



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 36 OF 2026

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1. Introduction

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.
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

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. Applicants must indicate the reference number of the vacancy in their applications.
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.
4. It must be ensured that applications reach the relevant advertising departments on or before the applicable closing dates.

3. Directions to departments

1. The contents of this Circular must be brought to the attention of all employees.
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. 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.
4. Candidates must be assessed and selected in accordance with the relevant measures that apply to employment in the Public Service.

2. SMS pre-entry certificate

- 2.1. To access the SMS pre-entry certificate course and for further details, please click on the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website: www.thensg.gov.za.

AMENDMENTS

DEPARTMENT OF SPORT, ARTS AND CULTURE: Kindly note the amendments to the requirements for the post of Assistant Director: Translation and Editing (Siswati) (DSAC-11/09/2026) as advertised in the Public Service Vacancy Circular (PSVC) nr 34 of 2026 placed on 18 September 2026 with the closing date of 5 October 2026, which should read as follows: 2–3 years relevant experience, at least 2 years working as a Siswati Language Practitioner in the translating environment; Successful completion of a departmental Siswati translation and editing test. The closing date for the post is hereby extended to 16 October 2026.

PROVINCIAL ADMINISTRATION: GAUTENG: DEPARTMENT OF SPORT, ARTS, CULTURE AND RECREATION: Kindly note that the post of Chief Director: Arts, Culture and Heritage with reference number: Refs/050114 was advertised in the Public Service Vacancy Circular 24 dated 10 July 2026, with a closing date of 24 July 2026 the post has been withdrawn.

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DEPARTMENT OF AGRICULTURE (DOA)

CLOSING DATE : 23 October 2026 at 16:00

NOTE : To apply, submit a completed Z83 form and detailed Curriculum Vitae (PDF document to a maximum of 10 megabytes) via e-mail or hand delivery. The Department will not be held responsible for server delays. Late applications due to technical issues will not be considered. Shortlisted candidates must provide certified copies of required documents (Identity Document, qualifications, etc) where necessary and service certificates to support senior management experience to Human Resources before the interviews, including South African Qualifications Authority (SAQA) evaluation reports for foreign qualifications. Failure to comply will result in disqualification. To be appointed at Senior Management Service (SMS) level, you must complete the SMS Pre-entry programme offered by the National School of Government (NSG). Find course details here: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/> appointment is subject to successful competition of the Nyukela Programme: Pre-entry Certificate to SMS and submission of proof. All shortlisted candidates, including SMS shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. NB: Please note that false or fraudulent qualifications submitted by applicants will be reported to the South African Police Services (SAPS), and a criminal case shall be opened. Applications: Please submit your application before the closing date as late applications will not be considered. Do not submit duplicate applications. If applying for multiple posts, submit separate applications for each post. Due to high volumes, the Department will not acknowledge receipt of applications. Communication will be limited to shortlisted candidates only. If you have not heard from us within 3 months, please consider your application to be unsuccessful. Should, during any stage of the recruitment process, a moratorium be placed on the filling of posts or the Department is affected by any process such as, but not limited to, restructuring or reorganisation of posts, the Department reserves the right to cancel the recruitment process and re-advertise the post at any time in the future. Important: DOA is an equal opportunity employer committed to promoting representivity and affirmative action. We encourage applications from all qualified candidates. The Department reserves the right not to fill vacancies. By applying you consent to the collection and processing of your personal information for recruitment purposes. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the Department. Shortlisted candidates will undergo personnel suitability checks, security vetting and reference checks (including social media profiles). Applications must declare any pending criminal, disciplinary or any other allegations or investigations. Successful candidates must pass security clearance, sign an employment contract, sign an annual performance agreement and disclose financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. Failure to disclose relevant information may result in disqualification or termination.

OTHER POSTS

POST 36/01 : **ICT SPECIALIST (BUSINESS ANALYST) REF NO: 3/3/1/85/2026**
Directorate: ICT Solution Development

SALARY : R932 292 per annum (Level 11), (all-inclusive remuneration package to be structured in accordance with the rules for MMS).

CENTRE : Gauteng (Pretoria)

REQUIREMENTS : Applicants must be in possession of a Grade 12 certificate and a National Diploma in Computer Science / Information Technology (NQF level 6). Minimum of 3 years supervisory experience in business case and business requirement specification (BRS) development. Job related knowledge: Business Process Re-engineering (6 SIGMA). Business System Analysis. Business Process Modelling (IDEF, BPML, BPML). Functional design and user requirement specifications (UML). Business case development. Basic finance and accounting. Understanding of the Application Development Process (SDLC). Working knowledge of BPM Toolsets such as Case Wise or

		ARIS. Job related skills: Computer literacy, good grooming and presentation skills, good telephone etiquette, Good organisational skills, good people skills, High level of reliability, Communication skills (verbal and written). Team worker skills. Facilitation skills. Presentation skills. Planning and organising skills. Project Management skills. Ability to work under pressure. Teamwork. A valid driver's license.
<u>DUTIES</u>	:	Co-ordinate and manage the analysis of business needs, user requirements, objectives and goals for ICT programmes/projects within the agreed frameworks. Prepare for requirements elicitation. Conduct JAD sessions. Documents elicitation. Review /confirm documented requirements. Circulate document for formal sign-off. Map business processes and audit business systems. Map As-Is business processes. Conduct Gap-Analysis. Map To-Be business processes. Review/Confirm documented processes. Prepare business cases for systems development programmes/projects. Understand Business objectives. Conduct business impact analysis/stakeholder analysis. Schedule initial briefing session with all relevant stakeholders. Obtain High-Level functional requirements. Understand High-Level Business processes. Research/investigate solution options. Obtain Financials. Review/Confirm documented Business Case. Circulate Business Case for sign-off. Perform transversal business systems analysis. Assess Requirements against Transversal System. Assess organisational readiness. Define transition requirements. Prepare solution validation assessment. Develop Master Systems/ICT Plans. Conduct evaluation of existing ICT environment. Perform Gap Analysis between current environments & desired departmental strategic vision. Identify, evaluate & recommend future state technologies to modernize ICT environment. Draft Master Systems Plan. Review/Confirm MSP. Circulate MSP for sign-off.
<u>ENQUIRIES</u>	:	Ms T Sehoole Tel No: (012) 319 6527
<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email ICTSrecruit85@nda.gov.za
<u>NOTE</u>	:	EE Target: Coloured Male, African Female, Indian Female and persons with disability
<u>POST 36/02</u>	:	<u>LAND ADMINISTRATIVE OFFICER REF NO: 3/3/1/91/2026</u> Directorate: Small-Holder Farmers Production
<u>SALARY</u>	:	R413 001 per annum (Level 08)
<u>CENTRE</u>	:	Gauteng (Pretoria)
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a National Diploma in Agriculture (NQF Level 6). Minimum of two (2) years' relevant experience in Land or Land Reform Administration. Job Related Knowledge: Computer literacy. Analytical skills. PFMA. Planning and organizing. Project Management. Job Related Skills: Facilitation skills. Project Management. Planning. Initiative. Interpersonal skills. Problem solving abilities. Interpretation of findings. Analytical. Computer literacy. Report writing skills. Drivers' license. Extended working hours.
<u>DUTIES</u>	:	Facilitate the disposal of Agricultural State Land: Identify the repossessed farm by Debt Management. Appoint the caretaker to look after the farm. Facilitate the Evaluation of farm to determine the productive market value. Advertise the farm through local media. Facilitate the appointment of the successful candidate. Prepare the lease agreement. Provide Infrastructure support: Ensure the proper maintenance and caretaking of farms. Conduct inspection on farms to determine the condition. Conduct needs analysis to check the gaps and what is needed. Eradication of poisonous plants. Construction of gabions and fire breaks. Rehabilitation of dams. Render advisory services to inter-governmental departments and clients on land management matters: Attend to state land queries from inter-governmental departments and clients. Attend to parliamentary queries through the ministerial office. Provide farming advise to leases/ clients. Facilitate the rental collection and other departmental levies: Send monthly statements to leases. Make follow up on none paying leases. Liaise with finance with regard to verification of payments. Facilitate the eviction of none complying leases. Refer none paying leases to legal services. Maintenance of database: Update provincial and state land database. Update asset management database. Update the new developments in the farm. Update job creation and applicant database
<u>ENQUIRIES</u>	:	Mr R Tuckeldoe Tel No: (012) 319 8496

<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email LAOrecruit91@nda.gov.za
<u>NOTE</u>	:	EE Target: Whites, Coloured Females and persons with disability.
<u>POST 36/03</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: GOVERNANCE REF NO: 3/3/1/92/2026</u> Directorate: Demand and Acquisition Management
<u>SALARY</u>	:	R413 001 per annum (Level 08)
<u>CENTRE</u>	:	Gauteng (Pretoria)
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Public Administration / Public Management / Business Administration / Business Management / Financial Accounting / Cost Accounting / Financial Management / Internal Auditing. Minimum of 2 years' experience in finance and governance administrative environment. Job related knowledge: Knowledge of Public Service Regulations, Financial procedures, Treasury Regulations and Basic Accounting System (BAS). Job related skills: Computer literacy, Interpersonal skills, Organising and planning skills, Communication skills (written and verbal), Analytical skills, Problem solving skills, financial management skills and Report writing skills.
<u>DUTIES</u>	:	Pre and post compliance review of payment batches. Conduct compliance review on payment batches. Clear communication of queries to client offices where discrepancies are identified. Maintain a register of both complainant and non-compliant payment batches. Monthly and quarterly. Coordination of audit inputs: Receive, analyse and distribute request for information (RFI) for external audit. Receive, analyse and distribute audit queries and follow up timeously. Update the RFI and Audit Findings registers. Attend Audit Steering Committee meetings. Attend to queries from Internal Audit. Monthly and quarterly reporting. Render general office support services. Supervise, motivate and develop staff through individual performance agreements. Provide assistance in the developing / reviewing of operational plan. Compile various submissions / memoranda and responses. Administer leave forms / attend to queries. Make travel / conference bookings and confirmations. Provide secretariat services. Administer the procurements of goods and services. Compile, manage and maintain of the Departmental Management Plan inputs. Compile, manage and maintain of Procurement Plan inputs. Serve as a budget coordinator.
<u>ENQUIRIES</u>	:	Ms Kholofelo Mathye Tel No: (012) 312 9367
<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email SAOGrecruit92@nda.gov.za .
<u>NOTE</u>	:	EE Target: African Female and Persons with disability
<u>POST 36/04</u>	:	<u>ADMINISTRATIVE OFFICER: LOSSES & CLAIMS REF NO: 3/3/1/93/2026</u> Directorate: Demand and Acquisition Management
<u>SALARY</u>	:	R338 107 per annum (Level 07)
<u>CENTRE</u>	:	Gauteng (Pretoria)
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12 Certificate and National Diploma in Public Administration / Public Management / Business Administration / Business Management / Public Finance / Financial Accounting / Financial Management. Minimum of 1 year experience in losses and claims administration. Job related knowledge: Public Service Regulation, Financial procedures, Treasury Regulations, Basic Accounting System (BAS). Job related skills: Computer literacy, interpersonal skills, organising and planning skills, communication skills (written and verbal), analytical skills, problem solving skills and financial management skills.
<u>DUTIES</u>	:	Administration of losses and claims. Conduct compliance review of losses and claims invoices. Conduct investigations of losses and claim by liaising with different stakeholders. Compile and /or review memos to Legal Services to obtain a legal opinion. Ensure that legal opinions are implemented. Maintain and update registers for losses and claims. Provide input in the review of policies and Standard Operating Procedures. Conduct awareness within the department on losses and claims. Monthly and quarterly reporting. Clearing of suspense account. Compile journals to clear the Damage Vehicle Suspense Account. Prepare reconciliation of processed journals to Losses & Claims Registers for accuracy and completeness. Render general office support services. Supervise, motivate and develop staff through individual

performance agreements. Provide assistance in the development and / reviewing of the operational plan. Compile various submissions / memoranda and responses. Administer leave forms / attend to queries. Make travel / conference bookings and confirmations. Provide secretariat services. Administer the procurement of goods and services. Compile, manage and maintain the Demand Management Plan. Compile, manage and maintain the Procurement Plan.

ENQUIRIES
APPLICATIONS

- : Ms Kholofelo Mathye Tel No: (012) 312 9367
- : Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email AOLCrecruit93@nda.gov.za

NOTE

- : EE Target: African Male and persons with disability

DEPARTMENT OF DEFENCE



- APPLICATIONS** : Department of Defence, Chief Directorate Human Resource Management, Private Bag X976, Pretoria, 0001, may hand delivered to: Bank of Lisbon Building, 400 Paul Kruger Street, Pretoria 0001 or email to: Tshegofatso.Leburu@dod.mil.za
- CLOSING DATE** : 23 October 2026 at 16h00 (Applications received after the closing date and faxed copies will not be considered).
- NOTE** : It is the Department's intention to promote equity (race, gender and disability) through the filling of this posts with candidates whose transfer/promotion/appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan. Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office i.e effective 01 January 2021 or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/>). Should an application be received using incorrect application employment form Z83, it will be disqualified, which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV only (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview which should not be older than six months. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application, it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. The level of appointments is dependent upon, qualifications, relevant experience and research output. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. The competency assessment will be limited to successful candidates in the interview process only. Shortlisted candidates will be subjected to a personnel suitability checks (pre-employment screening) which may include social media profiles checks. A successful candidate will have to undergo a full security vetting while in the employ of the department and negative outcome shall nullify employment contract. Failure to submit the required documents will result in your application not being considered. Successful candidates will be required to disclose their financial interests within one (1) month of appointment. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged, and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months in terms of the prescribed rules.

OTHER POST

- POST 36/05** : **SENIOR SECRETARY REF NO: CDHRM/33/36/26**
Chief Directorate: Human Resource Management

- SALARY** : R237 453 – R279 708 per annum (Level 05)
CENTRE : Pretoria

<u>REQUIREMENTS</u>	:	A minimum of Grade 12/NQF Level 4. Secretarial experience will be an advantage. Special requirements (skills needed): Language skills and the ability to communicate well with people at different levels. Computer literate (MS Word, Excel and Power Point) and good telephone etiquette. Sound organisational skills. Good inter-personal skills. High level of reliability. Good communication skills. Ability to act with tact and discretion.
<u>DUTIES</u>	:	Provide a secretarial support service to the Director. Receive telephone calls and refer the calls to the correct role. Record appointments and events in the diary of the Director. Operate office equipment like fax and photocopying machine. Liaise with travelling agencies to make travelling arrangements for Chief Director. Process travel and subsistence claims for Director. Follow up the arrangements and discuss with the Chief Director when the relevant documents are received to ensure that the Director endorsed the accommodation prior confirmation. Arrange meetings and events for Director. Book venues, invite role player, organise refreshments and set up schedules for meetings and events. Process all invoices that emanate from activities of the work of the Director. Record basic minutes of the meetings of the Director. Draft routine correspondence and reports. Establish and maintain filing system in the office of the Director. Administer matters like the leave for the Director. Handle the procurement of standard items like stationery, refreshments etc. Collect all relevant documents to enable the Director to prepare for meetings. Manage the correspondences in and out of the Director's office. Ensure that documents submitted for the Director's approval adhere to set norms and standards. Remain abreast with the procedures and processes that apply in the DOD to ensure efficient and effective support to the Director. Study the relevant Public Service and departmental prescripts/policies and other documents to ensure that the application thereof is understood properly.
<u>ENQUIRIES</u>	:	Brigadier General M.J. Ledwaba Tel No: (012) 339 5019/Leading Seaman T.B. Leburu Tel No: (012) 339 5001

DEPARTMENT OF ELECTRICITY AND ENERGY

The Department of Electricity and Energy (DEE) is an equal opportunity; affirmative action employer and it is its intention to promote representativity in the Public Sector through the filling of this post(s).

Persons whose transfer/promotion/appointment will promote representativity are encouraged to apply, particularly persons with disabilities and women interested in senior management positions. An indication of such, in this regard will be vital in the processing of applications.

- APPLICATIONS** : Submit your completed application using one of the following methods, post: The Director-General, Department of Electricity and Energy, Private Bag X96, Pretoria, 0001, or hand deliver at Matimba House Building 192 Visagie Street (Corner Paul Kruger & Visagie Street), Pretoria, or email directly to the email address dedicated to a specific post. General enquiries may be brought to the attention of Ms M Palare Tel No: (012) 406 7426.
- CLOSING DATE** : 23 October 2026 at 16h00 (Walk-in) 23h59 (online). N.B: It is the sole responsibility of an applicant to ensure that their application reaches the Department on or before the set deadline.
- NOTE** : Applicants are informed to submit their application(s) by completing the 2021 version of the Z83 form quoting the relevant reference number and a comprehensive CV only. The CV must indicate qualifications, experience "if any" and the period thereof. The 2021 version of the Z83 form is obtainable at www.dpsa.gov.za or www.gov.za/documents. It is important to ensure that the Z83 is completed in full. This means that all fields of Section A, B, C and D of the Z83 must be completed in full. It is acceptable under section E, F, G, for applicants to indicate "refer to CV or see attached" due to the limited space provided on the Z83 form. However, the question relating to conditions that prevent re-appointment under Part "F" must be answered, but if you are already in Public Service just indicate "N/A". Please initial the form and sign the declaration. Email application(s) must strictly be submitted as one (1) PDF document or attachment (i.e. Z83 and CV scanned as one PDF document). It is also important to 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 submitted using the incorrect application form (old Z83) will not be considered. Each advertised post must be accompanied by its own application for employment. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview. Applicants in possession of foreign qualifications must submit an evaluation report issued by the South African Qualification Authority (SAQA) if 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. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Correspondence will be limited to shortlisted candidates only. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. No SMS post appointment shall be implemented without the relevant candidate producing the pre-entry certificate for SMS (Nyukela) obtainable from www.thensg.gov.za. 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 administration of the recruitment process or possible employment and will not be shared with third parties without prior consent unless required by law. The Department reserves the right not to make any appointment(s) to the below advertised post(s) at any stage of the recruitment process. The successful candidate will be expected

to enter into a performance agreement within three (3) months from the date of appointment.

MANAGEMENT ECHELON

<u>POST 36/06</u>	:	<u>DIRECTOR: SOC GOVERNANCE AND LEGAL ASSURANCE REF NO: DEE2026/019</u>
<u>SALARY</u>	:	R1 317 384 per annum (Level 13), (all-inclusive package)
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	An appropriate degree in LLB or equivalent at NQF level 7 recognised by the South African Qualifications Authority (SAQA), plus the pre-entry certificate for SMS (Nyukela). Additional requirements as an Admitted Attorney or an Advocate. Plus 5 years of experience at the middle/senior managerial level in Legal or Corporate Governance. Knowledge of: Legislative and policy prescripts relevant to the Department and its SOE's. Corporate governance as it applies to the public and private sector, Company law, PFMA, Project Management, Strategic Planning, Risk Management and a strong legal background. Skills: Communication, Financial Management, Problem solving and Analytical skills. Honesty and integrity; change management, strategic capability and leadership. Service delivery innovation, people management and empowerment. Thinking Demand: Information evaluation; decision-making, creativity, Tact, work individuality and in a group.
<u>DUTIES</u>	:	Undertake the development of standardised SOC governance review and reporting instruments. Lead or partake in SOC governance assurance projects to assess compliance and enable DEE management structures to facilitate corrective action where required. Provide technical advisory services to executive management and the shareholders on the appointment and dismissal of SOC Board Members. Develop and coordinate the implementation of the DEE's legal assurance policy regime and standardised legal instrument assurance framework for the SOC Group. Align existing and/or develop legal instruments for the governance of SOCs in the group. Draft legal opinions on the shareholder interface process with SOC Boards. Manage the Directorate.
<u>ENQUIRIES</u>	:	Mr Tshupo Makhubela Tel No: (012) 406 7577
<u>APPLICATIONS</u>	:	Email to Vacancies5@dee.gov.za
<u>NOTE</u>	:	Females from all races, African, Indians, Coloured and White are encouraged to apply.

OTHER POSTS

<u>POST 36/07</u>	:	<u>ASSISTANT DIRECTOR: CLIMATE CHANGE MANAGEMENT REF NO: DEE2026/020 (X2 POSTS)</u>
<u>SALARY</u>	:	R605 742 per annum (Level 10)
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	An appropriate Bachelor of Science Degree in Natural Sciences or Environmental Sciences at NQF Level 7 recognised by the South African Qualification Authority (SAQA), Plus 3-4 years' experience in energy and specialization in environment, energy or sustainable development. Knowledge of: All relevant national policies on climate change mitigation and adaptation, energy and environment. Environmental conventions and protocols. Knowledge on processes of environmental conventions, including the ratification on environmental treaties by South Africa. National legislation and Acts on climate change, energy and environment. Skills: Excellent written and oral communication skills, Analytical and interpretation skills, Detail-oriented ability to prioritise and multitask, Computer literacy, Presentation skills, Report Writing and Interpersonal skills. Thinking Demands: Factual oriented, ability to make informed decision quickly, Problem Solving, Conflict management.
<u>DUTIES</u>	:	Coordinate the development and implementation of Environmental management plan and climate change policies, environmental management system to monitor compliance with environmental management plans and policies, including the Green House Gas emissions. Provide support and advice on mitigation interventions that support low carbon development in the energy sectors including Carbon Budgets. Represent the Department in external policy settings, nationally and internationally on climate change and environmental compliance. Provide analytical support for policy briefs related to renewable energy, energy efficiency and climate change and environment.

		Manage the integration with the national climate change response policy and other related environmental policies. Develop or contribute to the development of educational or outreach programs on climate change and environmental compliance. Provide support and advice on mitigation interventions that supports low carbon development in the energy sector including carbon budget. Provide managerial activities.
ENQUIRIES	:	Mr Thebe Mamakoko Tel No: (012) 406 7679
APPLICATIONS	:	Email to Vacancies2@dee.gov.za
NOTE	:	Females and males from Indians, Coloured and White are encouraged to apply.
POST 36/08	:	<u>ASSISTANT DIRECTOR: INFORMATION TECHNOLOGY SECURITY REF NO: DEE2026/021</u>
SALARY	:	R487 197 per annum (Level 09)
CENTRE	:	Head Office, Pretoria
REQUIREMENTS	:	An appropriate National Diploma in Information Technology Management, Computer Sciences, Computer Systems Engineering at NQF Level 6 recognised by the South African Qualification Authority (SAQA), PLUS 3 years' experience network technical/ scientific experience and extensive experience in IT Software. Knowledge of: Information security standards and guidelines. Knowledge of Public Service information security directives. Cybersecurity Act, Public Service Act (PSA), Public Service Regulations (PSR), Public Finance Management Act (PFMA) Skills: Excellent managerial, communication and interpersonal relationship skills, Strong leadership and organisational skills, Client focused, Negotiation and consultation skills, problem solving and analysis, Strategic capability, management and expertise in all areas of Information Technology, creativity and innovation. Thinking Demands: Technical expertise in advanced strategic and business analysis, change management with knowledge of Public Service, Budget management, Policy development, Strategic planning, financial management, Project management, Government policies and Projects/programs in DEE.
DUTIES	:	Provide inputs on the development and reviewing of ICT security policies, procedures and guidelines in line with ICT governance and States Security Agency. Enforce compliance of ICT security control measures within the Department. Assist with the administration of ICT contracts and service legal agreements. Install latest security patches, firmware and updates within the Department. Provide inputs on implementation of ICT disaster recovery. Assist with ICT Security investigation and implement the corrective actions and tools. Provide managerial activities.
ENQUIRIES	:	Mr Phillip Leso Tel No: (012) 406 7730
APPLICATIONS	:	Email to Vacancies3@dee.gov.za
NOTE	:	Females and males from Indians, Coloured and White are encouraged to apply.
POST 36/09	:	<u>STATE ACCOUNTANT: MANAGEMENT ACCOUNTING REF NO: DEE2026/022</u>
SALARY	:	R413 001 per annum (Level 08)
CENTRE	:	Head Office, Pretoria
REQUIREMENTS	:	An appropriate National Diploma in Government Accounting, Cost Accounting or related at NQF Level 6 recognised by the South African Qualification Authority (SAQA), PLUS 1year experience in Finance (Budget). Knowledge of: Public Finance Management Act (PFMA), Treasury Regulations, Departmental policies and procedures. Financial and related transversal systems used in government (BAS, Safetyweb, Vulindlela), Financial Administration and management accounting. Skills: Financial and accounting skills, communication skills, Business letter and report writing skills, computer literacy, Problem solving/ innovation. Management and organisational skills. Project management. Thinking Demands: Numeric, Organisational/staff, budget and structures. Government budget processes and procedures.
DUTIES	:	Collate financial supporting information for the annual budget planning purpose (MTEF/ENE). In-year Budget process-prepare and capture budget information. Cash flow management (Drawings and against the NRF). Supervisory functions.
ENQUIRIES	:	Ms Lucia Mabokela Tel No: (012) 406 7688
APPLICATIONS	:	Email to Vacancies4@dee.gov.za
NOTE	:	Males from all races, African, Indians, Coloured and White are encouraged to apply.

POST 36/10 : **ADMINISTRATIVE OFFICER: DEMAND MANAGEMENT REF NO: DEE2026/023**

SALARY : R338 106 per annum (Level 07)

CENTRE : Head Office, Pretoria

REQUIREMENTS : An appropriate National Diploma in Procurement Management/Supply Chain Management/Logistics and Business Management at NQF Level 6 recognised by the South African Qualifications Authority (SAQA), PLUS 1year experience as an Administration Clerk in Supply Chain management. Knowledge of: Public Finance Management Act (PFMA), Treasury Regulations, PPPFA, Supply Chain Management Framework, LOGIS Skills: Computer literacy, Financial, Good Verbal and written communications, ability to communicate at different levels. Thinking Demands: Problem Solving, Creativity, Ability to negotiate, Report writing.

DUTIES : Assist line Manager with demand planning (end user specifications). Processing of requests for goods and services. Market research and development of sourcing strategy. Bid specification Committee secretariat for requests below the value of R500k.

ENQUIRIES : Mr Samuel Msiza Tel No: (012) 406 7910

APPLICATIONS : Email to Vacancies5@dee.gov.za

DEPARTMENT OF EMPLOYMENT AND LABOUR

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

CLOSING DATE : 23 October 2026 at 16:00 (walk-in) and 23:59 (online)

NOTE : Online application must include an application form Z83 and CV as one attachment, indicate the correct job title and correct reference number of the post on the email. Use the correct email address associated with the post. Applications quoting the relevant reference number, correct job title and correct name of the Department must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the old Z83 application form will not be considered. Each application for each post (s) must have its own application form. 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 and a completed, initialled and signed 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 Qualifications Authority (SAQA) (only when shortlisted). Failure to submit all the requested documents will result in the application not being considered. Applicants who do not comply with the application instructions/requirements, as well as applications received late will not be considered. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. 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. Successful candidates will be required to enter into an employment contract and a performance agreement. The Department reserves the right not to make any appointment(s) to the below advertised post(s). Correspondence will be limited to shortlisted candidates only. 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 is an equal opportunity affirmative action employer. The Employment Equity targets will be taken into consideration during the selection process. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s).

OTHER POSTS

POST 36/11 : **MEDICAL OFFICER GRADE 1 REF NO: HR4/4/6/06**

SALARY : R1 041 402 - R1 121 241 per annum, (OSD)

CENTRE : Provincial Office: Limpopo

REQUIREMENTS : MBCHB. 10 years of functional experience in the medical environment. Assessment of medical /disability claims will be an added advantage. Registration with the HPCSA. Knowledge: Medical related Legislation & Regulatory Knowledge & implementation, Medical aid knowledge (case management), Compensation Fund policies, Procedures, processes, Compliance Management, Risk Management and Fund Governance, Budgeting and Financial Management, Customer Services (Batho Pele Principles), Technical Knowledge, Medical Anatomy, Medical Terminology, AMA guidelines application, Public service Act, Public Finance Management Act (PFMA), National Treasury regulations, Preferential Procurement Policy Framework, Promotion of Access to Information Act, Protection of Personal

		Information Act (POPI). Skills: Medical Policy Management, Occupational Health knowledge, Clinical Excellence and Advisory, Project Management and Planning, Information Analysis and Interpretation, Digital Acumen / Medical Systems (IT Systems Control Designs), Clinical risk mitigation, Clinical coding, Quality Assurance and improvement, Research and Benchmarking, Stakeholder Development and Management, Negotiation, Consensus and Coalition Building.
DUTIES	:	Manage medical advisory services for all COID services. Manage and monitor healthcare. Manage medical claims processing. Manage and provide support to medical service providers. Manage all resources in the sub-directorate.
ENQUIRIES	:	Ms. JM Fope Tel No: (015) 290 1665
APPLICATIONS	:	Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane or Email address: CFJobs-LP@labour.gov.za
NOTE	:	Priority will be given to African Male, African Female, Coloured Male, Indian Male, Indian Female, White Male, White Female
POST 36/12	:	<u>PRINCIPAL INSPECTOR: OCCUPATIONAL HEALTH AND HYGIENE REF NO: HR4/4/6/07</u>
SALARY	:	R605 742 per annum
CENTRE	:	Labour Centre: Groblersdal Labour Centre
REQUIREMENTS	:	Three (3) year National Diploma (NQF 6) / Undergraduate bachelor's degree (NQF 7) in Environmental Health / Occupational Health / Hygiene/ Analytical Chemistry / Chemical Engineering. Valid driver's License. Four (4) years functional experience in Health and Hygiene inspection/ services. Knowledge: Departmental policies and procedures, Batho Pele Principles, Public Service Act and Regulations, OHS Act and Regulations, OHS standard, OHS Management System. Skills: Facilitation, Planning and Organising, Computer literacy, Interpersonal, Problem Solving, Interviewing, listening and observation, Presentation, Innovative, Analytical Research, Project management.
DUTIES	:	Provide inputs into the development of Health and Hygiene policies and ensure implementation of OHS strategy for the Department of Labour in terms of OHS Legislation. Conduct complex inspections for Health and Hygiene regularly as per the inspection programme. Conduct technical research on the latest trends in Occupational Health and Hygiene within identified sectors. Provide support for enforcement action, including preparation of reports for legal proceedings.
ENQUIRIES	:	Ms.JM Fope Tel No: (015) 290 1665
APPLICATIONS	:	Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane or CFJobs-GLD@labour.gov.za
NOTE	:	Priority will be given to Coloured Male, Coloured Female, Indian Male, Indian Female, White Male, White Female
POST 36/13	:	<u>OHS: INSPECTOR: CIVIL AND CONSTRUCTION ENGINEERING REF NO: HR 4/4/6/08</u>
SALARY	:	R413 001 per annum
CENTRE	:	Labour Centre: Lephalale
REQUIREMENTS	:	Senior Certificate plus a three (3) year recognised qualification in the relevant field, i.e., Construction Engineering. Valid driver's License. Registration with the relevant, recognised professional body is an advantage but not compulsory. Knowledge: Departmental policies and procedures, Occupational Health and Safety Act, as amended, Regulations (21), South African National Standards (Codes)- incorporated Codes become regulations, Compensation for Occupational Injuries and Diseases Act, Unemployment Insurance Act. Skills: Planning and Organising, Communication skills, Computer Literacy, Facilitation skills, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem solving skills, Interviewing skills, Presentation skills, Innovation skills, Analytical skills, Verbal and written communication skills.
DUTIES	:	To plan and independently conduct inspection with the aim of ensuring compliance with the Occupational Health and Safety Act, Act 85 of 1993, Regulations and incorporated Standard. To confirm registration of with the Unemployment Insurance Act and the Compensation for Occupational Injuries and Diseases Act. Plan, investigate and finalise independently incidents and complaints reported pertaining to the OHS Act and the relevant

		regulations and enforce as and when necessary, appear in Court as a State witness. Plan and conduct allocated proactive inspections as per schedule to monitor compliance with the relevant labour legislation, including compiling and consolidating reports emanating from such inspections. Plan and conduct advocacy campaigns on all labour legislation independently, analyse the impact thereof, consolidate and compile a report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports, including execution of analysis and compilation of consolidated statistical reports on regional and allocated cases.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms.JM Fope Tel No: (015) 290 1665
	:	Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane or CFJobs-LEP@labour.gov.za
<u>NOTE</u>	:	Priority will be given to African Female, Coloured Male, Coloured Female, Indian Male, Indian Female, White Male, White Female.
<u>POST 36/14</u>	:	<u>TEAM LEADER REF NO: HR 4/4/7/64</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R413 001 per annum
	:	Middelburg Labour Centre
	:	Three (3) year relevant qualification in Labour Relations/Labour Law, LLB/BCOM LAW. A Valid driver's licence. Two (2) years of functional experience in the Inspection and Enforcement Service. Knowledge: Departmental policies and procedures, Labour Relations Act, Basic Conditions of Employment Act, Skills Development Levies Act, Occupational Health and Safety Act, COIDA, SABS Codes, Unemployment Insurance Act, UI Contributions Act, Employment Equity Act, Immigration Act. Skills: Facilitation skills, Planning and Organising, Computer literacy, Interpersonal skills, Conflict handling skills.
<u>DUTIES</u>	:	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 (UCA), Plan and execute investigations independently on reported cases pertaining to contravention of labour legislation and enforcement as and when necessary including making preparations for and appearing in Court as State witness, Plan and conduct allocated proactive (Blitz) inspections regularly to monitor compliance with labour legislation including compilation and consolidation of report emanating from such inspections, Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report, Management the finalisation of files of cases received and investigation conducted by the Inspectors, Contribute at higher level to planning, drafting and maintenance of regional inspection plans and reports including execution of analysis and compilation of consolidated statistical reports on regional and allocates cases, ensure that non-compliant employers are referred for prosecution within the relevant time frames
<u>ENQUIRIES APPLICATIONS</u>	:	Mr RT Milanzi Tel No: (013) 240 0236
	:	The Deputy Director Labour Operations: Private Bag X251833, Middelburg, 1050 or Hand deliver at Emily Hobhouse Building, 15 Cowen Nthuli Street, Middelburg. For online application, email: to Jobs-MPU-TL01@labour.gov.za
<u>NOTE</u>	:	Priority will be given to African Male, Indian Male, Indian Female, White Male and People with Disability.
<u>POST 36/15</u>	:	<u>OHS INSPECTOR REF NO: HR4/4/5/100</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R413 001 per annum
	:	Labour Centre: Emaxesibeni
	:	Senior Certificate plus a 3-year recognised qualification in the relevant field i.e. Occupational Hygiene or Environmental Health. A Valid driver's licence. No experience required. Departmental policies and procedures, Employment Services Act, Labour relations Act, Basic Conditions of Employment Act, Occupational Health and Safety Act, COIDA, SABS Codes, Unemployment Insurance Act, UI Contribution Act, Employment Equity Act, Immigration Act, Skills: Facilitation, Planning, Organizing, Computer Literacy, Interpersonal, Conflict handling, Negotiation, Problem Solving, Interviewing, Presentation, Innovative, Analytical, Monitoring, Evaluation, Performance management, Communication.

<u>DUTIES</u>	:	Plan and independently conduct substantive inspections with the aim of ensuring compliance with the Occupational Health and Safety Act, Act 85 of 1993. Regulations and incorporated standards. To confirm registration with the Unemployment Insurance Act and Compensation for Occupational Injuries and Diseases Act. Plan, investigate and finalise independently incidents and complaints reported pertaining to the OHS Act and the relevant regulations and enforce as and when necessary, appear in Court as a State witness. Plan and conduct allocated proactive Inspections as per the schedule to monitor compliance with the relevant labour legislation, including compiling and consolidating reports emanating from such inspections. Plan and conduct Advocacy Campaigns on all labour legislation independently. Analyse the impact thereof, consolidate and compile a report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports, including execution of analysis and compilation of consolidated statistical reports on regional and allocated cases.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. L Nongena- Sigedle Tel No: (039) 254 0282
	:	Deputy Director: Labour Centre Operations, Private Bag X530, eMaxesibeni ,4735, Hand deliver at No 52 Church Street eMxesibeni, 4735. Email: Jobs-ECMTA@labour.gov.za
<u>NOTE</u>	:	African Males, Coloured Males, Coloured Females, Indian Males, Indian Females, White Males, White Females and Persons with disabilities are encouraged to apply.
<u>POST 36/16</u>	:	<u>SENIOR FRAUD INVESTIGATOR REF NO: HR4/4/4/5/101</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R413 001 per annum
	:	Provincial Office: Eastern Cape
	:	Three years' relevant tertiary qualification in Risk Management / Internal Audit / Risk and Security Management / Accounting / Law / Policing / Forensic Investigation/CFE qualification. Two (2) years of functional experience in an anti-fraud and corruption environment. ACFE membership will be an added advantage. Prepared to travel nationally (In possession of at least a Code 8 driver's license). Knowledge: Investigative Principles and Practices, Departmental and the Fund's Policies and Procedures, Public Financial Management Act (PFMA), Unemployment Insurance and Unemployment Insurance Contribution Act, Basic Knowledge of all Labour legislations, Anti-Fraud and Corruption Policies, Legal environment: Court and Criminal procedures, Fraud-related administration and operations, Batho Pele Principles. Skills: Planning and Organising skills, Time Management, Conflict Management, Analytical Skills, Investigation skills, Computer Literacy, Presentation skills, Communication skills, Report writing Skills.
<u>DUTIES</u>	:	Implement Fraud and Corruption Prevention Strategies, Conduct, Investigations on reported Fraud and Corruption, analyse system capabilities to anti-fraud management programmes. Liaise with appropriate sections within the Department of Employment & Labour and external stakeholders on Fraud Prevention measures. Supervise resources.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. S Nduli Tel No: (043) 703 3326
	:	Chief Director: Provincial Operations: Private Bag X9005, East London, 5201, hand deliver at No.3 Hill Street, East London. Email: Jobs-EC9@labour.gov.za
<u>NOTE</u>	:	African Males, Coloured Males, Coloured Females, Indian Males, Indian Females, White Males, White Females and Persons with disabilities are encouraged to apply.
<u>POST 36/17</u>	:	<u>INSPECTOR REF NO: HR4/4/7/95</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R413 001 per annum
	:	Labour Centre: Emalahleni
	:	Three (3) year tertiary qualification in Labour Relations/ B. Tech Degree in Labour Relations/ LLB for BCEA or Electrical / Mechanical Engineering / Environmental Health / Analytical Chemistry / Chemical Engineering / Civil & Construction Engineering for OHS. Two (2) years of functional experience in Inspection and Enforcement Services (BCEA)/ OHS. A valid driver's licence. Knowledge: Departmental Policies and procedures. Skills Development Act. Labour Relations Act. Basic Conditions of Employment Act. Skills Development Levies Act. Occupational Health and Safety Act. COIDA. SABS Codes. Unemployment Insurance Act. UI Contributions 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.
DUTIES	:	Plan and independently conduct substantive inspections with the aim of ensuring compliance with all labour legislation, 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 Act (OHSA) and UI Contributions Act (UICA). Plan and execute investigations independently on reported cases pertaining to contravention of labour legislation and enforce as and when necessary, including making presentations for and appearing in Court as a State witness. Plan and conduct allocated proactive (Blitz) inspections 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 legislation independently, analyse impact thereof, consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including execution of analysis and compilation of consolidated statistical reports on regional and allocated cases.
ENQUIRIES	:	Mr EA Masemola Tel No: (013) 653 3800/ 656 1422
APPLICATIONS	:	The Deputy Director: Labour Centre Operations: Private Bag X7293, Emalahleni, 1035 or Hand delivered at 38 Mandela Avenue Corner of Escombe Street and Mandela Avenue Emalahleni. For online application Email: to Jobs-MPU-EMAL@labour.gov.za
NOTE	:	African Male, Coloured, Male, Indian Male, Indian Female, White Male and People with Disability are encouraged to apply.
POST 36/18	:	<u>EMPLOYER AUDIT SERVICE OFFICER REF NO: HR4/4/7/64</u>
SALARY	:	R338 106 per annum
CENTRE	:	Provincial Office: Mpumalanga
REQUIREMENTS	:	Three-year relevant qualification in Labour Relations Management/ BCOM LAW/LLB/Internal Audit. One (1) year of functional experience in Auditing. Knowledge: Departmental Policies and procedures, Batho Pele, Public Service Act and Regulations, OHS Act and Regulations, COIDA, UIA, PFMA, BCEA, SDLA, LRA, UI Contribution Act, Skills Development Act, Employment Equity Act. Skills: Facilitation, Planning and Organising, Computer Literacy, interpersonal, Problem Solving, interviewing skills, Communication, Written and Verbal, Innovative, Analytical, Research, Project Management.
DUTIES	:	Perform Monitor the implementation of UIA and COIDA Programmes, Analyse the systems that provide expert advice on sector specific UIA & COIDA matter, Co-ordinate the process that monitors and evaluates impact of UIA & COIDA programs, provide support in the implementation of Advocacy Campaigns on UI & COIDA regularly and when there are amendments.
ENQUIRIES	:	Mr ABM Mampuru Tel No: (013) 655 8700
APPLICATIONS	:	Chief Director: Provincial Operations: Private Bag X7263, Emalahleni, 1035 Hand delivered at Corner of Hoffmeyer and Beatty Avenue Emalahleni. For online application Email: Jobs-EAS01@labour.gov.za
NOTE	:	Priority will be given to African Male, Indian Male, Indian Female, White Male and People with Disability.
POST 36/19	:	<u>ADMINISTRATION OFFICER: SUPPORT SERVICES IES REF NO: HR4/4/7/94</u>
SALARY	:	R338 106 per annum
CENTRE	:	Provincial Office: Mpumalanga
REQUIREMENTS	:	Three (3) years relevant tertiary qualification in Labour Relations/ Human Resources Management/ Public/ Business Management/ Administration. One (1) year of functional experience in Inspection/ Administration Services. A valid driver's licence. Knowledge: Departmental Policies and procedures. Skills Development Act. Labour Relations Act. Basic Conditions of Employment Act. Public Service Regulations. SDLA. Occupational Health and Safety Act. COIDA. Unemployment Insurance Act. UI Contributions Act. Employment Equity Act. Skills: Planning and organising. Computer Literacy. Interpersonal. Problem Solving. Communication (Verbal and Written).
DUTIES	:	Perform all registration pertaining to statutory services (BCEA, COIDA, UI, OHS, EEA, LRA). Conduct Labour Centre audits to check if the necessary tools of trade are in place with a view to improving IES systems and processes. Collect, compile and consolidate IES statistical reports and submit

		to the supervisor. Coordinate and monitor local and Provincial Blitz Inspections. Prepare an enforcement document for the Labour Court, Public Protector and Magistrate's Court.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. ABM Mampuru Tel No: (013) 655 8700
	:	The Provincial Chief Inspector, Private Bag X7263, Emalahleni, 1035 or hand deliver at Labour Building, Corner Hofmeyer Street and Beatty Avenue, Emalahleni, 1035. For Online Applications Email to: Jobs-MPU-IES01@labour.gov.za
<u>NOTE</u>	:	African Male, Coloured, Male, Indian Male, Indian Female, White Male and People with Disability are encouraged to apply.
<u>POST 36/20</u>	:	<u>ADMINISTRATION CLERK: MANAGEMENT SUPPORT SERVICES REF NO: HR4/4/1/95</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R237 453 per annum
	:	Labour Centre: Mthatha
	:	Grade 12/ Senior Certificate. No experience required. Knowledge: Batho Pele Principles, Departmental policies and procedures, Treasury Regulations. Skills: Verbal and written communication, Interpersonal relations, Problem solving, Communication, Conflict Management, Coordination, Computer literacy.
<u>DUTIES</u>	:	To render Supply Chain Management function in a Labour Centre daily. Provide a Finance and Office Management service to Labour Centre daily. Render Human Resource Management. Responsible for training and performance activities in a Labour Centre daily. Responsible for records administration in a Labour Centre daily.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. S Zaula Tel No: (047) 501 5600
	:	Deputy Director: Labour Centre Operations Manpower Building CNR Elliot and Madeira Streets Umthatha. Email Jobs-ECUTT@labour.gov.za
<u>NOTE</u>	:	Priority will be given to African Males, White Males, White Females, Indian female, Indian Male, Coloured Male, Coloured Female and People with Disability.
<u>POST 36/21</u>	:	<u>ADMINISTRATION CLERK: PES REF NO: HR4/4/7/5</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R237 453 per annum
	:	Provincial Office KwaZulu-Natal
	:	Grade 12 / Matriculation/ Senior Certificate. Knowledge: Relevant ILO Conventions, Human Resource Management, Batho Pele. Skills: Planning and organising, Verbal and written communication, Analytical, Computer Literacy, Presentation, Interpersonal, Report writing, and Innovative.
<u>DUTIES</u>	:	Liaise with identified stakeholder's relations for acquisition of placement opportunity. Avail information for coordination of International Cross-Border Labour Migration functions. Support the coordination of the registration and certification of Private Employment Agencies. Coordinate large (Provincial) opportunities from key stakeholders.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms PZ Maseko Tel No: (031) 366 2011
	:	Director: Public Employment Services, PO Box 940, Durban 4001 Or hand deliver at 267 Anton Lembede Street, Durban. For Online Application: Jobs-KZN8@labour.gov.za
<u>NOTE</u>	:	EE Target – Priority will be given to African males, Indian males, White males and White females.

DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT

The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer.

- APPLICATIONS** : All applications to be submitted online on the following link: <https://erecruitment.environment.gov.za/>
- CLOSING DATE** : 26 October 2026 at 16:00. No late applications will be accepted.
- NOTE** : Interested applicants must submit their applications via the above link. Applicant must ensure that they complete all sections on the online Z83 and attached a detailed CV with at least three (3) contactable references. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. Shortlisted candidates will be required to submit certified copies of qualifications, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG) prior to appointment. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme>. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the interview and technical assessment for all SMS posts, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity in compliance with the DPSA Directive on the implementation of competency-based assessments. Persons appointed will be subjected to a security clearance, the signing of performance agreement and employment contract. The Department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. By submitting the employment application form, you agree and consent in terms of Section 11(1) of the Protection of Personal Information Act (POPIA), 2013 (Act 4 of 2013), for your personal information which you provide to the DFFE to being processed by the department and its employees, agents, Cabinet committees, and subcontractors for recruitment purposes, in accordance with the POPIA of 2013.
- ERRATUM:** Kindly note that the post for the Deputy Director: Forest Charter Co-ordination with Ref No: FOM42/2026 advertised in the Public Service Vacancy Circular 34 dated 18 September 2026 with the closing date of 05 October 2026 is withdrawn until further notice.

MANAGEMENT ECHELON

- POST 36/22** : **DEPUTY DIRECTOR-GENERAL: OCEANS AND COASTS REF NO: OC28/2026**
- SALARY** : R1 885 710 per annum, (an all-inclusive annual)
- CENTRE** : Cape Town

<u>REQUIREMENTS</u>	:	A qualification at NQF level 8 in Natural Sciences/ Environmental Sciences or a relevant equivalent qualification as recognised by SAQA. A minimum of 8 years of relevant experience at a senior managerial level or relevant field. Successful completion of the Public Service Senior Management Leadership Programme (Pre-entry Programme) as endorsed by the National School of Government (NSG). Knowledge and understanding of scientific methodologies, research and development. Knowledge of Environmental Management/Sciences. Knowledge and understanding of international laws, agreements and commitments and their impact on fisheries. Knowledge and understanding of Government imperatives and priorities. Competencies and skills: Strategic Capability and Leadership, Programme and Project Management, People Management and Empowerment, Financial Management, Change Management, Knowledge Management, and Service Delivery Innovation. Sound organising and planning, Good communication, and Analytical skills. Ability to develop, interpret, and implement policies, strategies and legislation. Ability to work under extreme pressure and to resolve conflict.
<u>DUTIES</u>	:	Manage overall strategic direction, leadership, management and support within the applicable legislation and policies on integrated coastal management. Provide strategic leadership in the formulation and implementation of ocean conservation strategies, provision and maintenance of infrastructure for Southern Ocean and Antarctic operations to advance South Africa's interests, ensure sustainable geopolitical alliances and effective marine environment monitoring. Provide overall national strategic direction, leadership, management and support to ocean coastal research; variability and change response strategies, and conceptualisation, development and implementation of integrated marine projects. Manage, coordinate, facilitate and report on the implementation of the initiatives within Oceans Economy
<u>ENQUIRIES</u>	:	Mr Gerald Ntshane Tel No: (012) 399 9602 / Mr Mpho Beta, Tel No: (021) 402 3368
<u>APPLICATIONS</u>	:	QC28-2026@dffe.gov.za
<u>POST 36/23</u>	:	<u>DIRECTOR: BIODIVERSITY RISK MANAGEMENT REF NO: BC23/2026</u>
<u>SALARY</u>	:	R1 317 384 per annum, (all-inclusive salary package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF7) in Environmental Science / Environmental Management or a relevant qualification within the related field as recognised by SAQA. A minimum of five (5) years' experience at Middle/ Senior managerial level within the relevant field. Successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG) submitted prior to appointment. Knowledge on Natural resource management planning and implementation; Natural resource management or Natural resource-based rural development; Programme-based natural resource, operational management and/or planning; Value-added industry experience and expertise. Ability to develop and apply policies. Advanced skills in financial management and project management. Knowledge and understanding of the Public Finance Management Act. Good Communication Skills (written and spoken). Ability to gather and analyse information. Proven leadership skills. Ability to provide overall strategic guidance and lead multidisciplinary team.
<u>DUTIES</u>	:	Provide strategic leadership, technical guidance and oversight to the biodiversity and climate change policy responses. Provide strategic direction, technical guidance and oversight for the implementation of bio-safety legislation, ensuring effective guidance, monitoring, and governance of alien and invasive species. Develop and coordinate a national response strategy for management of Alien and invasive species and GMOs in South Africa. Develop and implement policies, legislation, regulations and risk assessment frameworks, including the provision of issuing authority functions for alien invasive species. Develop positions and lead negotiations on thematic areas that are part of the Biodiversity Risk Management Directorate. Develop reports for multilateral platforms on the implementation of decisions adopted by the Conference of the Parties. Oversee cross-functional mainstreaming resilience against global change challenges, including alien and invasive species, genetically modified organisms, and climate change, across all line functions. Facilitate co-development projects and proposals for funding to implement sector strategies that enhance resilience to global change

		challenges. Serve/co-chair project steering committees of strategic projects that contribute towards the implementation of government strategies.
ENQUERIES	:	Mr B Kgope Tel No: (012) 399 9165
OTHER POSTS		
POST 36/24	:	<u>ASSISTANT DIRECTOR: SHEQ ENVIRONMENTAL RESOURCE MANAGEMENT (X2 POSTS)</u>
SALARY	:	R605 742 per annum
CENTRE	:	Pretoria Ref No: EP25/2026
	:	Durban Ref No: EP26/2026
REQUIREMENTS	:	National Diploma (NQF6) in Forestry/Nature Conservation/ Environmental Management or relevant qualification as recognised by SAQA. A minimum of three (3) years' experience in Environmental Management or in the relevant field. Knowledge of environmental legislation and regulation development. Knowledge of veld and forest fire legislation including integrated fire management, Alien invasive plants including control methods and Indigenous plants identification. Understanding of natural resource management. Understanding of government standard administrative procedures, quality standards and contract management. Experience in Geographical Information Systems and map reading. Communication skills (written and spoken). Research and analytics skills. Programme and Project Management skills. Report writing skills. Interpersonal relations. Coordination skills. Organisational and planning skills. Advanced computer skills. Valid driver's license and willingness to travel and work long hours with limited supervision. Knowledge of the Public Finance Management Act (PFMA) and treasury regulations. Ability to work under pressure and long hours. Willingness to travel long distances and spend time away from home. Willing and capable of walking long distances in remote areas, including mountainous and conservation areas.
DUTIES	:	Conduct second-party quality compliance assessments within the Environmental Programmes. Assess compliance with quality standards, industry requirements and Environmental Programmes operational procedure. Conduct second-party quality Compliance verification within the Environmental Programmes. Conduct Projects field quality compliance verifications. Assist in the development and review of Environmental Programmes branch quality assessment and verification documentation, and SHEQ Procedures. Conduct and Coordinate Quality Compliance Support Training Sessions. Monitoring of EP Projects quality compliance recommendations.
ENQUIRIES	:	Mr N Maremba and Ms M Qoko Tel No: (012) 399 0118 / 9183
POST 36/25	:	<u>ASSISTANT DIRECTOR: SUSTAINABLE FOREST MANAGEMENT REF NO: FOM76/2026</u>
SALARY	:	R605 742 per annum
CENTRE	:	Pretoria
EQUIREMENTS	:	National Diploma (NQF6) in Forestry or Natural Science or relevant qualification within the related field as recognised by SAQA. A minimum of three (3) years' experience in Forestry or a related field. Knowledge of the National Forests Act, 1998 (Act No 84 of 1998) (NFA) and other environmental legislations. Knowledge in the regulation of natural resources. Knowledge of Environmental Legislation and policies impacting on the forestry sector. Knowledge of government administrative procedures (PFMA and Treasury. Stakeholder Engagement. Strategic Capability and Leadership. People Management and Empowerment. Good interpersonal relations skills. Good Communication skills. Ability to work under pressure and handle criticism. Ability to gather and analyse information. Ability to negotiate in difficult situations and to resolve conflict. A valid Driving license and willingness to travel. The incumbent will be subjected to appointment as Forest Officer (Forest Peace Officer)
DUTIES	:	Administer, implement, monitor and enforce the provisions of the National Forests Act (NFA), 1998 (Act No. 84 of 1998). Review, amend and develop NFA policies, strategies, guidelines and Standard Operating Procedures (SOPs). Provide technical advice in the processing of licences for protected trees, state forests and natural forests. Review and comment on Environmental Impact Assessment (EIA) reports and other specialist reports for development impacting forests and protected tree species. Review and

		adjust Forestry Tariffs for forest products and services annually in compliance with Treasury Regulations. Promote compliance and conduct enforcement regarding the NFA and undertake the relevant administrative or criminal enforcement measures for NFA transgressions. Liaise with the Directorate of Legal Services and the State Law Advisor regarding legal opinions and the interpretation of provisions of the Act. Provide support on Parliamentary and media queries. Compile monthly, quarterly and annual reports for the Directorate. Raise the Forestry Profile by participating in Environmental Forums and conducting capacity building programmes such as NFA training to various stakeholders including the SAPS, Judiciary, Magistrate and Prosecutors and State Organs. Facilitation of the Appointment of Forest Officers. Provide inputs to documents and technical advice to Organs of State and other stakeholders on the provisions of the Act.
ENQUIRIES	:	Ms K Govender, Cell: (082) 881 2250
POST 36/26	:	<u>ASSISTANT DIRECTOR: IT GOVERNANCE AND PLANNING SUPPORT</u> <u>REF NO: CMS54/2026</u> (Re-advertisement, applicants who previously may re-apply)
SALARY	:	R487 197 per annum
CENTRE	:	Pretoria
REQUIREMENTS	:	National Diploma (NQF6) in Information Technology or relevant qualification as recognised by SAQA. A minimum of 3 years' experience in ICT environment, IT governance, IT risk or relevant field, COBIT/ITIL will be an added advantage. Knowledge of IT corporate governance frameworks, Public Service Regulatory framework, DPSA directives and determinations, Public Finance Management Act and Treasury Regulations, IT practice & procedures, administrative procedures, project management, IT Planning, Strategic Planning Management, Audit processes. Knowledge of people management, change management, financial management, coordination and stakeholder liaison. Good communication skills (verbal and written). Policy development and implementation. Sound research, analytical, organising, planning, presentation and interpersonal skills. Ability to gather and analyse information. Ability to develop and implement policies. Ability to work individually and in team.
DUTIES	:	Coordinate GITO compliance and reporting. Participate in the implementation of the Corporate Governance of ICT policy. Provide secretarial services to ICT governance structures. Participate in the development and review of ICT related policies. Provide stakeholder engagement support. Coordinate various GITO Reporting queries and facilitate an appropriate response. Draft and consolidate ICT plans. Facilitate the implementation of ICT Plans... Coordinate the development of the annual ICT risk plan/register. Coordinate the implementation of Audit and Risk plans. Participate in the implementation of ICT related DPSA determinations and directives.
ENQUIRIES	:	Ms N Chaka Tel No: (012) 399 9955
POST 36/27	:	<u>ASSISTANT DIRECTOR: AUXILIARY AND TELECOMMUNICATION</u> <u>MANAGEMENT SERVICES REF NO: CMS55/2026</u>
SALARY	:	R487 197 per annum
CENTRE	:	Pretoria
REQUIREMENTS	:	National Diploma in Facilities Management, Property Management, Public Administration (NQF6) or relevant qualification as recognised by SAQA. A minimum of 3 years' experience in Auxiliary and Telecommunication Services. Knowledge of administrative procedures. Financial and project management or related field. Knowledge of HR practices. Ability to gather and analyse information. Contract management. Computer literate. Coordination and writing reports. Planning and organising skills. Good communication skills (written and verbal). Good interpersonal relations skills. Ability to work independently and in a team.
DUTIES	:	Provide comprehensive Auxiliary Support Services, with a primary focus on cleaning and hygiene services, food aid functions and related functions. Ensure the effective delivery and coordination of auxiliary services across Head Office and regional offices. Support the management and monitoring of Service Level Agreements (SLAs) to ensure compliance and optimal service delivery. Assist in the planning, coordination, and implementation of auxiliary service projects. Conduct regular inspections of facilities and services to ensure adherence to required standards. Compile detailed inspection and compliance reports, highlighting findings and recommending corrective

		actions. Administer and support the management of contracts/SLAs, including performance tracking and reporting. Monitor and ensure the availability of cleaning personnel, equipment, and materials for efficient service delivery. Supervise and lead a team, including performance management, training, and development of staff. Ensure consistent cleaning service delivery at all regional offices, including addressing service gaps. Manage and resolve service-related complaints and implement corrective and preventative measures. Provide support on telecommunication services, including coordination of installations and relocations of telephone lines. Facilitate the maintenance, repair, and replacement of faulty or obsolete telephone equipment. Conduct awareness and compliance campaigns related to auxiliary and telecommunication services.
ENQUIRIES	:	Ms B Mampshika Tel No: (012) 399 8516
POST 36/28	:	<u>LEGAL ADMINISTRATION OFFICER (MR5): MINING APPEALS REF NO: RCSM39/2026</u>
SALARY	:	R464 634 per annum, (OSD)
CENTRE	:	Pretoria
REQUIREMENTS	:	LLB Degree or relevant qualification as recognised by SAQA. A minimum of eight (8) years' experience post qualification within the relevant field. An extensive understanding of law administration, Public Services and Departmental procedures. Applicant must have a broad knowledge of strategic coordination, policy development, risk management and audit procedures. Understand the facilitation of project management, research methodologies and presentation. Have good reporting / professional writing, policy formulation and negotiation skills. Ability to gather and analyse information, and adherence to timelines is essential. Ability to work with difficult people and to resolve conflicts. The incumbent must have a valid driver's license.
DUTIES	:	Coordinate and administer appeals in terms of the relevant legislation and guidelines, with a specific focus on Oceans and Coasts-related appeals. Receive and respond to all appeals-related queries from stakeholders, including the appellants and applicants. Convene the appeals committee meeting to discuss the appeals, depending on the complexity of the appeal. Attend the filing of finalised appeals in terms of internal filing policies and guidelines. Coordinate and administer permitting appeals. Draft ministerial submission and appeal decisions in respect of oceans and coastal appeals. Ensure that all grounds of appeal, responding statements and line function comment to be captured in a logical sequence in appeal decision. Prepare briefing notes for the Minister on appeals. Provide general legal support. Provide support to litigation on appeals matters by attending consultations with counsel and compile record.
ENQUIRIES	:	Ms H Van Schalkwyk / Ms F Patal Tel No: (012) 399 8835 / 9330
POST 36/29	:	<u>SENIOR ADMINISTRATIVE OFFICER: ACCOMMODATION AND AUXILIARY SERVICES REF NO: CMS-CT11/2026</u>
SALARY	:	R413 001 per annum
CENTRE	:	Cape Town
REQUIREMENTS	:	National Diploma (NQF6) in Public Management or relevant equivalent qualification. A minimum of two years (2) relevant experience in relevant field. Knowledge of Administrative procedures. Financial Management, Project Management, HR Practices Extensive Administrative experience. Knowledge of Contract Management, monitoring and control, Public Service and Departmental procedures. Skills, Communicate skills (written and spoken), Leadership and management skills. Coordination, organising and planning skills, Administrative and report writing. Have planning and organising, problem solving and problem-solving skills. Ability to work long hours voluntarily, be able to gather and analyse information. Ability to apply policies, be able to work individually and in teams and ability to be able to work under extreme pressure and organise and plan under pressure. Sense of responsibility and ability to lead multidisciplinary team and to resolve conflicts. Be able to collect and interpret information and reports.
DUTIES	:	The incumbent will have to provide accommodation support services. Assist with the compilation of accommodation needs assessments. Facilitate the relocation of offices. Ensure facilities compliance to all building regulations. Reconciliation of invoices against commitment register. Draft Service Level Agreements- legal related matters and office accommodation Bids. Provide

		monthly report on maintenance and office inspection. Administer auxiliary services, the provision of hygiene services and food aid services. Ensure provision of effective cleaning and hygiene services in Coastal Region. Process all the logistics and invoices for the section. Report stock on monthly basis. Procure of goods and services.
ENQUIRIES	:	Ms Dumezweni- Sogayise, Cell: (071) 507 0130
POST 36/30	:	<u>SENIOR FORESTRY DEVELOPMENT OFFICER REF NO: FOM48/2026</u>
SALARY	:	R413 001 per annum
CENTRE	:	Northern Cape (Kimberley)
REQUIREMENTS	:	National Diploma (NQF6) in Forestry / Development Studies or relevant qualification within the related field as recognised by SAQA. A minimum of two (2) years 'experience in Forestry Development and Forestry extension or related field. Knowledge of the National Forest Act 1998 (Act 84 of 1998) the National Veld and Forest Fire Act, 1996(Act 101 of 1996), PFMA and other related environmental legislations. Good presentation skills, excellent verbal and written communication, analytical and problem-solving skills, programme and project management. Good interpersonal relations, and negotiation skills. Computer skills MS Office Software. A valid driving license and must be willing to travel extensively.
DUTIES	:	Provide technical advice and support in terms of greening programs or initiatives for institutional development. Render support on the implementation of livelihood development programs or projects. Render support on the implementation of forestry enterprise development initiatives. Ensure the implementation of Substantiable Forest Management in line with National Forest Act and National Veld and Forest Fire Act. Proactive mitigation of audit risk, develop and implement interventions. Stakeholder Liaison within the Province.
ENQUIRIES	:	Ms S. Lubanga, Cell (060) 973 1972
POST 36/31	:	<u>BIODIVERSITY OFFICER PRODUCTION GRADE A: ISSUING AUTHORITY REF NO: BC25/2026</u>
SALARY	:	R357 597 per annum
CENTRE	:	Cape Town
REQUIREMENTS	:	National Diploma (NQF6) in Natural/ Environmental Science or relevant qualification within the related field. A minimum of one (1) year experience required in a relevant field. Knowledge of the application of the relevant national and international prescripts relating to the management of invasive alien species. Knowledge on Natural Resources Management policies and procedure; Project management, Financial and Procurement procedures. Skills: Research; Planning and organising; Communications skills (Written and verbal) Must be Innovative and proactive. Ability to work long hours voluntarily. Ability to gather and analyse information. Good interpersonal relations skills.
DUTIES	:	Administer the process of issuing authorisation of alien and invasive species. Process permit application. Conduct risk assessments for listed invasive species and alien species with invasive potential. Liaise and advice stakeholders on the permitting of alien and invasive species. Co-ordinate and participate in multi-lateral interactions to facilitate the implementation of the Alien and Invasive Species Regulations and associated norms and standards. Co-ordinate and participate in multi-lateral interactions to facilitate the implementation of the Alien and Invasive Species Regulations and associated norms and standards. Establish and maintain a register of all permits. Provide a bi-annual report supported by the permit database. Update and maintain permit database. Conduct desktop research to ensure correct scientific names are allocated for permit application. Provide species verification on the Alien and Invasive Species Regulations.
ENQUIRIES	:	Ms S Maharaj Tel No: (021) 441 2707
POST 36/32	:	<u>ADMINISTRATION CLERK: FOREST ENTERPRISE DEVELOPMENT REF NO: FOM69/2026</u>
SALARY	:	R237 453 per annum
CENTRE	:	Pretoria
REQUIREMENTS	:	Grade 12 (NQF) or equivalent qualification as recognised by SAQA. Exposure in Office Administration / Environment will serve as an added advantage. Basic knowledge of Public Service Regulation and PFMA.

		Knowledge of procurement processes, organising, and planning. Computer skills and communication skills. Good interpersonal relations skills. Ability to work individually and in a team. Ability to work under extreme pressure. Ability to work with difficult people and ability to resolve conflicts. Be responsible and loyalty.
<u>DUTIES</u>	:	Render general clerical support services; Record, organise, store, capture and retrieve correspondence and information. Update registers and render administrative services. Handle routine enquiries, make photocopies, receive, or send emails. Distribute documents/packages to various stakeholders as required, maintain the filing system for the office. Type documents and/or other correspondence when required. Keep and maintain the incoming and outgoing documents register of the office. Provide supply chain clerical support services within the component; Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Keep and maintain the asset register of the component. Provide logistical support services. Keep and maintain a leave registers; personnel records and attendance register for the office. Arrange travelling and accommodation. Provide financial administration support services in the component, Capture and update expenditure. verify correctness of subsistence and travel claims of officials. Submit to manager for approval. Handle telephone accounts and petty cash for the estate and regional office.
<u>ENQUIRIES</u>	:	Ms M Phaahle, Cell: (066) 487 7030
<u>POST 36/33</u>	:	<u>ADMINISTRATION CLERK: ACCOMODATION & AUXILIARY REF NO: CMS-CT14/2026</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 per annum
	:	Bisho
	:	Grade 12 certificate. A post-matric qualification and relevant experience in Administration will be an added advantage. Knowledge of administrative procedure. Knowledge of procurement policies and procedures. Thorough knowledge of Financial Management. Computer literacy. Good communication skills (written and spoken). Report writing skills. Good interpersonal relations skills. Knowledge of public service prescripts and procedures. Sound organising and planning skills. Ability to work long hours voluntarily and plan under pressure. Ability to gather and analyse information. Ability to adhere to policies, work independently, and work in a team.
<u>DUTIES</u>	:	Provide administrative and logistical support to the Directorate: receive and register incoming and outgoing correspondence. Make photocopies. Assist with petty cash requests and procurement of office stock. Records management. Distribution of documents in a prompt and confidential manner. Make travel arrangements for the officials. Handle travel claims. Maintain and oversee the filing system of the Directorate. Assist with the management of finances within the Directorate. Procurement of goods and services using the correct procedures. Prepare quarterly procurement reports for the Directorate. Ensure that orders are created, and invoices are paid timeously.
<u>ENQUIRIES</u>	:	Ms Dumezweni- Sogayise, Cell: (071) 507 0130
<u>POST 36/34</u>	:	<u>FORESTY SERVICE AID: WOODLANDS INDIGENIOUS FOREST MANAGEMENT REF NO: BC16/2026</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R144 024 per annum
	:	KZN- Mzimkhulu Estate
	:	Grade 9 or ABET Level 1 or 2 Certificate. Knowledge of planting, firefighting, coppice reduction Communication skills, interpersonal skills and listening skills. Planning and execution, Interpersonal relations, acceptance of responsibility, teamwork and self-discipline.
<u>DUTIES</u>	:	Render Silviculture functions within plantations and indigenous forests. Rehabilitate degraded sites. Conduct the marking of plots, counting and marking of trees, coppice reduction. Update the variety of registers regarding the aspects of work, planting, weeding/manual/chemical, maintain conservation zones, removal of alien species. Perform fire protection and suppression duties. Control pest/ weed infection, protect infrastructure. Infrastructure maintenance. Render harvesting services: conduct log marking and pole measuring. Propagate plants and trees: conduct record keeping of plants/trees. Produce and process poles: cutting/drying/treatment of poles, provide support in selling poles.

ENQUIRIES : Mr GW Mnguni at (066) 165 6908

POST 36/35 : **HOUSEKEEPING EXECUTIVE REFERENCE REF NO: CMS/CT15/2026**

SALARY : R144 024 per annum

CENTRE : Cape Town

REQUIREMENTS : Grade 9 or ABET Level 1 or 2 Certificate. Experience in rendering cleaning services will be an added advantage. Understanding one of the official languages used in the Department. Ability to work individually and in a team. Skills required: Good interpersonal relations, Communication, Sound organizing, and planning skills. Have a sense of responsibility and loyalty. Ability to work long hours voluntarily.

DUTIES : Provide cleaning service in the department, Cleaning of offices, boardrooms, kitchen, and passages, Clean the computer printer and cabinets, Provide support for meetings in the department, washing cups and filling up water bottles removing waste and disposing of the main dustbin, handling cleaning material, using the cleaning material and equipment in a prescribed manner, prepare tea and water for meetings, removing and washing cups after the meeting, maintain and update stock levels. Keep stock (cutlery, crockery, cleaning equipment, refill beverage) list and levels of cutlery and crockery. Receive and pack stock, and report faults, loss, and breakage of utensils/ equipment.

ENQUIRIES : Ms Dumezweni- Sogayise, Cell: (071) 507 0130

GOVERNMENT PRINTING WORKS

The Government Printing Works is an equal opportunity, affirmative action employer. It is intended to promote representivity through the filling of these posts. The candidature of persons whose appointment/transfer/promotion will promote representivity will receive preference.

- APPLICATIONS** : All applications must be hand delivered at: 389 Sophie De Bruyn Street, Pretoria. To submit an application online, please click the link under the post you wish to apply for. Attach only a copy of CV and completed Z83 form. Email size must be limited to 2MB. Failure to follow instructions will result in your application being disqualified.
- CLOSING DATE** : 26 October 2026 at 16:00 (walk-in) and 23:59 (online)
- NOTE** : All attachments for online applications must include an application form (Z83) and detailed CV combined in one PDF or attachment. Pictures/Snapshot, Zipped, IMG and JPEG documents will not be accepted. 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. Failure to do so, your application will be disqualified. Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each post(s) advert must be accompanied by its own application form for employment and must be fully completed, initiated and signed by the applicant. 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 and duly certified. The Department does not accept applications via fax. Applicants who do not comply with the above-mentioned 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, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panel shall score both technical exercises as an additional criterion in the interview process. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. 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 process and will not be shared with third parties without prior consent unless required by law. 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. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s).

OTHER POSTS

- POST 36/36** : **ADMINISTRATION CLERK: CONTRACT MANAGEMENT REF NO: GPW26/01 (X2 POSTS)**
(12 Months Fixed Term Contract)
- SALARY** : R237 453 per annum (Level 05), plus 37% in lieu of benefits
- CENTRE** : Pretoria
- REQUIREMENTS** : A Grade 12 certificate. A three-year Degree in Supply Chain Management, plus 2 years' Experience in Contract Management field will and NQF5 certificate in contract management be an added advantage, knowledge of contract Management framework and administering of contract register will be added advantage. Other: Understanding of all relevant Supply Chain Management legislative framework, regulations and prescripts. Basic understanding of the PFMA, PPPFA, Financial Framework, Contract Management Framework, Supply Chain Management Framework, Treasury

<u>DUTIES</u>	:	Regulations, GRAP, BBBEE) and understanding of all Public Service regulations and departmental policies and procedures.
	:	Provide clerical support in the administering of contract agreements: Prepare motivations for contracts and provide inputs for motivations to the Manager. Ensure accurate invoices of contractors for submittance to the Assistant Director for approval of payment by the Director when orders are delivered. Compile submissions to Legal for drafting of SLA and addendums. Provide clerical support in the monitoring of service level agreements: Ensure that service level agreements are in line with all relevant legislation, regulations and GPW prescripts, policies, and procedures. Ensure that contracts are properly executed, maintained, and updated by tracking contract performance, monitoring contract compliance, and ensuring that contractual obligations are met. Monitor and check the validity period of the Contracts/ Service Level Agreements (SLA's) to ensure the extension/renewal of SLA's before it expires, if required. Provide efficient administration support services for the Sub-division: Render assistance with logistical support, the ordering and issuing of stationary, etc. Proper keeping of personnel records. Number of contracts on which price adjustments were done due to CPI increase or PSIRA yearly increase. Number of contract expiry flagging letters communicated to the end-user. Update and maintain contract registers of service providers: Ensure uploading, accurate reporting and recordkeeping of all contract information appear in the Automated Contract register in the Sub-directorate as required. Maintain all contract-related documents, including creating, organizing, and filing of documents. Compile basic reports related to contract management, including contract status, performance, compliance, and risks. Assist with all contractual activities as governed by the Contract Management Framework throughout the contract life cycle including service reviews and inception meetings.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. L Ndhlovu Tel No: (012) 748 6308
	:	Link GPW26/01
<u>POST 36/37</u>	:	<u>ADMINISTRATION CLERK: PRINTING OUTSOURCING REF NO: GPW26/02 (X2 POSTS)</u> (12 Months Fixed Term Contract)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R237 453 per annum (Level 05), plus 37% in lieu of benefits
	:	Pretoria
	:	A Grade 12 certificate. A three-year Degree in Supply Chain Management, NQF5 certificate in contract management plus 2 years' Experience in Supply Chain Management field will be an added advantage. Other: Understanding of all relevant Supply Chain Management legislative framework, regulations and prescripts. Basic understanding of the PFMA, PPPFA, Financial Framework, Contract Management Framework, Supply Chain Management Framework, Treasury Regulations, GRAP, BBBEE) and understanding of all Public Service regulations and departmental policies and procedures.
<u>DUTIES</u>	:	Render effective and efficient administration support in the process of printing outsourcing: Provide administration support in the process of printing outsourcing in accordance with all relevant prescripts, policies, and procedures. Check and verify contract printers quotes and invoices are in accordance to contract tariffs. Keep record of daily monitoring of printing contracts (working progress, etc). Verify GPW specifications in line with the printing contract. Liaise with external contractors and government departments (national and provincial) to ensure smooth-running and correct printing outsourcing. Render support with the preparation of quotations: Check and verify quotations are prepared in line with the required specifications. Accurate recordkeeping and filing of quotations. Render administrative support in the quality control and inspections processes: Keep record of quality control and inspections, and risks identified. Coordinate with relevant stakeholders to monitor the quality, accuracy and timely delivery of printing products in accordance with agreed specifications and deadlines. Administration, recordkeeping, and reporting: Provide support services to the Division such by keeping proper records system, photocopying, scanning, and filing and organising of documents. Proper keeping of personnel records, maintaining of the leave register for the section. Accurate reporting on time when required. Participate in the review and updating of standard operating procedures: Incorporate approved changes into SOPs in consultation with the supervisor. Review existing SOPs and identify outdated, unclear or missing information. Provide input on operational challenges and proposed improvements to existing SOPs. Maintain records of reviewed and updated

SOPs for reference and compliance purposes. Service Standard and Monitoring of Suppliers. Assist with all monitoring and performance assessment of contracted suppliers on good and services delivered to be in line with the Contract Management Framework. Report any poor quality of service directly to the Contract Management unit

ENQUIRIES
APPLICATIONS

:
:

Ms. L Ndhlovu Tel No: (012) 748 6308
Link: [GPW26/02](#)

DEPARTMENT OF HEALTH

It is the Department's intension to promote equity (race, gender and disability) through the filing 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.

APPLICATIONS	:	The Director-General, National Department of Health, Private Bag X399, Pretoria, 0001. Hand delivered application may be submitted at Reception (Brown Application Box), Dr AB Xuma Building, 1112 Voortrekker Rd, Pretoria Townlands 351-JR or should be forwarded to recruitment@health.gov.za quoting the reference number on the subject e-mail.
FOR ATTENTION	:	Ms M Shitiba
CLOSING DATE	:	26 October 2026
NOTE	:	All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment batteries. Assessment for core competencies outlined in the SMS Handbook shall be conducted within one month of the appointment of candidate. Applications should be submitted on the new Z83 form obtainable from any Public Service department and should be accompanied by a CV only (previous experience must be comprehensively detailed). The Z83 must be fully completed (in line with DPSA Practice note), failure to comply will automatically disqualify the applicant. Applicants are not required to submit copies of qualification and other relevant documents on application. Certified copies of qualifications and other relevant documents will be requested prior to the final selection phase. Applications should be on one PDF format (If emailed). Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). 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. The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.

MANAGEMENT ECHELON

POST 36/38	:	<u>CHIEF DIRECTOR: INTERNAL AUDIT AND RISK MANAGEMENT REF NO: NDOH 80/2026</u> Branch: Corporate Services
SALARY	:	R1 554 696 per annum, (an all-inclusive remuneration package), (basic salary consist of 70% of total package, the State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion]. The flexible portion of the package can be structured according to the Senior Management Service guidelines.
CENTRE REQUIREMENTS	:	Pretoria Grade 12 certificate and an NQF 7 qualification in Auditing/ Accounting/Risk Management / Forensic Investigation. NQF 8 qualification in the above will be an advantage. Registration with the Institute of Internal Auditors as a Certified Internal Auditor. At least five (5) years' experience at a senior managerial level in managing a complex Internal Audit function and providing assurance to senior management and an audit committee/governance structure as well

as experience in developing risk-based audit strategies/plans, managing QAIP, and overseeing audit engagements and reporting. Knowledge of Public-sector ethics, fraud risk management and mechanisms for addressing corruption, maladministration and financial misconduct. Knowledge of governance, risk management, and compliance frameworks. Knowledge of applicable legislation and regulatory frameworks (e.g. Public Finance Management Act (PFMA), Treasury Regulations, Public Service Regulations). Knowledge of Global Internal Audit Standards, internal audit principles and professional practices. Good communication (verbal and written), leadership, Interpersonal, strategic capability, financial management, programme and project management, planning, monitoring, and evaluating, knowledge management, client orientation and customer focus skills. Ability to work independently and maintain professional objectivity. Ability to work under pressure and meet statutory and governance reporting deadlines. Ability to handle highly confidential and sensitive information Ability to testify or provide expert evidence where required, particularly where forensic investigations form a substantive part of the post. Willingness to travel when required. A valid driver's license. SMS pre-entry Certificate is required for appointment finalization.

<u>DUTIES</u>	:	Oversee, coordinate and provide strategic capability and leadership to the Internal Audit Activities (IAA). Develop, implement and periodically review the Internal Audit Strategy, Three-Year Rolling and Risk-Based Internal Audit Plan, aligned to the Department's strategic objectives (APP), risk profile and approved Internal Audit Charter. Provide strategic leadership on compliance audit, forensic audit and investigation to strengthen the department's governance, compliance and internal control environment. Prepare and present reports on Internal Audit, Compliance, risk and forensic matters. Prevent and address fraud, corruption and other irregularities, and promote accountability and a sound culture of compliance. Provide strategic leadership, direction and oversight of performance, information technology and financial audit in the department. Provide strategic leadership and direction in the planning and implementation of performance, information technology and financial audit programmes in line with departmental priorities and identified risks. Provide strategic support to audit committee. Communicate, risk exposures, governance weaknesses, control deficiencies, fraud risks, resource limitations and any impairment to Internal Audit independence or objectivity. Support the ARC in assessing the effectiveness and performance of the Internal Audit function without assuming management responsibility. Management of resources and finance. Develop and implement the strategic direction, operational plans, budget and resource requirements of the Chief Directorate. Ensure effective management of procurement, financial and administrative resources in accordance with applicable public-sector requirements.
<u>ENQUIRIES</u>	:	Ms Q Gambu Tel No: (012) 395 8413

GRADUATE INTERSHIP PROGRAMME 2026-2028 (24 MONTHS)

<u>CLOSING DATE</u>	:	26 October 2026
<u>NOTE</u>	:	The National Department of Health invites unemployed graduates who seek practical work experience and who are interested in the Public Service career to apply for internship (an occupationally based work experience opportunity) in the occupation mentioned below for a minimum of twenty-four (24) months. The applicants must not have been exposed or have participated in an internship programme. The Department aims to enhance the employability of unemployed graduate as potential employees through this internship programme.

OTHER POST

<u>POST 36/39</u>	:	<u>INTERNSHIP REF NO: NDOH 81/2026 (X5 POSTS)</u> Chief Directorate: Trauma, Violence and EMS
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 certificate, National Diploma or degree (NQF 6) in Microbiology / Biotechnology. Good communication (written and verbal), interpersonal, attention to detail, scientific analytic in relation to Chapter 8 Regulations and Applications, and computer literacy skills.

DUTIES

: Coordinate the import and export permit programme as per Regulations No. R. 181. Audit Microbiology laboratories for registration with the Department of Health and monitoring them on biosafety and biosecurity as per Regulations No. R. 178. Register and conduct audit of Tissue Banks and Stem Cell Banks as per Regulations R. 182. And Regulations No. R. 183 respectively. Respond to queries from clinical trial industry, Health Research, post graduate student in health sciences, tissue banks and stem cell banks.

ENQUIRIES

: M Kgasi Tel No: (012) 395-9029

DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(Tshwane North TVET College)
(Central Johannesburg TVET College)

MANAGEMENT ECHELON

POST 36/40	:	<u>CHIEF DIRECTOR: LEGAL AND LEGISLATIVE SERVICES REF NO: DHET02/10/2026</u> Branch: Planning, Policy and Strategy
<u>SALARY</u>	:	R1 554 696 per annum (Level 14), (all-inclusive remuneration package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate Undergraduate Qualification LLB degree (NQF Level 7) as recognised by SAQA. A minimum of five (5) years' relevant experience at the Senior Managerial level in Law environment. Successful completion of the Nyukela Public Service SMS Pre-entry Programmed as endorsed by NSG. Strong knowledge and understanding of Public Service Regulation, Public Service Act, TVET College operation and Governance, White Paper on PSET and South Africa post-school education and training landscape particularly its legislative framework, policies and regulations as well as legislation applicable in the public service, expertise in the government corporate management framework, financial management, problem solving and analysis, people management and empowerment, risk management, strategic planning and supply chain management prescripts. Proven strategic management and leadership capabilities and strong communicator with the ability to interact with the TVET College management. Expertise in litigation, contract drafting, and interpretation of statutes. Skills required: strategic capability and leadership; people management and empowerment; programme and project management; change management; client orientation and excellent verbal and written communication. Be proactive, committed with integrity. A valid driver's license and willingness to travel.
<u>DUTIES</u>	:	To manage the provision of legal and legislative services. Provide legal and legislative services for Education Institution. Provide legal and legislative services to skills development. Provide legal support to corporative services and planning and policy development. Render legal support for university institutions, technical vocational education and training institution. Provide strategic direction for the functioning of the Chief Directorate. Promulgate internal management directives and procedures for the Chief Directorate. Present and obtain approval for the strategic business plan of the Chief Directorate. Define goals and objectives for the Chief Directorate. Manage the performance target for the Chief Directorate. Control the allocated budget of the Chief Directorate according to departmental prescripts. Compile performance agreement for sub-ordinates and ensure the development and mentoring of allocated members. Manage the budgetary programme and ensure sound record management of the Chief Directorate. Giving legal advice and drafting legal opinions on the application and effects of national legislation, providing strategic direction to the Unit and quality assurance on all legal issues and legal documentation in support of the Minister, Director-General, and the Department. Provide day-to-day management of the Legal Services Unit and provide overall legal support. Manage and administer information and documents for the Department as a Deputy Information Officer. Conduct Strategic Planning, Budgeting and MTEF processes of the Chief Directorate to ensure high performance and cost effectiveness of legal services. Management of Legal risks. Manage all resources of the Directorate. N.B. All shortlisted candidates will be required to complete a relevant competency exercise
<u>ENQUIRIES</u>	:	Mr R Kgare Tel No: (012) 312 5442, Ms X Rikhotso Tel No: (012) 312 5513
<u>APPLICATIONS</u>	:	DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply and follow the easy prompts/instructions.
<u>NOTE</u>	:	Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South

African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements.

CLOSING DATE : 23 October 2026

OTHER POSTS

POST 36/41 : **ASSISTANT DIRECTOR: INTERNAL AUDIT & QUALITY MANAGEMENT**
SYSTEM REF NO: TNC/CO/26 – 10/1
 (Re-advertisement)
 Duration: Permanent Appointment

SALARY : R487 197 per annum, plus benefits
CENTRE : Central Office
REQUIREMENTS : National Diploma in Internal Auditing/Degree (NQF Level 6) in Internal Auditing. A post graduate qualification in internal auditing, forensic auditing or a relevant postgraduate qualification will be an added advantage. Registered member of the institute of Internal Auditors South Africa (IIASA). Certified Internal Auditor or Professional Internal Auditor designations or relevant professional designations will be an added advantage. Minimum 5 years' relevant experience in an internal auditing environment. Minimum 3 years' relevant supervisory experience in internal auditing environment. Computer literacy (MS Office – advanced Excel preferred). Valid driver's license. Competencies, Knowledge and Skills: Sound knowledge of internal auditing principles and practices. Knowledge of the CET Act, Public Audit Act, Public Finance Management Act (PFMA), Treasury Regulations, and public sector governance frameworks. Understanding of the International Standards for the Professional Practice of Internal Auditing (IIA Standards) and Global Internal Audit Standards. Knowledge and understanding of risk management, internal control frameworks, and corporate governance principles (King IV/V report). Understanding of public sector policies, including DHET/TVET regulatory and compliance requirements. Understanding of Quality Management Systems (ISO 9001:2015). Strong analytical, investigative, and problem-solving skills. Excellent report writing, presentation, and communication skills (written and verbal). Ability to evaluate the adequacy and effectiveness of internal controls. Strong planning, coordination, and organisational skills. Ability to interpret legislation, policies, and procedures and apply them during audits. Proficiency in compiling audit working papers and maintaining quality audit files. High attention to detail, accuracy, and compliance with auditing standards. Ability to work independently and under pressure while meeting strict audit timelines. Professionalism, accountability, and ethical conduct. Sound judgement and objectivity. Ability to maintain confidentiality and exercise discretion.

<u>DUTIES</u>	:	Prepare audit notification letters in line with the approved Annual Audit Plan. Conduct preliminary surveys to gain an understanding of systems, processes, and controls. Prepare Audit Planning Memoranda (APMs). Perform risk assessments and develop risk-based audit programmes. Identify control weaknesses and areas of improvement. Prepare and maintain quality audit files in compliance with Global Internal Audit Standards. Conduct audits in accordance with approved audit programmes and methodologies. Evaluate the adequacy and effectiveness of internal controls. Compliance and maintenance of the ISO 9001 standards. Assess safeguarding of assets against fraud, irregularities, and losses. Review compliance with the CET Act, PFMA, Treasury Regulations, and Institutional policies. Engage auditees during fieldwork and discuss preliminary findings. Perform follow-up audits on previously reported findings and recommendations. Draft clear, accurate, and evidence-based audit reports. Identify root causes and provide practical, value-adding recommendations. Conduct exit meetings and prepare minutes. Submit audit reports within agreed timelines. Support reporting to Executive Management and the Audit and Risk and Management Committee. Maintain effective professional relationships with internal stakeholders. Provide advisory input on governance, risk management, and internal control matters, where required. Guide and support management in addressing audit findings and management action plan.
<u>ENQUIRIES</u>	:	Should you have enquiries or experience any problem submitting your application contact Ms RN Selepe Tel No: (012) 401 1955 / Ms JM Nyalunga Tel No: (012) 401 1940
<u>APPLICATIONS NOTE</u>	:	Email to asdinternalaudit@tnc.edu.za
	:	Tshwane North TVET College would like to invite suitably qualified, innovative, result-orientated and self-driven candidates to apply for their vacant position. 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. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The College/DHET reserves the right not to make appointments. Preference will be given to African male, African female, Coloured male, Coloured female, White male, Indian male and White female as per the EE targets of the College. People with disability are encouraged to apply. All costs incurred due to your application and interviews will be at your own expense.
<u>CLOSING DATE</u>	:	23 October 2026
<u>POST 36/42</u>	:	<u>SENIOR MANAGEMENT INFORMATION SYSTEM OFFICER REF NO: MIS/17/2026</u> (This is a re-advertisement, applicants who applied previously are encouraged to re-apply if they are still interested in the post)
<u>SALARY</u>	:	R413 001 per annum (Level 08), plus benefits as applicable in the Public Sector
<u>CENTRE</u>	:	Central Johannesburg TVET College, Central Office
<u>REQUIREMENTS</u>	:	Grade 12 certificate or equivalent. A recognised three (3) year National Diploma (NQF level 6) / Bachelor's Degree in Information Management / Data Management or equivalent qualification. 3-5 years working experience in Data Management / TVETMIS environment or any relevant knowledge. Computer literate and competent in Word/Excel/PowerPoint/Outlook/Teams. Good verbal and written communication skills. Presentation and report writing skills. A valid driver's licence. Knowledge of policies and governance environment of TVET Colleges including knowledge of the TVETMIS and annual reporting requirements by the Higher Education Institutions. Knowledge and understanding of Information Management. Knowledge, understanding, application and interpretation of office management, data

DUTIES

warehouse and IT prescripts. Good administrative, planning, organizing, problem solving, project management, team leadership, analytical, client orientation and team leadership skills.

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

**ENQUIRIES
APPLICATIONS**

: Mr MB Khakhu Tel No: (011) 351 6000
: Instructions: The Central Johannesburg TVET College (CJC) invites applicants to apply online on the New Z83 form by clicking on this link <https://cjc83.ngnscan.co.za/apply>. Apply and follow the easy prompts/instructions.

NOTE

: If you apply for the first time, you will be required to register by clicking the register button to register. After registering, you will be allowed to log in and apply for your chosen post (s). Upload the supporting document namely, a comprehensive CV and any other document (where required). A fully completed and signed Z83 form, and a detailed Curriculum Vitae will be considered. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. The shortlisted candidates will also be requested to submit confirmation or service letter from their previous employer, confirming their employment status/ history. It is the applicant's responsibility to have foreign qualification(s) evaluated by the South African Qualification Authority (SAQA). Candidates whose appointment promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The successful candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. The college reserves the right not to make appointment. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. CJC is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements. Due to the college financial constraints, candidates will be responsible for their traveling and accommodation.

CLOSING DATE

: 23 October 2026

INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE

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

<u>CLOSING DATE</u>	:	23 October 2026
<u>NOTE</u>	:	Applicants are not required to submit copies of qualifications and other relevant documents on applications but must submit Z83 and a detailed Curriculum Vitae. Applications quoting the correct reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents . Received applications using the incorrect application form (old Z83) will not be considered. Each application for employment form must be fully completed, signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. A recently updated, comprehensive CV as well as a fully completed and initialled new signed Z83 (Section A, B, C & D are compulsory and section E, F and G are not compulsory if CV it is attached). However, the question related to conditions that prevent re-appointment under Part-F must be answered. Non-RSA Citizens/Permanent Resident Permit Should you be in possession of a foreign qualification; it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (only when shortlisted). All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other for integrity (ethical conduct) assessment. Selection panel shall score both technical exercises as additional criterion in the interview process. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Due to the large number of applications, we envisage to receive, applications will not be acknowledged, if you have not been contacted within three (3) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Correspondence will be limited to short-listed candidates only. Therefore, only shortlisted candidate for the post will be required to submit the documents on or before the date of the interview. The successful candidate will have to undergo security vetting. His / her character should be beyond reproach. The appointment is subject to security clearance, verification of qualifications and competency assessment (criminal record, citizenship, credit record checks, qualification verification and employment verification). The Department reserves the right to fill or not fill the any advertised posts. Applicants must declare any pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered during / after the interview took place, the application will not be considered and in the unlikely event, that the person has been appointed such appointment will be terminated. The successful candidate will be appointed subject to positive results of the security vetting process. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. The successful candidates will be appointed on a probation period of 12 months and will be required to sign a performance agreement. The suitable candidate will be selected with the intention of promoting representivity and achieving affirmative action targets as contemplated in the Department's Employment Equity Plan.

OTHER POSTS

<u>POST 36/43</u>	:	<u>ASSISTANT DIRECTOR: ICT SECURITY REF NO: Q9/2026/49</u>
<u>SALARY</u>	:	R487 197 per annum
<u>CENTRE</u>	:	National Office
<u>REQUIREMENTS</u>	:	An NQF level 7 qualification in ICT as recognized by SAQA or related field. 3-5 years' working experience in ICT security environment. Knowledge Requirements: Knowledge and understanding of government regulations / prescripts / policies. Knowledge and understanding of departmental policies relating to ICT. Knowledge of Firewall systems. Knowledge on network

		monitoring tools. Knowledge and understanding of DMZ Zone. Knowledge of ICT Security audit including server room compliance standards, Knowledge of Hacking/penetration test. Knowledge of different software systems and components. Knowledge of software and hardware configurations. Knowledge of desktops, server hardware and software. Ability to evaluate documentation. Knowledge of software application systems. Knowledge of back-up and recovery systems. Knowledge of disaster recovery testing and business continuity. Understanding of ICT network infrastructure and other related matters. Skills and Competencies: Excellent written and oral communication skills. Demonstrated customer service skills and focus. Proven ability to manage multiple tasks and projects. Ability to think and act tactically. Interpersonal skills. Project management skills. Troubleshooting skills. Presentation Skills. Skill to analyse and evaluate systems, data, etc.
<u>DUTIES</u>	:	Coordinate ICT Security operations: Administer and monitor firewall activities, provide monthly and quarterly reports, Monitor ICT security compliance with departmental policies, procedures and prescripts, Monitor the Demilitarized Zone (DMZ) on the network and generate reports. Administer and monitor user activity on the network and reporting any violations. Protect data and system integrity: Conduct network penetration and detection/prevention tests and submit monthly reports. Conduct back-ups testing for integrity and restore purposes. Verify that all systems and equipment on the Disaster Recovery (DR) site are updated in line with the Disaster Recovery Plan (DRP). Verify that archiving of emails is properly conducted for both outgoing and incoming communications. Update software and hardware systems and equipment at the DR site. Conduct ICT security risk and Compliance: Identify and report on ICT security risks and threats and escalate complicated matters. Compile monthly and quarterly reports. Identify information assets (ICT Systems), potential threats and vulnerability. Evaluate ICT systems quarterly (software & hardware) and submit reports. Conduct market research and benchmarking on ICT security Technologies to improve services and submit reports. Document all ICT security –related changes on system/ networks and implementation. Provide ICT security input for network upgrades, design and installations. Respond to security related queries and solve them. Implement systems and conduct Application Testing: Publish approved projects to the web application for processing and implementation. Test new software and applications before deployment to ensure compliance. Certify software and hardware before installation or implementation. Manage resources and Record-keeping: Conduct maintenance and awareness campaigns on ICT security matters. Update all ICT security equipment and software records in registers. Verify equipment and software for disposal to ensure compliance with policies and prescripts.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. T Moletsane Tel No: (012) 399 0016
	:	Independent Police Investigative Directorate, National Office Private Bag X941, Pretoria, 0001 or hand deliver to Benstra Building, 473 Stanza Bopape & Church Street, Arcadia, Pretoria, or email Recruitment14@ipid.gov.za (Please indicate the post name and reference number on the subject line) when applying through e-mail.
<u>FOR ATTENTION</u>	:	Mr. DS Baloyi Tel No: (012) 399 0202
<u>POST 36/44</u>	:	<u>ASSISTANT DIRECTOR: CORPORATE SERVICES REF NO: Q9/2026/53</u>
<u>SALARY</u>	:	R487 197 per annum (Level 09)
<u>CENTRE</u>	:	Kimberly (Northern Cape)
<u>REQUIREMENTS</u>	:	An NQF level 7 in Public Management / Administration / Financial Management Qualification or Relevant as recognised by SAQA, 3 to 5 years' supervision experience in the finance and human resource environment, A valid driver's licence. Knowledge: Human Resource Management Policies, Human Resource System and Procedures, Performance Management, Knowledge of Project Management, Public Services Act, Regulations and Resolutions, Recruitment and Selection Strategies, Code of Remuneration, Extensive knowledge of legislation regulating Human Resource Management (HRM). Extensive knowledge of regulatory frameworks such as Public Service Act, Public Service Regulations, Public Service Regulatory Framework governing Human Resource Management Practices, Employment Equity Act, HRM related policies, systems and processes, procedures and best practice. Working knowledge and experience of PERSAL. Skills and Competencies: Client Service Orientation, emotional intelligence, Team participation, Job Knowledge, Flexibility, Continuous Improvement, Ability to relate well with all levels of stakeholders, root cause identification,

Presentation, Planning and organising, Strong Analytic skills, Communication skills, Analytical Skills, Negotiations skills, financial management, Performance Management, Honesty and Integrity.

DUTIES

: Manage Financial Administration support services. Request and analyse Expenditure Control C reports. Submitting S&T claims to Finance for processing. Checking and submitting overtime claims to Finance for processing. Submitting petty cash reconciliations to National Office. Submitting payroll to Finance. Checking and validating of invoices, certifying of invoices for services received (e.g. GRV) Provide motivation of the variance between expenditure and cash-flow. Provide budget breakdown and cash-flow. Compile and submit funds shifts requests to cover negatives and unforeseen expenditure. Manage Human Resource Administration Service: Facilitate the implementation of employee compensation, general conditions of service, benefits, and incentives. Monitor the provision of leave, long service recognition and PILIR being captured. Facilitate and coordinate the termination or resignations of employees including debt forms. Provide advice on human resource policies and practices. Facilitate the processing of labour relations issues. Keep and maintain work registers of all HRM matters. Render secretarial services during interviews. Manage Supply Chain Support Services. Coordinate the Goods received vouchers (GRV) submitted to the SCM within 2 days from the receipt of the invoice from SCM. Checking and validating of invoices. Certifying of invoices for goods and services received (e.g. GRV) and forwarding of Goods Received Voucher to invoicing Unit. Coordinate the implementation of the Demand and procurement plans for the province. Verification of the asset register. Verification of the asset register. Verification of stock control. Manage Facilities, Transport, and Record Management Services: facilitate day-to-day repairs of the building. Coordinate the utilisation of vehicles. (verify the logbook, conduct inspection of the vehicle). Compile reports for any damages and losses of the car. Monitoring and verify telephone usage for the individuals in the office. Conduct quality check on trip requests prior to issuing of vehicle. Verify if the records register is correct. Supervise Human Resource / Staff: allocate and ensure quality of work. Personnel developments. Assess staff performance Apply discipline. Ensure compliance with prescribes regulations, guidelines and policies.

ENQUIRIES

APPLICATIONS

: Mr. OD Khanyi Tel No: (053) 492 0211
: Independent Police Investigative Directorate, Private Bag X941, Pretoria, 0001 or hand deliver to 99 Phakamile Mabija Street, Kimberly, 8301 or Recruitment5@ipid.gov.za Please indicate the post name and reference number on the subject line) when applying through e-mail.

FOR ATTENTION

: Ms. P Alec Tel No: (053) 492 0210

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. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target. JICS reserves the rights to fill these positions.

APPLICATIONS	:	Submitted online through the link below or hand delivered to Aqua Sky Building, 275 Anton Lembede Street, 8th Floor, Durban 4001. KwaZulu Natal Management Region: Ebongweni C Max Correctional Centre https://forms.gle/ybvHNgiX4VXnf4gK9 Eastern Cape Management Region: Submitted online through the links below or hand delivered to East London Magistrates Court, 3rd floor, room 407, Buffalo Street, East London, 5200 East London Medium B Correctional Centre: https://forms.gle/ABeA2bsoc65mNr5s8 Idutywa Correctional Centre: https://forms.gle/GEzjdEF7MhTVamW8 Central Management Region: Hopetown Correctional Centre (Ref No: JI 58/2026) Submitted online through the link below or hand delivered to Fedsure House, 3rd Floor 62 St Andrews Street, Bloemfontein 9300 Hopetown Correctional Centre: https://forms.gle/eGQ8fEVqdeRwkbRN8 Gauteng Management Region: Applications Submitted online through the links mentioned below or hand delivered to Block C 3, Eco Origins Office Park, Witch-hazel Street, Centurion, 0046 Boksburg Juvenile Correctional Centre: https://forms.gle/YtB3FcbYTEiq1pCP6 Leeuwkop Maximum Correctional Centre: https://forms.gle/C6jAMjtf23wnnKpK6 Limpopo, Mpumalanga, Norther West (LMN) Management Region: Applications Submitted online through the links mentioned below or hand delivered to Block C 3, Eco Origins Office Park, Witch-hazel Street, Centurion, 0046 Standerton Correctional Centre: https://forms.gle/XvuNxpUXjH8fPn676 Western Cape Management Region: Applications Submitted online through the link mentioned below or hand delivered to Standard Bank Building No 1, Thibault Square, 9th floor, Cnr Long Street & Hans Strijdom Avenue, Cape Town, 8001 Goodwood Correctional Centre: https://forms.gle/6FLUD7jzPRK5QmPt7
CLOSING DATE	:	30 October 2026 at 16:00 (walk-in) and 20:00 (online)
NOTE	:	All attachments for online application must include an application form Z83 and CV only, in PDF and as one (1) document or attachment and saved with surname and initials. JPEG (picture/snapshot) applications will not be accepted. Failure to do so will result in your application being disqualified. Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents . Received applications using the incorrect application for employment (old Z83) will not be considered. Each post(s) advert must be accompanied by its own application form for employment and must be fully completed, initialled and signed by the applicant as instructed below. Failure to fully complete, initial and sign the Z83 form will lead to disqualification of the application during the selection process. All applications must reach the Judicial Inspectorate for Correctional Services (JICS) on/or before the closing date and time. JICS cannot be held responsible for server delays. Applications submitted in any other way other than the published link or hand delivery will be treated as invalid. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83, it is acceptable for applicants to indicate "refer to CV" or "see attached". However, the question related to conditions that prevent re-appointment under Part "F" must be answered and the declaration signed. Only an updated comprehensive CV (with detailed previous experience, if any) and a completed and signed new Z83 application form is required. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related document(s) will be in line with the requirements of the advert. Non-RSA Citizens/Permanent Resident Permit holders in possession of foreign qualifications must be accompanied by an

evaluation report issued by the South African 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. 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. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.

OTHER POST

POST 36/45	:	<u>INDEPENDENT CORRECTIONAL CENTRE VISITOR</u> Directorate: Regional Coordination & Oversight (36-month contract appointment)
<u>SALARY CENTRE</u>	:	R89 046 per annum (Level 5 - 3/8th), plus 37% in lieu of benefits.
	:	Kwa-Zulu Natal Management Region: Ebongweni C-Max Correctional Centre Ref No: JI 55/2026
	:	Eastern Cape Management Region: East London Medium B Correctional Centre Ref No: JI 56/2026
	:	Idutywa Correctional Centre Ref No: JI 57/ 2026
	:	Central Management Region: Hopetown Correctional Centre Ref No: JI 58/2026
	:	Gauteng Management Region: Boksburg Juvenile Correctional Centre Ref No: JI 59/2026
	:	Leeuwkop Maximum Correctional Centre Ref No: JI 60/2026
	:	Limpopo, Mpumalanga, Norther West (Lmn) Management Region: Standerton Correctional Centre Ref No: JI 61/2026
	:	Western Cape Management Region: Goodwood Correctional Centre Ref No: JI 62/2026
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12/Senior Certificate. Computer literate and accurate. A recommendation for nomination as an ICCV by a community organisation (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 licence 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.
<u>DUTIES</u>	:	The incumbent will be responsible for conducting site visits and reporting on urgent matters. To conduct regular interviews and consultations with inmates and DCS officials regarding complaints and 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.
<u>ENQUIRIES</u>	:	Kwa-Zulu Natal Management Region: Ms. D Mocumi Tel No: (031) 366 1900 Eastern Cape Management Region: Ms N Sifesane Tel No: (043) 722 2729

Central Management Region: Ms Y Mdlalose Tel No: (051) 4301954
Northern Management Region: Ms G Thabethe Tel No: (012) 663 7521
Western Cape Management Region: Ms J Gericke Tel No: (021) 421 1021

DEPARTMENT OF LAND REFORM AND RURAL DEVELOPMENT

CLOSING DATE
NOTE

: 23 October 2026 at 16:00

: To apply, submit a completed Z83 form, (a nomination letter if required) and detailed Curriculum Vitae (PDF document to a maximum of 10 megabytes) via e-mail or hand delivery. The Department will not be held responsible for server delays. Late applications due to technical issues will not be considered. Shortlisted candidates must provide certified copies of required documents (Identity Document, qualifications, etc) where necessary and service certificates to support senior management experience to Human Resources before the interviews, including South African Qualifications Authority (SAQA) evaluation reports for foreign qualifications. Failure to comply will result in disqualification. All shortlisted candidate, including the SMS, shall undertake two pre-entry assessments, one will be a practical exercise to determine a candidates suitability based on the posts technical and generic requirements and the other must be integrity (ethical conduct) assessment. To be appointed at Senior Management Service (SMS) level, you must complete the SMS Pre-entry programme offered by the National School of Government (NSG). Find course details here: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/> appointment is subject to successful completion of the Nyukela Programme: Pre-entry Certificate to SMS and submission of proof. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity NB: Please note that false or fraudulent qualifications submitted by applicants will be reported to the South African Police Services (SAPS), and a criminal case shall be opened. Applications: Please submit your application before the closing date as late applications will not be considered. Do not submit duplicate applications. If applying for multiple posts, submit separate applications for each post. Applications submitted via email will be acknowledged via an automated response. Applications received manually will not be acknowledged due to high volumes of applications received. If you have not heard from us within 3 months, please consider your application to be unsuccessful. Should, during any stage of the recruitment process, a moratorium be placed on the filling of posts or the Department is affected by any process such as, but not limited to, restructuring or reorganisation of posts, the Department reserves the right to cancel the recruitment process and re-advertise the post at any time in the future. Important: DLRRD is an equal opportunity employer committed to promoting representivity and affirmative action. We encourage applications from all qualified candidates. The Department reserves the right not to fill vacancies. By applying you consent to the collection and processing of your personal information for recruitment purposes. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the Department. Shortlisted candidates will undergo personnel suitability checks, security vetting and reference checks (including social media profiles). Applications must declare any pending criminal, disciplinary or any other allegations or investigations. Successful candidates must pass security clearance, sign an employment contract, sign an annual performance agreement and disclose financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. Failure to disclose relevant information may result in disqualification or termination. The Minister of Land Reform and Rural Development, in terms of section 4(3) and 4(4) of the Restitution of Land Rights Act No. 22 of 1994, hereby invites nominations from the general public for the appointment of a Chief Land Claims Commissioner for the Commission on Restitution of Land Rights. The person so nominated should meet the requirements for the position. Nominations must include a signed nomination letter and be accompanied by an updated CV and form Z83 completed by the nominated candidate. The appointment will be made in compliance with the Restitution of Land Rights Act 22 of 1994 read with the Public Service Regulations, 2016

MANAGEMENT ECHELON

POST 36/46	:	<u>CHIEF LAND CLAIMS COMMISSIONER REF NO: 3/1/1/2026/274</u> Branch: Restitution
<u>SALARY</u>	:	R1 885 710 per annum (Level 15), (all-inclusive package). The package includes a basic salary (70% of the package) and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS). (5 years employment contract)
<u>CENTRE REQUIREMENTS</u>	:	Gauteng (Pretoria) Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and Honours Degree / Advanced Diploma in Social Sciences / Economics / Natural Sciences / Law or Development Studies (NQF Level 8) and a Nyukela certificate (Pre-entry Certificate to the SMS) submitted prior to appointment. Minimum of 8 years of experience at senior managerial level in Land Reform / Restitution Environment. Demonstrated leadership in a large complex organisation. A valid driver's licence. Job related knowledge: Understanding of key priorities of government, as well as the Comprehensive Rural Development Programme (CRDP), Infrastructure planning and implementation, Public Service Act, Public Financial Management Act, Preferential Procurement Policy Framework Act, Project management, Programme management, Strategic capacity and planning, Budgeting, Expenditure reporting, Monitoring and evaluation, Human resource management, Supply chain management, Knowledge of the Constitution and Land Reform legislation. Job related skills: Communication (Both verbal and written), Strategic planning and leadership, Presentation and facilitation, Report writing, People management, Financial management, Business management / Public management, Monitoring and evaluation, Negotiation and conflict resolution, Customer focus and Computer literacy.
<u>DUTIES</u>	:	Provides strategic leadership and guidance for the provision of Restitution services in the following areas: Provide strategic leadership and direction as well as implement the functions of the Commission are described in the Restitution of Land Rights Act No. 22 of 1994. Provide access to rights in land, including land ownership and sustainable development. Serve as the Head of the Commission on Restitution of Land Rights and the Branch Restitution. Advise the Executive Authority on policy development and implementation. Interface with broader processes around land reform at the national level. Interface with the Director-General: Land Reform and Rural Development in his/her capacity as the accounting officer of the Commission. Ensure that Restitution projects are of high quality and conform to policy objectives of poverty eradication and sustainable development. Ensure effective governance, accountability and compliance with relevant legislation. Drive organisational performance, transformation and service delivery. Coordinate strategic planning and compilation of APP. Provide financial management services to the Commission. Provide legal support to Commission in terms of restitution issues. Provide risk and compliance services to the Commission. Manage Commission finances, human resource and assets. Coordinate service delivery. Provides strategic management and direction to the Branch: Develops Restitution strategic plan in agreement with the Director-General: Department of land Reform and Rural Development. Develops and reports on annual Restitution operational and work plans linked to the Restitution Act. Prepares financial reports/statements on a monthly, quarterly and annual basis. Estimates progress review and budget adjustments on an annual basis. Prepares technical procedures and standards according to policy. Sets realistic goals and objectives for the Commission and the Branch to be attained. Coordinates the development and maintenance of Branch system and controls. Ensures protection of the Branch from risk and fraud at all times. Develops a well-defined communication strategy for the Branch. Provides strategic direction towards an effective and efficient commission: Oversee implementation towards establishing schedule 3 (A) Entity. Approves business Case and legislation. Redesign the settlement models in sector categories. Foster stakeholder relations and partnerships across government, business and civil society. Lead and Manage the Business unit in accordance with good Governance: Ensure participation at Quality Control Committees (QCC) and signing approval of claims. Manage Restitution Legal Matters including Litigation and Compliance matters. Manage IT Systems. Manage expenditure risk. Ensure that revised institutional form is implemented. Develop a detailed business process linked to the standard operating procedures and time frames to ensure effective information and records management. Ensure that the

		Statutory commission meetings are held in compliance with the Restitution. Decide on request for access to information in terms of PAIA: Undertake functions as the information officer of the Commission. Manage the identification and locate records. Ensure that the third parties are notified where required. Take decisions on whether to grant/deny access. Manage the calculated charges applicable to fees. Provide access to records if the decision is to grant access.
ENQUIRIES	:	Dr AF van Staden Tel No: (012) 312 9626
APPLICATIONS	:	Nominations or applications can be submitted by hand delivery during office hours to: 600 Lilian Ngoyi Street (formerly known as Van Der Walt Street) Berea Park, Pretoria, 0001 or by email to Post274@dlrrd.gov.za
NOTE	:	EE Targets: Coloured and Indian Males, and African, Coloured and Indian Females, and Persons with disabilities.
POST 36/47	:	<u>CHIEF FINANCIAL OFFICER REF NO: 3/2/1/2026/275</u> This is a re-advertisement, applicants who applied previously are encouraged to re-apply Branch: Financial Management Services
SALARY	:	R1 885 710 per annum (Level 15), (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS)
CENTRE	:	Gauteng (Pretoria)
REQUIREMENTS	:	Minimum requirements: Applicants must be in a possession of Grade 12 Certificate and minimum qualification at NQF Level 8 in Financial Management including Accounting / Business Administration / Commerce / Supply Chain Management / Public Finance as recognised by South African Qualification Authority (SAQA) and a Nyukela certificate (Pre-entry Certificate to the SMS) submitted prior to appointment. Minimum of 8 years' experience in a senior managerial position. Must demonstrate high level of competency in financial administration, financial accounting and supply chain management. A valid driver's licence. Job related knowledge: Knowledge and experience in Generally Recognise Accounting Principles (GRAP) and modified cash standards. Knowledge of the public sector budget reform process. Ability to effectively manage alignment of budget with priority programmes of service delivery. Ability to act as change agent and manage in accordance with the strategic vision and objective of the Department. Knowledge of financial management in relation to the regulatory framework for the Public Service e.g Public Financial Management Act (PFMA) and Treasury Regulations, the Public Service Act and Public Service Regulations. Understand the Constitutional mandate and key priorities of the Department. Cash flow forecasting. Job related skills: Communication skills (both verbal and written) and Negotiation, Monitoring and evaluation, Coordination and facilitation, Financial analysis, Risk management, Problem solving with Financial and supply chain legal framework, Project management, Change management, Excellent people management. Personal Attributes: Departmental empowerment on Financial and Supply Chain requirements, Integrity, Ethical and empathetic leadership, Good interpersonal relations, ability to work under pressure and meet deadlines, Ability to work in a team and independently, Strong character, Problem solving and analysis, decisive decision making, client orientation and customer focus, Proactive Communication with all stakeholders, Good financial judgement.
DUTIES	:	Manage and render supply chain management services. Manage demand management plan and acquisition services. Manage logistics, assets and contract management. Ensure that internal procedures and control measures are in place. Provide advice and contribute towards the financial aspects of the strategic planning process of the Department. Compile delegations of authority in respect of financial and procurement matters. Provide inputs into the formulation of the medium-term objectives, policies, and strategies in support of the strategic and operational plans of the Department. Monitor and oversee the collection of revenue by the Department. Manage governance and assurance management services. Provide timely and accurate financial and operational information necessary for strategic decision making to all Branches and exercise oversight into programme performance. Compilation of accurate annual financial statement and timeous submission in accordance with applicable standards and legislative requirements. Good audit outcomes. Responsiveness towards queries from Auditor-General of South Africa (AGSA), Parliament and Audit Committees. Ensure effective management

		and implementation of good corporate governance in the Department. Manage the budget performance services. Manage budget performance. Provide financial performance. Manage state of expenditure. Provide financial and administrative support. Render office service support. Provide supply chain support. Facilitate, coordinate and administer projects.
<u>ENQUIRIES</u>	:	Dr AF van Staden Tel No: (012) 312 9626
<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivery during office hours to: 600 Lilian Ngoyi Street (formerly known as Van Der Walt Street) Berea Park, Pretoria, 0001 or by email to Post275@dlrrd.gov.za
<u>NOTE</u>	:	EE Targets: Coloured and Indian Males, and African, Coloured and Indian Females, and Persons with disabilities.
<u>POST 36/48</u>	:	<u>DIRECTOR: COMMUNAL PROPERTY INSTITUTIONS REF NO: 3/1/1/1/2026/276</u> This is a re-advertisement, applicants who applied previously are encouraged to re-apply. Chief Directorate: Land Tenure Reform
<u>SALARY</u>	:	R1 317 384 per annum (Level 13), (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS)
<u>CENTRE</u>	:	Gauteng (Pretoria)
<u>REQUIREMENTS</u>	:	Minimum requirements: Applicants must be in a possession of Grade 12 Certificate and a Bachelor's Degree in Humanities / Social Science / Legal Qualification (NQF Level 7) or related equivalent qualification and a Nyukela certificate (Pre-entry Certificate to the SMS) submitted prior to appointment. Minimum of 5 years' relevant experience at a middle / senior managerial level in the management of various legal entities environment. A valid driver's licence. Job related knowledge: Policy development, Communal Property Association (CPA) Act, Stakeholder management, Conflict resolution and Land Reform legislation. Job related skills: Planning and organising, Policy analysis and interpretation, Report writing, Computer literacy (Microsoft Word, Excel, PowerPoint, Project), Interpersonal relations, Negotiations, Project management, Presentation and Communication (verbal and written). Willingness to travel.
<u>DUTIES</u>	:	Register Communal Property Institutions (CPI) (Entities). Review/manage the screening of the submissions for compliance. Approve compliant applications. Issue the registration certificate. Ensure the update of the Communal Property Association (CPA) register. Develop CPI policy, procedures, systems and guidelines. Engage with different stakeholders (CPAs, other Government Departments, Municipalities, Community-based organisations, etc.) to identify policy, legislation and implementation gaps. Collate, analyse and consolidate information into a policy, legislation and implementation proposals. Prepare a draft submission to the policy unit. Design internal systems, procedures and guidelines. Ensure the dissemination of new policy, procedures and legislation to stakeholders (internal and external). Provide implementation support to the Provincial Offices. Ensure that the CPA members and implementers are trained both at District and Provincial levels. Ensure that all the Director-General, Ministerial and Presidential Hotline enquiries are attended to. Develop/review the CPA Strategy. Ensure the vetting of Land Rights Management Facility (LRMF) submissions. Ensure the production of CPA annual report. Ensure collection and collation of information from provinces on the functionality of CPA's. Submit CPA reports to the Director-General, Registrar, Deputy Minister and Minister. Establish and maintain CPA register. Ensure the registration of all CPAs in both electronic Land Administration Web (LAW) and hard copy register. Ensure update of the CPA files.
<u>ENQUIRIES</u>	:	Mr B Zulu Tel No: (012) 312 8153
<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivery during office hours to: 600 Lilian Ngoyi Street (formerly known as Van Der Walt Street) Berea Park, Pretoria, 0001 or by email to Post276@dlrrd.gov.za
<u>NOTE</u>	:	EE Targets: Coloured and White Males, and African, Coloured, Indian and White Females, and Persons with Disabilities.

OTHER POSTS

<u>POST 36/49</u>	:	<u>DEPUTY REGISTRAR OF DEEDS (X6 POSTS)</u>
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Directorate: Examination, Execution and Deeds Training

<u>SALARY</u>	:	R1 317 384 per annum (Level 13), (all-inclusive remuneration package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for the Senior Management Services (SMS)
<u>CENTRE</u>	:	Eastern Cape Deeds Registry: Mthatha Ref No: 3/1/1/1/2026/259 North-West Deeds Registry: Mahikeng Ref No: 3/1/1/1/2026/260 Western Cape Deeds Registry: Cape Town Ref No: 3/1/1/1/2026/261 South Gauteng Deeds Registry: Johannesburg Ref No: 3/1/1/1/2026/262 Limpopo Deeds Registry: Polokwane Ref No: 3/1/1/1/2026/263 North-West Deeds Registry: Vryburg Ref No: 3/1/1/1/2026/264
<u>REQUIREMENTS</u>	:	Minimum requirements: Applicants must be in a possession of Grade 12 Certificate and a B Proc (NQF Level 7) / LLB (NQF Level 7) / B Uris (NQF Level 7) / Advance Diploma: Estate and Trust Administration or related equivalent qualification (NQF Level 7) with Diploma in Deeds Registration Law and a Nyukela certificate (Pre-entry Certificate to the SMS) submitted prior to appointment. Minimum relevant experience of 5 years at the Middle / Senior Managerial level / Assistant Registrar of Deeds / Deeds Law Lecturer / Deputy Registrar of Deeds in property conveyance. A valid driver's licence. Knowledge of Registration of deeds, Interpretation of Statute, Examination of Deeds, Research and information analysis, Human Resources Prescripts, Project Management Principles and Tools, Court procedures, Supply Chain Management Prescript and Financial Management. Computer skills. Communication skills. Organising skills. Problem-solving skills. Interpersonal skills. Report writing skills. Presentation skills. Policy analyses and development. Good judgement and assertive skills. Time management. Management of resources. Negotiation. Influencing skills. Appropriate courses in Management Practices.
<u>DUTIES</u>	:	Manage the process of examination and the registration of deeds and documents. Manage examination and register deeds in compliance with Deeds Registries Act of 1937 and Titles Act of 1986 as well as common, statutory and case law and recognized practices and procedures and Chief Registrar of Deeds directives. Analyse standards of examination and draft report to Registrar. Grant hearings to Conveyancers with regard to examination matters and make rulings. Provide rural development support pertaining to the registration matters. Advise the Courts on request regarding the feasibility of the applications. Comment on Draft Bills and Chief Registrars Circulars regarding land registration and related matters. Oversee the execution process. Approve requests for late and expedited executions and for final black-booking. Oversee conveyancing problems encountered on deeds and give guidance. Oversee execution register of Conveyancers. Oversee the sorting and distribution of deeds. Oversee the workload, workflow, processes and standards and implement corrective measures to prevent and address backlogs/challenges. Manage the turnaround times for deeds to be made available from lodgement to execution. Oversee statistics, exception reports and implement corrective measures. Approve request for withdrawal of deeds. Oversee the update of procedure manual. Manage deeds training and development and library services. Manage the Practice Committee / Examiner Forum and issue circulars. Manage implementation of deeds training and examination development plan. Oversee library services.
<u>ENQUIRIES</u>	:	Ms TP Masilela Tel No: (012) 338 7395 or Ms MSM Magoele Tel No: (012) 338 7184
<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivered during office hours to: Department of Land Reform and Rural Development. Office of the Chief Registrar of Deeds at 600 Lillian Ngoyi Street, Berea Park, Pretoria, 0002 or apply using Deeds Online Job Application Portal; https://deedsportal.deeds.gov.za/ (Please separate Application Form for each post) before the closing date as no late applications will be considered
<u>NOTE</u>	:	EE Targets: Coloured and White Males, and African, Coloured, Indian and White Females, as well as Persons with Disabilities.
<u>POST 36/50</u>	:	<u>DEPUTY REGISTRAR OF DEEDS REF NO: 3/1/1/1/2026/265</u> Directorate: Registration And Information Services
<u>SALARY</u>	:	R1 317 384 per annum (Level 13), (all-inclusive remuneration package). The package includes a basic salary (70% of package), and a flexible portion that

		may be structured in accordance with the rules for the Senior Management Services (SMS)
<u>CENTRE REQUIREMENTS</u>	:	Western Cape Deeds Registry: Cape Town
	:	Minimum requirements: Applicants must be in a possession of Grade 12 Certificate and a B Proc (NQF Level 7) / LLB (NQF Level 7) / B Uris (NQF Level 7) / Advance Diploma: Estate and Trust Administration (NQF Level 7) or related equivalent qualification (NQF Level 7) with Diploma in Deeds Registration Law and a Nyukela certificate (Pre-entry Certificate to the SMS) submitted prior to appointment. Minimum of 5 years' experience at Middle / Senior Managerial level / Assistant Registrar of Deeds / Deeds Law Lecturer / Deputy Registrar of Deeds in property conveyance. A valid driver's licence. Knowledge of: Registration of deeds, Interpretation of Statutes, Examination of Deeds, Research and information analysis, Human Resources Prescripts, Project Management Principles and tools, Court procedures, Supply Chain Management Prescript and Financial Management. Computer skills. Communication skills. Organising skills. Problem-solving skills. Interpersonal skills. Report writing skills. Presentation skills. Policy analyses and development. Good judgement and assertive skills. Time management. Management of resources. Negotiation. Influencing skills. Appropriate courses in Management Practices.
<u>DUTIES</u>	:	Oversee the registration section. Oversee the workload, workflow processes and standards and implement corrective measures. Provide guidance on noting and withdrawal of interdicts. Oversee correspondence and give guidance to clients. Oversee the information section and DOTS services. Manage the turnaround times for the provision of information to clients. Manage the deeds tracking system. Manage the turnaround times on DOTS enquiries, manage presidential / departmental inquiries and compile a report. Approve complaints register action plan. Monitor the completion of client satisfaction surveys report. Approve the Service Delivery Improvement plan. Oversee the archiving of deeds / documents. Archive deeds and documents. Deliver registered deeds and documents. Maintain the updating of the deeds registration database. Update the land register. Manage the turnaround times and standards for capturing of deeds information on Deeds Registration System (DRS). Manage support services in deeds registration systems. Provide support for deeds registration systems. Liaise with the office of the Chief Registrar on system issues. Oversee systems related helpdesk support. Provide deeds rural development and land reform support services. Provide support to rural development and land reform components. Participate in the provincial planning committees. Advise on registration related matters. Advise on the application of provincial legislation regarding registration matters.
<u>ENQUIRIES</u>	:	Ms TP Masilela Tel No: (012) 338 7395 or Ms MSM Magoele Tel No: (012) 338 7184
<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivered during office hours to: Department of Land Reform and Rural Development. Office of the Chief Registrar of Deeds at 600 Lillian Ngoyi Street, Berea Park, Pretoria, 0002 or apply using Deeds Online Job Application Portal; https://deedsportal.deeds.gov.za/ (Please separate Application Form for each post) before the closing date as no late applications will be considered
<u>NOTE</u>	:	EE TARGETS: Coloured and White Males, and African, Coloured, Indian and White Females, as well as Persons with Disabilities.
<u>POST 36/51</u>	:	<u>DEPUTY DIRECTOR: FINANCIAL MANAGEMENT REF NO: 3/1/1/2026/277</u> Directorate: Administration Support
<u>SALARY</u>	:	R932 292 per annum (Level 11), (all-inclusive package to be structured in accordance with the rules for MMS)
<u>CENTRE REQUIREMENTS</u>	:	Gauteng (Pretoria)
	:	Minimum requirements: Applicants must be in a possession of Grade 12 Certificate and a Degree or National Diploma (NQF Level 6) in Financial Accounting / Management Accounting / Financial Management or related equivalent qualification. Minimum of three (3) years' experience at a junior / middle management level in financial management. A valid driver's licence. Job related knowledge: Public Finance Management Act (PFMA). Treasury Regulations, and related financial legislation. Government budgeting processes and Medium-Term Expenditure Framework (MTEF). Financial management principles, practices, and procedures. Management accounting and financial reporting standards. Supply Chain Management (SCM) policies,

procedures, and regulations. Asset and inventory management principles. Risk management and internal control frameworks. Audit processes and governance requirements. Project financial management and expenditure control. Revenue and cash flow management. Strategic planning and performance management. Public Service legislative and regulatory framework. Corporate governance principles and best practices. Financial systems and management information systems. Labour relations and human resource management principles. Job related skills: Strategic planning. Leadership ability. Financial management. Analytical thinking. Innovation and creativity. Planning and Organising. Problem-solving. Interpersonal relations. Human resources management. Negotiation and decision-making. Report writing. Computer literacy (Microsoft Word, Excel, PowerPoint, Project). Communication (verbal and written). Project management. Facilitation and presentation. Training and development. Technical and administrative ability (Basic Accounting System (BAS) and Logistical Information System (LOGIS). Willingness to travel.

DUTIES : Provide effective financial management support. Coordinate the preparation and implementation of the annual budget and operational plans. Monitor budget performance and expenditure trends against approved allocations. Ensure effective allocation and utilisation of financial resources. Provide financial advice and support to management to facilitate informed decision-making. Monitor compliance with financial policies, procedures, and applicable legislation. Provide effective financial planning, monitoring and reporting. Monitor budget implementation progress and identify all variances against approved budget. Analyse financial performance and recommend corrective actions where necessary. Prepare and manage monthly, quarterly, and annual financial management reports. Ensure the accuracy, completeness, and timeliness of financial reports. Analyse financial performance and provide recommendations for improvement. Coordinate the preparation of annual financial statements and audit processes. Monitor the implementation of audit recommendations and action plans. Coordinate year-end financial statement preparation and audit processes. Provide effective financial management and administration. Implement and maintain appropriate financial management systems and controls. Provide support for the preparation of information on the status of financial resources as required. Monitor project expenditure against approved budgets and funding allocations. Support project managers in financial planning, forecasting, and expenditure monitoring. Ensure compliance with project funding requirements and reporting obligations. Render supply chain and other physical resources management services. Provide financial oversight and support for procurement processes. Manage the procurement of goods and services for the Directorate and Branch in accordance with applicable legislation and policies. Ensure effective use of physical resources and equipment. Monitor compliance with supply chain management policies and procedures. Monitor asset management practices and ensure proper recording, safeguarding, and accounting of assets. Ensure effective utilisation and control of physical resources and equipment. Support inventory management and asset verification processes. Render payments and expenditure management services. Oversee the processing, verification, and authorisation of payments in accordance with delegated authority and financial policies. Ensure suppliers are paid within prescribed timeframes. Review payment reconciliations and resolve outstanding payment-related issues. Monitor expenditure trends and implement measures to prevent unauthorised, irregular, fruitless, and wasteful expenditure. Ensure all payments are supported by complete and accurate documentation. Monitor and report on expenditure commitments and accruals. Ensure compliance with payment processes and financial control measures.

ENQUIRIES : Ms M Kekana Tel No: (012) 312 8344
APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 600 Lilian Ngoyi Street (formerly known as Van Der Walt Street) Berea Park, Pretoria, 0001 Or by email to Post277@Dlrrd.Gov.Za

NOTE : EE Targets: African, Coloured, Indian and White Males, and Coloured, Indian and White Females, and Persons with Disabilities.

POST 36/52 : **CHIEF NETWORK CONTROLLER REF NO: 3/1/1/2026/267**
 Directorate: Corporate Services

SALARY : R413 001 per annum (Level 08)
CENTRE : Limpopo (Polokwane)

<u>REQUIREMENTS</u>	:	Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and National Diploma in Computer Sciences / Information Technology or related equivalent qualifications (NQF Level 6). Minimum of 2 years relevant experience in Information Technology (IT) Support. Experience with hardware and software. Experience in network support. Experience in IT technical support. Appropriate network management experience. A valid driver's licence. Job related knowledge: Technical aspects of Information and Communications Technology (ICT) goods and services. Information Technology Acts and Policies. Government ICT systems. Understanding management of information and the formal reporting system. Internal systems change control. Project management principles and tools. Job related skills: Planning and Organising. Communication (verbal and written). Advanced computer literacy. Project management. Interpersonal relations. The ability to work efficiently and effectively at all times.
<u>DUTIES</u>	:	Provide IT user support to clients (office). Resolve IT support calls, queries or issues as they arise. Log IT support calls on Information Technology Service Management (ITSM). Render IT security. Ensure a secure environment by installation and uploading antivirus software. Ensure that users log on to the workstation using passwords. Install and update Anti-virus software to all workstations. Identify IT requirements. Advise clients on IT equipment procurement. Inspect all the switches and network points. Ensure that all ICT related work is done according to agreed standard and quality. Verify the warranty of ICT equipment before allocation. Maintain IT applications. Ensure that all applications are up and running daily. Uninstall unwanted applications on the workstation. Provide server management services. Monitor access to server rooms. Maintain inventory of all server room related equipment. Monitor Local Area Network (LAN) performance and report any anomalies. Maintain networks and hardware. Install and troubleshoot hardware and software. Assist with planning, design, implementation, and maintenance of LAN infrastructure.
<u>ENQUIRIES</u>	:	Mr KE Senosha Tel No: (015) 495 1904
<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivery during office hours to: 61 Biccard street, Polokwane, 0700 or by email to Post267@dlrrd.gov.za
<u>NOTE</u>	:	EE Targets: African, Coloured, Indian and White Males, and Coloured, Indian and White Females, and Persons with disabilities.
<u>POST 36/53</u>	:	<u>PRINCIPAL CADASTRAL OFFICER REF NO: 3/1/1/1/2026/271 (X2 POSTS)</u> Directorate: Information Services
<u>SALARY</u>	:	R413 001 per annum (Level 08)
<u>CENTRE</u>	:	Western Cape (Cape Town)
<u>REQUIREMENTS</u>	:	Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and a National Certificate in Geomatics or Survey Officer Certificate (NQF Level 5). Minimum of 6 years geomatics post qualification experience in a geomatics or cadastral survey environment. Job related knowledge: Knowledge of Geographical Information Systems Software and fundamentals. Knowledge of Surveyor-General's Office Standard Operating Procedures and processes. Knowledge of Cadastral Surveys. Job related skills: Problem solving and analysis. Decision making. Team leadership. Creativity. Customer focus and responsiveness. Communication (verbal and written). Computer literacy. Planning and organising. Conflict management. Negotiation.
<u>DUTIES</u>	:	Capture, maintain and update alpha numeric data of simple as well as more complex cadastral documents. Capture alpha and numeric information from newly submitted cadastral documents (simple and complex) and undertake mathematical consistency checks of and data verification of for proposed new land parcels. Update cadastral survey databases through the addition or amendment of every approved document (simple and complex) to maintain an electronic alpha-numeric repository. Capture and verify simple and complex historical cadastral documents. Attend to complicated maintenance of cadastral documents in accordance with legislated processes. Perform withdrawal or cancelation of cadastral documents upon lawful instruction. Deduct, cancel and endorse cadastral documents with registered land parcels, leases or servitudes. Attend to complex amendments of approved and registered cadastral documents. Insert all newly approved cadastral documents into the archive. Extract and issue out cadastral records. Refile returned cadastral records. Repair and keep cadastral records in good usable condition. Conduct technical examination of simple as well as more complex

cadastral documents. Check designations of newly submitted lodgements. Perform technical examination of simple and complex diagrams and general plans. Perform technical examination of survey records. Perform technical examination of simple and complex sectional title plans. Update the noting sheets through the addition of every approved cadastral land parcel. Research and supply cadastral information to internal and external clients. Retrieve and supply cadastral information to clients. Supply aerial photographs, rectified imagery and maps from National Geospatial Information (NGI) according to signed service level agreements. Carry out basic research into cadastral survey information pertaining to land parcel boundaries for clients and Land Reform. Capture, maintain and update spatial data with simple as well as more complex cadastral documents. Capture newly submitted documents to determine if there are any spatial overlaps prior approval. Add data, update and maintain an accurate dataset of cadastral spatial information, including the addition and updating of historical data. Research possible sources of error if overlaps are detected and address errors appropriately. Utilise cadastral survey calculation principles and other legitimate sources of data to improve the quality of land parcel boundary information. Scan all cadastral documents on approval, amendment, endorsement or withdrawal and execute quality checking. Scan newly approved cadastral documents. Re-scan all updated (amended, endorsed or withdrawn) cadastral documents. Link the deposited scanned images to the alpha numeric data. Carry out operations and do quality checking to ensure that the scanned image databases are clean and accurate.

<u>ENQUIRIES</u>	:	Ms S Photo Tel No: (021) 464 7871 or Ms N Malinga Tel No: (021) 464 7809
<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivery during office hours to: 4th floor, No 2 Riebeeck Street, ABSA Building, Cape Town or by email to Post271@dlrrd.gov.za
<u>NOTE</u>	:	EE Targets: African, Coloured, Indian and White Males, and Coloured and Indian Females, and Persons with Disabilities.
<u>POST 36/54</u>	:	<u>PRINCIPAL CADASTRAL OFFICER REF NO: 3/1/1/1/2026/272</u> Directorate: Examination Services
<u>SALARY</u>	:	R413 001 per annum (Level 08)
<u>CENTRE</u>	:	Western Cape (Cape Town)
<u>REQUIREMENTS</u>	:	Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and a National Certificate in Geomatics or Survey Officer Certificate (NQF Level 5). Minimum of 6 years geomatics post qualification experience in a geomatics or cadastral survey environment. Job related knowledge: Knowledge of Geographical Information Systems Software and fundamentals. Knowledge of Surveyor-General's Office Standard Operating Procedures and processes. Knowledge of Cadastral Surveys. Job related skills: Problem solving and analysis. Decision making. Team leadership. Creativity. Customer focus and responsiveness. Communication (verbal and written). Computer literacy. Planning and organising. Conflict management. Negotiation.
<u>DUTIES</u>	:	Capture, maintain and update alpha numeric data of simple as well as more complex cadastral documents. Capture alpha and numeric information from newly submitted cadastral documents (simple and complex) and undertake mathematical consistency checks of and data verification of for proposed new land parcels. Update cadastral survey databases through the addition or amendment of every approved document (simple and complex) to maintain an electronic alpha-numeric repository. Capture and verify simple and complex historical cadastral documents. Attend to complicated maintenance of cadastral documents in accordance with legislated processes. Perform withdrawal or cancellation of cadastral documents upon lawful instruction. Deduct, cancel and endorse cadastral documents with registered land parcels, leases or servitudes. Attend to complex amendments of approved and registered cadastral documents. Insert all newly approved cadastral documents into the archive. Extract and issue out cadastral records. Refile returned cadastral records. Repair and keep cadastral records in good usable condition. Conduct technical examination of simple as well as more complex cadastral documents. Check designations of newly submitted lodgements. Perform technical examination of simple and complex diagrams and general plans. Perform technical examination of survey records. Perform technical examination of simple and complex sectional title plans. Update the noting sheets through the addition of every approved cadastral land parcel.

		Research and supply cadastral information to internal and external clients. Retrieve and supply cadastral information to clients. Supply aerial photographs, rectified imagery and maps from National Geospatial Information (NGI) according to signed service level agreements. Carry out basic research into cadastral survey information pertaining to land parcel boundaries for clients and Land Reform. Capture, maintain and update spatial data with simple as well as more complex cadastral documents. Capture newly submitted documents to determine if there are any spatial overlaps prior approval. Add data, update and maintain an accurate dataset of cadastral spatial information, including the addition and updating of historical data. Research possible sources of error if overlaps are detected and address errors appropriately. Utilise cadastral survey calculation principles and other legitimate sources of data to improve the quality of land parcel boundary information. Scan all cadastral documents on approval, amendment, endorsement or withdrawal and execute quality checking. Scan newly approved cadastral documents. Re-scan all updated (amended, endorsed or withdrawn) cadastral documents. Link the deposited scanned images to the alpha numeric data. Carry out operations and do quality checking to ensure that the scanned image databases are clean and accurate.
<u>ENQUIRIES</u>	:	Ms S Photo Tel No: (021) 464 7871 or Ms N Malinga Tel No: (021) 464 7809
<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivery during office hours to: 4th floor, No 2 Riebeeck Street, ABSA Building, Cape Town or by email to Post272@dlrrd.gov.za
<u>NOTE</u>	:	EE Targets: Indian and White Males, and African, Coloured and Indian Females, and Persons with Disabilities.
<u>POST 36/55</u>	:	<u>PRINCIPAL GEOMATICS OFFICER REF NO: 3/1/1/1/2026/273</u> Directorate: Imagery And Topographic Data
<u>SALARY</u>	:	R413 001 per annum (Level 08)
<u>CENTRE</u>	:	Western Cape (Mowbray)
<u>REQUIREMENTS</u>	:	Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Certificate in Geomatics or Survey Officer Certificate (NQF Level 5). Minimum of 6 years geomatics post qualification experience in geomatics, geospatial information science. Job related knowledge: Knowledge of surveying, photogrammetry, cartography, geospatial information science. Good Geographical Information Science (GIS) knowledge regarding data capture, structuring and manipulation. Knowledge of aerial photo interpretation for topographic mapping. Knowledge including feature identification and data representation. Knowledge of Geographical Information Systems software. Performance management and monitoring. Theory, principles and practices of standards. Job related skills: Problem solving and analysis. Decision making. Team leadership and creativity. Customer focus and responsiveness. Communication (verbal and written). Computer literacy. Planning and organising. Conflict management and negotiation.
<u>DUTIES</u>	:	Capture different geospatial data into the Integrated Topographic System. Interpret imagery and map the topographical features. Ensure topological rules are applied in accordance with the topographic standard. Document the processes for application of topographical rules. Ensure all topographical features metadata is captured. Map the land cover classes in accordance with the defined standard. Perform geospatial data analysis according to the requirements. Quality check the accuracy of mapped land cover classes in accordance with requirements. Ensure compliance to the standards in maintaining geospatial in the database. Monitor availability of archives tapes. Contribute / participate in the development of procedure and standard documents. Provide reports on the monitoring of the Tape Library equipment's and software. Ensure random checks on readability of archive tapes. Extract and provide geospatial data from the database. Process the aerial imagery spatial flight plan data (photo, flight lines and boundary) in the database and provide a report. Provide report on all completed and published vector data to Integrated Topographic Information System (ITIS) for aerial Imagery. Store all aerial imagery ground position system data files in the database according to the defined structure. Acquire, process and produce geospatial information for all mapping purposes. Source, edit and manipulate geospatial data for creating maps. Prepare, validate and import geospatial data for map spatial environment. Validate the processed geographic names and ancillary data. Ensure application of defined cartographic generalisation

principles to enhance geospatial data during map production. Ensure compliance to standards and specifications at all times. Undertake photogrammetric absolute orientation of aerial imagery in accordance with standards and specifications. Perform quality check and verify accuracy of processed data as required. Archive the final maps and geospatial data in accordance with the standard. Disseminate, promote and quality assure geospatial information and services to clients. Provide and ensure the correctness of geo-spatial information to clients in accordance with service delivery standards. Create awareness to internal and external clients. Report on quality related issues and participate in processes to ensure quality. Assist with the revision of datasets of products and services for established vendors with district municipalities. Assist with stock management and stock reconciliations. Maintain copyright of geospatial information. Ensure correctness of invoices and quotations. Perform administrative and related functions. Provide advice to clients on use of products and services, including the Geoportal. Acquire, validate and process ancillary data for topographic mapping purposes. Verify and ensure all geo-spatial data and materials for field annotation are accurate for each map. Use the different ancillary geospatial data and verify all the changes detected on previous edition map are recorded. Prepare a report with all the queries classified from digital field annotation for each map. Source ancillary data and authenticate the geographic names and their geographic position in a map. Ensure all captured and processed ancillary data meets the requirements and available in the database (Integrated Topographic Data).

ENQUIRIES	:	Mr G Chandler Tel No: (021) 658 4315
APPLICATIONS	:	Applications can be submitted by hand delivery during office hours to: 4th floor, No 2 Riebeeck Street, ABSA Building, Cape Town or by email to Post273@dlrrd.gov.za
NOTE	:	EE Targets: Indian and White Males, and African and Indian Females, and Persons with Disabilities.
POST 36/56	:	PERSONAL ASSISTANT REF NO: 3/1/1/2026/266 Branch: Land Redistribution and Tenure Reform
SALARY	:	R338 106 per annum (Level 07)
CENTRE	:	Gauteng (Pretoria)
REQUIREMENTS	:	Minimum requirements: Applicants must be in a possession of Grade 12 Certificate and National Diploma in Secretarial / Office Administration / Management or relevant equivalent qualification. Minimum of 3 years' experience in rendering a support service to senior management. Job related knowledge: Relevant legislation / policies / prescripts and procedures, Telephone etiquette, Basic knowledge on financial administration. Job related skills: Sound organisational ability. Computer literacy (Microsoft Office). Good interpersonal relations. High level of reliability. Communication (verbal and written). Language and ability to communicate well with people at different levels and from different backgrounds. Ability to do research and analyse documents and situations. Ability to act with tact and discretion. Self-management and motivation. Willingness to work extended hours. Classified Secrets Security Clearance.
DUTIES	:	Provide a secretarial / receptionist support service to the manager. Receives telephone calls in an environment where, in addition to the calls for the senior manager, discretion is required to decide to whom the call should be forwarded. In the process the job incumbent should finalise some enquiries. Performs advanced typing work. Operates and ensures that office equipment, e.g. printers and photocopies are in good working order. Record the engagements of the senior manager. Utilises discretion to decide whether to accept / decline or refer to other employees' requests for meetings, based on the assessed importance and urgency of the matter. Coordinates with and sensitises / advises the manager regarding engagements. Compiles realistic schedules for appointments. Render administrative support service. Ensures the effective flow of information and documents to and from the office of the manager. Ensures the safe keeping of all documentation in the office of the manager in line with relevant legislation and policies. Obtains inputs, collates and compiles reports, e.g.: Progress reports, Monthly reports and management reports. Scrutinises routine submissions / reports and make notes and / or recommendations for the manager. Respond to enquiries received from internal and external stakeholders. Drafts documents as required. Does filling of documents for the manager and the unit where required. Collects, analyses and collates information requested by the

manager. Clarifies instructions and notes on behalf of the manager. Ensures that travel arrangements are well coordinated. Prioritises issues in the office of the manager. Manages the leave register and telephone accounts for the unit. Handles procurement of standard items like stationary, refreshments etc. for the activities of the manager and the unit. Obtains the necessary signatures on documents like procurement advice and monthly salary reports. Provides support to manager regarding meetings. Scrutinises documents to determine actions / information / other documents required for meetings. Collects and compiles all necessary documents for the manager to inform him / her on the contents. Records minutes / decisions and communicates to relevant role-players, follow-up on progress made. Prepares briefing notes for the manager as required. Coordinates logistical arrangements for meetings when required. Supports the manager with the administration for the manager's budget. Collects and coordinates all the documents that relate to the manager's budget. Assists manager in determining funding requirements for purposes of Medium-Term Expenditure Framework (MTEF) submissions. Keeps records for expenditure commitments, monitors expenditure and alerts manager of possible over and under spending. Checks and correlates Basic Accounting System (BAS) reports to ensure that expenditure is allocated correctly. Identifies the need to move funds between items, consults with the manager and compiles draft memos for this purpose. Compares the MTEF allocation with the requested budget and informs the manager of changes. Studies the relevant public service and departmental prescripts / policies and other documents and ensure that the application thereof is understood properly. Remains up to date with regard to the prescripts / policies and procedures applicable to his / her work terrain to ensure efficient and effective support to the manager. Remains abreast with the procedures and processes that apply in the office of the manager.

<u>ENQUIRIES</u>	:	Ms N Mabuza Tel No: (012) 312 8135
<u>APPLICATIONS</u>	:	Applications can be submitted by hand delivery during office hours to: 600 Lilian Ngoyi Street (formerly known as Van Der Walt Street) Berea Park, Pretoria, 0001 or by email to Post266@dlrrd.gov.za
<u>NOTE</u>	:	EE Targets: African, Coloured, Indian and White Males, and African, Coloured, Indian and White Females, and Persons with Disabilities.
<u>POST 36/57</u>	:	<u>SENIOR CADASTRAL OFFICER REF NO: 3/1/1/1/2026/270</u> Directorate: Information Services
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Western Cape (Cape Town)
<u>REQUIREMENTS</u>	:	Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and National Certificate in Geomatics or Survey Officer Certificate (NQF Level 5). Minimum of 3 years geomatics post qualification experience in a Geomatics / Cadastral survey environment. A valid driver's licence. Job related knowledge: Knowledge of Geographical Information Systems Software and fundamentals. Knowledge of Surveyor-General's Office Standard Operating Procedures and processes. Knowledge of Cadastral Surveys. Job related skills: Analysing and report writing. Interpersonal relations. Communication (verbal and written). Computer literacy. Presentation and /attributes: Confidentiality, fairness, respect and honesty.
<u>DUTIES</u>	:	Capture, maintain and update alpha numeric data of simple as well as more complex cadastral documents. Capture alpha and numeric information from newly submitted cadastral documents (simple and complex) and undertake mathematical consistency checks of and data verification of for proposed new land parcels. Update cadastral survey databases through the addition or amendment of every approved document (simple and complex) to maintain and electronic alpha-numeric repository. Capture and verify simple and complex historical cadastral documents. Attend to complicated maintenance of cadastral documents in accordance with legislated processes. Perform withdrawal or cancelation of cadastral documents upon lawful instruction. Deduct, cancel and endorse cadastral documents with registered land parcels, leases or servitudes. Attend to complex amendments of approved and registered cadastral documents. Insert all newly approved cadastral documents into the archive. Extract and issue out cadastral records. Refile returned cadastral records. Repair and keep cadastral records in good usable condition. Conduct technical examination of simple as well as more complex cadastral documents. Check designations of newly submitted lodgements. Perform technical examination of simple and complex diagrams and general plans. Perform technical examination of survey records. Perform technical

examination of simple and complex sectional title plans. Update the noting sheets through the addition of every approved cadastral land parcel. Research and supply cadastral information to internal and external clients. Retrieve and supply cadastral information to clients. Supply aerial photographs, rectified imagery and maps from National Geospatial Information (NGI) according to signed service level agreements. Carry out basic research into cadastral survey information pertaining to land parcel boundaries for clients and Land Reform. Capture, maintain and update spatial data with simple as well as more complex cadastral documents. Capture newly submitted documents to determine if there are any spatial overlaps prior approval. Add data, update and maintain an accurate dataset of cadastral spatial information, including the addition and updating of historical data. Research possible sources of error if overlaps are detected and address errors appropriately. Utilise cadastral survey calculation principle and other legitimate sources of data to improve the quality of land parcel boundary information. Scan all cadastral documents on approval, amendment, endorsement or withdrawal and execute quality checking. Scan newly approved cadastral documents. Re-scan all updated (amend, endorsed or withdrawn) cadastral documents. Link the deposited scanned images to the alpha numeric data. Carry out operations and do quality checking to ensure that the scanned image databases are clean and accurate.

ENQUIRIES APPLICATIONS : Ms S Photo Tel No: (021) 464 7871 or Ms N Malinga Tel No: (021) 464 7809
: Applications can be submitted by hand delivery during office hours to: 4th floor, No 2 Riebeeck Street, ABSA Building, Cape Town or by email to Post270@dlrrd.gov.za

NOTE : EE Targets: African, Coloured, Indian and White Males, and Coloured and Indian Females, and Persons with Disabilities.

POST 36/58 : **REGISTRY CLERK REF NO: 3/1/1/2026/268**
Directorate: Corporate Services

SALARY : R237 453 per annum (Level 05)
CENTRE : Western Cape (Cape Town)
REQUIREMENTS : Minimum requirements: Applicants must be in possession of a Grade 12 Certificate. Job related knowledge: 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. Job related skills. Planning and organisation. Computer literacy. communication (verbal and written). Interpersonal relations. Ability to work within a team.

DUTIES : Manage operations to achieve planned outcomes. Provide registry counter services. Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail/files. Handle incoming and outgoing correspondence. Receive all mail. Sort, register and dispatch mail. Distribute notices on registry issues. Render an effective filing and record management service. Open and close files according to record classification system. Filing/ storage, tracing (electronically/manually) and retrieval of documents and files. Operate office machines in relation to the registry function. Process documents for archiving an/disposal. Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents.

ENQUIRIES APPLICATIONS : Mr T Mtintsilana at 071 302 1220
: Applications can be submitted by hand delivery during office hours to: 4th floor, No 2 Riebeeck Street, ABSA Building, Cape Town or by email to Post268@dlrrd.gov.za

NOTE : EE Targets: African, Coloured, Indian and White Males, and Coloured, Indian and White Females, and Persons with Disabilities.

POST 36/59 : **DRIVER / MESSENGER REF NO: 3/1/1/2026/269**
Directorate: Corporate Services

SALARY : R201 093 per annum (Level 04)
CENTRE : Western Cape (Cape Town)
REQUIREMENTS : Minimum requirements: Applicants must be in possession of a Grade 10 Certificate / Adult Basic Education and Training (ABET) qualification or related equivalent qualification and a valid driver's licence. Job related knowledge: Knowledge of the city in which the function will be performed. Job

related skills: Organising, Good communication (written and verbal), Interpersonal relations and Basic literacy. A reliable and creative individual who is prepared to work under pressure and as part of a team.

DUTIES

- : Drive light and medium vehicles to transport passengers and deliver other items (mail, documents, office equipment). Collect, distribute and control movement of documents. Do routine maintenance on the allocated vehicle and report defects timely. Perform daily pre and post trip vehicle inspection to ensure that the vehicle is always in the best condition. Complete all the required and prescribed records and logbooks with regard to the vehicle and the goods handled. Maintain accurate and up to date schedule trip sheets i.e. log official trips, daily mileage. Collect and deliver documentation and related items in the Departmental / Branch or any other component within the Departmental related external parties. Ensure proper and secure control over movement of documents. Assist in registry functions. File incoming correspondence and help trace the file. Copy and fax documents.

ENQUIRIES APPLICATIONS

- : Mr T Mtintsilana at 071 302 1220
- : Applications can be submitted by hand delivery during office hours to: 4th floor, No 2 Riebeeck Street, ABSA Building, Cape Town or by email to Post269@dlrrd.gov.za

NOTE

- : EE Targets: African, Coloured, Indian and White Males, and Coloured, Indian and White Females, and Persons with Disabilities.

OFFICE OF THE CHIEF JUSTICE

The Office of the Chief Justice is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1)(i) of the Constitution of South Africa, 1996, the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act 55) of 1998) and the relevant Human Resources policies of the Department will be taken into consideration and preference will be given to Women, Persons with Disabilities and youth.

**APPLICATIONS**

- : **Limpopo/Thohoyandou:** Quoting the relevant reference number, direct your application to: Provincial Head, Office of the Chief Justice Service Centre, Limpopo, Private Bag X9693, Polokwane, 0700. Applications can also be hand delivered to the High Court of South Africa: Limpopo Division, Polokwane, 36 Biccard & Bodenstein Street, Polokwane, 0699.
- : **National Office: (Midrand):** Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107 or hand deliver applications to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand, 1685
- : **KwaZulu-Natal: Pietermaritzburg:** Quoting the relevant reference number, direct your application to: The Provincial Head: Office of the Chief Justice, Private Bag X54314, Durban, 4000 or hand deliver applications to Office of the Chief Justice Durban High Court, Human Resource Office, Ground Floor, Corner Somsteu Road and Stalwart Simelane Street, Durban, 4000
- : **Eastern Cape: Makhanda/Mthatha:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Postal Address: Private Bag X13012, Cambridge 5206, East London. Applications can also be hand delivered to 59 Western Avenue, Sanlam Park Building, 2nd Floor, Vincent 5242, East London.
- : **Free State: Bloemfontein:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X20612, Bloemfontein, 9300 or hand deliver applications to the Free State Division of the High Court, Cnr President Brand and Fontein Street, Bloemfontein, 9301

CLOSING DATE

: 23 October 2026

NOTE

- : All applications must be submitted on a New Z83 form, which can be downloaded on internet at www.judiciary.org.za / www.dpsa.gov.za/dpsa2g/vacancies.asp or obtainable from any Public Service Department and should be accompanied by a recent comprehensive CV only; contactable referees (telephone numbers and email addresses must be indicated). Please send your documents in a PDF and put them in one folder. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Applicants could be required to provide consent for access to their social media accounts. Prior to appointment for SMS, 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>. 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 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 possession of a foreign qualification, it must be accompanied by an evaluation considered. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification, citizenship checks, social media, 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 36/60

DEPUTY DIRECTOR: DEPARTMENTAL INFORMATION SECURITY OFFICER REF NO: 2026/138/OCJ

SALARY

: R932 292 – R1 098 195 per annum (Level 11), all-inclusive package, consisting of 70%/ 75% basic salary and 30%/25% flexible portion that may be structured in terms of the applicable rules. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS

: National Office: Midrand
: Applicants should be in possession of a National Diploma in Information Technology related or equivalent qualification in Information Security at NQF Level six (6) with 360 Credits) as recognised by SAQA. A minimum of four (4) years' experience in IT Systems Security and ICT Governance of which three (3) years' should be at Assistant Director / Junior Management level. CISSP or CISM or CASP or SABSA Certificates or Equivalent Certification and driver's license will serve as an added advantage. Knowledge and skills: Knowledge of IT Security Policy Development and administration, working knowledge and experience with ISO 27001, other related information security standards and frameworks, understanding of ICT threats, vulnerabilities in all ICT domains and Applicable remediations and technologies, Skilled in ICT Risk management, Disaster Recovery and ICT Continuity, ICT Audits and Compliance, Public Service Regulations and ICT Governance. Skilled in communication (written and verbal), computer literacy (MS Office), Project Management, planning and organising, report writing, negotiation, interpersonal skills, decision making and Interviewing skills.

DUTIES

: Define, operate and monitor a system for information security management including the development and implementation of the information security programme: Assess the current information security status, identify and analyse gaps, liaise with business units regarding ICT Risks and Security matters, oversee information security projects and conduct research on technology and risks. Develop and coordinate the information security risks treatment plan: Conduct information security risk assessment, coordinate management information risk activities and liaise with business units. Monitor and review the information security management program: Conduct self-assessment, analyse and conduct vulnerability assessments, review management compliance, coordinate and report on implementation of corrective measures. Coordinate and oversee implementation of end-point security: Develop end-user management and access control procedures, manage and coordinate the implementation of technology, review and improve endpoint-security deployment; Coordinate and manage user identity, logical access and physical access to IT assets: Develop and monitor implementation of user access control procedures, liaise with relevant stakeholders, coordinate the implementation of policy and procedures and monitor compliance, Development and Implementation of Disaster Recovery and ICT Continuity Plans. Manage the Sub Directorate: Manage performance

		and development system within the sub-directorate, Maintenance of discipline, Undertake administrative functions within the unit, Establish, implement and maintain efficient and effective communication arrangements, Develop and manage the operational plan and report on progress as required, Compile and present all required administrative reports, serve on transverse task teams as required, procurement and asset management for the sub directorate, plan and allocate work.
ENQUIRIES	:	Technical Related Enquiries: Mr T Mohono Tel No: (010) 493 8754 HR Related Enquiries: Mr K Mphela Tel No: (010) 493 2527
APPLICATIONS	:	Applications can be sent via email to 2026/138/OCJ@judiciary.org.za
NOTE	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
POST 36/61	:	<u>PRINCIPAL COURT INTERPRETER REF NO: 2026/139/OCJ</u>
SALARY	:	R413 001 – R486 501 per annum (Level 08). The successful candidate will be required to sign a performance agreement.
CENTRE	:	Limpopo Division of The High Court: Thohoyandou
REQUIREMENTS	:	Applicants should be in possession of a National Diploma in Legal Interpreting or equivalent qualification at NQF level six (6) with 360 credits as recognised by SAQA. A minimum of two (2) years' experience as a Court Interpreter of which one (1) year should be at supervisory level. Language proficiency: English and either Tshivenda, Xitsonga, Sepedi. Knowledge of Isi-Zulu/Setswana and a valid driver's license will serve as an added advantage. Knowledge and skills: Knowledge of Batho Pele and the OCJ Principles, Court proceedings, Cultural diversity, Knowledge of Policies, Prescripts, and Legislation and Full command of the languages. Skilled in communication (oral and written), listening, computer literacy (Ms Word, PowerPoint, Outlook and Internet, etc.), problem solving, interpersonal relations, planning and organising, people skills, intermediate typing and customer service orientation.
DUTIES	:	Render interpreting services in high profile matters, interpret in complex cases, interpret in criminal, civil, and Labour Court, interpret in small claims court, interpret in disciplinary hearing, interpret in Conciliation and Arbitration, interpret in confession, interpret pre-trial proceedings and consultations. Control, supervise and attend to personnel administrative aspects of interpreters, provide mentoring and coaching to junior/ senior interpreters, manage performance agreement contracts, draw a schedule for replacement of Court Interpreters, control leave of Court interpreters and submit Court hour registers, quarterly submit probation reports, monitor subordinates on EHWP, translate Legal documents and exhibits, study and analyse the source documents, conduct necessary research and consult, develop terminology, harvest of terminology, database development, provide terms and their respective meanings in the glossary register, supervise and develop staff, ensure general supervision of employees, allocate duties and perform quality control on the work delivered by officials, manage leave of staff, advise and lead supervisees with regards to all aspects of the work, manage performance, conduct and discipline of employees. Ensure that all employees are trained and developed to be able to deliver work of the required standard efficiently and effectively. Develop, implement and monitor work systems and processes to ensure efficient and effective functioning, address enquiries and provide advice and guidance on asset allocation and control.
ENQUIRIES	:	Technical Related Enquiries: Mr. M.P Netshilulu Tel No: (015) 495 1741 HR Related Enquiries: Ms. E.M Ramaphakela Tel No: (015) 495 1744
APPLICATIONS	:	Applications can be sent via email to 2026/139/OCJ@judiciary.org.za
NOTE	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
POST 36/62	:	<u>PRINCIPAL COURT INTERPRETER REF NO: 2026/140/OCJ</u>
SALARY	:	R413 001 – R486 501 per annum (Level 08). The successful candidate will be required to sign a performance agreement.
CENTRE	:	KwaZulu-Natal Division of The High Court: Pietermaritzburg
REQUIREMENTS	:	Applicants should be in possession of a National Diploma in Legal Interpreting or equivalent qualification at NQF level six (6) with 360 credits as recognised by SAQA. A minimum of two (2) years' practical experience in Court Interpreting of which one (1) year should be at supervisory level. A valid driver's license will serve as an added advantage. Knowledge and skills: Knowledge of Batho Pele and the OCJ Principles, Court proceedings,

		Cultural diversity, Knowledge of Policies, Prescripts, and Legislation and Full command of the language. Skilled in communication, computer literacy, listening, interpersonal, customer service orientation, planning and organising, problem solving and confidentiality. Along with the following attributes: Ability to work under pressure and art of interpreting.
<u>DUTIES</u>	:	Render interpreting services in high profile matters, interpret in complex cases, interpret in criminal, civil, and Labour Court. Interpret in Small claims Court, control and attend to personnel administrative aspects of Interpreters, provide and coaching to junior Interpreters, manage performance agreement contracts, draw a schedule for replacement of Court Interpreters, translate Legal documents and exhibits, study and analyse the source documents, conduct necessary research and consult, Check, edit and revise the translated documents, procure foreign language interpreters and casuals in line with PFMA and the relevant policy. Report statistics to be generated and escalated to the cluster manager for consolidation, authorise payments of foreign and casual language interpreters, develop terminology, harvest of terminology and database development, provide terms and their respective meanings in the glossary register, supervise and develop staff and allocate duties and perform quality control on the work delivered by officials.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Mr MN Zondi Tel No: (033) 345 8211 HR Related Enquiries: Ms SZ Mvuyana Tel No: (031) 493 1723
<u>APPLICATIONS</u>	:	Applications can be sent via email to 2026/140/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 36/63</u>	:	<u>SENIOR COURT INTERPRETER REF NO: 2026/141/OCJ</u>
<u>SALARY</u>	:	R338 106 - R398 277 per annum (Level 07). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Eastern Cape Division of The High Court: Mthatha
<u>REQUIREMENTS</u>	:	Applicants should be in possession of a National Diploma in Legal Interpreting or equivalent qualification at NQF level six (6) with 360 credits as recognised by SAQA. A minimum of two (2) years' practical experience in Court Interpreting or Grade twelve (12) certificate with at least ten (10) years' practical experience in Court Interpreting. Proficiency in English, isiXhosa Afrikaans, isiZulu or Sesotho. A valid driver's license will serve as added advantage. 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. Knowledge and skills: Knowledge of relevant acts and regulations, knowledge of culture, knowledge of subject area, knowledge on how to translate and be able to keep to time frame, computer literacy (MS Office), effective communication skills (written and verbal), time management, good interpersonal relations skills, listening skills, customer service skills, problem solving skills, planning and organising skills, decision-making skills. analytical thinking, excellent English language, flexible, motivational, able to work under pressure, meticulous, self-driven and people centric.
<u>DUTIES</u>	:	Render interpreting services: Interpret in Children's Act matters, criminal proceedings, Civil proceedings, Domestic Violence Act matters, Older Persons Act matters, Family, Protection from Harassment Act matters, Labour, Maintenance Act matters, Child Justice matters, Inquests, and quasi-judicial matters, interpret in small claims Courts, interpret in disciplinary hearing, interpret in Conciliation and Arbitration, interpret in confession. Interpret in pre-trial proceedings and consultations, liaise with the supervisor for foreign language interpreters, interpret from source to target language during Court proceedings, pre-trial, consultation, quasi, judicial. interpret non-verbal gestures, dramatization and confessions, engage with the judiciary to confer on the readiness and/or performance of a particular interpreter in Court, render legal and quasi-judicial and language service: Render audible and clear interpreting from source to target language without embellishment or omissions while preserving the language, convey the correct language in accordance with language usage of the speaker, control the speaker and ensure that the citations are interpreted correctly, interpret non-verbal gestures dramatization and confessions, translate legal documents and exhibits: Study and analyse the source document, conduct the necessary research and consult with the relevant parties, ensure accurate cite translation documents, check, edit and revise the translated document, translate mechanically recorded audio material. Develop terminology and provide support in the reconstruction of records: Accumulate terminology and

		develop database, populate the terms and respective meaning in the glossary register, gather all trial documents, attend to mechanical recordings, compare notes of the Presiding Officer, State and Defence.
ENQUIRIES	:	Technical Related Enquiries: Mr. M Mhlontlo Tel No: (047) 504 5500 HR Related Enquiries: Ms. Z Sulo at (087) 086 6929
APPLICATIONS	:	Applications can be sent via email to 2026/141/OCJ@judiciary.org.za
NOTE	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
POST 36/64	:	<u>JUDGE'S SECRETARY REF NO: 2026/142/OCJ</u>
SALARY	:	R338 106 – R398 277 per annum (Level 07). The successful candidate will be required to sign a performance agreement.
CENTRE	:	Supreme Court of Appeal: Bloemfontein
REQUIREMENTS	:	Applicants should be in possession of a Grade Twelve (12) Certificate. An LLB degree or a minimum of 20 modules completed towards an LLB, BA Law or BCom Law degree or related qualification at NQF level six (6) as recognised by SAQA (results must accompany the application). A minimum of two (2) years secretarial experience. A valid driver's license. Secretarial experience in a legal/court environment will service as an added advantage. Shortlisted candidates will be required to pass a typing test. Knowledge and skills: Knowledge of the Constitution of South Africa, relevant legislation, regulations and case lines. Skilled in computer literacy (MS Office), research capabilities, proficiency in English, communication (verbal and written), administration and organisational skills, interpersonal skills, customer service and typing skills along with the following attributes: Ability to meet strict deadlines and to work under pressure, attention to detail, confidentiality and time management.
DUTIES	:	Provide general secretarial/administrative duties to the Judge. Typing (or formatting) of draft memoranda decisions, opinions or judgment entries written by, or assigned by the Judge. Manage and type correspondence, judgments and orders for the Judge (including dictaphone typing). Arrange and diarise appointments, meetings and official visits. Make travel and accommodation arrangements. Store, keep and safeguard all case files and update the case files with the order made by the Judge. Update files and documents and provide copies of documents to the Registrar. Perform digital recording of court proceedings on urgent cases after hours and ensure the integrity of such recordings. Accompany the Judge to Court. Manage the Judge's vehicle, logbook and the driving thereof. Compile data and prepare reports and documents for the Judge as necessary including expense reports, financial disclosure statements and case management. Arrange refreshments for the Judge and his/her visitors and attend to their needs. Manage the Judge's library and the updating of documentation. Execute legal research as directed by the judge and comply with all departmental prescripts, policies, procedures and guidelines.
ENQUIRIES	:	Technical related enquiries: Mr. V.Z.J Zwane Tel No: (051) 492 4623 HR related enquiries: Ms D.S.J Peters Tel No: (051) 492 4523
APPLICATIONS	:	Applications can be sent via email to 2026/142/OCJ@judiciary.org.za
NOTE	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
POST 36/65	:	<u>ADMINISTRATION OFFICER REF NO: 2026/143/OCJ</u>
SALARY	:	R338 106 – R398 277 per annum (Level 07). The successful candidate will be required to sign a performance agreement.
CENTRE	:	Supreme Court of Appeal: Bloemfontein
REQUIREMENTS	:	Applicants should be in possession of National Diploma in Business Administration/ Public Administration or Public Management qualification at NQF level six (6) as recognised by SAQA. A minimum of two (2) years' experience including internship and learnership. A valid drivers' license will serve as added advantage. Knowledge and skills: Departmental codes and policies, prescripts, PFMA, Public Service Regulation, Public Service Act and Batho Pele Principles. Skilled in Communication (verbal and written), computer literacy, problem solving, analytical skills, Human Resources Management, Financial Management, planning and organisation skills and supervisory skills.
DUTIES	:	Record, organise, store, capture and retrieve correspondence and data, update registers and statistics, handle routine enquiries, distribute documents/packages to various stakeholders as required, keep and maintain

the filing system for the component, type basic letters and/or other correspondence when required, keep and maintain the incoming and outgoing register of the component, authorise payments, receipts and confirm deposits on the BAS system, verify transactions on the BAS system, identify loss within the office and report to the provincial office i.e. fruitless and wasteful expenditure, unauthorised expenditure and irregular expenditure, compile expenditure reports and gift registers, ensure proper penalisation on the transcription invoices, quality assure S&T claims, cell phone claims, data claims, invoices (payment batches), payment register, receipts and receipt registers, ensure that suppliers are authorised on Logis, link suppliers with the correct responsibility and item, verify suppliers' details on CSD report, verify the relevant annexures for compliance to local content and production, ensure that goods are captured in registers and databases, receive request for goods from end users, update and ensure the maintenance of the register of suppliers, ensure the implementation Conditions of Services, ensure the implementation of recruitment, selection and appointment process in the Court, monitor the submission of performance agreements, annual assessment and mid-year review, compile training needs, support the implementation of the training plan in the Court, ensure general supervision of employees, allocate duties and perform quality control on the work delivered by officials, manage leave of staff, advise and lead supervisees with regard to all aspects of the work, manage performance, conduct and discipline of employees, ensure that all employees are trained and developed to be able to deliver work of the required standard efficiently and effectively, develop, implement and monitor work systems and processes to ensure efficient and effective functioning, address enquiries and provide advice and guidance on asset allocation and control.

<u>ENQUIRIES</u>	:	Technical related enquiries: Mr. V.Z.J Zwane Tel No: (051) 492 4623 HR related enquiries: Ms D.S.J Peters Tel No: (051) 492 4523
<u>APPLICATIONS</u>	:	Applications can be sent via email to 2026/143/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 36/66</u>	:	<u>ACCOUNTING CLERK REF NO: 2026/144/OCJ</u>
<u>SALARY</u>	:	R237 453 – R279 708 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Eastern Cape Division of The High Court: Makhanda
<u>REQUIREMENTS</u>	:	Applicants should be in possession of a Grade 12 certificate. No experience required. Knowledge and skills: Knowledge and sound understanding of the PFMA, Treasury Regulations, BAS, PPPFA guidelines and other related prescripts. Skilled in computer literacy. (MS Word, PowerPoint, Excel and Outlook), accuracy, attention to detail, communication, administration and organisation skills. Along with the following attributes: ability to work under pressure independently, self-motivated and meet deadlines.
<u>DUTIES</u>	:	Prepare VA26 to book accommodation, car hire, shuttle service and flights for witnesses as well as temporary officials, receive S & T Claims, cellphone and data re-imburement claims for Judges and officials as well as temporary officials. Filing, retrieve and safeguard finance payment batches, custodian of the petty cash and assigned a duty of paying ordinary witnesses, expert witnesses and psychologists. Process payments for service providers of Goods and services within the prescribed turnaround time.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Ms. L Frazer Tel No: (046) 603 5000 HR Related Enquiries: Mr. S Mponzo Tel No: (043) 726 5217
<u>APPLICATIONS</u>	:	Applications can be sent via email to 2026/144/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

The Department of Public Works and Infrastructure is a merit based and equal opportunity employer. The intention is to embed excellence and diversity in the Public Service through the filling of these posts and with persons whose appointment will drive the vision of the department to turn South Africa into a construction site, and to use public assets for public good. Women and People with disabilities are encouraged to apply.



APPLICATIONS	:	Head Office (Pretoria) Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or CGO Building, Corner Bosman and Madiba Street, Pretoria. For Attention: Ms NP Mudau Cape Town Regional Office Applications: The Regional Manager, Department of Public Works and Infrastructure, Private Bag X9027, Cape Town, 8000 or hand deliver at Ground floor, Customs House, Lower Heerengracht Street, Foreshore, Cape Town. Register the application in the book. For Attention: Ms C Rossouw Bloemfontein Regional Office Applications: The Regional Manager, Department of Public Works and Infrastructure, Private Bag x Bloemfontein, 9301 or Hand Deliver to Public Works Building, 18 President Brand Street, Bloemfontein, 9300. For Attention: Mr T Mosia Mthatha Regional Office Applications: The Regional Manager, Department of Public Works and Infrastructure, Private Bag X 5007, Mthatha, 5100 or PRD Building, 02 Sutherland Street Mthatha. For Attention: Ms. N. Mzalisi
CLOSING DATE	:	23 October 2026 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/>. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. Note: For emailed applications, please submit a single PDF document or one attachment per application to the email address designated on 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 using the required single pdf document. Encrypted document will not be accepted. All though an email application option is available, applicants are encouraged to hand deliver their application. Important: Applicants must submit a separate application for each post applied for, clearly indicating the correct reference number and post title on each application. Applicants who apply for more than one post must submit a separate application for each post. Failure to comply with this requirement may result in the application not being considered.

OTHER POSTS

<u>POST 36/67</u>	:	<u>DEPUTY DIRECTOR: HUMAN RESOURCES MANAGEMENT REF NO: 2026/351</u>
<u>SALARY</u>	:	R932 292 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the Middle Management service).
<u>CENTRE</u>	:	Bloemfontein Regional Office
<u>REQUIREMENTS</u>	:	A minimum of three-year tertiary qualification (NQF Level 06) / National Diploma in Human Resource Management, Human Resource Training and Development, Public Management, Public Administration, Management Services, Labour Relations or related. A relevant functional experience in the Human Resources Management at a Junior managerial level (Assistant Director equivalent). Valid driver's licence. Knowledge: Human Resource Management Policies. Human Resources Systems and Procedures. Performance Management. Project Management. Public Service Act, Regulations and Resolutions. Recruitment and Selection Strategies. Code of Remuneration. All Labour Legislations. Code of good conduct in the Public Service. Departmental Policies and Procedures. Batho Pele principles. Human Resource Management Practices and Systems. Skills: Management. Interpersonal. Communication (Verbal and Written). Computer literacy. Negotiation. Presentation. Report writing. People Management. Problem solving. Decision making skills. Working knowledge and experience of PERSAL.
<u>DUTIES</u>	:	Manage the Human Resource support services and the implementation of all the Human Resource policies, procedures and relevant prescripts. Manage the effective implementation of recruitment and selection policy and procedures. Manage the effective implementation of Performance Management Policy. Manage the coordination of Human Resource Development interventions and the implementation of Human Resource Development Policies and Programs. Manage the administration of service benefits and leave of staff in the province. Manage the implementation of sound labour relations and matters of mutual interest. Advise line managers and employees on all HRM related matters. Manage subordinates. Plan and allocate work accordingly.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. T Zulu Tel No: (051) 408 7306 for the position of Deputy Director: Human Resources Management must be emailed to: RecruitBLOEM26-32@dpw.gov.za
<u>POST 36/68</u>	:	<u>ASSISTANT DIRECTOR: ACQUISITION MANAGEMENT (SCM) REF NO: 2026/353</u>
<u>SALARY</u>	:	R487 197 per annum
<u>CENTRE</u>	:	Cape Town Regional Office
<u>REQUIREMENTS</u>	:	A minimum of three-year tertiary qualification (NQF Level 06) in Supply Chain Management/ Procurement/ or in the relevant field. Relevant years of

		experience in Supply Chain Management environment with appropriate working experience at supervisory Level. A valid driver's license. Computer skills in Microsoft Office Applications. Extensive knowledge and working experience in Public Sector procurement process, rules and regulations: PFMA, PPPFA, BBBEE, CIDB, Treasury Regulations Relevant and Supply Chain Management prescripts. Skills: Good verbal and written communication skills; Basic numeracy; Advanced interpersonal and diplomacy skills; Problem solving skills; Decision making skills; Statistical skills; Computer literacy; Problem solving skills; Presentation skills; Planning and organising skills; Ability to work independently and under pressure. Personal Attributes: Analytical thinking; Innovative; Creative; Resourceful; Ability to work under stressful situations; Ability to communicate at all levels; People orientated; Able to establish and maintain networks; Trustworthy; Assertive; Hard-working; Self-motivated; Ability to work independently. Must be prepared to adapt work schedule in accordance with office requirements.
DUTIES	:	Manage the development of the Procurement Plan. Facilitate the approval of Procurement Plan. Communicate the Procurement Plan. Monitor that goods and services is rendered according to the Procurement Plan. Monitor the procurement of goods and services in line with the Procurement Plan. Advice on the performance of procurement in line with the plan. Manage the acquisition of goods and services. Provide and implement supply chain management policy, strategies and processes. Manage the acquisition of goods and service as per the transversal contract and participation contract. Provide and consolidate requests for invitation of quotation. Verify and advice on specifications for goods and services. Analyse the received quotation. Provide approval of received goods as per the specification. Serve in Bid Committees as a member. Monitor the implementation of guidelines for appointment of bid committees. Facilitate the appointment of Bid committee members. Manage logistical arrangements for Bid committee meetings and provide advisory support to Bid Committees. Provide secretariat function to the PBAC. Facilitate and monitor evaluation of bids and quotations. Develop and define processes for bids evaluation. Monitor adherence to advertised criteria in the evaluation process. Facilitate and verify captured information for all bids and quotations. Prepare an evaluation report- submission. Facilitate the clearance of the successful bidders. Customise and implement any changes on standard evaluation criteria. Implement and Oversee Risk and performance management strategies in the Supply Chain Management Unit. Identify and mitigate risks within the Unit. Manage all administrative matters, correspondence and complex enquiries are attended to promptly. Assist in the compiling of monthly SCM performance reports and verification of all monthly SCM reports. Ensure implementation and compliance of the Instruction Notes as issued by National Treasury as well as Departmental SCM Policy. Manage full compliance to all Demand Management, Acquisition Management and Contract Management prescripts, policies, practice notes and delegations of authority. Develop and maintain internal control measures for procurement. Ensure the effective management of Demand, Acquisition and Contract processes. Manage an appropriate response to internal and external auditors, other organs of state and Audit Intervention Plans. Monitor and liaise with CIDB about professionals'/ contractor's information. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Enhance and maintain employee motivation and cultivate a culture of performance management. Manage discipline. Provide job description to subordinates. Manage division leave matters.
ENQUIRIES APPLICATIONS	:	Mr. M Sozombile Tel No: (021) 402 2250
	:	for the position of Assistant Director: Acquisition Management (SCM) must be emailed to: RecruitCPT26-69@dpw.gov.za
POST 36/69	:	<u>ADMINISTRATION OFFICER: DEMAND MANAGEMENT (SCM) REF NO: 2026/354</u>
SALARY CENTRE REQUIREMENTS	:	R338 106 per annum
	:	Cape Town Regional Office
	:	A minimum of three-year tertiary qualification (NQF level 06)/ National Diploma in Supply Chain Management/ Procurement/ Public Management/ Public Administration or related. Relevant years of experience in Supply Chain Management within Acquisition Management. Valid Driver's Licence. Knowledge Of: Thorough knowledge and understanding of government procurement systems and relevant legislation; Supply chain management; Management of databases; PFMA; PPPFA; Supply Chain policies and

procedures; Treasury Regulations and BBBEE Acts; Monitoring and evaluation theory and methodology; Monitoring and evaluation systems. Skills: Good verbal and written communication skills; Basic numeracy; Advanced interpersonal and diplomacy skills; Problem solving skills; Decision making skills; Statistical skills; Computer literacy; Problem solving skills; Presentation skills; Planning and organising skills; Ability to work independently and under pressure. Personal Attributes: Analytical thinking; Innovative; Creative; Resourceful; Ability to work under stressful situations; Ability to communicate at all levels; People orientated; Able to establish and maintain networks; Trustworthy; Assertive; Hard-working; Self-motivated; Ability to work independently. Must be prepared to adapt work schedule in accordance with office requirements.

DUTIES

: Provide admin support in the research and needs analysis for the Department. Provide guidance to End-Users/Project Managers on testing the markets. Lead the process of alignment of budgets with department objectives and Annual Performance Plans. Consolidation of Procurement Plans and report monthly to Head Office. Assist in the consultation with relevant stakeholders to determine challenges, opportunities and risks. Identify the frequency of needs and analyse the identified needs in line with the supply chain strategy and collect data commodity analysis and checking for alternatives. Provide support in the determination and development of procurement proposals for implementation based on the results of the research. Collect and collate information for the Department Annual Procurement Plan, collect information from the relevant units according to the prescribed template. Check and analyse the submitted information, confirm availability of budget. Consolidate the information into procurement plan. Provide support in the process of drafting specifications, advice whether specifications should contain special conditions. Assist in identifying and implementation of preference points system, track all movements of specification and terms of reference submission. Provide an appropriate response to internal and external stakeholders. Provide secretariat support to the relevant Bid Committees. Responsible for Demand, Acquisition and Contract Management. Ensure full compliance to all Acquisition, Demand Management and Contract Management prescripts, policies, practice notes and delegations of authority. Develop and maintain internal control measures for procurement. Ensure the effective management of Demand, Acquisition and Contract processes. Compile and consolidate the Demand Management Plan, Acquisitions Management and Contract Management reports. Coordinate input in the Demand Management Plan. Ensure that procurement is in line with the approved Demand Plan. Ensure effective utilisation of the CSD. Manage acquisition including BID administration. Assist in compilation of Terms of reference, Specifications and Bid Documents. Provide secretariat support to the BID committees and provide the administrative duties during the tender/bid briefing sessions. Provide assistance in the review of the scope of the Terms of Reference (TOR). Assist with the monitoring of validity period of closed tenders. Assist in the co-ordination and execution of the bidding process. Arrange and attend bid Evaluation committee meeting. Management of the bid processes and ensure effective functioning of all Bid Committees. Management and effective utilisation of Transversal Contracts and Participation contracts on organs of state. Manage the process of sourcing of quotations. Ensure proper document control and documentations. Implement and Oversee Risk and performance management strategies in the Supply Chain Management Unit. Identify and mitigate risks within the Unit. Ensure that all administrative matters, correspondence and complex enquiries are attended to promptly. Assist in the compiling of monthly SCM performance reports. Compilation /verification of all monthly SCM reports. Ensure implementation and compliance of the Instruction Notes as issued by National Treasury as well as Departmental SCM Policy

ENQUIRIES

APPLICATIONS

: Mr M. Sozombile Tel No: (021) 402 2250.
: for the position of Administration Officer: Demand Management (SCM) must be emailed to: RecruitCPT26-70@dpw.gov.za

POST 36/70

: **ADMINISTRATIVE OFFICER: LABOUR RELATIONS MANAGEMENT REF NO: 2026/355**

(Re-Advertisement-PSVC 19 of 2026, Ref No: 2026/236, people who previously applied are encouraged to re-apply)

SALARY CENTRE

: R338 106 per annum
: Head Office (Pretoria)

<u>REQUIREMENTS</u>	:	A minimum of three-year tertiary qualification (NQF Level 06) / National Diploma in Public Administration/ Management or related qualification. Extensive experience in administration within the labour relations environment and a valid Drivers' license. Knowledge of government procurement processes and systems. Knowledge of Government regulatory framework, Minimum Information Security Standards (MISS) Act, Public Finance Management, Public Service Regulations, Public Service Act, National Minimum Information Requirement, Regulations of the National Archives and records Service of South Africa Act and related records management processes. Skills: Effective communication (verbal and written), Report writing, Computer literacy, Basic numeracy, Statistical analysis, Interpersonal and diplomacy skills, Analytical, Problem-solving skills, Interpretation skills. Personal Attributes: People orientated, High level of reliability, Hardworking, Resourceful, Self-motivated, Trustworthy, Multilingual.
<u>DUTIES</u>	:	Provide effective management of documents, Receive, register and allocate reference number to the received correspondence. Scrutinise routine submissions/ reports and make notes and/or recommendations for the manager. Make follow up on referred correspondence/submission. Dispatch all correspondences. Renders administrative support services. Ensure the safekeeping of all documentation in the office in line with relevant legislation and policies. Obtains inputs, collates and compiles reports, e.g. progress reports, monthly reports and management reports. Collect, analyse and collate information requested by the manager. Ensure that travel arrangements are well coordinated. Manage the leave register and telephone accounts for the unit. Provides support to manager regarding meetings, scrutinise documents to determine actions/information/other documents required for meetings. Collect and compile all necessary documents for the meetings. Record minutes/decision and communicates to relevant role-players, follow-up on progress made. Coordinates logistical arrangement for meetings when required. Ensures effective and efficient management of the records, Maintain the Labour Relations register of received correspondences. Maintain copies of all documents produced, prior to dispatching. Maintain an effective and well-structured filing systems. Ensure classification of information, office procurement needs and payment of service providers.
<u>ENQUIRIES</u>	:	Ms MJ Mahasha Tel No: (012) 406 1193
<u>APPLICATIONS</u>	:	for the position of Administrative Officer: Labour Relations Management must be emailed to: Recruitment26-78@dpw.gov.za

DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

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

- APPLICATIONS** : Applications can be submitted by email to the relevant email and by quoting the relevant reference number provided on the subject line. Acceptable formats for submission of documents are limited to MS Word and PDF.
- CLOSING DATE** : 23 October 2026 at 16h00. Applications received after the closing date will not be considered.
- NOTE** : Applications must quote the relevant reference number and consist of: A fully completed and signed Z83 form and a recent comprehensive CV. Submission of copies of qualifications, Identity document, and any other relevant documents will be limited to shortlisted candidates only. All non-SA citizens will be required to submit proof of permanent residence in South Africa when shortlisted. Personnel suitability checks will be done during the selection process. Applicants could be required to provide consent for access to their social media accounts. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 1 month of the closing date of this advertisement, please accept that your application was unsuccessful. In the pursuit of diversity and redress, appointments will be made in line with the DSBD EE Plan. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The successful candidate will be required to sign a performance agreement within three months of appointment, as well as complete a financial interest declaration form within one month of appointment and annually thereafter. The Department reserves the right not to fill or withdraw any advertised post. Note: a new application for employment (Z83) form is applicable from 01 January 2021. The new form can be downloaded online at <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>.

MANAGEMENT ECHELON

- POST 36/71** : **DIRECTOR: BUSINESS INTELLIGENCE, ECONOMIC ANALYSIS AND ECONOMETRICS REF NO: D – BIEA&E**
- SALARY** : R1 317 384 per annum (Level 13)
- CENTRE** : Pretoria
- REQUIREMENTS** : A Senior Certificate and an advanced diploma or undergraduate qualification (NQF level 7) in Economics / Econometrics / Business Analytics / or equivalent as recognised by SAQA. NQF level 8 in the same disciplines / Master's degree will be an added advantage. Possess a minimum of 5 years' relevant experience at a middle/senior managerial level within an economic research, model analysis and forecasting-related environment. Experience in managing a research unit, coordination of research work within an institution and among research stakeholders, gathering of research or intelligence to inform programme and policy design, hosting research events such as conferences/summits, creation of research partnerships with research institutions, development of a research agenda and management of a knowledge management hub. Knowledge of the Public Service Legislative Framework and Digital collaboration platforms, Econometrics / Econometrics. A compulsory pre-entry into the Senior Management Service Certificate from the National School of Government will be required before assumption of duty (<https://thensg.gov.za/training-course/sms-pre-entry-programme>). Display competencies in Strategic Capability & Leadership, Financial Management, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus, Change Management, Service Delivery Innovation and Communication.
- DUTIES** : Set and drive the Small Business Development Portfolio research agenda to support sector economic analysis, policy development, and strategic decision-making, including the identification of priority research areas and

alignment with national and departmental objectives. Lead and oversee economic research, modelling, forecasting, and scenario analysis through the application of advanced econometric methodologies and digital tools, including assessing the impact of policy options and economic shocks on growth, development indices (statistical indicators), and MSME sustainability. Produce and deliver high-quality research and business intelligence outputs, including publications, policy briefs, and analytical insights on MSME performance and sector trends, to inform evidence-based decision-making. Coordinate and manage MSME-focused research initiatives and partnerships with internal and external stakeholders, including academia, industry, and research institutions, to strengthen the research ecosystem and leverage collaborative insights. Provide strategic advisory services to senior management and policymakers by integrating data-driven insights and research evidence into policy, strategy, programme design, and decision-making processes. Manage knowledge systems and ensure effective dissemination of research and sector information, including the development and maintenance of a central research repository, the use of digital platforms (e.g., dashboards, portals, automated reporting systems), and enabling data accessibility and interoperability across stakeholders, including a centralised access point for MSMEs. Manage the Directorate's operations and its financial, human, and physical resources in compliance with applicable legislation, governance frameworks, and public sector regulatory requirements.

- ENQUIRIES** : Enquiries for this post should be directed to Mr. Maanda Ndou at 072 242 6245/Ms. Nthabiseng Mahlangu at 072 197 7511
- APPLICATIONS** : The Department of Small Business Development is committed to the pursuit of diversity and redress, and appointment will be in line with the DSBD EE Plan. Candidates must submit applications to recruitment4@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e., "REF NO: D – BIEA&E"

OTHER POSTS

- POST 36/72** : **ASSISTANT DIRECTOR: DEMAND & ACQUISITION MANAGEMENT – (BID ADMINISTRATION) REF NO: ASD: D&AM BA**

- SALARY** : R487 197 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : A Bachelor's Degree (NQF7) in Supply Chain Management / Procurement / Financial Accounting / Financial Management / Contract Management / Purchasing Management or equivalent/related as recognised by SAQA. A postgraduate degree in the above-mentioned will be an added advantage. 3 years related experience in supply chain management (demand and acquisition and bid administration) environment on supervisory level. Job-related knowledge: SCM legislation, policies and procedures, PFMA, Treasury Regulations and PPPFA, Demand and acquisition management processes, Bid administration and competitive bidding processes, Procurement planning, contract management and SCM compliance, Risk management, governance and internal controls. Job-related skills: Analytical and problem-solving skills, Communication and report-writing skills, Stakeholder management and negotiation, Leadership, planning and organisational skills, Computer literacy and proficiency in MS Office 365. Job competencies: Communication (verbal and written), Project Management, Financial Management, Client orientation and customer focus, Problem solving and analysis, Contract Management and Attention to detail. Additional: B/EB Driver's license.

- DUTIES** : Supervise employees to ensure an effective demand and acquisition management service and undertake all administrative functions required with regard to financial and HR administration. Coordinate (synergise), review, research, analyse and plan the procurement needs of the department. Coordinate review, collect and collate information for the annual procurement plan. Supervise and compile tender/quotation specifications as required. Develop, implement and maintain supplier database. Coordinate (synergise), review and execute the bidding process. Coordinate, review and compile the list of prospective providers for quotations and source quotations from the database according to the threshold values determined by the National Treasury. Communicate with stakeholders, Written: Draft general (basic to complex) correspondence such as response letters, emails, status reports, presentations, memos, and submissions, and verbal: Give detailed/

		comprehensive / in depth advice on procedural and technical related matters in respect of supply chain management (Demand and Acquisition and Bid Acquisition) policies and procedures to ensure compliance.
<u>ENQUIRIES</u>	:	Enquiries for all advertised posts should be directed to the recruitment office on Tel No: (012) 394-5286/43097
<u>APPLICATIONS</u>	:	The Department of Small Business Development is committed to the pursuit of diversity and redress, and appointment will be in line with the DSBD EE Plan. Candidates must submit applications to recruitment7@dsbd.gov.za and quote the reference number for the abovementioned position in the subject line (email) when applying, i.e., "REF NO: ASD: D&AM BA"
<u>POST 36/73</u>	:	<u>CHIEF ACCOUNTING CLERK REF NO: CAC</u>
<u>SALARY</u>	:	R338 106 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	National Diploma (NQF 6) in Financial Accounting qualification as recognised by SAQA. A Bachelor's Degree (NQF 7) in Financial Accounting / Accounting Science or related relevant qualification as recognised by SAQA would be considered an added advantage. Minimum of 3 years' experience in Financial Accounting. 3 years' working knowledge of transversal systems applicable to the Public Service. Knowledge and understanding of accounting principles and financial procedures. Basic knowledge and insight of the Public Service financial legislations and procedures such as the PFMA, Treasury Regulations, Modified Cash Standard, and Standard Charts of Accounts. Basic knowledge of operating systems (PERSAL, BAS, Logis etc.). Job competencies: Communication (Verbal and Written), planning and organising. Interpersonal & Problem Solving. Teamwork. Basic numeracy. Accuracy. Job related skills: Good numerical and analytical skills. Attention to detail and accuracy. Good organisational and time-management skills. Ability to supervise and develop staff. Problem solving and decision-making abilities. Computer Literacy (MS Office Packages); Excel at an advanced level. Certificates in BAS and PERSAL.
<u>DUTIES</u>	:	Supervise and render financial accounting transactions but not limited to: Receive and allocate invoices and incentive claims (payment). Review and verify accounting entries, invoices/incentive claims, receipts, and payment documents (internal control). Verify processing of payments. Supervise and ensure proper filing and safeguarding of accounting documents. Supervise and monitor collection and management of cash. Ensure timely processing of supplier payments and departmental revenue pay over. Supervise and perform bookkeeping support services. Ensure timely processing of supplier payments and departmental revenue pay over. Verify captured financial transactions. Clear suspense accounts. Reconcile debtors and creditors accounts. Monitor outstanding balances and follow up on overdue accounts. Compile journals. Financial reporting: Prepare monthly financial reports. Communicate with internal and external stakeholders. Written: Draft general correspondence such as response letters, emails, status reports, formal presentations, and submissions. Verbal: Give advice on procedural and technical related matters in respect of policies and strategies to ensure compliance.
<u>ENQUIRIES</u>	:	Enquiries for all advertised posts should be directed to the recruitment office on Tel No: (012) 394-5286/43097
<u>APPLICATIONS</u>	:	The Department of Small Business Development is committed to the pursuit of diversity and redress, and appointment will be in line with the DSBD EE Plan. Candidates must submit applications to recruitment9@dsbd.gov.za and quote the reference number for the abovementioned position in the subject line (email) when applying, i.e., "REF NO: CAC"

DEPARTMENT OF TRADITIONAL AFFAIRS

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

<u>CLOSING DATE</u>	:	23 October 2026
<u>NOTE</u>	:	The successful candidate's appointment will be subject to a security clearance process and the verification of educational qualification certificates. Applications must quote the relevant reference number and must be completed on the New Z83 form obtainable from any Public Service department and signed when submitted. From 1 January 2021 should an application be received using the incorrect application for employment (Z83), the application will not be considered. Only shortlisted candidates will submit relevant documents. Applicants should submit CV and Z83 only. Shortlisted candidates will be required to submit certified copies a day before the interview date. All shortlisted candidates, including SMS shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. Persons with a disability are encouraged to apply. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation only when shortlisted. Incomplete applications or applications received after the closing date will not be considered. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill the advertised position.

MANAGEMENT ECHELON

<u>POST 36/74</u>	:	<u>SECRETARY: COMMISSION ON KHOI-SAN MATTERS REF NO: 2026/19</u> Contract Post Linked to Term of Office of The Commission on Khoi-San Matters
<u>SALARY</u>	:	R1 317 384 per annum (Level 13), (all-inclusive salary package).
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Degree or equivalent qualification (NQF level 7) in Law or Public Administration or Social or Business Management Science or Public Policy or relevant qualification. Certificate for entry into the Senior Management Services (SMS). At least five years of experience in MMS/SMS management. A valid drivers license. Core competencies: Strategic capacity and leadership, people management and empowerment, programme and project management, change management and Financial Management. Technical competencies: Office management, Monitoring and evaluation Process competencies: Knowledge management. Service delivery innovation, Problem solving and analysis, Client orientation, customer focus and communication.
<u>DUTIES</u>	:	The successful candidate will perform the following duties: Manage secretariat and administrative support services for the Commission on Khoi-San leaders; Manage Secretariat and administrative support and Programmes of the Commission on Khoi-San matters. Manage the financial resources of the Commission on Khoi-San matters, Manage human resources within the Secretariat of the Commission on Khoi-San matters; Manage and oversee research support to the Commission on Khoi-San matters. Manage and supervision of staff in the Secretariat.
<u>ENQUIRIES</u>	:	Ms RS Mogaladi Tel No: (012) 065 3450
<u>APPLICATIONS</u>	:	Applications may be posted to: Human Resource Management, Department of Traditional Affairs, Private Bag X22, Arcadia, 0083 or Hand deliver to: 509

FOR ATTENTION NOTE : Pretorius Street, Arcadia, 2nd Floor Pencardia 1 Building or email
DTARecruit202619@cogta.gov.za
: Director: Human Resource Management
: Women, Youth and Persons with disabilities are encouraged to apply.

OTHER POSTS

POST 36/75 : **DEPUTY DIRECTOR: ADMINISTRATION REF NO: 2026/20**
Contract Linked to The Term of Office of The Commission on Khoi-San Matters

SALARY : R932 292 per annum (Level 11), (all-inclusive salary package)
CENTRE : Pretoria
REQUIREMENTS : Degree in Law or Public Administration or Social or Business Management Science or Public Policy or relevant qualification on NQF level 7 with at least 5 years' experience at Assistant Director/Junior Management level plus relevant experience in office administration. A valid driver's licence. Generic competencies: Planning and organising; Coordination, Problem solving & decision making; Project Management; People Management and Empowerment; Client Orientation and Customer Focus; Team Leadership; Communication (Verbal and written). Technical competencies: Knowledge of Public Service policies and regulations; Office Management; Government systems and procedures, Records management, Report writing.

DUTIES : The successful candidate will perform the following duties: Support the Secretary of the Commission on the provision of secretariat and administrative support services of the Commission; Provide support to the Secretary of the Commission in respect of financial management within the Commission Secretariat and performance of the Commission's statutory functions; Provide support to the Secretary of the Commission in respect of effective CKSM records and database management and operations of the Commission; Supervise support staff within the Commission.

ENQUIRIES APPLICATIONS : Ms RS Mogaladi Tel No: (012) 065 3450
: Applications may be posted to: Human Resource Management, Department of Traditional Affairs, Private Bag X22, Arcadia, 0083 or Hand deliver to: 509 Pretorius Street, Arcadia, 2nd Floor Pencardia 1 Building or email
DTARecruit202620@cogta.gov.za

FOR ATTENTION NOTE : Director: Human Resource Management
: Youth and Persons with disabilities are encouraged to apply.

POST 36/76 : **ADMINISTRATIVE ASSISTANT REF NO: 2026/21 (X2 POSTS)**
(Linked to the term of office of the Commission on Khoi-San Matters)

SALARY : R237 453 per annum. plus 37% in lieu of benefits
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 Certificate or equivalent qualification plus a certificate in Office Management/Secretarial Studies with at least one (1) year experience in office management and administration. A post-Matric qualification will serve as an added advantage. Core competencies: Client orientation and customer focus. Communication (written & verbal). Honesty and integrity. Planning and organising. Telephone etiquette. Computer literacy. Technical Competencies: Office management and administration, secretarial functions and general administration.

DUTIES : The successful candidate will perform the following duties: Develop and manage an efficient filing system and flow of documents for the Commission: Receive and distribute documents to members of the Commission on Khoi-San matters. Record documents in the appropriate registers. File and manage the paperwork of the Commission. Establish effective document tracking systems. Provide secretarial support services to the Commission: Co-ordinate and prepare documentation for the Commission's meetings/workshops/public hearing and outreaches. Compile agenda, attendance registers, minutes and reports. Draft memoranda and any other correspondence as directed by the Secretariat or Commission. Manage the diaries of the Commission, Promote effective diary co-ordination. Provide administrative support services: Arrange logistics and related activities for travel, meetings, workshops, public hearing and conferences. Manage the telephone and communication systems in the office. Purchase and order stationery and equipment. Manage inventory and equipment within the office. Make copies, fax and email documents as required.

ENQUIRIES : Ms RS Mogaladi Tel No: (012) 065 3450

<u>APPLICATIONS</u>	:	Applications may be posted to: Directorate: Human Resource Management, Department of Traditional Affairs, Private Bag X22, Arcadia, 0083 or Hand deliver to: 509 Pretorius Street, Arcadia, 2nd Floor Pencardia, 1 Building, Pretoria or email DTARecruit202621@cogta.gov.za
<u>FOR ATTENTION NOTE</u>	:	Director: Human Resource Management
	:	Youth and Persons with disabilities are encouraged to apply.
<u>POST 36/77</u>	:	<u>DATA CAPTURER REF NO: 2026/22 (X1 POST)</u> (Linked to the term of office of the Commission on Khoi-San Matters)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R201 093 per annum, plus 37% in lieu of benefits
	:	Pretoria
	:	A Grade 12 Certificate or equivalent qualification at NQF level 4 with at least one (1) year experience in data capturing and/or data management. Knowledge and experience in MS EXCEL and ACCESS. Ability to capture data and collect statistics. A post-Matric qualification will serve as an added advantage. Core competencies: Job knowledge. Interpersonal relations. Flexibility. Teamwork. Communication (verbal and written). Technical Competencies: Advanced computer literacy. Typing proficiency. Report writing. Planning and organising.
<u>DUTIES</u>	:	The successful candidate will perform the following duties: Capture data from available records into required formats e.g databases, tables, spreadsheet. Maintain data quality. Verify, query missing data and errors observed during data entry. Review and validate all data from the records. Ensure data backups. Update registers and statistics. Keep and maintain records and files. Ensure records and files are properly sorted and secured. Provide secretarial and administrative support to the Commission.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms RS Mogaladi Tel No: (012) 065 3450
	:	Applications may be posted to: Directorate: Human Resource Management, Department of Traditional Affairs, Private Bag X22, Arcadia, 0083 or Hand deliver to: 509 Pretorius Street, Arcadia, 2nd Floor Pencardia 1 Building, Pretoria or email DTARecruit202622@cogta.gov.za
<u>FOR ATTENTION NOTE</u>	:	Director: Human Resource Management
	:	Youth and Persons with disabilities are encouraged to apply.
<u>POST 36/78</u>	:	<u>MESSENGER/DRIVER REF NO: 2026/23</u> (12-Months contract) Facilities Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R170 226 per annum, plus 37% in lieu of service benefits
	:	Pretoria
	:	A Grade 10 certificate or equivalent (NQF level 3). A valid driver's license. Five (5) years driving experience. Generic Competencies: Communication, ability to read and write Good eyesight. Team work. Technical Competencies: Operation of the equipment. Physical inspection of vehicle and interpret instructions for proper use of all control for safe operation of vehicles. Interpret and follow operating manuals, maintenance manuals and service charts.
<u>DUTIES</u>	:	The successful candidate will perform the following duties: Transportation of work teams, documents, materials/equipment's. Detect and repair minor mechanical problems on the vehicle and take steps to have it repaired (check level and condition of oil, fuel, tyres and water). Inspection of the vehicles/ equipment and report defects. Complete vehicle logbook, trip authorisation for the vehicle.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr R Khalishwayo Tel No: (012) 334 5607
	:	Applications may be posted to: Human Resource Management, Department of Traditional Affairs, Private Bag X22, Arcadia, 0083 or Hand deliver to: 509 Pretorius Street, Arcadia, 2nd Floor Pencardia 1 Building or email @ DTARecruit202623@cogta.gov.za
<u>FOR ATTENTION</u>	:	Ms L Motlhala

DEPARTMENT OF TRANSPORT

Department of Transport is an equal opportunity, affirmative action employer with clear employment equity targets. Preference will be given to candidates whose appointment will assist the department in achieving its Employment Equity targets at these specific levels in terms of the Department's Employment Equity Plan, therefore White male / female, Coloured male/ female, Indian male / female and people with disabilities are encouraged to apply.

APPLICATIONS	:	Department of Transport, Private Bag X193, Pretoria, 0001 or hand deliver at the 159 Forum Building, Cnr Struben and Bosman Street, Pretoria for attention Recruitment Unit. Room 4034 or email to: Recruitment@dot.gov.za or at e-recruitment system: erecruit.transport.gov.za . Note: email applications must be sent as one attachment to avoid non-delivery of the email and only quotes the name of the post you are applying for on the Subject Line as directed on the post note.
CLOSING DATE	:	23 October 2026
NOTE	:	Applications must be accompanied by a completed new Z83 form, obtainable from any Public Service Department, (or obtainable at). Applicants must fill in full new Z83 form part A, B, C, and D. A recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and dates). Applicants will submit certified copies of all qualifications and ID document on the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process; the logistics will be communicated to candidates prior to the interviews. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo Psychometric Assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence and integrity. Note that National School of Governance (NSG) has introduced compulsory SMS pre-entry certificate with effect from 01 April 2020 as Minimum Entry Requirements for Senior Management Services (submitted prior to appointment) and can be accessed through the following link: http://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate must disclose to the Director-General particulars of all registrable financial interests, sign a performance agreement and employment contract with the Director-General within three months from the date of assumption of duty. The successful candidate must be willing to sign an oath of secrecy with the Department. Applicants will be expected to be available for selection interviews and assessments at a time, date and place as determined by the Department. An offer letter will only be issued to the successful candidate once the following has been verified educational qualifications, previous experience, citizenship, reference checks and security vetting. Please note: Correspondence will only be entered into with short-listed candidates.

OTHER POST

POST 36/79	:	<u>ADMINISTRATIVE ASSISTANT: RECRUITMENT AND SELECTION REF NO: DOT/HRM/2026/37 (X2 POSTS)</u> Branch: Corporate Services Chief Directorate: Human Resource Management and Development Directorate: Human Resource Management and Administration Sub-Directorate: Recruitment And Selection
SALARY CENTRE REQUIREMENTS	:	R280 278 per annum, all-inclusive Pretoria A qualification at NQF level 6 in Human Resource Management / Human Resource Development/ Public Management / Administration / Industrial Psychology with no working experience. Knowledge and skills: Exposure to the Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Labour Relations Act, Employment Equity Act, Exposure to the Recruitment and Selection policy and prescripts, Exposure to Human

Resource Practices and Procedures, problem solving, project management, interpersonal relationship, policy analysis and development, computer literacy and co-ordination and organizing.

DUTIES

: Capture applications from job applicants; Sort job applications alphabetically, capture all applications from job applicants, compile executive summary of all applications, maintain a database for the applications, Arrange and coordinate short listing; Arrange for a suitable date for short listing, invite all stakeholders, panel members including organized labour to the short listing, scribe during short listing meeting, compile submission for short listing, approvals, conduct reference checks for the shortlisted candidates, Arrange and conduct interviews, Arrange date and venue for the interviews, invite shortlisted candidates to the interviews, escort candidates to and from the interview venue on the day of the interviews, assist candidates with the completion of Subsistence and Travel (S & T) forms and submit them for approval, assist with any logistics regarding interviews, Conduct integrity check (Pre-employment security screening and verification of qualifications) , Conduct pre-employment security screening for the shortlisted candidates with National Investigation Agency (NIA), conduct verification of qualification for the recommended candidates with South African Qualifications Authority (SAQA), and compile a database of all educational verification from SAQA.

ENQUIRIES

: Mr Herman Seleke Tel No: (012) 309 3886

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 retrospectivity through filling these posts in line with the department's approved Employment Equity Plan. Our buildings are accessible to persons living with disabilities.



APPLICATIONS
CLOSING DATE
NOTE

: To apply visit: <https://erecruitment.treasury.gov.za/eRecruitment>
 : 26 October 2026 at 12:00 pm (Midday)
 : Effective from 7 April 2021, the National Treasury now utilizes 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, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. 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. All shortlisted candidates for SMS posts will be subjected to technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. 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. Please note that by responding to our advertisement/s, you consent to the collection, processing, and storing of your Personal Information for internal HR processes in accordance with the Protection of Personal Information Act (POPIA), Act No. 4 of 2013. In the event that your application is unsuccessful, the Department will retain your personal information only for audit purposes as required by policies, only for a specific period, of which the submitted documents will then be destroyed as legislated in the National Archives Act. 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 disclose particulars of all registrable financial interests and 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. Kindly note that all National Treasury adverts published/LIVE on the eRecruitment System have a closing date listed and closing time of 12h00

(Midday) on that closing date. The system is designed to automatically remove the advert from public view at exactly 12h00 (Midday) of the said closing date for that post. There are no other means to submit applications post the closing date and time, if you have missed or delayed in submitting on time.

MANAGEMENT ECHELON

POST 36/80	:	<u>DIRECTOR: DEBT ISSUANCE AND MANAGEMENT REF NO: S111/2026</u> Division: Asset and Liability Management (ALM) Purpose: To finance the government's borrowing requirements through the issuance of government securities in the domestic and international capital markets and manage the government's existing stock of debt to broaden the total investor base.
<u>SALARY</u>	:	R1 317 384 per annum, (all-inclusive)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 is required coupled with a minimum Bachelor's. degree (equivalent to NQF level 7) in Economics or Finance or Actuarial science or Commerce or Investment Management or International Economics pertaining to the money and capital markets. A minimum 5 years' experience obtained at a middle or senior management level in financial markets operations. Knowledge and experience of different research methodologies. Knowledge and experience of market analyses related to information for utilisation in the broader business. Knowledge and experience of dealing with various foreign interest rate markets and currencies. Experience in qualitative and quantitative summarisation or analysis of domestic and foreign debt reports. Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ , prior to finalisation of an appointment.
<u>DUTIES</u>	:	Finance borrowing requirement in domestic and international capital markets: Develop and implement a domestic and foreign borrowing strategy for the National Treasury. Initiate the issuing of government securities in the domestic and international capital markets. Implement benchmark bonds in the domestic and international capital markets. Determine the finance measures of government's borrowing requirements in the domestic and international capital markets. Stakeholder Engagement: Develop and implement tools that will improve the investor base. Develop and implement an investor website to improve stakeholder engagement. Engage domestic and foreign investor stakeholders, through road shows and other mediums. Develop relationship with stakeholders like banks, domestic and foreign investors and engage lawyers on certain conditional requirements. Disclose listing requirements in domestic and offshore bond issuance: Assist with compiling the annual Initiate the annual filing process of the 18K form with foreign stakeholders like the U.S. Security Exchange Commission and Japan. Adhere to disclosure and listing requirements associated with domestic and offshore bond issuance. Engage stakeholders on general information in the sourcing and exchange of processing. Verify information for correctness and ensure their accuracy. Domestic and Foreign currency debt: Coordinate the debt portfolio in order to reduce the re-financing risk and cost. Initiate frequent market and portfolio analysis of qualitative and quantitative domestic and foreign currency debt information. 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. Perform Research on markets 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 on foreign debt management issues. Analyse and provide inputs to briefing notes and speeches.
<u>ENQUIRIES</u>	:	enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za

OTHER POST

POST 36/81	:	<u>DEPUTY DIRECTOR: DEBT ISSUANCE AND MANAGEMENT REF NO: S106/2026</u> Division: Assets And Liability Management (ALM) Purpose: To finance Government's gross borrowing requirement through raising funds for infrastructure and climate related projects. Contribute to the developments of the domestic debt market as well as sound Investor relations and broadening of the investor base.
<u>SALARY</u>	:	R1 101 468 per annum, (including benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 is required coupled with a minimum National Diploma (NQF 6)/ B. Degree (NQF 7) in Economics/ Finance/ Statistics/ Investment Management/ Mathematical Sciences. A minimum 4 years' experience of which 2 years should be at an Assistant director level or equivalent obtained in financial markets, with fixed income trading or financial research environment. Knowledge and experience in quantitative research methodologies. Knowledge and experience in market analysis related to information for utilisation in the broader business. Knowledge and experience in dealing with various foreign interest rate markets and currencies. Exposure to the money, banking and capital markets. Experience in qualitative and quantitative analysis of domestic and foreign capital markets.
<u>DUTIES</u>	:	Disclose listing requirements in domestic and offshore bond issuance: Initiate the annual filing process of the 18K form with foreign stakeholders like the U.S. Security Exchange Commission and Japan. Adhere to disclosure and listing requirements associated with domestic and offshore bond issuance. Engage stakeholders on general information in the sourcing and exchange of processing. Verify information for correctness and ensure their accuracy. Management of domestic and foreign currency debt: Monitor the debt portfolio and implement strategies in order to reduce the re-financing risk and cos. Initiate frequent market and portfolio analysis of qualitative and quantitative domestic and foreign currency debt information. 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. Perform research on markets volatility and conduct general market research: 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 which may have an impact debt management issues. Analyse and provide inputs to briefing notes and speeches.
<u>ENQUIRIES</u>	:	enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za

DEPARTMENT OF WOMEN, YOUTH AND PERSONS WITH DISABILITIES

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

MANAGEMENT ECHELON

POST 36/82	:	<u>GOVERNMENT INFORMATION TECHNOLOGY OFFICER (GITO) REF NO: DWYPD/017/2026</u> Re-Advertisement
SALARY	:	R1 317 384 per annum (Level 13), fully inclusive remuneration package
CENTRE	:	Pretoria
REQUIREMENTS	:	Appropriate degree (NQF level 7) qualifications as recognised by SAQA in Information Technology / Computer Science / IT Engineering or related field. The following or other related Certificate will be an added advantage. CGEIT; CRISC/ CISM/ CISA; TOGAF; COBIT; ITIL; ISO 38500;31000;27000; and King IV. Certificate of successful completion of National School of Government's SMS Pre-Entry programme prior appointment. Minimum of Five (5) years' experience at (MMS) Middle / senior managerial level in Information Management. /Information Technology: Progressive leadership and management; Corporate Governance and Governance of ICT; Project Management; Supplier Management; Stakeholder Management; Apply prescripts and protocols, including ICT, in Public Administration and Written and verbal communication on an executive level. Knowledge of: IT governance framework; SITA Act; HR regularity framework in the Public Service; Skills: Strategic capability and leadership; Financial management; project and programme management; Change management; Knowledge management; Customer relations management; People management and empowerment; Negotiation and facilitation; Advanced verbal and written communication; Problem solving; Honesty and integrity. Personal Attributes. Analytical thinking; Innovative and creative; Ability to work under stressful situations; Solution oriented- ability to design ideas without a group; Highly motivated.
DUTIES	:	ICT Strategy, Government and Digital Transformation: Drive the development of departmental technology standards, governance processes and performance metrics to ensure ICT delivers value to the department; Develop the ICT plan linked to the MTEF to prioritise ICT initiatives supporting the departmental strategic plan; Develop strategic IT plans that satisfy the current and ongoing needs of the organisation's business strategy and current and future capabilities; Introduce innovative methods and approaches to digitalise the department services; Develop and monitor the implementation of ICT policies, processes and procedures to ensure compliance with DPSA/ Government-wide ICT prescripts customised according to departmental requirements. ICT Solution Delivery (Build): Analysis, design, and development of ICT solutions; Interoperability and integration of ICT systems; Establish Secure ICT systems, services, and infrastructure; Testing and quality assurance of ICT solutions; Applications development. ICT Operations and Services Management (Run): Develop and define the IT Service Management policy to implement and manage the quality of ICT Services that meets business needs and serves as the ICT functional commitment to the departments; Develop the ICT operational plan to reflect how the department intends to implement the Start plan over the financial year; Manage the optimal functioning of ICT service management operations and end-user support; Manage ICT infrastructure, data centre and support services; Manage the provision of ICT Security Operations and Compliance; Oversee and direct day-to-day activities of the departmental ICT function, ensuring that systems, services, and infrastructure work reliably and securely in line with the ITSM policy. Manage, ICT contracts and service level agreements with service provider: Manage all ICT- related business risks, including security and cyber security. (mitigated and audited regularly); Enable the department to achieve its strategic mandate (current and future capabilities) and objectives by aligning business, and IT plans; Enable the department to achieve all ICT investments' predetermined value and benefits; Manage financial, human resources, business plans, and reporting processes; Manage the departmental ICT assets; Optimise expenditure and eliminate duplication of ICT solutions and associated technologies; Manage

**ENQUIRIES
APPLICATIONS**

Business Agreements (BA) and Services Level Agreements with SITA and/or other IT goods and Service Suppliers; Represent the interest of the relevant departments to the GITO Council.

: Mr Mbhazima Shiviti Tel No: (012) 359 0262
: Recruitment02@dwypd.gov.za Applicants are urged to choose/ utilise one of the methods provided below: you may forward your application, quoting reference, addressed to: The Director-General, Department of Women, Youth and Persons with Disabilities, Private Bag X931, Pretoria, 0001. Alternatively, applications may also be hand delivered to 268 Lilian Ngoyi Street, Fedsure Forum Building, 1st floor, Pretoria CBD. Another option is to submit 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 Mr Amukelani Misunwa Tel No: (012) 359 0240/ Mr Joseph Mahlangu Tel No: (012) 359 0238

NOTE

: All fields in the Z83 application form on <https://recruitment.dwypd.gov.za/> must be completed in full, in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form. It is therefore prudent that fields be completed by applicants and signed, noting the importance of the declaration. South African applicants need not to provide passport numbers. Candidate must respond "Yes" or "No" to the question whether you are conducting business with the state. If "Yes", details thereof only shortlisted candidates will submit Declaration form for conducting business with the state when shortlisted to the application. It is acceptable for applicant to indicate "not applicable" or leave a blank to the question "In the event that you are employed in the Public Service, will you immediately relinquish such business interest?" Applicants are not required to submit copies of qualifications and other relevant documents but must submit the completed and signed Z83 and detailed Curricula Vitae. The communication from HR of the Department regarding the requirement for certified document will be limited to shortlisted candidates. Therefore, only shortlisted candidate for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Applications received after the closing date will not be considered or accepted. Correspondence is limited to short-listed candidates only; should you not hear from us within six weeks of the closing date, please consider your application unsuccessful. Non-RSA citizens/permanent resident permit holders must submit a copy only when shortlisted. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Should you not hear from the Department within three (3) months of the closing date of the advertisement, please consider your application to be unsuccessful. The Department reserves the right not to fill and/or make an appointment to any of the advertised posts. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. One will be a practical exercise to determine a candidate's suitability based on the post's technical skills that are generic requirements and the other must be an integrity (ethical conduct) assessment. Further, personnel suitability checks, including security vetting, competency assessment will be conducted, as such transfer/promotion/ appointment will made subject to positive outcomes of personnel suitability checks. Successful candidates shall be required to enter into performance agreement within three (3) months of assuming their duties in the Department, and within one (1) month of the date of their appointment conclude the prescribed contract of employment. Designated employees shall be required to disclose their financial interest within 30 days after assumption of duty. Appointments will only be made on the first notch of the advertised salary level. Note that in terms of the Protection of Personal Information Act, 2021, the Department will ensure the protection of applicants' personal information and only collect, use and retain applicants' personal information for the purposes of recruitment and selection processes. The Department shall safeguard such personal information against access by unauthorised persons, unlawful disclosure, or breaches. The Department is an equal

opportunity and affirmative action employer. In the filling of these posts, it is the intention of the Department to promote representivity in the Public Service through the filling of this position and the candidature of persons whose transfer/promotion/appointment will promote representivity will receive preference as the objectives of section 195 of the Constitution of the Republic of South Africa and the Employment Equity Act, 1998 (Act 55 of 1998) will be taken into consideration. NB: preference will be given to African Female, Coloured Female, and Youth as well as Persons with Disabilities, as these groups are underrepresented in this post.

CLOSING DATE

: 23 October 2026 at 16:00

OTHER POST

POST 36/83

: **AUDIT AND RISK COMMITTEE CHAIRPERSON REF NO DWYPD/ARC/01/2026**

SALARY

: The appointment will be supported by the terms of reference and a contract. Remuneration will be paid in accordance with the Treasury Regulations 20.2.2.

CENTRE

: Pretoria

REQUIREMENTS

: Applicant must be in possession of a Grade 12 certificate, appropriate post graduate qualification (NQF level 8) as recognised by SAQA in Law, Accounting, Auditing, Risk Management, Business Management, Law, Public Administration or relevant qualifications; A minimum of five (5) years' experience in serving on and/or chairing an Audit and Risk Committee, Board, Committee or similar governance/oversight structure; Membership of a recognised professional body such as the South African Institute of Chartered Accountants (SAICA), Institute of Internal Auditors South Africa (IIA SA), Legal Practice Council (LPC), or an equivalent recognised professional body. A sound understanding of the PFMA, Treasury Regulations and applicable public sector governance, audit, risk management and financial reporting frameworks; A sound understanding of the respective roles and responsibilities of the Accounting Officer, Executive Authority, Audit and Risk Committee, Internal Audit and Auditor-General of South Africa; Knowledge of the PFMA, Treasury Regulation and other public sector frameworks; Knowledge and understanding of financial statements, internal controls, risk management, internal and external audit, performance information and governance; Strong leadership, strategic thinking, analytical, communication and interpersonal skills; Independent, integrity, objectivity and professional judgement; Be able to devote sufficient time to the effective discharge of the responsibilities of the Chairperson.

DUTIES

: The successful candidate will, amongst others: Provide effective leadership to the Audit and Risk Committee. Ensure that the Committee effectively discharges its responsibilities in accordance with its approved Charter and applicable legislation and prescripts. Facilitate effective oversight of financial reporting, performance information, risk management, internal controls and governance processes. Oversee Internal Audit function to ensure its effectiveness and independence. Facilitate the monitoring the implementation of recommendations arising from internal and external audit processes. Facilitate effective communication and engagement between the Committee, Executive Authority, Accounting Officer, management, Internal Audit and the Auditor-General of South Africa. Ensure that significant governance, risk, control, financial management and audit matters are appropriately considered and escalated. Report to the Executive Authority on the activities and effectiveness of the Audit and Risk Committee. Promote accountability, transparency, ethical conduct and good governance within the Department. Lead the annual assessment of the Audit and Risk Committee.

ENQUIRIES

: Mr Vusumuzi Shongwe Tel No: (012) 359 0244 / 060 978 1749

APPLICATIONS

: Applicants are urged to submit the applications via email to: ARCChairpersons@dwypd.gov.za. General enquiries may be brought to the attention of Mr Vusumuzi Shongwe Tel No: (012) 359 0244 / 060 978 1749

NOTE

: Interested candidates must submit: A comprehensive and updated Curriculum Vitae (CV) clearly outlining qualifications, professional experience, governance experience and previous Audit and Risk Committee/Board experience. A covering letter outlining their suitability for appointment as Chairperson of the Audit and Risk Committee. Copies of qualifications and identification. Contact details of at least three recent referees, where applicable. Correspondence is limited to short-listed candidates only; should you not hear from us within six weeks of the closing date, please consider

your application unsuccessful. Non-RSA citizens/permanent resident permit holders must submit a copy only when shortlisted. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Should you not hear from the Department within three (3) months of the closing date of the advertisement, please consider your application to be unsuccessful. The Department reserves the right not to fill and/or make an appointment to any of the advertised posts. All shortlisted candidates will be subjected to an interview, reference checks, qualification verification, and suitability checks including security vetting as such the appointment will be made subject to positive outcomes of the personal suitability checks. Correspondence will be entered into with shortlisted candidates only. Recommended applicant will be required to disclose, prior to appointment, any actual, potential or perceived conflicts of interest and any other circumstances that may compromise, or be perceived to compromise, their ability to independently and objectively perform the functions of Chairperson. The Department is an equal opportunity and affirmative action employer. In the filling of these posts, It is the intention of the Department to promote representivity in the Public Service through the filling of this position and the candidature of persons whose transfer/promotion/appointment will promote representivity will receive preference as the objectives of section 195 of the Constitution of the Republic of South Africa and the Employment Equity Act, 1998 (Act 55 of 1998) will be taken into consideration. Preference will be given to Women and Persons with Disabilities.

CLOSING DATE

:

26 October 2026 at 16:00