

## PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 36 OF 2025  
DATE ISSUED 03 OCTOBER 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](http://www.thensg.gov.za).

**AMENDMENT** : **PROVINCIAL ADMINISTRATION: LIMPOPO: DEPARTMENT OF EDUCATION:** Kindly note that the position of Deputy Director-General: Curriculum Management & Delivery: Head Office (Polokwane) with Ref No: LDOE 01/09/2025 advertised in the Public Service Vacancy Circular 35 dated 26 September 2025 with the closing date of 17 October 2025 is amended. The amendment is as follows; the application should be forwarded to the following website: <https://erecruitment.limpopo.gov.za>

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## DEPARTMENT OF EMPLOYMENT AND LABOUR

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

|                            |   |  |
|----------------------------|---|--|
| <b><u>CLOSING DATE</u></b> | : | 17 October 2025 at 16:00 (walk-in) and 00:00 (online)  |
| <b><u>NOTE</u></b>         | : | 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 <a href="http://www.gov.za/documents">www.gov.za/documents</a> . Received applications using the incorrect application for employment (old Z83) will not be considered. Each post(s) advert must be accompanied by its own application form for employment and must be fully completed, initialled and signed by the applicant as instructed below. Failure to fully complete, initial and sign the Z83 form will lead to disqualification of the application during the selection process. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. However, the question related to conditions that prevent re-appointment under Part "F" must be answered and declaration signed. Only an updated comprehensive CV (with detailed previous experience if any) and a completed and signed new Z83 application form is required. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related document(s) will be in line with the requirements of the advert. Non-RSA Citizens/Permanent Resident Permit holders in possession of foreign qualifications must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). The Department does not accept applications via fax. Applicants who do not comply with the abovementioned instructions/requirements, as well as applications received late will not be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Please note by responding to the advertisement, you consent to the collection, processing, and storing of your Personal Information in accordance with the Protection of Personal Information Act (POPIA). Your information will be used solely for the purpose of this promotion and will not be shared with third parties without prior consent unless required by law. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the below advertised post(s). The successful candidate will be required to enter into an employment contract and a performance agreement. The Department is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) |

## OTHER POSTS

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| <b><u>POST 36/01</u></b>   | : | <b><u>DEPUTY DIRECTOR: BENEFICIARY SERVICES REF NO: HR 4/4/8/142</u></b>  |
| <b><u>SALARY</u></b>       | : | R1 059 105 per annum, (all- inclusive)  |
| <b><u>CENTRE</u></b>       | : | Provincial Office: Kimberley  |
| <b><u>REQUIREMENTS</u></b> | : | Undergraduate qualification in Operations Management / Public Management or Administration/ Business Administration or Management / Administrative Management /Management/ Financial Accounting/Finance at NQF Level 6 as recognized by SAQA. Valid driver's license. Five (5) years' experience of which two (2) years must be functional and three (3) years at Assistant Director level in Operations or Insurance environment. Knowledge: Public Service Regulation (PSR)/ Public Finance Management Act (PFMA). Batho Pele Principles. Basic Conditions of Employment Act (BCEA). Labour Relations Act (LRA). Employment Equity Act (EEA). Public Service Regulation (PSR). Public Service Act (PSA). Treasury Regulations Operations Systems. Skills: Leadership. Management. Report writing (Advance). Computer literacy. Team Building. Project Management. Analytical. Communication (both verbal & written). Innovative/Creative. |
| <b><u>DUTIES</u></b>       | : | Manage Employer Services Functions. Manage assessment services and local appeals and complaints. Monitor the provision of General Support and Registry Services. Manage the provision of comprehensive Financial administration. Manage resources (Human, Financial, Equipment/Assets)  |
| <b><u>ENQUIRIES</u></b>    | : | Mr Z Albanie Tel No: (053) 838 1502   |
| <b><u>APPLICATIONS</u></b> | : | Chief Director Provincial Operations: Private Bag X5012, Kimberly, 8301 or hand deliver at Laboria House, c/o Pniel & Compound Street, Kimberley or email: <a href="mailto:Jobs-NCKIM@labour.gov.za">Jobs-NCKIM@labour.gov.za</a>   |

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|----------------------------|---|--|
| <b><u>POST 36/02</u></b>   | : | <b><u>ASSISTANT DIRECTOR: WORK-SEEKER REGISTRATION CO-ORDINATOR REF NO: HR4/4/5/84</u></b>   |
| <b><u>SALARY</u></b>       | : | R582 444 per annum   |
| <b><u>CENTRE</u></b>       | : | Provincial Office: KwaZulu-Natal   |
| <b><u>REQUIREMENTS</u></b> | : | An undergraduate qualification at (NQF 6) as recognized by the South African Qualifications Authority (SAQA) in Social Sciences (Psychology) / Bachelor of Arts (Psychology) /Public Administration / Public Management / Business Administration/ Business Management. Two (2) years' functional experience in Public Employment Services/Programmes. Two (2) years at Supervisory experience. Knowledge: ILO Conventions, Financial Management, Human Resource Management, Knowledge management. Unemployment Insurance Act, Compensation for Occupational Injuries and Diseases Act, Public Finance Management Act (PFMA), Public Service Act. Skills: Planning and organizing, Communication, Computer literacy, Analytical, Presentation, Interpersonal, Report writing, Leadership, Information Management. Assertive, Client focused, Sense of responsibility, Ability to work under pressure.  |
| <b><u>DUTIES</u></b>       | : | Provide operational and technical support to labour centres for the delivery of effective work-seeker registration services. Facilitate the provision of IT infrastructure and implementation of innovations to render effective registration service. Facilitate the training of ESSA end users (internal and external) on work-seeker registration service. Manage and analyse reports for work-seeker registration. Manage operations and personnel resources for work-seeker registration service for subunit.   |
| <b><u>ENQUIRIES</u></b>    | : | Ms Z Maseko Tel No: (031) 366 2010   |
| <b><u>APPLICATIONS</u></b> | : | Director: Public Employment Services, Provincial Operations: P. O. Box 940, Durban, 4000 or hand deliver at 267 Anton Lembede Street, Durban. email to: <a href="mailto:Jobs-ZN15@Labour.gov.za">Jobs-ZN15@Labour.gov.za</a>   |
| <b><u>POST 36/03</u></b>   | : | <b><u>BCEA INSPECTORS REF NO: HR4/4/5/79 (X2 POSTS)</u></b>  |
| <b><u>SALARY</u></b>       | : | R397 116 per annum   |
| <b><u>CENTRE</u></b>       | : | Durban Labour Centre   |
| <b><u>REQUIREMENTS</u></b> | : | Three (3) year tertiary qualification NQF6 in Labour Relation/ B-Tech Degree in Labour Relations/ LLB (NQF7). Two (2) years' functional experience in Inspection and Enforcement Services (BCEA). Valid driver's license. Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Skills Development Levies Act, Occupational Health and Safety Act, COIDA, SABS Codes, Unemployment Insurance Act, UI Contribution Act, Employment Equity Act, Immigration Act Skills: Facilitation skills, Planning and Organising, Computer Literacy, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem solving skills, Interviewing skills, Presentation skills, Innovative, Analytical, Verbal and written communication skills.  |
| <b><u>DUTIES</u></b>       | : | Plan and independently conduct substantive inspections with the aim of ensuring compliance with all labour legislations, namely, Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA), Employment Equity Act (EEA), Unemployment Insurance Act (UIA), Compensation for Occupational Injuries and Diseases Act (COIDA), Occupational Health and Safety (OHS), and UI Contribution Act (UCA). Plan and execute investigations independently on reported cases pertaining to contravention of labour legislation and enforce as and when necessary including making preparations for and appearing in Court as a State witness. Plan and conduct allocated proactive (Blitz) inspection regularly to monitor compliance with labour legislation including compilation and consolidation of reports emanating from such inspections. Plan and conduct advocacy campaigns on all labour legislations independently, analyse impact thereof, consolidate and compile report. Contribute at a higher level to planning, grafting and maintenance of regional inspection plans and reports including execution of analysis and compilation of consolidated statistical reports on regional and allocated cases. |
| <b><u>ENQUIRIES</u></b>    | : | Mr S Mchunu Tel No: (031) 336 1501   |
| <b><u>APPLICATIONS</u></b> | : | Deputy Director: Labour Centre Operations: PO Box 10074, Marine Parade 4056 or hand deliver at 16 Beach Grove, Durban or Email to <a href="mailto:Jobs-KZN28@labour.gov.za">Jobs-KZN28@labour.gov.za</a>   |
| <b><u>POST 36/04</u></b>   | : | <b><u>TECHNICIAN ACCIDENT, LOSSES AND MAINTENANCE REF NO: HR4/4/5/83</u></b>   |
| <b><u>SALARY</u></b>       | : | R325 101 per annum   |
| <b><u>CENTRE</u></b>       | : | Provincial Office: KwaZulu-Natal   |
| <b><u>REQUIREMENTS</u></b> | : | Three (3) years relevant tertiary qualification (NQF6) in Transport/Fleet Management. Two (2) years' functional experience in Transport Environment. Valid drivers' license. Knowledge: Public Service Financial Management, Departmental Policies and Procedures, Motors Mechanics background, Transport prescripts, Vehicle Inspection. Skills: Fix Minor problems on vehicles, Computer Literacy, Presentation, Innovative, Analytical, Communication (verbal & written), Assertiveness, Attention to detail, Honest, Customer Care focused, working under pressure, Working independently.   |
| <b><u>DUTIES</u></b>       | : | Collect information on incident scenes for Provincial Office. Liaise with relevant stakeholders to gather information to avoid losses and investigate losses of fleet assets in the province. Provide vehicle maintenance support to ensure that all vehicles in the Department are in good condition. Disseminate information to the relevant stakeholders, e.g. newly developed policies, new prescripts pertaining to transport etc.  |
| <b><u>ENQUIRIES</u></b>    | : | Mr M Mwelase Tel No: (031) 366 2316  |

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| <b><u>APPLICATIONS</u></b> | : | Deputy Director: Provincial Operations: PO BOX 940, Durban, 4000 or hand deliver at 267 Anton Lembede Street, Durban. Email to: <a href="mailto:Jobs-KZN14@Labour.gov.za">Jobs-KZN14@Labour.gov.za</a>  |
| <b><u>POST 36/05</u></b>   | : | <b><u>FLEET MONITORING AND INSPECTION OFFICER REF NO: HR4/4/08/113</u></b>  |
| <b><u>SALARY</u></b>       | : | R325 101 per annum  |
| <b><u>CENTRE</u></b>       | : | Provincial Office: Kimberley  |
| <b><u>REQUIREMENTS</u></b> | : | A three (3) year relevant tertiary qualification at NQF6 on Transport/ Fleet Management. A valid driver's license. Knowledge: Procurement, servicing, operation, maintenance and repair of County vehicles. Methods, materials, tools and equipment used in the maintenance and repair of vehicles. Applicable laws, codes, regulations, policies and procedures. Practices and procedures involved in researching, comparing and purchasing vehicles, equipment and supplies. Diagnostic procedures for vehicles. Operation, theory and principles of gasoline and diesel-powered engines. Public Service Regulations, operations, policies and objectives. Policies and objectives of assigned programs and activities. Inventory practices and procedures. Principles and practices of administration. Oral and written communication skills. Interpersonal skills using tact, patience and courtesy. Operation of a computer and assigned software. Technical aspects of field of specialty Skills: Communication. Coordination. Planning and Organization. Report Writing. Computer. Monitoring and evaluation. Time Management. |
| <b><u>DUTIES</u></b>       | : | Conduct inspection on Provincial Office fleet vehicles. Enforce compliance on Provincial fleet operations. Perform maintenance of fleet vehicles at the province. Perform general administrative tasks in respect of fleet operations.  |
| <b><u>ENQUIRIES</u></b>    | : | Ms S Kleinsmith Tel No: (053) 8381626   |
| <b><u>APPLICATIONS</u></b> | : | Chief Director: Provincial Operations: Private Bag X5012, Kimberly, 8301 or hand deliver at Laboria House, c/o Pniel & Compound Street, Kimberley or email: <a href="mailto:Jobs-NCKIM@labour.gov.za">Jobs-NCKIM@labour.gov.za</a>  |
| <b><u>POST 36/06</u></b>   | : | <b><u>BCEA INSPECTOR REF NO: HR4/4/5/81</u></b>   |
| <b><u>SALARY</u></b>       | : | R269 499 per annum  |
| <b><u>CENTRE</u></b>       | : | Labour Centre: Durban   |
| <b><u>REQUIREMENTS</u></b> | : | Three (3) years relevant qualification at NQF6 in Labour Relations/ BCOM Law/ LLB. No experience required. Valid driver's license. Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Unemployment Insurance Act and Unemployment Insurance Contributions Act. Skills: Facilitation skills, Planning and Organising (Own work), Computing (Spread sheet, PowerPoint and word processing), Interpersonal skills, Problem Solving skills, Interviewing skills, Analytical, Verbal and written communication skills and Employment Equity Act.  |
| <b><u>DUTIES</u></b>       | : | Conduct occupational inspections with the aim of ensuring compliance with all labour legislations. Execute investigation 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 plan, reports and compilation of statistics on allocated cases.   |
| <b><u>ENQUIRIES</u></b>    | : | Mr S Mchunu Tel No: (031) 336 1501 (Durban)   |
| <b><u>APPLICATIONS</u></b> | : | Deputy Director: Labour Centre Operations: PO Box 10074, Marine Parade, 4056 or hand deliver hand deliver at 16 Beach Grove, Durban Email to: <a href="mailto:Jobs-KZN16@labour.gov.za">Jobs-KZN16@labour.gov.za</a>  |
| <b><u>POST 36/07</u></b>   | : | <b><u>INSPECTOR: INSPECTION AND ENFORCEMENT SERVICES REF NO: HR4/4/5/17 (X3 POSTS)</u></b>  |
| <b><u>SALARY</u></b>       | : | R269 499 per annum  |
| <b><u>CENTRE</u></b>       | : | Prospecton Labour Centre, KwaZulu-Natal   |
| <b><u>REQUIREMENTS</u></b> | : | Three (3) years relevant qualification (NQF 6) in Labour Relations/BCom Law/LLB. A valid driver's license. Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relation Act, Basic Condition of Employment Act, Unemployment Insurance Act, Unemployment Insurance Contributions Act. Skills: Facilitation skills, Planning and Organizing (Own work), Computing (Spread sheets, PowerPoint and word processing), Interpersonal skills, Problem Solving skills, Analytical, Verbal and written communication skills, Employment Equity Act.   |
| <b><u>DUTIES</u></b>       | : | 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.   |
| <b><u>ENQUIRIES</u></b>    | : | Mr K Naidoo Tel No: (031) 065 0100  |
| <b><u>APPLICATIONS</u></b> | : | Deputy Director: Prospecton Labour Centre, PO Box 343, Umbongothwini, 4120 or hand deliver at N 3 Prospecton Place, Prospecton. For Online Applications Email to: <a href="mailto:Jobs-KZN24@Labour.gov.za">Jobs-KZN24@Labour.gov.za</a>  |
| <b><u>POST 36/08</u></b>   | : | <b><u>CLIENT SERVICE OFFICER: COID REF NO: HR 4/4/8/962</u></b>   |
| <b><u>SALARY</u></b>       | : | R269 499 per annum  |
| <b><u>CENTRE</u></b>       | : | Labour Centre: Sasolburg  |
| <b><u>REQUIREMENTS</u></b> | : | Grade 12. Knowledge: Public Service Act. Public Service Regulation Compensation Fund business strategies and goals. Compensation Fund value chain. Directorate goals and performance  |

requirements. PFMA and Treasury Regulations. Customer Service (Batho Pele Principles). Skills: Computer Literacy, Business Writing Skills, Listening skills, Telephone etiquette, Basic interpersonal skills.

**DUTIES**

: Receive and verify documents for registration. Register the claims on the Operational system. Assist employer services at the kiosk, online system and service centre. Handle all service related queries and complaints.

**ENQUIRIES**

: Ms M Lelope Tel No: (016) 976 2270

**APPLICATIONS**

: Chief Director: Provincial Operations: Private Bag X522, Bloemfontein, 9300 or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein or email: [jobs-fs5@labour.gov.za](mailto:jobs-fs5@labour.gov.za)

**GOVERNMENT PRINTING WORKS  
INTERNSHIP PROGRAMME FOR THE YEAR 2026/2028**

|                             |   |   |
|-----------------------------|---|---|
| <b><u>APPLICATIONS</u></b>  | : | All applications must be forwarded to: The Branch: Human Resources, Government Printing Works, Private Bag X85, Pretoria, 0001 or be hand delivered to: 149 Bosman Street, Pretoria.  |
| <b><u>FOR ATTENTION</u></b> | : | Ms. DD Madiba / Ms. NW Mathibela, Human Resources Tel No: (012) 748 6277 /012 748 6297  |
| <b><u>CLOSING DATE</u></b>  | : | 20 October 2025 at 16:00 (walk-in) and 00:00 (online)   |
| <b><u>NOTE</u></b>          | : | Applications must be submitted on the prescribed form Z83 (NB. The new application for employment form can be downloaded at <a href="http://www.dpsa.gov.za-vacancies">www.dpsa.gov.za-vacancies</a> , the old prescribed application for employment form Z83 was withdrawn with effect from 31 December 2020) and must be completed in full with page 2 duly signed (failure to do so will result in your application not being considered), and clear indication of the reference number on the Z83. The application must include only completed and signed new Z83 Form, obtainable from any Public Service Department or on the internet at <a href="http://www.gov.za">www.gov.za</a> , 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. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualifications Authority (SAQA). The Government Printing Works reserves the right to fill or not fill its advertised posts. General information: Shortlisted candidates must be available for interviews, at a date and time determined by the Government Printing Works. Personnel suitability checks will also be administered as a part of the selection process. Successful candidates will be required to enter in an employment contract and performance agreement (as relevant) and must obtain a positive security clearance. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful. Note: The Government Printing Works (GPW) invite applications from qualifying graduates to participate in the Graduate Programme (Internship) for the 2026/2028 financial year. The 24 months' Internship is aimed at providing work experience/exposure to graduates. Applicants must be unemployed, be South African Citizens. Applicants should not have participated in an internship in any Government or State Institution, failure to disclose this information will result in immediate termination of the internship contract on account of dishonesty/undue enrichment. Applications must be submitted on the prescribed form Z83 (NB. The new application for employment form can be downloaded at <a href="http://www.dpsa.gov.za-vacancies">www.dpsa.gov.za-vacancies</a> , the old prescribed application for employment form Z83 was withdrawn with effect from 31 December 2020) and must be completed in full with page 2 duly signed (failure to do so will result in your application not being considered), and clear indication of the reference number on the Z83. The application must include only completed and signed new Z83 Form, obtainable from any Public Service Department or on the internet at <a href="http://www.gov.za">www.gov.za</a> , and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualifications will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Correspondence will only be conducted with the short-listed candidates. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Government Printing Works is under no obligation to employ the Graduates on completion of the programme. |

**OTHER POSTS**

|                            |   |  |
|----------------------------|---|--|
| <b><u>POST 36/09</u></b>   | : | <b><u>CONTRACT MANAGEMENT REF NO: GPW2025/01 (X2 POSTS)</u></b>  |
| <b><u>STIPEND</u></b>      | : | R7 860.40 per month  |
| <b><u>CENTRE</u></b>       | : | Pretoria   |
| <b><u>REQUIREMENTS</u></b> | : | Degree in SCM/Procurement  |
| <b><u>DUTIES</u></b>       | : | Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals. |
| <b><u>ENQUIRIES</u></b>    | : | Mr. K Molaba Tel No: (012) 764 3931 / Ms M Molebale Tel No: (012) 748 6294   |
| <b><u>APPLICATIONS</u></b> | : | Email <a href="mailto:Gpw.ContrManIntern@gpw.gov.za">Gpw.ContrManIntern@gpw.gov.za</a>   |
| <b><u>POST 36/10</u></b>   | : | <b><u>OFFICE OF THE DIRECTOR: CONTRACT MANAGEMENT REF NO: GPW2025/02 (X1 POST)</u></b>   |
| <b><u>STIPEND</u></b>      | : | R7 860.40 per month  |
| <b><u>CENTRE</u></b>       | : | Pretoria   |
| <b><u>REQUIREMENTS</u></b> | : | Degree in SCM/Procurement  |
| <b><u>DUTIES</u></b>       | : | Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals. |
| <b><u>ENQUIRIES</u></b>    | : | Mr. K Molaba Tel No: (012) 764 3931 / Ms M Molebale Tel No: (012) 748 6294   |
| <b><u>APPLICATIONS</u></b> | : | Email <a href="mailto:Gpw.ContrManIntern@gpw.gov.za">Gpw.ContrManIntern@gpw.gov.za</a>   |

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| <b><u>POST 36/11</u></b>   | : | <b><u>PRINTING OUTSOURCING REF NO: GPW2025/03 (X2 POSTS)</u></b>   |
| <b><u>STIPEND</u></b>      | : | R7 860.40 per month  |
| <b><u>CENTRE</u></b>       | : | Pretoria   |
| <b><u>REQUIREMENTS</u></b> | : | Degree in SCM/Procurement  |
| <b><u>DUTIES</u></b>       | : | Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals. |
| <b><u>ENQUIRIES</u></b>    | : | Mr. K Molaba Tel No: (012) 764 3931 / Ms M Molebale Tel No: (012) 748 6294   |
| <b><u>APPLICATIONS</u></b> | : | Email <a href="mailto:Gpw.ContrManIntern@gpw.gov.za">Gpw.ContrManIntern@gpw.gov.za</a>   |
| <b><u>POST 36/12</u></b>   | : | <b><u>SALARIES AND PAYROLL REF NO: GPW2025/04 (X1 POST)</u></b>  |
| <b><u>STIPEND</u></b>      | : | R7 860.40 per month  |
| <b><u>CENTRE</u></b>       | : | Pretoria   |
| <b><u>REQUIREMENTS</u></b> | : | BCom Accounting and Finance  |
| <b><u>DUTIES</u></b>       | : | Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals. |
| <b><u>ENQUIRIES</u></b>    | : | Mr. K Molaba Tel No: (012) 764 3931 / Ms M Molebale Tel No: (012) 748 6294   |
| <b><u>APPLICATIONS</u></b> | : | Email <a href="mailto:Gpw.FinServIntern@gpw.gov.za">Gpw.FinServIntern@gpw.gov.za</a>   |
| <b><u>POST 36/13</u></b>   | : | <b><u>GENERAL LEDGER REF NO: GPW2025/05 (X1 POST)</u></b>  |
| <b><u>STIPEND</u></b>      | : | R7 860.40 per month  |
| <b><u>CENTRE</u></b>       | : | Pretoria   |
| <b><u>REQUIREMENTS</u></b> | : | BCom Accounting  |
| <b><u>DUTIES</u></b>       | : | Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals. |
| <b><u>ENQUIRIES</u></b>    | : | Mr. K Molaba Tel No: (012) 764 3931 / Ms M Molebale Tel No: (012) 748 6294   |
| <b><u>APPLICATIONS</u></b> | : | Email <a href="mailto:Gpw.FinServIntern@gpw.gov.za">Gpw.FinServIntern@gpw.gov.za</a>   |
| <b><u>POST 36/14</u></b>   | : | <b><u>ACCOUNTS RECEIVABLE REF NO: GPW2025/06 (X2 POSTS)</u></b>  |
| <b><u>STIPEND</u></b>      | : | R7 860.40 per month  |
| <b><u>CENTRE</u></b>       | : | Pretoria   |
| <b><u>REQUIREMENTS</u></b> | : | Diploma/Degree in Accounting   |
| <b><u>DUTIES</u></b>       | : | Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals. |
| <b><u>ENQUIRIES</u></b>    | : | Mr. K Molaba Tel No: (012) 764 3931 / Ms M Molebale Tel No: (012) 748 6294   |
| <b><u>APPLICATIONS</u></b> | : | Email <a href="mailto:Gpw.FinServIntern@gpw.gov.za">Gpw.FinServIntern@gpw.gov.za</a>   |
| <b><u>POST 36/15</u></b>   | : | <b><u>ACCOUNTS PAYABLE REF NO: GPW2025/07 (X1 POST)</u></b>  |
| <b><u>STIPEND</u></b>      | : | R7 860.40 per month  |
| <b><u>CENTRE</u></b>       | : | Pretoria   |
| <b><u>REQUIREMENTS</u></b> | : | Diploma/Degree Financial Accounting  |
| <b><u>DUTIES</u></b>       | : | Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals. |
| <b><u>ENQUIRIES</u></b>    | : | Mr. K Molaba Tel No: (012) 764 3931 / Ms M Molebale Tel No: (012) 748 6294   |
| <b><u>APPLICATIONS</u></b> | : | Email <a href="mailto:Gpw.FinServIntern@gpw.gov.za">Gpw.FinServIntern@gpw.gov.za</a>   |
| <b><u>POST 36/16</u></b>   | : | <b><u>BUDGET OFFICE REF NO: GPW2025/08 (X1 POST)</u></b>   |
| <b><u>STIPEND</u></b>      | : | R7 860.40 per month  |
| <b><u>CENTRE</u></b>       | : | Pretoria   |
| <b><u>REQUIREMENTS</u></b> | : | Diploma/Degree Finance / Accounting  |
| <b><u>DUTIES</u></b>       | : | Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals. |
| <b><u>ENQUIRIES</u></b>    | : | Mr. K Molaba Tel No: (012) 764 3931 / Ms M Molebale Tel No: (012) 748 6294   |
| <b><u>APPLICATIONS</u></b> | : | Email <a href="mailto:Gpw.FinServIntern@gpw.gov.za">Gpw.FinServIntern@gpw.gov.za</a>   |
| <b><u>POST 36/17</u></b>   | : | <b><u>ASSET MANAGEMENT REF NO: GPW2025/09 (X2 POSTS)</u></b>   |
| <b><u>STIPEND</u></b>      | : | R7 860.40 per month  |
| <b><u>CENTRE</u></b>       | : | Pretoria   |
| <b><u>REQUIREMENTS</u></b> | : | Diploma/Degree Supply Chain Management, Inventory Management, Financial Management   |



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| <b><u>DUTIES</u></b>       | : | Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals. |
| <b><u>ENQUIRIES</u></b>    | : | Mr. K Molaba Tel No: (012) 764 3931 / Ms M Molebale Tel No: (012) 748 6294   |
| <b><u>APPLICATIONS</u></b> | : | Email <a href="mailto:Gpw.FinServIntern@gpw.gov.za">Gpw.FinServIntern@gpw.gov.za</a>   |
| <b><u>POST 36/18</u></b>   | : | <b><u>ENTERPRISE RISK MANAGEMENT REF NO: GPW2025/10 (X1 POST)</u></b>  |
| <b><u>STIPEND</u></b>      | : | R7 860.40 per month  |
| <b><u>CENTRE</u></b>       | : | Pretoria   |
| <b><u>REQUIREMENTS</u></b> | : | Diploma/Degree in Risk Management/Finance/ Internal Auditing/Business Continuity   |
| <b><u>DUTIES</u></b>       | : | Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals. |
| <b><u>ENQUIRIES</u></b>    | : | Mr. K Molaba Tel No: (012) 764 3931 / Ms M Molebale Tel No: (012) 748 6294   |
| <b><u>APPLICATIONS</u></b> | : | Email <a href="mailto:Gpw.ERMIntern@gpw.gov.za">Gpw.ERMIntern@gpw.gov.za</a>   |
| <b><u>POST 36/19</u></b>   | : | <b><u>BUSINESS CONTINUITY AND COMPLIANCE MANAGEMENT REF NO: GPW2025/11 (X1 POST)</u></b>   |
| <b><u>STIPEND</u></b>      | : | R7 860.40 per month  |
| <b><u>CENTRE</u></b>       | : | Pretoria   |
| <b><u>REQUIREMENTS</u></b> | : | Diploma/Degree in Compliance Management/Risk Management/Laws/Corporate Governance/ Internal Audit/ Business Continuity   |
| <b><u>DUTIES</u></b>       | : | Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals. |
| <b><u>ENQUIRIES</u></b>    | : | Mr. K Molaba Tel No: (012) 764 3931 / Ms M Molebale Tel No: (012) 748 6294   |
| <b><u>APPLICATIONS</u></b> | : | Email <a href="mailto:Gpw.ERMIntern@gpw.gov.za">Gpw.ERMIntern@gpw.gov.za</a>   |
| <b><u>POST 36/20</u></b>   | : | <b><u>INTERNAL AUDIT REF NO: GPW2025/12 (X2 POSTS)</u></b>   |
| <b><u>STIPEND</u></b>      | : | R7 860.40 per month  |
| <b><u>CENTRE</u></b>       | : | Pretoria   |
| <b><u>REQUIREMENTS</u></b> | : | Diploma/BCom/PGD: Internal Auditing.   |
| <b><u>DUTIES</u></b>       | : | Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals. |
| <b><u>ENQUIRIES</u></b>    | : | Mr. K Molaba Tel No: (012) 764 3931 / Ms M Molebale Tel No: (012) 748 6294   |
| <b><u>APPLICATIONS</u></b> | : | Email <a href="mailto:Gpw.IAIntern@gpw.gov.za">Gpw.IAIntern@gpw.gov.za</a>   |
| <b><u>POST 36/21</u></b>   | : | <b><u>COMMUNICATIONS REF NO: GPW2025/13 (X1 POST)</u></b>  |
| <b><u>STIPEND</u></b>      | : | R7 860.40 per month  |
| <b><u>CENTRE</u></b>       | : | Pretoria   |
| <b><u>REQUIREMENTS</u></b> | : | Diploma/Degree in Graphic Design.  |
| <b><u>DUTIES</u></b>       | : | Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals. |
| <b><u>ENQUIRIES</u></b>    | : | Mr. K Molaba Tel No: (012) 764 3931 / Ms M Molebale Tel No: (012) 748 6294   |
| <b><u>APPLICATIONS</u></b> | : | Email <a href="mailto:Gpw.CommsIntern@gpw.gov.za">Gpw.CommsIntern@gpw.gov.za</a>   |
| <b><u>POST 36/22</u></b>   | : | <b><u>SALES REF NO: GPW2025/14 (X6 POSTS)</u></b>  |
| <b><u>STIPEND</u></b>      | : | R7 860.40 per month  |
| <b><u>CENTRE</u></b>       | : | Zandfontein  |
| <b><u>REQUIREMENTS</u></b> | : | Diploma/Degree Operations Management/Logistics/Supply Chain Management   |
| <b><u>DUTIES</u></b>       | : | Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals. |
| <b><u>ENQUIRIES</u></b>    | : | Mr. Molaba Tel No: (012) 764 3931 / Ms M Molebale Tel No: (012) 748 6294   |
| <b><u>APPLICATIONS</u></b> | : | Email <a href="mailto:Gpw.SalesIntern@gpw.gov.za">Gpw.SalesIntern@gpw.gov.za</a>   |
| <b><u>POST 36/23</u></b>   | : | <b><u>SALES REF NO: GPW2025/15 (X2 POSTS)</u></b>  |
| <b><u>STIPEND</u></b>      | : | R7 860.40 per month  |
| <b><u>CENTRE</u></b>       | : | Polokwane  |
| <b><u>REQUIREMENTS</u></b> | : | Diploma/Degree Operations Management/Logistics/Supply Chain Management   |
| <b><u>DUTIES</u></b>       | : | Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals. |
| <b><u>ENQUIRIES</u></b>    | : | Mr. K Molaba Tel No: (012) 764 3931 / Ms M Molebale Tel No: (012) 748 6294   |

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| <b><u>APPLICATIONS</u></b> | : | Email <a href="mailto:Gpw.SalesIntern@gpw.gov.za">Gpw.SalesIntern@gpw.gov.za</a>   |
| <b><u>POST 36/24</u></b>   | : | <b><u>SALES REF NO: GPW2025/16 (X2 POSTS)</u></b>  |
| <b><u>STIPEND</u></b>      | : | R7 860.40 per month  |
| <b><u>CENTRE</u></b>       | : | Mahikeng   |
| <b><u>REQUIREMENTS</u></b> | : | Diploma/Degree Operations Management/Logistics/Supply Chain Management.  |
| <b><u>DUTIES</u></b>       | : | Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals. |
| <b><u>ENQUIRIES</u></b>    | : | Mr. K Molaba Tel No: (012) 764 3931 / Ms M Molebale Tel No: (012) 748 6294   |
| <b><u>APPLICATIONS</u></b> | : | Email <a href="mailto:Gpw.SalesIntern@gpw.gov.za">Gpw.SalesIntern@gpw.gov.za</a>   |
| <b><u>POST 36/25</u></b>   | : | <b><u>SALES REF NO: GPW2025/17 (X2 POSTS)</u></b>  |
| <b><u>STIPEND</u></b>      | : | R7 860.40 per month  |
| <b><u>CENTRE</u></b>       | : | East London  |
| <b><u>REQUIREMENTS</u></b> | : | Diploma/Degree Operations Management/Logistics/Supply Chain Management   |
| <b><u>DUTIES</u></b>       | : | Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals. |
| <b><u>ENQUIRIES</u></b>    | : | Mr. K Molaba Tel No: (012) 764 3931 / Ms M Molebale Tel No: (012) 748 6294   |
| <b><u>APPLICATIONS</u></b> | : | Email <a href="mailto:Gpw.SalesIntern@gpw.gov.za">Gpw.SalesIntern@gpw.gov.za</a>   |
| <b><u>POST 36/26</u></b>   | : | <b><u>E-GAZETTE DTP REF NO: GPW2025/18 (X2 POSTS)</u></b>  |
| <b><u>STIPEND</u></b>      | : | R7 860.40 per month  |
| <b><u>CENTRE</u></b>       | : | Pretoria   |
| <b><u>REQUIREMENTS</u></b> | : | Diploma/Degree Desktop Publishing / Layout Artist / Graphic Designer   |
| <b><u>DUTIES</u></b>       | : | Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals. |
| <b><u>ENQUIRIES</u></b>    | : | Mr. K Molaba Tel No: (012) 764 3931 / Ms M Molebale Tel No: (012) 748 6294   |
| <b><u>APPLICATIONS</u></b> | : | Email <a href="mailto:Gpw.OpsManIntern@gpw.gov.za">Gpw.OpsManIntern@gpw.gov.za</a>   |
| <b><u>POST 36/27</u></b>   | : | <b><u>PROTECTION SECURITY REF NO: GPW2025/19 (X3 POSTS)</u></b>  |
| <b><u>STIPEND</u></b>      | : | R7 860.40 per month  |
| <b><u>CENTRE</u></b>       | : | Pretoria   |
| <b><u>REQUIREMENTS</u></b> | : | Diploma/Degree National Diploma/Degree: Security Management  |
| <b><u>DUTIES</u></b>       | : | Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals. |
| <b><u>ENQUIRIES</u></b>    | : | Mr. K Molaba Tel No: (012) 764 3931 / Ms M Molebale Tel No: (012) 748 6294   |
| <b><u>APPLICATIONS</u></b> | : | Email <a href="mailto:Gpw.SecManIntern@gpw.gov.za">Gpw.SecManIntern@gpw.gov.za</a>   |
| <b><u>POST 36/28</u></b>   | : | <b><u>ADMINISTRATION AND COORDINATION REF NO: GPW2025/20 (X1 POST)</u></b>   |
| <b><u>STIPEND</u></b>      | : | R7 860.40 per month  |
| <b><u>CENTRE</u></b>       | : | Pretoria   |
| <b><u>REQUIREMENTS</u></b> | : | Diploma/Degree National Diploma/Degree: Public Management / Administration   |
| <b><u>DUTIES</u></b>       | : | Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals. |
| <b><u>ENQUIRIES</u></b>    | : | Mr. K Molaba Tel No: (012) 764 3931 / Ms M Molebale Tel No: (012) 748 6294   |
| <b><u>APPLICATIONS</u></b> | : | Email <a href="mailto:Gpw.SecManIntern@gpw.gov.za">Gpw.SecManIntern@gpw.gov.za</a>   |
| <b><u>POST 36/29</u></b>   | : | <b><u>SECURITY SYSTEMS REF NO: GPW2025/21 (X2 POSTS)</u></b>   |
| <b><u>STIPEND</u></b>      | : | R7 860.40 per month  |
| <b><u>CENTRE</u></b>       | : | Pretoria   |
| <b><u>REQUIREMENTS</u></b> | : | Diploma: Electronics / Security Management.  |
| <b><u>DUTIES</u></b>       | : | Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals. |
| <b><u>ENQUIRIES</u></b>    | : | Mr. K Molaba Tel No: (012) 764 3931 / Ms M Molebale Tel No: (012) 748 6294   |
| <b><u>APPLICATIONS</u></b> | : | Email <a href="mailto:Gpw.SecManIntern@gpw.gov.za">Gpw.SecManIntern@gpw.gov.za</a>   |
| <b><u>POST 36/30</u></b>   | : | <b><u>APPLICATIONS MANAGEMENT REF NO: GPW2025/22 (X1 POST)</u></b>   |
| <b><u>STIPEND</u></b>      | : | R7 860.40 per month  |
| <b><u>CENTRE</u></b>       | : | Pretoria   |

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| <b><u>REQUIREMENTS</u></b> | : | Diploma/Degree Information Technology/ Computer Science/ Computer Systems/ System Development/ Relevant qualification in IT.   |
| <b><u>DUTIES</u></b>       | : | Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals. |
| <b><u>ENQUIRIES</u></b>    | : | Mr. K Molaba Tel No: (012) 764 3931 / Ms M Molebale Tel No: (012) 748 6294   |
| <b><u>APPLICATIONS</u></b> | : | Email <a href="mailto:Gpw.ICTIntern@gpw.gov.za">Gpw.ICTIntern@gpw.gov.za</a>   |
| <b><u>POST 36/31</u></b>   | : | <b><u>ICT SECURITY, GOVERNANCE, RISK, COMPLIANCE, STRATEGY AND CONTINUITY REF NO: GPW2025/23 (X2 POSTS)</u></b>  |
| <b><u>STIPEND</u></b>      | : | R7 860.40 per month  |
| <b><u>CENTRE</u></b>       | : | Pretoria   |
| <b><u>REQUIREMENTS</u></b> | : | BSc in Computer Science with Cyber Security NQF level-6/7/ BCom Information Systems / BSc Information Systems /BCom Information Technology/ BSc Information technology /BCom Business Informatics /Bachelor of IT in Business System / Bachelor of Information Technology Information Systems.             |
| <b><u>DUTIES</u></b>       | : | Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals. |
| <b><u>ENQUIRIES</u></b>    | : | Mr. K Molaba Tel No: (012) 764 3931 / Ms M Molebale Tel No: (012) 748 6294   |
| <b><u>APPLICATIONS</u></b> | : | Email <a href="mailto:Gpw.ICTIntern@gpw.gov.za">Gpw.ICTIntern@gpw.gov.za</a>   |
| <b><u>POST 36/32</u></b>   | : | <b><u>INFRASTRUCTURE MANAGEMENT REF NO: GPW2025/24 (X1 POST)</u></b>   |
| <b><u>STIPEND</u></b>      | : | R7 860.40 per month  |
| <b><u>CENTRE</u></b>       | : | Pretoria   |
| <b><u>REQUIREMENTS</u></b> | : | Diploma /Bachelor's Degree Information Technology/ Computer Science/ Computer Systems/ System Development/ Relevant qualification in IT.   |
| <b><u>DUTIES</u></b>       | : | Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals. |
| <b><u>ENQUIRIES</u></b>    | : | Mr. K Molaba Tel No: (012) 764 3931 / Ms M Molebale Tel No: (012) 748 6294   |
| <b><u>APPLICATIONS</u></b> | : | Email <a href="mailto:Gpw.ICTIntern@gpw.gov.za">Gpw.ICTIntern@gpw.gov.za</a>   |
| <b><u>POST 36/33</u></b>   | : | <b><u>INTERNSHIP – ORGANISATIONAL DEVELOPMENT AND CHANGE MANAGEMENT REF NO: GPW2025/25</u></b>   |
| <b><u>STIPEND</u></b>      | : | R7 860.40 per month  |
| <b><u>CENTRE</u></b>       | : | Pretoria   |
| <b><u>REQUIREMENTS</u></b> | : | Diploma/Degree Work-study / Operations Management/ Management Services/ Production Management.   |
| <b><u>DUTIES</u></b>       | : | Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals. |
| <b><u>ENQUIRIES</u></b>    | : | Mr. K Molaba Tel No: (012) 764 3931 / Ms M Molebale Tel No: (012) 748 6294   |
| <b><u>APPLICATIONS</u></b> | : | Email <a href="mailto:Gpw.HRIntern@gpw.gov.za">Gpw.HRIntern@gpw.gov.za</a>   |
| <b><u>POST 36/34</u></b>   | : | <b><u>TALENT MANAGEMENT REF NO: GPW2025/26 (X1 POST)</u></b>   |
| <b><u>STIPEND</u></b>      | : | R7 860.40 per month  |
| <b><u>CENTRE</u></b>       | : | Pretoria   |
| <b><u>REQUIREMENTS</u></b> | : | Diploma/Degree Human Resource Development/ Management of Training  |
| <b><u>DUTIES</u></b>       | : | Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals. |
| <b><u>ENQUIRIES</u></b>    | : | Mr. K Molaba Tel No: (012) 764 3931/ Ms M Molebale Tel No: (012) 748 6294  |
| <b><u>APPLICATIONS</u></b> | : | Email <a href="mailto:Gpw.HRIntern@gpw.gov.za">Gpw.HRIntern@gpw.gov.za</a>   |

**GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC)**

|                            |   |   |
|----------------------------|---|---|
| <b><u>APPLICATIONS</u></b> | : | Only online applications will be accepted. Applications not accompanied by a comprehensive CV and a fully completed Z83 form will not be considered. Please register, or if you are already registered, sign in and apply for this position on the GTAC eRecruitment website <a href="https://erecruitment.gtac.gov.za/erecruitment/">https://erecruitment.gtac.gov.za/erecruitment/</a>  |
| <b><u>CLOSING DATE</u></b> | : | 17 October 2025 at 12 pm.   |
| <b><u>NOTE</u></b>         | : | Only South African Citizens, and Permanent Residents need to apply as per PSR 2016. Applications should be accompanied by a duly completed and signed Z83 form (obtainable from any Public Service department). The post title and reference number must be clearly indicated on the Z83 form. A recent comprehensive CV should be submitted. Certified copies of qualifications and other relevant documents will be required to be submitted to HR on or before the day of the interview from shortlisted candidates. All short-listed candidates will be subjected to security vetting to confirm employment, personnel suitability checks and undergo an SMS competency assessment prior to the interview. Short-listed candidates must make themselves available for a panel interview on the date determined by GTAC. Late applications, and those not meeting the requirements, will not be considered. Should you not receive feedback from GTAC within 2 months of the closing date, please consider your application unsuccessful. GTAC reserves the right to fill or not fill the advertised post. Preference will be given according to EE and Gender target. In accordance with the DPSA Directive on Compulsory Capacity Development, Mandatory Training Days and Minimum requirements, this SMS level appointment will be subject to the completion of the Senior Management Pre-entry programme as endorsed by the National School of Government. The applicants should therefore have proof that they have registered for the Pre-entry certificate and have completed the course before the appointment. The cost of the pre-entry certificate is at the candidate's expense. To access the pre-certificate course, please visit: <a href="https://www.thensg.gov.za/training-course/sms-pre-entry-programme">https://www.thensg.gov.za/training-course/sms-pre-entry-programme</a> . The GTAC is an equal-opportunity employer and encourages applications from women and people with disabilities. Our buildings are accessible to people with disabilities and reasonable accommodation is provided for persons with disabilities. |

**MANAGEMENT ECHELON**

|                            |   |  |
|----------------------------|---|--|
| <b><u>POST 36/35</u></b>   | : | <b><u>DIRECTOR: CAPITAL PROJECTS APPRAISAL REF NO: G013/2025</u></b><br>Term: Permanent  |
| <b><u>SALARY</u></b>       | : | R1 266 714 - R1 492 122 per annum (Level 13), (all – inclusive package)  |
| <b><u>CENTRE</u></b>       | : | Pretoria   |
| <b><u>REQUIREMENTS</u></b> | : | Bachelor's Degree/Advanced Diploma/ BTech degree (NQF 7) as recognised by SAQA in Development Finance; Economics; Project Finance, or related fields. Postgraduate degree (NQF level 8) qualification in economics or development finance or related field would be advantageous. A minimum of 7 years' relevant management and/or relevant capital project and economic analysis. Must have sound understanding of analysis of capital projects and implications of investing. Must have superior research, analysis and report writing skills, with the ability to interpret economic policy outcomes as well as experience with performance and/or project management. 5 years of experience at a middle/senior managerial level.   |
| <b><u>DUTIES</u></b>       | : | The purpose of this job is to lead a team of analysts to evaluate the pipeline of infrastructure projects prior to investment decisions being taken, analyse and advise on the implications of committing fiscal support to large infrastructure projects, and undertake infrastructure research and analysis. Appraisal analysis and advise: Lead the production of infrastructure appraisal review reports advising on the feasibility, viability and sustainability of investments. Develop quantitative models to assess the expected impacts of specific infrastructure projects on the fiscus, welfare, economy and the environment. Advise on project configuration, costing, funding and financing, procurement and implementation readiness. Conduct post investment monitoring, evaluation and analysis. Develop a database of various microeconomic and macroeconomic indicators to assist in the estimation and/or benchmarking of costs, benefits, and other impacts of capital projects, proposed and ex post. Appraisal tools and methodologies: Develop appraisal tools and methodologies for assessment of infrastructure project impacts. Collaborate with the National Treasury to develop appraisal guidelines in line with best practice. Contribute to the design and participate in the rollout of capacity building initiatives and knowledge sharing platforms. Analysis and research: Initiate research and analysis of factors that will impact on investment in capital projects. Analysis on how to prioritise the most desirable projects and optimise the roll-out of national infrastructure to help maximise the economic benefits to society. Input into policy discussions and advice on future policy developments and their impact on infrastructure. Provide progress reports on developments related to national infrastructure delivery and its impact on debottlenecking the economy. Conduct research on specific technologies that affect how infrastructure is developed. Conduct research on sector developments, trends and topical issues related to infrastructure. Project Management: Oversee team of analysts undertaking capital project analysis; provide guidance on technical work and ensure analysis is delivered on time and according to accepted appraisal methodologies. Liaise with internal and external stakeholders and government departments, on projects with regard to appraisal progress, queries and findings. Manage project plan, project resources and project analysis outcomes/objectives. Represent the unit on project steering committees and provide inputs on transfer of |

appraisal and projects. Competencies Required: Change Leadership: The ability to deliver the message of change in both words and actions and motivate people to change. It energises and alerts groups to the need for specific changes in the way things are done. It involves taking responsibility to champion the change effort through building and maintaining support and commitment. Concern for Quality and Order: Desire to see things done logically, clearly and well. It takes various forms: monitoring and checking work and information, insisting on the clarity of roles and duties, setting up and maintaining an information system. Effective Communication: Ability to transmit and receive information clearly and communicate effectively to others by considering their points of view in order to respond appropriately. This may involve listening, interpreting, formulating and delivering verbal, non-verbal, written, and/or electronic messages. It includes the ability to convey ideas and information in a way that brings understanding to the target audience. Integrity/Honesty: Contributes to maintaining the integrity of the organisation; displays high standards of ethical conduct and understands the impact of violating these standards on an organisation, self, and others; is trustworthy. Organisational Awareness: The ability to understand and learn the power of relationships in one's own organisation or in other organisations. This includes the ability to identify the real decision makers, the individuals who can influence them, and to predict how new events or situations will affect individuals and groups within the Department. Problem Solving and Analysis: Understanding a situation, issue, problem, etc., by breaking it into smaller pieces, or tracing the implications of a situation in a step-by-step way. It includes organising the parts of a problem, situation, etc., in a systematic way; making systematic comparisons of different features or aspects; setting priorities on a rational basis; and identifying time sequences, causal relationships, or if-then relationships. Create timely and well-developed solutions by examining alternatives, risks and consequences. Resilience: Ability to cap one's emotions to avoid negative reactions when provoked, when faced with opposition or hostility, or when working under stress. It also includes the ability to maintain stamina under continuing stress. Resources Planning: Organises work, sets priorities and determines resource requirements; determines short- or long-term goals and strategies to achieve them; coordinates with other organisations or parts of the organisation to accomplish goals; monitors progress and evaluates outcomes. Results Orientation: Concern for holding yourself and others accountable for achieving results or for surpassing a standard of excellence. It includes the process of setting measurable objectives, implementing change and then checking back to determine the effect of your efforts. The standard may be one's own past performance (striving for improvement); an objective measure (results orientation); outperforming others (competitiveness); challenging goals one has set, or even what anyone has ever done (innovation). General Management: Process of planning, directing, organising and controlling people and resources within a unit or a subunit in order to achieve organisational goals. Capital Projects Analysis Principles: Basic knowledge and understanding of capital project analysis including cost-benefit, financial and economic analysis. Economics and/or Finance: Science that studies the allocation of resources to satisfy unlimited wants for capital. Policy Development and Management: Knowledge of Treasury-related legislation, the legislative process and public affairs as it pertains to NT. Includes the ability to monitor legislation that is of interest to Treasury. Utilises a wide variety of resources and tools to develop, maintain, monitor, enforce and provide oversight of policies and regulations. Project Management: Knowledge of the principles, methods, or tools for developing, scheduling, coordinating, and managing projects and resources, including monitoring and inspecting costs, work, and contractor performance. Computer Literacy: Knowledge and ability to use computers and technology efficiently. Refers to the comfort level someone has with using computer programs and other applications associated with computers (MSOffice, Internet, email). Holding People Accountable: Acts to ensure others perform in accordance with clear expectations and goals. Team Participation: Works co-operatively with others, working together as opposed to working separately or competitively.

**ENQUIRIES** : HR Enquiries: Kaizer Malakoane at 066 250 7072

#### **OTHER POST**

**POST 36/36** : **JUNIOR INFRASTRUCTURE ANALYSIS REF NO: G014/2025**  
Term: Permanent

**SALARY** : R582 444 – R686 091 per annum (Level 10), (excluding benefits)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A degree (NQF Level 7) in Economics or Finance. 3-5 years' experience in investment appraisal and/or economic research. Theoretical understanding of applied microeconomics tools and methodologies. Some understanding of economic and/or social infrastructure sectors. Research, analysis and report writing skills, with the ability to interpret economic policy and its possible outcomes. Basic understanding of financial modelling techniques. Competencies required: Problem Solving Analysis: The ability to understand a situation, issues, problems, etc., by breaking it into smaller pieces or tracing the implications of a situation in a step-by-step way. It includes organizing the parts of a problem, situation in a systematic way, making systematic comparisons of different features or aspects setting priorities on a rational basis, and identifying time sequences, casual relationships. Create timely and well-developed solutions by examining alternatives, risk and consequences. Results Orientation: Concern for holding self and others accountable for achieving results or for surpassing a standard of excellence. Team Participation: The ability to work co-operatively with others, to work together as opposed to working separately or competitively. Effective Communication: ability to transmit and receive information clearly and communicate

effectively to others by considering their points of view in order to respond appropriately. This may involve listening, interpreting, formulating and delivering: verbal, non- verbal, written, and electronic messages. It includes the ability to convey ideals and information in a way that brings understanding to the target audience. Concern for Quality and Order: desire to see things done logically, clearly, and well. It takes various forms: monitoring and checking work and information, insisting on the clarity of roles and duties, setting up and maintaining information system. Computer Literacy: Knowledge and ability to use computers and technology efficiently. Refers to the comfort level someone has with using computer programs and other applications associated with computers (MS Office, Internet, email). Economic Principles: Basic knowledge and understanding of economics main concepts such as supply and demand, price marginalism. Economics: Science that studies the allocation of scarce resources to satisfy unlimited wants. Involves analysis the production, distribution, trade and consumption of goods and services. Policy Development and Management: Knowledge of Treasury-related legislation, the legislative process and public affairs as it pertains to NT. Includes the ability to monitor legislation that is of interest to Treasury. Financial Analysis: the application of financial modelling techniques as they apply to assessing capital projects, particularly in terms of their financial cost, viability, risks and comparison with alternatives. Project Management: knowledge of the principles, methods, tools for developing, scheduling, coordinating, and managing projects and resources, including monitoring and inspecting costs, work and contractor performance.

## **DUTIES**

: To appraise the feasibility and viability of large infrastructure projects and advise on the value for money, affordability, efficiency, and other impacts. Further, to build public sector capability through research and development of best practice. Appraisal analysis and advice: Contribute to the drafting of appraisal reports or draft specific sections of an appraisal report analysing the various impacts of specific infrastructure projects, both existing and proposed. Develop standard quantitative models to assess the expected impacts of specific infrastructure projects on the fiscus, welfare, economy, and the environment. Advise on project configuration, costing, funding, and financing, procurement and implementation readiness. Advise if there are alternative ways of delivering infrastructure in an effective and efficient manner. Conduct research and develop appraisal best practice: Conduct research on sectors developments, trends and topical issues related to infrastructure. Conduct research on specific technologies that affect how infrastructure is developed. Contribute to the development of appraisal tools and methodologies that promote good appraisal practice. Participate in capacity building initiatives and knowledge sharing platforms. Input into policy discussions and advice on future policy developments and their impact on infrastructure. Monitor developments related to infrastructure development: Analysis on how to prioritise the most desirable projects and optimise the roll-out of national infrastructure to help maximise the economic benefits to society. Research and analysis of factors that drive demand for various types of infrastructure projects, and how that impacts the economy. Report on industry development and progress with delivering national infrastructure and assess the impact on debottlenecking the supply side of the economy. Develop and maintain a database of relevant infrastructure related indicators for benchmarking and quantification of impacts. Project Management: Contribute to the drafting of an outline report or draft specific sections of an outline report; and deliver according to the project management plan. Interact and collaborate with internal and outside stakeholders on projects. Report on project updates and progress as well as drafting close out reports of project. Serve as a representative on various related to projects.

## **ENQUIRIES**

: HR Enquiries: Kaizer Malakoane at 066 250 7072

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING**  
**(Umfolozzi TVET College)**  
**(Tshwane North TVET College)**

**OTHER POSTS**

|                            |   |  |
|----------------------------|---|--|
| <b><u>POST 36/37</u></b>   | : | <b><u>SENIOR PRACTITIONER: HUMAN RESOURCE DEVELOPMENT REF NO: UMF67/09/2025 (X1 POST)</u></b>  |
| <b><u>SALARY</u></b>       | : | R397 116 per annum (Level 08), plus benefits as applicable in the Public Sector  |
| <b><u>CENTRE</u></b>       | : | Central Office   |
| <b><u>REQUIREMENTS</u></b> | : | Recognised National Diploma in Human Resource Management /Development (NQF level 6) or any relevant qualification. 3-5 years' experience in Human Resource environment specialising in Human Resource Development. Valid driver's license. Computer proficiency (MS office Suits). Relevant PERSAL Certificate will be an added advantage. Certificate in facilitation / Assessor/Moderator will be added advantage. Knowledge of Public Service Act and Regulations. Knowledge and understanding of coordination and facilitation of training. Storage and retrieval procedures in terms of the working environment. Skills: Coordination and Facilitation of training programmes. Financial literacy; Planning and Organising; Communication (Good verbal and written); Flexibility; Customer care services; Report writing and Teamwork; Presentation; Time management; Conflict resolution and negotiation skills.   |
| <b><u>DUTIES</u></b>       | : | Ensure the implementation of training and development programmes. Facilitate the Development of Work Skills Plan. Administer bursaries in the College. Administer Performance Management Development System, Integrated Quality Management System and coordinate Training for the College. Formulate the Employment Equity plan for the College. Manage Human, Financial and other resources in the unit.  |
| <b><u>ENQUIRIES</u></b>    | : | Ms NA Sibiya Tel No: (035) 902 9501  |
| <b><u>APPLICATIONS</u></b> | : | All applications should be emailed to the specified email address. The name of the post and reference number must be indicated in the email subject line. Applications should be sent as one PDF document, without any qualifications. No Faxed applications will be accepted. Applications that do not comply with the above specifications will be disqualified. Email: <a href="mailto:Applications.central@umfolozi.edu.za">Applications.central@umfolozi.edu.za</a>   |
| <b><u>NOTE</u></b>         | : | A fully completed new Z83 form (in line with DPSA circular 19 of 2022), obtainable from any Public Service Department or on the internet at <a href="http://www.dpsa.gov.za">www.dpsa.gov.za</a> , and a detailed Curriculum Vitae. Copies of qualifications and other relevant documents must not be included in the application. Only shortlisted candidates will be required to submit certified copies of qualifications on the day of the interview. Communication will be limited to shortlisted candidates. A separate application must be submitted for each post that you are applying for. Late applications (received after closing date and time) and incomplete applications will not be considered. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability). The Employer reserves the right not to make an appointment. Where applicable, candidates will be subjected to a skills test. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 60 days of the closing date should consider their application unsuccessful. Umfolozi Technical and Vocational Education and Training (TVET) College is inviting applications from suitably qualified candidates to fill the following position. |
| <b><u>CLOSING DATE</u></b> | : | 22 October 2025 at 16:00   |
| <b><u>POST 36/38</u></b>   | : | <b><u>HANDYMAN (X2 POSTS)</u></b><br>Nature of Appointment: Permanent  |
| <b><u>SALARY</u></b>       | : | R163 680 per annum (Level 03), plus benefits   |
| <b><u>CENTRE</u></b>       | : | Pretoria Campus Ref No: TNC/PC/25 – 10/1<br>Temba Campus Ref No: TNC/TC/25 – 10/2  |
| <b><u>REQUIREMENTS</u></b> | : | Basic knowledge and hands-on experience in maintenance tasks such as electrical, plumbing, carpentry, and air conditioning. Ability to perform routine repair and upkeep tasks independently. Experience in managing and securing access through effective key control. Ability to supervise and coordinate with on-site security personnel. 24/7 On-Site Presence: Must be consistently available and present on the college premises. Capable of identifying, assessing, and responding to on-site risks and threats. Knowledge of conducting regular inspections of campus facilities to ensure safety and functionality. Willingness to work extra hours, including weekends and during special college events, when required. Good verbal and written communication skills; ability to interact professionally with staff and students. Strong troubleshooting abilities with a focus on offering practical, timely solutions. Experience in gardening, landscaping, or cleaning is an advantage. Ability to remain calm and effective in urgent or high-stress situations. Valid Driver's License: A current and valid driver's license is mandatory.  |
| <b><u>DUTIE</u></b>        | : | Conduct regular inspections of buildings, fencing, doors, and other structural elements. Identify and report maintenance needs promptly. Perform general maintenance, including plumbing, electrical, carpentry, and minor repairs. Ensure all facilities remain in safe and functional condition. Unlock  |

and open all offices, classrooms, workshops, and laboratories at designated times. Secure all windows, doors, air conditioners, gas heaters, and gates after use. Responsible for the safekeeping, distribution, and allocation of all campus keys. Perform basic repairs such as fixing broken windows, doors, leaks, ceilings, and ablution facilities. Assist with cleaning of facilities when necessary. Perform gardening, landscaping, and sweeping tasks to maintain the campus's appearance. Review and analyse the Security Occurrence Book daily. Identify and report any risks or threats to management without delay. Complete daily, weekly, and monthly reports on campus conditions for management. Provide timely feedback on all maintenance and security matters. Carry out any additional duties as delegated by the Supervisor. Maintain flexibility in performing a wide range of tasks as required. Ensure all responsibilities are executed efficiently and within set timelines. Be willing to undergo continuous training and development. Attend and run meetings.

**ENQUIRIES**

: Should you have enquiries or experience any problem submitting your application contact Mr TH Ngubane Tel No: (012) 401 1989 / Ms JM Nyalunga Tel No: (012) 401 1940

**APPLICATIONS**

: Email to [recruitment@tnc.edu.za](mailto:recruitment@tnc.edu.za) or hand-deliver to: Tshwane North TVET College: Central Office, Cnr. Kgosi Mampuru (Former Potgieter Street) & Pretorius Streets, Pretoria.

**NOTE**

: Applications must be submitted on the New Z83 which must be fully completed, obtainable from any Public Service Department and must be accompanied by a comprehensive Curriculum Vitae. Only shortlisted candidates will be required to submit certified copies of qualifications including academic records, driver's license, and identity document. Please take note that communication in relation to the process will be limited to the short-listed candidates. If you have not received any correspondence within three (3) months after the closing date, please consider your application unsuccessful. Note: Please quote the relevant reference number of the post you are applying for. Applications received after the closing date will NOT be accepted. Shortlisted candidates will be subjected to a vetting process: criminal record, citizenship, credit record checks, and qualifications. Shortlisted candidates will be subjected to a skills/knowledge/competence test. The College/DHET reserves the right not to make appointments. Preference will be given to persons from designated groups, especially with regards to race, gender, and disability. People with disability are encouraged to apply. All costs incurred due to your application and interviews will be at your own expense. Tshwane North TVET College would like to invite suitably qualified, innovative, result-orientated and self-driven candidates to apply for their vacant positions.

**CLOSING DATE**

: 17 October 2025



## DEPARTMENT OF HOME AFFAIRS



**CLOSING DATE** : 17 October 2025

**NOTE** : Applications must be submitted online at <https://erecruitment.dha.gov.za> or sent to the correct email address specified at the bottom of the posts, on or before the closing date, accompanied by a fully completed Application for Employment Form (New Z83, effective from 1 January 2021), obtainable at [www.dpsa.gov.za](http://www.dpsa.gov.za) and a comprehensive CV, citing the start and end date (dd/mm/yy), job title, duties performed and exit reason for each employment period to be considered, as well as the details of at least two contactable employment references (as recent as possible); limited to 2.5MB in size. Shortlisted candidates are required to submit a copy of their ID document, a valid driver's license (if specified as a job requirement), relevant educational qualifications / RPL certificates / Academic Transcripts of completed qualifications, and details of current earnings (latest salary advice) as directed. Furthermore, applicants who possess (a) foreign qualification(s), are required to submit the evaluated results of such qualifications, as received from the South African Qualifications Authority (SAQA). Shortlisted candidates will be subjected to employment suitability checks (credit, criminal, citizenship, qualifications, and employment references including verification of exit reasons, and conducting business with State). In order to be considered for appointment into Senior Management (SMS) posts, applicants potentially considered suitable are required to complete the online "Pre-entry Certificate for entry into the Senior Management Services" course; obtainable at the National School of Government (NSG), under the name "Certificate for entry into the SMS". Full details can be obtained via the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Once appointed, the entering into of an employment contract (for SMS posts), serving of a prescribed probation period, and obtaining of a security clearance appropriate to the post, will be required. Correspondence between the Department and candidates will be limited to shortlisted candidates, only.

## MANAGEMENT ECHELON

**POST 36/39** : **DIRECTOR: PHYSICAL SECURITY REF NO: HRMC 40/25/1**  
Branch: Counter Corruption and Security Services

**SALARY** : R1 266 714 - R1 492 122 per annum (Level 13), (an all-inclusive salary package) structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

**CENTRE** : Head Office, Tshwane

**REQUIREMENTS** : An undergraduate qualification in Security Management/ Security Risk Management at NQF level 7 as recognised by SAQA. 5 years Middle Management / Senior Management experience in a security management environment. Knowledge and understanding of all legislations, policies and prescripts. Knowledge of Minimum Physical Security Standards (MPSS). Knowledge of anti-corruption systems including biometric testing and document tracking systems. Knowledge of Intelligence Act, Criminal Procedures Act, Police Act, Anti-corruption legislation, LRA, BCEA, PSA. Knowledge of policy development and government procedures. Knowledge of the Minimum Information Security Standard (MISS). Knowledge of PFMA and Treasury Regulations. Knowledge of control access to public premises and vehicle act. Knowledge of National Key Points Act. Knowledge of Firearms Control Act, 2000. A valid drivers' license. Willingness to travel and work extended hours. Completion of the Senior Management Services Pre-entry Certificate upon appointment. Required skills and competencies: Strategic Capability and Leadership Execution. Service Delivery Innovation. Client Orientation and Customer Focus. People Management and Empowerment. Financial Management. Honesty and Integrity. Programme and Project Management. Change Management. Communication. Knowledge Management. Presentation Skills. Business report writing. Influencing and negotiating. Planning and organising. Attention to detail. Interpersonal skills. Process analysis and improvement. Computer literacy. Conflict resolution and management. Crime intelligence and analysis. Security systems and access control design.

**DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: Ensure the effective implementation of security measures across the Department. Develop identified policies and procedures in conjunction with the policy and strategy unit. Co-ordinate and manage relevant projects within the directorate to ensure that projects are implemented to best practice standards, time, quality and budget. Enforce agencies to ensure rapid deployment of law enforcement officers to various DHA office when required. Ensure adequate availability of trained security officers to address physical security risks and compliance. Ensure effective integration of current security practices within DHA. Ensure that breaches of security are investigated, and corrective measures are implemented. Develop the business plan for the directorate and ensure effective implementation, prioritization and resource planning. Provide strategic direction within the directorate. Coordinate, monitor and report on the performance against the agreed objectives, timeframes and priorities of the directorate. Develop technical expertise and ensure the implementation of innovation initiatives. Provide strategic advice and guidance on security measures and best practice aspects and matters. Oversee the effective implementation of physical

security processes and systems enhancement initiatives. Agree on the training and development needs of the directorate and ensure that these are acted on. Ensure appropriate technical behavior, conduct and skills of staff within the directorate. Implement effective performance management within the unit in line with performance management system of the DHA. Ensure that staff are motivated and committed to the vision and goals of the directorate. Ensure that human resources are managed within the unit in accordance with relevant policies and prescripts. Ensure that budget spending is maximized in line with strategic objective. Monitor and report on the utilization of equipment. Ensure that the preparations of the budget are in line with strategic plans & department objectives. Ensure proper interpretation of the budget by monitoring, projecting & reporting on expenditure. Co-ordinate memorandum of understanding, service level agreements and performance review. Ensure capacity and development of staff. Enhance and maintain employee motivation and cultivate a culture of performance excellence. Ensure that the Division is adequately staffed.

**ENQUIRIES** : Mr BC Mathatho Tel No: (012) 406 4250  
**APPLICATIONS** : Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://erecruitment.dha.gov.za> or [ccssrecruitment@dha.gov.za](mailto:ccssrecruitment@dha.gov.za)

**POST 36/40** : **DIRECTOR: BUSINESS ANALYSIS REF NO: HRMC 40/25/2**  
Branch: Information Services

**SALARY** : R1 266 714 - R1 492 122 per annum (Level 13), (an all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

**CENTRE** : Head Office, Tshwane  
**REQUIREMENTS** : An undergraduate qualification in information Technology / Computer Science or related at NQF 7 as recognised by SAQA. 5 years' experience in Middle Management /Senior Management as a business analyst or business process engineer is required. Solid experience in Business Analysis is required Basic experience of System analysis, prioritizing changes, reporting services and testing procedures. Proven experience of process management, engineering and design is required. Knowledge of different development and database tools, techniques and environments in order to develop and deliver quality applications and documentation. Knowledge of Oracle and SQL database. Knowledge of Public Service Regulatory Framework. Knowledge of Departmental Legislations and Prescripts. Knowledge of application of the GITO Requirement and Frameworks. Knowledge of State Information Technology Agency Act 88 of 1998. Knowledge of Minimum Information Security Standards (MISS). A valid drivers' license. Willingness to travel and work extended hours. Completion of the Senior Management Services Pre-Entry Certificate upon appointment. Required skills and competencies: Strategic capability and leadership. Client Orientation and Customer focus. People Management and Empowerment. Financial Management. Change Management. Communication. Knowledge Management. Decision Making. Service Innovation. Strong Numerical Skills. Conceptual Thinking ability. Strong Analytical Skills.

**DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: Manage business analysis and process engineering policies in support of the identified business needs. Manage and coordinate relevant projects within the business units to ensure that projects are implemented to best practice standards, time, quality and budget. Oversee the effective implementation of process and system application, maintenance initiatives. Create and build partnerships with various internal and external stakeholders in order to enhance services delivery. Develop the Operational plan for directorate and ensure effective prioritisation and resource planning. Provide strategic direction within the Directorate. Develop identified policies and procedures in conjunction with the policy and strategy directorate. Ensure the implementation of innovative initiative. Provide advice and guidance on Business analysis and process engineering aspects and matters. Effectively manage the performance of the directorate against service levels, business requirements and targets. Oversee the effective implementation of projects initiatives. Develop identified policies and procedures in conjunction with the policy and strategy directorate. Report on all risk and finance financial indicators including e.g. financial losses, overpayment, etc. According to requirements. Interpret and implement all organisational circulars, policy and other communications that impact on the operation of the business unit. Implement compliance with all duties of employer in terms of the applicable legislative framework falling within office duties. Report on the performance of unit against operational plan, business requirements and targets. Develop and implement the work plan for the unit and ensure effective prioritisation and resource planning. Manage the implementation of compliant performance management system.

**ENQUIRIES** : Ms T Rakgoale Tel No: (012) 406 2808  
**APPLICATIONS** : Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://erecruitment.dha.gov.za> or [isrecruitment@dha.gov.za](mailto:isrecruitment@dha.gov.za)

#### OTHER POSTS

**POST 36/41** : **DEPUTY DIRECTOR: LINDELA HOLDING FACILITY REF NO: HRMC 40/25/3**  
Branch: Immigration Services  
Directorate: Deportation

**SALARY** : R1 059 105 - R1 247 574 per annum (Level 12), (a basic salary)

|                                      |        |   |
|--------------------------------------|--------|---|
| <b><u>CENTRE REQUIREMENTS</u></b>    | :<br>: | Head Office: Tshwane<br>An undergraduate qualification in Security Management/ Policing/ Public Management/ Public Administration /International Relations at NQF level 6 as recognized by SAQA. A minimum of 3 years' middle management experience in an operations management or law enforcement environment is required. Experience in Law / analysis or interpretation of law enforcement environment. Knowledge of the Refugees Act. Knowledge of the Immigration Act. Knowledge of the Public Service Regulatory Framework. Knowledge of the Public Finance Management Act (PFMA) and Treasury regulations. Knowledge of the South African Constitution. Knowledge and understanding of methods, practices, regulations and acts applicable to administrative support services. A valid drivers' license. Willingness to travel and work extended hours. Required skills and competencies: Leadership skills. Ability to prepare reports and conduct presentations. Financial Management. Customer focus. Knowledge management. Program and project management. Change management. Influencing and Networking. Problem Solving. Proven verbal and written communication skills. Presentation Skills. Sound Analytical Skills. Excellent interpersonal skills. Ability to effectively develop unit work program. Ability to produce high quality work under pressure.  |
| <b><u>DUTIES</u></b>                 | :      | The successful candidate will be responsible for, amongst others, the following specific tasks:<br>Manage effective deportation operations in the department. Coordinate the transfer of illegal foreigners to Lindela Holding Facility. Ensure adherence to policy and legislation regarding immigration matters. Ensure documentation management of the department and tracking the arrival of deported illegal foreigners. Ensure effective screening and fingerprinting of illegal foreigners at the holding facility. Coordinate information and monitor statistics with regards to illegal foreigners held at Lindela Holding Facility. Manage the Lindela Holding Facility operations. Oversee the provision of humane accommodation by providing adequate space and catering services. Manage the implementation of hygiene and ensure that illegal foreigners keep his or her person, clothing, bedding and cell clean and tidy at the holding facility. Oversee the provision of humane accommodation by providing adequate space and catering services. Manage the implementation of hygiene and ensure that illegal foreigners keep his or her person, clothing, bedding and cell clean and tidy at the holding facility. Implement security measures to ensure a secure and humane environment for the illegal foreigners at the holding facility. Ensure compliance with policies, procedures, and prescripts. Determine appropriate resources to achieve objectives. Monitor progress on execution of operational plans. Ensure compliance with all audit requirements, quickly and risk management frameworks, standards and procedures. Monitor and ensure compliance with legislation, regulations and DHA policies and procedures. Plan the production of annual reports in line with corporate strategy. Ensure compliance to stakeholders within and external to the organization to ensure accurate implementation. Implement compliance with all duties of the unit in line with the applicable legislative framework. Establish and implement a quality control, norms and standards framework. Participate in the development of Standard Operating Procedure in the unit. Interpret and implement Department circulars, policy and other communications that impact on the operation of the unit. Implement compliance in line with all relevant Framework. Monitor and report on the utilization of equipment. Co-ordinate memorandum of understanding, service level agreements and expenditure review. Ensure capacity and development of staff. Enhance and maintain employee motivation and cultivate a culture of performance management. |
| <b><u>ENQUIRIES APPLICATIONS</u></b> | :<br>: | Head Office: Ms S Maswanganyi Tel No: (012) 406 4236<br>Applications compliant with the "Directions to Applicants" above, must be submitted online at <a href="https://erecruitment.dha.gov.za">https://erecruitment.dha.gov.za</a> or <a href="mailto:imsrecruitment@dha.gov.za">imsrecruitment@dha.gov.za</a>   |
| <b><u>POST 36/42</u></b>             | :      | <b><u>SENIOR LEGAL ADMINISTRATION OFFICER (MR-6) REF NO: HRMC 40/25/4</u></b><br>Directorate: Litigation  |
| <b><u>SALARY</u></b>                 | :      | R586 956 - R1 386 972 per annum (MR-6), (a basic salary package), Salary will be in accordance with the OSD determination for Legally Qualified Personnel.  |
| <b><u>CENTRE REQUIREMENTS</u></b>    | :<br>: | Head Office: Tshwane<br>An LLB degree or equivalent 4 (four) year legal qualification at NQF level 7 (seven) as recognized by SAQA. 8 (Eight) years' relevant post-qualification legal experience, of which at least 4 (four) to 5 (five) years should have been in a Civil Litigation environment. Admission as an Attorney or Advocate is required. Knowledge of Court Processes and Procedures. Knowledge of all legislation (primary and secondary legislation) administered by the Department. Knowledge of the Public Service Act, 1994 and Regulations. Knowledge of the Public Finance Management Act, 1999 and Treasury Regulations. Knowledge of the South African Legal System and legal practices. Understanding of Human Resources legislation and prescripts. Knowledge of the Constitution of the Republic of South Africa, 1996. Knowledge of the Promotion of Administrative Justice Act, 2000 and Regulations. Willingness to travel and work extended hours. A valid Driver's License. Required skills and competencies: Strategic capability and leadership. Service delivery innovation. Client orientation and customer focus. People management and empowerment. Financial management. Honesty and integrity. Program and project management. Change management. Communication. Knowledge management. Decision-making. Presentation skills. Problem solving and analysis. Business report writing. Influencing and networking. Planning and organizing. • Interpersonal skills. Technical skills: Litigation processes and procedures, preparation/scrutiny of affidavits, preparation of legal opinions pertaining to litigation matters. Commercial skills. Computer literacy. Negotiation skills.   |
| <b><u>DUTIES</u></b>                 | :      | The successful candidate will be responsible for, amongst others, the following specific tasks:<br>Conduct daily operations on litigation matters. Conduct research to provide information and case   |

law relevant to the legal matter at hand. Provide strategic guidance in an attempt to reduce litigation and costs. Provide proposals on how a case should be approached to obtain the most suitable outcome given the specifics of the case. Draft legal documents that provide clear motivation for a particular position pertaining to the case. Propose an approach to be followed to ensure success in resolving the case. Conduct an interview with the relevant line function in order to determine the line function's goals and objectives. Document in writing such interviews and all advice given during consultation. Render legal advice on litigation matters. Assist in searching and finding all relevant documents for instituting and conducting action or application proceedings. Consult with line function, witnesses, colleagues, advocates, experts and any other relevant person. Study court records, file records, contracts, witness statements and other documents. Conduct analyses of and interpret research done that will provide evidence and case law relevant to the legal matter at hand and advise/mentor juniors on same. Protect, advise and mentor juniors on motivation/proposals on how specific cases should be approached to obtain the most suitable outcome/result in the circumstances. Sending instructions to the relevant State Attorney and ensuring that the Department and/or Minister is represented in civil litigation brought against or by the Department and/or the Minister. Develop and submit reports to the Minister and Director-General. Development and implementation of policies, procedures, directives, Acts and Regulations. Advise on policies and procedures of the Department taking into consideration the outcome of civil litigation. Ensure optimal utilization of resources. Ensure training needs are met. Ensure the Performance Management Development System is implemented. Provide inputs on the Strategic Plan and Annual Budget of the Department. Assist in developing an Operational Plan and Work Plan for the Directorate to ensure its achievement of the targets and goals. Manage external consultants/service providers in an effective and efficient manner. Ensure compliance with all audit requirements, quality and risk management frameworks, standards and procedures. Ability to instill appropriate processes and systems, as well as enabling technology, to support the Department in efficiently and effectively managing the required work. Support digital transformation.

**ENQUIRIES  
APPLICATIONS**

: Head Office: Ms N Mnisi Tel No: (012) 406 4238  
: Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://erecruitment.dha.gov.za> or [legalrecruitment@dha.gov.za](mailto:legalrecruitment@dha.gov.za)

**POST 36/43**

: **SENIOR LEGAL ADMINISTRATION OFFICER (MR-6) REF NO: HRMC 40/25/5 (X2 POSTS)**  
: Directorate: Drafting

**SALARY**

: R586 956 - R1 386 972 per annum (MR-6), (a basic salary package), Salary will be in accordance with the OSD determination for Legally Qualified Personnel.

**CENTRE  
REQUIREMENTS**

: Head Office: Tshwane  
: An LLB degree or equivalent 4 (four) year legal qualification at NQF level 7 (seven) as recognized by SAQA. 8 (Eight) years' relevant post-qualification legal experience, of which at least 4 (four) to 5 (five) years should have been in a Legislative Drafting environment. Admission as an Attorney or Advocate is required. Knowledge of all legislation (primary and secondary legislation) administered by the Department. Knowledge of the Public Service Act, 1994 and Regulations. Knowledge of the Public Finance Management Act and Treasury Regulations. Knowledge of the South African Legal System and legal practices. Understanding of Human Resources legislation and prescripts. Knowledge of the Constitution of the Republic of South Africa, 1996. Knowledge of the Promotion of Administrative Justice Act, 2000 and Regulations. Knowledge of the Promotion of Access to Information Act, 2000 ("PAIA") and Regulations. Knowledge of the Protection of Personal Information Act, 2013. Willingness to travel and work extended hours. A valid Driver's License. Required skills and competencies: Strategic capability and leadership. Service delivery innovation. Client orientation and customer focus. People management and empowerment. Financial management. Honesty and integrity. Program and project management. Change management. Communication. Knowledge management. Decision-making. Influencing and networking. Planning and organizing. Interpersonal skills. Technical skills: Writing/drafting of legal documents. Computer literacy. Ability to instill appropriate processes and systems, as well as enabling technology, to support the Department in efficiently and effectively managing the required work. Support digital transformation.

**DUTIES**

: The successful candidate will be responsible for, amongst others, the following specific tasks: Drafting of new or amending of existing legislation (both primary and secondary legislation) administered by the Department. Seeing Bills through the legislative process in Parliament. Engagement with the Office of the Chief State Law Adviser: Department of Justice and Constitutional Development ("OCSLA") on the drafting of new or the amending of existing legislation pertaining to the Department. Provide verbal and written legal opinions relating to all pieces of legislation (both primary and secondary legislation) administered by the Department, as well as any other legislation, as and when requested to do so, including requests for access to information submitted in terms of PAIA. Scrutinise or draft International Agreements and/or Memoranda of Understanding involving the Department. Ensure compliance with all audit requirements, quality and risk management frameworks, standards and procedures. Monitor and ensure compliance with legislation administered by the Department, as well as policies and procedures. Ensure optimal utilization of resources. Ensure training needs are met. Ensure the Performance Management Development System is implemented. Provide inputs on the Strategic Plan and Annual Budget of the Department. Assist in developing an Operational Plan and Work Plan for the Directorate to ensure its achievement of the targets and goals. Manage external consultants/service providers in an effective and efficient manner. Ability to instill appropriate processes and systems, as well as

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|                            |   | enabling technology, to support the Department in efficiently and effectively managing the required work. Support digital transformation.  |
| <b><u>ENQUIRIES</u></b>    | : | Head Office: Ms T Rakgoale Tel No: (012) 406 2808  |
| <b><u>APPLICATIONS</u></b> | : | Applications compliant with the "Directions to Applicants" above, must be submitted online at <a href="https://erecruitment.dha.gov.za">https://erecruitment.dha.gov.za</a> or <a href="mailto:legalrecruitment@dha.gov.za">legalrecruitment@dha.gov.za</a>  |
| <b><u>POST 36/44</u></b>   | : | <b><u>SENIOR LEGAL ADMINISTRATION OFFICER (MR-6) REF NO: HRMC 40/25/6</u></b><br>This is a re-advertisement, Candidates who have previously applied, and are still interested, are kindly requested to re-apply).<br>Directorate: Contracts  |
| <b><u>SALARY</u></b>       | : | R586 956 - R1 386 972 per annum (MR-6), (a basic salary package), Salary will be in accordance with the OSD determination for Legally Qualified Personnel.   |
| <b><u>CENTRE</u></b>       | : | Head Office: Tshwane   |
| <b><u>REQUIREMENTS</u></b> | : | An LLB degree or equivalent 4 (four) year legal qualification at NQF level 7 (seven) as recognized by SAQA. 8 (Eight) years' relevant post-qualification legal experience, of which at least 4 (four) to 5 (five) years should have been in the Commercial Contracts environment. Knowledge of all legislation (primary and secondary legislation) administered by the Department. Knowledge of the Public Service Act, 1994 and Regulations. Knowledge of the Public Finance Management Act and Treasury Regulations. Knowledge of the South African Legal System and legal practices. Understanding of Human Resources legislation and prescripts. Knowledge of the Constitution of the Republic of South Africa, 1996. Knowledge of the Promotion of Administrative Justice Act, 2000 and Regulations. Willingness to travel and work extended hours. A valid Driver's License. Required skills and competencies: Strategic capability and leadership. Service delivery innovation. Client orientation and customer focus. Financial Management. Program and project management. Problem solving and analysis. Change Management. Legal writing or drafting of legal documents. Planning, organising and time management. Excellent written and verbal communication skills, as well as report writing and presentation skills. Influencing, networking, conflict management, facilitation and negotiation skills. Innovation. Ability to instill appropriate processes and systems, as well as enabling technology, to support the Department in efficiently and effectively managing the required work. Support digital transformation. Computer literacy. Patriotism, honesty and integrity. |
| <b><u>DUTIES</u></b>       | : | The successful candidate will be responsible for, amongst others, the following specific tasks: Carry out daily operations of the Directorate: Contracts effectively. Draft and scrutinize Commercial Contracts and/or Service Level Agreements. Provide high-quality legal advice and legal opinions pertaining to Commercial Contracts and/or Service Level Agreements. Conduct research in the drafting of Commercial Contracts, Service Level Agreements and legal opinions. Develop and implement policies, procedures and directives. Ensure compliance with all audit requirements, quality and risk management frameworks, standards and procedures. Monitor and ensure compliance with legislation administered by the Department, as well as policies and procedures. Ensure optimal utilization of resources. Ensure training needs are met. Ensure the Performance Management Development System is implemented. Provide inputs on the Strategic Plan and Annual Budget of the Department. Assist in developing an Operational Plan and Work Plan for the Directorate to ensure its achievement of the targets and goals. Manage external consultants/service providers in an effective and efficient manner. Ability to instill appropriate processes and systems, as well as enabling technology, to support the Department in efficiently and effectively managing the required work. Support digital transformation.   |
| <b><u>ENQUIRIES</u></b>    | : | Mr BC Mathatho Tel No: (012) 406 4250  |
| <b><u>APPLICATIONS</u></b> | : | Applications compliant with the "Directions to Applicants" above, must be submitted online at <a href="https://erecruitment.dha.gov.za">https://erecruitment.dha.gov.za</a> or <a href="mailto:legalrecruitment@dha.gov.za">legalrecruitment@dha.gov.za</a>  |
| <b><u>POST 36/45</u></b>   | : | <b><u>LEGAL ADMINISTRATION OFFICER (MR1-MR5) REF NO: HRMC 40/25/7 (X3 POSTS)</u></b><br>Directorate: Litigation  |
| <b><u>SALARY</u></b>       | : | R252 855 - R1 111 323 per annum (MR1-MR5), (a basic salary package,) Salary will be in accordance with the OSD determination for Legally Qualified Personnel.  |
| <b><u>CENTRE</u></b>       | : | Head Office: Tshwane   |
| <b><u>REQUIREMENTS</u></b> | : | An LLB degree or equivalent 4 (four) year legal qualification at NQF level 7 (seven) as recognized by SAQA. MR1 - No previous legal experience is required. <b>MR 2:</b> 1 (one) years' relevant post-qualification legal experience in a litigation environment. <b>MR 3:</b> 2 (two) years' relevant post-qualification legal experience in a litigation environment. <b>MR 4:</b> 4 (four) years' appropriate post qualification legal experience in a litigation environment. <b>MR 5:</b> 6 (six) years' relevant post-qualification legal experience in a litigation environment. Admission as an Attorney or Advocate is required for MR 2–5. A valid Driver's License. Knowledge of all legislation (primary and secondary legislation) administered by the Department will be an added advantage. Required skills and competencies: Legal research and drafting. Case flow management. Computer literacy. Good interpersonal relations. Communication (written and verbal). Planning, organising and decision-making. Program and project management. Service delivery innovation. Client orientation and customer focus. Financial management. Change management. Negotiation skills. Presentation skills. Problem solving and analysis. Business report writing. Influencing and networking. Technical Skills: Litigation processes and procedures, preparation/scrutiny of affidavits, preparation of legal opinions pertaining to litigation matters.   |

## **DUTIES**

: The successful candidate will be responsible for, amongst others, the following specific tasks: Ensure proper administration of litigation matters and provide litigation trends. Consult with line managers and advise on policy implementation. Send instructions to State Attorney and ensuring that the Department and the Minister is represented in civil litigation matters involving the Department and the Minister. Display understanding of the drafting of legal documents that provide a clear motivation for a particular position pertaining to a specific case. Propose an approach to be followed to ensure the best possible outcome for the Department on a litigious matter. Be guided in presenting motivation on how a specific case should be approached to obtain the most desirable outcome in the specific circumstances. Accurately document interview with a client. Render administration duties in relation to the litigation function. Conduct research that will provide information and case law relevant to the legal matter at hand. Provide strategy in reducing litigation and costs. Consult State Attorney and/or Counsel and capture in writing advice given during consultation. Conduct research and provide information for instructions and consultation with client, line functionaries, advocates, attorneys, experts and any other relevant stakeholders. Conduct research, file records, contracts, and other relevant documents that will provide information relevant to the matter. Manage and ensure compliance with legislation (both primary and secondary legislation) and policies and procedures of the Department. Manage external consultants/service providers in an effective and efficient manner. Ability to instil appropriate processes and systems, as well as enabling technology, to support the Department in efficiently and effectively managing the required work. Support digital transformation.

## **ENQUIRIES**

: Ms VT Motshegoe Tel No: (012) 406 4252

## **APPLICATIONS**

: Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://erecruitment.dha.gov.za> or [legalrecruitment@dha.gov.za](mailto:legalrecruitment@dha.gov.za)

## JUDICIAL INSPECTORATE FOR CORRECTIONAL SERVICES

*The Judicial Inspectorate for Correctional Services (JICS) is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of JICS will be taken into consideration. People with Disabilities will be accommodated within reasonable limits. Therefore, preference will be given to candidates whose appointment will assist the JICS in achieving its Employment Equity targets in terms of the JICS's Employment Equity Plan.*

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| <b><u>CLOSING DATE</u></b> | : | 17 October 2025 at 16:00 (walk-in) and 20:00 (online)  |
| <b><u>NOTE</u></b>         | : | All attachments for online application must include an application form Z83 and CV only, in PDF and as one (1) document or attachment and saved with surname and initials. JPEG (picture/snapshot) applications will not be accepted. Failure to do so will result in your application being disqualified. Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at <a href="http://www.gov.za/documents">www.gov.za/documents</a> . Received applications using the incorrect application for employment (old Z83) will not be considered. Each post(s) advert must be accompanied by its own application form for employment and must be fully completed, initialled and signed by the applicant as instructed below. Failure to fully complete, initial and sign the Z83 form will lead to disqualification of the application during the selection process. All applications must reach the Judicial Inspectorate for Correctional Services (JICS) on/or before the closing date and time. JICS cannot be held responsible for server delays. Applications submitted in any other way other than the published link or hand delivery will be treated as invalid. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83, it is acceptable for applicants to indicate "refer to CV" or "see attached". However, the question related to conditions that prevent re-appointment under Part "F" must be answered and the declaration signed. Only an updated comprehensive CV (with detailed previous experience if any) and a completed and signed new Z83 application form is required. Posts of Independent Correctional Centre Visitors (ICCV) also requires a recommendation/nomination as an ICCV by a community organization (not older than six (6) months) and must be attached to your application. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related document(s) will be in line with the requirements of the advert. Non-RSA Citizens/Permanent Resident Permit holders in possession of foreign qualifications must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). Applicants who do not comply with the abovementioned instructions/requirements, as well as applications received late will not be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the posts' technical and generic requirements. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Please note by responding to the advertisement, you consent to the collection, processing, and storing of your Personal Information in accordance with the Protection of Personal Information Act (POPIA). Your information will be used for the sole purpose of this application and will not be shared with third parties without prior consent unless required by law. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. The JICS reserves the right not to make any appointment(s) to the below advertised post(s). The successful candidate will be required to enter into an employment contract and a performance agreement. All costs associated with an application will be borne by the applicant. The appointment will be made according to the Public Service Act of 1994. JICS is committed to the achievement and maintenance of diversity and equity employment, preference will be giving to Whites, Indian Females, African Males, Coloured Males, and people living with disabilities. |

## OTHER POSTS

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|----------------------------|---|---|
| <b><u>POST 36/46</u></b>   | : | <b><u>INDEPENDENT CORRECTIONAL CENTRE VISITOR (LEVEL 5 - 3/8TH)</u></b><br>(36-month contract appointment) (Posts to be filled from 1 March/1 April 2026)<br>This is a readvertisement and applicants are encouraged to re-apply  |
| <b><u>SALARY</u></b>       | : | R85 620 per annum, plus 37% in lieu of benefits.  |
| <b><u>REQUIREMENTS</u></b> | : | Applicants must be in possession of a Grade 12/Senior Certificate. Computer literate and accurate. A recommendation of nomination as an ICCV by a community organization (not older than six (6) months). Ability to work independently and as a team. Public spirited and sound knowledge of the Batho Pele principles. Assertiveness and ability to work under pressure. Ability to communicate (verbally and in writing). Driver's license will be an added advantage. Preference will be given to qualifying applications received from individuals residing in communities which are in the vicinity of the correctional centre where the post needs to be filled. |
| <b><u>DUTIES</u></b>       | : | The incumbent will be responsible to conduct site visits and report on urgent matters. To conduct regular interviews and consultations with inmates and DCS officials regarding complaints and  |

## **CENTRE**

mandatory matters. Receiving and capturing all complaints/requests on the database. Opening and maintenance of case files. Make follow-ups on outstanding complaints. Submission of monthly reports. Provide statistical analysis of all complaints received. Attend to enquiries. Carry out all reasonable instructions by the supervisor/ Regional Manager.

### **Northern Management Region Correctional Centres:**

Atteridgeville Ref No: 204/2025  
Bethal Ref No: 205/2025  
Kgosi Mampuru C-Max Ref No: 206/2025  
Kgosi Mampuru Maximum Ref No: 207/2025  
Kutama Sinthimule Ref No: 208/2025  
Potchefstroom Ref No: 209/2025  
Tzaneen Ref No: 210/2025  
Wolmaransstad Ref No: 211/2025  
Zeerust Ref No: 212/2025  
Barberton Maximum Ref No: 213/2025  
Boksburg Ref No: 214/2025  
Emthonjeni Ref No: 215/2025  
Johannesburg (Medium C) Ref No: 216/2025  
Modderbee Ref No: 217/2025 (X2 Posts)  
Nigel Ref No: 218/2025  
Leeuwkop Maximum Ref No: 219/2025  
Losperfontein Ref No: 220/2025  
Middelburg Ref No: 221/2025  
Witbank Ref No: 222/2025

### **Central Management Region Correctional Centres:**

Bethlehem Ref No: 223/2025  
Brandfort Ref No: 224/2025  
De Aar Ref No: 225/2025  
Edenburg Ref No: 226/2025  
Frankfort Ref No: 227/2025  
Goedemoed (Medium A) Ref No: 228/2025  
Groenpunt Maximum (Ref No 229/2025 (X2 Posts)  
Groenpunt Juvenile Ref No: 230/2025  
Hoopstad Ref No: 231/2025  
Mangaung Ref No: 232/2025 (X2 Posts)  
Springbok Ref No: 233/2025  
Vereeniging Ref No: 234/2025

### **KwaZulu Natal Management Region Correctional Centres:**

Sevontein Ref No: 235/2025  
Stanger Ref No: 236/2025  
Durban (Medium A) Ref No: 237/2025  
Durban (Medium B) Ref No: 238/2025  
Umqinto Ref No: 239/2025  
Eshowe Ref No: 240/2025  
Estcourt Ref No: 241/2025  
Ncome Maximum Ref No: 242/2025  
Kokstad (Medium) Ref No: 243/2025  
Ebongweni (Super Max) Ref No: 244/2025 (X2 Posts)

### **Eastern Cape Management Region Correctional Centres:**

Port Elizabeth Ref No: 245/2025  
King Williams Town Ref No: 246/2025  
Middledrift Ref No: 247/2025  
Queenstown Ref No: 248/2025  
East London (Medium B) Ref No: 249/2025  
Idutywa Ref No: 250/2025

### **Western Cape Management Region Correctional Centres:**

Drakenstein (Medium A) Ref No: 251/2025  
Hawequa Ref No: 252/2025  
Beaufort West Ref No: 253/2025

## **ENQUIRIES**

Central Management Region: Ms Y Mdlalose Tel No: (051) 4301954  
Kwa-Zulu Natal Management Region: Mr. S Sibanyoni Tel No: (031) 366 1900  
Northern Management Region: Ms G Thabethe Tel No: (012) 663 7521  
Western Cape Management Region: Mr S Sani Tel No: (021) 421 1012  
Eastern Cape Management Region: Ms N Sifesane Tel No: (043) 722 2729

## **APPLICATIONS**

### **Northern Management Region Correctional Centres:**

Applications to be submitted through the links mentioned above or hand delivered to Block C 3, Eco Origins Office Park, Witch-hazel Street, Centurion, 0046

Atteridgeville: <https://forms.gle/X1Xsbe3VCpgF9zeA9>

Bethal: <https://forms.gle/q5KhQEhXzrj5Vr7f9>

Kgosi Mampuru C-Max: <https://forms.gle/e11nrzWzCtsQ4cx9>

Kgosi Mampuru Maximum: <https://forms.gle/qHv4prgT35GE9XSo7>

Kutama Sinthimule: <https://forms.gle/LG8A8PVzzWVG3CRu8>



Potchefstroom: <https://forms.gle/boa2NehSo4e6mUkZ8>  
 Tzaneen: <https://forms.gle/TjaC56U7C5PGP15X8>  
 Wolmaransstad: <https://forms.gle/F7X9H6ssj2vD7VR7A>  
 Zeerust: <https://forms.gle/pf32s684hrMti5bx5>  
 Barberton Maximum: <https://forms.gle/ebJ4V6aCU89aivn89>  
 Boksburg: <https://forms.gle/josVaQkKrwZKweZe9>  
 Emthonjeni: <https://forms.gle/GjXa2vyqmuJrXWDLA>  
 Johannesburg: (Medium C) <https://forms.gle/ThpALhk44eCW5gv3A>  
 Modderbee: <https://forms.gle/x9wo2Heg2pt7PPjRA>  
 Nigel <https://forms.gle/pzmC3ojv5VWM6xmy9>  
 Leeuwkop Maximum <https://forms.gle/agFzoLAs6GcHQ8sN9>  
 Losperfontein <https://forms.gle/82N1LxzowrVu8avp9>  
 Middelburg <https://forms.gle/rhXFcFAAZxsHXLbQ8>  
 Witbank <https://forms.gle/AaB13D5LP2fUj8uC8>

#### **Central Management Region Correctional Centres:**

Applications to be submitted through the links mentioned above or hand delivered to Fedsure House, 3rd Floor 62 St Andrews Street, Bloemfontein 9300

Bethlehem: <https://forms.gle/Yo7GbMA8oXfRHoqr8>  
 Brandfort: <https://forms.gle/Cqaywm5QgUqH3M4s6>  
 De Aar: <https://forms.gle/RSLX1hD3eT3FyT4UA>  
 Edenburg: <https://forms.gle/mLvxHTcX8dATFSA18>  
 Frankfort: <https://forms.gle/3q4e4UKzvMdL7zxGA>  
 Goedemoed (Medium A): <https://forms.gle/6RkVDsoh8YBsSQHb9>  
 Groenpunt Maximum: <https://forms.gle/DjTfmoRpJxn9UurR8> (X2 Posts)  
 Groenpunt Juvenile: <https://forms.gle/pEN8VyiAUa4CeV38A>  
 Hoopstad: <https://forms.gle/TWEqzmKmjEuYxbw38>  
 Mangaung: <https://forms.gle/K7qt7ueJwoBVNYw97> (X2 Posts)  
 Springbok: <https://forms.gle/qZc2jPpXuxhNVW2X9>  
 Vereeniging: <https://forms.gle/BjQgAyJq8PxjEsfU7>

#### **KwaZulu Natal Management Region Correctional Centres:**

Applications to be submitted through the links mentioned above or hand delivered to Aqua Sky Building, 275 Anton Lembede Street, 8th Floor, Durban 4001

Sevontein <https://forms.gle/3TSu9HkYBgG9358M7>  
 Stanger <https://forms.gle/bSR8M6MkzC9duoQw5>  
 Durban (Medium A): <https://forms.gle/Ko9e9PwZNXfTqT4T7>  
 Durban (Medium B): <https://forms.gle/BMqgmzubRAAsj6pz9>  
 Umzinto: <https://forms.gle/HRIJBddqxeANC12k7>  
 Eshowe: <https://forms.gle/gbrwAiUnVusC9ZYX6>  
 Estcourt <https://forms.gle/dHtdMaefS2GruJ7j8>  
 Ncome Maximum <https://forms.gle/Pp5YhuNB8ssrQZR78>  
 Kokstad (Medium) <https://forms.gle/CyM2dtcfXs5S3e1F6>  
 Ebongweni (Super Max) <https://forms.gle/jknkohc7HYQMnxdH7> (X2 Posts)

#### **Eastern Cape Management Region Correctional Centres:**

Applications to be submitted through the links mentioned above or hand delivered to East London Magistrates Court, 3rd floor, room 407, Buffalo Street, East London, 5200

Port Elizabeth: <https://forms.gle/9aCKcpGSyFYVtNDz8>  
 King Williams Town <https://forms.gle/cmpxzwrDjnLph2B7>  
 Middledrift <https://forms.gle/YPz6vtqE6zyMkvyWA>  
 Queenstown <https://forms.gle/iY1Ay8ChnpJkb9BX6>  
 East London (Medium B) <https://forms.gle/PFiWNp27uuGLoSV5A>  
 Idutywa <https://forms.gle/wEJd8gk52HogERxF8>

#### **Western Cape Management Region Correctional Centres:**

Applications to be submitted through the links mentioned above or hand delivered to Standard Bank Building, No. 1 Thibault Square, 9th Floor, Cnr Long Street & Hans Strijdom Avenue, Cape Town, 8001

Drakenstein (Medium A) <https://forms.gle/2pn4vC7qGDbg4XDv6>  
 Hawequa: <https://forms.gle/Zr2yimAN4dT2UjzB8>  
 Beaufort West: <https://forms.gle/qoun5n16kaDnPNJZ9>

## 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.*

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| <b><u>APPLICATIONS</u></b> | : | Interested applicants must submit their applications for employment to <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a> or alternatively the address specified in each post.  |
| <b><u>CLOSING DATE</u></b> | : | 20 October 2025  |
| <b><u>NOTE</u></b>         | : | The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at <a href="http://www.gov.za">www.gov.za</a> , 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. Applications 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. |
|                            |   | <b>ERRATUM:</b> The correct salary notch for the posts of Senior Court Interpreter with Ref No: 2025/78/GP advertised in the Public Service Vacancy Circular 34 dated 19 September 2025 is R325 101 – R382 959 per annum. Applicants are further informed that the post of Deputy Director: Criminal Assets Recovery Account (CARA) with Ref No: 25/113/FMS advertised in Circular 35 dated 26 September 2025 is withdrawn. We apologize for the inconvenience caused. Enquiries: Ms S Maribeng Tel No: (012) 315 1103   |

## OTHER POSTS

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| <b><u>POST 36/47</u></b>   | : | <b><u>COURT MANAGER REF NO: 61/2025/WC</u></b>  |
| <b><u>SALARY</u></b>       | : | R582 444 – R686 091 per annum. The successful candidate will be required to sign a performance agreement.   |
| <b><u>CENTRE</u></b>       | : | Magistrate Office; Kuilsriver (Bluedowns)   |
| <b><u>REQUIREMENTS</u></b> | : | An undergraduate National Diploma/Degree qualification (NQF level 6) as recognised by SAQA in Public Administration/Management/Law/Legal studies or field of study or equivalent legal qualification; A minimum of three (3) years' experience in court management environment of which two (2) years should be as a supervisor or team leader; Knowledge and experience in office and district administration; Knowledge of the Public Financial Management Act (PFMA) ; Experience in managing Trust (Third Party Funds) and Vote Accounts; A valid driver's license. Skills and competencies: Applied strategic thinking; Computer literacy; Budgeting and financial management; Communication and information management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Planning and organising; Developing others; Diversity management; Planning and organising; Problem solving; Project management. |
| <b><u>DUTIES</u></b>       | : | Key Performance Areas: Coordinate and manage the financial, human resource, risk and security in the court; Manage the strategic and business planning processes; Manage the facility, physical resources, information and communication related to courts; Lead and manage the transformation of the office; Compile and analyse court statistics to show performance and trends; Support case flow management at the court; Compile annual performance and statutory reports to the relevant users; Develop and implement customer service improvements strategies; Manage service level agreements.  |
| <b><u>ENQUIRIES</u></b>    | : | Ms P Paraffin Tel No: (021) 462 5471  |
| <b><u>APPLICATIONS</u></b> | : | Please direct your applications to: Provincial Head: Private Bag X 9171, Cape Town, 8000 OR physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town OR visit: <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a>   |
| <b><u>NOTE</u></b>         | : | Persons with disabilities are encouraged to apply.  |

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| <b><u>POST 36/48</u></b>             | : | <b><u>ASSISTANT DIRECTOR: FACILITIES MANAGEMENT REF NO: 2025/82/GP</u></b>   |
| <b><u>SALARY</u></b>                 | : | R468 459 – R551 823 per annum. The successful candidate will be required to sign a performance agreement.  |
| <b><u>CENTRE REQUIREMENTS</u></b>    | : | Provincial Office: Gauteng   |
|                                      | : | An NQF level 6 qualification as recognized by SAQA in Property Management /Real Estate/ Property Studies; A minimum of 3 years' experience in facilities management /property management/real estate environment at a supervisory level; A valid driver's license will be an added advantage. Knowledge of facilities and building management principles and best practices, Government Immovable Assets Management Act (GIAMA) and Supply Chain Management Framework; Knowledge of National Building Regulations, prescripts and frameworks on corporate performance and technical knowledge within the Built Environment; Understanding of the Occupational Health and Safety Act (OHS), procurement processes; Knowledge of the Public Service statutory frameworks: Financial Management and regulatory framework/guidelines, the Public Service Act, the Public Service Regulations, Treasury Regulations, the Public Finance Management Act, Government initiatives and decisions. Skills and Competencies: Project Management; Financial Management skills; communications skills with the ability to motivate and direct people; Strategic and conceptual orientation; Team oriented, and results driven; Interpersonal relations and customer orientation; Creative and analytical; Problem solving and conflict management; Continual learning and information search; Accuracy and attention to detail; People Management skills. |
| <b><u>DUTIES</u></b>                 | : | Key Performance Areas: Facilitate the implementation of facilities management strategy and plan. Facilitate the provision of facilities operations and maintenance. Facilitate the implementation of special project (repairs and maintenance). Facilitate and monitor facilities management financial and resource. Maintain partnerships with relevant stakeholder. Manage human, finance and other resources.   |
| <b><u>ENQUIRIES APPLICATIONS</u></b> | : | Ms RR Moabelo Tel No: (011) 332 9000   |
|                                      | : | Please direct your applications 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 <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a>  |
| <b><u>POST 36/49</u></b>             | : | <b><u>ADMINISTRATIVE OFFICER REF NO: 59/2025/WC</u></b>  |
| <b><u>SALARY</u></b>                 | : | R397 116 – R467 790 per annum. The successful candidate will be required to sign a performance agreement.  |
| <b><u>CENTRE REQUIREMENTS</u></b>    | : | Magistrate Office: Wynberg   |
|                                      | : | A three (3) year National Diploma / Bachelor's degree in Public Administration / Public Management or equivalent, 3 years' administration experience; Knowledge of Human Resource Management, Supply Chain Management and Risk Management; Knowledge of Public Finance Management Act (PFMA); Knowledge of Financial Management (Vote and Trust); Departmental Financial Instructions (DFI); BAS and Justice Yellow Pages. Skills and Competencies: People management; Computer literacy (Microsoft Packages); Good communication Skills (written and verbal); Organising and Problem-solving skills; Sound leadership and management skills; Good interpersonal relations.  |
| <b><u>DUTIES</u></b>                 | : | Key Performance Areas: Co-ordinate and manage the financial and human resource of the office; Co-ordinate and manage risk and security in the court; Manage the strategic and business planning process; Manage the Criminal and Civil Court Administration Section and other sections related to Family Court and Supply Chain; Manage Thirty Party Funds and Vote Accounts for the office; Coordinate, manage and administer support services to Case Flow Management and other court users.   |
| <b><u>ENQUIRIES APPLICATIONS</u></b> | : | Ms P Paraffin Tel No: (021) 462 5471   |
|                                      | : | Please direct your applications to: Provincial Head: Private Bag X9171, Cape Town, 8000 OR physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town OR <a href="https://forms.office.com/r/X2XaVPasWu">visit: https://forms.office.com/r/X2XaVPasWu</a>   |
| <b><u>POST 36/50</u></b>             | : | <b><u>CHIEF ADMINISTRATION CLERK REF NO: 2025/79/GP</u></b>  |
| <b><u>SALARY</u></b>                 | : | R325 101 – R 382 959 per annum. The successful candidate will be required to sign a performance agreement.   |
| <b><u>CENTRE REQUIREMENTS</u></b>    | : | Magistrate Tsakane   |
|                                      | : | Grade 12 certificate or equivalent; Three (3) years' experience in Administration; Understanding of the legislative framework governing the Public Service; knowledge of Public Finance Management Act, Treasury Regulations; Departmental Financial Instructions (DFI), Public Service Act and other relevant legislation. Skills and Competencies: Communication (written and verbal) skills; Computer literacy (MS Office); Planning and organizing skills; Ability to work under pressure; Problem solving skills; Customer service; Document management and filing; Numerical skills.   |
| <b><u>DUTIES</u></b>                 | : | Key Performance Areas: Supervise and render clerical support services; Supervise and provide Supply Chain clerical services within the component; Supervise and provide personnel administration clerical support services within the component; Supervise and provide financial administration support services in the component; Provide effective people management.  |
| <b><u>ENQUIRIES APPLICATIONS</u></b> | : | Ms T Maphoto 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   |

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| <b><u>POST 36/51</u></b>   | : | <b><u>SENIOR COURT INTERPRETER REF NO: 2025/81/GP</u></b>  |
| <b><u>SALARY</u></b>       | : | R325 101 – R382 959 per annum. The successful candidate will be required to sign a performance agreement.  |
| <b><u>CENTRE</u></b>       | : | Magistrate Office Springs  |
| <b><u>REQUIREMENTS</u></b> | : | NQF Level 4/ Grade 12 and National Diploma in Legal Interpreting or equivalent qualification in the field of languages and A Minimum of three years practical experience in court interpreting; OR Grade 12 with 10 year's practical experience in court interpreting; Proficiency in English and two or more indigenous languages; Language requirements: English, IsiZulu, Xitsonga, Sepedi. Skills and Competencies: Communication skills (verbal and written); Computer literacy (Ms Word and Excel); Administrative and organizational skills; Sound interpersonal relations; Ability to work under pressure; Time management; Problem solving; Analytical thinking; Accuracy and attention to detail.                                    |
| <b><u>DUTIES</u></b>       | : | Key Performance Areas: Render interpreting services; Translate legal documents and exhibits; Record cases in criminal record book; Draw case records on request of Magistrate /Prosecutors; Make arrangements for foreign language interpreters in consultation with the prosecutors; Perform specific line and administrative support functions; Assist with capturing on ICMS; Supervise Court Interpreters.   |
| <b><u>ENQUIRIES</u></b>    | : | Ms T Maphot Tel No: (011) 332 9000   |
| <b><u>APPLICATIONS</u></b> | : | 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 <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a>  |
| <b><u>POST 36/52</u></b>   | : | <b><u>ESTATE CONTROLLER (EC 1 – 4) REF NO: 25/VA26/NW</u></b>  |
| <b><u>SALARY</u></b>       | : | R252 855 – R586 956 per annum. The successful candidate will be required to sign a performance agreement.  |
| <b><u>CENTRE</u></b>       | : | Master of the High Court: Mahikeng   |
| <b><u>REQUIREMENTS</u></b> | : | An LLB degree or recognized four years legal qualification. Skills and Competencies: Legal research and drafting; Case flow management; Estate duties; Trust; Dispute resolution; Communication skills (verbal and written); Problem solving; Customer focus; Attention to details; Computer literacy.   |
| <b><u>DUTIES</u></b>       | : | Key Performance Areas: Administer deceased and Insolvent Estates, Curatorship, Trusts and all aspects related to the administration thereof; Determine and assess estate duties in terms of the Estate Duties Act; Conduct research and draft legal documents; Render administrative function of the office.   |
| <b><u>ENQUIRIES</u></b>    | : | Ms. PM Seletedi Tel No: (018) 397 7088/7106  |
| <b><u>APPLICATIONS</u></b> | : | Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735 or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a>   |
| <b><u>POST 36/53</u></b>   | : | <b><u>COURT INTERPRETER (X2 POSTS)</u></b>   |
| <b><u>SALARY</u></b>       | : | R228 321 - R268 950 per annum. The successful candidate will be required to sign a performance agreement.  |
| <b><u>CENTRE</u></b>       | : | Magistrate Office: Durban Ref No: 25/30/KZN (X1 Post)<br>Magistrate Vanderbijlpark Ref No: 2025/83/GP (X1 Post)  |
| <b><u>REQUIREMENTS</u></b> | : | NQF level 4/ Grade 12 or equivalent qualification; Proficiency in English and one or more indigenous languages; Three months Practical experience and driver's license will be an added advantage. Language requirement: Durban: English, IsiZulu and IsiXhosa; Vanderbijlpark: English, IsiXhosa and Sotho. Applicants will be subjected to a Language test. Skills and Competencies: Computer literacy (MS Office); Good communication (written and verbal); Administration and organizational skills; Ability to maintain interpersonal relations; Accuracy and attention to detail.  |
| <b><u>DUTIES</u></b>       | : | 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.  |
| <b><u>ENQUIRIES</u></b>    | : | Kwazulu Natal: Ms V.T. Mlandeliso Tel No: (031) 3723000<br>Gauteng: Ms P Raadt Tel No: (011) 332 9000  |
| <b><u>APPLICATIONS</u></b> | : | <b>KwaZulu Natal:</b> Quoting the relevant reference number and courier your application to: Physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban or drop-off on the above address OR <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a><br><b>Gauteng:</b> Quoting the relevant reference number, direct your application to: Provincial head 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 <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a> |
| <b><u>NOTE</u></b>         | : | Please Note: Separate application must be made per centre and quoting the relevant reference number.   |

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| <b><u>POST 36/54</u></b>   | : | <b><u>ADMINISTRATION CLERK (X2 POSTS)</u></b>   |
| <b><u>SALARY</u></b>       | : | R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement)   |
| <b><u>CENTRE</u></b>       | : | Magistrate Offices: Malmesbury Ref No: 62/2025/WC (X1 Post)<br>Hermanus Ref No: 63/2025/WC (X1 Post)  |
| <b><u>REQUIREMENTS</u></b> | : | Grade 12 certificate or equivalent qualification. Skills and Competencies: Computer skills; Planning and organising; Interpersonal skills; Language skills; Flexibility; Good verbal and written communication skills; Teamwork.  |
| <b><u>DUTIES</u></b>       | : | Key Performance Areas: Render clerical support services; Provide supply chain clerical support services within the component; Provide personnel administration support within the component; Provide financial administration support services in the component; Provide various administrative duties. |
| <b><u>ENQUIRIES</u></b>    | : | Ms P Paraffin Tel No: (021) 462 5471  |
| <b><u>APPLICATIONS</u></b> | : | AddresS: Please direct your applications to: Provincial Head: Private Bag X9171, Cape Town, 8000 OR physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town OR visit: <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a>                     |
| <b><u>NOTE</u></b>         | : | Please Note: Separate application must be made per centre and quoting the relevant reference number.  |
| <b><u>POST 36/55</u></b>   | : | <b><u>MESSENGER REF NO: 60/2025/WC</u></b>  |
| <b><u>SALARY</u></b>       | : | R193 359 – R227 766 per annum. The successful candidate will be required to sign a performance agreement.   |
| <b><u>CENTRE</u></b>       | : | Magistrate Office: Wynberg  |
| <b><u>REQUIREMENTS</u></b> | : | Grade 10/Abet level 4 qualification; A valid driver's license. Skills and Competencies: Interpersonal skills; Creative thinking; Customer service orientation; Problem analysis; Self-management; Ability to work in a team; Technical proficiency.   |
| <b><u>DUTIES</u></b>       | : | Key Performance Areas: Render driver/ messenger support services; Collect correspondence, distribute mail and parcels to the various office; Collect documents from respective government institutions; Transport officials to various destinations; Render clerical support services.                  |
| <b><u>ENQUIRIES</u></b>    | : | Ms P Paraffin Tel No: (021) 462 5471  |
| <b><u>APPLICATIONS</u></b> | : | Please direct your applications to: Provincial Head: Private Bag X9171, Cape Town, 8000 OR physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town OR: <a href="https://forms.office.com/r/X2XaVPasWu">https://forms.office.com/r/X2XaVPasWu</a>                                    |

## DEPARTMENT OF MINERAL AND PETROLEUM RESOURCES

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| <b><u>APPLICATIONS</u></b> | : | NB: Kindly note that the Department provides for four methods of submitting a job application, namely: Post, courier, hand delivery and email. Applicants are urged to choose/ utilise one of the methods provided above. You may forward your application, quoting reference, addressed to: The Director-General, Department of Mineral and Petroleum Resources, Private Bag X59, Pretoria, 0001. 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.  |
| <b><u>CLOSING DATE</u></b> | : | 17 October 2025   |
| <b><u>NOTE</u></b>         | : | 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 <a href="http://www.gov.za">www.gov.za</a> and <a href="http://www.dpsa.gov.za">www.dpsa.gov.za</a> . 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. 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. |
| <b>OTHER POSTS</b>         |   |   |
| <b><u>POST 36/56</u></b>   | : | <b><u>INSPECTOR: OCCUPATIONAL HYGIENE REF NO: 040</u></b><br>This is a re-advert, candidates who applied previously are encouraged to re- apply.  |
| <b><u>SALARY</u></b>       | : | R896 436 per annum (Level 11), (all-inclusive package)  |
| <b><u>CENTRE</u></b>       | : | North-West Region, Klerksdorp   |
| <b><u>REQUIREMENTS</u></b> | : | National Diploma in Occupational Hygiene/ Environmental Health (NQF6) PLUS Certificate in Mine Environmental Control, with a minimum of 3 years' s experience in Occupational Hygiene and a valid driver's license. Knowledge of: Knowledge of Mine Health and Safety Act, Regulations and Legal hazard identification and risk management. Public Service Staff Code. DMPR Policies. Skills: Ability to interpret and apply Mine Health and Safety Act. DMPR Policies and staff codes. Management skills, Planning, Leading, Organising and Controlling skills. Report writing and formulation. Good interpersonal relations. Be able to recommend mining occupational hygiene solutions. Negotiation skills. Language proficiency. Computer skills, Thinking Demand: innovative thinker. Analyse situations carefully, make fair and reasonable decision. Receptive to suggestion and ideas. Be able to stay calm and collective during difficult situations, dynamic personality.  |
| <b><u>DUTIES</u></b>       | : | Conduct and report on underground, shaft and surface audits and inspections on matters relating to occupational hygiene exposures, stressors and other matter relating to mine occupational hygiene. Investigate and report on mine related accidents, contraventions, and complaints as well as the analyse of mine accidents and trends to determine high risk mining operations and take appropriate action. Serve on any necessary boards of examiners. Investigate, consult and provide input on mine closure, prospecting rights, mining rights and permits, EMP's, and township development. Provide inputs to regional reports, revision of mining regulations, guideline and standard and application of exemptions, permissions and approvals related to occupational hygiene.  |
| <b><u>ENQUIRIES</u></b>    | : | Mr J Melembe Tel No: (018) 487 4300   |
| <b><u>APPLICATIONS</u></b> | : | Email to <a href="mailto:Recruitment06@dmpr.gov.za">Recruitment06@dmpr.gov.za</a>   |

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| <b><u>NOTE</u></b>         | : | 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. Indian, Coloured or White female and persons with disabilities are encouraged to apply.  |
| <b><u>POST 36/57</u></b>   | : | <b><u>INSPECTOR: OCCUPATIONAL HYGIENE REF NO: 041</u></b><br>This is a re-advert, candidates who applied previously are encouraged to re- apply.   |
| <b><u>SALARY</u></b>       | : | R896 436 per annum (Level 11), (all-inclusive package)   |
| <b><u>CENTRE</u></b>       | : | Eastern Cape Region, Port Elizabeth  |
| <b><u>REQUIREMENTS</u></b> | : | National Diploma in Occupational Hygiene/ Environmental Health (NQF6) plus Certificate in Mine Environmental Control, with a minimum of 3 years' s experience in Occupational Hygiene and a valid driver's license. Knowledge of: Knowledge of Mine Health and Safety Act, Regulations and Legal hazard identification and risk management. Public Service Staff Code. DMPR Policies. Skills: Ability to interpret and apply Mine Health and Safety Act. DMPR Policies and staff codes. Management skills, Planning, Leading, Organising and Controlling skills. Report writing and formulation. Good interpersonal relations. Be able to recommend mining occupational hygiene solutions. Negotiation skills. Language proficiency. Computer skills, Thinking Demand: innovative thinker. Analyse situations carefully, make fair and reasonable decision. Receptive to suggestion and ideas. Be able to stay calm and collective during difficult situations, dynamic personality. |
| <b><u>DUTIES</u></b>       | : | Conduct and report on underground, shaft and surface audits and inspections on matters relating to occupational hygiene exposures, stressors and other matter relating to mine occupational hygiene. Investigate and report on mine related accidents, contraventions, and complaints as well as the analyse of mine accidents and trends to determine high risk mining operations and take appropriate action. Serve on any necessary boards of examiners. Investigate, consult and provide input on mine closure, prospecting rights, mining rights and permits, EMP's, and township development. Provide inputs to regional reports, revision of mining regulations, guideline and standard and application of exemptions, permissions and approvals related to occupational hygiene.   |
| <b><u>ENQUIRIES</u></b>    | : | Mr G Phakoago at 083 283 3157  |
| <b><u>APPLICATIONS</u></b> | : | Email to <a href="mailto:Recruitment07@dmpir.gov.za">Recruitment07@dmpir.gov.za</a>  |
| <b><u>NOTE</u></b>         | : | 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. Indian, Coloured or White female and persons with disabilities are encouraged to apply.  |
| <b><u>POST 36/58</u></b>   | : | <b><u>INSPECTOR: MINE HEALTH AND SAFETY REF NO: 042</u></b>  |
| <b><u>SALARY</u></b>       | : | R896 436 per annum (Level 11), (all-inclusive package)   |
| <b><u>CENTRE</u></b>       | : | North-West Region, Klerksdorp  |
| <b><u>REQUIREMENTS</u></b> | : | National Diploma in Mining Engineering (NQF 6) PLUS Mine manager's certificate of competency with minimum of 3 years' experience in Mining and a valid driver's licence, Knowledge of: Practical and theoretical knowledge of mining. Legal knowledge. Departmental Directives. Public Service Act and Regulations. Personnel Code. Directives. Skills: Good Interpersonal relations. Communication verbal and oral, organizational ability control, interpretation and application of legal matters and policies. Teamwork. Training, Negotiating, Adaptability, conflict handling. Computer literacy. Thinking Demand: Teamwork. Loyalty towards work. Innovative thinker. Dedication. Receptive to suggestions and ideas. Quality control. Compliance with rules and regulations. Discipline, work ethics, financial control. Self-confidence and acceptability. Tactfulness. Organisational ability, intolerance to waste money, time.1  |
| <b><u>DUTIES</u></b>       | : | Conduct and report on underground, shaft and surface audits and inspection on matters relating to ground stability, support, explosives, blasting operations, and other matters relating to mine safety and take the necessary enforcement action where necessary. Investigate and report on mine related accidents, contraventions and complaints as well as the analyse mine accidents and trends to determine high risk mining operations and take appropriate action. Serve on any necessary boards of examiners. Investigate, consult and provide input on mines closures, prospecting rights, mining rights and permits, EMP's and township development. Provide inputs to regional reports, revision of mining regulations, guideline and standard; and applications of exemptions, permission and approvals related to mining.   |
| <b><u>ENQUIRIES</u></b>    | : | Mr. J Melembe Tel No: (018) 487 4300   |
| <b><u>APPLICATIONS</u></b> | : | Email to <a href="mailto:Recruitment08@dmpir.gov.za">Recruitment08@dmpir.gov.za</a>  |
| <b><u>NOTE</u></b>         | : | 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. Indian, Coloured or White female are encouraged to apply.  |
| <b><u>POST 36/59</u></b>   | : | <b><u>INSPECTOR: OCCUPATIONAL MEDICINE REF NO: 043</u></b>   |
| <b><u>SALARY</u></b>       | : | R896 436 per annum (Level 11), (all-inclusive package)   |
| <b><u>CENTRE</u></b>       | : | North West Regional Office, Klerksdorp   |
| <b><u>REQUIREMENTS</u></b> | : | Bachelor of Nursing Science (B Cur) / National Diploma in Occupational Health Nursing (NQF 6) and valid registration with the South African Nursing Council (SANC) with a minimum of 3 years of experience in occupational medicine / health and valid driver's license Knowledge of: Sound knowledge of both Occupational medical and nursing discipline. Understanding of MHSA and regulations and directives. Understanding general mining practices and occupational health risks associated with. knowledge of Petrochemical industry diving and equipment, Skills: Ability to apply  |

knowledge. Researching skills. Good communicator. Have good investigating skills. Must be computer literate. Thinking Demands: Health and safety hazards/risks recognise and respond. Be able to apply MHSA. Dedicated, hard working, loyal and conscientious. well experienced in occupational Health on Mines and industry. Knowledge of offshore oil exploration and diving industry. Sound temperament.

**DUTIES**

: Conduct and report on underground, and surface audits and inspections on matters relating to medical surveillance, and other matters relating to mine Occupational Medicine and take the necessary enforcement action where necessary. Ensure the investigation of and reporting of mine relating diseases, contraventions and complaints as well as analyse regional mine disease trends to determine high risk mining operations and take appropriate action. Investigate, consult and provide input on mine closures, prospecting rights, mining rights and permits, EMP's, and township development, Provide inputs to regional reports, revision of medical regulations, guidelines and standard; and applications of exemptions, permissions and approvals related to occupational medicine. Thinking Demands: Health and safety hazards/risks recognise and respond. Be able to apply MHSA. Dedicated, hardworking, loyal and conscientious. well experienced in occupational Health on Mines and industry. Knowledge of offshore oil exploration and diving industry. Sound temperament.

**ENQUIRIES**

: Mr. J Melembe Tel No: (018) 487 4300

**APPLICATIONS**

: Email to [Recruitment09@dmpmr.gov.za](mailto:Recruitment09@dmpmr.gov.za)

**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. Indian, Coloured or White female and persons with disabilities are encouraged to apply.

**POST 36/60**

**INSPECTOR: OCCUPATIONAL MEDICINE REF NO: 044**

This is a re-advert, candidates who applied previously are encouraged to re- apply.

**SALARY**

: R896 436 per annum (Level 11), (all-inclusive package)

**CENTRE**

: Northern Cape Regional Office, Kimberley

**REQUIREMENTS**

: Bachelor of Nursing Science (B Cur) / National Diploma in Occupational Health Nursing (NQF 6) and valid registration with the South African Nursing Council (SANC) with a minimum of 3 years of experience in occupational medicine / health and valid driver's license Knowledge of: Sound knowledge of both occupational medical and nursing discipline. Understanding of MHSA and regulations and directives. Understanding general mining practices and occupational health risks associated with. knowledge of Petrochemical industry diving and equipment, Skills: Ability to apply knowledge. Researching skills. Good communicator. Have good investigating skills. Must be computer literate. Thinking Demands: Health and safety hazards/risks recognise and respond. Be able to apply MHSA. Dedicated, hard working, loyal and conscientious. well experienced in occupational Health on Mines and industry. Knowledge of offshore oil exploration and diving industry. Sound temperament.

**DUTIES**

: Conduct and report on underground, and surface audits and inspections on matters relating to medical surveillance, and other matters relating to mine Occupational Medicine and take the necessary enforcement action where necessary. Ensure the investigation of and reporting of mine relating diseases, contraventions and complaints as well as analyse regional mine disease trends to determine high risk mining operations and take appropriate action. Investigate, consult and provide input on mine closures, prospecting rights, mining rights and permits, EMP's, and township development, Provide inputs to regional reports, revision of medical regulations, guidelines and standard; and applications of exemptions, permissions and approvals related to occupational medicine. Thinking Demands: Health and safety hazards/risks recognise and respond. Be able to apply MHSA. Dedicated, hardworking, loyal and conscientious. well experienced in occupational Health on Mines and industry. Knowledge of offshore oil exploration and diving industry. Sound temperament.

**ENQUIRIES**

: Mr. T Mateta at 082 459 2778

**APPLICATIONS**

: Email to [Recruitment10@dmpmr.gov.za](mailto:Recruitment10@dmpmr.gov.za)

**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. Indian, Coloured or White female and persons with disabilities are encouraged to apply.

**POST 36/61**

**INSPECTOR: MINE EQUIPMENT REF NO: 045**

**SALARY**

: R896 436 per annum (Level 11), (all-inclusive package)

**CENTRE**

: North- West Region, Rustenburg

**REQUIREMENTS**

: National Diploma in Electrical or Mechanical Engineering (NQF 6) PLUS Certificate of Competency for Mechanical or Electrical Engineering (Mines) with minimum of 3 years' experience in Mining and a valid driver's licence, Knowledge of: Mine Health and Safety Act and Regulations and Legal Proceedings. Mining Engineering- Mine Equipment e.g. Winder, Boilers, Plants. Hazard and Risk management. Public Service Staff Code. DMPR Policies. Skills: Ability to interpret and apply Mine Health and Safety Act. DMPR Policies and staff codes. Management skills, Planning, Leading, Organising and Controlling skills. Report writing and formulation. Good interpersonal relations. Be able to recommend mining engineering solutions. Negotiation skills. Language proficiency. Computer skills, Thinking Demand: innovative thinker. Analyse situations carefully, make fair and reasonable decision. Receptive to suggestion and ideas. Be able to stay calm and collective during difficult situations. Dyanmic personality.



|                            |   |   |
|----------------------------|---|---|
| <b><u>DUTIES</u></b>       | : | Conduct and report on underground, shaft and surface audits and inspection on plants, structures, track bound, trackless mining equipment and electrical distribution systems and take the necessary enforcement action where necessary. Investigate and report on mine related accidents, contraventions and complaints as well as the analyse mine accidents and trends to determine high risk mining operations and take appropriate action. test and license, and report thereon, of equipment on mines, winders, lifts, chairlifts, boilers and conduct statutory inspections. Serve on any necessary boards of examiners. Investigate, consult and provide input on mines closures, prospecting rights, mining rights and permits, EMP's and township development. Provide inputs to regional reports, revision of machinery regulations, guideline and standard, and applications of exemptions, permission and approvals. |
| <b><u>ENQUIRIES</u></b>    | : | Mr. NHM Mothiba Tel No: (014) 594 9240  |
| <b><u>APPLICATIONS</u></b> | : | Email to <a href="mailto:Recruitment11@dmpr.gov.za">Recruitment11@dmpr.gov.za</a>   |
| <b><u>NOTE</u></b>         | : | 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. Indian, Coloured or White male and persons are encouraged to apply.   |
| <b><u>POST 36/62</u></b>   | : | <b><u>ADMINISTRATION CLERK: REQUISITION AND ORDER REQUEST REF NO: 046</u></b>   |
| <b><u>SALARY</u></b>       | : | R228 321 per annum (Level 05)   |
| <b><u>CENTRE</u></b>       | : | Head Office, Pretoria   |
| <b><u>REQUIREMENTS</u></b> | : | Grade 12 (NQF 4) with no experience, Knowledge of: Public Finance Management Act, Treasury Regulations, PPPFA, SCM Framework, LOGIS. Skills: Computer Literacy. Financial. Good verbal and written communication. Ability to communicate at all levels Thinking Demand: Problem solving. Creativity. Ability to negotiate. Report writing.  |
| <b><u>DUTIES</u></b>       | : | Render requisition services. Handle the processing of orders. Ensure proper filing. Handle general enquiries.   |
| <b><u>ENQUIRIES</u></b>    | : | Ms. S Nkotswe Tel No: (012) 444 3233  |
| <b><u>APPLICATIONS</u></b> | : | Email to <a href="mailto:Recruitment12@dmpr.gov.za">Recruitment12@dmpr.gov.za</a>   |
| <b><u>NOTE</u></b>         | : | 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. Coloured or White male and persons with disability are encouraged to apply.   |
| <b><u>POST 36/63</u></b>   | : | <b><u>REGISTRY CLERK REF NO: 047</u></b>  |
| <b><u>SALARY</u></b>       | : | R228 321 per annum (Level 05)   |
| <b><u>CENTRE</u></b>       | : | Gauteng Region: Braamfontein  |
| <b><u>REQUIREMENTS</u></b> | : | Grade 12 certificate (NQF level 4) with no experience and Valid driver's license Knowledge of: knowledge of registry duties, practices as well as the ability to capture data, and operate a computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Skills: Computer Literacy. Planning and Organisation. Operating Office Equipment. Good verbal and written communication skills. Thinking Demand: Problem solving. Decision making. Planning. Innovative thinking.   |
| <b><u>DUTIES</u></b>       | : | Provide registry counter services. Handle incoming and outgoing correspondence. Render an effective filing and record management services. Operate office machines in relation to the registry function. Process documents for archiving and/disposal.  |
| <b><u>ENQUIRIES</u></b>    | : | Mr NHM Mothiba Tel No: (014) 594 9240   |
| <b><u>APPLICATIONS</u></b> | : | Email to <a href="mailto:Recruitment13@dmpr.gov.za">Recruitment13@dmpr.gov.za</a>   |
| <b><u>NOTE</u></b>         | : | 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. Indian /Coloured male and persons with disability are encouraged to apply.  |

## NATIONAL TREASURY

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



**CLOSING DATE** : 20 October 2025 at 12:00 pm (Midday)

**NOTE** : Effective from 7 April 2021, the National Treasury now utilises an e-Recruitment System which means all applicants must login/register to apply for positions, we only accept hand delivered/posted applications should an applicant prove that he/she tried to apply via e-Recruitment with no success and the National Treasury ICT unit was unable to assist. The applicant's profile on the e-Recruitment is equivalent to the newly approved Z83 and it is the responsibility of applicants to ensure their profiles are fully completed or their applications will not be considered, as per the DPSA Practice Note. Certain documentation will still be required to be uploaded on the system such as copies of all qualifications including National Senior Certificate/Matric certificate, ID, etc., however these documents need not be certified at point of application, however certification will be required prior to attending the interview. Please note: All shortlisted candidates will be subjected to two assessments. The first assessment will be a technical exercise that intends to test relevant technical elements of the job, while the second assessment will be an integrity (ethical conduct) assessment, the logistics of which will be communicated by the Department. It should be noted that the National Treasury does not support the use of Artificial Intelligence (AI) in any of its recruitment and selection processes and will disqualify an application if it picks up the use of AI when completing assessments without acknowledging the source of information. Successful completion of the Nyukela Public Service SMS Pre-entry Programme as endorsed by the National School of Government, available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of appointment, is a requirement for all SMS positions. For SMS positions certain candidates may be required to undergo additional Psychometric Assessments. All qualifications, criminal and SA citizenship checks will be conducted on all short-listed candidates and, where applicable, additional checks will be conducted in line with the new DPSA Directive effective 01 April 2024. By submitting your application, it also means you consent to the National Treasury processing your information for Human Resources Management purposes. It is the applicant's responsibility to have all their foreign qualifications (this includes O and A level certificates) evaluated by the South African Qualifications Authority (SAQA), at your own expense. Upon appointment, successful candidates will be required to sign a Performance Agreement within 3 months from date of appointment and for candidates whose appointment exceeds 12 calendar months will be appointed on probation for the period of twelve (12) calendar months excluding leave taken as prescribed by Public Service Regulation 68. The status of your application will be visible on the e-Recruitment system. However, if you have not received feedback from the National Treasury within 3 months of the closing date, please regard your application as unsuccessful. Note: The National Treasury reserves the right not to fill the below-mentioned posts, withdraw or to put on hold a position and/or to re-advertise a post. All queries must be submitted via email addressed to the Human Resources Recruitment Support Team on Recruitment. [Enquiries@treasury.gov.za](mailto:Enquiries@treasury.gov.za). The National Treasury is compliant with the requirements of POPIA.

**ERRATUM:** Kindly note that post Deputy Director: Financial Inclusion with Ref No: S043/2025 was advertised in Public Service Vacancy Circular 35 dated 26 September 2025, with the closing date of 13 October 2025, additional information is hereby included under the requirements/notes for the above post: Candidates whose appointment will promote representativity in terms of race, disability, youth & gender will receive preference. Whites, Indians, Coloureds and Persons with disabilities are encouraged to apply. The closing date has been extended to 20 October 2025 at 12:00 pm (Midday).

## MANAGEMENT ECHELON

**POST 36/64** : **DIRECTOR: RSA RETAIL BONDS REF NO: S046/2025**  
Division: Assets And Liabilities (ALM)  
Purpose: To finance the government's borrowing requirements through the issuance of RSA Retail Savings Bonds and manage the government's existing stock of retail debt in broadening the total investor base.

**SALARY** : R1 266 714 - R1 492 122 per annum, (all-inclusive remuneration package)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A Grade 12 is required coupled with a minimum B. Degree (equivalent to NQF 7) in Business Management or Economics or Financial Management or Accounting or Financial Economics or Investment Management, A minimum 5 years' experience at a middle or senior managerial level obtained in money and capital markets and the financial markets operations; retail banking, private wealth management, Knowledge and experience of capital markets research methodologies; Experience in delivering internal and external customer service excellence through adherence to quality service standards, Knowledge and experience in creating commercially viable client solutions that deliver measurable value and business growth, Knowledge and experience of market analyses and information for utilisation and improvement of bonds in the broader business,

Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of an appointment.

**DUTIES** : Define borrowing requirements in Domestic Retail Market: Develop and implement a domestic RSA Retail Savings bond borrowing strategy for the National Treasury, Initiate the issuing of government securities in the domestic retail capital markets, Develop savings instruments in the domestic retail capital markets, Determine the finance measures of government's borrowing requirements in the domestic retail market, Stakeholder Engagement: Develop and implement tools that will improve the investor base, Develop and implement an investor website for improved engagement with stakeholders, Engage with retail investors through road shows, the media and other mediums, Develop relationship with stakeholders like Marketing agencies, Post Office, Pick and Pay and SASI for improved market exposure, Domestic RSA Savings Debt: Coordinate the debt portfolio to reduce the re-financing risk and cost, Initiate frequent market and portfolio analysis of qualitative and quantitative, Monitor domestic and international economic events and their impact on the South African economy and the debt portfolio, Analyse and advise on prudent debt management policies and recommend corrective debt strategies for implementation, Research Market volatility: Initiate research on capital markets pertaining to market volatility in the prudent management of debt, Perform research on local and international markets to stay abreast of developments impact retail debt issues, Analyse and provide inputs to briefing notes and speeches.

**ENQUIRIES** : Enquiries Only (No applications): [Recruitment.Enquiries@treasury.gov.za](mailto:Recruitment.Enquiries@treasury.gov.za)  
**APPLICATIONS** : To apply visit: <https://erecruitment.treasury.gov.za/eRecruitment>

**POST 36/65** : **DIRECTOR: PERSONAL INCOME TAX ANALYSIS REF NO: S045/2025**  
 Division: Tax And Financial Sector Policy (TFSP)  
 Purpose: To advise on the impact of current and proposed tax policy options to maintain and adjust an efficient, effective, equitable and internationally competitive revenue raising machinery for Government, and provide economic and econometric analysis of tax policy initiatives to determine their macro-, micro economic, revenue and distributional impact.

**SALARY** : R1 266 714 - R1 492 122. per annum, (all-inclusive remuneration package)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A Grade 12 is required coupled with a minimum B. Degree (equivalent to NQF 7) in Economics or Taxation or Finance, A minimum 5 years' experience at a middle or senior managerial level obtained within an economics, finance and/or tax environment, Knowledge and experience of economic analysis with a proven record of independent research, Knowledge and understanding of the broader public finance framework, Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of an appointment.

**DUTIES** : Evaluate Impact Analysis of Personal Income Tax (PIT) Reforms: Estimate pre-tax proposal adjustments for fiscal drag, Propose tax changes to individual income tax regime that will contribute to alleviating poverty and unemployment and providing adequate social assistance to vulnerable groups (children, sick, elderly and those with disabilities), Initiate appropriate adjustments of tax brackets, rebates structure and marginal tax rates per individual, personal income tax bracket. Analyse Financial Sector/ Market trends and Formulate Optimal Income Tax Proposals (at individual and other juristic person levels): Review the income tax treatment of returns generated from investments in – and activities of – alternative investment vehicles including, but not limited to: hedge funds, private equity, venture capital funds, leveraged buyout funds, collective investment schemes, etc. Social Security, Pension and Retirement Reform, and Other Savings (specifically as it relates to individuals): Conduct analysis and provide advice on incentives, disincentives, potential behavioural consequences and distributional impacts resulting from the interaction of the tax system with savings and social security, pension and retirement reforms, Analyse savings and social security, pension and retirement reforms. Respond to Parliamentary, Ministry, and Public Enquiries; and research on MTBPS and Budget: Prepare informed and concise written responses, in a timeous manner Raise pertinent tax policy issues from correspondence or enquiries with line manager (and other relevant NT officials) and suggest the appropriate process to follow to address these issues, Contribute to the MTBPS and annual Budget preparations.

**ENQUIRIES** : Enquiries Only (No applications): [Recruitment.Enquiries@treasury.gov.za](mailto:Recruitment.Enquiries@treasury.gov.za)  
**APPLICATIONS** : To apply visit: <https://erecruitment.treasury.gov.za/eRecruitment>

#### **OTHER POSTS**

**POST 36/66** : **DEPUTY DIRECTOR: TECHNICAL STANDARDS REF NO: S048/2025**  
 Division: Office Of Accountant-General (OAG)  
 Purpose: To facilitate transparency and effective management in respect of REAL through providing support to the financial management activities in the National and Provincial Governments and develop and publish frameworks, policies and guidelines in accounting, internal audit and risk management.

**SALARY** : R1 059 105 - R1 247 574 per annum, (all-inclusive remuneration package)  
**CENTRE** : Pretoria

|                            |   |   |
|----------------------------|---|---|
| <b><u>REQUIREMENTS</u></b> | : | A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) or Bachelor's Degree (equivalent to NQF level 7) in Commerce or Accounting, A minimum 4 years' experience of which 2 years should be at an Assistant Director or equivalent level obtained research and policy development techniques, Knowledge of the broader public service frameworks, e.g., PFMA, MFMA, TR, etc.  |
| <b><u>DUTIES</u></b>       | : | Development of frameworks, policies and guidelines in accounting, internal audit, and risk management: Research and development of guidelines, frameworks based on best practices. Research and development of policies based on standards and the identified gaps (provided by the support CD's), including the review of existing policies. Participate in the development of intervention strategies to improve internal audit, risk and financial management capability of clients based on the results of the financial capability maturity model. Participate in the development of local and international standards on internal auditing, risk and financial management by attending meetings and preparing the comment letters on exposure drafts. Report regularly on progress on framework, guideline and policy formulation. Liaison with the auditor-general and the ASB on technical queries. Development of internal audit (including audit committees), risk management and financial reporting templates and specimens. Research and development of implementation tools in support of the implementation of the GRAP standards. Develop and maintain the standard chart of accounts for government. Participate in the design of system requirements to support the accounting and internal control prescripts in government. Implement Accounting Frameworks, Standards and Guidelines: Provide support and advice on internal audit and controls, risk and financial management to chief directorates within the OAG and to key external stakeholders. Participate in knowledge sharing initiatives such as the SAICA technical forum, IIA technical committee, SAICA PSC. Conduct handover session with the support units on the frameworks, guidelines, standards and policies. |
| <b><u>ENQUIRIES</u></b>    | : | Enquiries Only (No applications): <a href="mailto:Recruitment.Enquiries@treasury.gov.za">Recruitment.Enquiries@treasury.gov.za</a>  |
| <b><u>APPLICATIONS</u></b> | : | To apply visit: <a href="https://erecruitment.treasury.gov.za/eRecruitment">https://erecruitment.treasury.gov.za/eRecruitment</a>   |
| <b><u>POST 36/67</u></b>   | : | <b><u>ASSISTANT DIRECTOR: WATER, ENERGY AND TELECOMMS REF NO: S044/2025</u></b><br>Division: Asset And Liability Management (ALM)<br>Purpose: To assist in the oversight of Schedule 2 and 3B national government business enterprises (SOEs) in the water, energy & telecoms sectors and participate in policy making in respect of the restructuring of SOEs.   |
| <b><u>SALARY</u></b>       | : | R582 444 – R686 091 per annum, (excluding benefits)   |
| <b><u>CENTRE</u></b>       | : | Pretoria  |
| <b><u>REQUIREMENTS</u></b> | : | A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) or Bachelor's degree (equivalent to NQF level 7) in Finance or Economics, A minimum 3 years 'experience obtained in the water and energy sector or energy and telecoms sector, Knowledge and experience in financial management, mergers and acquisitions, strategy and or economic regulation.  |
| <b><u>DUTIES</u></b>       | : | Restructuring of SOEs: Assist in reviewing of the restructuring/turnaround plans of the SOEs in the water, energy and telecoms sectors, Participate in the restructuring of SOEs in the water, energy and telecoms sectors with other departments. Oversight over SOEs: Assist with the review of legislation, sector policy and framework for economic regulation inputs, Analyse the alignment of the corporate plans of SOEs in the water, energy and telecoms sectors to policy objectives, Analyze industry structures and provide advice on certain analysis and trends in sectors, Assist in the oversight over Schedules pertaining to SOEs in the water, energy and telecoms sectors. PFMA Oversight: Assist with the analysis and drafting of responses to PFMA applications from SOEs pertaining to the relevant sectors. Provision of contingent liabilities: Assist in the analysis and drafting of responses to guarantee requests received from SOEs. Oversight over SOE capital structure: Participate as a team to analyse the extent to which SOEs in the relevant sectors need to be recapitalized. Assist in the analysis of the extent to which SOEs in the sectors could pay dividends to government.   |
| <b><u>ENQUIRIES</u></b>    | : | Enquiries Only (No applications): <a href="mailto:Recruitment.Enquiries@treasury.gov.za">Recruitment.Enquiries@treasury.gov.za</a>  |
| <b><u>APPLICATIONS</u></b> | : | To apply visit: <a href="https://erecruitment.treasury.gov.za/eRecruitment">https://erecruitment.treasury.gov.za/eRecruitment</a>   |

## 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** : **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
- Mpumalanga/Mbombela:** Quoting the relevant reference number, direct your application to: The Provincial Head: Office of the Chief Justice, Private Bag X20051, Mbombela, 1211. Applications can also be hand delivered to, Mpumalanga Division of the High Court, Office of the Chief Justice Provincial Service Centre, 311 Samora Machel Drive, Mbombela, 1200.
- CLOSING DATE** : 17 October 2025
- NOTE** : All applications must be submitted on a New Z83 form, which can be downloaded on internet at [www.judiciary.org.za](http://www.judiciary.org.za) / [www.dpsa.gov.za/dpsa2g/vacancies.asp](http://www.dpsa.gov.za/dpsa2g/vacancies.asp) or obtainable from any Public Service Department and should be accompanied by a recent comprehensive CV only; contactable referees (telephone numbers and email addresses must be indicated). Please send your documents in a PDF and put them in one folder. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Each application form must be fully completed, duly signed and initialed on both pages by the applicant. The application must indicate the correct job title, the office where the position is advertised and the reference number as stated in the advert. Failure by the applicant to fully complete, sign and initial the application form will lead to disqualification of the application during the selection process. Applications on the old Z83 will unfortunately not be considered. Should you be in a possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Dual citizenship holders must provide the Police Clearance certificate from the country of origin (when shortlisted all non-SA Citizens will be required to submit a copy of proof of South African permanent residence). Applications that do not comply with the above-mentioned requirements will not be considered. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification, citizenship checks, reference checks and employment verification). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the advertised post(s). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Failure to submit all the requested documents will result in the application not being considered during the selection process. All successful candidates will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as be required to undergo a security clearance three (3) months after appointment. The Office the Chief Justice complies with the provisions of the Protection of Personal Information Act (POPIA); Act No. 4 of 2013. We will use your personal information provided to us for the purpose of recruitment only and more specifically for the purpose of the position/vacancy you have applied for. In the event that your application was unsuccessful, the Office of the Chief Justice will retain your personal information for internal audit purposes as required by policies. All the information requested now or during the process is required for recruitment purposes. Failure to provide requested information will render your application null and void. The Office of the Chief Justice will safeguard the security and confidentiality of all information you shared during the recruitment process

## OTHER POSTS

- POST 36/68** : **JUDGE'S SECRETARY REF NO: 2025/257/OCJ (X3 POSTS)**  
(48 months non-renewable contract)
- SALARY** : R325 101 - R382 959 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Labour and Labour Appeals Court: Johannesburg
- REQUIREMENTS** : 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 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.

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| <b><u>ENQUIRIES</u></b>    | : | Technical enquiries: Ms T Nzimande Tel No: (010) 494 9238<br>HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515  |
| <b><u>APPLICATIONS</u></b> | : | Applications can be sent via email at <a href="mailto:2025/257/OCJ@judiciary.org.za">2025/257/OCJ@judiciary.org.za</a>   |
| <b><u>NOTE</u></b>         | : | The Organisation will give preference to candidates in line with the Employment Equity goals.  |
| <b><u>POST 36/69</u></b>   | : | <b><u>REGISTRAR'S CLERK REF NO: 2025/258/OCJ</u></b>   |
| <b><u>SALARY</u></b>       | : | R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement.  |
| <b><u>CENTRE</u></b>       | : | Mpumalanga Division of High Court, Mbombela  |
| <b><u>REQUIREMENTS</u></b> | : | Grade 12 certificate; no experience is required. A three-year relevant qualification (National Diploma at NQF level 6) with 360 credits as recognized by SAQA will be an added advantage. Skills and Competencies: Knowledge of working procedures in terms of the working environment, Knowledge of registry processes and practice, Knowledge of storage and retrieval procedures in terms of the working environment, Knowledge and understanding of legislative frameworks governing the Public Service, Knowledge of Filing system, Mail procedure manual, Promotion of access to information Act and National archives. Computer Literacy skills (Microsoft Office), Communication skills, Numeracy, Interpersonal skills, Problem solving and analysis skills, Time management skills, Administrative skills. Ability to work under pressure and solve problems. Numerical skills. Attention to detail 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. |
| <b><u>DUTIES</u></b>       | : | Rendering effective and efficient case flow management support service to the Court. Attend to all stakeholders' enquiries and correspondences. Ensure proper filing and safekeeping of all court records. Proper Administration of all appeal and petition processes. Ensuring proper receipt, processing administration and filing of all appeals and applications for Leave to appeal. Provide administrative support in the Registrar's office. Prepare, analyse and submit court statistics. Maintain and keep all registers for civil and criminal matters including the provisional rolls. Upload and update case information on registrars' tools, court online and Caseline. Render efficient and effective support services to the court. Issue court processes at the General Office including online. Render case management duties. Attend and oversee to general public queries. Filing and archiving of civil processes. Provide any other administrative support in general as required by the Chief Registrar or Court Manager.   |
| <b><u>ENQUIRIES</u></b>    | : | Technical/HR Related Enquiries: Mr. SJ Zwane/Mr. V Maeko Tel No: (013) 758 0000  |
| <b><u>APPLICATIONS</u></b> | : | Applications can be sent via email at <a href="mailto:2025/258/OCJ@judiciary.org.za">2025/258/OCJ@judiciary.org.za</a>   |
| <b><u>NOTE</u></b>         | : | The Organisation will give preference to candidates in line with the Employment Equity goals   |

## DEPARTMENT OF PLANNING, MONITORING AND EVALUATION



- APPLICATIONS** : Applications must be posted / or hand-delivered to: The Department of Planning, Monitoring and Evaluation (DPME), Attention: Human Resource Admin & Recruitment, Private Bag X944, Pretoria, 0028 or hand delivered to 330 Grosvenor Street, Hatfield, Pretoria 0028 (please quote the relevant post and reference number). Website [www.dpme.gov.za](http://www.dpme.gov.za)
- CLOSING DATE** : 17 October 2025 at 16:30
- NOTE** : The relevant reference number must be quoted on all applications. The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance. Applications must be submitted on a signed Z83 accompanied by a comprehensive CV only specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Certified copies of qualifications and other relevant documents will be requested from shortlisted candidates only. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. The DPME is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s). Failure to submit the above information will result in the application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Reference checks will be done during the selection process. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Shortlisted candidates must be available for interviews at a date and time determined by DPME. Applicants must note that pre-employment checks will be conducted once they are short-listed and the appointment is also subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records. All shortlisted candidates will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. For salary levels 11 to 15, the inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. SMS will be required to undergo a Competency Assessment as prescribed by DPSA. The DPME reserves the right to utilise practical exercises/tests for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The DPME also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. Prior to appointment, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Candidates are required to use the new Z83 (Application for employment) that is implemented with effect from 1 January 2021. A copy can be downloaded on the website of the Department of Public Service & Administration (DPSA) at [www.dpsa.gov.za](http://www.dpsa.gov.za)

## MANAGEMENT ECHELON

- POST 36/70** : **DIRECTOR: BUSINESS APPLICATIONS DEVELOPMENT & SUPPORT REF NO: 01/2025**  
Directorate: Business Applications Development and Support
- SALARY** : R1 266 714 per annum (Level 13), (all-inclusive salary package). The remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within the relevant framework.
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate NQF level 7 qualification in Information Technology/ Computer Science or equivalent with a minimum of 8 years relevant experience in Applications Development of which 5 years should be at Middle/Senior Managerial level. Certified specialised training courses such as C#, SharePoint, ASP.Net, SSRS and OSS tools will be an added advantage. Competencies and skills: Should have IT Project/ Programme Management, and financial management skills. Good interpersonal relations and written & verbal communication skills. A sound knowledge of applications development i.e. MS SQL database and C#/ JavaScript/ asp. Net/, SharePoint and reporting tools are essential. Personal attributes: The incumbent must be assertive and self-driven, innovative and creative, client orientated and customer focused, solution orientated and able to work under stressful situations and the ability to maintain high levels of confidentiality.
- DUTIES** : The successful incumbent will be responsible to manage business applications development and support services within the Department. This entails to manage business application development projects. Manage the development, maintenance and supporting of business applications.

Modelling & designing databases. Researching and implementing the emerging technology. Management of Directorate Resources, i.e., Human Resources, Finances, Assets.

**ENQUIRIES** : Mr M Cilo Tel No: (012) 312-0453.  
**APPLICATIONS** : Applications can also be emailed to [Recruitment01@dpme.gov.za](mailto:Recruitment01@dpme.gov.za)

**POST 36/71** : **DIRECTOR: FACILITIES AND SECURITY REF NO: 02/2025**  
Directorate: Security and Facilities

**SALARY** : R1 266 714 - R1 492 122 per annum (Level 13), (all-inclusive salary package). The remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within the relevant framework.

**CENTRE** : Pretoria  
**REQUIREMENTS** : A relevant NQF level 7 Qualification in Facility Management/ Security Management/ Social Science/ Public Administration and 8 years in the field of security and facilities management, of which 5 years should be at Middle/Senior Managerial level. Knowledge & Skills: PFMA, GPG and SACR policies and procedures, relevant legislation and Public Service Regulations, understanding of expectations of customers and knowledge of contracts. Management skills including people management and empowerment. Programme/ Project skills and financial management skills. Ability to provide operational and strategic direction and leadership. Ability to manage multiple projects. Excellent interpersonal & communication skills (written & verbal). Personal Attributes: The incumbent must be assertive and self-driven, innovative and creative, client orientated and customer focused, solution orientated and able to work under stressful situations.

**DUTIES** : The successful incumbent will be responsible for providing and coordinating security and facilities management. This entails providing of security management services. The providing of facilities and work environment management services. Manage and monitor the compliance with Occupational and Health Safety legislative mandates. Manage resources (Human/ Finance/Equipment/ Assets) of the directorate. The ensuring of the Branch/Chief Directorate/Directorate's statutory responsibilities in terms of the Public Finance Management Act (PFMA) are adhered to. The ensuring of effective and efficient Human Resources planning for the Branch/Chief Directorate/Directorate. The ensuring of effective and efficient business/operational and performance annual planning for the Branch/Chief Directorate/Directorate. The ensuring of sound corporate governance mechanisms for the Branch / Chief Directorate / Directorate.

**ENQUIRIES** : Mr M Cilo Tel No: (012) 312-0453  
**APPLICATIONS** : Applications can also be emailed to [Recruitment02@dpme.gov.za](mailto:Recruitment02@dpme.gov.za)

#### **OTHER POSTS**

**POST 36/72** : **DEPUTY DIRECTOR: INTERNAL AUDIT REF NO: 03/2025**  
Directorate: Internal Audit

**SALARY** : R896 436 – R1 055 958 per annum (Level 11), (all-inclusive salary package). The remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within the relevant framework.

**CENTRE** : Pretoria  
**REQUIREMENTS** : A relevant tertiary qualification at NQF level 7. Registration as a certified Internal Auditor plus 3-years Internal Audit supervisory/ management experience (ASD); or Certification in Control Self-Assessment (CCSA), Certified Government Auditing Professional (CGAP). Must have knowledge of International Standards for Professional Practice of Internal Auditors; National Treasury Internal Audit Framework; PFMA and Treasury Regulations and Public Service Act and Regulations. Competency & Skills: Ability to apply technical/ professional skills. Must have the ability to delegate and empower subordinates. Must have good Interpersonal relations, Planning and Execution skills. Ability to Manage/Control financial resources. Personal Attributes: Must be a team player, flexible, reliable and have good verbal and written communication skills. Ability to accept responsibility. Ability to work independently, produce good quality of work and supervise staff. Good leadership skills.

**DUTIES** : The successful candidate will be responsible to manage the Sub-Directorate Internal Audit to ensure the implementation of the Internal Audit Plan, provide assurance on governance, risk management and control processes in accordance with International Standards for Professional Practice of Internal Auditing Standards (ISPPA) and the relevant legislative framework, review and implement internal audit methodologies policies and procedures. This entails managing the Internal Audit Sub Directorate. Develop strategic Internal Audit plans. Participate in the co-ordination with other internal and external service providers to ensure proper coverage and minimise duplication of effort. Keep up to date with new developments in the Internal Audit environment. Manage the sub-directorate Internal Audit.

**ENQUIRIES** : Ms M Masilela Tel No: (012) 312-0471  
**APPLICATIONS** : Applications can also be emailed to [Recruitment03@dpme.gov.za](mailto:Recruitment03@dpme.gov.za)



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| <b><u>POST 36/73</u></b>   | : | <b><u>OUTCOME ASSISTANT: ECONOMY REF NO: 04/2025</u></b><br>Chief Directorate: Economy & Infrastructure  |
| <b><u>SALARY</u></b>       | : | R582 444 – R686 091 per annum (Level 10), plus benefits  |
| <b><u>CENTRE</u></b>       | : | Pretoria   |
| <b><u>REQUIREMENTS</u></b> | : | A minimum of NQF level 6 qualification in Economics or related fields with at least 3 years appropriate experience as an economist field with M&E and/or research experience and 2 years at supervisory level. A NQF level 8 will be an added advantage. A valid drivers-license. Competencies / Skills: strong research, communication, report writing skills and project and leadership skills. The candidate must also demonstrate advanced capabilities in respect to the development, implementation and monitoring of related policies and procedures; analytical skills, excellent financial, HR and strategic management skills and good interpersonal relations. A sound knowledge of Microsoft Office applications is essential. Personal attributes: The incumbent must be assertive and self-driven, innovative and creative, client orientated and customer focused, solution orientated and able to work under stressful situations and the ability to maintain high levels of confidentiality. The candidate must be willing to travel.   |
| <b><u>DUTIES</u></b>       | : | The successful incumbent will be responsible to provide support Provide support in managing, developing, reviewing and supporting detailed monitoring and assessment of the Medium-Term Development Plan (MTDP) and the National Development Plan (NDP) with regard to economic development. Provide support in monitoring government programmes and assessing implementation and performance using the MTDP and other interventions and indicators. Provide technical advice and support to political principals and other governance structures and bodies. Alignment of departmental/sector plans to government priorities for effective monitoring and reporting. Support branches within and outside DPME through participating in various committees and government structures to ensure implementation of the NDP through the MTDP and provide support to sector specific research/initiatives. Provide support in managing the Economy Unit through efficient and effective management of human resources, operational planning and reporting on sectional activities.   |
| <b><u>ENQUIRIES</u></b>    | : | Mr M Lehong Tel No: (012) 312-0540   |
| <b><u>APPLICATIONS</u></b> | : | Applications can also be emailed to <a href="mailto:Recruitment04@dpme.gov.za">Recruitment04@dpme.gov.za</a>   |
| <b><u>POST 36/74</u></b>   | : | <b><u>ASSISTANT EVALUATION SPECIALIST REF NO: 05/2025 (X2 POSTS)</u></b><br>Chief Directorate: Evaluation  |
| <b><u>SALARY</u></b>       | : | R582 444 – R686 091 per annum (Level 10)   |
| <b><u>CENTRE</u></b>       | : | Pretoria   |
| <b><u>REQUIREMENTS</u></b> | : | A Bachelor's Degree/ Advanced Diploma qualification (NQF level 7) in Social Science, Public Administration or related fields with at least 3 years' experience in Evaluation/ Research/ Monitoring. An NQF level 8 qualification (Bachelors Honours Degree/ Post Graduate Diploma with Research / Monitoring / Evaluation will serve as an added advantage. Competencies and skills: The successful candidate should have good knowledge of Evaluation/ Research practice, planning & organising, report writing & communication, computer literacy and problem-solving skills. Should demonstrate sound knowledge of policies and practices. Should have the ability to apply technical/ professional knowledge and skills to the immediate work situation. Project and financial management skills. Good interpersonal relations, planning & organising and written & verbal communication skills. Ability to control financial resources and manage/supervise staff. Personal attributes: The incumbent must be assertive and self-driven, innovative and creative, client orientated and customer focused, solution orientated and able to work under stressful situations and the possess the ability to maintain high levels of confidentiality. |
| <b><u>DUTIES</u></b>       | : | The successful incumbent will be responsible to efficiently and effectively coordinate evaluations and development of the evaluation system. This entails to undertake and/or Coordinating evaluation projects of specific assignments within the Chief Directorate and Branch. Undertake analytical activities for evaluations, review evaluation documents and monitor improvement plans. Initiating, conceptualising and undertake review of technical elements of the National Evaluation System. Communicate evaluation results and various components of the National Evaluation System to provinces and other stakeholders. Facilitate procurement for evaluation projects & elements and staff supervision.  |
| <b><u>ENQUIRIES</u></b>    | : | Ms M Masilela Tel No: (012) 312-0471   |
| <b><u>APPLICATIONS</u></b> | : | Applications can also be emailed to <a href="mailto:Recruitment05@dpme.gov.za">Recruitment05@dpme.gov.za</a>   |
| <b><u>POST 36/75</u></b>   | : | <b><u>ASSISTANT DIRECTOR: SALARIES, TAX AND S&amp;T REF NO: 06/2025</u></b><br>Unit: Salaries Tax and S&T  |
| <b><u>SALARY</u></b>       | : | R468 459 – R551 823 per annum (Level 09), plus benefits  |
| <b><u>CENTRE</u></b>       | : | Pretoria   |
| <b><u>REQUIREMENTS</u></b> | : | An appropriate National Diploma/ Degree qualification (NQF level 6/7) in Finance with a minimum of 5 years' experience in Salaries and Tax environment of which 3-years should be at supervisory level. Should have extensive knowledge and experience of BAS, Tax and PERSAL and a high level of computer literacy. Competencies and skills: High level of attention to detail. Good planning and report writing skills. Organisational skills and good interpersonal relations. Communication skills (written & verbal). Must have the ability to interpret relevant policies such as PFMA, Treasury   |

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|                            |   | Regulations and other relevant legislation. Personal Attributes: Ability to maintain a high level of confidentiality. Be able to work under constant pressure.   |
| <b><u>DUTIES</u></b>       | : | The successful candidate will be responsible for providing salaries, tax management and S&T services to the Department. This entails: Processing salary claims, payroll, Commissioner and Audit Committee payments. Tax reconciliations and submission. Suspense accounts and reporting. Development of procedure manuals and review of policies. Supervision of staff.  |
| <b><u>ENQUIRIES</u></b>    | : | Ms M Masilela Tel No: (012) 312-0471   |
| <b><u>APPLICATIONS</u></b> | : | Applications can also be emailed to <a href="mailto:Recruitment06@dpme.gov.za">Recruitment06@dpme.gov.za</a>   |
| <b><u>POST 36/76</u></b>   | : | <b><u>SENIOR EVALUATION OFFICER REF NO: 07/2025</u></b><br>Chief Directorate: Evaluation   |
| <b><u>SALARY</u></b>       | : | R397 116 – R467 790 per annum (Level 08), plus benefits  |
| <b><u>CENTRE</u></b>       | : | Pretoria   |
| <b><u>REQUIREMENTS</u></b> | : | A National Diploma/ Bachelor's Degree (NQF level 6/7) qualification in Social Science, Public Administration or related fields with at least 2 years' experience in Evaluation/ Research/ Monitoring. An NQF level 8 qualification (Bachelors Honours Degree/ Post Graduate Diploma) with Research / Monitoring / Evaluation will be an added advantage. Competencies and Skills: Should have knowledge of Evaluation/ Research Practice. Must have report-writing skills. Must have good verbal and written communication skills. Exceptional interpersonal skills. Good computer literacy and project management skills. Must have a valid Driver's license. Personal Attributes: Ability to accept responsibility, work independently and produce good quality of work. Must be a team player, flexible and reliable.   |
| <b><u>DUTIES</u></b>       | : | The successful candidate will be responsible to provide administrative and technical support to evaluation projects within the National Evaluation System. This entails supporting coordination of trainings and development to enhance the evaluation capacity in the National Evaluation System. Undertake and provide support in the implementation of the National Evaluation Plan projects and other related projects. Provide evaluation and technical support to the Chief Directorate and stakeholders. Support procurement processes for evaluation projects.   |
| <b><u>ENQUIRIES</u></b>    | : | Ms M Masilela Tel No: (012) 312 0471   |
| <b><u>APPLICATIONS</u></b> | : | Applications can also be emailed to <a href="mailto:Recruitment07@dpme.gov.za">Recruitment07@dpme.gov.za</a>   |
| <b><u>POST 36/77</u></b>   | : | <b><u>SENIOR ICT TECHNICIAN REF NO: 08/2025 (X2 POSTS)</u></b><br>Sub-Directorate: ICT Operations Support  |
| <b><u>SALARY</u></b>       | : | R397 116 – R467 790 per annum (Level 08), plus benefits  |
| <b><u>CENTRE</u></b>       | : | Pretoria   |
| <b><u>REQUIREMENTS</u></b> | : | An appropriate National Diploma/ Degree (NQF 6/7) qualification in the areas of Information Technology/ Systems or Computer Science with at 3 years' Experience in technical support services. Certification in IT courses (A+, N+ or Security+), Knowledge of/experience in Windows Server Platform (AD, DNS, DHCP & Exchange) and LAN Support (cabling & switches). An ITIL Certificate will serve as an added advantage. A Valid Driver's License. Competencies and skills: Project Management skills; High level of computer literacy, sound knowledge of the Microsoft Office suite; Report writing and Communication skills (verbal & written). Ability to apply technical and professional skills. Must have good Interpersonal relations, planning and execution skills. Personal Attributes: Ability to accept responsibility and be able to work under pressure and independently. Ability to produce good quality of work. Must be a team player, flexible, reliable, motivated and self-motivated. |
| <b><u>DUTIES</u></b>       | : | The successful candidate will be responsible to ensure the smooth running of the computer systems throughout the Department. This entails diagnosing and resolving software and hardware problems. Repair and upgrade different types of computers (software and hardware) and install and configure new computers, servers and other IT equipment. Render technical advisory support for all IT projects that will impact on the infrastructure and ensure that all calls logged are resolved within the required time as per the Department's ICT service standards.   |
| <b><u>ENQUIRIES</u></b>    | : | Ms M Masilela Tel No: (012) 312-0471   |
| <b><u>APPLICATIONS</u></b> | : | Applications can also be emailed to <a href="mailto:Recruitment08@dpme.gov.za">Recruitment08@dpme.gov.za</a>   |
| <b><u>POST 36/78</u></b>   | : | <b><u>SENIOR INFORMATION AND VETTING OFFICER REF NO: 09/2025</u></b><br>Unit: Security and Facilities  |
| <b><u>SALARY</u></b>       | : | R397 116 – R467 790 per annum (Level 08), plus benefits  |
| <b><u>CENTRE</u></b>       | : | Pretoria   |
| <b><u>REQUIREMENTS</u></b> | : | An appropriate National Diploma/ Degree (NQF 6/7) in Security Management /Social Science/ Policing / Security Risk management with at least a minimum of 2 years' experience in Personnel and Information Security and a Valid Driver's License. SSA Security Managers Course, Security Vetting Course will serve as an added advantage. Competencies and skills: Knowledge of information and document security. Sound knowledge of applicable legislation, policies and practices. Ability to apply technical/ professional knowledge and skills. Must have good computer skills. Must have good verbal and written communication skills. Must have good Interpersonal relations, ability to manage (planning and Execution); good leadership skills. Personal Attributes: Ability to accept responsibility for own area of work, work independently, and produce good quality of work. Must be a team player, flexible and reliable.  |

- DUTIES** : The successful candidate will be responsible to provide efficient and effective vetting and information security services. This entails but not limited to administering of the filing system for all security documents within the Department and rendering of administrative support services. Coordination of Personnel Security. Enforce Document & Information Security.
- ENQUIRIES** : Ms M Masilela Tel No: (012) 312-0471
- APPLICATIONS** : Applications can also be emailed to [Recruitment09@dpme.gov.za](mailto:Recruitment09@dpme.gov.za)

## DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

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



**CLOSING DATE** : 17 October 2025 at 16H00

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

## MANAGEMENT ECHELON

**POST 36/79** : **DEPUTY DIRECTOR-GENERAL: PROFESSIONAL SERVICES REF NO: 2025/98**

**SALARY** : R1 813 182 per annum, (all-inclusive package), (total package to be structured in accordance with the rules of the Senior Management Services).

**CENTRE** : Head Office (Pretoria)

**REQUIREMENTS** : Minimum post-graduate qualification NQF level 8 qualification in Public Management/ Administration, Human Resources Management or related field of study as recognised by SAQA. 8 years Senior Management experience in the relevant field. Knowledge: Public Service Regulations / Act, Labour Relations Act, PFMA, Programme and Project Management, Financial Management prescripts, People Management and Empowerment, Strategic capability and leadership, Client orientation and Customer focus, Cross Cultural Knowledge, Client relations, Knowledge of Built Environment, Skills Development Act and Skills Development Levy Act; Skills Development Strategy; Skills: Effective management skills; Advanced report writing; Advanced communication; Facilitation skills; Strategic planning; Programme and project management skills; Sound analytical and problem identification and solving skills; Diplomacy; Policy formulation; Personal Attributes: Innovative ;Resourceful; Ability to work effectively and efficiently under pressure. Ability to meet

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|                             | tight deadlines whilst delivering excellent results; Ability to communicate at all levels; People orientated; Able to establish and sustain personal, organisational and strategic networks.   |
| <b><u>DUTIES</u></b>        | :<br>Oversee the development and implementation of national strategies, norms and standards for the provision capacity building programmes: Oversee the development and approval of HCI, Engineering and Professional Services programme guidelines, norms & standards and strategies; Oversee the development and implementation of support tools; Provide advice and guidance in various fora in relation to HCI, Engineering and Professional Services programmes; Oversee the development, implementation and maintenance of related policies, procedures and guidelines; Monitor, evaluate and report on the implementation on capacity building programmes. Provide strategic leadership in the provision of capacity building programmes for professional and engineering services. Ensure the maintenance of strategic and operational agreements between Human Resources and Construction Unit. Ensure alignment of programmes to Workplace Skills Plan, Succession planning, and Human Capital needs of the Department. Provide a consulting role with regards to HCI, Engineering and Professional Services capacity building programmes. Ensure the representation of DPW at various stakeholder workshops and meetings; Provide guidance and support to the organisational image, HCI, Engineering and Professional Services trends and direction; Render support to all Government spheres on institutionalisation of capacity building programmes to support infrastructure delivery; Establish institutional capacity to manage public infrastructure programmes; Ensure the establishment and maintenance of partnerships to strengthen and facilitate the provision of professional skills; Oversee the implementation the programmes for skills development; Oversee monitoring, evaluation and reporting on the implementation capacity building programmes. Manage the Branch. Establish and maintain appropriate internal controls and reporting systems in order to meet performance expectations. Maintenance of discipline. Management of performance and development. Establish implement and maintain efficient and effective communication arrangements. Develop and manage the operational plan of the Branch and report on progress as required. Compile and submit all required administrative reports. Serve on transverse task teams as required. Monitor the budget and expenditures of the Branch: Professional Services. |
| <b><u>ENQUIRIES</u></b>     | : Mr Sifiso Mdakane at 082 929 9885/Mr Chance Zaba at 083 633 8575   |
| <b><u>APPLICATIONS</u></b>  | : All applications for this position must be submitted via email to: <a href="mailto:Recruitment25-36@dpw.gov.za">Recruitment25-36@dpw.gov.za</a> or posted to The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand Delivered to CGO Building, Corner Bosman and Madiba Street, Pretoria.   |
| <b><u>FOR ATTENTION</u></b> | : Ms NP Mudau  |
| <b><u>POST 36/80</u></b>    | : <b><u>CHIEF DIRECTOR: MONITORING AND EVALUATION REF NO: 2025/99</u></b>  |
| <b><u>SALARY</u></b>        | : R1 494 900 per annum, (all-inclusive package), (total package to be structured in accordance with the rules of the Senior Management Services).  |
| <b><u>CENTRE</u></b>        | : Head Office (Pretoria)   |
| <b><u>REQUIREMENTS</u></b>  | : Minimum undergraduate qualification (NQF 7) in Social Sciences/ Statistics or related field of study. Certificate in monitoring and evaluation will be an added advantage. 5 years senior management experience related to research, monitoring and evaluation and data analysis. Knowledge: Knowledge on Monitoring and evaluation processes; Research methodologies; Knowledge on governmental guidelines ; Public Finance Management Act (PFMA); Policy Framework for the Government-wide Monitoring and Evaluation System; South African Statistical Quality Assessment Framework; National Evaluation Policy Framework (NEPF); Policy imperatives; Strategic Planning Guidelines; Administration of Service Level Agreements; Procurement processes Skills: Effective management skills; Advanced report writing; Advanced communication; Facilitation skills; Strategic planning; Programme and project management skills; Sound analytical and problem identification and solving skills; Diplomacy; Policy formulation; Personal Attributes: Analytical thinking; Innovative; Creative; Solution orientated – ability to design ideas without direction; Excellent management ability; Ability to communicate at all levels; Good inter-personal relationships; People orientated; Ability to work under stressful situations; Highly motivated.   |
| <b><u>DUTIES</u></b>        | : Manage the development and implementation of monitoring and evaluation strategy and Policy frameworks; Conduct research on latest trends in the field. Guide the establishment of administration, Accounting and Monitoring and Evaluation systems. Coordinate revision of the project strategy with the stakeholders to ensure an updated and shared understanding of the strategy and information needs. Develop Monitoring and Evaluation Framework. Ensure that strategies and policies are aligned to the departmental strategy. Compile M&E plans based on strategic, Annual Performance Plan and Operational Plans. Ensure an effective and participatory monitoring and evaluation systems is established. Negotiate approval for change to the strategic and processes. Ensure management of performance monitoring and evaluation systems. Identify the areas of objectives, indicators and monitoring. Revise the monitoring and evaluation plan and systems seeking inputs from respective units. Ensure a detailed specifications are prepared in a timely, objective and transparent manner. Ensure timely decision on corrective actions are made and implemented. Assure that all obligations are adhered to and make efforts to ensure implementation meets project targets. Ensure planning of and participation in the annual review. Monitor implementation of Service Standards and SDIPs. Oversee the evaluation of impact in the Department's business units. Provide estimates of the impact for different demographic groups, gender and age. Develop a system for processes-periodic surveys measuring the impact. Coordinate the department mandatory periodic reports of all business units. Facilitating the commissioning independent evaluation to assess the impact of goods and services delivered by the   |

Department. Ensure compliance of the policies and legislated requirements of accounting. Analyse programme achievements/non-achievements and make recommendations to management on the improvements required to ensure achievement of targets. Manage the Chief Directorate. Establish and maintain appropriate internal controls and reporting systems in order to meet performance expectations. Develop and manage the operational plan of the Chief Directorate and report on progress as required. Manage performance and development of employees. Establish, implement and maintain efficient and effective communication arrangements. Compile and submit all required administrative reports. Quality control of work delivered by employees. Monitor the budget and expenditures for the Chief Directorate.

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| <b><u>ENQUIRIES</u></b>     | : | Mr Sifiso Mdakane at 082 929 9885/Mr Chance Zaba at 083 633 8575   |
| <b><u>APPLICATIONS</u></b>  | : | All applications for this position must be submitted via email to: <a href="mailto:Recruitment25-37@dpw.gov.za">Recruitment25-37@dpw.gov.za</a> or posted to The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand Delivered to CGO Building, Corner Bosman and Madiba Street, Pretoria.   |
| <b><u>FOR ATTENTION</u></b> | : | Ms NP Mudau  |
| <b><u>POST 36/81</u></b>    | : | <b><u>CHIEF DIRECTOR: PLANNING AND PRECINCT DEVELOPMENT REF NO: 2025/100</u></b>   |
| <b><u>SALARY</u></b>        | : | R1 494 900 per annum, (all-inclusive package), (total package to be structured in accordance with the rules of the Senior Management Services).  |
| <b><u>CENTRE</u></b>        | : | Head Office (Pretoria)   |
| <b><u>REQUIREMENTS</u></b>  | : | Minimum undergraduate qualification (NQF Level 7) in Town Planning/City and Regional Planning or related field of study. Registration with SACPLAN as Professional Planner. 5 years relevant senior managerial experience in the field of town planning. Proven experience in the field of town planning including experience with strategic spatial planning. Knowledge: Construction Industry Development Board Act of 2000 and Regulations. Council for Built Environment Act of 2000. Construction Industry. Client relations. PFMA/Treasury Regulations, Practice Notes, Instructions, Circulars. Financial management. Occupational Health and Safety Act of 1993 and Regulations. Preferential Procurement Policy and Framework. Built Environment Industry. Government Immovable Asset Management Act, 2007. geo-spatial referencing. Skills: Advanced report writing; Advanced communication; Language proficiency; Computer utilisation; Analytical thinking; Facilitation skills; Strategic planning; Time management; Programme and project management skills; Conflict management; Sound analytical and problem identification and solving skills; Organising and planning; Policy formulation; Decision making skills; Motivational skills; Numeracy; Advanced interpersonal and diplomacy skills. Personal Attributes: Innovative; Creative; Resourceful; Liaising skills; Effective and efficient under pressure; Ability to meet tight deadlines whilst producing excellent results; People orientated; Able to establish and maintain personal networks; Trustworthy.  |
| <b><u>DUTIES</u></b>        | : | Provide strategic leadership in the development and implementation of frameworks, strategies and policies for integrated Planning and Precinct Development. Ensure the development, updating and effective implementation of frameworks, strategies and policies in support of relevant legislation including Spatial Planning and Land Use Management Act (SPLUMA). Ensure that Planning and Precinct Development strategies and policies contribute to key National priorities and DPWI strategic objectives. Ensure spatial coordination, integration and alignment of Planning and Precinct Development frameworks, strategies and policies at a National, Provincial and Local Government level. Identify challenges for effective and efficient implementation of frameworks, strategies and policies. Develop mechanisms for intervention to address challenges. Monitor and ensure compliance with applicable policies, processes and procedures. Oversee implementation of the Strategic Spatial Framework through spatial targeting of settlements for national government accommodation in the urban and rural space. Update the Strategic Spatial Framework towards integrated planning in the urban and rural space. Oversee investment in accommodation infrastructure supporting an integrated government project pipeline that is aligned to the objectives of the national spatial development agenda. Ensure that the DPWI value chain is informed by the Strategic Spatial Framework as the baseline for planning and implementation of government accommodation. Oversee the planning and implementation of Integrated Government Precinct Development Plans supporting Smart City Principles towards spatial transformation and social justice in the urban and rural space. Oversee the sustainable planning and development of Integrated Government Precinct Development Plans supporting Smart City Principles consistent with the DPWI business process. Provide guidance and strategic input for the prioritisation of projects. Establish and maintain relations with stakeholders at a National, Provincial and Local Government level and client departments. Manage the Chief Directorate. Establish and maintain appropriate internal controls and reporting systems in order to meet performance expectations. Management of performance and development. Establish implement and maintain efficient and effective communication arrangements. Develop and manage the operational plan of the chief directorate and report on progress as required. Compile and submit all required administrative reports. Serve on transverse task teams as required. Quality control of work delivered by employees. Monitor the budget and expenditures of the Chief Directorate. |
| <b><u>ENQUIRIES</u></b>     | : | Mr Sifiso Mdakane at 082 929 9885/Mr Chance Zaba at 083 633 8575   |
| <b><u>APPLICATIONS</u></b>  | : | All applications for this position must be submitted via email to: <a href="mailto:Recruitment25-38@dpw.gov.za">Recruitment25-38@dpw.gov.za</a> or posted to The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand Delivered to CGO Building, Corner Bosman and Madiba Street, Pretoria.   |
| <b><u>FOR ATTENTION</u></b> | : | Ms NP Mudau  |

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| <b><u>POST 36/82</u></b>             | : | <b><u>CHIEF DIRECTOR: LOGISTICS, MOVABLE ASSETS, RISK AND PERFORMANCE MANAGEMENT REF NO: 2025/101</u></b>  |
| <b><u>SALARY</u></b>                 | : | R1 494 900 per annum, (all-inclusive package), (total package to be structured in accordance with the rules of the Senior Management Services).  |
| <b><u>CENTRE REQUIREMENTS</u></b>    | : | Head Office (Pretoria)<br>Minimum undergraduate qualification (NQF 7) in Supply Chain Management/ Public Management/ Administration, Law or related field of study. 5 years' experience in supply chain Management at senior management level. Willing to adapt work schedule in accordance with professional requirements. Knowledge: Strategic Planning; Strategic Knowledge Management; Business analyses and risk management; Change management and organisational development; Extensive knowledge of department strategic objective; In-depth knowledge of government protocol processes; Development and implementation of strategies; Public Finance Management Act; Supply Chain Management; Financial and budget administration processes and systems; Public Service Regulations; Treasury Regulations and directives (MTEF, ENE and Adjustment Estimates; Government Budget Systems and procedures; Government Financial Systems ( PERSAL, PMIS, WCS, LOGIS and BAS Skills : Executive management skills; Sound analytical and problem identification and solving skills; Language proficiency; Advanced report writing; Organising and planning; Computer utilisation; Policy formulation; Negotiation skills; Advanced communication (verbal and written); Advanced interpersonal and diplomacy skills; Time management; Decision making skills; Conflict management; Motivational skills; Programme and project management skills<br>Personal Attributes: Innovative; Resourceful; Ability to work effectively and efficiently under sustained pressure; Ability to meet tight deadlines whilst delivering excellent results; People orientated; Trustworthy; Assertive; Ability to work independently; Team player.  |
| <b><u>DUTIES</u></b>                 | : | Manage the development, implementation and maintenance of SCM policies, norm & standards, directives and guidelines. Undertake research on latest SCM management trends. Source SCM policies, guidelines and directives from the National Treasury. Advise and monitor the implementation of National Treasury policies and guidelines. Evaluate and monitor compliance to Medium Term Expenditure Framework. Ensure that the department's strategic objectives are aligned to regulations. Undertake the effective monitoring and evaluation of department's SCM policies. Manage the provision of logistical support services and the implementation of effective records management. Oversee the management of Departmental transport which include, ministerial transport, subsidised transport and. fleet transport. Manage the provision of effective records management systems and archives in line with National Archive Act guidelines and prescripts. Oversee the provision of goods and services. Develop and manage contract management systems including the strategic management of supplier relationships. Ensure compliance with Treasury Regulations on the processing of invoices within 30 days. Manage and control movable assets and maintain accurate and complete movable assets register. Manage the lifecycle of movable assets. Manage the development of movable acquisition, maintenance and disposal plans. Oversee the strategic and annual movable assets management planning. Manage financial reporting on movable assets. Develop and oversee the implementation of Monitoring, Performance, Risk Management and Reporting function. Ensure that performance standards and targets are set. Monitor compliance with SCM regulatory framework. Evaluate performance. Ensure the responsibility for managing SCM performance information is included in individual performance agreements. Ensure reporting on SCM information such as procurement plans, exemptions, request for condonations, deviations from normal procurement processes, expansions and variations of contracts, expenditure on all contracts, tenders awarded including tender amounts and procurement spend. Manage the SCM performance review standards and processes. Establish and implement the risk management plan for supply chain management services to identify, assess and mitigate risk. Ensure that the SCM Risk register is maintained. Manage Audit Action Plans. Ensure optimum system utilisation. Manage the Chief Directorate. Establish and maintain appropriate internal controls and reporting systems in order to meet performance expectations. Monitor the budget and expenditures of the Chief Directorate. Management of performance and development. Establish implement and maintain efficient and effective communication arrangements. Develop and manage the operational plan of the chief directorate and report on progress as required. Compile and submit all required administrative reports. Serve on transverse task teams as required. Quality control of work delivered by employees. |
| <b><u>ENQUIRIES APPLICATIONS</u></b> | : | Mr Sifiso Mdakane at 082 929 9885/Mr Chance Zaba at 083 633 8575<br>All applications for this position must be submitted via email to: Recruitment25-39@dpw.gov.za or posted to The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand Delivered to CGO Building, Corner Bosman and Madiba Street, Pretoria.  |
| <b><u>FOR ATTENTION</u></b>          | : | Ms NP Mudau  |
| <b><u>POST 36/83</u></b>             | : | <b><u>CHIEF DIRECTOR: ENGINEERING SERVICES REF NO: 2025/102</u></b>  |
| <b><u>SALARY</u></b>                 | : | R1 494 900 per annum, (all-inclusive package), (total package to be structured in accordance with the rules of the Senior Management Services).  |
| <b><u>CENTRE REQUIREMENTS</u></b>    | : | Head Office (Pretoria)<br>Minimum Bachelor of Science degree or Bachelor's degree (NQF 7) in Engineering or relevant field of study. A minimum of 5 years senior management experience in engineering field. Compulsory registration with a professional council. Knowledge: Engineering best practice Project Management; Extensive knowledge of all engineering aspects of the building and construction environment; Public   |

Finance Management Act; Occupational Health and Safety Act; Supply Chain Management; Contract Management. Skills: Decision making; Team leadership; Analytical skills; Creativity; Self-management; Financial management Communication; Computer literacy; Planning and organising; Negotiation skills; Problem solving and analysis. Personal Attributes: Programme and project management; Engineering design and analysis knowledge; Research and development; Computer aided engineering applications; Knowledge of legal compliance; Technical report writing; Creating high performance culture; Networking; Engineering and professional judgment.

## **DUTIES**

:  
Oversee the development of engineering plans, processes, and procedures. Oversee the development and maintenance of professional best practice parameters and quality standards and manuals and guideline on professional standards. Monitor and ensure the implementation and continuous adherence to professional guideline and standards. Manage approvals or audits on new engineering designs according to design principles or theory. Ensure engineering design efforts and integration across disciplines to ensure seamless integration with current technology. Oversee budget and timelines for engineering projects. Promote and enforce a safe and healthy work environment in accordance with applicable legislation and company policies and procedures. Drive continuous improvement of processes, quality and cost to maintain profitability and competitiveness. Oversee the maintenance of engineering operational effectiveness. Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Ensure engineering maintenance standards, specifications and service levels in accordance with Departmental objectives to ensure optimum operational availability. Monitor maintenance efficiencies according to departmental goals to direct or redirect engineering services. Ensure and monitor compliance with standard operating procedures. Provide expert advice on electrical safety and risk management. Ensure compliance to OHSA, legal and environmental requirements. Manage cost efficiency of engineering projects and life cycle costing. Manage and provide technical operational advice on water and waste water treatment purification service to client departments. Oversee the implementation of Water Act within the department. Manage the implementation and maintenance of the Water and Waste Water Plants. Apply research findings to help minimise the environmental impacts of pollution, erosion, and other problems. Research ways to improve water conservation and preservation. Evaluate the feasibility of water-related projects, such as irrigation systems and waste treatment facilities. Manage the Chief Directorate. Establish and maintain appropriate internal controls and reporting systems in order to meet performance expectations. Develop and manage the operational plan of the Directorate and report on progress as required. Manage performance and development of employees. Establish, implement and maintain efficient and effective communication arrangements. Compile and submit all required administrative reports. Quality control of work delivered by employees. Monitor the budget and expenditures for the Directorate.

## **ENQUIRIES**

## **APPLICATIONS**

: Mr Sifiso Mdakane at 082 929 9885/Mr Chance Zaba at 083 633 8575  
: All applications for this position must be submitted via email to: [Recruitment25-40@dpw.gov.za](mailto:Recruitment25-40@dpw.gov.za) or posted to The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand Delivered to CGO Building, Corner Bosman and Madiba Street, Pretoria.

## **FOR ATTENTION**

: Ms NP Mudau

## **POST 36/84**

: **CHIEF DIRECTOR: REVENUE AND DEBT MANAGEMENT REF NO: 2025/103**

## **SALARY**

: R1 494 900 per annum, (all-inclusive package), (total package to be structured in accordance with the rules of the Senior Management Services).

## **CENTRE**

## **REQUIREMENTS**

: Head Office (Pretoria)  
: Minimum undergraduate qualification (NQF 07) in Economics and Financial management/Accounting or related field of study. 5 years senior management experience in financial accounting environment. Knowledge: Public Finance Management Act, SAGE, Activity-based costing, Treasury Regulations, Government Budgeting Procedures, Supply Chain Management, General Reporting Accounting Practice (GRAP), General Accepted Accounting Practice (GAAP), Financial directives and procedures, MS Office – Word, Excel & Power Point and Basic research and information gathering. Skills: Managerial skills, Report writing, Accounts and numeric skills, Analytical thinking, organising and planning. Ability to work under stressful conditions.

## **DUTIES**

:  
Oversee the implementation of the development of the reviewing of legislation, strategies, and policies for revenue and debt management: - Undertake research on latest developments. Ensure the development and implementation of effective and efficient acts, strategies and policies in line with applicable prescripts. Ensure that all revenue and debt management policies contribute to the departments` strategic objectives. Determine and develop strategic intervention mechanisms where there are problems/ challenges to implement efficient, effective and uniform procedures and policies. Ensure that the budget framework is in line with Medium Term Expenditure Framework. Ensure effective management of the invoicing and revenue collection system:- Manage billing regarding validity, completeness and accuracy. Manage monthly billing to clients/debtors. Ensure compliance and implementation of PFMA and Treasury Regulations. Analyse the departmental financial and general operating information. Manage the process of monitoring, forecasting and projection of billings. Monitor and provide support to regions regarding billing and leasing issues. Implement measures that will enhance revenue collection. Ensure effective management of debtor's system:- Ensure all debtors are recorded and receive monthly statements. Manage the recovery of debts. Ensure follow ups are made (demand letters) with clients. Ensure monthly reconciliation are performed. Ensure compliance and implementation of PFMA and Treasury Regulations. Manage and monitor the debtors and all suspense accounts. Ensure effective communication with



stakeholders and client departments on matters relating to invoicing, revenue and clients relationship-: Provide information and advice on services rendered by the PMTE (leases, capital budget & municipal services). Negotiate the payments of debts. Liaise with clients on over and under payments. Communicate with regards to non-payment of services and advance payments. Present National Treasury guidelines and processes on billing clients. Ensure reporting and accountability in line with applicable prescripts. Provide the required financial reports. Ensure that financial statements disclosure is inclusive of all related parties. Coordinate audit queries for the unit. Manage of the Chief Directorate-: Establish and maintain appropriate internal controls and reporting systems to meet performance expectations. Maintenance of discipline. Management of performance and development. Establish implement and maintain efficient and effective communication arrangements. Develop and manage the operational plan of the chief directorate and report on progress as required. Compile and submit all required administrative reports. Serve on transverse task teams as required. Quality control of work delivered by employees. Monitor the budget and expenditures of the Chief Directorate.

**ENQUIRIES APPLICATIONS** : Mr Sifiso Mdakane at 082 929 9885/Mr Chance Zaba at 083 633 8575  
: All applications for this position must be submitted via email to: [Recruitment25-41@dpw.gov.za](mailto:Recruitment25-41@dpw.gov.za) or posted to The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand Delivered to CGO Building, Corner Bosman and Madiba Street, Pretoria.

**FOR ATTENTION** : Ms NP Mudau

**POST 36/85** : **CHIEF DIRECTOR: EXECUTIVE SUPPORT REF NO: 2025/104**

**SALARY** : R1 494 900 per annum, (all-inclusive package), (total package to be structured in accordance with the rules of the Senior Management Services).

**CENTRE REQUIREMENTS** : Head Office (Pretoria)  
: Minimum undergraduate qualification NQF Level 7 in Public Management, Public Administration/ Management Science. 5 years relevant experience at a senior managerial level. Knowledge: Applicable legislation, norms and standards related to the built environment industry, including the PFMA, Treasury Instructions, PSA, PSR and MISS Act, Functioning of national, provincial and local government, Fundamental economics, Structure and functioning of the Department, Parliamentary protocol processes, Linkages with government clusters and Departmental standards and regulations. Skills: Executive management skills, Sound analytical and problem identification and solving skills, Advanced report writing, Strategic management, Financial management, Computer literacy, Advanced interpersonal and diplomacy skills, Programme and project management, Decision making skills, Conflict management, Negotiation skills and Motivational skills.

**DUTIES** : Engage and interact with the Ministry regarding Cabinet, parliament and Cluster related issues-: Coordinate responses to parliament questions and other strategic issues. Render advice and support regarding the development and submission of the strategic documents to the DG and Ministry. Present the Office of the DG in executive management processes-: Represent and participate in structures and processes as directed by the DG. Participate in TMC, MANCO and HOD Public Works processes to provide advice on strategic issues. Participate and ensure representation and manage and assess reports of FOSAD or related committees on behalf of the DG. Provide strategic advice regarding MINMEC and NEDLAC issues. Coordinate, integrate and support the involvement of the Department in Cluster activities. Lobby, advise and interact with professional bodies of the built environment. Participate in the National Bid Committee. Manage strategic, corporate and operational issues and provide advice to the office of the DG-: Participate in the strategic planning processes. Facilitate the development of annual performance plans and operational plans. Undertake environmental assessments and provide strategic advice and support regarding departmental service delivery. Manage the administration of the Office of the DG-: Re-engineer management processes and co-ordinate management review processes related to the Office. Review, determine the impact and provide comments regarding departmental and external submissions addressed to the DG. Assess audit reports and ensure that the Department is providing value for money. Support the analysis and interpretation of built industry norms and standards. Support the preparation of presentation to be made by the DG to key stakeholders. Direct the diary of the DG. Approve administrative matters related to senior managers who report directly to the DG as required; Develop and direct the administrative framework regarding finances, human resources, operations and logistical requirements.

**ENQUIRIES APPLICATIONS** : Mr Sifiso Mdakane at 082 929 9885/Mr Chance Zaba at 083 633 8575  
: All applications for this position must be submitted via email to: [Recruitment25-62@dpw.gov.za](mailto:Recruitment25-62@dpw.gov.za) or posted to The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand Delivered to CGO Building, Corner Bosman and Madiba Street, Pretoria.

**FOR ATTENTION** : Ms NP Mudau

**POST 36/86** : **REGIONAL MANAGER (CHIEF DIRECTOR LEVEL) (X2 POSTS)**

**SALARY** : R1 494 900 per annum, (all-inclusive package), (total package to be structured in accordance with the rules of the Senior Management Services).

**CENTRE** : Cape Town Regional Office Ref No:2025/105 A  
Polokwane Regional Office Ref No: 2025/105 B

**REQUIREMENTS** : Minimum undergraduate qualification (NQF Level 7) in the Property/ Built Environment discipline or Management Science/ Behavioural Science or Law coupled with 5 years relevant experience at senior management level. Extensive experience in property management, asset investment

management and the built environment. Knowledge: Property management, the Public Finance Management Act, Government budget procedures/timeframes (MTEF), financial management and administration, Project management, Construction regulations, Financial administration processes and systems, the Public Service Act, Public service regulations, Financial manual and Treasury regulations. Skills: Construction management, Financial management, Client/ customer relations, Intergovernmental relations, People management, Presentation, Competency in policy analysis and development, Negotiation, Communication, Management skills in general, Advanced report-writing, Planning and organising, Diplomacy, Policy analysis and development, Problem solving, Presentation and Budgeting.

**DUTIES** : Take responsibility for the overall management of the Regional office. Effectively manage the capital and maintenance budget to promote Black Economic Empowerment. Support development and empowerment initiatives of Government and DPW in particular. Effectively implement construction projects on behalf of client departments. Provide office accommodation to client Departments. Participate in intergovernmental forums and regularly review programmes and report on progress. Ensure financial management of the Region. Develop, review and implement the Region's Business plan in line with the strategic plan. Ensure implementation of the departmental strategic plan in the Regional office. Manage the implementation of the Department's operational programmes, which entail service delivery improvement, Expanded Public Works Programmes, Client/customer and stakeholder relations, property management, people management and financial management.

**ENQUIRIES** : Mr Sifiso Mdakane at 082 929 9885/Mr Chance Zaba at 083 633 8575  
**APPLICATIONS** : All applications for the position of Ref No 2025/105 A must be submitted via email to: Recruitment25-42@dpw.gov.za and Ref No 2025/105 B must be submitted to Recruitment25-63@dpw.gov.za or posted to The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand Delivered to CGO Building, Corner Bosman and Madiba Street, Pretoria.

**FOR ATTENTION** : Ms NP Mudau

**POST 36/87** : **DIRECTOR: IAR ACCOUNTING AND VERIFICATION REF NO: 2025/106**

**SALARY** : R1 266 714 per annum, (all-inclusive package), (total package to be structured in accordance with the rules of the Senior Management Services).

**CENTRE** : Head Office (Pretoria)

**REQUIREMENTS** : Minimum undergraduate qualification (NQF 7) in Real Estate Management, Commerce or related field of study. A minimum of 5 years relevant middle/senior management experience in the relevant field. Knowledge: Public Finance Management Act; Financial administration; Procurement directives and procedures; Programme and project planning; Market research; Property economics; Reporting procedures; GIAMA; DISPOSAL ACT; BBBEE; GRAP; Treasury Regulations; The PIE Act; The Squatters Act. Skills: Strategic capability and leadership; Programme and project management; Information and Knowledge management; People Management and empowerment, Problem solving and change management; Policy analysis and development; Client orientation and customer focus; Service delivery innovation; Financial management; Communication (verbal and written); Computer literacy; Stakeholder management; Planning and coordination; Presentation and facilitation; Quality management. Personal Attributes: Innovative; Creative; Resourceful; Ability to work effectively and efficiently under pressure; ability to meet tight deadline whilst delivering excellent results; Ability to communicate at all levels, participate at an executive level; People orientated; Able to establish and maintain personal networks; Trustworthy; Assertive; Hard-working; Highly motivated; Ability to work independently.

**DUTIES** : Manage the design and implementation of Immovable Asset Register management (IARM) policies and procedures. Keep abreast with IARM latest developments. Manage the design and implementation of IAR policies and procedures in line with the Department's strategic objectives. Monitor the compliance of capitalisation, de-recognition, impairment and all other accounting for Immovable Assets with the GRAP, PFMA and GIAMA requirements. Liaise with technical and other units that inform GRAP compliance. Ensure communication of policies with stakeholders and monitor implementation thereof. Ensure timely IAR reporting and management of key stakeholder expectations/ customer requirements. Develop and maintain a registers, including acquisitions, maintenance management, transfers and valuations. Ensure billing, lease and other customer transaction initiation information is appropriately managed in the register. Ensure all improvements to state property are appropriately identified and recorded in the IAR. Ensure the existence and accurate valuation of state assets reflected in the IAR through periodic verification, condition and impairment assessments. Manage the planning and execution of asset verification. Continuously assess the condition of state facilities to inform Immovable Asset Management (IAM) investment decisions. Investigate and report on variances. Make necessary recommendations to resolve discrepancies. Ensure credibility of information in the Immovable Asset Register (IAR) through continuous verification and updating information in accordance with the mandatory requirements. Manage the Directorate. Establish and maintain appropriate internal controls and reporting systems in order to meet performance expectations. Manage performance and development. Establish implement and maintain efficient and effective communication arrangements. Develop and manage the operational plan of the directorate and report on progress as required. Compile and submit all required administrative reports. Serve on transverse task teams as required. Quality control of work delivered by employees. Monitor the budget and expenditures of the Directorate.

**ENQUIRIES** : Mr Sifiso Mdakane at 082 929 9885/Mr Chance Zaba at 083 633 8575

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| <b><u>APPLICATIONS</u></b>  | : | All applications for this position must be submitted via email to: <a href="mailto:Recruitment25-44@dpw.gov.za">Recruitment25-44@dpw.gov.za</a> or posted to The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand Delivered to CGO Building, Corner Bosman and Madiba Street, Pretoria.   |
| <b><u>FOR ATTENTION</u></b> | : | Ms NP Mudau  |
| <b><u>POST 36/88</u></b>    | : | <b><u>DIRECTOR: MANAGEMENT ACCOUNTING REF NO: 2025/107</u></b>   |
| <b><u>SALARY</u></b>        | : | R1 266 714 per annum, (all-inclusive package), (total package to be structured in accordance with the rules of the Senior Management Services).  |
| <b><u>CENTRE</u></b>        | : | Head Office (Pretoria)   |
| <b><u>REQUIREMENTS</u></b>  | : | Minimum undergraduate qualification (NQF 07) in Financial Management/ Financial Accounting/ Auditing or related field of study. 5 years' experience in Finance environment at middle/senior managerial level. Knowledge: Public Finance Management Act; National Department of Treasury regulations, guidelines and directives; Departments' Reconciliation processes; Understanding of Governments financial delegations; Management of governments departments chart of accounts; Government Budget systems and procedures; Government Financial Systems; Supply Chain Management; Financial prescripts (GAAP and GRAP). Skills: Project management; Communication; Time management; Planning and organizing; Problem solving; Interpersonal and diplomacy; Ability to conduct research and gathering of information; Ability to work on specific timeframes; Report writing; Management skills; Numeric skills. Personal Attributes: Creative; Dedicated; Approachable; Hard-working; Trustworthy; Ability to communicate at all level; Ability to work under stressful situation and under pressure; Analytical thinking.  |
| <b><u>DUTIES</u></b>        | : | Manage the development, implementation and maintenance of sound budget management policies and procedures. Undertake detailed research on matters pertaining to budget management. Oversee the implementation of prescripts. Ensure that inputs and development contribute to the overall business objectives of the department. Ensure that sound internal controls and reporting systems are in place. Monitor adherence to all internal control measure. Facilitate the compilation of training manuals on budget planning and control. Ensure effective management of budget planning and control. Manage the collection and collation of budget inputs for budget planning and control. Manage the forecasting of cash flows. Analyse inputs related to Medium Term Expenditure Framework. Oversee allocation of budgets according to components and financial years. Ensure that departmental expenditure is in accordance with its budget allocations. Ensure effective monitoring and reporting on budget related matters. Assist with monitoring of fund transfers from National Treasury. Undertake quarterly reviews on the management of budget allocated to components. Compile detailed reports that will contribute to the compilation of Annual Financial Statements. Manage the directorate. Manage all the resources allocated to the directorate. Develop and maintain continuous communication with stakeholders. Facilitate capacity building initiatives. Oversee timely resolution of audit queries. Serve on transverse task teams as required. Compile and present reports on the functioning of the directorate. |
| <b><u>ENQUIRIES</u></b>     | : | Mr Sifiso Mdakane at 082 929 9885/Mr Chance Zaba at 083 633 8575   |
| <b><u>APPLICATIONS</u></b>  | : | All applications for this position must be submitted via email to: <a href="mailto:Recruitment25-45@dpw.gov.za">Recruitment25-45@dpw.gov.za</a> or posted to The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand Delivered to CGO Building, Corner Bosman and Madiba Street, Pretoria.   |
| <b><u>FOR ATTENTION</u></b> | : | Ms NP Mudau  |
| <b><u>POST 36/89</u></b>    | : | <b><u>DIRECTOR: CHEMICAL &amp; WATER CARE/ HYDROLOGY REF NO: 2025/108</u></b>  |
| <b><u>SALARY</u></b>        | : | R1 266 714 per annum, (all-inclusive package), (total package to be structured in accordance with the rules of the Senior Management Services).  |
| <b><u>CENTRE</u></b>        | : | Head Office (Pretoria)   |
| <b><u>REQUIREMENTS</u></b>  | : | Minimum undergraduate qualification (NQF 7) in Water Care /Water Utilisation/ Water Quality Management or related field of study. 5 years' experience at middle/senior managerial level in water services. Compulsory registration with SACNASP. Knowledge: National Water Act; Water Services Act; National Environmental Management Act; Waste Environmental Management Act; Environmental Conservation Act; Public Finance Management Act; Occupational Health and Safety Act; Public Regulations; Public Service Act; Best practices within the Water Management. Skills: Ability to undertake critical review/analysis and provide technical advice; Financial administration; Effective verbal communication; Advanced technical report writing; Organisation and planning; Relationship management; Programme and project management; Problem solving skills; Decision making skills; Motivational skills; Negotiation skills. Personal Attributes: Analytical thinking; Innovative; Solution orientated – ability to design ideas without direction; Ability to work under stressful situations; Ability to communicate at all levels; People orientated; Hard-working.  |
| <b><u>DUTIES</u></b>        | : | Manage the operation and maintenance of water care facilities. Ensure compliance with policies, guidelines and national water act within the department. Ensure that all water and wastewater plants are registered in terms on the Water Act. Manage water care facilities inspection services. Oversee water testing laboratory. Ensure compliance with policies and regulations pertaining to the operation of water testing laboratory. Oversee the participation of DPWI laboratories in SABS proficiency testing scheme. Oversee the throughput in all DPWI water testing laboratories. Provide technical advisory services on water services. Develop, implement and monitor the execution of water technology related policies. Manage the investigation and advice on best practice and guidelines on water purification. Provide technical support with the assessment of water and wastewater treatment plants and safety management programmes. Ensure compliance with applicable  |

legislation and regulatory requirements on water and wastewater treatment plants. Ensure management of projects and service providers. Oversee the development of Service Level Agreements. Ensure that the delivery of projects is within scheduled timeframes and financial allocations. Manage the Directorate. Establish and maintain appropriate internal controls and reporting systems in order to meet performance expectations. Develop and manage the operational plan of the Directorate and report on progress as required. Manage performance and development of employees. Establish, implement and maintain efficient and effective communication arrangements. Compile and submit all required administrative reports. Quality control of work delivered by employees. Monitor the budget and expenditures for the Directorate.

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| <b><u>ENQUIRIES</u></b>     | : | Mr Sifiso Mdakane at 082 929 9885/Mr Chance Zaba at 083 633 8575  |
| <b><u>APPLICATIONS</u></b>  | : | All applications for this position must be submitted via email to: <a href="mailto:Recruitment25-46@dpw.gov.za">Recruitment25-46@dpw.gov.za</a> or posted to The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand Delivered to CGO Building, Corner Bosman and Madiba Street, Pretoria.  |
| <b><u>FOR ATTENTION</u></b> | : | Ms NP Mudau   |
| <b><u>POST 36/90</u></b>    | : | <b><u>DIRECTOR: EPWP PROVINCIAL ROADS PROGRAMMES REF NO: 2025/109</u></b>   |
| <b><u>SSALARY</u></b>       | : | R1 266 714 per annum, (all-inclusive package), (total package to be structured in accordance with the rules of the Senior Management Services).   |
| <b><u>CENTRE</u></b>        | : | Head Office (Pretoria)  |
| <b><u>REQUIREMENTS</u></b>  | : | Minimum undergraduate qualification (NQF 7) in Civil Engineering, Construction Management or related field of study. 5 years relevant middle/senior managerial level experience in the relevant field. Knowledge: Expanded Public Works Programme; Programme and Project Management; Civil Engineering; Construction Industry; Structure and functioning of the Department and Government; Labour-intensive construction methods; Programme Design; Stakeholder Management; PFMA, Treasury Regulations, Public Service Act, Public Service Regulations and the Minimum Information Security Standards (MISS) Act and other Government prescripts; Structure and functioning of the Department; Departmental standards and regulations. Skills: Research; Analytical thinking; Computer literacy; Effective communication (verbal and written); Relationship management; Project Management; Programme and project management; Design skills; Interpersonal and diplomacy skills; Problem solving skills; Decision making skills; Motivational skills. Personal Attributes: Resourceful; Creative; People orientated; Trustworthy; Assertive; Hard-working; Self-motivated; Ability to work independently.   |
| <b><u>DUTIES</u></b>        | : | Manage the Scaling up of EPWP in Roads sector. Develop and formulate strategy on efficient management of programme. Assist in identifying areas that need upgrading. Manage relationships with external stakeholders, especially dot, national treasury and the presidency. Increase on labour-intensity of government road infrastructure activities. Assistance to municipalities with the planning, design and implementation of local labour-intensive road construction and maintenance programmes. Plan and design labour intensive road construction and maintenance programmes in the provinces. Assistance on the planning and design of labour-intensive road construction and maintenance programmes in the provinces. Ensure that work is carried out according to EPWP policies and guidelines. Ensure that process will reach the proposed deadline on time. Compile and submit updated reports on progress and management of large projects model. Manage the project planning. Brief stakeholders on well-defined needs and project scope. Perform project planning activities. Manage and control project designs. Manage and control project budget and expenditure. Perform Project Cost Management. Perform Project Programming (critical path analysis, precedence diagram and Gantt Charts). Generate progress reports. Manage the Directorate. Maintenance of discipline. Management of performance and development. Undertake Human Resource and other related administrative functions. Establish implement and maintain efficient and effective communication arrangements. Develop and manage the operational plan of the sub-directorate and report on progress as required. Develop implement and maintain processes to ensure proper control of work. Compile and submit all required administrative reports. Serve on transverse task teams as required. Procurement and asset management for the sub directorate. Planning and allocate work. Quality control of work delivered by employees. Functional technical advice and guidance. |
| <b><u>ENQUIRIES</u></b>     | : | Mr Sifiso Mdakane at 082 929 9885/Mr Chance Zaba at 083 633 8575  |
| <b><u>APPLICATIONS</u></b>  | : | All applications for this position must be submitted via email to: <a href="mailto:Recruitment25-47@dpw.gov.za">Recruitment25-47@dpw.gov.za</a> or posted to The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand Delivered to CGO Building, Corner Bosman and Madiba Street, Pretoria.  |
| <b><u>FOR ATTENTION</u></b> | : | Ms NP Mudau   |
| <b><u>POST 36/91</u></b>    | : | <b><u>DIRECTOR: GREEN BUILDING REF NO: 2025/110</u></b>   |
| <b><u>SALARY</u></b>        | : | R1 266 714 per annum, (all-inclusive package), (total package to be structured in accordance with the rules of the Senior Management Services).   |
| <b><u>CENTRE</u></b>        | : | Head Office (Pretoria)  |
| <b><u>REQUIREMENTS</u></b>  | : | Minimum undergraduate qualification/ B Degree/ NQF 7 Qualification in Built Environment/ Environmental Studies or relevant field. 5 years relevant middle/senior management experience. Drivers' license. A Professional Engineering registration will serve as an added advantage. Certificate in funding and trade or related certification. Must be prepared to travel. Willing to adapt to working schedule in accordance with office requirements. Knowledge: Must be prepared to travel. Willing to adapt to working schedule in accordance with office requirements. Skills: Project   |

Management; Planning and Organising; Support Fund Raising; Systems Thinking; Financial Management; Computer Literacy; Problem solving; Leadership; Analytical thinking; Numeric skills; Decision making; Advanced communication; Conflict management; Interpersonal skills; Time management; Motivational skills. Personal Attributes: Innovative; Resourceful; Solution orientated; Ability to work under stressful situations; Highly motivated; Trustworthy; Punctuality; Assertive; Hard-working; Ability to work independently.

## **DUTIES**

: Manage the development of Public Works Green Building strategies, policies and procedures. Manage research on latest green building design (energy, waste and water efficiency) trends. Ensure development of effective and efficient strategies, policies and procedures aligned to relevant government prescripts. Ensure that all Green Building policies contribute to the Department's strategic objectives i.e. Socio economic imperatives. Ensure identification of Green Technologies and Management Systems for Implementation in DPW property portfolio. Ensure compliance with applicable processes and procedures. Develop initiatives to quantify greenhouse gas emissions in Government buildings. Oversee the built environment's contribution towards achieving objectives of Government sustainable building prescripts i.e. Climate Change Response White Paper, Energy Efficiency Strategy, Water Management Act, National Environmental Management Waste Act. Manage the implementation of Green Building rating and certification initiatives and contribute towards retrofitting and Green Building/Green Precincts projects. Establish, monitor and report on Green Building initiatives for new and established facilities aligned with the Green Building Star rating certification of the Green Building Council of South Africa. Coordinate the process of obtaining Energy Performance Certificate for DPW facilities, contributing to energy efficiency goals, conducting energy data verification, Manage entire Green Building rating compliance and documentation process. Conduct performance benchmarks to identify levels of green building achievement for both capital improvement projects and facilities management efforts. Establish the requirements that facilities should meet to be certifiable and monitor on an on-going basis the performance of the portfolio. Effectively communicate the Green Building Requirements for state owned and leased buildings. Contribute towards local designation of Green Building materials and consumables – to balance with international technologies. Coordinate the execution and verification of performance goals. Manage the establishment and implementation of Water Efficiency initiatives. Oversee collaboration with internal and external stakeholders with a vision toward developing and implementing water efficient and sustainable initiatives. Oversee implementation of applicable strategies, policies and procedures. Oversee analysis on cost and resource savings in water. Oversee water audits and waste water management studies. Provide accurate water efficiency data. Ensure oversight and support to Regional teams and Service Providers undertaking water audits, metering, leak detection, and technology installations. Manage monitoring, verification, and reporting on achieved water savings. Manage initiatives aimed at identifying and managing alternative sources of water and water harvesting initiatives. Manage the establishment and implementation of energy efficiency and Renewable Energy initiatives. Oversee collaboration with internal and external stakeholders with a vision toward developing and implementing energy efficient and sustainable initiatives. Manage audits of the energy performance of existing buildings, use data to provide insight into the design energy efficiency improvements. Develop funding and delivery mechanism and roll-out PPP projects on renewable energy projects. Report on relevant key performance measures. measure and predict the effects of improved building covers on energy consumption. Create energy-efficiency models in conformance with program guidelines. Review construction documents and make recommendations for energy efficiency improvements. Manage the implementation of Energy efficiency initiatives. Manage various inter- governmental cooperation on energy efficiency and renewable energy. Ensure alignment of government building energy mix with Integrated Resource Plan (IRP) championed by Department of Energy. Manage the establishment and implementation of Waste Management initiatives. Oversee collaboration with internal and external stakeholders with a vision toward developing and implementing sustainable waste management initiatives. Oversee the implementation of the waste hierarchy strategy of reduce, re-use and recycle. Help minimise waste during construction and introduce best practises in waste management post occupancy. Oversee analysis on cost and resource savings in waste management. Manage awareness campaigns on waste management in built environment. Management of the Directorate. Establish and maintain appropriate internal controls and reporting systems in order to meet performance expectations. Establish implement and maintain efficient and effective communication arrangements. Develop and manage the operational plan of the directorate and report on progress as required. Management of performance and development of staff. Plan and allocate work. Quality control of work delivered by employees. Maintenance of discipline. Compile and submit all required administrative reports. Monitor the budget and expenditures within the directorate. Serve on transverse task teams as required.

## **ENQUIRIES**

## **APPLICATIONS**

: Mr Sifiso Mdakane at 082 929 9885/Mr Chance Zaba at 083 633 8575  
: All applications for this position must be submitted via email to: [Recruitment25-48@dpw.gov.za](mailto:Recruitment25-48@dpw.gov.za) or posted to The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand Delivered to CGO Building, Corner Bosman and Madiba Street, Pretoria.

## **FOR ATTENTION**

: Ms NP Mudau

## **POST 36/92**

: **DIRECTOR: SCM CONTRACT MANAGEMENT REF NO: 2025/111**

## **SALARY**

: R1 266 714 per annum, (all-inclusive package), (total package to be structured in accordance with the rules of the Senior Management Services).

## **CENTRE**

: Head Office (Pretoria)

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| <b><u>REQUIREMENTS</u></b>  | : | Minimum undergraduate qualification NQF Level 7/ B Degree in SCM/Procurement or in the related field of study. 5 years middle/senior management experience in SCM. Knowledge: Public Finance Management Act; Public Service Regulations; National Treasury regulations, guidelines and directives (MTEF, ENE); preferential procurement policy ; Government supply chain management framework; Government Budget systems and procedures; Government Financial Systems; Financial prescripts (GAAP and GRAP) Skills: Planning and organizing; Problem solving; Interpersonal and diplomacy; Ability to conduct research and gathering of information; Ability to work on specific time-frames; Report writing; Management skills; Numeric skills; Decision making; Project management skills; Effective communication; Personal Attributes: Creative; Dedicated; Approachable; Hard-working; Trustworthy; Ability to communicate at all levels; Analytical thinking.  |
| <b><u>DUTIES</u></b>        | : | Manage the development, review and maintenance of contract management policies, strategies and procedures. Undertake research on latest trends in the area of responsibility. Manage the development and implementation of effective and efficient procedures, strategies and policies in line with applicable prescripts. Determine and develop strategic intervention mechanisms where there are problems/ challenges to implement efficient, effective and uniform procedures and policies. Monitor and ensure compliance with applicable policies and procedures. Ensure the implementation of sound effective and efficient internal control system. Ensure provision of effective contract management, administrative services and compliance. Ensure that every contract should be managed throughout the Contract Life Cycle in accordance with the Contract Management Framework (CMF), General Conditions of Contract (GCC), Departmental Guidelines of Contract Management and Service Level Agreement (SLA) / Memorandum of Agreement (MoA). Ensure that the SCM Unit takes responsibility for Contract Administration and Supply Chain Performance in conjunction with the Project Managers. Ensure that SCM notify the branches of contract expiry to decide whether to renew / extend the contract or to re-advertise the requirement. Oversee the issuing of letters to service providers to propose remedies to address the poor performance and unsatisfactory Services and Goods. Oversee the submission of contract and bids register. Ensure contract administration and receipt of signed SLA. Ensure monitoring of supplier performance. Ensure that the Project Manager takes responsibility for day-to-day management and monitoring of a contract in line with the contractual conditions. Ensure that the project managers monitor the contractor performance according to the stipulations of the contract in delivering the Goods or Services on time, in the correct quantity and to the required standard. Manage the Directorate. Establish and maintain appropriate internal controls and reporting systems in order to meet performance expectations. Develop and manage the operational plan of the Directorate and report on progress as required. Manage performance and development of employees. Establish, implement and maintain efficient and effective communication arrangements. Compile and submit all required administrative reports. Quality control of work delivered by employees. Monitor the budget and expenditures for the Directorate. |
| <b><u>ENQUIRIES</u></b>     | : | Mr Sifiso Mdakane at 082 929 9885/Mr Chance Zaba at 083 633 8575   |
| <b><u>APPLICATIONS</u></b>  | : | All applications for this position must be submitted via email to: <a href="mailto:Recruitment25-49@dpw.gov.za">Recruitment25-49@dpw.gov.za</a> or posted to The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand Delivered to CGO Building, Corner Bosman and Madiba Street, Pretoria.   |
| <b><u>FOR ATTENTION</u></b> | : | Ms NP Mudau  |
| <b><u>POST 36/93</u></b>    | : | <b><u>DIRECTOR: CONSTRUCTION SECTOR ANALYSIS REF NO: 2025/112</u></b>  |
| <b><u>SALARY</u></b>        | : | R1 266 714 per annum, (all-inclusive package), (total package to be structured in accordance with the rules of the Senior Management Services).  |
| <b><u>CENTRE</u></b>        | : | Head Office (Pretoria)   |
| <b><u>REQUIREMENTS</u></b>  | : | Minimum undergraduate qualification NQF 7 in Law/ Built Environment/ Policy Development or in the related field of study. 5 years relevant middle/senior managerial level experience. Knowledge: Policy analysis and development; Interpretation of statutes and legislative analysis; Research methodologies; Knowledge on governmental guidelines; Skills Development Act; Public Finance Management Act; Statistical analysis; Policy imperatives; Construction Management; Administration of Service Level Agreements; Procurement processes. Skills: Project management; Analytical ability; Report writing; Policy analysis skills; Strategic thinking; Presentation and training; Interpersonal and diplomacy skills; Database management (programming queries); Numeracy; Communication; Problem solving skills; Decision making skills; Motivational skills. Personal Attributes: Analytical thinking; Innovative; Creative; Solution orientated – ability to design ideas without direction; Excellent management ability; Ability to communicate at all levels; Good interpersonal relationships; People orientated; Ability to work under stressful situations; Highly motivated.  |
| <b><u>DUTIES</u></b>        | : | Manage the development and review of the directorate construction sector analysis policy frameworks and strategies. Undertake research on the latest developments in professional guidelines, legislations and standards. Lead the development and execution of comprehensive construction sector analysis strategies. Ensure that all construction sector analysis policies, guidelines and standards are developed in line with applicable prescripts and are aligned to the Department's strategic objective. Monitor the implementation and ensure compliance with applicable policies and Directives. Manage the analysis of construction sector and identify possible policy options. Conduct an environmental scan. Survey the best practices. Manage the identification of policy gaps. Manage the consultation process with relevant stakeholder. Analyse and collate relevant information from case law. Manage the analysis of applicable circulars, journals and legal documents and formulate policy proposals. Manage the integration process with other Departments   |

and the implementation of construction policies. Facilitate policy integration with DPW Public Entities. Ensure the management, regulation and transformation of the professions within the Construction Industry. Advise and evaluate the construction policy Industry programmes. Ensure submission of draft policies for approval by delegated authority. Ensure communication of approved policies. Ensure application of approved policies. Monitor the compliance with approved policies and construction regulations. Foster a construction policy community of practice through sharing research and other information (benchmarking). Establish best practice partnerships with various stakeholders in the construction industry, local and international. Contribute to the competitiveness of the construction sector. Maintain sound relationships with various stakeholders. Promote public sector capacity building in collaboration with various institutions. Partake in harmonisation of policies for the construction industry. Manage the Directorate. Establish and maintain appropriate internal controls and reporting systems in order to meet performance expectations. Develop and manage the operational plan of the Directorate and report on progress as required. Manage performance and development of employees. Establish, implement and maintain efficient and effective communication arrangements. Compile and submit all required administrative reports. Quality control of work delivered by employees. Manage the budget allocated to the Directorate.

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| <b><u>ENQUIRIES</u></b>     | : | Mr Sifiso Mdakane at 082 929 9885/Mr Chance Zaba at 083 633 8575  |
| <b><u>APPLICATIONS</u></b>  | : | All applications for this position must be submitted via email to: <a href="mailto:Recruitment25-50@dpw.gov.za">Recruitment25-50@dpw.gov.za</a> or posted to The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand Delivered to CGO Building, Corner Bosman and Madiba Street, Pretoria.  |
| <b><u>FOR ATTENTION</u></b> | : | Ms NP Mudau   |
| <b><u>POST 36/94</u></b>    | : | <b><u>DIRECTOR: AFRICAN CO-OPERATION REF NO: 2025/113</u></b>   |
| <b><u>SALARY</u></b>        | : | R1 266 714 per annum, (all-inclusive package), (total package to be structured in accordance with the rules of the Senior Management Services).   |
| <b><u>CENTRE</u></b>        | : | Head Office (Pretoria)  |
| <b><u>REQUIREMENTS</u></b>  | : | Minimum undergraduate qualification NQF 7 in International Relations/ Public Administration/ Management or related field of study. 5 years relevant middle/senior managerial level experience. Willing to adapt work schedule. Security clearance. Knowledge: Strategic management processes; Business planning processes; Applicable legislation, norms and standards related to the management of foreign relations; Public Finance Management Act, Treasury Regulations, Public Service Act, Public Service Regulations and the Minimum Information Security Standards (MISS) Act; Functioning of national, provincial and local government; Fundamental economics; Structure and functioning of the Department; Linkages with government clusters; Departmental standards and regulations. Skills: Effective communication (verbal and written); language proficiency; report writing; financial administration; organising and planning; computer literacy; basic numeracy; advanced interpersonal and diplomacy skills; general office management and organisational skills; project management; time management; problem solving skills; decision making skills; motivational skills; influencing skills. Personal Attributes: Analytical thinking; innovative; creative; resourceful; self-reliant; energetic; helpful; ability to work under stressful situations; ability to communicate at all levels; people orientated; able to establish and maintain personal networks; assertive; hard-working; self-motivated; ability to work independently.  |
| <b><u>DUTIES</u></b>        | : | Manage the development and review of policies, strategies and frameworks to support the international relations focusing on African partnerships and research on relevant legislations and framework. Participate in optional analysis processes for the department's participation in the African boundary. Manage information collection processes for the development of African Cooperation business plans, policies and guidelines. Ensure formulation or review of policies and guidelines based on related best practices and prescripts. Manage the development, implementation and maintenance of operational plans and programmes. Manage strategic development processes for the department's participation in the African boundary. Ensure the articulation of strategic goals and objectives into operational and support plans and programmes. Ensure that the policies, guidelines and standards are aligned to the Department's strategic objective. Ensure that all policies and guidelines are communicated to all relevant stakeholders and interested parties. Monitor and ensure compliance to relevant legislative prescripts and policies within area of responsibility. Manage the planning of Department's participation and provide feedbacks on international engagements in Multi and Bilateral issues. Provide strategic processes and plans on the department's participation in Multi and Bilateral issues. Facilitate and participate in international Multi and Bilateral discussion forums and conferences. Develop and implement intervention and problem solving mechanism on multi and bilateral related issues. Undertake a continuous review, monitoring and evaluation of the Department's participation in multi and bilateral processes. Collate and present progress reports on participation in African Cooperation. Establish and maintain effective global stakeholder relations. Establish and maintain international and local networks and cordial relations with foreign and special projects stakeholders. Develop and maintain an effective communications strategy with all stakeholders on the development department's global participation. Ensure effective distribution of information to interested stakeholders. Support the department on international information sharing initiatives. Manage the Directorate. Establish and maintain appropriate internal controls and reporting systems in order to meet performance expectations. Develop and manage the operational plan of the Directorate and report on progress as required. Manage performance and development of employees. Establish, implement and maintain efficient and effective communication arrangements. Compile and submit all required |

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|                             |   | administrative reports. Quality control of work delivered by employees. Monitor the budget and expenditures for the Directorate.   |
| <b><u>ENQUIRIES</u></b>     | : | Mr Sifiso Mdakane at 082 929 9885/Mr Chance Zaba at 083 633 8575   |
| <b><u>APPLICATIONS</u></b>  | : | All applications for this position must be submitted via email to: <a href="mailto:Recruitment25-51@dpw.gov.za">Recruitment25-51@dpw.gov.za</a> or posted to The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand Delivered to CGO Building, Corner Bosman and Madiba Street, Pretoria.   |
| <b><u>FOR ATTENTION</u></b> | : | Ms NP Mudau  |
| <b><u>POST 36/95</u></b>    | : | <b><u>DIRECTOR: QUANTITY SURVEYING REF NO: 2025/114</u></b>  |
| <b><u>SALARY</u></b>        | : | R1 266 714 per annum, (all-inclusive package), (total package to be structured in accordance with the rules of the Senior Management Services).  |
| <b><u>CENTRE</u></b>        | : | Head Office (Pretoria)   |
| <b><u>REQUIREMENTS</u></b>  | : | Minimum undergraduate qualification NQF level 7 in Quantity Surveying. A minimum of 5 years relevant experience on middle/senior managerial level. Registration with the Quantity Surveying Professional body. Driver's licence. Knowledge: Quantity surveying policies and standards; Occupational and health and safety standards; Contract management; Quantity surveying methods and practices; Preferential Procurement Policy and Framework; Black Economic Empowerment Act; Change Management; Supply Chain Management Act; Occupational and health standards; PFMA; Property Industry; Construction Industry; Transformation Management; Built environment. Skills: Advanced report writing; Advanced communication; Language proficiency; Computer utilisation; Analytical thinking; Facilitation skills; Strategic planning; Time management; Programme and project management skills; Conflict management; Sound analytical and problem identification and solving skills; Organising and planning; Policy formulation; Decision making skills; Motivational skills; Numeracy; Advanced interpersonal and diplomacy skills. Personal Attributes: Innovative; Creative; Resourceful; Ability to work effectively and efficiently under pressure; ability to meet tight deadline whilst delivering excellent results; Ability to communicate at all levels, participate at an executive level; People orientated; Able to establish and maintain personal networks; Trustworthy; Assertive; Hard-working; Highly motivated; Ability to work independently.  |
| <b><u>DUTIES</u></b>        | : | Manage the development, review and maintenance of quantity surveying related policies, strategies and procedures. Undertake research on latest trends. Manage the development and implementation of effective and efficient procedures, strategies and policies in line with applicable prescripts. Ensure that all quantity surveying policies contribute to the departments' strategic objectives. Determine and develop strategic intervention mechanisms where there are problems/ challenges to implement efficient, effective and uniform procedures and policies. Develop service delivery standards that will culminate into service delivery agreement. Monitor and ensure compliance with applicable policies and procedures. Ensure preparation of cost plans to enable design teams to produce practical designs for construction projects, which involve liaising with architects, engineers and subcontractors. Manage the preparation of cost analysis based on the architectural drawings, engineering estimates, materials required, and labour involved. Participate in compilation of building budget. Monitor expenditure to ensure compliance with budget. Ensure preparation of cost estimates on design changes. Manage the auditing and certifying of appointed consultants' fees claims. Interpret conditions of contract, fee scales and agreements. Ensure development and maintenance of building cost database. Prepare reports on projected building costs. Manage the implementation of quantity surveying plans to assist with planned construction projects. Manage the preparation of tender and contract documents, including bills of quantities. Evaluate tenders from contractors and subcontractors and, where appropriate. Manage the review of construction plans and preparation of quantity requirements. Scrutinise maintenance and material costs, as well as contracts to ensure the best deals. Prepare reports, analysis, contracts, budgets, risk assessment, and other documents. Advise managers and clients on improvements and new strategies. Ensure documentation of any changes in design and updating budgets. Establish and maintain professional relationships with external and internal stakeholders. Manage the directorate. Ensure that the directorate complies with the Medium-Term Expenditure Framework. Manage the effective and efficient implementation and maintenance of risk management processes on immovable property. Undertake key account management of immovable properties entrusted with the directorate. Maintain conducive professional relationships with stakeholders and clients. Establish and maintain good working relations with all stakeholders and client departments. Control and manage human, financial and physical assets attached to the directorate. Provide strategic and management reports. |
| <b><u>ENQUIRIES</u></b>     | : | Mr Sifiso Mdakane at 082 929 9885/Mr Chance Zaba at 083 633 8575   |
| <b><u>APPLICATIONS</u></b>  | : | All applications for this position must be submitted via email to: <a href="mailto:Recruitment25-52@dpw.gov.za">Recruitment25-52@dpw.gov.za</a> or posted to The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand Delivered to CGO Building, Corner Bosman and Madiba Street, Pretoria.   |
| <b><u>FOR ATTENTION</u></b> | : | Ms NP Mudau  |
| <b><u>POST 36/96</u></b>    | : | <b><u>DIRECTOR: PROPERTY MANAGEMENT (EXISTING PROPERTY) REF NO: 2025/115</u></b>   |
| <b><u>SALARY</u></b>        | : | R1 266 714 per annum, (all-inclusive package), (total package to be structured in accordance with the rules of the Senior Management Services).  |
| <b><u>CENTRE</u></b>        | : | Head Office (Pretoria)   |
| <b><u>REQUIREMENTS</u></b>  | : | Minimum undergraduate qualification (NQF Level 7) in Real Estate Management or Property OR related field. 5 years relevant experience on middle/senior managerial level. Ability to adapt in accordance with office requirements. Knowledge: Public Finance Management Act. Financial  |



administration; Procurement directives and procedures; Programme and project planning; Market research; Property economics; Reporting procedures; GIAMA; DISPOSAL ACT; BBBEE; Treasury Regulations; The PIE Act; The Squatters Act. Skills: Analytical thinking; Communication skills; Interpersonal skills; Problem solving skills; Organising and planning; Financial Management; Advanced report writing; Computer utilization. Negotiation skills; Strategic planning; Time management; Programme and project management skills; People management; Policy formulation; Decision making skills. Personal Attributes: Goal and solution orientated; Analytical thinking; People and client orientated; Innovative; Ability to work under stressful conditions.

## **DUTIES**

: Manage the development implementation and maintenance of property management policies, procedures and strategies. Manage the development, implementation and maintenance of property management policies, procedures and frameworks. Ensure compliance with related prescripts, delegations and property legislation. Communicate all property management policies and procedures to relevant stakeholders. Ensure proper property management governance processes and internal control measures. Develop and implement risk management strategy. Undertake research on current best practices in relation to property management. Manage the property disposal process. Identify superfluous properties to be disposed off. Ensure the prioritisation of disposals per identified targets as outlined in the disposal implementation plan. Ensure the inclusion of EPWP principles as part of the disposal condition when disposed assets are developed or refurbished by the long-term tenants or purchasers. Ensure that all property disposals do not infringe with the National Land Reform Programme. Manage the transfer of ownership of disposed property. Manage the implementation of other forms of disposals, in line with the approved disposal framework to curb vandalism and illegal occupation. Ensure the disposal of immovable assets to the best value for money to the state. Inspect the properties for potential re-use and determine disposal strategy. Market and advertise vacant surplus properties to attract a large pool of potential tenants and minimise vacancies. Ensure physical security on vacant surplus state-owned properties. Maintain a database of vacant immovable assets. Manage illegally occupied properties. Oversee the management of vacant surplus properties for revenue generation purposes. Market and advertise vacant surplus properties to attract a large pool of potential tenants and minimise vacancies. Choose the most suitable tenant from the pool of tenants who would have indicated their interest in the advertised property. Ensure physical security on vacant surplus state-owned properties. Manage illegally occupied properties. Implement proper administration of other forms of disposals, in line with the approved disposal framework to curb vandalism and illegal occupation. Provide guidance towards enhancing effective and efficient state property management. Manage the development and implementation of appropriate tools to collect data for vesting. Ensure economic efficiency in the Departments' leasehold portfolio in line with market trends. Advice on solutions for increasing efficacy and long-term profitability. Ensure that state properties are optimally maintained. Ensure existence of remedial steps to collect revenue in case of non-payment. Regularly review and monitor arrear rentals to mitigate against non-payment of rental. Manage the Property Management Directorate. Establish and maintain appropriate internal controls and reporting systems to meet performance expectations. Develop and manage the operational plan of the Directorate and report on progress as required. Manage performance and development of employees. Establish, implement and maintain efficient and effective communication arrangements. Compile and submit all required administrative reports. Quality control of work delivered by employees. Manage and monitor the budget and expenditures for the Directorate.

## **ENQUIRIES APPLICATIONS**

: Mr Sifiso Mdakane at 082 929 9885  
: All applications for this position must be submitted via email to: [Recruitment25-53@dpw.gov.za](mailto:Recruitment25-53@dpw.gov.za) or posted to The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand Delivered to CGO Building, Corner Bosman and Madiba Street, Pretoria.

## **FOR ATTENTION**

: Ms NP Mudau

## **POST 36/97**

: **DIRECTOR: PROPERTY MANAGEMENT (VACANT LAND) REF NO: 2025/116**

## **SALARY**

: R1 266 714 per annum, (all-inclusive package), (total package to be structured in accordance with the rules of the Senior Management Services).

## **CENTRE REQUIREMENTS**

: Head Office (Pretoria)  
: Minimum undergraduate qualification (NQF Level 7) in Real Estate Management or Property or related field. 5 years relevant experience on middle/senior managerial level. Ability to adapt in accordance with office requirements. Knowledge: Public Finance Management Act; Financial administration; Procurement directives and procedures; Programme and project planning; Market research; Property economics; Reporting procedures; GIAMA; DISPOSAL ACT; BBBEE; Treasury Regulations; The PIE Act; The Squatters Act. Skills: Analytical thinking; Communication skills; Interpersonal skills; Problem solving skills; Organising and planning; Financial Management; Advanced report writing; Negotiation skills; Strategic planning; Programme and project management skills; People management; Policy formulation; Decision making skills. Personal Attributes: Goal and solution orientated; analytical thinking; People and client orientated; Innovative; Ability to work under stressful conditions.

## **DUTIES**

: Manage the development, implementation and maintenance of property management policies, procedures and strategies: Manage the development, implementation and maintenance of property management policies, procedures and frameworks. Ensure compliance with related prescripts, delegations and property legislation. Communicate all property management policies and procedures to relevant stakeholders. Ensure proper property management governance processes and internal control measures. Develop and implement risk management strategy. Undertake

research on current best practices in relation to property management. Manage the property disposal process. Identify superfluous properties to be disposed off. Ensure the prioritisation of disposals per identified targets as outlined in the disposal implementation plan. Ensure the inclusion of EPWP principles as part of the disposal condition when disposed assets are developed or refurbished by the long-term tenants or purchasers. Ensure that all property disposals do not infringe with the National Land Reform Programme. Manage the transfer of ownership of disposed property. Manage the implementation of proper administration of other forms of disposals, in line with the approved disposal framework to curb vandalism and illegal occupation. Ensure the disposal of immovable assets to the best value for money to the state. Inspect the properties for potential re-use and determine disposal strategy. Market and advertise vacant surplus properties to attract a large pool of potential tenants and minimise vacancies. Ensure physical security on vacant surplus state-owned properties. Maintain a database of vacant immovable assets. Manage illegally occupied properties. Oversee the management of vacant surplus land for revenue generation purposes. Market and advertise vacant surplus properties to attract a large pool of potential tenants and minimise vacancies. Choose the most suitable tenant from the pool of tenants who would have indicated their interest in the advertised property. Ensure physical security on vacant surplus state-owned properties. Manage illegally occupied properties. Implement proper administration of other forms of disposals, in line with the approved disposal framework to curb vandalism and illegal occupation. Provide guidance towards enhancing effective and efficient state property management. Manage the development and implementation of appropriate tools to collect data for vesting. Ensure economic efficiency in the Departments' leasehold portfolio in line with market trends. Advice on solutions for increasing efficacy and long-term profitability. Ensure that state properties are optimally maintained. Ensure existence of remedial steps to collect revenue in case of non-payment. Regularly review and monitor arrear rentals to mitigate against non-payment of rental. Manage the Property Management Directorate. Establish and maintain appropriate internal controls and reporting systems to meet performance expectations. Develop and manage the operational plan of the Directorate and report on progress as required. Manage performance and development of employees. Establish, implement and maintain efficient and effective communication arrangements. Compile and submit all required administrative reports. Quality control of work delivered by employees. Manage and monitor the budget and expenditures for the Directorate.

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| <b><u>ENQUIRIES</u></b>     | : | Mr Sifiso Mdakane at 082 929 9885   |
| <b><u>APPLICATIONS</u></b>  | : | All applications for this position must be submitted via email to: <a href="mailto:Recruitment25-54@dpw.gov.za">Recruitment25-54@dpw.gov.za</a> or posted to The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand Delivered to CGO Building, Corner Bosman and Madiba Street, Pretoria.  |
| <b><u>FOR ATTENTION</u></b> | : | Ms NP Mudau   |
| <b><u>POST 36/98</u></b>    | : | <b><u>DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: 2025/117</u></b>  |
| <b><u>SALARY</u></b>        | : | R1 266 714 per annum, (all-inclusive package), (total package to be structured in accordance with the rules of the Senior Management Services).   |
| <b><u>CENTRE</u></b>        | : | Bloemfontein Regional Office  |
| <b><u>REQUIREMENTS</u></b>  | : | Minimum undergraduate qualification/ B Degree (NQF 7) in Public Management/ Administration, Supply Chain Management/ Procurement, Law or in the related field of study. 5 years middle/senior management experience in SCM. Willing to adapt work schedule in accordance with office requirements. Knowledge: Public Finance Management Act; Public Service Regulations; National Treasury regulations, guidelines and directives (MTEF, ENE); preferential procurement policy; Government supply chain management framework; Government Budget systems and procedures; Government Financial Systems; Financial prescripts (GAAP and GRAP). Skills: Planning and organizing; Problem solving; Interpersonal and diplomacy; Ability to conduct research and gathering of information; Ability to work on specific time-frames; Report writing; Management skills; Numeric skills; Decision making; Project management skills; Effective communication. Personal Attributes: Creative; Dedicated; Approachable; Hard-working; Trustworthy; Ability to communicate at all levels; Analytical thinking.   |
| <b><u>DUTIES</u></b>        | : | Manage the implementation and monitoring of SCM guidelines, processes, standards and strategies. Undertake research on the latest developments in professional guidelines, legislations and standards. Identify SCM trends and opportunities for businesses processes improvement. Make recommendations for changes and improvements to existing SCM guidelines, standards, policies and procedures. Manage the implementation of SCM guidelines, standards, policies, procedures and strategies and related treasury prescripts. Ensure the development and implementation of support tools. Monitor the implementation and ensure compliance with applicable policies and Directives. Ensure the implementation of sound effective and efficient internal control system. Manage and control the demand function in relation to goods and services, infrastructure demand and property demand. Identify preference points system and appropriate goals per commodity in terms of preferential procurement policy objectives and Preferential Procurement Regulations. Manage the process of collating procurement requirements for the units. Manage the compilation of a procurement plan for the regional office. Oversee, coordinate, and advise on the process of drafting specifications/terms of reference and special condition of contract. Manage and control the acquisition function in relation to goods and services, infrastructure demand and property demand in the regional office. Oversee the utilization of the Central supplier Database in the bid/quotation processes. Control and oversee a compliant execution of the bid/quotation processes. Ensure that integrity of all procurement functions is maintained. Manage the establishment of the bid |

specification, bid evaluation and bid adjudication committees. Oversee the proper functioning of the committees. Chair the Sub-Bid Adjudication Committee meetings. Report on the performance of the committees. Manage contracts by ensuring supplier compliance and performance is monitored, managed and reported for corrective measures. Manage the logistical support services. Manage the procurement of assets, supplies and services. Manage the vehicle fleet. Manage transport and travelling services. Manage auxiliary services and Archives. Establish and manage service level agreements with service providers. Manage and control the movable assets and maintain accurate and complete movable asset register. Ensure implementation of monitoring controls and procedures for movement of assets. Implement effective systems of movable assets verification within the Region. Maintain the movable assets register on the system. Compile moveable asset acquisition, disposal and maintenance plans. Ensure that maintenance information is registered on systems. Manage and monitor the warranties and guarantees of moveable assets. Ensure that maintenance information is registered on systems. Ensure the effective and efficient disposal of movable assets. Manage financial reporting processes on movable assets. Management of the Directorate. Establish and maintain appropriate internal controls and reporting systems in order to meet performance expectations. Maintenance of discipline; Management of performance and development; Establish implement and maintain efficient and effective communication arrangements; Develop and manage the operational plan of the directorate and report on progress as required; Compile and submit all required administrative reports; Serve on transverse task teams as required; Quality control of work delivered by employees; Monitor the budget and expenditures on Financial accounting directorate.

**ENQUIRIES  
APPLICATIONS**

: Mr Sifiso Mdakane at 082 929 9885/Mr Chance Zaba at 083 633 8575  
: All applications for this position must be submitted via email to: [Recruitment25-55@dpw.gov.za](mailto:Recruitment25-55@dpw.gov.za) or posted to The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand Delivered to CGO Building, Corner Bosman and Madiba Street, Pretoria.

**FOR ATTENTION**

: Ms NP Mudau

**POST 36/99**

: **DIRECTOR: FACILITIES MANAGEMENT MAINTENANCE (HEAD OFFICE AND REGIONAL)**  
**REF NO: 2025/118**

**SALARY**

: R1 266 714 per annum, (all-inclusive package), (total package to be structured in accordance with the rules of the Senior Management Services).

**CENTRE  
REQUIREMENTS**

: Head Office (Pretoria)  
: Minimum undergraduate qualification NQF 7 in the Built environment, Real Estate Management or in the related field of study. 5 years relevant Middle/ Senior management experience. Drivers' license. Prepared to travel. Willing to adapt to working schedule in accordance with office requirements. Knowledge: Electrical, Civil and Mechanical Engineering Industry; Construction Industry; National Building Regulations and Standards; Property Management; PFMA; Treasury Regulations. Skills: Computer Literacy; Planning and Organising; Problem solving; Analytical thinking; Numeric skills; Decision making; Advanced communication; Conflict management; Interpersonal skills; Time management; Motivational skills; Project Management. Personal Attributes: Resourceful; Solution orientated; Creative; Ability to work under stressful situations; Highly motivated; Trustworthy; Punctuality; Assertive; Hard-working; Ability to work independently.

**DUTIES**

: Manage the development, review and implementation of update policies and strategies related to FM Maintenance. Undertake research on the latest development of policies, professional guideline and standards. Ensure that all policies, guidelines and standards are aligned to the Departments strategic objective. Develop and implement procedures, tools and systems for effective organisational performance, information management and strategic planning. Provide information on facilities maintenance management policies, methods and practices. Develop strategies to effectively communicate planning objectives, developmental performance indicators and performance outcomes to internal and external stakeholders. Monitor work activities to ensure compliance with established policies and procedures. Manage facilities managements' minor and major maintenance projects. Ensure control of reactive and preventative maintenance services in a timely and cost-efficient manner. Ensure that all stakeholders are given timely and appropriate information about maintenance programs and projects. Oversee the prepare documents for equipment procurement and prepare job specifications. Manage the development and implementation of monitoring of quality standards of all projects. Manage the establishment of schedules and methods for providing facility maintenance services. Identify resource needs. Review needs with appropriate management staff; allocate resources accordingly. Develop and coordinate the implementation of schedule for ongoing planned maintenance across asset portfolio. Manage the documentation of regular facilities inspections. Ensure compliance with health and safety standards. Implement best practice processes to increase efficiency. Management of the Directorate. Establish and maintain appropriate internal controls and reporting systems in order to meet performance expectations. Establish implement and maintain efficient and effective communication arrangements. Develop and manage the operational plan of the directorate and report on progress as required. Management of performance and development of staff. Plan and allocate work. Quality control of work delivered by employees. Maintenance of discipline. Compile and submit all required administrative reports. Monitor the budget and expenditures within the directorate. Serve on transverse task teams as required.

**ENQUIRIES  
APPLICATIONS**

: Mr Sifiso Mdakane at 082 929 9885/Mr Chance Zaba at 083 633 8575  
: All applications for this position must be submitted via email to: [Recruitment25-56@dpw.gov.za](mailto:Recruitment25-56@dpw.gov.za) or posted to The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand Delivered to CGO Building, Corner Bosman and Madiba Street, Pretoria.

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| <b><u>FOR ATTENTION</u></b> | : | Ms NP Mudau   |
| <b><u>POST 36/100</u></b>   | : | <b><u>DIRECTOR: GENDER MAINSTREAMING (MONITORING AND EVALUATION) REF NO: 2025/119</u></b>   |
| <b><u>SALARY</u></b>        | : | R1 266 714 per annum, (all-inclusive package), (total package to be structured in accordance with the rules of the Senior Management Services).   |
| <b><u>CENTRE</u></b>        | : | Head Office (Pretoria)  |
| <b><u>REQUIREMENTS</u></b>  | : | Minimum undergraduate qualification NQF 7 in Social Sciences or related field of study. 5 years relevant experience at middle/senior managerial level. Knowledge: Public Service Regulations; Employment Equity Act; Public Service Act; Public Finance and Management Act; International, Continental, Regional and National; instruments; Administration of Service Level Agreements; National Gender Policy Framework, Constitution). Skills: Public Service Regulations; Employment Equity Act; Public Service Act; Public Finance and Management Act; International, Continental, Regional and National; instruments; Administration of Service Level Agreements; National Gender Policy Framework, Constitution). Personal Attributes: Analytical thinking; Innovative; Good interpersonal relationships; Ability to work effectively and efficiently under pressure; Ability to meet tight deadlines whilst delivering excellent results.  |
| <b><u>DUTIES</u></b>        | : | Manage the development and implementation of Gender policies and programmes. Manage the development of policies and frameworks on Gender. Ensure that such formulated policies and frameworks are in line with the department's strategic objectives. Oversee integration of such policies and frameworks in the department. Assess and evaluate the impact of implementation of such policies and frameworks. Compile comprehensive reports on implementation Gender frameworks and policies. Oversee the continuous use and adherence to instruments (international, continental, regional and national) on Gender. Ensure mainstream Gender empowerment programmes into departmental programmes. Provide strategic direction on the implementation of women empowerment programmes. Research and gather information on Gender. Develop and implement strategies to address Gender issues. Monitor Gender interventions within to ensure that they benefit women. Represent DPW in internal and external meetings and workshops interdepartmental committee meetings. Manage departmental the inclusion of women in all the departmental development programmes. Report on departmental Gender status and progress to the Presidency and other monitoring institutions. Manage the implementation and development of capacity building initiatives and advocacy on Gender. Monitor the implementation of an action plan for national events to be hosted within the department. Lobby for women participating in DPW programmes. Engage with DPW public entities on gender related matters. Manage and coordinate the production of training manuals and information booklets. The effective management of the directorate. Establish and maintain appropriate internal controls and reporting systems in order to meet performance expectations. Maintenance of discipline. Management of performance and development. Establish implement and maintain efficient and effective communication arrangements. Develop and manage the operational plan of the directorate and report on progress as required. Compile and submit all required administrative reports. Serve on transverse task teams as required. Quality control of work delivered by employees. Monitor the budget and expenditures on revenue and debt management directorate. |
| <b><u>ENQUIRIES</u></b>     | : | Mr Sifiso Mdakane at 082 929 9885/Mr Chance Zaba at 083 633 8575  |
| <b><u>APPLICATIONS</u></b>  | : | All applications for this position must be submitted via email to: <a href="mailto:Recruitment25-57@dpw.gov.za">Recruitment25-57@dpw.gov.za</a> or posted to The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand Delivered to CGO Building, Corner Bosman and Madiba Street, Pretoria.  |
| <b><u>FOR ATTENTION</u></b> | : | Ms NP Mudau   |
| <b><u>POST 36/101</u></b>   | : | <b><u>DIRECTOR: PROPERTY PERFORMANCE MANAGEMENT (X1 DEFENCE, X1 DCS, X1 DAFF &amp; X1 SAPS) (X4 POSTS)</u></b>  |
| <b><u>SALARY</u></b>        | : | R1 266 714 per annum, (all-inclusive package), (total package to be structured in accordance with the rules of the Senior Management Services).   |
| <b><u>CENTRE</u></b>        | : | Head Office (Pretoria)<br>Ref No: 2025/120A – D: PPM (Defence)<br>Ref No: 2025/120B – D: PPM (DCS)<br>Ref No: 2025/120C – D: PPM (DAFF)<br>Ref No: 2025/120D – D: PPM (SAPS)  |
| <b><u>REQUIREMENTS</u></b>  | : | Minimum undergraduate qualification NQF 7 in Real Estate Management/ Built Environment or related field of study. 5 years relevant experience at middle/senior managerial level. Ability to adapt in accordance to office requirements. Knowledge: Asset (immovable) Management; Property Management; Government Immovable Asset Management Act, 2007; Public Finance Management Act; Financial administration and management; Property related legislations; Programme and project planning; Research; Treasury Regulations; Public Service Regulation; Skills: Problem Solving; Planning and Organising; Strategic Planning; Time Management; Computer Literacy; Facilitation Skills; Report writing; Feasibility Analysis; Analytical thinking; Good Communication skills; Interpersonal skills. Personal Attributes: Goal and solution orientated; Assertiveness; People and client orientated; Innovative; Ability to work under stressful conditions; Hard working; Ability to communicate at all levels.   |
| <b><u>DUTIES</u></b>        | : | Manage the development, implementation and maintenance of property performance management policies and procedures the development and implementation of effective and efficient acts,   |

strategies and policies. Ensure that all Property Performance Management policies contribute to the departments' strategic objectives. Determine and develop strategic intervention mechanisms where there are problems/ challenges to implement efficient, effective and uniform procedures and policies. Ensure compliance with policies and procedures. Manage the development of performance enhancement strategies for performing, non-performing and underperforming to unlock asset potential and ensure return on Investment. Manage the proactive identification of vacant, surplus, underperforming and unserviceable buildings, and propose accommodation solutions for profiling (enhancement strategies). Manage the identification, evaluation and implementation control of risks. Monitor implementation of immovable asset enhancement strategies. Manage the planning for disposal of superfluous properties under the custodianship of DPWI. Ensure optimal utilisation of immovable assets. Liaise with the National Treasury for the approval of the donation of properties to the National Government of RSA. Compile the Custodian Asset Management plan (CAMP) and development of Infrastructure Implementation Plans. Manage the analysis of the UAMPs to develop accommodation. Propose capital & maintenance activities/programmes. Oversee the development of Facilities Performance Assessment Reports (FPAR) to ensure optimal utilisation of assets. Analyse U-AMP and C-AMP for maintenance and Departmental capital programmes for DPWI portfolio. Ensure that the maintenance programme is aligned with budget. Attend to ad hoc funding requests for maintenance. Ensure that the executing unit implements the recommendations of FPAR. Manage the Directorate. Establish and maintain appropriate internal controls and reporting systems to meet performance expectations. Manage performance and development. Establish implement and maintain efficient and effective communication arrangements. Develop and manage the operational plan of the directorate and report on progress as required. Compile and submit all required administrative reports. Serve on transverse task teams as required. Monitor progress on the budget allocation monthly expenditure reports and exercise intervention measures where necessary.

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| <b><u>ENQUIRIES</u></b>     | : | Mr Sifiso Mdakane at 082 929 9885/Mr Chance Zaba at 083 633 8575   |
| <b><u>APPLICATIONS</u></b>  | : | All applications for this position must be submitted via email to: <a href="mailto:Recruitment25-58@dpw.gov.za">Recruitment25-58@dpw.gov.za</a> or posted to The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand Delivered to CGO Building, Corner Bosman and Madiba Street, Pretoria.   |
| <b><u>FOR ATTENTION</u></b> | : | Ms NP Mudau  |
| <b><u>NOTE</u></b>          | : | Applicants must submit separate application for each position/Ref No.  |
| <b><u>POST 36/102</u></b>   | : | <b><u>DIRECTOR: CIVIL/STRUCTURAL ENGINEERING REF NO: 2025/121</u></b>  |
| <b><u>SALARY</u></b>        | : | R1 266 714 per annum, (all-inclusive package), (total package to be structured in accordance with the rules of the Senior Management Services).  |
| <b><u>CENTRE</u></b>        | : | Head Office (Pretoria)   |
| <b><u>REQUIREMENTS</u></b>  | : | Minimum undergraduate qualification NQF 7 in Civil/Structural Engineering. A minimum of 5 years at middle/senior managerial level experience in Civil/Structural engineering field. Minimum certificate of entrance to SMS Registration with Engineering Council South Africa. Willing to adapt work schedule in accordance with office requirements. Knowledge: Public Finance Management Act; National Environmental Management Act; Environmental Conservation Act; Occupational Health and Safety Act; Technical knowledge of the civil engineering industry; SANS codes of practice for civil engineering projects; Civil engineering industry manuals, guidelines and standards. Best practices within the civil engineering industry; procurement directives and guidelines. Skills: Ability to undertake critical review/analysis and provide technical advice; Financial administration; Organisation and planning; Relationship management; Programme and project management; Interpersonal and diplomacy skills; Problem solving skills; Decision making skills; Motivational skills; Conflict resolution; Negotiation skill. Personal Attributes: Analytical thinking; Innovative; Solution orientated – ability to design ideas without direction; Ability to work under stressful situations; Ability to communicate at all levels; People orientated.   |
| <b><u>DUTIES</u></b>        | : | Manage the development, implementation and maintenance of Civil/Structural engineering related policies, guideline and professional standards. Develop evaluation criteria that will serve to measure progress and effectiveness of departmental Civil/Structural engineering operations. Develop and maintain professional best practice parameters and quality standards and manuals and guideline on professional standards. Monitor and ensure the implementation and continuous adherence to policies and procedures, as well as professional and industry-specific standards and regulations. Provide technical consulting services for the operation on engineering related matters to minimise possible engineering risks. Manage the design, planning and implementation of engineering projects. Perform audits on engineering designs and approve according to design principles or theory. Manage design efforts and integration across disciplines to ensure seamless integration with current technology. Analyse technology, resources and market demand, to plan and assess the feasibility of projects. Oversee production, quality assurance, quality control, testing and maintenance as required. Verify compliance with plans, industry and project standards, building codes, legal requirements and more. Monitor progress against project schedules and budgets and recommend allocation of resources as required to accomplish goals. Manage the maintenance of engineering operational effectiveness. Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Set engineering maintenance standards, specifications and service levels to ensure optimum operational availability. Monitor maintenance efficiencies according to departmental goals to direct or redirect engineering services. Manage Civil/Structural engineering operations budget. Ensure the availability and management of funds to meet the MTEF objectives within the engineering environment. Manage the operational |

capital project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives. Manage the commercial value add of the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles. Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. Manage the Civil/Structural Engineering Directorate. Establish and maintain appropriate internal controls and reporting systems in order to meet performance expectations. Develop and manage the operational plan of the Directorate and report on progress as required. Manage performance and development of employees. Establish, implement and maintain efficient and effective communication arrangements. Compile and submit all required administrative reports. Quality control of work delivered by employees. Monitor the budget and expenditures for the Directorate.

**ENQUIRIES** : Mr Sifiso Mdakane at 082 929 9885/Mr Chance Zaba at 083 633 8575  
**APPLICATIONS** : All applications for this position must be submitted via email to: [Recruitment25-59@dpw.gov.za](mailto:Recruitment25-59@dpw.gov.za) or posted to The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand Delivered to CGO Building, Corner Bosman and Madiba Street, Pretoria.  
**FOR ATTENTION** : Ms NP Mudau

**POST 36/103** : **DIRECTOR: USER DEMAND MANAGEMENT (BCOCC) REF NO: 2025/122**

**SALARY** : R1 266 714 per annum, (all-inclusive package), (total package to be structured in accordance with the rules of the Senior Management Services).

**CENTRE** : Head Office (Pretoria)  
**REQUIREMENTS** : Minimum undergraduate qualification (NQF 7) in Public Management/ Administration/ Business Administration/ Law/ Real Estate Management and Town and Regional Planning. 5 years Middle/Senior Management experience in the relevant field. Knowledge: DPWI Asset Management Policies, Government Immovable Asset Management Act (GIAMA), Program and Project Management, Property Charter, Expropriation Bill, Land Development Act, Supply Chain Management Framework, Circulars, and Directives, Public Finance Management Act (PFMA), Treasury Regulations, Preferential Procurement Policy Framework Act, Broad-Based Black Economic Empowerment Act (B-BBEE), Occupational Health and Safety Act (OHSA), Public Service Act and Public Service Regulations and other relevant legislation, Real Estate Management. SKILLS: Strategic capability and leadership, People management and empowerment, Program and project management, Financial management, Change management, Client Orientation and Customer focus, Advanced interpersonal and diplomacy skills, Advanced Computer skills, Analytical thinking, Strategic planning, Conflict management, Problem identification and solving ability, Motivational skills and Policy formulation.

**DUTIES** : Manage the development, review and maintenance of User Demand Management policies, strategies and procedures:- Manage the development, review, and maintenance of User Demand Management policies, strategies, and procedures, ensuring alignment with legislative prescripts and departmental strategic objectives. Contribute to the review and development of policies, procedures, and governance frameworks, where necessary. Lead strategic interventions to address challenges in uniform policy implementation. Ensure that the Users Asset Management Plans (UAMPs) are developed in line with GIAMA and other relevant prescripts:- Supervise the development, review, and submission of User Asset Management Plans (UAMPs) by User Departments to ensure compliance, while delivering ongoing support and technical guidance. Facilitate UAMP training, compilation of portfolio report to inform feasibility studies, property trend research, and risk mitigation measures. Escalate non-compliance in UAMP submission through formal executive channels. Manage the oversight of infrastructure planning and budgeting:- Oversee user engagement in infrastructure budget meetings, re-allocations and allocation processes for current and upcoming financial years. Align infrastructure initiatives with client needs and departmental priorities through coordinated feasibility studies, trend research and risk mitigation plans. Ensure the timely processing and recommendation of Procurement Instructions (PIs) and Pre-Design Information Requests (PDIRs) based on Demand Management Plans, to support project feasibility and implementation. Analyse and resolve user demand issues promptly while monitoring and implementing measures to ensure efficient and effective service delivery. Manage client relationships and integrated planning and co-ordination :- Lead the development and finalisation of service delivery standards and Service Level Agreements (SLAs) with client departments to formalize service commitments. Manage client engagement through portfolio reporting, bilateral forums, task teams, and oversight meetings, fostering strong collaborative relationships. Facilitate and direct accommodation needs assessments and feasibility studies, promoting alignment with government precinct development and Smart City principles to enhance client satisfaction and operational efficiencies. Manage the Directorate:- Manage the Directorate's business plan deliverables, administrative budget monitoring, performance management of officials and quality assurance to ensure compliance with departmental and legislative requirements. Address audit and parliamentary queries, maintain risk registers, certify payments, and ensure timely submission of administrative documentation. Establish and maintain robust internal controls, reporting, and communication systems to meet performance expectations. Lead staff development and serve on transversal task teams.

**ENQUIRIES** : Mr Sifiso Mdakane at 082 929 9885/ Mr Chance Zaba at 083 633 8575  
**APPLICATIONS** : All applications for this position must be submitted via email to: [Recruitment25-60@dpw.gov.za](mailto:Recruitment25-60@dpw.gov.za) or posted to The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand Delivered to CGO Building, Corner Bosman and Madiba Street, Pretoria.

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| <b><u>FOR ATTENTION</u></b> | : | Ms NP Mudau  |
| <b><u>POST 36/104</u></b>   | : | <b><u>DIRECTOR: FINANCE REF NO: 2025/123</u></b>   |
| <b><u>SALARY</u></b>        | : | R1 266 714 per annum, (all-inclusive package), (total package to be structured in accordance with the rules of the Senior Management Services).  |
| <b><u>CENTRE</u></b>        | : | Head Office (Pretoria)   |
| <b><u>REQUIREMENTS</u></b>  | : | Minimum undergraduate qualification (NQF 7) in Financial Accounting/ Financial Management/Auditing or related field of study. 5 years' management experience in Accrual based accounting principles at middle/senior managerial level. Knowledge: Public Finance Management Act, Public Service Regulations, National Treasury regulations, guidelines and directives (MTEF, ENE), preferential procurement policy, Government supply chain management framework, Government Budget systems and procedures, Government Financial Systems and Financial prescripts (GAAP and GRAP). SKILLS: Planning and organizing, Problem solving, Interpersonal and diplomacy, Ability to conduct research and gathering of information, Ability to work on specific time-frames, Report writing, Management skills, Numeric skills, Ability to communicate at all levels and Analytical thinking.  |
| <b><u>DUTIES</u></b>        | : | Manage the implementation and monitoring of financial guidelines, processes, standards and strategies-: Undertake research on the latest developments in professional guidelines, legislations and standards. Identify financial trends and opportunities for businesses processes improvement. Make recommendations for changes and improvements to existing financial guidelines, standards, policies and procedures. Manage the implementation of financial guidelines, standards, policies, procedures and strategies and related treasury prescripts. Ensure the development and implementation of support tools. Provide advice and guidance in various fora in relation to the financial guidelines. Monitor the implementation and ensure compliance with applicable policies and Directives. Ensure the implementation of sound effective and efficient internal control system. Manage the budget and planning function for the region-: Undertake detailed researches on matters pertaining to budget management. Manage the collation of budget inputs for budget planning and control. Analyse inputs related to Medium Term Expenditure Framework. Monitor fund transfers from National Treasury. Manage allocation of budgets according to components and financial years. Undertake quarterly reviews on the management of budget allocated to components. Ensure that Regional expenditure is in accordance with its budget allocations. Ensure that operational plans are aligned to the budget and strategic objectives. Regularly report on budget and cash-flow. Manage financial accounting and reporting services for the region-: Manage account receivable and accounts payable. Manage and coordinate the compilation of financial statements (interim and annual). Manage bookkeeping and financial accounting services. Ensure the accuracy of allocation journals, receipts and payments. Manage the verification of payment interfaces. Ensure the timely reconciliation and clearing of control accounts. Ensure that invoice payments within the region are processed within 30 days in line with Treasury Regulations. Oversee timely production of reports. Implement a dashboard for tracking and resolution of queries from suppliers. Manage property payments and revenues-: Ensure effective implementation of the property expenditure management system. Manage property revenues; Ensure effectiveness of the Property Asset Register. Manage the authorisation of creditors' payments and customer master file. Manage litigation and/or arbitration related to property payments and revenue. Maintain a sound financial governance and processes and ensure the implementation of measures for improving audit outcomes-: Prevent and detect the irregular expenditure, fruitless and wasteful expenditure and unauthorised expenditure. Ensure that the register is updated with all reported cases of irregular expenditure, Fruitless expenditure, unauthorized expenditure, lost, stolen and damaged assets. Monitor adherence to all internal policies and practices. Review management report and implement audit plan. Ensure regular progress report on the audit plan. Ensure effective document control and safeguard of source documents. Ensure that reconciliation, journals and payments are fully supported. Ensure timeous and accurate response to the Auditor General. Management of the Directorate-: Establish and maintain appropriate internal controls and reporting systems in order to meet performance expectations; Maintenance of discipline; Management of performance and development; Establish implement and maintain efficient and effective communication arrangements; Develop and manage the operational plan of the directorate and report on progress as required; Compile and submit all required administrative reports; Serve on transverse task teams as required; Quality control of work delivered by employees; Monitor the budget and expenditures on Financial accounting directorate. |
| <b><u>ENQUIRIES</u></b>     | : | Mr Sifiso Mdakane at 082 929 9885/Mr Chance Zaba at 083 633 8575   |
| <b><u>APPLICATIONS</u></b>  | : | All applications for this position must be submitted via email to: <a href="mailto:Recruitment25-61@dpw.gov.za">Recruitment25-61@dpw.gov.za</a> or posted to The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand Delivered to CGO Building, Corner Bosman and Madiba Street, Pretoria.   |
| <b><u>FOR ATTENTION</u></b> | : | Ms NP Mudau  |

## STATISTICS SOUTH AFRICA

*Stats SA provides scientific knowledge that enables society to understand complex socio-economic phenomena. It draws its mandate from the Statistics Act, 1999 (Act No 6 of 1999). Stats SA strives to excel in the following five competencies: Intellectual capability to lead the scientific work of statistics, Technological competence for purposes of large-scale processing and for complex computations and accessibility of information to the public, Logistical competence for deployment of (forward and reverse) logistics of large-scale field operations and for strategic choices regarding operational efficiency and cost-effectiveness, Political competence in understanding the political environment without being political or politicised (commitment of delivery without fear or favour), Administrative competence: The ability of bringing it all together.*



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| <b><u>APPLICATIONS</u></b> | : | All applications must be submitted online on the following link: <a href="http://www.statssa.gov.za/recruitment">www.statssa.gov.za/recruitment</a>  |
| <b><u>CLOSING DATE</u></b> | : | 17 October 2025  |
| <b><u>NOTE</u></b>         | : | Applications must be submitted online and must be completed in full on all fields including the declaration part. Clear indication of the post and reference number that is being applied for must be selected. The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at <a href="http://www.gov.za">www.gov.za</a> , and a detailed Curriculum Vitae. Submission of certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary are optional and will only be submitted by shortlisted candidates to HR on or before the day of the interview date. General information: Females, youth and people with disabilities are targeted for these positions and are hereby encouraged to apply. The shortlisted candidate(s) will be required to undergo a Competency Assessment and must be available for interviews at a date and time determined by Statistics South Africa. The successful candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests and be subjected to security clearance. Applications that do not comply with the requirements will not be taken into consideration. If you have not received a response from this Department within three months of the closing date, please consider your application unsuccessful. NOTE: Statistics South Africa reserves the right to fill or not fill the below-mentioned post. |

## OTHER POSTS

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| <b><u>POST 36/105</u></b>  | : | <b><u>PRINCIPAL SYSTEMS ANALYST REF NO: 01/09/25HO (X2 POSTS)</u></b><br>Term: 24 Months Fixed Term Contract  |
| <b><u>SALARY</u></b>       | : | R896 436 per annum (Level 11), (all-inclusive remuneration package)   |
| <b><u>CENTRE</u></b>       | : | Head Office, Pretoria   |
| <b><u>REQUIREMENTS</u></b> | : | An Honour's degree (NQF 8) in IT or related field, Training in Business analysis, data modelling, database design, Systems and data architecture and project management is an added advantage, At least 5 years' experience in Software Development Life Cycle (SDLC) environment, Extensive knowledge in agile software development methodologies, Experience in development of process and standards. Experience in project management. Knowledge of systems and data architecture, design artefacts, advance database design and data modelling, programming, product testing. Knowledge of the way in which organisation process work is an added advantage. Logical approach to problem solving, communications, commitment, dedication, reliable, innovative, self-motivated, time management, analytical, project management, presentation skills, good decision making, conflict resolution and facilitation skills. Ability to learn quickly, work independently and to work in a team. Ability to work under pressure. Willingness to work overtime and long hours to meet deadlines. Willingness to travel to attend training, presentation, and meeting as part of his or her duties. |
| <b><u>DUTIES</u></b>       | : | Implement stakeholder strategies, frameworks, policies, guidelines, and standards, Facilitate and analyse business requirements and produce user requirement specifications, Ensure designing of complex relational databases, Design complex and quality integrated systems and applications, Ensure training of users. Ensure testing of integrated applications. Facilitate Production and implementation of applications. Ensure provision of user support. Supervise staff and management Systems Project.   |
| <b><u>ENQUIRIES</u></b>    | : | Ms L Dooka Tel No: (012) 336 0161   |
| <b><u>POST 36/106</u></b>  | : | <b><u>PRINCIPAL SYSTEMS DEVELOPER REF NO: 02/09/25HO (X3 POSTS)</u></b><br>Term: 24 Months Fixed Term Contract  |
| <b><u>SALARY</u></b>       | : | R896 436 per annum (Level 11), (all-inclusive remuneration package)   |
| <b><u>CENTRE</u></b>       | : | Head Office, Pretoria   |
| <b><u>REQUIREMENTS</u></b> | : | An Honour's degree (NQF 8) in any IT related field, Training in Programming a SQL Server Database, Transact SQL, Database Design, 5 years relevant working experience with web development technologies such as (HTML5/ XHTML, C#, PHP, ASP.Net, MVC, CSS3/ Bootstrap, JavaScript/jQuery and Angular/ AngularJS) and/or mobile development technologies such as (Xamarin Forms/MAUI, Android Studio and Kotlin), working experience in relational databases such as MySQL, MSSQL or Oracle and a good working knowledge of SQL, Experience in Systems Development Life Cycle methodology and agile methodologies, Experience in development of processes and standards, Knowledge of Software Architecture & Design, APIs & Integration and   |



Application Security, database advanced programming, advanced database querying and Transact SQL, Understanding of development language/s used, Good communication, problem solving, time management, analytical, project management, interpersonal, presentation and decision-making skills, Ability to work independently and in a team, Ability to work under pressure and meet tight deadlines, Ability to work multiple projects simultaneously A hard worker who is dedicated, committed, reliable, innovative, self-motivated, Willingness to travel, attend training, presentations and meetings as part of his/her duties.

**DUTIES** : Participate in gathering and analysis of user requirements, Develop, maintain and run complex procedures on databases from external sources, Develop, maintain and run complex extract procedures on databases and existing applications to provide to users, Participate in design of complex high quality applications and relational database, Develop applications and components, Test complex applications, Develop complex user manuals and train users, Review and quality control developed applications, Provide user support and technical consulting support on projects, Supervise staff.

**ENQUIRIES** : Ms L Dooka Tel No: (012) 336 0161

**POST 36/107** : **PRINCIPAL DATABASE AND APPLICATION SERVER ADMINISTRATOR REF NO: 03/09/25HO (X2 POSTS)**

Term: 24 Months Fixed Term Contract

**SALARY** : R896 436 per annum (Level 11), (all-inclusive remuneration package)

**CENTRE** : Head Office, Pretoria

**REQUIREMENTS** : An Honour's degree (NQF 8) in Information Systems/ Computer Science/IT, DBA Certification, Training in relational database management and optimisation, Application Server Management and optimisation, Project Management, Software/ product specific training, At least 5 years' working experience in a database administration or senior technical position, Working technical experience with designing, building, installing, configuring and supporting database and application servers, Hands-on database tuning and troubleshooting experience, Experience with data processing flowcharting techniques, Project management experience, Experience with server performance tuning and monitoring tools, Extensive application support experience, Strong understanding of database structures, theories, principles and practices, Strong working knowledge or relational databases, Working technical knowledge of database scripts, General knowledge of storage technologies and server security, Business process and reengineering knowledge, Understanding of the relationship between processes and policies, Proven knowledge of systems development life cycle methodologies, Extensive knowledge of database security, Knowledge of technology architecture, web infrastructure, IT security, applications and systems software, database design and management, technology trends and development and knowledge of applicable data privacy practices and laws, Good communication, interpersonal, project management, proven solving, leadership and analytical skills, Strong understanding of organisation's goals and objectives, Ability to make high impact decisions, Ability to conduct research into database issues, standards and products as required, Ability to present ideas in a business-friendly language, Ability to effectively prioritise and execute tasks in a highly-pressurised environment, Ability to work in a team-oriented, collaborative environment, Ability to pay attention to detail, A hard-worker who is highly self-motivated and driven, persistent, innovative and dedicated, Willingness to travel, be on call according to standby schedule, and work long works to meet tight deadlines.

**DUTIES** : Develop relevant policies, procedures, guidelines, standards and project plans, Conduct research into new techniques, technology and solutions, Install and ensure administration and optimisation of database servers, application servers and related components, Ensure the designing, development, implementation and monitoring, maintenance and performance tune databases, Establish and maintain appropriate end-user database access control levels, Interact with stakeholders, Define and perform database backups, recovery and archiving according to plans, Supervise staff.

**ENQUIRIES** : Ms L Dooka Tel No: (012) 336 0161

**POST 36/108** : **PRINCIPAL NETWORK ADMINISTRATOR REF NO: 04/09/25HO (X4 POSTS)**

Term: 24 Months Fixed Term Contract

**SALARY** : R896 436 per annum (Level 11), (all-inclusive remuneration package)

**CENTRE** : Head Office, Pretoria

**REQUIREMENTS** : An Honour's degree (NQF 8) in Information Technology/ A+/ MCSE/ CNE, Training in IT Project Management, At least 5 years 'relevant experience of which 3 years' experience must be as a Network Administrator, Experience with advanced trouble-shooting, Experience with server and network configurations, Knowledge of technology architecture, web infrastructure, project management, telecommunications, IT security management and technology trends and development, Basic knowledge of applications and systems software development, Basic knowledge of database design and management, Good communication, problem-solving, prioritisation, project management and interpersonal skills, A hard-worker who is persistent, patient, creative and has a strong sense of standards, Ability to conduct research into network issues and test new technologies to ensure that they would work in Stats SA's environment, Willingness to travel, be on call according to standby schedule, and work long works to meet tight deadlines.

**DUTIES** : Ensure installation and upgrade of Servers, Local Area Network/ Wide Area Network, Ensure installation and upgrading of software, Develop or review security related policies and standards,

provide inputs on the directorate's strategy and manage projects, Conduct research on latest technology and participate in tender processes, Build capacity of stakeholders, Manage network related documentation, Supervise staff.

**ENQUIRIES**

: Ms L Dooka Tel No: (012) 336 0161

**POST 36/109**

: **SOFTWARE QUALITY ASSURER REF NO: 05/09/25HO (X2 POSTS)**

Term: 24 Months Fixed Term Contract

**SALARY**

: R468 459 per annum (Level 09)

**CENTRE**

: Head Office, Pretoria

**REQUIREMENTS**

: A Bachelor's degree (NQF 7) in Computer Science/ Information Technology/ Statistical or Mathematical Studies, Training in practical software testing, Training in development software such as Visual Basic 6.0, .Net, ASP, ASP.Net, Java Scripting, HTML., C#, CSS, Crystal Reports, Transact SQL, SAS is an added advantage, Training in database/s required e.g. SQL Server, Sybase, Oracle etc., Training in project management, At least 3 to 4 years' experience in client/server/web system development/ or testing experience, Experience in System development life cycle methodology, Detailed understanding of development languages used, Experience in development of processes and standards, Report writing and Project management experience would be an added advantage, Stats SA core business and survey experience would be an added advantage, Knowledge of trends and developments in computer systems programming techniques and practices, system analysis, database design and data modelling, programming, database querying and data quality, Good communication, problem solving, time management, planning and organising, analytical, presentation and decision making skills, A hard worker with some degree of judgement, initiative and discretion is required, A hard worker who is persistent, dedicated, committed, reliable, innovative, self-motivated, Ability to work independently and in a team, Ability to work under pressure and meet tight deadlines, Ability to work on multiple projects simultaneously, Willingness to work long hours, Willingness to travel.

**DUTIES**

: Perform quality assurance on user/business requirement, Plan and design tests, Implement and execute tests, Compile quality reports, Adhere to quality standards and procedures, Research into new quality techniques, standards, methods and technologies, Perform automation of tests and develop generic test models

**ENQUIRIES**

: Ms S Khoza Tel No: (012) 310 8097

## DEPARTMENT OF TOURISM

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

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| <b><u>APPLICATIONS</u></b> | : | Applications, quoting the relevant reference number must be forwarded to the attention of Chief Director: HR Management and Development at Department of Tourism, Private Bag X424, Pretoria, 0001 or hand deliver at Tourism House, 17 Trevenna Road, Sunnyside, Pretoria or by email as provided.  |
| <b><u>CLOSING DATE</u></b> | : | 17 October 2025, 16:30 (Late applications will not be considered)  |
| <b><u>NOTE</u></b>         | : | Application must include a Z83 form and CV only. The electronic application must be in PDF format and made up of a single document file, indicating the correct job title and the reference number of the post on the subject line of your email. Failure to do so, your application being disqualified. Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at <a href="http://www.gov.za/documents">www.gov.za/documents</a> . Received applications using the incorrect application for employment (old Z83) will not be considered. Each advertised post must be accompanied by its own application form for employment and must be fully completed, initialled, and signed by the applicant as instructed below. Failure to fully complete, initial, and sign the Z83 form will lead to disqualification of the application during the selection process. All fields of Section A, B, C, and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83, it is acceptable for applicants to indicate refer to CV or see attached. However, the question related to conditions that prevent re-appointment under Part "F" must be answered, and declaration signed. Only an updated comprehensive CV (with detailed previous experience, if any) and a completed and signed new Z83 application form is required. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview, following communication from Human Resources, and such qualifications (s) and other related documents (s) will be in line with the requirements of the advert. Non-RSA Citizens/Permanent Resident Permit holders in possession of foreign qualifications must be accompanied by an evaluation report issued by the South African Qualifications Authority (SAQA) (only when shortlisted). Applicants who do not comply with the abovementioned instructions/ requirements, as well as applications received late, will not be considered. Correspondence will be limited to shortlisted candidates only. All shortlisted candidates shall undertake a (1) practical exercise as part of the assessment method to determine the candidate's suitability based on the posts' technical and generic requirements, and (2) an ethical conduct test. Candidates will further be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification, and employment verification). Some of the interviewed candidates for Senior Management level vacancies may be subjected to a 2-day competency assessment that will test generic competencies. Appointment will be subject to the signing of the performance agreement, employment contract, and annual financial disclosure, and must attain a security clearance applicable to the post. The Department reserves the right not to make an appointment. You are consenting to the Department of Tourism processing your personal information, subject to POPIA, by applying for this post. |

## MANAGEMENT ECHELON

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| <b><u>POST 36/110</u></b>         | : | <b><u>DIRECTOR: STRATEGIC MANAGEMENT, MONITORING AND EVALUATION REF NO: DT13/2025</u></b><br>The purpose of this role is to provide strategic management, monitoring, and evaluation services for the department   |
| <b><u>SALARY</u></b>              | : | R1 266 714 per annum, (an all-inclusive remuneration package). The all-inclusive remunerative package consists of basic salary (70% of the total remuneration package), the State's contribution to the Government Employees Pension Fund (13% of basic salary), and a flexible portion that may be structured according to personal needs within a framework.   |
| <b><u>CENTRE REQUIREMENTS</u></b> | : | Pretoria<br>A minimum SAQA recognised qualification at NQF level 7 in Social Sciences, Business Management, Public Administration, or a related field is required. A minimum of 5 years' experience in a Middle/Senior Management position within the broader public sector. Essential Skills and Knowledge: Strong understanding of strategy development, government planning and reporting (legislation and cycle), and legislative and regulatory frameworks such as the Public Finance Management Act (PFMA) and Treasury Regulations. The incumbent should also have knowledge of the Constitution of the Republic of South Africa, public sector governance, and the Government-Wide Monitoring and Evaluation Framework. Essential skills include financial management, project management, people management, advanced report writing, and strategic thinking. The role also requires excellent communication (both verbal and written), interpersonal, conflict management, research, and policy development skills. The ideal candidate will be an individual leader, a team player, deadline-driven, and possess strong judgement and problem-solving skills. Possession of a valid driver's license. Willingness to travel. One of the minimum entry requirements for SMS is the pre-entry certificate. For more details on the pre-entry course, visit: <a href="https://www.thensg.gov.za/training-course/sms-pre-entry-programme/">https://www.thensg.gov.za/training-course/sms-pre-entry-programme/</a> . The candidate must complete the SMS pre-entry certificate prior to any appointment. |

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| <b><u>DUTIES</u></b>       | : | Reporting to the Chief Director: Strategy and Systems, the successful candidate will be responsible for providing strategic leadership and direction to the Directorate, ensuring alignment with departmental objectives. Key functions include: Plan and coordinate departmental performance: This includes developing frameworks and guidelines for strategic planning, and coordinating the creation of the Strategic Plan, Annual Performance Plan, and Business Plan. The incumbent will also ensure performance indicators are aligned with strategic outputs and facilitate a departmental situational analysis. Manage, monitor, and report on departmental performance: This involves coordinating performance monitoring and reporting, tracking the implementation of strategic and annual performance plans, and developing and maintaining an organizational performance management system. Compile reports on the department's progress in terms of Annual Performance Plan and Business Plans. Manage all the resources, operations, systems, and processes of the Directorate. |
| <b><u>ENQUIRIES</u></b>    | : | Ms P Lethuba Tel No: (012) 444 6331  |
| <b><u>APPLICATIONS</u></b> | : | email applications <a href="mailto:Recruitment13@tourism.gov.za">Recruitment13@tourism.gov.za</a>  |
| <b><u>NOTE</u></b>         | : | EE Note: African and Coloured female candidates as well as Youth and People with Disabilities are encouraged to apply.   |

#### **OTHER POSTS**

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| <b><u>POST 36/111</u></b>  | : | <b><u>DEPUTY DIRECTOR: INFORMATION TECHNOLOGY AUDIT REF NO: DT 14/2025</u></b>  |
| <b><u>SALARY</u></b>       | : | R896 436 per annum, (all-inclusive remuneration package consisting of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to the MMS dispensation)  |
| <b><u>CENTRE</u></b>       | : | Pretoria  |
| <b><u>REQUIREMENTS</u></b> | : | A three-year Bachelor's Degree (NQF 6)/ National Diploma in Information Systems, Internal Auditing, Computer Science or related ICT field. Preferred Professional Certification: Certified Information Systems Auditor (CISA), Certified Internal Auditor (CIA), or Certified Information Security Manager (CISM). Minimum of seven (7) years' working experience in ICT audit or internal audit environment of which three (3) years must be at supervisory level managing ICT audits and internal audit teams. Knowledge of Public Finance Management Act (PFMA). Knowledge of Treasury Regulations. Knowledge of the Public Service Act and Regulations. Knowledge of DPSA ICT Governance Framework. Knowledge of Global International Standards (IIA). Good leadership and people management skills. Good audit planning and project management skills. Good conflict management and stakeholder engagement skills. Willingness to travel for project site audits. A valid driver's license.  |
| <b><u>DUTIES</u></b>       | : | The successful candidate will be responsible for contributing to the development of the annual and three-year rolling internal audit plan; identifying ICT-related risks through departmental engagements and risk registers; prioritising ICT audit projects in line with the departmental strategy and risk profiles; conducting ICT audits covering infrastructure Support, IT Security, Applications and Business Solutions; evaluating controls related to cybersecurity, access management, disaster recovery and data integrity; performing audit testing, compiling working papers and analysing systems to determine control effectiveness; drafting audit reports with findings, risks, root causes and recommendations; presenting audit outcomes to senior management and the Audit Committee; monitoring and reporting on implementation of ICT audit recommendations; evaluating ICT compliance with relevant legislation, regulations and standards; assessing ICT project governance and digital transformation initiatives; ensuring alignment with legislative frameworks and internal audit standards, supporting departmental performance, accountability and securing digital service delivery; providing proactive ICT control advice for new project and systems; participating in ICT steering committees to provide audit perspectives; providing guidance to the department on strengthening internal controls during implementation of new solutions; supervising the performance of subordinate employees and providing technical mentorship; ensuring audit engagements meet IIA standards and departmental quality assurance procedures; reviewing audit files and providing control prior to finalisation. |
| <b><u>ENQUIRIES</u></b>    | : | Ms T Sibiya Tel No: (012) 444 6291  |
| <b><u>APPLICATIONS</u></b> | : | email applications <a href="mailto:Recruitment14@tourism.gov.za">Recruitment14@tourism.gov.za</a>   |
| <b><u>NOTE</u></b>         | : | Ee Requirements: Coloured Male and White Male candidates as well as Youth and People with Disabilities are encouraged to apply.   |
| <b><u>POST 36/112</u></b>  | : | <b><u>DEPUTY DIRECTOR: TRANSPORT AND TRAVEL SERVICES REF NO: DT 15/2025</u></b>   |
| <b><u>SALARY</u></b>       | : | R896 436 per annum, (all-inclusive remuneration package consisting of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to the MMS dispensation)  |
| <b><u>CENTRE</u></b>       | : | Pretoria  |
| <b><u>REQUIREMENTS</u></b> | : | An appropriate three-year qualification on Transport Management or relevant NQF 6 qualification. Five years' working experience in transport and travel management in the public service of which three years must be at Assistant Director level. Knowledge of Public Finance Management Act (PFMA). Knowledge of Treasury Regulations. Knowledge of Supply Chain Management prescripts. Knowledge of National Road and Traffic Management prescripts. Knowledge of transport management prescripts. Knowledge of procurement policies. Knowledge of the Public Service Act and Regulations. Computer literacy. Good leadership skills. Good financial management skills.  |

## **DUTIES**

Good presentation skills. Good planning and organising skills. Effective written and verbal communication skills. Ability to make decisions. Good negotiation skills. A valid driver's license.

The successful candidate will be responsible for drafting fleet management procedures; developing and monitoring fleet management database; ensuring maintenance of departmental vehicles; conducting fleet analysis and preparing recommendations; managing the receiving of travel requests; ensuring that all travel requests are in line with procedures and prescripts; providing advice on travel destinations to internal clients; negotiating accommodation and car rental rates; monitoring compliance to corporate agreements; compiling booking analysis reports and preparing recommendations; ensuring proper filing of all travel documents; receiving invoices from all travel and transport suppliers; monitoring refunds emanating from cancellations relating to travel and accommodation; compiling reports on fruitless and wasteful expenditure; verifying all payment advices prior to submission to Finance for payment; advising line managers on travel expenditure trends; receiving and analysing credit card statements and reconciling with received invoices; verifying commitment reports; assessing applications for subsidised vehicles and preparing recommendations; compiling usage reports; conducting inspections on all vehicles; verifying claims before submitting to Finance for payments; analysing the accident reports received from SAPS and preparing investigation reports; ensuring all the incident reports on loss or damage case are received from officials; conducting investigations on all fuel fraud, misuse and abuse of vehicles; managing investigations of all losses and damages to Ministerial, hired and GG vehicles and reviewing recommendations to FIMICO; managing risk which includes insurance, disposal, abuse/misuse and relief vehicles; managing identified risks and ensuring that mitigation measures are in place to accomplish objectives through planning and forecasting; ensuring compliance to agreements by service providers; facilitating performance review meetings with service providers; monitoring the usage and allocation of services as per signed corporate agreements; facilitating meetings with service providers to review expenditure trends.

## **ENQUIRIES**

## **APPLICATIONS**

## **NOTE**

Ms O Sekgweleo Tel No: (012) 444 6773

Email Application: [Recruitment15@tourism.gov.za](mailto:Recruitment15@tourism.gov.za)

EE Requirements: Coloured Male and White Male candidates as well as Youth and People with Disabilities are encouraged to apply.

## **POST 36/113**

## **SENIOR ADMINISTRATIVE OFFICER: ICT SUPPORT REF NO: DT 16/2025**

## **SALARY**

## **CENTRE**

## **REQUIREMENTS**

R397 116 per annum (Level 08), (excluding benefits)

Pretoria

An NQF 6/7 qualification in Public Administration/ Public Management or a relevant NQF 6/7 qualification. 1-2 years' working experience in providing ICT Administrative support. Knowledge of procurement procedures. Knowledge of administrative procedures. Computer literacy. Knowledge of financial management. Knowledge of personnel management. Knowledge of the PFMA. Knowledge of Business processes. Good knowledge of government processes and relevant legislation. Good personal and presentation skills. Good communication skills. Good negotiation and advocacy skills. Ability to work under pressure. Good interpersonal skills. Ability to work individually and in a team.

## **DUTIES**

The successful candidate will be responsible for advising users with ICT trends and relevant SITA contracts; consulting with stakeholders pertaining to the delivery and distribution of ICT equipment; advising users with regard to loans and redundant ICT equipment; identifying relevant software and hardware on the internet and advising managers on the findings; receiving ICT procurement requests and ensuring compliance with ICT standards; investigating requests for equipment; consulting with ICT service providers for the provision of ICT equipment and services; preparing Requests for Quotations (RFQ's) according to technology and standards requirements of the department and forwarding the RFQ to service providers for quotation; evaluating and preparing responses received and ensuring that all supporting documents are attached; loading responses with all supporting procurement documentation on ICT Procurement workflow on EDMS for approval process; managing documentation of new user account requests, exit forms, changes, de-activation and deleting on IT systems; instructing system administrators via email messages on actions to be performed on accounts according to the request received; managing the testing of video conference facilities on a regular basis; record keeping of Service Level Agreements of the directorate by service provider; managing and procuring stationery ICT stationery and consumables; providing administrative and secretarial support to D: GITM with meetings; providing logistical support; managing the directorate's telephone accounts; administering budget allocation for GITM expenditure and advising the Director on the movement of funds; receiving SITA invoices and maintaining the SITA expenditure database; requesting petty cash for ad-hoc procurement; maintaining a list of warranty information on all ICT assets; providing inventory/ asset control support in conjunction with SCM asset management within the directorate; maintaining a register of the department's ICT equipment declared redundant by D: GITM on EDMS.

## **ENQUIRIES**

## **APPLICATIONS**

## **NOTE**

Ms S Radebe Tel No: (012) 444 6208

Email applications [Recruitment16@tourism.gov.za](mailto:Recruitment16@tourism.gov.za)

EE requirement Coloured Male and White Male candidates as well as Youth and People with Disabilities are encouraged to apply.

|                            |   |   |
|----------------------------|---|---|
| <b><u>POST 36/114</u></b>  | : | <b><u>SENIOR STATE ACCOUNTANT: CREDITORS, TRAVEL, ACCOMMODATION AND SUBSISTENCE REF NO: DT 17/2025</u></b>  |
| <b><u>SALARY</u></b>       | : | R397 116 per annum (Level 08), (excluding benefits)   |
| <b><u>CENTRE</u></b>       | : | Pretoria  |
| <b><u>REQUIREMENTS</u></b> | : | An appropriate recognised NQF 6/7 qualification in Financial Accounting/ Financial Management/ Management Accounting/ Public Administration. Three to five years' relevant working experience in Finance. Relevant public service training courses. Knowledge of BAS (General Principles of BAS, Sundry payments, General journals). Knowledge of LOGIS. Knowledge of PERSAL. Knowledge of Public Service Regulations. Knowledge of the Public Finance Management Act. Good knowledge of government processes and relevant legislation. Good interpersonal and presentation skills. Good communication skills. Good computer literacy and use of standard packages. Ability to work under pressure. Ability to work individually and in a team. Good problem-solving skills.  |
| <b><u>DUTIES</u></b>       | : | The successful candidate will be responsible for receiving T&S advances and claim forms from officials within the department; verifying details captured by State Accountants to ensure that the forms were captured correctly; approving foreign trips; authorising T&S on BAS and PERSAL; receiving and authorising payments with regards to travel and accommodation, cell phone claims, projects, foreign affairs etc. processing and authorising General Journal payments for authorisations; verifying cell phone limits; receiving order payments from SCM for processing; receiving and verifying check list of LOGIS payments from SCM; requesting the following reports: T&S Advance, Tourvest Holdings, Advance account for National Departments for DIRCO claims, Telkom exceptions; receiving and checking the completeness or correctness of documents including attachments; matching/ verifying and checking invoices with the VA26A, budget allocations and creating correct BAS allocation of VA26A or supplier invoice; ensuring that invoices are settled within 30 days as per Treasury Regulations; checking the quality of invoices received; identifying fruitless and wasteful expenditure cases on supplier invoices; informing internal control/ officials or the agency about identified cases of fruitless and wasteful expenditure; ensuring expenditure is correctly classified and allocated; reconciling travel and accommodation service providers weekly statements and open item to monthly statements; adding the payment stub number and the action/disbursement date next to the invoices paid; providing comments on all unpaid invoices on the reconciliation; identifying duplicate invoices and informing the travel agency; distributing reconciled statements to travel officials. |
| <b><u>ENQUIRIES</u></b>    | : | Ms A Griesel Tel No: (012) 444 6244   |
| <b><u>APPLICATIONS</u></b> | : | Email applications <a href="mailto:Recruitment17@tourism.gov.za">Recruitment17@tourism.gov.za</a>   |
| <b><u>NOTE</u></b>         | : | EE requirements Coloured Male and White Male candidates as well as Youth and People with Disabilities are encouraged to apply.  |
| <b><u>POST 36/115</u></b>  | : | <b><u>COMMUNICATIONS OFFICER: MEDIA LIAISON AND ELECTRONIC COMMUNICATION REF NO: DT 18/2025</u></b>   |
| <b><u>SALARY</u></b>       | : | R397 116 per annum, (excluding benefits)  |
| <b><u>CENTRE</u></b>       | : | Pretoria  |
| <b><u>REQUIREMENTS</u></b> | : | A SAQA recognised three-year Bachelor's Degree or Diploma (NQF6) in Journalism; Media Studies or Communications Minimum of 1-2 years' working experience in communications (media liaison), and in compiling content for media and social media platforms. Good knowledge of government processes and relevant legislation. Knowledge of administrative procedures. Ability to interpret and apply policies, strategies and legislation. Ability to liaise and engage with stakeholders. Excellent writing skills for external communication purposes. Good Interpersonal and presentation skills. Good communication (written& verbal). Good computer literacy and use of standard packages skills. Ability to work under pressure, individually and in a team. Sound organising and planning skills. Strategic thinking and problem-solving skills. A valid driver's license.   |
| <b><u>DUTIES</u></b>       | : | The successful candidate will be responsible for monitoring & sourcing news stories related to tourism from all media platforms; compiling daily media monitoring report; distributing the daily media monitoring report electronically to departmental officials; utilising media clippings from the media monitoring & analysis Service Provider to compile reports that will be incorporated in the media liaison exit reports; sourcing content about the Department of Tourism programmes from branches for the purpose of drafting editorial content; drafting editorial content – social media content/ media advisories/ media statements; compiling and editing audio and video clips for Departmental external online platforms; distributing approved editorial content to media and on the department's digital platforms; creating and maintaining a log and file of drafted and distributed editorial content; distributing media invites and confirming media attendance; arranging broadcast interviews and providing schedule; arranging transport, accommodation and catering for media tours; accompanying media on departmental tours; conducting media registration at events and arranging seating area for media; facilitating and video recording interviews for placement on departmental external online platforms; liaising with mainstream and community media contacts and updating the media database; liaising with provincial tourism and government offices to ensure there's an updated list of provincial media officials and GCIS; creating and maintaining an electronic file and logging of distributed media products and interviews done by departmental officials.   |
| <b><u>ENQUIRIES</u></b>    | : | Ms S Zwane Tel No: (012) 444 6612   |
| <b><u>APPLICATIONS</u></b> | : | Email application <a href="mailto:Recruitment18@tourism.gov.za">Recruitment18@tourism.gov.za</a>  |
| <b><u>NOTE</u></b>         | : | EE requirements: Coloured Male and White Male candidates as well as Youth and People with Disabilities are encouraged to apply.   |

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|----------------------------|---|---|
| <b><u>POST 36/116</u></b>  | : | <b><u>BUILDINGS AND ENERGY MANAGEMENT OFFICER REF NO: DT 19/2025</u></b>  |
| <b><u>SALARY</u></b>       | : | R397 116 per annum (Level 08), (excluding benefits)   |
| <b><u>CENTRE</u></b>       | : | Pretoria  |
| <b><u>REQUIREMENTS</u></b> | : | An appropriate recognised NQF 6/7 qualification in Built Environment/ Facilities/ Property Management or Public Administration. Minimum of two years' working experience in building/facilities management. Knowledge of basic fire-fighting. Knowledge of OHS. Knowledge of National Building Regulations. Knowledge of GIAMA and space norms and standards set by DPWI. Knowledge of Public Service Regulations. Knowledge of the Public Finance Management Act. Knowledge of the Labour Relations Act. Ability to work under pressure. Ability to work with difficult people and resolve conflict. Ability to work long hours voluntarily. Good financial management skills. Good project management skills. Good leadership skills.   |
| <b><u>DUTIES</u></b>       | : | The successful candidate will be responsible for establishing schedules for providing maintenance services and pest control; reporting faults to the landlord and follow up on maintenance work required; keeping record of all maintenance calls logged and submitting a report weekly; performing monthly building inspections to identify maintenance needs, potential hazards and areas requiring attention; submitting inspection reports on a monthly basis; trouble shooting and diagnosing maintenance issues reported by staff and ensuring customer satisfaction; communicating effectively with staff regarding status of repairs and estimated time for completion; communicating with DPWI regarding lease contracts and extensions; coordinating client forum meetings with DPWI; coordinating meetings with the landlord regarding maintenance and projects; obtaining rental invoices from DPWI; obtaining municipal service invoices from City of Tshwane; maintaining and updating parking allocation database; allocating parking as per departmental parking policy; assisting with allocation of office space for newly appointed staff members as per approved norms and standards; conducting office space and audit and submitting a quarterly report; facilitating Fire Marshal appointments and training for all emergency team members; arranging and coordinating evacuation drills; supervising contractors conducting maintenance work to ensure compliance with OHS standards; performing Chief User Clerk duties; monitoring and controlling supplies and equipment; compiling RFQ:s for procurement of goods and services; ensuring timeous payment of invoices for service rendered; filing of records with the sub-directorate; assessing staff performance. |
| <b><u>ENQUIRIES</u></b>    | : | Mr L Molefe Tel No: (012) 444 6115  |
| <b><u>APPLICATIONS</u></b> | : | Email application: <a href="mailto:Recruitment19@tourism.gov.za">Recruitment19@tourism.gov.za</a>   |
| <b><u>NOTE</u></b>         | : | EE requirements: Coloured Male and White Male candidates as well as Youth and People with Disabilities are encouraged to apply.   |
| <b><u>POST 36/117</u></b>  | : | <b><u>COMMUNICATIONS OFFICER: INTERNAL COMMUNICATION AND GRAPHIC DESIGN SERVICES REF NO: DT 20/2025</u></b>   |
| <b><u>SALARY</u></b>       | : | R397 116 per annum (Level 08), (excluding benefits)   |
| <b><u>CENTRE</u></b>       | : | Pretoria  |
| <b><u>REQUIREMENTS</u></b> | : | A SAQA recognised three-year Bachelor's Degree (NQF 7) or Diploma (NQF6) in Communications/ Marketing/ Public Relations or equivalent. Minimum of 1-2 years' working experience. Fair knowledge of government processes and relevant legislation. Good communication skills and a fair understanding of internal communication. Good writing skills and content development for internal communication platforms. Good photography skills and basic understanding of graphic design services. Research and project management skills, including planning and coordination. Good interpersonal and presentation skills. Good computer literacy and use of standard packages skills. Good interpersonal and presentation skills. Ability to work under pressure, individually and in a team. Willingness to work overtime and travel. A valid driver's license.   |
| <b><u>DUTIES</u></b>       | : | The successful candidate will be responsible for assisting with implementation of production schedule for departmental publications; assisting with development and generation of content for departmental publications; assisting with implementation of distribution plan for departmental publications, Annual Performance Plan, Annual Report and Strategic Plan; drafting distribution reports; providing photography support at requested departmental events; ensuring effective usage of internal communication channels such as communications tourism email distribution; writing and editing content for staff messages as and when required; providing communication support at internal departmental events; updating the image library for the department; providing photographic services for the external departmental events/project as and when required; assisting with drafting of requests for quotations for departmental publications; preparing and processing documents for the payments of services; attending creative briefings with appointed service providers; drafting submissions and reports as requested for sub-directorate projects; assisting with the editing, formatting and finalising of presentation material for sub-directorate meetings; preparing and distributing documents for meetings of the sub-directorate; drafting and circulating attendance register for meetings; taking minutes at meetings and circulate to all.  |
| <b><u>ENQUIRIES</u></b>    | : | Mr S Halama Tel No: (012) 444 6603  |
| <b><u>APPLICATIONS</u></b> | : | Email applications <a href="mailto:Recruitment20@tourism.gov.za">Recruitment20@tourism.gov.za</a>   |
| <b><u>NOTE</u></b>         | : | EE requirement: Coloured Male and White Male candidates as well as Youth and People with Disabilities are encouraged to apply.  |

**POST 36/118** : **SENIOR STATE ACCOUNTANT: SALARIES, DEBTORS, REVENUE AND PAYROLL REF NO: DT 21/2025**

**SALARY** : R397 116 per annum (Level 08), (excluding benefits)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : An appropriate recognised NQF 6/7 qualification in Financial Accounting/ Financial Management/ Management Accounting/ Public Administration. Three to five years' relevant working experience at supervisory level with extensive knowledge in salaries, tax and debtor's control. Relevant public service training courses (PERSAL). Knowledge of BAS (General Principles of BAS, Sundry payments, General journals). Knowledge of PERSAL. Knowledge of Public Service Regulations. Knowledge of the Public Finance Management Act. Good knowledge of government processes and relevant legislation. Good interpersonal and presentation skills. Good communication skills. Good computer literacy and use of standard packages. Ability to work under pressure. Ability to work individually and in a team. Good problem-solving skills. A valid driver's license.

**DUTIES** : The successful candidate will be responsible for: Salaries and payroll: approving supplementary payments on PERSAL; approving deductions and allowances for both permanents and temporary closings on PERSAL; updating faulty and rejected transactions file; checking all calculations for BAS payments; authorising BAS payments and journals. Reconciliation of salary related suspense accounts: requesting BAS reports of salary related suspense accounts; clearing all possible transactions; calculating manual tax to be paid over to SARS; ensuring SARS payment is processed in time; reconciling monthly tax; ensuring total tax paid corresponds with amount on EMP20; requesting PERSAL reports and clearing all tax exceptions monthly; ensuring IRP5 accumulations are updated weekly; assisting in reconciling bi-annual and yearly tax EMP501. Petty cash and banking administration: ensuring safe keeping of state money; checking petty cash register and vouchers when replenishing petty cash; authorising replenishment payment on BAS; collecting cash from ABSA Bank; authorising journals on BAS. Debt Management: confirming deposits on BAS; informing officials of their debt amount received by Finance; authorising all debt created on BAS; ensuring continued follow up on all debt cases. Service terminations and Interdepartmental claims: approving all payments done on PERSAL/BAS with regard to termination; approving all journals on BAS relating to terminations; checking and approving all calculations relating to terminations. Other supervisory responsibilities: allocating work to subordinates; supervising the salary office; responding to salary related enquiries; assisting with audit queries

**ENQUIRIES** : Ms A Griesel Tel No: (012) 444 6244  
**APPLICATIONS** : Email applications Recruitment21@tourism.gov.za  
**NOTE** : EE requirement: Coloured Male and White Male candidates as well as Youth and People with Disabilities are encouraged to apply.

**POST 36/119** : **STATE ACCOUNTANT REF NO: DT 22/2025**

**SALARY** : R325 101 per annum (Level 07)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A National Diploma (NQF 6) or equivalent qualification in Financial Accounting/ Financial Management/ Management Accounting 2-3 years' working experience in Finance. Other related Public Service training courses. Knowledge of BAS (General Principles of BAS, Sundry payments, General journals). Knowledge of LOGIS. Knowledge of PERSAL. Knowledge of Public Service Regulations. Knowledge of the Public Finance Management Act. Knowledge of Microsoft Office. Good knowledge of government processes and relevant legislation. Good interpersonal and presentation skills. Good communication skills. Good computer literacy and use of standard packages. Ability to work under pressure. Ability to work individually and in a team. Good problem-solving skills.

**DUTIES** : The successful candidate will be responsible for receiving claim forms from officials/clients; checking if the claims are correctly compiled; capturing on PERSAL; attending to queries; recording claims in the register and filing on weekly basis; receiving T&S advance forms from officials within the department for domestic and foreign trips; checking if the advances are correctly calculated; capturing on BAS; receiving BAS sundry payments; verifying correctness of allocation, invoice number, banking details and signatures; verifying limits of cellphones and 3G claims per official and also certifying tax invoice; downloading information from BAS and compiling register of BAS payments for payments captured; finalising of batches and stubs; submitting weekly batches and stubs; attending to enquiries relating to payments; administering journals; receiving claim forms from officials/clients with advance money requested from American Express; checking if claims are correctly compiled and amounts calculated per period away are correct; receiving payment advices for Telkom from records management section; processing telephone account payments; requesting telephone exception report; capturing new telephone numbers on the Telkom register; clearing exceptions; receiving claims and invoices related to the DIRCO account; informing DIRCO of the amount to be taken off the advance; receiving Logis-online payments from procurement; downloading information from BAS and compiling a Logis register of payments; receiving travel payments from travel section; checking and verifying credit notes appearing on the supplier statements; ensuring that all invoices are paid within 30 days as per regulations; identifying fruitless and wasteful expenditure on invoices; ensuring expenditure is correctly classified; reconciling service providers weekly statements and open items to monthly statements; providing comments on all unpaid invoices on the reconciliation; distributing reconciled statements to travel services.

**ENQUIRIES** : Ms A Griesel Tel No: (012) 444 6244



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|----------------------------|---|--|
| <b><u>APPLICATIONS</u></b> | : | Email applications <a href="mailto:Recruitment22@tourism.gov.za">Recruitment22@tourism.gov.za</a>  |
| <b><u>NOTE</u></b>         | : | EE requirement Coloured Male and White Male candidates as well as Youth and People with Disabilities are encouraged to apply.  |
| <b><u>POST 36/120</u></b>  | : | <b><u>ADMINISTRATIVE ASSISTANT REF NO: DT 23/2025 (X3 POSTS)</u></b>   |
| <b><u>SALARY</u></b>       | : | R269 499 per annum (Level 06)  |
| <b><u>CENTRE</u></b>       | : | Pretoria   |
| <b><u>REQUIREMENTS</u></b> | : | Matric/ Grade 12 certificate and minimum of 1-year relevant working experience. Good telephone etiquette. Computer literacy. Good language skills and ability to communicate well with people at different levels and from different backgrounds. Sound organisational and time management skills. High level of reliability. Ability to act with tact and discretion. Knowledge of Public Service prescripts and policies.  |
| <b><u>DUTIES</u></b>       | : | The successful candidate will provide administrative and secretarial support to the Managers, including receiving telephone calls and referring calls to the correct role players; typing documents for the managers and other staff within the unit; operating office equipment e.g. multifunctional printer/scanner/photocopiers; liaising with travel agencies to make travel arrangements; checking accuracy of documents; arranging meetings and events for the managers; identifying venues, inviting role players and organising refreshments for meetings and events; processing travel and subsistence claims for managers; processing invoices; recording minutes during meetings; drafting correspondence and reports as and when required; filing documents; administering leave registers and telephone accounts; receiving, recording and distributing all incoming and outgoing documents; handling the procurement of standard items e.g. stationery and refreshments. |
| <b><u>ENQUIRIES</u></b>    | : | Mr T Koena Tel No: (012) 444 6154  |
| <b><u>APPLICATIONS</u></b> | : | Email applications <a href="mailto:Recruitment23@tourism.gov.za">Recruitment23@tourism.gov.za</a>  |
| <b><u>NOTE</u></b>         | : | EE requirements: Coloured Male and White Male candidates as well as Youth and People with Disabilities are encouraged to apply.  |

## DEPARTMENT OF WATER AND SANITATION

**CLOSING DATE** : 17 October 2025

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

## OTHER POSTS

**POST 36/121** : **SENIOR VETTING INVESTIGATOR REF NO: 171025/01**  
 Branch: Corporate Support Services  
 Dir: Security Management Services

**SALARY** : R582 444 per annum (Level 10)  
**CENTRE** : Pretoria (Head Office)  
**REQUIREMENTS** : An NQF level 6 or B Degree in Social Sciences/Policing/ Forensic Investigations or related qualification. Three (3) to five (5) years' experience in Vetting Investigations and Personnel Suitability Check (PSC). Must have a valid Top Secret Security Clearance or must be in the process of attaining the certificate. The disclosure of a valid unexpired driver's license. State Security Agency (SSA) Vetting course is mandatory. SAPS & Defence Vetting course will be an added advantage. Knowledge of National Strategic Intelligence Act (NSIA), General Intelligence Laws Amendment Act (GILA Act), Minimum Information Security Standard (MISS), Protection of Personal Information Act (POPIA Act), Promotion of Access to Information Act (PAIA Act). Knowledge of Public service regulations/policies. Knowledge of policy development and Implementation. Knowledge of PFMA Act, Accountability and Ethical Conduct. Conflict Management skills. Planning, Organising in Execution of projects.

**DUTIES** : Conduct and Manage Vetting fieldwork investigations in line with prescripts. Manage and conduct Personnel Suitability Checks internally. Ability to conduct Information Security, Vetting and Personnel Suitability Checks Awareness Presentations. Advice on Personnel security Matters. Ensure that PSC and Vetting Targets are met. Ensure that management is kept updated with regard to Vetting & PSC Statistics. Administration of Personnel Suitability Checks and Vetting in the Department. Manage stakeholder engagement and ensure that Memorandum of Understanding with stakeholders is reviewed every 5 years or as and when the need arise. Ability to establish and manage the Supply Chain Management (SCM) process in acquiring PSC service provider for Pre-employment screening and Company screening.

**ENQUIRIES** : Ms Ntombi Ndzoziya, Tel No: (012) 336 7101  
**APPLICATIONS** : All applications to be submitted online on the following link: <https://erecruitment.dws.gov.za/>

**POST 36/122** : **VETTING INVESTIGATOR REF NO: 171025/02**  
 Branch: Corporate Support Services  
 Dir: Security Management Services

**SALARY** : R325 101 per annum (Level 07)  
**CENTRE** : Pretoria (Head Office)  
**REQUIREMENTS** : A National Diploma or B Degree in Security Management / Administration Policing / Forensic Investigations / Office Management & Technology. Two (2) to three (3) years' experience in an investigation environment. The disclosure of a valid unexpired driver's license. Must obtain a Top-Secret Security Clearance within a year of appointment. Security breach, fraud and corruption

related Investigation experience in the public sector will be an added advantage. Communication skills both (written, verbal skills and listening skills). Language proficiency. Assertiveness. Display levels of integrity. High ethical conduct. Reliability and honesty. Be willing to travel extensively.

**DUTIES**

: Provide administrative support within the Vetting sub-directorate. Conduct Vetting Investigations. Investigation of security threats and bridges in terms of National Strategic Intelligence Act. Compile Vetting Investigation reports. Investigation of Fraud and corruption. Conduct Personnel Suitability Checks in the Department. Administration of the filing system for all Screening and Vetting documents within the department. Administration of all internal and external enquiries. Conduct security screening and vetting awareness presentations.

**ENQUIRIES**

: Ms Ntombi Ndzoyiya Tel No: (012) 336 7101

**APPLICATIONS**

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