: (032) 551 7300 (Stanger)
Mr T Nkosi Tel No: (035) 879 8800 (Ulundi)
Mr T Nkosi, Tel No: (035) 879 8800 (Jozini)
Mr B Zondi Tel No: (032) 541 5600 (Verulam & Phoenix)
Mr F Dladla Tel No: (034) 5980 8916 (Vryheid)

Deputy Director: Dundee Labour Centre, PO Box 445, Dundee, 3000 Or hand deliver at 63 Victoria Street, Dundee. For Online Applications Email to: Jobs-KZN4@Labour.gov.za

Deputy Director: Estcourt Labour Centre, P O Box 449, Estcourt, 3310 Or hand deliver at 75 Phillip Street, Estcourt. For Online Applications Email to: Jobs-KZN18@Labour.gov.za

Deputy Director: Kokstad Labour Centre, PO Box 260, Kokstad, 4700 or hand deliver at 59 Hope Street, Kokstad. For Online Applications Email to: Jobs-KZN1@Labour.gov.za

Deputy Director: Ladysmith Labour Centre, Private Bag X9925, Ladysmith, 3370 or hand deliver at 35 Keate Street, Ladysmith. For Online Applications Email to: Jobs-KZN5@Labour.gov.za

Deputy Director: Newcastle Labour Centre, Private Bag X9925, Newcastle 3370 or hand deliver at 29 Scott Street, Newcastle 2940. For Online Applications Email to: Jobs-KZN20@Labour.gov.za

Deputy Director: Pinetown Labour Centre, P. O Box 1025 Pinetown, 3610 or hand deliver at 49 Kings Road, Pinetown. For Online Applications Email to: Jobs-KZN11@Labour.gov.za

Deputy Director: Prospecton Labour Centre, PO Box 343, Umbongothwini 4120 or hand deliver at N 3 Prospecton Place, Prospecton. For Online Applications Email to: Jobs-KZN17@Labour.gov.za

Deputy Director: Prospecton Labour Centre, PO Box 343, Umbongothwini 4120 or hand deliver at N 3 Prospecton Place, Prospecton. For Online Applications Email to: Jobs-KZN17@Labour.gov.za (For Chatsworth Satellite)

Deputy Director: Richmond Labour Centre, PO Box 852, Richmond 3780 or hand deliver at 60 Shepstone Street, Richmond. For Online Applications Email to: Jobs-KZN2@Labour.gov.za

Deputy Director: Stanger Labour Centre, PO Box 138, Stanger 4450 or hand deliver at 12 Cator Street, Stanger. For Online Applications Email to: Jobs-KZN10@Labour.gov.za

Deputy Director: Ulundi Labour Centre, Private Bag X56, Ulundi 3838 or hand deliver at Unit A Wombe, Street Ulundi. For Online Applications Email to: Jobs-KZN3@Labour.gov.za

Deputy Director: Ulundi Labour Centre, Private Bag X56, Ulundi 3838 or hand deliver at Unit A Wombe, Street Ulundi. For Online Applications Email to: Jobs-KZN3@Labour.gov.za (For Jozini Satellite)

Deputy Director: Verulam Labour Centre, PO Box 1144, Verulam or hand deliver at 13 Wick Street, Verulam. For Online Applications Email to: Jobs-KZN25@Labour.gov.za

Deputy Director: Verulam Labour Centre, PO Box 1144, Verulam or hand deliver at 13 Wick Street, Verulam. For Online Applications Email to: Jobs-KZN25@Labour.gov.za (For Phoenix Satellite)

Deputy Director: Vryheid Labour Centre, PO Box 430, Vryheid or hand deliver at 99 Landrose Street, Vryheid. For Online Applications Email to: Jobs-KZN29@Labour.gov.za

POST 31/05

SECRETARY REF NO: GP/2025/08/91226201

SALARY CENTRE REQUIREMENTS

R228 321 per annum
Head Office, Pretoria
Matric/Grade 12/National Senior Certificate. Knowledge: Departmental policies and procedures, Planning and organizing, Administration procedures, Batho Pele Principles, Interpersonal relations. Skills: Facilitation, Interpersonal relationship, Communication (verbal and written), Computer literacy, Telephone etiquette, Organising, Decision making, Analytical, Project Management.

<u>DUTIES</u>	:	Provide a receptionist support to the Office of the DDG: Corporate Services including dairy management for the DDG: Corporate Services. Render a Secretariat Service for the Office of the DDG. Assist in Monitoring and maintaining the budget including the supply chain for the Office of the DDG. Facilitate and coordinate all logistical and resource requirements of the Office of the DDG. Provide Management Information and records management services in the Office of the DDG. Track and monitor projects tasks within the Office of the DDG.
<u>ENQUIRIES</u>	:	Ms BB Matebesi Tel No: (012) 309 4865 Essa Sysytem Enquiries: Email: Pes@Labour.gov.za or contact the Alteram Call centre on 0860101018
<u>APPLICATIONS</u>	:	Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. ESSA LINK: https://crs.labour.gov.za/sap/bc/ui5_ui5/sap/zcommreg_new/index.html

GRADUATE INTERNSHIP PROGRAMMES FOR THE FINANCIAL YEAR 2025 TO 2027
The Department of Employment and Labour (Compensation Fund) would like to invite qualifying applicants to apply for Graduate Internship programme for the financial year 2025 to 2027. The Graduate Internship Programmes are meant to provide work exposure to graduates for the period of twenty (24) months and the applicants must be unemployed, never participated in the Graduate Internship Programmes previously.

<u>APPLICATIONS</u>	:	Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or Direct your applications online to: Jobs-CF27@labour.gov.za
<u>CLOSING DATE</u>	:	12 September 2025 at 16:00 (walk-in) and 00:00 midnight (online)
<u>NOTE</u>	:	The Department of Employment and Labour (Compensation Fund) invites South African unemployed graduates to apply for the 2025 to 2027 internship programme. The internship is meant to provide work exposure to graduates related to their qualifications for a period of twenty-four (24) months from the date of appointment. Applicants must be unemployed and never participated in any internship programme previously. Application quoting the relevant reference number must be submitted through the addresses depicted above or use the correct email address associated with the post. Applicants are not required to submit copies of qualifications and other relevant documents on applications. Only an updated comprehensive CV and a completed initialled and signed new Z83 application form is require, 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. Failure to fully complete, initial and sign the Z83 form will lead to disqualification of the application during the selection process. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. However, the question related to conditions that prevent re-appointment under Part "F" must be answered. Affidavit confirming that you have not participated in a similar programme before will be required during the invitation to an interview stage. Non-RSA Citizens/Permanent Resident Permit/ should you in possession of foreign qualifications; it must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). All attachments for online application must include an application form Z83 and CV only, in PDF and as one (1) document or attachment, indicate the correct job title and the reference number of the post on the subject line of your email. Applicants who do not comply with the obove-mentioned requirements and instructions will no be considered. Due to the large number of applications we envisage to receive, application will not be acknowledged, if you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Correspondence will be limited to shortlisted candidates only. Therefore, only shortlisted candidates will be required to submit their qualifications and other supporting documents on or before the date of the interview. The successful candidate will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Applicants must declare any pending criminal, disciplinary or any other allegations /investigations against them. Should this be uncovered during/ after the

interview took place, the application will not be considered and in the unlikely event, that the person has been appointed such appointment will be terminated. The successful candidate will be appointed subject to positive results of the security screening process. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. The Department reserves the right not to make any appointment(s) to the below advertised post(s)

OTHER POSTS

POST 31/06 : **EMPLOYER SERVICES: EMPLOYER REGISTRATION: TARIFFS: INTERNSHIP REF NO: HR 5/1/2/3/74 (X5 POSTS)**

STIPEND : R7 860.40 per month
CENTRE : Compensation Fund Pretoria
REQUIREMENTS : Three-year tertiary qualification (NQF Level 6) in Business Management/ Business Administration/ Public Management/ Public Administration/ Operations Management.
DUTIES : Facilitate receipt of new registration forms. Facilitate sub-class investigations on existing files to ensure correctness of tariffs. Facilitate the applications for sub-class or nature of business change on existing files from employers. Facilitate separation or combination of existing files.
ENQUIRIES : Mr J Madiega at 079 691 1471

POST 31/07 : **EMPLOYER SERVICES: EMPLOYER REGISTRATION: INDEX: INTERNSHIP REF NO: HR 5/1/2/3/75 (X5 POSTS)**

STIPEND : R7 860.40 per month
CENTRE : Compensation Fund Pretoria
REQUIREMENTS : Three-year tertiary qualification (NQF Level 6) in Business Management/ Business Administration/ Public Management/ Public Administration/ Operations Management.
DUTIES : Facilitate employer registration process. Conduct the process of updating the master data. Attend and monitor the capturing of employer banking details. Attend and monitor the capturing of employer banking details. Conduct quality assurance on captured data.
ENQUIRIES : Mr J Madiega at 079 691 1471

POST 31/08 : **EMPLOYER SERVICES: EMPLOYER REGISTRATION: QUALITY ASSURANCE: INTERNSHIP REF NO: HR 5/1/2/3/76 (X5 POSTS)**

STIPEND : R7 860.40 per month
CENTRE : Compensation Fund Pretoria
REQUIREMENTS : Three-year tertiary qualification (NQF Level 6) in Business Management/ Business Administration/ Public Management/ Public Administration/ Operations Management.
DUTIES : Conduct quality assurance on finalised employer registration. Conduct quality assurance on data captured by employer registration team. Conduct quality assurance on sub-class and nature of business changes done by Tariffs Section.
ENQUIRIES : Mr J Madiega at 079 691 1471

POST 31/09 : **EMPLOYER ASSESSMENT (LARGE ACCOUNT): INTERNSHIP REF NO: HR 5/1/2/3/77 (X15 POSTS)**
 Branch: Employer Services

STIPEND : R7 860.40 per month
CENTRE : Compensation Fund Pretoria
REQUIREMENTS : Three-year tertiary qualification (NQF Level 6) in Financial Accounting/ Internal Audit/ Financial Management.
DUTIES : Assist in the assessment and verification of employer-submitted earnings declarations for COIDA compliance. Support the review and revision of employer assessments to ensure accuracy and alignment with legislative requirements. Participate in the verification of employer records and supporting documentation for audit readiness. Contribute to the digitization and maintenance of assessment records and workflows. Assist with administrative

		tasks and internal reporting related to employer compliance and performance tracking.
<u>ENQUIRIES</u>	:	Mr V Maluleke at 060 989 8294
<u>POST 31/10</u>	:	<u>EMPLOYER COMPLIANCE: INTERNSHIP REF NO: HR 5/1/2/3/78 (X14 POSTS)</u>
<u>STIPEND</u>	:	R7 860.40 per month
<u>CENTRE</u>	:	Compensation Fund Pretoria
<u>REQUIREMENTS</u>	:	Three-year tertiary qualification (NQF Level 6) in Accounting/ Financial Accounting/ Taxation/ Cost and Management Accounting/ Auditing.
<u>DUTIES</u>	:	Assist in preparing and organizing documentation to support compliance audits and related activities. Help gather and maintain employer information, including statutory data, to support profiling and compliance tracking. Review submitted documents for completeness and accuracy, and support internal verification processes. Liaise with stakeholders to follow up on outstanding information and ensure timely updates. Contribute to compliance initiatives by monitoring progress, compiling summaries, and identifying areas requiring further attention.
<u>ENQUIRIES</u>	:	Mr K Makgamatha at 083 288 2845
<u>POST 31/11</u>	:	<u>STATUTORY SERVICES: INTERNSHIP REF NO: HR 5/1/2/3/79 (X5 POSTS)</u>
<u>STIPEND</u>	:	R7 860.40 per month
<u>CENTRE</u>	:	Compensation Fund Pretoria
<u>REQUIREMENTS</u>	:	Three-year tertiary qualification (NQF Level 6) in LLB/BA Law.
<u>DUTIES</u>	:	Drafting of court papers and compliance notices. Providing support to provinces on enforcement matters. Administering and managing statutory case files.
<u>ENQUIRIES</u>	:	Ms K Paulus at 060 980 3314
<u>POST 31/12</u>	:	<u>INTERNAL AUDIT: INTERNSHIP REF NO: HR 5/1/2/3/80 (X5 POSTS)</u>
<u>STIPEND</u>	:	R7 860.40 per month
<u>CENTRE</u>	:	Compensation Fund Pretoria
<u>REQUIREMENTS</u>	:	Three-year tertiary qualification (NQF Level 6) in Internal Audit/ Cost and Management Accounting/ Financial Accounting/Accounting Sciences/ Financial Management/ Information System Audit.
<u>DUTIES</u>	:	Assist with the conducting internal audit as per methodology in operational and compliance audit, ICT Audits, performance audits, conduct quality assurance assessments, perform audit committee secretariat function and other administrative duties.
<u>ENQUIRIES</u>	:	Mr S Zwane at 082 331 5680
<u>POST 31/13</u>	:	<u>TREASURY AND INVESTMENT MANAGEMENT: INTERNSHIP REF NO: HR 5/1/2/3/81 (X3 POSTS)</u>
<u>STIPEND</u>	:	R7 860.40 per month
<u>CENTRE</u>	:	Compensation Fund Pretoria
<u>REQUIREMENTS</u>	:	Three-year tertiary qualification (NQF Level 6) in Financial Accounting/ Management Accounting/ Financial/ Investment Management/ Auditing.
<u>DUTIES</u>	:	Assist with preparation of monthly reconciliation, Financial and Investment accounting journals, Analysis of investees performance, annual financial statement, cash flows management and assist in administrative duties.
<u>ENQUIRIES</u>	:	Mr L Moni at 063 689 4157
<u>POST 31/14</u>	:	<u>MEDICAL BILLING AND CLINICAL CODING: INTERNSHIP REF NO: HR 5/1/2/3/82 (X5 POSTS)</u>
<u>STIPEND</u>	:	R7 860.40 per month
<u>CENTRE</u>	:	Compensation Fund Pretoria
<u>REQUIREMENTS</u>	:	Three-year tertiary qualification (NQF Level 6) in Public Management/ Public Administration/ Business Administration Management/ Administrative Management.
<u>DUTIES</u>	:	Receive, assets and validate medical invoices, capture medical invoices, assist in audits, publishing of gazette and administration of medical tariffs.
<u>ENQUIRIES</u>	:	Mr P Netshituka at 060 836 4013

<u>POST 31/15</u>	:	<u>MEDICAL CLAIMS: INTERNSHIP REF NO: HR 5/1/2/3/83 (X12 POSTS)</u>
<u>STIPEND</u>	:	R7 860.40 per month
<u>CENTRE</u>	:	Compensation Fund Pretoria
<u>REQUIREMENTS</u>	:	Three-year tertiary qualification (NQF Level 6) in Public Management/Public Administration/ Business Administration Management/ Administrative Management.
<u>DUTIES</u>	:	Receive, assets and validate medical invoices, capture medical invoices, refunds and travelling expenses and resolve allocated enquiries.
<u>ENQUIRIES</u>	:	Ms R Hariparsad at 076 228 8306
<u>POST 31/16</u>	:	<u>MEDICAL BENEFITS: INTERNSHIP REF NO: HR 5/1/2/3/84</u>
<u>STIPEND</u>	:	R7 860.40 per month
<u>CENTRE</u>	:	Compensation Fund Pretoria
<u>REQUIREMENTS</u>	:	Three-year tertiary qualification (NQF Level 6) in Office Administration/ Public Management/ Public Administration.
<u>DUTIES</u>	:	Office Administration.
<u>ENQUIRIES</u>	:	Ms K Nyeufan at 063 694 7877
<u>POST 31/17</u>	:	<u>SUPPLY CHAIN MANAGEMENT: INTERNSHIP REF NO: HR 5/1/2/3/85 (X3 POSTS)</u>
<u>STIPEND</u>	:	R7 860.40 per month
<u>CENTRE</u>	:	Compensation Fund Pretoria
<u>REQUIREMENTS</u>	:	Three-year tertiary qualification (NQF Level 6) in Supply Chain Management/ Logistics.
<u>DUTIES</u>	:	Assist with provision of Supply Chain Management Services.
<u>ENQUIRIES</u>	:	Mr S Pinana at 060 989 8663

TRAINEE EMPLOYMENT COUNSELLORS PROGRAMME YEAR 2025/2026

The Department would like to invite qualifying graduates to apply to participate in the Department's Employment Counsellors Trainee Program. The Programme is meant to provide Employment Counselling work exposure to graduates for a period of twelve (12) months.

<u>APPLICATIONS</u>	:	Application quoting the relevant reference number must be as possible made to the province of residence and be submitted through the ESSA link https://crs.labour.gov.za/sap/bc/ui5_ui5/sap/zcommreg_new/index.html .
<u>CLOSING DATE</u>	:	12 September 2025
<u>NOTE</u>	:	The Department of Employment and Labour invites South African unemployed graduates to apply for the 2025/2026 Employment Counsellors Programme. The Programme is meant to provide work exposure to graduates related to their qualifications for a period of 12 months from the date of appointment. Applicants must be unemployed. Only an updated comprehensive CV and a completed initialled and signed new Z83 application form is required, 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. Failure to fully complete, initial and sign the Z83 form will lead to disqualification of the application during the selection process. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. However, the question related to conditions that prevent re-appointment under Part "F" must be answered. Advantage will be given to applicants who did not participate in a similar programme before. Non-RSA Citizens/Permanent Resident Permit/ should you in possession of foreign qualifications must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). All attachments for application must include an application form Z83 and CV only, in PDF and as one (1) document or attachment, indicate the correct job title and the reference number of the post on the subject line of your email. Applicants who do not comply with the above-mentioned requirements and instructions will not be considered. Due to the large number of applications we envisage to receive, application will not be acknowledged, if you have not been contacted within eight (8) weeks after the

closing date of this advertisement, please accept that your application was unsuccessful. Correspondence will be limited to shortlisted candidates only. Therefore, only shortlisted candidates will be required to submit their qualifications and other supporting documents on or before the date of the interview. The successful candidate will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Applicants must declare any pending criminal, disciplinary or any other allegations /investigations against them. Should this be uncovered during/ after the interview took place, the application will not be considered and in the unlikely event, that the person has been appointed such appointment will be terminated. The successful candidate will be appointed subject to positive results of the security screening process. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. The Department reserves the right not to make any appointment(s) to the below advertised post(s)

OTHER POST

<u>POST 31/18</u>	:	<u>TRAINEE EMPLOYMENT COUNSELLOR (X130 POSTS)</u>
<u>STIPEND</u>	:	R7 860.40 per month
<u>CENTRE</u>	:	Provincial Office: Gauteng Ref No: GP/2025/08/91206022 (X16 Posts) Provincial Office: KwaZulu-Natal Ref No: ZN/2025/08/91204620 (X16 Posts) Provincial Office: Eastern Cape Ref No: EC/2025/08/91206037 (X16 Posts) Provincial Office: Western Cape Ref No: WC/2025/08/90894267 (X16 Posts) Provincial Office: Mpumalanga Ref No: MP/2025/08/91206044 (X8 Posts) Provincial Office: North West Ref No: NW/2025/08/91206018 (X15 Posts) Provincial Office: Northern Cape Ref No: NC/2025/08/91201065 (X12 Posts) Provincial Office: Limpopo Ref No: LP/2025/08/91206054 (X17 Posts) Provincial Office: Free State Ref No: FS/2025/08/91205363 (X14 Posts)
<u>REQUIREMENTS</u>	:	A minimum of three (3) years relevant tertiary qualification in Psychology or Industrial Psychology. Candidates with an Honours degree in Psychology or Industrial Psychology will be given an advantage. Preference will also be given to candidates registered with the Health Professional Council of South Africa (HPCSA) as a Registered Counsellor (Independent practice) or Psychometrist (Independent practice)
<u>DUTIES</u>	:	Render administrative support services to the Employment Counsellor. Conduct research on labour markets needs and employment counselling best practices through supervision of the Career Counsellor and the Employment Services Practitioner. Provide and implement recruitment and selection services. Network with stakeholders to verify quality of services rendered. Registration of work-seekers.
<u>ENQUIRIES</u>	:	Mr. V Mazibuko Tel No: (011) 8530 453 (GP) Mr S Cele Tel No: (031) 3662 162 (KZN) Ms A Mpapha Tel No: (043) 7013 093 (EC) Ms M Williams Tel No: (021) 441 8006 (WC) Ms M Peerbhaai Tel No: (013) 655 8865 (MP) Mr S Mothake Tel No: (018) 3878 232 (NW) Ms H van Deventer Tel No: (053) 8381 546 (NC) Ms V Marole Tel No: (015) 2901 655 (LP) Ms R Moses Tel No: (051) 5056 249 (FS) Essa Sysytem Enquiries: Email: Pes@Labour.gov.za or contact the Alteram Call centre on 086 010 1018

DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(Central Johannesburg TVET College)
(Maluti TVET College)
(Western Cape CET College)

OTHER POSTS

<u>POST 31/19</u>	:	<u>ASSISTANT DIRECTOR: PARTNERSHIPS AND LINKAGES REF NO: CJC/PL/16/2025</u>
<u>SALARY</u>	:	R582 444 per annum (Level 10), plus benefits as applicable in the Public Sector
<u>CENTE</u>	:	Central Johannesburg TVET College (Central Office)
<u>REQUIREMENTS</u>	:	Grade 12 certificate or equivalent. An appropriate Diploma/Bachelor's Degree in Business Management or Administration, Project Management, Marketing or equivalent qualification. 3-5 years' work experience in a Project Management or Business Development environment of which three years should be at supervisory level. Computer literate and competent in Word/Excel/PowerPoint/Outlook/Teams. Good verbal and written communication skills. Presentation and report writing skills. A valid driver's licence. Strong interpersonal, analytical, client orientation, motivational, negotiation and problem-solving skills. Good administrative, planning and organising, financial management; project management, team leadership and people management skills. Ability to work under pressure and willingness to work extended hours when required. A proven record in working successfully with diverse populations. A positive attitude and ability to plan and adapt to change. Ability to collaborate effectively with college departments and cross-functional teams.
<u>DUTIES</u>	:	Facilitate the management of partnerships. Ensure compliance with partnership processes and guidelines. Establish and maintain a database of key related industries / professional bodies and access regular input from these representatives. Manage and participate in key customer stakeholder interactions (SETAs, community forums, business and all spheres of government departments). Participate in SETA related curriculum initiatives. Identify and establish partnerships for programmatic support (e.g. equipment, staff and student bursaries, interns, site visits, etc). Identify and exploit opportunities for generation of funding and income for the College. Identify appropriate partner(s) for collaboration in pursuit of the College's strategic objectives. Coordinate the submission of proposals for funding and/or donations. Develop proposals for partnering on specific practical opportunities aligned with the core business of the College. Maintain and update schedule of local government projects and opportunities. Conduct research for college projects. Facilitate and maintain student work placement and work integrated learning. Manage all human, financial and other resources of the unit. Manage performance, conduct and discipline of employees. Ensure that all employees are trained and developed to be able to deliver work of the required standard efficiently and effectively. Compile and submit reports to management, college council and all other interested parties.
<u>ENQUIRIES</u>	:	Mr. B Khakhu Tel No: (011) 351 6000
<u>APPLICATIONS</u>	:	All applications are to be sent via online application link to https://cjc83.ngnscan.co.za/apply
<u>NOTE</u>	:	Scanned Applications must consist of: a duly completed and signed online version of Z83 form, stating the post you are applying for and the relevant reference number, a recently updated CV. The communication from HR Department regarding the requirements for certified documents will be limited to shortlisted candidates. 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. Set of scanned documents must be attached separately for each post you wish to apply for as per the online application form. Failure to submit the requested documents will result in your application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). No emailed, faxed, posted or hand delivered applications will be considered. 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 qualification and citizen verification, etc. If you are not contacted after 60 days of the closing date of the applications, please consider your application unsuccessful. The Central Johannesburg TVET College is an equal opportunity employer.

<u>CLOSING DATE</u>	:	12 September 2025 at 16:00
<u>POST 31/20</u>	:	<u>ASSISTANT DIRECTOR: STUDENT REGISTRATION & MANAGEMENT INFORMATION SYSTEM REF NO: CJC/SRM/17/2025</u>
<u>SALARY</u>	:	R582 444 per annum (Level 10), plus benefits as applicable in the Public Sector.
<u>CENTE</u>	:	Central Johannesburg TVET College (Central Office)
<u>REQUIREMENTS</u>	:	Grade 12 certificate or equivalent. A recognised three (3) year National Diploma (NQF level 6) in Business Administration, Public Management / Administration, Information Management, Computing or equivalent qualification. 3-5 years working experience in Information Technology, administration department, management information systems, information and data processing or any relevant knowledge. Valid drivers license. Experience in the post schooling education and training (PSET) sector will be an added advantage. Knowledge of registry duties, practices as well as the ability to capture, analyse and interpret data. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of data storage and retrieval procedures. Knowledge of policies and governance environment of TVET Colleges including the TVETMIS and annual reporting requirements by the Higher Education Institutions. Knowledge and understanding of Information Management. Knowledge, understanding, application and interpretation of office management, ITS / Coltec, etc, data warehouse and IT prescripts. Proven presentation and report writing skills. Good communication and people empowerment skills. Advanced computer literacy, including MSWord, MS Excel and MS PowerPoint. Proven ability to effectively manage change. Project management, leadership, administrative, planning and organizing skills.
<u>DUTIES</u>	:	Manage the administration of the overall student registration. Develop, review and monitor the implementation of policies and procedure in relation to student registration, admission, scheduling and records. Provide workshops on the implementation of policies and procedure in relation to student registration, admission, scheduling and records. Manage student registration and ensure proper procedures are followed. Develop and review registration documents for accuracy. Manage the database for new graduates and alumni. Ensure provisioning of pre-entry support services to student during the registration process in relation to (financial aid, bursaries, student accommodation). Provide guidance and testing of students, with regard to choice of and placement within programmes. Maintain and update database of students enrolled within programmes. Ensure that student orientations are conducted. Ensure that students' information is captured accurately on Information Technology System (ITS). Set up the management information system in readiness for enrolment and support other processes. Control the quality of captured data and report if there are errors. Maintain the college TVET MIS system. Manage student data. Use various tools, extract data to facilitate statistical reporting. Interact with service provider regarding upgrades and request for assistance. Maintain data and compile statistical reports on staff as well as student registration and academic performance. Maintain, capture and validate inputs captured on student and other related systems. Set up the student system for registration of students and ensure creditability and reliability. Management of human, physical and financial resources.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. B Khakhu Tel No: (011) 351 6000
	:	All applications are to be sent via online application link to https://cjc283.ngnscan.co.za/apply
<u>NOTE</u>	:	Scanned Applications must consist of: a duly completed and signed online version of Z83 form, stating the post you are applying for and the relevant reference number, (b) a recently updated CV. The communication from HR Department regarding the requirements for certified documents will be limited to shortlisted candidates. 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. Set of scanned documents must be attached separately for each post you wish

to apply for as per the online application form. Failure to submit the requested documents will result in your application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). No emailed, faxed, posted or hand delivered applications will be considered. 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 qualification and citizen verification, etc. If you are not contacted after 60 days of the closing date of the applications, please consider your application unsuccessful. The Central Johannesburg TVET College is an equal opportunity employer.

CLOSING DATE : 12 September 2025 at 16:00

POST 31/21 : **SENIOR MANAGEMENT INFORMATION SYSTEMS OFFICER REF NO: CJC/SMIS/18/2025**

SALARY : R397 116 per annum (Level 08), plus benefits as applicable in the Public Sector
CENTE : Central Johannesburg TVET College (Central Office)
REQUIREMENTS : Grade 12 certificate or equivalent. A recognised three (3) year National Diploma (NQF level 6) / Bachelor's Degree in Information Management/ Data Management or equivalent qualification. 3-5 years working experience in Data Management / TVETMIS environment or any relevant knowledge. Computer literate and competent in Word/Excel/PowerPoint/Outlook/Teams. Good verbal and written communication skills. Presentation and report writing skills. A valid driver's licence. Knowledge of policies and governance environment of TVET Colleges including knowledge of the TVETMIS and annual reporting requirements by the Higher Education Institutions. Knowledge and understanding of Information Management. Knowledge, understanding, application and interpretation of office management, data warehouse and IT prescripts. Good administrative, planning, organizing, problem solving, project management, team leadership, analytical, client orientation and team leadership skills.

DUTIES : Ensure proper management of TVETMIS as well as the capturing and extraction of College data. Perform validation of data on a regular basis. Set up the system in readiness for enrolment and support other business processes. Control the quality of captured data and report if there are errors. Maintain the college TVETMIS. Manage student and staff data. Use various tools and extract data to facilitate statistical reporting. Interact with the service provider regarding upgrades and request for assistance. Capture all the approved enrolments / registrations and assessments on the system by the predetermined time. Ensure the compilation and submission of reports. Provide statistical information weekly, monthly, quarterly etc. Ensure the compilation, monitoring of academic examination and staff statistics of the college and submit reports on quarterly basis to management and DHET. Compile monthly, quarterly and annual reports as requested. Ensure the maintenance and capturing of inputs captured on COLTECH system and other related systems. Set up the student system for registration of students and ensure creditability and reliability. Monitor the capturing, quality control, validation, run procedure, create file and ensure that entries are submitted on time. Ensure efficient and effective administration of all academic related student system administration for programmes, course and qualification. Oversee the load general system, student programmes, lecturing timetables, assessment marks, class groups, census dates and academic qualifications curriculum. Maintain calculation criteria as per guidelines from Head Office. Ensure that MIS licenses are renewed before expiry dates. Ensure the effective and efficient maintenance of the TVETMIS. Management of human, physical and financial resources.

ENQUIRIES : Mr. B Khakhu Tel No: (011) 351 6000
APPLICATIONS : All applications are to be sent via online application link to <https://cjc283.ngnscan.co.za/apply>

NOTE : Scanned Applications must consist of: a duly completed and signed online version of Z83 form, stating the post you are applying for and the relevant reference number, a recently updated CV. The communication from HR Department regarding the requirements for certified documents will be limited to shortlisted candidates. 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. Set of scanned documents must be attached separately for each post you wish

to apply for as per the online application form. Failure to submit the requested documents will result in your application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). No emailed, faxed, posted or hand delivered applications will be considered. 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 qualification and citizen verification, etc. If you are not contacted after 60 days of the closing date of the applications, please consider your application unsuccessful. The Central Johannesburg TVET College is an equal opportunity employer.

CLOSING DATE : 12 September 2025 at 16:00

POST 31/22 : **SENIOR STATE ACCOUNTANT: MANAGEMENT ACCOUNTING REF NO: CJC/SSAM/19/2025**

SALARY : R397 116 per annum (Level 08), plus benefits as applicable in the Public Sector
CENTRE : Central Johannesburg TVET College (Central Office)
REQUIREMENTS : Grade 12 certificate or equivalent. An appropriate three (3) year Diploma / Bachelor's Degree in Accounting / Financial Management or equivalent qualification. 3-5 years' experience in the financial and / or management accounting environment. Knowledge of the Public Service Financial legislations, NSFAS regulations, PERSAL, etc. Experience in preparations of annual financial statements and interaction with external auditors. Computer literate and competent in Word/Excel/PowerPoint/Outlook/Teams. Good verbal and written communication skills, presentation and report writing skills. A valid driver's licence. Analytical and ability to pay attention to detail. Ability to work under pressure and willingness to work extended hours when required.

DUTIES : Coordinate, review, analyse and quality assure the financial supporting information for planning purposes. Coordinate and review the necessary financial supporting documents required for the strategic and annual performance planning process. Analyse and quality assure the relevant financial information required in the evaluation and development of business and project plans. Check and verify the supporting information for various financial planning processes. Coordinate, review, analyse and quality assure the budget preparation process. Develop templates for the collection of budget information from line functionaries. Align budget statements with the annual performance plan, strategic plan and national spending priorities. Analyse and interpret the requirements for the monthly cash flow and adjusted cash flow as prescribed and recommend corrective action where required. Undertake the planning and supervise the preparation and consultation process in the implementation of the estimates for adjustments. Assess where shifting of funds / virements is required and possible by reviewing expenditure against budget and make recommendations. Supervise the recording of adjustments and provide feedback to the relevant components. Provide information for the preparation of the annual financial statements. Ensure that all shifts / virements are included in the adjusted budget. Analyse requests for roll overs and make recommendations in compliance with prescripts (including funds committed but not spent). Administer college revenue and receivables for student accounts. Provide internal control over revenue, receivables and expenditure. Improve cash flow through accelerated debt collection strategies. Handle and resolve campuses' queries on student accounts. Assist with the implementation of debt management policies. Supervise the collection of revenue from debtors. Compile ad-hoc financial reports. Ensure that accurate and valid tuition fees are loaded on MIS system. Monitor student fees on student statement for accuracy. Provide accurate financial and management reports on all projects undertaken by the college. Supervise staff in the unit.

ENQUIRIES : Mr. B Khakhu Tel No: (011) 351 6000
APPLICATIONS : All applications are to be sent via online application link to <https://cjc83.ngnscan.co.za/apply>

NOTE : Scanned Applications must consist of: a duly completed and signed online version of Z83 form, stating the post you are applying for and the relevant reference number, a recently updated CV. The communication from HR Department regarding the requirements for certified documents will be limited to shortlisted candidates. 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.

Set of scanned documents must be attached separately for each post you wish to apply for as per the online application form. Failure to submit the requested documents will result in your application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). No emailed, faxed, posted or hand delivered applications will be considered. 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 qualification and citizen verification, etc. If you are not contacted after 60 days of the closing date of the applications, please consider your application unsuccessful. The Central Johannesburg TVET College is an equal opportunity employer.

<u>CLOSING DATE</u>	:	12 September 2025 at 16:00
<u>POST 31/23</u>	:	<u>SENIOR INFORMATION TECHNOLOGY TECHNICIAN REF NO: CJC/SIT/20//2025</u>
<u>SALARY</u>	:	R397 116 per annum (Level 08), plus benefits as applicable in the Public Sector
<u>CENTRE</u>	:	Central Johannesburg TVET College, Central Office
<u>REQUIREMENTS</u>	:	Grade 12 certificate. Recognised three (03) year Bachelor's Degree / National Diploma in Information Technology (IT) (NQF 6) or equivalent. ITIL V3/4 Foundation or COBIT 5. Software, Hardware and Network experience. HCIA-DATA COM, HCIA STORAGE, MCSE, CCNA will serve as advantage. Minimum of 3 years in IT support environment. A valid driver's license. Good server administration skills. Knowledge and understanding of desktop, networking and voice communication infrastructure (VoIP), IT security, help desk operations, PERSAL, ITS/MIS and Pastel systems. Effective customer relation and good time management, problem solving and interpersonal skills. Ability to prioritize projects and assignments. Full comprehension of IT second and third line support. Ability to work under pressure and willingness to work extended hours when required. A proven record in working successfully with diverse populations. A positive attitude and ability to plan and adapt to change. Ability to collaborate effectively with college departments and cross-functional teams.
<u>DUTIES</u>	:	Ensure management of service desk and desktop support services. Ensure installation, maintenance, support of telephone systems and network infrastructure. Oversee the provision of technical support of the configuration, installation, repair and replacement of computers/laptops, printers and telephones. Ensure management and configuration of active directory, DHCP and WI-FI servers. Ensure the rendering of IT information management services. Plan, develop and improve computer based information systems, server administration, security of all technology and network configurations. Perform system backups. Support, maintain and repair ICT assets (hardware and software). Compile and submit reports to the IT Assistant Director. Ensure liaison with the service provider in terms of upgrading of software licences and related procurement. Facilitate ICT training. Support IT related projects and any related task as maybe required. Supervise IT Technicians, Financial and other resources of the unit. Ensure completion of Performance Agreements by IT Technicians. Support and monitor the performance of IT Technicians.
<u>ENQUIRIES</u>	:	Mr. B Khakhu Tel No: (011) 351 6000
<u>APPLICATIONS</u>	:	All applications are to be sent via online application link to https://cjc83.ngnscan.co.za/apply
<u>NOTE</u>	:	Scanned Applications must consist of: a duly completed and signed online version of Z83 form, stating the post you are applying for and the relevant reference number, a recently updated CV. The communication from HR Department regarding the requirements for certified documents will be limited to shortlisted candidates. 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. Set of scanned documents must be attached separately for each post you wish to apply for as per the online application form. Failure to submit the requested documents will result in your application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). No emailed, faxed, posted or hand delivered applications will be considered. 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 qualification and citizen verification, etc. If you are not contacted after 60 days of the closing date of the applications, please consider your application unsuccessful. The Central Johannesburg TVET College is an equal opportunity employer.

<u>CLOSING DATE</u>	:	12 September 2025 at 16:00
<u>POST 31/24</u>	:	<u>COUNCIL SECRETARY (GOVERNING COUNCIL)</u> (3 Year Contract)
<u>SALARY</u>	:	R397 116 per annum (Level 08)
<u>CENTRE</u>	:	Maluti TVET College
<u>REQUIREMENTS</u>	:	Recognised National Diploma in Public Administration /Business Management / Office Management (NQF Level 6) or equivalent qualification. 3-5 years in Public Administration environment. Valid driver's license (except for persons with disabilities); Competencies and attributes: Knowledge and understanding of Public Administration. Knowledge of the relevant legislation, policies, prescripts and procedures. Basic knowledge of Financial Administration. Administrative, Planning and organizing, financial management, Report writing, Communication and interpersonal, Problem solving, Computer literacy, Analytical, Client oriented Project management, Team leadership and People management.
<u>DUTIES</u>	:	Provide administrative coordination and support in the regional office Draft all letters, submissions and memorandums. Preparing supporting documents for meetings, receiving and distribution of stationery to the relevant officials. Receive and consolidate monthly reports. Assist in co-ordinate of college inputs for annual, quarterly, monthly reports, and cash flow statements. Assisting in the establishment and implementation of effective records and document management systems in the office of the Principal. Assist in providing secretariat support to College Council, Council Committees, Academic Board and other external stakeholders. Coordinate all logistical arrangements for travelling and meetings etc. Processing of claims for travelling and meetings etc. Arrange all meetings, proceedings and activities of the above structures. Compile agenda, minutes, reports and other records of the above structures. Distribution of relevant documents for meetings of above structures. Assist in keeping a register of resolutions and supporting all relevant Council Members/Managers/Officials through continuous correspondence to remind them of what needs to be done. Safekeeping of approved minutes are signed off and safely kept. Assist in drafting all presentation, speeches, reports of the Principal and Council Committees related to meetings of above structures. Assist in the provision of strategic management, monitoring and evaluation services. Assist in coordinating operational and strategic planning process. Assist in coordinate and compile strategic and operational plans. Assist in facilitating the development and implementation of service delivery improvement plans and initiatives. Assist in coordinating and compiling institutional performance and strategic reports. Assist in conducting an assessment on college effectiveness and efficiency in supporting the attainment of service delivery objectives. Perform any other duty related to the post.
<u>ENQUIRIES</u>	:	Mr L Ubisi Tel No: (058) 303 1732
<u>APPLICATIONS</u>	:	All applications should be posted, hand delivered or emailed to: Human Resource Management Human Resource Management Maluti TVET College: Corporate Office or Maluti TVET College: Corporate Office Private Bag X33, Corner High & Broster Street, Bethlehem, 9700 Email applications can be forwarded to this email address: college.council@malutitvet.co.za
<u>NOTE</u>	:	Applications quoting the relevant reference number must be submitted on a new Z83 form (effective from 01 January 2021) obtainable from any Public Service department as well as Maluti TVET College Corporate Office or from Maluti TVET College Official website www.malutitvet.co.za . The Z83 form must be signed, initialed and dated. With regards to completion of the Z83 form, Part A, C and D must be fully completed. Part B, all fields must be completed in full except Passport number: South African applicants need not provide passport numbers, an applicant has responded "no" to the question "Are you conducting business with the state? If yes, (provide the details)", then it is acceptable for an applicant to indicate not applicable or leave blank to the question, "In the event that you are employed in the Public Service, will you immediately relinquish such business interests?". "If your profession or occupation requires official registration, provide date and particulars of registration" – May be

completed if your profession requires registration. The questions related to conditions that prevent re-appointment under part F must be answered. Applicants are not required to submit copies of qualifications and other relevant documents on application but submit a completed Z83 Form and a detailed curriculum vitae. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews following communication from HR. Applications received after the closing date will NOT be accepted. Shortlisted candidates will be subjected to a vetting process: criminal record, citizenship, credit record checks, and qualifications. Shortlisted candidates will be subjected to a skills/knowledge/competence test. Foreign qualifications must be accompanied by a SAQA evaluation report. Immigrants should apply for work permits before assumption of duty. Maluti TVET College is an equal opportunity affirmative action employer. Preference will be given to Indians and Coloured as per the EE targets of the College. People with disability are encouraged to apply. It is the College's intention to promote equity (race, gender and disability) through the filling of this post. NB: Please consider your application as unsuccessful should you not be contacted within 60 days from the closing date of this advertisement. Correspondance will be limited to shortlisted candidates only. Successful candidate may be required to work at other places as may reasonably be required by the Department and the College. Maluti TVET College reserves the right to withdraw the mentioned advert.

<u>CLOSING DATE</u>	:	12 September 2025
<u>POST 31/25</u>	:	<u>INFORMATION TECHNOLOGY (IT) REF NO: CJC/ICT/21//2025</u> (This is a three (03) year contract College Council post)
<u>SALARY</u>	:	R325 101 per annum (Level 07), plus benefits as applicable in the Public Sector
<u>CENTRE</u>	:	Central Johannesburg TVET College, Central Office
<u>REQUIREMENTS</u>	:	Grade 12. An appropriate Bachelor's Degree / National Diploma (NQF Level 6) in Information Technology or equivalent qualification. ITIL V3/4 Foundation and Knowledge of ITS System or any MIS system. A minimum of one (1) to two (2) years' work experience in the Information and Communication Technology (ICT) field as an IT Technician. Experience at a technical level in the ICT environment in the Public Service will serve as an added advantage. Good customer care and client-oriented focus. Good communication skills (verbal and written), Troubleshooting and problem-solving skills. Knowledge and understanding of IT LAN and WAN Support, IT Security. Knowledge of Office365. Knowledge and troubleshooting PERSAL and ITS system. A valid driver's license.
<u>DUTIES</u>	:	Configuration and maintenance of desktops, notebooks (including Apple Mac) and mobile devices (iPad and tablets). Installing and upgrading applications (e.g) Microsoft Office 365, Adobe Reader, etc). Creation of user accounts on Active Directory and email accounts (using O365, Adobe Reader, etc.). Connect users both network and local printers. Ensure network availability for all ICT infrastructures. Add computers to the domain. Installation and updating of antivirus software. Upgrading of operating systems. Liaise with external vendors and service providers. Analyse and resolve user technical problems. Receive and prioritise end user support calls and request. Troubleshooting less complex problems with remote and local users online, telephonically and/or by visiting user sites to analyse, diagnose and resolve application and operating system related problems. Update the IT asset register. Maintain records of licenses permitting the use of specific software. Perform system backups. Implement appropriate security measures to safeguard data and restricted access appropriately.
<u>ENQUIRIES</u>	:	Mr. B Khakhu Tel No: (011) 351 6000
<u>APPLICATIONS</u>	:	All applications are to be sent via online application link to https://cjc283.ngnscan.co.za/apply
<u>NOTE</u>	:	Scanned Applications must consist of: a duly completed and signed online version of Z83 form, stating the post you are applying for and the relevant reference number, (b) a recently updated CV. The communication from HR Department regarding the requirements for certified documents will be limited to shortlisted candidates. 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.

Set of scanned documents must be attached separately for each post you wish to apply for as per the online application form. Failure to submit the requested documents will result in your application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). No emailed, faxed, posted or hand delivered applications will be considered. 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 qualification and citizen verification, etc. If you are not contacted after 60 days of the closing date of the applications, please consider your application unsuccessful. The Central Johannesburg TVET College is an equal opportunity employer.

<u>CLOSING DATE</u>	:	12 September 2025 at 16:00
<u>POST 31/26</u>	:	<u>PLACEMENT CLERK</u> Nature of Appointment: Permanent
<u>SALARY</u>	:	R228 321 per annum (Level 05)
<u>CENTRE</u>	:	Central Office (Malutivvet/PlacementCEN001/2025) Corporate Office (Malutivvet/PlacementCORP002/2025)
<u>REQUIREMENTS</u>	:	National Senior Certificate/Grade 12/ Standard 10/NCV Level 4 3 Years National Diploma/Degree in Management Assistant, Office Management or Business Management. Minimum of 1-year experience in the administration of projects. Valid driver's license; Competencies and attributes: Be able to work under pressure. Be customer orientated. Attention to detail and excellent organizational skills. Good communication skills (written and orally). Computer Literacy (MS Word, MS Excel and MS Power point). Knowledge of SETA's may be an added advantage.
<u>DUTIES</u>	:	Applying for discretionary grants from various funders on behalf of the College. Ensure the orientation and induction of interns and host employers so that they understand the work placement process, the level of support available and are fully equipped to undertake successful work placement. Organise work placements and support students in the work placement process. To organise and attend placement visits to monitor the progress of students and deal effectively with any issues/concerns that arise. To assist with work placement correspondence and telephone enquiries internally and externally. Implementing student work-readiness programs including resume writing, interview preparation workshops, etc. Organizing group networking events for all partners- students, businesses and stakeholders. Maintaining a current database of employers and student placements. Writing reports and assisting with internship and experiential program processes and procedures.
<u>ENQUIRIES</u>	:	Mr GD Mokoena Tel No: (058) 303 1732
<u>APPLICATIONS</u>	:	All applications should be posted, hand delivered or emailed to: Human Resource Management Human Resource Management Maluti TVET College: Corporate Office or Maluti TVET College: Corporate Office Private Bag X33, Corner High & Broster Street, Bethlehem, 9700 Email applications can be forwarded to this email address: Hrrecruitment@malutivvet.co.za
<u>NOTE</u>	:	Applications quoting the relevant reference number must be submitted on a new Z83 form (effective from 01 January 2021) obtainable from any Public Service department as well as Maluti TVET College Corporate Office or from Maluti TVET College Official website www.malutivvet.co.za . The Z83 form must be signed, initialed and dated. With regards to completion of the Z83 form, Part A, C and D must be fully completed. Part B, all fields must be completed in full except Passport number: South African applicants need not provide passport numbers, an applicant has responded "no" to the question "Are you conducting business with the state? If yes, (provide the details)", then it is acceptable for an applicant to indicate not applicable or leave blank to the question, "In the event that you are employed in the Public Service, will you immediately relinquish such business interests?". "If your profession or occupation requires official registration, provide date and particulars of registration" – May be completed if your profession requires registration. The questions related to conditions that prevent re-appointment under part F must be answered. Applicants are not required to submit copies of qualifications and other relevant documents on application but submit a completed Z83 Form and a detailed curriculum vitae. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews following communication

from HR. Applications received after the closing date will NOT be accepted. Shortlisted candidates will be subjected to a vetting process: criminal record, citizenship, credit record checks, and qualifications. Shortlisted candidates will be subjected to a skills/knowledge/competence test. Foreign qualifications must be accompanied by a SAQA evaluation report. Immigrants should apply for work permits before assumption of duty. Maluti TVET College is an equal opportunity affirmative action employer. Preference will be given to Indians and Coloured as per the EE targets of the College. People with disability are encouraged to apply. It is the College's intention to promote equity (race, gender and disability) through the filling of this post. NB: Please consider your application as unsuccessful should you not be contacted within 60 days from the closing date of this advertisement. Correspondance will be limited to shortlisted candidates only. Successful candidate may be required to work at other places as may reasonably be required by the Department and the College. Maluti TVET College reserves the right to withdraw the mentioned advert.

<u>CLOSING DATE</u>	:	12 September 2025
<u>POST 31/27</u>	:	<u>ADMINISTRATION CLERK: HUMAN RESOURCES MANAGEMENT REF NO: WCCETC/SS/2025/01</u> Permanent
<u>SALARY</u>	:	R228 321 per annum (Level 05)
<u>CENTRE</u>	:	Western Cape CET College: Central Office: Bellville
<u>REQUIREMENTS</u>	:	National Senior Certificate (Grade 12). National Diploma or Degree in Human Resource Management/Development will be an added advantage. One (1) to two (2) years relevant experience in Human Resource Management environment. Knowledge: Public Service Regulations, Public Service Act, Human Resources legislations and policies, Conditions of Service, Recruitment and Selection processes, Human Resources Development and PERSAL. Skills: Good verbal and written communication, Problem solving, Planning and Organising, Teamwork, Computer Literacy and Ability of work under pressure. Experience in Public Service Education and Training (PSET) will be an added advantage.
<u>DUTIES</u>	:	Responsible for Recruitment and Selection processes. Responsible for Appointments and Transfers. Implementation of all Conditions of Service and Employee benefits. Processing all types of Service Terminations. Responsible for personnel and salary administration. Administer the implementation of Performance Management Development System, Integrated Quality Management System and assist with coordination of training for staff. Administration of Training and Development. Accurate recordkeeping of HR documents. Handling all HR related enquiries.
<u>ENQUIRIES</u>	:	Ms. N Gwayi Tel No: (021) 180 1025
<u>APPLICATIONS</u>	:	Applications can be electronically submitted via email to Recruit@WC.CETC.edu.za
<u>NOTE</u>	:	Applications received after the closing date or faxed applications will not be considered. Note: Applications must be submitted on a duly completed Z83 (effective from 01 January 2021) form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . Applicants are not required to submit any copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. Certified copies of qualifications and other relevant documents will be submitted by shortlisted candidates. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications. The Western Cape Community Education and Training College (WCCETC) 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 WCCETC 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 WCCETC in achieving its Employment Equity targets in terms of the WCCETC's Employment Equity Plan.

<u>CLOSING DATE</u>	:	12 September 2025 @16:00
<u>POST 31/28</u>	:	<u>ADMINISTRATION CLERK (CORPORATE SERVICES) REF NO: WCCETC/SS/2025/02</u> Permanent
<u>SALARY</u>	:	R228 321 per annum (Level 05)
<u>CENTRE</u>	:	Western Cape CET College: Central Office: Bellville
<u>REQUIREMENTS</u>	:	National Senior Certificate (Grade 12). National Diploma or Degree in Office Administration/Management will be an added advantage. One (1) to two (2) years relevant experience in Administration. Knowledge of relevant legislation, prescripts, policies and procedures, Basic knowledge of financial Management, Record management of documents. Computer literacy. Experience in Public Service Education and Training (PSET) will be an added advantage.
<u>DUTIES</u>	:	Provide a clerical support service to the manager. Planning and scheduling of conferences and travelling arrangements. Perform general financial-related duties. Contract and document control management. Assist with planning and organising of corporate services events. Remains up to date regarding prescripts/policies and procedures applicable to Corporate Services to ensure efficient and effective support to the manager.
<u>ENQUIRIES</u>	:	Ms. N Gwayi Tel No: (021) 180 1025
<u>APPLICATIONS</u>	:	Applications can be electronically submitted via email to Recruit@WC.CETC.edu.za
<u>NOTE</u>	:	Applications received after the closing date or faxed applications will not be considered. Note: Applications must be submitted on a duly completed Z83 (effective from 01 January 2021) form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . Applicants are not required to submit any copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. Certified copies of qualifications and other relevant documents will be submitted by shortlisted candidates. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications. The Western Cape Community Education and Training College (WCCETC) 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 WCCETC 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 WCCETC in achieving its Employment Equity targets in terms of the WCCETC's Employment Equity Plan.
<u>CLOSING DATE</u>	:	12 September 2025 @16:00
<u>POST 31/29</u>	:	<u>CLEANER REF NO: WCCETC/SS/2025/03</u> Permanent
<u>SALARY</u>	:	R138 486 per annum (Level 02)
<u>CENTRE</u>	:	Western Cape CET College: Central Office: Bellville
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Grade 10, Basic literacy and numeracy skills. Experience in a cleaning environment will be advantageous.

	Competencies (knowledge/skills): Knowledge of Occupational Health and Safety. Appropriate knowledge with the use of cleaning equipment, cleaning materials and cleaning detergents, communication verbal and written.
<u>DUTIES</u>	: Cleaning of offices, boardroom, kitchen and restrooms. Dusting, sweeping, scrubbing, mopping, vacuuming, cleaning walls and windows. Emptying bins, collecting and removing waste papers. Keeping stock of cleaning detergents and utensils. Safeguarding of cleaning equipment and requesting cleaning materials. Arranging and preparing refreshments for meetings. Cleaning of restrooms.
<u>ENQUIRIES</u>	: Ms. A Sikhosana Tel No: (021) 180 1026
<u>APPLICATIONS</u>	: Applications can be electronically submitted via email to Recruit@WC.CETC.edu.za
<u>NOTE</u>	: Applications received after the closing date or faxed applications will not be considered. Note: Applications must be submitted on a duly completed Z83 (effective from 01 January 2021) form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . Applicants are not required to submit any copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. Certified copies of qualifications and other relevant documents will be submitted by shortlisted candidates. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications. The Western Cape Community Education and Training College (WCCETC) 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 WCCETC 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 WCCETC in achieving its Employment Equity targets in terms of the WCCETC's Employment Equity Plan.
<u>CLOSING DATE</u>	: 12 September 2025 @16:00

2025/2027 GRADUATE INTERNSHIP AND WORK INTEGRATED LEARNING PROGRAMME

OTHER POSTS

<u>POST 31/30</u>	: <u>FREE STATE CET CURRICULUM & INSTITUTIONAL SUPPORT REGIONAL OFFICE REF NO: DHET/CETC/2025/08</u> Branch: Community Education and Training Period: Fixed 24 Months Contract Graduate Intern and WIL Student
<u>STIPEND</u>	: R7 860.40 per month for Graduate Intern R6 659.40 for WIL Student per month
<u>CENTRE</u>	: Bloemfontein
<u>REQUIREMENTS</u>	: National diploma/Degree in Information Technology/Office Administration/ Human Resource Management/Financial Management/ Marketing.N6 certificate in Marketing Management/Human Resource Management/ Financial Management/ Management Assistant.
<u>ENQUIRIES</u>	: Ms L. Tshetlanyane Tel No: (012) 312 5125
<u>APPLICATIONS</u>	: Interested applicants must submit their applications to: The Director-General, Department of Higher Education and Training, Private Bag X174, Pretoria, 0001 Attention to Training and Development unit or Hand deliver at: 123 Francis Baard Street (Cnr Sophie De Bruyn and Francis Baard Streets), Pretoria, Reception area or email it to: Internship2025@dhnet.gov.za quoting the Reference Number as per the advert.

<u>NOTE</u>	:	Applications must be submitted on a Z83 form, obtainable from any Public Service Department website, stating the field of study the intern is applying for as well as a comprehensive Curriculum Vitae only. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Failure to submit the required documents will result in the application not being considered. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. Applicants applying for more than one field of study must submit a separate Z83 form as well as the required documentation mentioned above to the relevant application address provided. Applicants must meet the following requirements: have satisfied the academic requirements for the advertised field of study as detailed below, should not have previously served as a Graduate Intern or contract worker in the Public Service. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Applications received after the closing date or e-mailed will not be considered. Applicants who participated on the internship programme in the past will be disqualified. Note: "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender and disability) in the organisation. People living with disability are encouraged to apply." The Department of Higher Education and Training would like to invite all qualifying applicants to apply for Graduate Internship and Work Integrated Learning (WIL) programme for the financial year 2025/2026 to 2026/2027. The Internship Programme is meant to provide work exposure to graduates and WIL students in their relevant field of studies. The applicants must be unemployed at the Public Services or never participated in any Internship programme and must be a South African. Please complete New Z83 form and attach your comprehensive. It is the Department's intention to promote equity (race, gender and disability) through the filling of this Internship and Work Integrated Learning programme posts with a candidate whose appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>CLOSING DATE</u>	:	12 September 2025, Time 15:00
<u>POST 31/31</u>	:	<u>FREE STATE CET COLLEGE REF NO: DHET/CETC/2025/09</u> Branch: Community Education and Training Period: Fixed 24 Months Contract Graduate Intern and WIL Student
<u>STIPEND</u>	:	R7 860.40 per month for Graduate Intern R6 659.40 for WIL Student per month
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	National diploma/Degree in Information Technology/Office Administration/Human Resource Management/Financial Management/Marketing.N6 certificate in Marketing Management/Human Resource Management/ Financial Management/ Management Assistant.
<u>ENQUIRIES</u>	:	Ms L. Tshetlanyane Tel No: (012) 312 5125
<u>APPLICATIONS</u>	:	Interested applicants must submit their applications to: The Director-General, Department of Higher Education and Training, Private Bag X174, Pretoria, 0001 Attention to Training and Development unit or Hand deliver at: 123 Francis Baard Street (Cnr Sophie De Bruyn and Francis Baard Streets), Pretoria, Reception area or email it to: Internship2025@dhet.gov.za quoting the Reference Number as per the advert.
<u>NOTE</u>	:	Applications must be submitted on a Z83 form, obtainable from any Public Service Department website, stating the field of study the intern is applying for as well as a comprehensive Curriculum Vitae only. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Failure to submit the required documents will result in the application not being considered. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. Applicants applying for more than one field of study must submit a separate Z83 form as well as the required documentation mentioned above to the relevant application address provided. Applicants must meet the following requirements: have satisfied the academic requirements for the advertised field of study as detailed below, should not have previously

served as a Graduate Intern or contract worker in the Public Service. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Applications received after the closing date or e-mailed will not be considered. Applicants who participated on the internship programme in the past will be disqualified. Note: "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender and disability) in the organisation. People living with disability are encouraged to apply." The Department of Higher Education and Training would like to invite all qualifying applicants to apply for Graduate Internship and Work Integrated Learning (WIL) programme for the financial year 2025/2026 to 2026/2027. The Internship Programme is meant to provide work exposure to graduates and WIL students in their relevant field of studies. The applicants must be unemployed at the Public Services or never participated in any Internship programme and must be a South African. Please complete New Z83 form and attach your comprehensive. It is the Department's intention to promote equity (race, gender and disability) through the filling of this Internship and Work Integrated Learning programme posts with a candidate whose appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.

<u>CLOSING DATE</u>	:	12 September 2025, Time 15:00
<u>POST 31/32</u>	:	<u>LIMPOPO CET COLLEGE REF NO: DHET/CETC/2025/10</u> Branch: Community Education and Training Period: Fixed 24 Months Contract Graduate Intern and WIL Student
<u>STIPEND</u>	:	R7 860.40 per month for Graduate Intern R6 659.40 for WIL Student per month
<u>CENTRE REQUIREMENTS</u>	:	Polokwane National diploma/Degree in Information Technology/Public Management/Human Resource Management/Financial Management/Marketing/Project Management/ Psychology.N6 certificate in Marketing Management/Human Resource Management/ Financial Management/ Management Assistant.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms L. Tshetlanyane Tel No: (012) 312 5125 Interested applicants must submit their applications to: The Director-General, Department of Higher Education and Training, Private Bag X174, Pretoria, 0001 Attention to Training and Development unit or Hand deliver at: 123 Francis Baard Street (Cnr Sophie De Bruyn and Francis Baard Streets), Pretoria, Reception area or email it to: Internship2025@dhet.gov.za quoting the Reference Number as per the advert.
<u>NOTE</u>	:	Applications must be submitted on a Z83 form, obtainable from any Public Service Department website, stating the field of study the intern is applying for as well as a comprehensive Curriculum Vitae only. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Failure to submit the required documents will result in the application not being considered. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. Applicants applying for more than one field of study must submit a separate Z83 form as well as the required documentation mentioned above to the relevant application address provided. Applicants must meet the following requirements: have satisfied the academic requirements for the advertised field of study as detailed below, should not have previously served as a Graduate Intern or contract worker in the Public Service. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Applications received after the closing date or e-mailed will not be considered. Applicants who participated on the internship programme in the past will be disqualified. Note: "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender and disability) in the organisation. People living with disability are encouraged to apply." The Department of Higher Education and Training would

like to invite all qualifying applicants to apply for Graduate Internship and Work Integrated Learning (WIL) programme for the financial year 2025/2026 to 2026/2027. The Internship Programme is meant to provide work exposure to graduates and WIL students in their relevant field of studies. The applicants must be unemployed at the Public Services or never participated in any Internship programme and must be a South African. Please complete New Z83 form and attach your comprehensive. It is the Department's intention to promote equity (race, gender and disability) through the filling of this Internship and Work Integrated Learning programme posts with a candidate whose appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.

<u>CLOSING DATE</u>	:	12 September 2025, Time 15:00
<u>POST 31/33</u>	:	<u>GAUTENG CET CURRICULUM & INSTITUTIONAL SUPPORT REF NO: DHET/CET/2025/11</u> Branch: Community Education and Training Period: Fixed 24 Months Contract Graduate Intern
<u>STIPEND</u>	:	R7 860.40 per month
<u>CENTRE</u>	:	Marshalltown (JHB)
<u>REQUIREMENTS</u>	:	National Diploma/ Bachelor's Degree in Public Management/ Office Management.
<u>ENQUIRIES</u>	:	Ms L. Tshetlanyane Tel No: (012) 312 5125
<u>APPLICATIONS</u>	:	Interested applicants must submit their applications to: The Director-General, Department of Higher Education and Training, Private Bag X174, Pretoria, 0001 Attention to Training and Development unit or Hand deliver at: 123 Francis Baard Street (Cnr Sophie De Bruyn and Francis Baard Streets), Pretoria, Reception area or email it to: Internship2025@dhet.gov.za quoting the Reference Number as per the advert.
<u>NOTE</u>	:	Applications must be submitted on a Z83 form, obtainable from any Public Service Department website, stating the field of study the intern is applying for as well as a comprehensive Curriculum Vitae only. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Failure to submit the required documents will result in the application not being considered. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. Applicants applying for more than one field of study must submit a separate Z83 form as well as the required documentation mentioned above to the relevant application address provided. Applicants must meet the following requirements: have satisfied the academic requirements for the advertised field of study as detailed below, should not have previously served as a Graduate Intern or contract worker in the Public Service. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Applications received after the closing date or e-mailed will not be considered. Applicants who participated on the internship programme in the past will be disqualified. Note: "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender and disability) in the organisation. People living with disability are encouraged to apply." The Department of Higher Education and Training would like to invite all qualifying applicants to apply for Graduate Internship and Work Integrated Learning (WIL) programme for the financial year 2025/2026 to 2026/2027. The Internship Programme is meant to provide work exposure to graduates and WIL students in their relevant field of studies. The applicants must be unemployed at the Public Services or never participated in any Internship programme and must be a South African. Please complete New Z83 form and attach your comprehensive. It is the Department's intention to promote equity (race, gender and disability) through the filling of this Internship and Work Integrated Learning programme posts with a candidate whose appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>CLOSING DATE</u>	:	12 September 2025, Time 15:00

<u>POST 31/34</u>	:	<u>GITO REF NO: DHET/CS/2025/12</u> Branch: Corporate Services Period: Fixed 24 Months Contract Graduate Intern and WIL Student
<u>STIPEND</u>	:	R7 860.40 per month for Graduate Intern R6 659.40 for WIL Student per month
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	National diploma/Degree in Information Technology N6 certificate in Information Technology.
<u>ENQUIRIES</u>	:	Ms L. Tshetlanyane Tel No: (012) 312 5125
<u>APPLICATIONS</u>	:	Interested applicants must submit their applications to: The Director-General, Department of Higher Education and Training, Private Bag X174, Pretoria, 0001 Attention to Training and Development unit or Hand deliver at: 123 Francis Baard Street (Cnr Sophie De Bruyn and Francis Baard Streets), Pretoria, Reception area or email it to: Internship2025@dhet.gov.za quoting the Reference Number as per the advert.
<u>NOTE</u>	:	Applications must be submitted on a Z83 form, obtainable from any Public Service Department website, stating the field of study the intern is applying for as well as a comprehensive Curriculum Vitae only. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Failure to submit the required documents will result in the application not being considered. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. Applicants applying for more than one field of study must submit a separate Z83 form as well as the required documentation mentioned above to the relevant application address provided. Applicants must meet the following requirements: have satisfied the academic requirements for the advertised field of study as detailed below, should not have previously served as a Graduate Intern or contract worker in the Public Service. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Applications received after the closing date or e-mailed will not be considered. Applicants who participated on the internship programme in the past will be disqualified. Note: "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender and disability) in the organisation. People living with disability are encouraged to apply." The Department of Higher Education and Training would like to invite all qualifying applicants to apply for Graduate Internship and Work Integrated Learning (WIL) programme for the financial year 2025/2026 to 2026/2027. The Internship Programme is meant to provide work exposure to graduates and WIL students in their relevant field of studies. The applicants must be unemployed at the Public Services or never participated in any Internship programme and must be a South African. Please complete New Z83 form and attach your comprehensive. It is the Department's intention to promote equity (race, gender and disability) through the filling of this Internship and Work Integrated Learning programme posts with a candidate whose appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>CLOSING DATE</u>	:	12 September 2025, Time 15:00
<u>POST 31/35</u>	:	<u>GITO INFORMATION & KNOWLEDGE MANAGEMENT REF NO: DHET/CS/2025/13</u> Branch: Corporate Services Period: Fixed 24 Months Contract Graduate Intern
<u>STIPEND</u>	:	R7 860.40 per month
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	Bachelor/Bachelor of Arts in Information Science/ Library and Information Science.
<u>ENQUIRIES</u>	:	Ms L. Tshetlanyane Tel No: (012) 312 5125
<u>APPLICATIONS</u>	:	Interested applicants must submit their applications to: The Director-General, Department of Higher Education and Training, Private Bag X174, Pretoria, 0001 Attention to Training and Development unit or Hand deliver at: 123

NOTE

Francis Baard Street (Cnr Sophie De Bruyn and Francis Baard Streets), Pretoria, Reception area or email it to: Internship2025@dhet.gov.za quoting the Reference Number as per the advert.

Applications must be submitted on a Z83 form, obtainable from any Public Service Department website, stating the field of study the intern is applying for as well as a comprehensive Curriculum Vitae only. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Failure to submit the required documents will result in the application not being considered. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. Applicants applying for more than one field of study must submit a separate Z83 form as well as the required documentation mentioned above to the relevant application address provided. Applicants must meet the following requirements: have satisfied the academic requirements for the advertised field of study as detailed below, should not have previously served as a Graduate Intern or contract worker in the Public Service. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Applications received after the closing date or e-mailed will not be considered. Applicants who participated on the internship programme in the past will be disqualified. Note: "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender and disability) in the organisation. People living with disability are encouraged to apply." The Department of Higher Education and Training would like to invite all qualifying applicants to apply for Graduate Internship and Work Integrated Learning (WIL) programme for the financial year 2025/2026 to 2026/2027. The Internship Programme is meant to provide work exposure to graduates and WIL students in their relevant field of studies. The applicants must be unemployed at the Public Services or never participated in any Internship programme and must be a South African. Please complete New Z83 form and attach your comprehensive. It is the Department's intention to promote equity (race, gender and disability) through the filling of this Internship and Work Integrated Learning programme posts with a candidate whose appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.

CLOSING DATE

12 September 2025, Time 15:00

POST 31/36**GITO (SERVICES DESK) REF NO: DHET/CS /2025/14**

Branch: Corporate Services
Period: Fixed 24 Months Contract
Graduate Intern

STIPEND

R7 860.40 per month

CENTRE

Pretoria Head Office

REQUIREMENTS

National diploma/ Degree in Information Technology

ENQUIRIES

Ms L. Tshetlanyane Tel No: (012) 312 5125

APPLICATIONS

Interested applicants must submit their applications to: The Director-General, Department of Higher Education and Training, Private Bag X174, Pretoria, 0001 Attention to Training and Development unit or Hand deliver at: 123 Francis Baard Street (Cnr Sophie De Bruyn and Francis Baard Streets), Pretoria, Reception area or email it to: Internship2025@dhet.gov.za quoting the Reference Number as per the advert.

NOTE

Applications must be submitted on a Z83 form, obtainable from any Public Service Department website, stating the field of study the intern is applying for as well as a comprehensive Curriculum Vitae only. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Failure to submit the required documents will result in the application not being considered. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. Applicants applying for more than one field of study must submit a separate Z83 form as well as the required documentation mentioned above to the relevant application address provided. Applicants must meet the following requirements: have satisfied the academic requirements for the advertised field of study as detailed below, should not have previously served as a Graduate Intern or contract worker in the Public Service. All

appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Applications received after the closing date or e-mailed will not be considered. Applicants who participated on the internship programme in the past will be disqualified. Note: "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender and disability) in the organisation. People living with disability are encouraged to apply." The Department of Higher Education and Training would like to invite all qualifying applicants to apply for Graduate Internship and Work Integrated Learning (WIL) programme for the financial year 2025/2026 to 2026/2027. The Internship Programme is meant to provide work exposure to graduates and WIL students in their relevant field of studies. The applicants must be unemployed at the Public Services or never participated in any Internship programme and must be a South African. Please complete New Z83 form and attach your comprehensive. It is the Department's intention to promote equity (race, gender and disability) through the filling of this Internship and Work Integrated Learning programme posts with a candidate whose appointment will promote representativity in line with the numeric targets as contained in our Employment Equity plan.

<u>CLOSING DATE</u>	:	12 September 2025, Time 15:00
<u>POST 31/37</u>	:	<u>GITO (APPLICATION DEVELOPMENT MANAGEMENT) REF NO: DHET/CS/2025/15</u> Branch: Corporate Services Period: Fixed 24 Months Contract Graduate Intern
<u>STIPEND</u>	:	R7 860.40 per month
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	National diploma/ Bachelor of Social Science in Information Technology/ Computer Sciences.
<u>ENQUIRIES</u>	:	Ms L. Tshetlanyane Tel No: (012) 312 5125
<u>APPLICATIONS</u>	:	Interested applicants must submit their applications to: The Director-General, Department of Higher Education and Training, Private Bag X174, Pretoria, 0001 Attention to Training and Development unit or Hand deliver at: 123 Francis Baard Street (Cnr Sophie De Bruyn and Francis Baard Streets), Pretoria, Reception area or email it to: Internship2025@dhet.gov.za quoting the Reference Number as per the advert.
<u>NOTE</u>	:	Applications must be submitted on a Z83 form, obtainable from any Public Service Department website, stating the field of study the intern is applying for as well as a comprehensive Curriculum Vitae only. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Failure to submit the required documents will result in the application not being considered. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. Applicants applying for more than one field of study must submit a separate Z83 form as well as the required documentation mentioned above to the relevant application address provided. Applicants must meet the following requirements: have satisfied the academic requirements for the advertised field of study as detailed below, should not have previously served as a Graduate Intern or contract worker in the Public Service. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Applications received after the closing date or e-mailed will not be considered. Applicants who participated on the internship programme in the past will be disqualified. Note: "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender and disability) in the organisation. People living with disability are encouraged to apply." The Department of Higher Education and Training would like to invite all qualifying applicants to apply for Graduate Internship and Work Integrated Learning (WIL) programme for the financial year 2025/2026 to 2026/2027. The Internship Programme is meant to provide work exposure to graduates and WIL students in their relevant field of studies. The applicants

must be unemployed at the Public Services or never participated in any Internship programme and must be a South African. Please complete New Z83 form and attach your comprehensive. It is the Department's intention to promote equity (race, gender and disability) through the filling of this Internship and Work Integrated Learning programme posts with a candidate whose appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.

<u>CLOSING DATE</u>	:	12 September 2025, Time 15:00
<u>POST 31/38</u>	:	<u>INFORMATION KNOWLEDGE AND RECORDS MANAGEMENT REF NO: DHET/CS/2025/16</u> Branch: Corporate services Period: Fixed 24 Months Contract Graduate Intern and WIL Student
<u>STIPEND</u>	:	R7 860.40 per month for Graduate Intern R6 659.40 for WIL Student per month
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	National diploma/Degree in Public Administration/ Archives and Records Management. N6 certificate in Management Assistant.
<u>ENQUIRIES</u>	:	Ms L. Tshetlanyane Tel No: (012) 312 5125
<u>APPLICATIONS</u>	:	Interested applicants must submit their applications to: The Director-General, Department of Higher Education and Training, Private Bag X174, Pretoria, 0001 Attention to Training and Development unit or Hand deliver at: 123 Francis Baard Street (Cnr Sophie De Bruyn and Francis Baard Streets), Pretoria, Reception area or email it to: Internship2025@dhnet.gov.za quoting the Reference Number as per the advert.
<u>NOTE</u>	:	Applications must be submitted on a Z83 form, obtainable from any Public Service Department website, stating the field of study the intern is applying for as well as a comprehensive Curriculum Vitae only. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Failure to submit the required documents will result in the application not being considered. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. Applicants applying for more than one field of study must submit a separate Z83 form as well as the required documentation mentioned above to the relevant application address provided. Applicants must meet the following requirements: have satisfied the academic requirements for the advertised field of study as detailed below, should not have previously served as a Graduate Intern or contract worker in the Public Service. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Applications received after the closing date or e-mailed will not be considered. Applicants who participated on the internship programme in the past will be disqualified. Note: "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender and disability) in the organisation. People living with disability are encouraged to apply." The Department of Higher Education and Training would like to invite all qualifying applicants to apply for Graduate Internship and Work Integrated Learning (WIL) programme for the financial year 2025/2026 to 2026/2027. The Internship Programme is meant to provide work exposure to graduates and WIL students in their relevant field of studies. The applicants must be unemployed at the Public Services or never participated in any Internship programme and must be a South African. Please complete New Z83 form and attach your comprehensive. It is the Department's intention to promote equity (race, gender and disability) through the filling of this Internship and Work Integrated Learning programme posts with a candidate whose appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>CLOSING DATE</u>	:	12 September 2025, Time 15:00

<u>POST 31/39</u>	:	<u>INFORMATION KNOWLEDGE AND RECORDS MANAGEMENT REF NO: DHET/CS/2025/17</u> Branch: Corporate services Period: Fixed 24 Months Contract Graduate Intern
<u>STIPEND</u>	:	R7 860.40 per month for Graduate Intern
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	National Diploma/Degree in Management Assistant/ Records Management.
<u>ENQUIRIES</u>	:	Ms L. Tshetlanyane Tel No: (012) 312 5125
<u>APPLICATIONS</u>	:	Interested applicants must submit their applications to: The Director-General, Department of Higher Education and Training, Private Bag X174, Pretoria, 0001 Attention to Training and Development unit or Hand deliver at: 123 Francis Baard Street (Cnr Sophie De Bruyn and Francis Baard Streets), Pretoria, Reception area or email it to: Internship2025@dhnet.gov.za quoting the Reference Number as per the advert.
<u>NOTE</u>	:	Applications must be submitted on a Z83 form, obtainable from any Public Service Department website, stating the field of study the intern is applying for as well as a comprehensive Curriculum Vitae only. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Failure to submit the required documents will result in the application not being considered. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. Applicants applying for more than one field of study must submit a separate Z83 form as well as the required documentation mentioned above to the relevant application address provided. Applicants must meet the following requirements: have satisfied the academic requirements for the advertised field of study as detailed below, should not have previously served as a Graduate Intern or contract worker in the Public Service. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Applications received after the closing date or e-mailed will not be considered. Applicants who participated on the internship programme in the past will be disqualified. Note: "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender and disability) in the organisation. People living with disability are encouraged to apply." The Department of Higher Education and Training would like to invite all qualifying applicants to apply for Graduate Internship and Work Integrated Learning (WIL) programme for the financial year 2025/2026 to 2026/2027. The Internship Programme is meant to provide work exposure to graduates and WIL students in their relevant field of studies. The applicants must be unemployed at the Public Services or never participated in any Internship programme and must be a South African. Please complete New Z83 form and attach your comprehensive. It is the Department's intention to promote equity (race, gender and disability) through the filling of this Internship and Work Integrated Learning programme posts with a candidate whose appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.
<u>CLOSING DATE</u>	:	12 September 2025, Time 15:00
<u>POST 31/40</u>	:	<u>CORPORATE COMMUNICATIONS REF NO: DHET/CS/2025/18</u> Branch: Corporate services Period: Fixed 24 Months Contract Graduate Intern
<u>STIPEND</u>	:	R7 860.40 per month for Graduate Intern
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	National diploma/Degree in Media Studies/ Business Communication/ Communication Science/ International Communications/ Public Relations/ Journalism/ Public Administration/ Public Affairs/ Local government/ Graphic Design/ Marketing.
<u>ENQUIRIES</u>	:	Ms L. Tshetlanyane Tel No: (012) 312 5125
<u>APPLICATIONS</u>	:	Interested applicants must submit their applications to: The Director-General, Department of Higher Education and Training, Private Bag X174, Pretoria, 0001 Attention to Training and Development unit or Hand deliver at: 123

Francis Baard Street (Cnr Sophie De Bruyn and Francis Baard Streets), Pretoria, Reception area or email it to: Internship2025@dhnet.gov.za quoting the Reference Number as per the advert.

NOTE

: Applications must be submitted on a Z83 form, obtainable from any Public Service Department website, stating the field of study the intern is applying for as well as a comprehensive Curriculum Vitae only. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Failure to submit the required documents will result in the application not being considered. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. Applicants applying for more than one field of study must submit a separate Z83 form as well as the required documentation mentioned above to the relevant application address provided. Applicants must meet the following requirements: have satisfied the academic requirements for the advertised field of study as detailed below, should not have previously served as a Graduate Intern or contract worker in the Public Service. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Applications received after the closing date or e-mailed will not be considered. Applicants who participated on the internship programme in the past will be disqualified. Note: "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender and disability) in the organisation. People living with disability are encouraged to apply." The Department of Higher Education and Training would like to invite all qualifying applicants to apply for Graduate Internship and Work Integrated Learning (WIL) programme for the financial year 2025/2026 to 2026/2027. The Internship Programme is meant to provide work exposure to graduates and WIL students in their relevant field of studies. The applicants must be unemployed at the Public Services or never participated in any Internship programme and must be a South African. Please complete New Z83 form and attach your comprehensive. It is the Department's intention to promote equity (race, gender and disability) through the filling of this Internship and Work Integrated Learning programme posts with a candidate whose appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.

CLOSING DATE

: 12 September 2025, Time 15:00

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** : 15 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.

OTHER POSTS

- POST 31/41** : **SENIOR STATE LAW ADVISER: LP9 REF NO: 25/103/SLA (X8 POSTS)**
- SALARY** : R1 195 110 – R1 859 814 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Office of the State Law Advisor: Cape Town/ Pretoria
- REQUIREMENTS** : LLB Degree or recognized 4 year Legal qualification; Admission as an Attorney or Advocate; At least 8 years appropriate post qualification litigation/ advisory experience; A post graduate qualification will be an advantage; Knowledge of particular aspects of the Law; Knowledge and understanding of Constitutional Law, Human Rights and the Constitution of South Africa, practical experience in the drafting of Bills; Knowledge of the Public Service, Public Finance Management Act and Treasury Regulations. Skills and Competencies: Legal research and drafting; Dispute resolution; Analytical thinking; Communication skills (written and verbal); Presentation and facilitation skills; Financial management skills; Computer literacy; Strategic planning capabilities and leadership skills; Ability to work as a team, individually and under pressure.
- DUTIES** : Key Performance Areas: Provide the certification and drafting of Bills; Scrutinise subordinate legislation for the National Executive and other organ of state; Scrutinize and provide legal opinion on International Agreements, treaties and related matters; Mentor, advice and guide juniors/lower level production employees; Provide effective people management.

<u>ENQUIRIES APPLICATIONS</u>	:	Mr. M. Mokoena Tel No: (012) 744 2026
	:	Address: Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 or Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria or https://forms.office.com/r/X2XaVPasWu
<u>POST 31/42</u>	:	<u>STATE LAW ADVISER: LP7-LP8 REF NO: 25/102/SLA (X7 POSTS)</u>
<u>SALARY</u>	:	R932 904 – R1 539 321 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Office of the State Law Advisor: Cape Town/Pretoria
	:	LLB Degree or recognized 4 year legal qualification; At least 5 years appropriate postqualification litigation / advisory experience; Admission as an Attorney or Advocate; A post graduate legal qualification will be an added advantage; Knowledge of particular aspects of the Law; Knowledge of Constitutional Law, Administrative Law, Human Rights Law and the Constitution of South Africa; Knowledge of the Public Finance Management Act, Public Service, Treasury Regulations; Knowledge of practical experience in the drafting of Bills; Skills and Competencies: Legal research and drafting skills; Interpersonal relations; Project management skills; Problem solving and decision making skills; Good communication skills (verbal and written); Computer literacy; Planning and organizing skills; Ability to work under pressure and meet deadlines.
<u>DUTIES</u>	:	Key Performance Areas: Provide the preliminary opinions, certification of Bills and advice on legislative drafting; Scrutinize subordinate legislation for the National Departments and other organs of state; Scrutinize and provide legal opinion on international agreements and related matters; Render legal opinions as per the instructions received from National Departments and other organs of state.
<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 Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria. or https://forms.office.com/r/X2XaVPasWu
<u>POST 31/43</u>	:	<u>DEPUTY DIRECTOR: LANGUAGE SERVICES REF NO: 25/84/CA</u>
<u>SALARY</u>	:	R896 436 – R1 055 958 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office: Pretoria
	:	An appropriate qualification (NQF level 6)/ Degree as recognized by SAQA in Translation/Language Practice/ BA in Languages/Linguistics; A minimum of 3 years' experience of which 3 years should be at managerial (Assistant Director) level; Knowledge of relevant Legal Frameworks and the Constitution; Knowledge and understanding of the legislative framework governing the Public Service: Financial Management and regulatory framework/ guidelines, the Public Service Act, the Public Service Regulations; Treasury Regulations and the Public Finance Management Act. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Developing others; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Planning and organising; Decision making; Project management; Team leadership; Computer literacy.
<u>DUTIES</u>	:	Key Performance Areas: Manage the development of language and Court interpreting strategies and policies; Monitor performance on the implementation of language and court interpreting services; Facilitate language policy awareness; Manage language service stakeholder and customer relations; Manage human, finance and other resources.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms MD Modibane Tel No: (012) 315 1668
	:	Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. Or Physical Address:

Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001 or <https://forms.office.com/r/X2XaVPasWu>

POST 31/44 : **SENIOR AUDITOR: COMPUTER AUDIT AND DECISION SUPPORT REF NO: 25/76/DG**

SALARY : R468 459 - R551 823 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : National Office: Pretoria

REQUIREMENTS : An undergraduate qualification (NQF level 6) Degree in Auditing/Accounting or equivalent; A minimum of 1 year experience in Auditing; Knowledge and understanding of Public Finance Management Act, relevant governance prescripts, including Treasury Regulations and interpretation of statutes. Skills and Competencies: Good communication skills (verbal and written); Creative thinking; Customer service orientation; Problem solving and analysis; Self-management; Financial management; Computer literacy; Planning and organizing; Interpersonal skills; Ability to work in a team.

DUTIES : Key Performance Areas: Control the adequacy and effectiveness of internal controls in the IT environment; Identify application controls (input processing and output controls); Evaluate integrity, availability and security of management information; Render operational administrative support.

ENQUIRIES : Mr R Chauke Tel No: (012) 315 1329

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

POST 31/45 : **PROVISIONING ADMINISTRATIVE OFFICER REF NO: 25/VA32/NW**

SALARY : R325 101 – R382 959 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Provincial Office: Mahikeng

REQUIREMENTS : An NQF level 6 qualification as recognized by SAQA in Financial Management/Public Management/Administration/Auditing/Cost Management/Supply Chain Management/Logistics/Purchasing Management/Business Management/Financial Accounting; A minimum of 3 years' experience in Supply Chain Management; Knowledge and understanding of Financial Management and regulatory framework/guidelines, prescripts, the Public Service Act, the Public Service Regulations, Treasury Regulation, Departmental Financial Instructions, the Public Finance Management Act, Supply Chain Management, Interpretation and application of policies, prescripts and procedures; Knowledge of assets management framework and policies, Basic Accounting System (BAS). Skills and competencies: Good communication skills; Creative thinking; Citizen Service Orientation; Decision making; Diversity citizenship; Problem analysis; Planning and organizing skills; Ability to work in a team; Technical Proficiency, Computer literacy.

DUTIES : Key Performance Areas: Administer and implement the Supply Chain demand management framework and policies; Render contract administration services; Administer asset disposal; Update the asset register; Render general clerical support services; Provide effective people management.

ENQUIRIES : Ms. PM Seletedi Tel No: (018) 397 7088/7106

APPLICATIONS : 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>

POST 31/46 : **SENIOR HUMAN RESOURCE OFFICER REF NO: 25/VA30/NW**

SALARY : R325 101 – R382 959 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Provincial Office: Mahikeng

REQUIREMENTS : 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 the Human

		Resource Management and Performance System, Knowledge of the Public Service statutory framework, 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 (verbal and written); 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 service benefit and incentives; Supervise and undertake the implementation and maintenance of leave matters; Supervise and undertake the implementation and maintenance of human capital termination and administration; Provide effective people management.
<u>ENQUIRIES</u>	:	Ms. PM Seletedi Tel No: (018) 397 7088/7106
<u>APPLICATIONS</u>	:	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>POST 31/47</u>	:	<u>STATE ACCOUNTANT REF NO: 25/VA31/NW</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: Mahikeng
<u>REQUIREMENTS</u>	:	A National Diploma/ Degree in Financial Management or equivalent qualification; A minimum of 1 year relevant experience in a financial accounting/management environment; Knowledge of the Public Finance Management Act, Treasury Regulations; Knowledge of the Department of Justice and Constitutional Development and its Third Party Fund functions and services will serve as a recommendation. Skills and Competencies: Planning and organizing; Problem solving and decision-making skills; Ability to interpret and apply policies; Computer literacy; Good Communication skills (verbal and written).
<u>DUTIES</u>	:	Key Performance Areas: Provide training and on-site support; Provide support with EFT Deployment; Implement system and roll out; Manage Third Party Funds documentation; Facilitate audits.
<u>ENQUIRIES</u>	:	Ms. PM Seletedi Tel No: (018) 397 7088/7106
<u>APPLICATIONS</u>	:	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>POST 31/48</u>	:	<u>SENIOR COURT INTERPRETER REF NO: 25/VA29/NW</u>
<u>SALARY</u>	:	R325 101 – R382 959 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate's Office: Potchefstroom
<u>REQUIREMENTS</u>	:	NQF Level 4/ Grade 12 and National Diploma in Legal Interpreting or equivalent qualification in the field of languages and a minimum of three years practical experience in court interpreting; OR Grade 12 with 10 year's practical experience in court interpreting; A valid driver's license; Proficiency in English and in two or more indigenous languages. Language Proficiency: Setswana, English, Afrikaans, Isizulu or IsiXhosa. Skills and Competencies: Good communication skills (verbal and written); Computer literacy; Listening skills; Interpersonal relation and problem solving; Planning and organising; Analytical thinking skills; Time management; Confidentiality; Ability to work under pressure.
<u>DUTIES</u>	:	Key Performance Areas: Render interpreting services. Translate legal documents and exhibits; Develop terminology; Assist with reconstruction of Court Records; Perform specific line and administrative support functions; Perform specific line and administrative support functions; Assist with capturing on ICMS; Supervise Court Interpreters.
<u>ENQUIRIES</u>	:	Ms. PM Seletedi Tel No: (018) 397 7088/7106
<u>APPLICATIONS</u>	:	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>POST 31/49</u>	:	<u>ADMINISTRATIVE OFFICER: FLEET MANAGEMENT REF NO: 25/20/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>	:	An NQF level 6 qualification as recognized by SAQA in Financial Management/ Public Management/ Administration/ Auditing/ Cost Management/ Supply Chain Management/ Logistics/ Purchasing Management/ Business Management/ Financial Accounting; A minimum of 3 years' experience in Supply Chain Management (Fleet); Knowledge and understanding of Financial Management and regulatory framework/guidelines, prescripts, the Public Service Act, the Public Service Regulations, Treasury Regulation, Departmental Financial Instructions, the Public Finance Management Act, Supply Chain Management, Interpretation and application of policies, prescripts and procedures; Knowledge of assets management framework and policies, Basic Accounting System (BAS). Skills and Competencies: Computer literacy (MS Office and Excel); Good communication skills (verbal and written); Planning and organizing skills; Project management skills; Client orientation and customer focus skills; Financial management skills; Presentation and facilitation skills; Good interpersonal relations.
<u>DUTIES</u>	:	Key Performance Areas: Provide administrative support services relating to transport/fleet; Manage records and register vehicle mileage usage; Monitor vehicle maintenance and compliance services; Provide guidance on financial and supply chain management services (Fleet related); 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 https://forms.office.com/r/X2XaVPasWu
<u>POST 31/50</u>	:	<u>SECRETARY: LEGAL PROCESS REF NO: 25/93/LD</u>
<u>SALARY</u>	:	R228 321 - R268 950 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office: Pretoria
<u>REQUIREMENTS</u>	:	Grade 12 (with typing as a subject or Secretarial Certificate or any other training course /qualification that will enable the person to perform the work satisfactorily); Knowledge of Financial provisioning and / or Administration procedure and processes; Knowledge of procedure and processes applied in Office Management; Understanding of confidentiality in Government and relevant legislation. Skills and Competencies: Communication skills (verbal & written); Computer literacy; Planning and organizing; Intermediate typing skills (ability to do high speed typing and utilize software packages effectively to type more advanced documents which include tables, graphs); Ability to correctly interpret relevant documentation; Computer literacy; Good interpersonal relations and customer service orientation.
<u>DUTIES</u>	:	Key Performance Areas: Make travel arrangements, process travel and subsistence claims for the manager and members of the unit; Render effective and efficient secretarial services; Provide general clerical office administration; Coordinate unit activities, inputs and compile various reports; Manage the diary of the Manager.
<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 Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria OR https://forms.office.com/r/X2XaVPasWu

DEPARTMENT OF MINERAL AND PETROLEUM RESOURCES

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

- APPLICATIONS** : NB: Kindly note that the Department provides for four methods of submitting a job application, namely: Post, courier, hand delivery and email. Applicants are urged to choose/utilise one of the methods provided above. You may forward your application, quoting reference, addressed to: The Director-General, Department of Mineral and Petroleum Resources, Private Bag X59, Arcadia, 0007. Alternatively, applications may also be hand delivered to Trevenna Campus, corner Meintjies and Francis Baard Street, former Schoeman. Another option is to submit application through email as a single scanned document/ One PDF attachment to the email addresses specified for each position. (Kindly note that the emailed applications and attachments should not exceed 15mb). General enquiries may be brought to the attention of Ms T Gumede Tel No: (012) 444- 3319.
- CLOSING DATE** : 12 September 2025
- NOTE** : Applications must be submitted on the recent Z83 application form which came into effect from 01 January 2021 as issued by the Minister of Public Service Administration in line with regulation 10 of the Public Service Regulations, 2016 as amended, which is obtainable online from www.gov.za and www.dpsa.gov.za. All sections of the Z83 must be completed (In full, accurately, legibly, honestly, initialled, signed and dated), and accompanied by a comprehensive/detailed Curriculum Vitae only. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications and other relevant documents will be required from shortlisted candidates only on or before the day of the interview. The Curriculum Vitae must have at least three (3) reference persons and their contacts. Failure to provide accurate information on a job application as well as incomplete information will result in a disqualification. Job applicants in possession of a foreign qualification(s), must also provide an evaluation certificate obtainable from the South African Qualification Authority (SAQA). If an invitation for an interview is not received within three (3) months after the closing date, please regard your application as unsuccessful. Requirements stated on the advertised posts are minimum inherent requirements; therefore, criteria for shortlisting will depend on the proficiency of the applications received. Shortlisted candidates will be assessed through practical exercise and an oral interview. Applicants must note that personnel suitability checks (PSC) will be conducted on the short-listed applicants, therefore will be required to give consent in terms of the POPI Act in order for the Department to conduct this exercise. PSC includes security screening and vetting, qualification verification, criminal records, financial records checks. Applicants who do not comply with the above-mentioned requirements, as well as application received after the closing date will not be considered. If an applicant wishes to withdraw an application, He/ She must do so in writing. It is also important to note that the Department reserves the right not to fill any advertised post at any stage of the recruitment process.

OTHER POSTS

- POST 31/51** : **SENIOR VETTING INVESTIGATOR REF NO: 037**
- SALARY** : R582 444 per annum (Level 10)
- CENTRE** : Head Office, Pretoria
- REQUIREMENTS** : National Diploma in Security Risk Management/ Safety and Security Management/ Social Science/ Criminology /Criminal Psychology/ Forensic Investigation/ Policing/ Police Science/ Law (NQF 6) PLUS minimum of 3 year's investigation experience plus certificate in Security Vetting (SSA/SAPS/SANDEF) and Driver's licence: Knowledge of: Departmental policies, MISS document, Record management. Security Risks. Security Vetting, related Acts, Vetting legislation and procedures and strategies. Skills:

		Problem solving and analysis. Decision making, programme and project management. Team leadership. Analytical. Creativity. Self-management. Financial management. Customer focus and responsiveness. Communication skills. Computer skills, Delegation and developmental of others. Planning, organising and execution. Ability to management conflict. Diplomacy. Language proficiency. Listening and insight skills. Interviewing skills. Thinking Demand: Analytical thinking and creativity.
<u>DUTIES</u>	:	Conduct vetting field-work investigations. Provide inputs for the development and implementation of policies, guidelines, norms and standards in vetting investigations. Ensure effective communication channels and systems between the Department and the State Security Agency and other related agencies. Administer files and partake in task teams dealing with matters related to vetting projects/ processes. Provide managerial activities.
<u>ENQUIRIES</u>	:	Mr E Jacobs at 079 693 8628
<u>APPLICATIONS</u>	:	Email to Recruitment03@dmprr.gov.za
<u>NOTE</u>	:	Indian, Coloured or White female and persons with disabilities are encouraged to apply. Note: Candidate will undergo practical exercise and integrity assessments. Candidates who are applying online are requested to upload one document as attachment on a PDF format.
<u>POST 31/52</u>	:	<u>DRIVER/ MESSENGER REF NO: 038</u> Office of the Deputy Minister: Mineral and Petroleum Resources
<u>SALARY</u>	:	R193 359 per annum (Level 04)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	Grade 10 with no experience and a valid driver's licence. PLUS the following key competencies: Knowledge of: Knowledge of Public Service Act, Public Service, Broad knowledge and understanding of the functional areas covered by the executive authority's portfolio, working knowledge of the political and parliamentary processes in South Africa Skills: computer literacy. Communication skills (verbal and written). Creativity and innovation. Interpersonal skills, Thinking Demand: Logical. Creative/Innovative thinker. Objective. Accurate. Diplomatic.
<u>DUTIES</u>	:	Collect and deliver documents, Transport employees in the office of the Deputy Minister and guests and special advisors of the Deputy Minister, Maintain knowledge on the policies and procedures that applies in the work environment. Render a general support function in the office of the Deputy Minister.
<u>ENQUIRIES</u>	:	Ms LM Maluleka at 082 303 7721
<u>APPLICATIONS</u>	:	Email to Recruitment04@dmprr.gov.za
<u>NOTE</u>	:	Indian, Coloured or White male and persons with disabilities are encouraged to apply Note: Candidate will undergo practical exercise and integrity assessments. Candidates who are applying online are requested to upload one document as attachment on a PDF format.
<u>POST 31/53</u>	:	<u>FOOD AIDE SERVICE REF NO: 039</u> Office of the Deputy Minister: Mineral and Petroleum Resources
<u>SALARY</u>	:	R138 486 per annum (Level 02)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	ABET 2 (NQF 1) with no experience PLUS the following key competencies: Knowledge of: Knowledge of Public Service Act, Public Service portfolio, Working knowledge of the political and parliamentary processes in South Africa Skills: communication and diplomatic skills, Thinking Demand: Analytical thinking and Creativity.
<u>DUTIES</u>	:	Clean kitchen utensils and equipment, provide catering support services. Keep stock of kitchen utensils and equipment, apply hygiene and safety measures, maintain quality control measures of all food provided. Removal of garbage disposal.
<u>ENQUIRIES</u>	:	Ms LM Maluleka at 082 303 7721
<u>APPLICATIONS</u>	:	Email to Recruitment05@dmre.gov.za
<u>NOTE</u>	:	Indian, Coloured or White male and persons with disabilities are encouraged to apply Note: Candidate will undergo practical exercise and integrity assessments. Candidates who are applying online are requested to upload one document as attachment on a PDF format.

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>
 : 15 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 Grade 12, ID, etc., 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. 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 DPSA competency 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 on Public Service Vacancy Circular 27 dated 1 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: 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 03 September 2025 at 12:00 pm (Midday).

The following posts were also advertised on Public Service Vacancy Circular 28 dated 8 August 2025, with the closing date of 25 August 2025. We hereby request an extension of the closing date for the following posts: (1) Chief Director: Education and Related Departments (Ref No: S022/2025); (2) Chief Director: Health and Social Development (Ref No: S023/2025); (3) Chief Director: Urban Development and Infrastructure (Ref No: S024/2025); (4) Director: Fiscal Research (RefNo: S026/2025); (5) Director: SCM Governance, Monitoring and Compliance X2 (Ref No: S021/2025); (6) Assistant Director: Public Finance (Ref No: S025/2025). The closing date has been extended to 05 September 2025 at 12:00 pm (Midday).

The following posts were also advertised on Public Service Vacancy Circular 29 dated 15 August 2025, with the closing date of 01 September 2025. We hereby request an extension of the closing date for the following posts: (1) Chief Director: Provincial Budget Analysis (Ref No: S027/2025). The closing date has been extended to 03 September 2025 at 12:00 pm (Midday).

The following posts were also advertised on Public Service Vacancy Circular 30 dated 22 August 2025, with the closing date of 08 September 2025. We hereby request an extension of the closing date for the following posts: (1) Director: Provincial Budget Analysis x2 (Ref No: S028/2025); (2) Deputy Director: Provincial Budget Analysis (Ref No: S029/2025); (3) Assistant Director MFMA Implementation (Ref No: S033/2025); (4) Assistant Director: Budgets Administration (Ref No: S034/2025). The closing date has been extended to 10 September 2025 at 12:00 pm (Midday).

OTHER POSTS

<u>POST 31/54</u>	:	<u>EXECUTIVE OFFICE MANAGER REF NO: S036/2025</u> Division: Office Of the Director-General (ODG) Purpose: To provide a high-level executive support function to the Director-General.
<u>SALARY</u>	:	R1 059 105 - R1 247 774 per annum, (all-inclusive remuneration package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) or Bachelor's Degree or Bachelor of Technology (equivalent to NQF level 7) in Public Administration or Business Management, A minimum 4 years' experience of which 2 years should be on an Assistant Director level or equivalent obtained in the management of an executive administrative office, Knowledge and experience of the broader Public Service Policy Framework pertaining to finance and human resource related practices, In-depth knowledge and experience of the operational set-up of an executive office, Knowledge and experience of policy analysis and interpretation.
<u>DUTIES</u>	:	Administrative Support: Administer the DG's meeting schedule, Administer the DG's meeting related correspondence, Administer the DG's diary, Facilitation and oversight of the receiving of the DG's guests Ensure all meeting documentation is available to the DG, Administer the DG's travel arrangements, Process memos and maintain the filing system as well as sending and receiving correspondence and compiling presentations for clarification, Coordinate the DG's land travel plans, Provide the DG with general administrative support. Financial Management: Administration of the DG's claims, Arrange travel bookings in alignment with travelling plans as prescribed by financial prescripts, rules and regulations, Facilitate and have oversight over the provision of DG's vehicle and driver. Legislation, Policies and Prescripts: Keep up to date with the latest procedures, policies and processes in compliance with operational effectiveness of the office, Apply the relevant internal Departmental prescripts and other legislation in the smooth operation of the office. Stakeholder Engagement: Provide support to the DG's stakeholder engagement programme, Coordinate the DG's stakeholder engagement events and liaise with the respective event partners internally and externally.
<u>ENQUIRIES</u>	:	Only (No applications): Recruitment.Enquiries@treasury.gov.za

<u>POST 31/55</u>	:	<u>DEPUTY DIRECTOR: LOCAL GOVERNMENT BUDGET ANALYSIS REF NO: S037/2025</u> Division: Intergovernmental Relations Purpose: To initiate development of budget formats and regulations, building capacity in provincial treasuries and non-delegated municipalities in the analysis, implementation and monitoring of municipal budgets.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 059 105 – R1 247 574 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 Accounting or Finance or Economics, A minimum 4 experience of which 2 years should have been on an Assistant Director level or equivalent obtained in budget analysis, dissemination of financial reports, Knowledge of report writing, monitoring and evaluation of budgets, Knowledge and experience of the regulatory framework on budgets and financial management within municipalities and provinces.
<u>DUTIES</u>	:	Budget Preparation and Support: Coordinate the budget preparation processes of non-delegated municipalities in accordance with the MFMA, Monitor, assess and provide feedback on budgets and related documentation of non-delegated municipalities in alignment with the provisions of the Municipal Finance Management Act (MFMA), Arrange logistical and planning processes for budget visits to non-delegated municipalities, Advice provincial treasuries on budgets and financial management reforms in accordance with the Municipal Financial Management Act. Budget Implementation and Monitoring: Monitor service delivery and expenditure trends within municipal budgets, Provide support on budgetary and financial management to non-delegated municipalities, Initiate the follow-up on municipal budgets, Integrated Development Plans, in-year reports, service delivery and budget implementation plans, performance management plans and annual reports, Maintain a financial and service delivery database on budget reforms pertaining to the delegated municipalities, Assist with the compilation and analysis of reports on municipalities to internal and external stakeholders, i.e, DG: National Treasury, Minister of Finance, TCF, Budget Council, PCC and Cabinet. Intergovernmental Co-ordination: Monitor submission of financial and service delivery data for the annual IGFR, MTBPS, Budget Review and other publications, Evaluate and provide feedback on reviews and structuring of grants allocations. Financial Management and Budget Reform: Promote effective budgeting and financial management in non-delegated municipalities, Advice non-delegated municipalities and Provincial Treasuries on in-year financial reports and verify data, Monitor In-Year Financial Reports, Annual Financial Statements and Annual Reports by non-delegated municipalities and Provincial Treasuries, Follow-up on budget and financial returns from non-delegated municipalities and ensure Council-endorsed documents, Assess the SDBIP's of non-delegated municipalities in alignment with the annual budget of non-financial targets and indicators. Stakeholder Engagement: Support performance plans, budget analysis, and annual review of strategy, Engage municipalities and encourage them to submit MFMA support documentation timeously.
<u>ENQUIRIES</u>	:	Only (No applications): Recruitment.Enquiries@treasury.gov.za
<u>POST 31/56</u>	:	<u>DEPUTY DIRECTOR: MONITORING AND EVALUATION REF NO: S031/2025</u> Division: Office of the Director-General (ODG) Purpose: To facilitate the development and implementation of Department's operational plans in the monitoring, evaluation and reporting on the departmental annual performance and operational plans against planned performance compliance in alignment with the reporting regulatory framework.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R896 436 - R1 055 958 per annum, (all-inclusive remuneration package) Pretoria A Grade 12 is required, with a minimum National Diploma (equivalent to NQF level 6) or Bachelor's Degree (equivalent to NQF level 7) in Public or Business Administration or Management, A post-graduate degree will be an added advantage, A minimum 4 years' experience of which 2 years should be at an Assistant Director level or equivalent obtained in strategic monitoring and planning of business in alignment with operation requirements, Knowledge and

DUTIES

experience of the consolidation of Departmental Performance and Strategic Plans, Knowledge and experience of the Governments Policy Framework, Knowledge of strategic management and policy analysis, Ability to evaluate and analyse information for policy development and application of policies.

: Departmental Strategic and Annual Performance Plans: Co-ordinate the development, implementation and maintenance of the Departmental Annual Performance Plan framework and divisional operational plans, Analyse and assess strategic and annual performance plans for the correct alignment, thereof, Assist in the development and implementation of performance indicators and measurements for the Department, Assist in the compilation of a comprehensive feedback report outlining discrepancies that must be addressed and integrated in future Strategic and Annual Performance Plans. Monitoring, Evaluation and Reporting: Provide inputs to systems and tools for the utilisation in the monitoring and evaluation of the Department's performance and operations management framework, Monitor and evaluate the reporting framework and report on the Department's performance in compliance with the relevant regulatory requirements, Coordinate the Departmental evaluation mechanism for strategic and operational programmes, Monitor progress against strategic and annual performance plans of business units and performance assessment action plans. Policy Development, Research and Benchmarking: Assist in the development and implementation of best practices planning, monitoring and reporting systems and mechanisms, Assist in the development, implementation and review of a governance framework for quality assurance, oversight and performance standards, Monitor the implementation of performance guidelines and frameworks and advice stakeholders accordingly, Coordinate the implementation of annual outcomes and impact reporting. Stakeholder Engagement: Engage internal and external stakeholders on the implementation plans pertaining to planning, monitor evaluation and reporting, Engage with stakeholders in the coordination and progress of the implementation of developmental and process enhancements, Engage with strategic partners in the support of implementation processes pertaining to monitoring, evaluation and reporting outcomes, Contribute to the governance of the Departmental Strategic, Annual Performance and Operational Plans, for a streamlined process.

ENQUIRIES

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

POST 31/57

: **DEPUTY DIRECTOR: PLANNING AND PERFORMANCE REF NO: S032/2025**

Division: Office of the Director-General (ODG)

Purpose: To manage planning, monitoring and evaluation of projects in National Treasury to ensure alignment of planned performance with project outcomes and compliance with regulatory frameworks. Utilising the prescribed methodologies and align with the objectives of the National Treasury and developing a culture of knowledge sharing by maintaining a web-based projects management planning and communication platform.

**SALARY
CENTRE
REQUIREMENTS**

: R896 436 – R1 055 958 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 Business Management or Project Management or equivalent qualifications, A minimum 4 years' experience is required of which 2 years should be on at an Assistant Director level or equivalent level obtained in Project Management principles and applicable methodology, Knowledge and experience of business processes, policies and procedures.

DUTIES

: Project Management in planning, monitoring and evaluation: Consolidate NT projects in project register with the required monitoring and evaluation criteria, Maintain the document repository for projects, generate executive dashboards and ensures that projects are reported on quarterly and annually, Manage the projects dashboards and set up project management and communication tools , Institute awareness and compliance in terms of project planning, monitoring and evaluation within the National Treasury , Monitor and evaluate project progress against quarterly and annual planning and budget schedules, Evaluate identified projects' progress and impact quarterly and annually. Project Planning: Assist in the development of the Annual Performance Plan to ensure that large projects are aligned to the Outcomes of the department,

		Assist in the development of Divisional Operational Plans to ensure large projects are aligned to outputs of divisions, Assist in the development of Chief Directorate Operational Plans to ensure that all projects are registered and integrated into the departmental planning processes, Assist in the quarterly and annual monitoring to ensure project monitoring alignment with the Annual Performance Report, Divisional Operational Reports and Chief Directorate Operational Reports. Project Reporting: Provide quarterly reports on project progress to Management and Audit Committee, Provide easy accessibility of information and accessible formats in compliance with knowledge management practices, Consolidate high-level project information for reporting purposes, Verify and monitor the correctness of project information in collaboration with the SPM&E monitoring process. Stakeholder engagement Provide inputs in the development of a customised frameworks for the National Treasury, Engage stakeholders on project progress and advice on areas of improvement, Liaise with internal and external stakeholders in the enhancement of project planning, reporting and evaluation, Coordinate stakeholder engagement and feedback sessions in terms of project progress.
<u>ENQUIRIES</u>	:	Only (No applications): Recruitment.Enquiries@treasury.gov.za
<u>POST 31/58</u>	:	<u>ASSISTANT DIRECTOR: TRANSPORT, DEFENCE & GENERAL SECTORS</u> <u>REF NO: S035/2025</u> Division: Asset And Liability Management Division (ALM) Purpose: To exercise oversight over Schedule 2 and 3B national government business enterprises (SOEs) in the Transport, Defence and General Sectors and participate in and inform policy making in respect of the restructuring of SOEs in the Transport, Defence and General Sectors.
<u>SALARY</u>	:	R582 444 – R686 091 per annum, (excluding benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	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 Finance or Economics, A minimum 3 years' experience obtained in analyzing financial statements and corporate plans, Knowledge and experience of financial management, strategy and economic regulation, Knowledge of the government's broader regulatory framework on State Owned Companies.
<u>DUTIES</u>	:	Restructuring of SOEs: Assist with the analysis and the identification of restructuring needs within SOEs pertaining to Transport, Defence and General Sectors, Assist with the reviewing of restructuring and turnaround plans for SOEs in the sectors, Participate in the restructuring of SOEs in conjunction with other departments. Financial Analysis and Oversight: Assist with the analysis of financial statements and corporate plans and engage entities and other departments, Analyse the correct alignment of corporate plans of SOEs and their policy objectives and industry trends, Assist with the analysis and reviewing of SOEs and present draft submissions in alignment with the prescribed legislation on applications submitted from SOEs, Review SOEs submissions and analysis of Medium-Term Expenditure Framework (MTEF) and adjustment of budget applications. Review of Contingent Liabilities: Assist with the analysis of requests for guarantee from SOEs and present draft responses for consideration, Participate in fora and monitor compliance to guarantee conditions by entities. Industry and Sector Research: Assist with the provision of responses and advice on legislation, and regulations to stay in touch with sectoral evolution, Participate in funding workstreams and steering committees for SOEs, Assist with research on latest trends impacting the industry.
<u>ENQUIRIES</u>	:	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**

: **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 Sontseu8 & Stalwart Simelane Streets, Durban, 4000.

Gauteng/Land Court Randburg: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000. Applications can also be hand delivered to the 12th floor, Cnr Pritchard and Kruis Street, Johannesburg.

Mpumalanga/Mbombela: Quoting the relevant reference number, direct your application to: The Provincial Head: Office of the Chief Justice, Private Bag X 20051, Mbombela 1211. Applications can also be hand delivered to, Mpumalanga Division of the High Court, Office of the Chief Justice Provincial Service Centre, 311 Samora Machel Drive, Mbombela, 1200.

CLOSING DATE

: 12 September 2025

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 31/59</u>	:	<u>CHIEF REGISTRAR REF NO: 2025/215/OCJ</u>
<u>SALARY</u>	:	R586 956 – R1 386 972 per annum (MR6). The successful candidates will be required to sign a performance agreement. 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.
<u>CENTRE REQUIREMENTS</u>	:	Land Court Randburg
	:	Grade 12 certificate and LLB Degree or a Four (4) year legal qualification as recognized by SAQA. A minimum of eight (8) years' post graduate legal experience gained as a Registrar. A valid driver's license. An LLM Degree will serve as an added advantage. Skills and competencies: Computer literacy, Excellent communication skills (verbal and written). Report writing skills. Numerical skills Attention to detail. Planning, organizing and control. Problem solving and decision-making skills. Customer service orientated. Interpersonal skills. Conflict management skills. Strong work ethic and motivation. Self-management. Professional appearance and conduct. 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>	:	Mentor and advice on the tracking and management of the progression of all cases filed in court. Management of time and events necessary to move cases from initiation through to disposition. Make inputs on amendments of court rules and practice directives to improve efficiency at the Land Court of Appeal. Implement directives issued by the President of the Land Court of Appeal. Manage implementation of the Departmental Strategic Objectives relating to the processing of cases within the Case Flow Management Framework at the Supreme Court of Appeal. Compile training manuals and provide training to registrars and registrars' clerks. Support staff. Stakeholder Management, Human Resources Management, Court and Case Flow Management/Quasi-Judicial functions. Manage Sen./ice Level Agreement, Framework. Managing Strategic Court Efficiency Projects and Best Practices, Information and Case/Court Documentation Management System. Safeguard case records in accordance and prescripts. Achieve excellence in delivering planned customer service outcomes (i.e. service levels and standards) for the 38 Departments and monitoring the unit's service delivery in order to achieve the service delivery targets. Ensure the highest level of customer care and customer satisfaction. Manage all administration related functions. Supervise and develop staff
<u>ENQUIRIES</u>	:	Technical Enquiries: Ms N Mhlambi Tel No: (010) 493 5664 HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
<u>APPLICATIONS</u>	:	can be sent via email at 2025/215/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organization will give preference to candidates in line with the Employment Equity goals.
<u>POST 31/60</u>	:	<u>REGISTRAR'S CLERK REF NO: 2025/216/OCJ</u> Re-advertisement, candidates who previously applied are encouraged to re-apply.
<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>	:	KwaZulu Natal Division of the High Court: Durban
<u>REQUIREMENTS</u>	:	Grade 12 certificate or equivalent qualification. A three-year relevant qualification (National Diploma at NQF level 6) with 360 credits as recognised by SAQA will be an added advantage. no experience is required. Skills and Competencies: Knowledge of working procedures in terms of the working environment, Knowledge of registry processes and practice, Knowledge of storage and retrieval procedures in terms of the working environment, Knowledge and understanding of legislative frameworks governing the Public Service, Knowledge of Filing system, Mail procedure manual, Promotion of

		access to information Act and National archives. Computer Literacy skills (Microsoft Office), Communication skills, Numeracy, Interpersonal skills, Problem solving and analysis skills, Time management skills, administrative skills. 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>	:	Perform clerical and administrative work within the High Court, Handle court's request files, render case management duties, render administrative support and perform administrative duties as assigned by Management. Attend to all stakeholders' enquiries and correspondences, provide effective and efficient case flow management support service to the Court. Ensure proper filling and safekeeping of all records. Proper administration of all appeal and petition processes., ensure proper receipt, processing, administration and filling of all appeals and applications for leave to appeal. Perform general administrative duties.
<u>ENQUIRIES</u>	:	Technical Enquiries: Ms M Ries, Tel No: (031) 493 1723 HR Enquiries: Ms SZ Mvuyana Tel No: (031) 493 1723
<u>APPLICATIONS</u>	:	Applications can be sent via email at 2025/216/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals
<u>POST 31/61</u>	:	<u>TELECOM OPERATOR REF NO: 2025/217/OCJ</u>
<u>SALARY</u>	:	R193 359 – R227 766 per annum (Level 04). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Mpumalanga Division of the High Court: Mbombela
<u>REQUIREMENTS</u>	:	Grade 12 certificate or equivalent qualification; Basic Computer Certificate will be an added advantage. no experience is required. A valid driver's license will be an added advantage. Skills and Competencies: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics, Knowledge of the MS Office package, with experience in word processing, outlook, Power Point and Excel Knowledge of Office Administration, Knowledge and understanding of the legislative framework, governing Public Service, Knowledge of handling alarm systems related to the switchboard, Knowledge of legislations, Batho Pele Principles. All shortlisted candidates shall undertake a pre-entry practical exercise and driving test excise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.
<u>DUTIES</u>	:	Ensure that all switchboard is maintained at all times. Maintain the telephone database, provide messaging services, maintain effective performance of answering direct calls, maintain internal telephone directory. Provide switchboard services to all clients, assist with any telephone related duties required by the management, attend to high priority calls and forward calls to relevant business units and identify and report telephone faults through emails, maintain the functional telephone system, ensure that switchboard and telephone equipment is working in order. Reports all faults to technical service providers, report all faults on telephone lines to the information services unit within the department. Update and maintain accurate contacts and information list of services, departments, staff members and application requirements. Administer telephone accounts. Ensure effective and efficient communication both internally and externally. Provide accurate information to the clients.
<u>ENQUIRIES</u>	:	Technical enquiries: Ms JM Shongwe Tel No: (013) 758 0000 HR enquiries: Mr SJ Zwane/Mr MV Maeko Tel No: (013) 758 0000
<u>APPLICATIONS</u>	:	Applications can be via email to: 2025/217/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 31/62</u>	:	<u>MESSENGER REF NO: 2025/218/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>	:	Mpumalanga Division of the High Court: Mbombela
<u>REQUIREMENTS</u>	:	Grade (10) or (ABET Level 2 certificate). Grade 12 will serve as an added advantage. A valid driver's license. Skills and Competencies, Computer literacy and basic software (outlook, Excel and word) Good Communication skills (written and verbal) Good interpersonal relations, customer service, interpersonal skills, conflict Management, work ethic, and motivation, All

shortlisted candidates shall undertake a pre-entry practical exercise and driving test exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.

DUTIES

: Distribute mail to various offices. Collect post bag from the Post Office. Transport Officials to various destinations. Daily delivery and collection of posts from Post Office. Distribution of urgent/hand delivered mail to various offices. Delivering of outgoing mail to post Office. Maintenance of the register of mail distribution and ensure safeguarding of all correspondence. Collect and deliver mail. Driving court vehicles.

ENQUIRIES

: Technical enquiries: Ms JM Shongwe Tel No: (013) 758 0000
HR enquiries: Mr SJ Zwane/Mr MV Maeko Tel No: (013) 758 0000

APPLICATIONS
NOTE

: Applications can be via email to: 2025/218/OCJ@judiciary.org.za
: The Organisation will give preference to candidates in line with the Employment Equity goals.

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

The Department of Public Works and Infrastructure is an equal opportunity, affirmative action employer. The intention is to promote representatively in the Public Service through the filling of these posts and with persons whose appointment will promote representatively, will receive preference. An indication by candidates in this regard will facilitate the processing of applications. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered. People with disabilities are encouraged to apply. Please note that for positions targeted for people with disabilities, successful candidate will be required to complete the EEA1 form on appointment



CLOSING DATE
NOTE

: 12 September 2025 at 16H00

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

OTHER POSTS

POST 31/63 : **CHIEF WORKS MANAGER: ELECTRICAL COMPONENT: FACILITIES MANAGEMENT REF NO: 2025/71**

SALARY : R397 116 per annum
CENTRE : Bloemfontein Regional Office
REQUIREMENTS : A three-year tertiary qualification (NQF Level 6) in Electrical Engineering, accompanied by proven technical experience OR (N3 plus trade test completed successfully plus 3-5 years technical experience in the built environment). A valid driver's licence; computer literacy; knowledge and understanding of PFMA, OHSA, National Building Regulations, Environment Conservation Act as well as the Government Procurement System. Willingness to travel and work irregular hours. Sound analytical, good written and verbal communication skills.

DUTIES : Attend to planned and unplanned maintenance request from the clients. Compile scope of works and prepare estimates and technical reports. Inspect and report on leased buildings. Inspect and report on optimum use of Electrical equipment and installation. Inspection of electrical meter readings; effective utilization of electrical and certification of Municipal Accounts (Monitor water consumption). Ensure that all electrical equipment's and installations comply with the SANS requirements and standards. Ensure electrical work and drawings comply with the OHSA. Preparation of tender documentation. Verify and certify invoices for contractors. Ensure effective and efficient management of Property Management functions related to Electrical discipline. Prepare and compile monthly reports.

ENQUIRIES APPLICATIONS : Mr T Mohapi Tel No: (051) 408 7354
 : Bloemfontein Regional Office Applications: The Regional Manager, Department of Public Works, P/Bag X20605, Bloemfontein, 9300 or Hand Delivered to 18 President Brandt Street, Bloemfontein, 9300 or email to: RecruitBLOEM25-02@dpw.gov.za

FOR ATTENTION : Mr D Manus

POST 31/64 : **CHIEF WORKS MANAGER: MECHANICAL REF NO: 2025/72**

SALARY : R397 116 per annum
CENTRE : Bloemfontein Regional Office
REQUIREMENTS : A three-year tertiary qualification (NQF Level 6) in Mechanical Engineering accompanied by proven technical experience within the Mechanical environment (Planned & Unplanned maintenance), OR (N3 plus trade test in Fitter & Tuner, Boiler and Millwright plus 3-5 years technical experience in the mechanical environment (Planned & Unplanned maintenance). A valid driver's licence; computer literacy. Extensive knowledge and understanding of Mechanical Regulations, PFMA, OHSA, National Building Regulations, Environment Conservation Act as well as the Government Procurement System. Willingness to travel and work irregular hours. Sound analytical, good written and verbal communication skills.

DUTIES : Attend to planned and unplanned maintenance request from the client's departments. Compile scope of works and prepare estimates and technical reports. Inspect and report on leased buildings. Inspect and report on optimum use of Mechanical equipment and installation. Inspection of water meter readings; effective utilization of water and certification of Municipal Accounts (Monitor water consumption). Ensure all automatic sprinkler systems comply with the Automatic Sprinkler Bureau Standards. Ensure mechanical work and drawings comply with the OHSA. Preparation of tender documentation. Verify and certify invoices for contractors. Ensure effective and efficient management of Property Management functions related to Mechanical discipline. Prepare and compile monthly reports.

ENQUIRIES APPLICATIONS : Mr. T Mohapi Tel No: (051) 408 7354
 : Bloemfontein Regional Office Applications: The Regional Manager, Department of Public Works, P/Bag X20605, Bloemfontein, 9300 or Hand Delivered to 18 President Brandt Street Bloemfontein, 9300 or email to: RecruitBLOEM25-03@dpw.gov.za

FOR ATTENTION : Mr D Manus

<u>POST 31/65</u>	:	<u>CHIEF WORKS MANAGER: BUILDING REF NO: 2025/73 (X5 POSTS)</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Durban Regional office
<u>REQUIREMENTS</u>	:	A three-year tertiary qualification (NQF Level 6)/ National Diploma in the built environment disciplines, relevant working experience in the technical field OR (N3 plus trade test completed successfully plus 3 - 5 years technical experience in the built environment Building management or maintenance). Extensive knowledge of the Building Regulations, Occupational Health and Safety Act, Public Finance Management Act, valid code EB or C1 Driver's license, must be prepared to travel. Registration with a professional body in the built environment would be an added advantage. Good verbal and written communication skills. Computer literate. Good interpersonal skills. Good budgeting and estimating skills, Management and planning skills, Knowledge and understanding of the Government procurement system, Knowledge and understanding of Project Management. Problem solving, willing to adapt work schedule in accordance with professional requirements.
<u>DUTIES</u>	:	Manage day-to-day general building maintenance project activities, to facilitate effective maintenance project (term contracts), execution in terms of cost, quality and time management on an existing State building. Manage projects cost estimates and monitor and control the processes of controlling changes in line with allocated day-to-day maintenance budget. Conduct site inspections to ensure compliance to specifications set out by the Department, ensure compliance with OHSA, assist in the development of building program and conditional surveys in buildings and reporting regularly to management on the progress thereof. Conduct site inspections to ensure compliance to specifications set out by the Department, Budget management, Render a co-ordinated and professional service at all levels regarding the maintenance and management of DPWI clients.
<u>ENQUIRIES</u>	:	Mr MF Dube Tel No: (031) 3147076 / (082) 698 3774
<u>APPLICATIONS</u>	:	Durban Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000. Hand Deliver at Corner Dr Pixley Kasem and Samora Machel Streets Durban or email to: RecruitDBN25-04@dpw.gov.za
<u>FOR ATTENTION</u>	:	Ms NS Nxumalo
<u>POST 31/66</u>	:	<u>CHIEF WORKS MANAGER: ELECTRICAL REF NO: 2025/74</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Durban Regional Office
<u>REQUIREMENTS</u>	:	A three-year tertiary qualification (NQF Level 6)/ National Diploma in the Electrical environment disciplines with relevant working experience in the technical field, electrical industry management or maintenance. OR (N3 plus trade test completed successfully plus 3-5 years technical experience in the built environment). Extensive knowledge of the Electrical Regulations, Occupational Health and Safety Act, Public Finance Management Act, valid code EB or C1 Driver's license, must be prepared to travel. Registration with a professional body in the Electrical environment would be an added advantage - Wireman's License. Good verbal and written communication skills. Technical report writing. Procurement process and systems, Computer literate. Good interpersonal skills. Good numeracy budgeting and estimating skills, financial administration, Programme and project Management and planning skills, Knowledge and understanding of the Government procurement system, Knowledge and understanding of Project Management. Problem solving, willing to adapt work schedule in accordance with professional requirements.
<u>DUTIES</u>	:	Manage day-to-day general electrical maintenance project activities, to facilitate effective maintenance project (term contracts), execution in terms of cost, quality and time management on an existing State building. Manage projects cost estimates and monitor maintenance budget. Conduct site inspections to ensure compliance to specifications set out by the Department, ensure compliance with OHSA, assist in the development of building program and conditional surveys in buildings and reporting regularly to management on the progress thereof. Render a coordinated and professional service at all levels regarding the maintenance and management of DPWI clients.
<u>ENQUIRIES</u>	:	Mr MF Dube Tel No: (031) 3147076 / (082) 698 3774
<u>APPLICATIONS</u>	:	Durban Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000. Hand Deliver at Corner Dr

		Pixley Kasem and Samora Machel Streets Durban or email to: RecruitDBN25-05@dpw.gov.za
<u>FOR ATTENTION</u>	:	Ms NS Nxumalo
<u>POST 31/67</u>	:	<u>CHIEF WORKS MANAGER: BUILDING REF NO: 2025/75</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Nelspruit Regional Office
<u>REQUIREMENTS</u>	:	A three-year tertiary qualification (NQF Level 6) in Building /Civil/ Structural Engineering or Architect with relevant experience OR (N3 plus Trade Test in Plumbing/ Carpentry/ Bricklaying or related field with 3-5 years related technical experience). A valid driver's license is required. Extensive knowledge of Occupational Health and Safety Act and National Building Regulations (i.e SANS 10400 etc) and PFMA. Registration or candidacy with a profession body in the built environment would be advantageous. Good verbal and written communication skills. Computer literacy. Good interpersonal skills. Good budgeting and estimating skills. Project management skills. Knowledge and understanding of the government procurement processes (SCM directives and circulars)
<u>DUTIES</u>	:	Manage day to day maintenance of state owned buildings. Facilitate effective project execution in terms of cost, quality and time in the state owned properties. Manage project costs and budgets. Conduct site inspections to ensure compliance with specifications set out by the department and laws. Ensure OHSA and regulations compliant. Assist in development of building programs and conduct conditional surveys and report regularly on the progress thereof. Render a coordinated and professional service at all levels regarding the maintenance and management of DPWI clients. Update asset register.
<u>ENQUIRIES</u>	:	Ms PN Bendlela Tel No: (013) 753 6361
<u>APPLICATIONS</u>	:	Nelspruit Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X11280, Nelspruit, 1200. Physical Address: 30 Brown Street, Nedbank Building, 9th Floor, Nelspruit or email to: RecruitNEL25-03@dpw.gov.za
<u>FOR ATTENTION</u>	:	Mr E Nguyuzza
<u>POST 31/68</u>	:	<u>CHIEF WORKS MANAGER: MECHANICAL REF NO: 2025/76</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Cape Town Regional Office
<u>REQUIREMENTS</u>	:	A three-year tertiary qualification (NQF Level 6)/ National Diploma (T/N/S streams) or related, or (N3 plus a passed trade test in the relevant environment, and 3-5 years related technical experience). Valid driver's license. Knowledge: Applicable knowledge of the Occupational Health and Safety Act; National Building Regulations and Building Standards; Technical knowledge of the mechanical environment. Procurement process and systems, Property and facilities management. Skills: Computer literacy, technical report writing, good verbal and written communication, programme and project management, relationship management, negotiation, problem solving, numeracy, financial administration. Personal attributes: Resourceful; creative; ability to communicate at all levels; ability to work under stressful situations; assertive. Willing to adapt work schedule in accordance with office requirements. Willingness to travel and work irregular hours. Committed to designated tasks.
<u>DUTIES</u>	:	Identify needs and requirements of new work and repairs through the investigation of customer complaints and new services required. Prepare specifications for unplanned maintenance and minor new work. Develop a bill of quantities. Develop proposals on the associated costs. Render an inspection service of work done on new projects and existing structures. Inspect new and/or maintenance work undertaken on project sites to ensure that it is being done in compliance with all relevant regulations and legislation and that proper quality control is maintained. Analyse and compile relevant project documentation for new and existing structures, through inter alia the following. Develop and interpret plans and sketches. Draw-up quotation documents and compile specifications, bills of quantities and bid documents. Adjudicate and provide recommendations on quotations and bids. Liaise with relevant stakeholders in respect of technical aspects. Project sites: Advice and guide contractors in respect of the compliance to legislation and procedures. Verify invoices and certify progress of payments. Check and process variation orders and make recommendations on requests for the extension of deadlines. Brief

		contractors and consultants on projects and certify claims for fees. Provide advice and guidance on the interpretation and application of legislation, policies and procedures. Ensure quality control and effective and efficient workflow of work done by Works Inspectors and report on all work allocated. Monitor the proper utilisation of equipment, stores and expenditure. Administer the departmental performance management and development system.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr R Majal Tel No: (021) 402 2300
	:	Cape Town Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Ground floor, Customs House Building, Lower Heerengracht Street, Cape Town or email to: RecruitCPT25-12@dpw.gov.za
<u>FOR ATTENTION</u>	:	Ms. C Rossouw
<u>POST 31/69</u>	:	<u>CHIEF WORKS MANAGER: ELECTRICAL REF NO: 2025/77</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 per annum
	:	Cape Town Regional Office
	:	A three-year tertiary qualification (NQF level 6) in the Electrical Engineering discipline with relevant extensive technical experience, OR (N3 plus a passed trade test in the relevant environment, and 3-5 years related technical experience). A valid driver's license. Wire man license will be additional advantage. Ability to plan, organize and manage resources. Computer literacy. Knowledge and understanding of the Public Finance Management Act (PFMA), Occupational Health and Safety Act (OHSA), National Building Regulations, Environment Conservation Act as well as the Government Procurement System. Proven knowledge and understanding of estimating and scheduling techniques. Willingness to travel and work irregular hours. Sound analytical and good written and verbal communication skills. Registration with a professional body will serve as an advantage.
<u>DUTIES</u>	:	Manage minor projects, unplanned maintenance, building condition surveys and the asset register with reference to Electrical works, do site inspections and reports on leased buildings, assist in site handovers, first and final deliveries including the close out reports, facilitate negotiations with contractors, compile the scopes of work and prepare specifications estimates, ensure all work executed complies with PW 371 standards and specifications, compile technical reports.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. Ailwei Nekhwevha Tel No: (021) 402 2301
	:	Cape Town Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Ground floor, Customs House Building, Lower Heerengracht Street, Cape Town or email to: RecruitCPT25-13@dpw.gov.za
<u>FOR ATTENTION</u>	:	Ms. C Rossouw
<u>POST 31/70</u>	:	<u>PERSONAL ASSISTANT TO THE CHIEF DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: 2025/78</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum
	:	Head Office (Pretoria)
	:	A three-year tertiary qualification (NQF Level 6) in Secretariat Diploma/ Management Assistant, Office Administration, Office /Business Management or related qualifications. Relevant working experience in office administration. The ability to liaise at Senior Management level and ability to work and cope under intense pressure are important prerequisites. Maintain confidentiality and be able to work independently, with minimum supervision. Advanced computer literacy in MS office packages (MS Word, MS Excel and MS PowerPoint). Experience in customer relations and client liaison, in addition, applicants must have the knowledge of budgeting processes and how to apply them. Knowledge of Government Procurement processes will be an added advantage.
<u>DUTIES</u>	:	Manage the traffic in the office of the Chief Director, efficient and effective Human Resources, Financial administrative support. Perform the duties of the Chief Director User Clerk in the office of incoming and outgoing post. Maintain a filing registry in the office of the Chief Director. Provision stationery and supplies, Maintaining an electronic post register for management of the Chief Director's diary, Schedule meetings and telephone management, Make official travel arrangements for the Chief Director, Assist with the preparation and development of Chief Director's presentations, reports and minutes of

		meetings, Arrange official functions for the office of the Chief Director, Assist in the identification and development of training material for the Chief Director and organise training facilities, Responsible for procurement processes within the office of the Chief Director and manage the petty cash, Assist in the development of the MTEF budget for the Chief Director and develop and maintain a monthly commitment register, Ensure the security profile and classification of documentation reports and information related to the office.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. K Segole Tel No: (012) 406 1362/Ms. K Manamela Tel No: (012) 406 1776
	:	Head Office Applications: The Director-General, Department of Public Works and Infrastructure, Private Bag X65, Pretoria, 0001 or Hand deliver at 256 Madiba Street, CGO Building, Pretoria or email to: Recruitment25-33@dpw.gov.za
<u>FOR ATTENTION</u>	:	Ms NP Mudau
<u>POST 31/71</u>	:	<u>ARTISAN PRODUCTION (GRADE A) ELECTRICAL - WORKSHOPS REF NO: 2025/79</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R243 597 per annum, (OSD salary package)
	:	Kimberly Regional Office
	:	Appropriate Trade test Certificate in electrical. Valid driver's license. Knowledge of Occupational Health and Safety Act 85, of 1993 and regulations. Must have General knowledge of Electrical tools, equipment in the workshops. The inherent requirements of the job. It will be expected of the incumbent to climb ladders for inspection, work in confined spaces and perform maintenance on Government Buildings in relation to Electrical works.
<u>DUTIES</u>	:	The successful candidate must be able to compile material quantities per project, will be required to maintain all Government Buildings including new work to Government buildings. Must be willing to work overtime if required, and compile progress reports on projects and monitor Tradesman Aid and learners. Report directly to Artisan Foreman or Chief Artisan. Must have vast knowledge of Occupational Health and safety Act 85 of 1993. It will be expected of the incumbent to participate in various expeditions including assisting other Regional Office if needs arise.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr G Maano Tel No: (053) 838 5366
	:	Kimberley Regional Office Applications: The Regional Manager, Department of Public Works and Infrastructure, Private Bag X5002, Kimberley, 8301 or Hand Deliver to 21-23 Market Square, Old Magistrate Building, Kimberley or email to: RecruitKIM25-07@dpw.gov.za
<u>FOR ATTENTION</u>	:	Ms V Tidikwe
<u>POST 31/72</u>	:	<u>ARTISAN: PRODUCTION GRADE A REF NO: 2025/80</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R243 597 per annum
	:	Gqeberha Regional Office
	:	Appropriate Trade Test Certificate in Bricklaying and Plastering. A Valid drivers licence. Knowledge of Occupational Health and Safety Act 85, of 1993 and regulations. Must have General knowledge of Bricklaying and Plastering tools and equipment in the workshops. The inherent requirements of the job. It will be expected of the incumbent to climb ladders for inspection, work in confined spaces and perform maintenance on Government Buildings in relation to Bricklaying and Plastering works.
<u>DUTIES</u>	:	Produce designs according to client specification and within limits of production capability. Inspect equipment and/or facilities for technical faults; Maintain and repair technical faults related to building, plastering and scaffolding according to standards; Test repair equipment and/or facilities against specifications; Service equipment according to schedule; Quality assure serviced and maintained equipment and/or facilities. Compile and submit reports, provide inputs to the operational plan, keep and maintain job record/register of maintained and repair faults
<u>ENQUIRIES APPLICATIONS</u>	:	Mr V. R. Maqetuka Tel No: (041) 408 2199
	:	Gqeberha Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X3913, North End, Port Elizabeth, 6056. Hand delivery: Room 430, Corner. Hancock & Robert Street, North End, Port Elizabeth, 6056 or email to: RecruitPE25-05@dpw.gov.za
<u>FOR ATTENTION</u>	:	Ms P Buwa

<u>POST 31/73</u>	:	<u>ADMINISTRATION CLERK: ORGANISATIONAL DESIGN (OD) AND JOB EVALUATION (JE) REF NO: 2025/81 (X2 POSTS)</u>
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	A Senior Certificate/Grade 12. Knowledge of Organisational Development services will be an added advantage. Knowledge: Wide range of office administrative tasks; Good telephone etiquette; Computer literacy; Relevant legislations; Basic financial administration Skills Communication (verbal and written); Sound organisational skill; Ability; Interpersonal skills; Office administration and Planning.
<u>DUTIES</u>	:	Provide clerical and secretarial support for OD and Job Evaluation processes. Manage incoming and outgoing correspondence and maintain accurate records. Maintain and update OD related databases, registers, and statistical reports. Handle routine enquiries. Update the organisational structure as directed. Keep and maintain the filing system for the unit. Draft and type basic letters, memos, and other routine correspondence as needed. Maintain the unit's incoming and outgoing mail/registers. Facilitate the procurement of goods and services for the unit. Coordinate travel and accommodation arrangements for the unit.
<u>ENQUIRIES</u>	:	Mrs N Silulwane-Mjindi Tel No: (012) 406 1982
<u>APPLICATIONS</u>	:	Head Office Applications: The Director-General, Department of Public Works and Infrastructure, Private Bag X65, Pretoria, 0001 or Hand deliver at 256 Madiba Street, CGO Building, Pretoria or email to: Recruitment25-34@dpw.gov.za
<u>FOR ATTENTION</u>	:	Ms NP Mudau
<u>POST 31/74</u>	:	<u>REGISTRY CLERK: SUPPLY CHAIN MANAGEMENT REF NO: 2025/82</u>
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Pretoria Regional Office
<u>REQUIREMENTS</u>	:	A senior certificate/ Grade 12. Knowledge of records/ documents management, a file plan, mail and courier service procedures. Knowledge Information Act (PAIA) and National Archives and Records Service Act (NARSA). Knowledge of electronic document and records management system (EDRMS). Competencies needed: Planning and organizing skills. Communication (verbal and written) Skills. Problem solving skills, Customer care and Client orientation skills. Computer literacy. Liaison skills, Analytical skills, Interpersonal Skills. Telephone etiquette. Good leadership Skills. Attributes: Accurate. Confident, Ability to work under pressure. Ability to work in a team and independently.
<u>DUTIES</u>	:	Receive mail from Post Office and internal clients. Open, stamp, sort mail and record in the register. Receive parcels delivered by hand and record in the register. Render courier service: package documents, place in envelopes, address envelopes; place them in and outgoing tray and record mail in the mail register. File and retrieve files on-site and off-site storage. Control movement of files and access to files. Index, scanning, faxing. Photocopying. Reload franking machine, register priority mail, receive and date stamp invoices and forward to finance. Register supply of files to officials and maintain register of files opened and make follow up if the file is not returned back to Registry after the due date. Issue reference no according to the approved file plan. Attend to client's enquiries; assist in the absence of the supervisor. Perform any other administrative tasks as requested by the supervisor.
<u>ENQUIRIES</u>	:	Ms Q. Tom Tel No: (012) 406 2046
<u>APPLICATIONS</u>	:	The Regional Manager, Department of Public Works Private Bag X229, Pretoria, 0001 or Hand delivery at: 251 Nana Sita AVN Building, Cnr Thabo Sehume and Nana Sita Streets Pretoria or email to: RecruitPTA25-08@dpw.gov.za
<u>FOR ATTENTION</u>	:	Ms K. Tihapane/ Ms MC. Lekganyane
<u>POST 31/75</u>	:	<u>SUPPLY CHAIN MANAGEMENT CLERK REF NO: 2025/83 (X3 POSTS)</u> (One (1) position is targeted for persons with disabilities)
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Pretoria Regional Office
<u>REQUIREMENTS</u>	:	A senior certificate/ Grade 12. Knowledge of Demonstrative computer literacy (word processing, spreadsheets, presentations); wide range of office management and administration tasks. Advanced communication, basic

		numeracy, interpersonal relations and general office administrative and organizational skills. Must be computer literate.
<u>DUTIES</u>	:	Administrate office correspondence, documents and reports; organise meetings and workshops, and document record thereof; draft and type correspondence and documents; manage the flow of information and documents in the office; manage communication to and from the office. Assist with ordering of material and equipment from suppliers; administer documentation for requisitions and reports; submit invoices for payment. Organise office logistical matters and act as general receptionist; administer placements, work schedules and consolidated leave record of component staff.
<u>ENQUIRIES</u>	:	Ms Q. Tom Tel No: (012) 406 2046
<u>APPLICATIONS</u>	:	The Regional Manager, Department of Public Works Private Bag X229, Pretoria, 0001 or Hand delivery at: 251 Nana Sita AVN Building, Cnr Thabo Sehume and Nana Sita Streets Pretoria or email to: RecruitPTA25-09@dpw.gov.za
<u>FOR ATTENTION</u>	:	Ms K. Tlhapane/ Ms MC. Lekganyane
<u>POST 31/76</u>	:	<u>ADMINISTRATIVE CLERK: WORKSHOP REF NO: 2025/84</u>
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Pretoria Regional Office
<u>REQUIREMENTS</u>	:	A Senior Certificate/Grade 12. Knowledge of Public Finance Management Act, Treasury Regulations, Public Service Act, Public Service Regulations and General Office Administration. Have effective verbal and written communication skills. Computer literacy in MS Office. Willing to adapt work schedule in accordance with office requirements.
<u>DUTIES</u>	:	Register and file new job cards, make follow up on outstanding job cards, monitor the updating of information on job cards, circulation of information on job cards. Settling of queries and problems on job cards; update and provide relevant information on job cards to clients and stakeholders, maintain statistical information, support effective and efficient administration of workshops, ensure continuous adherence to OHSA policies.
<u>ENQUIRIES</u>	:	Mr. S Kutu Tel No: (012) 310 5993
<u>APPLICATIONS</u>	:	The Regional Manager, Department of Public Works Private Bag X229, Pretoria, 0001 or Hand delivery at: 251 Nana Sita AVN Building, Cnr Thabo Sehume and Nana Sita Streets Pretoria or email to: RecruitPTA25-10@dpw.gov.za
<u>FOR ATTENTION</u>	:	Ms K. Tlhapane/ Ms MC. Lekganyane
<u>POST 31/77</u>	:	<u>SENIOR ACCOUNTING CLERK: FINANCE (BATCH CONTROLLER) REF NO: 2025/85</u>
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Bloemfontein Regional Office
<u>REQUIREMENTS</u>	:	A Senior Certificate/Grade 12 (A Grade 12/ Senior Certificate with Accounting as a Subject will serve as an added advantage). Knowledge of a financial environment will be advantages. Knowledge of relevant legislation, regulations and policies. Sound interpersonal and communication skills, computer literate, multi-tasked skills, self-driven, result orientated, motivated, meet deadlines and acceptance of responsibility.
<u>DUTIES</u>	:	Reporting to the State Accountant the incumbent of this position will take responsibility for: The main responsibility of this post relates to the safekeeping and management of documents (Batch Control) including the monitoring and controlling of the adherence to sound accounting and NPDW practices, prescribed policies and regulations in all transactions. Monitor and control all documents relating to the different transversal systems. Ensure correct allocation of expenditure and revenue. Draw financial and other BAS reports in support of the activities of the unit. It could be expected of the incumbent to assist in the budget formulation, compiling of a cash flow budget as well as the monthly reporting. As well as performing duties related to the cashier functions.
<u>ENQUIRIES</u>	:	Mr. M Mokoena Tel No: (051) 408 7376
<u>APPLICATIONS</u>	:	Bloemfontein Regional Office Applications: The Regional Manager, Department of Public Works, P/Bag X20605, Bloemfontein, 9300 or Hand Delivered to 18 President Brandt Street Bloemfontein 9300 or email to: RecruitBLOEM25-04@dpw.gov.za
<u>FOR ATTENTION</u>	:	Mr D Manus

<u>POST 31/78</u>	:	<u>SENIOR REGISTRY CLERK REF NO: 2025/86</u>
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Durban Regional Office
<u>REQUIREMENTS</u>	:	A Senior Certificate/Grade 12, plus Knowledge of the National Archives and Records of South Africa Act, No 43 of 1996, as amended. Computer literacy. Ability to identify and arrange different types of records. Ability to work under pressure and take initiative. Knowledge of disposal of records. Proven communication, organizing and interpersonal skills. (Knowledge of Logis and Reapata systems will be an added advantage).
<u>DUTIES</u>	:	Manage the more advanced duties of the Registry Clerk. Keep registers, eg for stamps, registered mail, certified mail and others. Handle postal articles. Keep the file index up to date and maintain files. Keep and manage amendments, annual reports and delegations. Updating of the invoice Register for both PMTE and NDPWI.
<u>ENQUIRIES</u>	:	Mr BH Khanyeza Tel No: (031) 314 7038
<u>APPLICATIONS</u>	:	Durban Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000. Hand Deliver at Corner Dr Pixley Kasem and Samora Machel Streets Durban or email to: RecruitDBN25-06@dpw.gov.za
<u>FOR ATTENTION</u>	:	Ms NS Nxumalo
<u>POST 31/79</u>	:	<u>SENIOR SECURITY OFFICER: SECURITY MANAGEMENT REF NO: 2025/87</u>
		Key Post Statement: To support the delivery of security services in the Department; manage physical security-related duties, security control room and other security functions within the Chief Directorate.
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Kimberley Regional Office
<u>REQUIREMENTS</u>	:	A Senior Certificate/Grade 12 and a Grade B (PSIRA) Certificate; Familiarity with security legislation will serve as an advantage. Computer literacy. Ability to work independently, analyse problem areas and initiate corrective measures. Valid driver's licence and the willingness to travel on a regular basis. Good communication skills at all levels. Good writing and analytical skills. Knowledge of security systems will serve as an added advantage.
<u>DUTIES</u>	:	Assist with the management of the security operations at the Regional Office and all state properties falling within the jurisdiction of the regional office. Render administrative support to the section. Prepare documents for pre-screening and vetting. Assist in the preparation of reports and submissions to Regional Management and other stakeholders. Liaise with NIA, SAPS, SANDF and other stakeholders in the security environment. Conduct security awareness. Assist in any other general duties assigned by the supervisor.
<u>ENQUIRIES</u>	:	Mr K Balepile Tel No: (053) 838 5330
<u>APPLICATIONS</u>	:	Kimberley Regional Office Applications: The Regional Manager, Department of Public Works and Infrastructure, Private Bag X5002, Kimberley, 8301 or Hand Deliver to 21-23 Market Square, Old Magistrate Building, Kimberley or email to: RecruitKIM25-08@dpw.gov.za
<u>FOR ATTENTION</u>	:	Ms V Tidikwe
<u>POST 31/80</u>	:	<u>ADMINISTRATIVE CLERK: MOVABLE ASSETS REF NO: 2025/88</u>
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Kimberley Regional Office
<u>REQUIREMENTS</u>	:	A Senior Certificate/Grade 12. Knowledge of Movable Asset Management Computer literacy. Record keeping skills, communication skills and good interpersonal skills. Knowledge of the following: PFMA, Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA).
<u>DUTIES</u>	:	Establish, implement and maintain appropriate systems, Policies and Procurement procedures to ensure effective, efficient and economical management of the Department Assets. Ensure that the Asset Register is maintained and updated daily with all requisitions, movements and disposals. Ensure proper reporting and reconciliation on assets. Co-ordinate annual stocktaking. Conduct inspections on a quarterly basis. Investigate shortages and surpluses and compilation of report findings, internal control and asset management. Responsible for recording transfers, movements, audits and disposal of assets.

<u>ENQUIRIES</u>	:	Ms MF Allen Tel No: (053) 838 5245
<u>APPLICATIONS</u>	:	Kimberley Regional Office Applications: The Regional Manager, Department of Public Works and Infrastructure, Private Bag X5002, Kimberley, 8301 or Hand Deliver to 21-23 Market Square, Old Magistrate Building, Kimberley Or email to: RecruitKIM25-09@dpw.gov.za
<u>FOR ATTENTION</u>	:	Ms V Tidikwe
<u>POST 31/81</u>	:	<u>ADMINISTRATIVE CLERK: ACQUISITION MANAGEMENT (SCM) REF NO: 2025/89</u>
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Gqeberha Regional Office
<u>REQUIEREMENTS</u>	:	A Senior Certificate/Grade 12. (A Grade 12/ Senior Certificate with Commercial Subject will serve as an added advantage). Computer literate in Ms Word/Excel. The candidate should be well organized person and should be prepared to work under pressure. Basic knowledge of PFMA and PPPFA and other relevant Supply Chain Management legislation. A valid code 8 driver's license will be an added advantage.
<u>DUTIES</u>	:	Invite quotation from suppliers according to the relevant stakeholders, keeping and maintain suppliers database, generate orders on Logis, administrate suppliers transversal contract, administrate department cell phones contracts, compile reports in respect of order transactions. Liaise with internal and external clients in respect of suppliers. Ensure compliance of provisioning policies in respect of goods and services. Assist on sport checks of e-class accountability store.
<u>ENQUIRIES</u>	:	Mr. T.E. Matiso Tel No: (041) 408 2007
<u>APPLICATIONS</u>	:	Gqeberha Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X3913, North End, Port Elizabeth, 6056. Hand delivery: Room 430, Corner. Hancock & Robert Street, North End, Port Elizabeth, 6056 or email to: RecruitPE25-06@dpw.gov.za
<u>FOR ATTENTION</u>	:	Ms P Buwa
<u>POST 31/82</u>	:	<u>ADMINISTRATION CLERK: CONSTRUCTION PROJECT MANAGEMENT REF NO: 2025/90</u>
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Gqeberha Regional Office
<u>REQUIREMENTS</u>	:	A Senior Certificate/Grade 12 certificate. Knowledge of WCS. Knowledge of PFMA, Financial Administration, Budgetary and procurement processes, financial systems, good verbal and written communication skills, good report writing, basic numeracy, office administrative and organizational skills. The ability to manage confidential information, advanced interpersonal and diplomacy skills, problem solving skills, decision making skills and computer literacy are all advantageous.
<u>DUTIES</u>	:	Effectively and efficiently manage the office to relieve the manager of various administrative and clerical tasks, liaise and interact with other managers, staff and stakeholders and provide support, gain or provide information as and when required, liaise and interact to gain or provide information. Facilitate access to information or referral to appropriate persons, processing of WCS payments for consultants and contractors/suppliers. Effectiveness of transport, travel and accommodation arrangements.
<u>ENQUIRIES</u>	:	Mr. S. L. Jikeka Tel No: (041) 408 2074
<u>APPLICATIONS</u>	:	Gqeberha Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X3913, North End, Port Elizabeth, 6056. Hand delivery: Room 430, Corner. Hancock & Robert Street, North End, Port Elizabeth, 6056. Or email to: RecruitPE25-07@dpw.gov.za
<u>FOR ATTENTION</u>	:	Ms P Buwa
<u>POST 31/83</u>	:	<u>REGISTRY CLERK: PROVISIONING AND LOGISTICS REF NO: 2025/91</u>
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Cape Town Regional Office
<u>REQUIREMENTS</u>	:	A Senior Certificate/Grade 12. Knowledge and understanding of records/ documents management, mail and courier service procedures. Knowledge of Minimum Information Security Standards (MISS) Act, National Archives Act 43 of 1996, Records Service Act (NARSA) and Promotion to Access Information Act (PAIA). Computer literacy is also recommended. Customer care and client

		orientation skills. Ability to work under pressure and take initiatives. Understanding of financial systems (SAGE and Archibus). Ability to work with sensitive information. Proven communication, organizing and interpersonal skills. Willing to adapt work schedule in accordance with office requirements.
<u>DUTIES</u>	:	The successful candidate will be required to maintain the filing system and records. Manage the flow of files and records, track and traces files and manage sensitive documentation. Render administrative support, serving internal and external clients. Manage the receipt and distribution of documents. Receive, Verify and register invoices on Reapatala System. Drawing or downloading of Reapatala reports and filing thereof (electronically and manually) Uploading of documents on Archibus system. Postage and mailing of departmental documents to various destinations and render Courier service. Perform any other related tasks as per Supervisor's instructions including office duties.
<u>ENQUIRIES</u>	:	Lithabile Mgwadleka Tel No: (021) 402 2032
<u>APPLICATIONS</u>	:	Cape Town Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Ground floor, Customs House Building, Lower Heerengracht Street, Cape Town or email to: RecruitCPT25-14@dpw.gov.za
<u>FOR ATTENTION</u>	:	Ms. C Rossouw
<u>NOTE</u>	:	People with disabilities are encouraged to apply.
<u>POST 31/84</u>	:	<u>ADMIN CLERK: HELP DESK AND COMPLAINTS REF NO: 2025/92</u> This post is targeted for people with disabilities only.
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Johannesburg Regional Office
<u>REQUIREMENTS</u>	:	A Senior Certificate/Grade 12. Knowledge: Office administration, Reapatala, Public Finance Management Act (PFMA), Treasury Regulations, Financial management and administration, State budgetary systems, Financial systems, Archibus and Logis. Skills: numeracy, accounting, organising, interpersonal skills, diplomacy, ability to follow a pro-active and creative problem, solving approach, communication, computer literacy. Personal Attributes: Ability to work under stressful situations, hardworking, and team player.
<u>DUTIES</u>	:	Address enquiries or refer them to the necessary manager. Follow up on outstanding complaints and queries, ensure resolutions of meetings are addressed within established timeframes and administer the Archibus System. Update and maintain electronic and physical records for procurement instructions. Furnish information for reports to internal and external stakeholders. Record, organise, store, capture, update and retrieve correspondence and data. Make photocopies and receive or send facsimiles, distribute documents/packages to various stakeholders as required, keep and maintain the filing system for the component. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Assist with ordering of material and equipment from suppliers. Capture and update expenditure in component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component. Arrange travelling and accommodation. Distribute personnel pay slips and ensure that a payroll certificate has been signed and submitted to HR. Maintain a leave register for the component. Plan the diary for the sub-directorate. Book a meeting venue, arrange meetings and confirm attendance with stakeholders. Take minutes and distribute to meeting attendees. Assist with procurement of a service provider for catering where required.
<u>ENQUIRIES</u>	:	Mr KC Muthivheli Tel No: (011) 713 6097
<u>APPLICATIONS</u>	:	Johannesburg Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X3, Braamfontein, 2017 or Hand Deliver to No 78 Corner De Beer and Korte, Braamfontein, 2017 or email to: RecruitJHB25-04@dpw.gov.za
<u>FOR ATTENTION</u>	:	Mr M Mudau
<u>POST 31/85</u>	:	<u>SENIOR SECURITY OFFICER: SUPERVISOR REF NO: 2025/93</u>
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Durban Regional Office

<u>REQUIREMENTS</u>	:	A Senior Certificate/Grade 12 certificate or equivalent. Security Certificate (A minimum of 1 year study). Grade C PSIRA Certificate. Knowledge of access control procedures, measure for the control and movement of equipment and stores, prescribed security procedure (MISS, NIA, Protection of Information Act etc.) and the authority of security officer under these documents, relevant emergency procedures. Effective communication analytical and numerical skills, organisation and planning, ability to meet deadlines, ability to work in a team, interpersonal skills, problem solving skills, motivational skills, ability to operate equipment and machines. Analytical thinking, ability to work under stressful situations, ability to communicate at all levels, good interpersonal relationship and hard-working and willing to work shifts.
<u>DUTIES</u>	:	Supervise the security functions performed by the security officers/service providers, ensuring adherence department security policies. Allocate duties to security officers/service providers, monitor outcomes and institute the necessary corrective measures to address deviations from norms and standards. Monitor access control to prevent unauthorised entry into buildings and other premises. Authorisation of the equipment, documents and stores into and out of the building or premises. Inspect and report all none functioning of security measures (e.g. X-Ray machines, walk through metal detectors, security lights etc.) Check incidents/occurrence registers. Monitor and Provide support in case of emergencies. Render administrative and related functions, determining rosters, shift schedules and overtime. Monitor performance of employees and determine training needs. Control leave and related personnel matter in line with HR procedures and prescripts. Provide security related services. Administer key control system. Identify risks and threats to the security of the department. Provide information regarding incidents to investigating officer. Monitor and respond to alarm system Ensure that unauthorised persons and dangerous objects do not enter the building or premises. Issue access cards to employees. Verify the validity of access cards. Monitor CCTV in security control room to identify suspicious Activities.
<u>ENQUIRIES</u>	:	Mr TE Phungula Tel No: (031) 314 7026
<u>APPLICATIONS</u>	:	Durban Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000. Hand Deliver at Corner Dr Pixley Kasem and Samora Machel Streets Durban or email to: RecruitDBN25-07@dpw.gov.za
<u>FOR ATTENTION</u>	:	Ms NS Nxumalo
<u>POST 31/86</u>	:	<u>SCM CLERK: PROVISIONING AND LOGISTICS REF NO: 2025/94</u>
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Mmabatho Regional Office
<u>REQUIREMENTS</u>	:	A Senior Certificate/Grade 12. Knowledge: Interpersonal skills, hardworking, people orientated, ability to work under pressure. Understand Advance SCM Concepts, Procurement Policies, Tender Procedures, Logis Literacy, Financial Systems (LOGIS) (BAS), knowledge of payments, orders, posting. Skills: Organising, and Time management Planning, Problem solving, and report writing, ability to work with sensitive information. Computer Literacy, Communication, General Office Management.
<u>DUTIES</u>	:	Render clerical support in the requisition process of goods and services. Generate orders on LOGIS. Compile generic reports in respect of order transactions. Provide support in the process of receiving and distribution of stock as well as stock control. Administer paper work for distribution of goods. Capture invoices from suppliers. Render clerical support to transport and travel services. Receive and process PW21s forms. Capture travel and accommodation arrangements. Render general clerical support services. Maintain good record keeping. Control and maintain equipment and inventory. Support administrative activities.
<u>ENQUIRIES</u>	:	Mr. P Ndukulu Tel No: (018) 386 5270
<u>APPLICATIONS</u>	:	Mmabatho Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X120, Mmabatho, 2735 or Hand Deliver at 810 Corner Albert Luthuli Drive and Maisantwa Streets, Unit 3, Mmabatho, 2735 or email to: RecruitMBT25-02@dpw.gov.za
<u>FOR ATTENTION</u>	:	Mr T. Oagile
<u>POST 31/87</u>	:	<u>DRIVER: LOGISTICAL SERVICES REF NO: 2025/95 (X3 POSTS)</u>
<u>SALARY</u>	:	R163 680 per annum

<u>CENTRE REQUIREMENTS</u>	:	Head Office (Pretoria)
	:	A Senior Certificate /Grade 12 and a valid drivers license (code 8 or 10), willing to adapt work schedule in accordance with office requirements. A public drivers permit would be an added advantage. Knowledge: Operation of machinery and tools. Department's procurement process, Occupational Health and Safety Act Skills: effective communication (verbal and written). Interpersonal skills, Time Management skills. Planning of processes. Good customer service. Operation of heavy-duty photocopying machine. Personal attributes: Safety conscious, confidentiality, trustworthy and hardworking. Have ability to work under pressure, establish and maintain harmonious working relationships with co-workers, staff and external clients.
<u>DUTIES</u>	:	Collect post, parcels and documentation and deliver to specified persons /destinations. Ensure proper control of the movement of documents. Drive departmental officials, clients and visitors as may be requested. Perform inspections on fleet vehicles on a daily basis. Report all damages / services dates to the Transport Officer. Taking vehicles for car wash. Render auxiliary administrative support as required by the Transport Office. The successful candidate will be responsible for the provision of management support service with regards to document requests of heavy-duty bulk photocopying. Procurement of reproduction equipment's and stationery. Manage and control access of the Photocopying room. Ensure protection of information at all times. Ensure that all documents have been neatly bonded and stapled accordingly. Inform clients when documents are ready for collection. Provide bulk shredding and messenger services as requested. Ensure all the equipment are serviced as required. Provide meter readings to suppliers. Provide monthly stats to the supervisor. Perform any other related tasks as per supervisor's instructions including office duties.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. MR Masemola Tel No: (012) 406 1785
	:	Head Office Applications: The Director-General, Department of Public Works and Infrastructure, Private Bag X65, Pretoria, 0001 or Hand deliver at 256 Madiba Street, CGO Building, Pretoria or email to: Recruitment25-35@dpw.gov.za
<u>FOR ATTENTION</u>	:	Ms NP Mudau
<u>POST 31/88</u>	:	<u>DRIVER REF NO: 2025/96</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R163 680 per annum
	:	Johannesburg Regional Office
	:	A Senior Certificate /Grade 12 and a valid driver's license (code 8 or 10). A public drivers permit would be an added advantage. Knowledge of Minimum Information Security Standards (MISS) Act, basic literacy, basic numeracy. Skills: Effective communication (verbal and written), interpersonal relations, planning of work processes, time management, driving skills. Personal Attributes: Hard working, trustworthy, punctuality, accuracy, polite, helpful, honesty and flexibility.
<u>DUTIES</u>	:	Collect cleaning materials, cleaning machines, and documentation and deliver to specified persons/ destinations. Drive departmental officials and visitors as may be requested. Interact with officials in a professional manner. Receive items and documents for transport and ensure that they are safely transported to their destinations. Complete transport schedule regarding trips travelled. Ensure that all assigned vehicles are clean and maintained and that any need for repairs is outlined and reported. Safely drive assigned office vehicles by following set rules and regulations. Report any accidents, injuries, and vehicle damage. Support Facilities Management related activities.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr VG Msimango/KC Muthivheli Tel No: (011) 713 625 1097
	:	Johannesburg Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X3, Braamfontein, 2017 or Hand Deliver to No 78 Corner De Beer and Korte, Braamfontein, 2017 or email to: RecruitJHB25-05@dpw.gov.za
<u>FOR ATTENTION</u>	:	Mr M Mudau
<u>POST 31/89</u>	:	<u>DRIVER: LOGISTICS & PROVISIONING REF NO: 2025/97</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R163 680 per annum
	:	Polokwane Regional Office
	:	A Senior Certificate/ Grade 12 certificate or equivalent. Valid drivers' license. Possession of PDP shall serve as an added advantage. Ability to read and

	write. Good interpersonal skills. Ability to communicate freely and easily with other employees, clients and the general public.
<u>DUTIES</u>	: Perform general messenger and delivery services: Collect post, parcels and documentation and deliver to specified persons/destinations, ensure proper control over the movement of documents and face value documents, Collect office consumables. Perform driver-related services: Drive departmental officials, clients and visitors as may be requested, receive items and documents for transport and ensure that they are safely transported to their destinations, complete transport schedule regarding trips travelled. Take proper care of the assigned departmental vehicle: Perform daily inspections on all assigned vehicles, at the beginning of each shift, Provide accurate time records of the departmental vehicle's comings and goings. Render auxiliary administrative support as required-: Support registry related activities. Support operator related activities.
<u>ENQUIRIES</u>	: Ms MC Mamabolo Tel No: (015) 293 8005
<u>APPLICATIONS</u>	: Polokwane Regional Office Applications: The Regional Manager, Department of public works, Private Bag X9469, Polokwane, 0700 or Hand deliver at 77 Hans van Rensburg Street, Sanlam Building, Ground Floor, Polokwane or email to: RecruitPLK25-03@dpw.gov.za
<u>FOR ATTENTION</u>	: Mr. NJ Khotso

DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

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

- APPLICATIONS** : Applications can be submitted by email to the relevant email and by quoting the relevant reference number provided on the subject line. Acceptable formats for submission of documents are limited to MS Word, PDF.
- CLOSING DATE** : 12 September 2025 at 16h00. Applications received after the closing date will not be considered.
- NOTE** : Applications must quote the relevant reference number and consist of: A fully completed and signed Z83 form and a recent comprehensive CV. Submission of copies of qualifications, Identity document, and any other relevant documents will be limited to shortlisted candidates only. All non-SA citizens will be required to submit proof of permanent residence in South Africa when shortlisted. Personnel suitability checks will be done during the selection process. Applicants could be required to provide consent for access to their social media accounts. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 1 month of the closing date of this advertisement, please accept that your application was unsuccessful. In the pursuit of diversity and redress and appointment will be in line with the DSBD EE Plan. The successful candidate will be required to sign a performance agreement within 3 months of appointment, as well as completing a financial interest's declaration form within one month of appointment and annually thereafter. The Department reserves the rights not to fill or withdraw any advertised post. Note: a new application for employment (Z83) form is applicable from 01 January 2021. The new form can be downloaded online at <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>

OTHER POSTS

- POST 31/90** : **OFFICER: BUSINESS INFRASTRUCTURE "REF NO O:BI"**
- SALARY** : R397 116 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : National Diploma (NQF level 6) in Development Studies /Economics / Commerce / Project Management / Property Development / Business Development or equivalent / related as recognised by SAQA. Bachelor's degree (NQF level 7) in Public Admin / Economics / BCom / Project Management / Property Development / Business Development and valid drivers' licence will be considered an added advantage. Minimum of 1 year experience in Business Administration / Infrastructure / Development Finance / Project Management / Construction / Property Development / Commercial Property / Incentives environment. Training in MS Office packages / Project Management. Have proven competencies: Communication (Written and Verbal), Programme & Project Management, Financial Management, Client orientation and customer focus, Interpersonal skills, Problem solving and analysis and Service Delivery Innovation.
- DUTIES** : Conduct secondary research on existing under-utilised state owned property for possible access by small businesses and identify distressed properties for potential acquisition. Contribute to the review of policies and systems required for improving infrastructure access for all small businesses within the formal and informal sector inclusive of but not limited to: providing inputs into the design of guidelines and standard operating procedures (SOPs) guiding the Business Infrastructure programme, assist in developing database and report on business infrastructure acquisition etc. Identify risks and gaps on mechanisms aimed at improving access to business infrastructure by small businesses, inclusive of but not limited to (MSME hubs, shared infrastructure, repurposed containers, pop-up markets, rehabilitation and occupancy certificates, refurbishment and development). Consolidate directorate's financial and non-financial status and/or project progress reports on support provided to small businesses related to access to infrastructure. Provide secretariat support services during adjudication committee meetings (planning, preparing meeting packs and agenda). Communicate with stakeholders,

		clients, management & colleagues: Written, Verbal and formal presentations / workshops / information sessions etc.
<u>ENQUIRIES</u>	:	Enquiries for all advertised posts should be directed to the recruitment office Tel No: (012) 394-5286/43097
<u>APPLICATIONS</u>	:	The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability, youth & gender will receive preference (as per the DSBD EE Plan). Candidates must submit applications to recruitment8@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e. "REF NO O:BI"
<u>POST 31/91</u>	:	<u>OFFICER: RED TAPE REDUCTION "REF NO: O: RTR"</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) in Economics / Public Administration / Developmental Studies / Social Science / Business Management or equivalent / related as recognised by SAQA. Minimum of 1 year administrative experience in stakeholder consultation environment with specific focus on communication techniques. Training in MS packages, Policy Development and Project Management. Have proven competencies: Communication (written and verbal), Interpersonal skills, Attention to detail and Problem Solving, Project Management, Stakeholder Engagement, Service delivery and innovation, Networking, Programme Design and Delivery and Client orientation and customer focus.
<u>DUTIES</u>	:	Conduct research on impacting factors in support of policy or programme development inclusive of but not limited to: Desktop research, literature review and primary research (research design, survey design, data collection and analysis) Liaise with stakeholders across government to share best practices and collect status updates on red rape reduction initiatives. Provide support and contribute to the development of mechanisms, tools, programmes or improvement of concepts, theories and operational methods for Entrepreneurs and MSMEs inclusive of but not limited to: Development of SOPs, templates, database maintenance etc. Conduct performance monitoring inspections to determine compliance. Communication with stakeholders, clients, management & colleagues: Written, Verbal and formal presentations / workshops / information sessions. Provide general administrative and logistical support to the business unit in respect of minute taking during stakeholder meetings, logistical support during events / workshops / meetings and procurement of goods and services ((catering, venues, etc).
<u>ENQUIRIES</u>	:	Enquiries for all advertised posts should be directed to the recruitment office Tel No: (012) 394-5286/43097
<u>APPLICATIONS</u>	:	The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability, youth & gender will receive preference (as per the DSBD EE Plan). Candidates must submit applications to recruitment3@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e. "REF NO: O: RTR"
<u>POST 31/92</u>	:	<u>JOB ANALYST "REF NO: JA"</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	National Diploma (NQF 6) in Behavioural or Social Sciences (e.g. Industrial Psychology) / Management Sciences or equivalent / related as recognised by SAQA. Organisational Design / Work Study / Production Management or related qualifications will be considered an added advantage. Minimum of 2 years' relevant experience in Organisational Design and Work Study or related. Training in Microsoft office packages, Business Process Mapping and Visio, Job Evaluation and PERSAL Establishment would be considered an added advantage. Competencies in: Communication (verbal & Non-Verbal), Creative Thinking, Decision Making, Problem Analysis, Attention to detail and Planning and organising skills.
<u>DUTIES</u>	:	Conduct organisational design investigations. Develop job descriptions. Conduct Job Evaluation inclusive of but not limited to: identifying and

prioritising jobs to be evaluated, job evaluation interviews, grading of jobs. Conduct posts audit and update post information on Persal in line with structure changes. Provide support to the JE panel and serve as a secretariat. Provide general administrative support service to the organisational design business unit. Communicate with stakeholders, clients, management & colleagues: Written, Verbal and formal presentations / workshops / information sessions.

ENQUIRIES

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

APPLICATIONS

: The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability, youth & gender will receive preference (as per the DSBD EE Plan). Candidates must submit applications to recruitment4@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e. "REF NO: REF NO: JA"