the dpsa
Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 40 OF 2026

DATE ISSUED 06 NOVEMBER 2026

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 CORRECTIONAL SERVICES: Kindly take note that the department has withdrawn the following advertised posts, as they appear in Circular 38 of the PSVC dated 23 October 2026, with a closing date of 09 November 2026. The following posts have been withdrawn from the advertisement: Deputy Director: Administrative Support: Office of the National Commissioner (Ref: HO 2026/11/33), Administrative officer: Logistics and Stores: Kroonstad Training College (Ref: HO 2026/11/82), Administrative officer: Logistics and Stores: Zonderwater Training College (Ref: HO 2026/11/83) and Senior Administration Clerk: Registration: Kroonstad Training College (Ref: HO 2026/11/87). Kindly also take note of the following amendments under Circular 39 dated 30 October 2026. The post of Assistant Director: Injury on Duty under Head Office (Ref: HO 2026/11/109) has been withdrawn. The inconvenience is regretted.

GOVERNMENT PRINTING WORKS: Kindly note that the advert for the POST Chief Director: Business Development (Ref: GPW26/011), R 1, 554, 696 per annum (Level 14) all-inclusive package with LINK: GPW 26/011and Director: Strategic Sourcing and Asset Management (Ref: GPW26/012) R 1 317 384 per annum (Salary Level 13), all-inclusive package with the LINK: GPW 26/012, advertised in the Public Service Vacancy 39 dated 30 October 2026, the closing date has been amended as follows: 23 November 2026 2026 at 16:00 (walk-in) and 23:59 (online) Applications: All applications must be hand delivered at: 389 Sophie De Bruyn Street, Pretoria. To submit an application online, click the link under the post you wish to apply for. Attach only a copy of CV and completed Z83. Email size must be limited to 2MB. Failure to follow instructions will result in your application being disqualified. For General enquiries, contact Human Resources on Tel No: 012 748 6297 /012 748 6277.

PROVINCIAL ADMINISTRATION: GAUTENG DEPARTMENT OF HEALTH (**LERATONG HOSPITAL):** Kindly note that the following X1 post that was advertised with the incorrect package in Public Service Vacancy Circular 39 dated 30 October 2026, the correct package is Grade 1 – R1 395 528 per annum (all-inclusive package) Grade 2: R1 592 274 per annum (all-inclusive package) Grade 3: R1 844 151 per annum (all-inclusive package) (1) Medical Specialist: Internal Medicine with Ref No: REFS/057196

INDEX
NATIONAL DEPARTMENTS

NATIONAL DEPARTMENTS	ANNEXURE	PAGES
DEFENCE	A	04 - 05
ELECTRICITY AND ENERGY	B	06 - 08
EMPLOYMENT AND LABOUR	C	09 - 13
FORESTRY, FISHERIES AND THE ENVIRONMENT	D	14 - 20
GOVERNMENT COMMUNICATIONS AND INFORMATION SYSTEM	E	21 - 25
HIGHER EDUCATION AND TRAINING	F	26 - 59
JUDICIAL INPECTORATE FOR CORRECTIONAL SERVICES	G	60 - 61
LAND REFORM AND RURAL DEVELOPMENT	H	62 - 80
MINERAL AND PETROLEUM RESOURCES	I	81 - 91
SMALL BUSINESS DEVELOPMENT	J	92 - 93
SOUTH AFRICAN POLICE SERVICE	K	94 - 111
TOURISM	L	112 - 119
TRANSPORT	M	120 - 121
TREASURY	N	122 - 126
WATER AND SANITATION	O	127 - 140
WOMEN, YOUTH AND PERSONS WITH DISABILITIES	P	141 - 143
THE PRESIDENCY	Q	144 - 147

PROVINCIAL ADMINISTRATIONS

PROVINCIAL ADMINISTRATION	ANNEXURE	PAGES
GAUTENG	R	148 - 149
KWAZULU NATAL	S	150 - 160
LIMPOPO	T	161
MPUMALANGA	U	162 - 170
NORTH WEST	V	171 - 173
WESTERN CAPE	W	174 - 248

ANNEXURE A

DEPARTMENT OF DEFENCE



APPLICATIONS	:	Department of Defence, Defence Policy, Strategy and Planning Division, Private Bag X161, Pretoria, 0001 or hand delivered during office hours to: Armscor Building C/O Nossob and Delmas Ave, Erasmuskloof, Pretoria or email to Elinah.Jele@dod.mil.za or Koena.Nkoana@dod.mil.za
CLOSING DATE	:	20 November 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 check (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 40/01	:	**ADMINISTRATION CLERK: PRODUCTION REF NO: DPSP 34/40/26**
SALARY	:	R237 453 – R279 708 per annum (Level 05)
CENTRE	:	Armscor Building, Erasmuskloof, Pretoria
REQUIREMENTS	:	A minimum of Grade 12 (NQF Level 4) or equivalent. No experience. Special requirements (skills needed): Knowledge of clerical duties, practices as well

		as the ability to capture data and collecting data. Knowledge and understanding of the legislative framework governing the Public service. Knowledge of storage and retrieval procedures in terms of the working environment. Language proficiency in English. Computer operating skills (MS Word, Excel and Power Point) Good interpersonal skills, organising and planning skills, communication skills (written and verbal) Flexibility and Teamwork. Ability to perform routine tasks
DUTIES	:	Successful candidate will be responsible to render administrative support services within the establishment of Defence Policy, Strategy and Planning Division and perform the following key functions: Operating an internal registry system. Ensure configuration control administration. Render an administrative function. Render an office support function to the Directorate Departmental Policy Support.
ENQUIRIES	:	Ms B.E. Jele 012 335 5501 or Ms K.C. Nkoana 012 355 5507

ANNEXURE B

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 : 20 November 2026 at 16h00 (Walk-in) 23h59 (online). NB: 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. 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) 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.

OTHER POSTS

POST 40/02 : **ANALYST: ECONOMIC MODELLING AND RESEARCH REF NO: DEE2026/024**

SALARY : R487 197 per annum (Level 09)
CENTRE : Head Office, Pretoria
REQUIREMENTS : A Degree in Economics, Energy Studies, Public Policy, Statistics at NQF level 7 recognised by the South African Qualification Authority (SAQA). Added advantage to those with honours degree or postgraduate diploma in a relevant discipline. PLUS 2-3 years' work/internship of experience in economic or policy research (preferably in energy, infrastructure, or development sectors). Knowledge of: Economics (macro and micro), including economic policy, growth, inequality and public finance. Energy policy and planning basics, including energy transition, renewables and carbon pricing. Socio-economic development, research methods and the South African policy/economic context (NDP, IRP, JET Framework, Eskom restructuring). Statistical/modelling tools and relevant data sources, including Stats SA, IEA, IMF, World Bank and government database. Skills: Data analysis and visualisation (Excel or similar tools), Statistical programming (e.g. EViews or Stata), basic modelling support (e.g. CGE/input-output models). Structural literature reviews, draft policy briefs, technical reports and presentations, translating complex results into clear summaries and visuals. Communication, stakeholder engagement and multidisciplinary teamwork. Project/time management, documentation and research audit trails. Thinking Demand: Analytical, conceptual and critical thinking. Quantitative reasoning and reasoning and attentive to details. Problem-solving, including addressing data gaps, modelling inconsistencies and stakeholder information needs.
DUTIES : Conduct data collection and analysis. Provide economic and policy research support. Provide support in economic and energy modelling. Provide support with socio-economic impact assessment. Prepare reports, brief, presentations and data visualisations. Provide stakeholder and projects support, including monitoring implementation progress for strategies such as the Just Energy Transition.
ENQUIRIES : Dr. Christian Green at 083 391 1660
APPLICATIONS : Email to Vacancies1@dee.gov.za
NOTE : Males from Indians, Coloured and White are encouraged to apply.

POST 40/03 : **REGISTRY CLERK REF NO: DEE2026/025 (X2 POSTS)**

SALARY : R237 453 per annum (Level 05)
CENTRE : Head Office, Pretoria
REQUIREMENTS : A Matric Certificate at NQF Level 4 recognised by the South African Qualification Authority (SAQA), A certificate in Records and Archive Management and a valid driver's license. No experience Knowledge of: Understanding of legislative framework that governs Records Management. Knowledge and understanding of Registry duties and practices. Ability to capture data and operate computer. Knowledge of storage and retrieval procedures. Skills: Planning and organising, Interpersonal relations, Computer literacy, Communication (verbal and written), Filing and Archiving, Customer focus. Thinking Demands: Logical, creative/innovative thinker, Objectives, Accurate, Diplomatic.
DUTIES : Provide Registry Counter Services. Handling of incoming and outgoing mail and correspondences. Render effective filing and records management services. Operate machines in relations to the registry functions. Process documents for archiving and disposal.
ENQUIRIES : Mr Joseph Malekana Tel No: (012) 406 7359
APPLICATIONS : Email to Vacancies2@dee.gov.za
NOTE : Females and males - Indians, Coloured and White are encouraged to apply.

POST 40/04 : **DRIVER/MESSENGER REF NO: DEE2026/026 (X2 POSTS)**

SALARY : R201 093 per annum (Level 04)

CENTRE	:	Head Office, Pretoria
REQUIREMENTS	:	A Grade 10 qualification, Plus a valid drivers' license. No experience required Knowledge of: Traffic regulations, Transport prescripts, Maintenance of the vehicle, Trip authorities and logbook. Batho Pele Principles. Skills: Communication (verbal and written), Good interpersonal relations. Driving skills, Planning and organising, customer care, work independently and under pressure. Thinking Demands: Logical, Creative/innovative thinker, Objective, Accurate, Diplomatic.
DUTIES	:	Provide driver services. Provide messenger services. Render a general support function in the office. Render driving/ messenger services to the Department.
ENQUIRIES	:	Mr Joseph Malekana Tel No: (012) 406 7359
APPLICATIONS	:	Email to Vacancies3@dee.gov.za
NOTE	:	Females and males - Indians, Coloured and White are encouraged to apply.

ANNEXURE C

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 : 20 November 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 communication from Human Resources, and such qualification(s) and other related document(s) will be in line with the requirements of the advert. Non-RSA Citizens/Permanent Resident Permit holders in possession of foreign qualifications must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). 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. Selection panels shall score both technical exercises as an additional criterion in the interview process. 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 soley 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 40/05 : **PRINCIPAL INSPECTOR: CIVIL AND CONSTRUCTION ENGINEERING REF NO: HR4/4/9/2**

SALARY : R605 742 per annum

CENTRE : Labour Centre: Richmond

REQUIREMENTS : Three (3) year National Diploma (NQF6)/ Undergraduate Bachelor Degree (NQF7) in Civil/Construction Engineering. Four (4) years functional experience in Civil/Construction Engineering Valid Driver's licence. Knowledge: Departmental Policies and procedures, Batho Pele Principles, Public Service Act and Regulations, OHS Act and Regulations, OHS standards, OHS Management System. Skills: Facilitation, Planning and Organizing, Computer literacy, Interpersonal, Problem Solving, Interviewing skills, Presentation, Innovative, Analytical, Research, Project management.

DUTIES	:	Provide inputs into the development of Civil and Construction Engineering Policies and ensure implementation of OHS strategy for the Department of Employment and Labour in terms of OHS Legislation. Conduct complex inspections for Civil and Construction Engineering regularly as per OHS programme. Conduct technical research on the latest trends of Occupational Health & Safety in terms of Civil and Construction Engineering Sector. Provide support for enforcement action, including preparation of reports for legal proceedings.
ENQUIRIES	:	Mr SF Kubeka Tel No: (031) 366 2121
APPLICATIONS	:	Specialist OHS, KZN Provincial Office: PO Box 940, Durban, 4000 Or hand deliver at 267 Anton Lembede Street, The Royal Hotel Building, Durban, 4001. For Online Applications: Jobs-KZN2@labour.gov.za
NOTE	:	EE Target: Coloured Males, Coloured Females, Indian Males, Indian Females and White Males.
POST 40/06	:	**PRINCIPAL INSPECTOR: MECHANICAL ENGINEERING REF NO: HR4/4/9/3**
SALARY	:	R605 742 per annum
CENTRE	:	Durban Labour Centre
REQUIREMENTS	:	Three (3) year National Diploma (NQF6)/ Undergraduate bachelor's degree (NQF7) in Mechanical Engineering. Four (4) years functional experience in Health and Safety Inspections focusing on Mechanical Engineering. Valid Driver's licence. Knowledge: Departmental Policies and procedures, Batho Pele Principles, Public Service Act and Regulations, OHS Act and Regulations, OHS standards, COIDA, OHS Management System. Skills: Facilitation, Planning and Organizing, Computer literacy, Interpersonal, Problem Solving, Interviewing skills, Presentation, Innovative, Analytical, Research, Project management.
DUTIES	:	Provide inputs into the development of Mechanical Engineering and ensure implementation of Policies and Strategy for the Department of Employment and Labour in terms of OHS Legislation. Conduct complex inspections for Mechanical Engineering regularly as per OHS programme. Conduct technical research on the latest trends of Mechanical Engineering in terms of Occupational Health and Safety. Provide support for enforcement action, including preparation of reports for legal proceedings.
ENQUIRIES	:	Mr SF Kubeka Tel No: (031) 366 2121
APPLICATIONS	:	Specialist OHS, KZN Provincial Office: PO Box 940, Durban, 4000 Or hand deliver at 267 Anton Lembede Street, The Royal Hotel Building, Durban, 4001 For Online Applications: Jobs-KZN16@labour.gov.za
NOTE	:	EE Target: Coloured Males, Coloured Females, Indian Males, Indian Females and White Males.
POST 40/07	:	**OHS: INSPECTOR: MECHANICAL ENGINEERING REF NO: HR4/4/9/4**
SALARY	:	R413 001 per annum
CENTRE	:	Stanger Labour Centre
REQUIREMENTS	:	Senior Certificate plus a three-year recognised qualification at NQF 6/7 in the relevant field, i.e. Mechanical Engineering. Valid Driver's licence. Registration with the relevant, recognized professional body is an advantage but not compulsory. No experience required. Knowledge: Departmental policies and 21 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 Organizing, Communication skills, Computer literacy, Facilitation skills, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem Solving skills, Interviewing skills, Presentation skills, Innovation skills, Analytical skills, Verbal and written communication skills.
DUTIES	:	To plan and independently conduct inspections with the aim of ensuring compliance with Occupational Health and Safety Act, Act 85 of 1993, Regulations and incorporated Standards. To confirm registration of with the Unemployment Insurance Act and the Compensation for Occupational Injuries and Diseases Act. Plan, investigate and finalise independently incidents and complaints reported pertaining to the OHS Act and the relevant regulations and enforce as and when necessary, appear in court as a state witness, plan and conduct allocated proactive inspections as per schedule to monitor compliance with the relevant labour legislation including compiling and consolidating reports emanating from such inspections. Plan and conduct

		advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including, execution of analysis and compilation of consolidated statistical reports on regional and allocated cases.
ENQUIRIES	:	Mr. M Mwelase Tel No: (032) 307 0989
APPLICATIONS	:	Deputy Director: Stanger Labour Centre: P.O Box 138, Stanger, 4450 or hand deliver at 12 EV Mohamed Street, Cator House, Stanger. For online applications Email to: Jobs-KZN25@labour.gov.za
NOTE	:	EE Target: Indian Male, Indian Female and People with Disabilities are encouraged to apply
POST 40/08	:	**TEAM LEADER REF NO: HR/4/4/10/2**
SALARY	:	R413 001 per annum
CENTRE	:	Labour Centre: Vryheid
REQUIREMENTS	:	Matriculation/ Grade 12, three (3) year tertiary qualification in Labour Relations/ LLB. Two (2) years' functional experience in Inspection and Enforcement Services. A valid motor vehicle driving license. Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Skills Development Levies Act, Occupational Health and Safety Act, COIDA, NMWA, SABS Codes, Unemployment Insurance Act, UI Contribution Act, Employment Equity Act, Immigration Act Skills: Facilitation skills, Planning and Organising, Computer literacy, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem Solving skills, Interviewing skills, Presentation skills, Innovative, Analytical, Verbal and written communication skills.
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 (OHS), and UI Contribution Act (UCA). Plan and execute investigations independently on reported cases pertaining to contravention of labour legislation and enforce as and when necessary, including preparing 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. Manage the finalisation files of cases received, and investigations conducted by the Inspectors. Contribute at a higher-level planning, drafting and maintenance of regional inspection plans.
ENQUIRIES	:	Mr F Dladla Tel No: (034) 980 5600 (Vryheid)
APPLICATIONS	:	Deputy Director: Vryheid Labour Centre, PO Box 430, Vryheid, 3100 or hand-deliver at 99 Landrose Street, Vryheid. For online applications, email to: Jobs-KZN29@Labour.gov.za
NOTE	:	EE targets: Priority will be given to Indian Males and Indian Females.
POST 40/09	:	**SENIOR ADMINISTRATION OFFICER: RISK MANAGEMENT REF NO: HR4/4/8/196**
SALARY	:	R413 001 per annum
CENTRE	:	Provincial Office: Northern Cape
REQUIREMENTS	:	Three years relevant tertiary qualification in Risk Management/ Internal Audit. Two (2) years functional experience in Risk Management. Knowledge: Unemployment Insurance and Regulations, Unemployment Insurance Contributions Act, Public Finance Management Act, Labour Relations, Basic Conditions of Employment, Batho Pele Principles, Public Services Regulations and Act, Risk Management, Project Management, Criminal Procedure Act. Skills: Interviewing, communication, listening, computer literacy, time management, analytical, interpersonal, report writing, planning and organising.
DUTIES	:	Implementation of risk analysis and monitoring thereof. Implement risk compliance. Implement risk management services to Labour Centres and Provincial Office. Supervise resources in the section.
ENQUIRIES	:	Ms Sherelda Kleinsmith Tel No: (053) 838 1517

APPLICATIONS	:	Chief Director: Provincial Operations: Private Bag X5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road. Email: Jobs-NCKIM@labour.gov.za
FOR ATTENTION	:	Human Resources Operations, Provincial Office Kimberley
NOTE	:	EE targets- Priority will be given to Coloured Males, Indian Males, Indian Females, White males.
POST 40/10	:	**COID EMPLOYER AUDITOR CF REF NO: HR4/4/8/197**
SALARY	:	R338 106 per annum
CENTRE	:	Provincial Office: Northern Cape
REQUIREMENTS	:	Three years qualification in Financial Accounting/ BCOM Accounting/ Accounting/ BCOM Law/ BCOM in Commerce. Knowledge: Departmental policies and procedures, Batho Pele Principles, Compensation of Occupational and Injury Disease Act (COIDA), OHS Act and Regulations, UIA & UICA, Public Services Act, Public Services Regulations and Public Financial Management Act (PFMA). Skills: Facilitation, Planning and organising, Communication written and verbal, Computer literacy, Interpersonal and Innovative and creativity.
DUTIES	:	Conduct payroll audit on employers in terms of COIDA. Investigate complaints made on non-compliance with COIDA within prescribed time frames. Issue enforcement notices on non-compliant employers within the prescribed time frames. Prepare documents for prosecution of non-compliant employers within the prescribed time frames. Prepare statistics on a weekly basis to report performance.
ENQUIRIES	:	Ms Sherelda Kleinsmith Tel No: (053) 838 1517
APPLICATIONS	:	Chief Director: Provincial Operations: Private Bag X5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road. Email: Jobs-NCKIM@labour.gov.za
FOR ATTENTION	:	Human Resources Operations, Provincial Office Kimberley
NOTE	:	EE targets- Priority will be given to Coloured Males, Indian Males, Indian Females, White males.
POST 40/11	:	**PRINCIPAL PERSONNEL OFFICER REF NO: HR4/4/8/1031**
SALARY	:	R338 106 per annum
CENTRE	:	Provincial Office: Free State, Bloemfontein
REQUIREMENTS	:	Three (3) year relevant tertiary qualification in Human Resources Management. One (1) to two (2) years functional experience doing the Human Resources Management services. Knowledge: All Labour Legislations. Departmental policies and procedure. HR related systems. Public Service Act. Batho Pele principles. Public service regulations. Skills: Communication, Presentation, Conflict management, Analytical, Report writing, Computer literacy, Planning and organizing, Supervisory, Time management.
DUTIES	:	Render recruitment and selection process. Process and approve service benefits. Provide and monitor termination of service at the Province. Monitor establishment and the implementation of Human Resources policies. Monitor the payment of salaries. Supervise all resources within the Section.
ENQUIRIES	:	Mr S Segalo Tel No: (051) 505 6206
APPLICATIONS	:	Chief Director: Provincial Operations: Private Bag X522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. Email: Jobs-fsPPO@labour.gov.za
NOTE	:	African Males, African Females and African with Disabilities, Coloured Males, Coloured Females and Coloured with Disabilities. White Males and White Females.
POST 40/12	:	**RISK MANAGEMENT COMMITTEE CHAIRPERSON (X2 POSTS)** (Three years Fixed Term contract)
SALARY	:	Member will be remunerated in accordance with the applicable statutory rates and guidelines as prescribed by the National Treasury.
CENTRE	:	Head Office, Pretoria Ref No: HR4/26/09/01HO (X1 Post) Provincial Office Kimberly Ref No: HR 4/4/8/178 (X1 Post)
REQUIREMENTS	:	A post graduate qualification in Accounting / Risk Management or Auditing such as CRMA/ CIA /CA (SA) or a relevant three- year tertiary or equivalent qualification in Accounting, Risk Management and Auditing. A professional qualification and affiliation to a professional recognised body for appointment as a Chairperson of the Risk Management Committee of the Department of

Employment and Labour: Head Office. Applicants should have executive management experience in Governance, Risk Management and Internal Controls environment for more than ten years with exposure in serving in the oversight Committees. A person who has Government interest in delivering a better service to its citizens. Knowledge: Applicants must have exposure in labour, insurance, legal, auditing, finance and extensive experience in Risk Management, Governance, Internal and External Auditing, Applicants should be independent and knowledgeable on the status of their position as Chairperson of the Risk Management Committee, A knowledgeable person who keeps abreast with the developments of Risk Management, Internal and External Audit profession and developmental aspects, Departments Values, Technical Knowledge, DPSA guidelines on National Departments. Skills: Analytical thinking ability and good communication, Courage to challenge answers and ask relevant questions, willing to dedicate time and energy to serve the interest of the public, encourage openness and transparency, healthy scepticism and professional approach, High level of integrity, inquisitiveness and independent judgement, knowledge of the public sector fund's risk and control, Ability to offer new perspective.

DUTIES : Fulfil oversight responsibilities with regard to Governance, risk management, internal control, legal and regulatory compliance, external and internal audit, fraud and irregularities. Assist the Accounting Officer/Authority in the effective execution of his/her responsibilities. Help build trust and confidence in how the Department is managed. Regulate and discharge all the responsibilities as contained in the Risk Management Committee Charter.

ENQUIRIES : Ms S Talane Tel No: (012) 309 4561 (Head Office)
Ms Sherelda Kleinsmith Tel No: (053) 838 1517 (Kimberly)

APPLICATIONS : Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ13@labour.gov.za (Head Office)
Chief Director: Provincial Operations: Private Bag X5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road Email: Jobs-NCKIM@labour.gov.za

ANNEXURE D

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	:	23 November 2026, 16:00. No late applications will be accepted.
FOR ATTENTION	:	Human Resource Management
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 Qualification 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 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) 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 of Groundsman: Greening and Livelihood Implementation Support with Ref No: FOM75/2026 advertised in the Public Service Vacancy Circular 39 dated 30 October 2026 with the closing date of 16 November 2026 has been withdrawn.

MANAGEMENT ECHELON

POST 40/13 : **DIRECTOR: SECTOR PERFORMANCE MONITORING AND REPORTING REF NO: CMS57/2026**

SALARY : R1 317 384 per annum, (all-inclusive salary package)
CENTRE : Pretoria
REQUIREMENTS : An undergraduate qualification (NQF7) in Business Management / Public Management or relevant qualification within the related field as recognised by SAQA. A minimum of five (5) years' experience at a middle or senior managerial level in the related field. Successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG) must be submitted prior to appointment. Extensive knowledge of strategic management. Good understanding of monitoring and evaluation process. Project and financial management (PFMA and Treasury regulations). Ability to develop and apply policies. Knowledge of government planning process. Strategic capability and leadership. People management and empowerment. Ability to gather and analyse information. Knowledge of administrative and human resource procedures. Good coordination, organisational and planning. Excellent communication (verbal and written), report writing and presentation skills. Sense of responsibility and loyalty. Ability to work long hours.
DUTIES : Manage and provide strategic planning support on environment sector priorities. Manage the development of environmental priorities. Manage the development and review of the 5-year and annual environment sector plans and Medium-Term Development Plan priorities. Provide leadership on planning support to intergovernmental working groups and sector partners. Monitor and report on the implementation of sector priorities. Manage the development of the 5-year, bi-annual, annual and quarterly performance reports on the implementation of environment sector priorities. Conduct quality review of performance reports. Lead and manage the portfolio of evidence. Conduct assessment/evaluation of environment sector performance. Manage and provide oversight support for provincial planning and reporting. Manage the development and review of the Provincial Uniform Budget Structure on standardised performance measures. Manage the development and review of standardised indicators. Manage the assessment of provincial Annual Performance Plans. Manage the analysis and verification of provincial quarterly performance reports. Manage the assessment/ evaluation of the implementation of the Provincial Uniform Budget Structure. Manage the development and implementation of the Environmental Sector Transformation Programme. Manage the development of the Environment Sector Transformation Strategy and annual implementation plan. Manage the development of performance reports on the implementation of Environment Sector Transformation Strategy and annual implementation plan. Manage the coordination of the Gender Forum meetings. Lead and support events to support the Environment Sector Transformation Programmme. Manage the assessment/evaluation of the Environment Sector Transformation Strategy. Manage the coordination of Working Group 3. Manage secretarial function for Working Group 3 meetings. Manage the development of annual Working Group 3 Workplan. Manage the compilation of Working Group 3 performance reports. Conduct quality review of performance reports. Manage the database of Working Group 3 members. Manage the development of monitoring and evaluation systems. Manage the development and implementation of the Environment Sector Standard Operating Procedures. Manage the development and maintenance of reporting systems.
ENQUIRIES : Ms T Msindo-Nkuna Tel No: (012) 399 9020

OTHER POSTS

POST 40/14 : **DEPUTY DIRECTOR: MONITORING & SURVEILLANCE REF NO: FIM36/2026**

SALARY : R1 101 468 per annum, (all-inclusive package)
CENTRE : Cape Town
REQUIREMENTS : National Diploma (NQF6) in Natural Science, Law Enforcement or relevant qualification within the related field as recognised by SAQA. A minimum of five (5) years' experience in Law Enforcement, administration and management or relevant field of which three (3) years should be at an entry/ junior managerial level (Assistant Director level or equivalent). Knowledge of the National Constitution, MLRA and Regulations (Act 18/98), South African

Maritime Safety Authority Act: Act 5 of 1998, Environmental Management Act. Knowledge of International Agreements and Conventions UNCLOS, SADC and Regional Fisheries Management Organisations CCAMLR, IOTC, ICCAT, CCSBT. Skills: Project Management, Conflict resolution and Communication skills (written and verbal). Leadership skills (visionary/ operational), Planning and Execution skills and Delegations and empowerment. Ability to work long hours voluntarily. Be able to gather and analyse information, Ability to develop and apply policies. Ability to work under extreme pressure. Ability to work with difficult persons and resolve conflict. Ability to work independently and in a team. Supervisory experience. Must have a valid driving license.

DUTIES : Manage, plan, coordinate and execute compliance and enforcement measures. Ensure the selection of targeted right holders to be investigated in the 6 key fisheries sectors. Ensure proper reporting on complete investigations to the Chief Directorate. Manage land, sea and air boarder inspections to promote awareness and compliance with the Marine Living Resources Act (MLRA). Identify priority sea, land and ports of entry and exits. Create awareness and sensitize stakeholders and role-players toward the protection and sustainable use of marine living resources. Manage, plan, coordinate and execute compliance and enforcement measures through the execution of anti-poaching operations. Also consult with relevant role-players and stakeholders to facilitate proper planning of operations. Ensure and facilitate logistical arrangements, submissions and approvals. Ensure proper reporting. Manage enforcement efforts and reporting. Ensure that cases and J534 fines in terms of infringements of the Marine Living Resources Act (MLRA) and other relevant marine related legislations are documented correctly. Intervene in matters/ cases of National and International importance by providing enforcement expertise and support.

ENQUIRIES : Mr M Dlulane at 071 605 2201

POST 40/15 : **ENVIRONMENTAL OFFICER SPECIALISED PRODUCTION LAND-BASED SOURCES REF NO: OC38/2026 (X2 POSTS)**
Re-advertisement and those who previously applied need to re-apply.

SALARY : R518 769 per annum, (OSD)
CENTRE : Cape Town
REQUIREMENTS : Honours Degree (NQF Level 8) in Natural or Environmental Management/ Sciences or relevant qualification within the related as recognised by SAQA. A minimum of three (3) years' experience in a related field. Extensive knowledge of the South African coast, marine and coastal pollution management, integrated coastal management, coastal processes, coastal management principles and national and international coastal policies and legislation. Knowledge of marine water quality and environmental monitoring techniques and management. Knowledge and understanding of data and information management. The ability to interpret and apply coastal and related legislation and policies, including the NEM: ICMA, NEMA, NEM: WA and NEM: BA Regulations, National Water Act, Minerals Act, international treaties and conventions, national and provincial laws, and departmental protocols. Functioning of coastal ecosystems and the impacts of human activity on those systems. Integrated Environmental Management and Environmental Impact Assessment. UNEP commitments, GPA programme, Regional Seas Conventions and related projects. Government administration and financial procedures. Project management. Public Service Regulation and Departmental procedures and prescripts. Background in Physical Sciences, Natural Sciences or Environmental Sciences. Sound organising and planning skills. Project management. Effective communicator. Analytical thinking. Scientific writing & reporting. Computer literacy. Multitasking. Networking and stakeholder engagement. Ability to work under pressure. Ability to meet tight deadlines, while maintaining good work quality. Good communication skills (written, oral and graphic).). Ability to draft, interpret and apply policy and legislation. Ability to formulate solutions through analytical and innovative thinking. Ability to deal tactfully and efficiently with telephonic enquiries from members of the public. Ability to work within a team and individually. Ability to collect and analyse data and information. Good interpersonal skills. Proactive & honest. Conflict resolution. A driving license. Willingness and ability to travel.

DUTIES : The incumbent will be responsible to regulate the discharge of effluent into estuaries and coastal waters. Provide support to Departmental coastal pollution initiatives and other related projects. Represent the Directorate's interests in EIA processes, relevant consultative forums, and other relevant

structures to ensure good governance. Provide technical support to compliance and enforcement processes with specific focus on land-based sources of marine pollution.

ENQUIRIES : Mr R Molale at 072 493 7071 or Ms S Arabi at 082 741 2385

POST 40/16 : **ASSISTANT DIRECTOR: NURSERY MANAGEMENT (GREENING AND LIVELIHOODS IMPLEMENTATION SUPPORT REF NO: FOM79/2026**

SALARY : R487 197 per annum
CENTRE : Free State, Qwaqwa
REQUIREMENTS : National Diploma (NQF Level 6) in Forestry / Environmental Science or Natural Resources Management or relevant qualification within the related field as recognized by SAQA. A minimum of three (3) years' experience in Forestry or related field. Knowledge of the National Forests Act, 1998 (Act No 84 of 1998) (NFA) and the National Veld and Forest Fire Act, 1998 (Act No 101 of 1998) (NVFFA). Knowledge of Housing Management, and Operations Management. Knowledge of the function of different departments and levels of government. Government business practices and policies. Project Management and strategic planning. Stakeholder Engagement. Strategic Capability and Leadership. Financial Management. Client Orientation and Customer Focus. 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.
DUTIES : Manage plant production activities. Develop and implement annual plan of operation. Ensure seed collection, treatment and storage. Ensure propagation of good quality seedlings. Ensure tendering and watering of plants. Oversee continuous production and maintenance of the Nursery. Ensure maintenance of the infrastructure, transplanting of seedlings and fertilising and watering plants. Manage the implementation of control programs for weeds, insects, pests and diseases. Render support on the implementation of greening programme. Provide support for the coordination of activities on Forestry Awareness Campaign and Empowerment. Conduct awareness campaigns and greening information sessions. Distribute trees and promotional materials. Coordinate and monitor tree planting and monitor survival of trees. Provide general administration support services. Name, tag and count all the plants. Ensure revenue collection in line with Standard Operating Procedures. Provide support during stocktaking at the Nurseries. Provide information to the Public. Ensure that production materials are procured. Compile reports as required. Develop and maintain database for trees inventory.
ENQUIRIES : Ms. A Tshaka, Cell No: 060 974 3305

POST 40/17 : **SENIOR FORESTRY DEVELOPMENT OFFICER REF NO: FOM82/2026**

SALARY : R413 001 annum per annum
CENTRE : Eastern Cape
REQUIREMENTS : National Diploma (NQF Level 6) in Forestry/ Development Studies or relevant qualification within the related field as recognized by SAQA. A minimum of two (2) years' experience in Forestry or related field. Knowledge and understanding of the National Forests Act, 1998 (Act No 84 of 1998) (NFA) and the National Veld and Forest Fire Act, 1998 (Act No 101 of 1998) (NVFFA). Knowledge of the function of different departments and levels of government. Knowledge of Reporting systems and processes. Knowledge of Performance Management Systems. Knowledge of Government business practices and policies. Project Management and strategic planning. Relationship Management. Stakeholder engagement. Public Relation Research. Strategic Capability and Leadership. Financial Management. Change Management. Knowledge Management Service Delivery. Ability to negotiate in difficult situations and to resolve conflict. Ability to work under pressure and handle criticism. Good interpersonal relations and communication skills. Proficiency in Microsoft programmes. A valid Driving Licence and Willingness to travel.
DUTIES : Ensure mitigation of threats on environmental quality and human health through implementation of greening programme in the district. Develop and implement greening plans and ensure compliance. Facilitate and support local municipalities with National Arbor City Awards Competition. Compile monthly reporting. Promote a transformed forestry sector through job creation as per EPWP guidelines and approved SOP. Promote forestry profile by

participating in major departmental campaigns, Arbor month, International Day of Forest and support other collaborating departments' events. Provide technical support and extension services to existing and new livelihoods projects. Ensure forestry programmes are incorporated into Provincial Local Government.

ENQUIRIES : Mr TM Paqula, Cell No: 066 398 2132

POST 40/18 : **SENIOR FORESTRY DEVELOPMENT OFFICER REF NO: FOM73/2026**

SALARY : R413 001 annum per annum
CENTRE : Mpumalanga
REQUIREMENTS : National Diploma (NQF Level 6) in Forestry/ Development Studies or relevant qualification within the related field as recognized by SAQA. A minimum of two (2) years' experience in Forestry or related field. Knowledge and understanding of the National Forests Act, 1998 (Act No 84 of 1998) (NFA) and the National Veld and Forest Fire Act, 1998 (Act No 101 of 1998) (NVFFA). Knowledge of the function of different departments and levels of government. Knowledge of Reporting systems and processes. Knowledge of Performance Management Systems. Knowledge of Government business practices and policies. Project Management and strategic planning. Relationship Management. Stakeholder engagement. Public Relation Research. Strategic Capability and Leadership. Financial Management. Change Management. Knowledge Management Service Delivery. Ability to negotiate in difficult situations and to resolve conflict. Ability to work under pressure and handle criticism. Good interpersonal relations and communication skills. Proficiency in Microsoft programmes. A valid Driving Licence and Willingness to travel.

DUTIES : Ensure mitigation of threats on environmental quality and human health through implementation of greening programme in the district. Develop and implement greening plans and ensure compliance. Facilitate and support local municipalities with National Arbor City Awards Competition. Compile monthly reporting. Promote a transformed forestry sector through job creation as per EPWP guidelines and approved SOP. Promote forestry profile by participating in major departmental campaigns, Arbor month, International Day of Forest and support other collaborating departments' events. Provide technical support and extension services to existing and new livelihoods projects. Ensure forestry programmes are incorporated into Provincial Local Government.

ENQUIRIES : Ms S.T. Lithole, Cell No: 072 211 7272

POST 40/19 : **SENIOR OCCUPATIONAL HEALTH AND SAFETY OFFICER REF NO: CMS56/2026**

SALARY : R413 001 per annum
CENTRE : Bisho, Eastern Cape
REQUIREMENTS : National Diploma (NQF6) in Occupational Health and Safety or relevant qualification within the related field as recognized by SAQA. A minimum of two (2) years' experience in Occupational Health and Safety. Registration with a relevant OHS body with a certificate from SAIOSH/SACPCMP and must have SAMTRAC. Knowledge and understanding of Occupational Health and Safety Act 85 of 1993 and Regulations; Code of Practice of South African National Standard and related prescripts and National Building Regulations. Understanding of project management, financial management, supply Chain Management legislation. Good communication (verbal and written), problem solving skills, report writing skills, organising and planning skills. Good analytical thinking. Good computer literacy and use of standard packages. Ability to gather and analyse information. Ability to work under pressure. Ability to work independently and in a team. Willingness to travel long distances and spend time away from home.

DUTIES : Conduct safety inspections to enforce health and safety regulations within the Departmental facilities. Compile reports to provide recommendations for injury/illness prevention and corrective actions to ensure compliance at the sites. Compile health and safety files and ensure that they updated accordingly. Conduct incidents investigations and determine mitigation measures needed for OHS interventions. Compile and maintain safety-related records. Conduct workplace risk assessments, incident registers, monthly registers, and OHS related statistics. Coordinate emergency evacuation drills and assist in emergency preparedness for the workplace. Coordinate Regional OHS quarterly committee meetings. Develop,

coordinate and implement Occupational Health and Safety education and training to enable preparedness for hazards and risks. Develop and review applicable Occupational Health and Safety applicable Statutory Standards, Policies and Procedures for the Departmental facilities.

ENQUIRIES : Mr H Rapelego Tel No: (012) 399 8532

POST 40/20 : **ADMINISTRATION CLERK GREENING AND LIVELIHOODS IMPLEMENTATION SUPPORT REF NO: FOM74/2026**

SALARY : R237 453 annum per annum
CENTRE : Limpopo
REQUIREMENTS : Grade 12 certificate or equivalent qualification as recognized by SAQA. A post-matric qualification and relevant experience in Administration will be an added advantage. Knowledge of Public Services Regulation, Procurement processes and PFMA Planning. Organizational skills. Computer skills and communication skills. Good interpersonal relations skills. Ability to communicate with people at different levels, Ability to apply policies. 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 initiative and creative. Be responsible and have sound work ethics.
DUTIES : Record, organize, 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 different stakeholders as a need arises. Maintain the filing system for the office. Type documents and / or other correspondence when required. Keep and maintain the incoming and outgoing document register of the office. Keep and maintain leave registers, personnel records and attendance register for the office. Facilitate bookings for travelling and accommodation. Capture and update expenditure. Verify correctness of subsistence and travel claims of officials, vehicle documents and submit to managers for approval. Handle telephone accounts and petty cash for the estate and regional office. Facilitate procurement of goods and services.
ENQUIRIES : Ms ST Lithole, Cell No: 072 211 7272

POST 40/21 : **ADMINISTRATION CLERKS: STATE FOREST MANAGEMENT REF NO: FOM52/2026**

SALARY : R237 453 annum per annum
CENTRE : Western Cape
REQUIREMENTS : Grade 12 certificate or equivalent qualification as recognized by SAQA. A post-matric qualification and relevant experience in Administration will be an added advantage. Basic Knowledge of Public Services Regulation and PFMA. Knowledge of procurement processes, organizing and planning. Computer skills and communication skills. Ability to communicate with people at different levels, Ability to apply policies, Ability to work individually and in a team. Good interpersonal relations skills. Ability to work under extreme pressure. Ability to work with difficult people and ability to resolve conflicts. Be initiative and creative. Be responsible and have sound work ethics.
DUTIES : Render general Clerical support services; Record, organize, 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 different stakeholders as a need arises. Maintain the filing system for the office. Type documents and / or other correspondence when required. Keep and maintain the incoming and outgoing document 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 quotation, complete procurement forms for the purchasing of standard office items. Keep and maintain asset register of the component. Provide logistical support services. Keep and maintain leave registers, personnel records and attendance register for the office. Facilitate bookings for travelling and accommodation. Provide financial administration support services in the component, Capture and update expenditure. Verify correctness of Facilitate procurement of goods and services. Subsistence and travel claims of officials, vehicle documents and submit to managers for approval. Handle telephone accounts and petty cash for the estate and regional office.
ENQUIRIES : Ms Nomusa Mncwango, Cell: 060 793 4076
Ms ST Lithole, Cell No: 072 211 7272

POST 40/22	:	**MARINE RESEARCH ASSISTANT REF NO: FIM33/2026**
SALARY	:	R237 453 per annum
CENTRE	:	Cape Town (Foretrust Building)
REQUIREMENTS	:	National Diploma (NQF level 6), in Natural Science or relevant qualification within the related field as recognised by SAQA and one (1) year experience in biological sampling, data collection and capturing in relevant field. Applicant will be expected to undergo and pass a medical for seafarers in line with section 101 of the SAMSA Act 57 of 1951. Knowledge of the Marine Living Resource Act and other relevant acts. Knowledge of data capturing procedures and record management principles. Planning and execution skills. Computer literacy. Good communication (verbal and written) and interpersonal skills. Ability and willingness to work outdoors in adverse weather conditions and spend extensive periods away from home while on sea/field trips. A valid driving license.
DUTIES	:	To deliver a support service to the Technical and Research staff in the collection of data for research programmes directed at the sustainable utilisation of Inshore Resources. Participate in the collection and processing of fisheries and observer data and the population of data systems towards South Africa's reporting to International Fisheries Management Organisations. Participate in fisheries and environmental monitoring activities, including sampling of catches at harbours and factories for size and species composition. Assist with biological sampling of fish and sharks and research related processes. Participate in ship and field based fisheries and marine ecological research. Assist with preparation, operation and maintenance of research equipment. Assist in the procurement of equipment and consumable items. General administrative activities and office routines
ENQUIRIES	:	Ms Wendy West at 076 128 2245
POST 40/23	:	**GROUNDSMAN: GREENING AND LIVELIHOODS IMPLEMENTATION SUPPORT REF NO: FOM75/2026**
SALARY	:	R144 024 per annum
CENTRE	:	Northern Cape
REQUIREMENTS	:	Grade 9 (NQF level 1) equivalent qualification. Knowledge of plants and gardening. Ability to operate elementary machines and equipment. Knowledge of operating computer. Sound organising and planning skills. Good communication skills. Good interpersonal relations skills. Ability to work long hours voluntarily. Ability to work with limited supervision. Ability to work under extreme pressure. Ability to work with difficult persons and to resolve conflict.
DUTIES	:	Perform routine activities in respect of grounds, irrigate and water plants lawns. Conduct weeding and weed control. Prune and trim plants, performance cutting, seeding and transplanting of plants. Mow lawns, dispose of organic waste, dig compost, dig, spray and maintain flower beds and edges. Perform general routine activities in respect of infrastructure support. Seeds collection. Cleaning of seeds. Seed pre-sowing treatment. Preparation of seedling trays. Sowing of seed. Preparation and sowing of cuttings. Ensure planting and transplanting of seedlings and trees. Filling of planting bags with soil. Prepare space in beds for transplanting. Transplanting of seedling from trays to bags. Transplanting of trees from small to bigger bags. Packing of transplanted trees. Provide general labour in the nursery. Mixing of sand and compost. Manual and chemical weed control. Irrigation of seedlings and trees. Assist with stocktaking. Tagging of plants correctly. Check seedlings and plants for pests and diseases. Assist the customers coming to buy trees. Responsible for the tools allocated. Report any damage in the nursery to the Foreman. Ensure the use, cleaning and basic maintenance of tractor and dumper. Move sand and compost to the tables or beds. Move seedlings, crates and tree. Keep equipment and machinery clean after use.
ENQUIRIES	:	Ms. S. Lubanga at 060 973 1792

ANNEXURE E

GOVERNMENT COMMUNICATIONS AND INFORMATION SYSTEM

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

APPLICATIONS	:	Applicants must submit their applications via the link http://erecruitment.gcis.gov.za or hand deliver applications to Tshedimosetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria.
FOR ATTENTION	:	Ms P Kgopyane
CLOSING DATE	:	23 November 2026
NOTE	:	Applicants with disabilities are encouraged to apply. The old prescribed application or employment form Z83 was withdrawn with effect from 31 December 2020. As per the Government Gazette No: 43872, any applicant who submits an application on or after 1 January 2021 must do so on the new prescribed Z83 form, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Failure to submit an application on the new prescribed Z83 form will lead to disqualification. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the fully completed and signed Z83 form and a detailed curriculum vitae. Communication regarding submission of certified copies of qualifications and other relevant documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates will be required to submit certified documents on or before the day of the interview, following communication from the department. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. 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. Correspondence will be limited to short-listed candidates. 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 successful candidate must disclose to the DG particulars of all registrable financial interests, sign a performance agreement and employment contract with the DG within three months from the date of assumption of duty and obtain a top-secret security clearance. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. The department reserves the right to fill or not to fill the vacant post. The successful candidates will enter into an employment contract with the GCIS that will be reviewed based on performance expiration. By submitting the employment application form, you agree and consent in terms of section 11 (1) of the Protection of Personal Information Act, 2013 (POPIA), for your personal information which you provide to the Government Communication and Information System ("GCIS") being processed by the GCIS and its employees, agents, cabinet committees, and sub-contractors for recruitment purposes, in accordance with the Protection of Personal Information Act.

MANAGEMENT ECHELON

POST 40/24	:	**PROVINCIAL DIRECTOR: NORTHERN CAPE PROVINCIAL OFFICE REF NO: 3/1/5/1-26/32** Chief Directorate: Provincial and Local Liaison
SALARY	:	R1 317 384 per annum (Level 13), (an all-inclusive package), of which 70% will be basic salary and 30% may be structured according to an individual's needs.
CENTRE	:	Northern Cape
REQUIREMENTS	:	An appropriate Bachelor's Degree (NQF level 7 as recognised by SAQA) in Communication / Media Studies / Journalism / Public Relations / Development Communication or related (NQF Level 7) qualification, majoring

in Communication / Media Studies/ Journalism/ Public Relations / Development Communication. Successful completion of the Public Service Senior 44 Management Leadership Programme (Nyukela certificate) as endorsed by the National School of Government is a pre-requisite for appointment. Must have a valid driver's license and be computer literate. At least five (5) years' experience at middle/senior management level with extensive experience in and knowledge of development communication, proven leadership capabilities, and sound interpersonal and project management skills. Extensive experience in coordinating multi-stakeholders and inter-governmental multi-media communication campaigns. Knowledge: Comprehensive knowledge of the Northern Cape Province, including socio-economic and development dynamics as well of the communication footprint and dynamics of the province, including also at municipal level. Sound knowledge of the Public Finance Management Act. Must have a valid driver's license and be computer literate. Required Core Competencies: Strategic Capacity and Leadership, People Management and Empowerment, Financial Management, Change Management, Programme and Project Management.

DUTIES : The successful candidate will be responsible for providing strategic leadership and management to the GCIS Provincial Directorate in the Northern Cape Province particularly in support of the provincial communication system headed by the Office of the Premier. Deliver communication campaigns in line with the National Communication Strategic Framework and the Medium-Term Development Plan (MTDP), and the Provincial MTDP and communication programme. Advocate for the application of the Norms and Standards of Government Communications amongst the communication system in the province and lend support to the Local Government Communication System. Develop and maintain communication partnerships and networks with provincial stakeholders from Government and Civil Society. Participate actively in all communications forums in the province and provide strategic direction on government communication in such forums and when urgent or rapid communication is concerned, to protect and enhance the reputation of government. Operate an effective, and compliant government communication organisation. Identify and review strategic risks, oversee and manage the implementation mitigation plans. Participate in the audit planning process and manage responses to audit queries.

ENQUIRIES : Mr Ndlelantle Pinyana Tel No: (012) 473 0188

NOTE : It is a pre-requisite for candidates to have the Nyukela Public Service SMS Pre Entry Programme certificate to be eligible for appointment. For further details, please click on the following link: https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme/. For more information regarding the course, visit the NSG website: www.thensg.gov.za. The successful candidate must disclose to the Minister particulars of all registrable financial interests and sign the employment contract within one month from the date of assumption of duty as well as sign a performance agreement with the relevant Chief Director within three months from the date of assumption of duty and obtain a Top-Secret security clearance. Note: 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. Please detail courses passed in the CV as per the academic transcript. Suitably qualified People with disabilities will be given preference regardless of Race or Gender.

POST 40/25 : **DIRECTOR: FINANCIAL MANAGEMENT REF NO: 3/1/5/1-26/33**
Chief Directorate: Office of the Chief Financial Officer

SALARY : R1 317 384 per annum (Level 13), (an all-inclusive package), of which 70% will be basic salary and 30% may be structured according to an individual's needs.

CENTRE : Pretoria

REQUIREMENTS : An appropriate Bachelor's Degree (NQF level 7 as recognised by SAQA) in Financial Management, Accounting, Auditing, Economics / Financial Economics, Statistics or an equivalent qualification, majoring in Financial Management, Accounting, Auditing, Economics / Financial Economics / Statistics. Successful completion of the Public Service Senior Management Leadership Programme (Nyukela certificate) as endorsed by the National School of Government is a pre-requisite for appointment. At least five (5)

years' extensive middle / senior management level experience in managing and facilitating the provision of financial management services in the department. The incumbent must have extensive understanding of the public sector financial statements and budget and project cycles, and managing the provision of public finance support services. Provide guidance and inputs on the formulation and implementation of budget policy for the MTEF budget process. Monitor, evaluation and analysing departments' spending of the approved budget. Ensure value for money in terms of strategic resourcing. Provide guidance on the formulation and implementation of the adjustment budget. Proven leadership capabilities, people management and sound interpersonal and project management skills. Must have a valid driver's license and be computer literate. Core Competencies: Strategic Capacity and Leadership, People Management and Empowerment, Financial Management, Change Management, Programme and Project Management.

DUTIES : The successful candidate will be responsible to provide effective, efficient and compliant financial management services, develop and monitor the implementation of financial administration and accounting, policies, systems and processes. Provide management accounting services and monitor and report on expenditure trends. Monitor and report on expenditure trends and compilation of financial statements. Identify, manage and implement risk and risk mitigation plans for the achievement of GCIS objectives. Develop financial reports with internal and external stakeholders. Manage relations with National Treasury and the Auditor-General. Manage expenditure trends and all financial matters. Oversee the process of reviewing departmental financial policies and ensure compliance with the PFMA, Treasury Regulations and related prescripts. Monitor the issuing of guidelines by National Treasury. Ensure timely settlement of contractual obligations, payment of invoices and quarterly tranches to Public Entities in line with the prescribed period as outline in PFMA, Treasury Regulations and cashflow projections. Oversee the monitoring, clearance and reconciliation of ledger accounts and ensure financial reports are compiled and submitted to the relevant forum. Oversee the processes of the annual budget cycle and ensure all deadlines are met. Oversee operational and personnel costing. Provide statistical reports on expenditure trends against the budget. Report projected under/overspending against the budget to relevant structures. Report proposed funding of ad-hoc activities and proposed virement to fund projected over expenditure. Oversee and review the IYM Report and submit to relevant structures in line with the PFMA. Identify and review strategic risks, oversee and manage the implementation mitigation plans. Participate in the audit planning process and manage responses to audit queries. Oversee the drafting and submission of accurate interim and annual financial statements. Serve as the link between the department and Auditor-General during audit processes and arrange Audit Steering Committee meetings. Ensure that amendments to the financial statements, updates of the Modified Cash Standards and Accounting Manual for Departments are implemented on the GCIS financial statements and accounting processes. Oversee the functions of the BAS System Controller and review reports. Effective management of staff, expose staff to development opportunities and ensure timeous submission of performance agreements and assessments Ensure prudent financial management of the directorate's resources. Facilitate monthly Financial Control Forum meetings with Finance staff. Identify, manage and implement risk and risk mitigation plans for the achievement of GCIS objectives. When the need arise, the incumbent may be requested to act as Chief Financial Officer in the absence of the Chief Financial Officer.

ENQUIRIES : Mr Paul Kwerane Tel No: (012) 473 0407

NOTE : It is a pre-requisite for candidates to have the Nyukela Public Service SMS Pre Entry Programme certificate to be eligible for appointment. For further details, please click on the following link: https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme/. For more information regarding the course, visit the NSG website: www.thensg.gov.za. The successful candidate must disclose to the Minister particulars of all registrable financial interests and sign the employment contract within one month from the date of assumption of duty as well as sign a performance agreement with the relevant Chief Director within three months from the date of assumption of duty and obtain a Top-Secret security clearance. Note: 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. Please detail courses passed in the CV as per the academic transcript. Suitably qualified People with disabilities will be given preference regardless of Race or Gender.

OTHER POSTS

POST 40/26 : **CASUAL WORKER: STRATEGY AND ORGANISATIONAL PERFORMANCE REF NO: 3/1/5/1-26/34**
Chief Directorate: Strategy and Organisational Performance

SALARY : Hourly rate of R156,40 for a maximum of twenty-four (24) hours per month
CENTRE : Pretoria
REQUIREMENTS : Applicants should be in possession of an appropriate National Diploma (NQF level 6) or Degree (NQF level 7) in Public Management or Administration. No Experience required. Ability to work independently without close supervision. Ability to handle multiple tasks simultaneously and able to work under pressure. The incumbent should be self-driven, creative, innovative, flexible and highly motivated. Excellent co-ordination skills. Ability to work in a team. Client service orientated. Have initiative and pay close attention to detail. Knowledge of the Microsoft packages, i.e. MS word, MS Excel as well as Ms Outlook.
DUTIES : The successful candidate will be responsible for assisting in Coordinating the development of the Annual Performance Plan (APP) and Annual Operational Plan (AOP);Coordinating the development of the Standard Operating Procedures (SOPs), Service Delivery Mode (SDM) and Service Delivery Improvement Plan (SDIP).verification and analysis of reports (i.e. monthly, quarterly, annual, mid-term and end term reports);development and completion of verification and analysis working papers; capturing of APP and AOP into Organisational Performance and Management System (OPMS); capturing of APP into electronic Quarterly Performance Reporting System (eQPRS); and administration of OPMS. In line with the Directive on the Professionalisation of Human Resource Management and Development in Public Service, all shortlisted candidates will undertake a pre-entry practical exercise as part of the assessment method to determine their suitability based on the technical and generic requirements of the post. Selection panels shall score both technical exercises as an additional criterion in the interview process. Please detail courses passed in the CV as per the academic transcript.
ENQUIRIES : Ms Nomkhosi Peter Tel No: (012) 473 0339

POST 40/27 : **CASUAL WORKER: STRATEGY AND ORGANISATIONAL PERFORMANCE REF NO: 3/1/5/1-26/35**
Chief Directorate: Strategy and Organisational Performance

SALARY : Hourly rate of R156,40 for a maximum of twenty-four (24) hours per month
CENTRE : Pretoria
REQUIREMENTS : Applicants should be in possession of an appropriate National Diploma (NQF level 6) or Degree (NQF level 7) in Public Management or Administration. No Experience required. Ability to work independently without close supervision. Ability to handle multiple tasks simultaneously and able to work under pressure. The incumbent should be self-driven, creative, innovative, flexible and highly motivated. Excellent co-ordination skills. Ability to work in a team. Client service orientated. Have initiative and pay close attention to detail. Knowledge of the Microsoft packages, i.e. MS word, MS Excel as well as Ms Outlook.
DUTIES : The successful candidate will be responsible verification and analysis of reports (i.e. monthly, quarterly, annual, mid-term and end term reports), development and completion of verification and analysis working papers, capturing of APP and AOPs into Organisational Performance and Management System (OPMS), capturing of APP into electronic Quarterly Performance Reporting System (eQPRS); and administration of OPMS. In line with the Directive on the Professionalisation of Human Resource Management and Development in Public Service, all shortlisted candidates will undertake a pre-entry practical exercise as part of the assessment method to determine their suitability based on the technical and generic requirements of the post. Selection panels shall score both technical exercises as an additional criterion in the interview process. Please detail courses passed in the CV as per the academic transcript.
ENQUIRIES : Ms Nomkhosi Peter Tel No: (012) 473 0339

ANNEXURE F

DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(Ekurhuleni East TVET College)
(Northlink TVET College)
(Northern Cape Rural TVET College)
(Western TVET College)

OTHER POSTS

POST 40/28	:	**ASSISTANT DIRECTOR: REGISTRATION SERVICES REF NO: CORP/ ASD/REG/02** (Re-advert) Permanent (PERSAL Appointment)
SALARY	:	R605 742 per annum, plus benefits
CENTRE	:	Corporate Office
REQUIREMENTS	:	Matric / Grade12 Certificate plus a recognised 3-year National Diploma or Degree in Public Management / Public Administration / Business Administration or a relevant qualification. Must have minimum of 3 to 5 years relevant work experience in registration services preferably in the Public Sector or Institutions of Higher Learning of which 2-3 years should be on supervisory level. Must be computer literate. Must have a valid driver's license. Competencies, Knowledge, And Skills: Knowledge and understanding of the registration processes and procedures. Knowledge of the TVET sector regulations and legislative framework. Knowledge of the Business Management Systems. Knowledge of practice notes, provincial and national policy frameworks relevant to Education, Training and Development. Knowledge of Skills Development Act, PSET Act, Labour Relations Act, Public Service Regulations and Public Service Act. Should have strong administrative, planning, organising, report writing, problem solving, project management and people management skills.
DUTIES	:	Manage the administration of the overall student registration: Develop, review and monitor the implementation of policies and procedure in relation to student registration, admission, scheduling and records. Provide workshops on the implementation of policies and procedure in relation to student registration, admission, scheduling and records. Develop and implement student enrolment and registration standard operating procedures which are aligned to those of the Department. Establish and oversee the work of the College Enrolment Committee as well as the Student Selection Committee. Champion online application and registration processes. Advise on marketing strategies to attract new potential students. Manage and update the Management Information System to ensure data validity and integrity. Ensure data verification processes are carried out according to relevant data policies. Manage student registration and ensure proper procedures are followed. Develop and review registration documents for accuracy. Manage the database for new graduates and alumni into the job market. Ensure provisioning of pre-entry support services to student during the registration process in relation to (financial aid, bursaries, student accommodation). Coordinate the provision of guidance and testing of students, regarding choice of and placement within programmes. Develop and implement a filing/ recordkeeping system for student records. Conduct monitoring and verification of student records across the delivery system/sites. Implement the Central Application System from DHET. Ensure overall supervision and maintenance of MIS licenses. Maintain and update database of students enrolled within programmes. Ensure that student orientations are conducted in all campuses. Oversee the provision of student financial aid and bursary services support: Ensure that the TVET Bursary Scheme is administered strictly according to the bursary rules and guidelines. Coordinate and chair the financial aid committee meeting and facilitate the awarding of approved college financial assistance programme. Verify compiled data on bursary statistics. Monitoring the tracking of student bursary requirements compliance and implement remedial initiative as required. Identify potential sponsors in recognising academic achievement. Manage the administration of student learning materials: Oversee issuing and collection of textbooks and learning materials.
ENQUIRIES	:	Ms M Hlatshwayo/Mr P Motai Tel No: (011) 692 4004 Ext. 1010/1061/1062
APPLICATIONS	:	Please hand deliver your application or email it to asdregistration@westcol.co.za in a pdf format and as one attachment,

quoting the relevant reference number to the Principal, Western TVET College, Corporate Office, 42 Johnstone Street, Randfontein, 1760.

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

CLOSING DATE : 20 November 2026 at 12:00

POST 40/29 : **ASSISTANT DIRECTOR: PARTNERSHIP AND LINKAGES REF NO: CORP/ASD/PART-LINK/03**
(Re-advert)
Permanent (PERSAL Appointment)

SALARY : R605 742 per annum (Level 10), plus benefits
CENTRE : Corporate Office
REQUIREMENTS : Matric/Grade12 Certificate plus a recognised 3-year National Diploma or Degree in Project Management/Marketing or a relevant qualification. Must have minimum of 3 to 5 years relevant work experience in Project Management or Business Development environment of which 2-3 years should be on supervisory level. Must be computer literate. Must have a valid driver's license. Competencies, Knowledge, And Skills: Knowledge and understanding of Building partnerships. Must be innovative. Knowledge of Public Service Act, PFMA, Treasury regulations and other frameworks. Knowledge and understanding of administration reporting process and procedures. Should have strong marketing and entrepreneur insight, financial Management, mobilising resources, interpretation of statutes, business planning and visibility analysis. Should have strong administrative, planning, organising, report writing, negotiation, problem solving, project management and people management skills.

DUTIES : Partnerships Management: Provide inputs in developing growth partnership strategies and plans. Establish a database of local business and other linkages. Participate in business forums and identify project opportunities. Develop project proposals and plans for joint initiatives. Facilitate handover with the College managers. Establish, maintain and retain partnership with industry and relevant stakeholders. Business opportunities scanning: Identify opportunities for college income generation. Establish work environment simulation potential. Provide market needs business case rationale for all opportunities. Identify appropriate partner or service provider. Coordinate the submission of tenders and funding proposals. Provide information and reports on programmes, funding and partnership to DHET and other stakeholders. Local and Provincial government relations: Develop and update schedule of local government projects and opportunities. Identify College synergies potential contribution to provincial departments. Build relationships with relevant stakeholders, establish a database of key contacts and participate in meetings as appropriate. Develop proposals for partnering on specific practical opportunities aligned with College core business. Research Management: Conduct feasibility studies for all new and proposed projects. Develop the project and budget. Partner with relevant research organisations. Negotiate and initiate signing of Memorandum of Understandings, service level agreements and or contracts with clients. Provide training and support on SETA and contractual compliance matters. Handover the project to the

relevant campus or occupational manger. Oversee and maintain student work placement and Work Integrated Learning (WIL): Ensure that the TVET college student placement and WIL policy is in place and adhered to. Analyse the job market, identify scarce skills and match available opportunities with college programme mix. Ensure that an effective system is in place to assist learners to find job placement. Identify potential partners and networks to benefit and support existing graduates. Negotiate the employment opportunities with the employers. Oversee SETA discretionary and special grant applications. Ensure that they attend the strategic meeting with SETA to negotiate graduate‘s placement and facilitate the signatory of Memorandum of Understandings (MoU’s) and Memorandum of Agreement (MoAs).

ENQUIRIES : Ms M Hlatshwayo/Mr P Motai Tel No: (011) 692 4004 Ext. 1010/1061/1062

APPLICATIONS : Please hand deliver your application or email it to asdpartlink@westcol.co.za in a pdf format and as one attachment, quoting the relevant reference number to the Principal, Western TVET College, Corporate Office, 42 Johnstone Street, Randfontein, 1760.

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

CLOSING DATE : 20 November 2026 at 12:00

POST 40/30 : **ASSISTANT DIRECTOR: CURRICULUM DEVELOPMENT AND IMPLEMENTATION (OCCUPATIONAL PROGRAMMES) REF NO: CORP/ASD/CURR/04**
(Re-advert)
Permanent (PERSAL Appointment)

SALARY : R605 742 per annum (Level 10), plus benefits

CENTRE : Corporate Office

REQUIREMENTS : Matric / Grade12 Certificate plus a recognised 3-year National Diploma or Degree in Education or a relevant qualification. Must have a minimum of 5 years work experience in the TVET sector delivering academic programmes. Must have a minimum of 3 years relevant work experience as a Senior Lecturer (PL2) or Head of Division (PL3). Must be computer literate. Must have a valid driver’s license. Competencies, Knowledge, And Skills: Knowledge and understanding of the registration processes and procedures. Knowledge of the TVET sector regulations and legislative framework. Knowledge and understanding of the of the PSET White paper and CET Act. Knowledge and understanding of the NDP 2030, Skills Development Act, Employment of Educators Act, Public Service Act, and Labour Relations Act. Knowledge of the Ethical regulatory and legislative framework. Knowledge of practice notes, provincial and national policy frameworks relevant to Education, Training and Development. Knowledge of Skills Development Act, PSET Act, Labour Relations Act, Public Service Regulations and Public Service Act. Should have strong administrative, planning, organising, report writing, problem solving, project management and people management skills.

DUTIES : Provide curriculum improvement and implementation support for ministerial programmes in line with the strategic objectives. Oversee and report on the implementation of IQMS and provide lecturer development support. Conduct impact assessment on training interventions and initiatives to improve student

and lecturer performance. Develop, implement, and monitor academic and curriculum policies. Support the implementation of new programmes, qualifications, and curriculum. Conduct research on labour market needs to identify and recommend new demand driven, relevant and responsive programmes. Coordinate the implementation of ICASS guidelines for Occupational programmes, Report 191 and NC(V). Manage the phase out of R191 and NC(V). Develop policy/guidelines for the management of curriculum. Provide required support to the college executive and oversight bodies. Oversee coordinated curriculum delivery at college delivery sites. Plan for the delivery of quality teaching and learning. Provide support and assistance with admission processes. Ensure the provision of guidance for the improvement of curriculum content and delivery based on engagement with public and private industry stakeholders. Plan, implement and monitor the blended curriculum delivery mode and online learning across campuses. Analyse results and implement intervention plans for critical subjects. Oversee accreditation of Occupational Programmes to establish partnerships for work integrated learning Plan class visits for classroom teaching and learning, ICASS and ISAT support. Identify learner material, equipment, and other resource requirements. Coordinate the provision of learning materials. Manage the Human, Financial and other resources of the unit.

ENQUIRIES : Ms M Hlatshwayo/Mr P Motai Tel No: (011) 692 4004 Ext. 1010/1061/1062

APPLICATIONS : Please hand deliver your application or email it to asdcurriculum@westcol.co.za in a pdf format and as one attachment, quoting the relevant reference number to the Principal, Western TVET College, Corporate Office, 42 Johnstone Street, Randfontein, 1760.

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

CLOSING DATE : 20 November 2026 at 12:00

POST 40/31 : **ASD: PARTNERSHIP AND LINKAGES REF NO: NCRTVET/685/10/2026/SUP/RS/PL/CTO/03**

SALARY : R605 742 per annum (Level 10)

CENTRE : Northern Cape Rural TVET College, Central Office Upington

REQUIREMENTS : Appropriate recognized Bachelor's Degree / National Diploma (NQF Level 6) or equivalent qualification in Marketing, Business Management, or related field. A minimum of seven years (7) working experience in Business Development, Stakeholder Management, or Partnerships Environment of which at least three (3) years should be at Supervisory level. Registration with a professional body (e.g., SACE or HPCSA) etc. Digital literate and competent in Word / Excel / PowerPoint / Outlook / Teams. A valid driver's license and willingness to travel. Competencies: In-depth understanding of the TVET College sector and the Department of Higher Education and Training (DHET) strategic goals. Knowledge of the CET Act, PFMA, and National Skills Development Plan (NSDP). Understanding of SETA landscapes, apprenticeship models, and work-integrated learning (WIL) policies. Familiarity with the BBBEE Act and its implications for corporate social investment and partnerships. Strategic Networking: Ability to build and maintain high-level relationships with industry, government, and NGOs.

Negotiation & Persuasion: Proven ability to secure Memoranda of Understanding (MoU's) and funding. Project Management: Overseeing multiple partnership projects from inception to evaluation. Communication: Excellent verbal and written reporting skills for executive-level presentations. Financial Acumen: Ability to manage budgets and monitor the ROI of various linkages. Proven track record in facilitating placements for students in Work-Integrated Learning (WIL). Experience in resource mobilization and proposal writing for donor funding or grants. Experience in conducting market research to align college programs with local industry needs. Managing formal agreements and ensuring compliance with MoU / MoA terms. A Postgraduate qualification in Business Administration or Management. Experience working specifically within a TVET environment or Higher Education sector. Project Management Certification (e.g., PRINCE2 or PMBOK).

DUTIES : Strategic Partnership Development and Management: Identify, establish, and maintain strategic alliances with industry partners, government departments, SETAs, and NGOs. This includes the formalization of these relationships through the drafting and management of Memoranda of Understanding (MoU's) and Service Level Agreements (SLAs). Student Placement and Work-Integrated Learning (WIL): Facilitate and coordinate the placement of students and lecturers in industry for Work-Integrated Learning and Workplace-Based Experience (WBE). Monitor the quality of placements to ensure they meet the specific requirements of the curriculum and trade test regulations. Resource Mobilization and Fundraising: Lead the identification of external funding opportunities, including SETA grants and private sector sponsorships. Draft and present high-quality funding proposals to secure resources for college projects, infrastructure, and student support services. Industry Liaison and Market Research: Conduct regular market scans and industry research to identify emerging skill demands. Use these insights to advise the College Academic Board on program diversification, ensuring that the college's offerings remain responsive to the local and national economy. Stakeholder Engagement and Reporting: Represent the College in provincial and national stakeholder forums. Manage the reporting process by compiling comprehensive monthly and quarterly reports on partnership activities, placement statistics, and grant utilization for the College Management Team and DHET. Management of the Partnership Unit: Provide leadership and manage the administrative duties of the Partnerships and Linkages Section. This involves managing the Section's budget, supervising staff performance, and ensuring all activities align with the College's Strategic Plan and Annual Operational Plan (APP).

ENQUIRIES : PJ Reyneke at 087 188 2060

APPLICATIONS : Apply online at https://ncrz83.ngnscan.co.za/

NOTE : Applicants are required to submit copies of qualifications and other relevant documents on application and must submit a fully signed Z83 form and detailed Curriculum Vitae. Certified copies of qualifications and other relevant documents will be submitted by shortlisted candidates. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications. 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 will be integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process.

CLOSING DATE : 20 November 2026. Applications received after the closing date will not be considered.

POST 40/32 : **ASSISTANT DIRECTOR: STUDENT SUPPORT SERVICES REF NO: NCRTVET/685/10/2026/SUP/RS/PL/CTO/03**

SALARY : R605 742 per annum (Level 10)

CENTRE : Northern Cape Rural TVET College, Central Office Upington

REQUIREMENTS : Appropriate recognized Bachelor's Degree / National Diploma (NQF Level 6) or equivalent qualification in Psychology or Social Work. A minimum of five years (5) working experience in the TVET sector education institution of which at least three (3) years should be at managerial level. Registration with a professional body (e.g., SACE or HPCSA) etc. Digital literate and competent in Word / Excel / PowerPoint / Outlook / Teams. A valid driver's license and willingness to travel. Competencies: In-depth understanding of the CET Act (Continuing Education and Training Act) and the National Strategy for Learner Support. Knowledge of the NSFAS eligibility criteria and administration processes. Familiarity with the TVET College sector and Department of Higher Education and Training (DHET) policies. Understanding of Student Governance (SRC) constitutions and electoral processes. Knowledge of monitoring and evaluation frameworks for student success. Strategic Leadership: Ability to manage diverse teams and implement departmental mandates. Financial Management: Skills in budgeting and expenditure control. Conflict Resolution: Proficiency in mediating student grievances and campus unrest. Communication: Strong verbal and written reporting skills for internal and external stakeholders as well as the College Council. Data Analysis: Ability to interpret student performance and wellness data to inform relevant interventions. Proven track record in managing Student Financial Aid portfolios. Experience in facilitating Student Representative Council (SRC) elections and leadership training. Management of student health and wellness programs (HIV/AIDS, counselling, and disability support). Experience in coordinating extra-curricular activities (Sports, Arts, and Culture). Experience in managing disciplinary procedures and student conduct. A Postgraduate qualification in Educational Management or Higher Education. Certification in Project Management. Specialized training in Student Counselling or Career Guidance. Experience working with the COLTECH system.

DUTIES : Oversee administration of the Student Support Services Section. Manage student counselling across the college. Provide student with career guidance, counselling and academic support. Oversee and maintain the sport, recreation, arts and culture activities for students. Facilitate student governance and student leadership development. Manage mainstreaming of gender and disability within students. Management of all Human, Financial and other resources of the Section.

ENQUIRIES : PJ Reyneke at 087 188 2060

APPLICATIONS : Apply online at https://ncrz83.ngnscan.co.za/

NOTE : Applicants are required to submit copies of qualifications and other relevant documents on application and must submit a fully signed Z83 form and detailed Curriculum Vitae. Certified copies of qualifications and other relevant documents will be submitted by shortlisted candidates. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant’s responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualifications Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications. 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 will be integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process.

CLOSING DATE : 20 November 2026. Applications received after the closing date will not be considered.

POST 40/33 : **ASSISTANT DIRECTOR: CURRICULUM IMPLEMENTATION (OCCUPATIONAL PROGRAMMES) REF NO: EEC-OCCPP-01-01/2026**
Permanent
Branch: Technical And Vocational Education and Training

SALARY : R605 742 per annum (Level 10)

CENTRE : Ekurhuleni East TVET College

REQUIREMENTS : A Grade 12 / Matric / Level 4 Certificate. An appropriate National Diploma / bachelor's degree in engineering or equivalent qualification. An Artisan Trade qualification and experience as an artisan facilitator, assessor and moderator is a prerequisite. A qualification in Business Management including project management an added advantage. 7 years' work experience in the skills development sector, with a minimum of three years' experience at management level. Demonstration of an understanding of and experience in the implementation of all learning programmes, particularly to trades and artisan development in a SETA environment is required. Knowledge and understanding of SETAs, NSDS and legislation governing the implementation of artisan development programmes. Knowledge of the Skills Development Act, 1998. Knowledge of Skills Development Levies Act (SDLA), Knowledge of the South African Qualifications Authority (SAQA) Act, 1995. Knowledge of Occupational Health and Safety Act (OHS). Computer literacy. A valid driver's licence. An understanding of transformation issues and capacity building processes in the TVET sector. Knowledge of CET Act. Leadership and management skills, project management skills and communication inclusive of presentation skills. Human Resource Development inclusive of Supervisory Management. Policy development inclusive of relevant Legislation. Interpersonal skills. Good problem solving and analytical skills. Ability to work under pressure and meet deadlines. Ability to work independently as well as in a team. Planning, organising, leading and control skills. Research, report writing and presentation and innovation skills.

DUTIES : Planning for Students Access: Plan and manage enrolments in line with the approved APP targets. Ensure a smooth process of applications and admissions of students. Engage in quality checks for the submission of enrolment data. Ensure that the targeted number of NSFAS allocations are fully utilised. Submit enrolment data. Management Teaching and Learning: Plan and implement teaching and learning plan as per the national directives. Plan and implement students support services framework in line with the national guidelines. Ensure internal systems and controls to support students towards an improved curriculum delivery. Ensure students and lecturers attend classes as planned. Compile and submit teaching and learning data. Ensure effectiveness and efficiency of Campus Academic Committee. Ensure that staff and students are placed for Work Integrated Learning (WIL) and WBE. Engage with Campus Representative Council. Management Of Occupational-Directed Programmes: Implement artisan training as part of the PQM. Equip workshops with up-to-date, industry relevant equipment and technology. Obtain accreditation for all artisan related programmes. Register workshops as trade test centres. Management Of Centre: Manage all the operational activities at the Centre. Conduct performance management reviews, identify service gaps and implement personal and/or capacity development plans of all staff members. Manage and monitor contract for security service providers at Campus level. Effectively manage and maintain all physical resources in the Campus and implement Occupational Health and safety policies. Implement systems for proper assets & stock management in the Campus. Ensure conduct of regular stock and asset inspections and verifications. Approve all asset transfers and exchange amongst Campuses according to prescribed policy and procedures. Develop and implement Risk Management Plan to mitigate identified risks. Initiate, maintain and manage financial sustainability at the Centre. Develop a draft Centre budget in line with central office guidelines. Monitor actual financial performance of the Centre against budget. Implement and manage the approved budget and oversee the daily petty cash usage at the Centre. Endorse all Campus procurement submissions in compliance with the SCM policy. Ensure full compliance to national policies, standard operating procedures, guidelines and management plans by ensuring compliance of all assessment activities across the Centre and also delivery points within the Campus. Ensure effectiveness and efficiency of Centre Assessments Committee. Ensure implementation of ICT Policies. Audit number of Centre Infrastructure and facilities. Report on % utilization of infrastructure and facilities. Comply with DHET and College policies and procedures.

ENQUIRIES : Ms. LK Boikhutso Tel No: (011) 730 6600 / Mr. T Matsaba Tel No: (011) 730 6600

APPLICATIONS : must be submitted to recruitment@eec.edu.za OR hand delivered at Ekurhuleni East TVET College: Central Office, Sam Ngema Road, Kwa – Thema. Applications received after the closing date will not be considered. Please forward your application, quoting the reference number to: The Assistant Director: Human Resource Management & Development,

Ekurhuleni East TVET College, Sam Ngema Road, Kwa - Thema or Posted to Private Bag X52, Springs, 1560.

NOTE : Applications Must be submitted on z83 form obtainable from any public service department or on the internet at www.gov.za/documents and must be accompanied by a recently updated comprehensive cv (with three contactable references). a fully completed and signed z83 form and a detailed curriculum vitae will be considered. A user guide and 'how to' videos will assist in how to complete for the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in term s of race, gender, and disability will receive preference. 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. The appointment will be done in line with the approved Employment Equity Plan. Persons with disability are encouraged to apply. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. 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.

CLOSING DATE : 20 November 2026 at 08H00.

POST 40/34 : **CURRICULUM IMPLEMENTATION (MINISTERIAL PROGRAMMES) REF NO: EEC-CURRP-02-01/2026**
Permanent
Branch: Technical And Vocational Education and Training

SALARY : R605 742 per annum (Level 10)

CENTRE : Ekurhuleni East TVET College

REQUIREMENTS : A Grade 12 / Matric / Level 4 Certificate. A National Diploma / Degree in Education. 3-5 years in Education/Teaching and Learning environment or related field. A valid driver's licence. Computer Literacy. Extensive knowledge of Teaching and learning Plan Framework will be an added advantage. Knowledge of Public Service legislations and policies. Knowledge of PSET. Knowledge and understanding of the TVET/ CET Administration. Understanding of the Higher Education sector. An understanding of DHET's strategic vision and priorities. A thorough knowledge of all policies and legislation governing TVET Colleges in South Africa. In respect to vocational education and training thorough knowledge of the student/information management system. Planning and Organising. Problem solving. Research skills. Analytical skills. Report writing skills. Interpersonal relations. Verbal and written communication. Good Communication skills (written and verbal). Presentation Skills and Leadership skills.

DUTIES : Monitor and evaluate the teaching and learning support: To lead and manage Curriculum towards the achievement of improved student's performance: Consolidate, manage, monitor and evaluate the implementation of the DHET Teaching and Learning Plan. Ensure standardisation of curriculum services across campuses, e.g., timetables, workshops. Report on the Monitoring the availability of lecturer workloads and class timetables. Ensure consolidation and coordination of functions between all college curriculum structures, sub-structures and campuses to facilitate proper operational and management reporting. Liaise with all curriculum staff on curriculum related issues. Develop, monitor and evaluate the college intervention strategies for effective curriculum delivery. Review curriculum policies and standard operating procedures. Lead, coordinate, and facilitate the implementation of new curriculum and PQM. Ensure the provision of guidance for the improvement curriculum content and delivery based on with public and private industry stakeholders. Monitor the procurement of textbooks and teaching and

learning resources. Monitoring and evaluating of the curriculum coverage. Plan class visit as part of support for the ICASS. Build a strong network of contacts with other institutions and industries. Management of Teaching and Learning Support: To lead and manage classroom, part-time classes and Blended learning: Ensure the implementation of policy on classroom, part time, and blended learning. Reporting on classroom, part time and blended learning. Take lead on the planning of workshop, meetings, academic visits in Teaching and Learning. Ensuring that Part-time classes are treated no less favourably than full-time classes as they contribute towards the college certification and pass rate. Report on Teaching and learning infrastructure per programme at every site of learning in place and functional (e.g. internet connectivity, broadband, software, network connections, workshops, kitchens, simulation rooms, computer rooms etc.) - Observations in venues/Physical inspection of teaching and learning venues (All programmes). LMS and LSS Coordinator at the college: Plan and report on the LMS and LSS training. Ensure lecturers are registered and use the LMS and LSS across the Programmes. Report on the implementation of LMS and LSS activities by campuses to the College Academic Board Members. Accountable and responsible for LMS and LSS at the College. Manage the college operations including the administration of lecturers for imparting quality programme delivery to students. Ensure that day to day operations of all programmes at campuses are effectively and efficiently coordinated. Implement, monitor digitalisation of teaching and learning across all the Programmes. Coordinate the lecturers' Training and Development on the content: Implement the lecturers' Training Development program as stipulated on the College Training Plan. Develop the subject content training intervention plan in consultation with the Training Providers. Identify the facilitators for both internal and external content trainings. Coordinate the compilation of the training materials. Compile and submit report on the conducted subject content training across the Programmes. Improving student performance and development: Manage the achievement of the requisite pass rates through monitoring of attendance and student retention. Monitoring the adherence to curriculum policies. Ensuring the formation of subjects' committee meeting at campuses. Coordinate and chair the College Curriculum meetings. Monitor and report on the provision of classroom teaching and support. Ensuring that programmes providing skills for the digital economy are offered in the college. Ensuring that the college participation in activities related to promoting skills for the 4IR. Comply with Department of Higher Education & Training (DHET) and College Policies and Procedures.

ENQUIRIES : Ms. LK Boikhutso Tel No: (011) 730 6600 / Mr. T Matsaba Tel No: (011) 730 6600

APPLICATIONS : must be submitted to recruitment@eec.edu.za OR hand delivered at Ekurhuleni East TVET College: Central Office, Sam Ngema Road, Kwa – Thema. Applications received after the closing date will not be considered. Please forward your application, quoting the reference number to: The Assistant Director: Human Resource Management & Development. Ekurhuleni East TVET College, Sam Ngema Road, Kwa - Thema or Posted to Private Bag X52, Springs, 1560.

NOTE : Applications must be submitted on Z83 Form obtainable from any Public Service Department or on the internet at www.gov.za/Documents and must be accompanied by a recently updated comprehensive CV (with three contactable references). A Fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A user guide and 'how to' videos will assist in how to complete for the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in term s of race, gender, and disability will receive preference. 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. The appointment will be done in line with the

approved Employment Equity Plan. Persons with disability are encouraged to apply. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. 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.

CLOSING DATE : 20 November 2026 at 08H00.

POST 40/35 : **ASSISTANT DIRECTOR: PARTNERSHIP AND LINKAGES REF NO: EEC-PARP-03-01/2026**
Permanent
Branch: Technical And Vocational Education and Training

SALARY : R605 742 per annum (Level 10)
CENTRE : Ekurhuleni East TVET College
REQUIREMENTS : A Grade 12 / Matric / Level 4 Certificate, 3-year Diploma / Degree in Project Management or Marketing. 3-5 Years' experience working in Project Management or Business development environment. Valid driver's licence. Computer Literacy. Knowledge of Public Service Act, PFMA, Building partnerships. Innovation. Marketing and entrepreneur insight. Financial Management. Mobilising resources. Interpretation of statutes, Treasury regulations and other frameworks. Business planning. Visibility analysis. Knowledge and understanding of administration reporting process and procedures. Negotiation skills. Communication. Presentation skill. Academic Process and moderation procedures. Administrative skill. Planning and organising skills. Financial management. Skills. Report writing skills. Communication and interpersonal skill. Problem solving skill. Analytical skill. Client oriented skill. Project management skill. Team leadership skill. Planning and organizing skill.

DUTIES : Form and manage partnership with industry and relevant stakeholders. Build a database of local business and other linkages. Participate in business forums and identify project opportunities. Develop project proposals and plans for joint initiatives. Facilitate handover with the College managers. Business opportunities scanning. Identify opportunities for College income generation. Establish work environment simulation potential. Provide market needs business case rationale for all opportunities. Identify appropriate partner or service provider. Coordinate the submission of tenders and funding proposals. Provide information and reports on programmes, funding and partnership to DHET and other stakeholders. Local and Provincial government relations. Develop and update schedule of local government projects and opportunities. Identify College synergies potential contribution to provincial departments. Build relationships with relevant officials, establish a database of key contacts and participate in meetings as appropriate. Develop proposals for partnering on specific practical opportunities aligned with College core business. Research Management. Conduct visibility studies for all new and proposed projects. Develop the project and budget. Partner with relevant research organisations. Negotiate and sign service level agreements and or contracts with clients. Provide training and support to LPU and campus staff members on SETA and contractual compliance matters. Coordinate accreditation and application for new programme approvals. Handover the project to the relevant campus or occupational manger. Oversee and maintain student work placement and Work Integrated Learning (WIL). Ensure that the TVET college student placement and WIL policy is in place and adhered to. Analyse the job market, identify scarce skills and match available opportunities with college programme mix. Ensure that an effective system is in place to assist learners to find job placement. Identify potential partners and networks to benefit and support existing graduates. Negotiate the employment opportunities with the employers and promote ex-graduate for vacancies. Ensure that they attend the strategic meeting with SETA to negotiate graduate's placement and facilitate the signatory of Memorandum of Understandings (MoU's). Comply with Department of Higher Education & Training (DHET) and College Policies and Procedures.

ENQUIRIES : Ms. LK Boikhutso Tel No: (011) 730 6600 / Mr. T Matsaba Tel No: (011) 730 6600

APPLICATIONS : must be submitted to recruitment@eec.edu.za OR hand delivered at Ekurhuleni East TVET College: Central Office, Sam Ngema Road, Kwa – Thema. Applications received after the closing date will not be considered.

Please forward your application, quoting the reference number to: The Assistant Director: Human Resource Management & Development. Ekurhuleni East TVET College, Sam Ngema Road, Kwa - Thema or Posted to Private Bag X52, Springs, 1560.

NOTE : Applications must be submitted on Z83 Form obtainable from any Public Service Department or on the internet at www.gov.za/documents and must be accompanied by a recently updated comprehensive CV (with three contactable references). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A user guide and 'how to' videos will assist in how to complete for the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. 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. The appointment will be done in line with the approved Employment Equity Plan. Persons with disability are encouraged to apply. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. 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.

CLOSING DATE : 20 November 2026 at 08H00

POST 40/36 : **ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: EEC-LABP-04-01/2026**
Permanent
Branch: Technical And Vocational Education and Training

SALARY : R487 197 per annum (Level 09)
CENTRE : Ekurhuleni East TVET College
REQUIREMENTS : A Grade 12 / Matric / Level 4 Certificate. An appropriate National Diploma / Degree in Human Resource Management. 3 – 5 years' experience in Labour practice environment. 2 years Supervisory experience. Computer literacy. A valid driver's licence. Knowledge of Labour Relation Act. Employment Equity Act. Public Service Regulations. Public Service Act. Skills Development. Basic Conditions of Employment. Collective Agreements (Resolutions) at GPSSBC, ELRC and the PSCBC including any other related legislation. Good Written and verbal communication skills. Good problem-solving skills, research skills, Planning & Organising, analytical skills, report writing skills, Leadership skills, Presentation and Facilitation skills.

DUTIES : Facilitate the implementation of labour relations related to the conditions of services. Ensure that all employment related legislation; policies and collective agreements are implemented and adhered to by both management and staff. Investigate discipline, grievance and dispute cases. Compile discipline, disputes and grievance reports. Participate in disciplinary hearing sittings and provide case management services. Represent the College in all disputes referred to the CCMA/Bargaining Council. Facilitate the implementation of Code of Conduct in the College. Provide statistical information relating to the Code of Conduct and update database. Provide advice workshops to management and staff on labour relations issues. Counsel and/or directs supervisory and management responses on potential problems/issues to reflect fair and reasonable resolutions before such issues become grievances and /or disputes. Administer the management of strikes and any other form of industrial action. Take minutes during meetings with employer and employee/employee representatives. Comply with Department of Higher Education & Training (DHET) and College Policies and Procedures.

ENQUIRIES	:	Ms. LK Boikhutso Tel No: (011) 730 6600 / Mr. T Matsaba Tel No: (011) 730 6600
APPLICATIONS	:	must be submitted to recruitment@eec.edu.za OR hand delivered at Ekurhuleni East TVET College: Central Office, Sam Ngema Road, Kwa – Thema. Applications received after the closing date will not be considered. Please forward your application, quoting the reference number to: The Assistant Director: Human Resource Management & Development. Ekurhuleni East TVET College, Sam Ngema Road, Kwa - Thema or Posted to Private Bag X52, Springs, 1560.
NOTE	:	Applications must be submitted on Z83 Form obtainable from any Public Service Department or on the internet at www.gov.za/documents and must be accompanied by a recently updated comprehensive CV (With Three Contactable References). A Fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A user guide and 'how to' videos will assist in how to complete for the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Candidates whose appointments promote representativity in term s of race, gender, and disability will receive preference. 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. The appointment will be done in line with the approved Employment Equity Plan. Persons with disability are encouraged to apply. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. 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.
CLOSING DATE	:	20 November 2026 at 08H00.
POST 40/37	:	**ASSISTANT DIRECTOR: OFFICE OF THE PRINCIPAL REF NO: EEC-OTTP-05-01/2026** Permanent Branch: Technical And Vocational Education and Training
SALARY	:	R487 197 per annum (Level 09)
CENTRE	:	Ekurhuleni East TVET College
REQUIREMENTS	:	A Grade 12 / Matric / Level 4 Certificate. An appropriate National Diploma / Degree in Public Management/ Business Management / Office Management and Technology or related qualification. 3-5 years relevant experience in strategic planning and administration environment. At least 2 years' supervisory experience. A valid driver's license. Knowledge of Public Service legislations and policies. Knowledge of PSET. Knowledge and understanding of the TVET/ CET Administration. Understanding of the Higher Education sector. Understanding of corporate governance. Understanding Cost centre budgetary, expenditure and cash flow management. Employment Equity Act, Public Service Regulations and Public Service Act, Labour Relations Act and any other related legislation. Planning and organizing skills. Financial management skill. Report writing skill. Communication and interpersonal skills. Problem solving skill. Computer literacy skill. Analytical skill. Client oriented skill. Project management skill. Team leadership skill. Planning and organizing skills. And People management skill. Client service focus. Integrity. Committed. Proactive. Integrity.
DUTIES	:	Render administrative/executive support services in the office of the Principal: Ensure effective and efficient management of the college including the management of the workflow in the office of the Principal. Conduct research and provide expert administrative advice to the Principal and other officials in the college. Quality check letters, memoranda and submissions. Oversee and monitor the budget in the office of the Principal. Co-ordinate of college inputs

for annual, quarterly, monthly reports, and cash flow statements. Establish and implement effective records and document management systems in the office of the Principal. Follow up and collate progress reports on the implementation of the resolutions. Coordinate reports/presentations to all forums attended by the Office of the college. Provide secretariat support to College Council, Council Committees, Academic Board, Senior Management and other external stakeholders: Maintain the calendar plan for scheduling and fixing meetings and communicate with all members of the above structures. Co-ordinate and arrange all meetings, proceedings and activities of the above structures. Provide technical support during meetings, proceedings and activities of the above structures. Compile agenda, minutes, reports and other records of the above structures. Distribution of relevant documents for meetings of above structures. Keeping a register of resolutions and supporting all relevant Council Members/Managers/Officials through continuous correspondence to remind them of what needs to be done. Ensure that approved minutes are signed off and safely kept. Prepare all presentation, speeches, reports of the Principal and Council Committees related to meetings of above structures. Provide strategic management, monitoring and evaluation services: Facilitate and co-ordinate operational and strategic planning process. Coordinate and compile strategic and operational plans. Set research agenda. Facilitate the development and implementation of service delivery improvement plans and initiatives. Facilitate, coordinate and support the implementation of priority programmes/projects. Coordinate and compile institutional performance and strategic reports. Conduct an assessment on college effectiveness and efficiency in supporting the attainment of service delivery objectives. Facilitate the implementation of productivity measurement framework (measure of how efficiently and effectively inputs labour, financial resource and infrastructure) are translated into outputs (good and services). Comply with Department of Higher Education & Training (DHET) and College Policies and Procedures

ENQUIRIES : Ms. LK Boikhutso Tel No: (011) 730 6600 / Mr. T Matsaba Tel No: (011) 730 6600

APPLICATIONS : must be submitted to recruitment@eec.edu.za OR hand delivered at Ekurhuleni East TVET College: Central Office, Sam Ngema Road, Kwa – Thema. Applications received after the closing date will not be considered. Please forward your application, quoting the reference number to: The Assistant Director: Human Resource Management & Development. Ekurhuleni East TVET College, Sam Ngema Road, Kwa - Thema or Posted to Private Bag X52, Springs, 1560.

NOTE : Applications must be submitted on Z83 form obtainable from any Public Service Department or on the internet at www.gov.za/documents and must be accompanied by a recently updated comprehensive cv (with three contactable references). a fully completed and signed z83 form and a detailed curriculum vitae will be considered. a user guide and 'how to' videos will assist in how to complete for the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in term s of race, gender, and disability will receive preference. 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. The appointment will be done in line with the approved Employment Equity Plan. Persons with disability are encouraged to apply. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. 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.

CLOSING DATE : 20 November 2026 at 08H00.

POST 40/38	:	**ASSISTANT DIRECTOR: FINANCIAL REPORTING REF NO: EEC-FINP-07-01/2026** Permanent Branch: Technical And Vocational Education and Training
SALARY	:	R487 197 per annum (Level 09)
CENTRE	:	Ekurhuleni East TVET College
REQUIREMENTS	:	A Grade 12 / Matric / Level 4 Certificate. An appropriate National Diploma / Degree in Financial Management/Accounting. 3-5 years' experience in relevant field. At least 2 years management experience. Computer literacy. A valid driver's licence. Knowledge of the Public Finance and Management Act (PFMA). Treasury regulations. Policy analysis/development. Knowledge of GRAP and IAS-IFRS and including any other related legislation. Good Written and verbal communication skills. Good problem-solving skills, research skills, Planning & Organising, Research skills, Analytical skills, Report writing skills, Leadership skills, Presentation and Facilitation skills.
DUTIES	:	Prepare and manage the College budget. Monitor the budget on monthly basis. Compile a consolidated budget report for approval by the Deputy Principal (CFO). Assist in the preparation of financial statements for the College. Implement policies and procedures as well as internal control. Generate income statement, balance sheet and cash flow as per regulatory standards. Monitor payments made to SARS. Improve the working capital by managing the cash, debtors and creditors. Ensure all balance sheet control accounts are reconciled monthly. Manage turn-around times for payments and receipts. Prepare and submit working capital performance measurement reports. Review the payroll related payments. Ensure that all EMP201 (SARS related payments) are reconciled monthly. Prepare reports by compiling summaries of earning, taxes, deductions, leave, disability and non-taxable wages. Prepare a year-end audit for the College. Complete and distribute audit management plan to all relevant staff. Ensure that all reconciliation files are signed and updated. Minimize the previous year's audit findings. Ensure trial balance. Comply with Department of Higher Education & Training (DHET) and College Policies and Procedures.
ENQUIRIES	:	Ms. LK Boikhutso Tel No: (011) 730 6600 / Mr. T Matsaba Tel No: (011) 730 6600
APPLICATIONS	:	must be submitted to recruitment@eec.edu.za OR hand delivered at Ekurhuleni East TVET College: Central Office, Sam Ngema Road, Kwa – Thema. Applications received after the closing date will not be considered. Please forward your application, quoting the reference number to: The Assistant Director: Human Resource Management & Development. Ekurhuleni East TVET College, Sam Ngema Road, Kwa - Thema or Posted to Private Bag X52, Springs, 1560
NOTE	:	Applications must be submitted on Z83 Form Obtainable from any Public Service Department or on the internet at www.gov.za/documents and must be accompanied by a recently updated comprehensive CV (with three contactable references). A Fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A user guide and 'how to' videos will assist in how to complete for the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in term s of race, gender, and disability will receive preference. 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. The appointment will be done in line with the approved Employment Equity Plan. Persons with disability are encouraged to apply. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. 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.

CLOSING DATE : 20 November 2026 at 08H00.

POST 40/39 : **ASSISTANT DIRECTOR: ESTATE AND FACILITIES MANAGEMENT REF NO: EEC-EFMP-08-01/2026**
Permanent
Branch: Technical And Vocational Education and Training

SALARY : R487 197 per annum (Level 09)
CENTRE : Ekurhuleni East TVET College
REQUIREMENTS : A Grade 12 / Matric / Level 4 Certificate. An appropriate National Diploma / Degree in Building Management/Quantity Surveying, Civil. Property Management/Facilities Management or equivalent qualification. Minimum of 5 years' experience in managing construction projects. At least two years' supervisory experience. A post graduate qualification. Registration with the South African Council for the project and construction management professions (SACPCMP) Valid driver's license. Good written and verbal communication skills, Computer literacy, Good interpersonal relations, problem solving, policy development and analysis, research, analytical, report writing, teamwork, leadership and interpersonal skills. Planning, organising, supervisory, self-disciplined, client orientation and good customer skills. Network with all levels of management and external clients, work under pressure and take initiative. Knowledge of Public Service Act and Regulations, FECT Act, Labour Relations Act, Occupational Health and Safety Act, Public Finance Management Act (PFMA), Government immovable Asset Management Act (GIAMA) Good Financial and Budgeting Skills, Project Management and Leadership skills, Fire Control System and Facilities Management System.

DUTIES : Develop, review, implement and maintain facilities management system. Supervise different tasks in completing construction or repairs and maintenance project. Facilitate and ensure awareness workshops of policies and procedure manuals relating to facilities management. Make the arrangements for the projects documentation on the recommendation and specification of the department and ensure that specifications are set or meet higher standards. Update information the project management tools. Make arrangements on the project completion based on the specifications of the project owner. Plan, commence execute, supervise and roundup assigned projects. Ensure quality control of workmanship and material by means of inspections and corrective actions. Ensure that service contracts are in place. Ensure that the services provided are value for money. Report on all issues relating to Estate and Facilities. Ensure supervision, performance management, training and development of staff. Ensure the payment of all technical office support services accounts. Comply with Department of Higher Education & Training (DHET) and College Policies and Procedures.

ENQUIRIES : Ms. LK Boikhutso Tel No: (011) 730 6600 / Mr. T Matsaba Tel No: (011) 730 6600

APPLICATIONS : must be submitted to recruitment@eec.edu.za OR hand delivered at Ekurhuleni East TVET College: Central Office, Sam Ngema Road, Kwa – Thema. Applications received after the closing date will not be considered. Please forward your application, quoting the reference number to: The Assistant Director: Human Resource Management & Development. Ekurhuleni East TVET College, Sam Ngema Road, Kwa - Thema or Posted to Private Bag X52, Springs, 1560

NOTE : Applications must be submitted on z83 form obtainable from any public service department or on the internet at www.gov.za/documents and must be accompanied by a recently updated comprehensive CV (with three contactable references). A Fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A user guide and 'how to' videos will assist in how to complete for the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in term s of race, gender, and disability will receive preference. 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. The appointment will be done in line with the approved Employment Equity Plan. Persons with disability are encouraged to apply. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. 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.

CLOSING DATE : 20 November 2026 at 08H00

POST 40/40 : **ASSISTANT DIRECTOR: ESTATE AND FACILITIES MANAGEMENT REF NO: EEC-EFMP-08-01/2026**
Permanent
Branch: Technical And Vocational Education and Training

SALARY : R487 197 per annum (Level 09)
CENTRE : Ekurhuleni East TVET College
REQUIREMENTS : An appropriate Grade 12 / Matric / Level 4 Certificate. An appropriate National Diploma / Degree in Risk Management / Internal Audit. 3-5 years’ experience in Risk Management or Internal Audit or related field. Computer literacy. A valid driver’s licence. Knowledge of the relevant prescripts, legislation and regulations. Knowledge and understanding of the Risk Management or Internal Audit environment. Planning and organizing. Financial management. Report writing. Communication and interpersonal. Problem solving. Analytical. Client oriented. Project management. Team leadership. Planning and organizing. People management.

DUTIES : Develop, review and monitor the implementation of risk, fraud, ethics and integrity management policy: Develop and review risk, fraud, ethics and integrity management policies. Monitor the implementation of risk, fraud, ethics and integrity management policies. Provide training, workshops and awareness on Provide training, workshops and awareness on fraud and risk to management and employees. Provide Risk Management services: Facilitate the strategic risk assessment. Facilitate the operational risk assessment. Facilitate the process level risk assessment. Compile risk registers for strategic, operational and process level. The provision of Risk identification and mitigation. Provide Risk Management Report to College management and Risk Management Committee on quarterly basis. Follow up on the implementation of the mitigating action plans that were put in place to reduce the risk to an acceptable level. Ensure dissemination of the risk management strategy and the associated plan to employees. Ensure regular communication on outstanding items on the risk register. Manage fraud and anticorruption services: Develop and maintain internal anti-corruption system. Fraud/ Corruption risk assessments. Promotes ethics and integrity management: Ensure implementation of ethics and integrity Management. Coordinate ethics workshops. Coordinate ethics & integrity awareness campaign. Coordinate quarterly meetings for ethics and Integrity committee. Processing of applications to engage in remunerative work outside the Department (RWOPS). Implementation of the disclosure of financial interest on the disclosure. Ensure no employees conduct business with the organ of state. Conduct investigations on allegations of corruption. Provide reports in relation to trainings, workshops and awareness campaigns. Management of all Human, Financial and other resources of the unit. comply with Department of Higher Education & Training (DHET) College Policies and Procedures.

ENQUIRIES : Ms. LK Boikhutso Tel No: (011) 730 6600 / Mr. T Matsaba Tel No: (011) 730 6600

APPLICATIONS : must be submitted to recruitment@eec.edu.za OR hand delivered at Ekurhuleni East TVET College: Central Office, Sam Ngema Road, Kwa – Thema. Applications received after the closing date will not be considered. Please forward your application, quoting the reference number to: The Assistant Director: Human Resource Management & Development. Ekurhuleni East TVET College, Sam Ngema Road, Kwa - Thema or Posted to Private Bag X52, Springs, 1560

NOTE : Applications must be submitted on Z83 Form Obtainable from Any Public Service Department or on the internet at www.gov.za/documents and must be accompanied by a recently updated comprehensive CV (with three contactable references). A Fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A user guide and 'how to' videos will assist in how to complete for the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in term s of race, gender, and disability will receive preference. 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. The appointment will be done in line with the approved Employment Equity Plan. Persons with disability are encouraged to apply. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. 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.

CLOSING DATE : 20 November 2026 at 08H00.

POST 40/41 : **ASSISTANT DIRECTOR: RISK, FRAUD, ETHICS AND INTEGRITY MANAGEMENT REF NO: EEC-RIFP-09-01/2026**
Permanent
Branch: Technical And Vocational Education and Training

SALARY : R487 197 per annum (Level 09)
CENTRE : Ekurhuleni East TVET College
REQUIREMENTS : An appropriate Grade 12 / Matric / Level 4 Certificate. An appropriate National Diploma / Degree in Risk Management / Internal Audit. 3-5 years' experience in Risk Management or Internal Audit or related field. Computer literacy. A valid driver's licence. Knowledge of the relevant prescripts, legislation and regulations. Knowledge and understanding of the Risk Management or Internal Audit environment. Planning and organizing. Financial management. Report writing. Communication and interpersonal. Problem solving. Analytical. Client oriented. Project management. Team leadership. Planning and organizing. People management.

DUTIES : Develop, review and monitor the implementation of risk, fraud, ethics and integrity management policy: Develop and review risk, fraud, ethics and integrity management policies. Monitor the implementation of risk, fraud, ethics and integrity management policies. Provide training, workshops and awareness on Provide training, workshops and awareness on fraud and risk to management and employees. Provide Risk Management services: Facilitate the strategic risk assessment. Facilitate the operational risk assessment. Facilitate the process level risk assessment. Compile risk registers for strategic, operational and process level. The provision of Risk identification and mitigation. Provide Risk Management Report to College management and Risk Management Committee on quarterly basis. Follow up on the implementation of the mitigating action plans that were put in place to reduce the risk to an acceptable level. Ensure dissemination of the risk management strategy and the associated plan to employees. Ensure regular communication on outstanding items on the risk register. Manage fraud and anticorruption services: Develop and maintain internal anti-corruption system. Fraud/ Corruption risk assessments. Promotes ethics and integrity management: Ensure implementation of ethics and integrity Management. Coordinate ethics workshops. Coordinate ethics & integrity awareness campaign. Coordinate quarterly meetings for ethics and Integrity committee. Processing of applications to engage in remunerative work outside the Department (RWOPS). Implementation of the disclosure of financial interest

on the disclosure. Ensure no employees conduct business with the organ of state. Conduct investigations on allegations of corruption. Provide reports in relation to trainings, workshops and awareness campaigns. Management of all Human, Financial and other resources of the unit. comply with Department of Higher Education & Training (DHET) College Policies and Procedures.

ENQUIRIES : Ms. LK Boikhutso Tel No: (011) 730 6600 / Mr. T Matsaba Tel No: (011) 730 6600

APPLICATIONS : must be submitted to recruitment@eec.edu.za OR hand delivered at Ekurhuleni East TVET College: Central Office, Sam Ngema Road, Kwa – Thema. Applications received after the closing date will not be considered. Please forward your application, quoting the reference number to: The Assistant Director: Human Resource Management & Development. Ekurhuleni East TVET College, Sam Ngema Road, Kwa - Thema or Posted to Private Bag X52, Springs, 1560.

NOTE : Applications must be submitted on z83 form obtainable from any Public Service Department or on the internet at www.gov.za/documents and must be accompanied by a recently updated comprehensive CV (with three contactable references). A Fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A user guide and 'how to' videos will assist in how to complete for the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in term s of race, gender, and disability will receive preference. 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. The appointment will be done in line with the approved Employment Equity Plan. Persons with disability are encouraged to apply. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. 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.

CLOSING DATE : 20 November 2026 at 08H00.

POST 40/42 : **ASSISTANT DIRECTOR: INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) REF NO: EEC-ICTP-10-01/2026**
Permanent
Branch: Technical And Vocational Education and Training

SALARY : R487 197 per annum (Level 09)

CENTRE : Ekurhuleni East TVET College

REQUIREMENTS : An appropriate Grade 12 / Matric Certificate, an appropriate 3-year Diploma / Bachelor's degree (NQF 6) in Information Technology or related qualification, 3-5 years working experience in IT environment. A valid driver's license. Knowledge of computer hardware, software and programmes. Knowledge of policies and governance environment of TVET Colleges including knowledge of the annual reporting requirements by the Higher Education Institutions, Knowledge and understanding of Corporate ICT principles, Knowledge and understanding of the monitoring of performance management system, Knowledge and understanding of the ICT policies and relevant legislation. Administer computer hardware, software and network, Administrative, Planning and organizing, financial management, Report writing, Communication and interpersonal, Problem solving, Computer literacy, Analytical, Client oriented, Project management, Team leadership, Planning and organizing, People management. Client service focus, Integrity, Committed, Proactive, loyal.

DUTIES : Development, review and monitor the implementation of Information Communication Technology (ICT) policies; Conduct research regarding

national and provincial policy framework, legislation, collective agreements, internet, relevant readings etc. Ensure consultation process of draft policies with all relevant stakeholders, ensure that all new ICT policies are communicated to all staff. Ensure the development, establishment of appropriate E-governance and ICT policies, frameworks and standards. Implement, enforce, and ensure adherence of IT policies and procedures to all campuses. Ensure that appropriate policies and processes are put in place for risk management. Information System Management; Administer and monitor IT Security and Electronic access, establish systems to safeguard hardware and data, Perform system backups. Network Management and Maintenance; Research and develop specifications for LAN and WAN technologies according to the college's requirements, Procure LAN and WAN technologies, Distribute LAN and WAN access to students and staff according to college policy and needs, Set-up, manage and maintain WAN, LAN, E-mail and internet connections to all the colleges. Troubleshooting, resolving and documenting all ICT related issues. ICT software and hardware Maintenance; Research and develop plans for software and hardware products required for technologies and systems which will enable the college's core business, support functions and programs, Advice on Procurement of college software and hardware according to the college's needs, Distribute software and hardware for use by students and staff according to the college's policy and needs, Maintain and monitor the software and hardware system, reports on redundant hardware and software and advises on updating. Keep up to date with the latest developments of hardware and software in education. Manage all licensing of software that the college is using and ensure that they are valid and appropriate. Provision of intranet and network services; Assist with the procurement of intranet and internet products and services according to the college's needs. Ensure access of intranet and internet in the colleges. Ensure that the college website is continuously updated with current information. Management of all Human, Financial and other resources of the unit. Comply with Department of Higher Education & Training (DHET) and College Policies and Procedures.

ENQUIRIES : Ms. LK Boikhutso Tel No: (011) 730 6600 / Mr. T Matsaba Tel No: (011) 730 6600

APPLICATIONS : must be submitted to recruitment@eec.edu.za OR hand delivered at Ekurhuleni East TVET College: Central Office, Sam Ngema Road, Kwa – Thema. Applications received after the closing date will not be considered. Please forward your application, quoting the reference number to: The Assistant Director: Human Resource Management & Development. Ekurhuleni East TVET College, Sam Ngema Road, Kwa - Thema or Posted to Private Bag X52, Springs, 1560

NOTE : Applications must be submitted on Z83 Form Obtainable from any Public Service department or on the internet at www.gov.za/documents and must be accompanied by a recently updated comprehensive cv (with three contactable references). a Fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A user guide and 'how to' videos will assist in how to complete for the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in term s of race, gender, and disability will receive preference. 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. The appointment will be done in line with the approved Employment Equity Plan. Persons with disability are encouraged to apply. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. 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.

CLOSING DATE : 20 November 2026 at 08H00.

POST 40/43 : **ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING REF NO: EEC-ASMA-01-01/2026**
Permanent
Branch: Technical And Vocational Education and Training

SALARY : R487 197 per annum (Level 09)
CENTRE : Ekurhuleni East TVET College
REQUIREMENTS : An appropriate National Diploma / Degree in Financial Management / Accounting. 3-5 years' experience in finance. Three years SAICA articles will be added advantage. At least 2 years supervisory experience. Computer literacy. A valid driver's licence. Knowledge of the Public Finance and Management Act (PFMA). Treasury regulations. Policy analysis/development. Knowledge of GRAP and IAS-IFRS and including any other related legislation. Understanding of audit and risk management. Good Written and verbal communication skills. Good problem-solving skills, research skills, Planning & Organising, Analytical skills, Report writing skills, Leadership skills, Presentation and Facilitation skills.

DUTIES : Assist Management with the identification and management of risks within the finance department. Management of both internal and external audit findings. Participate in the development of the annual audit plan. Develop and monitor the Implementation of all audit recommendations by staff. Responsible for the budget implementation across all campuses. Ensure all relevant reconciliations are performed and comply with the reporting guidelines. Responsible for the inventory and asset management within the College. Strictly monitor the funds received from NSFAS, SETAs, NSF and other sponsors for students. Manage ad hoc projects as required by Management. Collect data, analyse and interpret financial information for decision making. Responsible for the preparation of annual financial statements in line with GRAP and requirements of CET Act. Supervision of staff. Comply with Department of Higher Education & Training (DHET) and College Policies and Procedures.

ENQUIRIES : Ms. LK Boikhutso Tel No: (011) 730 6600 / Mr. T Matsaba Tel No: (011) 730 6600

APPLICATIONS : must be submitted to recruitment@eec.edu.za OR hand delivered at Ekurhuleni East TVET College: Central Office, Sam Ngema Road, Kwa – Thema. Applications received after the closing date will not be considered. Please forward your application, quoting the reference number to: The Assistant Director: Human Resource Management & Development. Ekurhuleni East TVET College, Sam Ngema Road, Kwa - Thema or Posted to Private Bag X52, Springs, 1560

NOTE : Applications must be submitted on Z83 Form Obtainable from any Public Service department or on the internet at www.gov.za/documents and must be accompanied by a recently updated comprehensive cv (with three contactable references). a Fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A user guide and 'how to' videos will assist in how to complete for the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in term s of race, gender, and disability will receive preference. 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. The appointment will be done in line with the approved Employment Equity Plan. Persons with disability are encouraged to apply. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. 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.

CLOSING DATE : 20 November 2026 at 08H00.

POST 40/44 : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGER REF NO: NCRTVET/ 687/10/2026/SUP/FS/SCAM/CTO/02**

SALARY : R487 197 per annum (Level 09)
CENTRE : Northern Cape Rural TVET College, Central Office Upington
REQUIREMENTS : Appropriate recognised Bachelor's degree/National Diploma (NQF Level 6) or equivalent qualification in Supply Chain Management or related field. A minimum of five years (5) working experience in a Supply Chain Management environment. At least 3 years relevant Supervisory experience. Digital literate and competent in Word / Excel / PowerPoint / Outlook / Teams. A valid driver's license and willingness to travel. Competencies: Legislative Frameworks: Public Finance Management Act (PFMA), Treasury Regulations, and the PPPFA. Sourcing Strategies: Demand management, acquisition management, and contract management. Public Sector Procurement: Working knowledge of the Central Supplier Database (CSD) and e-Tender portals. Asset Management: Knowledge of GRAP standards regarding asset registers and disposal. Analytical Thinking: Ability to interpret complex financial data and procurement trends. Negotiation: Proven ability to manage Service Level Agreements (SLAs) and vendor relations. Communication: High-level verbal and written reporting skills for council and internal Section and Unit presentations. Computer Literacy: Proficiency in MS Office (Advanced Excel) and relevant ERP systems (e.g., COLTECH). Leadership: Strong team management and conflict resolution capabilities. Extensive experience in bid committee administration (specification, evaluation, and adjudication). Proven track record in inventory control management. Experience in internal audit coordination, specifically addressing SCM findings. Experience in the development and implementation of SCM policies and standard operating procedures (SOPs). A Postgraduate qualification (Honours or BCom Hons) in Supply Chain or Finance. Completion of the National Treasury Public SCM Municipal Minimum Competency levels. Experience specifically within the TVET or Higher Education sector. In-depth knowledge of the CET Act (Continuing Education and Training Act). Registration with a relevant professional body (e.g., CIPS).

DUTIES : Demand and Acquisition Management: The manager must ensure that the procurement of all goods and services aligns with the College's Annual Procurement Plan. Key Tasks: Overseeing the specifications process, managing the quotation system for lower-threshold purchases, and ensuring all acquisitions are competitive and cost-effective. Performance Indicator: 100% execution of the approved procurement plan within budget. Logistics and Inventory Management: This area focuses on the physical movement and storage of goods across various campuses. Key Tasks: Managing the central stores, overseeing the distribution of textbooks and consumables to satellite campuses, and maintaining optimal stock levels to prevent over-purchasing or stock-outs. Performance Indicator: Accuracy of inventory records and reduction in stock loss/wastage. Bid Committee Secretariat and Administration: The SCM Manager acts as the custodian of the formal bidding process. Key Tasks: Facilitating the Bid Specification, Evaluation, and Adjudication Committees. Ensuring that all bids are advertised, opened, and awarded in strict accordance with the PPPFA (Preferential Procurement Policy Framework Act). Performance Indicator: Zero successful appeals or legal challenges against awarded tenders due to procedural non-compliance. Contract and Supplier Performance Management: Once a service provider is appointed, the SCM Manager must ensure value for money is realised. Key Tasks: Monitoring the performance of service providers against Service Level Agreements (SLAs), managing contract renewals/terminations, and maintaining an updated and compliant database on the Central Supplier Database (CSD). Performance Indicator: Timely delivery of services and documented quarterly supplier performance reviews. Asset and Disposal Management: Responsible for the lifecycle of the College's movable assets, from acquisition to retirement. Key Tasks: Maintaining a GRAP-compliant asset register, ensuring all assets are barcoded and tracked across campuses, and managing the disposal of redundant or obsolete assets

through auctions or transfers. Performance Indicator: Successful reconciliation between the asset register and the general ledger during annual audits. Compliance, Risk Management, and Audit Support: Ensuring the SCM unit always remains “audit-ready”. Key Tasks: Developing and implementing internal SCM controls to prevent irregular, fruitless, and wasteful expenditure. Preparing all necessary documentation and "audit trails" for the Auditor-General (AG) or internal auditors. Performance Indicator: Achievement of a "clean audit" outcome for the Supply Chain Management unit.

ENQUIRIES : PJ Reyneke at 087 188 2060

APPLICATIONS : Apply online at https://ncrz83.ngnscan.co.za/

NOTE : Applicants are required to submit copies of qualifications and other relevant documents on application and must submit a fully signed Z83 form and detailed Curriculum Vitae. Certified copies of qualifications and other relevant documents will be submitted by shortlisted candidates. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant’s responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualifications Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications. 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 will be integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process.

CLOSING DATE : 20 November 2026. Applications received after the closing date will not be considered.

POST 40/45 : **ASSISTANT DIRECTOR: INTERNAL AUDIT AND QUALITY MANAGEMENT REF NO: CORP/ASD/INT-AUD/05**
Permanent (PERSAL Appointment)

SALARY : R487 197 per annum (Level 09), plus benefits

CENTRE : Randfontein Campus

REQUIREMENTS : Matric/Grade12 Certificate plus a recognised 3-year National Diploma or Degree in Internal Audit or a relevant qualification. Must have a minimum of 3-5 years relevant experience in the Internal Audit environment of which 2-3 years should be on supervisory level. Must be computer literate. Must have a valid driver’s license. Must have experience in the development of policies and implementation strategies. Competencies, knowledge, And Skills: Knowledge of the relevant prescripts, legislation and regulations governing the TVET and Public Service sector. Knowledge and understanding of the Internal Audit environment. Must have good verbal and written communication, inter-personal, people management, planning and organising, presentation, report writing, problem solving, analytical, client oriented, project management and financial management skills.

DUTIES : Preparation and execution of the internal audit plan: Conduct pre-engagement meetings with college management prior to commencement of the audits. Obtain College management’s approval of the audit scope prior to commencements of the internal audits. Planning and drafting of detailed audit procedures for audits per the approved annual audit plan. Executing and performing of audit testing per the annual audit plan. Establish a quality audit risk management function and monitor assessments to ensure compliance with formal systems. Conduct schedules and reactive audits and inspections and produce reports on all audits, inspections and incidents. Provision of secretarial support services to the audit committee: Conduct research on best practices and application of standards. Distribution and collection of audits client’s surveys for services rendered. Ensure that legislation and acts are implemented correctly in the college. Ensure that all audit findings are supported by the required audit evidence. Ensure that processes needed for quality management systems are established, implemented and maintained: Develop quality management system policies and procedures for the college. Report to college management on the performance of the QMS and the need

for improvement. Ensure the promotion of awareness of customer requirements throughout the college. Provide information and reports to the executive and committees to make final decisions. Liaise with external assessment body on all matters related to the external accreditation process. Ensure that all suppliers used by the college are selected, reevaluated and that records of this assessment are maintained. Oversee the development, implementation and monitoring of policies: Establish office procedures and operating systems. Provide police support, development process and maintain repository. Conduct institutional performance assessment and evaluation of the implementation of policies, programs and systems. Ensure that all role players and managers are aware and understand regulatory compliance requirements.

ENQUIRIES : Ms M Hlatshwayo/Mr P Motai Tel No: (011) 692 4004 Ext. 1010/1061/1062

APPLICATIONS : Please hand deliver your application or email it to asdaudit@westcol.co.za in a pdf format and as one attachment, quoting the relevant reference number to the Principal, Western TVET College, Corporate Office, 42 Johnstone Street, Randfontein, 1760.

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

CLOSING DATE : 20 November 2026 at 12:00

POST 40/46 : **ASSISTANT DIRECTOR: FACILITIES AND RECORDS MANAGEMENT REF NO: CORP/ASD/FAC/06**
(Re-advert)
Permanent (PERSAL Appointment)

SALARY : R487 197 per annum (Level 09), plus benefits

CENTRE : Corporate Office

REQUIREMENTS : Matric/Grade12 Certificate plus a recognised 3-year National Diploma or Degree in Building Management/Safety Management/ Construction Management or a relevant qualification. Must have a minimum of 3-5 years relevant work experience in Facilities Management, SHERQ and OHS environment of which 2-3 years should be on supervisory level. Must be computer literate. Must have a valid driver's license. Competencies, Knowledge, And Skills: Knowledge of Public Service Act and Regulations, Occupational Health and Safety Act, immovable Asset Management Act, Telephone Management system, fire control system and facilities management system. Must have good verbal and written communication, inter-personal, people management, planning and organising, presentation, report writing, problem solving, analytical, client oriented, project management and financial management skills, integrity, proactive and committed.

DUTIES : Oversee maintenance of buildings and premises: Compile maintenance plan regarding machinery, tools and equipment. Monitor the implementation of the maintenance plan. Ensure provision of office accommodation and parking services. Optimize the utilization of space in building and land. Responsible for optimal space planning and full building maintenance. Facilitate and ensure awareness workshops of policies and procedure manuals relating to facilities management. Identify potential risk hazards in the building. Ensure

the provision of cleaning services. Ensure proper signage (Warning information signs) in and around the buildings of the institution to minimize safety risk. Ensure compliance to SHERQ and OHS Act: Develop and implement policies related to SHERQ and OHS. Conduct OHS awareness programmes. Assist with information regarding health and safety matters. Develop the college emergency evacuation plan. Conduct safety audits in all the premises. Identify potential health and safety hazards. Ensure that the OHS committee is established and active. Develop quality assurance and SHERQ policies. Investigate health and safety related complaints. Ensure that all workshops at the College comply to statutory requirements. Ensure formation/ appointments and training of safety representatives and first aiders at all College sites. Reporting and coordination all the IODs. Oversee fleet management: Develop and implement fleet management policies. Ensure and monitor the cleanliness and maintenance of vehicles. Ensure control, supervision and authorization of all official usage of all College vehicles. Ensure warranty management, maintenance, insurance and licensing of vehicles. Ensure the monitoring of appropriate license of drivers of vehicles. Ensure monitoring of logs books. Ensure the monitoring of compliance with the procedures to be followed in the case an accident. Ensure the monitoring of parking of the vehicles. Maintain the physical security functions including key control, personnel, document and surveillance security: Development, review and monitor the implementation of security policy. Ensure the provision of technical security services. Responsible for security and access control at facilities. Monitor and upgrade the access control system of the college. Conduct preliminary theft investigation. Develop and maintain as security training capacity for the college. Ensure proper control procedures and monitoring of the electronic security system. Ensure adherence to contractors SLA on site such as security, garden service etc. Records management.

ENQUIRIES : Ms M Hlatshwayo/Mr P Motai Tel No: (011) 692 4004 Ext. 1010/1061/1062

APPLICATIONS : Please hand deliver your application or email it to asdfacilities@westcol.co.za in a pdf format and as one attachment, quoting the relevant reference number to the Principal, Western TVET College, Corporate Office, 42 Johnstone Street, Randfontein, 1760.

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

CLOSING DATE : 20 November 2026 at 12:00

POST 40/47 : **HEAD OF ADMINISTRATION REF NO: KC/ASD/HOA/07**
(Re-advert)
Permanent (PERSAL Appointment)

SALARY : R487 197 per annum, plus benefits

CENTRE : Krugersdorp Central Campus

REQUIREMENTS : Matric/Grade12 Certificate plus a recognised 3-year National Diploma or Degree in Public Management / Administration or a relevant qualification. Must have a minimum of 3-5 years relevant work experience in Administration at an Institution of Higher Learning of which 2-3 years should be on supervisory level. Must be computer literate. Must have a valid driver's

license. competencies, knowledge, and skills: Knowledge of Public Service Act and Regulations. Knowledge of office administration. Knowledge of Public Service legislations and policies. Knowledge of PSET. Knowledge and understanding of the TVET Administration. Understanding cost centre budgetary, expenditure and cash flow management. Must have good verbal and written communication, inter-personal, people management, planning and organising, presentation, report writing, problem solving, analytical, client oriented, project management and financial management skills, integrity, proactive and committed.

DUTIES : Oversee the academic and student administration support services: Administer the provision of student support services. Administer the provision of student academic support services. Administer the provision of resource centre. Manage residence services. Administer student attendance. Administer student financial support. Support the implementation of college sport, arts and cultural programme at campus level. Oversee student registration and examination administration process: Draw up a campus enrolment plan. Coordinate the student registration process. Ensure that student portfolios of evidence and student records are safely filed. Ensure that student information is correctly captured and reconciled. Ensure data exceptions and corrections. Process the details of applications for programmes and credits. Coordinate the examination process. Coordinate certification process. Oversee and coordinate human resource administration services: Coordinate Leave forms and submit to central office. Coordinate PMDS documents and submit to central office. Coordinate all conditions of services matters and submit to central office for processing. Coordinate all training and development request submit to central office. Coordinate request to advertise forms and submit to central office. Coordinate all relevant documentation pertaining to disciplinary cases and grievances and submit to central office. Follow up and resolve all human resource administration queries and issues emanating from campus staff. Maintain human resource records administration. Monitor the attendance register for staff. Support the implementation of college staff wellness programme at campus level. Oversee and coordinate financial, asset and supply chain management services: Coordinate procurement memo and requisition forms to central office for processing. Manage receive goods and services. Verify the correctness of goods and services supplied against the appropriate documentation. Coordinate and submit invoices to central office for processing. Follow-up on campus requisitions made. Coordinate asset movement forms to central office for processing. Oversee campus infrastructure, maintenance and fleet management services: Ensure the implementation of occupational health, safety and environmental management strategies and programmes at campus level. Ensure the provision of infrastructure maintenance services. Ensure the provision of fleet management services. Ensure the provision of security services. Ensure the provision of gardening and cleaning services. Provide general administration support services and maintain a proper filing system. Coordinate and gather campus information as and when requested by corporate office and department. Prepare submissions, memo, reports, presentations, and other correspondence. Arrange meetings, conferences, workshops and other gatherings as required. Provide other secretarial support services to campus management. Maintain files for all campus staff. Filing of all relevant documentation according to QMS requirements and national achieve Act. Keep record of postage received from central office and ensure that the distribution is done accordingly and the register is kept by the relevant official.

ENQUIRIES : Ms M Hlatshwayo/Mr P Motai Tel No: (011) 692 4004 Ext. 1010/1061/1062

APPLICATIONS : Please hand deliver your application or email it to kchoa@westcol.co.za in a pdf format and as one attachment, quoting the relevant reference number to the Principal, Western TVET College, Corporate Office, 42 Johnstone Street, Randfontein, 1760.

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

CLOSING DATE : 20 November 2026 at 12:00

POST 40/48 : **ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: CORP/ASD/LR/08**
Permanent (PERSAL Appointment)

SALARY : R487 197 per annum (Level 09), plus benefits
CENTRE : Corporate Office
REQUIREMENTS : Matric / Grade12 Certificate plus a recognised 3-year National Diploma or Degree in Labour Relations, Employment Relations / Human Resource Management or a relevant qualification. Must a minimum of have 3-5 years relevant work experience in the Labour Relations or Human Resource Management of which 2-3 years should be on supervisory level. Must be computer literate. Must have a valid driver's license. Competencies, knowledge, And Skills: Knowledge of Labour Relations Act, Public Services legislations and policies related to Human Resource Management. Sound knowledge of Labour Relation statutes. Sound knowledge of International Labour Organization (ILO). Knowledge and understanding of the TVET/ CET Administration. Knowledge and understanding of the Higher Education sector. Knowledge of PERSAL. Must have good verbal and written communication, inter-personal, people management, planning and organising, presentation, report writing, problem solving, analytical, client oriented, conducting investigations and presentation skills. Advanced experience in interpretation, development and implementation of policies.

DUTIES : Maintain sound Labour Relations: Render advice on labour related matters. Develop and implement Human Resource policies and manuals. Ensure proper implementation of disciplinary procedures, grievance procedures and code of conduct. Conduct investigations and disciplinary hearings. Management of strike action. Minimize Labour disputes. Facilitate and conduct labour relations training and workshops. Ensure proper implementation of the collective bargaining council resolutions.

ENQUIRIES : Ms M Hlatshwayo / Mr P Motai Tel No: (011) 692 4004 Ext. 1010/1061/1062
APPLICATIONS : Please hand deliver your application or email it to asdlabour@westcol.co.za in a pdf format and as one attachment, quoting the relevant reference number to the Principal, Western TVET College, Corporate Office, 42 Johnstone Street, Randfontein, 1760.

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

to fill the posts. People with disability are encouraged to apply. Please ensure that the Z83 form is completed in full. Incomplete Z83 will be disqualified.

CLOSING DATE : 20 November 2026 at 12:00

POST 40/49 : **SENIOR OFFICER: STUDENT REGISTRATION REF NO: NLC/173/2026**
Nature of Appointment: Permanent: PERSAL

SALARY : R413 001 – R486 501 per annum (Level 08)
CENTRE : Northlink TVET College (Central Office)
REQUIREMENTS : National Diploma/ Degree (NQF Level 6/7) in Public Administration, Business Administration, Office Management, Administration or a relevant qualification. Minimum of 3-5 years relevant experience in student administration, admissions, registration or a related higher education environment. Supervisory experience. Computer Literacy. Valid Driver's Licence. Knowledge and understanding of the TVET College sector and post-school education environment. Knowledge of DHET policies, guidelines and Standard Operating Procedures relating to student enrolment. Knowledge of student admission, registration and records management processes. Understanding of student information management systems. Understanding of public sector policies, including DHET/ TVET regulatory and compliance requirements. Planning and organisational skills. Problem-solving and decision-making skills. Good verbal and written communication skills. Strong analytical, investigative skills. Ability to interpret legislation, policies and procedures and apply them. Professionalism, accountability and ethical conduct. Sound judgement and objectivity. Ability to maintain confidence and exercise discretion.

DUTIES : Coordinate the implementation of student application and registration activities. Monitor application and registration processes to ensure efficiency and compliance with approved procedures. Provide support during annual, semester and trimester registration cycles. Monitor registration progress and assist in achieving institutional enrolment targets. Ensure compliance with approved admission requirements and selection processes. Coordinate the capturing, verification, maintenance and updating of student information on the Student Management System. Conduct quality assurance checks on registration information and student files. Allocate and monitor daily activities of registration administrative staff. Provide guidance and support to staff regarding registration processes and system requirements. Identify training needs and assist with capacity-building initiatives. Monitor service delivery standards and ensure continuous improvement. Coordinate responses to student registration-related enquiries. Provide accurate information regarding applications, admissions, registration processes and institutional requirements. Liaise with campuses, academic departments, student support services and external stakeholders to resolve registration matters. Implement approved policies, procedures and process improvements within the registration environment. Assist with internal and external audits by providing required student registration information and evidence. Identify operational risks and recommend improvements to enhance efficiency and service delivery. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

ENQUIRIES : Ms. L Mmesi / Mr. T Zangqa Tel No: (021) 970 9082/ 9069
APPLICATIONS : Northlink TVET College invites applicants to apply online via email: Careers7@northlink.co.za or alternatively, applications can be hand-delivered to the Central Office, 80 Voortrekker Road, Bellville, 7530.

NOTE : Northlink Technical and Vocational Education and Training (TVET) College is inviting applications from suitably qualified candidates to fill the following vacancies. Applications can be submitted via email to: Careers7@northlink.co.za by quoting the post applying for and the relevant reference number provided on the subject line. All documents submitted must be in a PDF Format. Applicants are advised to submit one PDF Document per application. A complete set of application documents should be submitted separately for every post you wish to apply for. Applications must be submitted on the new Z83 form which has since been in effect from 1 January 2021, obtainable from any Public Service Department and must be accompanied by a comprehensive Curriculum Vitae (CV). Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related document(s) must be in line with the requirements of the advert. Please indicate the reference number and the post description of the position

you are applying for on your application form, the Z83 Form must be dated, signed and the candidate must initialise both pages of the Form. Applications submitted using the old Z83 Form will not be accepted. Non-RSA Citizens/ Permanent Resident, Permit Holders will be required to submit their permit on the day of the interview. It is the applicant`s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). A separate application must be submitted for each post that you are applying for. Late Applications received after closing date and time, incomplete, and faxed applications will not be considered. The employment decision shall be informed by the Employment Equity Plan of the College. It is the intention of the College to promote representativity (race, gender, and disability) in the College through the filling of these post(s). Applicants from the designated groups especially in respect of people with disabilities will receive preference. The College as the employer reserves the right not to make any appointment. Where applicable, candidates will be subjected to a skills test. Correspondence will only be limited to short-listed candidates. All short-listed candidates will be subjected to a qualification, citizen verification, criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 60 days of the closing date should consider their applications unsuccessful. 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.

CLOSING DATE : 30 November 2026 (at 12h00 sharp), all applications received after the closing date and time will not be entertained. Apply as early as possible to avoid disappointments.

POST 40/50 : **SENIOR STATE ACCOUNTANT: ACCOUNTS RECEIVABLES REF NO: NLC/162/2026**
Nature of Appointment: Permanent: College Council

SALARY : R413 001 – R486 501 per annum (Level 08)
CENTRE : Northlink TVET College (Central Office)
REQUIREMENTS : National Diploma/ Degree (NQF Level 6/7) in Accounting/Financial Management or Management Accounting or a relevant qualification. Minimum of (three) 3 years' experience in a financial environment or related field. Experience in using Management Information System (MIS) will be highly advantageous. Knowledge and understanding of the Public Service financial legislations, processes, procedures, Treasury Regulations, Public Financial Management Act (PFMA), Income Tax laws, SARS Regulations, Financial Manual, PSA, PSR etc. Numerical aptitude with a focus on accuracy and detail in analysis and calculations. Knowledge of financial accounting procedures, methods and principles established for the processing of financial transactions. Experience in the TVET College sector will be an added advantage. Computer Literacy. Valid Driver's Licence. Ability to supervise staff, resolve financial discrepancies, meet deadlines, maintain confidentiality and work effectively under pressure. Good understanding of debtors' management, invoicing, receipts, allocations, reconciliations and outstanding accounts. Knowledge of financial management principles, accounting procedures, internal controls and applicable government financial requirements. Ability to monitor outstanding debts, follow up on overdue accounts, manage collections and maintain accurate debtor records. Ability to prepare, review and analyse accounts receivable reports, reconciliation and financial information. Good written and verbal communication skills.

DUTIES : Supervise staff. Manage and monitor all accounts receivable transactions and ensure that outstanding amounts are collected on time. Maintain accurate student and other debtor accounts and ensure that balances are correctly recorded and updated. Perform monthly reconciliations of accounts receivable and prepare accurate financial reports for management. Follow up on outstanding debts, issue statements and reminders and implement approved debt recovery procedures. Ensure that all receipts and payments are correctly recorded, allocated and processed in accordance with Student debtor's policy and procedures. Ensure compliance with applicable legislation, Treasury Regulations, college policies and procedures and maintain effective internal controls over receivables. Approve all Student Refunds for payment. Provide input in the preparation and compilation of Annual Financial Statements. Ensure effective management and utilisation of allocated resources. Implement internal controls and contribute to the

development of processes, procedures and policies within the management accounting portfolio. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

ENQUIRIES : Ms. L Mmesi/ Mr. T Zangqa Tel No: (021) 970 9082/ 9069

APPLICATIONS : Northlink TVET College invites applicants to apply online via email: Careers7@northlink.co.za or alternatively, applications can be hand-delivered to the Central Office, 80 Voortrekker Road, Bellville, 7530.

NOTE : Northlink Technical and Vocational Education and Training (TVET) College is inviting applications from suitably qualified candidates to fill the following vacancies. Applications can be submitted via email to: Careers7@northlink.co.za by quoting the post applying for and the relevant reference number provided on the subject line. All documents submitted must be in a PDF Format. Applicants are advised to submit one PDF Document per application. A complete set of application documents should be submitted separately for every post you wish to apply for. Applications must be submitted on the new Z83 form which has since been in effect from 1 January 2021, obtainable from any Public Service Department and must be accompanied by a comprehensive Curriculum Vitae (CV). Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related document(s) must be in line with the requirements of the advert. Please indicate the reference number and the post description of the position you are applying for on your application form, the Z83 Form must be dated, signed and the candidate must initialise both pages of the Form. Applications submitted using the old Z83 Form will not be accepted. Non-RSA Citizens/ Permanent Resident, Permit Holders will be required to submit their permit on the day of the interview. It is the applicant`s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). A separate application must be submitted for each post that you are applying for. Late Applications received after closing date and time, incomplete, and faxed applications will not be considered. The employment decision shall be informed by the Employment Equity Plan of the College. It is the intention of the College to promote representativity (race, gender, and disability) in the College through the filling of these post(s). Applicants from the designated groups especially in respect of people with disabilities will receive preference. The College as the employer reserves the right not to make any appointment. Where applicable, candidates will be subjected to a skills test. Correspondence will only be limited to short-listed candidates. All short-listed candidates will be subjected to a qualification, citizen verification, criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 60 days of the closing date should consider their applications unsuccessful. 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.

CLOSING DATE : 30 November 2026 (at 12h00 sharp), all applications received after the closing date and time will not be entertained. Apply as early as possible to avoid disappointment.

POST 40/51 : **CAMPUS ADMINISTRATOR REF NO: NCRTVET/773/10/2026/SUP/GASS/DAR/04**

SALARY : R338 106 per annum (Level 07)

CENTRE : Northern Cape Rural TVET College, De Aar Campus

REQUIREMENTS : Appropriate recognized Bachelor's degree/National Diploma (NQF Level 6) or equivalent qualification in Public Administration, Office Administration, Management Assistant or related field. Minimum 2/two years related experience. Digital literate and competent in Word / Excel / PowerPoint / Outlook / Teams. Excellent communication and interpersonal skills, with the ability to collaborate effectively with internal and external stakeholders. A valid driver's license and willingness to travel. Competencies: Sound knowledge of general office administration procedures, secretarial support functions, and campus operational systems. Understanding of Public Service legislations, policies, regulations, and frameworks, including the Public Service Act, Public Service Regulations, Employment Equity Act, and Labour Relations Act. Broad familiarity with the Post-School Education and Training (PSET) sector, Higher Education sector, and TVET college administration environments.

Basic understanding of corporate governance, cost centre budgetary principles, expenditure tracking, and cash flow management. Working knowledge of archiving standards, record-keeping requirements, and QMS (Quality Management Systems) compliance. Strong planning, organising, and time-management skills to coordinate campus enrolment plans, meetings, workshops, and administrative schedules. Excellent communication and interpersonal skills for client-oriented service delivery, staff support, and resolving administrative queries. Proficiency in report writing, compiling management presentations, and drafting departmental correspondence and procurement memos. Problem-solving and analytical skills to verify documentation, reconcile data exceptions, and monitor all staff attendance registers. Financial and administrative skills to handle purchase requisitions, invoice coordination, and basic cost-centre expenditure tracking. 2 Years of practical experience working within a busy administrative, corporate, or public sector office environment. Practical experience in coordinating human resource administrative functions, such as leave management, Performance Management and Development System (PMDS) documents, and disciplinary or grievance record-keeping. Hands-on experience in handling procurement processes, drafting requisitions, receiving goods, and maintaining structured filing and archiving systems in line with compliance regulations. Experience in supporting student administration processes, including student registration, data capturing, document scanning, and examination coordination. Advanced qualifications (such as an Advanced Diploma or Bachelor's Degree) in Public Management, Administration, or Office Management and Technology will be an added advantage. Prior working experience within a public TVET college environment will be an added advantage. Formal training or experience in financial record-keeping, asset management, or supply chain management within the public sector will be an added advantage. Experience with electronic student management information systems (IFSS / Coltech or similar TVET MIS platforms) will be an added advantage.

DUTIES : Render administrative support services. Administer and coordinate Human Resource Services. Provide procurement services. Maintain a proper filing system. Administer student registration and examination process.

ENQUIRIES : PJ Reyneke at 087 188 2060

APPLICATIONS : Apply online at https://ncrz83.ngnscan.co.za/

NOTE : Applicants are required to submit copies of qualifications and other relevant documents on application and must submit a fully signed Z83 form and detailed Curriculum Vitae. Certified copies of qualifications and other relevant documents will be submitted by shortlisted candidates. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications. 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 will be integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process.

CLOSING DATE : 20 November 2026. Applications received after the closing date will not be considered.

POST 40/52 : **ADMINISTRATIVE CLERK: FINANCE REF NO: NCRTVET/797/10/2026/ SUP/GASS/KAT/02**

SALARY : R237 453 per annum (Level 05)

CENTRE : Northern Cape Rural TVET College, Kathu Campus

REQUIREMENTS : A recognised National Senior Certificate (Grade 12) or equivalent qualification. Strong numerical aptitude and attention to detail for handling data capturing, record-keeping, and reconciliation tasks. Excellent communication skills, both written and verbal. Digital literate and competent in Word / Excel / PowerPoint / Outlook / Teams. Reliability: Be punctual and dependable. Competencies: Understanding of public sector financial

administration. Familiarity with basic accounting principles. Knowledge of financial policies and procedures. Basic understanding of the Public Finance Management Act (PFMA) and related financial management prescripts. Familiarity with record management and filing procedures, as well as computerised financial systems. Competence in financial administration and transactional processing. Strong numerical skills and accuracy in data capturing. Ability to perform financial and receipting reconciliations. Effective record-keeping and filing skills. Good communication and interpersonal skills for attending to financial enquiries with a client service focus. No prior formal experience is strictly required for entry-level appointment on Salary Level 5, though practical exposure to a financial or administrative environment will serve as a strong foundation. Practical experience in general office administration, data capturing, or handling financial documents (such as invoices, claims, and payment requests) will be an advantage. Experience in assisting with revenue tracking, receipting, or routine record maintenance. A relevant certificate, diploma, or higher qualification in Financial Management, Accounting, Public Management, or Business Administration will be an added advantage. Prior working experience in a finance or administrative division within a public TVET college, higher education institution, or public sector environment will be an added advantage. Practical experience working with computerized financial management systems (such as BAS, Pastel, or institutional ERP systems) will be an added advantage.

DUTIES : Provide financial transaction processing and administration. Provide expenditure administration support. Provide revenue and receipting administration support. Perform financial reconciliations and record maintenance. Provide financial administration support for budgeting and reporting. Provide general financial and administrative support.

ENQUIRIES : PJ Reyneke at 087 188 2060

APPLICATIONS : Apply online at https://ncrz83.ngnscan.co.za/

NOTE : Applicants are required to submit copies of qualifications and other relevant documents on application and must submit a fully signed Z83 form and detailed Curriculum Vitae. Certified copies of qualifications and other relevant documents will be submitted by shortlisted candidates. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications. 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 will be integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process.

CLOSING DATE : 20 November 2026. Applications received after the closing date will not be considered.

POST 40/53 : **CLEANER REF NO: NCRTVET/758/10/2026/SUP/GASS/DAR/01**

SALARY : R144 024 per annum (Level 02)

CENTRE : Northern Cape Rural TVET College, De Aar Campus

REQUIREMENTS : South African Citizenship: Must be a South African citizen. Literacy: Ability to read and write. Communication: Good communication and interpersonal skills. Physical Fitness: Physically fit and able to perform demanding cleaning tasks. Reliability: Be punctual and dependable. competencies: Cleaning Agents: The proper use and handling of various cleaning chemicals and detergents. Cleaning Equipment: The operation and maintenance of standard cleaning equipment, such as vacuum cleaners, mops, and floor polishers. Safety Procedures: Health and safety regulations related to cleaning, including the use of protective gear and the safe disposal of waste. Hygiene Standards: General hygiene principles and standards. Organisational Skills: The ability to manage tasks efficiently and prioritise duties. Attention to Detail: Meticulous attention to detail to ensure thorough cleaning. Time Management: The ability to complete assigned tasks within specified

timeframes. Problem-Solving: The ability to handle unexpected cleaning challenges effectively. Teamwork: The capacity to work effectively both independently and as part of a team. Cleaning Experience: A minimum of one year of experience in a cleaning role, preferably in an Educational or Classroom environment. References: Proven track record of reliability and good performance. Education: A Grade 10 (Standard 8) or equivalent qualification is required. Formal Training: Any formal training or certification in professional cleaning or hygiene will be an added advantage.

DUTIES : Cleaning Offices, corridors, halls and classrooms. Cleaning of general Kitchens. Cleaning of Restrooms. Keep and maintain cleaning materials and equipment.

ENQUIRIES : PJ Reyneke at 087 188 2060

APPLICATIONS : Apply online at https://ncrz83.ngnscan.co.za/

NOTE : Applicants are required to submit copies of qualifications and other relevant documents on application and must submit a fully signed Z83 form and detailed Curriculum Vitae. Certified copies of qualifications and other relevant documents will be submitted by shortlisted candidates. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications. 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 will be integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process.

CLOSING DATE : 20 November 2026. Applications received after the closing date will not be considered.

POST 40/54 : **CLEANER REF NO: NCRTVET/729/10/2026/SUP/GASS/KUR/01**

SALARY : R144 024 per annum (Level 02)

CENTRE : Northern Cape Rural TVET College, Kuruman Campus

REQUIREMENTS : South African Citizenship: Must be a South African citizen. Literacy: Ability to read and write. Communication: Good communication and interpersonal skills. Physical Fitness: Physically fit and able to perform demanding cleaning tasks. Reliability: Be punctual and dependable. Competencies: Cleaning Agents: The proper use and handling of various cleaning chemicals and detergents. Cleaning Equipment: The operation and maintenance of standard cleaning equipment, such as vacuum cleaners, mops, and floor polishers. Safety Procedures: Health and safety regulations related to cleaning, including the use of protective gear and the safe disposal of waste. Hygiene Standards: General hygiene principles and standards. Organizational Skills: The ability to manage tasks efficiently and prioritize duties. Attention to Detail: Meticulous attention to detail to ensure thorough cleaning. Time Management: The ability to complete assigned tasks within specified timeframes. Problem-Solving: The ability to handle unexpected cleaning challenges effectively. Teamwork: The capacity to work effectively both independently and as part of a team. Cleaning Experience: A minimum of one year of experience in a cleaning role, preferably in an Educational or Classroom environment. References: Proven track record of reliability and good performance. Education: A Grade 10 (Standard 8) or equivalent qualification is required. Formal Training: Any formal training or certification in professional cleaning or hygiene will be an added advantage.

DUTIES : Cleaning Offices, corridors, halls and classrooms. Cleaning of general Kitchens. Cleaning of Restrooms. Keep and maintain cleaning materials and equipment.

ENQUIRIES : PJ Reyneke at 087 188 2060

APPLICATIONS : Apply online at https://ncrz83.ngnscan.co.za/

NOTE : Applicants are required to submit copies of qualifications and other relevant documents on application and must submit a fully signed Z83 form and detailed Curriculum Vitae. Certified copies of qualifications and other relevant

documents will be submitted by shortlisted candidates. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications. 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 will be integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process.

CLOSING DATE : 20 November 2026. Applications received after the closing date will not be considered.

POST 40/55 : **CLEANER REF NO: NCRTVET/786/10/2026/SUP/GASS/NAM/07**

SALARY : R144 024 per annum (Level 02)
CENTRE : Northern Cape Rural TVET College, De Aar Campus
REQUIREMENTS : South African Citizenship: Must be a South African citizen. Literacy: Ability to read and write. Communication: Good communication and interpersonal skills. Physical Fitness: Physically fit and able to perform demanding cleaning tasks. Reliability: Be punctual and dependable. Competencies: Cleaning Agents: The proper use and handling of various cleaning chemicals and detergents. Cleaning Equipment: The operation and maintenance of standard cleaning equipment, such as vacuum cleaners, mops, and floor polishers. Safety Procedures: Health and safety regulations related to cleaning, including the use of protective gear and the safe disposal of waste. Hygiene Standards: General hygiene principles and standards. Organizational Skills: The ability to manage tasks efficiently and prioritize duties. Attention to Detail: Meticulous attention to detail to ensure thorough cleaning. Time Management: The ability to complete assigned tasks within specified timeframes. Problem-Solving: The ability to handle unexpected cleaning challenges effectively. Teamwork: The capacity to work effectively both independently and as part of a team. Cleaning Experience: A minimum of one year of experience in a cleaning role, preferably in an Educational or Classroom environment. References: Proven track record of reliability and good performance. Education: A Grade 10 (Standard 8) or equivalent qualification is required. Formal Training: Any formal training or certification in professional cleaning or hygiene will be an added advantage.
DUTIES : Cleaning Offices, corridors, halls and classrooms. Cleaning of general Kitchens. Cleaning of Restrooms. Keep and maintain cleaning materials and equipment.
ENQUIRIES : PJ Reyneke at 087 188 2060
APPLICATIONS : Apply online at https://ncrz83.ngnscan.co.za/
NOTE : Applicants are required to submit copies of qualifications and other relevant documents on application and must submit a fully signed Z83 form and detailed Curriculum Vitae. Certified copies of qualifications and other relevant documents will be submitted by shortlisted candidates. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications. 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 will be

integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process.

CLOSING DATE : 20 November 2026. Applications received after the closing date will not be considered.

ANNEXURE G

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 following link: https://forms.gle/9ErSTiF8awRQshdMA or hand delivered to East London Magistrates Court, 3rd floor, room 407, Buffalo Street, East London, 5200.

CLOSING DATE : 27 November 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 Qualification Authority (SAQA) (only when shortlisted). Applicants who do not comply with the abovementioned instructions/requirements, as well as applications received late will not be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate’s suitability based on the posts’ technical and generic requirements. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Please note by responding to the advertisement, you consent to the collection, processing, and storing of your Personal Information in accordance with the Protection of Personal Information Act (POPIA). Your information will be used for the sole purpose of this application and will not be shared with third parties without prior consent unless required by law. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. The JICS reserves the right not to make any appointment(s) to the below advertised post(s). The successful candidate will be required to enter into an employment contract and a performance agreement. All costs associated with an application will be borne by the applicant. The appointment will be made according to the Public Service Act of 1994. 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

OTHER POST

POST 40/56	:	**INDEPENDENT CORRECTIONAL CENTRE VISITOR (LEVEL 5 - 3/8TH) REF NO: JI 104/2026** (36-month contract appointment) Directorate: Regional Coordination & Oversight
SALARY	:	R89 046 per annum, plus 37% in lieu of benefits.
CENTRE	:	Mdantsane Correctional Centre
REQUIREMENTS	:	Applicants must be in possession of a Grade 12/Senior Certificate. Computer literate and accurate. A recommendation or nomination as an ICCV by a community organization (not older than six (6) months). Ability to work independently and as a team. Public spirited and sound knowledge of the Batho Pele principles. Assertiveness and ability to work under pressure. Ability to communicate (verbally and in writing). Driver's 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.
DUTIES	:	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.
ENQUIRIES	:	Eastern Cape Management Region: Ms N Sifesane Tel No: (043) 722 2729

DEPARTMENT OF LAND REFORM AND RURAL DEVELOPMENT

CLOSING DATE : 20 November 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. 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. Selection panels shall score both technical exercises as an additional criterion in the interview process. 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.

MANAGEMENMT ECHELON

POST 40/57 : **SURVEYOR-GENERAL REF NO: 3/1/1/1/2026/333**

SALARY : R1 554 696 per annum (Level 14), (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 : Surveyor-General: Mpumalanga (Mbombela)

REQUIREMENTS : Minimum requirements: Applicants must be in possession of Grade 12 Certificate and Four-year B or BSc Degree in Geomatics / Land Surveying

(NQF Level 7) or related equivalent qualifications as recognised by South African Qualifications Authority (SAQA) and a Nyukela certificate (Pre-entry Certificate to the SMS) submitted prior to appointment. Registered as a Professional Land Surveyor with the South African Geomatics Council (SAGC). Registered as a Sectional Titles Practitioner in terms of Section 5 (2) of the Sectional Titles Act, 1986. Minimum of 5 years of experience at a senior managerial level in a Land Surveying environment. Appropriate post-registration experience in cadastral surveying. A valid driver's licence. Job-related knowledge: Budget systems. Computer accounting software. Knowledge of Financial Accounting Systems. Generally Accepted Accounting Principles (GAAP). Cadastral Survey knowledge. Technical System Knowledge. Cadastral Spatial Information Knowledge. Knowledge of Land Information Systems, Land Administration Systems and Geographical Information Management. Knowledge of advances in technology useful to the Cadastral Survey System. Performance management and Monitoring. Public Finance Management. Government systems and structure. Government decision making processes. Programme setting process. Job-related skills: Project management. Team management. Interpersonal relations. Budget forecasting. Computer literacy. Resource planning. Problem solving and decision-making. Time management. Business and Communication (verbal and written).

DUTIES : Manage the approval of diagrams, general plans and sectional title plans that comply with legislation and prove tenure security and sustainable rural and urban development. Examine for approval all cadastral documents (diagrams and general plans). Examine for approval all cadastral documents (sectional plans) prepared in accordance with the Sectional Titles Act and all applicable statutory consents. Examine for approval all cadastral documents prepared in accordance with the Mining Titles Registration Act or any other law requiring the approval of the Surveyor-General. Archive, preserve and maintain the currency of all records pertaining to approved land parcels and land rights created in terms of the Land Survey Act and Sectional Titles Act and Regulations. Ensure that all approved cadastral documents are registered and housed within a secure documents vault. Ensure an electronic repository of scanned images to facilitate information provisioning. Update, endorse, re-scan and re-archive the hard copy (original approved) documents because of any lawful approval, withdrawal, cancellation or change to cadastral information. Accept and file survey records associated with cadastral surveys. Maintain correspondence files relating to cadastral surveys for research purposes. Ensure the compilation of a complete, accurate, current and correct cadastral spatial information dataset. Update the cadastral geo-spatial database through the addition of every approved cadastral land parcel. Ensure that management information systems are created to provide timely and accurate management information constantly. Comply with the custodianship responsibility of cadastral spatial information as directed by the South African Spatial Data Infrastructure Act and the Committee on Spatial Information established thereunder. Train Professional Land Surveyors, Geomatics Technologists, Survey Technicians and Geomatics Officers. Train Professional Land Surveyors, Geomatics Technologists, and Geomatics Technicians in line with the registration requirements set by the South African Geomatics Council. Provide in-house training to Geomatics Officers. Draft circulars and notices when required. Provide support to various programmes including Land and Tenure Reform and Restitution programmes and the Land Administration Institutions. Provide technical support and advice as well as information from time to time. Assist with research services. Undertake field surveys and inspections to re-identify boundaries of state land properties and resolve boundary disputes. Issue reports to court, certificates of remaining extent, closure of public places, maintenance of schedules. Ensure effective financial management, human resource management and supply chain management. Ensure effective budgeting and management of the Provincial Office. Manage the recruitment and selection. Ensure realisation of Employment Equity targets when filling vacancies. Utilise Employee Performance Management and Development System (EPMDS) to measure staff performance on an on-going basis. Manage labour relations matters. Draft and implement management action plan on audit findings. Manage supply chain processes.

ENQUIRIES : Ms M Kekana Tel No: (012) 312 8344

APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 17 Van Rensburg Street, 7th Floor Bateleur Building, Mbombela, 1200 or by email to Post333@dlrrd.gov.za

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

POST 40/58 : **SURVEYOR-GENERAL REF NO: 3/1/1/1/2026/334**

SALARY : R1 554 696 per annum (Level 14), (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 : Surveyor-General: Western Cape (Cape Town)

REQUIREMENTS : Minimum requirements: Applicants must be in possession of Grade 12 Certificate and Four-year B or BSc Degree in Geomatics / Land Surveying (NQF Level 7) or related equivalent qualifications as recognised by South African Qualifications Authority (SAQA) and a Nyukela certificate (Pre-entry Certificate to the SMS) submitted prior to appointment. Registered as a Professional Land Surveyor with the South African Geomatics Council (SAGC). Registered as a Sectional Titles Practitioner in terms of Section 5 (2) of the Sectional Titles Act, 1986. Minimum of 5 years of experience at a senior managerial level in a Land Surveying environment. Appropriate post-registration experience in cadastral surveying. A valid driver's licence. Job-related knowledge: Budget systems. Computer accounting software. Knowledge of Financial Accounting Systems. Generally Accepted Accounting Principles (GAAP). Cadastral Survey knowledge. Technical System Knowledge. Cadastral Spatial Information Knowledge. Knowledge of Land Information Systems, Land Administration Systems and Geographical Information Management. Knowledge of advances in technology useful to the Cadastral Survey System. Performance management and Monitoring. Public Finance Management. Government systems and structure. Government decision making processes. Programme setting process. Job-related skills: Project management. Team management. Interpersonal relations. Budget forecasting. Computer literacy. Resource planning. Problem solving and decision-making. Time management. Business and Communication (verbal and written).

DUTIES : Manage the approval of diagrams, general plans and sectional title plans that comply with legislation and prove tenure security and sustainable rural and urban development. Examine for approval all cadastral documents (diagrams and general plans). Examine for approval all cadastral documents (sectional plans) prepared in accordance with the Sectional Titles Act and all applicable statutory consents. Examine for approval all cadastral documents prepared in accordance with the Mining Titles Registration Act or any other law requiring the approval of the Surveyor-General. Archive, preserve and maintain the currency of all records pertaining to approved land parcels and land rights created in terms of the Land Survey Act and Sectional Titles Act and Regulations. Ensure that all approved cadastral documents are registered and housed within a secure documents vault. Ensure an electronic repository of scanned images to facilitate information provisioning. Update, endorse, re-scan and re-archive the hard copy (original approved) documents because of any lawful approval, withdrawal, cancellation or change to cadastral information. Accept and file survey records associated with cadastral surveys. Maintain correspondence files relating to cadastral surveys for research purposes. Ensure the compilation of a complete, accurate, current and correct cadastral spatial information dataset. Update the cadastral geo-spatial database through the addition of every approved cadastral land parcel. Ensure that management information systems are created to provide timely and accurate management information constantly. Comply with the custodianship responsibility of cadastral spatial information as directed by the South African Spatial Data Infrastructure Act and the Committee on Spatial Information established thereunder. Train Professional Land Surveyors, Geomatics Technologists, Survey Technicians and Geomatics Officers. Train Professional Land Surveyors, Geomatics Technologists, and Geomatics Technicians in line with the registration requirements set by the South African Geomatics Council. Provide in-house training to Geomatics Officers. Draft circulars and notices when required. Provide support to various programmes including Land and Tenure Reform and Restitution programmes and the Land Administration Institutions. Provide technical support and advice as well as information from time to time. Assist with research services. Undertake field surveys and inspections to re-identify boundaries of state land properties and resolve boundary disputes. Issue reports to court, certificates of remaining extent, closure of public places, maintenance of schedules. Ensure effective

financial management, human resource management and supply chain management. Ensure effective budgeting and management of the Provincial Office. Manage the recruitment and selection. Ensure realisation of Employment Equity targets when filling vacancies. Utilise Employee Performance Management and Development System (EPMDS) to measure staff performance on an on-going basis. Manage labour relations matters. Draft and implement management action plan on audit findings. Manage supply chain processes.

ENQUIRIES : Ms M Kekana Tel No: (012) 312 8344

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 Post334@dlrrd.gov.za

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

OTHER POSTS

POST 40/59 : **ICT TECHNICAL MANAGER REF NO: 3/1/1/1/2026/342**
Chief Directorate: Deeds ICT

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

CENTRE : Gauteng (Pretoria)

REQUIREMENTS : Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and a National Diploma (NQF Level 6) in Computer Science, Information Systems, Information Technology, Software Engineering or a relevant equivalent qualification. A recognised ICT operations and technical service management professional certification such as ITIL®, COBIT®, PMP®, PRINCE2®, Microsoft Azure, AWS, Oracle, Cisco, VMware, Red Hat, CISSP®, CCSP®, ISO 27001, ISO 22301, or equivalent. At least three (3) years junior management in, multi-site or high-availability IT operations environment. Job-related knowledge: Infrastructure or platform support. Service management. Incident and problem management. Change and release control. Supporting government, regulated, land-registry, financial, records-management or other mission-critical services. ICT operations and service management principles, including incident, request, problem, change, release, configuration, availability, capacity, continuity, service-level and knowledge management. ICT governance, internal control, risk management, audit evidence and records management. Enterprise infrastructure concepts covering networks, servers, virtualisation, storage, databases, middleware, cloud / hybrid services, monitoring and automation. Systems development and operational acceptance across the system lifecycle, including testing, deployment, rollback and early-life support. Cybersecurity operations, identity and access control, vulnerability and patch management, logging, backup, recovery and incident escalation. Supplier, contract, licence, asset and financial management within the public-sector control environment. Applicable public-service legislation, policies and governance requirements, including the PFMA, public procurement prescripts, information protection, records management, and occupational health and safety requirements. The Deeds Registration business environment, eDRS, core Deeds systems and national registry service dependencies, or the ability to acquire this knowledge rapidly. Job-related skills: Business continuity/disaster recovery. Operational risk and management reporting. Operational leadership, prioritisation and command during service disruption. Analytical thinking, systems thinking, root-cause analysis and risk-based decision-making. Service performance measurement, dashboarding, trend analysis and evidence-based reporting. Stakeholder engagement, facilitation, negotiation, conflict resolution and executive communication. Project, programme, change, release and vendor coordination. Policy, standard, SOP, runbook and technical-report writing. People management, coaching, performance management and multidisciplinary team leadership. Financial, contract and procurement oversight within delegated authority. High levels of integrity, judgement, accountability and attention to detail. Willingness to travel and to participate in planned architecture reviews or production-readiness activities when required. Valid driver's licence as travel forms an inherent requirement of the post.

DUTIES : Manage ICT service operations and operational command. Lead daily operations for production applications, databases, infrastructure, networks, hosting, end-user support and service-desk interfaces within the post's

mandate. Establish an integrated operational rhythm covering service health checks, shift or duty handovers where applicable, event monitoring, daily exceptions, weekly service reviews and monthly management reporting. Coordinate response to major incidents and high-impact outages, ensure timely business communication, executive escalation, technical recovery and documented post-incident review. Ensure incidents, service requests and operational exceptions are logged, prioritised, assigned, resolved and closed against approved service targets and escalation paths. Maintain clear operational ownership, support models, contact matrices and runbooks for all critical services. Assure service availability, performance, capacity and technical resilience. Monitor end-to-end availability and performance of critical services and identify trends, constraints, single points of failure and emerging risks before they affect service delivery. Manage capacity and demand planning for compute, storage, databases, middleware, connectivity and other operational platforms, aligned with business growth and digital transformation roadmaps. Coordinate preventative maintenance, patching, upgrades, health checks and lifecycle interventions through approved maintenance windows and change controls. Maintain accurate baseline information on supported environments, dependencies, configurations, warranties, licences and technical obsolescence. Drive remedial plans for legacy, unsupported or unstable technology and escalate investment or procurement decisions with evidence-based motivation. Manage incident, problem, request and continual service improvement practices. Implement fit-for-purpose IT service management practices for incident, request, problem, knowledge and service-level management, aligned with approved departmental policy and standards. Lead root-cause analysis for recurring and severe incidents; assign corrective and preventative actions; track implementation; and verify sustained control effectiveness. Maintain a prioritised continual-improvement register based on service data, audit findings, user feedback, risk assessments and technology trends. Develop service dashboards showing availability, responsiveness, backlog, recurring incidents, recovery performance, user-impact trends and improvement actions. Promote proactive support, knowledge reuse, automation, standardisation and measurable reduction of avoidable incidents. Control change, release, deployment and configuration across production environments. Coordinate the end-to-end operational release and deployment process, including readiness assessment, scheduling, approvals, testing evidence, implementation, validation, back-out planning and early-life support. Ensure production changes are authorised, segregated from development activities, traceable and supported by complete technical, security, business and operational documentation. Coordinate build, test, staging and production environment teams and ensure release acceptance criteria and business sign-off are obtained before deployment. Maintain configuration and release records sufficient to support auditability, troubleshooting, service restoration and asset accountability. Review change outcomes, failed changes and emergency changes and ensure lessons are converted into strengthened controls. Oversee service continuity, backup, recovery, security operations and operational risk. Coordinate operational implementation of ICT security requirements, including access control, vulnerability remediation, security patching, privileged access oversight, log monitoring and incident escalation, in collaboration with designated security functions. Ensure backup schedules, restore testing, disaster recovery plans, recovery procedures and continuity dependencies are current, tested, evidenced and aligned with approved recovery objectives. Maintain and monitor an ICT operational risk register, control action plans and treatment measures for services within the post's scope. Ensure operational data, systems and infrastructure are protected for confidentiality, integrity, availability, authenticity and accountability. Escalate material risks, control failures and non-compliance promptly and track corrective and preventative actions to verified closure.

ENQUIRIES : Mr. L Tshivhase Tel No: (012) 338 7123 / Mr R Saila Tel No: (012) 338 7170

APPLICATIONS : Office of the Chief Registrar of Deeds at 600 Lillian Ngoyi Street, Berea Park, Pretoria, 0002. Candidates are also encouraged to apply by using this link http://deedsportal.deeds.gov.za (Please separate Application Form for each post) before the closing date as no late applications will be considered

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

POST 40/60 : **PROFESSIONAL SURVEYOR REF NO: 3/1/1/1/2026/341**

Directorate: Examination, State and Land Reform Survey Services

SALARY : R791 604 per annum, (The salary will be determined in accordance with the OSD)

CENTRE : Free State (Bloemfontein)

REQUIREMENTS : Minimum requirements: Applicants must be in possession of Grade 12 Certificate and a four-year Bachelor of Science or Bachelor's Degree in Survey / Geomatics. Compulsory registration with South African Geomatics Council (SAGC) as Professional Surveyor on appointment and Compulsory registration with South African Geomatics Council as Professional Land Surveyor to perform cadastral surveys. Minimum of 3 years post qualification survey experience required. A valid driver's licence. Job related knowledge: Programme and project management, Survey design and analysis knowledge, Research and development, Computer-aided survey applications, Legal compliance, Technical report writing, Creating high-performance culture, Networking and Professional judgement. Job related skills: Decision making, Team leadership, Analytical, Creativity, Self–management, Financial management, Customer focus and responsiveness, Communication (verbal and written). Computer literacy, Planning and organising, Conflict management, Problem solving and analysis, People management, Change management and Innovation.

DUTIES : Plan and perform surveys to solve practical survey problems (challenges) to improve efficiency and enhance safety. Investigate applications on new and existing technologies. Plan and perform surveys of a complex nature. Develop cost effective solutions and approve surveys according to prescribed requirements/standards. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Provide professional advisory and support services. Develop tender specifications. Provide human capital development services. Ensure training and development of Candidate Professional Surveyors. To promote skills/knowledge transfer and adherence to sound survey principles and code of practice. Supervise the survey work and processes. Administer performance management and development. Render office administration and budget planning. Manage resources, prepare and consolidate inputs for the facilitation of resource utilisation. Ensure adherence to regulations and procedures for procurement and personnel administration. Monitor and control expenditure. Report on expenditure and service delivery. Conduct research and development. Provide continuous professional development to keep up with new technologies and procedures. Research / literature studies on survey technology to improve expertise. Liaise with relevant bodies / councils on survey-related matters.

ENQUIRIES : Mr JT Semela at 063 506 1799

APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 136 Charlotte Maxeke Street, SA Eagle Building, Bloemfontein, 9300 or by email to Post341@dlrrd.gov.za

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

POST 40/61 : **CHIEF MONITORING AND EVALUATION ANALYST REF NO: 3/1/1/1/2026/339**
Directorate: Provincial Operations Support

SALARY : R487 197 per annum (Level 09)

CENTRE : KwaZulu Natal (Pietermaritzburg)

REQUIREMENTS : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and National Diploma in Social Sciences / Development Studies / Public Administration / Public Management or related equivalent qualification. Minimum of 3 years' experience in monitoring and evaluation, research or strategic planning. A valid driver's licence. Job related knowledge: Knowledge and understanding of the government wide monitoring and evaluation system. Knowledge of government monitoring and evaluation policies, standard operating procedures, tools, information systems, planning, research methodology and related legislation. Treasury regulations. Performance auditing. Project and programme management. Quality improvement. Job related skills: Computer literacy. Ability to present. Report writing ability. Communication (verbal and written). Interpersonal relations. Project and programme management. Information collection, analysis and

interpretation. Analytical thinking. Ability to customise and package information to user requirements. Ability to travel.

DUTIES : Coordinate organisational performance against predetermined objectives. Provide input during the department planning process. Schedule performance verifications sessions with programmes on a quarterly basis. Conduct information verification on performance information. Prepare performance verification reporting tools. Conduct feedback sessions with various programmes to reflect on performance for decision making. Assist with the development of frameworks, guidance and systems to facilitate departmental programme performance monitoring. Coordinate organisational performance reporting. Compile departmental programme performance reports (quarterly, mid-year and annual) based on verified performance. Compile strategic and ad-hoc reports. Coordinate audit requests relating to performance information. Manage branch responses to audit requests, findings and queries. Compile management responses to audit findings / queries. Capacitate branches on the fundamentals of performance auditing. Conduct capacity building / training on management of performance information. Conduct capacity building on reporting. Make presentation on the management of portfolio of evidence.

ENQUIRIES : Ms N Ziqubu Tel No: (033) 264 9515

APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 1st Floor, 270 Jabu Ndlovu Street (formerly known as Loop Street), Pietermaritzburg, 3200 or by email to Post339@dlrrd.gov.za

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

POST 40/62 : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT AND AUXILIARY SERVICES REF NO: 3/1/1/1/2026/348**

SALARY : R487 197 per annum (Level 09)

CENTRE : Western Cape Deeds Registry: Cape Town

REQUIREMENTS : Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Human Resources Management / Public Management / Administration / Public Administration or related equivalent qualifications. Minimum of 3 years' experience at supervisory level in Human Resources Management. Job-related knowledge: The Constitution. Government decision-making processes. Internal performance evaluation and reporting. Good governance and Batho Pele Principles. Diversity Management. Labour and Employment Legislation. Public Service Regulations. Government systems and structures. Performance Management and Monitoring. Public Service Transformation. Public Finance Management Act. Labour Relations Act. Employment Equity Act. Basic Conditions of Employment Act. Good knowledge of Labour Relations Act. Knowledge of the Basic Conditions of Employment Act. Knowledge of Human Resource Policies and Procedures. Understanding of recruitment and selection processes. Knowledge of Performance Management Systems (PPMS). Job-related skills: Computer literacy. Interpersonal skills. Communication skills. Organisational skills. Project Management Skills. Conflict Management skills. Financial Management skills. Valid Driver's License.

DUTIES : Manage Human Capital. Monitor turnaround times of capturing of applications. Oversee compilation of recruitment plan. Manage recruitment and selection process. Verify compiled statistics and maintain establishment. Update office Employment Equity plan and verify Employment Equity stats. Manage labour relations matters. Facilitate / Conduct preliminary investigations and implement recommendations. Promote sound labour relations. Facilitate disciplinary hearings, conciliations, and arbitrations. Facilitate the issuing of misconduct / grievance / dispute outcomes and coordinate appeals. Provide advice on labour relations matters. Update statistics and submit. Manage Service Benefits. Oversee the drafting and implementation of office leave plan and take corrective measures. Oversee recording of leave, leave audit, analyse trends, and take remedial action. Monitor leave register, analyse trends and submit report. Manage housing / rental benefits, authorize transactions, and monitor registers. Manage termination of service. Facilitate Employee Wellness process and programs. Manage administration of bursaries. Manage records and registry. Manage registry services and ensure compliance. Manage records management and ensure compliance. Verify the disposal memorandum and facilitate disposal of records. Manage employee Performance and development. Verify office Employee Performance Management and Development System

implementation plan, monitor compliance, and submit report. Monitor quality assurance on Performance Agreements, midterm, and annual reviews, and provide report. Verify and monitor implementation of training plan. Manage Moderating Committee processes. Verify Moderating Committee summary reports and compile Moderating Committee memorandum for approval. Manage probation reports. Facilitate inputs for the reviewing of generic performance agreements.

ENQUIRIES : Mr T Segapu / Ms M Young / Ms D Tshabalala Tel No: (021) 464 7741

APPLICATIONS : Applications can be submitted by hand delivery during office hours to: Western Cape Deeds Registry: 2 Riebeek Street (Foreshore Place), Cape Town City Centre, Cape Town, 8000. Candidates are also encouraged to apply by using this link http://deedsportal.deeds.gov.za (Please separate Application Form for each post) before the closing date as no late applications will be considered

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

POST 40/63 : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT AND AUXILIARY SERVICES REF NO: 3/1/1/1/2026/344**

SALARY : R487 197 per annum (Level 09)

CENTRE : Mpumalanga Deeds Registry: Mbombela

REQUIREMENTS : Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Human Resources Management / Public Management / Administration / Public Administration or related equivalent qualifications. Minimum of 3 years' experience at supervisory level in Human Resources Management. Job-related knowledge: The Constitution. Government decision-making processes. Internal performance evaluation and reporting. Good governance and Batho Pele Principles. Diversity Management. Labour and Employment Legislation. Public Service Regulations. Government systems and structures. Performance Management and Monitoring. Public Service Transformation. Public Finance Management Act. Labour Relations Act. Employment Equity Act. Basic Conditions of Employment Act. Good knowledge of Labour Relations Act. Knowledge of the Basic Conditions of Employment Act. Knowledge of Human Resource Policies and Procedures. Understanding of recruitment and selection processes. Knowledge of Performance Management Systems (PPMS). Job-related skills: Computer literacy. Interpersonal skills. Communication skills. Organisational skills. Project Management skills. Conflict Management skills. Financial Management skills. Valid Driver's License.

DUTIES : Manage Human Capital. Monitor turnaround times of capturing of applications. Oversee compilation of recruitment plan. Manage recruitment and selection process. Verify compiled statistics and maintain establishment. Update office Employment Equity plan and verify Employment Equity stats. Manage labour relations matters. Facilitate / Conduct preliminary investigations and implement recommendations. Promote sound labour relations. Facilitate disciplinary hearings, conciliations, and arbitrations. Facilitate the issuing of misconduct / grievance / dispute outcomes and coordinate appeals. Provide advice on labour relations matters. Update statistics and submit. Manage Service Benefits. Oversee the drafting and implementation of office leave plan and take corrective measures. Oversee recording of leave, leave audit, analyse trends, and take remedial action. Monitor leave register, analyse trends and submit report. Manage housing / rental benefits, authorise transactions, and monitor registers. Manage termination of service. Facilitate Employee Wellness process and programs. Manage administration of bursaries. Manage records and registry. Manage registry services and ensure compliance. Manage records management and ensure compliance. Verify the disposal memorandum and facilitate disposal of records. Manage employee Performance and development. Verify office Employee Performance Management and Development System implementation plan, monitor compliance, and submit report. Monitor quality assurance on Performance Agreements, midterm, and annual reviews, and provide report. Verify and monitor implementation of training plan. Manage Moderating Committee processes. Verify Moderating Committee summary reports and compile Moderating Committee memorandum for approval. Manage probation reports. Facilitate inputs for the reviewing of generic performance agreements.

ENQUIRIES : Ms PT Maphanga Tel No: (013) 756 4000 / 70

APPLICATIONS : Applications can be submitted by hand delivery during office hours to: Officer of the Registrar of Deeds: Mpumalanga at 25 Bell Street Mbombela, 1200. Candidates are also encouraged to apply by using this link http://deedsportal.deeds.gov.za (Please separate Application Form for each post) before the closing date as no late applications will be considered

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

POST 40/64 : **SENIOR EXAMINERS REF NO: 3/1/1/1/2026/343 (X3 POSTS)**
Directorate: Corporate Services

SALARY : R487 197 per annum (Level 09)
CENTRE : Western Cape (Cape Town)
REQUIREMENTS : Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Law / National Diploma Deeds Registration Law / Buris / B Proc / LLB or related equivalent qualification. 3 years' experience in first level examination of deeds and documents. Job-related knowledge: Knowledge of deeds registration processes and procedures. Interpretation of statutes. Examination of Deeds. Human Resource prescripts. Project Management. Property Law. Job-related skills: Computer literacy skills. Communication skills. Organising skills. Problem solving skills. Interpersonal skills. Report writing. Supervisory skills. People Management skills. Interpretation skills. Analytical skills. Presentation skills.

DUTIES : Examine deeds and documents. Check that first level examination duties have been performed and initiate corrective measures where necessary. Examine deeds for registrability, advise conveyancers about non-compliance with practice, procedures and legislation then pass or reject deeds and documents. Compile quality assurance report, take appropriate interventions and submit. Update acts, manuals and circulars. Training of subordinates. Conduct person-to-person training and keep training schedule and submit. Nominate subordinates for deeds training courses. Consult with clients relating to deeds and documents. Discuss notes with Conveyancers and provide guidance. Check the deeds for compliance and remove notes. Distribute deeds. Sort and assess / value deeds for distribution and compile distribution list. Distribute deeds according to transactions and batches to Examiners. Monitor allocated townships / schemes / rosters / corrective maintenance and expedited deeds. Analyse DOTS reports on discrepancies and outstanding deeds and initiate corrective measures. Implement measures to address backlogs.

ENQUIRIES : Ms PT Maphanga Tel No: (013) 756 4000 / 70
APPLICATIONS : Applications can be submitted by hand delivery during office hours to: Officer of the Registrar of Deeds: Mpumalanga at 25 Bell Street Mbombela 1200. Candidates are also encouraged to apply by using this link http://deedsportal.deeds.gov.za (Please separate Application Form for each post) before the closing date as no late applications will be considered

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

POST 40/65 : **SENIOR EXAMINERS REF NO: 3/1/1/1/2026/347 (X2 POSTS)**
Directorate: Examination, Execution, and Deeds Training Services

SALARY : R487 197 per annum (Level 09)
CENTRE : Eastern Cape (Qonce)
REQUIREMENTS : Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Law / National Diploma Deeds Registration Law / Buris / B Proc / LLB or related equivalent qualification. 3 years' experience in first level examination of deeds and documents. Job-related knowledge: Knowledge of deeds registration processes and procedures. Interpretation of statutes. Examination of Deeds. Human Resource prescripts. Project Management. Property Law. Job-related skills: Computer literacy skills. Communication skills. Organising skills. Problem solving skills. Interpersonal skills. Report writing. Supervisory skills. People Management skills. Interpretation skills. Analytical skills. Presentation skills.

DUTIES : Examine deeds and documents. Check that first level examination duties have been performed and initiate corrective measures where necessary. Examine deeds for registrability, advise conveyancers about non-compliance with practice, procedures and legislation then pass or reject deeds and documents. Compile quality assurance report, take appropriate interventions and submit. Update acts, manuals and circulars. Training of subordinates.

Conduct person-to- person training and keep training schedule and submit. Nominate subordinates for deeds training courses. Consult with clients relating to deeds and documents. Discuss notes with Conveyancers and provide guidance. Check the deeds for compliance and remove notes. Distribute deeds. Sort and assess / value deeds for distribution and compile distribution list. Distribute deeds according to transactions and batches to Examiners. Monitor allocated townships / schemes / rosters / corrective maintenance and expedited deeds. Analyse DOTS reports on discrepancies and outstanding deeds and initiate corrective measures. Implement measures to address backlogs.

ENQUIRIES : Ms VC Bomela / Mr P Sabasaba Tel No: (043) 642 2741

APPLICATIONS : Applications can be submitted by hand delivery during office hours to: Eastern Cape Deeds Registry: Qonce at 113 Alexander Road, Qonce, 5600, Eastern Cape. Candidates are also encouraged to apply by using this link http://deedsportal.deeds.gov.za (Please separate Application Form for each post) before the closing date as no late applications will be considered

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

POST 40/66 : **SENIOR SUPPLY CHAIN PRACTITIONER REF NO: 3/1/1/1/2026/337 (X2 POSTS)**
Directorate: Logistics And Asset Management

SALARY : R413 001 per annum (Level 08)

CENTRE : Gauteng (Pretoria)

REQUIREMENTS : Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Purchasing Management / Supply Chain Management / Logistics Management / Economics / Public Administration (Management) / Business Management (Administration) (NQF Level 6) or related equivalent qualification. Minimum of 2 years' experience in the demand and acquisition management environment. A valid driver's licence. Job related knowledge: Public Finance Management Act. Treasury Regulations. Preferential Procurement Policy Framework Act (PPPFA) and its associated regulations. Department Supply Chain Management (SCM) procurement and policy. Job related skills: Computer literacy. Interpersonal relations. Administration ability. Communication (verbal and written). Ability to supervise. Ability to work within a team and work under pressure.

DUTIES : Implement standard operating procedures, SCM policy and delegations of authority in bids unit. Adhere to the SCM prescripts for all bidding processed. Render advisory and secretariat services to appointed specification and bid evaluation committee meetings. Render Bids administration. Render advisory and secretariat services to appointed specification and bid evaluation committee meetings. Prepare bid documents. Partake and ensure adherence to SCM prescripts during specification meetings. Arrange and attend briefing sessions. Close and open tenders. Conduct compliance checks on bid proposals received. Arrange and attend evaluation sessions. Prepare bid evaluation reports. Present bid evaluation reports to the Bid Adjudication Committee (BAC). Prepare management information, statistics and reporting on Bids. Provide weekly reports on progress of projects. Update the bid register. Ensure effective administration and finalisation of National Bid Adjudication Committee (NBAC) processes. Prepare NBAC agendas and compile and distribute complete meeting packs at least three working days before scheduled meetings. Attend NBAC meetings and accurately record, finalise and maintain committee minutes and resolutions. Communicate approved bid decisions and submissions to all relevant stakeholders within two working days of NBAC approval.

ENQUIRIES : Mr B Lewele Tel No: (012) 312 8364

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 Post337@dlrrd.gov.za

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

POST 40/67 : **PRINCIPAL CADASTRAL OFFICER REF NO: 3/1/1/1/2026/336**
Directorate: Cadastral Information Maintenance and Supply Services

SALARY : R413 001 per annum (Level 08)

CENTRE : Free State (Bloemfontein)

REQUIREMENTS : 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. 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: 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.

DUTIES : 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.

ENQUIRIES : Mr J Semela at 063 506 1799

APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 136 Charlotte Maxeke Street, SA Eagle Building, Bloemfontein, 9300 or by email to Post336@dlrrd.gov.za

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

POST 40/68 : **SURVEY TECHNICIAN (GRADE A-C) REF NO: 3/1/1/1/2026/335**
Directorate: Cadastral Information, Maintenance and Supply Services

SALARY : R407 337 – R610 131 per annum, (Salary will be in accordance with the OSD requirements)

CENTRE : Free State (Bloemfontein)

REQUIREMENTS : Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Survey or Cartography (NQF Level 6). Compulsory registration with South African Geomatics Council (SAGC) as a Survey Technician / Surveyor. Minimum of 3 years post qualification technical survey experience. A valid driver's licence. Job related knowledge: Programme and project management. Survey design and analysis knowledge. Research and development. Computer-aided survey applications. Knowledge of legal compliance. Technical report writing. Creating high-performance culture. Job related skills: Decision-making. Team leadership. Analytical Thinking. Creativity. Self-management. Financial management. Customer focus and responsiveness. Communication (verbal and written). Computer literacy. Planning and organising. Conflict management. Problem solving and analysis. People management. Innovation.

DUTIES : Provide technical survey services and support. Provide technical services in terms of examination, maintenance, archiving and information supply of survey documents and submit for evaluation / approval by the relevant authority. Perform surveys and survey computations. Promote safety in line with statutory and regulatory requirements. Evaluate plans, existing technical manuals, standard drawings and procedures to incorporate new technology. Provide Geographic Information System (GIS), mapping and information supply services. Perform administrative and related functions. Provide inputs into the budgeting process as required. Compile and submit reports as required. Provide and consolidate inputs to the technical survey operational plan. Develop, implement and maintain databases. Supervise and control Candidate Survey Technicians / Officers and related personnel and assets. Conduct research and development. Render continuous professional development to keep up with new technologies and procedures. Research / literature studies on technical survey technology or new survey techniques to improve expertise. Liaise with relevant bodies/councils on survey related matters.

ENQUIRIES : Mr JT Semela at 063 506 1799

APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 136 Charlotte Maxeke Street, SA Eagle Building, Bloemfontein, 9300 or by email to Post335@dlrrd.gov.za

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

POST 40/69 : **SENIOR SUPPLY CHAIN PRACTITIONER REF NO: 3/1/1/1/2026/346**

SALARY : R413 001 per annum (Level 08)

CENTRE : Eastern Cape Deeds Registry: Qonce

REQUIREMENTS : Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Supply Chain Management / Public Management / Public Administration / Logistics / Purchasing Management or a related equivalent qualification. 2 years' experience in Supply Chain Management environment. Knowledge of Public Finance Management Act (PMFA). Treasury Regulations. Preferential Procurement Policy Framework Act (PPPFA). Preferential Procurement Regulations. Supply Chain Management Framework. Black Broad-based Economic Empowerment Act. Computer Literacy. Interpersonal skills. Administration skills. Written and verbal communication skills. Presentation skills. Supervisory skills. Time Management.

DUTIES : Administer procurement of goods and services. Consolidate inputs and compile DMP. Preview specifications / terms of reference for goods and services. Evaluate / Review quotations and submit for adjudication. Review receipting of goods and services rendered. Review payment batch on the system. Verify invoices with purchase order and liaise with service provider with regards to discrepancies on invoices. Verify / provide comments on the outstanding requisition, purchase order and accrual report. Administer the stores. Conduct spot check to determine deficits / surpluses and redundant items and compile disposal / write-off memorandum. Verify and recommend stocks issuing and replenishment of stock. Oversee the stocktaking process and provide comments on the variances. Supervise the administration of contracts. Facilitate signing and acceptance of contracts. Monitor performance of contractors. Oversee expiry and renewal of contracts and advise. Check the updating of contract register. Administer the verification of assets. Provide assets inputs during compilation and reviewing of DMP. Provide inputs on the drafting of asset specifications / TOR. Verify quantity and quality against purchase order and countersign delivery note. Authorize

updated inventory list. Compile maintenance and warranty register. Draft asset verification plan and submit Reconcile asset verification report with asset register. Investigate and provide comments on verification reports and R1 value asset. Compile disposal / write-offs register and draft memorandum. Control physical disposal of assets. Reconcile asset disposal/write-offs report with asset register. Draft report on the loss of assets. Manage government-owned vehicle. Facilitate issuing of vehicle and trip authorization. Conduct inspection of vehicles. Arrange vehicle service maintenance and repairs. Compile report of utilisation of vehicle. Submit report for accidents and loss of fuel cards/keys on vehicle.

ENQUIRIES : Ms VC Bomela / Mr P Sabasaba Tel No: (043) 642 2741
APPLICATIONS : Applications can be submitted by hand delivery during office hours to: Eastern Cape Deeds Registry: Qonce at 113 Alexander Road, Qonce, 5600, Eastern Cape. Candidates are also encouraged to apply by using this link http://deedsportal.deeds.gov.za (Please separate Application Form for each post) before the closing date as no late applications will be considered.
NOTE : EE Targets: African, Coloured, Indian and white Males, and African, Coloured and Indian Females, and Persons with Disabilities

POST 40/70 : **JUNIOR EXAMINER REF NO: 3/1/1/1/2026/345 (X3 POSTS)**
Directorate: Examination, Execution, And Deeds Training Services

SALARY : R338 106 per annum (Level 07)
CENTRE : Eastern Cape (Qonce)
REQUIREMENTS : Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and National Diploma in Law / National Diploma Deeds Registration Law / Buris / B Proc / LLB. No experience required. Job-related knowledge: Knowledge deeds registration processes and procedures. Interpretation of statutes. Examination of Deeds. Property Law. Job-related skills: Computer skills. Communication skills. Organising skills. Problem solving. Interpersonal skills. Time Management. Interpretation skills. Numerical skills.
DUTIES : Prepare deeds for examination. Link batches, endorse deeds and complete all the endorsements. Verify registration information against data information. Complete fee endorsement, indicate exemption category and authority. Examine deeds and document. Check the correctness of the drafting of deeds. Raise notes referring to the relevant authority. Check compliance of notes on re-lodged deeds and remove notes if complied. Attend to rectification of office errors. File updated acts, manuals and circulars. Complete notification form/caveat endorsement for other sections (diagram, etc). Verify registration information. Check and interpret interdicts, and record details thereof. Check and interpret sectional titles files. Raise queries if non complied and endorse deeds. Check and interpret township files, general plan and ensure that appropriate title conditions/servitudes are brought forward. Consult with clients relating to deeds and documents. Discuss notes with Conveyancers and provide guidance. Check the deeds compliance and remove notes. Distribution of deeds and documents. Count, balance deeds with lodgements / DOTS slip and scan deeds. Sort and distribute deeds according to transactions and batches to Examiners. Distribute assignment slips to examiners. Record townships, sectional schemes, rosters, corrective maintenance and expedited deeds.
ENQUIRIES : Ms VC Bomela / Mr P Sabasaba Tel No: (043) 642 2741
APPLICATIONS : Applications can be submitted by hand delivery during office hours to: Eastern Cape Deeds Registry: Qonce at 113 Alexander Road, Qonce, 5600 Eastern Cape. Candidates are also encouraged to apply by using this link http://deedsportal.deeds.gov.za (Please separate Application Form for each post) before the closing date as no late applications will be considered
NOTE : EE Targets: Coloured, Indian, and White Males, and African and Indian Females, and Persons with Disabilities.

POST 40/71 : **STATE ACCOUNTANT REF NO: 3/1/1/1/2026/340**
Directorate: Financial And Supply Chain Management Services

SALARY : R338 106 per annum (Level 07)
CENTRE : Northern Cape (Kimberley)
REQUIREMENTS : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Cost and Management Accounting /

Financial Management / Commerce / Economics / BCom Accounting or related equivalent qualifications. Minimum of 1 year relevant experience in management accounting environment. A valid driver's licence. Job related knowledge: Public Service Act. Public Finance Management Act. Preferential Procurement Policy Framework Act. Treasury or Financial Regulations of the Public Finance Act. PERSAL, Basic Accounting System (BAS) and Logistical Information System (LOGIS). Job related skills: Analytical thinking. Communication (verbal and written). Computer literacy. Report writing and problem solving.

DUTIES : Process BAS, PERSAL and LOGIS transactions. Check, verify payment and capture on BAS. Approve PERSAL transactions. Maintain budget (shifting of funds). Compile, capture, or approve journals. Reconcile travel agency account. Ascertain invoices received. Reconcile / analyse key accounts. Accumulate synopsis report (age analysis). Compile financial reports. Compile and submit inputs and Port Folio of Evidence (POEs) on financial reports (accruals and payables reports). Provide input on invoices paid within 30 days. Compile Medium Term Expenditure Framework (MTEF), Estimates of National Expenditure (ENE), Adjusted Estimates of National Expenditure (AENE) inputs. Process petty cash and revenue collections. Check and sign petty cash replenishment and balance cash on hand. Facilitate petty cash count and report. Perform daily deposit confirmations.

ENQUIRIES : Mr D Leberegane Tel No: (053) 830 4060

APPLICATIONS : Applications can be submitted by hand delivery during office hours to: Magistrate Court Building, 6th floor, Knight Street, Corner of Stead Street, Kimberley, 8300 or by email to Post340@dlrrd.gov.za

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

POST 40/72 : **STATE ACCOUNTANT: RATES AND TAXES REF NO: 3/1/1/1/2026/349 (X5 POSTS)**
(12 Month Contract)
Directorate: Financial and Supply Chain Management Services

SALARY : R338 106 per annum (Level 07), (plus 37% in lieu of benefits)

CENTRE : Gauteng (Pretoria)

REQUIREMENTS : Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and a Degree or National Diploma in Financial Accounting / Management Accounting / Financial Management or related equivalent qualification. Minimum of 1 year experience in financial management environment. A valid driver's licence. Job related knowledge: Public Service Act. Public Finance Management Act. Preferential Procurement Policy Framework Act. Treasury Regulations, 2005. Job related skills: Communication (verbal and written). Facilitation and presentation. Financial Management. Computer literacy (Microsoft Word, Excel, PowerPoint, Project).

DUTIES : Verify invoices and prepare payment submissions. Request invoices, statements and supporting documents from clients. Verify details, billing, tariffs, calculations and validity of charges. Prepare complete payment parcels in accordance with policies, SOPs and delegations. Submit payment parcels for review and approval and address queries. Reconcile accounts and capturing of payments. Reconcile statements with accounting records, payments and credits. Investigate discrepancies and substantiate outstanding balances. Engage clients to resolve queries. Capture payments on financial system. Monitor expenditure and payment progress. Track payment submissions and follow up outstanding payments. Communicate payment outcomes and confirm correct allocation to municipal accounts. Maintain invoice, payment and outstanding liability registers. Monitor overdue invoices and progress in reducing the payment backlog. Compile reports and support audit processes. Compile reports on expenditure, liabilities, disputed accounts and overdue invoices. Report progress on backlog reduction and municipal clearance matters. Maintain complete supporting records and audit trails. Respond to audit queries and implement assigned corrective actions.

ENQUIRIES : Ms P Ledwaba Tel No: (012) 337 3657

APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 524 Stanza Bopape and Steve Biko Street, Suncardia Building, 6th Floor, Arcadia, 0002 or by email to Post349@dlrrd.gov.za

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

POST 40/73	:	**STATE ACCOUNTANT: RATES AND TAXES REF NO: 3/1/1/1/2026/350 (X14 POSTS)** (12 Month Contract) Directorate: Financial and Supply Chain Management Services
SALARY	:	R338 106 per annum (Level 07), (Plus 37% in lieu of benefits)
CENTRE	:	North West (Mmabatho)
REQUIREMENTS	:	Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and a Degree or National Diploma in Financial Accounting / Management Accounting / Financial Management or related equivalent qualification. Minimum of 1 year experience in financial management environment. A valid driver's licence. Job related knowledge: Public Service Act. Public Finance Management Act. Preferential Procurement Policy Framework Act. Treasury Regulations, 2005. Job related skills: Communication (verbal and written). Facilitation and presentation. Financial Management. Computer literacy (Microsoft Word, Excel, PowerPoint, Project).
DUTIES	:	Verify invoices and prepare payment submissions. Request invoices, statements and supporting documents from clients. Verify details, billing, tariffs, calculations and validity of charges. Prepare complete payment parcels in accordance with policies, SOPs and delegations. Submit payment parcels for review and approval and address queries. Reconcile accounts and capturing of payments. Reconcile statements with accounting records, payments and credits. Investigate discrepancies and substantiate outstanding balances. Engage clients to resolve queries. Capture payments on financial system. Monitor expenditure and payment progress. Track payment submissions and follow up outstanding payments. Communicate payment outcomes and confirm correct allocation to municipal accounts. Maintain invoice, payment and outstanding liability registers. Monitor overdue invoices and progress in reducing the payment backlog. Compile reports and support audit processes. Compile reports on expenditure, liabilities, disputed accounts and overdue invoices. Report progress on backlog reduction and municipal clearance matters. Maintain complete supporting records and audit trails. Respond to audit queries and implement assigned corrective actions.
ENQUIRIES	:	Ms P Dipudi Tel No: (018) 388 7138
APPLICATIONS	:	Applications can be submitted by hand delivery during office hours to: Cnr James Moroka and Sekame Drive, West Gallery, Megacity, Mmabatho, 2735 or by email to Post350@dlrrd.gov.za
NOTE	:	EE Targets: Coloured, Indian and White Males, and Coloured, Indian and White Females, and Persons with Disabilities.
POST 40/74	:	**STATE ACCOUNTANT: RATES AND TAXES REF NO: 3/1/1/1/2026/351 (X12 POSTS)** (12 Month Contract) Directorate: Financial And Supply Chain Management Services
SALARY	:	R338 106 per annum (Level 07), (Plus 37% in lieu of benefits)
CENTRE	:	Mpumalanga (Mbombela)
REQUIREMENTS	:	Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and a Degree or National Diploma in Financial Accounting / Management Accounting / Financial Management or related equivalent qualification. Minimum of 1 year experience in financial management environment. A valid driver's licence. Job related knowledge: Public Service Act. Public Finance Management Act. Preferential Procurement Policy Framework Act. Treasury Regulations, 2005. Job related skills: Communication (verbal and written). Facilitation and presentation. Financial Management. Computer literacy (Microsoft Word, Excel, PowerPoint, Project).
DUTIES	:	Verify invoices and prepare payment submissions. Request invoices, statements and supporting documents from clients. Verify details, billing, tariffs, calculations and validity of charges. Prepare complete payment parcels in accordance with policies, SOPs and delegations. Submit payment parcels for review and approval and address queries. Reconcile accounts and capturing of payments. Reconcile statements with accounting records, payments and credits. Investigate discrepancies and substantiate outstanding balances. Engage clients to resolve queries. Capture payments on financial system. Monitor expenditure and payment progress. Track payment submissions and follow up outstanding payments. Communicate payment outcomes and confirm correct allocation to municipal accounts. Maintain

invoice, payment and outstanding liability registers. Monitor overdue invoices and progress in reducing the payment backlog. Compile reports and support audit processes. Compile reports on expenditure, liabilities, disputed accounts and overdue invoices. Report progress on backlog reduction and municipal clearance matters. Maintain complete supporting records and audit trails. Respond to audit queries and implement assigned corrective actions.

ENQUIRIES : Ms PP Muchanga Tel No: (013) 754 8072

APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 17 Van Rensburg Street, 7th Floor Bateleur Building, Mbombela, 1200 or by email to Post351@dlrrd.gov.za

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

POST 40/75 : **STATE ACCOUNTANT: RATES AND TAXES REF NO: 3/1/1/1/2026/352 (X11 POSTS)**
(12 Month Contract)
Directorate: Financial And Supply Chain Management Services

SALARY : R338 106 per annum (Level 07), (plus 37% in lieu of benefits)

CENTRE : Limpopo (Polokwane)

REQUIREMENTS : Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and a Degree or National Diploma in Financial Accounting / Management Accounting / Financial Management or related equivalent qualification. Minimum of 1 year experience in financial management environment. A valid driver's licence. Job related knowledge: Public Service Act. Public Finance Management Act. Preferential Procurement Policy Framework Act. Treasury Regulations, 2005. Job related skills: Communication (verbal and written). Facilitation and presentation. Financial Management. Computer literacy (Microsoft Word, Excel, PowerPoint, Project).

DUTIES : Verify invoices and prepare payment submissions. Request invoices, statements and supporting documents from clients. Verify details, billing, tariffs, calculations and validity of charges. Prepare complete payment parcels in accordance with policies, SOPs and delegations. Submit payment parcels for review and approval and address queries. Reconcile accounts and capturing of payments. Reconcile statements with accounting records, payments and credits. Investigate discrepancies and substantiate outstanding balances. Engage clients to resolve queries. Capture payments on financial system. Monitor expenditure and payment progress. Track payment submissions and follow up outstanding payments. Communicate payment outcomes and confirm correct allocation to municipal accounts. Maintain invoice, payment and outstanding liability registers. Monitor overdue invoices and progress in reducing the payment backlog. Compile reports and support audit processes. Compile reports on expenditure, liabilities, disputed accounts and overdue invoices. Report progress on backlog reduction and municipal clearance matters. Maintain complete supporting records and audit trails. Respond to audit queries and implement assigned corrective actions.

ENUIRIES : Ms M Nkuna Tel No: (015) 495 1905 / Mr L Mahasha Tel No: (015) 495 1956

APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 61 Biccard street, Polokwane, 0700 or by email to Post352@dlrrd.gov.za

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

POST 40/76 : **STATE ACCOUNTANT: RATES AND TAXES REF NO: 3/1/1/1/2026/353 (X5 POSTS)**
(12 Month Contract)
Directorate: Financial And Supply Chain Management Services

SALARY : R338 106 per annum (Level 07), (plus 37% in lieu of benefits)

CENTRE : Free State (Bloemfontein)

REQUIREMENTS : Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and a Degree or National Diploma in Financial Accounting / Management Accounting / Financial Management or related equivalent qualification. Minimum of 1 year experience in financial management environment. A valid driver's licence. Job related knowledge: Public Service Act. Public Finance Management Act. Preferential Procurement Policy Framework Act. Treasury Regulations, 2005. Job related skills: Communication (verbal and written). Facilitation and presentation. Financial

Management. Computer literacy (Microsoft Word, Excel, PowerPoint, Project).

DUTIES : Verify invoices and prepare payment submissions. Request invoices, statements and supporting documents from clients. Verify details, billing, tariffs, calculations and validity of charges. Prepare complete payment parcels in accordance with policies, SOPs and delegations. Submit payment parcels for review and approval and address queries. Reconcile accounts and capturing of payments. Reconcile statements with accounting records, payments and credits. Investigate discrepancies and substantiate outstanding balances. Engage clients to resolve queries. Capture payments on financial system. Monitor expenditure and payment progress. Track payment submissions and follow up outstanding payments. Communicate payment outcomes and confirm correct allocation to municipal accounts. Maintain invoice, payment and outstanding liability registers. Monitor overdue invoices and progress in reducing the payment backlog. Compile reports and support audit processes. Compile reports on expenditure, liabilities, disputed accounts and overdue invoices. Report progress on backlog reduction and municipal clearance matters. Maintain complete supporting records and audit trails. Respond to audit queries and implement assigned corrective actions.

ENQUIRIES : Ms T Maleane Tel No: (051) 400 4200

APPLICATIONS : Applications can be submitted by hand delivery during office hours to: 136 Charlotte Maxeke Street, SA Eagle Building, Bloemfontein, 9300 or by email to Post353@dlrrd.gov.za

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

POST 40/77 : **STATE ACCOUNTANT: RATES AND TAXES REF NO: 3/1/1/1/2026/354 (X12 POSTS)**
(12 Month Contract)
Directorate: Financial and Supply Chain Management Services

SALARY : R338 106 per annum (Level 07), (plus 37% in lieu of benefits)

CENTRE : Northern Cape (Namakwa District Office, Frances Baard and John Taolo Gaetsewe District Office, Pixley Kaseme District Office and ZF Mgcawu District Office)

REQUIREMENTS : Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and a Degree or National Diploma in Financial Accounting / Management Accounting / Financial Management or related equivalent qualification. Minimum of 1 year experience in financial management environment. A valid driver's licence. Job related knowledge: Public Service Act. Public Finance Management Act. Preferential Procurement Policy Framework Act. Treasury Regulations, 2005. Job related skills: Communication (verbal and written). Facilitation and presentation. Financial Management. Computer literacy (Microsoft Word, Excel, PowerPoint, Project).

DUTIES : Verify invoices and prepare payment submissions. Request invoices, statements and supporting documents from clients. Verify details, billing, tariffs, calculations and validity of charges. Prepare complete payment parcels in accordance with policies, SOPs and delegations. Submit payment parcels for review and approval and address queries. Reconcile accounts and capturing of payments. Reconcile statements with accounting records, payments and credits. Investigate discrepancies and substantiate outstanding balances. Engage clients to resolve queries. Capture payments on financial system. Monitor expenditure and payment progress. Track payment submissions and follow up outstanding payments. Communicate payment outcomes and confirm correct allocation to municipal accounts. Maintain invoice, payment and outstanding liability registers. Monitor overdue invoices and progress in reducing the payment backlog. Compile reports and support audit processes. Compile reports on expenditure, liabilities, disputed accounts and overdue invoices. Report progress on backlog reduction and municipal clearance matters. Maintain complete supporting records and audit trails. Respond to audit queries and implement assigned corrective actions.

ENQUIRIES : Mr D Leberegane Tel No: (053) 830 4060

APPLICATIONS : Applications can be submitted by hand delivery during office hours to: Magistrate Court Building, 6th floor, Knight Street, Corner of Stead Street, Kimberley, 8300 or by email to Post354@dlrrd.gov.za

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

POST 40/78	:	**STATE ACCOUNTANT: RATES AND TAXES REF NO: 3/1/1/1/2026/355 (X8 POSTS)** (12 Month Contract) Directorate: Financial And Supply Chain Management Services
SALARY	:	R338 106 per annum (Level 07), (plus 37% in lieu of benefits)
CENTRE	:	Western Cape (Various Districts)
REQUIREMENTS	:	Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and a Degree or National Diploma in Financial Accounting / Management Accounting / Financial Management or related equivalent qualification. Minimum of 1 year experience in financial management environment. A valid driver's licence. Job related knowledge: Public Service Act. Public Finance Management Act. Preferential Procurement Policy Framework Act. Treasury Regulations, 2005. Job related skills: Communication (verbal and written). Facilitation and presentation. Financial Management. Computer literacy (Microsoft Word, Excel, PowerPoint, Project).
DUTIES	:	Verify invoices and prepare payment submissions. Request invoices, statements and supporting documents from clients. Verify details, billing, tariffs, calculations and validity of charges. Prepare complete payment parcels in accordance with policies, SOPs and delegations. Submit payment parcels for review and approval and address queries. Reconcile accounts and capturing of payments. Reconcile statements with accounting records, payments and credits. Investigate discrepancies and substantiate outstanding balances. Engage clients to resolve queries. Capture payments on financial system. Monitor expenditure and payment progress. Track payment submissions and follow up outstanding payments. Communicate payment outcomes and confirm correct allocation to municipal accounts. Maintain invoice, payment and outstanding liability registers. Monitor overdue invoices and progress in reducing the payment backlog. Compile reports and support audit processes. Compile reports on expenditure, liabilities, disputed accounts and overdue invoices. Report progress on backlog reduction and municipal clearance matters. Maintain complete supporting records and audit trails. Respond to audit queries and implement assigned corrective actions.
ENQUIRIES	:	Mr B Zuma Tel No: (021) 409 0300
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 Post355@dlrrd.gov.za
NOTE	:	EE Targets: African, Coloured, Indian and White Males, and Coloured, Indian and White Females, and Persons with Disabilities.
POST 40/79	:	**REGISTRY CLERK REF NO: 3/1/1/1/2026/338** Chief Directorate: Supply Chain Management Services
SALARY	:	R237 453 per annum (Level 05)
CENTRE	:	Gauteng (Pretoria)
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	:	Ms NL Ngobeni Tel No: (012) 312 8420
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 Post338@dlrrd.gov.za

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

ANNEXURE I

DEPARTMENT OF MINERAL AND PETROLEUM RESOURCES

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

APPLICATIONS	:	Applicants must be submitted via DMPR E-Recruitment System accessible using the following link https://erecruitment.dmpr.gov.za Applications must create a user profile by completing all required personal information and setting up your login credential on DMPR E-Recruitment System. Once registration is complete and logged in to the system, you may browse all vacant positions. Another option is to submit application by post or courier, quoting relevant reference, addressed to: The Director-General, Department of Mineral and Petroleum Resources, Private Bag X59, Pretoria, 0001. Alternatively, applications may also be hand delivered to Trevenna Campus, corner Meintjies and Francis Baard Street, former Schoeman. General enquiries may be brought to the attention of Ms T Gumede Tel No: (012) 444-3319.
CLOSING DATE	:	20 November 2026
NOTE	:	Applications are strongly advised to complete and attach recent Z83 application form which came into effect from 01 January 2021 as issued by the Minister of Public Service Administration in line with regulation 10 of the Public Service Regulations, 2016 as amended, which is obtainable online from www.dpsa.gov.za and detailed Curriculum Vitae when submitting applications on DMPR E-Recruitment System. Applications must be submitted on the recent Z83 application form which came into effect from 01 January 2021 as issued by the Minister of Public Service Administration in line with regulation 10 of the Public Service Regulations, 2016 as amended, which is obtainable online from www.gov.za and www.dpsa.gov.za. All sections of the Z83 must be completed (In full, accurately, legibly, honestly, initialled, signed and dated), and accompanied by a comprehensive/ detailed Curriculum Vitae only. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications and other relevant documents will be required from shortlisted candidates only on or before the day of the interview. The Curriculum Vitae must have at least three (3) reference persons and their contacts. Failure to provide accurate information on a job application as well as incomplete information will result in a disqualification. Job applicants in possession of a foreign qualification(s), must also provide an evaluation certificate obtainable from the South African Qualification Authority (SAQA). If an invitation for an interview is not received within three (3) months after the closing date, please regard your application as unsuccessful. Requirements stated on the advertised posts are minimum inherent requirements; therefore, criteria for shortlisting will depend on the proficiency of the applications received. 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) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. Applicants must note that personnel suitability checks (PSC) will be conducted on the short-listed applicants, therefore will be required to give consent in terms of the POPI Act in order for the Department to conduct this exercise. PSC includes security screening and vetting, qualification verification, criminal records, financial records checks. Applicants who do not comply with the above-mentioned requirements, as well as application received after the closing date will not be considered. If an applicant wishes to withdraw an application, He/ She must do so in writing. It is also important to note that the Department reserves the right not to fill any advertised post at any stage of the recruitment process.

OTHER POSTS

POST 40/80 : **SENIOR INSPECTOR: MINE HEALTH AND SAFETY REF NO: 0102**

SALARY : R1 101 468 per annum (Level 12), (all-inclusive package)
CENTRE : North-West Region, Klerksdorp
REQUIREMENTS : A National Diploma in Mining Engineering (NQF6), Mine Manager's Certificate of Competency, plus a drivers license with minimum 3 years' experience at a junior managerial level in mining, Knowledge of: Mine Health and Safety Act and Regulations and Legal Proceedings, Mining Engineering – Mine Equipment .e.g. winder, boilers, plants etc, Hazard identification and risk management, Public Service Staff Code, DMPR Policies, Skills: Ability to interpret and apply Mine Health and Safety Act, DMPR Policy and Staff Code, Management skills- Planning, Leading, Organising and Controlling, Report and Writing Formulation, Good interpersonal relations, Analyses and interpretation of accident statistics, Be able to recommend mining engineering solutions, negotiation skill, Language proficiency, computer skills Thinking demand: Innovative thinker, Analyse situations carefully, make fair and reasonable decisions, Receptive to suggestions and ideas, Be able to stay calm and collective during difficult situations.
DUTIES : Coordinate, conduct and report on underground, shaft and surface audits and inspections on matters relating to ground stability, support, explosives, blasting operations and other matters relating to the Mine Safety. Coordinate, conduct report on investigations into mine related accidents contraventions and complaints as well as the analysis of mine accidents and trends to determine high risk mining operations and take appropriate action. Coordinate and serve on any necessary board of examiners. Coordinate the Investigation, consultation and provision of input on mine closure, prospecting rights, mining rights and permits, EMP's, and township development. Provide managerial activities.
ENQUIRIES : Mr J Melembe Tel No: (018) 487 4300
NOTE : Indian /Coloured or white female are encouraged to apply.

POST 40/81 : **INSPECTOR: OCCUPATIONAL MEDICINE REF NO: 0103**

SALARY : R932 292 per annum (Level 11), (all-inclusive package)
CENTRE : Free State Region, Welkom
REQUIREMENTS : A Bachelor of Nursing Science (B Cur)/ National Diploma, B Tech Occupational Health Nursing (NQF Level 6) valid registration with South African Nursing Council (SANC), coupled with minimum of 3 years' experience in Occupational Medicine/ Health and valid Driver's License PLUS the following competencies Knowledge of: Sound knowledge of both occupational Medical and Nursing discipline, understanding of MHSA & Regulations and directives. Understanding general mining practices and occupational health risks associated with, knowledge of petrochemical industry, diving and equipment. Skills: Ability to apply knowledge, researching skills, Good Communicator, Have good investigating skills, must be computer literate Thinking Demands: Health and Safety hazards/risks recognise and respond, be able to apply MHSA, dedicated, hardworking, loyal and conscientious, well experienced in Occupational Health on mines and industry, knowledge of offshore oil exploration and diving industry and sound temperament.
DUTIES : Conduct and report on underground, and surface audits and inspections on matters relating to medical surveillance, and other matters relating to mine occupational medicine and take the necessary enforcement action where necessary. Ensure the investigation of and reporting of mine related diseases, contraventions and complaints as well as analyse regional mine disease trends to determine high risk mining operations and take appropriate action. Investigate, consult and provide input on Mine Closures, Prospecting Rights, Mining Rights and permits, EMPS's and township development. Provide inputs to regional reports, revision of medical regulations, guidelines and standards and applications of exemptions, permissions and approvals related to occupational medicine.
ENQUIRIES : Mr P Nyaqcela at 082 459 2783
NOTE : Indian /Coloured or white female are encouraged to apply.

POST 40/82 : **DEPUTY DIRECTOR: ORGANISATIONAL DEVELOPMENT AND CHANGE MANAGEMENT REF NO: 0104**

SALARY	:	R932 292 per annum (Level 11), (all-inclusive package)
CENTRE	:	Head Office, Pretoria
REQUIREMENTS	:	BCom Industrial and Organisational Psychology/National Diploma: Management Services/ Operations Management (NQF 6)PLUS a certificate in Job Evaluation Analysis with minimum 3 years 'experience at a junior managerial level in Organisational Development field, Knowledge of: Have a sound knowledge and understanding of policies, prescripts, regulations, white papers, public administration etc., work -study and work study techniques , job descriptions and specifications job evaluation, staff supervision, Knowledge of operations management framework, Knowledge and understanding of project and change management, PERSAL post establishment Skills: Communication skills, Computer skills, Report writing, Listening and interpretation, Analytical skills, Basic research skills, Organising, coordinating and planning skills, Problem solving skills, Facilitation skills, Managerial skills, Training and motivational skills, form design, business process mapping Thinking Demands: Logical, Creative / innovative thinker, Objective, Accurate, Diplomatic.
DUTIES	:	Oversee the development of organisational and post establishment investigations and advice management in this regard including management of post establishment on PERSAL. Oversee/ lead / conduct job analysis, job evaluation (JE) and job descriptions. Oversee the facilitation and the implementation of the Operations Management Framework. Oversee the development, maintenance and implementation of policies on efficiency-related matters. Provide holistic change management and organisational development policy and strategy for the department. Ensure / Design Forms. Manage the Sub-directorate
ENQUIRIES	:	Mr. C Ramoshaba Tel No: (012) 444 3221
NOTE	:	Indian /Coloured or white male and persons with disability are encouraged to apply.

POST 40/83	:	**SENIOR LEGAL ADMINISTRATION OFFICER REF NO: 0105**
SALARY	:	R610 434 - R1 442 451 per annum, (all-inclusive package)
CENTRE		Head Office, Pretoria
REQUIREMENTS	:	An Bachelor of Laws (LLB) Degree (NQF 8) with 8 years post qualification Legal experience (Salary Notch will be determined in accordance with experience in terms of the OSD Legal Qualified Professionals, Knowledge of: Knowledge of general legal principles and legislation particularly, Mine Health and Safety Act, 29 of 1996, Legislation applicable in the mining industry, Labour Laws, Departmental Policies and Directives, Skills: Research skills, Computer literacy, Ability to interpret and apply legislation, Communication skills (verbal and written), Ability to work independently, Innovative thinking, Thinking demand: information evaluation, decision making and problem solving.
DUTIES	:	Provide legal advice and opinion to Department and Minister, including on accident investigations and enquiries in terms of the MHS Act. Draft and vet legislation, subordinate legislation, legal documents, memoranda, reports and submissions on a variety of matters. Provide advice on appeals lodged against administrative decisions taken in terms of legislation administered by the department. Oversee all litigation for and against the Department/Minister in terms of court rules and applicable legislation. Act as legal representative for the department at various forums. Monitor compliance with PAIA and PAJA.
ENQUIRIES	:	Adv. W Mogopudi Tel No: (012) 444 3274
NOTE	:	Indian /Coloured / White male or female and persons with disability are encouraged to apply.

POST 40/84	:	**ASSISTANT DIRECTOR: ORGANISATIONAL DEVELOPMENT AND CHANGE MANAGEMENT REF NO: 0106**
SALARY	:	R487 197 per annum (Level 09)
CENTRE	:	Head Office, Pretoria
REQUIREMENTS	:	A B.Com Industrial and Organisational Psychology/ ND: Management Services/ ND: Operations Management (NQF 6) PLUS Certificate in Job Evaluation Analysis and coupled with a minimum of 3 years' experience in a Work Study/Organisational Development Environment as a practitioner. Knowledge of: Have a sound knowledge and understanding of: policies, prescripts, regulations, white Papers, public administration etc; work study and work study techniques; job descriptions and specifications, job

evaluation, staff supervision, knowledge and understanding of project and change management ,Skills: Communication skills, Computer skills, Report writing, Listening and interpretation, Analytical skills, Basic research skills, Organising, coordinating, and planning skills, Problem solving skills, Project management and Facilitation skills, Training and motivational skills, Thinking demand: Logical, Creative/Innovative thinker, Objective, Accurate, Diplomatic.

DUTIES : Lead/ Undertake organisational and post-establishment investigations and advise management in this regard. Lead/Conduct job analysis and job evaluation (JE). Lead/ Facilitated the implementation of Operations Management Framework. Ensure/Administer post establishment. Facilitate/ coordinate change management interventions. Facilitate/ coordinate change management interventions. Ensure/ Design forms. Provide managerial activities.

ENQUIRIES : Mr. C Ramoshaba Tel No: (012) 444 3221

NOTE : Indian /White male and persons with disability are encouraged to apply.

POST 40/85 : **PERSONAL ASSISTANT: LEGAL SERVICES REF NO: 0107**

SALARY : R338 106 per annum (Level 07)

CENTRE : Head Office, Pretoria

REQUIREMENTS : A National Diploma in Office Administration/Office Management and Technology/Public Administration/ Public Management (NQF 6), minimum of 1 year appropriate experience before or after qualification was obtained Knowledge of: Knowledge on the relevant legislation/policies/prescripts and procedures, Basic knowledge on financial administration, Skills: Language skills and ability to communicate well with people at different level and from different background, Good telephone etiquette, Computer literacy, Sound organisational skills, Good people skills, High level reliability, Ability to act with tact discretion, Self-management and motivation, Thinking demand: Ability to do research and analyse documents and situations.

DUTIES : Provides secretariat/receptionist support service to the manager. Render administrative support services. Provides support to manager regarding meetings. Support the manager with the administration of the manager's budget. Studies the relevant Public Service and departmental prescripts/ policies and other documents and ensure the application thereof is understood properly.

ENQUIRIES : Adv. W Mogopudi Tel No: (012) 444 3018

NOTE : Coloured / White male or female and persons with disability are encouraged to apply.

POST 40/86 : **PERSONAL ASSISTANT: MINE HEALTH AND SAFETY REF NO: 0108**

SALARY : R338 106 per annum (Level 07)

CENTRE : Northern Cape, Kimberley

REQUIREMENTS : A National Diploma in Office Administration/Office Management and Technology/Public Administration/ Public Management (NQF 6), minimum of 1 year appropriate experience before or after qualification was obtained Knowledge of: Knowledge on the relevant legislation/policies/prescripts and procedures, Basic knowledge on financial administration, Skills: Language skills and ability to communicate well with people at different level and from different background, Good telephone etiquette, Computer literacy, Sound organisational skills, Good people skills, High level reliability, Ability to act with tact discretion, Self-management and motivation, Thinking demand: Ability to do research and analyse documents and situations.

DUTIES : Provides secretariat/receptionist support service to the manager. Render administrative support services. Provides support to manager regarding meetings. Support the manager with the administration of the manager's budget. Studies the relevant Public Service and departmental prescripts/ policies and other documents and ensure the application thereof is understood properly.

ENQUIRIES : Mr. T Mateta at 079 8832 024

NOTE : Indian or White female and persons with disability are encouraged to apply.

POST 40/87 : **PERSONAL ASSISTANT: EMPLOYMENT RELATIONS MANAGEMENT REF NO: 0109**

SALARY : R338 106 per annum (Level 07)

CENTRE : Head Office, Pretoria

REQUIREMENTS : A National Diploma in Office Administration/Office Management and Technology/Public Administration/ Public Management (NQF 6), minimum of 1 year appropriate experience before or after qualification was obtained Knowledge of: Knowledge on the relevant legislation/policies/prescripts and procedures, Basic knowledge on financial administration, Skills: Language skills and ability to communicate well with people at different level and from different background, Good telephone etiquette, Computer literacy, Sound organisational skills, Good people skills, High level reliability, Ability to act with tact discretion, Self-management and motivation, Thinking demand: Ability to do research and analyse documents and situations.

DUTIES : Provides secretariat/receptionist support service to the manager. Render administrative support services. Provides support to manager regarding meetings. Support the manager with the administration of the manager's budget. Studies the relevant Public Service and departmental prescripts/ policies and other documents and ensure the application thereof is understood properly.

ENQUIRIES : Mr. L Nemudzivhadi Tel No: (012) 444 3649

NOTE : Indian/ Coloured or White female and persons with disability are encouraged to apply.

POST 40/88 : **REGISTRY CLERK REF NO: 0110**

SALARY : R237 453 per annum (Level 05)

CENTRE Western Cape, Cape Town

REQUIREMENTS : A Grade 12(NQF 4) and valid driver's licence Knowledge of registry duties and practices as well as ability to capture data and utilise a computer, working knowledge and understanding of the legislative framework governing the Public Service, knowledge of storage and retrieval procedures in terms of the working environment, Understanding of the work in registry Skills: Computer skills, Planning and organisation, Language, Good verbal and written communication skills Thinking demand: logical, creative/ innovative thinker, objective, accurate, diplomatic.

DUTIES : Provide registry counter services. Handle incoming and outgoing correspondence. Render an effective filing and record management services. Operate office machines in relation to the registry functions. Process documents for archiving and disposal.

ENQUIRIES : Mr. K Morakaladi Tel No: (021) 427 1006

NOTE : African/ Indian or White male and persons with disability are encouraged to apply.

POST 40/89 : **REGISTRY CLERK: MINERAL REGULATION REF NO: 0111**

SALARY : R237 453 per annum (Level 05)

CENTRE : Gauteng Region, Braamfontein

REQUIREMENTS : A Grade 12(NQF 4)and valid driver's licence Knowledge of registry duties and practices as well as ability to capture data and utilise a computer, working knowledge and understanding of the legislative framework governing the Public Service, knowledge of storage and retrieval procedures in terms of the working environment, Understanding of the work in registry Skills: Computer skills, Planning and organisation, Language, Good verbal and written communication skills Thinking demand: logical, creative/ innovative thinker, objective, accurate, diplomatic.

DUTIES : Provide registry counter services. Handle incoming and outgoing correspondence. Render an effective filing and record management services. Operate office machines in relation to the registry functions. Process documents for archiving and disposal.

ENQUIRIES : Ms. A Linde Tel No: (011) 358 9719

NOTE : Indian /Coloured or White male and persons with disability are encouraged to apply.

POST 40/90 : **ADMINISTRATION CLERK REF NO: 0112**

SALARY : R237 453 per annum (Level 05)

CENTRE : Gauteng Region, Braamfontein

REQUIREMENTS : A Grade 12 qualification (NQF 4) and valid driver's licence: Knowledge of: Policies and Procedures, Acts and Regulations, Skills: Organization skills. Computer Literacy, Communication at all levels, Planning, Numerical,

Telephone etiquette, Dealing with different people, e.g. Religion, Background, Culture. etc Thinking demand: Able to make sound decisions in situations where needed, Able to use initiative, Be able to convey information to from mines correctly.

DUTIES : Provide administration support. Handle the request for procurement of goods and services e.g. equipment. Receive, record and label new Office equipment, maintain asset register and do stock taking. Administer GG and subsidised vehicles for the regional Office Support. Render logistical Support to the regional Office.

ENQUIRIES : Ms. A Linde Tel No: (011) 358 9719

NOTE : Coloured / White male and persons with disability are encouraged to apply.

INTERNSHIP PROGRAMME 2026/2027 – 2027/2028

APPLICATIONS : Applicants must be submitted via DMPR E-Recruitment System accessible using the following link https://erecruitment.dmpr.gov.za. Applications must create a user profile by completing all required personal information and setting up your login credential on DMPR E-Recruitment System. Once registration is complete and logged in to the system, you may browse all vacant positions.
Other option: Another option is to submit application by post or courier, quoting relevant reference, addressed to: The Director-General, Department of Mineral and Petroleum Resources, Private Bag X59, Pretoria, 0001. Alternatively, applications may also be hand delivered to Trevenna Campus, corner Meintjies and Francis Baard Street, former Schoeman. General enquiries may be brought to the attention of Ms. N Sam Tel No: (012) 444 3722 / Mr. S Ngcaweni Tel No: (012) 444 3021.

CLOSING DATE : 20 November 2026

NOTE : The Department of Mineral and Petroleum Resources would like to invite qualifying South African graduates to apply for a Graduate Internship Programme for the Financial Years 2026/2027 – 2027/2028. Persons with Disabilities are encouraged to apply. Successful applicants will be responsible for arranging their own accommodation and transport to and from place of work, during the period of the Internship. Applications must be submitted on the recent Z83 application form, which came into effect from 01 January 2021 as issued by the Minister of Public Service Administration in line with the regulation 10 of the Public Service Regulation, 2016 as amended, which is obtained online www.dpsa.gov.za. All sections of the Z83 must be completed (in full, accurately, legibly, honestly, signed and dated), and accompanied by a comprehensive / detailed Curriculum Vitae. 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. The Curriculum Vitae and Z83 form must have at least three (3) contactable references. 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. Applicants who participated in any other Government Internship Programmes before will not be considered. Students requiring experiential training as part of their qualification must attach a formal letter from their Tertiary Institution. Failure to submit all the requested documents will result in the application not being considered. Applicants must note that personnel suitability checks (PSC) will be conducted on the short-listed applicants, therefore will be required to give consent in terms of the POPI Act in order for the Department to conduct this exercise. 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. Applicants who do not receive confirmation or feedback within three (3) 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 shortlisted candidates only. It is also important to note that the Department reserves the right not to fill any advertised post at any stage of the recruitment process.

OTHER POSTS

POST 40/91	:	**INTERNSHIP PROGRAMME (MINE CLOSURE) REF NO: DMPR/INT/2026/001 (X1 INTERN)**
STIPEND	:	R8174 75 per month
CENTRE	:	Pretoria, Head Office
REQUIREMENTS	:	Degree in Environmental Science/ Environmental Management
ENQUIRIES	:	Ms. N Sam Tel No: (012) 444 3722 / Mr. S Ngcaweni Tel No: (012) 444 3021
NOTE	:	Persons with disability are encouraged to apply.
POST 40/92	:	**INTERNSHIP PROGRAMME (MINE ENVIRONMENTAL RESEARCH AND SUSTAINABLE DEVELOPMENT) REF NO: DMPR/INT/2026/002 (X1 INTERN)**
STIPEND	:	R8174 75 per month
CENTRE	:	Pretoria, Head Office
REQUIREMENTS	:	Degree in Environmental Science/ Environmental Management
ENQUIRIES	:	Ms. N Sam Tel No: (012) 444 3722 / Mr. S Ngcaweni Tel No: (012) 444 3021
NOTE	:	Persons with disability are encouraged to apply.
POST 40/93	:	**INTERNSHIP PROGRAMME (ENVIRONMENTAL COMPLIANCE AND ENFORCEMENT) REF NO: DMPR/INT/2026/003 (X1 INTERN)**
STIPEND	:	R8174 75 per month
CENTRE	:	Pretoria, Head Office
REQUIREMENTS	:	Degree in Environmental Science/ Environmental Management
ENQUIRIES	:	Ms. N Sam Tel No: (012) 444 3722 / Mr. S Ngcaweni Tel No: (012) 444 3021
NOTE	:	Persons with disability are encouraged to apply.
POST 40/94	:	**INTERNSHIP PROGRAMME (CRIMINAL ENFORCEMENT) REF NO: DMPR/INT/2026/004 (X1 INTERN)**
STIPEND	:	R8174 75 per month
CENTRE	:	Pretoria, Head Office
REQUIREMENTS	:	LLB
ENQUIRIES	:	Ms. N Sam Tel No: (012) 444 3722 / Mr. S Ngcaweni Tel No: (012) 444 3021
NOTE	:	Persons with disability are encouraged to apply.
POST 40/95	:	**INTERNSHIP PROGRAMME (SOCIAL AND LABOUR PLAN) REF NO: DMPR/INT/2026/005 (X1 INTERN)**
STIPEND	:	R8174 75 per month
CENTRE	:	Mpumalanga Region: Emalahleni
REQUIREMENTS	:	Degree in Development Studies / Community Development / Social Science specialising in Community Development /Development Studies)
ENQUIRIES	:	Ms. N Sam Tel No: (012) 444 3722 / Mr. S Ngcaweni Tel No: (012) 444 3021
NOTE	:	Persons with disability are encouraged to apply.
POST 40/96	:	**INTERNSHIP PROGRAMME (SOCIAL AND LABOUR PLAN) REF NO: DMPR/INT/2026/006 (X1 INTERN)**
STIPEND	:	R8174 75 per month
CENTRE	:	KwaZulu Natal Region: eThekwini
REQUIREMENTS	:	Degree in Development Studies / Community Development / Social Science specialising in Community Development /Development Studies)
ENQUIRIES	:	Ms. N Sam Tel No: (012) 444 3722 / Mr. S Ngcaweni Tel No: (012) 444 3021
NOTE	:	Persons with disability are encouraged to apply.
POST 40/97	:	**INTERNSHIP PROGRAMME (SOCIAL AND LABOUR PLAN) REF NO: DMPR/INT/2026/007 (X1 INTERN)**
STIPEND	:	R8174 75 per month.
CENTRE	:	Limpopo Region: Polokwane
REQUIREMENTS	:	Degree in Development Studies / Community Development / Social Science specialising in Community Development /Development Studies)
ENQUIRIES	:	Ms. N Sam Tel No: (012) 444 3722 / Mr. S Ngcaweni Tel No: (012) 444 3021
NOTE	:	Persons with disability are encouraged to apply.

POST 40/98	:	**INTERNSHIP PROGRAMME (SOCIAL AND LABOUR PLAN) REF NO: DMPR/INT/2026/008 (X1 INTERN)**
STIPEND	:	R8174 75 per month
CENTRE	:	Northern Cape Region: Kimberley
REQUIREMENTS	:	Degree in Development Studies / Community Development / Social Science specialising in Community Development /Development Studies)
ENQUIRIES	:	Ms. N Sam Tel No: (012) 444 3722 / Mr. S Ngcaweni Tel No: (012) 444 3021
NOTE	:	Persons with disability are encouraged to apply.
POST 40/99	:	**INTERNSHIP PROGRAMME (SOCIAL AND LABOUR PLAN) REF NO: DMPR/INT/2026/009 (X1 INTERN)**
STIPEND	:	R8174 75 per month
CENTRE	:	Gauteng Region: Braamfontein
REQUIREMENTS	:	Degree in Development Studies / Community Development / Social Science specialising in Community Development /Development Studies)
ENQUIRIES	:	Ms. N Sam Tel No: (012) 444 3722 / Mr. S Ngcaweni Tel No: (012) 444 3021
NOTE	:	Persons with disability are encouraged to apply.
POST 40/100	:	**INTERNSHIP PROGRAMME (MINE ECONOMICS) REF NO: DMPR/INT/ 2026/010 (X1 INTERN)**
STIPEND	:	R8174 75 per month
CENTRE	:	Eastern Cape Region: Gqeberha
REQUIREMENTS	:	National Diploma / Degree in Geology
ENQUIRIES	:	Ms. N Sam Tel No: (012) 444 3722 / Mr. S Ngcaweni Tel No: (012) 444 3021
NOTE	:	Persons with disability are encouraged to apply.
POST 40/101	:	**INTERNSHIP PROGRAMME (MINE ECONOMICS) REF NO: DMPR/INT/ 2026/011 (X1 INTERN)**
STIPEND	:	R8174, 75 per month
CENTRE	:	North West Region: Klerksdorp
REQUIREMENTS	:	National Diploma / Degree in Geology
ENQUIRIES	:	Ms. N Sam Tel No: (012) 444 3722 / Mr. S Ngcaweni Tel No: (012) 444 3021
NOTE	:	Persons with disability are encouraged to apply.
POST 40/102	:	**INTERNSHIP PROGRAMME (MINE ECONOMICS) REF NO: DMPR/INT/ 2026/012 (X1 INTERN)**
STIPEND	:	R8174 75 per month
CENTRE	:	Northern Cape Region: Kimberley
REQUIREMENTS	:	National Diploma / Degree in Geology
ENQUIRIES	:	Ms. N Sam Tel No: (012) 444 3722 / Mr. S Ngcaweni Tel No: (012) 444 3021
NOTE	:	Persons with disability are encouraged to apply.
POST 40/103	:	**INTERNSHIP PROGRAMME (MINERAL INFORMATION MANAGEMENT) REF NO: DMPR/INT/2026/013 (X1 INTERN)**
STIPEND	:	R8174 75 per month
CENTRE	:	Northern Cape Region
REQUIREMENTS	:	National Diploma / Degree in GIS Cartography / Town and Regional Planning / Geometrics / Environmental Sciences
ENQUIRIES	:	Ms. N Sam Tel No: (012) 444 3722 / Mr. S Ngcaweni Tel No: (012) 444 3021
NOTE	:	Persons with disability are encouraged to apply.
POST 40/104	:	**INTERNSHIP PROGRAMME (MINERAL INFORMATION MANAGEMENT) REF NO: DMPR/INT/2026/014 (X1 INTERN)**
STIPEND	:	R8174, 75 per month
CENTRE	:	Free State
REQUIREMENTS	:	National Diploma / Degree in GIS Cartography / Town and Regional Planning / Geometrics / Environmental Sciences
ENQUIRIES	:	Ms. N Sam Tel No: (012) 444 3722 / Mr. S Ngcaweni Tel No: (012) 444 3021
NOTE	:	Persons with disability are encouraged to apply.

POST 40/105 : **INTERNSHIP PROGRAMME (OCCUPATIONAL MEDICINE:) REF NO: DMPR/INT/2026/015 (1 INTERN)**

STIPEND : R8174 75 per month
CENTRE : Pretoria, Head Office
REQUIREMENTS : Degree in Statistics / Applied Statistics
ENQUIRIES : Ms. N Sam Tel No: (012) 444 3722 / Mr. S Ngcaweni Tel No: (012) 444 3021
NOTE : Persons with disability are encouraged to apply.

POST 40/106 : **INTERNSHIP PROGRAMME (OCCUPATIONAL HYGIENE) REF NO: DMPR/INT/2026/016 (X1 INTERN)**

STIPEND : R8174 75 per month
CENTRE : Pretoria, Head Office
REQUIREMENTS : Degree in Statistics / Applied Statistics
ENQUIRIES : Ms. N Sam Tel No: (012) 444 3722 / Mr. S Ngcaweni Tel No: (012) 444 3021
NOTE : Persons with disability are encouraged to apply.

POST 40/107 : **INTERNSHIP PROGRAMME (HUMAN RESOURCE DEVELOPMENT) REF NO: DMPR/INT/2026/017 (X1 INTERN)**

STIPEND : R8174 75 per month
CENTRE : Pretoria, Head Office
REQUIREMENTS : National Diploma in Human Resource Development / Management of Training / Human Resource Management
ENQUIRIES : Ms. N Sam Tel No: (012) 444 3722 / Mr. S Ngcaweni Tel No: (012) 444 3021
NOTE : Persons with disability are encouraged to apply.

POST 40/108 : **INTERNSHIP PROGRAMME (OCCUPATIONAL HEALTH AND SAFETY) REF NO: DMPR/INT/2026/018 (X1 INTERN)**

STIPEND : R8174 75 per month
CENTRE : Pretoria, Head Office
REQUIREMENTS : National Diploma / Degree in Environmental Health / Occupational Health and Safety / Safety Management
ENQUIRIES : Ms. N Sam Tel No: (012) 444 3722 / Mr. S Ngcaweni Tel No: (012) 444 3021
NOTE : Persons with disability are encouraged to apply.

POST 40/109 : **INTERNSHIP PROGRAMME (COMMUNICATIONS) REF NO: DMPR/INT/ 2026/019 (X1 INTERN)**

STIPEND : R8174 75 per month
CENTRE : Pretoria, Head Office
REQUIREMENTS : National Diploma / Degree in Communication Studies / Public Relations / Media Studies/ Marketing / Journalism
ENQUIRIES : Ms. N Sam Tel No: (012) 444 3722 / Mr. S Ngcaweni Tel No: (012) 444 3021
NOTE : Persons with disability are encouraged to apply.

POST 40/110 : **INTERNSHIP PROGRAMME (SYSTEM DEVELOPMENT AND MAINTENANCE) REF NO: DMPR/INT/2026/020 (X1 INTERN)**

STIPEND : R8174 75 per month
CENTRE : Pretoria, Head Office
REQUIREMENTS : National Diploma / Degree in Information Technology /Computer Science / Business Information / Business Intelligence
ENQUIRIES : Ms. N Sam Tel No: (012) 444 3722 / Mr. S Ngcaweni Tel No: (012) 444 3021
NOTE : Persons with disability are encouraged to apply.

LEARNER INSPECTOR PROGRAMME 2026/2027 – 2028/2029

APPLICATIONS : Applicants must be submitted via DMPR E-Recruitment System accessible using the following link https://erecruitment.dmpr.gov.za. Applications must create a user profile by completing all required personal information and setting up your login credential on DMPR E-Recruitment System. Once registration is complete and logged in to the system, you may browse all vacant positions.
Other option: Another option is to submit application by post or courier, quoting relevant reference, addressed to: The Director-General, Department of Mineral and Petroleum Resources, Private Bag X59, Pretoria, 0001.

Alternatively, applications may also be hand delivered to Trevenna Campus, corner Meintjies and Francis Baard Street, former Schoeman. General enquiries may be brought to the attention of Ms. N Sam Tel No: (012) 444 3722 / Mr. S Ngcaweni Tel No: (012) 444 3021.

CLOSING DATE : 20 November 2026

NOTE : The Department of Mineral and Petroleum Resources through its Mine Health and Safety Inspectorate would like to invite qualifying South African graduates to apply for a Learner Inspector training Programme for the Financial Years 2026/2027 – 2028/2029. Applications must be submitted on the recent Z83 application form, which came into effect from 01 January 2021 as issued by the Minister of Public Service Administration in line with the regulation 10 of the Public Service Regulation, 2016 as amended, which is obtained online www.dpsa.gov.za. All sections of the Z83 must be completed (in full, accurately, legibly, honestly, signed and dated), and accompanied by a comprehensive / detailed Curriculum Vitae. 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. The Curriculum Vitae and Z83 form must have at least three (3) contactable references. 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. Failure to submit all the requested documents will result in the application not being considered. Applicants must note that personnel suitability checks (PSC) will be conducted on the short-listed applicants, therefore will be required to give consent in terms of the POPI Act in order for the Department to conduct this exercise. 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. Applicants who do not receive confirmation or feedback within three (3) 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 shortlisted candidates only. It is also important to note that the Department reserves the right not to fill any advertised post at any stage of the recruitment process.

OTHER POSTS

POST 40/111 : **LEARNER INSPECTOR PROGRAMME (MINE HEALTH AND SAFETY) REF NO: DMPR/LIP/2026/001 (X1 INTERN)**

STIPEND : R8174 75 per month

CENTRE : Pretoria Head Office

REQUIREMENTS : National Diploma / Degree in Electrical Engineering (Heavy Current) / Mechanical Engineering, with qualifying subjects obtained during course of study to be accepted as Government Certificate of Competency (GCC) candidate

ENQUIRIES : Ms. N Sam Tel No: (012) 444 3722 / Mr. S Ngcaweni Tel No: (012) 444 3021

NOTE : Due to the nature of the work, which involves working underground, a valid Certificate of Fitness will be required.

POST 40/112 : **LEARNER INSPECTOR PROGRAMME (MINE HEALTH AND SAFETY) REF NO: DMPR/LIP/2026/002 (X1 INTERN)**

STIPEND : R8174 75 per month

CENTRE : Pretoria, Head Office

REQUIREMENTS : National Diploma / Degree in Mining Engineering, with qualifying subjects obtained during course of study to be accepted as Mine Managers Certificate of Competency (MMC) candidate

ENQUIRIES : Ms. N Sam Tel No: (012) 444 3722 / Mr. S Ngcaweni Tel No: (012) 444 3021

NOTE : Due to the nature of the work, which involves working underground, a valid Certificate of Fitness will be required.

ANNEXURE J

DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

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

APPLICATIONS	:	Applications can be submitted by email to the relevant email and by quoting the relevant reference number provided on the subject line. Acceptable formats for submission of documents are limited to MS Word, PDF. Candidates must submit applications to recruitment9@dsbd.gov.za and quote the reference number for the above-mentioned position in the subject line (email) when applying i.e. "REF NO: ORLEDC"
CLOSING DATE	:	20 November 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 and appointment will be in line with the DSBD EE Plan. 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. The successful candidate will be required to sign a performance agreement within 3 months of appointment, as well as completing a financial interest's declaration form within one month of appointment and annually thereafter. The Department reserves the rights not to fill or withdraw any advertised post. Note: a new application for employment (Z83) form is applicable from 01 January 2021. The new form can be downloaded online at http://www.dpsa.gov.za/dpsa2g/vacancies.asp

OTHER POST

POST 40/113	:	**OFFICER: REGIONAL AND LOCAL ECONOMIC DEVELOPMENT COORDINATION REF NO: ORLEDC (X2 POSTS)**
SALARY	:	R413 001 per annum
CENTRE	:	Pretoria
REQUIREMENTS	:	Bachelor's Degree (NQF 7) in Social Sciences, Economics, Development Finance, Commerce, Business Management, Business Administration, Local Economic Development, or an equivalent / related qualification as recognised by SAQA. A qualification with exposure to research methods, data analysis, public policy, entrepreneurship, MSME development or local economic development will be an added advantage. Minimum of 1-year administrative, research, coordination or programme support experience in economic development, regional or local government, small business development, development finance, public sector or stakeholder coordination environment. Job related knowledge: basic knowledge of the small business development ecosystem, including MSMEs, cooperatives and informal enterprises. Basic knowledge of Local Economic Development policy frameworks, Integrated Development Plans and the District Development Model. Basic understanding of enterprise development, development finance, business support instruments and referral mechanisms. Basic knowledge of research, data collection, monitoring, reporting and evidence-based decision-making. Awareness of digital information management, POPIA, ICT security and public sector administrative processes. Job related skills: Research and basic policy analysis. Data collection, validation, analysis and interpretation. Report writing, briefing notes and presentation preparation. Stakeholder engagement and coordination across national, provincial and local structures. Digital record keeping, electronic document management and use of reporting systems. Basic project coordination, problem solving and service delivery

innovation. Job competencies: Communication, including clear written submissions and verbal presentations. Data collection, accuracy, quality assurance and attention to detail. Basic project and programme coordination. Analytical thinking, problem solving and continuous improvement. Stakeholder engagement, coordination and service orientation. Digital record keeping, information management and responsible handling of data. Adaptability, learning orientation and service delivery innovation. Additional: Computer literacy, including MS Office packages, electronic document management, spreadsheets, presentation tools and digital collaboration platforms. Driver's licence will be considered an added advantage.

DUTIES : Research and Data Support: Conduct desktop and primary research using digital research tools and data sources to support regional and local economic development initiatives. Capture, update and validate research data in electronic databases and digital repositories. Assist with basic data analysis and preparation of digital reports, summaries and presentations. Support the ongoing monitoring of trends, challenges and opportunities affecting MSMEs, cooperatives and local economies. Policy, Strategy and Programme Support: Contribute to the development and updating of digitally stored policies, standard operating procedures (SOPs), templates and guidelines. Maintain and update electronic knowledge repositories and databases related to local government, regional development and MSME support. Assist in ensuring that information is accurate, accessible and consistently stored across systems. Coordination of Business Support Services: Assist in coordinating access to financial and non-financial business support programmes using digital tracking tools and reporting systems. Support referrals and stakeholder interactions through email, online platforms and digital communication channels. Update records of support interventions and engagements on internal digital systems. Monitoring, Reporting and Information Management: Assist with the monitoring of programme implementation using standardised digital reporting templates. Compile progress reports, status updates and submissions using electronic systems. Ensure timely capturing and updating of implementation data to support performance reporting. Communication and Stakeholder Engagement: Draft correspondence, reports, presentations and submissions using digital tools and document management systems. Support virtual and hybrid meetings, workshops and stakeholder engagements, including: Electronic distribution of documents, Digital minute-taking and record keeping, Share approved information through electronic channels to support coordination and compliance. Administrative Support: Provide administrative support using digital workflows, including electronic filing and document management. Updating digital logs and registers. Scheduling meetings using online calendars. Support the business unit in reducing paper-based processes by adhering to digital -irst administrative practices.

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

NOTE : 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.

ANNEXURE K

SOUTH AFRICAN POLICE SERVICE

OTHER POSTS

POST 40/114	:	**ADMINISTRATION CLERK SUPERVISOR REF NO: CCL 01/2026 (X1 POST)**
		Publication and Broadcast: Broadcast Communication
SALARY	:	R338 106 per annum (Level 07)
CENTRE	:	Pretoria
REQUIREMENTS	:	Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage, A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration Skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.
DUTIES	:	Provide administrative support to the Section Head: Publication and Broadcast. Provide personnel administration and general clerical and logistical support services within the Section. Oversee and provide financial administration support and monitoring of the Section's budget allocation and expenditure. Planning, controlling and administration of procurement, human resource support and supply chain management clerical services. Gathering, drafting, and compiling strategic documents and assisting in implementing Section's operational plans.
ENQUIRIES	:	Capt NM Pretorius / W/O TB Tshabalala at: 082 778 3708 / 082 906 7372
APPLICATIONS	:	E-mailed to TshabalalaBeauty@saps.gov.za Applications may be hand-delivered, as follows: 152 Johannes Ramakhoase Street, Telkom Towers North, Pretoria. Application must be deposited into the box available at the reception area. Applications forwarded by post to be addressed to The Section Head: Corporate Support, (Attention: Captain Pretorius / W/O Tshabalala), Corporate Support, South African Police Service, Private Bag X94, Pretoria, 0001.
NOTE	:	Applications must be submitted on a Z83 Form (2021 version), obtainable from http://www.dpsa.gov.za/dpsa2g/vacancies.asp, which must be accompanied with a comprehensive Curriculum Vitae. The post particulars and reference number of the post you are applying for, must be correctly specified on the application form. Please complete a separate application form for each post you wish to apply for. It is the responsibility of the applicants to submit applications timeously to the correct physical address as provided in the advertisement. Please note that applications submitted to an incorrect physical address will not be considered. Late applications will not be accepted or considered. Short-listed candidates will be required to produce originals of their Identity Document (ID), Senior Certificate and all educational qualifications obtained, service certificates from previous employers stating the occupation and motor vehicle driver's license, before the interview. Qualifications and driver's licences submitted will be subjected to verification with the relevant institutions. Applicants must have no previous criminal convictions or pending criminal/ departmental cases and shall allow their fingerprints to be taken and background enquiries to be made. Short-listed candidates may be subjected to a full security clearance process before or during any stage of employment. Short-listed candidates will be subjected to a vetting process which will include security screening, fingerprint screening, reference checking and verification of address, where necessary. 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. Selection panels shall score both technical exercises as an additional criterion in the interview process. Short-listed candidates for appointments to certain identified posts will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment. Candidates are expected to disclose if he/ she is a respondent in an interim or final protection order in terms of the Domestic Violence Act, 1998 (Act no 116 of 1998) or Protection from Harassment Act, 2011 (Act No 17 of 2011), and may be disqualified from appointment. The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31 January 2015 provide a buccal (inside cheek) sample to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database. Appointments will be made in terms of the Public Service Act, 1994 (Act No 103 of 1994) as applicable to the post environment. Persons who retired from the Public Service by taking a severance package, early retirement or medical retirement, as well as persons with previous convictions, are excluded. The South African Police Service is an equal opportunity, affirmative action employer and it is the intention to promote representivity in the Public Service through the filling of these posts. Persons whose transfer/ appointment will promote representivity will therefore receive preference. The South African Police Service is under no obligation to fill a post after the advertisement thereof. Correspondence will be conducted with successful 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

CLOSING DATE : 20 November 2026 at 16:00

POST 40/115 : **ADMINISTRATION CLERK SUPERVISOR REF NO: CCL 02/2026 (X1 POST)**

Media Relations: Media Liaison

SALARY : R338 106 per annum (Level 07)
CENTRE : Pretoria
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, professionally, accountable and with credibility. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration Skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.
DUTIES : Assist with responding to media enquiries and requests for information. Liaise with journalists, Government Departments, communication officers and relevant stakeholders. Gather, verify and consolidate information from Police Stations, Provincial Offices and Divisions. Refer complex or sensitive media enquiries to the relevant supervisor or authorised spokesperson. Maintain an updated database of media contacts and stakeholders. Develop content for SAPS social media platforms and official websites. Upload and publish approved content in accordance with departmental procedures. Monitor digital platforms and identify communication issues requiring attention. Verify information and images before publication. Assist in tracking audience engagement and compiling reports on digital communication activities.
ENQUIRIES : Capt NM Pretorius / W/O TB Tshabalala at: 082 778 3708 / 082 906 7372

APPLICATIONS E-mailed to TshabalalaBeauty@saps.gov.za
Applications may be hand-delivered, as follows: 152 Johannes Ramakhoase Street, Telkom Towers North, Pretoria. Application must be deposited into the box available at the reception area. Applications forwarded by post to be addressed to The Section Head: Corporate Support, (Attention: Captain Pretorius / W/O Tshabalala), Corporate Support, South African Police Service, Private Bag X94, Pretoria, 0001.

NOTE : Applications must be submitted on a Z83 Form (2021 version), obtainable from http://www.dpsa.gov.za/dpsa2g/vacancies.asp, which must be accompanied with a comprehensive Curriculum Vitae. The post particulars and reference number of the post you are applying for, must be correctly specified on the application form. Please complete a separate application form for each post you wish to apply for. It is the responsibility of the applicants to submit applications timeously to the correct physical address as provided in the advertisement. Please note that applications submitted to an incorrect physical address will not be considered. Late applications will not be accepted or considered. Short-listed candidates will be required to produce originals of their Identity Document (ID), Senior Certificate and all educational qualifications obtained, service certificates from previous employers stating the occupation and motor vehicle driver's license, before the interview. Qualifications and driver's licences submitted will be subjected to verification with the relevant institutions. Applicants must have no previous criminal convictions or pending criminal/ departmental cases and shall allow their fingerprints to be taken and background enquiries to be made. Short-listed candidates may be subjected to a full security clearance process before or during any stage of employment. Short-listed candidates will be subjected to a vetting process which will include security screening, fingerprint screening, reference checking and verification of address, where necessary. 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. Selection panels shall score both technical exercises as an additional criterion in the interview process. Short-listed candidates for appointments to certain identified posts will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment. Candidates are expected to disclose if he/ she is a respondent in an interim or final protection order in terms of the Domestic Violence Act, 1998 (Act no 116 of 1998) or Protection from Harassment Act, 2011 (Act No 17 of 2011), and may be disqualified from appointment. The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31 January 2015 provide a buccal (inside cheek) sample to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database. Appointments will be made in terms of the Public Service Act, 1994 (Act No 103 of 1994) as applicable to the post environment. Persons who retired from the Public Service by taking a severance package, early retirement or medical retirement, as well as persons with previous convictions, are excluded. The South African Police Service is an equal opportunity, affirmative action employer and it is the intention to promote representivity in the Public Service through the filling of these posts. Persons whose transfer/ appointment will promote representivity will therefore receive preference. The South African Police Service is under no obligation to fill a post after the advertisement thereof. Correspondence will be conducted with successful 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

CLOSING DATE : 20 November 2026 at 16:00

POST 40/116 : **ADMINISTRATIVE CLERK SUPERVISOR REF NO: PPS 13/2026 (X1 POST)**

Component: Presidential Protection Service

SALARY : R338 106 per annum (Level 07)

CENTRE : KZN – Global Coordination and Standards: Research and Operational Analysis

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, professionally, accountable and with credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organizing and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.

DUTIES : Facilitate the development of strategic documents. Supervise the facilitation of research. Monitor compliance risk management frameworks within the component. Supervise the research of regulatory requirements for the Component. Supervise the development and maintenance of a compliance monitoring plan. Manage and exercise control over human, physical and financial resources allocated to the post.

ENQUIRIES : Lieutenant Colonel Mkhize / Lt Col Malinga / PO Msani/ A/C Zondo/ Secr Sithole Tel No: (031) 203 7328

APPLICATIONS : Please e-mail: MkhizeSiyabonga@saps.gov.za /MalingaZ@saps.gov.za/ MsaniLL@saps.gov.za/ ZondoN1@saps.gov.za /SitholeNL2@saps.gov.za

NOTE : Applications must be submitted on a Z83 Form (2021 version), obtainable from http://www.dpsa.gov.za/dpsa2g/vacancies.asp, which must be accompanied with a comprehensive Curriculum Vitae. The post particulars and reference number of the post you are applying for, must be correctly specified on the application form. Please complete a separate application form for each post you wish to apply for. It is the responsibility of the applicants to submit applications timeously to the correct physical address as provided in the advertisement. Please note that applications submitted to an incorrect physical address will not be considered. Late applications will not be accepted or considered. Short-listed candidates will be required to produce originals of their Identity Document (ID), Senior Certificate and all educational qualifications obtained, service certificates from previous employers stating the occupation and motor vehicle driver's license, before the interview. Qualifications and driver's licences submitted will be subjected to verification with the relevant institutions. Applicants must have no previous criminal convictions or pending criminal/ departmental cases and shall allow their fingerprints to be taken and background enquiries to be made. Short-listed candidates may be subjected to a full security clearance process before or during any stage of employment. Short-listed candidates will be subjected to a vetting process which will include security screening, fingerprint screening, reference checking and verification of address, where necessary. 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 an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Short-listed candidates for appointments to certain identified posts will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment. Candidates are expected to disclose if he/ she is a respondent in an interim or final protection order in terms of the Domestic Violence Act, 1998 (Act no 116 of 1998) or Protection from Harassment Act, 2011 (Act No 17 of 2011), and may be disqualified from appointment. The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31 January 2015 provide a buccal (inside cheek) sample to determine their forensic DNA profile. The forensic DNA profile derived from

the sample will be loaded to the Elimination Index of the National Forensic DNA Database. Appointments will be made in terms of the Public Service Act, 1994 (Act No 103 of 1994) as applicable to the post environment. People who retired from the Public Service by taking a severance package, early retirement or medical retirement, as well as persons with previous convictions, are excluded. The South African Police Service is an equal opportunity, affirmative action employer and it is the intention to promote representivity in the Public Service through the filling of these posts. Persons whose transfer/ appointment will promote representivity will therefore receive preference. The South African Police Service is under no obligation to fill a post after the advertisement thereof. Correspondence will be conducted with successful 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.

CLOSING DATE : 20 November 2026 at 16:00

POST 40/117 : **ADMINISTRATION CLERK SUPERVISOR REF NO: PPS 14/2026 (X1 POST)**
Component: Presidential Protection Service

SALARY : R338 106 per annum (Level 07)
CENTRE : Western Cape: Cape Town
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognised by SAQA). Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognised by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS PowerPoint, MS Outlook). Demonstrate competency in acting independently, professionally, accountable and with credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem-solving, Sound Planning, organising, and Administration skills. Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.
DUTIES : Monitor an efficient and practical rendering of Program Management Centre's duties. Coordinate all Foreign visits in conjunction with PPS: Head Office. Monitor the adherence to all categories of MISS documents. Liaise with HQ pertaining to daily movements of the VIPs'. Manage and exercise control over human, physical and financial resources allocated to the post.
ENQUIRIES : Lieutenant Colonel Kamana / Captain Teyise / AC Sofika/AC Sylvester Tel No: (021) 467 6485/6499
APPLICATIONS : Please e-mail: KamanaEN@saps.gov.za/ TeyiseS@saps.gov.za / cpt-ppu@saps.gov.za
NOTE : Applications must be submitted on a Z83 Form (2021 version), obtainable from http://www.dpsa.gov.za/dpsa2g/vacancies.asp, which must be accompanied with a comprehensive Curriculum Vitae. The post particulars and reference number of the post you are applying for, must be correctly specified on the application form. Please complete a separate application form for each post you wish to apply for. It is the responsibility of the applicants to submit applications timeously to the correct physical address as provided in the advertisement. Please note that applications submitted to an incorrect physical address will not be considered. Late applications will not be accepted or considered. Short-listed candidates will be required to produce originals of their Identity Document (ID), Senior Certificate and all educational qualifications obtained, service certificates from previous employers stating the occupation and motor vehicle driver's license, before the interview. Qualifications and driver's licences submitted will be subjected to verification with the relevant institutions. Applicants must have no previous criminal convictions or pending criminal/ departmental cases and shall allow their fingerprints to be taken and background enquiries to be made. Short-listed candidates may be subjected to a full security clearance process before or

during any stage of employment. Short-listed candidates will be subjected to a vetting process which will include security screening, fingerprint screening, reference checking and verification of address, where necessary. 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 an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Short-listed candidates for appointments to certain identified posts will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment. Candidates are expected to disclose if he/ she is a respondent in an interim or final protection order in terms of the Domestic Violence Act, 1998 (Act no 116 of 1998) or Protection from Harassment Act, 2011 (Act No 17 of 2011), and may be disqualified from appointment. The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31 January 2015 provide a buccal (inside cheek) sample to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database. Appointments will be made in terms of the Public Service Act, 1994 (Act No 103 of 1994) as applicable to the post environment. People who retired from the Public Service by taking a severance package, early retirement or medical retirement, as well as persons with previous convictions, are excluded. The South African Police Service is an equal opportunity, affirmative action employer and it is the intention to promote representivity in the Public Service through the filling of these posts. Persons whose transfer/ appointment will promote representivity will therefore receive preference. The South African Police Service is under no obligation to fill a post after the advertisement thereof. Correspondence will be conducted with successful 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.

CLOSING DATE : 20 November 2026 at 16:00

POST 40/118 : **ADMINISTRATION CLERK REF NO: CCL 03/2026 (X1 POST)**

SALARY : R237 453 per annum (Level 05)
CENTRE : Component Head: Corporate Communication & Liaison: Pretoria
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognised by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
DUTIES : Render administrative support functions & administer logistical matters. Maintain leave records, registers and files. Answer and screen all incoming calls to the office of the Section. Type reports, letters, minutes, agendas, handle confidential documents, keeping record of the minutes and monitoring flow of documents to and out of the office. Maintain good record keeping, filing and bring forward system. Operate standard equipment (photocopy machine, telephone, computers). Manage the budget and procurement matters. Ensure correct vesting of expenditure. Provide weekly reports. Manage all office human and physical resources. Ensure compliance with the Public Financial Management Act (PFMA) and Treasury Regulations, Acts & Policies.
ENQUIRIES : Capt NM Pretorius / W/O TB Tshabalala at: 082 778 3708 / 082 906 7372
APPLICATIONS : E-mailed to MashiloaneK@saps.gov.za
Applications may be hand-delivered, as follows: 152 Johannes Ramakhoase Street, Telkom Towers North, Pretoria. Application must be deposited into the

box available at the reception area. Applications forwarded by post to be addressed to The Section Head: Corporate Support, (Attention: Captain Pretorius / W/O Tshabalala), Corporate Support, South African Police Service, Private Bag X94, Pretoria, 0001.

NOTE : Applications must be submitted on a Z83 Form (2021 version), obtainable from http://www.dpsa.gov.za/dpsa2g/vacancies.asp, which must be accompanied with a comprehensive Curriculum Vitae. The post particulars and reference number of the post you are applying for, must be correctly specified on the application form. Please complete a separate application form for each post you wish to apply for. It is the responsibility of the applicants to submit applications timeously to the correct physical address as provided in the advertisement. Please note that applications submitted to an incorrect physical address will not be considered. Late applications will not be accepted or considered. Short-listed candidates will be required to produce originals of their Identity Document (ID), Senior Certificate and all educational qualifications obtained, service certificates from previous employers stating the occupation and motor vehicle driver's license, before the interview. Qualifications and driver's licences submitted will be subjected to verification with the relevant institutions. Applicants must have no previous criminal convictions or pending criminal/ departmental cases and shall allow their fingerprints to be taken and background enquiries to be made. Short-listed candidates may be subjected to a full security clearance process before or during any stage of employment. Short-listed candidates will be subjected to a vetting process which will include security screening, fingerprint screening, reference checking and verification of address, where necessary. 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. Selection panels shall score both technical exercises as an additional criterion in the interview process. Short-listed candidates for appointments to certain identified posts will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment. Candidates are expected to disclose if he/ she is a respondent in an interim or final protection order in terms of the Domestic Violence Act, 1998 (Act no 116 of 1998) or Protection from Harassment Act, 2011 (Act No 17 of 2011), and may be disqualified from appointment. The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31 January 2015 provide a buccal (inside cheek) sample to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database. Appointments will be made in terms of the Public Service Act, 1994 (Act No 103 of 1994) as applicable to the post environment. Persons who retired from the Public Service by taking a severance package, early retirement or medical retirement, as well as persons with previous convictions, are excluded. The South African Police Service is an equal opportunity, affirmative action employer and it is the intention to promote representivity in the Public Service through the filling of these posts. Persons whose transfer/ appointment will promote representivity will therefore receive preference. The South African Police Service is under no obligation to fill a post after the advertisement thereof. Correspondence will be conducted with successful 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

CLOSING DATE : 20 November 2026 at 16:00

POST 40/119 : **ADMINISTRATION CLERK REF NO: CCL 04/2026 (X1 POST)**
Internal Communication: Language Management

SALARY : R237 453 per annum (Level 05)
CENTRE : Pretoria
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by

SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, professionally, accountable and with credibility. Strong interpersonal skills, Report writing, Presentation skills, Problem solving, Sound planning, Organising and administration skills. Strong analytical and facilitation skills. Be willing to work under pressure and extended hours.

DUTIES : Good record managing skills of all incoming and outgoing correspondence and translation/interpreter relative requests. Manage the incoming and outgoing job cards for the subsection, Compile monthly and quarterly returns. Manage and assist the Sub-section: Language Management's financial authority and requisition correspondence to ensure work suppliers are obtained and work is completed as well as ensuring distribution of files and record keeping.

ENQUIRIES : Capt NM Pretorius / W/O TB Tshabalala at 082 778 3708 / 082 906 7372

APPLICATIONS E-mailed to MashiloaneK@saps.gov.za

Applications may be hand-delivered, as follows: 152 Johannes Ramakhoase Street, Telkom Towers North, Pretoria. Application must be deposited into the box available at the reception area. Applications forwarded by post to be addressed to The Section Head: Corporate Support, (Attention: Captain Pretorius / W/O Tshabalala), Corporate Support, South African Police Service, Private Bag X 94, Pretoria, 0001.

NOTE : Applications must be submitted on a Z83 Form (2021 version), obtainable from http://www.dpsa.gov.za/dpsa2g/vacancies.asp, which must be accompanied with a comprehensive Curriculum Vitae. The post particulars and reference number of the post you are applying for must be correctly specified on the application form. Please complete a separate application form for each post you wish to apply for. It is the responsibility of the applicants to submit applications timeously to the correct physical address as provided in the advertisement. Please note that applications submitted to an incorrect physical address will not be considered. Late applications will not be accepted or considered. Short-listed candidates will be required to produce originals of their Identity Document (ID), Senior Certificate and all educational qualifications obtained, service certificates from previous employers stating the occupation and motor vehicle driver's license, before the interview. Qualifications and driver's licences submitted will be subjected to verification with the relevant institutions. Applicants must have no previous criminal convictions or pending criminal/ departmental cases and shall allow their fingerprints to be taken and background enquiries to be made. Short-listed candidates may be subjected to a full security clearance process before or during any stage of employment. Short-listed candidates will be subjected to a vetting process which will include security screening, fingerprint screening, reference checking and verification of address, where necessary. 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. Selection panels shall score both technical exercises as an additional criterion in the interview process. Short-listed candidates for appointments to certain identified posts will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment. Candidates are expected to disclose if he/ she is a respondent in an interim or final protection order in terms of the Domestic Violence Act, 1998 (Act no 116 of 1998) or Protection from Harassment Act, 2011 (Act No 17 of 2011), and may be disqualified from appointment. The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31 January 2015 provide a buccal (inside cheek) sample to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database. Appointments will be made in terms of the Public Service Act, 1994 (Act No 103 of 1994) as applicable to the post environment. Persons who retired from the Public Service by taking a severance package, early retirement or medical retirement, as well as persons with previous convictions, are excluded. The South African Police Service is an equal

opportunity, affirmative action employer and it is the intention to promote representivity in the Public Service through the filling of these posts. Persons whose transfer/ appointment will promote representivity will therefore receive preference. The South African Police Service is under no obligation to fill a post after the advertisement thereof. Correspondence will be conducted with successful 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.

CLOSING DATE : 20 November 2026 at 16:00

POST 40/120 : **SECRETARY REF NO: CCL 05/2026 (X1 POST)**
Component Head: Corporate Communication & Liaison

SALARY : R237 453 per annum (Level 05)
CENTRE : Pretoria
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General Computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.

DUTIES : Render secretarial and administrative support services to the Office of the Component Head: Corporate Communication and Liaison. Answer and screen incoming telephone calls and enquiries. Type reports, correspondence, minutes, agendas and other official documents. Handle confidential documents and information. Keep records of minutes and monitor the flow of documents within the office. Liaise with internal Components, Sections and external stakeholders on matters relating to the Office; Manage the diary, appointments and schedules of the Component Head. Receive and attend to visitors in a professional manner; Remind the Component Head of scheduled meetings, appointments and deadlines. Ensure the procurement and serving of refreshments during meetings. Arrange and book venues for meetings, workshops and conferences. Make travel and accommodation arrangements and process related claims. Maintain an effective record-keeping, filing and bring-forward system. Operate standard office equipment such as telephones, computers and photocopiers. Render general reception services.

ENQUIRIES : Capt NM Pretorius / W/O TB Tshabalala at 082 778 3708 / 082 906 7372
APPLICATIONS : E-mailed to MashiloaneK@saps.gov.za
Applications may be hand-delivered, as follows: 152 Johannes Ramakhoase Street, Telkom Towers North, Pretoria. Application must be deposited into the box available at the reception area. Applications forwarded by post to be addressed to The Section Head: Corporate Support, (Attention: Captain Pretorius / W/O Tshabalala), Corporate Support, South African Police Service, Private Bag X94, Pretoria, 0001.

NOTE : Applications must be submitted on a Z83 Form (2021 version), obtainable from http://www.dpsa.gov.za/dpsa2g/vacancies.asp, which must be accompanied with a comprehensive Curriculum Vitae. The post particulars and reference number of the post you are applying for, must be correctly specified on the application form. Please complete a separate application form for each post you wish to apply for. It is the responsibility of the applicants to submit applications timeously to the correct physical address as provided in the advertisement. Please note that applications submitted to an incorrect physical address will not be considered. Late applications will not be accepted or considered. Short-listed candidates will be required to produce originals of their Identity Document (ID), Senior Certificate and all educational qualifications obtained, service certificates from previous employers stating the occupation and motor vehicle driver's license, before the interview. Qualifications and driver's licences submitted will be subjected to verification with the relevant institutions. Applicants must have no previous criminal convictions or pending criminal/ departmental cases and shall allow their fingerprints to be taken and background enquiries to be made. Short-listed

candidates may be subjected to a full security clearance process before or during any stage of employment. Short-listed candidates will be subjected to a vetting process which will include security screening, fingerprint screening, reference checking and verification of address, where necessary. 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. Selection panels shall score both technical exercises as an additional criterion in the interview process. Short-listed candidates for appointments to certain identified posts will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment. Candidates are expected to disclose if he/ she is a respondent in an interim or final protection order in terms of the Domestic Violence Act, 1998 (Act no 116 of 1998) or Protection from Harassment Act, 2011 (Act No 17 of 2011), and may be disqualified from appointment. The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31 January 2015 provide a buccal (inside cheek) sample to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database. Appointments will be made in terms of the Public Service Act, 1994 (Act No 103 of 1994) as applicable to the post environment. Persons who retired from the Public Service by taking a severance package, early retirement or medical retirement, as well as persons with previous convictions, are excluded. The South African Police Service is an equal opportunity, affirmative action employer and it is the intention to promote representivity in the Public Service through the filling of these posts. Persons whose transfer/ appointment will promote representivity will therefore receive preference. The South African Police Service is under no obligation to fill a post after the advertisement thereof. Correspondence will be conducted with successful 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.

CLOSING DATE : 20 November 2026 at 16:00

POST 40/121 : **SECRETARY REF NO: PPS 15/2026 (X1 POST)**
Component: Presidential Protection Service

SALARY : R237 453 per annum (Level 05)
CENTRE : HQ: Pretoria – Section Head: Physical Protection
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa, of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF level 4 as recognised by SAQA). Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Relevant courses in the field of the post will serve as an added advantage. Knowledge, Skills and Competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.

DUTIES : To provide secretarial support functions such as to arrange and prepare meetings, agendas, typing and taking minutes. Answer and screen all incoming calls. Liaise with all sections and regions on matters relating to the Component. Maintain good record keeping, filling system and brought forward system. Process and submit financial claims. Make travel and accommodation arrangements. Manage the diary, receive and host visitors for the office. Operate standard equipment (fax, photocopy machine, telephone, computers etc.). Serving of refreshments to visitors during meetings. Manage office inventory. Uphold the confidentiality of all classified documents as per the MISS. Manage and exercise control over human, physical and financial resources allocated to the post.

ENQUIRIES : Warrant Officer Mnyalatyho Tel No: (012) 400 5105/ AC Sekwape Tel No: (012) 400 5137/ AC Modiha/ HRC Sibande Tel No: (012) 400 5147

APPLICATIONS : Please e-mail: MnyalatyhoLL@saps.gov.za / SekwapeND@saps.gov.za / SibandeK@saps.gov.za / Modihal@saps.gov.za

NOTE : Applications must be submitted on a Z83 Form (2021 version), obtainable from http://www.dpsa.gov.za/dpsa2g/vacancies.asp, which must be accompanied with a comprehensive Curriculum Vitae. The post particulars and reference number of the post you are applying for, must be correctly specified on the application form. Please complete a separate application form for each post you wish to apply for. It is the responsibility of the applicants to submit applications timeously to the correct physical address as provided in the advertisement. Please note that applications submitted to an incorrect physical address will not be considered. Late applications will not be accepted or considered. Short-listed candidates will be required to produce originals of their Identity Document (ID), Senior Certificate and all educational qualifications obtained, service certificates from previous employers stating the occupation and motor vehicle driver's license, before the interview. Qualifications and driver's licences submitted will be subjected to verification with the relevant institutions. Applicants must have no previous criminal convictions or pending criminal/ departmental cases and shall allow their fingerprints to be taken and background enquiries to be made. Short-listed candidates may be subjected to a full security clearance process before or during any stage of employment. Short-listed candidates will be subjected to a vetting process which will include security screening, fingerprint screening, reference checking and verification of address, where necessary. 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 an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Short-listed candidates for appointments to certain identified posts will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment. Candidates are expected to disclose if he/ she is a respondent in an interim or final protection order in terms of the Domestic Violence Act, 1998 (Act no 116 of 1998) or Protection from Harassment Act, 2011 (Act No 17 of 2011), and may be disqualified from appointment. The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31 January 2015 provide a buccal (inside cheek) sample to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database. Appointments will be made in terms of the Public Service Act, 1994 (Act No 103 of 1994) as applicable to the post environment. People who retired from the Public Service by taking a severance package, early retirement or medical retirement, as well as persons with previous convictions, are excluded. The South African Police Service is an equal opportunity, affirmative action employer and it is the intention to promote representivity in the Public Service through the filling of these posts. Persons whose transfer/ appointment will promote representivity will therefore receive preference. The South African Police Service is under no obligation to fill a post after the advertisement thereof. Correspondence will be conducted with successful 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.

CLOSING DATE : 20 November 2026 at 16:00

POST 40/122 : **SECRETARY REF NO: PPS 16/2026 (X1 POST)**
Component: Presidential Protection Service

SALARY : R237 453 per annum (Level 05)

CENTRE : HQ: Pretoria – Section Head: Counter Assault Team

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF level 4 as recognized by

SAQA). Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Relevant courses in the field of the post will serve as an added advantage. Knowledge, Skills and Competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.

DUTIES : To provide secretarial support functions such as to arrange and prepare meetings, agendas, typing and taking minutes. Answer and screen all incoming calls. Liaise with all sections and regions on matters relating to the Component. Maintain good record keeping, filling system and brought forward system. Process and submit financial claims. Make travel and accommodation arrangements. Manage the diary, receive and host visitors for the office. Operate standard equipment (fax, photocopy machine, telephone, computers etc.). Serving of refreshments to visitors during meetings. Manage office inventory. Uphold the confidentiality of all classified documents as per the MISS. Manage and exercise control over human, physical and financial resources allocated to the post.

ENQUIRIES : Warrant Officer Mnyalatyho Tel No: (012) 400 5105/ AC Sekwape Tel No: (012) 400 5137/ AC Modiha/ HRC Sibande Tel No: (012) 400 5147

APPLICATIONS : Please e-mail: MnyalatyhoLL@saps.gov.za/SekwapeND@saps.gov.za/ SibandeK@saps.gov.za / Modihal@saps.gov.za

NOTE : Applications must be submitted on a Z83 Form (2021 version), obtainable from http://www.dpsa.gov.za/dpsa2g/vacancies.asp, which must be accompanied with a comprehensive Curriculum Vitae. The post particulars and reference number of the post you are applying for, must be correctly specified on the application form. Please complete a separate application form for each post you wish to apply for. It is the responsibility of the applicants to submit applications timeously to the correct physical address as provided in the advertisement. Please note that applications submitted to an incorrect physical address will not be considered. Late applications will not be accepted or considered. Short-listed candidates will be required to produce originals of their Identity Document (ID), Senior Certificate and all educational qualifications obtained, service certificates from previous employers stating the occupation and motor vehicle driver's license, before the interview. Qualifications and driver's licences submitted will be subjected to verification with the relevant institutions. Applicants must have no previous criminal convictions or pending criminal/ departmental cases and shall allow their fingerprints to be taken and background enquiries to be made. Short-listed candidates may be subjected to a full security clearance process before or during any stage of employment. Short-listed candidates will be subjected to a vetting process which will include security screening, fingerprint screening, reference checking and verification of address, where necessary. 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 an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Short-listed candidates for appointments to certain identified posts will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment. Candidates are expected to disclose if he/ she is a respondent in an interim or final protection order in terms of the Domestic Violence Act, 1998 (Act no 116 of 1998) or Protection from Harassment Act, 2011 (Act No 17 of 2011), and may be disqualified from appointment. The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31 January 2015 provide a buccal (inside cheek) sample to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database. Appointments will be made in terms of the Public Service Act, 1994 (Act No 103 of 1994) as applicable to the post environment. People who retired from the Public Service by taking a severance package, early retirement or medical retirement, as well as persons with previous convictions, are excluded. The South African Police Service is an equal

opportunity, affirmative action employer and it is the intention to promote representivity in the Public Service through the filling of these posts. Persons whose transfer/ appointment will promote representivity will therefore receive preference. The South African Police Service is under no obligation to fill a post after the advertisement thereof. Correspondence will be conducted with successful 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.

CLOSING DATE : 20 November 2026 at 16:00

POST 40/123 : **HUMAN RESOURCE CLERK REF NO: PPS 17/2026 (X1 POST)**
Component: Presidential Protection Service

SALARY : R237 453 per annum (Level 05)
CENTRE : Western Cape – Human Resource Management
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Relevant courses in the field of the post will serve as an added advantage. Knowledge, Skills and Competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.

DUTIES : Coordinate all required interventions regarding the spiritual wellness of PPS employees and submit reports to PPS HQ. Administer all data integrity i.e all personnel information manually and electronically. Perform all administrative duties within the HRM environment. Uphold the confidentiality of all classified documents as per the MISS.

ENQUIRIES : Lieutenant Colonel Kamana / Captain Teyise / AC Sofika/AC Sylvester Tel No: (021) 467 6485/6499

APPLICATIONS : Please e-mail: KamanaEN@saps.gov.za/ TeyiseS@saps.gov.za / cpt-ppu@saps.gov.za

NOTE : Applications must be submitted on a Z83 Form (2021 version), obtainable from http://www.dpsa.gov.za/dpsa2g/vacancies.asp, which must be accompanied with a comprehensive Curriculum Vitae. The post particulars and reference number of the post you are applying for, must be correctly specified on the application form. Please complete a separate application form for each post you wish to apply for. It is the responsibility of the applicants to submit applications timeously to the correct physical address as provided in the advertisement. Please note that applications submitted to an incorrect physical address will not be considered. Late applications will not be accepted or considered. Short-listed candidates will be required to produce originals of their Identity Document (ID), Senior Certificate and all educational qualifications obtained, service certificates from previous employers stating the occupation and motor vehicle driver's license, before the interview. Qualifications and driver's licences submitted will be subjected to verification with the relevant institutions. Applicants must have no previous criminal convictions or pending criminal/ departmental cases and shall allow their fingerprints to be taken and background enquiries to be made. Short-listed candidates may be subjected to a full security clearance process before or during any stage of employment. Short-listed candidates will be subjected to a vetting process which will include security screening, fingerprint screening, reference checking and verification of address, where necessary. 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 an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Short-listed candidates for appointments to certain identified posts will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register,

will be disqualified from appointment. Candidates are expected to disclose if he/ she is a respondent in an interim or final protection order in terms of the Domestic Violence Act, 1998 (Act no 116 of 1998) or Protection from Harassment Act, 2011 (Act No 17 of 2011), and may be disqualified from appointment. The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31 January 2015 provide a buccal (inside cheek) sample to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database. Appointments will be made in terms of the Public Service Act, 1994 (Act No 103 of 1994) as applicable to the post environment. People who retired from the Public Service by taking a severance package, early retirement or medical retirement, as well as persons with previous convictions, are excluded. The South African Police Service is an equal opportunity, affirmative action employer and it is the intention to promote representivity in the Public Service through the filling of these posts. Persons whose transfer/ appointment will promote representivity will therefore receive preference. The South African Police Service is under no obligation to fill a post after the advertisement thereof. Correspondence will be conducted with successful 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.

CLOSING DATE : 20 November 2026 at 16:00

POST 40/124 : **SUPPLY CHAIN CLERK REF NO: PPS 18/2026 (X1 POST)**
Component: Presidential Protection Service

SALARY : R237 453 per annum (Level 05)
CENTRE : HQ: Pretoria - Supply Chain Management: Loss Management
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF level 4 as recognised by SAQA). Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Relevant courses in the field of the post will serve as an added advantage. Knowledge, Skills and Competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organising, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.

DUTIES : Register, administrate and investigate loss and damage cases to determine liability and compile submission for writing off loss and complete and dispose of loss file. Compile new reports on files to the accounting office. Identify and register new cases and open Z20 files. Finalize all loss when requested. files for the Component. Administer all Ad-hoc duties. Uphold the confidentiality of all classified documents as per the MISS.

ENQUIRIES : Warrant Officer Mnyalatyho Tel No: (012) 400 5105/ AC Sekwape Tel No: (012) 400 5137/ AC Modiha/ HRC Sibande Tel No: (012) 400 5147

APPLICATIONS : Please e-mail: MnyalatyhoLL@saps.gov.za/SekwapeND@saps.gov.za/ SibandeK@saps.gov.za / Modihal@saps.gov.za

NOTE : Applications must be submitted on a Z83 Form (2021 version), obtainable from http://www.dpsa.gov.za/dpsa2g/vacancies.asp, which must be accompanied with a comprehensive Curriculum Vitae. The post particulars and reference number of the post you are applying for, must be correctly specified on the application form. Please complete a separate application form for each post you wish to apply for. It is the responsibility of the applicants to submit applications timeously to the correct physical address as provided in the advertisement. Please note that applications submitted to an incorrect physical address will not be considered. Late applications will not be accepted or considered. Short-listed candidates will be required to produce originals of their Identity Document (ID), Senior Certificate and all educational qualifications obtained, service certificates from previous employers stating the occupation and motor vehicle driver's license, before the interview. Qualifications and driver's licences submitted will be subjected to verification with the relevant institutions. Applicants must have no previous criminal convictions or pending criminal/ departmental cases and shall allow their

fingerprints to be taken and background enquiries to be made. Short-listed candidates may be subjected to a full security clearance process before or during any stage of employment. Short-listed candidates will be subjected to a vetting process which will include security screening, fingerprint screening, reference checking and verification of address, where necessary. 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 an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Short-listed candidates for appointments to certain identified posts will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment. Candidates are expected to disclose if he/ she is a respondent in an interim or final protection order in terms of the Domestic Violence Act, 1998 (Act no 116 of 1998) or Protection from Harassment Act, 2011 (Act No 17 of 2011), and may be disqualified from appointment. The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31 January 2015 provide a buccal (inside cheek) sample to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database. Appointments will be made in terms of the Public Service Act, 1994 (Act No 103 of 1994) as applicable to the post environment. People who retired from the Public Service by taking a severance package, early retirement or medical retirement, as well as persons with previous convictions, are excluded. The South African Police Service is an equal opportunity, affirmative action employer and it is the intention to promote representivity in the Public Service through the filling of these posts. Persons whose transfer/ appointment will promote representivity will therefore receive preference. The South African Police Service is under no obligation to fill a post after the advertisement thereof. Correspondence will be conducted with successful 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.

CLOSING DATE : 20 November 2026 at 16:00

POST 40/125 : **DRIVER (X5 POSTS)**

SALARY : R170 226 per annum (Level 03)

CENTRE : Western Cape: Supply Chain Management Ref No: PPS 19/2026 (X2 Posts)
HQ: Pretoria - Supply Chain Management Ref No: PPS 20/2026 (X2 Posts)
KwaZulu-Natal: Durban - Supply Chain Management Ref No: PPS 21/2026 (X1 Post)

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 10/ Standard 8/ NCV Level 2 or certificate/ report (NQF 2 Level as recognized by SAQA) of which documentary proof can be produced when required. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. At least two (2) years' relevant experience in the field of the post. Knowledge, Skills and Competencies: Good verbal and written communication skills. Be fluent in at least two official languages one of which must be English. Be in possession of at least a light motor vehicle license and Public Driving Permit (PDP). Be willing to work extended hours when necessary. High levels of integrity, reliability and punctuality.

DUTIES : Transport equipment, vehicles and personnel at the province. Ensure maintenance of allocated state vehicles. Completion of log sheets and monthly returns. Book vehicles at the garage for service and repairs. Uphold the confidentiality of all classified documents as per the MISS.

ENQUIRIES : **HQ: Pretoria:** Lt Col Kganyago Tel No: (012) 400 5310 / Captain Sithebe Tel No: (012) 400 5186 /Warrant Officer Mnyalatyho Tel No: (012) 400 5105/ AC Sekwape Tel No: (012) 400 5137/AC Modiha /HRC Sibande Tel No: (012) 400 5147.
KwaZulu-Natal (Durban): Lieutenant Colonel Mkhize / Lieutenant Colonel Malinga/ AC Msani / AC Zondo / Secretary Sithole Tel No: (031) 203 7328

Western Cape (Cape Town): Lieutenant Colonel Kamana / Captain Teyise / AC Sofika/AC Sylvester Tel No: (021) 467 6485/6499

APPLICATIONS : **HQ: Pretoria:** Applications can be posted / hand delivered to the following address: Private Bag X272, Pretoria, 0002 or 3 Troye and Park Street, Presidential Protection Service, Maupa Naga Building Sunnyside, 0002.
KwaZulu-Natal (Durban): Applications can be posted / hand delivered to the following address: 446 Vusi Mzimela Road Cato Manor, 4058.
Western Cape (Cape Town): Applications must be posted / hand delivered to the following address:121 Garmour House Plein Street Cape Town, 8001.
Applications may be hand-delivered, as follows: 152 Johannes Ramakhoase Street, Telkom Towers North, Pretoria. Application must be deposited into the box available at the reception area. Applications forwarded by post to be addressed to The Section Head: Corporate Support, (Attention: Captain Pretorius / W/O Tshabalala), Corporate Support, South African Police Service, Private Bag X94, Pretoria, 0001.

NOTE : Applications must be submitted on a Z83 Form (2021 version), obtainable from http://www.dpsa.gov.za/dpsa2g/vacancies.asp, which must be accompanied with a comprehensive Curriculum Vitae. The post particulars and reference number of the post you are applying for, must be correctly specified on the application form. Please complete a separate application form for each post you wish to apply for. It is the responsibility of the applicants to submit applications timeously to the correct physical address as provided in the advertisement. Please note that applications submitted to an incorrect physical address will not be considered. Late applications will not be accepted or considered. Short-listed candidates will be required to produce originals of their Identity Document (ID), Senior Certificate and all educational qualifications obtained, service certificates from previous employers stating the occupation and motor vehicle driver's license, before the interview. Qualifications and driver's licences submitted will be subjected to verification with the relevant institutions. Applicants must have no previous criminal convictions or pending criminal/ departmental cases and shall allow their fingerprints to be taken and background enquiries to be made. Short-listed candidates may be subjected to a full security clearance process before or during any stage of employment. Short-listed candidates will be subjected to a vetting process which will include security screening, fingerprint screening, reference checking and verification of address, where necessary. 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 an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Short-listed candidates for appointments to certain identified posts will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment. Candidates are expected to disclose if he/ she is a respondent in an interim or final protection order in terms of the Domestic Violence Act, 1998 (Act no 116 of 1998) or Protection from Harassment Act, 2011 (Act No 17 of 2011), and may be disqualified from appointment. The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31 January 2015 provide a buccal (inside cheek) sample to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database. Appointments will be made in terms of the Public Service Act, 1994 (Act No 103 of 1994) as applicable to the post environment. People who retired from the Public Service by taking a severance package, early retirement or medical retirement, as well as persons with previous convictions, are excluded. The South African Police Service is an equal opportunity, affirmative action employer and it is the intention to promote representivity in the Public Service through the filling of these posts. Persons whose transfer/ appointment will promote representivity will therefore receive preference. The South African Police Service is under no obligation to fill a post after the advertisement thereof. Correspondence will be conducted with successful 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.

CLOSING DATE : 20 November 2026 at 16:00

POST 40/126	:	**GENERAL WORKER REF NO: CCL 06/11/2026 (X2 POSTS)** Corporate Communication and Liaison: Heritage Service
SALARY	:	R144 024 per annum (Level 02)
CENTRE	:	Pretoria
REQUIREMENTS	:	Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of a Grade 10/ Standard 8/ NCV level 2 certificate/ report (NQF level 2 as recognized by SAQA), for which documentary proof can be produced when required. No experience required. Knowledge, Skills and Competencies: Good verbal and written communication skills. Basic administrative skills for managing delivery of items, stock & collection items, signing for documents, assisting with organizing files /collection items. High levels of integrity, reliability and punctuality. Be willing to work extended hours, when necessary.
DUTIES	:	Collect, sort, and deliver documents, files, and parcels to addressees, other departments, and the Post Office. Perform pre-trip inspections, manage fuel cards/vouchers, maintain logbooks, and drive departmental vehicles safely. Assist with copying, shredding, filing, and managing registry services. Follow the Public Service Act, Batho Pele principles, and departmental policies. Good communication, time management, and basic computer literacy.
ENQUIRIES	:	Capt NM Pretorius / W/O TB Tshabalala at: 082 778 3708 / 082 906 7372
APPLICATIONS	:	E-mailed to PretoriusK@saps.gov.za Applications may be hand-delivered, as follows: 152 Johannes Ramakhoase Street, Telkom Towers North, Pretoria. Application must be deposited into the box available at the reception area. Applications forwarded by post to be addressed to The Section Head: Corporate Support, (Attention: Captain Pretorius / W/O Tshabalala), Corporate Support, South African Police Service, Private Bag X 94, Pretoria, 0001.
NOTE	:	Applications must be submitted on a Z83 Form (2021 version), obtainable from http://www.dpsa.gov.za/dpsa2g/vacancies.asp, which must be accompanied with a comprehensive Curriculum Vitae. The post particulars and reference number of the post you are applying for, must be correctly specified on the application form. Please complete a separate application form for each post you wish to apply for. It is the responsibility of the applicants to submit applications timeously to the correct physical address as provided in the advertisement. Please note that applications submitted to an incorrect physical address will not be considered. Late applications will not be accepted or considered. Short-listed candidates will be required to produce originals of their Identity Document (ID), Senior Certificate and all educational qualifications obtained, service certificates from previous employers stating the occupation and motor vehicle driver's license, before the interview. Qualifications and driver's licences submitted will be subjected to verification with the relevant institutions. Applicants must have no previous criminal convictions or pending criminal/ departmental cases and shall allow their fingerprints to be taken and background enquiries to be made. Short-listed candidates may be subjected to a full security clearance process before or during any stage of employment. Short-listed candidates will be subjected to a vetting process which will include security screening, fingerprint screening, reference checking and verification of address, where necessary. 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. Selection panels shall score both technical exercises as an additional criterion in the interview process. Short-listed candidates for appointments to certain identified posts will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment. Candidates are expected to disclose if he/ she is a respondent in an interim or final protection order in terms of the Domestic Violence Act, 1998 (Act no 116 of 1998) or Protection from Harassment Act, 2011 (Act No 17 of 2011), and may be disqualified from appointment. The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31 January 2015 provide a buccal (inside cheek) sample to

determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database. Appointments will be made in terms of the Public Service Act, 1994 (Act No 103 of 1994) as applicable to the post environment. Persons who retired from the Public Service by taking a severance package, early retirement or medical retirement, as well as persons with previous convictions, are excluded. The South African Police Service is an equal opportunity, affirmative action employer and it is the intention to promote representivity in the Public Service through the filling of these posts. Persons whose transfer/ appointment will promote representivity will therefore receive preference. The South African Police Service is under no obligation to fill a post after the advertisement thereof. Correspondence will be conducted with successful 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.

CLOSING DATE : 20 November 2026 at 16:00

ANNEXURE L

DEPARTMENT OF TOURISM

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

APPLICATIONS	:	Applications, quoting the relevant reference number, must be forwarded to the attention of Chief Director: HR Management and Development at Department of Tourism, Private Bag X424, Pretoria, 0001, or hand delivered at Tourism House, 17 Trevenna Road, Sunnyside, Pretoria, or by email as provided.
CLOSING DATE	:	20 November 2026 by 16:30 (Late applications will not be considered)
NOTE	:	Application must include a new Z83 form and CV only. Electronic applications must be in PDF format and made up of a single document file. Indicate the correct job title and the reference number of the post on the subject line of your email. Applications quoting the relevant reference number must be submitted on the new Z83 form, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (i.e. old Z83 form) will not be considered. Each post's advertisement 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 the disqualification of the application during the selection process. All fields of Sections A, B, C, and D of the new Z83 form must be completed in full. Due to the limited space on the new Z83 form, it is acceptable for applicants to refer to their CV or indicate "see attached" in respect of Sections E, F and G. 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 are 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 Resource Management, and such qualifications and other related documents will be in line with the requirements of the advert. Applicants 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, or whose applications were received late, will not be considered. Correspondence will be limited to shortlisted candidates only. 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. Selection panels shall score both technical exercises as an additional criterion in the interview process. Appointment validity will be conditional to signing of the employment contract, performance agreement, and annual financial disclosure, and attainment of a security clearance (vetting) applicable to the post. The Department reserves the right not to make an appointment. By applying for this post, you are consenting to the Department of Tourism processing your personal information, subject to POPIA.

MANAGEMENT ECHELON

POST 40/127	:	**DIRECTOR: NON-CAPITAL INCENTIVES REF NO: DT60/2026**
SALARY	:	R1 317 384 per annum (Level 13), (all-inclusive remuneration package consisting of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to the SMS dispensation)
CENTRE	:	Pretoria
REQUIREMENTS	:	A minimum SAQA recognised qualification at NQF level 7 in Accounting / Business Management / Economics / Business Administration / Development Finance or equivalent. A minimum of 5 years' experience in an appropriate

field in a Middle / Senior Management position and experience in the provision of support for small enterprises. Essential knowledge: A good understanding of the PFMA, National Treasury Regulations, relevant Public Sector Regulations, the Tourism Act and relevant Tourism policy documents (e.g. National Tourism Sector Strategy, Tourism Growth Partnership Plan, etc.). Knowledge of the structure and functioning of the Tourism sector. Understanding and experience in Project Management. Knowledge of the role and functioning of government incentive and financial support programmes will be an added advantage. Skills requirement: Strategic thinking skills (analytical, conceptual, problem solving); Policy formulation and implementation skills; Leadership and management skills (incl. Project Management, Financial Management, Human Resource Management, Risk Management and Stakeholder Management); Strong communication skills (verbal, written, presentation); and a high-level of Computer Literacy. Possession of a valid driver's license and willingness to travel. One of the minimum entry requirements for an SMS-level post is the pre-entry certificate. For more details on the pre-entry course, visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. The candidate must complete the SMS pre-entry certificate prior to any appointment.

DUTIES : The successful candidate will be responsible for: Providing strategic direction for the directorate through the formulation of business plans aligned to Departmental objectives. Overseeing the development of operational plans to guide implementation of functional responsibilities. Monitoring implementation of programmes and projects to ensure alignment with developed plans and strategic departmental objectives. Compiling quarterly implementation and management reports. Design and refining of new and existing programmes. Managing the ongoing implementation and administration of programmes to facilitate growth and development. Ensuring that programmes are accessible to eligible enterprises and are effective in achieving the intended impact. Ensuring effective internal and external stakeholder management. Developing operating standards and procedures for the receipt, processing, evaluation and adjudication of applications to programmes Developing and applying effective internal controls to mitigate risks in the implementation of programmes. Ensuring fair assessment and evaluation of applications in line with programme guidelines. Providing relevant support to adjudication committees. Ensuring that budget preparation is in line with strategic plans and Departmental objectives and expenditure is correctly projected, monitored and reported on. Managing Human Resources. Monitoring and reporting on the utilisation of equipment. Co-ordinating and monitoring the implementation of memoranda of understanding, service level agreements and expenditure reviews. Managing the processing of claims and payments to service providers. Developing and review payment process documentation. Reviewing and approving project payments.

ENQUIRIES : Mr B Meyer Tel No: (012) 444 6580

APPLICATIONS : Email application: Recruitment6026@tourism.gov.za

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

OTHER POSTS

POST 40/128 : **DEPUTY DIRECTOR: BUILDINGS MANAGEMENT AND AUXILIARY SUPPORT REF NO: DT61/2026**

SALARY : R932 292 per annum, (all-inclusive remuneration package consisting of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to the MMS dispensation)

CENTRE : Pretoria

REQUIREMENTS : A recognised NQF level 7 qualification in Facilities Management / Property Management / Building Management / Build Environment. 5 Years' relevant experience in facilities and building management, of which 3 years must be at a supervisory level. Practical experience in the implementation of OHS. OHS-related training. Knowledge of administrative procedures. Building-related policies and procedures. Financial management. Supply Chain Management. National Building Regulations. Occupational Health and Safety Act. Good communication skills. Computer literacy. Organising and Planning. Report writing skills. Good interpersonal relations skills. Occupational Health and Safety. Project Management. Listening Skill. Writing Skills. Technical Skills.

Construction management. Innovation. A valid driver's licence (Persons with disabilities that prevent them from driving will still be considered).

DUTIES : The successful candidate will be responsible for managing procurement and maintenance for new or alternative office accommodation and building-related projects; Facilitating procurement of office accommodation for Head Office; Compiling needs assessments for the new/alternative accommodation; Verifying leases that are due to expire and prepare requests to the Department of Public Works and Infrastructure (DPWI); Compiling User Asset Management Plan (UAMP) for the Department in line with Treasury requirements; Compiling motivation for funding for office accommodation; Ensuring preventative maintenance in all buildings; Monitoring landlords' performance in line with the lease agreement; Compiling maintenance reports and prepare costing for repairs; Managing Utility accounts; Ensuring timeous payments of the rental and municipal services; Ensuring timeous payments for TV connections and licenses; Compiling and monitor office accommodation expenditure report; Managing office space and office allocation; Conducting office space audit to determine usage; Preparing location plans; Facilitating the relocation projects to new offices and newly procured offices; Facilitating the installation of telephone and IT connections; Managing auxiliary support services; Ensuring that cleaning services are provided in the building; Ensuring that food services are provided in the building; Ensuring that telecommunications are fully operational and well maintained; Monitoring telephone accounts and usage thereof; Managing messenger services; Managing production services; Monitoring implementation of Energy efficiency and Occupational Health and Safety (OHS) in all Departmental buildings; Compiling energy usage reports on a monthly basis; Conducting energy awareness programmes; liaising with DPWI and Eskom on the energy saving mechanisms; Facilitating implementation of OHS in all buildings; Leading the emergency teams during evacuation; Managing lease agreements, service contracts and service level agreements; Reviewing all service agreements and contracts; Holding quarterly review meetings with service providers; Preparing letters for non-compliance to service providers.

ENQUIRIES : Mr M Mohlabeng Tel No: (012) 444 6222

APPLICATIONS : Email application: Recruitment6126@tourism.gov.za

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

POST 40/129 : **DEPUTY DIRECTOR: CHANGE MANAGEMENT AND SERVICE DELIVERY IMPROVEMENT MECHANISM REF NO: DT62/2026**

SALARY : R932 292 per annum, (all-inclusive remuneration package consisting of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to the MMS dispensation)

CENTRE : Pretoria

REQUIREMENTS : A recognised NQF level 7 qualification in Work Study / Management Services / Operations Management / Organisational Development / Change Management / Industrial Psychology / Human Resource Management or related field. 5 years' experience in change management, organisational development, service delivery improvement, Batho Pele and/or operations management environment, of which three (3) years must be at supervisory level. Legislative and Regulatory Framework: Public Service Act of 1994 as amended. Public Service Regulations, 2016 as amended. Public Finance Management Act, 1999 as amended (PFMA). Treasury Regulations of 2005 as amended. The white Paper on Transforming Public Service Delivery (Batho Pele) (WPTPSD), 1997. Public Service Charter Directive. Operational Management Framework. Complaints and Compliments Management Framework (CCMF), 2013.All applicable directives from relevant authorities). Knowledge of: Policy development, analysis and implementation. Change Management. Project Management. Customer Focus and Responsiveness. Service Delivery Innovation. Programme and Project Management. People management and empowerment. Organisational, planning and co-ordination skills. Good communication skills (verbal and written). Computer literacy. Interpersonal skills. Analytical skills. Problem solving skills. Team Leadership. Research skills. Facilitation and presentation skills. Ability to work individually and in a team. Innovative. Conflict Resolution. Articulate. Initiative. Impact and Influence. A valid driver's licence (Persons with disabilities that prevent them from driving will still be considered).

DUTIES	:	The successful candidate will be responsible for designing and implement Change Management initiatives; Developing, review and monitor the implementation of the departmental change management framework; Developing and implement change management strategies in response to change initiative projects in the department; Conducting culture surveys and audits to assess the Departmental change requirements; Determining change requirements aligned to changes in systems and processes (including IT processes and systems); Collaborating with and influence stakeholders on change requirements, as the custodian of change in the Department; Developing interventions to address change requirements; Networking, influence, and liaise with operational managers and staff to ensure change buy-in and implementation; Identifying and develop relevant communique and supporting change management material; Identifying change agents within the Department and ensure their effective onboarding; Facilitating the development of training to capacitate the Departmental change agents; Continuously measure and evaluate results and progress; Coordinating the development and implementation of Departmental service delivery improvement planning; Coordinating the planning, development , implementation , monitoring, reporting and evaluation of continuous service delivery improvement within the department; Designing and co-ordinate implementation of client orientation strategy and policy; Ensuring that the department has developed a functioning, well-managed complaints and compliments management system that informs critical service delivery and citizen satisfaction areas of improvement as outlined in the Complaints and Compliments Management Framework; (CCMF), 2013; Establishing and maintain correspondence with clients and stakeholders and respond queries; Designing, implement, and maintain suggestion system to improve customer service; Conduct customer service improvement surveys (internal and external); Participating in the National service delivery and innovation fora; Developing and review service standards delivery charter in the department; Coordinating the development, review and implementation of the minimum standards for the level and quality of services the department will provide; Developing and review the departmental service Delivery Charter; Monitoring departmental performance against standards and produce annual reports; Implementing Operational Management Framework (OMF) in collaboration with the Organizational Development unit; Coordinating and monitor the implementation of the Batho Pele Programmes; Managing the customer service improvement programmes; Developing, review and monitor the implementation of Batho Pele Plan; Managing the Batho Pele Programmes in the department; Ensuring continuous reporting on Batho Pele compliance; Representing the Department at all functions of Batho Pele meetings and forums; Facilitating the departmental Know Your Rights campaigns and the Service Excellence Awards in the department; Establishing Departmental Batho Pele Forum and co-ordinate its programmes; Ensuring improved client satisfaction, customer relations and customer care plans.
ENQUIRIES	:	Mr T Koena Tel No: (012) 444 6154
APPLICATIONS	:	Email application: Recruitment6226@tourism.gov.za
NOTE	:	EE Requirements: Coloured Male and White Male candidates as well as Youth and People with Disabilities are encouraged to apply.
POST 40/130	:	**DEPUTY DIRECTOR: SECURITY MANAGEMENT SERVICES REF NO: DT63/2026**
SALARY	:	R932 292 per annum, (all-inclusive remuneration package consisting of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to the MMS dispensation)
CENTRE	:	Pretoria
REQUIREMENTS	:	A recognized NQF 7 qualification in in Security Management / Safety Management or other related qualifications. 5 years relevant experience in a security management environment, of which 3 years must be at a supervisory level. Practical experience in the implementation Minimum Information Security Standards (MISS). Minimum Physical Security Standards (MPSS). Security Managers Course will be an added advantage. Administrative procedures. Security-related policies and procedures. Minimum physical Security Standards. Control of Access to Public Premises Act. National Key Points Act. POPIA. Public Financial Management (PFMA). Supply Chain Management. Occupational Health and Safety Act. Basic Conditions of Employment Act. Public Service act and Regulations. Good communication

skills. Computer Literacy. Organising and Planning. Report writing skills. Good interpersonal relations skills. Occupational Health and Safety. Project Management. Financial Management. Listening skills. Analytical skills. Investigation skills. A valid driver's licence (Persons with disabilities that prevent them from driving will still be considered).

DUTIES : The successful candidate will be responsible for managing operations, physical security, and the implementation of the contingency plan in the department; Reviewing and update the security operations manual; Ensuring that physical security is delivered in line with Departmental Security policy; Maintaining an updated security plan for the department; Ensuring provision of reception services; Conducting security inspections on all security points; Creating security registers to ensure proper record-keeping; Inspecting security personnel on duty; Maintaining an updated Security Operational Plan; Monitoring security personnel overtime and submit claims for overtime and shift allowances for approval; Reviewing security policy; Reviewing and assess security services rendered; Evaluating performance of all subordinates; Maintaining and update the contingency plan; Providing input to the development and updating of the Business Continuity Plan; Conducting regular tests on all security equipment; Identifying training needs for operational security personnel; Identifying risks and threats to the security of the department as well as the department's capability to counter security threats; Conducting physical appraisals in compliance with MISS and MPSS; Conducting threat and risk assessments; Conducting key audits and ensure that registers are maintained; Coordinating implementation of security contingency plan; Managing the execution of fieldwork investigations and conduct preliminary investigations into all reported security breaches within the department; Establishing, develop system and processes that will ensure compliance in relation to the relevant legislation, policies, prescripts and procedures of personnel security; Managing and provide a security vetting capacity in accordance with the National Vetting Legislative Framework; Managing and co-ordinate the execution of security vetting practices in accordance with, and in consultation with, the State Security Agency (SSA); Managing supportive administrative systems, channels and infrastructure to comply with vetting requirements; Conducting security preliminary investigations; Compiling report on security breaches; Submitting investigation reports for inspection; Reporting breaches to the South African Police Service; Managing Information Security in the Department in accordance with prescribed security procedures, rules and regulations; Managing Information Security in the Department; Monitoring Communication and IT security in the Department; Developing and implementation of security risk management programmes within the Department; Managing document security in the Department; Assisting in managing the Personnel Suitability checks; Information security awareness programmes within the Department; Managing and inspection of outsourced security service to ensure compliance with departmental standards and contractual requirements; Supervising and monitor private security service providers, ensuring effective deployment and performance of security personnel; Conducting monthly performance meetings with security service providers and prepare and submit accurate meeting minutes and report to management; Ensuring effective contract management of outsourced security guard service in accordance with the Service Level Agreement (SLA); Monitoring service provider performance, identify non-compliance or operational gaps, and facilitate corrective actions where required; Verifying that contracted security service are delivered efficiently, Consistently, and in line with agreed service standards and contractual obligations.

ENQUIRIES : Mr M Mohlabeng Tel No: (012) 444 6222

APPLICATIONS : Email application: Recruitment6326@tourism.gov.za

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

POST 40/131 : **SENIOR LEGAL ADMINISTRATION OFFICER MR6 REF NO: DT64/2026**

SALARY : R610 434 – R1 442 451 per annum, (Suitable salary will be determined in accordance with the OSD determination), (Notch and All-Inclusive remuneration package consisting of a basic salary, the State's contribution to

the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within a framework)

CENTRE : Pretoria

REQUIREMENTS : An LLB qualification. At least 8 years appropriate post qualification legal experience. Knowledge of the Constitution. Knowledge of the PFMA. Knowledge of Civil Procedure (high court and magistrate court rules). Knowledge of PAJA & PAIA, Computer Literacy, Analytical thinking, Legal Drafting, Dispute Resolution, Legal Research, Good verbal & Written Communication Skills, and Project & contract management Skills.

DUTIES : The successful candidate will be responsible for Legal Advices/ Opinions; Supervising and providing legal advices/ opinions in the Department by: Researching the applicability of legal principles on egal opinions; Higher legal position of the Opinions; Conducting research on applicable policy, legislation or regulations and legal principles with legal Opinions; Formulating questions to be answered on legal Opinions; Studying and cite relevant cases on aspects related to legal Opinions; Providing recommendations and conclusions within permissible legal prescripts; Consulting client to verify request for legal opinions and contents of the legal opinions upon finalisation; Policy and Legal development; Ascertaining whether legislation is in accordance with principle of drafting and interpretation of statutes; Ascertaining that the intention of Department and entities are reflected in the said proposed bill or amendment bill; Reviewing existing legislation to explore opportunities for its amendment and improvement; Perusing and study draft of proposed bill or amendment bill; Facilitating with the drafting of cabinet memorandum; Piloting legislation through the parliamentary process; Making necessary submissions and presentations on draft legislation; Responding to legal opinion aspects that arise during public hearing and parliamentary sessions; Consulting with and getting instructions from the relevant line function; Litigation management; Collecting and providing evidence in regard to possible settlements and negotiate settlements with opponents; Preparing instructions to State Attorneys and make recommendations for appointment of suitable Advocates, if necessary; Monitoring court cases from inception to its finality; Liaising with State Attorney in managing court cases; Determining factual and legal situation on cases brought forward; Establishing if the Department should litigate or defend matter; Reviewing all pleadings at all stages for the court cases as per court rules; Consulting with the relevant line function at each stage of the pleadings; Exploring alternative dispute resolution options for each court cases and prepare an opinion on same; Ensuring that the briefings are prepared and court orders are implemented effectively; Preparing brief advising the relevant authority seeking authority to institute or defend the Departmental legal position; Preparing brief advising the relevant Authority seeking authorisation to institute or defend the Departmental legal position; Conducting research on applicable policy, legislation or regulation to be followed; Drafting legal documents and advices on hand or mentor juniors on drafting of legal documents that provide clear motivation/ justification for a particular position pertaining to the case; Ensuring that there is consistency when applying the legal principles; Liaising with Stakeholders on legal interventions; Drafting and/ or edit legal correspondence on all legal administrative enquiries; Conducting awareness on the legal interventions; Providing inputs into the strategic planning of the Directorate/Chief Directorate and execution of the operational plan; Providing supervision of the Legal Administration Officers and Interns in the Sub-Directorate; Submit monthly and quarterly report to the Director

ENQUIRIES : Mr P Letsoalo Tel No: (012) 444 6313

APPLICATIONS : Email application: Recruitment6426@tourism.gov.za

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

POST 40/132 : **ASSISTANT DIRECTOR: SECURITY OPERATIONS REF NO: DT65/2026**

SALARY : R487 197 per annum (Level 09), excludes service benefits.

CENTRE : Pretoria

REQUIREMENTS : A recognized NQF Level 6 qualification in Security Management / Safety Management or other related qualifications. Minimum of 3 years in a Security Management environment, of which 2 years must be at senior practitioner level. Experience in Security / SAPS / SSA / Private Security. Experience in Access Control. Investigations Experience. Ability to interpret Security legislation such as MISS and MPSS. Knowledge of security-related legislation and prescripts. Ability to interpret and apply security policies,

directives, procedures and prescripts. Administrative procedures. Financial management. Public Service Act and Regulations. Basic Conditions of Employment Act. Occupational Health and Safety Act. Criminal Procedures Act. Access to Public Premises and Vehicles Act. Access Control Procedures. Minimum Physical Security Standards. Minimum Information Security Standards. Good communication skills. Computer Literacy. Organising and Planning. Report writing skills. Good interpersonal relations skills. Occupational Health and Safety. Project Management. Listening skills. Writing skills. Problem-solving. Technical skills. Security management. Observations skills. Investigations skills. Customer relations. A valid driver's.

DUTIES : The successful candidate will be responsible for Managing physical security and monitor the surveillance system; Ensuring that access control is monitored; Monitoring security control room operations; Conducting control room inspections; Monitoring electronic detection systems; Inspecting systems and ensure effective control; Inspecting all security registers; Ensuring professional dress code standards is maintained; Conducting after-hours inspections; Monitoring outsourced security service; Managing and control keys for the Department; Ensuring keys are kept in line with prescripts; Keeping and control safe keys and combination; Ensuring that keys are issued as per policies and prescripts; Inspecting key storage cabinets; Identifying risks and threats to the security of the department and vulnerability of the department's capability to counter security threats; Conducting physical security inspections and patrols; Verifying effectiveness of security system; Ensuring that security officers patrol the building; Conducting investigations and compile report in case of physical security incidents/breaches; Investigating and report security breaches; Managing duty shift for security personnel; Ensuring availability of monthly shift rosters; Preparing shift allowance claims; Managing and plan leave; Checking shift registers; Compiling shift allowance claims; Managing of Reception Services; Monitoring reception operations; Inspecting visitor registers; Compiling visitor statistics; Ensuring professional dress code; Supervising human resources; Ensuring quality of work; Ensuring personnel development; Assessing staff performance.

ENQUIRIES : Mr M Mohlabeng Tel No: (012) 444 6222
APPLICATIONS : Email application: Recruitment6526@tourism.gov.za
NOTE : EE Requirements: Coloured Male and White Male candidates as well as Youth and People with Disabilities are encouraged to apply.

POST 40/133 : **ASSISTANT DIRECTOR: HUMAN RESOURCE ADMINISTRATION REF NO: DT66/2026**

SALARY : R487 197 per annum (Level 09)
CENTRE : Pretoria
REQUIREMENTS : A recognised NQF Level 6 qualification in Human Resource Management / Human Resource Development / Public Administration / Public Management or related equivalent qualification. Five years' working experience in Human Resource Management / Administration of which 3 years' must be at supervisory level. Experience in Recruitment, Selection and Appointments and Conditions of Service. Applicants must be in possession of the Introduction to PERSAL, the PERSAL Administration and the Administration of Leave certificates. Knowledge of relevant Acts, Policies and Prescripts. Knowledge of relevant HR practices in the Public Service and in the Department. Knowledge of relevant HR formulas. Knowledge of interdependencies in other areas. Knowledge of the mandate and objectives of the department. PERSAL knowledge. Basic Conditions of Employment Act. Salary Structuring. DPSA Directives. Employment Equity Act. Public Service Co-ordinating Bargaining Council (PSCBC) resolutions. Rules and procedures related to conditions of service, HR compliance and reporting. Leadership skills. Project management. Stakeholder management. Verbal and written communication skills. Computer literacy (MS Office, PERSAL and any electronic workflow system). Ability to work under pressure. Customer focus. Interpersonal skills. Ability to work individually and in a team. Problem solving skills. Analytical skills. Financial and number skills. Supervisory and management leadership. Presentation. Change Management. Highly flexible. A valid driver's license (Persons with disabilities that prevent them from driving will still be considered)

DUTIES : The successful candidate will be responsible for supporting effective recruitment, selection and appointment processes through policy development and the implementation of such policy; Reduction of vacancy

rate in line with the target in the strategic plan; Compiling and advertising of posts; Provisioning of advice to line managers on recruitment matters in line with the relevant legislative framework and internal policies; Making written follow-ups with line managers on delayed recruitment activities to ensure that Posts are filled within time frames; Ensuring proper recording of applications and submission of applications to line managers within agreed upon standards; Writing quality recruitment submissions in respect of transfers and secondments etc; Arranging competency assessments; Conducting personnel suitability checks and verification of qualifications; Attending to any other recruitment related activities in the end to end process; Supporting the administration and application of conditions of service and benefits; Quality control of leave administration; Quality control of completed pension forms destined to GEPF/GPAA; Providing advice to employees on pension related matters; Providing advice to employees regarding medical aid administration (GEMS); Processing of resettlement of employees on transfers, appointments and retirement; Processing of long service recognition and arrange payments and hand out letters and certificates; Managing housing allowance and state guarantee scheme applications; Facilitating the process of resignations, retirements, deaths and dismissals; Giving advice , provide relevant forms and recommend/ approve leave gratuity payouts; Co-ordinating the PILIR process between the department and the Health Risk Manager, including writing submissions; Attending to any other service conditions and benefits related activities; Providing administrative support and supervisory duties; Logistical arrangements for meetings; Obtaining monthly PERSAL and Establishment reports in order to ensure alignment between recruitment processes and funded vacant posts; Taking minutes during meetings in which secretariat duties are required (e.g. interviews), and prepare where applicable action lists; Following-up on outstanding actions lists; Input during the review of HR systems, policies and processes; Auditing files; Maintaining various databases and HR related information on EDMS; Overseeing the performance of subordinates and manage their inputs, discipline and wellbeing; Structuring MMS/SMS packages and approve PERSAL transactions; Administer Injury of Duty cases; Administering probations; Presenting and conducting information sharing session on topical issues related to the job; Conducting various written reports and or submission; Participating in specialised projects; Supervising, manage and do quality control of the work of others; Implementing and approve various PERSAL transactions

ENQUIRIES : Mr T Koena Tel No: (012) 444 6154
APPLICATIONS : Email application: Recruitment6626@tourism.gov.za
NOTE : EE Requirements: Coloured Male and White Male candidates as well as Youth and People with Disabilities are encouraged to apply.

ANNEXURE M

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 : 27 November 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 Qualification 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. Note that National School of Governance (NGS) has introduce compulsory SMS pre-entry certificate with effect from 01 April 2020 as Minimum Entry Requirements for Senior Management Services (submitted prior to appointment) and can be accessed through the following link: http://www.thensg.gov.za/training-course/sms-pre-entry-programme/. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate must disclose to the Director-General particulars of all registrable financial interests, sign a performance agreement and employment contract with the Director-General within three months from the date of assumption of duty. The successful candidate must be willing to sign an oath of secrecy with the Department. Applicants will be expected to be available for selection interviews and assessments at a time, date and place as determined by the Department. An offer letter will only be issued to the successful candidate once the following has been verified educational qualifications, previous experience, citizenship, reference checks and security vetting. Please note: Correspondence will only be entered into with short-listed candidates.

OTHER POST

POST 40/134 : **ASSISTANT DIRECTOR: DRIVING LICENCE STANDARDS REF NO: DOT/HRM/2026/40**
Branch: Road Transport
Chief Directorate: Road Transport Regulations
Directorate: Compliance
Sub-Directorate: Driving Licence Standards

SALARY : R605 742 per annum, all-inclusive

CENTRE : Pretoria

REQUIREMENTS : A qualification at NQF Level 6 as recognized by SAQA in Road Traffic Management/ Traffic Management and Municipal Police/Licensing Practice/ Monitoring and Evaluation/ Transport and Logistics Management/ Public and Logistics Management/Public Management. Certificate: Grade A examiner for driving license's. Knowledge and skills: Knowledge of NRTA-National Road Traffic Act 93 of 1996, NATIS-National Traffic Information System, Knowledge of Government Gazette no 28446 dates 7 April 2006, Communication/ written, Computer literacy, Knowledge of PFMA, Treasury Regulations and Instructions, Knowledge of Travel Policy for Department,

understanding of prescripts within government and Report writing and negotiating skills.

DUTIES : Inspect standards and evaluate examiners for driving licenses at driving license centers. Evaluate facilities for compliance with minimum requirements in the Government Gazette and compliance with administrative procedures by all stakeholders. Evaluate the standards of testing of all available examiners for driving licenses during inspection. Advise management representative examiners for driving licenses on correct procedures to be applied when executing learner's license and driving license tests where shortcomings are identified during evaluations. Compile preliminary inspection reports on findings during inspection at the DLTCs that will be signed by Management Representative. Recommend to the MEC of the relevant Provinces regarding actions be taken where non-compliance of facilities, incompetence of examiners for driving licenses to execute testing duties and procedure identified during inspections. Advise all stakeholders regarding the correct procedures to be adhered to where shortcomings are identified during inspections. Analyse inspection reports on the implementation of recommendations. Attend to all driving licenses queries (locally and internationally) and render assistance accordingly. Clarify uncertainties with regards to all driving licence related matters and/ or queries. Liaise with RSA citizens who happen to be in other countries and wanting to convert their South African driving licence issued in their respective country. Assist DOT and other Department officials with driving license related matters. Prepare driving license related response letters to the public, stakeholders and other interested parties. Liaise with DLTCs and Provincial monitoring units. Prepare driving license related response letters to the public, stakeholders and other interested parties. Analyse inspectorate reports on the implementation of recommendation. Conduct preliminary investigations on suspected fraudulent activities at Driving License Testing Centre's. Identify irregular conduct in terms of the legislation (NRTA). Conduct preliminary investigation. Liaise timeously with different law enforcement agencies. Give evidence during disciplinary hearings and or court sessions. Conduct analysis of NaTIS reports. Analyse Natis activity reports on driving license transactions per DLTC per province to ensure that all active DLTCs are scheduled for inspection. Analyse examiners for driving licenses linked to DLTCs and optimal use of time of examiners. Prepare information based on the analysis of Natis reports to support the inspectorate during inspection. Analyse inspectorate reports on the implementation pf recommendation. Manage the resources of the section. Provide the necessary guidance and supervision to subordinates. Ensure training and development of subordinates. Monitor asset and stationery management. Manage the administration of leaves in the section. Provide input in the compilation of the strategic and annual reports of the Directorate. Provide input in the development of project plans, administration and management reports. Ensure submission of performance agreements, half yearly reviews and annual assessments of subordinates. Ensure compliance to all relevant public service prescripts and policies. Provide secretariat services during Driving Standards related meetings.

ENQUIRIES : Ms Laetitia Botma Tel No: (012) 309 3763

ANNEXURE N

NATIONAL TREASURY

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



APPLICATIONS : To apply visit: https://erecruitment.treasury.gov.za/eRecruitment
CLOSING DATE : 24 November 2026 at 12:00 pm (Midday)
NOTE : Effective from 7 April 2021, the National Treasury now utilises an e-Recruitment System which means all applicants must login/register to apply for positions, we only accept hand delivered/posted applications should an applicant prove that he/she tried to apply via e-Recruitment with no success and the National Treasury ICT unit was unable to assist. The applicant's profile on the e-Recruitment is equivalent to the newly approved Z83, and it is the responsibility of applicants to ensure their profiles are fully completed or their applications will not be considered, as per the DPSA Practice Note. Certain documentation will still be required to be uploaded on the system such as copies of all qualifications including National Senior Certificate/Matric certificate, ID, etc., however these documents need not be certified at point of application, however certification will be required prior to attending the interview. Please note: All shortlisted candidates, 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. 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 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.

OTHER POSTS

POST 40/135 : **DEPUTY DIRECTOR: INTERNAL CONTROL & COMPLIANCE REF NO: S121/2026 (X4 POSTS)**
(12 Months Fixed Term Contract)
Division: Office Of Director-General (ODG)
Purpose: To manage and provide oversight of the Department's internal control and financial compliance environment by monitoring compliance with the Public Finance Management Act, 1999, Treasury Regulations, financial policies and related prescripts; coordinating internal and external assurance processes; overseeing the assessment, determination, recording and reporting of unauthorised, irregular, fruitless and wasteful expenditure and departmental losses; advising the Chief Financial Officer and management on control, audit, financial reporting and governance matters; and monitoring the implementation of corrective actions to support sound financial management in National Treasury.

SALARY : R932 292 per annum, (including benefits)
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 certificate is required coupled with a minimum National Diploma (equivalent to NQF level 6) or Bachelor's degree (equivalent to NQF level 7) in Financial Management, Accounting, Auditing, Internal Control, Public Finance. A minimum of four years' relevant experience, of which at least two years must be at Assistant Director level or equivalent, in an accounting, auditing, internal control, compliance or financial-governance environment. Knowledge and experience in Public Finance Management Act, Public-sector accounting and financial reporting requirements, Internal control, compliance monitoring, risk assessment and audit coordination, Assessment and reporting of unauthorised, irregular, fruitless and wasteful expenditure and departmental losses, Interpretation of financial statements, policies, delegations and audit findings, Supervisory, report-writing, presentation and stakeholder-management experience.
DUTIES : Audit and assurance coordination: Coordinate the annual external audit and relevant internal assurance processes, including planning, requests for information, management responses, technical engagements and the submission of supporting evidence. Maintain audit request, finding and action-plan registers; follow up outstanding information and monitor the implementation and closure of agreed corrective actions. Review draft audit findings, management reports and audit reports; facilitate engagements with assurance providers and affected business units; and escalate significant unresolved matters. Financial reporting oversight and technical assurance: Coordinate and quality-assure the preparation, review, adjustment and submission of interim and annual financial statements in accordance with the applicable public-sector reporting framework. Review financial information and supporting evidence for completeness, accuracy and compliance; coordinate the resolution of reporting queries and provide technical advice on accounting and disclosure matters. Non-compliant expenditure and loss control: Oversee the identification, assessment, determination, recording and reporting of unauthorised, irregular, fruitless and wasteful expenditure, including maintenance of relevant registers and audit trails. Oversee departmental loss cases, liability assessments, recoveries, write-offs and referrals for financial recovery, disciplinary action, criminal or forensic investigation and control improvement, where applicable. Internal control, governance, policy and advisory services: Plan and oversee risk-based reviews of financial management, procurement, contract management and related processes to identify non-compliance, control weaknesses and emerging risks. Assess the design and operation of preventative, detective and corrective controls; communicate findings and recommendations; and monitor implementation by responsible business units. Advise the Chief Financial Officer and management on internal control, financial governance, delegations, compliance, audit, financial reporting and the interpretation of applicable prescripts. Support reporting to executive and governance structures by consolidating finance and control information, monitoring matters arising and tracking agreed actions. Develop, review and maintain financial policies, procedures, delegations, control frameworks, registers and standard operating procedures, and monitor adherence to approved

requirements. Coordinate consultation, approval, communication and implementation of policies and controls, and provide awareness sessions, guidance and technical support to stakeholders. Systems, records, stakeholder and unit management: Oversee governance of transversal financial systems, including user access, segregation of duties, entity maintenance, budget-manager appointments, exception reporting and supporting documentation. Ensure that financial, audit and compliance records are complete, safeguarded, accessible and maintained in accordance with applicable record-management and audit-trail requirements. Manage stakeholder queries, turnaround times, escalations and resolution trends, and maintain effective working relationships with assurance providers and relevant internal and external stakeholders. Develop operational plans, allocate and quality-assure work, manage staff performance and development, monitor delivery against targets, and manage the resources and business-continuity requirements of the unit.

ENQUIRIES : enquiries only (No applications): Recruitment.Enquries@treasury.gov.za

POST 40/136 : **DEPUTY DIRECTOR: FACILITIES MANAGEMENT REF NO: S113/2026**
Division: Corporate Services (CS)
Purpose: To manage and oversee technical facilities, property and accommodation services, building maintenance, capital works and service-provider performance in the National Treasury.

SALARY : R932 292 per annum, (including benefits)
CENTRE : Pretoria
REQUIREMENTS : A grade 12 is required coupled with National Diploma (equivalent to NQF level 6). A qualification equivalent to NQF level 7 in Facilities Management, Property Management, the Built Environment, Public Administration, Construction or Engineering or Quantity Surveying, Project Management or a related field will be an added advantage. A minimum 4 years' experience of which 2 years should be on an Assistant Director level or equivalent in facilities, property, building maintenance or infrastructure and project management. Demonstrated responsibility for supervising staff and managing technical service providers, contracts, budgets and complex accommodation, maintenance or refurbishment projects. Experience in planned maintenance, property and accommodation management, SLA performance and digital facilities systems.

DUTIES : Technical Facilities and Asset Lifecycle Management: Develop integrated preventive, predictive and corrective maintenance plans for building fabric and critical systems, including HVAC, electrical supply, standby power, lifts, fire systems, water and plumbing. Maintain accurate asset registers, condition assessments, lifecycle and replacement plans, maintenance schedules, service histories, warranties and statutory certificates. Monitor work orders, plant availability, energy and water performance, recurring defects and root causes through CAFM/IWMS, BMS, IoT sensors and other approved digital platforms. Coordinate inspections, emergency repairs, commissioning, snagging and close-out, and verify that defects are resolved without compromising safety or business continuity. Property and Accommodation Management: Conduct accommodation needs, space-utilisation and property-condition assessments and compile property and accommodation plans aligned with approved business requirements. Manage the technical performance of leased and state-owned accommodation, including landlord and DPWI liaison, occupancy, utilities and municipal services. Provide technical inputs into leases and renewals and monitor property obligations, compliance certificates, handover, relocation and exit requirements. Monitor occupancy, building condition, recurring defects and remedial actions and escalate unresolved landlord or custodian obligations. Capital Projects, Fit-outs and Relocations: Scope and manage fit-outs, refurbishments, relocations and facilities projects from feasibility and planning through execution, commissioning, handover and close-out. Develop technical requirements, cost estimates, implementation schedules, risk controls and procurement inputs in consultation with relevant stakeholders. Coordinate consultants and contractors, verify workmanship and quality, and manage commissioning, snagging, as-built information and O&M documentation. Monitor delivery against time, cost, quality and safety requirements; control variations and escalate blocked decisions or material deviations. Contract, SLA and Financial Management: Develop clear technical specifications, scopes of work, service levels and performance indicators and support compliant procurement processes with SCM and

Legal. Manage mobilisation and service-provider performance, verify deliverables, address under-performance, variations and disputes, and implement corrective action. Plan and monitor allocated budgets, commitments, forecasts and expenditure; assess cost drivers and value for money and report financial or service-continuity risks. Certify completed work and valid invoices against contractual evidence, support payment within prescribed periods, and monitor contract expiry, renewal and transition. Governance, Risk, Digital Systems and Stakeholder Leadership: Ensure compliance with GIAMA, PFMA, Treasury Regulations, OHS, building and fire requirements and applicable procurement prescripts. Maintain facilities risk registers, audit and compliance evidence, continuity and emergency plans, and close findings and corrective actions. Lead work-order governance and use CAFM/IWMS, BMS, IoT monitoring, dashboards and trend analysis to automate controls and improve performance. Lead staff and coordinate Finance, SCM, Legal, ICT, Security, DPWI, landlords, service providers and clients, with timely management and executive reporting.

ENQUIRIES : enquiries only (No applications): Recruitment.Enquries@treasury.gov.za

POST 40/137 : **ASSISTANT DIRECTOR: CORPORATE GOVERNANCE REF NO: S120/2026 DIVISION: ASSET AND LIABILITY MANAGEMENT (ALM)**
Purpose: To promote corporate governance practices within public entities reporting to the Minister of Finance in compliance with the Public Finance Management Act (PFMA), Companies Act, Memorandum of Incorporations, Founding legislations and any other governance prescripts.

SALARY : R605 742 per annum, (excluding benefits)
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) or Bachelor's Degree (equivalent to NQF level 7) in Law or Commerce or Accounting or Finance. A minimum 3 years' working experience is required. Working experience obtained in public entities corporate governance oversight environment. Knowledge of the PFMA, Companies Act, King Code and other relevant prescripts. Knowledge of government frameworks governing public entities.
DUTIES : Public Entity Prescripts Review: Develop and review National Treasury public entity oversights framework, governance protocols, and compliance matrix. Review and provide inputs on the reviewing of the public entities enabling legislation, memorandum of incorporation, dividend policies, and remuneration policies. Promote Good Corporate Governance: Provide recommendations on appointment of members of boards and executive management in compliance with entities enabling legislations or memorandum of incorporations. Provide recommendations on remuneration of executive and non-executive directors of public entities in compliance with remuneration guidelines, policies and applicable legislations. Provide recommendations on the performance evaluations of members of boards. Coordinate annual general meetings and provide advice on matters to be executed at the annual general meetings. Public Entities Compliance Monitoring: Maintain a database of annual performance plans, corporate plans, strategic plans, shareholder compacts, and annual reports. Monitor compliance of PFMA, Companies Act, King Code and other relevant prescripts through the review the corporate governance aspects of the annual performance plans, corporate plans, strategic plans, shareholder compacts, and annual reports. Review and process applications in terms of applicable sections of the PFMA pertaining to public entities. Provide inputs on the tabling of annual performance plans, corporate plans, strategic plans, shareholder compacts, and annual reports. Maintain a database on dividends declared and received by government emanating from the SOE's projected dividends within a particular MTEF period. Provide governance services to all other schedule 2 and SBs entities. Coordination of Contingent Liability: Provide secretariat services to the Fiscal Liability Committee.
ENQUIRIES : enquiries only (No applications): Recruitment.Enquries@treasury.gov.za

POST 40/138 : **BUSINESS ANALYST REF NO: S119/2026**
Division: Corporate Services (CS)

Purpose: To identify, analyse, and document business requirements, evaluate business processes, and recommend solutions that improve operational efficiency, support National Treasury's objectives, and deliver business value.

SALARY : R487 197 per annum, (excluding benefits)
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) or Bachelor's degree (equivalent to NQF level 7) in Information Technology or Business Administration. A minimum 3 years' experience obtained within the fields of business or systems analysis environment. Knowledge and experience in the utilisation of the Unified Modelling Language (UML), Business Process Model and Notation (BPMN), and the Integrated Definition Language (IDEF0) standards, Cobit5, and Togaf9.
DUTIES : Business Analysis and Requirements Management: Plan and conduct stakeholder interviews, workshops, document analysis, surveys, questionnaires, brainstorming and observation activities. Elicit, analyse, validate and prioritise business requirements in alignment with National Treasury's operational needs and strategic objectives. Document functional and non-functional requirements through business requirements specifications, functional specifications, use cases and other appropriate business analysis artefacts. Develop and maintain requirements traceability matrices to ensure that requirements are addressed throughout the project lifecycle. Manage, assess and document changes to approved requirements throughout the project lifecycle. Business Process Analysis and Improvement: Analyse and document current-state, or As-Is, business processes using appropriate business analysis and process-modelling methods. Identify process inefficiencies, risk, control gaps and improvement opportunities. Design and document future-state, or To-Be, business processes, workflows and business models. Review and map ICT standards operating procedures. Solution Evaluation, Testing and Implementation Support: Collaborate with architects, application developers and subject-matter experts to define solution requirements and translate business needs into appropriate solution specifications. Evaluate proposed business and technology solutions to ensure alignment with approved requirements, business processes and National Treasury's objectives. Recommend appropriate process and technology solutions to address identified business needs. Develop or contribute to test plans, test scenarios and test cases, and support quality-assurance activities and User Acceptance Testing. Validate delivered solutions against approved requirements and facilitate the resolution of defects and requirements-related queries. Support solution implementation, organisational change, user training and adoption activities, including preparing or reviewing user guides and training materials. ICT Governance Documentation and Reporting: Compile, review and maintain business analysis, ICT project and Corporate Governance of ICT reports and documentation. Monitor the completeness, quality, consistency and traceability of business analysis and project deliverables. Assess relevant business analysis and project documentation for alignment with approved ICT governance requirements, standards and procedures. Maintain an organised repository of approved requirements, process models, specifications, traceability records and supporting documentation. Provide accurate business analysis information, findings and recommendations to support ICT governance oversight, reporting and decision-making.
ENQUIRIES : enquiries only (No applications): Recruitment.Enquries@treasury.gov.za

ANNEXURE O

DEPARTMENT OF WATER AND SANITATION

APPLICATIONS	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/
CLOSING DATE	:	20 November 2026
NOTE	:	Interested applicants must submit their applications via the online link https://erecruitment.dws.gov.za Other related documentation such as copies of qualifications, identity document, driver's license etc need not to accompany the application when applying for a post as such documentation must only be produced by shortlisted candidates during the interview date in line with DPSA circular 19 of 2022. With reference to applicants bearing professional or occupational registration, fields provided in Part B on the online Z83 must be completed as these fields are regarded as compulsory. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. Shortlisted candidates will be subjected to suitability checks (SAQA verification, reference checks criminal and credit checks). SAQA evaluation certificate must accompany foreign qualifications (only when shortlisted). Applications that do not comply with the above-mentioned requirements will not be considered. All shortlisted candidates 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 and a pre-entry certificate obtained from the National School of government is required prior to the appointment. 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. Candidates will be required to complete a financial disclosure form and undergo security clearance. Foreigners or dual citizenship holders must provide a police clearance certificate from country of origin (only when shortlisted). The Department of Water Sanitation is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996) the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Correspondence will be limited to short-listed candidates only. If you do not hear from us within three (3) months of this advertisement, please accept that your application has been unsuccessful. Faxed applications will not be considered. The department reserves the right not to fill these positions. Women and persons with disabilities are encouraged to apply and preference will be given to the EE Targets.

MANAGEMENT ECHELON

POST 40/139	:	**DIRECTOR: WATER RESOURCE PLANNING AND MANAGEMENT REF NO: LOCMA 25** Branch: Limpopo-Olifants Catchment Management Agency Division: Water Resource Planning and Management
SALARY	:	R1 317 384 per annum (Level 13), (all-inclusive salary package)
CENTRE	:	Polokwane
REQUIREMENTS	:	A relevant NQF level 7 qualification in Engineering, Hydrology, Geohydrology, Natural Sciences, Environmental Sciences or a related water resource field. Five (5) years of experience at a middle/senior managerial level. Five (5) years' functional experience in catchment management strategy, programmes and planning. Successful completion of the Pre-entry Certificate for the Senior Management Service (SMS) as endorsed by the National School of Government. Knowledge of the Public Finance Management Act. Knowledge of Treasury Rules and Regulations for procurement. Knowledge of financial management. Knowledge of water resource management disciplines, including water quality, water quantity, groundwater and aquatic ecosystem monitoring. Knowledge of project management. Knowledge of hydrological science. Problem solving and analysis. Strategic capability and leadership. Understanding of programme and project management.

DUTIES : The incumbent will be responsible for developing the catchment strategy, programmes and planning. Provide strategic direction on the development of the catchment management strategy, including ensuring the development and updating of the Catchment Management Strategy, providing input into the planning documents of other relevant institutions, participating in the planning processes of LOCMA, coordinating the water allocation reform programme from a LOCMA perspective, and ensuring that specialist comments are made on biomonitoring reports and water use license applications (WULA) submitted by water users. Manage the implementation of measures for the protection and conservation of water resources within the catchment area, including developing a catchment-level water resource protection and conservation plan, conducting catchment condition and water resource risk assessments, establishing partnerships and catchment management forums, escalating serious or persistent non-compliance to the appropriate enforcement authority, and implementing pollution prevention and control measures. Manage and monitor water quality and quantity within LOCMA, including developing and implementing the Water Quality Monitoring Plan and the River Eco-status Monitoring Programme (REMP) in the water management area, ensuring the development, access and implementation of applicable information management systems, ensuring the operation of decision support systems (computer modelling) that provide information to inform river systems planning and operations, and partaking in trans-boundary water management matters to ensure the implementation of LOCMA's responsibilities in terms of treaties. Monitor the implementation of resource quality objectives, including ensuring the collection, management, archiving and dissemination of all hydrological, geohydrological, water quality and biota-related information by relevant components, reviewing reports based on the collected and collated data, participating in reserve determination studies, ensuring the assessment of compliance with resource quality objectives, the ecological reserve and international obligations, and ensuring the production and dissemination of quarterly and annual water resource quality status reports (integrating quality, quantity and aquatic biota). Provide strategic leadership and business planning, including operational, finance, supply chain and human resource planning and reporting, as well as human resource development and performance management.

ENQUIRIES : Mr MM Selepe, Cell No: (083) 273 2494

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

POST 40/140 : **CHIEF FINANCIAL OFFICER REF NO: LOCMA 26**
Branch: Limpopo-Olifants Catchment Management Agency
Division: Finance

SALARY : R1 317 384 per annum (Level 13), (all-inclusive salary package)

CENTRE : Polokwane

REQUIREMENTS : An NQF level 7 (bachelor's degree) in a relevant field. Registration as a Chartered Accountant (CA(SA) with the South African Institute of Chartered Accountants (SAICA). A minimum of five (5) years of experience at middle/ senior managerial level in Finance. Successful completion of the Pre-entry Certificate for the Senior Management Service (SMS) as endorsed by the National School of Government. Extensive knowledge of financial management, the Public Finance Management Act (PFMA), Treasury Regulations and Generally Recognised Accounting Practice (GRAP). Knowledge of the local government sector, and of the Public Service Act and Regulations. Strategic capability and leadership, programme and project management, financial management, change management, knowledge management and service delivery innovation (SDI) skills. Problem solving and analysis, people management and empowerment, and client orientation and customer focus skills. Attention to detail. Good verbal and written communication skills. Accountability and ethical conduct.

DUTIES : The incumbent will be responsible for strategic oversight of financial management services within LOCMA. Assume overall responsibility for general financial and management accounting activities, budget preparation and compliance, revenue collection, supply chain management, asset

management, payroll and banking functions, ensuring compliance with relevant legislation, prescripts, policies and agreements. Establish, implement and enhance accounting and internal control systems, policies and procedures in compliance with GRAP, the PFMA, Treasury Regulations and other legislation. Develop and implement a cost management strategy through effective accounting controls and financial management techniques. Ensure compliance with policies, provide guidance, and assess the risks and financial viability of existing and new policies, projects and customer agreements. Direct the financial strategy of the organisation to ensure the availability of adequate financial resources. Provide strategic financial advice to executive management and the Board. Ensure timely and accurate financial reporting to all internal and external governance structures. Set parameters for cash flow management and for the operations of finance personnel. Ensure the integrity of financial data in terms of timeliness, accuracy and reliability. Oversee and provide assistance during the annual audit, respond to audit findings and implement recommendations as required. Keep abreast of new trends in accounting, financial management and budgeting. Provide strategic direction in the implementation of human resource policies, prescripts and strategies. Ensure the provision of information technology (IT) services and the effective mitigation of associated risks. Ensure the provision of office support services, including facilities management. Establish appropriate service and staffing levels, monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures, and allocate resources accordingly to meet LOCMA's strategic priorities. Take responsibility for the related sections of the Annual Performance Plan (APP), Shareholder Compact and Annual Report.

ENQUIRIES : Mr MM Selepe, Cell No: (083) 273 2494

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

OTHER POSTS

POST 40/141 : **DEPUTY DIRECTOR: INSTITUTIONAL AND STAKEHOLDER ENGAGEMENT (X2 POSTS)**
Branch: Limpopo-Olifants Catchment Management Agency
Division: Institutional and Stakeholder Engagement

SALARY : R1 101 468 per annum (Level 12), (all-inclusive salary package)

CENTRE : Polokwane Ref No: LOCMA 27
Hartbeespoort Ref No: LOCMA 28

REQUIREMENTS : A relevant NQF level 6 qualification (National Diploma) in Social Sciences, Development Studies, Public Administration or a related field. Five (5) years' management experience in stakeholder engagement or stakeholder development. Relevant experience in public participation and stakeholder management. The disclosure of a valid unexpired driver's license. Understanding of the legislative and policy frameworks governing the water sector, including the National Water Act, 1998 (Act No. 36 of 1998). Understanding of the legislative and policy frameworks governing the public sector. Knowledge of policy development and implementation. Knowledge of financial management. Knowledge of programme and project management. Knowledge of conflict management tools and methodologies. Good communication, presentation, report writing and networking skills. Accountability and ethical conduct.

DUTIES : The incumbent will be responsible for ensuring that Water Management Institutions are established, that stakeholders are empowered, and that stakeholder relationships and credibility are fostered within the Water Management Area. Lead and build the implementation of integrated stakeholder engagement programmes and initiatives, including developing and ensuring the implementation of the Stakeholder Engagement Plan. Plan and coordinate quarterly Catchment Management Forums, the annual Forum of Forums and ad hoc stakeholder engagement requests. Identify key projects, ensure that budget requests are made and Terms of Reference are developed, and oversee project implementation and overall project management. Coordinate consultation on the Catchment Management

Strategy and link the CMA with water users. Establish and maintain stakeholder consultation forums and mechanisms. Coordinate stakeholder engagement processes for all projects and initiatives requiring stakeholder participation, including tariff consultations, Catchment Management Strategy (CMS) development and policy consultations by the National Department of Water and Sanitation (DWS), among others. Facilitate and support the transformation of irrigation boards into Water User Associations (WUAs). Identify, develop and implement capacity building and empowerment programmes for water management institutions and stakeholders, including traditional authorities, Historically Disadvantaged Individuals (HDIs), emerging farmers and irrigation boards. Promote knowledge generation and dissemination, and identify, develop and ensure the implementation of education and awareness programmes and campaigns for the benefit of water resources, stakeholders, the CMA, the water sector and communities. Manage cooperative governance and strategic partnership relations, including developing policies, procedures and service level agreements in line with mandates. Identify and lead initiatives to secure funding and strategic partnerships that support the CMA's mission and sustainability objectives. Mobilise and engage stakeholders who will benefit from project interventions, identify key stakeholders to be consulted during the design phase, and define partnership requirements for support and co-funding at various levels. Facilitate and support government negotiations and consultations on project-related issues, and link key personnel with relevant CMA personnel within the water sector, government departments, stakeholder organisations and communities. Collaborate and coordinate Integrated Water Resource Management (IWRM) for socio-economic and environmental development, and lead LOCMA's participation in engagements with Water Management Institutions. Define the roles and responsibilities of implementing partners and reporting arrangements and develop gender- and social-vulnerability-sensitive work plans with detailed roles, responsibilities and timelines. Develop and conduct stakeholder satisfaction surveys and manage the integrated stakeholder database and stakeholder matrix for the CMA. Define a strategic results framework and monitoring and evaluation system with quantifiable and verifiable impact indicators and elaborate a sustainability strategy to ensure that project benefits are replicated beyond project life. Manage the resources of the sub-directorate, including work allocation, discipline and performance management of employees, and the recommendation and allocation of equipment. Provide support on policies and directives.

ENQUIRIES : Mr S Shibambu Tel No: (013) 759 7326

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

POST 40/142 : **SENIOR LEGAL ADMINISTRATION OFFICER (MR-6) REF NO: LOCMA 29**
Branch: Limpopo-Olifants Catchment Management Agency
Division: Corporate Support Services: Legal Services

SALARY : R610 434 per annum (MR-6)

CENTRE : Polokwane

REQUIREMENTS : An LLB degree or equivalent qualification. At least eight (8) years' appropriate post-qualification legal experience. Knowledge of policy development and implementation. Knowledge of government legal processes, legislation and contracts. Knowledge of the Promotion of Access to Information Act, 2000 (PAIA), the Promotion of Administrative Justice Act, 2000 (PAJA), the Constitution and all relevant legislation, including the Treasury Regulations. Knowledge of the Public Finance Management Act (PFMA). Ability to negotiate and draft contracts and international instruments. Ability to interpret specific environmental legislation and issues affecting the environment, as well as general environmental law. Legal research and interpretation. Analytical and report-writing skills. Programme and project management. Computer literacy. Good planning and decision-making skills. Language proficiency. Confidentiality. Excellent communication skills (written and verbal). Strategic capability and leadership skills. Accountability and ethical conduct.

DUTIES : The incumbent will be responsible for providing legal advisory services to LOCMA and its functionaries. Conduct, analyse, interpret, advise and mentor juniors on research that will provide information and case law relevant to the legal matter at hand, including providing legal support to ensure compliance with relevant legislation, collecting and analysing data and information for planning, decision-making and management reporting, analysing current policies and strategic objectives, developing standard operating procedures, and compiling research memoranda. Draft legal documents and advise and mentor juniors on legal drafting, including drafting legal documents, memoranda, reports and submissions, drafting, vetting and reviewing contracts on behalf of LOCMA, drafting legal opinions and documents to support criminal prosecutions for contraventions of the National Water Act, negotiating and drafting multilateral and bilateral agreements, ensuring compliance with the Constitution and domestic and international legal obligations, rendering legal support in all litigation matters, and obtaining outstanding information and initiating the recovery process, including issuing letters of demand. Present on and advise and mentor juniors on proposals on how specific cases should be approached, including receiving, recording and assessing new matters, advising clients on possible courses of action during consultation, and drafting legal opinions on behalf of LOCMA. Conduct interviews to determine clients' goals and objectives, including handling litigation matters and appeals, including National Water Tribunal appeals, on behalf of LOCMA, monitoring court cases from inception to final stage, liaising with the Office of the State Attorney on litigation matters, and keeping the litigation register updated. Document interviews and all legal advice given during legal consultation in writing, including monitoring the implementation of PAIA and PAJA, ensuring compliance and handling PAIA and PAJA matters on behalf of LOCMA, and submitting recommendations, queries and comments to clients. Develop and coach others and constructively review their work in order to improve and advance the skills, knowledge and performance levels of those who report to them, including providing advice and guidance to lower-level production employees on advanced interview techniques to address sensitive or complicated issues, providing sound legal advice that serves the interests of LOCMA, monitoring performance and service delivery targets, and measuring and improving work methods, procedures and systems.

ENQUIRIES : Mr AA. Lessing Tel No: (013) 591 8900

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

POST 40/143 : **ASSISTANT DIRECTOR: AUXILIARY SERVICES (X3 POSTS)**
Branch: Limpopo-Olifants Catchment Management Agency
Division: Corporate Support Service: Auxiliary Services

SALARY : R487 197 per annum (Level 09)

CENTRE : Polokwane Ref No: LOCMA 30
Bronkhorstspruit Ref No: LOCMA 31
Hartbeespoort Ref No: LOCMA 32

REQUIREMENTS : A relevant NQF level 6 qualification. Five (5) years' experience in an administrative environment. Knowledge of the Public Finance Management Act (PFMA) and Treasury Regulations. Knowledge of administrative and clerical procedures and systems. Knowledge of departmental policies and procedures. Knowledge of government financial systems. Commitment to a high level of quality control. Knowledge of implementing Performance Management and Development System (PMDS) policies. Organisational skills. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Communication. Accountability and ethical conduct.

DUTIES : The incumbent will be responsible for managing administrative support services to ensure efficient operations, compliance with policies and a well-functioning work environment. Manage corporate travel arrangements, including arranging travel bookings (flights, accommodation and transport), ensuring that travel policies and procedures are followed, working with travel agencies and service providers, processing travel claims and

reimbursements, and monitoring and reporting on travel expenses. Manage facilities and support services, including overseeing office maintenance, furniture and equipment, ensuring that cleaning and general office support services run smoothly, managing contracts with service providers, ensuring that the workplace is safe, clean and well maintained, and managing the procurement process for office stationery. Ensure safety and security compliance, including implementing and monitoring workplace safety and security policies, ensuring that security measures such as access control and surveillance are in place, and responding to security and safety incidents. Manage records and documents, including ensuring the proper filing, storage and retrieval of records, implementing rules for the handling and disposal of records, maintaining digital and physical records securely, ensuring compliance with data protection regulations, and conducting regular records audits and updates. Manage human resources and performance, including supervising and supporting administrative staff, setting work goals and monitoring progress, organising training and career development, ensuring compliance with HR policies and labour laws, and managing staff leave, attendance and performance appraisals.

ENQUIRIES : Mr AA. Lessing Tel No: (013) 591 8900

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

POST 40/144 : **ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: LOCMA 33**
(Re-advertisement, applicants who have previously applied must re-apply)
Branch: Limpopo-Olifants Catchment Management Agency
Division: Risk Management in The Office of the CEO

SALARY : R487 197 per annum (Level 09), (plus benefits)

CENTRE : Polokwane

REQUIREMENTS : An NQF level 7 (bachelor's degree or Advanced Diploma) in Risk Management or a relevant tertiary qualification. Three (3) years' relevant experience at supervisory level. The disclosure of a valid unexpired driver's license. Knowledge and understanding of Human Resource Management legislation, policies, practices and procedures. Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations and guidelines. Knowledge of the Public Service Anti-Corruption Strategy and anti-corruption and fraud prevention measures. Knowledge of equal opportunities and affirmative action guidelines and laws. Knowledge of administrative and clerical procedures and systems. Knowledge of institutional policies and procedures. Knowledge of governmental financial systems. Knowledge of the principles and practice of financial accounting. Knowledge of the framework for managing performance information. Business strategy translation and alignment, problem solving and analysis, people and diversity management, and client orientation and customer focus skills. Good communication skills. Accountability and ethical conduct.

DUTIES : The incumbent will be responsible for supervising and undertaking activities to develop and implement the risk management framework. Supervise and implement the risk management framework in the organisation, including participating in the development of the risk management framework and implementing the risk management plan. Support the establishment of the risk management philosophy and culture in the organisation by advocating and promoting risk management through awareness activities, reviewing risk maturity through data gathering and quality review, building capacity through training and development, and developing and maintaining stakeholder and client relationships. Continuously monitor the risk environment by collecting statistical information on indicators of risks and detecting changes in the internal and external risk environment. Supervise the capturing of data and the maintenance of databases on risk management information. Supervise and undertake studies and analysis for identifying risks to establish the internal and external organisational context and analyse risk mitigation plans. Supervise, facilitate and advise on the risk management assessment process, including facilitating the identification, analysis and evaluation of risks and risk responses, compiling and maintaining the risk profile (risk register), and compiling risk management assessment reports as required.

Monitor and review identified risk response activities by monitoring the progress of the implementation of activities to address risks as agreed and revising risk response activities. Supervise employees, allocate duties and perform quality control on work delivered by supervisors, advise and lead supervisors with regard to all aspects of the work, and ensure that supervisors are trained and developed to deliver work of the required standard efficiently and effectively. Manage the performance, conduct and discipline of supervisees.

ENQUIRIES : Mr MM Selepe, Cell No: (083) 273 2494

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

POST 40/145 : **ASSISTANT DIRECTOR: CORPORATE COMMUNICATION REF NO: LOCMA 34**
Branch: Limpopo-Olifants Catchment Management Agency
Division: Office of the CEO

SALARY : R487 197 per annum (Level 09)

CENTRE : Polokwane

REQUIREMENTS : An NQF level 6 (National Diploma) in Communication, Journalism, Public Relations or a relevant tertiary qualification. Five (5) years' experience in a communications environment. Relevant experience in stakeholder engagement. The disclosure of a valid unexpired driver's license. Understanding of the legislative and policy frameworks governing the sector and the public sector. Knowledge of financial management. Knowledge of programme and project management. Knowledge of policy development and implementation. Knowledge of conflict management tools and methodologies. Good communication, presentation, report writing and networking skills. Accountability and ethical conduct.

DUTIES : The incumbent will be responsible for managing the provision of communication services. Develop and Implement communication plans and strategies in support of communication campaigns, analyse LOCMA's strategic objectives, and develop communication and publication policies, procedures and guidelines for interactive media and multimedia content. Develop action plans for media coverage and ensure compliance with government communication guidelines and regulations. Implement media production, issue publications, organise press conferences and secure media coverage for LOCMA. Develop implementation plans for communication, plan exhibitions and implement the media strategy. Ensure that written and visual communication materials are timeous and accurate, and create content for the website, social media, newsletters and other platforms. Maintain the LOCMA website, ensuring that all materials and reports are uploaded and that the website is kept up to date. Manage web design and the corporate identity of LOCMA, including logos, letterheads and other branding material. Liaise with the media, including arranging and conducting radio, print and television interviews. Disseminate information to managers and stakeholders, track media coverage, analyse feedback and adjust communication strategies accordingly. Provide production of content for publication, including coordinating the design, layout and style of publications, implementing or improving concepts, theories and operational methods, and conducting research in aid of content development. Establish and maintain stakeholder relations with communities and the media, disseminate knowledge relating to LOCMA, and support public participation initiatives such as Imbizo, including feedback and follow-up on the recommended communication interventions. Manage resources, including work allocation, discipline and performance management of staff, and the recommendation and allocation of equipment.

ENQUIRIES : Mr MM Selepe at (083) 273 2494

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

POST 40/146 : **OFFICE MANAGER REF NO: LOCMA 35**
Branch: Limpopo-Olifants Catchment Management Agency
Division: Office of The Chief Executive Officer

SALARY : R487 197 per annum (Level 09)
CENTRE : Polokwane
REQUIREMENTS : An NQF level 6 (National Diploma) in Office Management, Public Administration or a relevant tertiary qualification. Five (5) years' experience in a general administration or office management environment. The disclosure of a valid unexpired driver's license. Extensive knowledge and understanding of public service policies and administrative procedures. Basic financial management and knowledge of the Public Finance Management Act (PFMA). Knowledge of administrative procedures and secretarial duties. Knowledge of the dispute resolution process. Knowledge of project management and administration. Knowledge of monitoring and evaluation and the framework for managing programme performance information. Understanding social and economic development issues. Understanding of the legislative and policy frameworks governing the sector. Computer literacy. Sound organisational skills, good people skills and a high level of reliability. Good communication, presentation and report writing skills. Ability to act with tact and discretion. Accountability and ethical conduct.

DUTIES : The incumbent will be responsible for managing the office administration to improve the efficiency of the CEO. Manage and coordinate the flow of information within the office, including scrutinising all incoming correspondence (emails, letters, reports and telephone messages), drafting abbreviated notes highlighting key details, and appending preliminary advice or recommendations on the CEO's actions. Implement and maintain a records management system. Render administrative support services, including researching, developing and preparing presentations for the Manager's final approval. Coordinate and consolidate inputs on progress, monthly and management reports. Coordinate monitoring and evaluation, including the submission of quarterly and annual performance reports from the various directorates and the development of the Annual Performance Plan (APP). Liaise with DWS Corporate Planning and Institutional Establishment on planning, performance reporting and organisational establishment matters. Quality assures documentation and remains up to date with the prescripts, policies and procedures applicable to the work terrain to ensure efficient support to the office. Arrange and organise workshops and meetings, including determining delegates, facilitation, secretarial services, venues, subsistence and travel arrangements and claims, compiling agendas and programmes, and making financial arrangements. Prioritise and schedule meetings and workshops. Represent the CEO at meetings and workshops, deliver presentations on the CEO's behalf, take notes and provide detailed feedback reports to the CEO. Manage queries by monitoring deadlines to ensure prompt responses and coordinate and monitor projects. Manage the budget, including compiling the budget in line with the MTEF and PFMA, authorising payments, controlling expenditure in line with the budget, monitoring spending trends in accordance with early warning systems, and advising on and facilitating budget projections with project managers. Establish processes for routine information collection, consolidate information into abbreviated reports, make recommendations where applicable and develop statistics as required by the CEO. Manage and supervise human resources, including performance evaluation, leave and relief arrangements, on-the-job training and identification of areas for further career development. Manage the procurement of stationery, including determining overall stock levels and managing the ordering and issuing of stationery.

ENQUIRIES : Mr MM Selepe, Cell No: (083) 273 2494
NOTE : The Limpopo-Olifants Catchment Management Agency is a Public Water Resource Management Agency, established in line with the provisions of the National Water Act, 1998 (Act no 36 of 1998) (NWA) and National Water Policy for South Africa. It is an entity of the National Department of Water and Sanitation. Employees appointed in the CMA have similar employment terms and conditions to those of employees appointed in terms of the Public Service Act, though not employed in terms of the Public Service Act.

POST 40/147 : **LEGAL ADMINISTRATION OFFICER (MR-5) REF NO: LOCMA 36**
Branch: Limpopo-Olifants Catchment Management Agency

Division: Corporate Support Services: Legal Services

SALARY : R483 219 per annum (MR-5)
CENTRE : Polokwane
REQUIREMENTS : An LLB degree or equivalent qualification. At least eight (8) years' appropriate post-qualification legal experience. Knowledge of policy development and implementation. Knowledge of government legal processes, legislation and contracts. Knowledge of the Promotion of Access to Information Act, 2000 (PAIA), the Promotion of Administrative Justice Act, 2000 (PAJA), the Constitution and all relevant legislation, including the Treasury Regulations. Knowledge of the Public Finance Management Act (PFMA). Ability to negotiate and draft contracts and international instruments. Ability to interpret specific environmental legislation and issues affecting the environment, as well as general environmental law. Legal research and interpretation. Analytical and report-writing skills. Programme and project management. Computer literacy. Good planning and decision-making skills. Language proficiency. Confidentiality. Excellent communication skills (written and verbal). Strategic capability and leadership skills. Accountability and ethical conduct.
DUTIES : The incumbent will be responsible for providing legal advisory services to LOCMA and its functionaries. Conduct, analyse, interpret, advise and mentor juniors on research that will provide information and case law relevant to the legal matter at hand, including providing legal support to ensure compliance with relevant legislation, collecting and analysing data and information for planning, decision-making and management reporting, analysing current policies and strategic objectives, developing standard operating procedures, and compiling research memoranda. Draft legal documents and advise and mentor juniors on legal drafting, including drafting legal documents, memoranda, reports and submissions, drafting, vetting and reviewing contracts on behalf of LOCMA, drafting legal opinions and documents to support criminal prosecutions for contraventions of the National Water Act, negotiating and drafting multilateral and bilateral agreements, ensuring compliance with the Constitution and domestic and international legal obligations, rendering legal support in all litigation matters, and obtaining outstanding information and initiating the recovery process, including issuing letters of demand. Present on and advise and mentor juniors on proposals on how specific cases should be approached, including receiving, recording and assessing new matters, advising clients on possible courses of action during consultation, and drafting legal opinions on behalf of LOCMA. Conduct interviews to determine clients' goals and objectives, including handling litigation matters and appeals, including National Water Tribunal appeals, on behalf of LOCMA, monitoring court cases from inception to final stage, liaising with the Office of the State Attorney on litigation matters, and keeping the litigation register updated. Document interviews and all legal advice given during legal consultation in writing, including monitoring the implementation of PAIA and PAJA, ensuring compliance and handling PAIA and PAJA matters on behalf of LOCMA, and submitting recommendations, queries and comments to clients. Provide advice and guidance to lower-level production employees on advanced interview techniques to address sensitive or complicated issues, and guide employees on the advice to be rendered to clients, including monitoring performance and service delivery targets, measuring and improving work methods, procedures and systems, and researching new methodologies and best practices.
ENQUIRIES : Mr AA. Lessing Tel No: (013) 591 8900
NOTE : The Limpopo-Olifants Catchment Management Agency is a Public Water Resource Management Agency, established in line with the provisions of the National Water Act, 1998 (Act no 36 of 1998) (NWA) and National Water Policy for South Africa. It is an entity of the National Department of Water and Sanitation. Employees appointed in the CMA have similar employment terms and conditions as those of employees appointed in terms of the Public Service Act, though not employed in terms of the Public Service Act.

POST 40/148 : **SENIOR ADMINISTRATIVE OFFICER (CORPORATE SUPPORT SERVICES) (X3 POSTS)**
Branch: Limpopo-Olifants Catchment Management Agency
Division: Corporate Support Services: Auxiliary Services

SALARY : R413 001 per annum (Level 08)
CENTRE : Polokwane Ref No: LOCMA 37

Bronkhorstspruit Ref No: LOCMA 38
Hartbeespoort Ref No: LOCMA 39

REQUIREMENTS : A relevant NQF level 6 qualification as recognised by SAQA. Three (3) years' experience in administration. Knowledge of administrative procedures. Disciplinary knowledge of labour law. Knowledge of the dispute resolution process. Knowledge of labour relations policies. Understanding of social and economic development issues. Basic financial management and knowledge of the PFMA. Knowledge management. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Communication, accountability and ethical conduct.

DUTIES : The incumbent will be responsible for providing effective administrative, corporate travel and facilities support services for LOCMA operations. Coordinate pool vehicle usage, including processing trip authorisations and allocating vehicles to officials, conducting pre- and post-trip inspections of pool vehicles, monitoring vehicle servicing and ensuring that maintenance follows the service schedule, assigning drivers to support officials when needed, updating and maintaining an accurate pool vehicle register, and coordinating Transport Advisory Committee meetings and serving as secretariat. Coordinate corporate travel and short-term vehicle rentals, including arranging official travel bookings with the travel agency in line with policy, following departmental cost containment guidelines when processing bookings, obtaining and distributing monthly invoices to officials for trip acknowledgement, compiling and submitting monthly travel expenditure reports to Finance, verifying travel claims and processing reimbursements, processing requests for short-term vehicle rentals for official travel, and managing trip authorisation forms and handling emergency and after-hours bookings. Administer the subsidised vehicle scheme, including overseeing the administration of subsidised vehicles (Scheme A and B) in the region, processing travel claims and facilitating reimbursements, conducting quarterly inspections before and after trips, organising Advisory Committee meetings for the schemes, keeping updated records and spreadsheets for subsidised vehicles, conducting spot checks to ensure compliance with scheme guidelines, and monitoring Scheme A mileage and ensuring correct entry into Mela. Perform facilities and office services operations, including coordinating maintenance for offices and state houses, providing effective cleaning and general support services to facilitate smooth and efficient operations, facilitating corporate and auxiliary service meetings, supervising daily reception operations, ensuring that the work environment is safe, clean and well maintained, performing monthly inspections of office buildings and state houses, managing office space allocation and booking in the region, and scheduling and preparing boardrooms for meetings. Process telephone and data services requests, including administering the ordering, delivery and payment of telephone and data accounts in line with policy, distributing PIN codes for outgoing calls and ensuring that Wi-Fi is operational, responding to public and stakeholder complaints regarding telecommunication services, distributing and processing monthly phone accounts for payment, and managing departmental mobile phones within the region. Provide procurement support, including managing procurement processes within the component, processing and tracking payments for goods and services acquired, reviewing invoices and claims from service providers to ensure alignment with contractual terms, and keeping accurate procurement records and ensuring proper filing.

ENQUIRIES : Mr AA. Lessing Tel No: (013) 591 8900

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

POST 40/149 : **OCCUPATIONAL HEALTH AND SAFETY OFFICER REF NO: LOCMA 40**
Branch: Limpopo-Olifants Catchment Management Agency
Division: Corporate Support Service: Auxiliary Services

SALARY : R338 106 per annum (Level 07)

CENTRE : Polokwane

REQUIREMENTS : A relevant NQF level 6 qualification in Occupational Health and Safety. One (1) to two (2) years' experience in an occupational health and safety

environment. Disciplinary knowledge of occupational health and safety. Knowledge of the Occupational Health and Safety Act, 1993 (Act No. 85 of 1993). Disciplinary knowledge of public administration. Knowledge of design principles, techniques and tools. Understanding of government legislation. Knowledge of equal opportunities and affirmative action guidelines and laws. Knowledge of administrative and clerical procedures and systems. Knowledge of departmental policies and procedures. Knowledge of government financial systems. Knowledge of learning and teaching procedures and techniques. Knowledge of the framework for managing performance information. Problem solving and analysis. Organising and planning skills. People and diversity management. Client orientation and customer focus. Communication. Accountability and ethical conduct.

DUTIES : The incumbent will be responsible for implementing occupational health and safety (OHS) policies, programmes and procedures. Support the conducting of occupational health and safety inspections, including participating in scheduled workplace safety inspections, recording and reporting identified hazards to the Senior Occupational Health and Safety Officer, confirming that inspection checklists and documentation are completed accurately, and following up on basic corrective actions. Support the coordination of emergency drills, including communicating the plan and scheduling emergency drills, helping to communicate evacuation procedures to employees, distributing emergency materials, and collecting the attendance register and feedback during drills. Provide administrative support for occupational health and safety training activities, including helping to schedule training sessions for managers and OHS representatives, maintaining attendance registers and training records, distributing training materials and certificates, and following up on incomplete or missed training sessions. Support incident reporting and investigation processes, including recording incidents in the incident register, assisting in gathering basic incident details, filing and maintaining investigation reports and related documents, and tracking progress on recommended corrective actions. Maintain occupational health and safety documentation and records, including keeping files for inspections, incidents, training and risk assessments up to date, checking that OHS posters and notices are current and visible in the workplace, compiling statistics for internal reporting, and maintaining the inventory of first aid kits and safety equipment. Ensure the procurement and maintenance of personal protective equipment (PPE), including identifying the PPE requirements of field workers and other qualifying officials such as cleaners, facilitating the timely procurement and issuing of PPE, maintaining a register of PPE issued, and monitoring the condition of PPE and arranging for its repair or replacement when required.

ENQUIRIES : Mr A.A. Lessing Tel No: (013) 591-8900

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

POST 40/150 : **COMMUNICATION OFFICER REF NO: LOCMA 41**
Branch: Limpopo-Olifants Catchment Management Agency
Division: Office of the CEO

SALARY : R338 106 per annum (Level 07)

CENTRE : Polokwane

REQUIREMENTS : A relevant NQF level 6 (National Diploma) qualification in Communication, Media Studies, Public Relations or a related field as recognised by SAQA. One (1) year's relevant experience. The disclosure of a valid unexpired driver's license. Disciplinary knowledge in communication and media studies, political science and policy, and public administration. Knowledge of design principles, techniques and tools. Knowledge of the writing process, reviewing and proofreading. Understanding of water sector legislation. Financial management and knowledge of the Public Finance Management Act (PFMA). Knowledge of techniques and procedures for the planning and execution of operations. Knowledge of programme and project management. Knowledge of relationship management. Problem solving and analysis, people and diversity management, communication, conflict management, creativity and

awareness, professional development, and client orientation and customer focus skills. Cultural awareness. Accountability and ethical conduct.

DUTIES : The incumbent will be responsible for assisting with the implementation of coordinated events, communication campaigns and strategic plans aimed at fostering understanding, building awareness and creating a favourable perception of LOCMA among internal and external stakeholders. Coordinate LOCMA events, including developing and implementing communication plans in support of campaigns, analysing strategic objectives and aligning communication efforts accordingly, and recommending amendments to existing policies to improve communication effectiveness. Engage with key role players to ensure alignment and collaboration and create actionable plans for securing media coverage of events and initiatives. Ensure the timely and accurate dissemination of written and visual communication materials to stakeholders. Draft and send written invitations to stakeholders for LOCMA events. Act as a key participant in the Water Sector strategic plan, assist in crafting the strategic plan and budget management for the communication section, and foster and maintain positive stakeholder relations. Handle event logistics and venue management, including securing appropriate venues, informing employees and stakeholders about event locations and details, and publishing and distributing information related to events. Assist in compiling and maintaining guest lists, forward invitations to relevant stakeholders promptly, maintain an updated guest list database, and keep calendars current and aligned with planned activities. Compile internal communication and draft the internal newsletter, including writing and compiling articles, providing logistical support for the communication component, ensuring that publicity projects and events meet set objectives and expectations, liaising with stakeholders to coordinate contributions to the newsletter, and establishing strong stakeholder relations to support internal communications.

ENQUIRIES : Mr MM Selepe, Cell No: (083) 273 2494

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

POST 40/151 : **COMMUNITY DEVELOPMENT OFFICER (X6 POSTS)**
Branch: Limpopo-Olifants Catchment Management Agency
Division: Institutional And Stakeholder Engagement

SALARY : R338 106 per annum (Level 07)

CENTRE : Polokwane Ref No: LOCMA 42
Hartbeespoort Ref No: LOCMA 43 (X2 Posts)
Bronkhorstspruit Ref No: LOCMA 44 (X3 Posts)

REQUIREMENTS : An NQF level 6 (National Diploma or N Diploma) in Social Sciences. One (1) to two (2) years' experience in a community development environment. The disclosure of a valid unexpired driver's license. Knowledge of community development work, skills, attitudes and values of communities. Knowledge and understanding of human behaviour and social systems, and of legislation, to assist with interventions at the points where people interact with their environments in order to promote self-empowerment. Knowledge and understanding of basic financial management. The ability and competence to coordinate community development structures and to manage projects. The ability to influence individuals and groups to participate in their own self-empowerment ventures. Understanding of the social dynamics of communities Presentation, problem solving, computer, facilitation and research skills. Good verbal and written communication skills.

DUTIES : The incumbent will be responsible for facilitating the identification, planning and implementation of integrated and transformative social development programmes in partnership with key stakeholders, for the effective empowerment of human and social capital through a community development approach towards sustainable livelihoods. Identify and facilitate the implementation of integrated community development interventions in partnership with communities and other relevant stakeholders, including establishing social relationships and scoping communities to understand current community services, service delivery blockages, resources and needs. Compile community profiles and facilitate planning and prioritisation by formulating goals and objectives, assessing available resources, setting

time frames and compiling budgets. Facilitate the implementation of integrated development activities, monitor and evaluate implementation, and give feedback to communities and other relevant stakeholders. Liaise and coordinate with all relevant role players and internal and external stakeholders to facilitate collaboration and establish partnerships that ensure the sustainability of development actions within communities. Create structures and platforms that entrench sector collaboration and promote coherent and integrated planning and promote and strengthen intergovernmental relations. Support communities and perform administrative support on community development and related activities, including providing input into policy development and maintaining relevant records. Monitor and evaluate projects and other community development ventures and report on progress. Facilitate the registration of emerging local structures, such as Non-Profit Organisations (NPOs), and monitor their compliance with the Nonprofit Organisations Act and the PFMA. Facilitate, coordinate and participate in awareness campaigns and public appearances aimed at educating communities and other stakeholders on self-empowerment. Develop, maintain and update databases, and ensure that financial measures are adhered to by beneficiary organisations. Keep up to date with new developments in the community development field to enhance service delivery. Provide institutional support and social facilitation for infrastructure development, including participating in conceptualisation, design, implementation and commissioning of water and sanitation bulk projects to ensure that social and human aspects are catered for. Ensure capacity building, training and knowledge resource facilitation for project steering committees, and contribute towards a culture of accountability and compliance with prescripts through social facilitation.

ENQUIRIES : Mr S Shibambu Tel No: (013) 759 7326

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

POST 40/152 : **ADMINISTRATION CLERK (PRODUCTION) (X6 POSTS)**
Branch: Limpopo-Olifants Catchment Management Agency
Division: Corporate Support Services: Auxiliary Services

SALARY : R237 453 per annum (Level 05)

CENTRE : Polokwane Ref No: LOCMA 45 (X2 Posts)
Bronkhorstspruit Ref No: LOCMA 46 (X2 Posts)
Hartbeespoort Ref No: LOCMA 47 (X2 Posts)

REQUIREMENTS : A Senior/Grade 12 certificate or relevant qualification. Knowledge of clerical functions and practices, as well as the ability to capture data, operate a computer and collate administrative statistics. Basic knowledge and insight of Human Resource prescripts. Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS, etc.). Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Interpersonal relations, flexibility and teamwork. Basic knowledge of problem solving and analysis. People and diversity management, client orientation and customer focus. Computer literacy, planning and organising, and language skills. Good verbal and written communication skills. Accountability and ethical conduct.

DUTIES : The incumbent will be responsible for rendering administrative support services. Render general clerical support services, including recording, organising, storing, capturing and retrieving correspondence and data, updating registers and statistics, and handling routine enquiries. Make photocopies, receive and send facsimiles, distribute documents and packages to various stakeholders as required, and keep and maintain the filing system and the incoming and outgoing document register of the component. Type letters and other correspondence when required. Provide supply chain management support services, including liaising with internal and external stakeholders on the procurement of goods and services, obtaining quotations and completing procurement forms for the purchasing of standard office items. Exercise stock control of office stationery and keep and maintain the asset register of the component. Provide personnel administration clerical support services, including maintaining the leave

register, personnel records and attendance register of the component, and arranging travelling and accommodation. Provide financial administration support services, including capturing and updating expenditure, checking the correctness of subsistence and travel claims of officials and submitting them to the manager for approval, and handling telephone accounts and petty cash for the component.

ENQUIRIES : Mr AA. Lessing Tel No: (013) 591 8900

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

ANNEXURE P

DEPARTMENT OF WOMEN, YOUTH AND PERSONS WITH DISABILITIES

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

APPLICATIONS : Applicants are urged to choose/ utilise one of the methods provided below: you may forward your application, quoting reference, addressed to: The Director-General, Department of Women, Youth and Persons with Disabilities, Private Bag X931, Pretoria, 0001. Alternatively, applications may also be hand delivered to 268 Lilian Ngoyi Street, Fedsure Forum Building, 1st floor, Pretoria CBD. Another option is to submit 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

CLOSING DATE : 20 November 2026 at 16:00

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 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. 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.

MANAGEMENT ECHELON

POST 40/153 : **DIRECTOR: EVALUATION REF NO: DWYPD/021/2026**

SALARY : R1 317 384 per annum (Level 13), fully inclusive remuneration package
CENTRE : Pretoria
REQUIREMENTS : Appropriate Bachelor's Degree (NQF level 7) qualifications in Monitoring and Evaluation, Social Science, Development Sciences, Economics or relevant NQF 7 qualification. Certificate of successful completion of National School of the Government's SMS Pre-Entry programme prior appointment. A minimum of 5 years' experience in monitoring and evaluation at middle management / senior management level; proven experience in gender, youth and disability programming in an economic Intimate knowledge of; advanced monitoring and evaluation theory and practice, including government outcomes planning, monitoring and evaluation policies, procedures and guidelines; evaluation science, including evaluation typologies and theory-based evaluation; Advanced research methods including qualitative and quantitative research; application of Intergovernmental initiatives and interventions on gender, youth and disability mainstreaming, development and empowerment including socio-economic empowerment programmes; government-wide monitoring and evaluation systems; International, Regional, Continental and national commitments on women's empowerment, gender equality, youth development and disability rights.
DUTIES : Manage and coordinate development and implementation of gender, youth and persons with disabilities responsive government evaluation policies and plans, including government-wide Gender Evaluation Plan, Consult on, develop, review and coordinate implementation of gender-, youth- and disability-responsive evaluation policies, guidelines and the annual evaluation plan, within the National Evaluation System and relevant national, provincial and departmental evaluation plans. Analyse evaluation concept notes, policy priorities and programme evidence to identify evaluation priorities and recommend appropriate entries into departmental and government-wide evaluation plans. Develop and coordinate appropriate mechanisms and institutional arrangements for responsive evaluations and the evaluation-led institutionalisation of the GRPBMEAF, in collaboration with mandated planning, budgeting, monitoring and auditing structures. Coordinate agreed GRPBMEAF implementation-support arrangements, cross-pillar engagement plans and periodic refinement of self-assessment tools and implementation guidance, within the Department's approved coordination mandate. Facilitate the use of evaluation evidence and GRPBMEAF findings to inform the National Development Plan, Medium-Term Development Plan, departmental Strategic Plans and APPs, provincial planning processes and relevant municipal planning instruments. Commission, undertake, coordinate and/or facilitate the evaluation of policies, programmes and institutions to improve performance on gender, youth and disability development and empowerment including rapid evaluations to improve results and programme outcomes in key areas, Undertake, commission and document thematic case studies, including examples of effective practice, implementation barriers and institutional change arising from GRPBMEAF application across spheres and sectors. Prepare and quality assure evaluation reports, case-study reports, evidence syntheses and concise, evidence-based policy briefs identifying findings, implications, policy options and actionable recommendations for decision-makers. Provide technical support and advice on evaluations, particularly in relation to gender, youth and disability mainstreaming within the national evaluation policy and systems and development of gender-responsive improvement plans; Provide technical advice to departments and other mandated institutions on gender-, youth- and disability-responsive evaluations, departmental evaluation plans, evaluation concept notes, terms of reference and improvement plans. Coordinate structured technical support and implementation guidance for GRPBMEAF institutionalisation across its

ten pillars, including responsiveness of planning, budgeting, monitoring, evaluation and auditing arrangements, without assuming the statutory functions of responsible institutions. Support departments, provinces, public entities and relevant local-government structures with GRPBMEAF self-assessment methodologies, evidence requirements, institutional improvement plans and technical follow-up. Facilitate technical inputs on the integration of GRPBMEAF evidence into institutional Strategic Plans, APPs, relevant budget and performance processes, and applicable national and provincial planning instruments. Develop and coordinate capacity-building materials, technical workshops, peer-learning sessions and case-study exchanges on evaluation methods, evidence use and the GRPBMEAF, in collaboration with relevant training and institutional partners. Monitor and report on the implementation of key evaluation recommendations aimed at advancing gender equality, women's empowerment, youth development and promotion of the rights of persons with disabilities. Coordinate the technical consolidation and analysis of GRPBMEAF self-assessment and implementation submissions, including the biannual cycle, and refer material findings to the responsible monitoring and coordination structures. Track agreed corrective actions emerging from evaluations, institutional assessments and case studies; assess implementation progress and identify recurring barriers, risks and unresolved accountability gaps. Prepare consolidated evaluation follow-up reports, implementation briefs and decision-oriented policy briefs highlighting evidence, institutional implications and recommended executive interventions. Table evaluation findings, case-study lessons and recommended interventions at appropriate strategic and intergovernmental forums, and facilitate documented follow-up with responsible institutions. Develop gender evaluation database and systems to improve the evaluability of key programmes impacting on gender equality and women's empowerment; Coordinate the identification, mapping and quality review of relevant national and departmental evaluations, and maintain accessible evaluation records and inventories. Oversee development and maintenance of a gender-, youth- and disability-responsive evaluation database and an integrated evidence repository, linking evaluations, self-assessments, case studies, policy briefs and institutional improvement actions. Assess and improve the evaluability of priority transformative programmes, including the adequacy of theories of change, indicators, baselines, administrative data and evaluation-ready evidence. Develop and quality assure evidence and reporting standards, consistent definitions, verification protocols and data-sharing arrangements in cooperation with relevant data custodians. Analyse and synthesise evaluation and institutional responsiveness evidence to identify systemic constraints, emerging results and questions requiring further evaluation, case studies or policy analysis. Maintain an accessible register of evaluation knowledge products, including case-study reports, policy briefs, lessons learnt and recommendations, to facilitate evidence uptake and future evaluation design.

ENQUIRIES : Ms Dineo Mmako Tel No: (012) 359 0271
APPLICATIONS : Recruitment02@dwypd.gov.za
NOTE : Preference will be given to African women, Coloured Females, Youth and Persons with disabilities

THE PRESIDENCY

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

APPLICATIONS : The Presidency, Private Bag X1000, Pretoria, 0001 or Hand deliver at Government Avenue, Union Buildings, Pretoria or by email: applications@presidency.gov.za

FOR ATTENTION : Ms M Malele

CLOSING DATE : 20 November 2026 (16:30 walk ins and 00:00 on email)

NOTE : Applications must include only Two (2) documents (a fully completed and signed new Z83 Form, obtainable from any Public Service Department or on the Department of Public Service and Administration (DPSA) website link: https://www.dpsa.gov.za/newsroom/psvc/ and a detailed Curriculum Vitae). Only shortlisted candidates will be required to submit certified copies of Identity Document, Grade 12 Certificate and the highest required qualifications as well as a Driver' s licence where necessary, to Human Resources on or before the day of the interview. Failure to do so will result in your application being disqualified. Foreign qualifications must be accompanied by an evaluation report issued by the South African Qualifications Authority (SAQA). It is the applicant' s responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation report when requested. Please ensure that your application reaches the Department before the closing date as no late applications will be considered. Due to the large number of applications expected, correspondence will be limited to successful candidates only, applications will however be acknowledged by auto response. Should you not be contacted within 3 months of the closing date of the advertisement, 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 be 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: The Department reserves the right not to fill a position. Shortlisted candidates will be required to be available for interviews at a date and time as determined by the Department. All shortlisted candidates will be subjected to Personnel Suitability Checks, which may include social media profiles of the shortlisted candidates and pre-employment screening to determine the suitability of a person for employment. 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. 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. Failure to submit the requested two (2) documents on application, will result in your not being considered. In addition, the successful candidates will be required to disclose their financial interests. The successful candidate will be subjected to reference checks and a security clearance up to the level of "Top Secret" as well as enter into a performance agreement. In addition, the successful candidates may be required to disclose their financial interests depending on their job.

OTHER POSTS

POST 40/154 : **ASSISTANT DIRECTOR: PERFORMANCE MANAGEMENT AND DEVELOPMENT SYSTEM REF NO: ADPMDS/PRES/2026**
Directorate: Organisational Development

SALARY : R487 197 per annum (Level 09), (all-inclusive remuneration package)

CENTRE : Pretoria

REQUIREMENTS : A Senior Certificate plus an appropriate National Diploma /or Advanced Certificate OR an equivalent qualification on NQF level 6. A minimum of 3-4 years experience as Senior Human Resource Practitioner (PMDS). Process competencies. Communication, both oral and writing. Client orientation and

customer focus. Honesty and integrity. Service delivery innovation. Willing to work extended hours, when necessary. Knowledge Management. Problem solving and analysis. Strategic capability leadership. Program and project management. People management and empowerment Change Management. Public Service Regulatory Framework. Policy formulation process within Government. Monitoring and evaluation methods, tools and techniques. Performance Management.

DUTIES : Management and administration of Performance Agreements, Mid-term review and Performance Assessments. Proper administration of the moderations process. Policy and process development maintenance and communication. Provide support on the implementation of the online performance management system. Coordinate the implementation of performance management outcomes. Develop Annual Operational Plans (AOP). Analyse the performance management trends and reports. Write and quality assurance submissions. Manage the PMDS online system. Handle grievances, disagreements, and disputes related to performance management. Conduct and coordinate PMDS workshops and Training. Manage daily employee performance and ensure timely Performance Contracting, Review and Assessments of all subordinates. Delegate functions to staff based on individual potential, provide the necessary guidance and support and afford staff adequate training and development opportunities. Assist in the development of the Department MTEF Human Resource Planning and Implementation Report. Management of probation. Management of subordinates.

ENQUIRIES : Mr Wandile Dube Tel No: (012) 300 5861

NOTE : NB: Email applications must on the subject line state only the Reference number: ADPMDS/PRES/2026 (with no spaces)

POST 40/155 : **CHIEF NETWORK CONTROLLER REF NO: CNC/PRES/2026**
Directorate: Information Technology

SALARY : R413 001 per annum (Level 08), (all-inclusive remuneration package)

CENTRE : Pretoria

REQUIREMENTS : A Senior Certificate plus an appropriate National Diploma/Advanced Certificate in Information Technology or an equivalent qualification on NQF level 6. A minimum of 3 to 4 years' applicable ICT experience. Core competencies: Knowledge of LAN/WAN infrastructure, Windows Server, Microsoft Exchange; transversal systems, backups, and restoration. Advanced troubleshooting and fault-finding skills; communication, both oral and written. Client orientation and customer focus. Honesty and integrity. Service delivery innovation. Knowledge Management: Problem-solving and analysis. Project management. Public Service Regulatory Framework. Policy formulation process with government. Monitoring and evaluation methods, tools, and techniques.

DUTIES : Configuration of Windows Server operating system (Microsoft) and ensuring maximum performance data/information backups and restores. Maintenance and support of WAN/LAN infrastructure. Maintenance and support of Microsoft Exchange Servers. Maintenance and support of specialised hardware and software technologies (e.g. VMware, Dell VXRail storage). Maintenance and support of Cisco infrastructure (e.g. Routers, Core switches, Access Switches and Call Managers). Maintenance and support of the Transversal system (BAS, PERSAL, Logis). Draft and update network infrastructure standard operating procedures and network configuration documentation. Provide 3rd-line support to the Presidency staff, including the principals. Also, support the principals with video conference facilities during virtual meetings. Assist in the implementation and testing of network security measures and the Disaster Recovery plan. Implement computer and server network policies and other projects. Compile and maintain network configuration and disaster recovery documentation. Ensure updates of anti-virus software and security patches for servers. Keep up to date with server, and network technology. Ensure maximum uptime of network equipment through accurate and early response. Be prepared to travel and work after hours, including Saturdays, Sundays, and public holidays when required. Must be prepared to be on standby

ENQUIRIES : Mr Tsepo Ramosebi Tel No: (012) 300 5548

NOTE : NB: Email applications must on the subject line state only the Reference number: CNC/PRES/2026 (with no spaces).

POST 40/156 : **SUPERVISOR HOUSEKEEPING REF NO: SH/PRES/2026**
Directorate: Accommodation and Household

SALARY : R338 016 per annum (Level 07), (all-inclusive remuneration package)
CENTRE : Durban
REQUIREMENTS : A Senior Certificate plus a minimum NQF level 6 (Diploma/Advanced Certificate) with 1-2 years of Supervisory experience in a high-profile organisation/ environment. Competencies: Communication both oral and writing. Client orientation and customer focus. Honesty and integrity. Service delivery innovation. Willing to work extended/irregular hours, when necessary. Knowledge Management: Problem solving and analysis. Public Service Regulatory Framework. Monitoring and evaluation methods, tools and techniques. Knowledge of the relevant general public service-wide legislation. Knowledge and understanding of all phases of Protocol Ceremonial and Guesthouses. Comprehensive knowledge of policies and practices related to hospitality industry. Knowledge of sanitation practices. Knowledge of basic cleaning. Knowledge of cleaning equipment and machine operating procedure. Conformity to health and safety standards.

DUTIES : Supervise the Housekeeping subordinates: Allocate responsibilities to subordinates; supervise and assist, when necessary, with the day-to-day cleaning activities of the residence, paying particular attention to hygiene directives. Supervise and assist, when necessary, with all valet and laundry requirements on a daily basis. Responsible for key control and proper handovers between different shifts in laundry and general cleaning areas of the residence. Ensure teamwork within the housekeeping department. Monitor the attendance register and advice on leave credits. Ensure personal and subordinates' uniform and dress code to approved standards and regulation. Implement disciplinary processes and procedures where necessary. Conduct performance reviews with subordinates. Assist with banquets and all functions including service of the principals and guests when required. Assist with training of stuff and advice on training needs in collaboration with the household management. Provide cleaning services in the official residence: Schedule and assign rooms to be cleaned to the housekeepers, Supervise the day-to-day cleaning by inspecting each room to review the work, Ensure that ail furniture and Interior items are correctly maintained and cared for, Issue cleaning supplies on hand and ensure enough cleaning supplies are provided and that waste is minimised for cleaning the residence, Report defects in the residence management, Register and keep track of any personal items and belongings of residents and guests, Ensure that store rooms are kept clean and tidy at all times, Ensure all housekeeping equipment is clean, Implement and maintain health and safety standards In accordance with relevant standards, Conduct regular inspections to ensure compliance to health and safety regulations, Adhere to Hazard Analysis Critical Point (HACCP), and Maintain tidiness in the residence compliance to health and safety regulations. Provide laundry services In the Official Residence: Conduct routine checks in the rooms, Check cleanliness of all linen, Ensure safe-keeping the linen, Compile laundry inventory list and conduct routine audit, Conduct stock level verification as per list on departure of the guest and maintain records of such, Record and report losses and damages, Compile a list of worn-out linen for disposals and replenishment purposes, Establish and maintain optimum stock level as per determined room ratio, Facilitate dry-cleaning and ironing services for the residents and guest, Provide Valet services for the residents and guest, Ensure the residents and guest laundry is safe and care of, Ensure the staff uniforms are maintained, laundered and issued correctly. Perform administration duties in respect of household and maintenance services: Ensure Performance Agreements are developed, signed and submitted to the Housekeeping Manager, Order, store and issue amenities, materials and linen, Liaise closely with catering and household management regarding functions and day-to-day at the residence in order to ensure relevant linen requirements are met, Conduct stock taking of cleaning equipment and linen and ensure stock is readily available, Liaise with suppliers of cleaning equipment, Conduct stocktaking of all bed-linen, table-linen and towelling, and Conduct regular stock taking of all furniture, artworks within the residence and assist with the update of asset reports, Ensure that health and safety standards are maintained in the Residence, Attend to residents, guest's personal requests and advise accordingly i.e. ironing of shirt etc., Report equipment malfunctions to the Housekeeping Manager,

Produce periodic reports, Safe-keep and household stores and store rooms, Assist management with compiling and maintaining of standards (accommodations/services), Assist in compiling of monthly overtime reports, and Assist Housekeeping Manager to compile monthly shift rosters.

ENQUIRIES : Mr. M Singh Tel No: (031) 324 8000

NOTE : NB: Email applications must on the subject line state only the Reference number: SH/PRES/2026 (with no spaces)

ANNEXURE R

PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF SPORT, ARTS, CULTURE AND RECREATION

APPLICATIONS : To apply for the below position, please apply online at https://jobs.gauteng.gov.za Or designated email address: emailed to: SACR.RecSMS@gauteng.gov.za Online applications will be considered and for general enquiries please contact Human Resource on Ms. Itumeleng Maisane at 082 810 6152 / Mr. Ouwen Gaveni at 071 855 8934

CLOSING DATE : 20 November 2026 at 23:59 pm

NOTE : Applications should be submitted on a new Z83 form. "Applicants are advised that until 31 December 2020 the current application for employment (Z83) form will be applicable, however from 01st January 2021, a new application form which can be downloaded at www.dpsa.gov.za-vacancies. Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each post(s) advert must be accompanied by its own application form for employment and must be fully completed, initialled and signed by the applicant as instructed below. Failure to fully complete, initial and sign the Z83 form will lead to disqualification of the application during the selection process. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. However, the question related to conditions that prevent re-appointment under Part "F" must be answered and declaration signed, as per DPSA circular no. 03 of 2025. 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. Non-RSA Citizens/Permanent Resident Permit holders in possession of foreign qualifications must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA). 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. 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. 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. If you have not been contacted within three (03) months after the closing date of this advertisement, accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check. 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). 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. It is the Department's intention to promote equity (race, gender and disability) through the filling of these post(s). Successful completion of the Senior Management Pre-Entry Programme (Nyukela) is required before the appointment can be made for Senior Management posts. Enrolment for the course should be made on the NSG's website at https://www.thensg.gov.za/training-course/sms-pre-entry-programme suitably qualified, dynamic, passionate, and experienced qualifying persons are invited to apply for the vacant position.

MANAGEMENT ECHELON

POST 40/157	:	**DIRECTOR: LIBRARY INFORMATION SERVICES AND PROVINCIAL ARCHIVES REF NO: REFS/056598** Re-advertisement, those who previously applied are encouraged to re-apply. Directorate: Library Information Services and Provincial Archives
SALARY	:	R1 317 308 per annum (Level 13), (all-inclusive package)
CENTRE	:	Head Office
REQUIREMENTS	:	The successful candidate should have a Grade 12 Certificate plus an undergraduate qualification (NQF level 7) in Archival Studies / Libraries & Information Science or relevant qualification. A minimum of 5 years' experience in middle/ senior Managerial level (or Deputy Director) in the relevant field. A compulsory Pre-Entry Senior Management Certificate will be required before the assumption of duty. A valid driver's license. Skills: Decision making. Management of projects. Technical Analytic skills. Financial Management. Strategic and operational. Planning and organizing. Problem solving. Conflict management. Verbal and written communication. Leadership. Computer literacy. Report writing. Knowledge of: The Constitution of 1996. PFMA. Promotion of access to information act. Promotion of administration justice act. Electronic communication and transaction act. National archives and records services act. Change Management, Programme and Project Management, Conflict Management, Financial, People Management and empowerment.
DUTIES	:	Oversee the development and implementation of archives and library policies. Oversee and manage the preservation of public and non-public records and ensure accessibility to the public. Manage the development, transformation, promotion and modernization of libraries and information services. Manage financial support to municipal library services by providing earmarked transferred allocation. Oversee the implementation of reading and library programs to inculcate the culture of reading. Identify the needs for library and archives infrastructure.
ENQUIRIES	:	Ms. Itumeleng Maisane Tel No: (011) 355 2697/ 082 810 6152