



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 33 OF 2025

DATE ISSUED 12 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 HIGHER EDUCATION AND TRAINING (CENTRAL JOHANNESBURG TVET COLLEGE): Kindly note that the following six (6) posts were advertised in the Public Service Vacancy Circular 31 dated 29 August 2025, Assistant Director: Partnerships and Linkages with Ref No: CJC/PLI/16/2025; Assistant Director: Student Registration & Management Information System with Ref No: CJC/SRM/17/2025; Senior Management Information Systems Officer with Ref No: CJC/SMIS/18/2025; Senior State Accountant: Management Accounting: Ref No: CJC/SSAM/19/2025; Senior Information Technology Technician with Ref No: CJC/SIT/20//2025; Information Technology (IT) with Ref No: CJC/ICT/21//2025; the closing date has been extended to 19 September 2025.

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE: Kindly note that the following posts were advertised in Public Service Vacancy Circular 28 dated 08 August 2025 that closed on 22 August 2025, (1) Chief Civil Engineer Grade A with Ref No: 2025/59, Centre: Durban regional office and Public Service Vacancy Circular 31 dated

29 August 2025 with closing date of 12 September 2025, (2) Senior Accounting Clerk: Finance (Batch Controller) with Ref No: 2025/85, Centre: Bloemfontein regional office, are withdrawn.

PROVINCIAL ADMINISTRATION: KWAZULU-NATAL: DEPARTMENT OF TREASURY: Kindly note that the following post advertised in Public Service Vacancy Circular 32 dated 05 September 2025, Assistant Director: BAS: (X1 Post) with Ref No: KZNPT 25/38 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.

- APPLICATIONS** : 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
- FOR ATTENTION** : Mr M Segowa/Ms N Monyela
- CLOSING DATE** : 29 September 2025
- NOTE** : 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 Z.83. 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 abovementioned requirements will not be considered. Applications received after the closing date and e-mailed or faxed applications will not be considered.

MANAGEMENT ECHELON

- POST 33/01** : **CHIEF DIRECTOR: MEDIA LIAISON AND NATIONAL AND PROVINCIAL COMMUNICATION REF NO: DBE/07/2025**
Branch: Office of the Director General
Chief Directorate: Media Liaison and National and Provincial Communications
- SALARY CENTRE** : R1 494 900 per annum
: Pretoria
- REQUIREMENTS** : The applicant must be in a possession of a relevant Bachelor's degree (NQF level 7) or equivalent qualification in Communication as recognised by SAQA; The incumbent must have five (5) years' experience at a Senior managerial level in the communication field; Extensive experience in media and communications fields; Process Competencies: Knowledge Management, Service Delivery Innovation, Problem-Solving and Analysis; Client Orientation, Customer Focus and Communication Skills. Core Competencies: Strategic Capacity and Leadership, People Management and Empowerment, Financial Management and Change Management, Promotion Communication, Innovation, Creativity and ability to prepare speeches; The candidate must be confident, trustworthy, accurate, adaptable and diplomatic; Applicant must have a valid driver's licence and willing to travel extensively.
- DUTIES** : The successful candidate will be responsible for overseeing and providing strategic direction to all Communication Directorates in order to ensure efficient delivery of communication services to the Ministry and the Department of Basic Education; Overseeing and providing strategic in the development and implementation of communication campaigns for the Ministry and the Department of Basic Education; Building and sustaining a positive reputation for the Minister and the Department of Basic Education; Managing unplanned and urgent communication matters for the Minister and the Department of Basic Education; Arranging media and press conferences; Responding to

media enquiries; Responding timeously to deadlines and to providing quality inputs into matters that affect the Minister and the Department of Basic Education; Ensuring effective management and utilisation of the appropriate communication channels for the Ministry and the Department of Basic Education; Ensuring that the delegated tasks and assignments for the Minister, Deputy Minister, Director-General, HEDCOM and CEM aimed at enhancing the programmes and projects within the Department of Basic Education and the Provincial Education Department, are undertaken; Ensuring that the appropriate financial administrative and personnel management of the Department of Basic Education, as well as the relevant Public Service and Administration Policies and the PFMA.

**ENQUIRIES
NOTE**

: Mr M Segowa Tel No: (012) 357 4291 or Ms N Monyela Tel No: (012) 357 3294
 : A Certificate for SMS pre-entry programme is required for all SMS appointments, the full details of the outlined requirements and course information can be sourced by following the link <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical element of the job, the logistics of which will be communicated by the department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The incumbent will have to sign an annual performance agreement as well as annually disclose his/her financial interests and be subjected to a security clearance.

POST 33/02

: **CHIEF DIRECTOR: LEGAL AND LEGISLATIVE SERVICES REF NO: DBE/08/2025**
 : Branch: Finance and Administration
 : Chief Directorate: Legal and Legislative

**SALARY
CENTRE
REQUIREMENTS**

: R1 494 900 per annum
 : Pretoria
 : The applicants must be in a possession of a relevant Bachelor of Law Degree (NQF Level 7) or equivalent qualification as recognised by SAQA; A Master's Degree in Law will be an advantage; At least 10 years working experience in the Legal field and with a minimum of 5 years' experience at a Senior Managerial Level; Experience in Education Law is a pre-requisite; The candidate must be admitted as an Attorney or Advocate; The post requires a person with excellent leadership and strategic management skills; Excellent communication skills (verbal and written); Computer literate including MS Office software (Word, Excel, Outlook, PowerPoint and Access); Research and policy formulation; Presentation skills; Analytical and problem-solving skills; Candidate must be confident, trustworthy, accurate, adaptable and diplomatic
 A valid driver's license; Ability to work long hours and travel extensively.
 Process Competencies: Knowledge Management; Service Delivery Innovation; Problem Solving and Analysis; Client Orientated and Customer Focus and Communication skills. Core Competencies: Strategic capability and Leadership; Programme and project management; Financial management; Knowledge management; People management and Empowerment; Promotion of communication, Innovation and Creativity.

DUTIES

: The successful candidate will be responsible for managing two Directorates: Legal Services and Legislative Services; Providing litigation support for Provincial Education Departments as well as drafting and monitoring implementation of education legislation (Bills, Acts and Regulations pertaining to the DBE); Providing legal advice to the entire Department; Coordinating, monitoring, evaluating and supporting the effective implementation of DBE legislation; Administering legislation of statutory bodies; Rendering a legal interpretation and advisory service to the DBE; Managing court cases on behalf of the Minister and DG of DBE; Drafting advice on national and international agreements and negotiating the terms of the agreement with parties.

**ENQUIRIES
NOTE**

: Mr M Segowa Tel No: (012) 357 4291 or Ms N Monyela Tel No: (012) 357 3294
 : A Certificate for SMS pre-entry programme is required for all SMS appointments, the full details of the outlined requirements and course information can be sourced by following the link <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. All

shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical element of the job, the logistics of which will be communicated by the department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The incumbent will have to sign an annual performance agreement as well as annually disclose his/her financial interests and be subjected to a security clearance.

POST 33/03 : **CHIEF DIRECTOR: EDUCATION HUMAN RESOURCE AND DEVELOPMENT REF NO: DBE/09/2025**

Branch: Teachers, Education Human Resources and Institutional Development
Chief Directorate: Education Human Resources Development

SALARY CENTRE REQUIREMENTS

: R1 494 900 per annum
: Pretoria
: Applicants must be in a possession of a Bachelor's degree (NQF Level 7) or equivalent qualification as recognised by SAQA; 5 years' experience at senior managerial level; A post-graduate degree will be an added advantage; Experience in the education sector; Understanding of policies governing Teacher Development process as well as the ability to analyse data. Process Competencies: Knowledge Management; Service Delivery Innovation; Problem Solving and Analysis; Client Orientated and Customer Focus and Communication skills. Core Competencies: Strategic Capability and Leadership; People management and Empowerment; Financial management; Knowledge management; People management and Empowerment; Financial Management and Change Management.

DUTIES

: The successful candidate will be responsible for overseeing the implementation of the Integrated Strategic Planning Framework for Teacher Education and Development (ISPFTED) as well as monitoring the performance of the South African Council for Educators (SACE) in relation to its management of the CPTD management information system; Overseeing the training and development of educators in Mother – Tongue based Bilingual Education (MTBbRL) as well as Mother- Tongue based Bilingual Education (MTBbE); Overseeing the management of Professional Learning Communities as well as the Teacher Union Collaboration (TUC); Overseeing the management of the Fundza Lushaka Bursary programme, the National Teacher Award (NTA) and the National Teacher Induction Programme (NTIP); Overseeing the quality of programmes offered by Higher Education and Training (DHET) as well as Higher Education Institutions (HEIs); Supporting Education Programme on skills for Changing World as well as the use of relevant platforms such as the online Teacher Development Platform; Ensuring that all programmes provided to teachers are SACE endorsed; Providing strategic leadership in the management and administration of the Chief Directorate, including in the (Medium Term Development Plan), Annual Performance Plan (APP); Managing staff performance in line with their performance agreement of the Chief Directorate; Managing the budget of the Chief Directorate: Providing reports to oversight structures as required.

ENQUIRIES NOTE

: Mr M Segowa Tel No: (012) 357 4291 or Ms N Monyela Tel No: (012) 357 3294
: A Certificate for SMS pre-entry programme is required for all SMS appointments, the full details of the outlined requirements and course information can be sourced by following the link <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical element of the job, the logistics of which will be communicated by the department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The incumbent will have to sign an annual performance agreement as well as annually disclose his/her financial interests and be subjected to a security clearance.

POST 33/04 : **CHIEF DIRECTOR: PUBLIC EXAMINATIONS AND ASSESSMENTS REF NO: DBE/10/2025**

Branch: Curriculum Policy, Support and Monitoring
Chief Directorate: Public Examinations and Assessments

SALARY CENTRE REQUIREMENTS

R1 494 900 per annum
Pretoria

The applicants must be in a possession of a Bachelor's degree (NQF Level 7) or equivalent qualification as recognised by SAQA; 5 Years' experience at senior managerial level; Experience in the education sector; Understanding of policies governing Public Examination and Assessment; Process Competencies: Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication skills. Core Competencies: Strategic Capacity and Leadership, People Management and Empowerment, Financial Management and Change Management.

DUTIES

The successful candidate will be responsible for the managing and administration of the National Examination Assessment; Managing the setting of high quality Grade 12 examination question paper; Managing and Enhancing the National Computer System for examinations and assessment in the GET and FET bands; Managing and Improving the certification process relating to Senior Certificate and National Senior Certificate; Managing the administration of International Assessment relating to TIMSS, PIRLS, SACMEQ and TALIS; Managing the administration of the GEC pilot; Developing and assessment regime for the introduction of mother tongue Based Bilingual Education in the GET band; Developing high quality test items for diagnostic, summative and systematic assessment in the GET bands; Promoting the integration of formative assessment in teaching and learning in both GET and FET bands; Implementing a General Education Certificate at the end of Grade 9; Implementing a model of systemic evaluation that will provide valuable data on the performance of the system; Conducting assessment to determine the readiness of Grade R learners to grade 1; Supporting and Coordinating the implementation of the examinations across the nine provincial education departments; Improving the quality assurance of summative school based assessment in both the GET and FET bands; Improving the quality of marking in the Public Examinations; Providing accurate and reliable data on learner performance in the GET and FET bands.

ENQUIRIES NOTE

Mr M Segowa Tel No: (012) 357 4291 or Ms N Monyela Tel No: (012) 357 3294
A Certificate for SMS pre-entry programme is required for all SMS appointments, the full details of the outlined requirements and course information can be sourced by following the link <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical element of the job, the logistics of which will be communicated by the department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The incumbent will have to sign an annual performance agreement as well as annually disclose his/her financial interests and be subjected to a security clearance.

POST 33/05 : **DIRECTOR: CURRICULUM IMPLEMENTATION AND QUALITY IMPROVEMENT (FURTHER EDUCATION AND TRAINING – GRADES 10 – 12) REF NO: DBE/11/2025**

Branch: Curriculum Policy, Support and Monitoring
Chief Directorate: Curriculum Implementation and Monitoring

SALARY CENTRE REQUIREMENTS

R1 266 714 per annum
Pretoria

The applicant must be in a possession of a Bachelors' degree (NQF level 7) or equivalent qualification as recognised by SAQA in Curriculum Implementation and Quality Improvement in the FET band coupled with relevant experience in the field; 5 years' experience at Middle/Senior managerial level; At least five (5) years' experience in working within the FET band, in the Basic Education Sector; Knowledge of the key challenges in Further Education and Training

(FET) and how these can be mediated to improve learner performance in schools; In depth knowledge of the National Curriculum Statement and its implementation in the FET sector. Knowledge of the National Qualifications Framework and Curriculum Development processes; Knowledge of and ability to work with critical stakeholders within the Sector to strengthen the implementation of FET; The ability to ensure the development and implementation of Norms and Standards in line with sections 3 and 8 of the National Education Policy Act; The ability to provide strategic leadership to the FET Sector; Good general management skills; A thorough understanding of and experience in all processes involved in project management; The ability to co-ordinate and manage the finances of the directorate in line with PFMA and procurement processes; Good and functional knowledge of Government prescripts, knowledge of Monitoring, Evaluation and Reporting systems and processes and project management. Planning and organizing skills. Strong leadership skills; Advanced computer skills. Good interpersonal relations and the ability to handle pressure; A valid driver's license; Process Competencies: Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication skills. Core Competencies: Strategic Capacity and Leadership, People Management and Empowerment, Financial Management and Change Management.

DUTIES

: The successful candidate will be responsible for the assuming overall responsibility for the management, leadership and mentoring of staff in the Directorate: Curriculum Implementation and Quality Improvement (FET); Providing visionary and strategic leadership as well as guidance pertaining to policy development; Monitoring of the implementation of the curriculum and assessment; Coordinating of the curriculum related activities to support the learning Recovery Framework; Leading and coordinating the strengthening of the Curriculum project; Prudently handling the budget of the Directorate, including doing forecasts and projections, analyse spending trends and adapt spending accordingly.

**ENQUIRIES
NOTE**

: Mr M Segowa Tel No: (012) 357 4291 or Ms N Monyela Tel No: (012) 357 3294
 : A Certificate for SMS pre-entry programme is required for all SMS appointments, the full details of the outlined requirements and course information can be sourced by following the link <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical element of the job, the logistics of which will be communicated by the department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The incumbent will have to sign an annual performance agreement as well as annually disclose his/her financial interests and be subjected to a security clearance.

POST 33/06

: **DIRECTOR: HEALTH PROMOTION REF NO: DBE/12/2025**
 Branch: Social Mobilisation and Support Services
 Chief Directorate: Care and Support

**SALARY
CENTRE
REQUIREMENTS**

: R1 266 714 per annum
 : Pretoria
 : The applicant must be in a possession of a Bachelors' degree (NQF level 7) or equivalent qualification as recognised by SAQA in the social or health sciences, public health or education (a relevant postgraduate qualification will be an added advantage); 5 year's experience at Middle/Senior managerial level; Experience in education and/or health promotion or public health; Understanding of current global cutting-edge thinking on school health, adolescent sexual and reproductive health, and rights as well as the provision of psychosocial services to children and youth is essential: Excellent communication, inter-personal and writing skills are vital; Experience of high-level strategic planning processes, human resource management and financial management; Ability to manage research processes, and/or experience in monitoring and evaluation will be a strong recommendation. Process Competencies: Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication skills. Core Competencies: Strategic Capacity and

- Leadership, People Management and Empowerment, Financial Management and Change Management.
- DUTIES** : The successful candidate will be responsible for strategic and operational planning for the Directorate; Health Promotion, taking overall responsibility for managing and accounting for projects, including the development of business plans; Managing the performance of officials, budgets and cash flows; Implementing and monitoring programmes as well as reporting; Providing strategic leadership and operational management of the Directorate; Developing and implementing an integrated and comprehensive response to the twin epidemics of HIV and TB, learner pregnancy and health related; Developing a programme of action to prevent and manage teenage pregnancy in the schooling sector; Strengthening the Sexual and Reproductive Health and Rights (SRHR) programme for learners in schools; Promoting the provision of health and psychological and social services in schools; Liaising and co-operating with provincial education departments, national government departments, universities, research organizations as well as NGOs and civic organisations; Liaising with and reporting to project funders; Monitoring and evaluating policies and strategies to promote the health and wellbeing of schools; Representing the Directorate, both internally and externally as required; Managing internal and external partnerships.
- ENQUIRIES NOTE** : Mr M Segowa Tel No: (012) 357 4291 or Ms N Monyela Tel No: (012) 357 3294
 : A Certificate for SMS pre-entry programme is required for all SMS appointments, the full details of the outlined requirements and course information can be sourced by following the link <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical element of the job, the logistics of which will be communicated by the department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The incumbent will have to sign an annual performance agreement as well as annually disclose his/her financial interests and be subjected to a security clearance.
- POST 33/07** : **DIRECTOR: PROVINCIAL AND DISTRICT PLANNING AND IMPLEMENTATION SUPPORT REF NO: DBE/13/2025**
 Branch: Delivery and Support
 Chief Directorate: Planning And Implementation Support
- SALARY CENTRE REQUIREMENTS** : R1 266 714 per annum
 : Pretoria
 : Applicants must be in a possession of a relevant Bachelor's degree (NQF Level 7) or equivalent qualification as recognised by SAQA; A relevant post-graduate qualification will be an advantage; Five years' experience at Middle/Senior Management level in the education sector; Extensive experience in the education sector with specific focus on District Development Support; Minimum of five years' relevant experience in programme management/project management; Minimum of five years' experience of working with stakeholders and other sectors including communities; Knowledge of current education policies and strategies; Excellent communication skills (verbal and written) and good interpersonal skills; Computer literate including MS Office software (Word, Excel, Outlook, PowerPoint and Access); A valid driver's license; Ability to work long hours and travel extensively; Core Competencies: Strategic capability and Leadership; Programme and project management; Financial management; Process Competencies: Knowledge management; People management and Empowerment; Promotion of communication, Innovation and Creativity.
- DUTIES** : The successful candidate will be responsible for managing an effective system addressing and identifying planning, implementation and monitoring challenges at provincial and district level; Monitoring policy implementation and supporting the institutionalisation of the District Development Model (DDM) in the sector; Monitoring, supporting, evaluating, and reporting on the performance of districts; Monitoring and reporting on the filling of critical vacancies and ensuring the provision of basic tools of the trade to district; Strengthening human capacity for accountability and enhancing the quality of

education service delivery support in districts; Implementing district effectiveness initiatives to improve functionality and performance; Supporting districts and facilitating the sharing of best practices through HEDCOM Subcommittee meetings and periodic meetings between the Minister and district directors; Providing analysis on the number of districts where teacher development has been implemented in line with the District Improvement Plan (DIP); Overseeing District Standard Routines and Operations to ensure consistency and accountability; Clarifying and reinforcing the roles and responsibilities of circuit managers; Coordinating the printing, distribution, and implementation of district officials' recruitment guidelines across provinces and districts; Participating in the multi-disciplinary team to develop institutional, management, and governance models tailored for small, economically and educationally unviable schools.

**ENQUIRIES
NOTE**

: Mr M Segowa Tel No: (012) 357 4291 or Ms N Monyela Tel No: (012) 357 3294
 : A Certificate for SMS pre-entry programme is required for all SMS appointments, the full details of the outlined requirements and course information can be sourced by following the link <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical element of the job, the logistics of which will be communicated by the department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The incumbent will have to sign an annual performance agreement as well as annually disclose his/her financial interests and be subjected to a security clearance.

POST 33/08

: **DIRECTOR: TEACHER DEVELOPMENT AND IMPLEMENTATION REF NO: DBE/14/2025**
 : Branch: Teachers, Education Human Resources and Institutional Development
 : Chief Directorate: Curriculum and Professional Development Institute

**SALARY
CENTRE
REQUIREMENTS**

: R1 266 714 per annum
 : Pretoria
 : Applicants must be in a possession of relevant Bachelors degree (NQF level 7) or equivalent as recognised by SAQA; A relevant post-graduate qualification will serve as an advantage; 5 years' experience at Middle/Senior Managerial level in the Education sector; Extensive experience in the field of institution and employee performance management; An in depth knowledge and understanding of the strategies for teacher support and development, including capacity to integrate ICT and other innovative strategies. The capacity to undertake research, impact assessment, monitoring, evaluation, and reporting will be an added advantage. Understanding of the education sector; Good computer skills including MS Word, MS Excel and MS Power Point; Ability to work under pressure; A valid driver's license and be willing to travel extensively. Process Competencies: Knowledge Management; Service Delivery Innovation; Client Orientation; Customer Focus; Communication Skills; Problem Solving and Analysis. Core Competencies: Strategic Capacity; Leadership; People Management; Empowerment; Financial Management; Change Management; Trustworthy, accurate, adaptable, diplomatic; Valid driver's license and willing to travel extensively.

DUTIES

: The successful candidate will be responsible for coordinating, monitoring, and supporting teacher development programmes in provinces in line with the DBE priorities, including conducting of impact assessments; Developing frameworks for programme development; Developing strategies to improve and support school and educator performance; Driving content development and curation of digital resources for teacher support and for teaching and learning; Promoting active utilization of ICT platforms for professional development; Monitoring and evaluating teacher development initiatives; Providing strategic leadership and manage finances in line with PFMA; Providing strategic leadership to staff and develop annual plans; Supporting the use of the online Teacher Development Platform and other innovative practices to build the capacity of teachers; Managing the finances of the Directorate in line with the Public Finance Management Act; Identifying key blockages to effective and timeous planning and implementation of key sector mandates and priorities;

ENQUIRIES
NOTE

Compiling quarterly analytic reports for HEDCOM and CEM to guide sector improvement practice; Facilitating the sharing of best practice.

: Mr M Segowa Tel No: (012) 357 4291 or Ms N Monyela Tel No: (012) 357 3294

: A Certificate for SMS pre-entry programme is required for all SMS appointments, the full details of the outlined requirements and course information can be sourced by following the link <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical element of the job, the logistics of which will be communicated by the department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The incumbent will have to sign an annual performance agreement as well as 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.

- CLOSING DATE** : 29 September 2025
- NOTE** : 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 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. The below post is a senior management post. The requirements for appointment at Senior Management Service level include the successful completion of Senior Management Pre-entry Programme as endorsed by the National School of Government, which can be accessed using the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Candidates must provide proof of successful completion of the course prior to appointment. Persons with disabilities are encouraged to apply.

MANAGEMENT ECHELON

- POST 33/09** : **DEPUTY DIRECTOR-GENERAL: CORPORATE SERVICES REF NO: DDG-CS-01**
- SALARY** : R1 813 182 per annum (Level 15), (an all-inclusive remuneration package). The package include a basic salary (70% of package) and a flexible portion that may be structured in terms of the applicable guidelines. Candidates earning more than the first notch of the Salary Level will be treated according to provisions in PSR 44.
- CENTRE** : Pretoria

- REQUIREMENTS** : A qualification in Public Administration/ Business Administration or equivalent at NQF level 8 as recognised by SAQA, plus 8 years' experience at a Senior Management level. The Nyukela Senior Management Pre-Entry Programme is to be completed before appointment to the post. A valid driver's license. Intensive travelling. Additional Requirements (Advantage): MS PowerPoint, MS Project. Generic Competencies: Strategic capacity and leadership. People management and empowerment. Programme and project management. Financial management. Change management. Knowledge management. Service delivery innovation. Problem solving and analysis. Client orientation and customer focus. Communication (verbal and written). Technical Competencies: Comprehensive knowledge and understanding of Government systems and structures. Public Service Transformation. Public Finance Management Act. Public Service Act and Public Service Regulations.
- DUTIES** : The successful candidate will perform the following duties: Provide strategic leadership and guidance on Human Resource, Facilities and Security Management in the Department. Provide strategic leadership and guidance on Communication and Marketing in the Department. Provide strategic leadership and guidance on Information Communication Technology in the Department. Provide strategic leadership and guidance on Legal Services in the Department. Oversee the overall functioning of the Branch, identify problems and provide solutions that seek to ensure effective and efficient use of the departmental resources.
- ENQUIRIES** : Ms E Van Wyk at 064 850 8845
- APPLICATIONS** : Applications must be submitted electronically via email to: DDG-CS-01@tttrecruitment.co.za. For application enquiries contact: To the T Recruitment at 067 391 7387
- POST 33/10** : **CHIEF DIRECTOR: COMMUNITY WORK PROGRAMME IMPLEMENTATION (NW, GP AND FS) REF NO: CD-CWPI-02**
- SALARY** : R1 494 900 per annum (Level 14), (an all-inclusive remuneration package). The package include a basic salary (70% of package) and a flexible portion that may be structured in terms of the applicable guidelines. Candidates earning more than the first notch of the Salary Level will be treated according to provisions in PSR 44.
- CENTRE** : Pretoria
- REQUIREMENTS** : An undergraduate qualification in Social Sciences/ Community Development/ Public Administration or equivalent (NQF 7 as recognised by SAQA) A minimum of 5 years' experience at senior management level. Proficiency in MS Word, MS PowerPoint, MS Project. The Nyukela Senior Management Pre-Entry Programme is to be completed before appointment to the post. A valid driver's license. Intensive travelling. Additional Requirements (Advantage): Stakeholder Relationship. Generic Competencies: Strategic capacity and leadership. People Management and Empowerment. Programme and project management. Financial management. Change management. Knowledge management. Service delivery innovation. Problem solving and analysis. Client orientation and customer focus. Communication (verbal and written). Technical Competencies: Extensive knowledge in: Community Development Approaches. Cooperative Governance. Poverty eradication and job creation. Public-private partnerships. Stakeholder Relations. Due Diligence. Resource mobilisations.
- DUTIES** : The successful candidate will perform the following duties: Facilitate the implementation of the CWP in allocated provinces. Oversee and coordinate the implementation of CWP processes, policies, frameworks, norms and standards and maintenance of work opportunities. Oversee the monitoring and reporting to ensure effective contract management and compliance with CWP norms and standards. Oversee the establishment and functionality of CWP provincial stakeholder coordination processes, as well as local stakeholder structures. Coordinate the establishment, the facilitation and implementation of smart partnerships to enhance the impact of CWP.
- ENQUIRIES** : Mr L Jantjies Tel No: (012) 334 0685
- APPLICATIONS** : Applications must be submitted electronically via email to: CD-CWPI-02@tttrecruitment.co.za. For application enquiries contact: To the T Recruitment at 067 391 7387

OTHER POSTS

POST 33/11 : **DEPUTY DIRECTOR: DEMARCATION AND STRUCTURES IMPLEMENTATION REF NO: DD-DSI-03**

SALARY CENTRE REQUIREMENTS : R896 436 per annum (Level 11)
: Pretoria

REQUIREMENTS : A three-year National Diploma or Bachelor's Degree in Public Administration/ Development studies or equivalent qualification at NQF level 6/7 as recognised by SAQA. 3-5 years' experience in the related field. Proficiency in MS Excel and MS Word. Driver's License and travelling. Additional Requirements (Advantage): MS PowerPoint. Generic Competencies: Planning and Organising. Problem solving and decision making. Coordination. Project Management. People management and empowerment. Team leadership. Client orientation and customer focus. Diversity management. Communication (verbal and written). Technical Competencies: In-depth knowledge of Local Government: Municipal Structures Act. Local Government: Municipal Systems Act. Local Government: Municipal Demarcation Act. Local Government: Municipal Electoral Act. Constitution. Monitoring and support techniques. Interpretation and analysis techniques.

DUTIES : The successful candidate will perform the following duties: Manage and provide technical support and expert advice on the processes on the determination and redetermination of municipal boundaries. Manage the processes of local government elections and other electoral-related matters, including making proposals around the administration of national and provincial elections. Manage and provide technical support towards the development of policy interventions to improve the Local Government: Municipal Demarcation Act, 1998 and Local Government: Municipal Structures Act, 1998 and related Regulations. Manage the development of the formula for the determination of the number of councillors in terms of Section 20 of the Local Government: Municipal Structures Act, 1998. Manage the processes relating to the alteration of provincial boundaries, including developing national legislation to deal with transition matters.

ENQUIRIES APPLICATIONS : Mr SSB Nkehli Tel No: (012) 395 4620
: Applications must be submitted electronically via email to: DD-DSI-03@tttrecruitment.co.za. For application enquiries contact: To the T Recruitment at 067 391 7387

POST 33/12 : **DEPUTY DIRECTOR: INFORMATION AND KNOWLEDGE MANAGEMENT REF NO: DD001**

SALARY CENTRE REQUIREMENTS : R896 436 per annum (Level 11)
: Pretoria

REQUIREMENTS : A three-year National Diploma or Bachelor's Degree in Information Science/ Library Science/ Knowledge Management or equivalent qualification at NQF level 6/7 as recognised by SAQA. 3-5 years' experience in a related field. Proficiency in MS Excel and MS Word. Driver's License and travelling. Generic Competencies: Planning and Organising. Problem solving and decision making. Coordination. Project Management. People management and empowerment. Team leadership. Client orientation and customer focus. Diversity management. Communication (verbal and written). Technical Competencies: In-depth knowledge; Research. Data Analysis. System Development. Business Analysis. Database management. Content Management. Stakeholder Relations. Advance technical writing and communication skills. Knowledge Management systems and platforms. National Knowledge management strategy framework.

DUTIES : The successful candidate will perform the following duties: Manage the development and implementation of Knowledge Management (KM) strategy for DCOG. Coordinate the documentation of case studies, best practices and lessons learnt. Develop and monitor knowledge management frameworks, guidelines and tools for DCOG and all municipalities. Manage and implement knowledge sharing programmes for DCOG and municipalities.

ENQUIRIES APPLICATIONS : Ms T Skosana Tel No: (012) 334 4883/ 060 994 6038
: Applications must be submitted electronically via email to: consultant5@multilead.co.za For application enquiries contact: Sphamandla Ndlovu Tel No: (011) 763 1103/4

POST 33/13 : **DEPUTY DIRECTOR: GOVERNANCE, RISK AUDIT AND PROJECT MANAGEMENT REF NO: DD02**

SALARY CENTRE : R896 436 per annum (Level 11)
: Pretoria

REQUIREMENTS : A three-year National Diploma or Bachelor's Degree in Information Technology/ Systems/ Computer Science or equivalent qualification at NQF level 6/7 as recognised by SAQA. 3-5 years' experience in Risk, Audit/ Compliance and Corporate Governance of ICT environments.). Additional Requirements (Advantage): MS PowerPoint, MS Project. Generic Competencies: Planning and Organising. Problem solving and decision making. Coordination. Project Management. People management and empowerment. Team leadership. Client orientation and customer focus. Diversity management. Communication (verbal and written) Technical Competencies: DPSA Corporate Governance of ICT Framework. Enterprise Risk Management Framework. Risk and Information Systems Control (CRISC), COBIT and ITIL.

DUTIES : The successful candidate will perform the following duties: Manage the development of operational / annual ICT risks and internal and external audit plans. Develop and manage policy and procedure on information technology audits. Manage the implementation and monitoring of information technology audits. Manage and monitor implementation of ICT governance and compliance. Develop, update and monitor project management methodology and templates.

ENQUIRIES APPLICATIONS : Ms N Seabela Tel No: (012) 334 4609
: Applications must be submitted electronically via email to: consultant6@multilead.co.za For application enquiries contact: Sphamandla Ndlovu Tel No: (011) 763 1103/4

POST 33/14 : **ASSISTANT DIRECTOR: VETTING AND SCREENING REF NO: AD001**

SALARY CENTRE : R582 444 per annum (Level 10)
: Pretoria

REQUIREMENTS : A three-year National Diploma or Bachelor's Degree in Social Sciences or equivalent qualification at NQF level 6/7 as recognised by SAQA. 3-5 years' experience in Vetting Investigations. Proficiency in MS Excel and MS Word. Other: A valid driver's license. Security Vetting Investigations course offered by State Security Agency. South African National Defence Force. Additional Requirements (Advantage): MS PowerPoint, MS Project. Generic Competencies: Planning and organising. Problem solving and decision making. People management and empowerment. Team leadership. Project management. Coordination. Client orientation and customer focus. Diversity management. Communication (verbal and written). Technical Competencies: Knowledge of Minimum Information Security Standards (miss) report security services. Security Vetting. Disciplinary Procedures. Risk and Threat Management.

DUTIES : The successful candidate will perform the following duties: Conduct vetting field-work investigations and screening of service providers. Provide inputs for the development and implementation of policies, guidelines, norms and standards in vetting investigations. Provide effective communication channels and systems between the Department and the State Security Agency and other related agencies. Administer files and partake in task teams dealing with matters related to vetting projects or processes.

ENQUIRIES APPLICATIONS : Dr M Modise Tel No: (012) 395 4707
: Applications must be submitted electronically via email to: response4@multilead.co.za For application enquiries contact Sphamandla Ndlovu Tel No: (011) 763 1103/4

POST 33/15 : **SENIOR ADMIN OFFICER: MUNICIPAL FUNCTIONS, POWERS AND INTERVENTIONS SUPPORT REF NO: SAO001**

SALARY CENTRE : R397 116 per annum (Level 08)
: Pretoria

REQUIREMENTS : A three-year National Diploma or Bachelor's Degree in Law/ Public Administration or equivalent qualification at NQF level 6/7 as recognised by SAQA. 2-3 years' experience in a related field. Proficiency in MS Excel and MS Word. Driver's License and travelling. Generic Competencies: Quality of work. Initiative. Reliability. Interpersonal Relations. Planning and Execution.

Teamwork. Communication (verbal and written). Technical Competencies: Knowledge of National, Provincial and Local Government legislation and systems. Research, analysis and interpretation skills. Data analysis and interpretation.

DUTIES : The successful candidate will perform the following duties: Assist in monitoring of regulatory framework on decentralization of power and functions to local government. Administer applications for adjustment of powers and functions between district and local municipalities. Administer database and submissions on invocations and revocations of section 100 and 139 of the Constitution. Assist in coordinating parliamentary questions, research, queries, legal opinions, substantive and procedural requirements on applications of sections 100 and 139 of the Constitution.

ENQUIRIES APPLICATIONS : Ms S Thenga Tel No: (012) 334 0845/ 064 811 1787
: Applications must be submitted electronically via email to: response2@multilead.co.za For application enquiries contact Sphamandla Ndlovu Tel No: (011) 763 1103/4

POST 33/16 : **SENIOR PROJECT COORDINATOR: COMMUNITY WORK PROGRAMME (GAUTENG) REF NO: SPC-CWP-04**

SALARY CENTRE REQUIREMENTS : R397 116 per annum (Level 08)
: Pretoria

: A three-year National Diploma or Bachelor's Degree in Social Science or equivalent qualification at NQF level 6/7 as recognised by SAQA. 2-3 years' experience in a related field. Proficiency in MS Excel and MS Word. Driver's License and travelling. Additional Requirements (Advantage): Project Management. Generic Competencies: Quality of work. Initiative. Reliability. Interpersonal Relations. Planning and Execution. Teamwork. Communication (verbal and written). Technical Competencies: Knowledge and understanding of Community Work Programme. Policy Development. Poverty eradication and Job creation.

DUTIES : The successful candidate will perform the following duties: Provide administration support in the implementation of CWP. Implement financial and procurement policies and procedures. Coordinate the maintenance and monitor existence and tracking of CWP asset management in assigned province. Monitor programme performance through site visits and submit reports.

ENQUIRIES APPLICATIONS : Mr K Mookeng at 066 484 9205
: Applications must be submitted electronically via email to: SPC-CWP-04@tttrecruitment.co.za. For application enquiries contact: To the T Recruitment at 067 391 7387

DEPARTMENT OF DEFENCE



- CLOSING DATE** : 29 September 2025 at 16h00 (Applications received after the closing date and faxed copies will not be considered).
- NOTE** : Applications must be submitted on form Z83 (effective 01 January 2021), obtainable from the website of the Department of Public Service and Administration at www.dpsa.gov.za/newsroom/psvc and should be accompanied by a comprehensive Curriculum Vitae (CV) only. Only shortlisted candidates will be required to submit relevant certified copies of qualifications /relevant documentation. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The shortlisted candidates will be subjected to two (2) pre-entry assessments of which one will be a practical exercise and the other must be an Integrity (Ethical Conduct) Assessment. Selection Committee shall score both technical exercise as an additional criterion in the interview process. The practical exercise shall determine the candidate's suitability based on the post's technical and generic requirements and shall comprise a formal test to determine a candidate's proficiency Integrity (Ethical Conduct) Assessment shall be conducted to determine the candidate's grasp of the ethical principles, ethical decision-making abilities and ethical standards relevant to public service. The logistics of which will be communicated by the department on the date of the interview. Additional to this, the shortlisted candidates will be required to attend a generic managerial competency assessment (competency based assessments) as mandated by the Department of Public Service and Administration Senior Management Service competency assessment tools. The competency assessment will be limited to successful candidates in the interview process only. Shortlisted candidates will be subjected to a personnel suitability checks (pre-employment screening) which may include social media profiles checks. A successful candidate will have to undergo a full security vetting while in the employ of the department and negative outcome shall nullify employment contract (Top Secret security clearance). Failure to submit the required documents will result in your application not being considered. Successful candidates will be required to disclose their financial interests within one (1) month of appointment. The successful candidate will be required to enter into an employment contract and performance agreement with the Secretary for Defence. Applicants must quote the relevant reference number provided. Applications received after the closing date will not be considered. Failure to comply with the above instructions will result in applications being disqualified. The department reserves the right not to make appointment to the advertised post. Due to the large volumes of applications anticipated, correspondence will be limited to shortlisted 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.

MANAGEMENT ECHELON

- POST 33/17** : **CHIEF DIRECTOR: ACCOUNTING REF NO: FMD/28/33/25**
Financial Management Division
Chief Directorate Accounting
- SALARY** : R1 494 900 per annum (Level 14), (all-inclusive salary package), which consists of a basic salary (70% of package, employer's contribution to the Government Employee Pension Fund and a flexible portion to be structured according to Senior Management Service Guidelines.
- CENTRE** : Pretoria
- REQUIREMENTS** : A senior Certificate with Bachelor's Degree in Accounting/ Financial Management/ Management Accounting/ Auditing qualification (NQF 7) as recognised by SAQA. Post Graduate Degree (BCom Honours) in Accounting/Financial Management/Management Accounting/ Auditing will be added advantage. Must have 5 years proven experience at senior managerial level. The successful candidate must have Nyukela Public Service SMS Pre-entry Programme Certificate. To access the SMS pre-entry certificate course

and for further details, please click <https://thensg.gov.za/training-course/sms-pre-entry-programme/>. Kindly note that there is specific amount to be paid in order to enrol for the course. Special requirements (Skills needed): Knowledge of Public Management and Administration, Public Finance Management Act (PFMA), Treasury Regulations and related practice notes, Government Financial processes and procedures. Resources control processes, Spreadsheets, Word processing, presentation and database packages (preferably MS Office packages). Experience in working with database and information systems, sound knowledge of accounting and financial reporting processes and procedures of National Departments. Extensive knowledge of processes and procedures generally used to detect irregularities, well developed financial management skills, sound strategic capability and strong leadership skills, knowledge of computer software related to operating system. Impeccable integrity, excellence orientated, assertiveness, portray a positive self-image, self-motivated, adaptability, excellent communication skills (written and verbal), judgement, ability to cope under pressure.

DUTIES : Strategic Management of the Chief Directorate Accounting including providing direction for the preparation and execution of service delivery plans, resource plans, Interim and Annual Financial Statements and related budgets. Financial Management in terms of the PFMA, Section 45 and related Department of Defence (DOD) instructions. Supervise service delivery regarding 30 day payments, annual/quarterly/monthly reporting, revenue management, payroll management, banking and cash management services and debt management. Represent the CFO during his/her absence and represent the CFO on the following forums, CFO's forum, accounting standard board workshops, permanent Force Medical Continuation Fund, Group Life Insurance Scheme, and the Financial Management Board. Understand the Modified Cash Standard of accounting (MCS) and lead the implementation towards accrual accounting. Identify risks and develop controls to mitigate the risks. Oversee the audit process for the Chief Directorate and execute audit adjustments to the Annual Financial Statements. To implement the financial accounting regulatory frameworks, Treasury practice notes and Treasury financial reporting guides. Review and correct irregular financial exceptions. Adequate systems to support regulatory framework. Identify financial system upgrade requirement, on need basis. Financial Management Systems (FMS), interim financial accounting enhancements. Identify new system development requirement, on need basis. Direct and manage grievances of employees. Ensure employees know grievance management process of DOD. Attend to and preside over grievance process.

ENQUIRIES : Mr A.E. Abotsi Tel No: (012) 355 6218
APPLICATIONS : To the Department of Defence, Human Resources Division (Chief Directorate HR Management), Private Bag X976, Pretoria, 0001 or hand delivered to Bank of Lisbon (Cnr Paul Kruger and Visagie Street) or e-mailed to dhrcm.staffing@dod.mil.za

NOTE : The Department of Defence is an equal opportunity, affirmative action employer. It is our intention to promote representatively (race, gender and disability). The candidature of persons whose transfer/appointment will promote representatively will receive preference.

CLOSING DATE : 06 October 2025 at 16h00

POST 33/18 : **DIRECTOR: INTEGRATED MANAGEMENT SYSTEM REF NO: DIMS/28/33/25**

SALARY : R1 266 714 per annum (Level 13), (all-inclusive salary package), which consists of a basic salary (70% of package, employer's contribution to the Government Employee Pension Fund and a flexible portion to be structured according to Senior Management Service Guidelines.

CENTRE : Armscor Building, Erasmuskloof, Pretoria
REQUIREMENTS : A senior Certificate with Bachelor's Degree/ Advance Diploma in Management Services/Operations/Production Management or related qualification (NQF 7) as recognised by SAQA. Must have 5 years proven experience at middle/senior managerial level in Organisational Design environment which includes, organisational structure design, job evaluation and business process management. The Job Evaluation Panel Training and Advanced Management Development Program will be an added advantage. The successful candidate must have Nyukela Public Service SMS Pre-entry Programme Certificate. To access the SMS pre-entry certificate course and for further details, please click

<https://thensg.gov.za/training-course/sms-pre-enrty-programme/>. Kindly note that there is specific amount to be paid in order to enrol for the course. Special requirements (Skills needed): In depth understanding of Department of Defence (DOD) mandate in terms of Business Process Architecture, Organisational Design and Integration of Management Systems in the DOD for better outcomes. In depth knowledge of various applicable legislative frameworks such as the Public Service Act (PSA), Public Service Regulations (PSR), Labour Relations Act (LRA) Public Finance Management Act (PFMA), Treasury Regulations and Department of Public Service and Administration (DPSA) organisational design guidelines and directives. Theoretical and practical knowledge of the functional area of organisational design. Knowledge of new developments in organisational design, operations management framework and job analysis. Knowledge of planning, reporting, supply chain management and HR Administration. Formulation and management of organisational design policies, plans and reports. Development and implementation of systems and controls to ensure sound job evaluation reporting. Computer literacy in MS Office and JE System. Ability to effectively and correctly interpret and apply policy instructions and regulations. Ability to develop effective management reports and to present at senior level fora. Proven advanced writing skills, proof reading, editing and overwriting skills, including report writing and submission. Problem solving and decision making. Project Management. Team leadership. Strongly self-motivated leader with good leadership qualities. Resolve conflicts decisively. Work independently under pressure to meet deadlines. Apply ethics and integrity in the area of work. Confidentiality Reliability. Flexibility. Teamwork. Planning and execution.

DUTIES

: Develop and manage Departmental Management Services Policies, Procedures, Plans, SOP's, Instructions and Guidelines. Manage Organisational Structure Services. Co-ordinate the Department of Defence (DOD) business process architecture as well as the Operational Management Framework (OMF). Manage the administrative support function of the directorate.

ENQUIRIES APPLICATIONS

: Ms J.P. Bester Tel No: (012) 355 6344
 : To the Department of Defence, Human Resources Division (Chief Directorate HR Management), Private Bag X976, Pretoria, 0001 or hand delivered to Bank of Lisbon (Cnr Paul Kruger and Visagie Street) or e-mailed to dhrcm.staffing@dod.mil.za

NOTE

: The Department of Defence is an equal opportunity, affirmative action employer. It is our intention to promote representatively (race, gender and disability). The candidature of persons whose transfer/appointment will promote representatively will receive preference.

CLOSING DATE

: 06 October 2025 at 16h00

POST 33/19

: **DIRECTOR: RISK MANAGEMENT REF NO: DPSP/28/33/25**
 This post is being advertised internally and in the broader Public Service Circular.

SALARY

: R1 266 714 per annum (Level 13), (all-inclusive salary package), which consists of a basic salary (70% of package, employer's contribution to the Government Employee Pension Fund and a flexible portion to be structured according to Senior Management Service Guidelines.

CENTRE REQUIREMENTS

: Armscor Building, Erasmuskloof, Pretoria
 : A senior Certificate with Bachelor's Degree/ Advance Diploma in Risk Management/ Accounting and Auditing or Compliance qualification (NQF 7) as recognised by SAQA. Must have 5 years proven experience at middle/senior managerial level. The successful candidate must have Nyukela Public Service SMS Pre-entry Programme Certificate. To access the SMS pre-entry certificate course and for further details, please click <https://thensg.gov.za/training-course/sms-pre-enrty-programme/>. Kindly note that there is specific amount to be paid in order to enrol for the course. Special requirements (Skills needed): Knowledge of Government MTSF Policies, Government Policies, PFMA, National Treasury Regulations, Public Service Regulations and the Public Sector Risk Management Framework. Knowledge of ERM Frameworks, Risk Management prescripts, standards and wider intra-departmental activities in government. Affiliation with relevant professional bodies (IRMSA, IIA, Compliance, Ethics, ACFE etc.) Previously experience in facilitating the work of and reporting to Oversight or Governance Committee will be considered an added advantage. Quantitative techniques. Appropriate exposure within the

risk management environment and knowledge and understanding of core processes in the Public Service. Strong knowledge of Compliance, Fraud and Ethics Management. Ability to effectively and correctly interpret and apply policy, instructions and regulations. Ability to develop effective management reports and to present at senior level FORA. Able to work independently under pressure and to travel as necessary. Well-developed verbal and written communication skills, specifically in English. Good interpersonal and HR management skills. Strong orientation towards delivering effective, efficient service and aiming for zero defects. Strongly self-motivated leader with good leadership qualities. Ability to work effectively with figures. Through knowledge of microcomputer applications Word for Windows, Excel and PowerPoint. Analytical and innovative thinking ability as well as problem solving skills. Proven ability to design, develop, implement and maintain effective management plans in support of the Defence Policy, Strategy and Planning process.

DUTIES : Provide and maintain Enterprise Risk Management (ERM) policy, strategy and instructions. Co-ordinate the ERM process in the Department of Defence (DOD). Provide ERM performance monitoring, control and accountability. Facilitate the enterprise risks oversight process. Manage the internal ERM directorate.

ENQUIRIES APPLICATIONS : Mr S.J. Nkosi Tel No: (012) 355 6269
 : To the Department of Defence, Human Resources Division (Chief Directorate HR Management), Private Bag X976, Pretoria, 0001 or hand delivered to Bank of Lisbon (Cnr Paul Kruger and Visagie Street) or e-mailed to dhrcm.staffing@dod.mil.za

NOTE : The Department of Defence is an equal opportunity, affirmative action employer. It is our intention to promote representatively (race, gender and disability). The candidature of persons whose transfer/appointment will promote representatively will receive preference.

CLOSING DATE : 06 October 2025 at 16h00

POST 33/20 : **DIRECTOR: CONVENTIONAL ARM CONTROL REF NO: DIA/28/33/25**

SALARY : R1 266 714 per annum, (all-inclusive salary package), which consists of a basic salary (70% of package, employer's contribution to the Government Employee Pension Fund and a flexible portion to be structured according to Senior Management Service Guidelines.

CENTRE REQUIREMENTS : Armscor Building, Erasmuskloof, Pretoria
 : A senior Certificate with Bachelor's Degree/ Advance Diploma qualification (NQF 7) as recognised by SAQA. Must have 5 years proven experience at middle/senior managerial level. The successful candidate must have Nyukela Public Service SMS Pre-entry Programme Certificate. To access the SMS pre-entry certificate course and for further details, please click <https://thensg.gov.za/training-course/sms-pre-enrty-programme/>. Kindly note that there is specific amount to be paid in order to enrol for the course. Understanding of the subject of regulation of conventional arms trade is required. Understanding of the disarmament and non-proliferation agenda will serve as an advantage. Special requirements (Skills needed): The understanding of Defence Industry Conventional Arms Trade practices is essential. The understanding of the South African conventional arms control regime as part of the South Africa arms control system is required. Knowledge in the following general management competencies is strongly recommended, strategic management, financial management, human resource management and general operations management. The person to be appointed should have the following general attributes: Ability to lead and give direction to a team of professionals. Competency in effective communication and writing. Strong analytical thinking, problem solving, planning, organizing, administration and interpersonal relation skills.

DUTIES : Serve as the Head of Secretariat to the National Conventional Arms Control Committee (NCACC), a Cabinet Committee assigned a responsibility to regulate conventional arms transfer. Serve as line of communication between the NCACC, the defence industry and other relevant stakeholders. Facilitate the regulation of conventional arms transfer in South Africa on behalf of the NCACC. Manage the processing of various permit (licence) applications for arms transfers in line with applicable laws and regulations. Prepare NCACC reports and documents on conventional arms transfer. Manage the NCACC audit process by the Auditor-General. Advise the NCACC on all issues related

to conventional arms control. Ensure the execution of NCACC instruction and decisions on conventional arm control. Attend meetings incidental to conventional arms control. Manage the directorate conventional arms control and its related resources.

- ENQUIRIES APPLICATIONS** : Mr S.D. Dladla Tel No: (012) 355 5216
: To the Department of Defence, Human Resources Division (Chief Directorate HR Management), Private Bag X976, Pretoria, 0001 or hand delivered to Bank of Lisbon (Cnr Paul Kruger and Visagie Street) or e-mailed to dhrcm.staffing@dod.mil.za
- NOTE** : The Department of Defence is an equal opportunity, affirmative action employer. It is our intention to promote representatively (race, gender and disability). The candidature of persons whose transfer/appointment will promote representatively will receive preference.
- CLOSING DATE** : 06 October 2025 at 16h00

OTHER POSTS

- POST 33/21** : **ASSISTANT DIRECTOR: GRIEVANCE & MISCONDUCT REF NO: FMD/27/33/25/01**
Financial Management Division
Chief Directorate Financial Services
Directorate Finance Support Services, Grievance and Misconduct

- SALARY CENTRE REQUIREMENTS** : R468 459 per annum (Level 09)
: Pretoria
: Grade 12 (NQF Level 4) or equivalent plus a National Diploma in Labour Relations/ Human Resource Management or related field at NQF Level 6 as recognised by SAQA. A minimum of 3 years supervisory experience in labour relations environment. A valid RSA/ Military driver's license. A B Degree in Labour Relations/Human Resource Management or related field at NQF Level 7 and Health & Safety/ Health and Wellness experience courses will be an added advantage Special requirements (Skills needed): Proven training/experience in labour relations, mainly on disciplinary processes and grievance procedures in the Public Service. Sound knowledge of disciplinary processes and grievance procedures in the Public Service. Sound knowledge of the LRA, BCEA, EEA, OHS, etc. Communicate with stakeholders. Be flexible and work under pressure. Problem-solving, communication, negotiation, investigation and report writing skills.

- DUTIES** : Manage and execute the following functions for the Financial Management Division: Discipline management duties e.g. co-ordinate and execute consultations with stakeholders, investigations, facilitate training and appointment of investigators and chairpersons, disciplinary inquiries/hearings, reporting. Grievance management duties e.g. co-ordinate and execute consultations with stakeholders, processing grievances, investigations, reporting, meetings, etc. General labour relations, e.g. implement policies, resolutions, practices, etc. Provide advisory services, training/information sessions, etc. Co-ordinate and implement anti-criminality plan. Coordinate and facilitate implementation of the applicable plans - e.g. health & safety, health & wellness, anti-criminality, etc. Provide advisory and support service to finance officials. Manage auxiliary services within the section – i.e. manage implementation of record management and registry functions. Co-ordinate the management of resources. i.e. electronic equipment, budget, state vehicles, personnel, etc. Attend meetings. Travel to provinces when required.

- ENQUIRIES APPLICATIONS** : Mr L.P. Mofokeng Tel No: (012) 392-2539
: Applications must be submitted through the post to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001 or email to Recruit2FMD@dod.mil.za or Recruit3FMD@dod.mil.za. In case where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception.

- NOTE** : Financial Management Division is guided by the principle of the Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity target of the Division.

<u>POST 33/22</u>	:	<u>SENIOR PERSONNEL PRACTITIONER: GRIEVANCE & MISCONDUCT</u> <u>REF NO: FMD/27/33/25/02</u> Financial Management Division Chief Directorate: Financial Services Directorate: Finance Support Services, Grievance and Misconduct
<u>SALARY</u>	:	R397 116 per annum (Level 08)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Grade 12 (NQF Level 4) or equivalent plus a National Diploma in Labour Relations/Human Resource Management or related field at NQF Level 6 as recognised by SAQA. A minimum of 3 years' experience in labour relations environment. A valid RSA/Military driver's license. A B Degree in Labour Relations/Human Resource Management or related field at NQF Level 7 and experience in conducting disciplinary enquiries/hearings will be an added advantage Special requirements (Skills needed): Proven training/experience in labour relations. Sound knowledge of the LRA, BCEA, EEA, etc. Communicate, investigate, report and mediate. Be flexible and work under pressure. Problem-solving, communication, negotiation, investigation and report writing skills.
<u>DUTIES</u>	:	Execute the following for the Financial Management Division (FMD): Duties regarding employees' discipline e.g. execute duties regarding misconduct cases (including financial misconducts) e.g investigations, disciplinary inquiries, hearings and liaising with role-players. Provide advisory and support services, training/information sessions, reporting, appointment of investigators and chairpersons of disciplinary inquiries, etc. Duties regarding employees' grievances e.g registrations, investigations, training/information sessions, reporting, etc. Arrange and participate in meetings, e.g grievance committee. Assist to implement grievance policies, resolutions, plans, instruction, etc. Assist to implement the Anti-Criminality plan e.g participate in preparation, implementation and reporting duties, etc. Provide advisory and support service. Assist to execute administrative duties in the section e.g co-ordinate and supervise registry services & record management, budget (e.g planning and procurement) & assets (e.g state vehicles), leave administration (e.g co-ordinate submission of attendance registers & leaves, etc). Attend meetings. Travel to provinces/provinces when required.
<u>ENQUIRIES</u>	:	Mr L.P. Mofokeng Tel No: (012) 392-2539
<u>APPLICATIONS</u>	:	Applications must be submitted through the post to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001 or email to Recruit2FMD@dod.mil.za or Recruit3FMD@dod.mil.za . In case where applicants are stationed in the Pretoria area, applications may be hand-delivered to: Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception
<u>NOTE</u>	:	Financial Management Division is guided by the principle of the Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity target of the Division.

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** : 29 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 posts's technical and generic requirements. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Please note by responding to the advertisement, you consent to the collection, processing, and storing of your Personal Information in accordance with the Protection of Personal Information Act (POPIA) Your information will be used solely for the purpose of this promotion and will not be shared with third parties without prior consent unless required by law. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the below advertised post(s). The successful candidate will be required to enter into an employment contract and a performance agreement. The Department is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s)
- ERRATUM:** These posts were advertised on Public Service Vacancy Circular 31 dated 29 August 2025 with a closing date of 12 September 2025. Please note the link provided for responses for the application of the Departmental Trainee Employment Counsellors Programmes for the years 2025-2026 is incorrect consequently applicants are unable to direct applications. Here is the attached correct link:
https://crs.labour.gov.za/sap/bc/ui5_ui5/sap/zcommreg_new/index.html
 Therefore, the Department encourages qualified graduates to follow the link to send their applications. The program initially offered 130 available positions

which now increased to 150 positions allocations as follows: Provincial Office: Gauteng– Ref No: GP/2025/08/91206022 (X18 posts), Provincial Office: KwaZulu-Natal-Reference No: ZN/2025/08/91204620 (X19 posts), Provincial Office: Eastern Cape-Reference No: EC/2025/08/91206037 (X19 posts), Provincial Office: Western Cape- Ref No: WC/2025/08/90894267 (X20 posts), Provincial Office: Mpumalanga- Ref No: MP/2025/08/91206044 (X10 posts), Provincial Office: North West- Ref No: NW/2025/08/91206018 (X16 posts), Provincial Office: Northern Cape- Ref No: NC/2025/08/91201065 (X15 posts), Provincial Office: Limpopo- Ref No: LP/2025/08/91206054 (X19 posts) and Provincial Office: Free State- Ref No: FS/2025/08/91205363 (X14 posts). Therefore, the closing date for these posts is extended to 29 September 2025. Apologies for inconveniences. Essa Sysytem Enquiries: Email: Pes@Labour.gov.za or contact the Alteram Call centre on 086 010 1018

OTHER POSTS

- POST 33/23** : **DEVELOPER REF NO: HR4/4/3/2D/UIF**
(1 Year Contract)
- SALARY CENTRE REQUIREMENTS** : R896 436 per annum, (all-inclusive package)
: Unemployment Insurance Fund, Pretoria
: A three (3) year tertiary qualification in Information Technology/ Computer Science/ Information Systems at NQF Level 6 as recognized by SAQA. Five (5) years functional experience of which three (3) years must be functional experience in Information Technology (IT) environment (Java System Development, Support Maintenance).and two (2) years at management level. Knowledge: Public Financial Management Act (PFMA). Promotion of Access to Information Act (PAIA). Basic Conditions of Employment Act (BCEA). Protected Disclosure Act. Labour Relations Act (LRA). Public Service Regulations (PSR) Public Service Act (PSA). Unemployment Insurance Act (UIA). Unemployment Insurance Contributions Act (UICA). Java Application Tool. Skills: Meticulous attention to detail. People Management. Conflict Management. Strong Analytic Skill Problem Solving. Presentation. Planning and Organizing. Communication. Computer Literacy. Report Writing. Creativity The ability to prioritize tasks. Driving.
- DUTIES** : Manage the interpretation of compiled business requirements and technical specification documents. Develop the system solutions for the Fund utilising the Java Application Tools. Manage system fault diagnosis and fix bugs Optimise Enterprise application. Integrate 3rd party applications internal and external. Manage resources in the Sub-Directorate.
- ENQUIRIES APPLICATIONS** : Mr KR Makweya Tel No: (012) 337 1482/ 1422
: email: Jobs-UIF1@labour.gov.za, Acting Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.
- POST 33/24** : **SYSTEM ANALYST REF NO: HR4/4/3/2SA/UIF**
(1 Year Contract)
- SALARY CENTRE REQUIREMENTS** : R468 459 per annum, plus 37% in lieu of benefits
: Unemployment Insurance Fund, Pretoria
: An undergraduate qualification in Information Technology/ Computer Science/ Information Systems at NQF Level 6 as recognized by SAQA. Four (4) years' experience of which two (2) year must be functional experience in Information Technology (IT) environment (System Analyst/Business Analyst/ Software Developer) and two (2) years at supervisory level. Knowledge: Public Finance Management Act (PFMA). Promotion of Access to Information Act (PAIA). Basic Conditions of Employment Act (BCEA), Protected Disclosure Act. Labour Relations Act (LRA). Public Service Regulations (PSR). Public Service Act (PSA). Unemployment Insurance Act (UIA). Unemployment Insurance Contributions Act (UICA). System Development Life Cycle (SDLC). Skills: Problem Solving. Presentation. Planning and Organizing. Strong Analytic Skill. Technical Communication Skills. Both Written and Verbal. Ability to influence. Computer Literacy Computer. Systems Report Writing. Project Management.
- DUTIES** : Examine the current and new systems of the Fund. Facilitate the compilation of technical specification document. Facilitate the compilation of system prototype for the existing and new systems of the Fund. Quality assure the Systems. Manage Resources in the Sub-Directorate.

ENQUIRIES : Mr SK Skhosana Tel No: (012) 337 1613
APPLICATIONS : email: Jobs-UIF2@labour.gov.za, Acting Chief Director: Corporate Services: P
O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and
Pretorius Street, ABSA Towers Building, Pretoria.

POST 33/25 : **ASSISTANT DIRECTOR: OPERATIONS SUPPORT SERVICES REF NO:**
HR4/4/3/2ASDOSS/UIF (X4 POSTS)
(1 Year Contract)

SALARY : R468 459 per annum, plus 37% in lieu of benefits
CENTRE : Unemployment Insurance Fund, Pretoria
REQUIREMENTS : An undergraduate qualification (NQF Level 6) as recognised by SAQA in
Administration/ Public Management/ Public Administration/ Administrative
Management/ Operations Management/ Business Administration/ Operations
Research/ Finance. Four (4) years' experience of which two (2) years must be
functional experience in Operations environment and two (2) years' experience
at Practitioner level. Knowledge: Basic Conditions of Employment Act (BCEA).
Labour Relations Act (LRA). Skills: Communication. People Management.
Listening. Computer Literacy. Time Management. Analytical. Numeracy.
Interpersonal. Report writing. Planning and Organizing.

DUTIES : Facilitate provincial operational performance. Coordinate the implementation
of new operational policies and procedures. Provide operational services in
provincial offices to ensure consistency. Manage resources.

ENQUIRIES : Mr AP Ragavaloo Tel No: (012) 337 1882
APPLICATIONS : email: Jobs-UIF3@labour.gov.za, Acting Chief Director: Corporate Services: P
O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and
Pretorius Street, ABSA Towers Building, Pretoria.

POST 33/26 : **SENIOR PRACTITIONER: COMPLIANCE SERVICES REF NO:**
HR4/4/3/1SPCS/UIF (X5 POSTS)
(1 Year Contract)

SALARY : R397 116 per annum, plus 37% in lieu of benefits
CENTRE : Unemployment Insurance Fund, Pretoria
REQUIREMENTS : Three (3) year Tertiary Qualification (NQF level 6) in Internal Audit / Auditing /
Accounting / Financial Management. Two (2) years functional experience in
Financial / Auditing / Compliance environment. Knowledge: Unemployment
Insurance Act and Regulations. Unemployment Insurance Contributions Act.
Public Finance Management Act. Treasury Regulations. Public Service
Regulations and Act. Generally Accepted Accounting Practices (GAAP).
Generally Recognized Accounting Practices. Protection of Personal
Information Act (POPI Act). Skills: Communication. Listening. Computer
literacy (MS Office Suite. Interpersonal. Time Management. Report Writing.
Planning and organizing Numeracy. Financial.

DUTIES : Verify employers' information on the operational system. Identify employers'
non-compliance. Provide support in declaration reconciliation and contribution
information.

ENQUIRIES : Mr SN Gumede Tel No: (012) 337 1448
APPLICATIONS : email: Jobs-UIF5@labour.gov.za, Acting Chief Director: Corporate Services: P
O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and
Pretorius Street, ABSA Towers Building, Pretoria.

FOR ATTENTION : Sub-directorate: Human Resources Management, UIF

POST 33/27 : **SENIOR PRACTITIONER: TRAINING AND DEVELOPMENT REF NO:**
HR4/4/3/1SPTD/UIF

SALARY : R397 116 per annum
CENTRE : Unemployment Insurance Fund, Pretoria
REQUIREMENTS : An undergraduate qualification in Human Resource Management /
Development / Training and Development / Training and Development /
Management of Training / Industrial and Organisational Psychology at NQF
Level 6 as recognised by SAQA. Two (2) years functional experience in
Training/ Learning and Development environment. Knowledge: Public Service
Act (PSA). Public Service Regulations (PSR). Public Finance Management Act
(PFMA) Human Resource Development Policies. Human Resource Systems
(PERSAL). Skills Development Act (SDA). Skills Development Levies Act
(SDLA). Labour Relation Act (LRA). Basic Condition of Employment Act.

		Employment Equity Act (EEA). Protection of Personal Information Act (POPIA). Project Management. Diversity Management. OD-ETDP. Skills: Communication (Verbal and Written). Computer literacy. People Management. Project Management. Presentation. Report writing. Time management. Design and Development. Organizing and Planning. Problem Solving.
<u>DUTIES</u>	:	Implement Human Resource Development Programmes. Provide support in the implementation of the workplace skills plan programmes. Compile and update training manuals. Provide Bursary Administrative Support Services. Render Compulsory Induction and orientation programmes. Supervise Resources (Human, Finance, Equipment / Assets).
<u>ENQUIRIES</u>	:	Mr VG Kegakilwe Tel No: (012) 337 1710
<u>APPLICATIONS</u>	:	email: Jobs-UIF4@labour.gov.za , Acting Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, UIF
<u>NOTE</u>	:	African Females, Coloured Males, Indian Males, Indian Females, White Males and Persons with disabilities are encouraged to apply.
<u>POST 33/28</u>	:	<u>OHS INSPECTOR: CONSTRUCTION ENGINEERING REF NO: HR/4/4/6/07</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Labour Centre: East London
<u>REQUIREMENTS</u>	:	Matriculation/ Grade 12/ Senior Certificate plus a 3-year tertiary qualification at NQF 6 in Electrical/Mechanical Engineering/ Environmental Health/ Analytical Chemistry/ Chemical Engineering/ Civil & Construction Engineering. A valid driver license. Knowledge: Departmental policies and procedures, Occupational Health and Safety Act, as amended, Regulations (21), South African National Standards (Codes)- incorporated Codes become regulations, Compensation for Occupational injuries and Diseases Act, Unemployed Insurance Act. Skills: Planning and organizing, Communication skills, Computer Literacy, Facilitation skills, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem solving skills, Interviewing skills, Presentation skills, Innovation skills, Analytical skills, Verbal and written communication skills.
<u>DUTIES</u>	:	To plan and independently conduct inspections with the aim of ensuring compliance with the Occupational Health and Safety Act, Act 85 of 1993, Regulations and incorporated Standards. To confirm registration of with the Unemployment Insurance Act and the Compensation for Occupational Injuries and Diseases Act. Plan, investigate and finalise independently incidents and complaints reported pertaining to the OHS Act and the relevant regulations and enforce as and when necessary, appear in Court as a State witness. Plan and conduct allocated proactive inspections as per schedule to monitor compliance with the relevant labour legislation including compiling and consolidating reports emanating from such inspections. Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including, execution of analysis and compilation of consolidated statistical reports on regional and allocated cases.
<u>ENQUIRIES</u>	:	Mr. MC Njamela Tel No: (043) 702 7500
<u>APPLICATIONS</u>	:	Deputy Director Labour Centre Operations: Private Bag X9084, East London 5200 or hand delivered at Cnr. Oxford & Hill Street, East London; Email: Jobs-ECELN@Labour.gov.za
<u>FOR ATTENTION</u>	:	Deputy Director: Labour Centre Operations
<u>POST 33/29</u>	:	<u>INSPECTOR: INSPECTION AND ENFORCEMENT SERVICES REF NO: HR/4/4/10/52</u>
<u>SALARY</u>	:	R269 499 per annum
<u>CENTRE</u>	:	Nqanqarhu Labour Centre
<u>REQUIREMENTS</u>	:	Three (3) year relevant qualification (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.
- DUTIES** : 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.
- ENQUIRIES APPLICATIONS** : Ms N Mvanyashe Tel No: (045) 932 1424
Deputy Director: Labour Centre Operations, P.O. Box 397, Nqanqarhu, 5780, Hand deliver at 1 Royal Road Nqanqarhu,5780. Email: Jobs-ECMCR@labour.gov.za
- POST 33/30** : **SENIOR ASDMINISTRATION CLERK: OPERATIONS SUPPORT SERVICES NO: HR4/4/3/1SACOSS/UIF (X2 POSTS)**
(1 Year Contract)
- SALARY CENTRE REQUIREMENTS** : R228 321 per annum, plus 37% in lieu of benefits
Unemployment Insurance Fund, Pretoria
Grade 12 certificate. No experience required. Knowledge: Public Service Regulations (PSR). Public Service Act (PSA). Public Financial Management Act (PFMA). Labour Relation Act (LRA). Skills: Computer Literacy. Minutes Writing. Communication (verbal and written). Planning and Organising. Time Management.
- DUTIES** : Render general clerical support services. Provide personnel administration clerical support services within the Sub-Directorate. Provide supply chain support services within the Sub-Directorate. Provide financial administration support services in the Sub-Directorate.
- ENQUIRIES APPLICATIONS** : Ms Y Nambviluwa Tel No: (012) 337 1821
email: Jobs-UIF6@labour.gov.za, Acting Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.
- FOR ATTENTION** : Sub-directorate: Human Resources Management, UIF
- POST 33/31** : **SENIOR ASDMINISTRATION CLERK: FLEET MANAGEMENT REF NO: HR4/4/3/1SACFM/UIF (X2 POSTS)**
(1 Year Contract)
- SALARY CENTRE REQUIREMENTS** : R228 321 per annum, plus 37% in lieu of benefits
Unemployment Insurance Fund, Pretoria
Grade 12 certificate/Senior Certificate or equivalent. A valid code 8 EB driving license. No experience required. Knowledge: Public Finance Management Act (PFMA). Departmental policies and procedures. National Road Transport Act. Basic Administration. Public Service Regulations (PSR). Public Service Act (PSA). Labour Relations Act (LRA). Basic Conditions of Employment Act (BCEA). Skills: Computer Literacy. Problem Solving. Planning and Organizing. Time Management. Report Writing.
- DUTIES** : Allocate vehicles booked on the vehicle distribution board. Provide effective fleet administration for the Fund. Render support service in the maintenance and repair of fleet. Safe keep all fleet documents/records (petrol cards and vehicle keys-both originals and spares).
- ENQUIRIES APPLICATIONS** : Mr RM Mathebula Tel No: (012) 337 1655
email: Jobs-UIF7@labour.gov.za, Acting Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.
- FOR ATTENTION** : Sub-directorate: Human Resources Management, UIF

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** : 29 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 33/32** : **FAMILY ADVOCATE (LP7-LP8) REF NO: 2025/76/GP**
This is a re-advertisement, applicants who previously applied need not re-apply.
- SALARY** : R932 904 – R1 539 321 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Family Advocate: Johannesburg
- REQUIREMENTS** : An LLB Degree or recognised 4-year legal qualification; Admission as an Advocate; Five (5) years appropriate post qualification litigation experience; Knowledge of Foundations of South African law, South African private law, Constitutional law, Criminal law, Intellectual property, Evidence and African Customary Law, Muslim Personal Law, Private International Law, Children's Act, The Hague Convention of the Civil Aspects of International Child Abduction, Maintenance Act, reciprocal enforcement of Maintenance Orders Act, Child Care Act, Extensive knowledge of all local and international Legislation that regulates protection of children; Knowledge of the South African legal system, legal practices and related spheres with specific reference to civil litigation and the law of contract; Knowledge of the Constitution, the Institution of Legal Proceedings Against Certain Organs of State Act, State Attorney Act, the Public Finance Management Act, the Treasury Regulations. Knowledge and experience in office administration; A

valid driver's licence. Skills and Competencies: Good communication skills, both verbal and writing; Litigation and Advocacy skills; Research, investigation, monitoring, evaluation and report writing skills with intention to detail; Diversity management; Dispute and Conflict resolution skills; Computer literacy; Case Flow Management.

DUTIES : Key Performance Areas: Perform all functions and duties of the Family Advocate in accordance with relevant legislation; Monitor the provisioning of forensic and risk social work services; Monitor and implement the provisions of the Hague Convention on Civil aspects of International Child Abduction; Manage and implement the provision of Forensic Social Work Social Work services; Manage and provide administrative support services; Attend to all relevant circuit courts within the Province.

ENQUIRIES APPLICATIONS : Ms. RR Moabelo Tel No: (011) 332 9000
: Quoting the relevant reference number, direct your application to: Provincial Office-Gauteng, Private Bag X6, Johannesburg, 2000 OR Physical Address: Provincial Office-Gauteng; Department of Justice and Constitutional Development; 7th floor Schreiner chambers, 94 Pritchard, Johannesburg or <https://forms.office.com/r/X2XaVPasWu>

POST 33/33 : **STATE LAW ADVISOR (LP7-LP8) REF NO: 25/89/LD (X2 POSTS)**

SALARY : R932 904 – R1 539 321 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : South African Law Reform Commission: Centurion
: LLB Degree or recognized 4 year legal qualification; At least 5 years' appropriate post qualification in litigation/legal advisory experience; Admission as an Advocate or Attorney; Knowledge of the Constitutional and laws of the RSA; Knowledge of the South African legal system, legal practices and related spheres with specific reference to civil litigation and the law of contract; Knowledge of the Constitution of South Africa, the Institution of Legal Proceedings Against Certain Organs of State Act; Knowledge of the Public Finance Management Act, Treasury Regulations, Departmental Financial Instructions and State Liability Act. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Continuous improvement; Diversity management; Impact and influence; Conflict management; Planning and organizing; Problem solving and decision making; Computer literacy; Project management.

DUTIES : Key Performance Areas: Plan and conduct research, including comparative legal research in respect of the law of South Africa; Conduct extensive consultation with stakeholders with a view to obtain inputs and comment on draft research papers; Develop proposals for the development, improvement and modernization of the South African Law Reform; Develop recommendation and draft legislation for law Reform; Prepare issue papers, discussion papers and reports that contain research, recommendations and draft legislation for law reform; Conduct Socio Economic Impact Analysis on research and legislative proposal.

ENQUIRIES APPLICATIONS : Ms R. Sema Tel No: (012) 315 3333
: Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria OR <https://forms.office.com/r/X2XaVPasWu>

POST 33/34 : **SENIOR ASSISTANT STATE ATTORNEY (LP5-LP6) REF NO: 25/45/FS (X2 POSTS)**

SALARY : R630 630 – R1 450 323 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : State Attorney, Bloemfontein
: An LLB or 4 year recognized legal qualification; At least 4 years appropriate post qualification legal/litigation experience; Admittance as an Attorney; A thorough knowledge of legal practice, office management, accounting system and trust accounts; Knowledge of the government prescripts and transformation objective as well as the Constitution of South Africa;

- Conveyancing experience will be an added advantage; A valid driver's license. Skills and Competencies: Computer literacy; Legal research and drafting; Dispute resolution; Case flow management; Communication skills (written and verbal); Accuracy and attention to detail.
- DUTIES** : Key Performance Areas: Represent the State in Litigation and Appeal in the High Court, Magistrate Courts, Labour Courts, Land Courts, Land Claims Courts, CCMA, Tax and Tax tribunals; Furnish legal advice and opinions; Draft and/or settle all types of arrangements on behalf of various clients; Attend to liquidation and insolvency, queries, conveyancing and notarial services; Deal with all forms of arbitration, including inter-departmental arbitration; Register trust and debt collection; Provide effective people management.
- ENQUIRIES APPLICATIONS** : Ms N Dywili at 073 775 0709
: Please direct your applications to: The Director: Human Resource, Private Bag X20578, Bloemfontein, 9300 No 108 St Andrew Street, Bloemfontein OR <https://forms.office.com/r/X2XaVPasWu>
- POST 33/35** : **COURT INTERPRETER REF NO: 2025/75/GP**
- SALARY** : R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate Office: Moretele
: NQF level 4/ Grade 12 or equivalent qualification; Three months Practical experience will be an added advantage; Driver's license will be an added advantage. Proficiency in English and one or more indigenous languages; Language requirements: English, Setswana, Isizulu or Xitsonga. Skills and Competencies: Communication skills; Listening skills; Interpersonal skills; Time management; Computer literacy; Analytical thinking; Problem solving; Planning and organizing; Confidentiality; Ability to work under pressure; Computer literacy.
- DUTIES** : Key Performance Areas: Interpret in Criminal Court, Civil Court, Labour Court, quasi-judicial proceedings; Interpret during consultation; Translate legal documents and exhibits; Record cases in criminal record book; Draw case records on request of the Magistrate and Prosecutors; Keep records of statistics.
- ENQUIRIES APPLICATIONS** : Ms V Shiburi Tel No: (011) 332 9000
: Quoting the relevant reference number, direct your application to: Provincial Office-Gauteng, Private Bag X6, Johannesburg, 2000 Or Physical Address: Provincial Office-Gauteng; Department of Justice and Constitutional Development; 7th floor Schreiner chambers, 94 Pritchard, Johannesburg Or <https://forms.office.com/r/X2XaVPasWu>
- POST 33/36** : **ADMINISTRATION CLERK REF NO: 2025/74/GP**
- SALARY** : R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate Office: Westonaria
: Grade 12 Certificate or equivalent. Skills and Competencies: Good communication skills (written and verbal); Computer Literacy (MS Office); Administrative and organization skill; Ability to work under pressure; Customer service; Document management and filing; Interpersonal relations.
- DUTIES** : 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.
- ENQUIRIES APPLICATIONS** : Gauteng: Ms V Shiburi Tel No: (011) 332 9000
: Quoting the relevant reference number, direct your application to: The Provincial Office, Private Bag X6, Johannesburg, 2000 Or Physical address: Department of Justice and Constitutional Development; 7th floor Schreiner Chambers, 94 Pritchard Street; Johannesburg Or <https://forms.office.com/r/X2XaVPasWu>
- POST 33/37** : **ADMINISTRATION CLERK (DCRS) REF NO: 2025/73/GP**
- SALARY** : R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Office: Westonaria

- REQUIREMENTS** : Grade 12 Certificate or equivalent qualification; Skills and Competencies: Communication skills (verbal and written); Above average computer literacy; Good interpersonal relations; Ability to work under pressure and also solve problems; Customer service; Knowledge of document management and filing.
- DUTIES** : Key Performance Areas: Conduct daily court recordings; Prepare and setup the recording machines and ensuring that microphones are functioning; Report all malfunctions from the machines; Recording of court proceedings; Keep record of all the requests for transcription and record time spent in court per case; Ensure proper management of digital recording of court proceedings and integrity of records; Capturing of cases on ECMS/ ICMS daily; Ensure correct equipment is available for children and disabled; Prepare court records for Appeal and Review; Render assistance in general case flow management; Perform other administration duties as directed by the Court Manager from time to time.
- ENQUIRIES** : Ms V Shiburi Tel No: (011) 332 9000
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Provincial Office, Private Bag X6, Johannesburg, 2000 Or Physical address: Department of Justice and Constitutional Development; 7th floor Schreiner Chambers, 94 Pritchard Street; Johannesburg or <https://forms.office.com/r/X2XaVPasWu>

DEPARTMENT OF MINERAL AND PETROLEUM RESOURCES

- APPLICATIONS** : Applicants are urged to choose/ utilise one of the methods provided above. You may forward your application, quoting reference, addressed to: The Director-General, Department of Mineral and Petroleum Resources, Private Bag X59, Arcadia, 0007. Alternatively, applications may also be hand delivered to Trevenna Campus, corner Meintjies and Francis Baard Street, former Schoeman. Another option is to submit application through email as a Single scanned document/ One PDF attachment to the email addresses specified for each position. (Kindly note that the emailed applications and attachments should not exceed 15mb). General enquiries may be brought to the attention of Ms T Gumede Tel No: (012) 444- 3319
- CLOSING DATE** : 29 September 2025
- NOTE** : The Department of Mineral and Petroleum Resources (DMPR) is an equal opportunity; affirmative action employer and it is its intention to promote representivity in the Public Sector through the filling of this post. Persons whose transfer/promotion/appointment will promote representivity are encouraged to apply, particularly persons with disabilities and women interested in senior management positions. An indication of such, in this regard will be vital in the processing of applications. N.B: Kindly note that the Department provides for four methods of submitting a job application, namely: Post, courier, hand delivery and email. Applications must be submitted on the recent Z83 application form which came into effect from 01 January 2021 as issued by the Minister of Public Service Administration in line with regulation 10 of the Public Service Regulations, 2016 as amended, which is obtainable online from www.gov.za and www.dpsa.gov.za. All sections of the Z83 must be completed (In full, accurately, legibly, honestly, initialled, signed and dated), and accompanied by a comprehensive/ detailed Curriculum Vitae only. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications and other relevant documents will be required from shortlisted candidates only on or before the day of the interview. The Curriculum Vitae must have at least three (3) reference persons and their contacts. Failure to provide accurate information on a job application as well as incomplete information will result in a disqualification. Job applicants in possession of a foreign qualification(s), must also provide an evaluation certificate obtainable from the South African Qualification Authority (SAQA). If an invitation for an interview is not received within three (3) months after the closing date, please regard your application as unsuccessful. Requirements stated on the advertised posts are minimum inherent requirements; therefore, criteria for shortlisting will depend on the proficiency of the applications received. Shortlisted candidates will be assessed through practical exercise and an oral interview. Applicants must note that personnel suitability checks (PSC) will be conducted on the short-listed applicants, therefore will be required to give consent in terms of the POPI Act in order for the Department to conduct this exercise. PSC includes security screening and vetting, qualification verification, criminal records, financial records checks. Applicants who do not comply with the above-mentioned requirements, as well as application received after the closing date will not be considered. If an applicant wishes to withdraw an application, He/ She must do so in writing. It is also important to note that the Department reserves the right not to fill any advertised post at any stage of the recruitment process.

OTHER POSTS

- POST 33/38** : **SENIOR VETTING INVESTIGATOR REF NO: 037**
This is a re-advert, candidates who applied previously are encouraged to re-apply.
- SALARY** : R582 444 per annum (Level 10)
- CENTRE** : Head Office, Pretoria
- REQUIREMENTS** : National Diploma in Security Risk Management/ Safety and Security Management/ Social Science/ Criminology /Criminal Psychology/ Forensic Investigation/Policing/Police Science/ Law (NQF 6) Plus minimum of 3 year's investigation experience Plus certificate in Security Vetting

- (SSA/SAPS/SANDF) and Driver's licence: Knowledge of: Departmental policies, MISS document, Record management. Security Risks. Security Vetting, related Acts, Vetting legislation and procedures and strategies. Skills: Problem solving and analysis. Decision making, programme and project management. Team leadership. Analytical. Creativity. Self-management. Financial management. Customer focus and responsiveness. Communication skills. Computer skills, Delegation and developmental of others. Planning, organising and execution. Ability to management conflict. Diplomacy. Language proficiency. Listening and insight skills. Interviewing skills. Thinking Demand: Analytical thinking and creativity.
- DUTIES** : Conduct vetting field-work investigations. Provide inputs for the development and implementation of policies, guidelines, norms and standards in vetting investigations. Ensure effective communication channels and systems between the Department and the State Security Agency and other related agencies. Administer files and partake in task teams dealing with matters related to vetting projects/ processes. Provide managerial activities.
- ENQUIRIES** : Mr E Jacobs at 079 693 8628
APPLICATIONS : Email to Recruitment03@dmp.gov.za
NOTE : Indian, Coloured or White female and persons with disabilities are encouraged to apply. Note: Candidate will undergo practical exercise and integrity assessments. Candidates who are applying online are requested to upload one document as attachment on a PDF format.
- POST 33/39** : **DRIVER/ MESSENGER REF NO: 038**
Office of the Deputy Minister: Mineral and Petroleum Resources
This is a re-advert, candidates who applied previously are encouraged to re-apply.
- SALARY** : R193 359 per annum (Level 04)
CENTRE : Head Office
REQUIREMENTS : Grade 10 with no experience and a valid driver's licence. PLUS the following key competencies: Knowledge of: Knowledge of Public Service Act, Public Service, Broad knowledge and understanding of the functional areas covered by the executive authority's portfolio, working knowledge of the political and parliamentary processes in South Africa Skills: computer literacy. Communication skills (verbal and written). Creativity and innovation. Interpersonal skills, Thinking Demand: Logical. Creative/Innovative thinker. Objective. Accurate. Diplomatic.
- DUTIES** : Collect and deliver documents, Transport employees in the office of the Deputy Minister and guests and special advisors of the Deputy Minister, Maintain knowledge on the policies and procedures that applies in the work environment. Render a general support function in the office of the Deputy Minister.
- ENQUIRIES** : Ms LM Maluleka at 082 303 7721
APPLICATIONS : Email to Recruitment04@dmp.gov.za
NOTE : Indian, Coloured or White male and persons with disabilities are encouraged to apply Note: Candidate will undergo practical exercise and integrity assessments. Candidates who are applying online are requested to upload one document as attachment on a PDF format.
- POST 33/40** : **FOOD AIDE SERVICE REF NO: 039**
Office of the Deputy Minister: Mineral and Petroleum Resources
This is a re-advert, candidates who applied previously are encouraged to re-apply.
- SALARY** : R138 486 per annum (Level 02)
CENTRE : Head Office
REQUIREMENTS : ABET 2 (NQF 1) with no experience PLUS the following key competencies: Knowledge of: Knowledge of Public Service Act, Public Service portfolio, Working knowledge of the political and parliamentary processes in South Africa Skills: communication and diplomatic skills, Thinking Demand: Analytical thinking and Creativity.
- DUTIES** : Clean kitchen utensils and equipment, provide catering support services. Keep stock of kitchen utensils and equipment, apply hygiene and safety measures, maintain quality control measures of all food provided. Removal of garbage disposal.
- ENQUIRIES** : Ms LM Maluleka at 082 303 7721

APPLICATIONS
NOTE

- : Email to Recruitment05@dmp.gov.za
- : Indian, Coloured or White male and persons with disabilities are encouraged to apply Note: Candidate will undergo practical exercise and integrity assessments. Candidates who are applying online are requested to upload one document as attachment on a PDF format.

OFFICE OF THE CHIEF JUSTICE

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



- APPLICATIONS** : **National Office (Midrand)/:** Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107 or hand deliver applications to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand, 1685.
Eastern Cape/East London/Makhanda: 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.
Gauteng: (Provincial Centre), Johannesburg High Court/ Pretoria High Court/ Labour and Labour Appeals Court: Johannesburg: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000. Applications can also be hand delivered to the 12th floor, Cnr Pritchard and Kruis Street, Johannesburg.
KwaZulu-Natal/ Pietermaritzburg/ Durban/ Provincial Service Centre: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X54314, Durban, 4001. Applications can also be hand delivered to 1st Floor Office No 118, CNR Somtseu8 & Stalwart Simelane Streets, Durban, 4000.
Limpopo/ Polokwane/ Thohoyandou: Quoting the relevant reference number, direct your application to: Provincial Head, Office of the Chief Justice Service Centre, Limpopo, Private Bag X9693, Polokwane, 0700. Applications can also be hand delivered to the High Court of South Africa: Limpopo Division, Polokwane, 36 Biccard & Bodenstein Street, Polokwane, 0699.
Northern Cape/Kimberley/Provincial Service Centre/High Court: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X5043, Kimberley, 8300 Applications can also be hand delivered to the High Court, Sol Plaatjie Drive, Room B107, Kimberley.
North West/ Provincial Service Centre/ Mmabatho/ Mahikeng: Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Office of the Chief Justice, Private Bag X2033, Mmabatho, 2735. Applications can also be hand delivered to 22 Molopo Road, Ayob Gardens, Mmabatho.
- CLOSING DATE** : 29 September 2025

OTHER POSTS

- POST 33/41** : **JUDGE'S SECRETARY REF NO: 2025/238/OCJ**
- SALARY** : R325 101 - R382 959 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Eastern Cape Division of The High Court: Mthatha
- REQUIREMENTS** : Grade twelve (12). One (1) to three (3) years' secretarial experience or as an Office Assistant. A valid driver's licence. A minimum of 20 modules completed towards an LLB, BA or BCom Law Degree will serve as an added advantage and results must accompany the application. Shortlisted candidates will be required to pass a typing test. Skills and competencies: Proficiency in English. Good communication skills (verbal and written). Administration and organizational skills. Exceptional interpersonal skills. Ability to meet strict deadlines and to work under pressure. Attention to detail. Customer care service skills and excellent typing skills. Confidentiality and time management. Computer literacy (MS Word) and research capabilities. All shortlisted

DUTIES

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.

: To ensure attendance and screening of all incoming and outgoing calls. To ensure that appointments and meetings of the Judge are diarized. To ensure that the judgments are typed and correspondences are filed accordingly in the right sections. To ensure that signed Judgments and orders handed down in court or virtually are sent to the typist and the library (Judgment only). To ensure that all visitors are received, screened and their queries are attended to. To ensure that all incoming and outgoing documents are recorded and filed. To ensure that stationery for the Judge is ordered and collected. To ensure that the court files are ready and Judge has all documents in the file on time as per duty roster. To ensure that all files received from various section(s) are verified by the Registrar of that section. To ensure that the register of reviews is up to date and signed on receipt and return of reviews to the review Clerk. To ensure that he register/template of the reserved judgment is updated and notifying the Statistics officer as well as the office of the Judge President when judgment has been handed down. To ensure that the transcribed judgments from transcribers reach the Judges for approval and signature. To ensure that the Heads of Arguments from various stakeholders are received filed and verified. Informing parties involved via e-mail and or telephonically of time and date when reserved judgments will be handed down, further notifying them on how the judgement will be handed down. To ensure that the bench book of the Judge is prepared and files are in court before the court starts or before Judge enters the court. To ensure that all cases are called and recorded as per court roll. Calling the case number and the parties' names on record before Judge can allow parties to start with their matters. To ensure that the correct Oath ID or declaration is administered in court, when required. To ensure that the exhibits are handled, controlled and noted professionally and captured accordingly. To ensure that the correct order is endorsed on the file and or on Caselines after it was granted by Judge in court. To ensure that all the travel, accommodation arrangements are in order on time, attend to sign the documents being signed prior approval. To ensure that the Judge's logbook is submitted on or before 5th of every month to the Transport Officer. To ensure that the car is booked for either maintenance and service, receive the preauthorization for the Judge's vehicle. To remind the Judge of the invoices so that the submission of the S&T claims can be processed. To ensure the submissions of Cell phone and 3G data claims for process purposes. To ensure that court roll(s) is submitted to the Statistical.

ENQUIRIES

: Technical Related Enquiries: Mr M Mhlontlo Tel No: (047) 504 5500
HR Related Enquiries: Mr S Mponzo Tel No: (043) 726 5217

APPLICATIONS
NOTE

: Applications can be sent via email at 2025/238/OCJ@judiciary.org.za
: The Organization will give preference to candidates in line with the Employment Equity goals.

POST 33/42

: **JUDGE'S SECRETARY REF NO: 2025/220/OCJ (X5 POSTS)**
(48 months non-renewable contract)
Re-advertisement, candidates who previously apply are encouraged to re-apply.

SALARY

: R325 101 - R382 959 per annum, plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

CENTRE
REQUIREMENTS

: Gauteng Division of The High Court: Johannesburg
: Matric certificate, an LLB degree or a 4-year legal qualification (or equivalent). A valid Driver's license. Shortlisted candidates will be required to pass a typing proficiency test. 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.

DUTIES

: Ensure attendance and screening of all incoming and outgoing calls. To ensure that judgments are typed, and correspondences is appropriately captured and saved in the correct locations and safeguarded; Provide general secretarial / administrative duties to the Judge. Arrange and diarize appointments, meetings, official visits and make travel and accommodation arrangements. etc; Perform digital recording of court proceedings urgent court after hours and ensure integrity of such recordings, store, keep and file court records safely: after a case has been completed and opinion, decision or judgment entry released, returns case file to the Registrar; Accompany the Judge to the court

and circuit courts; ensure that the register/template for the reserved judgments is updated timeously and that the Statistics Officer is notified when judgment remains outstanding and/or has been handed down, Cooperate with Judges, Supervisors and co-workers as necessary to ensure the smooth and efficient operation of the Court; Management of Judge's vehicle and logbook; compile data and prepares reports and documents for assigned judges as necessary, including expenses reports, continuing legal hours, financial disclosure statement, and case management; Arrange receptions for the Judge, and his visitors and attend to their needs; To remind the Judge of invoices so that the submission of the S&T claims can be processed. To ensure the submissions of Cell phone and 3G data claims for process purposes. To ensure that stats are submitted to the Statistical Officer timeously. To ensure that the Judge's logbook is submitted on or before 5th of every month to the Transport Office. Management of Judge's Library and updating of loose-leaf publications; Ensure that the Judge's stationery is ordered and collected; Execute Legal research as directed by the Judge. Good communication skills (verbal and written). Administration and organizational skills. Exceptional interpersonal 22 skills. Ability to meet strict deadlines and to work under pressure. Attention to detail. Customer service skills and Computer literacy (Ms Word) and including Dictaphone typing, Confidentiality and time management. Comply with departmental policies and prescripts and procedures or guidelines.

- ENQUIRIES** : Technical enquiries: Ms R Bramdaw Tel No: (010) 494 8486
HR related enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
- APPLICATIONS** : Applications can be sent via email at 2025/220/OCJ@judiciary.org.za
- NOTE** : The Organization will give preference to candidates in line with the Employment Equity goals.
- POST 33/43** : **JUDGE'S SECRETARY REF NO: 2025/221/OCJ (X11 POSTS)**
(48 months non-renewable contract)
Re-advertisement, candidates who previously apply are encouraged to re-apply.
- SALARY** : R325 101 - R382 959 per annum, plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Gauteng Division of The High Court: Pretoria
- REQUIREMENTS** : Applicants should be in possession of a Matric and an LLB degree or a four (4) year legal qualification (or equivalent). A valid driver's license. Shortlisted candidates will be required to pass a typing proficiency test. 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.
- DUTIES** : To ensure attendance and screening of all incoming and outgoing calls. To ensure that appointments and meetings of the Judge are diarized. To ensure that the judgments are typed, and correspondence is appropriately captured and saved in the correct locations and safeguarded. To ensure that signed Judgments and orders are properly handed down in person in court and/or virtually. To ensure that draft judgements are expeditiously handled and typed. To ensure all visitors in the Judge's Chambers are received, screened and their queries are attended to. To ensure that all incoming and outgoing documents are recorded and filed. To ensure that stationery for the Judge is ordered and collected. To ensure that the court files are ready, the Judge has access to all his allocated files and documents in the file on time as per duty roster. To ensure that all files received from various sections(s) are verified by the Registrar of that section. To ensure that the Judges Chamber register of reviews is up to date and signed on receipt and return of review files to the review Clerk. To ensure that the register/template for the reserved judgements is updated timeously and that the Statistics Officer as well as the office of the Judge President is notified when judgement remains outstanding and/or has been handed down. To ensure that transcribed judgements from transcribers reach the Judges for approval and signature. To prepare court rolls for Opposed Motion and Urgent Court and distribute to stakeholders. To ensure that the Heads of Argument from various stakeholders are received, filed and verified. Informing parties involved via e-mail and or the time telephonically of time and date when reserve judgements will be handed down, further notifying them on how the judgement will be handed down. To ensure that the bench book of the Judge is prepared, and files are in court before the court starts or before the Judge enters the court. To ensure that all stakeholders involved are

present in court before commencement of proceedings. To ensure that all cases are called and recorded as per court roll. Calling the case number and the parties' names on record before Judge can allow parties to start with their matters. To ensure that the correct Oath ID or declaration is administered in court, when required. To ensure that the exhibits are handled, controlled and noted professionally and captured accordingly. To ensure that the correct order is endorsed on the file and or on Case lines after it was granted by Judge in court. To ensure that all the travel and accommodation arrangements are in order on time, attend to sign the documents being signed prior approval. To ensure that the Judge's logbook is submitted on or before 5th of every month to the Transport Officer. To ensure that the car is booked for either maintenance and service, receive the pre-authorization for the Judge's vehicle. To ensure the submissions of Cell phone and 3G data claims for process purposes. To ensure that court roll(s) are submitted to the Statistical Officer on or before every Friday. To ensure that all updates on the loose leafs in the Judge's library are attended to. Good communication skills (verbal and written) Administration and organizational skills. Exceptional interpersonal skills. Ability to meet strict deadlines and to work under pressure. Attention to detail. Customer service skills and excellent typing skills including Dictaphone typing. Confidentiality and time management. Computer literacy (MS Word) and research capabilities. The Department reserves the right not to make any appointments.

- ENQUIRIES** : Technical enquiries: Ms M Campbell Tel No: (012) 492 6799
HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
- APPLICATIONS** : Applications can be sent via email at 2025/221/OCJ@judiciary.org.za
- POST 33/44** : **POOL JUDGE'S SECRETARIES REF NO: 2025/222/OCJ (X3 POSTS)**
(12 Months non-renewable Contract)
Re-advertisement, candidates who previously apply are encouraged to re-apply.
- SALARY** : R325 101 - R382 959 per annum, plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Gauteng Division of The High Court: Pretoria
- REQUIREMENTS** : Grade 12 / Matric plus LLB degree; Valid driver's license. Shortlisted candidates will be required to pass a typing test Skills and Competencies: Good written and oral communication skills. Computer literacy (Microsoft office). Customer services skills. Interpersonal relations skills. Planning skills. Organising and control. Able to work under pressure. Ability to multi-task. Problem solving skills. Good interpersonal relations. Skills and competencies: Proficiency in English, Proficiency in Microsoft Office Programs, Ability to conduct research Problem solving, Planning and organizing, Ability to maintain confidentiality, Good judgment and decision-making skills, Good interpersonal relations with ability to take charge, effective communication (verbally and in writing), Able to work under pressure, Ability to multitask, Telephone etiquette, Professionalism, Ability to meet strict deadlines, Time management skills and People skills. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.
- DUTIES** : To ensure attendance and screening of all incoming and outgoing calls. To ensure that appointments and meetings of the Judge are diarized. To ensure that the judgments are typed and correspondences are filed accordingly in the right sections. To ensure that signed Judgments and orders handed down in court or virtually are sent to the typist and the library (Judgements only). To ensure that all visitors are received, screened and their queries are attended to. To ensure that all incoming and outgoing documents are recorded and filed. To ensure that stationery for the Judge is ordered and collected. To ensure that the court files are ready and Judge has all documents in the file on time as per duty roster. To ensure that all files received from various section(s) are verified by the Registrar of that section. To ensure that the register of reviews is up to date and signed on receipt and return of reviews to the review Clerk. To ensure that he register/template of the reserved judgment is updated and notifying the Statistics officer as well as the office of the Judge President when judgment has been handed down. To ensure that the transcribed judgments from transcribers reach the Judge for approval and signature. To prepare court rolls for Opposed Motion and Urgent Court and distribute to stakeholders. To ensure that the Heads of Arguments from various stakeholders are received, filed and verified. Informing parties involved via e-mail and/or telephonically of time and

date when reserved judgments will be handed down, further notifying them on how the judgement will be handed down. To ensure that the bench book of the Judge is prepared and files are in court before the court starts or before Judge enters the court. To ensure that all stakeholders involved are present in court before commencement of proceedings. To ensure that all cases are called and recorded as per court roll. Calling the case number and the parties' names on record before Judge can allow parties to start with their matters. To ensure that the correct Oath ID or declaration is administered in court, when required. To ensure that the exhibits are handled, controlled and noted professionally and captured accordingly. To ensure that the correct order is endorsed on the electronic court file after it was granted by Judge in court. To ensure that all the travel, accommodation arrangements are in order on time, attend to sign the documents being signed prior approval. To ensure that the Judge's logbook is submitted on or before 5th of every month to the Transport Officer. To ensure that the car is booked for either maintenance and service, receive the preauthorization for the Judge's vehicle. To remind the Judge of the invoices so that the submission of the S&T claims can be processed. To ensure the submission of Cell phone and 3G data claims for process purposes. To ensure that court roll(s) is submitted to the Statistical Officer on or before every Friday. To ensure that all updates on the loose leafs in the Judge's library are attended to. Execute legal research as directed by the Judge. Comply with departmental Policies and Prescripts and procedures or guidelines, including signing of payroll

- ENQUIRIES** : Technical enquiries: Ms M Campbell Tel No: (012) 492 6799
HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
- APPLICATIONS** : Applications can be sent via email at 2025/222/OCJ@judiciary.org.za
- NOTE** : The Organisation will give preference to candidates in line with the Employment Equity goals.
- POST 33/45** : **POOL JUDGE'S SECRETARIES REF NO: 2025/223/OCJ (X2 POSTS)**
(12 Months non-renewable Contract)
Re-advertisement, candidates who previously apply are encouraged to re-apply.
- SALARY** : R325 101 - R382 959 per annum (Level 07), plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Gauteng Division of The High Court: Johannesburg
- REQUIREMENTS** : Grade 12 / Matric plus LLB degree; Valid driver's license. Shortlisted candidates will be required to pass a typing test Skills and Competencies: Good written and oral communication skills. Computer literacy (Microsoft office). Customer services skills. Interpersonal relations skills. Planning skills. Organising and control. Able to work under pressure. Ability to multi-task. Problem solving skills. Good interpersonal relations. Skills and competencies: Proficiency in English, Proficiency in Microsoft Office Programs, Ability to conduct research Problem solving, Planning and organizing, Ability to maintain confidentiality, Good judgment and decision-making skills, Good interpersonal relations with ability to take charge, effective communication (verbally and in writing), Able to work under pressure, Ability to multitask, Telephone etiquette, Professionalism, Ability to meet strict deadlines, Time management skills and People skills. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.
- DUTIES** : To ensure attendance and screening of all incoming and outgoing calls. To ensure that appointments and meetings of the Judge are diarized. To ensure that the judgments are typed and correspondences are filed accordingly in the right sections. To ensure that signed Judgments and orders handed down in court or virtually are sent to the typist and the library (Judgements only). To ensure that all visitors are received, screened and their queries are attended 78 to. To ensure that all incoming and outgoing documents are recorded and filed. To ensure that stationery for the Judge is ordered and collected. To ensure that the court files are ready and Judge has all documents in the file on time as per duty roster. To ensure that all files received from various section(s) are verified by the Registrar of that section. To ensure that the register of reviews is up to date and signed on receipt and return of reviews to the review Clerk. To ensure that he register/template of the reserved judgment is updated and notifying the Statistics officer as well as the office of the Judge President when judgment has been handed down. To ensure that the transcribed judgments

from transcribers reach the Judge for approval and signature. To prepare court rolls for Opposed Motion and Urgent Court and distribute to stakeholders. To ensure that the Heads of Arguments from various stakeholders are received, filed and verified. Informing parties involved via e-mail and/or telephonically of time and date when reserved judgments will be handed down, further notifying them on how the judgement will be handed down. To ensure that the bench book of the Judge is prepared and files are in court before the court starts or before Judge enters the court. To ensure that all stakeholders involved are present in court before commencement of proceedings. To ensure that all cases are called and recorded as per court roll. Calling the case number and the parties' names on record before Judge can allow parties to start with their matters. To ensure that the correct Oath ID or declaration is administered in court, when required. To ensure that the exhibits are handled, controlled and noted professionally and captured accordingly. To ensure that the correct order is endorsed on the electronic court file after it was granted by Judge in court. To ensure that all the travel, accommodation arrangements are in order on time, attend to sign the documents being signed prior approval. To ensure that the Judge's logbook is submitted on or before 5th of every month to the Transport Officer. To ensure that the car is booked for either maintenance and service, receive the preauthorization for the Judge's vehicle. To remind the Judge of the invoices so that the submission of the S&T claims can be processed. To ensure the submission of Cell phone and 3G data claims for process purposes. To ensure that court roll(s) is submitted to the Statistical Officer on or before every Friday. To ensure that all updates on the loose leafs in the Judge's library are attended to. Execute legal research as directed by the Judge. Comply with departmental Policies and Prescripts and procedures or guidelines, including signing of payroll.

- ENQUIRIES** : Technical enquiries: Ms R Bramdaw Tel No: (010) 494 8486
HR related enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
- APPLICATIONS** : Applications can be sent via email at 2025/223/OCJ@judiciary.org.za
- NOTE** : The Organisation will give preference to candidates in line with the Employment Equity goals
- POST 33/46** : **REGISTRAR'S CLERK REF NO: 2025/239/OCJ**
- SALARY** : R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Eastern Cape Division of The High Court: Mthatha
- REQUIREMENTS** : Matric certificate. The following will be an added advantage: Experience in general legal administration, one (1) year administration experience preferably in a court environment, knowledge of the Rules of the High Court. Skills and competencies: Excellent communication skills (written and verbal). Computer literacy (MS Office). Good interpersonal and public relation skills. Ability to work under pressure and solve problems, numerical skills, accuracy and attention to detail, planning, organizing and skills and customer service skills orientated. 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.
- DUTIES** : Rendering effective and efficient case flow management support service to the Court. Issuing of court processes at General Office. Render case management duties. Render counter service duties/functions. Prepare, analyse and submit court statistics, Maintain and keep all registers for civil matters. Filing and archiving of civil processes. Attending to case management and set down. Assist in typing set down, court rolls and other court preparations. Act as liaison between Judges and Legal Practitioners. Attend to correspondence and enquiries from the public and stakeholders. Provide administrative support in general as requested by the Chief Registrar, Court Manager and Supervisor.
- ENQUIRIES** : Technical Related Enquiries: Mr M Mhlontlo Tel No: (047) 504 5500
HR Related Enquiries: Mr S Mponzo Tel No: (043) 726 5217
- APPLICATIONS** : Applications can be sent via email at 2025/239/OCJ@judiciary.org.za
- NOTE** : The Organisation will give preference to candidates in line with the Employment Equity goals

TVET LEARNERSHIP PROGRAMME FOR 2025/2026 (18 MONTHS)

CLOSING DATE : 29 September 2025

NOTE : The Office of the Chief Justice would like to invite qualifying TVET graduate to apply to participate in a Work Integrated Learning programme (TVET graduates) in the 2025/2026 financial year. Applicants must have obtained a N6 certificate from a Public TVET college as their highest qualification at entry. Applicants must be an unemployed graduate and never participated in an internship programme previously, and must be a South African Citizen. Office of the Chief Justice is an equal opportunity employer. Persons with Disabilities are encouraged to participate.

OTHER POSTS

POST 33/47 : **TVET LEARNERSHIP: PUBLIC MANAGEMENT/ADMINISTRATION REF NO: 2025/224/OCJ (X2 POSTS)**
Duration: 18 Months

STIPEND : R4 950 per month
CENTRE : Polokwane High Court
REQUIREMENTS : N6 Certificate in Public Management /Administration and Office Administration
ENQUIRIES : Technical enquiries/HR related enquiries: Mr Masemola Tel No: (015) 495 1758
APPLICATIONS : Applications can be sent via email at 2025/224/OCJ@judiciary.org.za
NOTE : The Organization will give preference to candidates in line with the Employment Equity goals.

POST 33/48 : **TVET LEARNERSHIP: FINANCIAL MANAGEMENT REF NO: 2025/225/OCJ (X1 POST)**
Duration: 18 Months

STIPEND : R4 950 per month
CENTRE : Thohoyandou High Court
REQUIREMENTS : N6 Certificate in Public Management /Administration and Office Administration
ENQUIRIES : Technical enquiries/HR related enquiries: Mr Masemola Tel No: (015) 495 1758
APPLICATIONS : Applications can be sent via email at 2025/225/OCJ@judiciary.org.za
NOTE : The Organization will give preference to candidates in line with the Employment Equity goals.

POST 33/49 : **TVET LEARNERSHIP: PUBLIC MANAGEMENT / ADMINISTRATION REF NO: 2025/226/OCJ (X1 POST)**
Duration: 18 Months

STIPEND : R4 950 per month
CENTRE : North West (Provincial Service Centre)
REQUIREMENTS : N6 in Public Management / Administration and Office Administration
ENQUIRIES : Technical enquiries/HR related enquiries: Mr Sebatatso Tel No: (018) 397 7114
APPLICATIONS : Applications can be sent via email at 2025/226/OCJ@judiciary.org.za
NOTE : The Organization will give preference to candidates in line with the Employment Equity goals.

POST 33/50 : **TVET LEARNERSHIP: PUBLIC MANAGEMENT / ADMINISTRATION REF NO: 2025/227/OCJ (X1 POST)**
Duration: 18 Months

STIPEND : R4 950 per month
CENTRE : Mmabatho High Court
REQUIREMENTS : N6 in Public Management / Administration and Office Administration.
ENQUIRIES : Technical enquiries/HR related enquiries: Mr Sebatatso Tel No: (018) 397 7114
APPLICATIONS : Applications can be sent via email at 2025/227/OCJ@judiciary.org.za
NOTE : The Organization will give preference to candidates in line with the Employment Equity goals.

POST 33/51 : **TVET LEARNERSHIP: HUMAN RESOURCE MANAGEMENT REF NO: 2025/228/OCJ (X1 POST)**
Duration: 18 Months

STIPEND : R4 950 per month
CENTRE : Northern Cape (Provincial Service Centre)
REQUIREMENTS : N6 Certificate in Human Resource Management
ENQUIRIES : Technical enquiries/HR related enquiries: Ms Lynnzay Tel No: (053) 807 2733

APPLICATIONS : Applications can be sent via email at 2025/228/OCJ@judiciary.org.za
NOTE : The Organization will give preference to candidates in line with the Employment Equity goals.

POST 33/52 : **TVET LEARNERSHIP: PUBLIC MANAGEMENT / ADMINISTRATION REF NO: 2025/229/OCJ (X1 POST)**
Duration: 18 Months

STIPEND : R4 950 per month
CENTRE : Northern Cape (Kimberly High Court)
REQUIREMENTS : N6 in Public Management / Administration and Office Administration
ENQUIRIES : Technical enquiries/HR related enquiries: Ms Lynnzay Tel No: (053) 807 2733
APPLICATIONS : Applications can be sent via email at 2025/229/OCJ@judiciary.org.za
NOTE : The Organization will give preference to candidates in line with the Employment Equity goals.

POST 33/53 : **TVET LEARNERSHIP – HUMAN RESOURCE MANAGEMENT REF NO: 2025/230/OCJ (X1 POST)**
Duration: 18 Months

STIPEND : R4 950 per month
CENTRE : East London (Provincial Services Centre)
REQUIREMENTS : N6 Certificate in Human Resource Management
ENQUIRIES : Technical enquiries/HR related enquiries: Mr Mponzo Tel No: (043) 726 5217
APPLICATIONS : Applications can be sent via email at 2025/230/OCJ@judiciary.org.za
NOTE : The Organization will give preference to candidates in line with the Employment Equity goals.

POST 33/54 : **TVET LEARNERSHIP: PUBLIC MANAGEMENT / ADMINISTRATION REF NO: 2025/231/OCJ (X1 POST)**
Duration: 18 Months

STIPEND : R4 950 per month
CENTRE : East London (Provincial Services Centre)
REQUIREMENTS : N6 Certificate in Public Management / Administration and Office Administration
ENQUIRIES : Technical enquiries/HR related enquiries: Mr Mponzo Tel No: (043) 726 5217
APPLICATIONS : Applications can be sent via email at 2025/231/OCJ@judiciary.org.za
NOTE : The Organization will give preference to candidates in line with the Employment Equity goals.

POST 33/55 : **TVET LEARNERSHIP: PUBLIC MANAGEMENT / ADMINISTRATION REF NO: 2025/232/OCJ (X1 POST)**
Duration: 18 Months

STIPEND : R4 950 per month
CENTRE : Makhanda High Court, Makhanda
REQUIREMENTS : N6 in Public Management / Administration and Office Administration
ENQUIRIES : Technical enquiries/HR related enquiries: Mr Mponzo Tel No: (043) 726 5217
APPLICATIONS : Applications can be sent via email at 2025/232/OCJ@judiciary.org.za
NOTE : The Organization will give preference to candidates in line with the Employment Equity goals.

POST 33/56 : **TVET LEARNERSHIP: PUBLIC MANAGEMENT / ADMINISTRATION REF NO: 2025/233/OCJ (X1 POST)**
Duration: 18 Months

STIPEND : R4 950 per month
CENTRE : Umtata High Court, Umtata
REQUIREMENTS : N6 in Public Management / Administration and Office Administration
ENQUIRIES : Technical enquiries/HR related enquiries: Mr Mponzo Tel No: (043) 726 5217
APPLICATIONS : Applications can be sent via email at 2025/233/OCJ@judiciary.org.za
NOTE : The Organization will give preference to candidates in line with the Employment Equity goals.

- POST 33/57** : **TVET LEARNERSHIP: PUBLIC MANAGEMENT / ADMINISTRATION REF NO: 2025/234/OCJ (X1 POST)**
Duration: 18 Months
- STIPEND** : R4 950 per month
CENTRE : National Office
REQUIREMENTS : N6 Certificate in Public Management / Administration and Office Administration
ENQUIRIES : Technical enquiries/HR related enquiries: Mr Mbele Tel No: (010)493 2538
APPLICATIONS : Applications can be sent via email at 2025/234/OCJ@judiciary.org.za
NOTE : The Organization will give preference to candidates in line with the Employment Equity goals
- POST 33/58** : **TVET LEARNERSHIP – HUMAN RESOURCE MANAGEMENT REF NO: 2025/235/OCJ (X1 POST)**
Duration:18 Months
- STIPEND** : R4 950 per month
CENTRE : Gauteng Provincial Services Centre
REQUIREMENTS : N6 certificate in Human Resource Management
ENQUIRIES : Technical enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
APPLICATIONS : Applications can be sent via email at 2025/235/OCJ@judiciary.org.za
NOTE : The Organization will give preference to candidates in line with the Employment Equity goals.
- POST 33/59** : **TVET LEARNERSHIP – FINANCIAL MANAGEMENT REF NO: 2025/236/OCJ (X1 POST)**
Duration:18 Months
- STIPEND** : R4 950 per month
CENTRE : Gauteng Provincial Services Centre
REQUIREMENTS : N6 certificate in Financial Management, / Accounting
ENQUIRIES : Technical enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
APPLICATIONS : Applications can be sent via email at 2025/236/OCJ@judiciary.org.za
NOTE : The Organization will give preference to candidates in line with the Employment Equity goals.
- POST 33/60** : **TVET LEARNERSHIP – PUBLIC ADMINISTRATION REF NO: 2025/237/OCJ (X1 POST)**
Duration:18 Months
- STIPEND** : R4 950 per month
CENTRE : Durban High Court
REQUIREMENTS : N6 certificate in Human Resource Management
ENQUIRIES : Technical enquiries: Ms S Mvuyana Tel No: (031) 492 6206
APPLICATIONS : Applications can be sent via email at 2025/237/OCJ@judiciary.org.za
NOTE : The Organization will give preference to candidates in line with the Employment Equity goals.

DEPARTMENT OF TRADITIONAL AFFAIRS

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

- APPLICATIONS** : Applications may be posted to: Human Resource Management, Department of Traditional Affairs, Private Bag X22, Arcadia, 0083 or Hand deliver to: 509 Pretorius Street, Arcadia, 2nd Floor Pencardia 1 Building or email @ DTARecruit202510@coqta.gov.za
- FOR ATTENTION** : Ms L Motlhala
- CLOSING DATE** : 29 September 2025
- NOTE** : The successful candidate's appointment will be subject to a security clearance process and the verification of educational qualification certificates. Applications must quote the relevant reference number and must be completed on the NEW Z83 form obtainable from any Public Service department and signed when submitted. From 1 January 2021 should an application be received using the incorrect application for employment (Z83), the application will not be considered. Only shortlisted candidates will submit relevant documents. Applicants should submit CV and Z83 only. Shortlisted candidates will be required to submit certified copies a day before the interview date. Persons with a disability are encouraged to apply. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation only when shortlisted. Incomplete applications or applications received after the closing date will not be considered. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill the advertised position.

OTHER POST

- POST 33/61** : **MESSENGER/DRIVER REF NO: 2025/10 (X1 POST)**
(12-Months contract)
Facilities Management
- SALARY** : R163 680 per annum, plus 37% in lieu of service benefits
- CENTRE** : Pretoria
- REQUIREMENTS** : A Grade 10 certificate or equivalent (NQF level 3). A valid driver's license. Five (5) years driving experience. Generic Competencies: Communication, ability to read and write Good eyesight. Teamwork. Technical Competencies: Operation of the equipment. Physical inspection of vehicle and interpret instructions for proper use of all control for safe operation of vehicles. Interpret and follow operating manuals, maintenance manuals and service charts.
- DUTIES** : The successful candidate will perform the following duties: Transportation of work teams, documents, materials/equipment's. Detect and repair minor mechanical problems on the vehicle and take steps to have it repaired (check level and condition of oil, fuel, tyres and water). Inspection of the vehicles/equipment and report defects. Complete vehicle logbook, trip authorisation for the vehicle.
- ENQUIRIES** : Mr R Khalishwayo Tel No: (012) 334 5607

DEPARTMENT OF WATER AND SANITATION

<u>APPLICATIONS</u>	:	Interested applicants must submit their applications via the online link https://erecruitment.dws.gov.za/
<u>CLOSING DATE</u>	:	29 September 2025
<u>NOTE</u>	:	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 DPISA 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

<u>POST 33/62</u>	:	<u>CHIEF FINANCIAL OFFICER: VAAL-ORANGE CATCHMENT MANAGEMENT AGENCY REF NO: VOCMA 08</u> (Re-advertisement, applicants who have previously applied need to re-apply)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 266 714 per annum (Level 13), (all-inclusive salary package) Bloemfontein A relevant B-Degree NQF level 7 (Accounting, Financial Management or other relevant qualification). A post-graduate qualification and/or designation with relevant professional bodies will be an added advantage. A minimum of 10 years' experience in financial management of which 5 years must be at middle/senior managerial level. Extensive knowledge of financial management, PFMA and Generally Recognised Accounting Practice (GRAP) and some knowledge of local government sector, public service act and regulations. Behavioural Competencies required: Strategic Capability and Leadership Programme and Project Management. Attention to detail. Financial Management. Change Management. Knowledge Management. Service Delivery Innovation (SDI). Problem solving and Analysis. People Management and Empowerment. Client Orientation and Customer Focus. Good Communication. Accountability and Ethical Conduct.
<u>DUTIES</u>	:	Strategic oversight on financial management within CMA: Assume overall responsibility for general financial and management accounting activities, budget (preparation and compliance), revenue collection, supply chain management and asset management functions, payroll, and banking, ensuring compliance to relevant legislation, prescripts, policies and agreements. Establish, implement and enhance accounting and internal control systems, policies and procedures in compliance with GRAP, PFMA, Treasury Regulations and other legislation. Develop and implement a cost management

strategy through effective accounting controls and financial management techniques. Ensure compliance with policies and provide guidance, assess risks and financial viability of existing & new Policies, Projects and all customer agreements. Direct the financial strategy of the organisation to ensure availability of adequate financial resources. Provide strategic financial advice to executive management and the Board. Ensure timely and accurate financial reporting to all internal and external governance structures. Set perimeters for cash flow management and operations of the finance personnel. Ensure financial data integrity in terms of timeliness, accuracy and reliability. Oversee and provide assistance during the annual audit; respond to audit findings and implement recommendations as required. Stay abreast of new trends in the field of accounting, financial management, budgeting etc. Provide strategic direction in the provision of other Corporate Support Services within the CMA: Provide strategic direction in the implementation of HR policies, prescripts and strategies. Ensure provision of IT services and that associated risks are effectively mitigated. Ensure provision of office support services including facilities management. Departmental/Staff Management: Establish appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures and allocate resources accordingly to meet departmental strategies priorities. Responsible for the related sections of the APP, Shareholders Compact, and Annual Report.

**ENQUIRIES
APPLICATIONS**

: Mr C Greve Tel No: (012) 336 5826
 : All applications to be submitted online on the online link

NOTE

: <https://erecruitment.dws.gov.za/>
 : The Vaal-Orange Catchment Management Agency is a Public Water Resource Management Agency, established in line with the provisions of the National Water Act, 1998 (Act no 36 of 1998) (NWA) and National Water Policy for South Africa. It is an entity of the National Department of Water and Sanitation. Employees appointed in the CMA have similar employment terms and conditions as those of employees appointed in terms of the Public Service Act, though not employed in terms of the Public Service Act.

POST 33/63

: **BOARD SECRETARY: MZIMVUBU-TSITSIKAMMA CATCHMENT
MANAGEMENT AGENCY (MTCMA) REF NO: MTCMA 04**
 (Re-advertisement, applicants who have previously applied need not to re-apply)

**SALARY
CENTRE
REQUIREMENTS**

: R1 266 714 per annum (Level 13), (all-inclusive salary package)
 : East London
 : A BCom. Law / LLB or equivalent degree. Admitted attorney. Registration as a Chartered Secretary with the Institute of Chartered Secretaries and Administrators will be advantageous. A minimum of five (5) years Middle / Senior Managerial experience. Experience as a Company Secretary. Understanding of SA Law in general, administrative law, labour law, water law, public entities, governance and ethics. Behavioural Competencies required: Analytical, negotiation, liaison, consultation, advanced communication, information monitoring, compliance and risk management, ethical, strategic thinking, quality oriented, lateral thinking and attention to detail. May be subjected to extended working hours.

DUTIES

: Committee Work: Ensure submission of annual schedule of meetings for Board and Committee meetings. Ensure convening of meetings, preparation of agenda and taking minutes of Board and its Committees. Address correspondence and communication relating to the Board. Ensure collation and maintaining of information and documentation relating to Board and Committee meetings. Ensure the secure recording and archiving of minutes of meetings. Guide the writing of interim and annual reports for the Board. Ensure that decisions taken by the Board are communicated to relevant stakeholders to be implemented fully. Guidance and Advice: Advise and guide the Board by promoting insight and clarity on its appointment, constitution, and the related legal, ethical, good governance, accounting and financial implications of the proposed/implemented policies and decisions. Assist the Chairperson and Chief Executive, in matters relating to the DWS and the Board. Provide advice with regard to the specific roles and responsibilities of the Board as a whole, and those of the individual role- players: Chairperson, CEO, and Board members. Provide advice with regard to the appointment and constitution of the required sub-committees (e.g., audit, risk, or other), with regard to ensuring corporate governance. Manage the risk by ensuring and monitoring

compliance of the implementation of policies and procedures relating to NWA, PFMA and other related legislation and guidelines. Provide regulatory, compliance and relevant advice to the Governing Board on usage of water resources to relevant national, provincial and local government departments, WUAs, farmers. Corporate Governance: Formulate and implement corporate governance strategies for the organisation. Ensure the organisation remains aware of any changing requirements in connection with corporate governance and responds accordingly. Provide advice on corporate governance working practices arising out of changes in legislation affecting the organisation. Support the organisation with the research, development and implementation of policies required for corporate governance. Liaison as necessary with external organisations and staff at all levels on a wide variety of governance related matters. Legal Support: Take overall responsibility of legal services in the organisation. Deal with contractual and related matters. Provide internal legal advisory services to the Board as and when required. Facilitate and ensure compliance to relevant statutes. Provide continuous updates on changes to legislation to the organisation and the Board. Set up systems that ensure the Board complies with all applicable codes, as well as its legal and statutory obligations.

- 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/>
- NOTE** : The Mzimvubu-Tsitsikamma Catchment Management Agency (MTCMA) is a Public Water Resource Management Agency, established in line with the provisions of the National Water Act, 1998 (Act no 36 of 1998) (NWA) and National Water Policy for South Africa. It is an entity of the National Department of Water and Sanitation. Employees appointed in the CMA have similar employment terms and conditions as those of employees appointed in terms of the Public Service Act, though not employed in terms of the Public Service Act.

OTHER POSTS

- POST 33/64** : **ENGINEER PRODUCTION GRADE A - C REF NO: 290925/01 (X2 POSTS)**
 Branch: Infrastructure Management: Head Office
 CD: Engineering Services Dir: Civil Engineering
 Sub-Dir: Bulk Pipe Systems

- SALARY** : R879 342 - R1 323 267 per annum, (all-inclusive OSD salary package), (Offer will be based on years of experience)

- CENTRE REQUIREMENTS** : Pretoria Head Office
 : A Civil Engineering Degree (B. Eng / BSc. Eng). Three (3) years post qualification experience in Civil Engineering is required. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer in the Civil Engineering discipline. The disclosure of a valid and unexpired driver's license. Competency and experience on the implementation of civil engineering projects in the Water Sector and design of hydraulic structures, pump stations, and pipelines. Competencies and knowledge in Engineering design and analysis. Knowledge and understanding of legal compliance with the Republic of South Africa's legislation and regulations. Understanding of computer aided engineering applications. Knowledge and understanding of Construction Contracts regulated by the CIDB. Project management. Strategic capabilities and leadership. Financial management skills. Excellent communication skills (verbal and written).

- DUTIES** : Engineering design and analysis effectiveness. Perform, review and approve bulk pipelines design components. Plan and manage engineering principles and codes of good practice to candidate engineers. Manage resources and inputs for the facilitation of resource utilization. Application of research and development procedures. Continuous professional development to keep up with new technology and procedures within Engineering, office administration and budget planning. Draft tender documents in accordance with ECSA Stage 4. Administer construction contracts and conduct construction inspections in accordance with ECSA Stage 5 scope of service.

- ENQUIRIES APPLICATIONS** : Mr. MJ Mabela Tel No: (012) 336 6564 / Cell No: (066) 476 0440
 : All applications to be submitted online on the following link: <https://erecruitment.dws.gov.za/>

POST 33/65 : **CHIEF ARTISAN GRADE A (MAINTENANCE) REF NO: 290925/02**
Branch: Infrastructure Management: Central Operations
Dir: Operations Central

SALARY CENTRE REQUIREMENTS : R480 261 per annum, (OSD)
: Gariiep Dam
: Appropriate Trade Test Certificate. Ten (10) years post qualification experience as an Artisan or Artisan Foreman. The disclosure of a valid unexpired driver's license. Knowledge of technical analysis, computer-aided applications, legal compliance, technical report writing and production process. Problem solving and analytical decision making, teamwork and analytical skills. Creativity, self-management, customer focus and responsiveness. Good communication skills both (verbal and written). Computer literacy. Planning and organising skills. Conflict management. Ability to work independently as well as in a team and ability to work long hours and perform well under pressure. Knowledge of Occupational Health and Safety Act, PMDS and PFMA. Drawing skills and ability to read drawings. Candidates may be required to complete a practical and theoretical test.

DUTIES : Manage technical services and support in conjunction with artisan and workshop activities, Manage administrative and related functions. Provide inputs into the budgeting process, compile and submit reports as required. Manage artisan and related personnel and assets. Control and monitor expenditure according to budget to ensure efficient cash flow management. Management the development, motivation and utilisation of human resource for the discipline to ensure competent knowledge base for the continued success of technical services. Ensure adherence to safety standards, requirements, and regulations. Compile and submit reports as required. Human and Capital resource management. Continuous individual development to keep up with new technologies and procedures.

ENQUIRIES APPLICATIONS : Mr LJ Mkafane Tel No: (051) 754 0001
: All applications to be submitted online on the following link:
<https://erecruitment.dws.gov.za/>

NOTE : Candidates may be required to complete a practical and theoretical test.

POST 33/66 : **HUMAN RESOURCE CLERK (PRODUCTION) REF NO: 290925/03**
Branch: Infrastructure Management Southern Operations
Directorate: Operations Southern

SALARY CENTRE REQUIREMENTS : R228 321 per annum (Level 05)
: Worcester (Western Cape)
: A Senior/Grade 12 certificate. Knowledge of PERSAL system, database and spread sheet application. Knowledge of the Public Service Act, Public Service Regulations, and other relevant HR prescripts will be an advantage. Good communication skills (written and verbal). Ability to work under pressure.

DUTIES : The successful candidate will be responsible for rendering Human Resource clerical services. Provide administrative support for recruitment and selection, appointments, probation, and service terminations. Administer processes related to conditions of service (leave, housing, medical aid, allowances, etc.). Address enquiries and Human Resources registry services. Capture and update transactions on the PERSAL system. Address HR administration enquiries from internal and external stakeholders. Maintain and update personnel filing systems (electronic and physical). Provide general administrative support, including drafting routine correspondence, submissions and reports. Ensure effective and efficient interpretation and implementation of the departmental HRM Policies, system, regulation guidelines, resolution and other prescribes.

ENQUIRIES APPLICATIONS : Ms S Moodley Tel No: (021) 941 6019
: All applications to be submitted online on the online link
<https://erecruitment.dws.gov.za/>

NOTE : Preference will be given to candidates from the Western Cape geographical area.

POST 33/67 : **HUMAN RESOURCE CLERK (PRODUCTION) REF NO: 290925/04**
Branch: Infrastructure Management Southern Operations
Directorate: Operations Southern

SALARY : R228 321 per annum (Level 05)
CENTRE : Gqeberha (Port Elizabeth)
REQUIREMENTS : A Senior/Grade 12 certificate. Knowledge of PERSAL system, database and spread sheet application. Knowledge of the PSA, PSR and other relevant Human Resources prescripts and legislation. Good communication skills (written and verbal) ability to work under pressure.

DUTIES : The successful candidate will be responsible for rendering professional advice to the line managers. Ensure effective and efficient interpretation and implementation of the departmental HRM Policies, system, regulation guidelines, resolution and other prescribes. Capturing transactions on PERSAL. Recruitment and Selection. Organizational Development. Employee Relations. Human Resource Development. Drafting of submissions. Handling all Human Resource administration i.e. conditions of service, termination of services and leave management. Provide HR Registry services.

ENQUIRIES : Mr. CS Nzimande Tel No: (041) 508 9719
APPLICATIONS : All applications to be submitted online on the online link <https://erecruitment.dws.gov.za/>

NOTE : Preference will be given to candidates from the Nelson Mandela Bay District.

POST 33/68 : **FINANCE CLERK (PRODUCTION): MANAGEMENT ACCOUNTING REF NO: 290925/05**
Branch: Infrastructure Management Southern Operations
Directorate: Operations Southern

SALARY : R228 321 per annum (Level 05)
CENTRE : Gqeberha (Port Elizabeth)
REQUIREMENTS : A Senior/ Grade 12 certificate. Basic knowledge of financial functions, practices as well as the ability to capture data, operate a computer and the use of excel. Good communication skills. Accountability, integrity, honesty and ethical conduct. Some experience in finance would be advantages.

DUTIES : Receive salary advices and distribute it to employees. Capturing supplementary employee payments. Prepare payments to service providers and maintain invoice register. Ensure that creditors are paid within 30 days. Ensure financial procedures are observed in the section. Attend to vendor enquiries. Scan paid invoices onto SAP. Order and distribute stationery. File all face value documents systematically and complete. Attend to audit samples and ensure compliance with policies and regulations. Assist with the compilation of the budget for the sections and printing budget reports.

ENQUIRIES : Mr. R De Lange Tel No: (041) 508 9730
APPLICATIONS : All applications to be submitted online on the online link <https://erecruitment.dws.gov.za/>

NOTE : Preference will be given to candidates from the Nelson Mandela Bay District.

POST 33/69 : **FINANCE CLERK (PRODUCTION): FINANCIAL ACCOUNTING REF NO: 290925/06**
Branch: Infrastructure Management Southern Operations
Directorate: Operations Southern

SALARY : R228 321 per annum (Level 05)
CENTRE : Gqeberha (Port Elizabeth)
REQUIREMENTS : A Senior/ Grade 12 certificate. Basic knowledge of financial functions, practices as well as the ability to capture data, operate a computer and the use of excel. Good communication skills. Accountability, integrity, honesty and ethical conduct. Some experience in finance would be advantages.

DUTIES : Receive salary advices and distribute it to employees. Capturing supplementary employee payments. Prepare payments to service providers and maintain invoice register. Ensure that creditors are paid within 30 days. Ensure financial procedures are observed in the section. Attend to vendor enquiries. Scan paid invoices onto SAP. Order and distribute stationery. File all face value documents systematically and complete. Attend to audit samples and ensure compliance with policies and regulations. Assist with the compilation of the budget for the sections and printing budget reports.

ENQUIRIES : Mr. R De Lange Tel No: (041) 508 9730

- APPLICATIONS** : All applications to be submitted online on the following link:
<https://erecruitment.dws.gov.za/>
- NOTE** : Preference will be given to candidates from the Nelson Mandela Bay District.
- POST 33/70** : **ADMINISTRATION CLERK: (HUMAN RESOURCE MANAGEMENT) REF NO: 290925/07**
Branch: Infrastructure Management: Central Operations
Dir: Operations Central
- SALARY CENTRE REQUIREMENTS** : R228 321 per annum (Level 05)
: Gariiep Dam
: A Senior/Grade 12 certificate. A National Diploma in Human Resources Management will serve as the added advantage. One (1) year experience in Human Resource Management will serve as an added advantage. The disclosure of a valid unexpired driver's licence will serve as an added advantage. PERSAL introduction certificate will also add as an added advantage. PERSAL Knowledge in PERSAL. Computer literacy in Ms packages. Knowledge of HR prescripts governing the public service. Good Interpersonal skills, customer care and communication skills. Ability to work well in a team and under pressure. Willingness to travel outside working hours.
- DUTIES** : Render human resource administrative function. Administer recruitment and selection, human resource Transactions, performance management and development system, Information management (Establishment), IOD, Incapacity Pension Administration, Typing and drafting of letters, memorandum, and submissions. Rendering professional advice to line function on the effective and efficient interpretation and implementation of the departmental HRM policies and other related prescripts. Handling of all HRM administration functions. Compile daily statistics and update databases.
- ENQUIRIES APPLICATIONS** : Mr L.J Mkafane Tel No: (051) 754 0001
: All applications to be submitted online on the following link:
<https://erecruitment.dws.gov.za/>
- POST 33/71** : **HUMAN RESOURCE CLERK (PRODUCTION) REF NO: 290925/08**
Branch: Infrastructure Management: Central Operations
Dir: Operations Central
- SALARY CENTRE REQUIREMENTS** : R228 321 per annum (Level 05)
: Pretoria (Central Operations)
: A Senior/Grade 12 certificate. A National Diploma in Human Resources Management will serve as the added advantage. PERSAL introduction certificate will serve as an added advantage. Appropriate experience in Human Resource Management and registry will serve as added advantage. The disclosure of a valid unexpired driver's license will serve as an added advantage. Computer literacy (Microsoft packages). Knowledge of PERSAL system, database and spreadsheet application. Good communication skills both (verbal and written). Ability to work under pressure. Knowledge of human resource prescripts policies and procedures. Team player. Willingness to travel. Computer literacy (Microsoft packages).
- DUTIES** : Implement human resource administration practices, human resource transaction: (leave management, and human resource records management). Render professional advice to line function on the effective, efficient interpretation and implementation of policies and other related prescripts. Address human resource administration enquires. Compile daily statistics and update database. Process transfers, movement, and relocation on PERSAL for Central Operations. Provide human resource registry services.
- ENQUIRIES APPLICATIONS** : Ms I Schwartz Tel No: (012) 741 7359
: All applications to be submitted online on the following link:
<https://erecruitment.dws.gov.za/>