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Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 04 OF 2025

DATE ISSUED 31 JANUARY 2025

1. Introduction

- 1.1 This Circular is, except during December, published on a weekly basis and contains the advertisements of vacant posts and jobs in Public Service departments.
- 1.2 Although the Circular is issued by the Department of Public Service and Administration, the Department is not responsible for the content of the advertisements. Enquiries about an advertisement must be addressed to the relevant advertising department.

2. Directions to candidates

- 2.1 Applications on form Z83 with full particulars of the applicants' training, qualifications, competencies, knowledge and experience (on a separate sheet if necessary or a CV) must be forwarded to the department in which the vacancy/vacancies exist(s). **NB: PROSPECTIVE APPLICANTS MUST PLEASE USE THE NEW Z83 WHICH IS EFFECTIVE AS AT 01 JANUARY 2021.**
- 2.2 Applicants must indicate the reference number of the vacancy in their applications.
- 2.3 Applicants requiring additional information regarding an advertised post must direct their enquiries to the department where the vacancy exists. The Department of Public Service and Administration must not be approached for such information.
- 2.4 It must be ensured that applications reach the relevant advertising departments on or before the applicable closing dates.

3. Directions to departments

- 3.1 The contents of this Circular must be brought to the attention of all employees.
- 3.2 It must be ensured that employees declared in excess are informed of the advertised vacancies. Potential candidates from the excess group must be assisted in applying timeously for vacancies and attending where applicable, interviews.
- 3.3 Where vacancies have been identified to promote representativeness, the provisions of sections 15 (affirmative action measures) and 20 (employment equity plan) of the Employment Equity Act, 1998 should be applied. Advertisements for such vacancies should state that it is intended to promote representativeness through the filling of the vacancy and that the candidature of persons whose transfer/appointment will promote representativeness, will receive preference.
- 3.4 Candidates must be assessed and selected in accordance with the relevant measures that apply to employment in the Public Service.

4 SMS pre-entry certificate

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

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DEPARTMENT OF DEFENCE



- CLOSING DATE** : 28 February 2025 (Applications received after the closing date and faxed copies will not be considered).
- NOTE** : 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. The shortlisted candidates will be subjected to two (2) pre-entry assessments (practical and ethical exercise) which will determine the candidate's suitability. 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 POSTS

- POST 04/01** : **DEPARTMENT OF MILITARY MANAGEMENT: PROFESSOR/ASSOCIATE/PROFESSOR/SENIOR LECTURER/ LECTURER REF NO: MILAC/03/04/25/01**
This is a re-advertisement and those who has previously applied are encouraged to re-apply

- SALARY** : MUE 2: R444 036 – R524 056 per annum (Level 09)
MUE 3: R552 081 – R650 322 per annum (Level 10)
MUE 4: R849 702 – R1 000 908 per annum (Level 11)

- CENTRE REQUIREMENTS** : Training Command, Military Academy Saldanha
MUE 2: Appropriate Honours Degree with a minimum of three years assessed experience after obtaining an Honours Degree or appropriate Masters with no experience. **MUE 3:** Appropriate Master's Degree with a minimum of six years assessed experience after obtaining an Honours Degree or appropriate Doctorate Degree or equivalent professional qualification with no experience. **MUE 4:** Doctorate in appropriate discipline plus limited research capability to a minimum weight of six points and minimum of eight years assessed experience after obtaining an Honours Degree or a Doctorate in appropriate discipline plus extensive research capability to a minimum weight of twenty five points and more than eight years assessed experience after obtaining an Honours Degree. Recommendations: Teaching and supervision at tertiary level Proven research output in related field. Good communication skills. Computer literacy. Special Requirement (skills needed): Academic skills: Lecturing and research ability of high standard. Managerial skills. Strong written and verbal communications skills at high degree of language proficiency in English (written and spoken). Diversity of tasks: Ability to handle a variety of academic tasks (teaching, research and community service). Work pressure: Ability to produce work of high quality under pressure and adherence to target dates as set out in the year plan. Interpersonal Skills.

- DUTIES** : Teaching at undergraduate and postgraduate levels, residential as well as Telematic Education Teaching strategic management, logistics, financial and business management Teaching at the SA Army College, the SA National War College and the SA National Defence College Teaching strategic management at postgraduate level Syllabus and curriculum development and developing learning materials Regular and sustainable research outputs in accredited journals Community Service rendering to the Department of Defence and Military Veterans, Academic, and Local communities related to the area of expertise. Routine administration associated with the above tasks.

<u>ENQUIRIES</u>	:	Lieutenant Colonel B.J. van Nieuwenhuyzen Tel No: (022) 702 3132 (bernardvn@sun.ac.za) Lieutenant Colonel (Prof) M. Nel Tel No: (022) 702 3131 (michellen@sun.ac.za)
<u>APPLICATIONS</u>	:	Department of Defence, Defence Human Resource Division, Private Bag X2 Saldanha, 7395 or hand deliver to: HR Section Military Academy. Main Building room 12, Frans Erasmus Drive, Saldanha, 7395, or e-mail to Lt Col (Prof) M. Nel at fmsrecruitment@sun.ac.za
<u>POST 04/02</u>	:	<u>DEPARTMENT OF MILITARY TECHNOLOGY PROFESSOR/ ASSOCIATE PROFESSOR/SENIOR LECTURER/LECTURER REF NO: MILACD/03/04/25/02</u> This is a re-advertisement and those who has previously applied are encouraged to re-apply
<u>SALARY</u>	:	MUE 2: R444 036 – R524 056 per annum (Level 09) MUE 3: R552 081 – R650 322 per annum (Level 10) MUE 4: R849 702 – R1 000 908 per annum (Level 11)
<u>CENTRE REQUIREMENTS</u>	:	Training Command, Military Academy Saldanha MUE 2: Appropriate Honours Degree with a minimum of three years assessed experience after obtaining an Honours Degree or appropriate Masters with no experience. MUE 3: Appropriate Master's Degree with a minimum of six years assessed experience after obtaining an Honours Degree or appropriate Doctorate Degree or equivalent professional qualification with no experience. MUE 4: Doctorate in appropriate discipline plus limited research capability to a minimum weight of six points and minimum of eight years assessed experience after obtaining an Honours Degree or a Doctorate in appropriate discipline plus extensive research capability to a minimum weight of twenty five points and more than eight years assessed experience after obtaining an Honours Degree. Recommendations: Master's degree (M.Eng) or PhD in Mechanical, Mechatronic or Industrial (Mechanical) Engineering Previous work experience in the field of aviation, and/or aeronautical background. Experience in teaching and research at an academic level. Excellent written and verbal communication skills. Knowledge in military technology, aviation, and aircraft. Excellent scientific and technical knowledge. Programming skills. Proficient in MATLAB, modelling and simulation Teamwork skills and patience.
<u>DUTIES</u>	:	Teaching at undergraduate levels. Syllabus and curriculum development and developing learning materials. Research and publication in Military Science, natural science, and related disciplines Personal development by means of further study or performing research Social interaction with the community. Routine administration associated with the above tasks.
<u>ENQUIRIES</u>	:	Dr R. le Roux Tel No: (022) 702-3079 (rikusr@sun.ac.za) Lieutenant Colonel (Prof) M. Nel Tel No: (022) 702-3131 (michellen@sun.ac.za)
<u>APPLICATIONS</u>	:	Department of Defence, Defence Human Resource Division, Private Bag X2, Saldanha, 7395 or hand deliver to: HR Section Military Academy. Main Building room 12, Frans Erasmus Drive, Saldanha, 7395, or e-mail to Lt Col (Prof) M. Nel at fmsrecruitment@sun.ac.za
<u>POST 04/03</u>	:	<u>DEPARTMENT OF MERCANTILE AND PUBLIC LAW (MIL): PROFESSOR/ASSOCIATE PROFESSOR/SENIOR LECTURER/ LECTURER REF NO: MILACD/03/04/25/03</u> This is a re-advertisement and those who has previously applied are encouraged to re-apply
<u>SALARY</u>	:	MUE 2: R444 036 – R524 056 per annum (Level 09) MUE 3: R552 081 – R650 322 per annum (Level 10) MUE 4: R849 702 – R1 000 908 per annum (Level 11)
<u>CENTRE REQUIREMENTS</u>	:	Training Command, Military Academy Saldanha MUE 2: Appropriate Honours Degree with a minimum of three years assessed experience after obtaining an Honours Degree or appropriate Masters with no experience. MUE 3: Appropriate Master's Degree with a minimum of six years assessed experience after obtaining an Honours Degree or appropriate Doctorate Degree or equivalent professional qualification with no experience. MUE 4: Doctorate in appropriate discipline plus limited research capability to a minimum weight of six points and minimum of eight years assessed experience after obtaining an Honours Degree or a Doctorate in appropriate discipline plus extensive research capability to a minimum weight of twenty five points and more than eight years assessed experience after obtaining an Honours Degree. Recommendations: LLD. Good communication and facilitation skills.
<u>DUTIES</u>	:	Teaching the legal and regulatory framework related to the Intelligence environment for undergraduate, postgraduate and distance education students on Telematic Education. Syllabus and curriculum development and developing learning materials. Research and publication in legal studies as well as related discipline. Render a service to the Department of Defence and Military Veterans and community interaction related to area of expertise. Routine administration associated with the abovementioned tasks.
<u>ENQUIRIES</u>	:	Lieutenant Colonel (Dr) S. Els Tel No: (022) 702 3130 (sonjae@sun.ac.za) Lieutenant Colonel (Prof) M. Nel Tel No: (022) 702 3131 (michellen@sun.ac.za)
<u>APPLICATIONS</u>	:	Department of Defence, Defence Human Resource Division, Private Bag X2, Saldanha, 7395 or hand deliver to: HR Section Military Academy. Main Building room 12, Frans Erasmus Drive, Saldanha, 7395, or e-mail to Lt Col (Prof) M. Nel at fmsrecruitment@sun.ac.za .
<u>POST 04/04</u>	:	<u>DEPARTMENT OF INDUSTRIAL PSYCHOLOGY (MIL): PROFESSOR/ASSOCIATE PROFESSOR/SENIOR LECTURER/ LECTURER REF NO: MILACD/03/04/255/44/24/04</u>

This is a re-advertisement and those who has previously applied are encouraged to re-apply

<u>SALARY</u>	:	MUE 2: R444 036 – R524 056 per annum (Level 09) MUE 3: R552 081 – R650 322 per annum (Level 10) MUE 4: R849 702 – R1 000 908 per annum (Level 11)
<u>CENTRE REQUIREMENTS</u>	:	Training Command, Military Academy Saldanha MUE 2: Appropriate Honours Degree with a minimum of three years assessed experience after obtaining an Honours Degree or appropriate Masters with no experience. MUE 3: Appropriate Master's Degree with a minimum of six years assessed experience after obtaining an Honours Degree or appropriate Doctorate Degree or equivalent professional qualification with no experience. MUE 4: Doctorate in appropriate discipline plus limited research capability to a minimum weight of six points and minimum of eight years assessed experience after obtaining an Honours Degree or a Doctorate in appropriate discipline plus extensive research capability to a minimum weight of twenty five points and more than eight years assessed experience after obtaining an Honours Degree. Recommendations: Preferably a Doctorate in Industrial Psychology. Registration with the HPCSA preferably as an Industrial Psychologist. Experience in lecturing at under- and postgraduate level.
<u>DUTIES</u>	:	Teaching at undergraduate and postgraduate levels on and off campus. Syllabus and curriculum development and developing of learning materials. Research and publication in lecturing subject and/or related disciplines. Supervision of postgraduate students and associated research. Service rendering to the Department of Defence and Military Veterans and the community related to area of expertise. Routine administration associated with the above tasks.
<u>ENQUIRIES</u>	:	Captain P. Luzipo Tel No: (022) 702 3191 (palesal@sun.ac.za) Lieutenant Colonel (Prof) M. Nel Tel No: (022) 702 3131 (michellen@sun.ac.za)
<u>APPLICATIONS</u>	:	Department of Defence, Defence Human Resource Division, Private Bag X2, Saldanha, 7395 or hand deliver to: HR Section Military Academy. Main Building room 12, Frans Erasmus Drive, Saldanha, 7395, or e-mail to Lt Col (Prof) M. Nel at fmsrecruitment@sun.ac.za.

POST 04/05 : **DEPARTMENT OF MILITARY MANAGEMENT PROFESSOR/ ASSOCIATE PROFESSOR/SENIOR LECTURER/ LECTURER REF NO: MILACD/03/04/25/05**
This is a re-advertisement and those who has previously applied are encouraged to re-apply

<u>SALARY</u>	:	MUE 2: R444 036 – R524 056 per annum (Level 09) MUE 3: R552 081 – R650 322 per annum (Level 10) MUE 4: R849 702 – R1 000 908 per annum (Level 11)
<u>CENTRE REQUIREMENTS</u>	:	Training Command, Military Academy Saldanha MUE 2: Appropriate Honours Degree with a minimum of three years assessed experience after obtaining an Honours Degree or appropriate Masters with no experience. MUE 3: Appropriate Master's Degree with a minimum of six years assessed experience after obtaining an Honours Degree or appropriate Doctorate Degree or equivalent professional qualification with no experience. MUE 4: Doctorate in appropriate discipline plus limited research capability to a minimum weight of six points and minimum of eight years assessed experience after obtaining an Honours Degree or a Doctorate in appropriate discipline plus extensive research capability to a minimum weight of twenty five points and more than eight years assessed experience after obtaining an Honours Degree. Recommendations: Experience in teaching and supervision at tertiary level. Good communication skills. Computer literacy.
<u>DUTIES</u>	:	Teaching at undergraduate and postgraduate levels, residential as well as Telematic Education. Teaching strategic management, logistics, financial and business management. Teaching at the SA Army College, the SA National War College and the SA National Defence College. Teaching financial management at postgraduate level. Syllabus and curriculum development and developing learning materials. Regular and sustainable research outputs in accredited journals. Community Service rendering to the Department of Defence and Military Veterans, Academic, and Local communities related to the area of expertise. Routine administration associated with the above tasks.
<u>ENQUIRIES</u>	:	Lieutenant Colonel B.J. van Nieuwenhuyzen Tel No: (022) 702 3132 (bernardvn@sun.ac.za); Lieutenant Colonel (Prof) M. Nel Tel No: (022) 702 3131 (michellen@sun.ac.za)
<u>APPLICATIONS</u>	:	Department of Defence, Defence Human Resource Division, Private Bag X2, Saldanha, 7395 or hand deliver to: HR Section Military Academy. Main Building room 12, Frans Erasmus Drive, Saldanha, 7395, or e-mail to Lt Col (Prof) M. Nel at fmsrecruitment@sun.ac.za.

POST 04/06 : **DEPARTMENT OF PUBLIC AND DEVELOPMENT MANAGEMENT PROFESSOR/ASSOCIATE PROFESSOR/SENIOR LECTURER/ LECTURER REF NO: MILACD/03/04/25/06**
This is a re-advertisement and those who has previously applied are encouraged to re-apply

<u>SALARY</u>	:	MUE 2: R444 036 – R524 056 per annum (Level 09) MUE 3: R552 081 – R650 322 per annum (Level 10) MUE 4: R849 702 – R1 000 908 per annum (Level 11)
<u>CENTRE REQUIREMENTS</u>	:	Training Command, Military Academy Saldanha MUE 2: Appropriate Honours Degree with a minimum of three years assessed experience after obtaining an Honours Degree or appropriate Masters with no experience. MUE 3: Appropriate Master's Degree with a minimum of six years assessed experience after obtaining an Honours

Degree or appropriate Doctorate Degree or equivalent professional qualification with no experience. **MUE 4:** Doctorate in appropriate discipline plus limited research capability to a minimum weight of six points and minimum of eight years assessed experience after obtaining an Honours Degree or a Doctorate in appropriate discipline plus extensive research capability to a minimum weight of twenty five points and more than eight years assessed experience after obtaining an Honours Degree. Recommendations: Experience in teaching and supervision at tertiary level. Proven research output in the field of Public Administration Knowledge and ability to teach Development Studies Undergraduate and Postgraduate level. Familiarity with Civil-Military Relations. Good communication skills. Computer literacy.

DUTIES : Teaching at undergraduate and postgraduate levels, residential as well as Telematics Education. Teaching of the following modules: Development Management/Development Studies as well as Labour Relations undergraduate as well as postgraduate level. Public Management and Public Policy Analysis at Postgraduate level. Syllabus and curriculum development and developing learning materials. Regular and sustainable research outputs in accredited journals. Community Service rendering to the Department of Defence and Military Veterans, Academic and Local communities related to the area of expertise. Routine administration associated with the above tasks.

ENQUIRIES : Mrs S. Mathee Tel No: (022) 702 3114 (mathee@sun.ac.za) Lieutenant Colonel (Prof) M. Nel Tel No: (022) 702 3131 (michellen@sun.ac.za)

APPLICATIONS : Department of Defence, Defence Human Resource Division, Private Bag X2, Saldanha, 7395 or hand deliver to: HR Section Military Academy. Main Building room 12, Frans Erasmus Drive, Saldanha, 7395, or e-mail to Lt Col (Prof) M. Nel at fmsrecruitment@sun.ac.za.

POST 04/07 : **DEPARTMENT OF GEOGRAPHY (MIL) PROFESSOR/ASSOCIATE PROFESSOR/SENIOR LECTURER/LECTURER REF NO: MILACD/3/04/25/07**
This is a re-advertisement and those who has previously applied are encouraged to re-apply

SALARY : MUE 2: R444 036 – R524 056 per annum (Level 09)
MUE 3: R552 081 – R650 322 per annum (Level 10)
MUE 4: R849 702 – R1 000 908 per annum (Level 11)

CENTRE REQUIREMENTS : Training Command, Military Academy Saldanha
MUE 2: Appropriate Honours Degree with a minimum of three years assessed experience after obtaining an Honours Degree or appropriate Masters with no experience. **MUE 3:** Appropriate Master's Degree with a minimum of six years assessed experience after obtaining an Honours Degree or appropriate Doctorate Degree or equivalent professional qualification with no experience. **MUE 4:** Doctorate in appropriate discipline plus limited research capability to a minimum weight of six points and minimum of eight years assessed experience after obtaining an Honours Degree or a Doctorate in appropriate discipline plus extensive research capability to a minimum weight of twenty five points and more than eight years assessed experience after obtaining an Honours Degree. Recommendations: A postgraduate qualification in Military Geography or PhD in Geography. Experience in lecturing and supervision at undergraduate and post-graduate level. Proven involvement in research projects (especially research projects related to the military).

DUTIES : Teaching at undergraduate and postgraduate levels, specifically in Human Geography in military contexts, residential as well as ITE. Syllabus and curriculum development, and developing of learning materials. Research and publication in Geography and related disciplines. Service rendering to the Department of Defence and Military Veterans and community service related to area of expertise. Routine administration associated with the above tasks.

ENQUIRIES : Dr I. Henrico Tel No: (022) 702 3158 (ivanh@sun.ac.za) Lieutenant Colonel (Prof) M. Nel Tel No: (022) 702 3131 (michellen@sun.ac.za)

APPLICATIONS : Department of Defence, Defence Human Resource Division, Private Bag X2, Saldanha, 7395 or hand deliver to: HR Section Military Academy. Main Building room 12, Frans Erasmus Drive, Saldanha, 7395, or e-mail to Lt Col (Prof) M. Nel at fmsrecruitment@sun.ac.za.

POST 04/08 : **DEPARTMENT OF MILITARY HISTORY PROFESSOR/ ASSOCIATE PROFESSOR/SENIOR LECTURER/LECTURER REF NO: MILACD/03/04/25/08**
This is a re-advertisement and those who has previously applied are encouraged to re-apply

SALARY : MUE 2: R444 036 – R524 056 per annum (Level 09)
MUE 3: R552 081 – R650 322 per annum (Level 10)
MUE 4: R849 702 – R1 000 908 per annum (Level 11)

CENTRE REQUIREMENTS : Training Command, Military Academy Saldanha
MUE 2: Appropriate Honours Degree with a minimum of three years assessed experience after obtaining an Honours Degree or appropriate Masters with no experience. **MUE 3:** Appropriate Master's Degree with a minimum of six years assessed experience after obtaining an Honours Degree or appropriate Doctorate Degree or equivalent professional qualification with no experience. **MUE 4:** Doctorate in appropriate discipline plus limited research capability to a minimum weight of six points and minimum of eight years assessed experience after obtaining an Honours Degree or a Doctorate in appropriate discipline plus extensive research capability to a minimum weight of twenty five points and more than eight years assessed experience after obtaining an Honours Degree. Recommendations: Experience in lecturing and supervision at undergraduate and post-graduate level. Proven involvement in research

<u>DUTIES</u>	:	Teaching at undergraduate and postgraduate levels in Military History, residential as well as Telematic Education Teaching at various Department of Defence colleges as required. Curriculum development and developing of learning materials. Research and publication in Military History and related disciplines. Service rendering to the Department of Defence and Military Veterans related to area of expertise. Routine administration associated with the above tasks.
<u>ENQUIRIES</u>	:	Mr L. Makau Tel No: (022) 7023021 (makaul@sun.ac.za) Lieutenant Colonel (Prof) M. Nel Tel No: (022) 702 3131 (michellen@sun.ac.za)
<u>APPLICATIONS</u>	:	Department of Defence, Defence Human Resource Division, Private Bag X2 Saldanha, 7395 or hand deliver to: HR Section Military Academy. Main Building room 12, Frans Erasmus Drive, Saldanha, 7395, or e-mail to Lt Col (Prof) M. Nel at fmsrecruitment@sun.ac.za
<u>POST 04/09</u>	:	<u>CENTRE FOR MILITARY STUDIES (CEMIS) PROFESSOR/ ASSOCIATE PROFESSOR/SENIOR LECTURER/LECTURER REF NO: MILACD/03/04/25/09</u>
<u>SALARY</u>	:	MUE 2: R444 036 – R524 056 per annum (Level 09) MUE 3: R552 081 – R650 322 per annum (Level 10) MUE 4: R849 702 – R1 000 908 per annum (Level 11)
<u>CENTRE REQUIREMENTS</u>	:	Training Command, Military Academy Saldanha. MUE 2: Appropriate Honours Degree with a minimum of three years assessed experience after obtaining an Honours Degree or appropriate Masters with no experience. MUE 3: Appropriate Master's Degree with a minimum of six years assessed experience after obtaining an Honours Degree or appropriate Doctorate Degree or equivalent professional qualification with no experience. MUE 4: Doctorate in appropriate discipline plus limited research capability to a minimum weight of six points and minimum of eight years assessed experience after obtaining an Honours Degree or a Doctorate in appropriate discipline plus extensive research capability to a minimum weight of twenty five points and more than eight years assessed experience after obtaining an Honours Degree. Recommendations: A Doctorate in a security related field. Experience working within the defence environment or defence related field. Experience in policy development, strategic management and/or defence industry.
<u>DUTIES</u>	:	Conduct defence-related research for publication in books, academic journals and presenting at academic seminars and conferences. Teach research methodology at the Faculty of Military Science and other staff colleges, such as the SA National War College and SA National Defence College. Provide strategic inputs into selected projects of the Department of Defence. Supervise postgraduate students.
<u>ENQUIRIES</u>	:	Dr M.B. Khanyile Tel No: (022) 702 3095 (mosesk@sun.ac.za) Lieutenant Colonel (Prof) M. Nel Tel No: (022) 702 3131 (michellen@sun.ac.za)
<u>APPLICATIONS</u>	:	Department of Defence, Defence Human Resource Division, Private Bag X2, Saldanha, 7395 or hand deliver to: HR Section Military Academy. Main Building room 12, Frans Erasmus Drive, Saldanha, 7395, or e-mail to Lt Col (Prof) M. Nel at fmsrecruitment@sun.ac.za
<u>POST 04/10</u>	:	<u>DEPARTMENT OF EDUCATIONAL TECHNOLOGY PROFESSOR/ASSOCIATE PROFESSOR/SENIOR LECTURER/ LECTURER REF NO: MILACD/03/04/25/10</u> This is a re-advertisement and those who has previously applied are encouraged to re-apply
<u>SALARY</u>	:	MUE 2: R444 036 – R524 056 per annum (Level 09) MUE 3: R552 081 – R650 322 per annum (Level 10) MUE 4: R849 702 – R1 000 908 per annum (Level 11)
<u>CENTRE REQUIREMENTS</u>	:	Training Command, Military Academy Saldanha. MUE 2: Appropriate Honours Degree with a minimum of three years assessed experience after obtaining an Honours Degree or appropriate Masters with no experience. MUE 3: Appropriate Master's Degree with a minimum of six years assessed experience after obtaining an Honours Degree or appropriate Doctorate Degree or equivalent professional qualification with no experience. MUE 4: Doctorate in appropriate discipline plus limited research capability to a minimum weight of six points and minimum of eight years assessed experience after obtaining an Honours Degree or a Doctorate in appropriate discipline plus extensive research capability to a minimum weight of twenty five points and more than eight years assessed experience after obtaining an Honours Degree.
<u>DUTIES</u>	:	Academic support to residential as well as Telematic Education students. Training at various Department of Defence colleges as required. Support programme development and developing of training materials and methods for vulnerable students in language proficiency, comprehension and writing skills. Service rendering to the Department of Defence and Military Veterans related to area of expertise. Routine administration associated with the above tasks.
<u>ENQUIRIES</u>	:	Dr L.M. Khoza Tel No: (022) 702 3064 (khozal@sun.ac.za) Lieutenant Colonel (Prof) M. Nel Tel No: (022) 702 3131 (michellen@sun.ac.za)
<u>APPLICATIONS</u>	:	Department of Defence, Defence Human Resource Division, Private Bag X2, Saldanha, 7395 or hand deliver to: HR Section Military Academy. Main Building room 12, Frans Erasmus Drive, Saldanha, 7395, or e-mail to Lt Col (Prof) M. Nel at fmsrecruitment@sun.ac.za .
<u>NOTE</u>	:	Recommendations: Familiarity and exposure to e-learning/hybrid learning systems.
<u>POST 04/11</u>	:	<u>SENIOR PERSONNEL PRACTITIONER: FURTHER EDUCATION AND TRAINING REF NO: DETD/04/04/25</u>

SALARY : R376 413 per annum (Level 08)
CENTRE : Pretoria
REQUIREMENTS : Grade 12 (NQF L4) or equivalent with a minimum of three years recognised National Diploma (NQF Level 6) in Human Resource Development or Education Training and Development practices. Minimum of two to three (2 – 3) years of experience in HRD/HRM with special reference to ETD. Special requirements (skills needed) Computer skills will be essential (MS Word, MS Power Point, and MS Excel). Communication skills (verbal, exchange notes, articles, bulletins, presentations and reports). Good interpersonal, organising, problem solving, research, analysing, innovative and creative, assertiveness, decision making, influencing, presentation and negotiating skills. Knowledge of Public Service Act Personnel (PSAP) legislation and ETD prescripts. Proficiency in the operational language of the DOD. Drivers' license is essential and willing to obtain a military drivers' license. Must be able to obtain a confidential security clearance within a year.

DUTIES : Participate in the prescribed processes for the composition and promulgation of Further Education and Training (FET) strategy and policy including that for special programmes. Coordinate the availability of FET learning programmes. Conduct research on FET. Participate and report on review outcome analysis for Defence Civilians (Def Civ) with special reference to FET. Participate in the advocacy of FET. Participate in the design, development and maintenance of a learning path for Def Civ. Contribute to the monitoring, evaluation and reporting on FET, with special reference to monthly, quarterly and annual reporting on own objectives, as part of Performance against Plan (PAP). Assist the Def Civ ETD Development Section with any additional tasks that might be allocated i.e. Projects on Service Delivery Improvement.

ENQUIRIES : Ms. V.M. Sebeho Tel No: (012) 355 5710/Ms M.N. Seanego Tel No: (012) 355 6081
APPLICATIONS : Department of Defence, Human Resource Division, Chief Directorate HR Development, Private Bag X159, Pretoria, 0001 or hand deliver at Department of Defence, Armscor Building, Cnr Boeing & Nossob Street, Erasmuskloof, Pretoria or emailed to vsebeho30@gmail.com

NOTE : People living with disabilities are encouraged to apply. The confirmation of appointment of the successful candidate will be reliant on the positive outcome regarding the verification of qualifications by SAQA and clearance/vetting by Defence Intelligence.

CLOSING DATE : 14 February 2025

POST 04/12 : **PERSONNEL OFFICIAL: PRODUCTION (MOBILITY) REF NO: DHRCM/01/04/25/0**
 Directorate: Human Resource Career Management PSAP

SALARY : R216 417 per annum (Level 05)
CENTRE : Pretoria
REQUIREMENTS : Grade 12 Certificate (NQF Level 4) or equivalent. Experience in HR administration will be an added advantage. Special requirements (skills needed): Language proficiency in English (written and verbal). Computer literate. Typing skills, Good communication skills. Good interpersonal skill and organising skills. Knowledge in HR Legislation, policies, practises and procedures. Knowledge of MS Word, Excel and Power Point. Ability to interpret, verify data on PERSOL system. Demonstrate higher level of professionalism. Good telephone etiquette. Client orientated.

DUTIES : Successful candidate will be required to perform the following duties: Administer and coordinate the appointment of Public Servant Act Personnel (PSAP) on PERSOL System. Capture Senior Management Services (SMS) Performance Management and Development System (PMDS) on PERSOL system. Administer allocation of salary progression of employees not covered by Occupational Specific Dispensation (OSD). Handle acting allowance enquiries. Handle HR issues such as SMS appointments, PSAP detached duty, service conditions, and remuneration and employment matters.

ENQUIRIES : Ms Z.E. Zwane Tel No: (012) 339 5462
APPLICATIONS : Department of Defence, Directorate Human Resource Career Management (PSAP), Private Bag X976, Pretoria, 0001 or may be hand-delivered at Bank of Lisbon, 400 Paul Kruger Street, Pretoria or emailed to dhrcmstaffing@gmail.com

CLOSING DATE : 14 February 2025

POST 04/13 : **PERSONNEL OFFICIAL: PRODUCTION (RECRUITMENT AND SELECTION) REF NO: DHRCM/01/04/25/02**
 Directorate: Human Resource Career Management PSAP

SALARY : R216 417 per annum (Level 05)
CENTRE : Pretoria
REQUIREMENTS : Grade 12 Certificate (NQF Level 4) or equivalent. Experience in HR Recruitment and Selection administration will be an added advantage. Special requirements (skills needed): Language proficiency in English (written and verbal). Computer literate. Typing skills. Knowledge of MS Word, Excel and Power Point., Good communication skills. Good interpersonal skill and organising skills. Knowledge in HR Legislation, policies, practises and procedures in the areas of recruitment and selection. Ability to interpret and verify data on PERSOL system. Demonstrate higher level of professionalism. Good telephone etiquette. Client orientated.

DUTIES : Successful candidate will be required to perform the following duties: Provide an internal consultancy service to colleagues, Line management and clients iro recruitment, selection and

appointments matters. Interpret rules and regulations that regulate recruitment, selection and appointment. Prepare and present submission iro filling of vacant post to higher authority. Compile letter of appointment and general staffing enquiries. Provide a personnel administration support with reference to placement of advertisements of vacant post in the Department of Defence (DOD). Conduct administration of Preliminary Vetting and Send submission to DI.

<u>ENQUIRIES APPLICATIONS</u>	:	Ms T.N. Gqunu Tel No: (012) 339 5421
	:	Department of Defence, Directorate Human Resource Career Management (PSAP), Private Bag X976, Pretoria, 0001 or may be hand-delivered at Bank of Lisbon, 400 Paul Kruger Street, Pretoria, 0001 or emailed to dhrcmstaffing@gmail.com
<u>CLOSING DATE</u>	:	14 February 2025
<u>POST 04/14</u>	:	<u>SENIOR SECRETARY GRADE II REF NO: CDHRM/ 01/04/25/03</u> Chief Directorate: Human Resource Management
<u>SALARY</u>	:	R216 417 per annum (Level 05)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A minimum of Grade 12/NQF Level 4. Secretarial experience will be an advantage. Special requirements (skills needed): Language skills and the ability to communication well with people at different levels. Computer literate (MS Word, Excel and Power Point) and good telephone etiquette. Sound organisational skills. Good inter-personal skills. High level of reliability. Good communication skills. Ability to act with tact and discretion.
<u>DUTIES</u>	:	Provide a secretarial support service to the Chief Director. Receive telephone calls and refers the calls to the correct role. Record appointments and events in the dairy of the Chief Director. Operate office equipment like fax and photocopying machine. Liaises with travelling agencies to make travelling arrangements for Chief Director. Processes travel and subsistence claims for Chief Director. Follow up the arrangements and discuss with the Chief Director when the relevant documents are received to ensure that the Chief Director endorsed the accommodation prior confirmation. Arrange meetings and events for Chief Director. Book venues, invites role player, organise refreshments and set up schedules for meetings and events. Process all invoices that emanate from activities of the work of the Chief Director. Records basic minutes of the meetings of the Chief Director. Draft routine correspondence and reports. Establish and maintain filing system in the office of the Chief Director. Administers matters like the leave for the Chief Director. Handle the procurement of standard items like stationary, refreshments etc. Collect all relevant documents to enable the Chief Director to prepare for meetings. Manage the correspondences in and out of the Chief Director's office. Ensure that documents submitted for the Chief Director's approval adhere to set norms and standards. Remain abreast with the procedures and processes that apply in the DOD to ensure efficient and effective support to the Chief Director. Study the relevant Public Service and departmental prescripts/policies and other documents to ensure that the application thereof is understood properly.
<u>ENQUIRIES APPLICATIONS</u>	:	Lieutenant Colonel J.K. Rapolai Tel No: (012) 339 5246
	:	Department of Defence, Chief Directorate Human Resource Management, Private Bag X976, Pretoria, 0001 or hand delivered to: Bank of Lisbon Building, 400 Paul Kruger Street, Pretoria, 0001 or emailed to psocdhrm@outlook.com
<u>CLOSING DATE</u>	:	14 February 2025
<u>POST 04/15</u>	:	<u>FOOD SERVICE AID II: REF NO: MILACD/03/04/25/11</u>
<u>SALARY</u>	:	R131 265 per annum (Level 02)
<u>CENTRE</u>	:	Training Command, Military Academy Saldanha
<u>REQUIREMENTS</u>	:	A minimum of Grade 2-9 or ABET Level 1-4/ Standard 2 – 7. Special requirements (Skills needed): Basic literacy and numerical skills. Knowledge of Hygiene. Knowledge of reading recipes and preparing food accordingly to the quantity of meals needed. Ability to read, speak and write in official language. Ability to operate heavy duty cleaning equipment and handle heavy cooking equipment. Occupational health and safety principles. Be willing to work shifts and overtime which include weekends and public holidays.
<u>DUTIES</u>	:	Assist in the receipt and storage of all provisions and stock in the food service unit. Preparation and production of all normal and therapeutic diets. Weighing, dishing and distribution of food. Clean all areas, utensils and equipment in the Combined Club. Follow and adhere to health and safety prescripts. Follow and adhere to elementary control measures and standard operating procedures.
<u>ENQUIRIES APPLICATIONS</u>	:	Major R.C. Selomo Tel No: (022) 702 3010 or 2Lt M.R. Ngwenya Tel No: (022) 702 3007
	:	Department of Defence, defence human Resource Division, Private Bag X2, Saldanha, 7395 or hand deliver to: HR Section Military Academy. Main Building room 12, Frans Erasmus Drive, Saldanha, 7395 or email to ngwenya@sun.ac.za

DEPARTMENT OF HOME AFFAIRS

**APPLICATIONS**

: Applications compliant with the "Directions to Applicants" above, must be submitted online at <https://eRecruitment.dha.gov.za> or sent to the correct address specified as follows:

Eastern Cape: Postal Address: Private Bag 7413, King Williams Town, 5600 Physical address: 11 Hargreaves Avenue, King William's Town, 5600

Free State: Postal Address: Postal address: P.O Box 12262 Brandhof 9324 Physical Address: 40 Victoria Street Willows Bloemfontein 9301

Gauteng: Postal Address: Private Bag X108, Braamfontein, 2017, Physical Address: 3rd Floor, Mineralia Building, Cnr De Beer and De Korte Street, Braamfontein, 2017

KwaZulu-Natal: Postal Address: Private Bag X09, Pietermaritzburg 3209 Physical address: 181 Church Street, Pietermaritzburg 3209

Limpopo: Postal Address: Private Bag X 9517, Polokwane, 0700 Physical Address: 89 Biccarr Street, Polokwane, 0699

Mpumalanga: Postal Address: Private Bag X11264, Nelspruit, 1200, Physical Address: 29 Bester Street, Nelspruit, 1200

Northern Cape: Postal Address: Private Bag X6073, Kimberley 8300 Physical Address: Quantum Leap Building, 69 Du Toitspan Road, Kimberley, 8300

North West: Postal Address: Private Bag X119, Mmabatho, 2735, Physical Address: Cnr Sheppard and Carrington Street, Mafikeng, 2745

Western Cape: Postal Address: Private Bag X9103, Cape Town, 8000 Physical Address: 4th Floor Fair Cape Building, 56 Barrack Street,

Cape Town, 8000 Head Office Postal Address: Private Bag X114, Pretoria, 0001 Physical Address: 230 Johannes Ramokhoase Street, Pretoria, 0001 on or before the closing date

CLOSING DATE
NOTE

: 28 February 2025

: Accompanied by a fully completed Application for Employment Form (New Z83, effective from 1 January 2021), obtainable at www.dpsa.gov.za and a comprehensive CV, (citing the start and end date (dd/mm/yy), job title, duties performed and exit reason for each employment period to be considered, as well as the details of at least two contactable employment references (as recent as possible)); as well as a copy of the applicant's valid driver's licence and PDP (if specified as a job requirement). Shortlisted candidates are required to submit a copy of their ID document, relevant educational qualifications / RPL certificates / Academic Transcripts of completed qualifications, and details of current earnings (latest salary advice). Furthermore, applicants who possess (a) foreign qualification(s), will be required to submit the evaluated results of such qualifications, as received from the South African Qualifications Authority (SAQA), by a specified date, and will be subjected to an interview, various relevant tests and assessment, and employment suitability checks (credit, criminal, citizenship, qualifications, employment references including verification of exit reasons, and conducting business with State). In the filling of entry-level positions, preference may be given to locally based candidates on grounds of affordability, as well as this Department's Interns and Learners who have successfully completed their respective skills development programmes and satisfy the inherent requirements of the post. Once appointed, serving of a prescribed probation period, and obtaining of a security clearance appropriate to the post, will be required. Correspondence between the Department and candidates will be limited to shortlisted candidates, only.

OTHER POSTS**POST 04/16**

: **CONTROL IMMIGRATION OFFICER: INSPECTORATE (X10 POSTS)**
(This is a re-advertisement, Candidates who have previously applied, and are still interested, are kindly requested to re-apply)

SALARY
CENTRE

: R376 413 - R443 403 per annum (Level 08). A basic salary package

: Eastern Cape: Large Office: East London Ref No: HRMC 4/25/1a (X1 Post)

: Free State: Medium Office: Kroonstad Ref No: HRMC 4/25/1b (X1 Post)

: Gauteng: Large Office: Soweto Ref No: HRMC 4/25/1c (X1 Post)

: Head Office: Lindela Holding Facility Ref No: HRMC 4/25/1d (X1 Post)

: KwaZulu-Natal: Large Office: Ethekwini Ref No: HRMC 4/25/1e (X1 Post)

: Limpopo: Large Office: Polokwane Ref No: HRMC 4/25/1f (X1 Post)

: Mpumalanga: Large Office: Emalaheni Ref No: HRMC 4/25/1g (X1 Post)

: Northern Cape: Large Office: Upington Ref No: HRMC 4/25/1h (X1 Post)

: North West: Medium Office: Brits Ref No: HRMC 4/25/1i (X1 Post)

: Western Cape: Large Office: Cape Town Ref No: HRMC 4/25/1j (X1 Post)

REQUIREMENTS

: A qualification in Law, Public Management, Public Administration, Policing, Criminology, Forensics or Criminal Justice at NQF level 6 as recognized by SAQA. 2 Years' experience in a law enforcement environment. Knowledge of the Immigration Act, Refugees Act, Criminal Procedure Act, and relevant Regulations. Knowledge of International treaties. Knowledge and

understanding of all relevant public service and Departmental Legislative Frameworks, as well as Government Structures. A valid drivers' license (Code C1) or C (Code 10). Valid Public Driver Permit (PDP). Willingness to travel including outside of the borders of South Africa. Work extended hours Required skills and competencies: Service delivery innovation. Client orientation and customer focus. Excellent interpersonal skills. Problem solving and conflict management. Analytical skills. Planning, organising and time management. Good written and verbal communication skills. Report writing. Computer literacy. Patriotic, Honesty and Integrity.

DUTIES

: The successful candidates will be responsible for, amongst others, the following specific tasks: Provide effective law enforcement, and monitoring of the investigation of illegal foreigners according to the Immigration Act No 13 of 2002. Supervise, administrate and enforce the detection, tracing, arrest and detention of illegal foreigners within the Country. Ensure effective investigation of cases involving smuggling of migrants, human trafficking and illegal mass production of enabling documents such as birth certificates, travel documents, permits, Visas, Identity documents and theft of face value documents. Assist in dealing with illegal migration facilitated by corruption, and other high profile cases. Appear and testify in court proceedings (both criminal and civil), as well as disciplinary enquiries on behalf of the Department. Monitor the process of the deportation of illegal foreigners out of the Country to their country of origin. Administrate and implement inspections in loco. Assist in the promotion of a climate in the Country that discourages illegal migration and ensures that illegal foreigners depart the Country either through deportation or voluntarily, in line with applicable Acts and Regulations. Monitor the influx of foreigners residing in the Country and ensure that they have legal documentation. Timeously liaise with all law enforcement agencies and other relevant institutions on the verification of the identity of foreigners who contravene the provisions of applicable Legislation. Administrate the arrest and deportation of illegal foreigners who are unwilling to leave the Country voluntarily, in a lawful manner. Assist in crime combatting operations with other law enforcement agencies. Participate in security cluster forums and case flow management meetings. Prepare reports and statistics as directed. Operate, maintain and safeguard the assigned heavy-duty vehicle as well as designated tools of trade, in accordance with relevant Departmental policy frameworks. Ensure the implementation of Departmental policies and procedures. Maintain relationships with various stakeholders (Internal and External). Ensure effective and efficient management of human, physical and financial resources within the Unit. Coach and guide staff on compliance with all regulatory requirements.

ENQUIRIES

: Eastern Cape: Mr L Jama Tel No: (043) 604 6417
Free State: Ms V Molefe Tel No: (051) 410 3912
Gauteng: Mr P Mlangeni Tel No: (011) 242 9039 / 066 478 3254
Head Office: Ms S Maswanganyi Tel No: (012) 406 4236
KwaZulu-Natal: Ms N Ngema Tel No: (033) 845 5003
Limpopo: Mr J Kgole Tel No: (015) 287 2802
Mpumalanga: Ms N Dlangisa Tel No: (013) 752 2504
Northern Cape: Ms S Botha Tel No: (053) 807 6700
North West: Mr L Appels Tel No: (018) 397 9908 / 9924 / 9922 / 9915
Western Cape: Mr M Pienaar Tel No: (021) 488 1409

POST 04/17

: **IMMIGRATION OFFICER: INSPECTORATE (X20 POSTS)**
(This is a re-advertisement, Candidates who have previously applied, and are still interested, are kindly requested to re-apply).

SALARY CENTRE

: R255 450 - R300 912 per annum (Level 06). A basic salary
: Eastern Cape: Large Office: East London Ref No: HRMC 4/25/2a (X2 Posts)
Free State: Large Office: Bloemfontein Ref No: HRMC 4/25/2b (X1 Post)
Free State: Medium Office: Thaba Nchu Ref No: HRMC 4/25/2c (X1 Post)
Gauteng: Large Office: Soweto Ref No: HRMC 4/25/2d (X2 Posts)
Head Office: Lindela Holding Facility Ref No: HRMC 4/25/2e (X2 Posts)
KwaZulu-Natal: Large Office: Ethekwini Ref No: HRMC 4/25/2f (X2 Posts)
Limpopo: Medium Office: Polokwane Ref No: HRMC 4/25/2g (X2 Posts)
Mpumalanga: Large Office: Emalahleni Ref No: HRMC 4/25/2h (X1 Post)
Mpumalanga: Medium Office: Belfast Ref No: HRMC 4/25/2i (X1 Post)
Northern Cape: Large Office: Upington Ref No: HRMC 4/25/2j (X2 Posts)
North West: Medium Office: Brits Ref No: HRMC 4/25/2k (X2 Posts)
Western Cape: Large Office: Cape Town Ref No: HRMC 4/25/2l (X2 Posts)

REQUIREMENTS

: A qualification in Law, Public Management, Public Administration, Policing, Criminology, Forensics, Criminal Justice at NQF level 6 as recognised by SAQA. Basic understanding of Refugee Act and Immigration Act. Knowledge of all relevant public service and Departmental Legislative Frameworks. A valid driver's license (Code C1) or C (Code 10). Valid Public Driver Permit (PDP). Willingness to travel and work extended hours. Required skills and competencies: Client orientation and customer focus. Excellent interpersonal skills. Problem solving and conflict management. Planning and organising. Telephone etiquette. Analytical skills. Good written and verbal communication skills. Diplomacy. Computer literacy. Patriotism, Honesty and Integrity.

DUTIES

: The successful candidates will be responsible for, amongst others, the following specific tasks: Implement Immigration Services, processes and compliance in line with the Immigration Act No 13 of 2002 as amended, and other Departmental Legislation. Effective enforcement of the Immigration Act 13 of 2002 as amended and. Detect, trace, detain and prosecute illegal foreigners

within the Country. Provide support on law enforcement investigations and anti-corruption cases. Conduct investigations on any transgressions of the Immigration Act, 2002 and the Refugee Act, 1998. Monitor the influx of foreigners residing in the Country with no legal documentation. Conduct deportation processes and keep records of foreigners (legal and illegal) in the Country. Safe keep, maintain and manage state property and assets. Implement policies and procedures. Ensure effective and efficient management of resources within the Unit.

ENQUIRIES

: Eastern Cape: Mr L Jama Tel No: (043) 604 6417
Free State: Ms V Molefe Tel No: (051) 410 3912
Gauteng: Mr P Mlangeni Tel No: (011) 242 9039 / 066 478 4043
Head Office: Ms B Kabinde Tel No: (012) 406 4239
KwaZulu-Natal: Ms N Ngema Tel No: (033) 845 5003
Limpopo: Mr J Kgole Tel No: (015) 287 2802
Mpumalanga: Ms N Dlangisa Tel No: (013) 752 2504
Northern Cape: Ms S Botha Tel No: (053) 807 6700
North West: Mr L Appels Tel No: (018) 397 9908 / 9924 / 9922 / 9915
Western Cape: Mr M Pienaar Tel No: (021) 488 1409

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

<u>APPLICATIONS</u>	:	Interested applicants must submit their applications for employment to https://forms.office.com/r/X2XaVPasWu or alternatively the address specified in each post.
<u>CLOSING DATE</u>	:	17 February 2025
<u>NOTE</u>	:	The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za , and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Application that do not comply with the above specifications will not be considered and will be disqualified. It remains the responsibility of an applicant to ensure that application reaches the department noting different options provided for submission. A SAQA evaluation report must accompany foreign qualifications. All shortlisted candidates for SMS posts will be subjected to a technical and competency assessment. A pre-entry certificate obtained from National School of Government (NSG) is required before appointment for all SMS positions. Candidate will complete a financial disclosure form and also be required to undergo a security clearance. Foreigners or dual citizenship holder must provide the Police Clearance certificate from country of origin only when shortlisted. The DOJ&CD is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Reasonable accommodation shall be applied for People with Disabilities including where driver's license is a requirement. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target. ERRATUM: Kindly note the post of Director: ICT Systems Management and Business Intelligence with Ref No: 24/51/CT, advertised in the Public Service Vacancy Circular 02 dated 17 January 2025 is withdrawn. We apologize for the inconvenience caused.

MANAGEMENT ECHELON

<u>POST 04/18</u>	:	<u>MASTER (HEAD OF OFFICE) REF NO: 34/25EC</u>
<u>SALARY</u>	:	R1 216 824 – R1 433 355 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Master of the High Court Grahamstown An LLB Degree (NQF 7) as recognized by SAQA; Nyukela Certificate (Certificate for entry into Senior Management Service from the National School of Government); 5 years' experience at middle/senior managerial level; Admittance as an Advocate/Attorney with the right of appearance at High Court. Knowledge of the South African legal system, legal practices and related sphere with specific reference to civil litigation and the law of contract; Knowledge of Family law litigation, legal research, the Administration of Estate Act, Insolvency Act, Companies Act, Close Corporations Act, Trust Property Control Act, Wills Act, the Constitution, Public Finance Management Act, Treasury Regulations and other relevant legislation. Skills and Competencies: Strategic capability and leadership; Programme and project management; Financial management; Change management; Knowledge management; Service Delivery Innovation (SDI); Problem solving and analysis; Diversity management; Client Orientation and Customer Focus; Communication; Honesty and integrity; Personal attributes.
<u>DUTIES</u>	:	Key Performance Areas: Manage and monitor the implementation of Guardian's Fund; Manage and monitor the implementation of Deceased Estate; Manage the administration of Curatorship and registration of Trust; Manage the administrations of Insolvencies; Monitor and manage service points operations; Manage human, financial and other resources.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr A Jilana Tel No: (043) 702 7000 / 7010 Quoting the relevant reference number, direct your application to: The Provincial Office, Private Bag X9065, East London, 5200.
<u>POST 04/19</u>	:	<u>DIRECTOR: ICT SYSTEMS MANAGEMENT AND BUSINESS INTELLIGENCE REF NO: 24/51/CT</u> (Applicants who previously applied for the similar post advertised in circular 39 dated 25 October 2024 closed 11 November 2024 should not reapply as their applications will still be considered)
<u>SALARY</u>	:	R1 216 824 – R1 433 355 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office, Pretoria An undergraduate qualification (NQF level 7) in Information Communication Technology (ICT) or equivalent as recognized by SAQA; 5 years' of experience at a middle/senior managerial level of which 3 years must be in application/software development, database and reports developments, application/software support and maintenance; Nyukela Certificate (certificate for entry into the

senior management service from the National School of Government); Knowledge of Enterprise Architecture including Government Wide EA, Architecture Frameworks and technologies such as NET, web development such as HTML, XML, JSON, SOAP, CSS, JavaScript, and Rest web services); Knowledge of Object Orientated Programming, Web services, Relational database design, data analysis and modelling, data warehousing and design, proficiency in various software development design techniques and application release management; Knowledge and understanding of ICT Policy Development, ICT Planning and Monitoring Framework, ICT Project Management methodologies, Waterfall and Agile, SDLC methodologies and ICT Risk Management; Knowledge of Public Service Regulations, Public Finance Management Act (PFMA) and National Treasury Regulations. Skills and Competencies: Strategic capability and leadership; Programme and project management; Financial management; Change management; Knowledge management; Service Delivery Innovation (SDI); Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication skills; Honesty and integrity.

DUTIES : Key Performance Areas: Manage the development of Business Applications; Manage the maintenance of Business Applications; Manage functional support and enhancements to Business Application; Manage the provision of business intelligence services; Manage human, finance and other resources.

ENQUIRIES APPLICATIONS : Ms M Kganyago Tel No: (012) 315 1844
: Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001 or Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.

OTHER POSTS

POST 04/20 : **OFFICE MANAGER: INSTITUTIONAL DEVELOPMENT AND SUPPORT REF NO: 25/02/IDS**
This is a re-advertisement; applicants who previously applied are encouraged to re-apply

SALARY : R849 702 – R1 000 908 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : National Office, Pretoria
: An (NQF level 6) qualification in Office Administration/Public Administration/Management as recognized by SAQA; A minimum of 3 years relevant experience in Office Administration at managerial (Assistant Director) level; Knowledge and understanding of the Public Service statutory frameworks, Financial Management and regulatory framework/guidelines, Public Service Act, Public Service Regulations, Treasury Regulations, Departmental Financial Instructions, Public Finance Management Act, Government initiatives and decisions etc; Knowledge and understanding of applicable legislation (such as BCEA, LRA, etc); Knowledge of the Departmental interpretation and application of policies and prescripts; Knowledge of Administration of an office. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Continuous improvement; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Planning and organizing; Decision making; Project management.

DUTIES : Key Performance Areas: Undertake the policy or line functions as required; Execute coordinate external strategic alliances between the office and other stakeholders; Provide administration support services; Manage general support services in the office of the Deputy Director- General; Provide effective people management.

ENQUIRIES APPLICATIONS : Mr. R Chauke Tel No: (012) 315 1329
: Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 or Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

POST 04/21 : **DEPUTY DIRECTOR: HUMAN RIGHTS AND CONSTITUTIONAL INSTITUTIONAL SUPPORT REF NO: 25/04/CD**

SALARY : R849 702 – R1 000 908 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : National Office, Pretoria
: An LLB qualification (NQF Level 7) as recognized by SAQA; A minimum of 3 years' experience in Human Rights environment at managerial (Assistant Director) level; Knowledge of Public Finance Management Act, regulations within the Justice and Constitutional Development area; Knowledge and understanding of Human Rights, Constitution of South Africa and relevant governance prescripts. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Continuous Improvement; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Planning and organizing; Project management; Team leadership.

DUTIES : Key Performance Areas: Coordinate the promotion of Human Rights programmes in support of Constitutional Democracy; Evaluate the implementation of court judgements and outcomes relating to Human Rights; Facilitate and provide support in the functioning of Constitutional

	Democracy and its values; Coordinate the promotion of Constitutional Democracy and its values; Manage human, finance and other resources.
<u>ENQUIRIES APPLICATIONS</u>	Ms MD Modibane Tel No: (012) 315 1668
	Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001 or Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001
<u>POST 04/22</u>	<u>CLUSTER MANAGER: COURT INTERPRETING REF NO: 03/2025/WC</u>
<u>SALARY</u>	R444 036 – R532 602 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	Magistrate Office, Worcester
	NQF level 4/ Grade 12; National Diploma: Legal Interpreting at NQF level 5 or any other relevant tertiary qualification at NQF level 5; Proficiency in English; Proficiency in two or more indigenous languages; Six years practical experience Interpreting of which three (3) years at supervisors' level; Driver's license. Skills and Competencies: Communication skills; Listening skills; Interpersonal skills; Time management; Computer literacy; Analytic thinking; Problem solving; Planning and organizing; Confidentiality; Ability to work under pressure.
<u>DUTIES</u>	Key Performance Areas: Manage the cluster legal interpreting and language services; Develop and implement the legal interpreting and language services business plan for the cluster; Manage both human and non human resources of legal interpreting and language services; Manage training and development of court interpreters; Manage compliance of the code of conduct.
<u>ENQUIRIES APPLICATIONS</u>	Ms N Jacobs Tel No: (021) 462 5471
	Please direct your applications to: Provincial Office: Private Bag X9171, Cape Town, 8000 or physical address: 8 Riebeeck Street, 5 th Floor Norton Rose House, Cape Town.
<u>FOR ATTENTION</u>	Ms P Paraffin
<u>POST 04/23</u>	<u>ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: 05/2025/WC</u>
<u>SALARY</u>	R444 036 – R532 602 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	Provincial Office, Western Cape
	A relevant tertiary qualification at NQF level 7, A minimum of 3 years' experience in Supply Chain Management at supervisory level. Knowledge of SCM acquisition practices and National Treasury Regulations; Skills and Competencies: Knowledge and proper understanding of the Supply Chain Management framework, Computer literacy (MS Word, Power Point, Outlook, Excel); Research and analytical skills; Strong leadership with strategic capabilities; Policy Development; Research, monitoring and evaluation and report writing; Accuracy and attention to detail; Excellent written / verbal communication; Presentation and facilitation skills.
<u>DUTIES</u>	Key Performance Areas: Manage demand of goods and services in the province; Manage acquisition/procurement services in the province; Render and monitor contract administration support service and compliance; Render a risk and performance management service with regard to supply chain internally and external; Coordinate and maintain the list of prospective providers for quotations; Manage all resources in the section.
<u>ENQUIRIES APPLICATION</u>	Ms M Zietsman Tel No: (021) 462 5471
	Please direct your applications to: Provincial Office: Private Bag X9171, Cape Town, 8000 or physical address: 8 Riebeeck Street, 5 th Floor Norton Rose House, Cape Town.
<u>FOR ATTENTION</u>	Ms P Paraffin
<u>POST 04/24</u>	<u>LEGAL ADMINISTRATION OFFICER: (MR1 - MR5): TRIBUNALS AND QUASI JUDICIARY ADMINISTRATIVE SUPPORT REF NO: 24/106/CA</u>
<u>SALARY</u>	R239 673 – R1 053 387 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	National Office: Pretoria
	An LLB Degree or 4 year recognized legal qualification; Knowledge of South African Legal system, legal practices and related spheres with specific reference to civil litigation and the law of contract; Knowledge of the Constitution of South Africa, the Institution of Legal Proceedings Against Certain Organ of State Act, the Prescription Act, the State Attorney Act; Knowledge and understanding of Public Finance Management Act, Treasury Regulations, Departmental Financial Instructions and State Liability Act. Skills and Competencies: Legal research and drafting; Developing Others; Case flow management; Computer literacy; Planning and decision-making skills; Interpersonal relations; Communication skills (written and verbal).
<u>DUTIES</u>	Key Performance Areas: Implement National Policy Framework and regulations on Tribunals and Quasi Judiciary Administrative Support; Conduct research on tribunals and quasi judiciary administrative support, collate and analyse information and report on findings; Implement initiatives and programmes on Tribunals Quasi judiciary Administrative Support; Provide effective people management.
<u>ENQUIRIES APPLICATIONS</u>	Ms MD Modibane Tel No: (012) 315 1668
	Quoting the relevant reference number, direct your application to: Postal Address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria,

0001 or Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.

NATIONAL PROSECUTING AUTHORITY

The NPA is an equal opportunity employer. People with disabilities will be given preference and are encouraged to apply. In the filling of vacancies, the objectives of Section 195(1)(i) of the Constitution of the Republic of South Africa, 1996, and in particular the Employment Equity Act, 1998 (Act 55 of 1998) and the NPA Employment Equity Strategy 2022-2026, will take highest preference in selection of suitable candidates.

APPLICATIONS	:	All applications must be submitted to the relevant Recruitment Response E mails stated below.
CLOSING DATE	:	17 February 2025
NOTE	:	Applicants must apply by submitting applications on the most recent Z83 form obtainable from any Public Service Department or on the DPSA web site link: https://www.dpsa.gov.za/newsroom/psvc/ and a comprehensive CV only (with detailed experience information). Failure to do so will result in your application being disqualified. Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA (only when shortlisted). It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (only when shortlisted). Handwritten Z83 must be completed in Block Letters. If the Z83 is not completed as prescribed your application will not be accepted. All applications must reach the NPA on/or before the closing date. No late applications will be accepted/processed. Documents should not be password protected and ZIP files will be blocked. The NPA cannot be held responsible for server delays. All applications must reach the NPA on/or before the closing date. No late applications will be accepted/processed. The applicant's attention is drawn to the fact that the NPA uses an Electronic Response Handling System in terms of e-mailed applications. Please do not contact the NPA directly after you have e-mailed your applications to enquire if your application(s) have been received. If you have not received an acknowledgement of receipt within one week after the closing date, then you can contact the NPA. The NPA reserves the right not to fill any particular position. If you do not hear from us within (6) six months from the closing date of the advert, please accept that your application was unsuccessful. Successful candidates will be subjected to a security clearance of at least confidential. Appointment to this position will be provisional, pending the issue of security clearance. Fingerprints will be taken on the day of the interview. The social media accounts of shortlisted applicants may be accessed as part of the verification process. A valid driver's license will be a requirement where applicable. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments which are, a practical exercise and an integrity (ethical conduct) assessment. SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the NPA. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency-based assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will test generic managerial competencies using the mandated DPSA SMS competency assessment tools. A Pre-entry certificate obtained from the National School of Government (NSG) is required for all SMS applicants for Public Service Act positions in the NPA (SMS pre-entry certificate to be submitted prior to appointment). NPA Act appointments are exempted from the pre-entry certificate requirement. This is a Public Service specific training programme. The name of the course is Certificate for entry into the SMS. The full details can be sourced from the link https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . Applicants are advised that from 1 January 2021 a new application form for employment (Z83) is in use. The new application for employment form can be downloaded at www.dpsa.gov.za-vacancies . From 1 January 2021 should an application be received using the incorrect (old) application for employment (Z83), it will not be considered. NB! Applicants who are successful must please note that the NPA is not in a position to pay resettlement costs. NB: All employees considered for appointment to the Investigating Directorate Against Corruption will be subject to a lifestyle audit and integrity vetting.

OTHER POSTS

POST 04/25	:	<u>SENIOR STATE ADVOCATE REF NO: RECRUIT 2025/11</u> Specialised Commercial Crime Unit
SALARY	:	R1 132 806 – R1 762 857 per annum (LP-9), (total cost package)
CENTRE	:	Mmabatho
REQUIREMENTS	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight (8) years' post qualification experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Extensive prosecutorial or litigation experience with regard to common law offences such as fraud, theft, forgery and uttering, commercial crimes and related matters. Proficiency in prosecuting, guiding investigations in complex or more difficult matters, including commercial matters, drafting charge sheets, including indictments and court documents, dealing with representations. Knowledge of asset forfeiture law will be an added advantage. Well-developed skills in legal research and legal

drafting. Strong interpersonal and communication skills. General computer proficiency and knowledge of programs in MS Office. Good interpersonal, analytical, organization and communication skills.

DUTIES : Study case dockets, decide on the institution of and conduct criminal proceedings. Deal with any representations. Conduct prosecution of serious, complex and organized commercial crime and corruption matters. Prepare cases for court including the acquisition of additional evidence and drafting charge sheets, indictments and other court documents. Present the state's case in court, including examination and cross-examination of witnesses and addressing the court on conviction and sentence. Manage court and case flow management independently. Study and deal with appeals and reviews. Advise the police on the investigation of serious, complex and organized commercial crime cases and corruption matters. Be able to guide and supervise junior advocates. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.

ENQUIRIES : Flora Kalakgosi Tel No: (018) 381 9041
APPLICATIONS : e mail Recruit202511@npa.gov.za

POST 04/26 : **SENIOR PUBLIC PROSECUTOR REF NO: RECRUIT 2025/12**
National Prosecutions Service

SALARY : R1 132 806 – R1 762 857 per annum (Level CM-1), (total cost package)
CENTRE : CPP: Odi (Bafokeng)
REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight (8) years post qualification legal experience. Five (5) years' experience in legal practice will be an added advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good management skills. Manage, give guidance to and train prosecutors. Proficiency in prosecuting, guiding investigations and giving instructions in reasonably complex or more difficult common law and statutory offences. Able to draft charge sheets and complex court documents. Ability to act independently without constant supervision. Must have good administrative skills.

DUTIES : Manage and supervise allocation of work and management of performance for lower level prosecutors including trainee Prosecutor. Train and guide Prosecutors including trainee Prosecutors and stakeholders in preparation of case dockets and deciding on the institution and conduct criminal proceedings. Represent the State in all courts. Present and assist prosecutors including trainee Prosecutors in presentation of state's case court, lead and cross examination of witnesses and address court on inter alia conviction and the like. Attend to representations and complaints. Attend to instructions of the Chief Prosecutor and the Director of Public Prosecutions. Lead Prosecutors towards achieving strategic goals and operational targets set by NPA, DPP office and CPP. Perform all duties including administrative duties related thereto, in accordance with code of conduct, policy directives of NPA. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice.

ENQUIRIES : Flora Kalakgosi Tel No: (018) 381 9041
APPLICATIONS : e mail Recruit202512@npa.gov.za

POST 04/27 : **SENIOR PUBLIC PROSECUTOR (COMMUNITY PROSECUTION) REF NO: RECRUIT 2025/13**
National Prosecutions Service

SALARY : R1 132 806 – R1 762 857 per annum (Level LP 9), (total cost package)
CENTRE : DPP: Mmabatho
REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight (8) years post qualification litigation experience. Demonstrate required competency in: Acting Independently, Professionally, be Accountable and act with Credibility. Knowledge of legislation and regulations pertaining to the public service specifically: The Constitution; Criminal Procedure Act; Public Service Act, relevant Regulations and other related Legislation. General management skills. Strategic management and stakeholder engagement expertise. People management and empowerment skills. Good communication skills. Customer focus and responsiveness. Problem solving and decision making. Project management. Excellent administrative skills and report writing skills. Service delivery and innovation skills. Negotiation skills. Policy analysis and development of policy. Research, presentation, and facilitation skills. Must be able to travel in the DPP-division and nationally. Positive security clearance. Valid driver's license is essential.

DUTIES : Develop local crime prevention initiatives and strategies in line with the Community Prosecution Initiative (CPI). Contribute to crime prevention and community justice through this initiative. Analyse local crime trends and dynamics of crime and insecurities of communities in respective DPP-divisions. Organize, execute, and participate in community prosecution events and meetings locally, provincially and nationally. Build strategic partnerships for local crime prevention initiatives. Develop effective and efficient working relationships with internal and external stakeholders including current NPA Community Prosecution colleagues. Expand and increase the impact of the current CPI footprint in the division and nationally as a whole. Provide and promote education about the law to targeted groups within this initiative. Promote effective collaboration, interaction and cultivate partnerships with- and between stakeholders. Apply Batho Pele principles, Service Charter- and NPA processes. Participate, contribute, and represent the NPA at interdepartmental, local government, divisional and national structures. To monitor and

evaluate statistical data and performance of initiatives implemented in the division where appointed. To develop and implement interventions in the divisions in line with the analysis of the statistical data. To provide feedback and the submission of reports (as determined by the National Coordinator at Head Office), regarding the identification of initiatives, the implementation thereof, progress and management of all related activities and initiatives in respective divisions, to both the DPP and the Office of the National Head Office Coordinator. Furthermore, it will be expected of the incumbent to also perform prosecutorial related duties such as prosecutor-guided investigations, the management of dockets, court and case management and the actual prosecution of related cases when required.

ENQUIRIES : Flora Kalagosi Tel No: (018) 381 9041
APPLICATIONS : e mail Recruit202513@npa.gov.za

POST 04/28 : **REGIONAL COURT CONTROL PROSECUTOR REF NO: RECRUIT 2025/14**
National Prosecutions Service

SALARY : R979 059 - R1 588 383 per annum (Level SU-3), (total cost package)
CENTRE : CPP: Odi (Moretele)
REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least six (6) years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good management skills. Must have the ability to act independently or within minimum supervision. Proficiency in prosecuting, guiding investigation and giving instructions in complex or more difficult common law and statutory offences in Regional and District Court. Draft complex charge sheets and complex court documents. Good management skills. Must manage, give guidance and train prosecutors.

DUTIES : Manage, train and give guidance to and train prosecutors. Study case dockets, decide on the institution of and conduct criminal proceedings. Maintenance matters and inquest of a general and more advanced nature in the Regional and District Court. Prepare cases for court and draft charge sheets and other proceedings for court. Present and assist prosecutors to present the State's case in court, to lead witnesses, cross examine and address the court on inter alia, conviction and sentence, and in general to conduct prosecutions on behalf of the State. Perform all duties related thereto in accordance with the code of conduct, policy and directives of the NPA. Assist the Senior Public Prosecutor with the performance assessment of staff. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.

ENQUIRIES : Flora Kalagosi Tel No: (018) 381 9041
APPLICATIONS : e mail Recruit202514@npa.gov.za

POST 04/29 : **STATE ADVOCATE**
Specialised Commercial Crime Unit

SALARY : R884 268 - R1 459 071 per annum (Level LP- 7 to LP-8), (total cost package)
CENTRE : Mmabatho Ref No: Recruit 2025/15
Kimberley Ref No: Recruit 2025/16

REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five (5) years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Well-developed skills in legal research and legal drafting. Good knowledge of civil and/or criminal procedure. Proficiency in prosecution, competency in guiding investigations, drafting charge sheets, indictments and court documents and dealing with representations. Knowledge of and skills in general prosecution. Good interpersonal, analytical, organisational and communication skills. Ability to act independently or with minimum supervision. A valid driver's licence.

DUTIES : Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets, indictments and other court documents. Represent the State in all courts. Prepare a case for court, including the acquisition of additional evidence, lead and cross examine witnesses, address the court on inter alia, conviction and sentence. Study and deal with appeals and reviews, attend to representations, prepare opinions and heads of arguments. Conduct prosecution of serious, complex and organised commercial crime and corruption matters. Appear in court in motion applications pertaining to criminal matters and in general conduct prosecution on behalf of the state. Perform all duties related thereto in accordance with the code of conduct policy and directives of the NPA. Identify and refer matters to AFU.

ENQUIRIES : Mmabatho Flora Kalagosi Tel No: (018) 381 9041
Kimberley Nicholas Mogongwa Tel No: (053) 807 4539
APPLICATIONS : Mmabatho e mail Recruit202515@npa.gov.za
Kimberley email Recruit202516@npa.gov.za

POST 04/30 : **STATE ADVOCATE REF NO: RECRUIT 2025/17 (X2 POSTS)**
National Prosecutions Service

<u>SALARY</u>	:	R884 268 - R1 459 071 per annum (Level LP- 7 to LP-8), (total cost package)
<u>CENTRE</u>	:	DPP: Mmabatho
<u>REQUIREMENTS</u>	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five (5) years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Well-developed skills in legal research and legal drafting. Good knowledge of civil and/or criminal procedure. Proficiency in prosecution, competency in guiding investigations, drafting charge sheets, indictments and court documents and dealing with representations. Knowledge of and skills in general prosecution. High level of proficiency in prosecuting and presenting/arguing cases in court. Experience in guiding criminal investigations and giving instructions in law and statutory offences. Interpersonal skills. Written and verbal communication skills. Ability to work independently with minimum supervision.
<u>DUTIES</u>	:	Study and guide the investigations in case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets, indictments and other court documents. Represent the State in all courts. Prepare a case for court, including the acquisition of additional evidence and draft charge sheets and indictments. Present the State's case in court, lead and cross examine witnesses, address the court on, inter alia, conviction and sentence, study appeal and reviews. Attend to representations, prepare opinions and heads of arguments and argue cases in the appropriate court. Appear in court in motion application pertaining to criminal matters and in general conduct prosecution on behalf of the state. Perform all duties related thereto in accordance with the code of conduct policy and directives of the NPA. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.
<u>ENQUIRIES</u>	:	Flora Kalagosi Tel No: (018) 381 9041
<u>APPLICATIONS</u>	:	e mail Recruit202517@npa.gov.za
<u>POST 04/31</u>	:	<u>STATE ADVOCATE (STU) REF NO: RECRUIT 2025/18</u> National Prosecutions Service
<u>SALARY</u>	:	R884 268 - R1 459 071 per annum (Level LP- 7 to LP-8), (total cost package)
<u>CENTRE</u>	:	DPP: Mpumalanga (Nelspruit)
<u>REQUIREMENTS</u>	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five (5) years' post qualification legal experience with at least five (5) years relevant criminal court work experience in advocacy and drafting. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Extensive prosecutorial or litigation experience with regard to common law offences such as fraud, theft, forgery and uttering, commercial crimes and related matters. Proficiency in prosecuting, guiding investigations in complex or more difficult matters, including commercial matters. Knowledge of income Tax Act, VAT Act, Customs, Tax Administration Act, money laundering and Excise Act. Knowledge and understanding of SARS functions and financial or accounting background. Interpersonal skills, Written and verbal communication skills. Administrative skills. Able to work extended hours. Drafting charge sheets, indictments and court documents, dealing with representations. Valid driver's licence.
<u>DUTIES</u>	:	Study case dockets, make assessments thereof and decide on the institution of prosecution. Deal with any representations. Guide investigations in complex or more difficult tax matters, including commercial matters. Prepare cases for court, including the acquisition of additional evidence and draft charge sheets, indictments, and court documents. Present the State's case in court, lead and cross examine witnesses, address the court on inter alia, conviction and sentence. Manage court and case flow management of cases independently. Study and deal with appeals and reviews. Prepare opinions and heads of argument for complex matters and argue cases in the appropriate court. Appear in court in motion application pertaining to criminal matters and general conduct prosecutions on behalf of the state. Mentor and guide investigating officers, prosecutors, and stakeholders. Assist in keeping proper records, statistics, and reports. Capture case information on ECMS. Assist in high profile tax matters or matters where an increased risk element is present. Manage any portfolio assigned by the Deputy Director managing the STU. Consult on a regular basis with all the relevant stakeholders, including SARS officials. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in criminal justice system.
<u>ENQUIRIES</u>	:	Tebogo Mashile Tel No: (013) 045 0686
<u>APPLICATIONS</u>	:	e mail Recruit202518@npa.gov.za
<u>POST 04/32</u>	:	<u>SENIOR INVESTIGATOR REF NO: RECRUIT 2025/19 (X4 POSTS)</u> Investigating Directorate Against Corruption
<u>SALARY</u>	:	R849 702 per annum (MMS Level 11), (total cost package)
<u>CENTRE</u>	:	Pretoria: Head Office
<u>REQUIREMENTS</u>	:	An appropriate B -degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in policing and/or criminal investigation related. At least ten (10) years criminal investigation experience with five (5) years' operational management experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Vocational training in advanced investigative techniques, intelligence analysis, money laundering, advanced corruption and financial crimes investigation. Certified Fraud Examiner or ICFP SA accreditation and/or

experience in managing and directing forensic service providers in criminal and forensic matters are advantages. Experience in testifying in regional and superior courts (persons found to be unreliable witness in any court are disqualified from application). Knowledge of the common law, legislation, and regulations, specifically: Zondo Commission Report. Financial Action Task Force (FATF) Recommendations for South Africa. National Anti-Corruption Strategy. Job knowledge, quality of work, communication, planning and execution. Management of human and financial resources. A valid driver's licence.

DUTIES : Provide strategic planning and implementation of criminal investigations. Coordinate and manage stakeholder relations in relation to criminal investigations. Ensure the conducting of criminal investigations within the allocated responsibilities of the investigations group. Manage national criminal investigative projects and administrative functions.

ENQUIRIES APPLICATIONS : Maureen Dibetle Tel No: (012) 845 7727
: e mail Recruit202519@npa.gov.za

POST 04/33 : **DISTRICT COURT CONTROL PROSECUTOR**
National Prosecutions Service

SALARY : R597 753 - R1 374 714 per annum (Level SU-1 to SU-2), (excluding benefits), (total cost package)

CENTRE : CPP: Kimberley (Galeshewe) Ref No: Recruit 2025/20
CPP Upington Ref No: Recruit 2025/21

REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least four (4) years post qualification legal experience. Demonstrable competency in acting Independently. Professionally, Accountable and with Credibility. Good management skills. Proficiency in Prosecuting, guiding investigations and giving instructions in reasonably complex or more difficult common law and statutory offenses in the District Court. Ability to draft charge sheets and complex court documents. Good administration skills. Good management skills. Organisational skills. Ability to work independently.

DUTIES : Manage, train and give guidance to prosecutors. Study court dockets and decide on the institution of and conduct criminal, proceedings of a general and more advanced nature in both District and Regional Court. Prepare cases for court and draft charge sheets and other proceedings for the court. Present and assist Prosecutors to present the State's case in court, to lead witness, cross-examine and address the court on, inter alia, conviction and sentence and in general conduct prosecutions on behalf of the State. Perform all duties related thereof in accordance with the Code of Conduct, Policy and Directives of the National Prosecuting Authority. Assist the Senior Public Prosecutor with the performance assessment of staff. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the justice system.

ENQUIRIES APPLICATIONS : Nicholas Mogongwa Tel No: (053) 807 4539
: CPP: Kimberley (Galeshewe) e mail Recruit202520@npa.gov.za
: CPP: Upington e mail Recruit202521@npa.gov.za

POST 04/34 : **HEAD CONTROL PROSECUTOR 2 REF NO: RECRUIT 2025/22**
National Prosecutions Service

SALARY : R597 753 - R1 374 714 per annum (Level SU-1 to SU-2), (excluding benefits), (total cost package)

CENTRE : CPP: Kimberley (Barkley West)

REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least four (4) years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Proficiency in prosecuting, guiding investigation and giving instructions in reasonably complex or more difficult common law and statutory offences in the lower courts. Proficiently drafting complex charge sheets and other complex court documents. Must be able to act independently without constant supervision and manage court and case flow independently. Good management and administrative skills. General computer literacy with excellent knowledge of Ms Word, PowerPoint, Excel ad Outlook. High level of reliability. Ability to act with tact and discretion. Ability to identify and handle confidential matters. Knowledge of relevant legislations, policies, prescripts and procedures applicable in the public sector.

DUTIES : Manage, train, and give guidance to prosecutors. Study case dockets, decide on the institution of and conduct criminal proceedings. Maintenance matters and inquest of a general and more advanced nature in the Regional Court and District Court. Prepare cases for court and draft charge sheets and other proceedings for court, present and assist prosecutors to present the State's case in court, to lead witnesses, cross examine and address the court on inter-alia, conviction, and sentence, and in general to conduct prosecutions on behalf of the State. Perform all duties related thereto in accordance with the Code of Conduct, Policy, and Directives of the National Prosecuting Authority. Assist the Senior Public Prosecutor with the performance assessment of staff. Manage, control and attend to the administration of the office of the District Court. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice.

ENQUIRIES APPLICATIONS : Nicholas Mogongwa Tel No: (053) 807 4539
: e mail Recruit202522@npa.gov.za

<u>POST 04/35</u>	:	<u>REGIONAL COURT PROSECUTOR</u> National Prosecutions Service
<u>SALARY</u>	:	R597 753 - R1 374 714 per annum (Level LP-5 to LP-6), (excluding benefits), (total cost package)
<u>CENTRE</u>	:	CPP: Mmabatho (Molopo) Ref No: Recruit 2025/23 CPP: Queenstown Ref No: Recruit 2025/24
<u>REQUIREMENTS</u>	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least four (4) years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. The incumbent must have the ability to act independently or with minimum supervision. Proficiency in prosecuting. Experience in guiding investigations and giving instructions in law and statutory offences in the Regional court. Good interpersonal skills. Good analytical skills. Good presentation skills. Good project management skills. Valid driver's licence.
<u>DUTIES</u>	:	Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets and other documents and represent the State in all courts. Lead witnesses, cross-examine and address the court on inter alia, conviction and sentence and in general to conduct prosecutions on behalf of the state. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system. Perform all duties related thereto in accordance with the Code of Conduct, Policy, and Directives of the National Prosecuting Authority.
<u>ENQUIRIES</u>	:	CPP: Mmabatho (Molopo) Flora Kalagosi Tel No: (018) 381 9041 CPP: Queenstown Pumza Magaxa Tel No: (046) 602 3000
<u>APPLICATIONS</u>	:	CPP: Mmabatho (Molopo) e mail Recruit202523@npa.gov.za CPP: Queenstown e mail Recruit202524@npa.gov.za
<u>POST 04/36</u>	:	<u>FINANCIAL INVESTIGATOR REF NO: RECRUIT 2025/25 (X8 POSTS)</u> Investigating Directorate Against Corruption
<u>SALARY</u>	:	R444 036 per annum (Level 09)
<u>CENTRE</u>	:	Pretoria: Head Office
<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in the following: Forensic Investigation, Forensic Auditing, Criminal Investigation or equivalent. At least three (3) years financial investigation or related experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Strategic capability and leadership, Administration skills, Communication, Planning and Prioritising, Customer focused and Responsiveness, Problem solving and Decision making. General management and project management skills. Research skills. General computer literacy and knowledge of programs in Microsoft Office (Word, Excel, Outlook and PowerPoint). Valid driver's licence.
<u>DUTIES</u>	:	Conduct financial investigation assessment. Conduct case planning. Undertake stakeholder engagement. Provide administrative support services with regard to case management.
<u>ENQUIRIES</u>	:	Maureen Dibetle Tel No: 012 845 7727
<u>APPLICATIONS</u>	:	e mail Recruit202525@npa.gov.za
<u>POST 04/37</u>	:	<u>INVESTIGATOR REF NO: RECRUIT 2025/26 (X5 POSTS)</u> Investigating Directorate Against Corruption
<u>SALARY</u>	:	R444 036 per annum (Level 09)
<u>CENTRE</u>	:	Pretoria: Head Office
<u>REQUIREMENTS</u>	:	An appropriate B -degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in policing and/or criminal investigation related. At least five (5) years' criminal investigation experience with five (5) years operational experience. Vocational training in criminal investigations such as detective Learning programme and or other specialised courses. Experience in testifying on criminal matters in at least the Lower Courts. (Persons that have been found as an unreliable witness in any court would not be considered). Strategic capability and leadership. General management skills. Administration skills, Planning and prioritising. Problem solving and decision making. And communication. Valid drivers' licence.
<u>DUTIES</u>	:	Provide strategic planning and implementation of criminal investigations. Coordinate and manage stakeholder relations in relation to criminal investigations. Conduct criminal investigations as allocated to the investigation group. Participate in national criminal investigative projects and administrative functions.
<u>ENQUIRIES</u>	:	Maureen Dibetle Tel No: (012) 845 7727
<u>APPLICATIONS</u>	:	e mail Recruit202526@npa.gov.za

DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

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

- APPLICATIONS** : Applications can be submitted by email to the relevant email and by quoting the relevant reference number provided on the subject line. Acceptable formats for submission of documents are limited to MS Word, PDF. Candidates must submit applications to recruitment3@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e. "REF NO: OSP&O"
- CLOSING DATE** : 14 February 2025 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. All shortlisted candidates for SMS and/or MMS (MMS optional) posts will be subjected to (1) a technical exercise, (2) a generic managerial competency assessment. 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. Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability, youth & gender will receive preference (as per the DSBD EE Plan). 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 04/38** : **OFFICER: SMME POLICY AND OVERSIGHT REF NO: OSP&O**
- SALARY** : R376 413 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Bachelors Degree (NQF 7) in Public Administration / Business Management / Development Studies / Economics or equivalent / related as recognised by SAQA. 1 year administrative experience in managing meeting arrangements, taking meeting minutes, making travel arrangements, and managing claims. Training in MS Office Packages, Project Management / Office Administration / Management. A valid driver's licence and security clearance will be considered an added advantage. Have competencies in: Communication (Verbal and Written), Standard Project Management, Client orientation and customer focus, Problem solving and analysis, Standard Service delivery and innovation, Standard Attention to detail and analytical thinking.
- DUTIES** : Conduct research on factors impacting growth and sustainability of small businesses. Contribute to the development of policies, strategies and frameworks that supports the development of SMMEs, Cooperatives and informal sector inclusive of but not limited to: SOPs, template, database management, etc. Conduct performance monitoring inspections to determine compliance with policies, strategies and frameworks. Provide general administrative support service to the business unit inclusive of but not limited to: Minutes taking, reporting writing etc. Communicate with stakeholders, clients, management & colleagues: Written, Verbal, and formal presentations/workshops/information sessions.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office Tel No: (012) 394-5286/1440
- NOTE** : The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability, youth & gender will receive preference (as per the DSBD EE Plan).

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. 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 applying for on the Subject Line as directed on the post note.
- CLOSING DATE** : 14 February 2025
- NOTE** : Applications must be accompanied by a completed new Z83 form, obtainable from any Public Service Department, (or obtainable at www.gov.za). Applicants must fill in full new Z83 form part A, B, C, and D. A recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and dates). Applicants will submit certified copies of all qualifications and ID document on the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the post. All shortlisted candidates for will be subjected to undertake a technical exercise that intends to test relevant technical elements of the job; the logistics will be communicated to candidates prior to the interviews. Recommended candidates will also be required to attend a generic managerial competency assessment after the interviews also take a note that National School of Governance (NGS) has introduce compulsory SMS pre-entry certificate with effect from 01 April 2020 as Minimum Entry Requirements for Senior Management Services (submitted prior to appointment) and can be accessed through the following link: <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate must disclose to the Director-General particulars of all registrable financial interests, sign a performance agreement and employment contract with the Director-General within three months from the date of assumption of duty. The successful candidate must be willing to sign an oath of secrecy with the Department. Applicants will be expected to be available for selection interviews and assessments at a time, date and place as determined by the Department. An offer letter will only be issued to the successful candidate once the following has been verified educational qualifications, previous experience, citizenship, reference checks and security vetting. Please note: Correspondence will only be entered into with short-listed candidates.

MANAGEMENT ECHELON

- POST 04/39** : **CHIEF DIRECTOR: DRIVING LICENCE CARD ACCOUNT REF NO: DOT/ HRM/2025/01**
Branch: Road Transport
- SALARY** : R1 436 022 per annum (Level 14) of which 30% may be structured according to the individual needs.
- CENTRE** : Pretoria
- REQUIREMENTS** : An undergraduate NQF level 7 qualification as recognised by SAQA in Accounting Finance / Risk Management / Auditing with 5 years working experience at a senior management level in a finance environment. Certificate of Successful completion of the National School of Government's Senior Management Service Pre-Entry Programme. Knowledge And Skill: Compilation of management reports, PFMA. Communication- Verbal & Written communication - English - above average - Computer literacy- Governance related to information. Financial Management: Compiles and manages budgets, controls cash flow, institutes risk management and administers tender procurement processes in accordance with generally recognised financial practices in order to ensure the achievement of strategic organisational objectives Strategic Capability & Leadership: Provides a vision, sets the direction for the component/unit and inspires others to plan, execute, deliver and report on the organisational mandate. People Management & Empowerment (PME) Manages and encourages people, optimises their outputs & effectively manages relationships in order to achieve organisational goals. Annual Reports Project/Programme Management (PPM): Plans, manages, monitors and evaluates specific activities in order to deliver the desired outputs and outcomes (Project Planning, Evaluation & Reporting). Client Orientation and Customer Focus: willing and able to deliver services effectively and efficiently in order to put the spirit of customer service (Batho Pele) into practice. Change Management: Customer Focus, Initiates, supports and champions organisational transformation and change in order to successfully implement new initiatives and deliver on service delivery commitments.
- DUTIES** : Manage and provide effective operational services for the production of driving licences. Manage the development and maintenance of effective IT procedures and standards. Manage the production of driving licences. Formulate the management policies for registering authorities. Manage the Driving Licence Card Account Trading Entity funding and expenditure. Manage the consolidation of accounts from registering authorities. Manage the reconciliation of bank

statements between the bank and the entity. Establish control measures to manage the debtors of the trading entity. Manage the provision of risk management services and compliance to the Driving License Card Account (DLCA). Manage the development and implementation of the DLCA's risk management framework. Facilitate risk identification, assessment and development of risk mitigation strategies. Monitor and report on the implementation of risk mitigation strategies. Maintain, regular updating of risk profile for the department and reporting to the Accounting Officer, Management and Risk Management Committee. Participate in project teams to achieve a multi-disciplinary approach to meet set objectives of the Department. Manage the planning and implementation of projects. Facilitate and develop the definition of the project missions, goals, tasks and resources requirements. Manage the development of methods to monitor projects or area progress and provide corrective guidance if necessary. Ensure effective management of project resources, project budget and resource allocation. Work cross-functionally to solve problems and implement changes. Ensure effective project progress reporting. Manage the resources of the Chief Directorate. Ensure compliance with all administrative requirements, regulations, rules and instructions pertaining to the branch. Establish and maintain governance and administrative system's continuity within the work of the branch. Develop financial reports for forecasting, trending and results analysis. Prepare and submit implementation plans. Evaluate projected spending plans. Monitor quality control of work. Ensure the compilation of the annual report and strategic plan of the chief directorate. Monitor the planning, organising and delegation of work. Ensure monitoring & evaluation is carried out in all areas of the chief directorate.

ENQUIRIES
NOTE

: Mr Chris Hlabisa Tel No: (012) 309 3170
: Candidates must quote the name of the post as follows; "Chief Director: DLCA" on the subject line when applying using an Email. Department of Transport is an equal opportunity employer and this post will be filled in accordance with employment equity targets of the department.

POST 04/40

: **CHIEF DIRECTOR: ROAD ENGINEERING STANDARD REF NO: DOT/ HRM/2025/02**
Branch: Road Transport

SALARY

: R1 436 022 per annum (Level 14) of which 30% may be structured according to the individual needs.

CENTRE
REQUIREMENTS

: Pretoria
: An undergraduate NQF level 7 qualification as recognised by SAQA in Civil Engineering with 6 years working experience in the Road Infrastructure Development and Management within the Built environment of which 5 years must be at a senior management level, Registered with ECSA as a Professional Engineer or Engineering Technologist will be an added advantage. Certificate of Successful completion of the National School of Government's Senior Management Service Pre-Entry Programme. Knowledge And Skill: A sound knowledge and experience in the development of the road infrastructure standards and guidelines. Knowledge and understanding of the guidelines and specifications relevant to civil engineering in South Africa. Extensive knowledge and understanding of the road infrastructure development and roads supervision. Knowledge and understanding of the importance of community development programs and participation. Working knowledge of PFMA, MMFA, Treasury Regulations and GIAMA. Verbal & Written communication - English above average. Computer literacy: above average. Governance related to information Research and Policy experience. Procurement experience & Project Management: Compilation of management and technical reports and proposals. Budgeting, financial management and economic skills. Communication- Verbal & Written communication - English - above average - Governance related to information. Financial Management: Compiles and manages budgets, controls cash flow, institutes risk management and administers tender procurement processes in accordance with generally recognised financial practices in order to ensure the achievement of strategic organisational objectives Strategic Capability & Leadership: Provides a vision, sets the direction for the component/unit and inspires others to plan, execute, deliver and report on the organisational mandate. People Management & Empowerment (PME): Manages and encourages people, optimises their outputs & effectively manages relationships in order to achieve organisational goals. Annual Reports Project/Programme Management (PPM): Plans, manages, monitors and evaluates specific activities in order to deliver the desired outputs and outcomes (Project Planning, Evaluation & Reporting)

DUTIES

: Undertake research, coordinate the development and updating of technical norms, standards & guidelines and the best practice. Coordinate and maintain the implementation of new and amended policy and strategy documents. Manage the development of road infrastructure standards and guidelines. Develop the use of technology in road construction and maintenance, including the use of appropriate non-standards materials. Manage and coordinate road transport related research within government, private sector research and tertiary institutions. Coordinate the development of an asset management systems for road infrastructure in compliance with GIAMA and related asset management requirements. Develop the Road Asset Management System (RAMS) Policy and Guidelines. Manage the development of RAMS and its Performance Indicators. Manage and co-ordinate the Road Infrastructure Safety Audits. Co-ordinate the Road Disaster Management and Environmental Programmes. Participate in project teams to achieve a multi-disciplinary approach to meet set objectives of the Department. Manage the planning and or implementation of projects. Facilitate and develop the definition of the project missions, goals, tasks and resources requirements. Manage the development of methods to monitor projects or area progress and provide corrective guidance where necessary. Ensure effective management

of project resources, project budget and resource allocation. Work cross-functionally to solve problems and implement changes. Ensure effective project progress reporting. Manage the resources of the Chief Directorate: Provide strategic direction for the functioning of the Chief Directorate. Promote internal management directives and procedures for the chief directorate. Present and obtain approval for the strategic business plan of the chief directorate. Define goals and objectives for the chief directorate. Define performance targets for the chief directorate. Manage the performance of the chief directorate. Control the allocated budget of the chief directorate. Manage the allocated resources of the chief directorate according to departmental prescripts. Ensure the compilation performance agreements for the component. Ensure the development and mentoring of all staff members. Manage the budgetary programme. Ensure sound record management of the chief directorate.

**ENQUIRIES
NOTE**

: Mr Chris Hlabisa Tel No: (012) 309 3170
: Candidates must quote the name of the post as follows; "Chief Director: Road Engineering Standard" on the subject line when applying using an Email. Department of Transport is an equal opportunity employer and this post will be filled in accordance with employment equity targets of the department.

OTHER POSTS

POST 04/41

: **DEPUTY DIRECTOR: SECTOR HUMAN RESOURCE DEVELOPMENT REF NO: DOT/HRM/2025/03**
Branch: Administration (Corporate Services)
Chief Directorate: Human Resources Management and Development
Directorate: Human Resources Development and Performance Management
Sub-directorate: Sector Human Resource Development

**SALARY
CENTRE
REQUIREMENTS**

: R849 702 per annum (Level 11)
: Pretoria
: An undergraduate NQF Level 6 qualification in Human Resources Management / Human Resources Development / Public Management / Administration / Industrial Psychology with 3 years' experience at a Junior Management or Assistant Director level within the Human Resource Development environment. Knowledge And Skill: Knowledge of skills development and relevant key Human Resource legislations such as the. Basic Conditions Employment Act (BCEA), Labour Relations Act (LRA), Employment Equity Act (EEA), the Skills Development Act (SDA), Public Service Regulations, 2016, etc. Knowledge and application of the PFMA and the Treasury Regulations. Knowledge of human resource practices and procedures. Knowledge and skills of learner support. Qualification and Learning Material design will be an added advantage. Skills and knowledge of training coordination. Project management skills. Presentation skills. Decision-making and problem-solving skills. Co-ordination /organising skills. Planning and execution skills. Leadership, Assertiveness and Interpersonal skills. Communication- Verbal & Written communication - English - above average. Computer literacy. Governance related information. Financial Management. Compiles and manages budgets, controls cash flow, institutes risk management and administers tender procurement processes in accordance with generally recognised financial practices in order to ensure the achievement of strategic organisational objectives. Strategic Capability & Leadership: Provides a vision, sets the direction for the component /unit and inspires others to plan, execute, deliver and report on the organisational mandate. People Management & Empowerment (PME): Manages and encourages people, optimises their outputs & effectively manages relationships in order to achieve organisational goals. Annual Reports Project/Programme Management (PPM): Plans, manages, monitors and evaluates specific activities in order to deliver the desired outputs and outcomes (Project Planning, Evaluation & Reporting): Client Orientation and Customer Focus: willing and able to deliver services effectively and efficiently in order to put the spirit of customer. service (Batho Pele) into practice. Change Management: Customer Focus. Initiates, supports and champions organisational transformation and change in order to successfully implement new initiatives and deliver on service delivery commitments. Career Pathing: Promotion to next level: Progression to next level is possible through competition for a vacant position.

DUTIES

: Facilitate and coordinate the implementation of all capacity development matters between the department and its stakeholders. Conduct continuous scooping of skills across various sub-sectors of transport. Conduct stakeholder workshops and facilitate the implementation of interventions to address the skills gaps within the sector. Identify, facilitate and monitor the implementation of cooperation and collaboration between Department of Transport (DOT) and its stakeholders. Identify capacity development areas and gaps that require introduction of the new curriculum' and facilitate partnership with the relevant stakeholders in the development of new transport related curriculum at both Basic Education Institutions and Institutions of Higher Learning. Represent the department in committees that would impact on the skills development priorities of the department. Periodically coordinate meetings with the Provincial and Entities' Skills Development. Facilitators (SDF) for alignment of the skills development plans to the key skills development priorities of the department and the sector as well as to consolidate the required skills development report. Facilitate and compile sector training/skills development reports to relevant stakeholders as and when required. Monitor and update the department on the extent to which transport Agencies address skills in line with National and departmental skills priorities. Initiate plans and implement strategies to address skills in high demand within the

transport sector. Coordinate the identification of skills in high demand within the transport sector in collaboration with the relevant stakeholders. Develop terms of reference (TOR), Plans, Frameworks and Memorandum of Agreement (MOA) to address the Skills in High Demand as prioritised by DOT. Manage the implementation of Memorandum of agreements with Institutions of Higher Learning and other institutions in which the department has partnered with. Collaborate with Academic Research Institutions and internal DOT Research unit on research capacity building matters. Collaborate with external service providers on the delivery of skills programmes. Identify funding mechanisms to supplement the allocated budget for skills development projects. Draft funding proposals to various funders/donors to address departmental strategic capacity related projects. Monitor the overall sub-directorate budget with regard to specific projects and programmes, erg, Scholarships, external Learnership Programmes and any other related initiatives as per the directive. Coordinate the relationship between the Department of Transport, the Transport Education Training Authority (TETA) and other relevant structures that have impact on sector skills development. Coordinate and manage the representativity of the department in TETA Board and all TETA Chambers. Coordinate meetings with departmental representatives serving at TETA and other skills development structures for feedback and alignment of priorities. Facilitate and compile sector skills development reports, pertaining to TETA and other key Sector Education and Training Authorities (SETAs), provinces, agencies and Centres of Development (COD's). Interact with TETA, Council of Higher Education and SAQA on all matters relating to the development of transport related qualifications to meet both the Transport sector and departmental priorities. Facilitate the implementation of technical corporations as they relate to capacity development between DOT and other countries. Collaborate with DOT Branches to identify skills that need to be developed through international training programmes, exchange programmes, secondment and other related interventions. Negotiate with the relevant stakeholders in the transport industry to identify areas for placement of historically disadvantaged beneficiaries for the development of skills in high demand for the sector. Facilitate negotiations with regional and international training providers to build capacity for skills in high demand. Coordinate regional and international scholarships and other programmes for both the serving employees and unemployed beneficiaries. Manage the resources of the Sub-Directorate: Sector HRD. Develop, implement, monitor and evaluate various sector policies, guidelines/ Standard Operating Procedures; skills development plans, strategies, frameworks, Terms of References, etc for the sector human resource development function. Provide skills development inputs to various strategic documents of the department as and when required. Develop, implement, monitor and evaluate the departmental Operational Plan in line with the Annual Performance Plan and other related strategic documents. Develop, implement and monitor the internal controls and systems for the Sub-Directorate and the projects delivered in collaboration with external stakeholders. Monitor and ensure effective and efficient co-ordination of activities. Consolidate various skills development reports and for submission to relevant stakeholders. Coordinate the budgeting process for the Sub-Directorate's budget. Manage performance of employees in the Sub-Directorate: Sector HRD.

ENQUIRIES
NOTE

- : Ms Dinah Maleka Tel No: (012) 309 3811
- : Candidates must quote the name of the post as follows; "Deputy Director: Sector HRD" on the subject line when applying using an Email. Department of Transport is an equal opportunity employer and this post will be filled in accordance with employment equity targets of the department.

DEPARTMENT OF WATER AND SANITATION

CLOSING DATE : 14 February 2025

NOTE : Interested applicants must submit their applications for employment to the address specified on each post. Applications must be submitted using the newly implemented Z83 form obtainable on the Department of Water and Sanitation's website, under career opportunities or the DPSA website, under vacancies in the Public Service (point 4) and should be accompanied by a comprehensive CV with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). All required information on the Z83 application form must be provided. Other related documentation such as copies of qualifications, identity document, drivers 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. With reference to applicants bearing professional or occupational registration, fields provided in Part B of the Z83 must be completed as these fields are regarded as compulsory and such details must also be included in the applicants CV. For posts requiring a drivers license, annotate such details on CV. 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). A SAQA evaluation certificate must accompany foreign qualification/s (only when shortlisted). Applications that do not comply with the above-mentioned requirements will not be considered. All shortlisted candidates pertaining to Senior Management Services (SMS) posts will be subjected to a technical and competency assessment and a pre-entry certificate obtained from the National School of government is required prior to the appointment. Candidates will be required to complete a financial disclosure form and undergo a security clearance. Foreigners or dual citizenship holders must provide a police clearance certificate from country of origin (only when shortlisted). 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 Agency 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 Agency 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 04/42 : **CHIEF EXECUTIVE OFFICER: LIMPOPO-OLIFANTS CATCHMENT MANAGEMENT AGENCY (LOCMA) REF NO: LOCMA 01**
Five-year performance-based contract

SALARY : R1 436 022 per annum (Level 14), (all-inclusive salary package)

CENTRE : Polokwane

REQUIREMENTS : A four (4) year Degree in Science/Engineering or equivalent relevant qualification. Qualification/certificate in leadership or Executive Development Programme will be an added advantage. Member of any relevant professional body either in administration/science/engineering or any related profession. Facilitation, communication, senior management program, stakeholder engagement/ public participation process courses, water resources management. A minimum of 5 years relevant experience in the Water Sector at a Senior Management level. Knowledge of Integrated Water Resources Management, National Water Management Act, Public service administration processes, High level Financial Management and Corporate Governance. Skills required Organisational Management, Conflict Resolution, Strategic View, People Management & Leadership, Financial Management and Planning. Attitudes required, openness and transparency. Open to take advice and to learn from colleagues. Objectivity in the management of the Agency's affairs. May be required to travel extensively. May be required to plan and travel at short notice. May be subjected to extended working hours. May be required to provide information to the Governing Board and respond to Ministerial queries at any given time.

DUTIES : Facilitate and ensure the development/review of the Limpopo-Olifants Catchment Management Agency (LOCMA). Oversee the development and implementation of a 5-year strategic plan of the LOCMA. Oversee the development and implementation of the LOCMA's Annual Performance Plan. Oversee the submission and reporting of Annual Reports and Quarterly Reports. Prepare and present the LOCMA reports to the Department of Water and Sanitation, Parliamentary Committees, and the Governing Board. Coordinate the development of a comprehensive Corporate Plan. Oversee the performance and service delivery of the LOCMA. Oversee the coordination of the Governing Board, Risk-, EXCO- and Audit Committee sittings. Approval of agendas, minutes, and reports of the committees before distribution. Oversee the work of the committees. Recommendation of internal & external policies & procedures documentation to the Governing Board and LOCMA committees for approval. Oversee the effective coordination of stakeholder participation and empowerment strategies. Signing and approval of Memoranda of Agreement (MOA's) and Memoranda of Understanding (MOU's) related to external parties.

Approval of the LOCMA contract of employment for candidates. Oversee the championing of transformation of water resource management within the Limpopo-Olifants Water Management Area. Will be responsible for the appointment of bid committees, approval of bid specifications, review recommendations from the bid adjudication committees and approve for the appointment of successful bidders in line with the LOCMA delegation of authority. Oversee the effective implementation and maintenance of all administrative, financial, and technical support systems for the delivery of water resource management services. Establish and maintain sound project management systems. Ensure that the LOCMA finance and procurement processes are managed in line with the PFMA, PPPFA, National Treasury and other relevant regulations. Oversee the proper management of the LOCMA assets and physical resources. Supervise and manage executives and all direct reporting employees. Sign performance agreements and review performance of the executives and all the direct reporting employees.

**ENQUIRIES
APPLICATIONS**

: Mr Conrad Greve Tel No: (012) 336 8402
: Pretoria: Please email your application quoting the relevant reference number on the subject line to: LOCMA01@dws.gov.za or hand deliver to: Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria, 0001 or post to: Private Bag X350, Pretoria, 0001.

**FOR ATTENTION
NOTE**

: Recruitment and Selection Unit
: Interested applicants must submit their applications for employment to the address specified on each post. Applications must be submitted using the newly implemented Z83 form obtainable on the Department of Water and Sanitations website, under career opportunities or the DPSA website, under vacancies in the Public Service (point 4) and should be accompanied by a comprehensive CV with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). All required information on the Z83 application form must be provided. Other related documentation such as copies of qualifications, identity document, drivers 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. With reference to applicants bearing professional or occupational registration, fields provided in Part B of the Z83 must be completed as these fields are regarded as compulsory and such details must also be included in the applicants CV. For posts requiring a drivers license, annotate such details on CV. 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). A SAQA evaluation certificate must accompany foreign qualification/s (only when shortlisted). Applications that do not comply with the above-mentioned requirements will not be considered. Candidates will be required to complete a financial disclosure form and undergo a security clearance. Foreigners or dual citizenship holders must provide a police clearance certificate from country of origin (only when shortlisted). 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 Agency 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 Agency 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. 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 04/43

: **CHIEF FINANCIAL OFFICER: LIMPOPO-OLIFANTS CATCHMENT MANAGEMENT AGENCY (LOCMA) REF NO: LOCMA 02**

**SALARY
CENTRE
REQUIREMENTS**

: R1 216 824 per annum (Level 13), (all-inclusive salary package)
: Polokwane
: A relevant B- Degree NQF level 7 qualification and registration as a Chartered Accountant CA(SA). A minimum of 5 years of experience at middle / senior managerial level in Finance. Extensive knowledge of financial management, PFMA and Generally Recognised Accounting Practice (GRAP) and some knowledge of local government sector, public service act and regulations. Behavioural Competencies required: Strategic Capability and Leadership Programme and Project Management. Attention to detail. Financial Management. Change Management. Knowledge Management. Service Delivery Innovation (SDI). Problem solving and Analysis. People Management and Empowerment. Client Orientation and Customer Focus. Good Communication. Accountability and Ethical Conduct.

DUTIES

: Strategic oversight on financial management within CMA: Assume overall responsibility for general financial and management accounting activities, budget (preparation and compliance), revenue collection, supply chain management and asset management functions, payroll, and banking, ensuring compliance to relevant legislation, prescripts, policies and agreements. Establish, implement and enhance accounting and internal control systems, policies and procedures in compliance with GRAP, PFMA, Treasury Regulations and other legislation. Develop and implement a cost management strategy through effective accounting controls and

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

**ENQUIRIES
APPLICATIONS**

: Mr Conrad Greve Tel No: (012) 336 8402
: Pretoria: Please email your application quoting the relevant reference number on the subject line to: LOCMA02@dws.gov.za or hand deliver to: Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria, 0001 or post to: Private Bag X350, Pretoria, 0001.

**FOR ATTENTION
NOTE**

: Recruitment and Selection Unit
: Interested applicants must submit their applications for employment to the address specified on each post. Applications must be submitted using the newly implemented Z83 form obtainable on the Department of Water and Sanitations website, under career opportunities or the DPSA website, under vacancies in the Public Service (point 4) and should be accompanied by a comprehensive CV with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). All required information on the Z83 application form must be provided. Other related documentation such as copies of qualifications, identity document, drivers 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. With reference to applicants bearing professional or occupational registration, fields provided in Part B of the Z83 must be completed as these fields are regarded as compulsory and such details must also be included in the applicants CV. For posts requiring a drivers license, annotate such details on CV. 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). A SAQA evaluation certificate must accompany foreign qualification/s (only when shortlisted). Applications that do not comply with the above-mentioned requirements will not be considered. Candidates will be required to complete a financial disclosure form and undergo a security clearance. Foreigners or dual citizenship holders must provide a police clearance certificate from country of origin (only when shortlisted). 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 Agency 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 Agency 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. 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 04/44

: **BOARD / COMPANY SECRETARY: LIMPOPO-OLIFANTS CATCHMENT MANAGEMENT AGENCY (LOCMA) REF NO: LOCMA 03**

**SALARY
CENTRE
REQUIREMENTS**

: R1 216 824 per annum (Level 13), (all-inclusive salary package)
: Polokwane
: A Bcom. Law / LLB or equivalent degree. Admitted attorney. Registration as a Chartered Secretary with the Institute of Chartered Secretaries and Administrators will be advantageous. A minimum of five (5) years Middle/ Senior Managerial experience. Experience as a Company Secretary. Understanding of SA Law in general, administrative law, labour law, water law, public entities, governance and ethics. Behavioural Competencies required: Analytical, negotiation, liaison, consultation, advanced communication, information monitoring, compliance and risk management, ethical, strategic thinking, quality oriented, lateral thinking and attention to detail. May be subjected to extended working hours.

DUTIES

: Committee Work: Ensure submission of annual schedule of meetings for Board and Committee meetings. Ensure convening of meetings, preparation of agenda and taking minutes of Board and its Committees. Address correspondence and communication relating to the Board. Ensure

collation and maintaining of information and documentation relating to Board and Committee meetings. Ensure the secure recording and archiving of minutes of meetings. Guide the writing of interim and annual reports for the Board. Ensure that decisions taken by the Board are communicated to relevant stakeholders to be implemented fully. Guidance and Advice: Advise and guide the Board by promoting insight and clarity on its appointment, constitution, and the related legal, ethical, good governance, accounting and financial implications of the proposed/implemented policies and decisions. Assist the Chairperson and Chief Executive, in matters relating to the DWS and the Board. Provide advice with regard to the specific roles and responsibilities of the Board as a whole, and those of the individual role-players: Chairperson, CEO, and Board members. Provide advice with regard to the appointment and constitution of the required sub-committees (e.g., audit, risk, or other), with regard to ensuring corporate governance. Manage the risk by ensuring and monitoring compliance of the implementation of policies and procedures relating to NWA, PFMA and other related legislation and guidelines. Provide regulatory, compliance and relevant advice to the Governing Board on usage of water resources to relevant national, provincial and local government departments, WUAs, farmers. Corporate Governance: Formulate and implement corporate governance strategies for the organisation. Ensure the organisation remains aware of any changing requirements in connection with corporate governance and responds accordingly. Provide advice on corporate governance working practices arising out of changes in legislation affecting the organisation. Support the organisation with the research, development and implementation of policies required for corporate governance. Liaison as necessary with external organisations and staff at all levels on a wide variety of governance related matters. Legal Support: Take overall responsibility of legal services in the organisation. Deal with contractual and related matters. Provide internal legal advisory services to the Board as and when required. Facilitate and ensure compliance to relevant statutes. Provide continuous updates on changes to legislation to the organisation and the Board. Set up systems that ensure the Board complies with all applicable codes, as well as its legal and statutory obligations.

**ENQUIRIES
APPLICATIONS**

: Mr Conrad Greve Tel No: (012) 336 8402
: Pretoria: Please email your application quoting the relevant reference number on the subject line to: LOCMA03@dws.gov.za or hand deliver to: Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria, 0001 or post to: Private Bag X350, Pretoria, 0001.

**FOR ATTENTION
NOTE**

: Recruitment and Selection Unit
: Interested applicants must submit their applications for employment to the address specified on each post. Applications must be submitted using the newly implemented Z83 form obtainable on the Department of Water and Sanitations website, under career opportunities or the DPSA website, under vacancies in the Public Service (point 4) and should be accompanied by a comprehensive CV with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). All required information on the Z83 application form must be provided. Other related documentation such as copies of qualifications, identity document, drivers 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. With reference to applicants bearing professional or occupational registration, fields provided in Part B of the Z83 must be completed as these fields are regarded as compulsory and such details must also be included in the applicants CV. For posts requiring a drivers license, annotate such details on CV. 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). A SAQA evaluation certificate must accompany foreign qualification/s (only when shortlisted). Applications that do not comply with the above-mentioned requirements will not be considered. Candidates will be required to complete a financial disclosure form and undergo a security clearance. Foreigners or dual citizenship holders must provide a police clearance certificate from country of origin (only when shortlisted). 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 Agency 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 Agency 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. 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 04/45

: **SPECIALIST SCIENTIST: CLIMATE CHANGE ANALYSIS REF NO: 140225/01**
Branch: Water Resources Management

<u>SALARY</u>	:	R1 431 108 per annum, (all-inclusive OSD salary package)
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	PhD in Science or relevant qualification. Ten (10) years relevant scientific experience post BSc. Compulsory registration with SACNASP as a Professional Natural Scientist. The disclosure of a valid unexpired driver's licence. Having worked on climate change related studies or research. e.g. Environmental Sciences, Meteorology, Climatology and Climate modelling. Knowledge on and a clear understanding of integrated water resource management and/or water related sciences will be an added advantage. Knowledge of international and national climate change policies, water resources and the water sector as a whole. Understanding of the relevant acts of parliament (climate change and water resources). Excellent interpersonal and communication skills (verbal and written). Good liaison and organizational skills. Skills in financial management, decision making, strategic capability and leadership, analytical, creativity, office administration, programme and project management, scientific methodologies and models, technical report writing. Knowledge and experience of using electronic communication platforms and internet. Applicants must be able to travel nationally and internationally as required.
<u>DUTIES</u>	:	Responsible for all water related Climate Change duties such as to develop and update through applicable climate modelling a national and regional status quo analysis of climate change and water resources. Give guidance in the development of climate change risk and vulnerability assessments for the various water systems. Develop information and knowledge base on climate change and water and encourage the collection of relevant data to support such development. Overall management of the Unit which includes development of strategic plan, Annual Performance Plan, Performance reports, Risk Management Plan, responses to Audit findings, Referrals, Parliamentary Questions, etc. supervise, manage and mentor personnel in the Unit. Conduct research on future climate projections and trends, including downscaling of models and detection of trends on systems / water resources (Regionally and Nationally). Provide scientific information on water and climate change impacts to the Department and the water sector in general. Liaise with relevant research institutions and centres of knowledge on climate change and water. Be willing to write and present scientific papers for national and international forums. Ensure representation of the Department in all national and international forums related to climate change and water.
<u>ENQUIRIES</u>	:	Ms F Motsitja Tel No: (012) 336 7373
<u>APPLICATIONS</u>	:	Pretoria: Please email your application quoting the relevant reference number on the subject line to: RecruitHO04@dws.gov.za or hand deliver to: Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria, 0001 or post to: Private Bag X350, Pretoria, 0001.
<u>FOR ATTENTION</u>	:	Recruitment and Selection Unit
<u>POST 04/46</u>	:	<u>ENGINEER PRODUCTION GRADE A-C REF NO: 140225/03</u> Branch: Regulation Compliance and Enforcement Dir: Dam Safety Regulation (Re-advertisement, applicants who have previously applied must re-apply)
<u>SALARY</u>	:	R833 499 - R1 254 282 per annum, (all-inclusive OSD salary package), (Offer will be based on proven years of experience)
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	An Engineering degree (B Eng/ BSc Eng) in Civil Engineering. Three (3) years post qualification Civil Engineering experience required. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer. The disclosure of a valid unexpired driver's license. Experience in dam engineering specifically in aspect of dam safety evaluation, design and construction supervision of dams is highly recommended. Knowledge of program and project management. Knowledge of technical design and analyses of dams. Significant dam engineering experience related to design, flood hydrology, construction, management and safety of dams with a safety risk. Willingness to travel throughout South Africa for the execution of some duties. Knowledge of the water sector and relevant legislation (including but not limited to the Chapter 4 and Chapter 12 of National Water Act (NWA, Act No. 36 of 1998) and the Dam Safety Regulations published in Government Notice R. 139 of 24 February 2012). Understanding of research and development. Computer-aided engineering applications including relevant computer software knowledge. Technical report writing, networking, and professional judgement. Problem solving and analyses, decision making, team leadership, creativity, self-management, customer focus and responsiveness Sound interpersonal and leadership skills. Strong verbal and written communication skills. Good communication skills both (verbal and written). Planning, organising and people management.
<u>DUTIES</u>	:	Investigate, analyse and recommend classification of dams. Evaluate applications of Approved Professional Persons (APPs). Evaluate and investigate engineering aspects of licence applications for the construction of new dams, alteration of existing dams, first filling and operational aspects of dams. Monitor the safety evaluation and investigation reports and carry out risk assessments of dams. Follow up on dam safety betterment work with dam owners. Liaise with regional offices, dam owners, professional persons, APPs and the public regarding dam safety matters. Conduct dam safety inspections at dams with a safety risk. Respond to emergency situations, such as dam failures, at dams and action Emergency Preparedness Plans (EPPs). Conduct site visits to illegal or unlawful constructed dams and compile technical reports

for the issuance of illegal dam letters and directives. Develop and/or maintain guidelines and policies and advise on dam safety matters and legislation. Generate reports and statistics to measure progress with the Dam Safety Program. Support the Chief- and/or Specialist Engineer with all reasonable requests pertaining to dams with a safety risk. Assist with the development of Candidate Engineers, Candidate Engineering Technicians and Candidate Engineering Technologists for registration as professionals.

ENQUIRIES APPLICATIONS : Mr WM Ramokopa at 082 328 4189
: Pretoria: Please email your application quoting the relevant reference number on the subject line to: RecruitHO04@dws.gov.za or hand deliver to: Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria, 0001 or post to: Private Bag X350, Pretoria, 0001.

FOR ATTENTION : Recruitment and Selection Unit

POST 04/47 : **SCIENTIST PRODUCTION GRADE A-C REF NO: 140225/04**
Branch: Water Resource Management
Dir: Spatial Information

SALARY : R721 476 – R1 084 368 per annum, (all-inclusive OSD salary package), (Offer will be based on proven years of experience)

CENTRE REQUIREMENTS : Head Office Pretoria
: A Bachelor of Science Degree (BSc) (Hon) or relevant qualification, preferably in the Geomatics field. Three (3) years post qualification experience in the Natural Science Geo-Professional field. Compulsory registration with the South African Council for Natural Scientific Professions (SACNASP) as a Professional Natural Scientist. Registration with the South African Geomatics Council (SAGC) as Geo-Information Science Professional will serve as an added advantage. The disclosure of a valid unexpired driver's license. Knowledge and understanding of the National Water Act (Act 36 of 1998) and other relevant legislation. Knowledge and experience in Remote Sensing, Geographical Information Systems, Photogrammetry/ aerial surveys, and other related disciplines. Experience in the application of Remote Sensing technology in Water Resources Management. Computer Literacy with proven skills for operating software like ENVI, ERDAS, ILWIS, R Scripts, Quantum GIS, ARCGIS, etc. Ability to analyse, interpret and process satellite imagery, aerial photography and other related spatial data. Knowledge and experience in the operating of Unmanned Aerial Vehicles (UAV's) / Drones, and Aerial Surveys will serve as an added advantage. Sound knowledge and experience in the generation and use of different remote sensing models as a water resource management tool. Good technical skills, scientific report writing, and interpretation skills. Ability to work productively in an environment consisting of interdisciplinary internal and external stakeholders. Sound interpersonal skills as well as the willingness to travel in remote areas.

DUTIES : Analyse and interpret remote sensing data and other related data for decision-making. Prepare and submit technical reports. Acquisition of satellite data, aerial photography, lidar data, digital terrain models (DTM), and other related data. Collaborating with different stakeholders and initiating agreements for data sharing. Acquisition of aerial surveys, lidar, including orthophoto and line mapping, and other related spatial data and information. Respond to client queries within and outside the department. Supervising, mentoring, and facilitating training and career development of junior officials and assisting them with professional registration. Management of projects and activities, ensuring achievement of targets as per the Directorate operational plan. Participation in relevant advisory committees that are related to geomatics, hydrology and water resources management.

ENQUIRIES APPLICATIONS : Ms Carey Rajah Tel No: (012) 336-8130
: Pretoria: Please email your application quoting the relevant reference number on the subject line to: RecruitHO04@dws.gov.za or hand deliver to: Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria, 0001 or post to: Private Bag X350, Pretoria, 0001.

FOR ATTENTION : Recruitment and Selection Unit

POST 04/48 : **SCIENTIST PRODUCTION GRADE A-C (INDUSTRIAL MINING AND POWER SECTOR) REF NO: 140225/05**
Branch: Water Resource Management
Dir: Water Use Efficiency

SALARY : R721 476 – R1 084 368 per annum, (all-inclusive OSD salary package), (Offer will be based on proven years of experience)

CENTRE REQUIREMENTS : Head Office Pretoria
: A Science Degree (BSc) (Hon) or relevant qualification. Three (3) years post qualification natural scientific with experience in Integrated Water Resource Management. Compulsory registration with the South African Council for Natural Scientific Professions (SACNASP) as a Professional Natural Scientist. The disclosure of a valid unexpired driver's license. Programme and project management experience. Scientific methodologies and models; research and development; ability to effectively liaise with a wide range of sector role players and Understanding of the National Water related legislation and policies.

DUTIES : Implementation of various environmental management techniques with significant bearings in the improvement of water use efficiency such as appropriate water efficient technology, life cycle assessment techniques, pinch technologies, water management systems and practices; Water Use Efficiency aspect of self-regulatory processes such as ISO 14001 environmental

management systems and targets set for continuous improvement; Assessment, analysis, interpretation and reporting of water loss data; Raise the strategic importance of water use efficiency at corporate level in the IMP sector; Monitor and evaluate performance of the IMP sector to facilitate input of IMP sector as part of the WC/WDM component of the NWRS; Engage industry representative bodies to develop joint regulatory measures such as water use efficiency benchmarks, management practices, targets and key performances indicators for various industrial process operation and overall measures to improve productive use of water in the sector; Promote Conservation and efficient utilisation of water through authorization processes; Facilitate the roll out of WC/WDM improvement systems such as closed loop water management systems, treatment of effluent with objectives to enhance recycling, reuse and compliance with sectorial determined benchmarks and water use efficiency management practices through the water use authorization process; participate in the implementation of business plans developed for the IMP sector as part of the potential assessment for WC/WDM in the Water Management Areas in the regions and Effective participation and performance in the implementation of the IMP units projects.

<u>ENQUIRIES APPLICATIONS</u>	:	Mr. X Hadebe Tel No: (012) 336 7886
	:	Pretoria: Please email your application quoting the relevant reference number on the subject line to: RecruitHO04@dws.gov.za or hand deliver to: Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria, 0001 or post to: Private Bag X350, Pretoria, 0001.
<u>FOR ATTENTION</u>	:	Recruitment and Selection Unit
<u>POST 04/49</u>	:	<u>SCIENTIST PRODUCTION GRADE A-C REF NO: 140225/06</u>
		Branch: Water Resource Management
		Dir: Water Resources Management Planning
<u>SALARY</u>	:	R721 476 – R1 084 368 per annum, (all-inclusive OSD salary package), (Offer will be based on proven years of experience)
<u>CENTRE REQUIREMENTS</u>	:	Head Office Pretoria
	:	A Science Degree (BSc)(Hon) in Hydrology or relevant qualification. Three (3) years post natural scientific experience. Compulsory registration with the South African Council for Natural Scientific Professions (SACNASP) as a Professional Natural Scientist. The disclosure of a valid unexpired driver's license. Proven practical experience and skills in hydrological modelling and flow routing. Willingness to travel. Good communication (verbal and written) skills. Computer literacy, preferably MS Office software (Word, Excel, and Power Point). Technical report writing skills.
<u>DUTIES</u>	:	The incumbent will be involved in the following: Develop and review water resources systems operating rules for water supply and drought management operations. Monitoring of systems performance. Provide guidance in line with the NWA, data processing and management, stakeholders involvement and business administration support. Promote integrated planning through coordination and management of the water sector stakeholder planning. Project management. Mentoring and training of Candidate Scientists.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms C.P Ntuli Tel No: (012) 336 7618
	:	Pretoria: Please email your application quoting the relevant reference number on the subject line to: RecruitHO04@dws.gov.za or hand deliver to: Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria, 0001 or post to: Private Bag X350, Pretoria, 0001.
<u>FOR ATTENTION</u>	:	Recruitment and Selection Unit
<u>POST 04/50</u>	:	<u>CHIEF ARTISAN: GRADE A (CIVIL) REF NO: 140225/07</u>
		Branch: Infrastructure Management: Northern Operations
		Dir: Operations Northern
<u>SALARY</u>	:	R455 223 per annum, (OSD)
<u>CENTRE</u>	:	Groblersdal Area Office
<u>REQUIREMENTS</u>	:	Appropriate trade test in Civil. Ten (10) years of experience. Computer literacy (Word, Excel, Outlook). The disclosure of a valid unexpired driver's license. Knowledge of legal compliance. Knowledge of Technical analysis. Computer-aided applications. Knowledge of technical report writing. Team Leadership. Production, process knowledge and skills. Knowledge of problem solving and analysis. Decision making. Ability to work independently and in a team. Analytical and creativity skills. Communication and interpersonal skills. Computer skills. project management. Planning, organizing and execution. Technical report writing. Problem solving and analysis, decision making, team leadership, creativity, self-management, customer focus and responsiveness. Sound interpersonal and leadership skills. Strong verbal and written communication skills. Planning, organizing and people management. Willingness to travel throughout South Africa for the execution of some duties.
<u>DUTIES</u>	:	Manage plumbers, carpenters, painters, building and construction workers. Planning and organizing of work according to the budget implementation. Construction and maintenance of civil structures on the scheme. Standby and after hours' services. Ensure compliance with Occupational Health and Safety Act. Manage civil maintenance teams and workshop. Ensure compliance with prescribed specifications and standards to ensure safe and serviceable infrastructure through planned maintenance, scheduled and unscheduled repairs and refurbishment projects. Manufacture items from own planning and drawings. Source, liaise and obtain quotations from suppliers and ensure product compliance to specifications and standards. Manage and evaluate staff performance on an on-going basis. Manage administrative and related

functions. Ensure compliance with Occupational health and safety. Conduct inspections, dam safety inspections and asset verifications.

ENQUIRIES
APPLICATIONS

: Mr ST Ngcobo Tel No: (013) 262 6800
: Groblersdal: Please email your application quoting the relevant reference number on the subject to: NOPSRecruitGDL@dws.gov.za or hand deliver to: Physical Address, Dept of Water and Sanitation, R25 Bronkhorspruit Road, Aquaville, 0470 or post to: The Area Manager: Groblersdal Area Manager, Groblersdal Area Office, Private Bag X8616, Groblersdal, 0470.
: HR Section

FOR ATTENTION

**PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF EDUCATION**

Free State Department of the Education is an equal opportunity affirmative action employer. It is its intention to promote representativity (race, gender and disability) in the Department through the filling of these posts and candidates, whose appointment/promotion/transfer will promote representativity, will receive preference. Persons with disabilities are encouraged to apply. Applicants with disabilities, that are short-listed, are requested to provide information on how the selection process can be adapted to suit their needs for purposes of reasonable accommodation. Kindly indicate disability status to facilitate the process.

APPLICATIONS

: Place application in the Box at Security Marked Public Service Applications (Saambou Building, Ground Floor, corner Charlotte Maxeke and Aliwal Street). OR: e-mail to erecruitment2@fseducation.gov.za for Staff Nurse Applications and erecruitment3@fseducation.gov.za for CYCW Regarding e-mailed applications: Only attach Z83 and a one-page CV. Applications must be submitted as a Single document/One Attachment to the e-mail address specified for each position. (Kindly note that emailed applications and attachments should not exceed 15MB. Applications received which do not adhere to the above may not be considered.) It remains the candidate's responsibility to ensure that their application is successfully submitted.

**CLOSING DATE
NOTE**

: 14 February 2025
: Please submit your application, quoting the relevant reference number on your Z83 application. Free State Department of the Education is an equal opportunity affirmative action employer. It is its intention to promote representativity (race, gender and disability) in the Department through the filling of these posts and candidates, whose appointment/promotion/transfer will promote representativity, will receive preference. Persons with disabilities are encouraged to apply. Applicants with disabilities, that are short-listed, are requested to provide information on how the selection process can be adapted to suit their needs for purposes of reasonable accommodation. Kindly indicate disability status to facilitate the process. Firstly, to the candidature of excess employees who are at a level equivalent to that of the advertised vacancy and secondly, to the candidature of employees other than those referred to in the above paragraph i.e. non-excess employees and excess employees at lower/ higher levels than that of the advertised vacancy. All applications must be submitted on the new Z.83 form (Applicable from 1 January 2021. Obtainable at <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>. Applications submitted on the old form will not be considered), obtainable from any Public Service Department, as well as from FSDoE, or the official website: (www.education.fs.gov.za). Short-listed candidates will be expected to submit copies of qualifications, driving license and identity document. Separate applications must be submitted for every vacancy. A detailed Curriculum Vitae (CV) containing, inter alia, a complete chronological record of training, experience, competencies and previous employment record as well as the names and telephone numbers of three persons willing to act as referees. N.B.: Please note that: Incomplete and late applications will not be considered (applications posted, couriered and received after the closing date and those that do not comply with these instructions will not be considered). The onus is on the applicants to ensure that their applications are posted, or hand delivered timeously. Failure to comply with the procedure outlined above will lead to an application being rejected. Applicants are requested to complete Z83 form properly which must be authenticated by a signature and initialed on both pages and clearly quoting the relevant reference number for each post applied for. (Only an originally, new (1 January 2021) completed Z83 form will be accepted – copies will be disqualified). Applicants who terminated their services with voluntary severance packages may not apply; Faxed applications will not be accepted; salary progression on the salary scales is subject to performance assessment; The FSDoE reserves the right not to fill advertised positions. Previous employment will be verified. Applicants' educational qualifications will be verified, references will be checked, and security clearance/criminal checks will be conducted. It is expected of candidates to be available for selection interviews on a date, time and place determined by the Free State Department of Education. It is the applicants' responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their application has been unsuccessful. Please note it might be expected of short-listed applicants to complete a project. Successful candidates will be vetted and level 13 and higher must undergo a Competency test. This advertisement will also appear on the website of the Department at www.education.fs.gov.za Introduction and general measures: NB: as of 1st July 2006, all new appointments in the public service must be part of the Government Employee Medical Scheme (GEMS) to qualify for a Government Medical Subsidy. Correspondence will only be entered into with shortlisted applicants.

OTHER POSTS**POST 04/51**

: **STAFF NURSE GRADE 1 TO GRADE 3: ROSENHOF SPECIAL SCHOOL: REF NO: PS4/2024/01**

**SALARY
CENTRE**

: R209 112 – R362 187 per annum
: Rosenhof Special school, Bloemfontein