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Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 32 OF 2025

DATE ISSUED 05 SEPTEMBER 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.

AMENDMENTS

: **DEPARTMENT OF TOURISM:** Kindly note that the Deputy Director: Demand and Logistics Management with Ref No: DT 02/2025 published in the Public Service Vacancy Circular 27 dated 01 August 2025 and on the Departmental Website on 01 August 2025 with a closing date of 15 August 2025 is hereby withdrawn. We do apologize for any inconvenience this may have caused. Enquires: Ms A Dreyer Tel No: (012) 444 6543

PROVINCIAL ADMINISTRATION: OFFICE OF THE PREMIER Kindly note that the following one (01) post was advertised in Public Service Vacancy Circular 31 of 2025 dated 29 August 2025 with the closing date of 12 September 2025. The amendments are as follows: (1) Assistant Director: Women & Gender Mainstreaming (Bhisho) with Ref No: OTP 02/08/2025 are withdrawn.

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE: Kindly note that the following posts were advertised in Public Service Vacancy Circular 31 of 2025 dated 29 August 2025 with the closing date of 12 September 2025. The amendments are only within the two (02) positions as follows: (1) State Accountant: Salaries (Mount Ayliff) with Ref No: 21/08/2025, (2) State Accountant: Salaries (Mount Ayliff) with Ref No: 22/08/2025 are withdrawn.

DEPARTMENT OF SPORT, RECREATION, ARTS AND CULTURE: Kindly note that the following six (6) posts were advertised in Public Service Vacancy Circular 31 of 2025 dated 29 August 2025. The Department wishes to withdraw the following posts: (1) Deputy Director: Research & Policy Development DSRAC 01/08/2025, (2) Deputy Director: Admin Support & Coordination DSRAC 02/08/2025, (3) Chief Language Practitioner DSRAC 03/08/2025, (4) Sport Promotion Officer DSRAC 08/08/2025, (5) HR Officer DSRAC 09/08/2025, (6) School Sport Coordinator DSRAC 10/08/2025 and 11/08/2025. The closing date remains 12 September 2025.

PROVINCIAL ADMINISTRATION: GAUTENG: DEPARTMENT OF SOCIAL DEVELOPMENT: Kindly note that the following post was advertised in Public Service Vacancy Circular 31 dated 29 August 2025, Deputy Director: Administrative Support and Coordination: (1 post) refs/023288 on 29/08/2025 under Head Office, (Office of the MEC) has been withdrawn.

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DEPARTMENT OF BASIC EDUCATION

The Department of Basic Education is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. Preference will be given to underrepresented groups as per the DBE Employment Equity Targets. Women and people with disabilities are encouraged to apply.

<u>APPLICATIONS</u>	:	Submitted via post to: Private Bag X895, Pretoria, 0001 or hand-deliver to: The Department of Basic Education, 222 Struben Street, Pretoria or you can email your application at Recruitment@dbe.gov.za . Please visit the Department of Education's website at www.education.gov.za or the Department of Public Service and Administration vacancy circulars at www.dpsa.gov.za
<u>FOR ATTENTION</u>	:	Ms N Kumalo/ Ms M Mahape
<u>CLOSING DATE</u>	:	19 September 2025
<u>NOTE</u>	:	Applications must be submitted on the most recently approved Z83 Application for Employment Form, obtainable from the DBE Website or any Public Service Department/Webpage. Use of the old Z83 Form will result in disqualification. The Z83 must be completed in full and page 2 duly signed. A clear indication of the post and reference number that is being applied for must be indicated on your Z83. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 with a detailed Curriculum Vitae (only). Certified copies of qualifications and other relevant documents will be requested from shortlisted candidates on or before the day of the interview. Successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks, qualification and employment verification including social media profiles). Appointment is subject to positive results of the security clearance process. The successful candidate will be required to sign an annual performance agreement and, where applicable, annually disclose his/her financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. Applicants, who do not comply with the requirements outlined above, will not be considered.

OTHER POSTS

<u>POST 32/01</u>	:	<u>ASSISTANT DIRECTOR REF NO: DBE/02/2025</u> Branch: Finance and Administration Chief Directorate: Human Resource Management, Development and Labour Relations Directorate: Human Resource Development and Social Responsibility
<u>SALARY</u>	:	R582 444 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate recognised three-years post matric qualification (NQF level 6) or equivalent qualification; Three years' relevant experience at supervisory level, three years' experience in relevant field; Good communication skills; Writing skills; Sound interpersonal relations skills; Computer skills and knowledge of legislative relevant to skills development and training.
<u>DUTIES</u>	:	The successful candidate will manage Skills Development and Training programme, Departmental bursary programme, Induction programme, learnership and internship programme; Develop the Workplace Skills Plan and compiling the Annual Training Reports and training database; Assist with administration and secretarial duties of the Skills Development and Training Committee; Write submissions and reports on training activities; Assist with skills audit and the management of training budget in the Directorate; Assist with the implementation of Employee Health and Wellness Campaigns; Assist with organising the Employee Health and Wellness programme; Assist with employment equity and Diversity issues; Coordinate the Recognition of Prior Learning Programme (PRL); Compile reports on skills development and training programme to the DPME, DWYPD, DPSA, ETDP SETA and PSETA respectively; Compile quarterly and annual reports on all employee health and wellness activities.
<u>ENQUIRIES</u>	:	Ms M Mahape Tel No: (012) 357 3291/ Ms N Kumalo Tel No: (012) 357 3398

<u>APPLICATIONS</u>	:	Applications must be submitted by post or hand or e-mail to: Private Bag X895, Pretoria, 0001 or hand-deliver to: The Department of Basic Education, 222 Struben Street, Pretoria, 0001 or Recruitment@dbe.gov.za .
<u>NOTE</u>	:	All shortlisted candidates shall undertake a pre-entry practical exercise to demonstrate their skills in a short task as part of the interview and will be subjected to a security clearance. The successful candidate have to sign an annual performance agreement, annually disclose his/ her financial interests and be subjected to a security clearance.
<u>POST 32/02</u>	:	<u>SENIOR PERSONNEL OFFICER (RECRUITMENT & PMDS) REF NO: DBE/03/2025 (X2 POSTS)</u> Branch: Finance and Administration Chief Directorate: Human Resource Management, Development and Labour Relations Directorate Human Resources Management and Administration
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 per annum Pretoria The applicant must be in possession of a Senior Certificate or equivalent qualification; Knowledge of relevant policies and legislation is required; Good organisational skills; Communication skills (verbal and written); Computer and interpersonal relations skills are essential; Ability to deal with confidential matters, work under pressure and work independently as well as part of a team.
<u>DUTIES</u>	:	The successful candidate will be responsible for placing advertisements of vacant posts; Sorting and capturing of applications forms received for advertised posts; Arranging interviews; Taking minutes; Writing submissions and memos; Compiling unsuccessful letters; Verifying qualifications and criminal records; Assisting with Performance Management Development System (PMDS); Filing of the Performance Agreement, Mid-Year Reviews and Annual Assessment forms and capturing Performance Agreement, Mid-Year Reviews and Annual Assessment on PERSAL; Arranging meetings and performing any other duties delegated to you.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms M Mahape Tel No: (012) 357 3291/ Ms N Kumalo Tel No: (012) 357 3398
<u>NOTE</u>	:	Applications must be submitted by post or hand or e-mail to: Private Bag X895, Pretoria, 0001 or hand-deliver to: The Department of Basic Education, 222 Struben Street, Pretoria, 0001 or Recruitment@dbe.gov.za
<u>NOTE</u>	:	All shortlisted candidates shall undertake a pre-entry practical exercise to demonstrate their skills in a short task as part of the interview and will be subjected to a security clearance. The successful candidate will have to sign an annual performance agreement, annually disclose his/ her financial interests and be subjected to a security clearance.
<u>POST 32/03</u>	:	<u>SENIOR PERSONNEL OFFICER (SERVICE BENEFITS AND ADMINISTRATION) REF NO: DBE/04/2025 (X2 POSTS)</u> Branch: Finance and Administration Chief Directorate: Human Resource Management, Development and Labour Relations Directorate: Human Resources Management and Administration
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 per annum Pretoria The applicants must be in possession of a Senior Certificate or equivalent qualification; Knowledge of relevant policies and legislation and PERSAL is required; Good organisational, Communication skills (verbal and written); Computer and interpersonal relations skills are essential; Ability to deal with confidential matters, work under pressure and work independently as well as part of a team.
<u>DUTIES</u>	:	The successful candidate will be responsible for personnel administration, i.e appointments (permanent, contracts and abnormal), transfers/promotions, probations, leave, calculations of leave gratuities, service terminations, pensions, staff establishment, housing, MMS and SMS salary structuring, long service awards, etc; Capturing of transactions on PERSAL; Writing of submissions, letters, memo's and circulars; Processing pension documents and Injury on Duty (IOD) matters; Attending to internal and external HR enquiries on HR procedures and policies.
<u>ENQUIRIES</u>	:	Ms M Mahape Tel No: (012) 357 3291/ Ms N Kumalo Tel No: (012) 357 3398

APPLICATIONS

: Applications must be submitted by post or hand or e-mail to: Private Bag X895, Pretoria, 0001 or hand-deliver to: The Department of Basic Education, 222 Struben Street, Pretoria, 0001 or Recruitment@dbe.gov.za

NOTE

: All shortlisted candidates shall undertake a pre-entry practical exercise demonstrate their skills in a short task as part of the interview and will be subjected to a security clearance. The successful candidate will have to sign an annual performance agreement, annually disclose his/ her financial interests and be subjected to a security clearance.

DEPARTMENT OF COOPERATIVE GOVERNANCE

The vision of the Department of Cooperative Governance is one of having a well co-ordinated system of Government consisting of National, Provincial and Local spheres working together to achieve sustainable development and service delivery. The Department intends to invest in human capital, increase integrated technical capacity directed at service delivery and promote representivity in the Department through the filling of this posts. The candidature of persons whose appointment/transfer/promotion will promote representivity will therefore receive preference.

<u>CLOSING DATE</u>	:	19 September 2025
<u>NOTE</u>	:	Applicants are advised that a new application for employment (Z83) has been in effect since 1 January 2021. The new application for employment form can be downloaded at http://www.dpsa.gov.za/dpsa2g/vacancies.asp . Applications submitted using the old Z83 form will not be accepted. Applications must be accompanied by a comprehensive CV, with specific starting and ending dates in all relevant positions and clarity on the levels and ranks pertaining to experience, as well as the current remuneration package, as well as at least 2 contactable references. Only shortlisted candidates will be requested to submit certified documents/ copies on or before the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Incomplete applications or applications received after the closing date will not be considered. All shortlisted candidates will be subjected to a technical exercise (or exercises/follow-up engagements/second round interviews/or any other method) that intends to test relevant technical elements of the job. Following the interview and technical exercise(s), the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Core competencies: Strategic capacity and leadership. People management and empowerment. Advanced programme and project management. Change management. Financial management. Process Competencies: Knowledge management. Service Delivery Innovation. Advanced problem-solving and analysis. Client orientation and customer focus. Advanced communication skills (written and verbal). The successful candidate will be appointed to positive results of a pre-employment screening process which includes criminal, credit, citizenship checks and verification of educational qualification certificates. The successful candidate will be appointed to probation for a period of 12 months and will be required to sign a performance agreement. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. The Department reserves the right to make an appointment. People with disabilities are encouraged to apply.

OTHER POSTS

<u>POST 32/04</u>	:	<u>WAGE ADMINISTRATOR REF NO: DCOG-WA</u>
<u>SALARY</u>	:	R228 321 per annum (Level 05)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 Certificate or equivalent qualification. No experience required. Proficiency in MS Excel and MS Word. Generic Competencies: Quality of work. Initiative. Reliability. Interpersonal Relations. Planning and Execution. Teamwork. Communication (verbal and written). Technical Competencies: Knowledge of Data management administration. EPWP/CWP MIS. Public Finance Management Act. Payroll system.
<u>DUTIES</u>	:	The successful candidate will perform the following duties: Verify the personal information of all new CWP participants and amendments to the information of existing participants for completeness, compliance, and authenticity. Confirm the correctness of the payment information for each CWP participants and effect pre-approval and submit for second level approval. Liaise with site management staff on outstanding and/or incorrect personal and payment

information. Follow-up progress with payments, payment rejections and resubmit. Administer CWP wage payment queries, deactivation of all ineligible and ghost participants.

ENQUIRIES
APPLICATIONS

: Ms Tshepo Motau at 079 690 7830
: Applications must be submitted electronically via email to:
Recruitment04@cogta.gov.za

POST 32/05

: **SECURITY OFFICER REF NO: DCOG-SO**

SALARY
CENTRE
REQUIREMENTS

: R163 680 per annum (Level 03)
: Pretoria
: A Grade 12 Certificate or equivalent qualification and registration with PSIRA Grade C. No experience required. Proficiency in MS Excel and MS Word. Other: Basic Security Officer Training. Generic Competencies: Quality of work. Initiative. Reliability. Interpersonal Relations. Planning and Execution. Teamwork. Communication (verbal and written). Technical Competencies: Knowledge of National security environment and security policies. Relevant legislation related to public security and access control, including the Minimum Information Standards (MISS) act. Relevant emergency procedures.

DUTIES

: The successful candidate will perform the following duties: Ensure effective access control function. Patrolling and monitoring of the premises. Ensure full completeness of security registers.

ENQUIRIES
APPLICATIONS

: Mr Derek Pretorius Tel No: (012) 334 4710
: Applications must be submitted electronically via email to:
Recruitment05@cogta.gov.za

DEPARTMENT OF EMPLOYMENT AND LABOUR

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

CLOSING DATE

: 19 September 2025 at 16:00 (walk-in) and 00:00 (online)

NOTE

: All attachments for online application must include an application form Z83 and CV only, in PDF and as one (1) document or attachment, indicate the correct job title and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. JPEG (picture/snapshot) application will not be accepted. Failure to do so, your application will be disqualified. Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each post(s) advert must be accompanied by its own application form for employment and must be fully completed, initialled and signed by the applicant as instructed below. Failure to fully complete, initial and sign the Z83 form will lead to disqualification of the application during the selection process. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. However, the question related to conditions that prevent re-appointment under Part "F" must be answered and declaration signed. Only an updated comprehensive CV (with detailed previous experience if any) and a completed and signed new Z83 application form is required. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related document(s) will be in line with the requirements of the advert. Non-RSA Citizens/Permanent Resident Permit holders in possession of foreign qualifications must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). The Department does not accept applications via fax. Applicants who do not comply with the abovementioned instructions/ requirements, as well as applications received late will not be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. The requirements for application of Senior Management Services (SMS) include the successful completion of a SMS Pre-entry programme (Nyukela) as endorsed by the National School Government (NSG). Prior to appointment, a candidate should therefore have proof that they have registered for the Pre-Entry Certificate and have completed the course. The cost for Nyukela is at the applicants own expense. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department, following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. 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)

MANAGEMENT ECHELON

<u>POST 32/06</u>	:	<u>CHIEF DIRECTOR: MEDICAL BENEFITS REF NO: HR 5/1/2/3/24</u> Re-advertisement applicants who previously applied are encouraged to re-apply
<u>SALARY</u>	:	R1 494 900 per annum, (all inclusive)
<u>CENTRE</u>	:	Compensation Fund, Pretoria
<u>REQUIREMENTS</u>	:	MBCHB Degree, or any NQF 7 in Healthcare and Allied Health Related qualification/ or Bcom Accounting/ Business Science/ Bachelor of Science in Finance. Five (5) years' appropriate experience at a Senior Management Service level in Medical Claims Processing environment. Statutory Body Requirements: If an incumbent is a Practitioner, registration with HPCSA and or SANC is required. Knowledge: ICD 10 Coding and Medical Billing. DeL and Compensation Fund business strategies and goals. Directorate goals and performance requirements. Compensation Fund Services. Compensation Fund Value Chain and business processes. Public Service Regulations. Relevant stakeholders. Customer Services (Batho Pele Principles). Fund Values. Required IT knowledge. DPSA guidelines on COIDA. Technical knowledge. Legislative Requirement: COIDA Act, Regulations and Policies. Public Service Act. Occupational Health and Safety Act (OHS). PFMA and. National Treasury Regulations. Promotion of Access to Information Act. PAIA. Constitution Act 108 of 1996 (amended). General knowledge of the Public Service Regulations. Skills: Strategic Capability and Leadership. Programme and Project Management. Financial Management. Change Management. Knowledge Management. Service Delivery Innovation (SDI). Problem Solving and Analysis. People Management and Empowerment. Client Orientation and Customer Focus. Communication.
<u>DUTIES</u>	:	Provide research and best practice standards regarding medical services to support the Funds compensation services. Oversee the Adjudication of medical claims and processing of medical accounts. Establish and maintain high-level relationship with various internal and external stakeholders. Manage the operations of the Chief Directorate and resources (Human, Finance, Equipment, Asset) in the Chief Directorate.
<u>ENQUIRIES</u>	:	Ms. F Fakir Tel No: (012) 885 8624
<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 application to: Jobs-CF1@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
<u>NOTE</u>	:	Coloureds, Indians Whites and Persons with disabilities are encouraged to apply
<u>POST 32/07</u>	:	<u>DIRECTOR: COID SERVICES (X2 POSTS)</u>
<u>SALARY</u>	:	R1 266 714 per annum, (all -inclusive)
<u>CENTRE</u>	:	Provincial Office: Mpumalanga Ref: No: HR 5/1/2/3/25 (X1 Post) Provincial Office: Limpopo Ref: No: HR 5/1/2/3/26 (X1 Post)
<u>REQUIREMENTS</u>	:	Undergraduate qualification (NQF Level 7) as recognized by SAQA in Public Administration/ Public Management/ Operations Management/ Production Management/ Business Management/ Business Administration/ Administrative Management/ Management/ Financial Accounting/ Cost and Management Accounting/ Auditing/ MBCHB/HRM/Nursing/ Occupational Therapy. 5 years' functional experience at middle/senior management level in Claim processing or Medical Claims or Insurance processing environment. Knowledge: Knowledge of relevant regulations, laws and legislation. Claims litigation. Post claims management settlement. Brand and Customer Oriented Service Delivery. Patient care. Rehabilitation Legislation & Regulatory knowledge & Implementation. Medical and Rehabilitation Policy Management. Digital Acumen/ Medical Systems (IT Systems Control Designs). Treasury Policies and PFMA Regulations (Legislative Framework). Compensation Fund business strategies and goals. Public Service Act. The Constitution of RSA.

	Public Service Regulation. Compensation Fund value chain. Directorate goals and performance requirements. Customer Service (Batho Pele Principles). Technical knowledge. Occupational Health and Safety Act (OHS). National Treasury Regulations. Promotion of Access to Information Act. National Health Act. Claims Finalization. Employer Audits. Employer Verification. Allied Health Profession Act. Integrate National Disability Strategy (INDS). Legislative Requirement: COIDA. Skills: Claims management and legal cost assessment and settlement. Social entrepreneurship. Digital acumen. Clinical cost management. Programme/Project Planning & Management. Clinical Vocational Rehabilitation. Monitoring and assurance. Research and Development. Claims registration. Communication verbal and writing. Analytical Thinking. Performance and oversight. Principles and Strategies. Reporting. Coaching and Mentoring. Conflict Management. Critical and Innovative Thinking. Direction setting. Inspire Commitment. People Management. Performance and oversight. Programme/Project Management. Quality Assurance. Risk Management. Service Delivery Innovation. Stakeholder Development & Relations. Vision & Strategy.
<u>DUTIES</u>	: Oversee and monitor the implementation of Compensation Benefits Policies and Strategies in the province. Manage and monitor the implementation of rehabilitation strategy for COID patients. Oversee the provision of medical benefits in the province. Establish and maintain the stakeholder relationship in relation to COID activities. Manage all resources in the sub-directorate.
<u>ENQUIRIES</u>	: Rev MG Sibanyoni Tel No: (013) 655 8700 Ms MS Lebogo Tel No: (015) 290 1662/ 1768/1699
<u>APPLICATIONS</u>	: Chief Director: Provincial Operations, Private Bag X7263, Emalahleni, 1035 or hand deliver at: Labour Building, Corner of Hofmeyer Street and Beatty Avenue, Emalahleni. Email to: Jobs-MP-COID@LABOUR.gov.za For Attention: Human Resource Management Mpumalanga Provincial Office Chief Director: Provincial Operations, Private Bag X9368, Polokwane, 0700 or hand deliver at 42a Schoeman Street, Polokwane. Email to: Jobs-LP@LABOUR.gov.za for attention: Human Resource Management Limpopo Provincial Office.
<u>NOTE</u>	: Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.
<u>POST 32/08</u>	: <u>DIRECTOR: INTERNAL AUDIT REF NO: HR 5/1/2/3/27</u> Re-Advertisement applicants who previously applied are encouraged to re-apply
<u>SALARY</u>	: R1 266 714 per annum, (all inclusive)
<u>CENTRE</u>	: Compensation Fund, Pretoria
<u>REQUIREMENTS</u>	: Undergraduate qualification (NQF Level 7) in Internal Audit/ Accounting/ Cost and Management Accounting. Certified Internal Auditor – CIA is required. Professional Internal Auditor Certification – PIA as an added advantage. Statutory Body Requirements: Institute of Internal Auditors. 5 years' experience at a middle/ senior management level in an internal audit environment. Knowledge: Compensation Fund policies, procedures, processes. Performance Audit standard. Internal Audits standards. Customer Relationship Management. Budgeting and Financial Management. COIDA. Relevant stakeholders. Batho Pele Principles. Legislative Requirement: PFMA. National Treasury Regulations. Skills: Required Technical proficiency. Business Writing Skills. Analytical thinking. Decision making. Communication (verbal and written). Customer Focus and Responsiveness. People and Performance Management. Managing inter-personal conflict and Problem solving. Planning and organizing. Team leadership. External Environment Awareness.
<u>DUTIES</u>	: Oversee the Compliance and Assurance Audits, ICT Audits, and Performance Audits of the Fund in line with the relevant legislation, regulations and standards. Provide strategic leadership to the audit function of the Fund. Manage stakeholders and monitor the performance of the internal audit function of the Fund. Manage and maintain quality assurance and improvement program that covers all aspects of the internal audit activity. Manage resources in the Directorate.
<u>ENQUIRIES</u>	: Ms. F Fakir Tel No: (012) 885 8624
<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 application to: Jobs-CF1@labour.gov.za

<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
<u>NOTE</u>	:	Coloureds, Indians Whites and Persons with disabilities are encouraged to apply
<u>POST 32/09</u>	:	<u>DIRECTOR: ANTI CORRUPTION AND INTEGRITY REF NO: HR 5/1/2/3/28</u>
<u>SALARY</u>	:	R1 266 714 per annum, (all inclusive)
<u>CENTRE</u>	:	Compensation Fund, Pretoria
<u>REQUIREMENTS</u>	:	Undergraduate qualification (NQF Level 7) in Internal Auditing or Finance or Forensic Investigation/ Auditing, BProc, LLB. 5 years' experience at middle/senior management level in Forensic Investigations or Auditing or Legal. Knowledge: International Standards on Auditing and Techniques. International Standards of Fraud Examiners. Computer Assisted Auditing Techniques (CAATS). Control Objectives for Information and Related Technologies (COBIT). Law of Evidence. Project Management. Extensive understanding of fraud, corruption risks and effective risk management techniques. Legislative Requirements: Protected Disclosure Act 26 of 2000. Promotion of Access to information Act 2 of 2000. The Prevention of Organized Crime Act, as amended, (generally referred to as "POCA"). Prevention and Combating of Corrupt Activities Act, 12 of 2004 (generally referred to as "PRECCA"). Public Finance Management Act, 1999 (Act No. 1 of 1999) (as amended by Act No. 29 of 1999). Treasury Regulations Issued in terms of the Public Finance Management Act, 1999. Public Sector Risk Management. Public Administration Management Act 2014 (Act 11 of 2014). Promotion of Administration Justice Act No.3 of 2000. Criminal Procedures Act 51 of 1977. Protection of Personal Information Act. National Prosecuting Authority Act No. 32 of 1998. Financial Intelligence Centre Act No. 38 of 2001. Preferential Procurement Policy Framework Act, 5 of 2000. COIDA. Skills: Strong interviewing. Interpersonal. Strong Report Writing. Computer skills. Investigative. Strong Analytical. Policy formulation. People development and empowerment. Strategic management and leadership. Facilitation. Conflict management. Problem solving. Financial Management.
<u>DUTIES</u>	:	Manage the prevention of Fraud and Corruption. Detect Fraud and corruption through development and management and application of Fraud Detection Techniques. Manage the fraud investigation services within the Fund. Manage resources within the Directorate.
<u>ENQUIRIES</u>	:	Ms. F Fakir Tel No: (012) 406 5723
<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 application to: Jobs-CF1@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
<u>NOTE</u>	:	Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.

OTHER POSTS

<u>POST 32/10</u>	:	<u>ASSISTANT DIRECTOR: PENSION PAYMENTS REF NO: HR 5/1/2/3/29</u> Re-advertisement applicants who previously applied are encouraged to re-apply.
<u>SALARY</u>	:	R582 444 per annum
<u>CENTRE</u>	:	Compensation Fund, Pretoria
<u>REQUIREMENTS</u>	:	Undergraduate qualification (NQF level 6) as recognized by SAQA in Financial Management/ Internal Audit/ Financial Accounting/ Auditing/ Cost and Management Accounting. 4 years' functional experience in Pensions/ Payroll Administration/ Benefits service environment. Knowledge: Policy Conceptualization and Formulation. Claims Administration. Claims Registration. Claims Investigations. Claims Management and Legal Cost assessment and settlement. Claims litigations. Claims Finalization. Knowledge of Relevant Legislation (Constitution, PFMA, PSRs, NTRs, ILO conventions, PAIA, POPIA, OHSA, RAFA, Marriage Act, Estate Law, UIA, Recognition of Customary Marriages Act, COIDA). Compensation Fund policies, procedures and processes. Fund Governance and Risk Management. Legislative Requirements: COIDA. Skills: Claims Assessment/ Settlement. Post claims management and settlement. Claims handling. Claims verification and

	validation. Conflict Management. Critical and Innovative Thinking. Inspire Commitment. Programme/ Project Management. Quality Assurance. Knowledge Management. Service Delivery Innovation. Stakeholder Development & Relations.
<u>DUTIES</u>	: Provide inputs into the pensions payment policy. Approve pension payments and monitor correct banking details database. Release pensions payments for both local and foreigner pensioners. Establish and maintain relations with stakeholders.
<u>ENQUIRIES</u>	: Ms. Y Tshidada at 060 989 8361
<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 application to: Jobs-CF11@labour.gov.za
<u>FOR ATTENTION</u>	: Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
<u>NOTE</u>	: Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.
<u>POST 32/11</u>	: <u>ASSISTANT DIRECTOR: CLIENT SERVICES (X6 POSTS)</u>
<u>SALARY</u>	: R468 459 per annum
<u>CENTRE</u>	: Gauteng Provincial Office Ref: No: HR 5/1/2/3/30 (X3 Posts) Provincial Office: Kwa-Zulu Natal Ref: No: HR 5/1/2/3/31 (X1 Post) Provincial Office: Free State Ref: No: HR 5/1/2/3/32 (X1 Post) Provincial Office: Northern Cape Ref: No: HR 5/1/2/3/33 (X1 Post)
<u>REQUIREMENTS</u>	: Undergraduate qualification (NQF Level 6) as recognized by SAQA in Customer Services/ Management/ Customer Relations /Contact Centre Management/ Office Administration Management /Communication/ Marketing. 4 years' functional experience in a Public Management of which 2 years is supervisory experience in processing environment. Knowledge: Relevant regulations, laws and legislation. Public Service Act. Public Service Regulations. Compensation Fund business strategies and goals. Compensation Fund value chain. Directorate goals and performance requirements. PFMA and Treasury Regulations. Customer Service (Batho Pele Principles). Occupational Health and Safety Act (OHS). Promotion of Access to Information Act. The Constitution of RSA. Legislative Requirements: Compensation for Occupational Injuries and Diseases Act. Skills: Coaching and Mentoring. Conflict Management. Critical and Innovative thinking. Inspire Commitment. People Management. Performance and Oversight. Programme/Project Management. Quality/Assurance. Risk Management. Service Delivery Innovation. Stakeholder Development & Relations. Vision & strategy.
<u>DUTIES</u>	: Monitor and oversee client support services in Provinces. Monitor the implementation of service delivery improvements at Provinces. Champion and implement Batho Pele Principles in Provinces.
<u>ENQUIRIES</u>	: Mr T Mokoena Tel No: (011) 853 0312 Mr TB Gumede Tel No: (031) 366 2355 Ms E Maneli Tel No: (051) 505 6203 Ms S Kleinsmith Tel No: (053) 838 1517
<u>APPLICATIONS</u>	: Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001. Or hand deliver at Department Employment and Labour, No. 47 Empire Road, Parktown, 2193. For online Applications Email to: jobs-GP1@labour.gov.za For Attention: Human Resource Management Gauteng Provincial Office. Chief Director: Provincial Operations: PO Box 940, Durban, 4000 or hand deliver at: 267 Anton Lembede Street, Durban. For online Applications Email to: Jobs-KZN8@labour.gov.za For Attention: Human Resource Management KwaZulu Natal Provincial Office. Chief Director: Provincial Operations: Private Bag X522, Bloemfontein, 9300 or hand deliver at Labour House, 43 Charlotte Maxeke Street, Bloemfontein. For online Applications Email to: Jobs-fs1@labour.gov.za For Attention: Human Resource Management Free State Provincial Office. Chief Director: Provincial Operations: Private Bag X5012, Kimberley, 8301 Or hand deliver at Cnr Compound and Pniel Road. For online Applications Email to: Jobs-NCKIM@labour.gov.za For Attention: Human Resource Management Northern Cape Provincial Office.
<u>NOTE</u>	: Coloureds, Indians Whites and Persons with disabilities are encouraged to apply

<u>POST 32/12</u>	:	<u>ASSISTANT DIRECTOR: HR OPERATIONS REF NO: HR 5/1/2/3/34</u>
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Compensation Fund, Pretoria
<u>REQUIREMENTS</u>	:	Undergraduate qualification (NQF level 6) as recognized by SAQA in Human Resource Management. 4 years' functional experience in human resource administration and recruitment and selection environment of which 2 years at a supervisory level. Knowledge: Human Resource Management Methodology, Principles and Strategies. Digital Acumen/ Relevant HRM systems/ Learning Systems/ Performance Systems etc. Del and Compensation Fund business strategies and goals. COIDA. DPSA Directives. Customer Service principles (Batho Pele Principles). Technical knowledge. Budgeting and Financial Management. Labour Relations Act. Employment Equity Act. Basic Conditions of Employment Act. Public Finance Management Act (PFMA). National Treasury regulations. Preferential Procurement Policy Framework. Promotion of Access to Information Act. Promotion of Administrative Justice Act (PAJA). Minimum Information security standard (MISS). Protection of Personal Information ACT (POPI). Legislative Requirements: Public Service Regulations. Public Service Act. Skills: Coaching and Mentoring. Conflict Management. Critical and Innovative Thinking. Inspire Commitment. People Management. Performance and oversight. Programme/ Project Management. Quality Assurance. Risk Management. Service Delivery Innovation. Stakeholder Development & Relations. Data Gathering, Analysis. Data/ Record Management.
<u>DUTIES</u>	:	Coordinate recruitment and selection processes in the Fund. Coordinate the administration Coordinate the administration of employee remuneration and compensation matters. Coordinate the process on appointments, transfers and secondments. Develop and maintain database for filled posts. Management of resources.
<u>ENQUIRIES</u>	:	Mr MM Chuene at 060 531 5131
<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 application to: Jobs-CF11@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
<u>NOTE</u>	:	Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.
<u>POST 32/13</u>	:	<u>ASSISTANT DIRECTOR: INTERNAL AUDIT QUALITY ASSURANCE REF NO: HR 5/1/2/3/35</u> Re-advertisement applicants who previously applied are encouraged to re-apply.
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Compensation Fund, Pretoria
<u>REQUIREMENTS</u>	:	Undergraduate qualification (NQF level 6) as recognized by SAQA in Internal Audit/ Accounting/ Cost and Management Accounting. Internal Audit Technician Certification-IAT is required. Professional Internal Auditor-PIA as an added advantage. Certificate in Performing Effective Quality Assessment (PEQA) or Quality Assurance Assessor/ Validator as an added advantage. 4 years' functional experience in Internal Audit of which 2 years is at supervisory level within quality assurance environment. Knowledge: Compensation Fund policies, procedures, processes. Internal Audits standards. Internal Audit Charter. Customer Relationship Management. Fund Governance and Risk Management. Budgeting and Finance Management. COIDA. Relevant stakeholders. Batho Pele Principles. Legislative Requirements: Public Finance Management Act (PFMA). National Treasury Regulations. Skills: Organizational Strategic Planning and Management. Information technology management. Accounting and finance. Communication. Internal audit strategic planning and management. Audit plan and coordinating assurance efforts. Quality Assurance and Improvement Program.
<u>DUTIES</u>	:	Provide inputs and implement the internal audit quality assurance policies and procedure manuals. Manage and monitor the promotion of quality assurance within the IA directorate. Coordinate the Internal Audit directorate's quality assurance program and provide secretariat support to the Audit Committee. Management of resources in the sub-directorate.

<u>ENQUIRIES</u>	:	Mr PS Zwane at 082 310 4510
<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 application to: Jobs-CF11@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
<u>NOTE</u>	:	Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.
<u>POST 32/14</u>	:	<u>TECHNICIAN: TELECOMMUNICATIONS REF NO: HR 5/1/2/3/36</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Compensation Fund, Pretoria
<u>REQUIREMENTS</u>	:	Three-year qualification (NQF level 6) in Telecommunication and Information Technology. 2 years' experience in Telecommunication environment. Knowledge: Compensation Fund Strategic Objective. Relevant stakeholders. Customer Service (Batho Pele Principles). Technical Knowledge. SA Bureau standard. Data records management. Legislative Requirements: Public Service Regulations (PSR). Occupational Health and Safety Act (OHS). Public Service Act (PSA). Labour Relations Act. Batho Pele Principles. COIDA, Regulations and Policies. PFMA and National Treasury Regulations. Promotion of Access to Information Act. Environmental management Act. Energy regulations. Building regulations. Skills: Required Technical proficiency. Business Writing Skills. Required IT (Ms Office & Operating Skills). Communication. Continuous improvement. Team collaboration. Planning and organizing. Problem solving. Risk Management and Fund Governance. External Environmental Awareness. Driving.
<u>DUTIES</u>	:	Provide telecommunication maintenance services in the Fund. Report Telkom infrastructure when there is a failure. Maintain the safe working environment by following the standards and policies. Develop and maintain telecommunication database.
<u>ENQUIRIES</u>	:	Mr M Pholose at 067 592 3598
<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 application to: Jobs-CF11@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
<u>NOTE</u>	:	Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.
<u>POST 32/15</u>	:	<u>SENIOR ADMIN OFFICER: EMPLOYER ASSESSMENT REF NO: HR 5/1/2/3/37</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Compensation Fund, Pretoria
<u>REQUIREMENTS</u>	:	Three-year qualification (NQF level 6) in Financial Accounting/ Commerce. 2-3 years' experience in Financial accounting/ Finance/ insurance environment. Knowledge: Compensation Fund values. Corporate governance guidelines and strategies. Required Information technology knowledge. Customer Services Principles (Batho Pele Principles). Understanding of risk management and audit practices. COIDA. Knowledge of Financial Accounting. Legislative Requirements: Compensation for occupational injuries and diseases Act (COIDA), regulations and policies. Public finance Management Act (PFMA), Public service regulations Act. Public Service regulations. Treasury regulations. Skills: Strategic execution. Client orientation and customer focus. Communication (verbal and written). Billing and assessment administration. Financial compliance and reporting. Planning and organizing. Problem solving and analysis. Decision making. Developing others. Computer skills. Conflict management. Research skills. Stakeholder engagements.
<u>DUTIES</u>	:	Implement and monitor assessment of employer's functions of the fund as per policies and procedures. Review and recommend revisions of assessments and approval of credit assessments. Verify the correctness of assessment payable by all registered employers. Implement corrective measures for internal and external audit findings. Supervision of staff.
<u>ENQUIRIES</u>	:	Ms E Mosala at 060 989 8324

<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 application to: Jobs-CF11@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
<u>NOTE</u>	:	Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.
<u>POST 32/16</u>	:	<u>SENIOR CLAIMS ASSESSOR (SENIOR ADMINISTRATIVE OFFICER) REF NO: HR 4/4/10/903</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Labour Centre: George (Western Cape)
<u>REQUIREMENTS</u>	:	Three-year tertiary qualification degree (NQF7) or diploma (NQF6) in Public Management/ Administration/ Social Science/ OHS/ Finance/ HRM is required. Three (3) to five (5) years' experience in a claims processing environment of compensation or medical claims if highly desirable plus supervisory experience. Knowledge: Knowledge Compensation Fund policies and processes, Relevant Stakeholders, Human anatomy/ Biology and medical terminology, Customer service (Batho Pele Principles), COID tariffs, Public Service Charter, Risk awareness, COID tariffs, COID Act, Regulations and Policies, constitution Act, Approved COID Delegations, Promotion of Access to Information Act, Road Accident Fund (RAF), PFMA and Treasury Regulations, COIDA, Occupational Health and Safety Act (OHS) Skills: Required Technical Proficiency, Numeracy, Business Writing, Required IT, Communication (written and verbal), Data Capturing, Data and records management, Telephone Etiquette.
<u>DUTIES</u>	:	Administer claim registration process. Adjudicate registered customer claims. Prepare for payment claim. Quality assurance for Medical/ accounts payments. Serve as a Team Leader/ Supervisor.
<u>ENQUIRIES</u>	:	Mr Q Bowman Tel No: (021) 441 8120
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town or Email: Jobs-WC2@LABOUR.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Western Cape
<u>POST 32/17</u>	:	<u>PENSION ADMINISTRATOR REF NO: HR4/4/10/904</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	George Labour Centre (Western Cape)
<u>REQUIREMENTS</u>	:	Three (3) year tertiary qualification at NQF6 in Public Management/ Public Administration/ Social Science/ OHS/ Finance/ HRM. Two (2) years functional experience in pension administration/ claims processing environment of a financial nature. Knowledge: Compensation Fund objectives and business functions, Compensation Fund Value Chain and business processes, Relevant Fund policies, procedures and processes, Customer Service (Batho Pele Principles), Risk Awareness, COID Tariffs, COIDA, Contribution Act, Public Service Act, Occupation Health and Safety Act (OHS), PFMA and National Treasury Regulations, Promotion of Access to Information. Skills: Required Technical Proficiency, Communication (verbal, written, listening and questioning skills), Fund Operating Systems, Data Capturing, Data and records management, Telephone Skills and Etiquette, Planning and Organising, Analytical thinking, problem solving and decision making.
<u>DUTIES</u>	:	Render pension administrative duties. Claims adjudication and processing.
<u>ENQUIRIES</u>	:	Mr. Q Bowman Tel No: (021) 441 8120
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town or Email: Jobs-WC3@LABOUR.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Western
<u>POST 32/18</u>	:	<u>INSPECTOR: INSPECTION AND ENFORCEMENTS SERVICES REF NO: HR 4/4/10/905</u>
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Labour Centre: Mosel Bay (Western Cape)
<u>REQUIREMENTS</u>	:	Three (3) year relevant tertiary qualification at NQF6 in Labour Relations/ BCOM Law/LLB. One (1) year functional experience in Inspection and

		enforcement services. valid driver's licence. Knowledge: departmental policies and procedures, Skills Development Act, Labour Relations Act, Basic Conditions of Employment Act, skills Development Levies Act, Occupational Health and Safety Act, COIDA, Unemployment Insurance Act, UI Contribution Act, Employment Equity Act Skills: Planning and organizing, computer literacy, interpersonal skills, conflict handling, negotiation skills, problem solving skills, interviewing, listening and observing skills.
<u>DUTIES</u>	:	Plan and independently conduct inspections with the aim of ensuring compliance with Basic Conditions of Employment Act (BCEA). Execute investigations independently on reported cases pertaining to contravention of labour legislation and enforce as and when necessary. Plan and conduct proactive (blitz) inspection regularly to monitor compliance with labour legislation. Conduct advocacy campaign on all Labour Legislation independently. Draft and maintain inspection plans and reports including analysing and compilation of consolidated statistical reports on only allocated cases.
<u>ENQUIRIES</u>	:	Mr. Q Bowman Tel No: (021) 441 8120
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town or Email: WCJobs-MBY@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Western Cape
<u>POST 32/19</u>	:	<u>PROVISIONING ADMINISTRATION OFFICER REF NO: HR4/4/10/906</u>
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Provincial Office: Western Cape
<u>REQUIREMENTS</u>	:	Three (3) year tertiary qualification National Diploma (NQF6) / Undergraduate Bachelor Degree (NQF7) in Supply Chain Management/ Finance/ Public/ Business Administration. One (1) year functional experience in Supply Chain or Finance Provisional Services. Valid driving license. Knowledge: Public Financial Management Act. Skills: Supervision, Negotiating, Client orientation and customer focus, Facilitation, Computer Literacy, Presentation, Analytical, Communication.
<u>DUTIES</u>	:	Provide contract and tender management support to be in line with developed relevant prescripts. Administer open and close tender processes in compliance with SCM Policies and Treasury Regulations. Procure goods and services in line with the relevant prescripts in the province. Provide inventory management support to ensure effectiveness and efficient in the province. Manage all resources in the Directorate.
<u>ENQUIRIES</u>	:	Mr. Q Bowman Tel No: (021) 441 8120
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town or Email: Jobs-WC4@LABOUR.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Western Cape
<u>POST 32/20</u>	:	<u>MAINTENANCE OFFICER: PLUMBING REF NO: HR 5/1/2/3/38</u>
<u>SALARY</u>	:	R269 499 per annum
<u>CENTRE</u>	:	Compensation Fund, Pretoria
<u>REQUIREMENTS</u>	:	Three-year qualification (NQF level 6) in Civil Engineering/ Plumbing. 1-year functional experience in plumbing maintenance environment. Knowledge: Compensation Fund business strategies and goals. Compensation Fund Value Chain and business processes. Public Service, policies and procedures. Customer Service (Batho Pele Principles). Building/ engineering technical knowledge. Legislative Requirements: Occupational Health and Safety Act (OHS) and OHS relevant Regulations. COIDA. Public Service Regulations. Public Service Act. National Environment Management Act. Public Finance Management Act. National Treasury Regulations. National Building Regulations and Building Standard Act. Skills: Required Technical proficiency. Decision making. Communication (Verbal and Written). Planning and organizing. Problem solving. Project or programme management.
<u>DUTIES</u>	:	Perform scheduled plumbing preventative duties as per the maintenance plan to support the objectives of the Fund. Conduct Plumbing systems assessment to effect all unplanned repairs and maintenance needs. Assess and monitor plumbing related contractors. Render administration duties for the section.
<u>ENQUIRIES</u>	:	Mr MS Mokau at 060 971 4675

<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 application to: Jobs-CF11@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
<u>NOTE</u>	:	Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.
<u>POST 32/21</u>	:	<u>MAINTENANCE OFFICER: MECHANICAL REF NO: HR 5/1/2/3/39</u>
<u>SALARY</u>	:	R269 499 per annum
<u>CENTRE</u>	:	Compensation Fund, Pretoria
<u>REQUIREMENTS</u>	:	Three-year qualification (NQF level 6) in Mechanical Engineering. 1-year functional experience in mechanical maintenance environment. Knowledge: Compensation Fund business strategies and goals. Compensation Fund Value Chain and business processes. Public Service, policies and procedures. Customer Service (Batho Pele Principles). Building/ engineering technical knowledge. Legislative Requirements: Occupational Health and Safety Act (OHS) and OHS relevant Regulations. COIDA. Public Service Regulations. Public Service Act. National Environment Management Act. Public Finance Management Act. National Treasury Regulations. National Building Regulations and Building Standard Act. Skills: Required Technical proficiency. Decision making. Communication (Verbal and Written). Planning and organizing. Problem solving. Project or programme management.
<u>DUTIES</u>	:	Perform scheduled mechanical preventative duties as per the maintenance plan to support the objectives of the Fund. Conduct mechanical component assessment to effect all unplanned repairs and maintenance needs. Assess and monitor mechanical related contractors. Render administration duties for the section.
<u>ENQUIRIES</u>	:	Mr MS Mokau at 060 971 4675
<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 application to: Jobs-CF11@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
<u>NOTE</u>	:	Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.
<u>POST 32/22</u>	:	<u>ESTATE CLERK REF NO: HR 5/1/2/3/40</u>
<u>SALARY</u>	:	R269 499 per annum
<u>CENTRE</u>	:	Compensation Fund, Pretoria
<u>REQUIREMENTS</u>	:	Grade 12 certificate (NQF 4). No experience. Knowledge: Public Financial Management Act. Treasury Regulations. Public Service Regulations Act. Basic Accounting Systems (BAS). COIDA. Skills: Communication (verbal and written). Debt collection. Financial Management. Planning and organizing. Computer literacy. Interpersonal. Conflict handling. Problem Solving.
<u>DUTIES</u>	:	Submit estate claims to master of high court and liquidator. Identify registered employer's estate. Raise assessment for liquidated or deceased employers. Liaise with relevant stakeholders.
<u>ENQUIRIES</u>	:	Ms S Rankoana at 082 889 7369
<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 application to: Jobs-CF13@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
<u>NOTE</u>	:	Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.
<u>POST 32/23</u>	:	<u>EMPLOYER ASSESSMENT CLERK REF NO: HR 5/1/2/3/41 (X4 POSTS)</u>
<u>SALARY</u>	:	R269 499 per annum
<u>CENTRE</u>	:	Compensation Fund, Pretoria
<u>REQUIREMENTS</u>	:	Grade 12 with Accounting as a passed subject or equivalent qualification. No Experience. Knowledge: Public Service, Department of labour and Compensation Fund regulations, policies and procedures. Compensation Fund Services. Compensation Fund Value Chain and Business processes.

		Customer service Principles (Batho Pele Principles). DPSA guideline and COIDA. PFMA. Treasury regulations. Legislative Requirement: COIDA Act, Regulations and Policies. Public Service Act. POPIA. Skills: Communication (Verbal and Written). Financial Management. Planning and Organising. Computer Literacy. Interpersonal. Conflict handling. Problem Solving.
<u>DUTIES</u>	:	handle employer assessment process. Render revision of assessment process. Perform general administration support activities.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms E Mosala at 060 989 8324
	:	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 application to: Jobs-CF16@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
<u>NOTE</u>	:	Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.
<u>POST 32/24</u>	:	<u>INSPECTOR: INSPECTION AND ENFORCEMENT SERVICES REF NO: HR4/4/10/907</u>
<u>SALARY CENTRE</u>	:	R269 499 per annum
	:	Labour Centre: Bellville (Western Cape) Ref No: HR4/4/10/907 (X1 Post)
	:	Labour Centre: Oudtshoorn (Western Cape) Ref No: HR4/4/10/908 (X1 Post)
<u>REQUIREMENTS</u>	:	Three (3) year relevant qualification at NQF6 in Labour Relations/ BCOM Law/ LLB. Valid driver's license. Knowledge: Departmental Policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Unemployment Insurance Act. Unemployment Insurance Contribution Act. Skills: Facilitation, Planning and Organising (Own work), Computer (Spread sheets, Power Point and word processing), Interpersonal, Problem Solving, Interviewing, Analytical, Verbal and written communication, Employment Equity Act.
<u>DUTIES</u>	:	Conduct occupational inspections with the aim of ensuring compliance with all labour legislations. Execute investigations on reported cases pertaining to contravention of labour legislation and enforce where and when necessary. Conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation. Conduct advocacy campaigns on identified and allocated labour legislation. Assist in drafting of inspection plans, reports and compilation of statistics on allocated cases.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. Q Bowman Tel No: (021) 441 8120
	:	Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town or email: WCJobs-BELL@labour.gov.za (Bellville)
	:	WCJobs-ODU@labour.gov.za (Oudtshoorn)
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Western Cape
<u>POST 32/25</u>	:	<u>CLIENT SERVICE OFFICER: COID REF NO: HR4/4/10/909</u>
<u>SALARY CENTRE</u>	:	R269 499 per annum
<u>REQUIREMENTS</u>	:	Labour Centre: Mitchell's Plain (Western Cape)
	:	Matriculation/ Grade 12. No experience. Knowledge: All Labour Legislations and Regulations, Private Employment Agency regulations and related ILO conventions, Public Service Regulations, Public Service Act, Knowledge of the Departmental Policies, Procedures and Guidelines, Batho Pele Principles. Skills: Interpersonal, Telephone etiquette, interviewing, Computer literacy, Communication, Ability to interpret legislation, Problem Solving.
<u>DUTIES</u>	:	Render services at help desk as first point of entry within the Registration Services. Render Employment Services to all the Clients who visit the Labour Centre. Resolve all complaints on all Labour Legislations received from Clients. Receive all Unemployment Insurance Benefits Applications and Employer declarations. Receive application forms in terms of Compensation for Injuries and Diseases Act (COIDA) and Employer registration forms for COIDA.
<u>ENQUIRIES APPLICATIONS</u>	:	M. Q Bowman Tel No: (021) 441 8120
	:	Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street Cape Town or Email: WCJobs-MP@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Western Cape

<u>POST 32/26</u>	:	<u>ADMINISTRATION CLERK REF NO: HR 4/4/10/536</u>
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Provincial Office (CF): Western Cape
<u>REQUIREMENTS</u>	:	A Grade 12/ Senior Certificate with 0 Months experience. Knowledge: Compensation Fund Strategic Objectives, Relevant Stakeholders, Customer Service (Batho Pele Principles), Technical Knowledge, COIDA guidelines, Public Service Regulations, Public Service Act, Labour Relations Act, COIDA, Regulations and Policies, PFMA and National Treasury Regulations. Skills: Required Technical proficiency, Business Writing Skills, Require IT (MS Office and Operation Skills), Communication, verbal and written, Problem Solving, Planning and organising, Problem solving, Data Capturing, Data and records management, Telephonic Etiquette, Risk Management and Fund Governance, External Environmental Awareness.
<u>DUTIES</u>	:	Liaise with Provinces in respect of the provision of required information. Render effective administration support services. Ensure correspondence of documentation. Perform general administration functions.
<u>ENQUIRIES</u>	:	Mr. Q Bowman Tel No: (021) 441 8120
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town or Email: Jobs-WC5@LABOUR.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Western Cape
<u>POST 32/27</u>	:	<u>PERSONNEL OFFICER: HR OPERATIONS REF NO: HR 5/1/2/3/42</u>
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Compensation Fund, Pretoria
<u>REQUIREMENTS</u>	:	Matric/ Grade 12 Certificate (NQF 4). A three-year qualification in Human Resource Management (NQF level 6) and Certificate in Introduction to PERSAL system will be added as advantage. No experience. Knowledge: Compensation Fund objectives and business functions. Directorate of sub-directorate goals and performance requirements. Compensation Fund Services. Compensation Fund Value Chain and business processes. Stakeholders and customers. Customer Service (Batho Pele Principles). Risk Awareness. COIDA Act, Regulations and Policies. Human Resource planning procedure. Legislative Requirements: COIDA Act, Regulations and Policies. Public Service Act. Occupational Health and Safety Act (OHS). PFMA and National Treasury Regulations. General knowledge of the Public Service Regulations. Skills: Required Technical Proficiency. Business Writing Skills. Data Capturing. Data and records management. Telephone Skills and Etiquette.
<u>DUTIES</u>	:	Administer the filling of vacancies for the Fund. Administer HR information systems. Administer recruitment and selection activities. Safe keep HR records.
<u>ENQUIRIES</u>	:	Ms CL Mashishi at 067 927 6428
<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 application to: Jobs-CF13@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
<u>NOTE</u>	:	Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.
<u>POST 32/28</u>	:	<u>ACCOUNTING CLERK: BANK RECONCILIATION REF NO: HR 5/1/2/3/43</u>
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Compensation Fund, Pretoria
<u>REQUIREMENTS</u>	:	Grade 12/Matric certificate (NQF 4). No experience. Knowledge: Compensation Fund policies, procedures and processes. Customer Service (Batho Pele Principles). COIDA. Financial control processes. Data capturing. GRAP. Legislative Requirements: PFMA. National Treasury Regulations. Skills: Computer literacy. Communication (verbal and written). Interpersonal relations. Telephone Skills and Etiquette. Problem solving and decision making.
<u>DUTIES</u>	:	Maintain the Funds bank accounts. Perform manual and electronic reconciliation process. Provide administrative support.
<u>ENQUIRIES</u>	:	Ms S Mahlakwane at 072 470 9092

<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 application to: Jobs-CF14@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
<u>NOTE</u>	:	Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.
<u>POST 32/29</u>	:	<u>ADMIN CLERK: THIRD PARTY REF NO: HR 5/1/2/3/44</u>
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Compensation Fund, Pretoria
<u>REQUIREMENTS</u>	:	Grade 12/ Matric Certificate (NQF 4). No Experience. Knowledge: Public Finance Management Act. Treasury Regulations. Public Service Regulations Act. Skills: Communication (verbal and written). Financial Management. Planning and Organizing. Computer literacy. Interpersonal. Conflict handling. Problem solving.
<u>DUTIES</u>	:	Recover or collect money from internal and external parties. Administrate Road Accident Fund claims. Handle all income enquiries and provide feedback.
<u>ENQUIRIES</u>	:	Ms E Bouwer at 082 782 8609
<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 application to: Jobs-CF14@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
<u>NOTE</u>	:	Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.
<u>POST 32/30</u>	:	<u>SECURITY OFFICER REF NO: HR 5/1/2/3/45</u>
<u>SALARY</u>	:	R193 359 per annum
<u>CENTRE</u>	:	Compensation Fund, Pretoria
<u>REQUIREMENTS</u>	:	Grade 12 /Matric (NQF 4). Private Security Regulatory Authority Grade C. 1-2 years' security industry experience. Statutory Body Requirements: PSIRA qualification Grade C. Knowledge: DEL and Compensation Fund objectives and business functions. Directorate or sub-directorate goals and performance requirements. Compensation Fund Services. Compensation Fund Value Chain and business processes. Relevant Fund Policies, procedures and processes. Stakeholders and customers. Customer Service (Batho Pele Principles). Fund Values. Batho Pele principles. Legislative Requirements: Public Service Act. Occupational Health and Safety Act (OHS). Minimum Information Security. Minimum Physical Security Standard. Private Security Industry Standard Act. Public Finance Management Act. Skills: Interpersonal. Organizing. Communication. Problem solving. Presentation. Computer Literacy. Telephone Skills and Etiquette.
<u>DUTIES</u>	:	Conduct security control in accordance to policy and procedure. Provide security to equipment, building and premises. Adhere to patrolling procedure.
<u>ENQUIRIES</u>	:	Ms CF Mnguni at 082 889 7377
<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 application to: Jobs-CF15@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
<u>NOTE</u>	:	Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.

DEPARTMENT OF HIGHER EDUCATION AND TRAINING

MANAGEMENT ECHELON

<u>POST 32/31</u>	:	<u>CHIEF FINANCIAL OFFICER REF NO: DHET01/09/2025</u> Branch: Administration
<u>SALARY</u>	:	R1 813 182 per annum (Leve 15), (all-inclusive remuneration package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate NQF level 8 qualification in the field of Finance/ Management Accounting or related qualification recognized by SAQA. Admission as a Chartered Accountant (South Africa) will serve as a distinct advantage. A minimum of eight (8) experience at the senior management level, coupled with extensive management experience in the field of financial management covering Accounting, Budgeting Reporting, Asset Management, and Supply Chain Management. Successful completion of a Nyukela Public Service Senior Management Service Pre-entry Programme. Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, and relevant government policies regulating financial management in government: Generally Recognized Audit Practices (GRAP); and Preferential Procurement Policy Framework (PPPFA). Willingness to work irregular hours and travel extensively. A valid driver's license. Competencies: Excellent knowledge of financial management; contract management, supply chain management systems, and budgeting principles; Expert knowledge of Basic Accounting Systems, PERSAL, the Medium-Term Expenditure Framework (MTEF) process, procedures, and controls within the private and public sectors. Good understanding of macroeconomic policies and strategies affecting the operation of the public and private entities (including monetary, fiscal, trade protocols, agreements, and micro-economic reform strategy). Extensive experience in the application of strategic management, business planning and design, performance measurement, financial accounting (including principles of GRAP/MCS), management accounting, cost accounting, internal controls, internal and external audit, information systems, and Supply Chain Management. Ability to establish good working relations with key stakeholders such as the National Treasury and Auditor-General of South Africa. Acumen and experience in managing and interacting with key stakeholders at the senior level; proven strategic and leadership capabilities, programme and project management, and people management and empowerment; well-developed research and development methodologies. Skills: excellent communication skills (written and verbal). Client orientation and customer focus, honesty and integrity, and time management skills. Excellent project management, problem-solving, report writing, computer and analytic skills are key to this post.
<u>DUTIES</u>	:	The successful candidate will oversee effective, integrated financial services and supply chain management systems within the Department in accordance with the PFMA, Treasury Regulations, and other finance-related prescripts; provide strategic support and guidance to the Accounting Officer (Director-General) and Programme Managers (Deputy Directors-General). Manage and facilitate the provision of financial management services. Develop, implement, and monitor financial services and procurement-related policies and procedures. Oversee and lead in the development and monitoring of the implementation of finance policies and procedures in order to ensure compliance and promote sound financial management. Establishing and maintaining appropriate systems (analytical tools, information systems, and models or projections of cost behavior) and policies to ensure effective and efficient management of resources. Oversee and lead the budgeting process in compliance with the National Treasury guidelines and monitor the utilization of budgets within the Department. Oversee the provision of logistics and facilities in ensuring the optimal utilization of fixed and movable assets. Ensuring proper management of the assets (including the safeguarding and the maintenance thereof) and the liabilities of the Department. The provision of an effective and efficient Supply Chain Management service within the Department. Monitor the provision of Supply Chain Management and assets management services. Settling all contractual obligations and paying all money owing, including inter-governmental claims, within the prescribed or agreed period. Manage and monitor the provision of financial services and salary

administration. Ensure that the expenditure of the Department is in accordance with the Budget Vote of the Department and the main divisions within the Vote. Manage and minimize the Department's risk exposure by maintaining effective systems and internal controls. Manage and monitor the public entities' compliance oversight. Prepare management account reports including financial reports and quarterly reports. Formulating creative solutions to enhance cost-effectiveness and efficiency in the delivery and administration of services. Advise the Accounting Officer on matters that have strategic and financial implications and provide consultative support to planning initiatives through financial and management information analysis, reports, and recommendations. Coordinating the MTEF and Estimate of National Expenditure processes in respect of the Department. Liaising with the relevant role-players in the financial environment regarding transversal financial matters. Liaising with external auditors and attending to audit queries. Management of financial and human resources within the Finance Chief Directorate in line with relevant legislation in order to reach the strategic objectives of the Department of Higher Education and Training.

**ENQUIRIES
APPLICATIONS**

: Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442
: DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or <http://z83.ngnscan.co.za/apply>

NOTE

: Follow the easy prompts/instructions. Upload the supporting documents namely, a comprehensive CV, and copies of all qualifications (including matriculation), identity document, valid driver's license, and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A user guide and 'how to' videos will assist in how to compete for the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. Note: All shortlisted candidates will be required to undertake writing test. "DHET is committed to providing equal opportunities and affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organization. Women and people living with disability will receive preference in all SMS positions".

CLOSING DATE

: 22 September 2025

POST 32/32

: **REGIONAL MANAGER (X4 POSTS)**
Branch: Technical Vocational Education and Training

**SALARY
CENTRE**

: R1 494 900 per annum (Level 14), (all-inclusive remuneration package)
: These positions are based in Regional Offices:
Western Cape & Northern Cape Regional Office Ref No: DHET 02/09/2025
Gauteng and Free State Regional Office Ref No: DHET 03/09/2025
Kwa Zulu Natal Regional Office Ref No: DHET 04/09/2025
Eastern Cape Regional Office Ref No: DHET 05/09/2025

REQUIREMENTS

: An appropriate NQF level 7 in the field of Education and Training or equivalent qualification. A minimum of 5 years at senior managerial level and ten (10) years' work experience in Post-School Education and Training. A postgraduate

degree in Education will serve as an added advantage. Proven senior management experience within the Technical and Vocational Education and Training (TVET), Community Education, Training (CET) as well as Universities environments will be prioritized. Successful completion of a Nyukela Public Service Senior Management Service Pre-entry Programme. In-depth understanding and knowledge of prescripts and legal frameworks applicable to both the CET and TVET sectors. Further requirements are excellent and proven project management capabilities, problem-solving and financial management skills, proposal, and report writing and computer skills. Excellent project management and communication skills, including proposal and report writing. Ability to work under pressure and willingness to work extended hours. Management, Service Delivery Innovation, Problem Solving & Analysis, People Management & Empowerment, Client Orientation & Customer Care, Excellent Communication Skills and ability to communicate to the audience in a tactful and influential manner. Ability to collaborate and enhance stakeholder relations. Ethical leadership and Integrity.

DUTIES

: Ensure effective leadership, management, and governance of PSET institutions in the Region. Manage and support teaching and learning in public Colleges. Oversee the management of examinations and assessments at private and public Colleges. Liaise with industry, SETAs, and other government institutions to create a conducive environment for partnerships and stakeholder relations. Manage the delegated administrative and financial responsibilities. Coordinate monitoring and evaluation functions of the programmes in public Colleges. Ensure proper alignment of the Department Strategic Plan and Annual Performance Plan with planned outcomes in the public TVET and CET Colleges. Provide strategic leadership relating to the management of compensation of employees' budget for public colleges. Provide corporate management support related to recruitment processes, conditions of services and labour relations, and implementation of IQMS and PMDS.

ENQUIRIES APPLICATIONS

: Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442
: DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or <http://z83.ngnscan.co.za/apply>

NOTE

: Follow the easy prompts/instructions. Upload the supporting documents namely, a comprehensive CV, and copies of all qualifications (including matriculation), identity document, valid driver's license, and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A user guide and 'how to' videos will assist in how to compete for the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. Note: All shortlisted candidates will be required to undertake writing test. "DHET is committed to providing equal opportunities and affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organization. Women and people living with disability will receive preference in all SMS positions".

CLOSING DATE

: 22 September 2025

<u>POST 32/33</u>	:	<u>CHIEF DIRECTOR: HUMAN RESOURCE MANAGEMENT & DEVELOPMENT REF NO: DHET 06/09/2025</u> Branch: Corporate Services Chief Directorate: Human Resource Management and Development
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 494 900 per annum (Level 14), (all-inclusive remuneration package) Pretoria An appropriate NQF level 7 qualification in the field of Human Resource/ Industrial Psychology/Management services/Operations management/Labour Relations/ Social Sciences or equivalent qualification as recognized by SAQA. A minimum of 5 years' experience at senior managerial level and 10 years management experience within Human Resource environment. In-depth knowledge and working experience in the alignment of HR strategy to the business strategy. Management experience in leading change management interventions at various levels of an organization. Training as a Job Evaluation Analyst or Job Evaluation Panelist will be an added advantage. Successful completion of a Nyukela Public Service Senior Management Service Pre-entry Programme Knowledge of Public Service Act, Public Service Regulations, Labour Relations Act, Employment Equity Act, Skills Development Act, Occupational Health and Safety Act, Human Resource Development Strategy, Public Finance Management Act, PSCBC Resolutions, Government financial systems and processes, Treasury Regulations. Knowledge of government's planning and delivery cycle. Strategic capability and leadership, Programme and Project management, Financial Management, Change Management, Service Delivery Innovation, Problem Solving & Analysis, People Management & Empowerment, Client Orientation & Customer Care, Excellent Communication Skills and ability to communicate to the audience in a tactful and influential manner. Ability to collaborate and enhance stakeholder relations. Ethical leadership and Integrity.
<u>DUTIES</u>	:	Facilitate the development of a Human Resources Strategy and ensure alignment with Departmental strategic objectives. Oversee Human Resources Administration and System Control Services. Oversee development and implementation of Talent Management Strategy aligned with HR best Practices. Champion Organizational Development, Design processes, Change Management Interventions processes and facilitate implementation of Job Evaluation. Facilitate development and implementation of Human Resources Policy Development. Oversee Employee Health and Wellness programmes, Employment Equity and Affirmative Interventions. Oversee Grievances, Disputes and Misconduct resolution processes and enhance Departmental Collective Bargaining processes.
<u>ENQUIRIES</u>	:	Ms E Mangena/ Mr R Kgare/MS XE Rikhotso Tel No: (012) 312 5498/5165/5513
<u>APPLICATIONS</u>	:	DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply
<u>NOTE</u>	:	Follow the easy prompts/instructions. Upload the supporting documents namely, a comprehensive CV, and copies of all qualifications (including matriculation), identity document, valid driver's license, and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A user guide and 'how to' videos will assist in how to compete for the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If

you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. Note: All shortlisted candidates will be required to undertake writing test. "DHET is committed to providing equal opportunities and affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organization. Women and people living with disability will receive preference in all SMS positions".

CLOSING DATE

:

22 September 2025

POST 32/34

:

**CHIEF DIRECTOR: INFORMATION COMMUNICATION TECHNOLOGY
REF NO: DHET 07/09/2025**

Branch: Corporate Services

Chief Directorate: Information Technology and Business Systems Management

SALARY

:

R1 494 900 per annum (Level 14), (all-inclusive remuneration package)

CENTRE

:

Pretoria

REQUIREMENTS

:

An appropriate NQF level 7 in the field of Computer Science/ Information Technology Management/Software engineering or equivalent qualification as recognized by SAQA. A minimum of 5 years at senior managerial level with 10 years management experience within an ICT environment. Management experience in implementing Corporate Governance of ICT and management of Cyber Security or security system engineering. Successful completion of a Nyukela Public Service Senior Management Service Pre-entry Programme. Experience in the development and implementation of ICT business Continuity will be an added advantage. Expert knowledge of ICT as an enabling tool for system development, ICT Security, ICT Infrastructure and network, business, system analysis, Architecture and frameworks. In-depth knowledge of IT solution development and integration, user interface design and digital automation. Sound Knowledge of Public Finance Management Act and Treasury Regulations. Extensive knowledge of government wide Enterprise Architecture and business systems. Knowledge of ICT strategic and operational planning, delivery, monitoring and evaluation frameworks. Knowledge of IT Security systems and infrastructure systems. ICT project Management and Change Management. Strategic capability and leadership, Programme and Project management, Financial Management, Change Management, Service Delivery Innovation, Problem Solving & Analysis, People Management & Empowerment, Client Orientation & Customer Care, Excellent business analytical and problem-solving skills.

DUTIES

:

Facilitate the alignment of ICT strategy to overall Departmental strategy and business goals. Provide Information management and oversee knowledge and records management. Facilitate design, drive, review and implementation of ICT governance framework, systems, policies, standards, principles and procedures. Facilitate ICT Infrastructure in relation to serves, networks, storage, telecoms, data Centre, backups, data recovery, connectivity and security to ensure optimal service and security as per government and departmental requirements. Facilitate the development and implementation of business applications strategy. Facilitate the development, implementation of ICT strategic and operational deliverables. Facilitate efficient ICT Security measures. ICT Risk management and champion ICT audit standards compliance. Facilitate the implementation of the design solution deployment strategy and ensure approved applications comply with established architecture standards. Manage the effectiveness of the disaster recovery process and ensure integration with departmental business continuity planning.

ENQUIRIES

:

Ms E Mangena/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5498/5165/5513

APPLICATIONS

:

DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or <http://z83.ngnscan.co.za/apply>

NOTE

:

Follow the easy prompts/instructions. Upload the supporting documents namely, a comprehensive CV, and copies of all qualifications (including matriculation), identity document, valid driver's license, and any other document (where required). A fully completed and signed Z83 form and a

detailed Curriculum Vitae will be considered. A user guide and 'how to' videos will assist in how to compete for the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. Note: All shortlisted candidates will be required to undertake writing test. "DHET is committed to providing equal opportunities and affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organization. Women and people living with disability will receive preference in all SMS positions".

<u>CLOSING DATE</u>	:	22 September 2025
<u>POST 32/35</u>	:	<u>DIRECTOR: HUMAN RESOURCE ADMINISTRATION AND MANAGEMENT</u> <u>REF NO: DHET 08/09/2025</u> Branch: Corporate Services Chief Directorate: Human Resource Management and Development
<u>SALARY</u>	:	R1 266 714 per annum (Level 13), (all-inclusive remuneration package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate NQF level 7 qualification in the field of Human Resource/ Public Management/ Social Sciences Management or equivalent qualification as recognized by SAQA. A minimum of 5 years' experience at middle/ senior managerial level within a Human Resource Management environment. In-depth knowledge and working experience in transactional Human Resource Management within recruitment, conditions of services and PERSAL system management. Training as a PERSAL HR manager will be an added advantage. Successful completion of a Nyukela Public Service Senior Management Service Pre-entry Programme. Knowledge of Public Service Act, Public Service Regulations, Labour Relations Act, Employment Equity Act, Skills Development Act, Occupational Health and Safety Act, Human Resource Development Strategy, Public Finance Management Act, PSCBC Resolutions, Government financial systems and processes, Treasury Regulations. Knowledge of Compensation of Employee budgeting system. Strategic capability and leadership, Programme and Project management, Financial Management, Change Management, Service Delivery Innovation, Problem Solving & Analysis, People Management & Empowerment, Client Orientation & Customer Care, Excellent Communication Skills. Ability to pay attention to details and work through high volume of data.
<u>DUTIES</u>	:	Provide strategic leadership and direction on Human Resource Management and Administration functions of the Department. Develop and implement Human Resource Management and Administration policies. Administer recruitment of candidates, facilitate selection processes and oversee the appointment of suitable candidates on PERSAL at head office, support Regional Offices and Colleges. Facilitate the implementation of PILIR, conduct trends analysis and ensure full compliance. Facilitate and oversee the management of departmental exit strategy and ensure adequate analysis of outcome of exit interviews.
<u>ENQUIRIES</u>	:	Ms E Sithole/ Mr R Kgare/MS XE Rikhotso Tel No: (012) 312 5498/5165/5513
<u>APPLICATIONS</u>	:	DHET invites applicants to apply online on the New Z83 form by accessing the

NOTE

Departmental Website (click the 'apply now' button) or <http://z83.ngnscan.co.za/apply>

: Follow the easy prompts/instructions. Upload the supporting documents namely, a comprehensive CV, and copies of all qualifications (including matriculation), identity document, valid driver's license, and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A user guide and 'how to' videos will assist in how to compete for the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. Note: All shortlisted candidates will be required to undertake writing test. "DHET is committed to providing equal opportunities and affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organization. Women and people living with disability will receive preference in all SMS positions".

CLOSING DATE

: 22 September 2025

POST 32/36

: **DIRECTOR: EMPLOYEE HEALTH AND WELLNESS PROGRAMME REF NO: DHET 09/09/2025**

Branch: Corporate Services

Chief Directorate: Human Resource Management and Development

**SALARY
CENTRE
REQUIREMENTS**

: R1 266 714 per annum (Level 13), (all-inclusive remuneration package)

: Pretoria

: An appropriate NQF level 7 qualification in Social Science, Psychology/ Public Health/ Occupational Health & Safety/ Safety Management or equivalent qualification as recognised by SAQA. A minimum of 5 years' experience at middle/senior managerial level in an Employee Health & Public Health/ Occupational Safety environment. In-depth knowledge and experience in implementing organizational health and wellness programmes. Registration with a professional council will be an added advantage. Successful completion of a Nyukela Public Service Senior Management Service Pre-entry Programme. Knowledge of Public Service Regulations, 2016. Public Service Act 1994. PFMA and Treasury Regulations. Labour Relation Act, Basic Conditions of Employment Act, Occupational Health and Safety, OHS Regulations. In-depth knowledge of employee health and wellness frameworks. Excellent people management and interpersonal skills. Ability to analyse problems, innovate on service delivery matters and focus on client needs. Good empathetic skills coupled with active listening. Strategic capability and leadership, Programme and Project management, Financial Management, Change Management, Service Delivery Innovation, Problem Solving & Analysis, People Management & Empowerment, Client Orientation & Customer Care. Excellent Planning, organizing, and coordinating skills. Good Communication skills. Proven computer literacy, including advanced MS Word, MS Excel and MS PowerPoint.

DUTIES

: Facilitate the development and implementation of employee health and wellness programme aligned to national strategies. Facilitate the implementation of HIV & AIDS, TB & other communicable diseases prevention,

		treatment, care and support programmes. Promote and facilitate the implementation of occupational health, safety and environment management strategies and programmes. Manage statutory obligations on health and safety and ensure compliance on injury on duty cases. Facilitate strategic health assessments, identification of potential risks, oversee promotion of healthy lifestyle and stress management techniques
<u>ENQUIRIES</u>	:	Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5498/5165/5513
<u>APPLICATIONS</u>	:	DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply
<u>NOTE</u>	:	Follow the easy prompts/instructions. Upload the supporting documents namely, a comprehensive CV, and copies of all qualifications (including matriculation), identity document, valid driver's license, and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A user guide and 'how to' videos will assist in how to compete for the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. Note: All shortlisted candidates will be required to undertake writing test. "DHET is committed to providing equal opportunities and affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organization. Women and people living with disability will receive preference in all SMS positions".
<u>CLOSING DATE</u>	:	22 September 2025
<u>POST 32/37</u>	:	<u>DIRECTOR: ORGANIZATIONAL DEVELOPMENT, HR PLANNING, POLICY AND STRATEGY AND EMPLOYMENT EQUITY REF NO: DHET 10/09/2025</u> Branch: Corporate Services Chief Directorate: Human Resource Management and Development
<u>SALARY</u>	:	R1 266 714 per annum (Level 13), (all-inclusive remuneration package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate NQF level 7 qualification in the field of Operations management Organization and Work study or related field as recognized by SAQA. A minimum of 5 years' experience at middle/senior managerial level in Organizational Development and Design, Human Resource Strategy Management and Change Management environment. Knowledge and proven experience in organizational restructuring, business process re-engineering and change management interventions. Certifications as a Job Evaluation Analyst or Change Champion will be an advantage. Successful completion of a Nyukela Public Service Senior Management Service Pre-entry Programme. Knowledge of Public Service Regulations, 2016. Public Service Act 1994. PFMA and Treasury Regulations. Labour Relation Act, Employment Equity Act, Human Resource Development Strategy, Public Finance Management Act, PSCBC Resolutions. In-depth knowledge of the Job Evaluation systems and framework for Job profiles. Good understanding of business process system and organisational design tools Strategic capability and leadership, Programme and Project management, Financial Management, Change

	Management, Service Delivery Innovation, Problem Solving & Analysis, People Management & Empowerment, Client Orientation & Customer Care. Excellent Planning, organizing, and coordinating skills. Good Communication skills. Proven computer literacy, including advanced MS Word, MS Excel and MS PowerPoint.
<u>DUTIES</u>	: Facilitate the implementation of organisational development, design and maintenance of the organizational structure within the Department. Facilitate the development and management of Job profiles or description. Oversee the implementation Job Evaluation systems and facilitate adequate grading of positions. Coordinate and manage change management interventions and culture survey initiative within the department. Facilitate business process improvement and organizational functionality assessment (OFA). Facilitate the development, maintenance and implementation of the strategic Human Resource Plan. Oversee the implementation of Employment Equity and facilitate policy development, implementation and proactively identify policy shortfall. Ensure monitoring of Human Resource performance (HR annual report).
<u>ENQUIRIES</u>	: Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5498/5165/5513
<u>APPLICATIONS</u>	: DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply
<u>NOTE</u>	: Follow the easy prompts/instructions. Upload the supporting documents namely, a comprehensive CV, and copies of all qualifications (including matriculation), identity document, valid driver's license, and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A user guide and 'how to' videos will assist in how to compete for the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. Note: All shortlisted candidates will be required to undertake writing test. "DHET is committed to providing equal opportunities and affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organization. Women and people living with disability will receive preference in all SMS positions".
<u>CLOSING DATE</u>	: 22 September 2025
<u>POST 32/38</u>	: <u>DIRECTOR: APPLICATION DEVELOPMENT AND MANAGEMENT REF NO: DHET 11/09/2025</u> Branch: Corporate Services Chief Directorate: Information Technology and Business Systems Management
<u>SALARY</u>	: R1 266 714 per annum (Level 13), (all-inclusive remuneration package)
<u>CENTRE</u>	: Pretoria
<u>REQUIREMENTS</u>	: An appropriate NQF level 7 qualification in the field of Computer Science/Information Technology / Information Systems or related field as recognized by SAQA. 5 years of experience at a middle/senior managerial level. Extensive knowledge and experience in applications design, applications

development and business solutions environment. Relevant accreditation and certification will be an added advantage. Successful completion of a Nyukela Public Service Senior Management Service Pre-entry Programme. In-depth knowledge of agile IT business analysis, solution design, development and applications. Knowledge of government operating systems modernized application portfolio/ landscape. Good Knowledge of the ICT Corporate Governance framework of ICT, ICT solutions, ICT planning and business alignment. Advance knowledge of digital automation cloud-based systems. Knowledge of broad ICT procedure, ICT security practices and various ICT networks. Knowledge of Public Service regulations, Public Finance Management System and treasury Regulations. Advance level IT solution development and integration skills. Strategic capability and leadership, Programme and Project management, Financial Management, Change Management, Service Delivery Innovation, Problem Solving & Analysis, People Management & Empowerment, Client Orientation & Customer Care. Excellent planning and organizing skills. Good Communication skills and excellent project management skills.

DUTIES : Facilitate effective implementation of business applications strategy. Manage business solution design and development. Conduct research on best practice models, technological advancements, trends on business systems and application development. Analyze business requirements, business constraints, facilitate solution deployment and validate IT solution requirements. Conduct regular monitoring to ensure business solutions, applications development are designed, implemented and integrated to support departmental requirements.

ENQUIRIES APPLICATIONS : MS E Sithole/ Mr R Kgare/MS XE Rikhotso Tel No: (012) 312 5498/5165/551
: DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or <http://z83.ngnscan.co.za/apply>

NOTE : Follow the easy prompts/instructions. Upload the supporting documents namely, a comprehensive CV, and copies of all qualifications (including matriculation), identity document, valid driver's license, and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A user guide and 'how to' videos will assist in how to compete for the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. Note: All shortlisted candidates will be required to undertake writing test. "DHET is committed to providing equal opportunities and affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organization. Women and people living with disability will receive preference in all SMS positions".

CLOSING DATE : 22 September 2025

POST 32/39 : **PRINCIPAL (X5 POSTS)**
Branch: Technical and Vocational Education and Training

SALARY : R1 266 714 per annum (Level 13), (all-inclusive remuneration package)

<u>CENTRE</u>	:	Positions based at Technical and Vocational Education and Training Colleges: King Hintsa TVET College Ref No: DHET12/09/2025 Lovedale TVET College Ref No: DHET13/09/2025 Ekurhuleni East TVET College Ref No: DHET 14/09/2025 Mthashana TVET College Ref No: DHET 15/09/2025 Gert Sibande TVET College Ref No: DHET 16/09/2025
<u>REQUIREMENTS</u>	:	An appropriate NQF level 7 in the field of Education or related qualification as recognized by SAQA. A relevant postgraduate qualification in Education and Training will be an added advantage. A minimum of 5 years' experience at the middle/ senior managerial level and 8 years' working experience in a Post School Education and Training environment. Extensive experience in any of the following general management spheres; college education institution management, strategy management, education management, human resource management and development. Successful completion of a Nyukela Public Service Senior Management Service Pre-entry Programme. Proven management skills and a track record in the preparation, implementation and management of strategic, operational and financial management plans and project. Ability to design internal systems and controls to ensure sound organizational governance, management and control. Proven management skills and a track record in the preparation, implementation, and management of strategic, operational, and financial management plans and projects. Ability to design internal systems and controls to ensure sound organizational governance, financial management, and control. Proven computer literacy, including advanced MS Word, MS Excel, and MS PowerPoint. Proven report writing and presentation skills. Sound knowledge of the public TVET college sector and its regulatory and legislative framework. Knowledge of education and institutional management principles, methodologies, and procedures. Knowledge of governance and public sector management reporting requirements. Strategic capability and leadership, client orientation and customer focus, financial management, people management and empowerment, communication, and stakeholder management. Knowledge of and/or experience in the private sector/industry will also be treated as an added advantage. A willingness to work irregular hours and travel extensively. A valid driver's license.
<u>DUTIES</u>	:	To strategically manage the College and to support the College Council and Department of Higher Education and Training in accordance with the Further Education and Training Colleges Act (2006) and all other relevant legislation. To drive the efficient and effective implementation of college governance frameworks and systems; and the functioning of governance structures, including the college council and the academic board. To build and foster an effective management team that plans and executes the college mandate in an integrated, compliant, and performance-focused manner. To fulfil the role of accounting officer of the college by establishing and monitoring college financial and supply chain management systems towards the achievement of strategic goals and compliance with all relevant legislation and regulations. To establish and monitor effective human resource management and stakeholder engagement systems incorporating both marketing and communication. To create a platform for effective management decision-making through the establishment of an accurate and accessible information management platform. To lead the development and delivery of responsive vocational and occupational curricula and programmes and monitor the associated quality assurance programme and impact on student performance and placement. To operationalize business partnerships and linkages that translate into student placements, workplace-based learning, and articulation. To establish and manage a student management framework and system that facilitates student support and governance and provides all enrolled students with holistic academic and social support. To establish and lead a college infrastructure and estate management system that assures the acquisition, maintenance, management, and disposal of physical resources that facilitate the achievement of strategic and operational objectives. Facilitate programme articulation and upward progression.
<u>ENQUIRIES</u>	:	Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5498/5165/5513
<u>APPLICATIONS</u>	:	DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply
<u>NOTE</u>	:	Follow the easy prompts/instructions. Upload the supporting documents namely, a comprehensive CV, and copies of all qualifications (including

matriculation), identity document, valid driver's license, and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A user guide and 'how to' videos will assist in how to compete for the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. Note: All shortlisted candidates will be required to undertake writing test. "DHET is committed to providing equal opportunities and affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organization. Women and people living with disability will receive preference in all SMS positions".

<u>CLOSING DATE</u>	:	22 September 2025
<u>POST 32/40</u>	:	<u>PRINCIPAL REF NO: DHET 17/09/2025 (X1 POST)</u> Branch: Community Education and Training
<u>SALARY CENTRE</u>	:	R1 266 714 per annum (Level 13), (all-inclusive remuneration package) Position is based at Technical and Vocational Education and Training Colleges Limpopo CET College
<u>REQUIREMENTS</u>	:	An appropriate NQF Level 7 in the field of Education or related qualification as recognized by SAQA. A relevant postgraduate qualification in education and training will be an added advantage. A minimum of 5 years' experience at the middle/ senior managerial level and 8 years' working experience in a Post School Education and Training environment. Extensive experience in any of the following general management spheres; college education institution management, strategy management, education management, human resource management and development. Successful completion of a Nyukela Public Service Senior Management Service Pre-entry Programme. Proven management skills and a track record in the preparation, implementation and management of strategic, operational and financial management plans and project. Ability to design internal systems and controls to ensure sound organizational governance, management and control. Proven management skills and a track record in the preparation, implementation, and management of strategic, operational, and financial management plans and projects. Ability to design internal systems and controls to ensure sound organizational governance, financial management, and control. Proven computer literacy, including advanced MS Word, MS Excel, and MS PowerPoint. Proven report writing and presentation skills. Sound knowledge of the public TVET college sector and its regulatory and legislative framework. Knowledge of education and institutional management principles, methodologies, and procedures. Knowledge of governance and public sector management reporting requirements. Strategic capability and leadership, client orientation and customer focus, financial management, people management and empowerment, communication, and stakeholder management. Knowledge of and/or experience in the private sector/industry will also be treated as an added advantage. A willingness to work irregular hours and travel extensively. A valid driver's license.
<u>DUTIES</u>	:	To strategically manage the College and to support the College Council and

Department of Higher Education and Training in accordance with the Continuing Education and Training Act (2006) and all other relevant legislation. To drive the efficient and effective implementation of college governance frameworks and systems; and the functioning of governance structures, including the college council and the academic board. To build and foster an effective management team that plans and executes the college mandate in an integrated, compliant, and performance-focused manner. To fulfil the role of accounting officer of the college by establishing and monitoring college financial and supply chain management systems towards the achievement of strategic goals and compliance with all relevant legislation and regulations. To establish and monitor effective human resource management and stakeholder engagement systems incorporating both marketing and communication. To create a platform for effective management decision-making through the establishment of an accurate and accessible information management platform. To lead the development and delivery of responsive academic vocational and occupational curricula and programmes and monitor the associated quality assurance programme and impact on student performance and placement. To operationalize business partnerships and linkages that translate into student placements, workplace-based learning, and articulation. To establish and manage a student management framework and system that facilitates student and community support and governance and provides all enrolled students with holistic academic and social support. To establish and lead a college infrastructure and estate management system that assures the acquisition, maintenance, management, and disposal of physical resources that facilitate the achievement of strategic and operational objectives. Facilitate programme articulation and upward progression.

ENQUIRIES APPLICATIONS

: Ms E Sithole/ Mr R Kgare/MS XE Rikhotso Tel No: (012) 312 5498/5165/5513
: DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or <http://z83.ngnscan.co.za/apply>

NOTE

: Follow the easy prompts/instructions. Upload the supporting documents namely, a comprehensive CV, and copies of all qualifications (including matriculation), identity document, valid driver's license, and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A user guide and 'how to' videos will assist in how to compete for the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. Note: All shortlisted candidates will be required to undertake writing test. "DHET is committed to providing equal opportunities and affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organization. Women and people living with disability will receive preference in all SMS positions".

CLOSING DATE

: 22 September 2025

OTHER POSTS

<u>POST 32/41</u>	:	<u>DEPUTY PRINCIPAL: FINANCE (X2 POSTS)</u> Branch: Technical And Vocational Education and Training
<u>SALARY CENTRE</u>	:	R1 059 105 per annum (Level 12), (all-inclusive remuneration package)
	:	Positions based at Technical and Vocational Education and Training Colleges: Capricorn TVET College Ref No: DHET 18/09/2025 Northern Cape Urban TVET College Ref No: DHET 19/09/2025
<u>REQUIREMENTS</u>	:	An appropriate NQF Level 7 qualification in the field of Commerce Accounting/ Accounting or related qualification. A minimum of 3 years junior management level experience in a finance or budgeting environment and 5 years working experience. Registration with SAICA as A Chartered Accountant or associate General Accountant will be an added advantage. Excellent knowledge and understanding of the Community Education and Training Act, Public Finance Management Act (PFMA), Treasury Regulations, PSET legislative frameworks, policies, and regulations. Possess good leadership and experience in overall financial management, logistical services, preparations, and compilation of annual financial statements using GRAP standards and another reporting role. Excellent project management and communication skills, including analytical capability and report writing as well as the ability to lead a team; the ability to develop, support and monitor the implementation of policies; the ability to work in a team environment; good computer skills. This management position requires a dynamic individual with knowledge of the South African post-school education and training landscape, particularly its legislative frameworks, policies, and regulations. The candidate must have proven strategic management and leadership capabilities and be a strong communicator with the ability to interact with the TVET staff, College management and Council as well as problem-solving and report-writing and communication skills are mandatory. The incumbent should be able to perform in a team environment. Willingness to travel and be in possession of valid driver's license.
<u>DUTIES</u>	:	To support the principal as the accounting officer and other senior management in the execution of their functions in compliance with applicable financial legislation, regulations and college prescripts. Assisting the Principal/ Accounting Officer or Council in discharging the duties prescribed in the financial management policies of the College; establishing and maintain financial management structures. Establish, implement, and monitor the financial management and internal control systems. Establish and manage the college financial accounting system ensuring compliance with all prescripts and the maintenance of the general ledger accordance with applicable policy, prescripts and accounting frameworks. Contribute to the development of strategic, corporate, annual performance and operational plans, whichever is applicable, including coordinating, analyzing and advising overseeing the budget preparation process, providing advice and support to stakeholders. Produce compliant Annual Financial Statement for approval by the Accounting Officer and council Chair as required by the Department of Higher Education and Training in team of Generally Recognized Accounting Practice (GRAP). Review the budget proposals prior to submission to the relevant approval authority; oversee and manage the budget monitoring process, including the production of monthly, quarterly financial and performance reports and providing recommendations and advice to the relevant functionaries as to how to address significant variances; coordinate, manage and monitor the college budget and expenditure management process and delivery within deadlines. Report the budget and expenditure analysis in the required format and present it to the management team and the college. Report the budget and expenditure analysis in the required format and present it to the management team and the college council. Regularly monitor the institution's controls over financial and logistical systems, supply chain management and their procedures in order to protect the integrity of financial information; oversee and optimize the utilization of electronic financial, logistics and management information systems. Manage the finalization of interim and annual financial statements in line with standards of GRAP and reviewing thereof and manage engagements with assurance providers (i.e. Auditor General). Ensure that the asset management function is effective and operational. Manage human resource and budget in the college.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5498/5165/5513 DHET invites applicants to apply online on the New Z83 form by accessing the

NOTE

Departmental Website (click the 'apply now' button) or <http://z83.ngnscan.co.za/apply>

: Follow the easy prompts/instructions. Upload the supporting documents namely, a comprehensive CV, and copies of all qualifications (including matriculation), identity document, valid driver's license, and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A user guide and 'how to' videos will assist in how to compete for the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. Note: All shortlisted candidates will be required to undertake writing test. "DHET is committed to providing equal opportunities and affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organization. Women and people living with disability will receive preference in all SMS positions".

CLOSING DATE

: 22 September 2025

POST 32/42

: **DEPUTY PRINCIPAL: CORPORATE SERVICE (X4 POST)**
Branch: Technical And Vocational Education and Training

SALARY CENTRE

: R1 059 105 per annum (Level 12), (all-inclusive remuneration package)
Positions based at Technical and Vocational Education and Training Colleges:
Port Elizabeth TVET College Ref No: DHET 20/09/2025
Majuba TVET College Ref No: DHET 21/09/2025
Nkangala TVET College Ref No: DHET 22/09/2025
Taletso TVET College Ref No: DHET 23/09/2025

REQUIREMENTS

: An appropriate NQF Level 7 in the field of Human Management/ Development or related qualification as recognized by SAQA. A minimum of 3 years junior management level experience in a Corporate Services environment and 5 years working experience. Junior management experience within a Post School Education and Training environment will be an added advantage. An understanding of the Department of Higher Education and Training's strategic vision and priorities. Knowledge of Public Service Act, Employment of Educators Act, Labour Relations Act and Public Financial Management Act. Knowledge of policies and legislative frameworks governing education and training as well as the Public Service and Employment Service in South Africa. Experience in managing people and projects with the ability to plan strategically. An ability to develop, support and monitor the implementation of policies and the ability to work in a team environment, good project management and computer skills. Willingness to work irregular hours and travel extensively. Computer literacy (Ms Word, Ms PowerPoint, Ms Excel, Ms Excess and Ms Outlook). A valid driver's license.

DUTIES

: Provide strategic leadership in the areas of Human Resource, IT, Marketing, Facilities Management, Records Management, Labour Relations and Governance. Oversee the entire day to day operational requirement of the HR, Marketing and IT functions including those activities in the campus. Render communication and information technology services to meet the specific needs of the college. Accountable for the effective delivery of service in each of these

areas. Facilitate and drive the timely and accurate preparation of the college's annual budget in line with Strategic priorities. Coordinate and driver the preparation for the annual review of the college's strategic plan. Prepare quarterly reports as per annual performance plan and ensure the compilation of the annual report and strategic plan of the college. Encourage and build an organizational climate conducive to optimal performance through implementing change management. Develop and implement best practice policies, procedure, and internal control systems to ensure effective corporate governance. Ensure the provision of appropriate and cost-effective service. Oversee the proper and effective management of the college's assets and facilities. Ensure the provision of appropriate and cost-effective services. Manage human resources and corporate management service affairs in the college. Provide guidance and adequate support and development of the staff. Ensure compliance with all administrative requirements, regulations, rules and regulations pertaining to Corporate Services. Responsible for IT and information management solutions to meet the specific needs of the Region. Responsible for communication and marketing for the Regional Office. Ensure development of PMDS of staff. Monitor quality control of work and develop annual performance plan. Monitor the planning, organization and delegation of work.

**ENQUIRIES
APPLICATIONS**

: Ms E Sithole/ Mr R Kgare/MS XE Rikhotso Tel No: (012) 312 5498/5165/5513
: DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or <http://z83.ngnscan.co.za/apply>

NOTE

: Follow the easy prompts/instructions. Upload the supporting documents namely, a comprehensive CV, and copies of all qualifications (including matriculation), identity document, valid driver's license, and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A user guide and 'how to' videos will assist in how to compete for the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. Note: All shortlisted candidates will be required to undertake writing test. "DHET is committed to providing equal opportunities and affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organization. Women and people living with disability will receive preference in all SMS positions".

CLOSING DATE

: 22 September 2025

POST 32/43

: **DEPUTY PRINCIPAL: REGISTRATION SERVICES (X3 POSTS)**
Branch: Technical and Vocational Education and Training

**SALARY
CENTRE**

: R1 059 105 per annum (Level 12), (all-inclusive remuneration package)
: Positions based at Technical and Vocational Education and Training Colleges:
Mnabithi TVET College Ref No: DHET 24/09/2025
Waterberg TVET College Ref No: DHET 25/09/2025
Northern Cape Rural TVET College Ref No: DHET 26/09/2025

REQUIREMENTS

: An appropriate NQF Level 7 in the field of Education/Teaching/ Human

Resource Management/ Commerce Accounting/ Financial Accounting/Business Management or related qualification as recognized by SAQA. A minimum of 3 years junior management level experience in an education, training environment and 5 years working experience. Junior management experience within a Post School Education and Training environment will be an added advantage Knowledge of Research and Statistics Analysis, Monitoring, Evaluation and Reporting, policies and legislation applicable within the Education sector, Academic Framework and thorough understanding Education sector. Strategic capability and leadership skills, people management and empowerment skills, programme and project management skills, change management skills and problem-solving skills. Proactive, committed, loyal and client service focus values. A valid driver's license.

DUTIES

: Provide strategic leadership regarding the enrolment of students as this determines the allocation of staff. Analyze enrolment trends to forecast staffing needs. Develop and implement enrolment strategies aligned with institutional goals. Collaborate with academic department to balance enrolment capacity and resource allocation. Responsible for the management of the student registration at the college. Oversee the design and operation of the registration system. Monitor the registration schedule and address any challenges promptly. Provide training and support to staff involved in the registration process. Manage and coordinate the compilation and implementation of all student administration policies and procedures at the college. Regularly review and update student administration policies to ensure compliance with regulatory requirements. Organize workshops and training sessions to familiarize staff with new or updated policies. Establish feedback mechanism for continual improvement of administrative processes. Verify the validity and reliability of registration documentation and all EMIS data and reports. Conduct audits of registration records. Supervise the preparation and submission of EMIS data and reports. Address discrepancies in documentation and implement corrective measures. Coordinate the preparation of examination for all programmes involving assessment. Develop examination schedules and oversee logistical arrangement. Liaise with academic staff to confirm assessment requirements. Ensure the secure handling and storage of examination materials. Ensure current examination regulations and conventions are adhered to. Monitor compliance with examination rules and regulations. Facilitate training for staff and students on examination protocols. Address breaches of examination regulations in collaboration with disciplinary committees. Manage human resource and registrar affairs in the college. Ensure development of PMDS of staff. Monitor quality control of work and develop annual performance plan. Monitor the planning, organizing and delegation of work.

ENQUIRIES APPLICATIONS

: Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5498/5165/5513
: DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or <http://z83.ngnscan.co.za/apply>

NOTE

: Follow the easy prompts/instructions. Upload the supporting documents namely, a comprehensive CV, and copies of all qualifications (including matriculation), identity document, valid driver's license, and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A user guide and 'how to' videos will assist in how to compete for the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement,

disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. Note: All shortlisted candidates will be required to undertake writing test. "DHET is committed to providing equal opportunities and affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organization. Women and people living with disability will receive preference in all SMS positions".

CLOSING DATE

: 22 September 2025

POST 32/44

: **DEPUTY PRINCIPAL: ACADEMIC SERVICES (X6 POSTS)**

Branch: Technical And Vocational Education and Training

SALARY CENTRE

: R1 059 105 per annum (Level 12), (all-inclusive remuneration package)
: Positions based at Technical and Vocational Education and Training Colleges
Lovedale TVET college Ref No: DHET 27/09/2025
Ekurhuleni West TVET college Ref No: DHET 28/09/2025
Western College TVET college Ref No: DHET 29/09/2025
Mthashana TVET college Ref No: DHET 30/09/2025
Umfolozu TVET college Ref No: DHET 31/09/2025
Mopani TVET college Ref No: DHET 32/09/2025

REQUIREMENTS

: An appropriate NQF Level 7 in the field of Education/ Teaching or related qualification. A minimum of 3 years junior management level experience in an education, training environment and 5 years working experience. Junior management experience within a Post School Education and Training environment will be an added advantage. Proven ability to establish professional credibility and confidence with a diverse customer base. A sound and thorough knowledge of all the transformational issues, capability-building processes and the National Qualification Framework (NQF) in education and training, especially concerning curriculum management and delivery. Strategic management, conflict management, budgeting and financial management skills. Verbal and written communication and presentation skills. Willingness to work irregular hours and travel extensively. Computer skills (Ms Word, MS PowerPoint, Ms Excel, Ms Access and Ms Outlook). An understanding of DHET's strategic vision and priorities. Thorough knowledge of all policies and legislative Framework governing TVET College in South Africa. Knowledge of the student/ information management system concerning vocational education and training. Willingness to travel and a valid driver's license.

DUTIES

: To provide strategic leadership regarding the proficient delivery of Curriculum Services and programme offerings. To support the principal as the accounting officer and co-ordinate the provision of academic services. Guide, inform and develop the programs and qualifications Mix (PQM) of the college for executive protocol. Ensure that modalities of curriculum delivery other than full-time and special needs learners are catered for. Support and provide advice on the work of the academic Board. Develop a system of partnership engagement with strategic stakeholders to enhance student learning and employability. Facilitate and manage the policy framework for the institution as per relevant portfolios. Manage student career guidance and placement on entry. Develop a system of work integrated learning (WIL) for students and lecturers. Monitor student performance and develop academic support interventions where necessary. Ensure that the targets for students' success as set by the DHET/ college academic Board are met. Report on all initiatives undertaken by the college to improve student retention, attendance, performance and certificate. Ensure that all the requirements for quality teaching and learning are in place, policy to implement teaching & learning, lecture training & professional development, student continuous assessment. Coordinate the preparation for all programmes involving assessments. Ensure current examination regulations and conventions are adhered to. Ensure the provision of appropriate and cost-effective services. Manage human resource and academic management service affairs in the college. Provide guidance and adequate support for and development of the staff. Ensure development of PMDS of staff. Monitor quality control of work and develop annual performance plan. Monitor the planning, organizing and delegation of work.

ENQUIRIES

: Ms E Sithole/ Mr R Kgare/MS XE Rikhotso Tel No: (012) 312 5498/5165/5513

<u>APPLICATIONS</u>	:	DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply
<u>NOTE</u>	:	Follow the easy prompts/instructions. Upload the supporting documents namely, a comprehensive CV, and copies of all qualifications (including matriculation), identity document, valid driver's license, and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A user guide and 'how to' videos will assist in how to compete for the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. Note: All shortlisted candidates will be required to undertake writing test. "DHET is committed to providing equal opportunities and affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organization. Women and people living with disability will receive preference in all SMS positions".
<u>CLOSING DATE</u>	:	22 September 2025
<u>POST 32/45</u>	:	<u>DEPUTY PRINCIPAL: PARTNERSHIPS, INNOVATION AND DEVELOPMENT (X5 POSTS)</u> Branch: Technical And Vocational Education and Training
<u>SALARY CENTRE</u>	:	R1 059 105 per annum (Level 12), (all-inclusive remuneration package)
	:	Positions based at Technical and Vocational Education and Training Colleges: King Hintsa TVET College Ref No: DHET 33/09/2025 Tshwane North TVET College Ref No: DHET 34/09/2025 Mthashana TVET College Ref No: DHET 35/09/2025 Nkangala TVET College Ref No: DHET 36/09/2025 College of Cape Town TVET College (Ref No: DHET 37/09/2025)
<u>REQUIREMENTS</u>	:	An appropriate NQF Level 7 in Business Management or related qualification. A minimum of 3 years junior management level experience in a stakeholder liaison, business management, partnership environment and 5 years working experience. Junior management experience within a Post School Education and Training environment will be an added advantage Knowledge of Research and Statistics Analysis, Monitoring, Evaluation and Reporting, policies and legislation applicable within the Education sector, Academic Framework and thorough understanding Education sector. Strategic capability and leadership skills, people management and empowerment skills, programme and project management skills, change management skills and problem-solving skills. Proactive, committed, loyal and client service focus values. A valid driver's license.
<u>DUTIES</u>	:	To strategically director, develop, implement and maintain the college business as per TVET college mandate in the field of Quality Assurance, Student Support Services, Communication, Marketing and Advancement, International Partnership and the facilitation of the Operation and Strategic Planning for TVET colleges. Ensure that the Quality Assurance System are developed and maintained to achieve continual improvement and customer satisfaction. Ensure that the holistic Student Support Service strategy are developed,

implemented and maintained for the enhancement of student wellbeing and ultimately student performance. Ensure that the Communication, Marketing and Advancement strategy align with the college mandate. Strategically direct, development, implementation, and management of the marketing strategy. Coordinate the development and maintenance of International Partnership, international liaison and services to foreign students and other international related activities. Coordinate and facilitate the Operation and Strategic Planning. Manage human resource and Partnership Innovation and Development affairs in the College. Provide guidance and adequate support and development of the staff. Ensure compliance with all administrative requirements, regulations, rules and introductions pertaining to Partnership Innovation and Development. Ensure development of PMDS of staff. Monitor quality control of work and develop annual performance plan. Monitor the planning, organizing and delegation of work.

**ENQUIRIES
APPLICATIONS**

: Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5498/5165/5513
: DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or <http://z83.ngnscan.co.za/apply>

NOTE

: Follow the easy prompts/instructions. Upload the supporting documents namely, a comprehensive CV, and copies of all qualifications (including matriculation), identity document, valid driver's license, and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A user guide and 'how to' videos will assist in how to compete for the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. Note: All shortlisted candidates will be required to undertake writing test. "DHET is committed to providing equal opportunities and affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organization. Women and people living with disability will receive preference in all SMS positions".

CLOSING DATE

: 22 September 2025

POST 32/46

: **ASSISTANT DIRECTOR: REGISTRATION SERVICES REF NO: CORP/ASD/REG/01**
PERSAL (Permanent Appointment)
Re-advertisement, candidates who previously applied are encouraged to reapply.

**SALARY
CENTRE
REQUIREMENTS**

: R582 444 per annum (Level 10)
: Corporate Office
: Matric/Grade12 Certificate plus a recognised 3-year National Diploma or Degree in Public Management/ Public Administration/ Business Administration or any other relevant qualification. A minimum of 3 to 5 years relevant work experience in registration services preferably in the Public Sector or Institutions of Higher Learning of which 3 years should be on a supervisory level. Knowledge and understanding of the registration processes and procedures. Knowledge of the TVET sector regulations and legislative framework.

	Knowledge of the Business Management Systems. Knowledge of practice notes, provincial and national policy frameworks relevant to Education, Training and Development. Knowledge of Skills Development Act, PSET Act, Labour Relations Act, Public Service Regulations and Public Service Act. Must be computer literate. Must have a valid driver's license. Should have strong administrative, planning, organising, report writing, problem solving, project management and people management 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. Develop and implement student enrolment and registration standard operating procedures which are aligned to those of the department. Establish and oversee the work of College Enrolment Committee as well as Student Selection Committee. Champion online application and registration processes. Provide workshops on the implementation of policies and procedure in relation to student registration, admission, scheduling, and records. Advise on the marketing strategies to attract new potential students. Manage the database for new graduates and alumni into the job market. 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 regards to choices of and placement within programmes. Ensure that student orientation is conducted into college and campuses. Develop and implement a filing system for student records. Conduct monitoring and verification of student records across the delivery system/sites. Oversee the provision of student financial aid and bursary services support. Ensure that the TVET Bursary Scheme is administered strictly according to the bursary rules and guidelines. Monitoring the tracking of student bursary requirements compliance and implement remedial initiative as required.
<u>ENQUIRIES</u>	: Ms M Hlatshwayo or Mr P Motai Tel No: (011) 692 4004 Ext. 1010/1061/1062
<u>APPLICATIONS</u>	: Please hand deliver your application or email it to asdreg@westcol.co.za quoting the reference number to the Principal, Western TVET College Corporate Office, 42 Johnstone Street, Randfontein, 1760.
<u>NOTE</u>	: All applications must be accompanied by a signed and fully completed NEW Z83 form obtainable from any public service Department or DPSA website, a comprehensive CV including at least three contactable references. Only shortlisted candidates will be required to submit certified copies of original documents with academic records/transcripts and other relevant supporting documents on or before the day of the interview following communication from the HR Office. Foreign qualifications must be accompanied by a SAQA evaluation report. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification and employment verification). Western TVET College is an equal opportunities employer and reserves the right not to fill the posts. People with disability are encouraged to apply. If you have not been contacted within six months after the closing date, please consider your application as unsuccessful.
<u>CLOSING DATE</u>	: 19 September 2025 at 12:00
<u>POST 32/47</u>	: <u>ASSISTANT DIRECTOR: PROJECT MANAGEMENT REF NO: CORP/ASD/PM/02</u> College Council Appointment Duration: 1 Year contract Re-advertisement, candidates who previously applied are encouraged to reapply.
<u>SALARY</u>	: R468 459 per annum (Level 09), plus 37% in lieu of benefits
<u>CENTRE</u>	: Corporate Office
<u>REQUIREMENTS</u>	: Matric/Grade12 Certificate plus a recognised 3-year National Diploma or Degree in Building Management/Safety Management/Civil Engineering/Architecture Construction Management/ Project Management or a relevant Degree in Engineering. A minimum of 3 to 5 years relevant work experience in facilities management, SHERQ and OHS of which 2-3 years should be on a supervisory level. Must have a valid driver's license. Must be computer literate. Knowledge of the TVET sector regulations and legislative framework. Knowledge of Public Service Act and Regulations, Occupational Health and Safety Act, fire control and facilities management systems. must demonstrate leadership, communication skills, and attention to detail while

DUTIES

managing the entire lifecycle of the project. Should have strong administrative, planning, organising, report writing, project management, problem solving and people management skills.

: Successful candidates will be responsible for the planning, execution, and success of a project which includes the following responsibilities: Manage the development or improvement of physical infrastructure to ensure college has adequate physical infrastructure and maintenance in line with Capital Infrastructure Efficiency Grant (CIEG). Compile maintenance plan regarding machinery, tools, and equipment costing and submitted to DHET. Timeous reporting to different stakeholders. Determine and define project scope and objectives. Predict resources needed to reach objectives and manage resources in an effective and efficient manner. Prepare budget based on scope of work and resource requirements. Track project costs to meet budget. Develop and manage a detailed project schedule and work plan. Provide project updates on a consistent basis to various stakeholders about strategy, adjustments, and progress. Manage contracts with vendors and suppliers by assigning tasks and communicating expected deliverables. Monitor progress of the projects. Measure project performance to identify areas for improvement. Engage with all levels of the organisation in a professional manner. Setup and manage project governing meetings at all levels of the project structure. Ensure that all stakeholders and project team members execute on their activities in terms of the project mandate. Identify potential risk hazards in the building and ensure there is proper signage in and around the buildings to minimise risks.

**ENQUIRIES
APPLICATIONS**

: Ms M Hlatshwayo or Mr P Motai Tel No: (011) 692 4004 Ext. 1010/1061/1062
: Please hand deliver your application or email it to asdpm@westcol.co.za quoting the reference number to the Principal, Western TVET College Corporate Office, 42 Johnstone Street, Randfontein, 1760.

NOTE

: All applications must be accompanied by a signed and fully completed NEW Z83 form obtainable from any public service Department or DPSA website, a comprehensive CV including at least three contactable references. Only shortlisted candidates will be required to submit certified copies of original documents with academic records/transcripts and other relevant supporting documents on or before the day of the interview following communication from the HR Office. Foreign qualifications must be accompanied by a SAQA evaluation report. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification and employment verification). Western TVET College is an equal opportunities employer and reserves the right not to fill the posts. People with disability are encouraged to apply. If you have not been contacted within six months after the closing date, please consider your application as unsuccessful.

CLOSING DATE

: 19 September 2025 at 12:00

POST 32/48

: **ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: NLC/48/2025**

**SALARY
CENTRE
REQUIREMENTS**

: R468 459 – R551 823 per annum
: Northlink TVET College
: National Diploma (NQF Level 6) or Bachelor's Degree (NQF Level 7) in Labour Relations/Human Resources Management and/or Labour Law. LLB would be an added advantage. Three (3) to five (5) years relevant experience in Labour Relations of which a minimum of three (3) years must be a supervisory experience. Computer Literacy. Valid Driver's Licence. Knowledge of the relevant legislation and policies. Knowledge of the Labour Relations Act. Knowledge of Employment Equity Act, Public Service Act and Regulations and any other related legislation. Knowledge of the CET Act. Knowledge and understanding of TVET sector. Sound knowledge of International Labour Organization (ILO). Knowledge of PERSAL. Planning, organizing, communication and interpersonal skills. Report writing, problem solving, conducting investigations, people management and presentation skills.

DUTIES

: Maintain sound Labour Relations at the College. Render advice on Labour related matters. Develop and implementation of Human Resource policies and manuals. Ensure proper the implementation of disciplinary procedures, grievance procedures and code of conduct. Conduct investigations and disciplinary hearings. Management of strike action. Facilitate and conduct Labour relations training and workshops. Ensure proper implementation of collective bargaining council resolutions. Management of all human, financial and other resources of the unit.

ENQUIRIES
APPLICATIONS

: Mrs. M Anthony; Tel no: (021) 970 9019
: Northlink TVET College invites applicants to apply online via email: Careers6@northlink.co.za or alternatively, applications can be hand-delivered to the Central Office, 80 Voortrekker Road, Bellville, 7530.

NOTE

: Applications can be submitted via email to: Careers6@northlink.co.za by quoting the post applying for and the relevant reference number provided on the subject line. All documents submitted must be in a PDF Format. Applicants are advised to submit one pdf document per application. A complete set of application documents should be submitted separately for every post you wish to apply for. Applications must be submitted on the new Z83 form which has since been in effect from 1 January 2021, obtainable from any Public Service Department and must be accompanied by a comprehensive Curriculum Vitae (CV). 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. Please indicate the reference number and the post description of the position you are applying for on your application form, the Z83 Form must be dated, signed and the candidate must initialise both pages of the Form. Applications submitted using the old Z83 Form will not be accepted. Non-RSA Citizens/Permanent Resident, Permit Holders will be required to submit their permit on the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated South African Qualifications Authority (SAQA). A separate application must be submitted for each post that you are applying for. Late Applications received after closing date and time, incomplete, and faxed applications will not be considered. The employment decision shall be informed by the Employment Equity Plan of the College. It is the intention of the College to promote representativity (race, gender, and disability) in the College through the filling of these post(s). Applicants from the designated groups especially in respect of people with disabilities will receive preference. The College as the employer reserves the right not to make any appointment. Where applicable, candidates will be subjected to a skills test. Correspondence will only be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 60 days of the closing date should consider their application unsuccessful. Northlink Technical and Vocational Education and Training (TVET) College is inviting applications from suitably qualified candidates to fill the following vacancies.

CLOSING DATE

: 30 September 2025 @ 12H00

POST 32/49

: **SENIOR RISK AND FRAUD PREVENTION OFFICER REF NO: CORP/RISK//03**

PERSAL (Permanent Appointment)

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

SALARY
CENTRE
REQUIREMENTS

: R397 116 per annum (Level 08), plus benefits

: Corporate Office

: Matric/Grade12 Certificate plus a recognised 3-year National Diploma or Degree in Risk Management/Internal Audit or any other relevant qualification. Must have a minimum of 3 to 5 years relevant work experience in risk, fraud, investigations and ethics management. Supervisory experience will be an added advantage. Must have a valid driver's license. Must be computer literate. Must have knowledge and experience in setting up and managing fraud hotline requests will be an added advantage. Certified Internal Auditor (CIA) and Certification in Risk Management Assurance (CRMA) qualifications would be an added advantage. Must have a valid driver's license. Must be computer literate. Knowledge of Risk Management principles, practices, and procedures. Knowledge of the National Treasury Risk Management Framework in the Public Sector. Knowledge and understanding of the Risk, Fraud, Ethics and Integrity Management environment. Knowledge of conducting fraud awareness and risk training sessions, implementation of appropriate fraud detection techniques and software. Should have good report writing, analytical, project management, planning, organising, problem-solving skills and be able to identify and mitigate risks effectively.

<u>DUTIES</u>	:	Ensure overall supervision and facilitate the provision of risk management services. Identify risks at the college. Facilitate the strategic, operational and process level risk assessment. Compile risk register for strategic, operation and process level. Provide risk management reports. Reporting monthly to management and quarterly to the Audit and Risk Committee. Facilitate the development and maintenance of internal anti-corruption system. Facilitate the fraud or corruption risk assessments. Conduct investigations on allegations of corruption. Facilitate the promotion of the implementation of code of conduct, remunerative work, financial disclosure system, conflict of interests and gift register. Facilitate trainings, workshops and awareness campaigns on risk, fraud, ethics and integrity management in the college.
<u>ENQUIRIES</u>	:	Ms M Hlatshwayo or Mr P Motai Tel No: (011) 692 4004 Ext. 1010/1061/1062
<u>APPLICATIONS</u>	:	Please hand deliver your application or email it to snrrisk@westcol.co.za quoting the reference number to the Principal, Western TVET College Corporate Office, 42 Johnstone Street, Randfontein, 1760.
<u>NOTE</u>	:	All applications must be accompanied by a signed and fully completed NEW Z83 form obtainable from any public service Department or DPSA website, a comprehensive CV including at least three contactable references. Only shortlisted candidates will be required to submit certified copies of original documents with academic records/transcripts and other relevant supporting documents on or before the day of the interview following communication from the HR Office. Foreign qualifications must be accompanied by a SAQA evaluation report. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification and employment verification). Western TVET College is an equal opportunities employer and reserves the right not to fill the posts. People with disability are encouraged to apply. If you have not been contacted within six months after the closing date, please consider your application as unsuccessful.
<u>CLOSING DATE</u>	:	19 September 2025 at 12:00

INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE

The Independent Police Investigative Directorate (IPID) is an equal opportunity and affirmative action employer. It is our intention to promote representatively in terms of race, gender and disability within the Department through the filling of posts.

CLOSING DATE : 19 September 2025

NOTE : The Independent Police Investigative Directorate is offering opportunities to unemployed South Africans University Graduates who have not been exposed to work experience related to their qualifications. Application quoting the reference number must be made to the province of residence and be submitted through the addresses depicted under each post. Applicants are not required to submit copies of qualifications and other relevant documents on applications but must submit Z83 and a detailed Curriculum Vitae. Applications quoting the correct 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 form (old Z83) will not be considered. Each application for employment form must be fully completed, signed and initialed by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. A recently updated, comprehensive CV as well as a fully completed and initialed new signed Z83 (Section A, B, C & D are compulsory and section E, F and G are not compulsory if CV it is 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. Non-RSA Citizens/Permanent Resident Permit Should you be in possession of a foreign qualification; it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (only when shortlisted). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Due to the large number of applications, we envisage to receive, applications will not be acknowledged, if you have not been contacted within three (3) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Correspondence will be limited to short-listed candidates only. Therefore, only shortlisted candidate for the post will be required to submit the documents on or before the date of the interview. The successful candidate will have to undergo security vetting. His / her character should be beyond reproach. The appointment is subject to security clearance, verification of qualifications and competency assessment (criminal record, citizenship, credit record checks, qualification verification and employment verification). Applicants must declare any pending criminal, disciplinary or any other allegations or 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 vetting 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.

GRADUATE INTERNSHIP PROGRAMME (2025 TO 2027)
(24 MONTHS)

OTHER POSTS

POST 32/50 : **GRADUATE INTERNSHIP PROGRAMME REF NO: Q9/2025/68 (X1 POST)**

STIPEND : R94 326 per annum

REQUIREMENTS : Qualification: NQF level 7: Public Administration

CENTRE : National Office, Pretoria, Office of the Chief Financial Officer

ENQUIRIES : Mr. Thipe Tel No: (012) 399 0185

APPLICATIONS : National office: direct your application to Independent police investigative directorate, Benstra building, 473 Stanza Bopape Steve Biko Street, Arcadia Pretoria 0001, or Recruitment10@ipid.gov.za. Please indicate the post name & reference number on the subject line when applying through email

<u>POST 32/51</u>	:	<u>GRADUATE INTERNSHIP PROGRAMME REF NO: Q9/2025/69 (X1 POST)</u>
<u>STIPEND</u>	:	R94 326.per annum
<u>CENTRE</u>	:	National Office, Pretoria, Call Centre Services
<u>REQUIREMENTS</u>	:	Qualification: NQF level 6 & 7: Marketing/Communication/Public Relations/Media Studies/ Call Centre Management or equivalent.
<u>ENQUIRIES</u>	:	Mr. Thipe Tel No: (012) 399 0185
<u>APPLICATIONS</u>	:	National office: direct your application to Independent police investigative directorate, Benstra building, 473 Stanza Bopape & Steve Biko Street, Arcadia Pretoria, 0001, or Recruitment14@ipid.gov.za . Please indicate the post name & reference number on the subject line when applying through email
<u>POST 32/52</u>	:	<u>GRADUATE INTERNSHIP PROGRAMME REF NO: Q9/2025/70 (X1 POST)</u>
<u>STIPEND</u>	:	R94 326.per annum
<u>CENTRE</u>	:	National Office, Pretoria, Office of the Chief Director: Investigation Services
<u>REQUIREMENTS</u>	:	Qualification: NQF level 7: Public Administration.
<u>ENQUIRIES</u>	:	Mr. Thipe Tel No: (012) 399 0185
<u>APPLICATIONS</u>	:	National Office: direct your application to Independent police investigative directorate, Benstra building, 473 Stanza Bopape & Steve Biko Street, Arcadia Pretoria 0001, or Recruitment12@ipid.gov.za . Please indicate the post name & reference number on the subject line when applying through email

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** : 22 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 32/53** : **DEPUTY DIRECTOR: NATIONAL REGISTER FOR SEX OFFENDERS (NRSO) SYSTEMS MANAGEMENT AND APPLICATIONS REF NO: 25/90/CS**
- SALARY** : R896 436 – R1 055 958 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office: Pretoria
- REQUIREMENTS** : An undergraduate qualification (NQF level 7) as recognized by SAQA in Law/Public Administration/Social Science or equivalent qualification; A minimum of 3 years' experience at managerial (Assistant Director) level in Administration /Law /Criminal Justice System; Experience in dealing with legislation and litigation of cases pertaining to the NRSO, coordinating training and service delivery improvement programmes; Knowledge of the jurisprudence law cases; Knowledge and understanding of the legislative framework, governing the Public Service, Financial Management and regulatory framework/ guidelines; prescripts; Knowledge and understanding of the Criminal Law (Sexual Offences and Related Matters) amendment Act, The Criminal Law (Sexual Offenders and Related Matters) Amendment Act, Criminal and Related matters Amendment Act, the Domestic Violence Amendment Act, relevant Public Service Legislation and the application of Batho Pele Principles; Understanding of issues surrounding GBVF, Ability to interpret, apply and implement legislation; Understanding of the NRSO system

		and its functionality. 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 and maintenance of National Register for Sex Offenders information system and integration; Manage the NRSO administration process on the electronic register/system; Manage the verification process of NRSO applications for certificates in respect of particulars; Manage human, finance and other resources.
<u>ENQUIRIES</u>	:	Mr SJ Kgafela Tel No: (012) 315 1042
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. Or Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.
<u>POST 32/54</u>	:	<u>SENIOR COURT INTERPRETER REF NO: 2025/53/MP</u>
<u>SALARY</u>	:	R325 101 – R382 959 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Office: Nsikazi
<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 Requirements: SiSwati, IxiTsonga, Sepedi. 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; Assist with capturing on ICMS; Supervise Court Interpreters.
<u>ENQUIRIES</u>	:	Mr LT Mndebele at 078 802 0880
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X11249, 24 Brown Street, Nedbank centre ,4th Floor Building, Nelspruit, 1200 or https://forms.office.com/r/X2XaVPasWu
<u>POST 32/55</u>	:	<u>ADMINISTRATION CLERK (X2 POSTS)</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	State Attorney, Mthatha Ref No: 109/25EC (X1 Post) Magistrate Office: Amsterdam Ref No: 2025/52/MP (X1 Post)
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent. Skills and Competencies: Computer literacy (MS Office); Good communication skills (verbal and written); Problem solving; Good interpersonal relations; Ability to work under pressure; Attention to detail.
<u>DUTIES</u>	:	Key Performance Areas: Render general clerical support services; Provide supply chain clerical support services within the component; Provide personnel administration clerical support services within the component; Provide financial administration support services in the component.
<u>ENQUIRIES</u>	:	Eastern Cape: Mr Ndamase Tel No: (043) 702 7000 / 7129 Mpumalanga: Mr IT Mndebele at 078 802 0880
<u>APPLICATIONS</u>	:	Eastern Cape: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, East London, 5200 or hand deliver at the Provincial Office, Department of Justice, 3 Phillip Frame Road, Waverley Park complex, East London or https://forms.office.com/r/X2XaVPasWu Mpumalanga: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X 11249, 24 Brown Street, Nedbank centre ,4th floor building, Nelspruit 1200 or https://forms.office.com/r/X2XaVPasWu

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** : Eastern Cape: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Postal Address: Private Bag X13012, Cambridge 5206, East London. Applications can also be hand delivered to 59 Western Avenue, Sanlam Park Building, 2nd Floor, Vincent 5242, East London
- CLOSING DATE** : 19 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 POST

<u>POST 32/56</u>	:	<u>REGISTRAR REF NO: 2025/219/OCJ</u>
<u>SALARY</u>	:	R324 579 – R1 111 323 per annum. 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>	:	Eastern Cape Division of the High Court: Gqeberha
	:	Grade 12 plus an LLB Degree qualification at (NQF 7) or a four (4) years Legal qualification as recognized by SAQA. A minimum of two (2) years legal experience obtained after qualification. Superior Court or litigation experience will be an added advantage. A valid driver's license. Skills and Competencies: knowledge of registry duties, case flow management, legislative framework governing the public service, storage and retrieval procedures in terms of the working environment and Batho Pele principles Computer Literacy, excellent Communication Skills (Verbal & Written), report writing skills, research skills, attention to detail, Planning and Organising skills, Problem solving, decision-making and Interpersonal skills. Observance of confidentiality. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.
<u>DUTIES</u>	:	Process default judgments to enhance efficiency of the court in handling of quasi-judicial functions. Determine whether pleadings/ processes comply with the court rules. Consider applications for default judgment (Rule 31[5]) – by applying Court rules and regulations, case law, discretion and knowledge. Execute taxations to enhance efficiency of the court in handling of quasi-judicial functions. Determine whether pleadings/ processes comply with the court rules. Tax bills of cost - by hearing arguments from the parties and apply discretion and knowledge to the reasonable litigation costs. Process and finalise opposed and unopposed Taxations in accordance with SOP. Deal with and finalise taxation reviews (Rule 48) through the drafting of stated cases, replies, and submission to the Judiciary. Analyse statistical data to assess trends and devise strategies to address identified risk factors. Resolve Presidential Hotline queries and chapter 9 institution enquiries. Manage the collation of performance information/ data/ Statistics for purpose of reporting as per Reporting Tools. Supervise and develop staff. Ensure general supervision of employees.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Mr S Mpako Tel No: (046) 603 5000 HR Related Enquiries: Mr S Mponzo Tel No: (043) 726 5217
<u>APPLICATIONS</u>	:	can be sent via email at 2025/219/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organization will give preference to candidates in line with the Employment Equity goals.

DEPARTMENT OF SCIENCE, TECHNOLOGY AND INNOVATION

The Department of Science, Technology and Innovation is an employer committed to employment equity, and coloured people, white women, and people with disabilities are encouraged to apply for these posts.

CLOSING DATE : 19 September 2025

NOTE : Applications quoting the relevant reference number must be made on a fully completed, signed, dated and initialed Z83 form, which can be downloaded from <https://www.dpsa.gov.za/dpsa2g/documents/ep/2020/Approved%20New%20Z83%20form%20Gazetted%206%20Nov%202020.pdf>. The Z83 form must be accompanied by an up-to-date curriculum vitae (including three contactable referees). Applications will not be considered if they are submitted on an old Z83 form (effective before January 2021), are incomplete, or are not signed, initialed and dated. Please submit only the Z83 and CV as one combined document, not any attachments or requests for acknowledgement of receipt. Human Resources will request certified documents from shortlisted candidates on or before the day of the interview. Applications must be emailed to the address specified for the particular post. There will be a criminal record check on shortlisted candidates, and their citizenship, previous employment, creditworthiness and qualifications will be verified. It is the responsibility of applicants to have any foreign qualifications verified by the South African Qualifications Authority. The Department will respond only to shortlisted candidates, who will be interviewed on a date and at a time specified by the Department. The Department reserves the right not to make any appointment.

OTHER POSTS

POST 32/57 : **PARLIAMENTARY AND CABINET SUPPORT OFFICER REF NO: DSTI 2025/01**

SALARY : R896 436 per annum, (all-inclusive remuneration package)

CENTRE : Pretoria

REQUIREMENTS : An appropriate NQF level 6 qualification. A minimum of three years' experience at assistant director or middle management level. Knowledge of ministerial operations. Broad knowledge and understanding of the functional areas covered by an executive authority's portfolio. Proven management competencies. Working knowledge of political and parliamentary processes in South Africa. Computer literacy and good verbal and written communication skills.

DUTIES : Monitor events in Parliament and in Cabinet to identify matters that have a bearing on the Minister's portfolio. Render an efficient and effective parliamentary service. Coordinate and control movements between the Pretoria and Cape Town offices for Parliamentary sessions (where applicable). Study the relevant public service and departmental prescripts, policies and other documents to ensure that they are properly understood and applied.

ENQUIRIES : Ms Dolly Masuku at 067 358 5859

APPLICATIONS : Applications must be emailed to pcs@dsti.gov.za

POST 32/58 : **DEPUTY DIRECTOR: ADMINISTRATION IN THE OFFICE OF THE DIRECTOR-GENERAL REF NO: DSTI 2025/02**

SALARY : R896 436 per annum, (all-inclusive remuneration package)

CENTRE : Pretoria

REQUIREMENTS : An NQF level 6 qualification in office management, public administration, business management or other relevant field. A minimum of three years' experience in a secretarial or administrative environment in a senior manager's office. Excellent knowledge of government and parliamentary processes. Knowledge of departmental processes, procedures, policies and protocols. Knowledge of the Public Financial Management Act and Public Service Regulations. Excellent organisational and time-management skills. Excellent verbal and written communication skills. Good computer skills and telephone etiquette. Strong negotiation skills. Ability to work under pressure and meet deadlines. Ability to work with diverse people. Ability to work with and in teams. Ability to multitask. Punctual, reliable and attentive to detail.

<u>DUTIES</u>	:	Plan, organise and coordinate the Director-General's diary. Provide the Director-General with secretarial, administrative, document and record-management, and other operational support. Coordinate the Director-General's travel and accommodation, as well as other logistical arrangements.
<u>ENQUIRIES</u>	:	Ms Dolly Masuku at 067 358 5859
<u>APPLICATIONS</u>	:	Applications must be emailed to dda@dsti.gov.za
<u>POST 32/59</u>	:	<u>DEPUTY DIRECTOR: SECRETARIAT SUPPORT IN THE OFFICE OF THE DIRECTOR-GENERAL REF NO: DSTI 2025/03</u>
<u>SALARY</u>	:	R896 436 per annum, (all-inclusive remuneration package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An NQF level 6 qualification in public administration, office management, business administration, business management or other related qualification. A minimum of three years' experience in a secretarial or administrative environment. Knowledge of government, cabinet and parliamentary processes. Knowledge and understanding of government policies, processes and procedures. Knowledge and understanding of the national system of innovation. Good knowledge and understanding of the Public Finance Management Act and Public Service Regulations. Knowledge of the Minimum Information Security Standards. Financial, stakeholder liaison, negotiation and problem-solving skills. Ability to work with diverse people. Ability to work under pressure, independently and in a team. Customer and service orientation. Project management.
<u>DUTIES</u>	:	Provide secretarial services during executive meetings and bilateral meetings with DSTI entities. Monitor the implementation of executive meeting decisions. Provide support in the coordination of parliamentary processes. Provide secretarial support for ministerial management meetings. Manage subordinates. Providing strategic support to the Director-General. Coordination, implementation and monitoring of ad hoc projects as delegated and per deadlines.
<u>ENQUIRIES</u>	:	Ms Dolly Masuku at 067 358 5859
<u>APPLICATIONS</u>	:	Applications must be emailed to ddsso@dsti.gov.za

DEPARTMENT OF SPORT, ARTS AND CULTURE (DSAC)

APPLICATIONS

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

CLOSING DATE
NOTE

: 19 September 2025 at 16:00

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

OTHER POSTS**POST 32/60**

: **ASSISTANT DIRECTOR: SOUTH AFRICAN SIGN LANGUAGE INTERPRETER REF NO: DSAC- 01/09/2025**

The purpose of the job is to manage and provide sign language interpreting and translation services at all Departmental events and assist in the development and promotion of SASL.

SALARY
CENTRE
REQUIREMENTS

: R468 459 per annum

: Pretoria

: Senior Certificate/Matric Certificate/ Grade 12 Certificate or equivalent qualification; A minimum three-year National Diploma (NQF level 6)/ Degree (NQF level 7) in Language Practice specialising in South African Sign Language (SASL) Interpreting/ Linguistics or any relevant Language qualification. 2-3 years relevant experience at least 2 years as a Language Practitioner in South African Sign Language interpreting services. A valid driver's license will be an added advantage. Competencies: Sound knowledge

of the Use of the Official Languages Act, 2012 (Act No.12 of 2012) and its Regulations 2014. Knowledge of Departmental Language Policy. Knowledge and understanding of Deaf culture and SASL grammatical structure. Interpreting and translation skills. Knowledge of correctly interpreting in SASL. Good interpersonal and communication skills. Computer literate. Planning and organisational skills. Strong administration skills. Database development and maintenance. Basic research skills. Conflict resolution. Should be prepared to travel and work outside normal hours. Willingness to accept responsibility. Ability to work under pressure and maintain a high level of confidentiality Ability to manage time efficiently.

DUTIES

: The incumbent manages and provides SASL Interpreting and translation services in the Department: Manage interpretation schedules. Interpret spoken language into SASL and vice versa in meetings, departmental events and official engagements. Translate documents, speeches, or audio content into SASL and/or video formats. Consultation with internal and external language stakeholders. Coordinate and attend meetings. Conduct research and develop a stakeholders' databases. Research about SASL. Report writing. Analyse and interpret information relevant to SASL. Keep abreast of the latest trends in SASL. Provide support towards the promotion, development and use of SASL. Create communication content and notices in SASL. Assist with Departmental language policy implementation. Ensure compliance with the Use of Official Languages Act and relevant legislation. Maintain confidentiality, impartiality and professional ethics. Conduct training and workshops in the Department to create awareness among employees on SASL and the Deaf culture. Promote and support inclusive SASL communication practices in the Department. Attend training in relation to SASL. Assist to develop and maintain a glossary of government-related SASL terminology. Assist in SASL orthography and terminology development. Identify applications and tools that need to be developed for SASL. Support budget processes related to SASL services. Liaise with relevant stakeholders such as PANSALB, Academic Institutions, etc.

ENQUIRIES

: Ms Z Ndimma Tel No: (012) 441 3833
For general enquiries: Ms N Zinganto Tel No: (012) 441 3127

POST 32/61

: **ASSISTANT DIRECTOR: INFORMATION SYSTEMS SECURITY REF NO: DSAC-02/09/2025**

The purpose of this job is to implement and maintain an information systems security framework in line with compliance and cybersecurity standards of the department.

SALARY CENTRE REQUIREMENTS

: R468 459 per annum (Level 09)
: Pretoria
: Senior Certificate/Matric Certificate /Grade 12 Certificate or equivalent qualification. A minimum three-year National Diploma (NQF level 6)/ Degree (NQF level 7) as recognised by SAQA in Information Technology/ Information Systems/ Computer Science/ Information Security or any relevant Information Technology qualification. Certification in Information Systems Security is an added requirement. 2-3 years relevant experience at least 2 years as a Chief /Network Controller/ Information Technology Technician in an Information Technology environment. Competencies: Knowledge of Public Service Regulation. Knowledge of ICT security principles, especially around VPN and remote access. Knowledge of national and departmental ICT security regulations. Knowledge of back-up and recovery Systems and management (VEEAM, NetBackup etc.) Knowledge in the design of cybersecurity and information system security solutions and technologies. Knowledge of backup systems and storage area networks. Knowledge of Firewalls and proxies. Presentation Skills. Computer literacy. Planning and organisational skills. Good communication and interpersonal relations. Problem solving skills. Client Orientation and Customer Focus.

DUTIES

: Implement and maintain Information Security Frameworks of the department: Develop, implement, and continuously update the department's information systems security framework. Ensure that the systems infrastructure aligns with security policies, compliance requirements, of the department. Oversee the secure configuration process. Ensure servers are properly configured and secured. Monitor and Secure Network Infrastructure. Monitor all network security tools, antivirus systems, firewalls, mail/web filtering, and intrusion detection systems. Perform regular reviews of system connectivity, unusual

activity or unauthorized access attempts. Participate in technical network audit and security audits. Ensure secure remote access in the department. Conduct Security Assessments and Risk Mitigation. Conduct regular vulnerability assessments and security testing to identify and address potential system weaknesses. Analyse results and implement risk mitigation strategies based on identified vulnerabilities. Support internal and external ICT audits by addressing VPN and related access control findings. Manage Access Control and User Authentication. Oversee user access management processes. Maintain IT access control solutions and systems. Check that the security logs are kept and maintained. Audit reports generated by the access control system. Creation/reset of users and passwords. Maintain and enforce multi-factor authentication (MFA) for VPN and sensitive system access. Support Business Continuity and Legal Compliance. Ensure secure data backup, storage, and replication to support disaster recoveries. Monitor compliance with national ICT security laws and policies. Implement audit recommendations. Contribute to the development and rollout of security policies and procedures. Create awareness training in the department.

ENQUIRIES

: Mr S Phala Tel No: (012) 441 3738
For general enquiries: Ms N Zinganto Tel No: (012) 441 3127

DEPARTMENT OF TRANSPORT

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

- APPLICATIONS** : Department of Transport, Private Bag X193, Pretoria, 0001 or hand deliver at the 159 Forum Building, Cnr Struben and Bosman Street, Pretoria for attention Recruitment Unit. Room 4034 or email to: Recruitment@dot.gov.za. Note: email applications must be sent as one attachment to avoid non-delivery of the email and only quotes the name of the post you are applying for on the Subject Line as directed on the post note.
- CLOSING DATE** : 26 September 2025
- NOTE** : Applications must be accompanied by a completed new Z83 form, obtainable from any Public Service Department, (or obtainable at). Applicants must fill in full new Z83 form part A, B, C, and D. A recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and dates). Applicants will submit certified copies of all qualifications and ID document on the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the post. All shortlisted candidates for will be subjected to undertake a technical exercise that intends to test relevant technical elements of the job; the logistics will be communicated to candidates prior to the interviews. Recommended candidates will also be required to attend a generic managerial competency assessment after the interviews also take a note that National School of Governance (NGS) has introduce compulsory SMS pre-entry certificate with effect from 01 April 2020 as Minimum Entry Requirements for Senior Management Services (submitted prior to appointment) and can be accessed through the following link: <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate must disclose to the Director-General particulars of all registrable financial interests, sign a performance agreement and employment contract with the Director-General within three months from the date of assumption of duty. The successful candidate must be willing to sign an oath of secrecy with the Department. Applicants will be expected to be available for selection interviews and assessments at a time, date and place as determined by the Department. An offer letter will only be issued to the successful candidate once the following has been verified educational qualifications, previous experience, citizenship, reference checks and security vetting. Please note: Correspondence will only be entered into with short-listed candidates.

OTHER POSTS

- POST 32/62** : **DEPUTY DIRECTOR: PHYSICAL SECURITY REF NO: DOT/HRM/2025/18**
Branch: Corporate Services
- SALARY** : R896 436 per annum (Level 11), all inclusive
- CENTRE** : Pretoria
- REQUIREMENTS** : A Qualification at NQF level 6 as recognised by SAQA in Policing Management/ Security Risk Management/ Safety and Security Management Disciplines coupled with 3 years' experience at a management or Assistant Director level in a security Management environment. State Security Agency Security Management Courses, Working knowledge of the MISS, MPSS and other applicable safety and security legislation, knowledge of the PFMA, Treasury Regulations, Public Service Act, Labour Relations Act and other Acts and Regulations governing the Public Sector, Advanced knowledge of crime investigations and security risk assessments, knowledge of OHS and its Regulations, Disaster Management Act, Fire Brigade Act and other relevant legislation, SANS Standards and Municipality by laws, Skills and Competencies: Computer literacy (Ms. word, Ms. Excel, Ms. Power Point), Analytical thinking and logic decision-making abilities, programme and project management skills, Good interpersonal relations and communication skills at all levels, conflict management skills, Problem solving and analysis skills, High level of honesty and integrity.

DUTIES

: The successful candidate will: Manage effective physical security policies and procedures, develop, implement and constantly evaluate physical security policies, procedures, plans and standards, develop, implement and manage an integrated and effective physical security measures, i.e., mechanical, electronic, procedural and manpower security measures, conduct physical security assessments, audits, and inspections, develop improvement plans for physical security, manage the contracted guarding security services, implement and evaluate compliance with security policies, procedures and plans, conduct regular physical security induction and awareness programmes, manage day-to-day physical security operations that include: access control, key control, control room operations, guarding and patrolling services, etc, Ensure effective functionality, management and maintenance of electronic security systems, develop and implement service and maintenance schedule for all security and fire safety equipment, inspect and conduct tests on security and fire equipment and initiate corrective actions, monitor and ensure adherence to Service Level Agreement (SLA) standards by services/systems providers, supervise all physical security systems implementation and projects, Provide security investigations services, develop security investigation procedures and standards, conduct investigations on all reported physical security breaches and incidents, provide comprehensive reports and recommendations on all cases investigated, develop and implement an incident-tracking database, develop proactive security measures to prevent and minimize security incidents and asset losses, Develop and implement effective emergency plan, conduct threat and risk assessments that can result in emergency situations, develop appropriate contingency plans and subject the same to evaluation and endorsement by relevant external government bodies, ensure appointment and training of contingency officials in their respective duties, effectively participate in Emergency Management Committee functions, effectively and regularly liaise with relevant external government bodies and professional organizations, review and practice contingency plans on an annual/bi-annual basis, Manage events security and special assignments for Department, constantly engage the various Branches and internal stakeholders to identify events that will be hosted by the Department, monitor a schedule of events to be hosted by the Department and submit appropriate Events Security Categorization applications in terms of Safety at Sports and Recreation Events Act, 2010. Collaborate with law enforcement and relevant stakeholders to ensure appropriate Event Safety and Security Committee is established and Event Safety and Security Plan is developed and implemented, identify key safety and security issues that may threaten successful hosting of the Departmental events and develop and implement mitigation plans, develop and implement security plans for departmental special security assignments as may be required from time to time, Manage the resources of the Sub-directorate, provide supervisory leadership to subordinates, conduct informal and on-the-job training and coaching to subordinates to maximize their job knowledge and service delivery, facilitate training and empowerment of subordinates, manage performance of subordinates, provide inputs to the Directorate's Business Plan, utilize and manage financial resources (budget) effectively and efficiently, effective communication and document management system.

**ENQUIRIES
NOTE**

: Mr S Dube Tel No: (012) 309 3882
: Candidates must quote name of the post for the above-mentioned position on the subject line when applying i.e., "Deputy Director: Physical Security: Corporate Services"

POST 32/63

: **DEPUTY DIRECTOR: INFORMATION SECURITY REF NO:
DOT/HRM/2025/19**
Branch: Corporate Services

**SALARY
CENTRE
REQUIREMENTS**

: R896 436 per annum (Level 11), all inclusive
: Pretoria
: A qualification at NQF level 6 as recognised by SAQA in Security Risk Management/ Policing Management/ Corrections Management/ Education with 3 years' experience at a management or Assistant Director level within the Security Management environment. Valid Security Clearance certificate issued by the State Security agency, State Security Agency Security Management Courses, South African Defence force or south African police service. Working knowledge of the MISS and other applicable safety and security legislation,

DUTIES

Leadership and Management experience, Public Service Act, Labour Relations Act and other Acts and Regulations governing the Public Sector, knowledge of the PFMA: Skills and Competencies: Computer literacy (Ms. word, Ms. Excel, Ms. Power Point), Analytical thinking and logic decision-making abilities, detection, analytical thinking, decision making and motivational abilities, effective communication skills at all levels, report writing and presentation skills, programme and project management skills, Good interpersonal relations and communication skills at all levels, conflict management skills, Problem solving and analysis skills, High level of honesty and integrity.

: The successful candidate will: Develop implement and manage an effective document classification and protection programme, develop, implement and constantly evaluate and review document security policies, procedures, plans and standards. Conduct security risk assessments and surveys to identify the different types of information contained in documents in the department. Determine, in consultation with the State Security Agency (SSA) the categories of information that should be classified, manage the register of the document classification register, conduct document security audits and inspections to determine whether sensitive documents have been properly classified, are properly stored and all office security requirements are adhered to. Investigate all incidents of document security breaches, and initiate appropriate corrective actions, ensure that document security breaches are reported to the SSA, formulate a document incident tracking data base, advise the DOT management and all the relevant stakeholders on document security. Develop, implement and ensure effective management of information communication and technology (ICT) security, Develop and implement the Information Communication and Technology (ICT) policy, Render ICT Security advisory to the department, in terms of developing and implementing strategies to classify information technology asset, Develop and implement IT assets protection measures, Manage the process of Information Security Systems Audit and penetration tests to be conducted SSA / COMSEC and ensure recommendations on findings are implemented, Ensure that all ICT assets are protected in accordance with IT governance and codes of good practice, Identify telephones and faxes that require encryption devices. Manage the speech and data encryption equipment supplied by COMSEC to the department, ensure that regular Technical Surveillance Counter Measures operations at strategic/sensitive areas are conducted, ensure that all incidents of ICT security breaches are investigated, and initiate appropriate corrective actions. Report the ICT security breaches to the SSA, and ensure the incident is recorded on database for record tracking. Manage ICT security report from Internal Audit, SSA, COMSEC and other Transport Agency, Ensure the users of encryption devices meet the COMSEC requirements. Develop, implement and manage educational security (security awareness, induction, briefing, etc), Develop a comprehensive educational security/awareness program iro document, personnel and ICT security, Manage the implementation of information security awareness and induction programmes, Constantly evaluate impact of and relevancy of educational programs, conduct research on new developments and ensure improvement, Determine and review the security training and awareness needs of personnel, contractors and consultants and arrange for such training, Ensure that personnel, contractors and consultants are trained and their security awareness enhanced in handling classified, personal and valuable information correctly, Regularly consult with the SSA to determine any new developments or changes in the security training and awareness fields, Ensure the users of encryption devices are trained on usage of the equipment, Provide document, ICT, personnel security advisory services to DoT agencies, transversal functions, events, etc. Partake in all departmental projects that have document, ICT or personnel security implications, Render security advisory services to DoT's agencies iro above functions as may be necessary, Render above services to all national and international events organized by the department as assigned, Coordinate, in collaboration with SSA, all aspects of security accreditations in events organized by the department as assigned, Conduct informal and on-the-job training and coaching to subordinates to maximize their job knowledge and service delivery, Manage events security and special assignments for Department. Establish, implement and manage events safety and security policy that ensure compliance with legislation that governs events hosting requirements; Constantly engage the various Branches and internal stakeholders to identify events that will be hosted by the Department; Monitor

a schedule of events to be hosted by the Department and submit appropriate Events Security Categorization applications in terms of Safety at Sports and Recreational Events Act, 2010; Collaborate with law enforcement and relevant stakeholders to ensure appropriate Event Safety and Security Committee is established and Event Safety and Security Plan is developed and implemented; Identify key safety and security issues that may threaten successful hosting of the Departmental events and develop and implement mitigation plans; Develop and implement security plans for departmental special security assignments as may be required from time to time. Manage the resources of the Sub-directorate, Monitor activities of the sub-directorate. Facilitate training and empowerment of subordinates, manage performance of subordinates, provide inputs to the Directorate's Business Plan, Provide inputs to the DOT's Strategic Plan, Annual Performance Plan and Quarterly Reports, Effective communication and document management system.

ENQUIRIES
NOTE

: Ms. R Masilela Tel No: (012) 309 3767
: Candidates must quote name of the post for the above-mentioned position on the subject line when applying i.e., "Deputy Director: Information Security: Corporate Services"

POST 32/64

: **DEPUTY DIRECTOR: TRANSPORT SECURITY AND EVENTS**
COORDINATION REF NO: DOT/HRM/2025/20
Branch: Corporate Services

SALARY
CENTRE
REQUIREMENTS

: R896 436 per annum (Level 11), all inclusive
: Pretoria
: A qualification at NQF level 6 as recognized by SAQA in Security Risk Management / Policing Management / Corrections Management / Social Sciences with 3 years' experience at a management or Assistant Director level within the security management environment. Security Vetting Course as offered by: State Security Agency/ South African Defence Force or South African Police Service, Valid Security Clearance Certificate, knowledge of the MISS and other relevant security directives, legislation and regulations, Leadership and management experience, knowledge in PFMA; Skills and Competencies: effective communication skills at all levels, report writing and presentation skills, planning, organizational skills, relationship and conflict management skills, detection, analytical thinking, decision-making and motivational abilities, high level of honesty and integrity, analysis of information, listening and interviewing skills, computer literacy, compilation of management reports, , power-point Presentation Skills, mentoring and Coaching skills.

DUTIES

: Manage transport-sector intergovernmental security committee and coordinate implementation of transport safety, security and stability goals outlined in National Security Strategy, Coordinate the implementation of transport activities outlined and emanating from National Security Strategy (NSS) and National Joint Operations and Intelligence Structure (NATJOINTS); Represent the department on inter-governmental special operations sanctioned by NATJOINTS; Participate in relevant transport sector inter-governmental committees and ensure that safety, security and stability issues affecting the department are appropriately addressed; Coordinate the Transport Security Coordinating Committee activities and provide administrative support; Coordinate tasks allocated to Transport Security Coordinating Committee members and provide support in executing their tasks where necessary. Manage events security and special assignments for the Department, Establish, implement and manage events safety and security policy that ensure compliance with legislation that governs events hosting requirements; Constantly engage the various Branches and internal stakeholders to identify events that will be hosted by the Department; Monitor a schedule of events to be hosted by the Department and submit appropriate Events Security Categorization applications in terms of Safety at Sports and Recreational Events Act, 2010; Collaborate with law enforcement and relevant stakeholders to ensure appropriate Event Safety and Security Committee is established and Event Safety and Security Plan is developed and implemented; Identify key safety and security issues that may threaten successful hosting of the Departmental events and develop and implement mitigation plans; Develop and implement security plans for departmental special security assignments as may be required from time to time. Manage the administration and management of vetting fieldwork processes, Establish and develop systems and processes that will ensure compliance in relation to

the relevant legislation. Manage the vetting fieldwork unit in accordance with the National Vetting Strategy, Manage the Security Vetting Adjudication System (SVAS) and Security Vetting Information System (SVIS) to comply with the vetting fieldwork investigations' requirements. Coordinate, prioritize and monitor vetting files, Conduct quality control on all vetting investigation files. Provide feedback and identify gaps in the investigations and refer back to vetting officers for follow up. Submit vetting investigations report and files to State Security Agency (SSA) for polygraph examination, evaluation and the issuance of security clearances. Receive security clearance outcomes from SSA and sign them off for issuance to respective officials/ applicants. Liaise with internal and external stakeholders. Liaise with SSA, Defence, Home Affairs, SAPS and other stakeholders for advice in the enhancement of vetting processes within the NDOT. Make follow-up enquiries with SSA regarding the progress of vetting files submitted. Refer SSA recommendations to Employee Health and Wellness for intervention. Provide feedback to DoT officials on the progress of their vetting applications. Initiate research and benchmarking for the Improvement of Internal Processes, Draft submissions to the DG regarding security clearance' denials, Provide personnel security advisory services to NDoT agencies, transversal functions, events, etc. Participate and interact with other government departments regarding benchmarking exercises, training, workshops and meetings. Develop and implement effective personnel security, i.e. security screening and vetting process, Develop and implement vetting and screening security policies, procedures and standards. Develop a strategy to Identify all positions that require to be vetted and appropriate security clearance levels. Provide departmental-wide advice on personnel security matters. Develop and implement vetting and security screening strategies and plans, Manage the vetting and pre-employment screening reports from State Security Agency, ensure that all new employees are subjected to pre-employment security screening prior appointment. Ensure that all service providers are subjected to security screening process prior/during contracting. Manage the resources of the sub-directorate, Manage the vetting fieldwork investigations of officials within the department by ensuring that files are allocated timeously to vetting officers, Compile and submit the, completed vetting files to SSA in the prescribed format, coordinate resources to ensure the proper functioning of the vetting fieldwork unit. Participate in projects and task teams dealing with vetting matters. Identify skills development needs and provide training and development opportunities for vetting field-workers. Monitor the proper utilization of equipment and the budget allocated for vetting fieldwork, mentor and coach the vetting fieldworkers in the section, administer the performance management development system within the Sub-directorate. Develop appropriate tactical/operational plans and strategies aligned to the Directorates strategies, plans and objectives. Provide effective HR and labour-related administrative functions. Utilize and manage financial resources (budget) effectively and efficiently. Provide leadership to subordinates. Conduct informal and on-the-job training and coaching to subordinates to maximize their job knowledge and service delivery. Develop business plan Report on Sub-directorate's progress (quarterly report and annual reports), Manage and monitor the vetting database. Analyse all security risks relating to all pre-screening results and vetting results and initiate appropriate actions and recommendations. Liaise with HR and Supply Chain Management in relation with the screening of Companies and DoT employees.

**ENQUIRIES
NOTE**

: Ms. R Masilela Tel No: (012) 309 3767
: Candidates must quote name of the post for the above-mentioned position on the subject line when applying i.e., "Deputy Director: Information Security: Corporate Services"

POST 32/65

: **SECURITY OFFICER: CORPORATE SERVICES REF NO:**
DOT/HRM/2025/21
Branch: Corporate Services

**SALARY
CENTRE
REQUIREMENTS**

: R228 321 per annum (Level 05)
: Pretoria
: National Senior Certificate/ Grade 12, Grade "C" PSIRA accredited certificate, one-year experience within the security industry. A National Certificate in Security Management is an added advantage, Knowledge of Control of Access to Public premises and Vehicle Act and other relevant legislations; Knowledge and skills: Good planning, organizing and coordinating skills; Good

communication and interpersonal skills; computer literacy, ability to work under pressure.

DUTIES

: The successful candidate will: Render access control services, administer access control to all employees and visitors and ensure that all aspects of access control are complied with, issue access control permits and receive same on departure, ensure that all visitors are fetched from reception/access control point and escorted throughout building by hosts, subject employees and visitors to walkthrough detection systems and ensure that weapons and unauthorized articles are not taken into the building, ensure that private firearms are locked in appropriate firearms safe facility, place baggage to X-ray examination and ensure that all unauthorised items/article detected are prevented from entering the premises, ensure that all private property brought into the building are declared in the appropriate registers, ensure that all assets removed from the premises are accompanied by appropriate asset removal permits, provide statistical reports in respect of access control administration, Provide effective control room operations and electronic security systems monitoring, monitor all electronic security systems at control room, check for the operation of all electronic systems during one's shifts, dispatch patrolling security officers to respond to detected security breaches and irregularities, record all security breaches detected and actions initiated, test all fire equipment and two-way communications on the commencement and termination of one's shift regularly, serve as a centre of communication for the security department by receiving, recording, and ensuring response to all internal and external requests/complaints, ensure that all fire detection and monitoring equipment are working and regular serviced, in case of emergency, set the access control doors on emergency mode, verify location of employees in the building through access control system and carry out any other duties as may be instructed, ensure that the control room serves as the integral part of the operational security, activate Armed Response in case of duress situations, provide statistical reports with regard to control room operations, provide general guarding and patrolling security services, conduct inspections inside and outside the building and record all security breaches and irregularities discovered, conduct office inspections to check compliance with office security, remove all vulnerable assets abandoned in risky areas and safely keep them in safe custody, check perimeter fence and electronic security systems deployed around the building on commencement and termination of one's shift, conduct vehicular searches where appropriate and necessary, during emergency situations or evacuation drills, provide security services as may be necessary, conduct escort duties as may be necessary, conduct inspections on all fire equipment and OHS related risks and hazards, provide Guarding during external & internal events, monitor, report and investigate security breaches, report all security breaches, monitor, record and investigate all incidents, provide assistance during events.

ENQUIRIES

: Mr S Dube Tel No: (012) 309 3882

NOTE

: Candidates must quote name of the post for the above-mentioned position on the subject line when applying i.e., "Security Officer: Corporate Services"

DEPARTMENT OF WATER AND SANITATION

CLOSING DATE
NOTE

- : 19 September 2025
- : Interested applicants must submit their applications via the online link <https://erecruitment.dws.gov.za/> Other related documentation such as copies of qualifications, identity document, driver's license etc need not to accompany the application when applying for a post as such documentation must only be produced by shortlisted candidates during the interview date in line with DPSA circular 19 of 2022. With reference to applicants bearing professional or occupational registration, fields provided in Part B on the online Z83 must be completed as these fields are regarded as compulsory. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. Shortlisted candidates will be subjected to suitability checks (SAQA verification, reference checks criminal and credit checks). SAQA evaluation certificate must accompany foreign qualifications (only when shortlisted). Applications that do not comply with the above-mentioned requirements will not be considered. All shortlisted candidates pertaining to Senior Management Services (SMS) posts will be subjected to a technical and competency assessment and a pre-entry certificate obtained from the National School of government is required prior to the appointment. Candidates will be required to complete a financial disclosure form and undergo security clearance. Foreigners or dual citizenship holders must provide a police clearance certificate from country of origin (only when shortlisted). The Department of Water Sanitation is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996) the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Correspondence will be limited to short-listed candidates only. If you do not hear from us within three (3) months of this advertisement, please accept that your application has been unsuccessful. Faxed applications will not be considered. The department reserves the right not to fill these positions. Women and persons with disabilities are encouraged to apply and preference will be given to the EE Targets.

MANAGEMENT ECHELON

POST 32/66

- : **CHIEF EXECUTIVE OFFICER: PONGOLA-UMZIMKULU CATCHMENT MANAGEMENT AGENCY REF NO: PUCMA 05**
(Five-year performance-based contract)
Re-advertisement, applicants who have previously applied must re-apply.

SALARY
CENTRE
REQUIREMENTS

- : R1 494 900 per annum (Level 14), (all-inclusive salary package)
- : Durban
- : A minimum Degree / Higher / Advanced Diploma in Science / Engineering (NQF Level 7) or equivalent. A post qualification (NQF level 8) in Administration / Science / Engineering or relevant. Related professional or an MBA or relevant master's degree will be an added advantage. Minimum of ten (10) years relevant experience in the Water Sector is essential. Five (5) years of which must be at a Senior Management / Executive level. Facilitation, communication, senior management program, stakeholder engagement/ public participation process courses, water resources management. Knowledge of Integrated Water Resources Management, National Water Management Act, Public service administration processes, High level Financial Management and Corporate Governance. Skills required Organisational Management, Conflict Resolution, Strategic View, People Management and Leadership, Financial Management and Planning. Attitudes required, openness and transparency. Open to take advice and to learn from colleagues. Objectivity in the management of the Agency's affairs. May be required to travel extensively. May be required to plan and travel at short notice. May be subjected to extended working hours. May be required to provide information to the Governing Board and respond to Ministerial queries at any given time.

DUTIES

- : Facilitate and ensure the development/review of the Pongola-Umzimkulu Catchment Management Agency (PUCMA). Oversee the development and implementation of a 5-year strategic plan of the PUCMA. Oversee the

development and implementation of the PUCMA's Annual Performance Plan. Oversee the submission and reporting of Annual Reports and Quarterly Reports. Prepare and present the PUCMA reports to the Department of Water and Sanitation, Parliamentary Committees, and the Governing Board. Coordinate the development of a comprehensive Corporate Plan. Oversee the performance and service delivery of the PUCMA. Oversee the coordination of the Governing Board, Risk-, EXCO- and Audit Committee sittings. Approval of agendas, minutes, and reports of the committees before distribution. Oversee the work of the committees. Recommendation of internal and external policies & procedures documentation to the Governing Board and PUCMA committees for approval. Oversee the effective coordination of stakeholder participation and empowerment strategies. Signing and approval of Memoranda of Agreement (MOA's) and Memoranda of Understanding (MOU's) related to external parties. Approval of the PUCMA contract of employment for candidates. Oversee the championing of transformation of water resource management within the Pongola-Umzimkulu Water Management Area. Will be responsible for the appointment of bid committees, approval of bid specifications, review recommendations from the bid adjudication committees and approve for the appointment of successful bidders in line with the PUCMA delegation of authority. Oversee the effective implementation and maintenance of all administrative, financial, and technical support systems for the delivery of water resource management services. Establish and maintain sound project management systems. Ensure that the PUCMA finance and procurement processes are managed in line with the PFMA, PPPFA, National Treasury and other relevant regulations. Oversee the proper management of the PUCMA assets and physical resources. Supervise and manage executives and all direct reporting employees. Sign performance agreements and review performance of the executives and all the direct reporting employees.

**ENQUIRIES
APPLICATIONS**

: Mr Conrad Greve Tel No: (012) 336 8402
: All applications to be submitted online on the online link <https://erecruitment.dws.gov.za/>

OTHER POSTS

POST 32/67

: **ENGINEER PRODUCTION GRADE A-C (INFRASTRUCTURE
DEVELOPMENT & REFURBISHMENT PROGRAMMES) REF NO:
190925/01**
Branch: Water and Sanitation Services Management: Mpumalanga
CD: Provincial Operations: Mpumalanga

SALARY

: R879 342 - R1 323 267 per annum, (OSD), (Offer will be based on years of experience)

**CENTRE
REQUIREMENTS**

: Mbombela
: A Civil / Agricultural Engineering Degree (B Eng / BSC (Eng). Three (3) years post-qualification engineering experience. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer (Pr Eng). The disclosure of a valid unexpired driver's license. Programme and project management. Knowledge and understanding of Government Procurement for the Infrastructure projects. Knowledge and understanding of Government Legislations relevant to the Sector. Engineering design and analysis knowledge. Research and development. Technical report writing. Team leadership, planning and organizing and analytical skills. Financial, conflict and people management skills. Computer literacy.

DUTIES

: Design new systems to solve practical engineering challenges and improve efficiency and enhance safety. Plan, design, operate and maintain engineering projects. Ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards and code of practice. Develop cost effective solution according to standards. Evaluate existing technical manuals, standard drawing and procedures to incorporate new technology. Analyses and advises on the planning, design, construction and maintenance of wastewater systems and water supply systems, including collection, treatment, storage, distribution and discharge. Development of planning / operation models or decision support systems for water resource development / management. Develop tender specifications. Development of Business Plan. Approve engineering works according to prescribed norms and standards. Ensure training and development of technicians, technologists and candidate engineers to promote

		skills/knowledge transfer and adherence to sound engineering principles and code of practice. Supervise the engineering work and processes. Administer performance management and development. Ensure adherence to regulations and procedures for procurement and personnel administration. Manage Human Resources. Monitor and control expenditure. Report on expenditure and service delivery. Liaise with relevant stakeholders.
<u>ENQUIRIES</u>	:	Ms M Matiso Tel No: (013) 759 7330 / Ms F Mkhwanazi Tel No: (013) 759 7515 / Ms PC Ngwamba Tel No: (013) 759 7446
<u>APPLICATIONS</u>	:	All applications to be submitted online on the online link https://erecruitment.dws.gov.za/
<u>POST 32/68</u>	:	<u>DEPUTY DIRECTOR: INTERNAL AUDIT REF NO: 190925/02 (X3 POSTS)</u> Branch: Director-General Chief Directorate: Internal Audit
<u>SALARY CENTRE REQUIREMENTS</u>	:	R896 436 per annum (Level 11), (all-inclusive salary package) Pretoria Head Office A bachelor's degree in accounting/ Auditing/ Internal Audit. A postgraduate qualification or PIA/ CIA or similar certification will serve as an added advantage. Three (3) to Five (5) years internal audit experience. Over five (5) years' experience in internal auditing will be an added advantage. Two years' experience in the Water Sector or Local Government. Over two years' experience in the Water Sector or Local Government will be an added advantage. The disclosure of a valid unexpired driver's license is compulsory. Knowledge and understanding on Human Resource Management legislations, policies, practices, and procedures. Understanding of Public Finance Management Act (PFMA), Treasury Regulations and guidelines. Knowledge of Public Service Anti-corruption strategy and anti-corruption and fraud prevention measures. Knowledge of equal opportunities and affirmative action guidelines and laws. Knowledge of administrative and clerical procedures and systems. Understanding of departmental policies and procedures. Understanding of government financial systems, principles and practices of financial accounting. Knowledge of framework for managing performance information. Understanding of business strategy transaction and alignment. Problem solving and analysis People and diversity management. Client orientation and customer focus. Good communication skills both (verbal and written). Accountability and ethical conduct.
<u>DUTIES</u>	:	Manage the internal audit / compliance audit / performance audit / forensic investigation and quality assurance audits / general control review and application control sub directorate. Develop strategic internal audit / compliance audit / performance audit / forensic investigation and quality assurance audits / general control review and application control plans. Participate in the coordination with other internal and external service providers of assurance to ensure proper coverage to minimise duplication of effort. Keep up to date with new developments in the internal audit / compliance audit / performance audit / forensic investigation and quality assurance audits / general control review and application control environment. Manage the sub-directorate audit / performance audit / forensic investigation and quality assurance audits / general control review and application control. Provision of Administrative support to the Audit Committee on a quarterly basis.
<u>ENQUIRIES</u>	:	Mr M Legodi Tel No: (012) 336 8802
<u>APPLICATIONS</u>	:	All applications to be submitted online on the online link https://erecruitment.dws.gov.za/
<u>POST 32/69</u>	:	<u>CONTROL ENGINEERING TECHNICIAN GRADE A (WATER SERVICES INFRASTRUCTURE DEVELOPMENT & REFURBISHMENT PROGRAMMES) REF NO: 190925/03</u> Branch: Water and Sanitation Services Management CD: Provincial Operations Mpumalanga
<u>SALARY CENTRE REQUIREMENTS</u>	:	R551 493 per annum, (OSD) Mbombela A National Diploma in Civil Engineering. Six (6) years post qualification civil technical engineering experience. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technician. The disclosure of a valid unexpired driver's license. Supervisory experience. Knowledge of Water Legislation and related policies. Proficient in

		computer programs, preferably MS Office Software (Word, Excel and PowerPoint) Good planning and organizing skills, problem-solving skills, communication skills, conflict resolution skills, (verbal and written) interpersonal relations and project management.
<u>DUTIES</u>	:	Management of the water supply and sanitation services infrastructure grants and programmes. Management of Infrastructure development projects funded through infrastructure grants-RBIG and WSIG. The provision of project implementation support services to the Water Services Authorities (WSAs). The provision of technical engineering support services. Provide and consolidate inputs to the technical/engineering operation plan. Ensure the development, implementation and maintenance of the database. Manage, supervise and control technical related personnel and assets. Liaise with relevant bodies/councils on engineering related matters.
<u>ENQUIRIES</u>	:	Ms M Matiso Tel No: (013) 759 7330 / Ms F Mkhwanazi Tel No: (013) 759 7515 / Ms PC Ngwamba Tel No: (013) 759 7446
<u>APPLICATIONS</u>	:	All applications to be submitted online on the online link https://erecruitment.dws.gov.za/
<u>POST 32/70</u>	:	<u>ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO: 190925/04</u> Branch: Water and Sanitation Services Management: KZN CD: Provincial Operations KZN
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	Durban
<u>REQUIREMENTS</u>	:	A relevant tertiary qualification in Financial Management at NQF level 07. Three (3) years supervisory experience in the area of Financial Accounting. The disclosure of a valid unexpired driver's licence. Knowledge of Treasury Regulations, financial regulations, Public Finance Management Act and budget control. Knowledge of Cash Accounting. Good managerial skills, good written and verbal communication skills, good presentation skills and excellent interpersonal relations. Knowledge and practical experience in BAS and PERSAL. Principles and practice of Financial Accounting processes in Government. Computer literacy.
<u>DUTIES</u>	:	Verify and approve payment transactions. Maintain master file information. Manage liabilities and commitments within budget constraints. Consolidate General ledger reconciliations. Prepare Quarterly and Annual Financial statements. Consolidate and reconcile payroll data and prepare statutory and other payroll returns. Management of the Human Resources in the Unit. Assessing the Performance of Officials in the unit (PMDS).
<u>ENQUIRIES</u>	:	Ms N Nyanginsimbi at (060) 587 5455
<u>APPLICATIONS</u>	:	All applications to be submitted online on the online link https://erecruitment.dws.gov.za/
<u>POST 32/71</u>	:	<u>ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING – MAIN ACCOUNT REF NO: 190925/05</u> Branch: Water And Sanitation Services Management CD: Provincial Operations Mpumalanga
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	Mbombela
<u>REQUIREMENTS</u>	:	A relevant tertiary qualification in Financial Management at NQF level 07. Three (3) years relevant supervisory experience in the area of Financial Accounting. Knowledge and understanding of Human Resource Management Legislation, policies, practices and procedures. Public Finance Management Act (PFMA), Treasury Regulations and guidelines. Public Service Anti-Corruption Strategy and anti-corruption and fraud prevention measures. Knowledge of equal opportunities and Affirmative Action guidelines and laws. Knowledge of administrative and clerical procedures and systems. Departmental policies and procedures. Practical experience in Governmental financial systems; LOGIS, BAS, PERSAL and computer literacy (Word, Excel, PowerPoint). Principles and practice of financial accounting. Framework for managing performance information. Behavioural Competencies: People and Diversity Management. Client orientation and customer focus. Accountability and Ethical Conduct. The suitable candidate must be willing to work under pressure, handle conflict, have good verbal and written communication skills and be a team leader. A driver's license will be an added advantage.

<u>DUTIES</u>	:	Manage accounts payable on LOGIS and BAS. Expenditure management. petty cash management. Manage payroll administration. Clearing of all suspense accounts on the main account. Prepare presentations and meetings. Ensure the proper filing of all financial documentation. Attend to all personnel matters and their PMDS. Writing reports for the division. Compile accurate monthly and quarterly reports on all financial aspects. Ensure timeous submission of complete and accurate input on scheduled tasks and enquiries. Manage and consolidate general ledger reconciliations. Attend all queries related to financial accounting. Attend to audit matters.
<u>ENQUIRIES</u>	:	Ms. SC Ngomane Tel No: (013) 759 7358 / Ms F Mkhwanazi Tel No: (013) 759 7515 / Ms PC Ngwamba Tel No: (013) 759 7446
<u>APPLICATIONS</u>	:	All applications to be submitted online on the online link https://erecruitment.dws.gov.za/
<u>POST 32/72</u>	:	<u>SENIOR HUMAN RESOURCE PRACTITIONER REF NO: 190925/06</u> Branch: Corporate Support Services CD: Human Resource Management Dir: Planning, Recruitment and Selection
<u>SALARY</u>	:	R397 116 per annum (Level 08)
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	A National Diploma at (NQF) level 6 in Human Resources Management or relevant qualification. Three (3) to four (4) years' experience in Recruitment and Selection and appointment procedures. Experience in developing and managing data to track progress on filling of posts. Knowledge and experience in drafting reports and submissions. Knowledge and experience of administrative, clerical procedures and systems. Knowledge and understanding of Human Resource Management legislation, policies, practices, procedures and Human Resource Planning. Knowledge of equal opportunities and affirmative action guidelines and laws. Understanding of social, economic and development issues. Extensive knowledge of OSD. Problem solving and decision-making skills. Good communication and presentation skills (written and verbal). Strong negotiation and conflict management skills.
<u>DUTIES</u>	:	Facilitate Recruitment and Selection processes. Prepare detailed schedules (long list), score sheet and applications from the Z83 application system. Supply statistics regarding employment equity. Facilitate the shortlisting and interview processes. Draft appointment submissions and route it for approval. Render a human resource advisory service to line managers on recruitment and selection. Ensure the promotion of effective human resource management. Ensure that policies / legislations / prescripts are followed and complied with during the recruitment and selection process. Monitoring and evaluation of all HR processes, supervision, training and motivation of staff. Co-ordinate and conduct investigations of human resource related problems and advise management accordingly. Management of Human Resources which include, staff and working allocation to the subordinates. Management of the recruitment and selection database.
<u>ENQUIRIES</u>	:	Ms L Van Wyk Tel No: (012) 336 7147
<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/
<u>POST 32/73</u>	:	<u>CLEANER REF NO: 190925/07</u> Branch: Water and Sanitation Services Management: Mpumalanga CD: Provincial Operations Mpumalanga
<u>SALARY</u>	:	R138 486 per annum (Level 02)
<u>CENTRE</u>	:	Mbombela
<u>REQUIREMENTS</u>	:	ABET. Basic numeracy and Literacy. Good interpersonal and communications skills, must be able to handle confidential information. Experience and knowledge of various cleaning consumables and operation of cleaning equipment. Knowledge of health and safety requirements and understanding of applying or using chemicals correctly.
<u>DUTIES</u>	:	Perform daily cleaning tasks – routine in the offices, kitchens and boardrooms (clean, dust, sweep, mop, scrub and polish floors). Collecting and removing of office waste, keeping and maintaining of cleaning equipment and wash of walls and windows when required, operate vacuum cleaners and other machinery, wash kitchen items, follow cleaning control protocols and procedures, ablution

facilities. Exercise control over cleaning materials in the absence of the Supervisor. Prepare and serve refreshments during meetings and compliance with all related duties that may be determined by the supervisor.

ENQUIRIES

: Ms. BG Singwane Tel No: (013) 759 7539 / Ms F Mkhwanazi Tel No: (013) 759 7515 / Ms PC Ngwamba Tel No: (013) 759 7446

APPLICATIONS

: All applications to be submitted online on the online link <https://erecruitment.dws.gov.za/>

DEPARTMENT OF WOMEN, YOUTH AND PERSONS WITH DISABILITIES

The mandate of the Department is to lead on socio-economic transformation and implementation of the empowerment and participation of women, youth and persons with disabilities through mainstreaming, advocacy, monitoring and evaluation.

- APPLICATIONS** : Applicants are urged to choose/ utilise one of the methods provided below: you may forward your application, quoting reference, addressed to: The Director-General, Department of Women, Youth and Persons with Disabilities, Private Bag X931, Pretoria, 0001. Alternatively, applications may also be hand delivered to 268 Lilian Ngoyi Street, Fedsure Forum Building, 1st floor, Pretoria CBD. Another option is to submit applications through email. 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. Kindly note that the emailed applications and attachments should not exceed 15 MB. General enquiries may be brought to the attention of Ms Lerato Segodi 012 359 0073/ Mr Amukelani Misunwa Tel No: (012) 359 0240
- CLOSING DATE** : 29 September 2025 at 16:00
- NOTE** : The Department of Women, Youth and Persons with Disabilities invites applications for graduate internship opportunities for the 2025/27 financial year. Unemployed applicants who have never participated in an internship programme in any government department or parastatals are invited to apply. Successful Interns will be placed in the Internship programme for a period of 24 months. Applications must be submitted on new Z83 form, which can be downloaded from: <http://www.gov.za/dpsa2g/vacancies.asp>. Applications submitted on the old application for employment (Z83) will not be considered. All fields in the Z83 application form must be completed in full, in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form. It is therefore prudent that fields be completed by applicants and signed, noting the importance of the declaration. South African applicants need not to provide passport numbers. Candidate must respond "Yes" or "No" to the question whether you are conducting business with the state. If "Yes", details thereof only shortlisted candidates will submit Declaration form for conducting business with the state when shortlisted to the application. It is acceptable for applicant to indicate "not applicable" or leave a blank to the question "In the event that you are employed in the Public Service, will you immediately relinquish such business interest?" Applicants are not required to submit copies of qualifications and other relevant documents but must submit the completed and signed Z83 and detailed Curricula Vitae. The communication from HR of the Department regarding the requirement for certified document will be limited to shortlisted candidates. Therefore, only shortlisted candidate for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Non-RSA citizens/permanent resident permit holders must submit a copy only when shortlisted. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Should you not hear from the Department within three (3) months of the closing date of the advertisement, please consider your application to be unsuccessful. The Department reserves the right not to fill and/or make an appointment to any of the advertised posts. Short-listed candidates may be subjected to a technical exercise that intends to test relevant technical elements of the job as part of the selection process, the logistics of which will be communicated by the Department. Successful candidates shall be required to enter into performance agreement within three (3) months of assuming their duties in the Department, and within one (1) month of the date of their appointment conclude the prescribed contract of employment. Designated employees shall be required to disclose their financial interest within 30 days after assumption of duty. Appointments will only be made on the first notch of the advertised salary level. All shortlisted candidates will be subjected to personal security vetting. Note that in terms of the Protection of Personal Information Act, 2021, the Department will ensure the protection of applicants' personal information and only collect, use and retain applicants' personal information for the purposes of recruitment and selection

processes. The Department shall safeguard such personal information against access by unauthorised persons, unlawful disclosure, or breaches. The Department is an equal opportunity employer. In the filling of these posts, the objectives of section 195 of the Constitution of the Republic of South Africa and the Employment Equity Act, 1998 (Act 55 of 1998) will be taken into consideration and preference will be given to Women, Youth and Persons with Disabilities.

INTERNSHIPS PROGRAMME FOR 2025/2027

OTHER POSTS

<u>POST 32/74</u>	:	<u>INTERN: ADVOCACY AND MAINSTREAMING, RIGHTS OF PERSONS WITH DISABILITIES REF NO: DWYPD/ RPD01/2025 (X1 POST)</u> Chief Directorate: Advocacy and Mainstreaming for the Rights of Persons with Disabilities (24 Months)
<u>STIPEND</u>	:	R7 860. per month
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Degree in Monitoring and Evaluation/Research /Statistics/Law
<u>ENQUIRIES</u>	:	Ms Sarah Mabizela Tel No: (012) 359 0075
<u>APPLICATIONS</u>	:	Recruitment01@dwypd.gov.za
<u>POST 32/75</u>	:	<u>INTERN: INTERNATIONAL RELATIONS, STAKEHOLDER MANAGEMENT AND CAPACITY BUILDING REF NO: DWYPD/MERC02/2025 (X1 POST)</u> Chief Directorate: International Relations, Stakeholder Management and Capacity Building (24 Months)
<u>STIPEND</u>	:	R7 860. per month
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	National Diploma/Degree in International Relations or Political Sciences
<u>ENQUIRIES</u>	:	Ms Sarah Mabizela Tel No: (012) 359 0075
<u>APPLICATIONS</u>	:	Recruitment01@dwypd.gov.za
<u>POST 32/76</u>	:	<u>INTERN: SOCIAL EMPOWERMENT OF WOMEN REF NO: DWYPD/JTJS03/2025 (X1 POST)</u> Chief Directorate: Social Empowerment of Women (24 Months)
<u>STIPEND</u>	:	R7 860. per month
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Honours Degree in Gender Studies/Development Studies
<u>ENQUIRIES</u>	:	Ms Sarah Mabizela Tel No: (012) 359 0075
<u>APPLICATIONS</u>	:	Recruitment01@dwypd.gov.za