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Department:  
Public Service and Administration  
REPUBLIC OF SOUTH AFRICA

## PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 14 OF 2025

DATE ISSUED 25 APRIL 2025

### 1. Introduction

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

### 2. Directions to candidates

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

### 3. Directions to departments

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

### 4 SMS pre-entry certificate

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

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## DEPARTMENT OF EMPLOYMENT AND LABOUR

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

**CLOSING DATE**

: 14 May 2025 at 16:00 (walk-in) and 00:00 midnight (online)

**NOTE**

: All attachments for online application must include an application form Z83 and CV only, in PDF and as one (1) document or attachment, indicate the correct job title and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. JPEG (picture/snapshot) application will not be accepted. Failure to do so, your application will be disqualified. Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za/documents](http://www.gov.za/documents). Received applications using the incorrect application for employment (old Z83) will not be considered. Each post(s) advert must be accompanied by its own application form for employment and must be fully completed, initialled and signed by the applicant as instructed below. Failure to fully complete, initial and sign the Z83 form will lead to disqualification of the application during the selection process. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. However, the question related to conditions that prevent re-appointment under Part "F" must be answered and declaration signed. Only an updated comprehensive CV (with detailed previous experience if any) and a completed and signed new Z83 application form is required. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related document(s) will be in line with the requirements of the advert. Non-RSA Citizens/Permanent Resident Permit holders in possession of foreign qualifications must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). The Department does not accept applications via fax. Applicants who do not comply with the abovementioned instructions/ requirements, as well as applications received late will not be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the posts's technical and generic requirements. The requirements for application of Senior Management Services (SMS) include the successful completion of a SMS Pre-entry programme (Nyukela) as endorsed by the National School Government (NSG). Prior to appointment, a candidate should therefore have proof that they have registered for the Pre-Entry Certificate and have completed the course. The cost for Nyukela is at the applicants own expense. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department, following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Please note by responding to the advertisement, you consent to the collection, processing, and storing of your Personal Information in accordance with the Protection of Personal Information Act(POPIA) Your information will be used solely for the purpose of this promotion and will not be shared with third parties without prior consent unless required by law. The Department reserves the right not to make any appointment(s) to the below advertised post(s). The successful candidate will be required to enter into an employment contract and

a performance agreement. The Department is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s)

#### **MANAGEMENT ECHELON**

**POST 14/01** : **CHIEF DIRECTOR: PROVINCIAL OPERATIONS REF NO: HR 4/25/05/01HO**

**SALARY** : R1 436 022 per annum (All- inclusive)  
**CENTRE** : Provincial Office: Kwazulu-Natal  
**REQUIREMENTS** : A qualification at NQF Level 7 as recognized by SAQA in Public/ Administration/ Public Management/ Labour Law/ Operations Management/ Human Resource management/Finance/Accounting/Social Science/Medical Science/Health Sciences/Engineering Science/Economics/ Statistics. Five (5) years of experience at a senior managerial level in a relevant operational environment. A valid driver's licence. Knowledge: Recruitment and Selection, Human Resource administration, Relevant legislation in Labour Relations Act, Public Service Regulation Act, Basic Condition of Employment Act, Departmental Policies and procedures, Public Finance Management Act, Project Management, Batho Pele Principles. Skills: Management, Interpersonal, Verbal and written communication, Computer literacy, Negotiation, Presentation.

**DUTIES** : Oversee the effective implementation of Inspection and Enforcement Services. Oversee the effective implementation of Public Employment Service. Oversee labour Centre Operations in the Province. Oversee the effective implementation of Corporate Services. Oversee the effective implementation of UIF and CF services.

**ENQUIRIES** : Ms. MM Matyila Tel: (012) 309 4026  
**APPLICATIONS** : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: [Jobs-HQ16@labour.gov.za](mailto:Jobs-HQ16@labour.gov.za)

**POST 14/02** : **DIRECTOR: FLEET MANAGEMENT AND AUXILIARY SERVICES REF NO HR4/25/05/04 HO**

**SALARY** : R1 216 824 per annum (All -Inclusive)  
**CENTRE** : Head Office, Pretoria  
**REQUIREMENTS** : Qualification at NQF 7 as recognised by SAQA in Public Management / Business Management / Public Administration. A valid driver's license. Five (5) years' experience at Middle/Senior Management level in Fleet or Transport Management, Auxiliary Services and Facilities Management or Property Management. Knowledge: Government immovable Asset Management (GIAMA)19 of 2007, Fleet Management Policy, Public Service Financial Management, Departmental Policies and Procedure, Public Finance Management Act (PFMA), Public Service Regulations, Batho Pele Principles, Protection of Personal Information Act (POPIA), Occupational Health and Safety Act (OSHA), National Archive and Records Act (NAARA). Skills: Communication, attention to details, Leadership, Planning and organization, Computer, Research, Networking, Coordination, Finance, Problem solving, Decision Making, Time Management, Managerial and supervision, Analysis.

**DUTIES** : Oversee the provision of fleet management service within the department. Ensure effective provision of efficient auxiliary services within the Department. Oversee the building lease portfolio and its budget. Oversee the State-owned portfolio, projects and infrastructure. Manage all the resources of the Directorate.

**ENQUIRIES** : Mr BE Maduna Tel: Tel: 012 309 4285  
**APPLICATIONS** : The Chief Director: Human Resources Management, Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: [Jobs-HQ15@labour.gov.za](mailto:Jobs-HQ15@labour.gov.za)

#### **OTHER POSTS**

**POST 14/03** : **DEPUTY DIRECTOR: LABOUR CENTRE OPERATIONS (X12 POSTS)**  
 (Re-advertisement, applicants who applied previously are encouraged to re-apply for Mbombela, Mashishing, Ermelo and Bethal)

<b><u>SALARY CENTRE</u></b>	: R1 059 105 per annum (all- inclusive) : Labour Centre: Cape Town (Western Cape)-Reference No: HR4/4/10/801(X1 Post) Labour Centre: Lusikisiki-Ref No: HR4/4/1/33(X1 Post) Labour Centre: Calvinia-Ref No: HR 4/4/8/91(X1 Post) Labour Centre: De Aar- Ref No: HR 4/4/8/92(X1 Post) Labour Centre: Postmasburg-Ref No: HR4/4/8/93(X1 Post) Labour Centre: Upington-Ref No: HR4/4/8/94(X1 Post) Labour Centre: Mafikeng – Ref No: HR 4/4/03/01 (X1 Post) Labour Centre: Mkhondo– Ref No: HR 4/4/7/26(X1 Post) Labour Centre: Mbombela Labour Centre – Ref No: HR 4/4/7/27 (X1 Post) Labour Centre: Mashishing Labour Centre – Ref No: HR 4/4/7/28(X1 Post) Labour Centre: Ermelo Labour Centre – Ref No: HR 4/4/7/29 (X1 Post) Labour Centre: Bethal Labour Centre – Ref No: HR 4/4/7/30 (X1 Post)
<b><u>REQUIREMENTS</u></b>	: Three (3) years National Diploma (NQF6)/ Undergraduate Degree (NQF7) in Financial Management, Accounting, Human Resource Management, Labour Relations, Social Science (Developmental Studies, Social Work, Nursing Industrial Psychology/Psychology, Qualifications with Research Economics, and Statistics as major subjects), Engineering Science (Civil and/or Construction Engineering, Electrical Engineering, Mechanical Engineering, Environmental Health, Analytical Chemistry, Chemical Engineering, Chemistry, Explosives Management, Explosives Engineering), Management, Public Management/Administration, Business Management/Administration, Operations Management, Project Management, Commerce (General), Administrative Information Management, Administrative Management, LLB/BCOM Law/BA Law/B Proc. Five (5) years' experience of which two (2) at an Assistant Director level and three (3) years' functional experience in labour market operations /services delivery environment. Drivers Licence. Knowledge: Public Finance Management Act, Treasury Regulations, Supply Chain Management processes, Asset Management, All Labour Legislations, Departmental policies and Procedures, Public Service Regulations, Batho Pele Principles, Service Delivery Plan Skills: Management, Communication (both verbal and written), Computer Literacy, Conflict Management, Presentation, Interpersonal, Conflict Management, Change Management, Diversity Management, Monitoring and Evaluation, Leadership and Project Management.
<b><u>DUTIES</u></b>	: Manage the service delivery objectives as per the mandate of Department of Employment and Labour (Daily). Represent the Department in key stakeholder forums including interdepartmental structures of government and municipalities including those dictated by the District Development Model (DDM) (Intermediate). Implement and manage service delivery improvement plan. Manage all the resources of the Labour Centre (Daily).
<b><u>ENQUIRIES</u></b>	: Mr Q Bowman Tel: (021) 441 8120(WC) Ms P Mbongwana Tel: (043) 701 3128 (EC) Ms N Litheko, Tel: (053) 838 1632(NC) Mr SS Shongwe Tel: (018) 387 8100(NW) Rev MG Sibanyoni Tel: (013) 655 8702
<b><u>APPLICATIONS</u></b>	: Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town Email: <a href="mailto:Jobs-WC1@labour.gov.za">Jobs-WC1@labour.gov.za</a> Chief Director: Human Resources Management: Private Bag X 9005 East London 0001or hand delivers at 3 Hill Street East London 5200 Email: <a href="mailto:Jobs-EC2@labour.gov.za">Jobs-EC2@labour.gov.za</a> Chief Director: Provincial Operations: Private Bag X 5012, KIMBERLEY, 8301 or hand deliver at Laboria House, c/o Pniel & Compound Street, Kimberley.Email -Calvinia: <a href="mailto:Jobs-NCCAL@labour.gov.za">Jobs-NCCAL@labour.gov.za</a> Email- De Aar: <a href="mailto:Jobs-NCDEAR@labour.gov.za">Jobs-NCDEAR@labour.gov.za</a> Email: Postmasburg <a href="mailto:Jobs-NCPOS@labour.gov.za">Jobs-NCPOS@labour.gov.za</a> Email Upington <a href="mailto:Jobs-NCUPI@labour.gov.za">Jobs-NCUPI@labour.gov.za</a> Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho. or Email: <a href="mailto:Jobs-NW7@LABOUR.gov.za">Jobs-NW7@LABOUR.gov.za</a> The Chief Director: Provincial Operations, Private Bag x7263, Emalahleni, 1035 or hand deliver at: Labour Building, Corner of Hofmeyer Street and Beatty Avenue, Emalahleni Email: <a href="mailto:Jobs-PRT@LABOUR.gov.za">Jobs-PRT@LABOUR.gov.za</a> Mkhondo Labour Centre <a href="mailto:Jobs-MBO@LABOUR.gov.za">Jobs-MBO@LABOUR.gov.za</a> Mbombela Labour centre <a href="mailto:Jobs-LDB@LABOUR.gov.za">Jobs-LDB@LABOUR.gov.za</a> Mashishing Labour Centre <a href="mailto:Jobs-BTH@LABOUR.gov.za">Jobs-BTH@LABOUR.gov.za</a> Bethal Labour Centre <a href="mailto:Jobs-EML@LABOUR.gov.za">Jobs-EML@LABOUR.gov.za</a> Ermelo Labour Centre

<b><u>POST 14/04</u></b>	:	<b><u>DEPUTY DIRECTOR: FINANCE AND OFFICE ADMIN SERVICES REF NO: HR4/4/03/02</u></b>
<b><u>SALARY</u></b>	:	R896 436 per annum (all- inclusive)
<b><u>CENTRE</u></b>	:	Provincial Office: Mmabatho
<b><u>REQUIREMENTS</u></b>	:	A relevant three-year (3) tertiary qualification at NQF6/7 in Business Administration/Business Management/ Public Administration/ Public Management / Financial Management. A valid driver's license. Two (2) years management and/ or supervisory experience. Three (3) years functional experience in Administration, IT and Financial Management Environment. Knowledge: White paper on transformation of Public Service. Public Service Act. Public Service Regulations and relevant prescripts. Departmental policies and procedures. Accounting systems and Internal Control. Corporate governance. Batho Pele principle. Departmental policies and prescripts. Knowledge of PFMA. Treasury Regulations and the Budget Guidelines. Knowledge of Word, Excel, PowerPoint and Outlook. Skills: Leadership. Interpersonal relation. Presentation. Planning and organising. Assertiveness. Computer Literacy. Accounting. Innovative. Analytical. Negotiation. Project Management. Strategic management. Ability to build high performance team. Diversity facilitation. Verbal and Written Communication.
<b><u>DUTIES</u></b>	:	Manage the implementation of Financial Management processes and procedure in the Province. Manage and implement budgeting processes and the compilation of the Provincial MTEF budget. Responsible for Financial control and accounting in the Province. Manage the administration of BAS and payments in the Province. Manage the IT and Office support service in the Province. Manage the Fleet Management Services in the Province. Manage resources and ensure sound financial management of the sub-directorate.
<b><u>ENQUIRIES</u></b>	:	Mr. S.S. Shongwe Tel: (018) 387 8100
<b><u>APPLICATIONS</u></b>	:	Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho. or Email: <a href="mailto:Jobs-NW8@LABOUR.gov.za">Jobs-NW8@LABOUR.gov.za</a>
<b><u>POST 14/05</u></b>	:	<b><u>DEPUTY DIRECTOR: HUMAN RESOURCES MANAGEMENT (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R896 436 per annum (all- inclusive)
<b><u>CENTRE</u></b>	:	Provincial Office: Mmabatho –Ref No: HR4/4/03/02 (X1 post) Provincial Office: Kimberly-Ref No: HR4/4/8/95 (X1 post)
<b><u>REQUIREMENTS</u></b>	:	Three (3) year National Diploma NQF6/Undergraduate Degree NQF7 qualification in Human Resource Management/ Labour Relations/ Labour Law/ Training and Development. Valid driver's licence. Five (5) years' experience of which two (2) AT Middle Management level (Assistant Director) and Three (3) years functional experience in HRM environment. Knowledge: Human Resource Management Policies. Human Resources Systems and Procedures. Performance Management. Project Management. Public Service Act, Regulations and Resolutions. Recruitment and Selection Strategies. Code of Remuneration. All Labour Legislations. Code of good conduct in the Public Service. Departmental Policies and Procedures. Batho Pele Principles. Human Resource Management Practices and Systems. Legislative requirements: Public Service Act. Public Service Regulations. Skills: Management. Interpersonal. Communication (Verbal and Written). Computer literacy. Negotiation. Presentation. Report writing. People Management. Problem solving. Decision making skills.
<b><u>DUTIES</u></b>	:	Manage the Human Resource support services and the implementation of all the Human Resource policies, procedures and relevant prescripts in the Province. Manage the effective implementation of recruitment and selection and all Service Benefits. Manage the coordination of Human Resource Development interventions. To effectively manage the employee health and wellness Programmes. To Provide Sound Employee Relations. Management of resources in the Sub-Directorate.
<b><u>ENQUIRIES</u></b>	:	Mr SS Shongwe Tel: (018) 387 8100 Ms N Litheko Tel: (053) 838 1632
<b><u>APPLICATIONS</u></b>	:	Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho. or Email: <a href="mailto:Jobs-NW9@LABOUR.gov.za">Jobs-NW9@LABOUR.gov.za</a>

Chief Director: Provincial Operations: Private Bag X 5012, KIMBERLEY, 8301  
OR hand deliver at Laboria House, c/o Priel & Compound Street, Kimberley.  
Email: [Jobs-NCKIM@Labour.gov.za](mailto:Jobs-NCKIM@Labour.gov.za)

<b><u>POST 14/06</u></b>	:	<b><u>ASSISTANT DIRECTOR: FINANCE REF NO: HR4/4/10/802</u></b>
<b><u>SALARY</u></b>	:	R468 459 per annum
<b><u>CENTRE</u></b>	:	Provincial Office (Western Cape)
<b><u>REQUIREMENTS</u></b>	:	Three (3) year National Diploma (NQF6)/ Undergraduate Bachelor Degree (NQF7) in Accounting/ Financial Management/ Cost and Management Accounting/ Internal Auditing. Four (4) Year experience of which two (2) years must be at Supervisory level and two (2) functional experience in Finance. Valid Driver's Licence. Knowledge: Public Service transformation and management issues, White Paper transformation and Public Services, Public Service Act, Ability to convert policy into action, Public Service Regulations, and relevant prescripts, Departmental policies and procedures, Departmental policies and procedures, Batho Pele Principles, Labour relations and collective bargaining systems, Minimum Information Security Systems. Skills: Administration and Financial Management, Verbal and written communication, Interpersonal relations, Ability to build high- performance teams, Computer literacy, Project management, Strategic management, Communication, Analytical, Problem solving, Conflict Management.
<b><u>DUTIES</u></b>	:	Manage the process of financial accounting to ensure compliance with all financial prescripts, PFMA, Treasury Regulations, etc. Manage user access to financial and personnel systems (BAS, PERSAL, Safety web, etc.). Coordinate, review, analyse the provincial budget and utilization of resources. Monitor the management of revenue, petty cash and debt in the Province. Manage expenditure in the Province. Manage all resources in the section.
<b><u>ENQUIRIES</u></b>	:	Mr. Q Bowman Tel: (021) 441 8120
<b><u>APPLICATIONS</u></b>	:	<a href="mailto:Jobs-WC2@LABOUR.gov.za">Jobs-WC2@LABOUR.gov.za</a> Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Management, Western Cape
<b><u>POST 14/07</u></b>	:	<b><u>ASSISTANT DIRECTOR: INTERNAL AUDIT (IT AUDIT) REF NO HR4/25/05/08 HO</u></b>
<b><u>SALARY</u></b>	:	R468 459 per annum
<b><u>CENTRE</u></b>	:	Head Office, Pretoria
<b><u>REQUIREMENTS</u></b>	:	Three (3) years National Diploma (NQF 6)/ Undergraduate Bachelor Degree (NQF 7) in Auditing / Accounting / Financial Information System / BCom Information Management / Information Systems/ BSc IT / Computer Science. Four (4) years' experience of which two (2) years at Supervisory level as (Senior Internal Auditors (ITC) and two (2) years' experience in Information Communication and Technology Audit. Valid driver's license. Registration with Institute of Internal Auditors (IIA). Knowledge: Internal Audit Methodology, Information Technology Frameworks (CoBiT, ITIL, ISO, Public Finance and Management Act (PFMA) and Treasury Regulation, Public Service Regulations, Public Service Act, National Treasury Internal Audit Frameworks, Public Sector Risk Management Frameworks, King Report on Corporate Governance (II and III), Framework for Managing Performance Information, International Internal Audit Standards, International Financial Reporting Standards, International Accounting Standards, Generally Recognized Accounting Practice (GRAP), Departmental Internal Audit Activity, Audit and Risk Committee Charter, Departmental Legislative and regulatory framework (LRA,BCEA,PAIA etc.)
<b><u>DUTIES</u></b>	:	Plan the allocated audit assignment according to the approved Internal Audit Plan, Conduct Audit Projects according to the approved Internal Audit Plan, Manage resource of the unit.
<b><u>ENQUIRIES</u></b>	:	Mr. D Mangaye Tel: 012 309 4205
<b><u>APPLICATIONS</u></b>	:	The Chief Director: Human Resources Management, Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: <a href="mailto:Jobs-HQ20@labour.gov.za">Jobs-HQ20@labour.gov.za</a>

**POST 14/08** : **SENIOR INTERNAL AUDIT: INFORMATION TECHNOLOGY AUDIT REF NO HR4/25/05/16 HO**

**SALARY** : R397 116 per annum  
**CENTRE** : Head Office, Pretoria  
**REQUIREMENTS** : Three (3) National Diploma (NQF 6)/ Undergraduate Bachelor Degree (NQF 7) in Internal Auditing / Bcom Accounting / BCom Information System /Bcom IT Management/ Informatics / Information Systems/ BSc IT / Computer Science. Two (2) years functional experience Information Technology Audit including General Controls Reviews, Application Control Reviews. Valid Driver's License. Registration with the Institute of Internal Auditors (IIA) or Information Systems Audit and Control Association (ISACA). Knowledge: Public Finance and Management Act (PFMA), Treasury Regulations and guidelines, IT Audit frameworks (for e.g. COBIT, ITIL, ISO2700 etc.), Ability to research and apply IT control concepts in audit assignments, King Report on Corporate Governance III, Internal audit concepts, frameworks and methodologies, Principles relating to Governance, Risk Management and control frameworks, Framework for managing performance information, ISACA Standards , Departmental internal audit activity charter, audit and risk committee charters, International Professional Practices Framework (IPPF) of the Institute of Internal Auditors, (IIA): (1) Definition, (2) Code of Ethics, (3) Standards, (4) Practice Advisories and (5) Practice Guides. Skills: Planning and organizing, Communication (written and verbal), Computer Literacy, Leadership, Good Interpersonal, Presentation, Teammate, Data analytics (ACL, IDEA, Teammate analytics), Ability to work with minimal supervision. Report Writing, driving, Analytical skills, Audit Techniques.

**DUTIES** : Plan the allocated Information Technology audit assignment. Conduct Information Technology audit engagements in accordance with audit programmes. Render administrative support to the Internal Audit within DeL, Supervise the resources in the section.

**ENQUIRIES** : Ms. D Mangaye Tel: 012 309 4205  
**APPLICATIONS** : The Chief Director: Human Resources Management, Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: [Jobs-HQ18@labour.gov.za](mailto:Jobs-HQ18@labour.gov.za)

**POST 14/09** : **SENIOR INTERNAL AUDITOR REF NO HR4/25/03/13 HO (X2 POSTS)**

**SALARY** : R397 116 per annum  
**CENTRE** : Head Office, Pretoria  
**REQUIREMENTS** : Three (3) year National Diploma (NQF6)/Undergraduate Bachelor Degree (NQF7) in Auditing/ Accounting/ Finance/BCom Information Systems/Risk Management/ Financial Information System. Two (2) years functional experience in Auditing. A valid driver's licence. Knowledge: Applicable legislative and regulatory framework, Public Finance and Management Act, Treasury Regulations and guidelines, Organisational and government structures, National Treasury Internal Audit Framework, Internal audit concepts, frameworks and methodologies, Public Sector Risk Management Framework, King Report on Corporate governance (II and III), Framework for managing performance information, Departmental internal audit activity charter, audit and risk committee charters, General Recognised Accounting Standards(GRAP), International Professional Practices Framework(IPPF) of the Institute of Internal Auditors(IIA):(1) Definition, (2) Code of Ethics,(3) Standards, (4) Practice Advisories and (5) Practice Guides. Skills: Planning and organizing, Computer literacy, Project Management, Communication (verbal and written), Leadership, Analytical, Good Interpersonal, Presentation, Team Mate.

**DUTIES** : Plan allocated audit assignment. Conduct Audit engagements in accordance with Audit programmes. Render administrative support to the Internal Audit within the Department. Supervise the resources in the section.

**ENQUIRIES** : Ms A Mkhonto Tel: (012) 309 4804  
**APPLICATIONS** : The Chief Director: Human Resources Management, Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: [Jobs-HQ19@labour.gov.za](mailto:Jobs-HQ19@labour.gov.za)



<b><u>POST 14/10</u></b>	:	<b><u>TEAM LEADER: INSPECTION AND ENFORCEMENT SERVICES (X7 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R397 116 per annum
	:	Labour Centre: Lichtenburg Ref No: HR4/4/03/04 (X1 post)
	:	Labour Centre: Durban- Ref No: HR4/4/5/12 (X1 post)
	:	Labour Centre: Estcourt -Ref No: HR4/4/5/13(X1 post)
	:	Labour Centre: Pietermaritzburg- Ref No: HR4/4/5/14 (X3)
	:	Labour Centre: Mthatha- Ref No: HR4/4/10/04 (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	Three (3) year's National Diploma (NQF 6)/Undergraduate Bachelor Degree (NQF 7) in Labour Relations/Labour Law/LLB/BCOM Law. Two (2) year's functional experience in Inspection and Enforcement Services. A valid driver's licence. Knowledge: Department policies and procedures, Employment Services Act, Labour Relation Act, Basic Conditions of Employment Act, Occupational Health and Safety Act, COIDA, SABS Codes, Unemployment Insurance Act, UI Contribution Act, Employment Equity Act, Immigration Act. Skills: Facilitation, Planning, Organizing, Computer literacy, Interpersonal, Conflict handling, Negotiation, Problem solving, Interviewing, Presentation, Innovative, Analytical, Monitoring, Performance Management, Communication.
<b><u>DUTIES</u></b>	:	Plan and independently conduct substantive inspections with the aim of ensuring compliance with some of labour legislation, namely, Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA). Plan and execute investigations independently on reported cases pertaining to contravention of labour legislation and enforce as and when necessary including making preparations for and appearing in Court as a State witness. Plan, allocate and conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation including compilation and consolidation of reports emanating from such inspections. Conduct Advocacy campaigns on Labour legislations regularly. Manage the finalization of files of cases received and investigations conducted by the Inspectors. Contribute at a management level to planning, drafting and maintenance of regional inspection plans and reports including execution of analysis and compilation of consolidated statistical reports on regional and allocated cases.
<b><u>ENQUIRIES</u></b>	:	Mr SS Shongwe Tel: (018) 387 8100(NW) Mr S Mchunu Tel: (031) 336 1500 (Durban) Mr JSM September Tel: (033) 341 5305 (PMB) Mr J Fakazi Tel: (036) 352 7767(Estcourt) Ms S Zaula Tel No: (047) 501 5600(Mthatha)
<b><u>APPLICATIONS</u></b>	:	Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho. or Email: <a href="mailto:Jobs-NW10@LABOUR.gov.za">Jobs-NW10@LABOUR.gov.za</a> Deputy Director: Durban Labour Centre, PO Box 10074, Durban 4056 Or hand deliver at Govt Buildings, Masonic Grove, Durban. For Online Applications Email to: <a href="mailto:Jobs-KZN17@Labour.gov.za">Jobs-KZN17@Labour.gov.za</a> Deputy Director: Estcourt Labour Centre, PO Box 449, Estcourt 3310 Or hand deliver at 75 Phillip Street, Estcourt. For Online Applications Email to: <a href="mailto:Jobs-KZN18@Labour.gov.za">Jobs-KZN18@Labour.gov.za</a> Deputy Director: Pietermaritzburg Labour Centre, P/Bag X 9048, Pietermaritzburg 3200 or hand deliver at 370 Langalibalele Street, Pietermaritzburg. For Online Applications Email to: <a href="mailto:Jobs-KZN22@Labour.gov.za">Jobs-KZN22@Labour.gov.za</a> Deputy Director: Labour Centre Operations, Private Bag X 5080 Mthatha 5100, Hand deliver at No.18 Corner of Madeira & Elliot Street Old Manpower Building Mthatha,5100. Email: <a href="mailto:Jobs-EC6@labour.gov.za">Jobs-EC6@labour.gov.za</a>
<b><u>POST 14/11</u></b>	:	<b><u>OHS INSPECTOR (6X POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R397 116 per annum
	:	Beaufort West Labour Centre (Western Cape) – HR4/4/10/804 (1X Post)
	:	Somerset West Labour Centre (Western Cape) – HR4/4/10/805 (4X Posts)
	:	Worcester Labour Centre (Western Cape) – HR4/4/10/806 (1X Post)
<b><u>REQUIREMENTS</u></b>	:	A 3-year tertiary qualification (NQF6) in Environmental Health, Mechanical Engineering, Mechatronic Engineering, Electrical Engineering, Chemical Engineering, Chemistry, Construction, Biology, Microbiology, Biomedical Sciences, Biotechnology, Biochemistry. A valid driver's licence. Two (2) years functional experience in inspections and enforcement of labour legislations or

in the relevant environment. Knowledge: Departmental policies and procedures, Occupational Health and Safety Act, as amended, OHS Regulations, South African National Standards (Codes)- incorporated Codes become regulations, Compensation for Occupational injuries and Diseases Act, Unemployed Insurance Act, Employment Equity Act – relevant key elements, Basic Conditions of Employment Act – relevant key elements, Relevant guidelines of aforementioned legislation Skills: Planning and organizing, Communication skills, Computer Literacy, Facilitation skills, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem solving skills, Interviewing skills, Presentation skills, Innovation skills, Analytical skills, Verbal and written communication skills.

**DUTIES** : To plan and independently conduct inspections with the aim of ensuring compliance with the Occupational Health and Safety Act, Act 85 of 1993, Regulations and incorporated Standards. Plan, investigate and finalise independently incidents and complaints reported pertaining to the OHS Act and other relevant regulations and enforce as and when necessary, appear in Court as a State witness. Plan and conduct allocated proactive inspections as per schedule to monitor compliance with the OHS and other relevant labour legislation including compiling and consolidating reports emanating from such inspections. Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including, execution of analysis and compilation of consolidated statistical reports on regional and allocated cases.

**ENQUIRIES** : Mr. Q. Bowman, Tel: (021) 441 8120  
**APPLICATIONS** : [Jobs-WC3@LABOUR.gov.za](mailto:Jobs-WC3@LABOUR.gov.za) Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town  
**FOR ATTENTION** : Sub-directorate: Human Resources Management, Western Cape

**POST 14/12** : **INSPECTOR BCEA REF NO: HR4/4/10/803 (2X POSTS)**

**SALARY** : R397 116 per annum  
**CENTRE** : Bellville Labour Centre (Western Cape)  
**REQUIREMENTS** : Three (3) year tertiary qualification (NQF6/7) in Labour Relations/ BCOM Law/ LLB. Two (2) years functional experience in inspection and enforcement services. Valid driving license. Knowledge: Departmental policies and procedures, Labour relations Act, Compensation for Occupational Injuries and Diseases Act, Occupational Health and Safety Act, UI Contributions, Employment Equity Act. Immigration Act, Basic Conditions of Employment Act. Skills: Facilitation, Planning organizing, Leadership, Compute literacy, Interpersonal, Problem solving, Interviewing, Presentation, Innovation, Analytical.

**DUTIES** : To plan and independently conduct substantive inspections with the aim of ensuring compliance with the Basic Conditions of Employment Act (BCEA). Sectoral Determination and the National Minimum Wage Act. Plan and execute investigations independently on reported cases pertaining to contravention of BCEA, SD and NMWA & Regulations and enforce as and when necessary. Plan and conduct structured advocacy on BCEA, SD and NMWA independently, and analyse impact thereof consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans execution.

**ENQUIRIES** : Mr. Q Bowman Tel (021) 4418120  
**APPLICATIONS** : [Jobs-WC3@LABOUR.gov.za](mailto:Jobs-WC3@LABOUR.gov.za) Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town  
**FOR ATTENTION** : Sub-directorate: Human Resources Management, Western Cape

**POST 14/13** : **OHS INSPECTOR: ELECTRICAL ENGINEERING REF NO HR4/4/5/24**

**SALARY** : R397 116 per annum  
**CENTRE** : Labour Centre: Vryheid (KZN)  
**REQUIREMENTS** : Matriculation/ Grade 12/ Senior Certificate plus a three (3) year recognised qualification at NQF 6/7 in the relevant field ie, Electrical Engineering. Valid driver's licence. Knowledge: Departmental policies and procedures, Occupational Health and Safety Act, as amended, Regulations (21), South African National Standards (Codes)- incorporated Codes become regulations,

		Compensation for Occupational injuries and Diseases Act, Unemployed Insurance Act. Skills: Planning and organizing, Communication skills, Computer literacy, Facilitation skills, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem solving skills, Interviewing skills, Presentation skills, Innovation skills, Analytical skills, Verbal and written communication skills.
<b><u>DUTIES</u></b>	:	To plan and independently conduct inspections with the aim of ensuring compliance with the Occupational Health and Safety Act, Act 85 of 1993, Regulations and incorporated Standards. To confirm registration of with the Unemployment Insurance Act and the Compensation for Occupational Injuries and Diseases Act. Plan, investigate and finalise independently incidents and complaints reported pertaining to the OHS Act and the relevant regulations and enforce as and when necessary, appear in Court as a State witness. Plan and conduct allocated proactive inspections as per schedule to monitor compliance with the relevant labour legislation including compiling and consolidating reports emanating from such inspections. Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including, execution of analysis and compilation of consolidated statistical reports on regional and allocated cases
<b><u>ENQUIRIES</u></b>	:	Mr F Dladla, Tel: (034) 980 8916
<b><u>APPLICATIONS</u></b>	:	Deputy Director: Vryheid Labour Centre, PO Box 430, Vryheid 3100 Or hand deliver at 99 Landrose Street, Vryheid. Email: <a href="mailto:Jobs-KZN14@Labour.gov.za">Jobs-KZN14@Labour.gov.za</a>
<b><u>POST 14/14</u></b>	:	<b><u>SENIOR PRACTITIONER: HR OPERATIONS REF NO: HR 5/1/2/3/01</u></b> (12 Months Fixed Terms Contract)
<b><u>SALARY</u></b>	:	R397 116 per annum plus 37% in lieu of benefits
<b><u>CENTRE</u></b>	:	Compensation Fund, Pretoria
<b><u>REQUIREMENTS</u></b>	:	Three-year tertiary qualification/ NQF 6 in Human Resource Management/Bcom/BA in HRM. Minimum of 2 years' functional experience in Human Resource Environment at Supervisory level. Knowledge: Compensation Fund business objectives and functions. Directorate or sub-directorate goals and performance requirements. Compensations Fund Services. Compensation Fund value chain and business processes. Relevant fund policies, procedures and processes. Stakeholders and customers. Customer Service (Batho Pele Principles). Risk awareness. COIDA Act Regulations and policies. COIDA tariffs. Human resource planning procedure. Legislative Requirement: Public Service Act of 1994. Public Service Regulations. COIDA. Occupational Health and Safety Act (OHS). PFMA and National Treasury Regulations. Skills: Business Writing Skills. Required technical proficiency. Data capturing. Data and records management. Telephone skills and etiquette.
<b><u>DUTIES</u></b>	:	Coordinate recruitment and selection processes in the Fund. Coordinate the advertising process in the Fund. Develop the database for filled and vacant posts in CF. Supervisor of staff
<b><u>ENQUIRIES</u></b>	:	Mr. SV Radzuma/ Ms CL Mashishi: 083 706 5863/067 927 6428
<b><u>APPLICATIONS</u></b>	:	Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or Direct Your Applications to Email: <a href="mailto:Jobs-CF30@labour.gov.za">Jobs-CF30@labour.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
<b><u>NOTE</u></b>	:	Coloureds, Indians Whites and Persons with disabilities are encouraged to apply
<b><u>POST 14/15</u></b>	:	<b><u>SENIOR OHS OFFICER (RESEARCH MONITORING AND EVALUATION)</u></b> <b><u>REF NO: HR 4/4/1/005</u></b>
<b><u>SALARY</u></b>	:	R397 116 per annum
<b><u>CENTRE</u></b>	:	Provincial Office: Eastern Cape
<b><u>REQUIREMENTS</u></b>	:	Three (3) year tertiary qualification at NQF6/7 in Economics/Statistics/Sociology/Psychology/Demography/ Development studies. One (1) year functional experience in Labour Market research field. One (1) year supervisory experience and/ or two (2) years functional experience. Knowledge: Labour legislation and relevant policies, Analytical methods, Batho Pele Principles, Labour market dynamics, Research Skills:

		Analytical, Assertiveness, Communication, Interpersonal, Interviewing skills, Innovative, creative, Data analysis, Statistical and research, Computer, Management and leadership.
<b><u>DUTIES</u></b>	:	Coordinate the provincial research processes aimed to evaluate the impact of labour legislation on different stakeholders, Provide administrative support to the Sub-Unit.
<b><u>ENQUIRIES</u></b>	:	Mr M Marala Tel: 043 701 3005
<b><u>APPLICATIONS</u></b>	:	Chief Director: Provincial Operations, Private Bag X 9005 East London, 5201, Hand deliver at No.3 Hill Street East London. For Attention: Chief Director: Provincial Operations Email: <a href="mailto:Jobs-EC6@labour.gov.za">Jobs-EC6@labour.gov.za</a>
<b><u>POST 14/16</u></b>	:	<b><u>OFFICE ADMINISTRATOR REF NO: HR4/4/03/05 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R325 101 per annum
<b><u>CENTRE</u></b>	:	Provincial Office: Mmabatho
<b><u>REQUIREMENTS</u></b>	:	Three (3) year National Diploma (NQF 6) / Undergraduate Bachelor Degree (NQFL 7) in Office Management /Information Management and Technology / Public Administration/ Business Administration/Business Management/ Public Management. One (1) years functional experience in office administrator / secretariat services. Knowledge: Departmental policies and procedures, Planning and Organising, Administration procedures, Batho Pele principles, Interpersonal relations. Skills: Facilitation skills, Interpersonal relationship skills, Computer skills, telephone etiquette, Organising skills, decision Making skills, Analytical skills, Project Management.
<b><u>DUTIES</u></b>	:	Provide a receptionist support to the Chief Director including diary management for the Chief Director. Render a secretariat service for the Office of the Chief Director. Assist in Monitoring and maintaining the budget including the supply chain for the Chief Director. Facilitate and coordinate all logistical and resource requirements of the Chief Director. Provide Management information and records management services in the Chief Directorate. Track and monitor projects tasks within the Chief Directorate.
<b><u>ENQUIRIES</u></b>	:	Mr SS Shongwe Tel: (018) 387 8100
<b><u>APPLICATIONS</u></b>	:	Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho. or Email: <a href="mailto:Jobs-NW@LABOUR.gov.za">Jobs-NW@LABOUR.gov.za</a>
<b><u>POST 14/17</u></b>	:	<b><u>INSPECTOR REF NO: HR 4/4/4/03/01</u></b>
<b><u>SALARY</u></b>	:	R325 101 per annum
<b><u>CENTRE</u></b>	:	Labour Centre: Brakpan
<b><u>REQUIREMENTS</u></b>	:	Three (3) year relevant tertiary qualification at NQF6/7 in Labour Relations/ BCOM Law/ LLB. A valid driver's license. One (1) year functional experience in Inspection and Enforcement Services. Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relations Act, Basic Conditions of Employment Act, Skills Development Levies Act, Occupational Health and Safety Act, COIDA, Unemployment Insurance Act, UI Contribution Act, Employment Equity Act. Skills: Facilitation skills, Planning and Organizing (Mainly for own), Computer literacy, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem Solving skills, Interviewing, listening and observation skills.
<b><u>DUTIES</u></b>	:	Plan and independently conduct inspections with the aim of ensuring compliance with the Basic Conditions of Employment Act (BCEA). Execute investigations independently on reported cases pertaining to contravention of labour legislation and enforce as and when necessary. Plan and conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation. Conduct advocacy campaign on all Labour Legislation independently. Draft and maintain inspection plans and reports including analysis and compilation of consolidated statistical reports on only allocated cases.
<b><u>ENQUIRIES</u></b>	:	Mr PT Mati Tel: (011) 744 9000
<b><u>APPLICATIONS</u></b>	:	Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001, or hand deliver at 47 Empire Road, Parktown. For online applications email: <a href="mailto:Jobs-GP7@labour.gov.za">Jobs-GP7@labour.gov.za</a> For Attention: Sub-directorate: Human Resource Management, Provincial Office: Gauteng

<b><u>POST 14/18</u></b>	:	<b><u>PRACTITIONER: HR OPERATIONS REF: HR 4/ 4/3/02 (X2 POSTS)</u></b> (12 Months Fixed Terms Contract)
<b><u>SALARY</u></b>	:	R325 101 per annum plus 37% in lieu of benefits
<b><u>CENTRE</u></b>	:	Compensation Fund, Pretoria
<b><u>REQUIREMENTS</u></b>	:	Three-year tertiary qualification/ NQF 6 in Human Resource Management/Bcom/BA in HRM. 2 years' functional experience in recruitment and selection. Knowledge: Compensation fund services. Relevant acts, policies and regulations to the business. Stakeholder and customers. Customer services (Batho Pele Principles). Risk awareness. Legislative requirements: Labour relations Act. Public service Act. PFMA and National Treasury Regulations. Public Service Regulations. POPI Act. Skills: Required technical proficiency. Communication and writing skills. Data capturing. Data and records management. Telephone skills and etiquette. Analytical thinking. Planning and organising.
<b><u>DUTIES</u></b>	:	Implement the recruitment and selection policy in the Fund. Update the database on statistics for the exits and entrants in the CF. Monitor the recruitment and selection transactions uploaded by the subordinates on the system. Implement the placement of employees in the CF. Supervision of staff.
<b><u>ENQUIRIES</u></b>	:	Mr. SV Radzuma/ Ms CL Mashishi Cell: 083 706 5863 /067 927 6428
<b><u>APPLICATIONS</u></b>	:	Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or Direct Your Applications to Email: <a href="mailto:Jobs-CF30@labour.gov.za">Jobs-CF30@labour.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund
<b><u>POST 14/19</u></b>	:	<b><u>PERFORMANCE INFORMATION MANAGEMENT (PIM) OFFICER REF NO: HR4/4/10/807</u></b> (Re-advert, all applicants who previously applied are encouraged to re-apply)
<b><u>SALARY</u></b>	:	R325 101 per annum
<b><u>CENTRE</u></b>	:	Provincial Office (LMIS): Western Cape
<b><u>REQUIREMENTS</u></b>	:	Three (3) year tertiary qualification (NQF6) in Statistics/ Public Administration/ Public Management/ Monitoring and Evaluation; an Advance Diploma (NQF7) in Monitoring and Evaluation will be an added advantage. One-year functional experience in Data Management / Monitoring and Evaluation. Valid Driver's License. Knowledge: Labour Legislation and relevant policies, Analytical methods, Batho Pele Principles, Labour market dynamics, Research methodology. Skills: Analytical, Assertiveness, Communication, Interpersonal, Interviewing skills, Innovative, Creative, Data analysis, Statistical and research, Computer, Management and leadership.
<b><u>DUTIES</u></b>	:	Capture the Performance information data received from Branches/ Units for the compilation of the Provincial Monthly/ Quarterly reports. Compile primary analysis using graphs and tables for the performance information trend analysis provincial report. Manage the provincial resources centre/ library.
<b><u>ENQUIRIES</u></b>	:	Mr Q Bowman Tel: 021 441 8120
<b><u>APPLICATIONS</u></b>	:	Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street Cape Town
<b><u>ENQUIRIES</u></b>	:	Mr. Q Bowman Tel (021) 4418120
<b><u>APPLICATIONS</u></b>	:	<a href="mailto:Jobs-WC4@LABOUR.gov.za">Jobs-WC4@LABOUR.gov.za</a> Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Management, Western Cape
<b><u>POST 14/20</u></b>	:	<b><u>ADMINISTRATIVE OFFICER: MANAGEMENT SUPPORT SERVICES REF NO: HR4/4/10/808</u></b>
<b><u>SALARY</u></b>	:	R325 101 per annum
<b><u>CENTRE</u></b>	:	Labour Centre: Cape Town (Western Cape)
<b><u>REQUIREMENTS</u></b>	:	Three (3) year tertiary qualification (NQF6/7) in Human Resource Management/ Public Management/ Administration. One-year functional experience in support services. Knowledge: Batho Pele Principles. Departmental policies, procedures and guidelines. Treasury regulations. Public Finance Management Act. Skills: Interpersonal skills. Telephone etiquette. Interviewing skills. Computer literacy. Listening skills. Communication skills.

		Ability to interpret legislation. Problem solving skills. Basic mediation skills. Analytical skills. Report writing skills. Tactical skills.
<b><u>DUTIES</u></b>	:	Render Supply Chain Management Function in a Labour Centre. Provide Finance and Office Services including fleet management within a Labour Centre. Render a Human Resource Management services at a Labour Centre. Responsible for Training and Performance management in a Labour Centre. Render general administrative work for the Labour Centre as and when required.
<b><u>ENQUIRIES</u></b>	:	Mr. Q Bowman Tel (021) 441 8120
<b><u>APPLICATIONS</u></b>	:	<a href="mailto:Jobs-WC5@LABOUR.gov.za">Jobs-WC5@LABOUR.gov.za</a> Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Management, Western Cape
<b><u>POST 14/21</u></b>	:	<b><u>EMPLOYER AUDIT OFFICER REF NO: HR 4/4/10/809 (2X POSTS)</u></b>
<b><u>SALARY</u></b>	:	R325 101 per annum
<b><u>CENTRE</u></b>	:	Provincial Office: Western Cape
<b><u>REQUIREMENTS</u></b>	:	Three (3) year tertiary qualification (NQF6/7) in Labour Relations Management/ BCOM Law/ LLB/ Internal Audit. A valid driver's licence. One (1) year functional experience in Auditing. Knowledge: Departmental policies and procedures, Batho Pele Principles, Public Service Act and Regulations, COIDA, UIA, PFMA, BCEA, SDLA, LRA, UI Contribution Act, Skills Development Act, Employment Equity Act. Skills: Facilitation, Planning and Organising, Computer Literacy, Interpersonal, Problem Solving, interviewing skills, Communication Written and Verbal, Innovative, Analytical, Research, Project Management.
<b><u>DUTIES</u></b>	:	Perform monitor the implementation of UIA and COIDA Programmes. Analyse the systems that provide expert advice on sector specific UIA & COIDA matters. Co-ordinate the process that monitor and evaluates impact of UIA & COIDA programs. Provide support in the implementation of Advocacy Campaigns on UI & COIDA regularly and when there are amendments.
<b><u>ENQUIRIES</u></b>	:	Mr. Q Bowman, Tel: (021) 441 8120
<b><u>APPLICATIONS</u></b>	:	<a href="mailto:Jobs-WC5@LABOUR.gov.za">Jobs-WC5@LABOUR.gov.za</a> Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Management, Western Cape
<b><u>POST 14/22</u></b>	:	<b><u>PRINCIPAL PERSONNEL OFFICER REF NO: HR 4/4/10/810</u></b>
<b><u>SALARY</u></b>	:	R325 101 per annum
<b><u>CENTRE</u></b>	:	Provincial Office: Western Cape
<b><u>REQUIREMENTS</u></b>	:	Three (3) year tertiary qualification at (NQF6/7) in Human Resources Management. One (1) to two (2) years functional experience doing Human Resource Management Services. Knowledge: All Labour Legislations, Departmental Policies and Procedures, HR related systems, Public Service Act, Batho Pele, Public Service Regulations. Skills: Communication, Planning and organizing, Computer literacy, Presentation, Problem solving, Conflict Management, Supervisory, Time Management, Report writing.
<b><u>DUTIES</u></b>	:	Render the Recruitment and selection process, Process and approve service benefits (e.g. Leave, housing allowance, acting allowance, etc.), Provide and monitor termination of service in the Province, Monitor establishment and implementation of Human Resources policies, Monitor the payment of salaries.
<b><u>ENQUIRIES</u></b>	:	Mr. Q Bowman, Tel: (021) 441 8120
<b><u>APPLICATIONS</u></b>	:	<a href="mailto:Jobs-WC5@LABOUR.gov.za">Jobs-WC5@LABOUR.gov.za</a> Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Management, Western Cape
<b><u>POST 14/23</u></b>	:	<b><u>BCEA INSPECTOR: IES (X5 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R269 499 per annum
<b><u>CENTRE</u></b>	:	Labour Centre: Rustenburg -Ref No: HR4/4/03/06 (3X posts) Labour Centre: Klerksdorp -Ref No: HR4/4/03/07 (1X post) Labour Centre: Stanger-Ref No: HR4/4/5/10(1X post)
<b><u>REQUIREMENTS</u></b>	:	Three (3) year relevant qualification at NQF6/7 in Labour Relations/ BCOM Law/ LLB. Valid driver's license. Knowledge: Departmental Policies and

	procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Unemployment Insurance Act. Unemployment Insurance Contribution Act. Skills: Facilitation, Planning and Organising (Own work), Computer (Spread sheets, Power Point and word processing), Interpersonal, Problem Solving, Interviewing, Analytical, Verbal and written communication, Employment Equity Act.
<b><u>DUTIES</u></b>	: Conduct occupational inspections with the aim of ensuring compliance with all labour legislations. Execute investigations on reported cases pertaining to contravention of labour legislation and enforce where and when necessary. Conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation. Conduct advocacy campaigns on identified and allocated labour legislation. Assist in drafting of inspection plans, reports and compilation of statistics on allocated cases.
<b><u>ENQUIRIES</u></b>	: Mr SS Shongwe Tel: (018) 387 8100 Ms S Mkhize, Tel (032) 437 8448
<b><u>APPLICATIONS</u></b>	: Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho. or Email: <a href="mailto:Jobs-NW6@LABOUR.gov.za">Jobs-NW6@LABOUR.gov.za</a> Deputy Director: Labour Centre Operations: PO Box 138, Stanger, 4450 Or hand deliver at 12 Cato Street, Stanger OR Email to: <a href="mailto:Jobs-KZN25@labour.gov.za">Jobs-KZN25@labour.gov.za</a>
<b><u>POST 14/24</u></b>	: <b><u>INSPECTOR: IES (X21 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	: R269 499 per annum : Cradock Labour Centre- Ref No. HR4/4/10/01 (X1 Post) Labour Centre: Kariega- Ref No. HR4/4/10/02 (X1 Post) Labour Centre: Komani -Ref No. HR4/4/10/03 (X1 Post) Labour Centre: Mdantsane -Ref No. HR4/4/10/06 (X1 Post) Labour Centre: Estcourt – Ref HR 4/4/5/16(X1 Post) Labour Centre: Prospecton- Ref HR 4/4/5/17(X1 Post) Labour Centre: Port Shepstone- Ref HR 4/4/5/17(X1 Post) Labour Centre: Cape Town (Western Cape) -Ref No: HR4/4/10/811 (3X posts) Labour Centre: Knysna (Western Cape) -Ref No: HR4/4/10/812 (1X post) Labour Centre: Vredenburg (Western Cape) -Ref No: HR4/4/10/813 (2X posts) Labour Centre: Paarl (Western Cape) -Ref No: HR4/4/10/814 (1X posts) Labour Centre: Worcester (Western Cape) -Ref No: HR4/4/10/815 (1X post) Labour Centre: Beaufort West (Western Cape) -Ref No: HR4/4/10/816 (1X post) Labour Centre: Calvinia Ref No: HR 4/4/8/96 (X1 Post) Labour Centre: De Aar Ref No: HR 4/4/8/97 (X2 Post) Labour Centre: Postmasburg Ref No: HR 4/4/8/98 (X1 Post) Labour Centre: Kimberley Ref No: HR 4/4/8/99 (X1 Post)
<b><u>REQUIREMENTS</u></b>	: Three (3) year relevant qualification at NQF6/7 in Labour Relations/ BCOM Law/ LLB. Valid driver's license. Knowledge: Departmental Policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Unemployment Insurance Act. Unemployment Insurance Contribution Act. Skills: Facilitation, Planning and Organising (Own work), Computer (Spread sheets, Power Point and word processing), Interpersonal, Problem Solving, Interviewing, Analytical, Verbal and written communication, Employment Equity Act.
<b><u>DUTIES</u></b>	: Conduct occupational inspections with the aim of ensuring compliance with all labour legislations. Execute investigations on reported cases pertaining to contravention of labour legislation and enforce where and when necessary. Conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation. Conduct advocacy campaigns on identified and allocated labour legislation. Assist in drafting of inspection plans, reports and compilation of statistics on allocated cases.
<b><u>ENQUIRIES</u></b>	: Ms N Mkonto Tel No: (048) 881 3010 Ms W Koba Tel No: (041) 260 0608 Mr U Tambo Tel No: (045) 807 5400 Mr L Mduduma Tel No: (043) 761 4526 Ms J Fakazi Tel: (036) 3429369 Mr K Naidoo Tel: (031) 9139700 Mr S Biyase Tel: (039) 6822406/7 Mr Q Bowman Tel: (021) 441 8120 Ms N Litheko Tel: 053 838 1632

<b><u>APPLICATIONS</u></b>	:	<p><b>Eastern cape:</b> Deputy Director: Labour Centre Operations, P.O. Box 38, Cradock 5880, Hand deliver at No.73 Frere Street Cradock,5100. <u>Email:Jobs-EC8@labour.gov.za</u></p> <p><b>Eastern cape:</b> Deputy Director: Labour Centre Operations, P.O. Box 562 Kariega 6230, Hand deliver at 15A Chase Street, Kariega, 6230. <u>Email:Jobs-EC3@labour.gov.za</u></p> <p><b>Eastern cape:</b> Acting Deputy Director: Labour Centre Operations, P.O. Box 323 Komani 5320, Hand deliver at 10 Robinson Road, Komani, 5320. <u>Email:Jobs-EC2@labour.gov.za</u></p> <p><b>Eastern cape:</b> Deputy Director: Labour Centre Operations, Private Bag X 19, Mdantsane, 5219, Hand deliver at Mazaule Street, Mdantsane,5219. <u>Email:Jobs-EC2@labour.gov.za</u></p> <p><b>KwaZulu-Natal:</b> Deputy Director: Estcourt Labour Centre, P O Box 449, Estcourt 3310 Or hand deliver to 57 Harding Street, Estcourt. Alternatively e-mail to <u>Jobs-KZN26@labour.gov.za</u></p> <p><b>KwaZulu-Natal:</b> Deputy Director: Prospection Labour Centre, P O Box 343, Umbogintwini, 4120 or hand deliver to 3 Prospection place, Prospection. Alternatively e-mail to <u>Jobs-KZN24@labour.gov.za</u></p> <p><b>KwaZulu-Natal:</b> Deputy Director: Port Shepstone Labour, P O Box 379 Port Shepstone 4240 or hand deliver to 16 Bisset Street, Port Shepstone. Alternatively e-mail to <u>Jobs-KZN23@labour.gov.za</u> For Attention: Sub-directorate: Human Resources Operations, KwaZulu-Natal</p> <p><b>Cape Town:</b> Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town <u>Jobs-WC6@LABOUR.gov.za</u></p> <p><b>Kimberley:</b> Deputy Director: Labour Centre Operations: Private Bag X 5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road, Calvinia, Email: <u>Jobs-NCCAL@Labour.gov.za</u>. De Aar, Email: <u>Jobs-NCDEAR@Labour.gov.za</u>. Postmasburg, Email: <u>Jobs-NCPOS@Labour.gov.za</u>. Kimberley. Email: <u>Jobs-NCKIM@Labour.gov.za</u></p>
<b><u>POST 14/25</u></b>	:	<b><u>CLIENT SERVICE OFFICER: IES (X6 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R269 499 per annum
	:	Labour Centre: Vryburg- Ref No. HR4/4/03/ Ref No. HR4/4/03/07(X1 Post)
	:	Labour Centre: Lichtenburg- Ref No. HR4/4/03/08 (X1 Post)
	:	Labour Centre: Potchefstroom- Ref No. HR4/4/03/09 (X1 Post)
	:	Labour Centre: Klerksdorp- Ref No. HR4/4/03/10 (X1 Post)
	:	Labour Centre: Rustenburg-Ref No. HR4/4/03/11 (X1 Post)
	:	Labour Centre: Mogwase Ref No. HR4/4/03/12 (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	Matriculation/ Grade 12 Knowledge: Public Service Act. Public Service Regulations. All relevant Labour Legislation Regulations. Related ILO Conventions. Knowledge of the department policies, Procedure and guidelines. Customer Service (Batho Pele principles) Skills: Computer Literacy. Business Writing Skills. Listening skills. Communication. Telephone etiquette and Basic Interpersonal skills.
<b><u>DUTIES</u></b>	:	Render services at help desk as the first point of entry within the registration services(daily). Resolve all complaints on all labour legislation received from clients within the scope and dictates of the IES SOP (Daily). Render general administrative duties and participate in advocacy sessions as and when required.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr. S.S. Shongwe Tel: (018) 387 8100
	:	Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho. or Email: <u>Jobs-NW1@LABOUR.gov.za</u>
<b><u>POST 14/26</u></b>	:	<b><u>ADMINISTRATIVE CLERK: INSPECTION AND ENFORCEMENT SERVICES (X2 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R228 321 per annum
	:	Labour Centre: Nqanqarhu -Ref No: HR4/4/1/07(X1 Post)
	:	Labour Centre: Pietermaritzburg, HR4/4/5/19(X1 Post)
<b><u>REQUIREMENTS</u></b>	:	Matriculation/ Grade 12/ Senior Certificate Knowledge: Administrative procedures relating to an office, Filling and retrieval of documents, Ability to



	operate the fax machine and photocopier, Data capturing. Skills: Planning and Organising, Communication, Computer literacy.
<b><u>DUTIES</u></b>	: Render administrative support services to the Directorate. Control the movement of documents and files in the Directorate. Provide Supply Chain Management support in the Directorate. Render Human Resource Services support for the Directorate.
<b><u>ENQUIRIES</u></b>	: Mr N Mvanyashe Tel 045 9321 424
	Mr MSJ September Tel: (033) 541 5300
<b><u>APPLICATIONS</u></b>	: Deputy Director: Labour Centre Operations: PO Box 397, Nqanqarhu, 5480 or hand deliver at No1 Royal road, Nqanqarhu. For Attention: Sub-directorate: Labour Centre Operations, Port Nqanqarhu. <a href="mailto:Jobs-EC6@labour.gov.za">Email:Jobs-EC6@labour.gov.za</a>
	: Deputy Director: Pietermaritzburg Labour Centre, Private Bag x 9048, Pietermaritzburg 3200 Or hand deliver at 37 Langalibalele Street, Pietermaritzburg. For Online Application: <a href="mailto:Jobs-KZN21@labour.gov.za">Jobs-KZN21@labour.gov.za</a> For Attention Sub-directorate: Human Resources Operations, KwaZulu-Natal
<b><u>POST 14/27</u></b>	: <b><u>ADMINISTRATIVE CLERK: MANAGEMENT SUPPORT SERVICES REF NO HR4/4/5/20</u></b>
<b><u>SALARY</u></b>	: R228 321 per annum
<b><u>CENTRE</u></b>	: Labour Centre: Pietermaritzburg
<b><u>REQUIREMENTS</u></b>	: Matriculation/ Grade 12/ Senior Certificate. Knowledge: Batho Pele principles, Departmental Policies and Procedures, Treasury Regulations. Skills: Verbal and written communication, Interpersonal Relations, Problem Solving, Computer Literacy, Analytical, Planning and Organizing.
<b><u>DUTIES</u></b>	: To provide technical advice on operational matters and render administrative support in the Labour Centre. To render Supply Chain Management Function in a Labour Centre Daily. Provide a Finance and office management service to the Labour Centre Daily. Render a Human Resource Management. Responsible for training and performance activities in a Labour Centre Daily. Responsible for the records management in a Labour Centre Daily.
<b><u>ENQUIRIES</u></b>	: Mr MSJ September, Tel: (033) 541 5300
<b><u>APPLICATIONS</u></b>	: Deputy Director: Pietermaritzburg Labour Centre, Private Bag x 9048, Pietermaritzburg 3200 Or hand deliver at 37 Langalibalele Street, Pietermaritzburg. For Online Application: <a href="mailto:Jobs-KZN12@labour.gov.za">Jobs-KZN12@labour.gov.za</a>
<b><u>FOR ATTENTION</u></b>	: Sub-directorate: Human Resources Operations, KwaZulu-Natal
<b><u>POST 14/28</u></b>	: <b><u>PERSONNEL OFFICER: HR OPERATIONS REF NO: HR 5/1/2/3/ 04 (X2 POSTS)</u></b> (12 Months Fixed Terms Contract)
<b><u>SALARY</u></b>	: R228 321 per annum plus 37% in lieu of benefits
<b><u>CENTRE</u></b>	: Compensation Fund, Pretoria
<b><u>REQUIREMENTS</u></b>	: Grade 12. No Experience. Knowledge: Compensation Fund objectives and business functions. Directorate or sub-directorate goals and performance requirements. Compensation fund services. Compensation fund value chain and business processes. Stakeholder and customers. Customer services (Batho Pele Principles). Risk awareness. COIDA Act, Regulations and Policies. Human Resource Planning procedure. Legislative Requirement: COIDA Act, Regulations and Policies. Public Service Act. Occupational Health and Safety Act (OHS). PFMA and National Treasury Regulations. General knowledge of the Public Service regulations. Skills: Required technical proficiency. Business writing skills. Data capturing.
<b><u>DUTIES</u></b>	: Administer the filling of vacancies for the Fund. Administer HR information system. Administer recruitment and selection activities. Safe keep HR records.
<b><u>ENQUIRIES</u></b>	: Mr. SV Radzuma/ Ms CL Mashishi: 083 706 5863/067 927 6428
<b><u>APPLICATIONS</u></b>	: Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or Direct Your Applications to Email: <a href="mailto:Jobs-CF30@labour.gov.za">Jobs-CF30@labour.gov.za</a>
<b><u>FOR ATTENTION</u></b>	: Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
<b><u>NOTE</u></b>	: Coloureds, Indians Whites and Persons with disabilities are encouraged to apply
<b><u>POST 14/29</u></b>	: <b><u>ADMINISTRATION CLERK: VOCATIONAL REHABILITATION REF NO: HR 5/1/2/3/10</u></b> (12 Months fixed terms Contract)

<b><u>SALARY</u></b>	:	R228 321 per annum plus 37% in lieu of benefits
<b><u>CENTRE</u></b>	:	Compensation Fund, Pretoria
<b><u>REQUIREMENTS</u></b>	:	Grade 12 Certificate. No experience required. Experience in a rehabilitation or vocational environment will serve as an added advantage. Knowledge: Compensation Fund, policies, procedures, processes. Knowledge and application of relevant legislation and regulations impacting on the Orthotic & Rehabilitation Chief Directorate (COIDA). Data Gathering, Analysis and strategic Reporting. Batho Pele Principles (Customer Services). Public Service Act (PSA). Public Service Regulations (PSR). Public Service Regulations (PSR). Protection of Personal Information Act (POPIA). Legislative Requirement: None. Skills: Digital Acumen. Conflict Management. Communication. Stakeholder Management. Service Delivery Innovation.
<b><u>DUTIES</u></b>	:	Render effectiveness administration support services. Provide supply chain clerical support within the Directorate. Provide personnel administration clerical support services within the Directorate. Provide financial administration support services in the Directorate.
<b><u>ENQUIRIES</u></b>	:	Mr LK Fani, Tel: 082 886 9452
<b><u>APPLICATIONS</u></b>	:	Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or Direct Your Applications to Email: <a href="mailto:Jobs-CF29@labour.gov.za">Jobs-CF29@labour.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
<b><u>NOTE</u></b>	:	Coloureds, Indians Whites and Persons with disabilities are encouraged to apply
<b><u>POST 14/30</u></b>	:	<b><u>ADMINISTRATIVE CLERK: SUPPORT SERVICES: IES REF NO: HR4/4/10/817</u></b>
<b><u>SALARY</u></b>	:	R228 321 per annum
<b><u>CENTRE</u></b>	:	Provincial Office (Western Cape)
<b><u>REQUIREMENTS</u></b>	:	Matriculation/ Grade 12. Knowledge: Administrative procedures relating to an office, Filing and retrieval of documents, Ability to operate fax machine and photocopier, Data capturing. Skills: Planning and Organizing, Computer Literacy, Communication.
<b><u>DUTIES</u></b>	:	Render administration support services to the Directorate. Control the movement of documents and files in the Directorate. Provide Supply Chain Management support in the Directorate. Render Human Resource Services support for the Directorate.
<b><u>ENQUIRIES</u></b>	:	Mr. Q Bowman Tel: (021) 441 8120
<b><u>APPLICATIONS</u></b>	:	<a href="mailto:Jobs-WC7@LABOUR.gov.za">Jobs-WC7@LABOUR.gov.za</a> Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town
<b><u>POST 14/31</u></b>	:	<b><u>PROVISIONING ADMINISTRATION CLERK REF NO: HR 4/4/8/100</u></b>
<b><u>SALARY</u></b>	:	R228 321 per annum
<b><u>CENTRE</u></b>	:	Provincial Office: Kimberley
<b><u>REQUIREMENTS</u></b>	:	Grade 12 certificate with Commercial Subjects (Business Management, Economics, and Accounting). No experience required. Knowledge: Public Service Financial Management, Supply Chain Frame work, LOGIS System Preferential Procurement Policy Frame Work, Departmental Policies and Procedures. Skills: Client Orientation and Customer Focus Computer literacy, Presentation, Analytical, Communication and Numeracy.
<b><u>DUTIES</u></b>	:	Provide contract and tender management support to be in line with developed relevant prescripts. Administer open and close tender processes in compliance with SCM policies and Treasury regulations. Procure goods and services in line with relevant prescripts in the Province. Provide inventory management support to ensure effectiveness and efficient in the Province. Render assets management support to comply with Departmental policies.
<b><u>ENQUIRIES</u></b>	:	Ms M Mogongoa Tel: (053) 838 1500
<b><u>APPLICATIONS</u></b>	:	Chief Director: Provincial Operations: Private Bag X 5012, KIMBERLEY, 8301 OR hand deliver at Laboria House, c/o Pniel & Compound Street, Kimberley. Email: <a href="mailto:Jobs-NCKIM@labour.gov.za">Jobs-NCKIM@labour.gov.za</a>

<b><u>POST 14/32</u></b>	:	<b><u>SECURITY OFFICER: MANAGEMENT AND SUPPORT SERVICES (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R193 359 per annum
<b><u>CENTRE</u></b>	:	Labour Centre: Cape Town (Western Cape)-Ref No. HR4/4/10/818
	:	Labour: Centre: Durban (KZN)-Ref No. HR4/4/5/11
<b><u>REQUIREMENTS</u></b>	:	Grade 12 / Senior Certificate and Grade C Security Certificate. Twelve (12) months security experience. Knowledge: Access to Public premises and vehicles Act, Evacuation procedures, Minimum Information Security Standards, Private Security Industry Regulatory Authority Procedures, Batho Pele Principles, Public Service Regulations Act, Departmental Policies and Procedures. Skills: Verbal and written communication, Interpersonal Relations, Problem solving, Listening, Computer literacy, Planning and organizing, Analytical.
<b><u>DUTIES</u></b>	:	Control access in and out if the Labour Centre and a provincial Office (Daily), Secure the flow of information and assets within the Labour Centre and a Provincial Office (Daily), Conduct security patrols of the building and offices to ensure safety of employees and clients (Daily), Conduct internal investigations and enforce security rules and regulations (Daily).
<b><u>ENQUIRIES</u></b>	:	Mr. Q Bowman Tel: (021) 4418120 Mr S Mchunu Tel: (031) 336 1500
<b><u>APPLICATIONS</u></b>	:	<a href="mailto:Jobs-WC@LABOUR.gov.za">Jobs-WC@LABOUR.gov.za</a> Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town Deputy Director: Durban Labour Centre, PO Box 10074, Marine Parade 4056 Or hand deliver at Govt Buildings, Masonic Grove, Durban. For Online Applications Email to: <a href="mailto:Jobs-KZN10@Labour.gov.za">Jobs-KZN10@Labour.gov.za</a>
<b><u>POST 14/33</u></b>	:	<b><u>OFFICE AID: MANAGEMENT SUPPORT SERVICES REF NO: HR4/4/10/819</u></b>
<b><u>SALARY</u></b>	:	R163 680 per annum
<b><u>CENTRE</u></b>	:	Labour Centre: Cape Town
<b><u>REQUIREMENTS</u></b>	:	Standard 8/Grade 10. (0) Zero experience. Knowledge: Cleaning Practices, Catering, Office Practices Skills: Interpersonal relations, Verbal, Communication, Listening.
<b><u>DUTIES</u></b>	:	Ensure a clean office environment at all times. Provide food service's aid. Assist in distributing stock. Assist with messenger functions.
<b><u>ENQUIRIES</u></b>	:	Mr. Q Bowman Tel: (021) 4418120
<b><u>APPLICATIONS</u></b>	:	<a href="mailto:Jobs-WC@LABOUR.gov.za">Jobs-WC@LABOUR.gov.za</a> Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town

## DEPARTMENT OF FORESTRY FISHERIES AND THE ENVIRONMENT

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

- APPLICATIONS** : May be forwarded to the Director-General, Department of Forestry, Fisheries and the Environment, May be forwarded to the Director-General, Department of Forestry, Fisheries and the Environment: Private Bag X4390, Cape Town, 8000 or hand-deliver to No 63 Strand Street, Cape Town, or email to: [Recruitmentcoastal@dffe.gov.za](mailto:Recruitmentcoastal@dffe.gov.za)
- CLOSING DATE** : 19 May 2025
- NOTE** : Application must be submitted on a signed Z83 form obtainable from any Public Service Department accompanied by a recent detailed Curriculum Vitae only, to be considered. Shortlisted candidates will be required to submit certified copies of qualifications, Senior Certificate, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG) prior to appointment. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. Furthermore, Shortlisted candidates must provide proof of successful completion of the course. All candidates shortlisted for the posts will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and the technical exercise of all SMS posts, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency-based assessments. Persons appointed will be subjected to a security clearance, the signing of performance agreement and employment contract. The Department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.

## OTHER POSTS

- POST 14/34** : **ENVIRONMENTAL OFFICER CONTROL GRADE A: MPA'S (OC06/2025)**
- SALARY** : R612 480 per anum
- CENTRE** : Cape Town
- REQUIREMENTS** : An appropriate 4-year honours' Degree (NQF 8) in Natural or Environmental Management/Sciences or equivalent qualification plus 6 years post qualification experience in related field. Knowledge and working experience of the following: relevant and applicable policy development and implementation, and legislation (e.g. NPAES, Biodiversity Act, Protected Areas Act, Marine Living Resource Act, etc.); and MPA management issues: Purpose and functioning of MPAs; Co-management approaches; Socio-economic issues around MPAs and Natural Resource Management; Biodiversity Conservation Planning principles and application; methods of assessing sites for MPAs; Compliance and Enforcement measures. Project management and strategic planning. Public Service and Departmental Procedures and Prescripts. Good communication and interpersonal relations skills. Computer skills. Leadership

and conflict management. Knowledge of public finance management, procurement procedures and budget management (PFMA, NT Regulations, etc.). Ability to gather, analyse and synthesise information. Ability to work individually and in team. Ability to work under pressure and with difficult persons. The candidate must have a valid driver's license (Code B) and be willing and able to travel extensively.

**DUTIES**

: Design and expand the MPA network to represent bioregions, including deep water and high sea areas. Participate and influence the conservation planning processes. Facilitate the declaration process of the Marine Protected Area and establishment of OECMs network. Develop, implement relevant policies and legislation regarding MPAs and OECMs and coordinate the implementation of the National Biodiversity Strategies and Action Plans (NBSAPS). Prepare implementation reports in line with the National Biodiversity Monitoring Framework. Development and monitor the implementation of contracts (MoAs, SLAs, MoUs, etc.). Operationalise management arrangements for Marine Protected Areas and OECMs. Develop and monitor the implementation of the workplans. Prepare necessary administration and SCMs processes to enable the MPA management authorities to effectively manage MPAs on behalf of the Department. Review and implement international targets relating to marine conservation areas. Develop, implement and review of national strategies in line with national, regional and international obligations. Facilitate the development and effective implementation of MPA management plans. Facilitate and conduct the management effectiveness tracking tool (METT) for MPAs. Establish and strengthen public private partnerships to advance the implementation of conservation obligations. Establish stakeholder engagement platforms to foster effective participation in conservation and decision-making. Lead stakeholder consultation on potential expansion areas for conservation purposes.

**ENQUIRIES**

: Mr M Dopolo; Tel 0214937038

**GOVERNMENT COMMUNICATIONS AND INFORMATION SYSTEM**

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

<b><u>APPLICATIONS</u></b>	:	The DG of Government Communication and Information System, Private Bag X 745, Pretoria 0001, hand deliver to Tshedimosetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria, or to the email address provided.
<b><u>FOR ATTENTION</u></b>	:	Ms P Kgopyane
<b><u>CLOSING DATE</u></b>	:	16 May 2025
<b><u>NOTE</u></b>	:	Applicants with disabilities are encouraged to apply. The old prescribed application or employment form Z83 was withdrawn with effect from 31 December 2020. As per the Government Gazette No: 43872, any applicant who submits an application on or after 1 January 2021 must do so on the new prescribed Z83 form, obtainable from any Public Service Department or on the internet at <a href="http://www.gov.za/documents">www.gov.za/documents</a> . Failure to submit an application on the new prescribed Z83 form will lead to disqualification. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the fully completed and signed Z83 form and a detailed curriculum vitae. Communication regarding submission of certified copies of qualifications and other relevant documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates will be required to submit certified documents on or before the day of the interview, following communication from the department. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Correspondence will be limited to short-listed candidates. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The successful candidate must disclose to the DG particulars of all registrable financial interests, sign a performance agreement and employment contract with the DG within three months from the date of assumption of duty and obtain a top-secret security clearance. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. The department reserves the right to fill or not to fill the vacant post. The successful candidates will enter into an employment contract with the GCIS that will be reviewed based on performance expiration. By submitting the employment application form, you agree and consent in terms of section 11 (1) of the Protection of Personal Information Act, 2013 (POPIA), for your personal information which you provide to the Government Communication and Information System ("GCIS") being processed by the GCIS and its employees, agents, cabinet committees, and sub-contractors for recruitment purposes, in accordance with the Protection of Personal Information Act.

**OTHER POSTS**

<b><u>POST 14/35</u></b>	:	<b><u>ADMINISTRATION OFFICER: BIDS ADMINISTRATION REF NO: 3/1/5/1-25/08</u></b> Directorate: Supply Chain Management
<b><u>SALARY</u></b>	:	R325 101 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Applicants should be in possession Grade 12 and an appropriate three year National Diploma (NQF Level 6) or Bachelor's Degree (NQF Level 7) in Public Management / Administration / Logistics Management / Public Finance and Accounting / Purchasing Management or equivalent related qualification as recognised by SAQA. The candidate must have at least one (1) year relevant experience in Supply Chain Management. Sound knowledge of supply chain management legislation and related prescripts such as Public Finance 16

Management Act, PPPFA and Regulations, Contract Administration and Supply Chain Management Guidelines. Skills: Advanced computer literacy skills in the MS Office suite (Word, Excel, PowerPoint, etc.), Customer and client focused, excellent communication skills, both verbal and written. Self-driven and good organizational, Supervisory. The applicant should be able to work independently and have innovative thinking, flexibility and willingness to adjust to changes in the work environment and ability to work under pressure and willingness to work irregular hours.

#### **DUTIES**

: The successful candidate will be responsible to advise clients with respect to Media Buying/ ToR /Specifications / Deviations, ensure tracking of media buying requests and spend, ensure that client's funds are available in the GCIS suspense account, continuously lead capacity building presentations to internal clients on media buying and other bid related matters. Ensure that all transactions relating to bids, RFQ's, deviations, 3G's as well as media buying are compliant to the relevant policies and legislation. Ensure that a scientific process of identifying the target market and selecting appropriate mode of media for various campaigns is in place. Ensure that all Specifications / Terms of Reference Committee, Evaluation Committee and Bid Adjudication Committee Meetings run smoothly. Ensure the compilation of minutes for the Committee meetings indicated above and submit to the relevant official and the compilation of memos for DG's approval. Regularly update the database of RFQ / Bid schedules / Deviations / 3G's. Provide administrative support in the bid / formal quotation process as well as deviations. Supervise correct filing of all documents relating to bids/contracts/ 3G's. Administration of contracts relating to RFQ's/Bids/Transversal contracts including the monitoring and maintenance of RFQ's/Bids/Operating leases and 3G schedules for disclosure purposes. Consolidation of the procurement plan for the department, monitoring of the implementation as well as reporting to National Treasury. Attending to Enquiries, compiling of submissions / reports. Manage staff Please detail courses passed in the CV as per the academic transcript.

#### **ENQUIRIES APPLICATIONS**

: Mr Namane Mahlaba Tel No: (012) 473 0093  
: May be hand delivered to Tshedimosetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria or emailed to [recruitment@gcis.gov.za](mailto:recruitment@gcis.gov.za)

#### **NOTE**

: In line with the Directive on the Professionalisation of Human Resource Management and Development in the Public Service, all shortlisted candidates will undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the technical and generic requirements of the post.

**GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC)**

*The GTAC is an equal-opportunity employer and encourages applications from women and people with disabilities. Our buildings are accessible for people with disabilities and reasonable accommodation is provided for persons with disabilities.*

<b><u>APPLICATIONS</u></b>	:	Only online applications will be accepted. Applications not accompanied by a comprehensive CV and fully completed and signed Z83 form will not be considered. Please register or if you are already registered, sign in and apply for this position on the <u>GTAC eRecruitment website</u> <a href="https://erecruitment.gtac.gov.za/erecruitment/">https://erecruitment.gtac.gov.za/erecruitment/</a>
<b><u>CLOSING DATE</u></b>	:	13 May 2025 at 12h00.
<b><u>NOTE</u></b>	:	Only South African Citizens, and Permanent Residents need to apply as per PSR 2016. Applications should be accompanied by a duly completed and signed Z83 form (obtainable from any Public Service department). The post title and reference number must be clearly indicated on the Z83 form. A recent comprehensive CV should be submitted. Certified copies of qualifications and other relevant documents will be required to be submitted to HR on or before the day of the interview from shortlisted candidates. All short-listed candidates will be subjected to security vetting to confirm employment, personnel suitability checks and undergo an SMS competency assessment prior to the interview. Short-listed candidates must make themselves available for a panel interview on the date determined by GTAC. Late applications, and those not meeting the requirements, will not be considered. Should you not receive feedback from GTAC within 2 months of the closing date, please consider your application unsuccessful. GTAC reserves the right to fill or not fill the advertised post. Preference will be given according to EE and Gender target. Female candidates are encouraged to apply. In accordance with the DPSA Directive on Compulsory Capacity Development, Mandatory Training Days and Minimum requirements, this SMS level appointment will be subject to the completion of the Senior Management Pre-entry programme as endorsed by the National School of Government. The applicants should therefore have proof that they have registered for the Pre-entry certificate and have completed the course before the appointment. The cost of the pre-entry certificate is at the candidate's expense. To access the pre-certificate course, please visit: <a href="https://www.thensg.gov.za/training-course/sms-pre-entry-programme">https://www.thensg.gov.za/training-course/sms-pre-entry-programme</a> .

**MANAGEMENT ECHELON**

<b><u>POST 14/36</u></b>	:	<b><u>DIRECTOR: INSTITUTIONAL DEVELOPMENT SUPPORT REF NO: G02/2025</u></b> Term: Permanent
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R1 216 824 - R1 433 355. per annum (Level 13). all-inclusive package Pretoria A degree (NQF level 7 qualification) in public administration or business administration, project management and/or governance or another related field. Postgraduate degree (NQF level 8 qualification) in Social/Economic Sciences or Governance/ Management or equivalent would be advantageous. At least 5 years at Middle/Senior Management level. A minimum of 8 years' experience in public sector programme and/or project management. Competencies Required: Concern for Quality and Order: Desire to see things done logically, clearly and well, which takes various forms: monitoring and checking work and information, insisting on the clarity of roles and duties, setting up and maintaining information system. Client Service Orientation: Client service orientation implies helping or serving others, to meet their needs. It means focusing on discovering those needs, figuring out how to best meet them as well as putting into practice the Batho Pele principle. The term "clients" refers to both internal and external clients. Effective Communication: Ability to transmit and receive information clearly and communicate effectively with others by considering their points of view in order to respond appropriately. This involves listening, interpreting, formulating and delivering verbal, non-verbal, written, and/or electronic messages. It includes the ability to convey ideas and information in a way that brings understanding to the target audience. Team Participation: Working co-operatively with others, as opposed to working separately or competitively. Project Management: Knowledge of project



management principles, methods, or tools for appraising, conceptualising, structuring, scheduling, coordinating, and managing projects and resources, including monitoring and reporting on project impact, costs, work, and contractor performance. Systems Thinking: Orientation to think in system-wide terms with regards to functions or divisions within the organisation. This includes spotting opportunities to connect the initiatives underway in other areas or proactively sharing information or resources that can be seen to have relevance and impact for others. Project Governance: Knowledge of project risk management analysis and risk controls design and conducting of due diligence exercises and project audits. Administrative Operations: Knowledge, capabilities and practices associated with the support of administrative and management activities to facilitate organisational and mission goals and objectives. This competency requires knowledge of the appropriate rules, regulations, processes and associated systems within various enabling functions which may include human resources management, resource management, employee support services, documentation, procurement and financial management. Vision and Purpose: Modelling and promoting high personal and professional standards that support the organisation's vision, mandate and values. Sharing goals, objectives and ideas to encourage others to commit to and be enthusiastic about realising the vision. Problem Solving and Analysis: The ability to analyse and understand a situation, issue or problem and create timely and well-developed solutions by systematically applying deconstruction, tracing, organising, and comparison techniques to all parts and features of a problem, identifying sequences and causal or if/then relationships, setting priorities and examining alternatives, risks, and consequences. People Development and Management: Knowledge of mobilising people to work toward a shared purpose in the best interests of the department, the people comprising it and the people it serves. It involves attracting, supporting developing and retaining a talented and diverse workforce. Demonstrating concern for individual differences and employee morale and fostering employee development through responsible sharing, learning and training opportunities. Resources Planning: Organizing work, setting priorities, and determining resource requirements; short- or long-term goals and strategies to achieve them; coordinating with other organisations or parts of the organisation to accomplish goals; monitoring progress and evaluating outcomes.

## **DUTIES**

: To ensure the effective and efficient management of the IDS operations, governance, and project monitoring and reporting, and effective and efficient provision of project implementation support. IDS strategic and operational management: Manage the preparation of IDS inputs for the strategic and operational planning processes, including the GTAC strategic plan and IDS annual performance plan, operational plan, and performance indicators. Manage the preparation and provision of IDS information and documents for strategic and operational meetings, attend/chair meetings as required and implement decisions where required. Manage and contribute to the IDS budgeting and financial reporting processes and documents, including MTEF, operational plan, annual drawings schedule, and adjustments reports. Assess and revise the IDS standard operating procedures and business processes as required. Monitor and coordinate IDS systems use and licence agreements, and enhancements to functionality. Manage the preparation and updating of the IDS risk register and risk reports. Provide project information and documents for compliance checking and auditing purposes. IDS business services and products development and client relationship management: Assist IDS Chief Director with responses to client queries. Manage the implementation of client surveys. Contribute to the development of IDS service offerings and quality assurance framework. Contribute to the development of IDS knowledge products and submission of information for GTAC webinars and publishing on the GTAC website. IDS projects governance management and implementation support: Contribute to and coordinate the establishment and maintenance of the projects governance framework, systems, and controls, and monitor implementation across all project cycle stages including planning, implementation and post evaluation. Manage the IDS project decision process, including attending introductory scoping appointment with the client, review of project concept notes, and completion of IDS project decision forms. Manage the preparation and finalisation of the project governance documents including client memoranda of agreements, project charters, and service provider terms of reference. Manage the administration of project agreement documentation

including registration of projects on the GTAC master project register, capturing of project details and uploading of project charters and client MoAs. Oversee and monitor the initiation of projects including induction of service providers on IDS processes and practices regarding project management, client relationship management, and project work reporting and invoicing. Manage the compliance checking, quality assurance and administration, including filing and archiving, of project documentation. Manage the administration of project extensions / amendments, including contract-related motivations and memos, project terms of reference, and proposed discrete project budget adjustments. Manage the IDS project closure processes, including the review and verification of project close-out reports and verification of project deliverables. IDS project resources and costs recovery management: Manage IDS projects team allocation processes and issuing Instructions to Perform Work and statements of work. Manage the development of procurement plans and liaise with the Professional Services Procurement unit on the initiation of procurement processes. Manage service provider contract files and engagement processes. Oversee the checking, verification and quality assurance of service provider invoices and submission for approval. Oversee project cost recovery and client invoicing processes. IDS Monitoring and Reporting: Manage the production, generation and distribution of IDS management and project reports including Minister's reports, APP progress reports, annual reports and narrative on projects achievements, project progress and status reports. Monitor the submission of project progress reports, and assist with the review and resolution of project-related issues.

#### **ENQUIRIES**

: HR Enquiries: Kaizer Malakoane 066 250 7072  
/kaizer.malakoane@gtac.gov.za

#### **OTHER POSTS**

#### **POST 14/37**

: **DEPUTY DIRECTOR: MFIP KNOWLEDGE AND INFORMATION MANAGEMENT REF NO: G03/2025**

Term: Date of Assumption of Duty till 30 June 2026 Fixed-Term Contract

#### **SALARY**

: R1 059 105.per annum (Level 12) all-inclusive package PSR 44 will apply to candidates appointed in the Salary Level

#### **CENTRE**

: Pretoria

#### **REQUIREMENTS**

: A Bachelor's degree (NQF Level 7) in Knowledge Management, information system or equivalent qualification and/or related field. Preference will be given to candidates who have an (NQF Level 7) in ICT. Specialisation in the development and deployment of systems, programming, technology-based learning and information-sharing platforms/solutions. A minimum of 6 – 8 years' experience in ICT, knowledge management or related field, at least 2-3 of which at middle management level. Experience in the public service is an added advantage. Competencies Required: Concern for Quality and Order: Desire to see things done logically, clearly and well, it takes various forms: monitoring and checking work and information, insisting on the clarity of roles and duties, setting up and maintaining information system. Integrity/ Honesty: Contributes to maintaining the integrity of the organisation; displays high standards of ethical conduct and understands the impact of violating these standards on an organisation, self, and others; is trustworthy. Client Service Orientation: Client-service orientation implies helping or serving others, to meet their needs. It means focusing on discovering those needs, figuring out how to best meet them as well as putting into practice the Batho Pele principle The term "clients" refers to both internal and external clients. Team Participation: Works co-operatively with others, working together as opposed to working separately or competitively. Project Management: Knowledge of project management principles, methods, or tools for appraising, conceptualising, structuring, scheduling, coordinating, and managing projects and resources, including monitoring, evaluating and reporting on project impact, costs, work, and contractor performance. Computer Literacy: Knowledge and ability to use computers and technology efficiently. Refers to the comfort level someone has with using computer programs and other applications associated with computers (MSOffice, Internet, email). Legislative Knowledge: Deep knowledge of the Municipal Finance Management Act, Municipal Structures Act, Municipal Systems Act, and Property Rates Act and related reforms and Treasury regulations pertaining to public finance budgeting, revenue management, asset management and supply chain management, and

constitutional provisions on support, interventions, and capacity building. Government Knowledge: Knowledge of South African government systems and processes, the local government legal framework and the role and responsibilities of National and provincial government within that framework. Financial Management: Knowledge and ability to apply financial management practices, processes, controls and systems associated with budgeting and expenditure management, revenue management, financial and chartered accounting, supply chain management, asset management and financial risk and audit management. Networking and Influencing: Establishes, maintains, and utilizes a relevant network of contacts in order to keep a pulse on public, political and internal issues and make informed decisions. It implies an intention to persuade, convince, influence, or impress others in order to meet the intended objectives. Problem Solving and Analysis: The ability to analyse and understand a situation, issue or problem and create timely and well-developed solutions by systematically applying deconstruction, tracing, organising, and comparison techniques to all parts and features of a problem, identifying sequences and causal or if/then relationships, setting priorities and examining alternatives, risks, and consequences. Effective Communication: Ability to transmit and receive information clearly and communicate effectively to others by considering their points of view in order to respond appropriately. This may involve listening, interpreting, formulating, and delivering verbal, non-verbal, written, and/or electronic messages. It includes the ability to convey ideas and information in a way that brings understanding to the target audience. Information Sharing: Both the motivation to expand and use one's knowledge and the willingness to share this knowledge with others. Resources Planning: Organizes work, sets priorities, and determines resource requirements; determines short- or long-term goals and strategies to achieve them; coordinates with other organisations or parts of the organisation to accomplish goals; monitors progress and evaluates outcomes. Results Orientation: Concern for holding yourself and others accountable for achieving results or for surpassing a standard of excellence. It includes the process of setting measurable objectives, implementing change, and then checking back to determine the effect of your efforts. The standard maybe one's own past performance (striving for improvement); an objective measure (results orientation); outperforming others (competitiveness); challenging goals one has set, or even what anyone has ever done (innovation). Systems Thinking: Orientation to think in system-wide terms with regards to functions or divisions within the organisation. This includes spotting opportunities to connect the initiatives underway in other areas or proactively sharing information or resources that can be seen to have relevance and impact for others. Knowledge and Information Management: The ability to gather, prepare, house and share the organisationally relevant information produced or found through work in a manner that creates easy access and understanding, and that informs and educates the reader regarding the subject. Policy Management: Knowledge of public finance policies and the related legislation and regulations, and legislative processes. Includes the ability to monitor legislation that is of interest to Treasury and use a wide variety of resources and tools to develop, maintain, monitor, enforce and provide oversight of policies and regulations.

## **DUTIES**

: To support the MFIP technical support programme within the Knowledge Management (KM) unit of the MFIP. The overall purpose of the unit is to ensure three outcomes: Technology Enablement, Knowledge and Content Management, and Innovation and Grand Challenges. This position will focus on Technology Enablement with related duties for Knowledge and Content Management Knowledge Management: Administer and maintain the programme Knowledge Management artifact register, Facilitate and coordinate the Knowledge Management collection phase. Facilitate the Knowledge Management engagement phase. Facilitate and coordinate peer-review processes. MFIP stakeholder and client relationships and advice: Support the establishment and maintenance of stakeholder and client relationships and provision of technical advice and support as required. Assist with engagements with stakeholders, clients, and industry role players and provide inputs on municipal finance management policy and practices as required. Prepare formal and ad hoc technical information for stakeholders and institutions throughout the MFIP project cycle. MFIP reviews, research and knowledge management: Assist with the design and establishment of the MFIP knowledge management databases and filing system. Assist with the management of

knowledge and learnings resulting from the implementation of the MFIP programme: capturing and analysing lessons learnt, producing reports, submitting information for publishing on the GTAC website, implementing lessons learnt into service practices. ICT Governance Management: Assist with the establishment and maintenance of the MFIP ICT governance framework including: ICT policies, procedures and classification systems, ICT service delivery practices, ICT Minimum Interoperability Standards (MIDS), ICT risk mitigation strategies and controls, ICT disaster recovery plans and processes, ICT internal controls and registers for access, security and management. Assist with the implementation, compliance and relevance of ICT policies and procedures including: Developing and circulating guidelines, materials and posters, where relevant, and lodging all documents on the GTAC policy management system, organizing and facilitating capacity-building workshops for all staff on rights and responsibilities, providing support to line management on ICT processes and services, monitoring and addressing issues of non-compliance to the policies, conducting periodic reviews of policies in line with changes to legislation, collective agreements and organizational environment changes, organizing and supporting ICT audits and implementing findings. Manage the continuous improvements of GTAC ICT processes including: Conducting research on latest ICT trends and compiling reports, attending DPSA workshops with regards to ICT to ensure that all legislative and regulatory frameworks are updated, building an interdepartmental network group for reference and benchmarking. Systems Analysis and Design: Liaise with business analysts, end-users and/or vendors to obtain requirements for new systems or system enhancements. Receive business requirements and conduct technical impact analysis to understand the impact of the required process change and decide on the scope of the project and how it will be delivered. Translate the business requirement into technical designs considering the target environment, existing systems and potential risk and security-related aspects. Investigate and model business functions, processes, and information flows and data structures using methodical and consistent techniques. User Acceptance Testing (UAT): Conduct unit testing of the written code to ensure that it fulfills the requirements as set out in the business functional requirements specifications. Review program code to improve system performance. Uploading of the support plans from various streams within MFIP. User Technical Support & Query Management: Obtain diagnostic data to assist in the investigation and resolution of problems on systems. Match unresolved incidents against existing problems, known errors and other incidents. Support the business during user acceptance testing by resolving any queries and defects to ensure delivery of a system that meets business requirements. Attend to queries on the uploading or amendment of support plans. Ensure that incidents and problems in systems and services are fully recorded and documents. Keep the relevant stakeholders informed of the status of systems and services. Review, to the extent possible, changes in code and the environment that will affect system performance

## **ENQUIRIES**

: HR enquiries: Kaizer Malakoane 066 250 7072  
[/kaizer.malakoane@gtac.gov.za](mailto:kaizer.malakoane@gtac.gov.za)

## DEPARTMENT OF HIGHER EDUCATION AND TRAINING

<b><u>APPLICATIONS</u></b>	:	DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or <a href="http://z83.ngnscan.co.za/apply">http://z83.ngnscan.co.za/apply</a> and following the easy prompts/instructions.
<b><u>CLOSING DATE</u></b>	:	16 May 2025
<b><u>NOTE</u></b>	:	A Skilled And Capable Workforce For An Inclusive Growth "The Full Details For The Adverts Can Be Accessed On DHET Website At <a href="http://www.dhet.gov.za">www.dhet.gov.za</a> or <a href="https://www.dhet.gov.za/Sitepages/Careers.aspx">https://www.dhet.gov.za/Sitepages/Careers.aspx</a> And Will Be Placed On The DPSA Circular Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for 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 Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <a href="https://www.thensg.gov.za/training-course/sms-pre-entry-programme/">https://www.thensg.gov.za/training-course/sms-pre-entry-programme/</a> . The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all NSF posts".
<b>MANAGEMENT ECHELON</b>		
<b><u>POST 14/38</u></b>	:	<b><u>CHIEF DIRECTOR: SKILLS DEVELOPMENT IMPLEMENTATION REF NO: NSF01/04/2025</u></b> Branch: Skills Development Component: National Skills Fund Chief Directorate: Skills Development Implementation (This post is being re-advertised and candidates who previously applied may re-apply)
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R1 436 022 per annum (Level 14), (All-Inclusive Remuneration Package) Pretoria An appropriate Bachelor's Degree/Advanced Diploma (NQF Level 7) in Education Training and Development/Project Management/ Business Administration/ Management and/ or related qualification. A relevant postgraduate qualification will serve as an added advantage. A minimum of ten (10) years of relevant work experience with at least five (5) years at the senior management level in managing projects or programmes on a national scale in the private or public sector. This senior management position in a core functional area requires a dynamic individual with proven strategic management, leadership, and people management capabilities to lead eight directorates. The candidate must be a strong communicator with the ability to interact with a wide range of stakeholders. Further skills requirements relate to excellent project and programme management, technical proficiency, monitoring and evaluation, problem solving and analysis, report writing,

preparing presentations, marketing and communication, knowledge management, quality management, budgeting and financial management, human resource management, change management and negotiation. The incumbent must be client-oriented, customer focused and be able to perform in a team environment. Good knowledge of the Post- School Education and Training system will be an added advantage. Good computer skills. Candidates must be willing to travel the country extensively and travel abroad occasionally and be committed to meeting deadlines within tight time- frames. A willingness to work irregular hours. A valid driver's license.

## **DUTIES**

: Head the NSF's core function area of skills development implementation consisting of eight directorates; with an estimated staff compliments of +- 70 permanent employees and +- 40 interns; which some will also be located in the regions across the country; To oversee and provide strategic direction to the initiation, monitoring and evaluation of skills development implementation initiatives funded by the NSF. Programme management: Oversee the development and management of a programme management framework for the standardised coordination and management of programmes. Oversee project alignment to their assigned programmes. Oversee the development and implementation of a standardised project management approach and methodology. Oversee the establishment and utilisation of a standard reporting framework and regular reporting is conducted on projects. Oversee the management and monitoring of project activities through quality management and detailed plans and schedules. Initiation and evaluation of projects funded by the NSF: Oversee activities related to the initiation and evaluation of projects and programmes. Oversee the review of operational policy for projects and programmes. Oversee the development and management of the Grants Disbursement Framework. Oversee the engagement of the Evaluation and Adjudication Committees. Regional monitoring of projects funded by the NSF: Oversee activities related to the monitoring of projects. Oversee the effective development and utilisation of monitoring frameworks for projects and programmes. Oversee project performance reporting. Oversee the financial management and performance of projects and programmes. Implementation of strategic business plans: Oversee the allocation of new projects to the Directors in the Skills Development Implementation Chief Directorate to ensure the projects meet the strategic objectives of the NSF. Oversee the effective management of dependencies and interdependencies between existing and proposed projects and programmes by Directors within Chief Directorate. Oversee the effective management of duplications across projects and programmes within Directorates and provision of advice on these. Oversee prioritisation of projects and programmes in line with the broader strategy and objectives of the NSF. Oversee the achievement of strategic objectives and operational excellence of the Chief Directorate. Stakeholder engagement and reporting: Oversee and engage internal and external stakeholders relevant to initiation and evaluation of projects and programmes. Oversight of reports received from Heads regarding Skills Development Initiatives of the NSF and the PSET sector. Develop consolidated reports for the Chief Directorate and provide key insights to the internal and external stakeholders. Manage the resources of the Chief Directorate: Develop the operational plan for the Chief Directorate and oversee its implementation. Lead budgetary planning for the Chief Directorate and account for allocated budget. Oversee adherence to policy and statutory directives relevant to the post school education sector. Oversee the execution of the operational plan for the Chief Directorate, including a budget, performance targets, and measurement metrics and reporting. Oversee the provision of adequate capacity within the Chief Directorate to achieve its objectives. Oversee the management of the performance of employees in accordance with policy. Oversee the provision of necessary information and resources for employees to deliver on the objectives and targets of the Chief Directorate. Lead and motivate employees to create a culture of high performance. Oversee the management of employee-related matters within the Chief Directorate. Participate as an active member of the NSF Executive team and Chief Directorate management team: Operate within delegated authorisation. Always adhere to the values of the NSF. Develop consolidated reports for the Chief Directorate and provide key insights to the NSF Executive team. Actively participate in executive and Chief Directorate meetings. Positively support the implementation of all Executive and Chief Directorate management decisions. Actively participate in internal and external forums and committees.

**ENQUIRIES** : Mr D Moyane Tel No: 012 943 3105 / Ms C Els 012 943 3250 / Ms B Setuki  
012 943 3161/ Mr T Thabane

**POST 14/39** : **DIRECTOR: FUND MANAGEMENT (REF NO: NSF02/04/2025)**  
Branch: Skills Development  
Component: National Skills Fund  
Directorate: Fund Management  
(This post is being re-advertised and candidates who previously applied may re-apply)

**SALARY** : R1 216 824 per annum (Level 13), (All-Inclusive Remuneration Package)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : An appropriate Bachelor's Degree/Advanced Diploma (NQF Level 7) in Financial Management/Accounting or related qualification. A relevant post-graduate qualification will be an added advantage. A minimum of five (5) to ten (10) years' work experience with five (5) years' experience at middle/senior management level in a finance or accounting environment. Candidates with a CA (SA) qualification will have a distinct advantage. Candidates that have experience in fundraising, managing large projects, portfolios of projects and/or programmes in the private or public sector will have an added advantage. A good understanding of the post-school education and training system will also be an added advantage. This senior management position in a core functional area requires a dynamic individual with proven management, leadership, and people management capabilities. The candidate must be a strong communicator with the ability to interact with a wide range of stakeholders, both local and international. Further skills requirements relate to technical proficiency, monitoring, and evaluation, problem-solving and analysis, report writing, preparing presentations, marketing and communication, knowledge management, quality management, budgeting and financial management, human resource management, change management, negotiation, attention to detail. The incumbent must be client orientated, customer focused and be able to perform in a team environment. Good computer skills. Candidates must be willing to travel the country extensively, travel abroad occasionally, work irregular hours and be committed to meeting deadlines within tight timeframes. A willingness to work irregular hours and travel extensively. A valid driver's license.

**DUTIES** : Responsible for fundraising and stakeholder management. Manage the commitment schedule of NSF-funded programmes and projects. Provide financial oversight of NSF-funded programmes and projects. Responsible for providing financial control of NSF-funded programmes and projects, especially with regard to budgeting, contracting and disbursements. Providing financial advice and support in fulfilling the financial business partner role to the NSF-funded programmes and projects. Ensuring that NSF-funded programmes and projects report timely and accurately. Perform cost benchmarking on skills development initiatives to attain value for money. Maintain cash flow forecasts on NSF-funded programmes and projects; Perform financial reporting on NSF-funded programmes and projects; Provide financial advice. Perform expenditure verification and performance information verification related to projects within the project portfolio. Manage stakeholders for a portfolio of projects. Manage staff reporting to him/her. Provide feedback and advice regarding skills development activities. Participate as an active member of the regional

**ENQUIRIES** : Mr D Moyane Tel No: 012 943 3105 / Ms C Els 012 943 3250 / Ms B Setuki  
012 943 3161/ Mr T Thabane

**POST 14/40** : **DIRECTOR: SUPPLY CHAIN MANAGEMENT (REF NO: NSF03/04/2025)**  
Branch: Skills Development  
Component: National Skills Fund  
Directorate: Supply Chain Management  
(This post is being re-advertised and candidates who previously applied may re-apply)

**SALARY** : R1 216 824 per annum (Level 13), (All-Inclusive Remuneration Package)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : An appropriate Bachelor's Degree/Advanced Diploma (NQF Level 7) in Supply Chain Management/Logistics Management or related qualification. A relevant post-graduate qualification will be an added advantage. A minimum of five (5)

to ten (10) years' work experience with five (5) years' experience at middle/senior management level in supply chain management/ Logistics Management environment. This is a senior management position that requires a dynamic hardworking individual with strong leadership and people management skills to manage the directorate of +- 20 employees. Further skills and competency requirements relate to strategic capability, problem-solving and analysis, technical proficiency, quality management, budgeting and financial management, communication management and people empowerment. The incumbent must be service delivery orientated, customer-focused, maintain high integrity and be able to perform in a team environment. Good knowledge of supply chain management and procurement, financial legislation, and prescripts applicable to the public sector will be an added advantage. Good computer skills. Candidates must be willing to travel, work irregular hours and be committed to meeting deadlines within tight timeframes. A valid driver's license.

## **DUTIES**

: To lead and direct the Supply Chain Management directorate in line with its approved plan and budget. Procurement: Formulate, agree upon, and maintain an appropriate Service Level Management structure for the organisation to include service level agreement's structure. Operational level agreements within the provider organisation. Third-party supplier or contract management relationships to the service level management process. Developing service improvement plans or programmes within the service level management process. Negotiating, agreeing and maintaining the operational level agreements with the third-party service provider. Oversee the creation and development of policies and procedures related to procurement. Supply monitoring: Organise and maintain the regular service level review process with service providers which covers: Reviewing the current performance, Reviewing service levels and targets. Reviewing underpinning agreements and operational level agreements as necessary, agreeing on appropriate actions to maintain or improve service levels. Developing an effective supplier performance management system. Defining key suppliers in the supply database, Ensuring the effective implementation of supply chain management legislation, policies, procedures, and regulations. Reporting and Monitoring: Determine if principles have been consistently observed, and compare monthly, quarterly, and annual performance. Draft and submit annual, quarterly, and monthly reports and reports required. Logistics management: Establish or monitor specific supply chain-based performance measurement systems. Oversee the creation and maintenance of policies or procedures for logistics activities. Manage the resources of the Sub-directorate: Develop the operational plan for the Sub-directorate and ensure its implementation. Conduct budgetary planning for the Sub-directorate and account for the allocated budget. Ensure adherence to policy and statutory directives relevant to the functional terrain of the Sub-directorate. Monitor the execution of the operational plan for the Sub-directorate including the budget, performance target, and measurement metrics and reporting. Ensure sufficient capacity to achieve the objectives of the Sub-directorate. Manage the performance of employees in accordance with PMDS policy. Provide employees with the necessary information and resources to deliver on their objectives and meet the targets of the Sub-directorate. Motivate team members and create a culture of high performance. Manage employees related matters within the Sub-directorate.

## **ENQUIRIES**

: Mr D Moyane Tel No: 012 943 3105 / Ms C Els 012 943 3250 / Ms B Setuki 012 943 3161

## **POST 14/41**

: **DIRECTOR: FINANCIAL PLANNING AND REPORTING (REF NO: NSF04/04/2025)**

Branch: Skills Development

Component: National Skills Fund

(This post is being re-advertised and candidates who previously applied may re-apply)

## **SALARY CENTRE REQUIREMENTS**

: R1 216 824 per annum (Level 13), (All-Inclusive Remuneration Package)  
: Pretoria  
: An appropriate Bachelor's Degree/Advanced Diploma (NQF Level 7) in Financial Management/ Accounting or related qualification. A minimum of five (5) to ten (10) years' work experience in financial management, accounting, or auditing in the private or public sector with five (5) years' experience at



middle/senior management level. Candidates with a CA (SA) qualification will have a distinct advantage. This is a senior management position that requires a dynamic, hardworking individual with strong leadership and people management skills to manage the directorate. Core Competencies: Good interpersonal, strategic leadership, Project Management, People Management and Empowerment, Financial Management and Change Management. Excellent problem-solving and analytical skills, technical proficiency, quality management and communication management. The incumbent must be service delivery orientated, customer-focused, maintain high integrity and be able to perform in a team environment. Good knowledge of the financial frameworks, financial legislation, and prescripts applicable to the public sector will be an added advantage. Highly committed individual to ensure deadlines are met. Good computer skills and presentation skills. Willingness to travel, work irregular hours and travel extensively. A valid driver's license.

#### **DUTIES**

: The main purpose of the job is to manage the financial planning, budgeting, financial reporting and payment functions of the NSF. Planning and Budgeting: Forecast the sector's financial conditions in order to inform the Fund's financial stability. Design the strategic financial plan for all departments. Design and provide input into the Annual Performance Plan (APP). Manage the MTEF budgeting process. Provide input into the Medium-Term Expenditure (MTEF). Define the financial operating framework. Oversee the allocation and distribution of NSF budget. Oversee the audit processes. Oversee the ongoing management of the NSF's cash flow. Investments: Manage the SLA with Public Investment Corporation (PIC). Manage the NSF relationship with commercial banks. Develop and maintain the investment strategy of the NSF. Allocate the returns on investment budgets. Reallocate the returns on investments and refunds of disbursed funds. Reporting and manage the NSF's relationship with the Auditor-General of South Africa and the National Treasury. Report accounting and financial information accurately and timeously and in line with the legislative reporting standards. Manage the monthly and annual financial closure activities. Manage all financial operations that relate to the monitoring and controlling of the flow of money through the enterprise, as revenues and expenses and assets and liabilities. Ensure that all transactions are captured/allocated correctly and are up to date. Maintain and balance general ledger and subsidiary accounts. Analyse and report on the variances of the actual's vs the commitment schedule. Provide input into the development and upgrades of the financial and reporting system and processes. Perform and manage the monthly, quarterly, annual and ad-hoc financial reporting functions (both internal management reporting and external reporting). Distribute monthly, quarterly and annual reports to management and other stakeholders. Oversee reporting on the NSF commitment schedule. Manage the resources of the Sub-directorate. Participate as an active member of the Directorate management team: Operate within delegated authorisation. Adhere at all times to the values of the NSF.

#### **ENQUIRIES**

: Mr D Moyane Tel No: 012 943 3105 / Ms C Els 012 943 3250 / Ms B Setuki 012 943 3161

#### **POST 14/42**

: **DIRECTOR: SECURITY AND FACILITIES MANAGEMENT (REF NO: NSF05/04/2025)**

Branch: Skills Development

Component: National Skills Fund

#### **SALARY CENTRE REQUIREMENTS**

: R1 216 824 per annum (Level 13), (All-Inclusive Remuneration Package)  
: Pretoria  
: An appropriate Bachelor's Degree/Advanced Diploma (NQF level 7) in Security Management/ Property Management/Project Management/ Operations Management/ Risk Management/ Police Management or related qualification. A minimum of five (5) to ten (10) years' work experience in Security and Facilities Management and with five (5) years' experience at middle/senior management level. Knowledge of Public Service and NSF mandates and strategies. Knowledge of property principles and accommodation. Knowledge of controlling institutions protocols (SAPS/NIA/COMSEC) and State Security Agency. Knowledge of investigations. Knowledge of the Minimum Information Security Standard (MISS). Knowledge of office space and contract management. Knowledge of Protection of information act. Knowledge of criminal procedure act. Knowledge of legislation intelligence act. Legislative Knowledge and Prescripts, e.g. Skills Development Act, Skills Development

		Levies Act, Public Service Act, PFMA and National Treasury Regulations. Willingness to travel and a valid driver's license.
<b><u>DUTIES</u></b>	:	Manage and develop NSF security policy development, maintain and upgrade the internal security policy according to the MISS document; MPSS and related government policies on Security Management. Develop and implement Facilities Management Improvement Programme in line with the operational requirements of the NSF and review stakeholders service Level Agreements continuously to improve internal and external relationships with stakeholders. Develop and maintain security awareness and skills training capacity for all official within NSF. Identify all security risks and threats to the security of the NSF, as well as vulnerabilities within NSF 's capacity to counter these threats and risks. Develop, implement and monitor Occupational Health and Safety (OHS) Policy in all premises of NSF and act as a project manager with the implementation of security measures at the private at the private residence of the Minister. Implement an improved problem resolution mechanism with Facilities Management environment to timeously address concerns. Manage Personnel Security Vetting, Clearance and suitability and physical security and access control component and contractors. Contract Management: Oversee the contract management portfolio and implement clear guidelines and specification for execution. Liaise, coordinate, and cooperate with, ensure compliance with security directives issued by and report to controlling Institution (NIA/SAPS/COMSEC). Develop guidelines contract management process utilization and facilitate awareness workshop in the organization and accommodation and space planning: Plan the allocation of accommodation utilization and monitor the compliance pertaining building requirement. Manage service providers appointed to provide security services and contractors.
<b><u>ENQUIRIES</u></b>	:	Mr D Moyane Tel No: 012 943 3105 / Ms C Els 012 943 3250 / Ms B Setuki 012 943 3161
<b><u>POST 14/43</u></b>	:	<b><u>DIRECTOR: SKILLS DEVELOPMENT IMPLEMENTATION MONITORING: LIMPOPO AND MPUMALANGA REGION (REF NO: NSF06/04/2025)</u></b> Branch: Skills Development Chief Directorate: National Skills Fund
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R1 216 824 per annum (Level 13), (All-Inclusive Remuneration Package)
	:	Pretoria
	:	An appropriate Bachelor's Degree/Advanced Diploma (NQF Level 7) in Public Management/Administration and Project Management or related qualification. A relevant postgraduate qualification would be a distinct advantage. A minimum of five (5) to ten (10) years' work experience in project management with five (5) years' experience at middle/senior management level. Valid driver's license. Skills: Excellent communication, interpersonal and Computer literate, Microsoft office proficient. Strong administrative, organizational, management, budget and financial management skills. Time Management, Planning and Organizing, Ability to act with discretion, problem solving, creative thinking, decision making, technical proficiency and leadership skills.
<b><u>DUTIES</u></b>	:	Manage and support business intelligence reporting consolidating of organisational requirements for business intelligence reporting. Ensure good practice regarding business reporting. Support stakeholders with handling, processing or receiving reports. Manage the collection and interpretation of data from various internal and external sources, data analysis and report compilation. Manage business intelligence and organization report development. Manage organisational performance metrics. Work closely with financial and business analysts, integrate competitive reporting and maintain the business data of the NSF. Manage resources of the Directorate, manage the performance of employees in accordance with policy. Participate as an active member of the Directorate team.
<b><u>ENQUIRIES</u></b>	:	Mr D Moyane Tel No: 012 943 3105 / Ms C Els 012 943 3250 / Ms B Setuki 012 943 3161
<b><u>POST 14/44</u></b>	:	<b><u>DIRECTOR: SKILLS DEVELOPMENT IMPLEMENTATION MONITORING: KWAZULU-NATAL REGION (REF NO: NSF07/04/2025)</u></b> Branch: Skills Development Chief Directorate: National Skills Fund
<b><u>SALARY CENTRE</u></b>	:	R1 216 824 per annum (Level 13), (All-Inclusive Remuneration Package)
	:	Pretoria

<b><u>REQUIREMENTS</u></b>	:	An appropriate Bachelor's Degree/Advanced Diploma (NQF Level 7) in Public Management/Administration and Project Management or related qualification. A relevant postgraduate qualification would be a distinct advantage. A minimum of five (5) to ten (10) years' work experience in project management with five (5) years' experience at middle/senior management level. Valid driver's license. SKILLS: Excellent communication, interpersonal and Computer literate, Microsoft office proficient. Strong administrative, organizational, management, budget and financial management skills. Time Management, Planning and Organizing, Ability to act with discretion, problem solving, creative thinking, decision making, technical proficiency and leadership skills.
<b><u>DUTIES</u></b>	:	Programme management and implementation-Collaboratively contribute to the development of project management framework for the standardised coordination and management of projects and programmes in the region. Oversee the effective implementation of the project management framework for projects and programmes in the region. Direct monitoring of the operational performance and funding of projects and programmes in the region. Oversee the allocation of new projects to the Deputy Director: Regional skills Development Monitoring to ensure the projects meet the strategic objectives of the NSF. Oversee the effective management of dependencies and interdependencies between existing and proposed projects and programmes in the region. Oversee the effective management of duplications across projects and programmes in the region and provision of advice on these. Oversee the ongoing training of project service providers in the region using the training material developed by Director: Programme Monitoring. Oversee the development and management of a site Visit schedule for projects and programmes in the region. Oversee the management of change requests related to projects and programmes in the region. Oversee the management of change requests related to the (GTEC)Evaluation Committee and GAC for the region. Oversee the consolidation and submission of relevant reports for projects and programmes in the region and submit to Director: Programme Monitoring for inclusion in Programme reports. Regional monitoring of projects and programmes-Oversee activities related to the monitoring of projects and programmes in the region. Oversee project performance reporting. Oversee effective financial management and performance of projects and programmes in the region. Oversee the consolidation of relevant information for projects and programmes in the region and the development of a regional monitoring report. Ensure that all documents related projects and programmes in the region are submitted for knowledge management purposes. Oversee the consolidation of lessons learned for each project in the region. Manage the regional stakeholders-Manage, engage and build relationships with external stakeholders in the region that the projects implemented in the region. Engage the Director: Programme monitoring on projects implemented in the region. Maintain positive working relationships with project service providers and other regional stakeholders. Manage stakeholder's issues and complaints. Manage the resources of the region. Develop the skills development implementation. Direct budgetary planning for the region and account for allocated budget. Ensure adherence to policy and statutory directives relevant to the post school education sector. Ensure the execution of the skills development implementation plan for the region, including budget, performance targets, measurements metrics and reporting. Ensure the provision of adequate capacity within the region to achieve its objectives. Ensure the management of performance of employees in accordance with policy. Ensure the provision of necessary information and resources to employees to deliver on the objectives and targets of the region. motivate employees to create a culture of high performance. Ensure the management of employees related matters within the region. Participate as an active member of the Directorate management team
<b><u>ENQUIRIES</u></b>	:	Mr D Moyane Tel No: 012 943 3105 / Ms C Els 012 943 3250 / Ms B Setuki 012 943 3161
<b><u>POST 14/45</u></b>	:	<b><u>DIRECTOR PROGRAMME MONITORING (REF NO: NSF08/04/2025)</u></b>
	:	Directorate: Programme Monitoring
	:	Chief Directorate: Skills Development Implementation
	:	Branch: Skills Development
	:	Component: National Skills Fund
<b><u>SALARY CENTRE</u></b>	:	R1 216 824 per annum (Level 13), (All-Inclusive Remuneration Package)
	:	Pretoria

**REQUIREMENTS**

: An appropriate Bachelor's Degree/Advanced Diploma (NQF level 7) in Public Management/Administration and Project Management or related qualification. A minimum of five (5) to ten (10) years' work experience with five (5) years' experience at middle/senior management level. Experience in managing projects or programmes at a national scale. Public Service and NSF mandates and strategies, Knowledge of the education system and pedagogy, Post school education framework, Government wide legislation, Legislative Knowledge and Prescripts, e.g. Skills Development Act, Skills Development Levies Act, Public Service Act, PFMA and National Treasury Regulations, General knowledge of Public Service Regulations, NSF business strategies and goals, NSF Services, NSF business processes and value chain, NSF policies, procedures and regulations. Customer Service, NSF values, NSF goals and performance requirements, Monitoring and evaluation frameworks including the government wide monitoring and evaluation system, Programme performance management framework, corporate governance principles (king ii and king iii). A valid driver's license Skills: Strategic capability and leadership, Project and programme management, Budgeting and financial management, change management, People management and empowerment, Service Delivery Innovation (SDI), Problem solving and analysis, Knowledge management, Client orientation and customer focus, Communication, Honesty and integrity, Monitoring and evaluation, Negotiation, Quality management, Stakeholder engagement and management, Technical proficiency.

**DUTIES**

: Oversee the development and implementation of a programme management framework for the standardised coordination and management of programmes. Ensure the effective management of dependencies and interdependencies between existing and proposed programmes. Oversee the monitoring of the operational performance and financial management of programmes based on project progress reports from regions and government departments. Oversee the site visit schedule for programmes in the regions. Oversee the development of training material for the orientation of service providers and oversee its implementation. Oversee change requests related to programmes for presentation to governance committees by the Director: Regional Monitoring of the respective Region, Oversee the consolidation of project reports received from Director: Regional Skills Development Monitoring and government departments and develop programme reports. Oversee programme performance reporting. Ensure that all documentation related to programmes is submitted for knowledge management purposes. Oversee the consolidation of lessons learned for each programme received from the Director: Regional Skills Development Monitoring. Manage and engage external stakeholders relevant to programmes. Engage the Director: Regional Skills Development Monitoring for programme information gathering. Engage the Director: Initiation and Evaluation regarding the initiation and evaluation of programmes. Develop the Programme Monitoring plan for the Directorate and ensure its implementation. Participate in budgetary planning for the Directorate and account for allocated budget. Ensure adherence to policy and statutory directives. Monitor the execution of the Programme Monitoring plan for the Directorate, including budget, performance targets, measurement metrics and reporting. Ensure sufficient capacity to achieve the objectives of the Directorate. Manage the performance of employees in accordance with policy. Provide employees with the necessary information and resources to deliver on their objectives and meet the targets of the Directorate. Motivate team members and create a culture of high performance. Manage employee related matters within the Directorate. Operate within delegated authorisations. Adhere at all times to the values of the NSF. Prepare monthly reports and make presentations as required. Actively participate in management meetings. Positively support the implementation of all management decisions.

**ENQUIRIES**

: Mr D Moyane Tel 012 943 3105 / Ms C Els 012 943 3250 / Ms B Setuki 012 943 3161

**POST 14/46**

: **DIRECTOR: PUBLIC RELATIONS AND COMMUNICATIONS (REF NO: NSF09/04/2025)**  
Branch: Skills Development  
Component: National Skills Fund

**SALARY CENTRE**

: R1 216 824 per annum (Level 13), (All-Inclusive Remuneration Package)  
: Pretoria

<b><u>REQUIREMENT</u></b>	:	An appropriate Bachelor's Degree/Advanced Diploma (NQF Level 7) in Public Relations, Communications, Journalism, Marketing or related qualifications. A minimum of five (5) to ten (10) years' work experience in public relations and communication in private or public sector with five (5) years' experience at middle/senior management level. Experience in establishing new public relations and communications functions for organisations will be an added advantage. Knowledge of Public service and NSF mandates and strategies. Knowledge of the education system and pedagogy, post school education framework. Legislative knowledge and prescripts, further skills and competency requirement relate to strategic capability and leadership, marketing and communication management and people management and empowerment, problem solving and analysis, technical proficiency, quality management, budgeting and financial management. The incumbent must be service delivery oriented, customer focused, maintain high integrity and be able to perform in a team environment. Proven skills and good knowledge of the post school education and training system will be an added advantage. Competencies in publication and writing reports and speeches. Good computer skills and a valid driver's license.
<b><u>DUTIES</u></b>	:	Develop public relations and communications strategy, plans, policies and guidelines for the NSF. Develop and implement public awareness campaigns for the NSF. Oversee advocacy campaigns for the NSF. Oversee the development and maintenance of a stakeholder strategy and stakeholder map. Advise the Executive Officer (EO) and other NSF employees on the media and public relations matters. Oversee media awareness training for NSF employees. Prepare briefing notes and speeches for the EO as required. Ensure NSF success stories through reading skills development projects reports and by engaging project managers. Perform story writing and sharing thereof. Manage content of NSF's website. Manage communication on social media related to the NSF. Manage all activities to improve the image and reputation of the NSF. Build and maintain good partnerships with key stakeholders at multiple levels of interaction. Ensure stakeholder satisfaction and accountability at all times. Perform external and internal communications. Manage the graphic design, proofreading and printing of all NSF external reports. Manage the resources of the Directorate. Participate as an active member of the NSF executive management team.
<b><u>ENQUIRIES</u></b>	:	Mr D Moyane 012 943 3105 / Ms C Els 012 943 3250 / Ms B Setuki 012 943 3161

#### **OTHER POSTS**

<b><u>POST 14/47</u></b>	:	<b><u>DEPUTY DIRECTOR: STRATEGIC SUPPORT (OFFICE OF THE EXECUTIVE OFFICER) (REF NO: NSF10/04/2025)</u></b> Branch: Skills Development Component: National Skills Fund
<b><u>SALARY CENTRE REQUIREMENT</u></b>	:	R1 059 105 per annum (Level 12), (All-Inclusive Remuneration Package) Pretoria
	:	An appropriate Bachelor's Degree/Advanced Diploma (NQF Level 7) in Public Management/Administration and Project Management. A minimum of five (5) years relevant work experience with at least three (3) to five (5) years' proven work experience at an Assistant Director level. Experience in Project Management and managing resources. Knowledge of Public service and NSF mandates and strategies. Knowledge of the education system and pedagogy, post school education framework, government wide legislation. Legislative knowledge and prescripts e.g. Skills Development Act, Skills Development Levies Act, Public Service Act, PFMA and National Treasury Regulations, General knowledge of Public Service Regulations. Further skills and competency requirement relate to strategic capability and leadership and communication management and people management and empowerment, problem solving and analysis, technical proficiency, project management. Good computer skills and a valid driver's licence are a requirement. Candidate must be willing to travel, work irregular hours and be committed to meet communication requirements within tight time frames.
<b><u>DUTIES</u></b>	:	Providing strategic support to the Executive Office within NSF. Advising the Executive Officer on strategic matters. Ensuring effective coordination and oversight of all strategic initiatives within the NSF. Planning and implementing strategic initiatives in the line with the NSF mission and mandate. Conducting

assessment to measure the accomplishment of strategic decisions and initiative. Developing and collate reports on strategic initiatives as required within the directorate. Providing support within the office of the Executive Officer. Scrutinise documents to determine actions or information required. Record minutes or resolutions and communicate to the relevant role players, follow up on progress made and prepare briefing notes as well other documents. Compile the agenda of meetings chaired by the Executive Officer and ensure the circulation of accompanying memoranda. Coordinate branch meetings including overseeing the logistics. Coordinate parliamentary enquiries with the relevant stakeholders. Coordinate the performance agreements/assessments and financial disclosures pertaining to the Office of the Executive Officer. Assist the Executive Officer in formulating policy recommendations and attend Senior management meetings. Managing general support services within the Office of the Executive Officer. Oversee, support and supervise all administrative functions. Implement administrative measures to ensure efficient working of Office of the Executive Officer. Manage the engagements of the Executive Officer. Manage schedules, calendars, presentations, spreadsheets and other related office tasks. Handle all correspondence and queries requiring the attention of the Executive Officer. Set up and maintain the systems in the office that will ensure efficiency in the office. Oversee safe keeping of all documents for the Office of the Executive Officer so as to ensure compliance with archive legislation and to enhance information security. Provide content support with regards to documents (submissions, reports, letters, etc.) to and from the Office of the Executive Office. Preparing monthly reports and make presentations as required. Participating as an active member of the NSF. Undertake policy or line function tasks as required. Compile memoranda, reports, submissions and a variety of other correspondence for the Executive Officer as required. Compile presentations and basic speeches for the Executive Officer and or refere complex matters to the relevant unit for preparation. Draft responses for submission to internal and external stakeholders. Source information and compile memoranda as required. Coordinate, follow up and compile reports of a transverse nature for the Executive Officer and advise/sensitise the Executive Officer on reports to be submitted. Provide support and undertake special projects as directed by the Executive Officer. Monitor unit activities to ensure conformance with goals and objectives. Manage public liaison services within the NSF. Manage public liaison services within the NSF. Oversee the logging of public complaints or queries regarding the NSF's service. Oversee the monitoring of progress of the resolution of the public's complaints or queries escalate with the relevant directorates to ensure complaints or queries are attended to timeously and efficiently. Review monthly reports reflecting complaints or queries received and resolved. Managing resources of the directorate. Monitoring expenditure for the directorate against the allocated budget within NSF. Managing the performance of employees in accordance with policy. Providing employees with the necessary information and resources to deliver on their objectives and meet the targets of the directorates. Supporting the implementation of all management decision. Managing employees related matters withing the directorate. Always adhere to the values of NSF.

<b><u>ENQUIRIES</u></b>	:	Mr D Moyane Tel No: 012 943 3105 / Ms C Els 012 943 3250 / Ms B Setuki 012 943 3161
<b><u>POST 14/48</u></b>	:	<b><u>DEPUTY DIRECTOR: INITIATION AND EVALUATION (REF NO: NSF11/04/2025)</u></b> Branch: Skills Development Chief Directorate: National Skills Fund
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R1 059 105 per annum (Level 12), (All-Inclusive Remuneration Package) Pretoria An appropriate Bachelor's Degree / Advanced Diploma (NQF 7) in Public Management or Administration, Project Management or related qualification. A minimum of five (5) work experience in project management with at least three (3) to five (5) years' proven work experience at an Assistant Director level. The ideal candidate should have good project management skills and be able to do analysis of documents and situations. The ideal candidate should be conversant with the public service delivery and management issues. Skills Development Act, Skills Development Levies Act, National Skills Development Strategy. Treasury Regulations and working knowledge of the Public Finance

Management Act, South African Qualification Authority Act, National Qualification Framework (NQF). The individual should be able to apply strategic thinking with good knowledge and understanding of budgeting and financial management, communication and information management, continuous improvement, citizen focus and responsiveness, be able to develop others and make an impact and influence. Be able to manage interpersonal conflict and resolve problems. Must also be able to network and build bonds, plan and organize with excellent problem solving and decision-making skills. Good understanding and knowledge of programme and project management and be able to lead, monitor and evaluate a team and engage and manage relationships with Stakeholders. Valid driver's license. Skills: Excellent communication, interpersonal and Computer literate, Microsoft office proficient. Strong administrative, organizational, management, budget and financial management skills. Time Management, Planning and Organizing, Ability to act with discretion, problem solving, creative thinking, decision making, technical proficiency and leadership skills.

#### **DUTIES**

: Implement the project initiation process by managing the Request for Proposal (RFP) processes for solicited projects, manage the receipt, logging and evaluation of applications for unsolicited projects, report on bid applications in the various stages of the project initiation process, prepare draft Memorandum of Understanding (MoU) for service providers, develop the monitoring and evaluation framework that defines monitoring principles and evaluation metrics for the project. Perform due diligence by reviewing research conducted on bidders for solicited and unsolicited projects and validate the accuracy of the information received from bidders. Manage preparation for the Grant Disbursement Committees by supporting the evaluation of bid applications for submission to the PGC, preparing recommendations for the GAC on which bid applications to support, co-ordinate the preparation of committee meetings and oversee the administrative duties to the GAC including the taking of meeting minutes. Engage with stakeholders relevant to the initiation and evaluation of projects, receive progress reports from the various middle management members and liaise with service providers. Implement the project evaluation process by reviewing the impact and effectiveness of projects, conduct final close-out site visits, conduct an independent review of the funded project, prepare post-implementation review report, facilitate the close-out of the project and ensure that all documentation related to project evaluation is submitted for knowledge management purposes. Participate as an active member of the Directorate.

#### **ENQUIRIES**

: Mr D Moyane Tel No: 012 943 3105 / Ms C Els 012 943 3250 / Ms B Setuki 012 943 3161

#### **POST 14/49**

: **DEPUTY DIRECTOR: REGIONAL SKILLS DEVELOPMENT IMPLEMENTATION LIMPOPO & MPUMALANGA REGION (REF NO: NSF12/04/2025)**  
Branch: Skills Development  
Component: National Skills Fund (NSF)  
Chief Directorate: Skills Development Implementation

#### **SALARY CENTRE REQUIREMENTS**

: R1 059 105 per annum (Level 12), (All-Inclusive Remuneration Package)  
: Pretoria.  
: An appropriate Bachelor's Degree/Advanced Diploma (NQF Level 7) in Public Management/ Administration, Project Management or related qualification. A minimum of five (5) years' work experience in project management with at least there (3) to five (5) years' proven work experience at an Assistant Director level. Candidates that have experience or proven track record in managing large projects, portfolios of projects and/or programmes in the private or public sector will have an added advantage. Good knowledge of the post school education and training system will also be an added advantage. This is a middle management position in a core functional area that requires a dynamic individual with leadership and people management capabilities. The candidate must be a strong communicator with the ability to interact with a wide range of stakeholders. Further skills requirements relate to technical proficiency, monitoring and evaluation, problem solving and analysis, report writing, preparing presentations, marketing and communication, knowledge management, quality management, budgeting and financial management, human resource management, change management and negotiation. The incumbent must be client orientated, customer focused and be able to perform

**DUTIES**

in a team environment. A valid driver's license. Candidates must be willing to travel the country extensively and travel abroad occasionally, work irregular hours and be committed to meet deadlines within tight timeframes.

: Responsible for ensuring skills development projects within project portfolio report timely and accurately; Effectively monitor, evaluate and report on the allocation, management, operational performance and funding of projects within project portfolio; Responsible for performing expenditure verification and performance information verification related to projects within project portfolio; Responsible for coordinating physical verification (learners, infrastructure, assets etc.) across the different project sites for the projects within project portfolio; Ensure that all documents and information related to projects and programmes in portfolio are submitted for knowledge management purposes; Manage stakeholders for portfolio of projects; Actively participate in both regional structures and platforms that are relevant for effective skills development implementation; Manage staff under his / her supervision; Provide feedback and strategic advice regarding skills development activities to the regional head; Participate as an active member of the regional team; Collaboratively contribute to the development of a project management framework for projects and programmes specifically for the region and nationally in general; Effectively implement the project management framework for projects and programmes within project portfolio.

**ENQUIRIES**

: Mr D Moyane Tel No: 012 943 3105 / Ms C Els 012 943 3250 / Ms B Setuki 012 943 3161

**POST 14/50**

: **DEPUTY DIRECTOR: FINANCIAL PLANNING AND TREASURY (REF NO: NSF13/04/2025)**

(This post is being re-advertised and candidates who had previously applied may re-apply)

Branch: Skills Development

Component: National Skills Fund (NSF)

Directorate: Financial Planning and Reporting

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

: R896 436 per annum (Level 11), (All-Inclusive Remuneration Package)

: Pretoria

: An appropriate Bachelor's Degree/Advanced Diploma (NQF Level 7) in Financial Management and/or Accounting, or related qualification. A minimum of five (5) to ten (10) years' work experience in in budgeting, financial accounting, exposure to Standard of General Recognized Accounting Practices (GRAP standards), accrual accounting principles and/or financial management or auditing in the private or public sector with at least three (3) to five (5) years proven work experience at an Assistant Director level. Candidates with a CA (SA) and/or CIMA qualification will have a distinct advantage. This is a junior management position that requires a dynamic individual with technical expertise in financial planning and reporting. Further skills and competency requirements relate to strategic capability and leadership, problem-solving and analysis, technical proficiency, quality management, budgeting and financial management, communication management and people management and empowerment. The incumbent must be service delivery orientated, customer-focused, maintain high integrity and be able to perform in a team environment. Good knowledge of financial frameworks, financial legislation and prescripts applicable to the public sector will be an added advantage. A valid driver's license. Candidates must be willing to travel, work irregular hours and be committed to meeting deadlines within tight time frames.

**DUTIES**

: Perform financial planning, budgeting and reporting; Manage key stakeholders, inclusive of the National Treasury, the Department of Higher Education and Training, the Auditor-General of South Africa, the Public Investment Corporation and the Audit Committee; Perform investment management and cash flow management functions; Manage budgets for Annual Performance Plans(APPs) ,Strategic Plans and Operational Plans; Manage cost centre budgets for NSF; Manage the allocation and distribution of NSF's budget; Perform financial forecasting of NSF revenue and expenditure; Perform ongoing financial analysis, budget trend analysis and ability to provide recommendations; Perform financial reporting functions, including drafting NSF's annual financial statements, quarterly and monthly financial management reports, stakeholder financial reports and ad hoc financial management reports; Evaluate changes in financial reporting frameworks and



	legislation for possible impact on NSF's financial reporting; Report accounting and financial information accurately and timeously in line with applicable legislative reporting standards of the NSF; Perform financial presentations; Manage daily, weekly, monthly and annual accounting and recordkeeping functions including processing of financial information and transactions on accounting financial systems; Manage monthly and annual financial closure processes; Develop and maintain financial planning and reporting policies and procedures; Manage external and internal auditors and serve as central coordination point for audit information; Manage the resources of the Directorate; Participate as active member of NSF finance team.
<b><u>ENQUIRIES</u></b>	: Mr D Moyane Tel No: 012 943 3105 / Ms C Els 012 943 3250 / Ms B Setuki 012 943 3161
<b><u>POST 14/51</u></b>	: <b><u>DEPUTY DIRECTOR: INNOVATION (REF NO: NSF14/04/2025)</u></b> Branch: Skills Development Component: National Skills Fund Chief Directorate: Strategy, Innovation and Organisational Performance Directorate: Strategy, Innovation, And Partnerships
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	: R896 436 per annum (Level 11), (All-Inclusive Remuneration Package) : Pretoria : An appropriate Bachelor's Degree/Advanced Diploma (NQF Level 7) in Public Management/Administration or Business Management or related qualification. A relevant postgraduate qualification would be a distinct advantage. A minimum of five (5) years' work experience in innovation and managing innovation projects with at least three (3) to five (5) years' proven work experience at an Assistant Director level. This is a middle management position that requires a dynamic individual with proven strategic management, leadership, and people management capabilities who can strategically lead the organisation towards achieving its innovation goals and objectives. The candidate must be a strong communicator with the ability to interact with a wide range of stakeholders, especially on a strategic level, must be innovative and abreast of trends in the world on new innovations to drive business forward. Further skills requirements relate to excellent project management, utilisation of ICT and business intelligence for innovation, problem solving and analysis, technical proficiency, report writing, preparing presentations, marketing and communication, knowledge management, budgeting and financial management, human resource management, change management and negotiation. The incumbent must be client orientated, customer focused and be able to perform in a team environment. Good knowledge of the Post-School Education and Training system will be an added advantage. Good knowledge and experience in applicable legislation including the Skills Development Act, Skills Development Levies Act, Public Service Act, PFMA and National Treasury Regulations. General knowledge of Department of Planning, Monitoring and Evaluation frameworks and Public Service Regulations. Good computer skills. Candidates must be willing to travel the country extensively and travel abroad occasionally, work irregular hours and be committed to meet deadlines within tight timeframes. A valid driver's license.
<b><u>DUTIES</u></b>	: To develop and update NSF's strategy and partnerships and keep abreast of innovations and leading practices in skills development through research and evaluation. Establish and manage the NSF Innovation Hub. Manage and enable innovation within NSF by conducting external trends analysis on skills development delivery approach; Provide leadership and insight around innovation focus areas. Champion the organizational innovation and evaluate and improve the organisations innovation capacity; collaborate with executive leadership to identify key areas for innovation and establish measurable objectives. Develop Innovative ideas in project and program management to enable the NSF to optimize resource allocation, streamline processes, and enhance project outcomes. Facilitate innovation in NSF; Manage Innovation; Implement innovation. Facilitate collaboration across departments to encourage the exchange of ideas and knowledge; Establish and nurture relationships with key stakeholders to ensure alignment with organizational innovation goals; Foster culture of creativity, experimentation, and continuous learning; develop, review and conduct capacity building sessions on NSF Innovation Strategy. Implement the NSF Benchmarking framework in line with the NSF value chain and Business processes; manage the Benchmarking literature review processes in line with the NSF literature review guidelines.

		Coordinate all benchmarking processes from start to end (inclusive of Planning, Pre-benchmarking, benchmarking visits, post-benchmarking visits). Link the benchmarking findings to the innovation hub for incubation of ideas and develop an implementation plan. Leverage on the 4IR technologies to enable the NSF to automate processes, enhance transparency and improve decision-making; lead initiatives to streamline operations through the adoption of innovative technologies and methodologies. Operate within delegated authorisation; Always adhere to the values of the NSF; Prepare monthly reports and make presentations as required; provide and submit monthly and quarterly reports on all innovations incubated in the innovation hub, track and report on the implementation of approved innovative initiatives; submit proposals to governing structures for approval of all innovative initiatives.
<b><u>ENQUIRIES</u></b>	:	Mr D Moyane Tel No: 012 943 3105 / Ms C Els 012 943 3250 / Ms B Setuki 012 943 3161
<b><u>POST 14/52</u></b>	:	<b><u>DEPUTY DIRECTOR: ORGANISATIONAL PERFORMANCE AND REPORTING (REF NO: NSF15/04/2025)</u></b> Branch: Skills Development Chief Directorate: National Skills Fund
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R896 436 per annum (Level 11), (All-Inclusive Remuneration Package)
	:	Pretoria
	:	An appropriate Bachelor's Degree/Advanced Diploma (NQF Level 7) in Public Management/Administration or related qualification. A relevant postgraduate qualification would be a distinct advantage. A minimum of five (5) to ten (10) years' work experience in organisational performance and reporting, technical research and analysis, complex stakeholder management, organisational performance improvement, integrated reporting, programme management and management of resource with least three (3) to five (5) years' proven work experience at an Assistant Director level. A Valid driver's license. Skills: Excellent communication, interpersonal and Computer literate, Microsoft office proficient. Strong administrative, organizational, management, budget and financial management skills. Time Management, Planning and Organizing, Ability to act with discretion, problem solving, creative thinking, decision making, technical proficiency and leadership skills.
<b><u>DUTIES</u></b>	:	Manage and support business intelligence reporting consolidating of organisational requirements for business intelligence reporting. Ensure good practice regarding business reporting. Support stakeholders with handling, processing or receiving reports. Manage the collection and interpretation of data from various internal and external sources, data analysis and report compilation. Manage business intelligence and organization report development. Manage organisational performance metrics. Work closely with financial and business analysts, integrate competitive reporting and maintain the business data of the NSF. Manage resources of the Directorate, manage the performance of employees in accordance with policy. Participate as an active member of the Directorate team.
<b><u>ENQUIRIES</u></b>	:	Mr D Moyane Tel No: 012 943 3105 / Ms C Els 012 943 3250 / Ms B Setuki 012 943 3161
<b><u>POST 14/53</u></b>	:	<b><u>DEPUTY DIRECTOR: BURSARIES MONITORING (REF NO: NSF16/04/2025)</u></b> Branch: Skills Development Chief Directorate: National Skills Fund
<b><u>SALARY CENTRE REQUIREMENT</u></b>	:	R896 436 per annum (Level 11), (All-Inclusive Remuneration Package)
	:	Pretoria
	:	An appropriate Bachelor's Degree/Advanced Diploma (NQF Level 7) in Public Administration, Human Resources Management or related qualification. A minimum of five (5) years' work experience in Project Management and managing resources with at least three (3) to five (5) years' proven work experience at an Assistant Director level. Knowledge of Public service and NSF mandates and strategies. Knowledge of the education system and pedagogy, post school education framework, government wide legislation. Legislative knowledge and prescripts e.g. Skills Development Act, Skills Development Levies Act, Public Service Act, PFMA and National Treasury Regulations, General knowledge of Public Service Regulations. Further skills and competency requirement relate to strategic capability and leadership and

	communication management and people management and empowerment, problem solving and analysis, technical proficiency, project management. Good computer skills and a valid driver's licence is a requirement. Candidate must be willing to travel, work irregular hours and be committed to meet communication requirements within tight time frames.
<b><u>DUTIES</u></b>	: Managing and monitoring bursaries within NSF. Managing the co-ordination of site visits by Assistant Director within directorate. Assigning bursar recipients to Assistant Director: Bursaries Monitoring and Managing the collection of information by Assistant Director: Bursary monitoring for monitoring and reporting purposes. Managing the implementation of the monitoring and evaluation log frame within NSF. Managing the monitoring of bursary agency sites and student performance against the monitoring and evaluation log frame. Defining directorate performance indicators. Updating the monitoring and evaluation framework with monthly indicators. Managing bursary monitoring reporting within NSF. Reviewing monthly reports from monitoring officers to monitor and report on the status and progress of bursaries funded by NSF and adherence to agreements by bursary agencies. Developing lessons learned based on information collected from Assistant Director within the directorate. Ensuring that all documents related to bursary monitoring are submitted for knowledge management purposes and in accordance with knowledge management policy and process. Managing stakeholders within NSF. Engaging and maintaining relationship with institutions and bursary agency sites. Engaging with internal stakeholders within NSF on the progress and impact of bursaries funded by the NSF. Managing resources of the directorate. Monitoring expenditure for the directorate against the allocated budget within NSF. Managing the performance of employees in accordance with policy. Providing employees with the necessary information and resources to deliver on their objectives and meet the targets of the directorates. Supporting the implementation of all management decision. Managing employees related matters within the directorate. Adhere at all times to the values of NSF. Preparing monthly reports and make presentations as required. Participating as an active member of the NSF.
<b><u>ENQUIRIES</u></b>	: Mr D Moyane Tel No: 012 943 3105 / Ms C Els 012 943 3250 / Ms B Setuki 012 943 3161
<b><u>POST 14/54</u></b>	: <b><u>DEPUTY DIRECTOR: BURSARIES INITIATION AND EVALUATION (REF NO: NSF17/04/2025)</u></b> Branch: Skills Development Component: National Skills Fund
<b><u>SALARY CENTRE REQUIREMENT</u></b>	: R896 436 per annum (Level 11), (All-Inclusive Remuneration Package) : Pretoria : An appropriate Bachelor's Degree/Advanced Diploma (NQF Level 7) in Public Administration, Human Resources Management or related qualification. A minimum of five (5) years' work experience in Project Management and managing resources with at least three (3) to five (5) years' proven work experience at an Assistant Director level. Knowledge of Public service and NSF mandates and strategies. Knowledge of the education system and pedagogy, post school education framework, government wide legislation. Legislative knowledge and prescripts e.g. Skills Development Act, Skills Development Levies Act, Public Service Act, PFMA and National Treasury Regulations, General knowledge of Public Service Regulations. Further skills and competency requirement relate to strategic capability and leadership and communication management and people management and empowerment, problem solving and analysis, technical proficiency, project management. A valid driver's license. Candidate must be willing to travel, work irregular hours and be committed to meet communication requirements within tight time frames.
<b><u>DUTIES</u></b>	: Managing the bursaries initiation process within NSF. Developing the marketing and sourcing strategy for the Outreach Programme within NSF. Developing a monitoring and evaluation log frame for bursaries funded by the NSF. overseeing the handover of bursary recipient names as a Deputy Director. Developing stakeholders' agreements with bursary agencies and community partners within NSF. Managing the bursaries evaluation process. Managing activities related to the evaluation of bursary agencies and students through the outreach programme. Managing the performance of bursary agencies and the output of the outreach programme. Managing bursary agency's

performance reporting and outputs of the outreach programme. Review the results of impact assessments conducted on bursary recipients. Facilitating lessons learned consolidation for bursary agencies and the outreach programme. Engaging with stakeholders within NSF. Initiating and maintaining community partnerships. Maintaining relationships with bursary agencies and strategic partners within NSF. Managing resources of the directorate. Monitoring expenditure for the directorate against the allocated budget within NSF. Managing the performance of employees in accordance with policy. Providing employees with the necessary information and resources to deliver on their objectives and meet the targets of the directorates. Always adhere to the values of NSF. Managing employees related matters within the directorate. Participating as an active member of the NSF.

**ENQUIRIES** : Mr D Moyane Tel No: 012 943 3105 / Ms C Els 012 943 3250 / Ms B Setuki 012 943 3161

**POST 14/55** : **DEPUTY DIRECTOR: RISK AND COMPLIANCE MANAGEMENT (REF NO: NSF18/04/2025)**  
(Twelve (12) Months Contract)  
Branch: Skills Development  
Chief Directorate: National Skills Fund  
Directorate: Legal, Governance, Risk and Compliance

**SALARY** : R896 436 per annum (Level 11), (All-Inclusive Remuneration Package)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : An appropriate Bachelor's Degree/Advanced Diploma (NQF Level 7) in Risk Management and Compliance or related qualification. A minimum of five (5) years' work experience in risk management and compliance with at least three (3) to five (5) years proven work experience at an Assistant Director level. The candidate must be a strong communicator with the ability to interact with a wide range of stakeholders. Knowledge of legislative framework, Skills Development Act, Skills Development Levies Act, Public Service Act, Public Financial Management Act, and National Treasury Regulations. Further skills requirements relate to technical proficiency, problem-solving and analysis, report writing, preparing presentations, marketing and communication, knowledge management, quality management, budgeting and financial management, human resource management, change management and negotiation. The incumbent must be client orientated, customer focused and be able to perform in a team environment. Good computer skills. Work irregular hours and be committed to meeting deadlines within tight timeframes. A valid driver's licence.

**DUTIES** : To mitigate the level of risk in the National Skills Fund by monitoring and reporting on governance and compliance and creating an environment that supports governance, risk and compliance. Develop and maintain the risk control framework. Implement and maintain the risk assessment process and risk profile of National Skills Fund. Investigate and analyse root causes, patterns or trends of the risk assessment. Develop and maintain National Skills Fund risk register. Consult with department heads to establish, maintain and improve risk management capabilities. Review key business activities to ensure compliance with standards, policies and regulations. Ensure compliance to risk management policies, procedures and systems. Ensure high risk compliance and governance areas are proactively identified and mitigated. Manage education and awareness campaigns. Ensure policies and procedures are understood throughout the National Skills Fund. Communicate new or revised policies and procedures. Collate reporting requirements from each of the other departments. Prepare monthly and quarterly reports. Customize presentations for different audiences. Ensure sufficient capacity to achieve the objective of the directorate. Manage the performance of employees in accordance with PMDS policy. Provide employees with the necessary information and resources to deliver on their objectives and meet the objectives of the directorate. Motivate team members and create a culture of high performance. Manage leave and relate administration for direct reports. Operate within delegated authorizations. Adhere to all times to the values of the National Skills Fund. Prepare monthly reports and make presentations as required. Positively support the implementation of all management decisions.

**ENQUIRIES** : Mr D Moyane Tel No: 012 943 3105 / Ms C Els 012 943 3250 / Ms B Setuki 012 943 3161

<b><u>POST 14/56</u></b>	:	<b><u>DEPUTY DIRECTOR: GOVERNANCE SECRETARIAT (REF NO: NSF19/04/2025)</u></b> (Twelve (12) Months Contract) Branch: Skills Development Chief Directorate: National Skills Fund Directorate: Legal, Governance, Risk and Compliance
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R896 436 per annum (Level 11), (All-Inclusive Remuneration Package) Pretoria An appropriate Bachelor's Degree/Advanced Diploma (NQF Level 7) in Office Management/ Public Management/Administration or related qualification. Qualification in Law will be an added advantage. A minimum of five (5) years' work experience as an Executive and/or Board Level Secretariat; Taking minutes at Executive Level, Office Management and Computer Literacy. A minimum of three (3) to five (5) years' work experience at an Assistant Director level. The candidate must be a strong communicator with the ability to interact with a wide range of stakeholders. Knowledge of legislative framework, Skills Development Act, Skills Development Levies Act, Public Service Act, Public Financial Management Act, and National Treasury Regulations. Further skills requirements relate to technical proficiency, problem-solving and analysis, report writing, preparing presentations, marketing and communication, knowledge management, quality management, budgeting and financial management, human resource management, change management and negotiation. The incumbent must be client orientated, customer focused and be able to perform in a team environment. Good computer skills. Work irregular hours and be committed to meeting deadlines within tight timeframes. A valid driver's license.
<b><u>DUTIES</u></b>	:	Provide effective administration for all the NSF meetings. Draft and review of the committees Terms of Reference/Charters. Ensure Terms of Reference / Charters for all committees are distributed to committee members. Ensure Terms of Reference/Charters for all the committees are updated. Effective facilitation of the committees' processes. Contribute to the organization secretariat efforts to enhance the effectiveness and functioning of the committees. Provide the organization with advice and guidance on compliance with the relevant prescripts and the committee charters. Draft reports to Management and Committees. Provide effective administration for all meetings. Draft agendas, in consultation with Management and Chairperson/s, and liaise with Directors /Committee members and other role players. Ensure the timely collation of the committee information to distribute meeting packs timely to ensure compliance with the relevant guidelines/policies and procedures. Attend meetings and record accurate and professional minutes. Distribute minutes and decision matrix within the stipulated timeframes. Electronic recording and preservation/ safeguard of all proceedings of the committees' meetings. Keep and manage proper record of all minutes, recordings, attendance registers and declaration of interests' forms. Prepare extracts of resolution and minutes for all the committees' proceedings. Prepare and track action items from the committees and ensuring decisions made are communicated to the relevant stakeholders for noting and/or actioning. Manage secretariat team. Undertake any ad hoc duties as guided by the Director: Legal, Governance, Risk and Compliance.
<b><u>ENQUIRIES</u></b>	:	Mr D Moyane Tel No: 012 943 3105 / Ms C Els 012 943 3250 / Ms B Setuki 012 943 3161
<b><u>POST 14/57</u></b>	:	<b><u>DEPUTY DIRECTOR: INFORMATION OFFICER (REF NO: NSF20/04/2025)</u></b> Branch: Skills Development Chief Directorate: National Skills Fund Directorate: Legal, Governance, Risk and Compliance
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R896 436 per annum (Level 11), (All-Inclusive Remuneration Package) Pretoria An appropriate Bachelor's Degree/ Advanced Diploma (NQF Level 7) in Public Management/ LLB/ or related qualification. Qualification in Compliance will be an added advantage. 5 years' experience including compliance in public or private sector. The candidate must be a strong communicator with the ability to interact with a wide range of stakeholders. A minimum of three (3) to five (5) years' experience at an Assistant Director level Knowledge of legislative framework, Skills Development Act, Skills Development Levies Act, Public

		Service Act, Public Financial Management Act, and National Treasury Regulations. Further skills requirements relate to technical proficiency, problem-solving and analysis, report writing, preparing presentations, marketing and communication, knowledge management, quality management, budgeting and financial management, human resource management, change management and negotiation. The incumbent must be client orientated, customer focused and be able to perform in a team environment. Good computer skills. A valid driver's licence.
<b><u>DUTIES</u></b>	:	Encouragement of compliance, by the organization, with the conditions for the lawful processing of personal information; dealing with requests made to the organization pursuant to the Protection of Personal Information Act (POPI Act); working with the Regulator in relation to investigations conducted pursuant to Chapter 6 of the POPI Act in relation to the organization; otherwise ensuring compliance by the organization with the provisions of the POPI Act; and as may be prescribed. Ensure overall compliance with POPI; encourage compliance with conditions for the lawful processing of personal information; deal with requests made by the Information Regulator or data subjects (individuals); work with the Regulator in relation to investigations conducted in accordance with the relevant provisions of POPI; develop, implement and monitor a compliance framework; ensure that a personal information impact/risk assessment is performed to ensure that adequate measures and standards exist within the organization; develop, monitor, maintain and make available a PAIA manual; develop internal measures and adequate systems to process requests for access to information; ensure that internal awareness sessions are conducted regarding the provisions of POPI, the regulations and any codes of conduct or information obtained from the Regulator.
<b><u>ENQUIRIES</u></b>	:	Mr D Moyane Tel No: 012 943 3105 / Ms C Els 012 943 3250 / Ms B Setuki 012 943 3161
<b><u>POST 14/58</u></b>	:	<b><u>ASSISTANT DIRECTOR: REGIONAL SKILLS DEVELOPMENT MONITORING: KWAZULU-NATAL REGION (REF NO: NSF21/04/2025)</u></b> Branch: Skills Development Component: National Skills Fund Chief Directorate: Skills Development Implementation
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R582 444 per annum (Level 10)
	:	Durban
	:	An appropriate Diploma/Bachelor's Degree (NQF Level 6) in Public Administration, Project Management or related qualification. A minimum of three (3) to five (5) years' work experience at a supervisory level in Public Service Delivery environment, project management. Successful candidate must be willing to relocate to Durban as the Centre of operation will be within Durban, KwaZulu-Natal Province. Must have the relevant knowledge of the Public Service and NSF mandates and strategies. Knowledge of the education system and pedagogy, the Post School Education Framework, Government wide Legislation, Legislative Knowledge and Prescripts including the Skills Development Act, Skills Development Levies Act, Public Service Act, Public Financial Management Act, National Treasury Regulations, general knowledge of the Public Service Regulations, NSF Business Strategies and goals, NSF services, NSF business processes and value chain, NSF Policies, procedures and regulations, NSF values, goals and performance requirements. The successful candidate must be able to apply strategic thinking, apply technology, budget and financial management experience, be able to manage communication and information, good management, planning, organising, problem solving, quality management and decision-making skills. Must be able to manage projects and programmes. Must be able to engage and manage Stakeholders. Monitoring and evaluation skills. The suitable candidate must also be accountable, belief in service excellence, be collaborative with integrity, passion and commitment towards the NSF and its values. Must be willing to work irregular hours and do extensive travel. A valid driver's license.
<b><u>DUTIES</u></b>	:	Responsible for the monitoring the implementation of projects at site level against the log framework by monitoring the implementation of projects within the KwaZulu-Natal Region. Facilitate the orientation and training of project service providers at learner site level. Implement the monitoring and evaluation of log frames within a portfolio of learner sites. Verify the accuracy and validity of performance reports. Monitor the status of outputs from sites. Monitor site

		facilities and administration to ensure that training provided by service provider/s meets the requirements of the Service Level Agreement. Conduct site visits. Escalate and communicate risks to the relevant Supervisor. Manage invoicing and financial reporting. Liaise with project payment officers on invoices and financial requests. Conduct due diligence regarding change requests, complete change requests and communicate such to Supervisor. Support project reporting by developing and upload of monthly and quarterly project progress report onto the knowledge management system. Manage and maintain relationships with service providers of projects at site level and engage and maintain good relationships with project payment officers regard project financials. Participate as an active member of the regional team by operating within delegated authorisations, preparing monthly reports and presentations as required and adhering at all times to the values of the NSF.
<b><u>ENQUIRIES</u></b>	:	Mr D Moyane Tel No: 012 943 3105 / Ms C Els 012 943 3250 / Ms B Setuki 012 943 3161
<b><u>POST 14/59</u></b>	:	<b><u>ASSISTANT DIRECTOR: REGIONAL SKILLS DEVELOPMENT MONITORING (WESTERN CAPE AND NORTHERN CAPE REGION) (REF NO: NSF22/04/2025)</u></b> Branch: Skills Development Component: National Skills Fund
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R582 444 per annum (Level 10) Cape Town An appropriate Diploma/ Bachelor's Degree (NQF Level 6) in Public Administration/ Management, Project Management or related qualification. A minimum of three (3) to five (5) years' work experience at a supervisory level in Public Service Delivery environment, project management and management of resources. Successful candidate must be willing to relocate to Cape Town as the Centre of operation will be within Cape Town. Must have the relevant knowledge of the Public Service and NSF mandates and strategies. Knowledge of the education system and pedagogy, the Post School Education Framework, Government wide Legislation, Legislative Knowledge and Prescripts including the Skills Development Act, Skills Development Levies Act, Public Service Act, Public Financial Management Act, National Treasury Regulations, general knowledge of the Public Service Regulations, NSF Business Strategies and goals, NSF services, NSF business processes and value chain, NSF Policies, procedures and regulations, NSF values, goals and performance requirements. The successful candidate must be able to apply strategic thinking, apply technology, budget and financial management experience, be able to manage communication and information, good management, planning, organising, problem solving, quality management and decision-making skills. Must be able to manage projects and programmes. Must be able to engage and manage Stakeholders. Monitoring and evaluation skills. The suitable candidate must also be accountable, belief in service excellence, be collaborative with integrity, passion and commitment towards the NSF and its values. Must be willing to work irregular hours and do extensive travel. A valid driver's licence and willingness to travel.
<b><u>DUTIES</u></b>	:	Responsible for the monitoring the implementation of projects at site level against the log framework by monitoring the implementation of projects within the Western Cape and Northern Cape Region. Facilitate the orientation and training of project service providers at learner site level. Implement the monitoring and evaluation of log frames within a portfolio of learner sites. Verify the accuracy and validity of performance reports. Monitor the status of outputs from sites. Monitor site facilities and administration to ensure that training provided by service provider/s meets the requirements of the Service Level Agreement. Conduct site visits. Escalate and communicate risks to the relevant Supervisor. Manage invoicing and financial reporting. Liaise with project payment officers on invoices and financial requests. Conduct due diligence regarding change requests, complete change requests and communicate such to Supervisor. Support project reporting by developing and upload of monthly and quarterly project progress report onto the knowledge management system. Manage and maintain relationships with service providers of projects at site level and engage and maintain good relationships with project payment officers regard project financials. Participate as an active member of the regional team by operating within delegated authorisations, preparing monthly reports and presentations as required and adhering at all times to the values of the NSF.

<b><u>ENQUIRIES</u></b>	:	Mr D Moyane Tel No: 012 943 3105 / Ms C Els 012 943 3250 / Ms B Setuki 012 943 3161
<b><u>POST 14/60</u></b>	:	<b><u>ASSISTANT DIRECTOR: REGIONAL SKILLS DEVELOPMENT MONITORING (GAUTENG AND FREE STATE REGION) (REF NO: NSF23/04/2025)</u></b> Branch: Skills Development Component: National Skills Fund
<b><u>SALARY</u></b> <b><u>CENTRE</u></b> <b><u>REQUIREMENTS</u></b>	:	R582 444 per annum (Level 10) Pretoria An appropriate Diploma/Bachelor's Degree (NQF Level 6) in Public Administration/ Management, Project Management, Auditing and Risk/Financial Management and/or Accounting or related qualification. A minimum of three (3) to five (5) years' work experience at a supervisory level in Public Service Delivery environment, project management and management of resources. Must have the relevant knowledge of the Public Service and NSF mandates and strategies. Knowledge of the education system and pedagogy, the Post School Education Framework, Government wide Legislation, Legislative Knowledge and Prescripts including the Skills Development Act, Skills Development Levies Act, Public Service Act, Public Financial Management Act, National Treasury Regulations, general knowledge of the Public Service Regulations, NSF Business Strategies and goals, NSF services, NSF business processes and value chain, NSF Policies, procedures and regulations, NSF values, goals and performance requirements. The successful candidate must be able to apply strategic thinking, apply technology, budget and financial management experience, be able to manage communication and information, good management, planning, organising, problem solving, quality management and decision-making skills. Must be able to manage projects and programmes. Must be able to engage and manage Stakeholders. Monitoring and evaluation skills. The suitable candidate must also be accountable, belief in service excellence, be collaborative with integrity, passion and commitment towards the NSF and its values. Must be willing to work irregular hours and do extensive travel. A valid driver's license.
<b><u>DUTIES</u></b>	:	Responsible for the monitoring the implementation of projects at site level against the log framework by monitoring the implementation of projects within the KwaZulu-Natal Region. Facilitate the orientation and training of project service providers at learner site level. Implement the monitoring and evaluation of log frames within a portfolio of learner sites. Verify the accuracy and validity of performance reports. Monitor the status of outputs from sites. Monitor site facilities and administration to ensure that training provided by service provider/s meets the requirements of the Service Level Agreement. Conduct site visits. Escalate and communicate risks to the relevant Supervisor. Manage invoicing and financial reporting. Liaise with project payment officers on invoices and financial requests. Conduct due diligence regarding change requests, complete change requests and communicate such to Supervisor. Support project reporting by developing and upload of monthly and quarterly project progress report onto the knowledge management system. Manage and maintain relationships with service providers of projects at site level and engage and maintain good relationships with project payment officers regard project financials. Participate as an active member of the regional team by operating within delegated authorisations, preparing monthly reports and presentations as required and always adhering to the values of the NSF.
<b><u>ENQUIRIES</u></b>	:	Mr D Moyane Tel No: 012 943 3105 / Ms C Els 012 943 3250 / Ms B Setuki 012 943 3161
<b><u>POST 14/61</u></b>	:	<b><u>ASSISTANT DIRECTOR: PROGRAMME MONITORING (REF NO: NSF24/04/2025)</u></b> Branch: Skills Development Component: National Skills Fund Directorate: Regional Skills Development Implementation
<b><u>SALARY</u></b> <b><u>CENTRE</u></b> <b><u>REQUIREMENTS</u></b>	:	R582 444 per annum (Level 10) Pretoria An appropriate Diploma/ Bachelor's Degree (NQF Level 6) in Public Administration/Management, Project Management or related qualification. A minimum of three (3) to five (5) years' work experience at a supervisory level



in a project management. Knowledge and experience in assisting the management of projects, portfolios of projects and/or programmes in the private or public sector. This junior management position in a core functional area requires a dynamic individual with leadership and people management capabilities. The candidate must be a strong communicator with the ability to interact with a wide range of stakeholders. Knowledge of legislative framework, Skills Development Act, Skills Development Levies Act, Public Service Act, Public Financial Management Act, and National Treasury Regulations. Further skills requirements relate to technical proficiency, monitoring, and evaluation, problem-solving and analysis, report writing, preparing presentations, marketing and communication, knowledge management, quality management, budgeting and financial management, human resource management, change management and negotiation. The incumbent must be client orientated, customer focused and be able to perform in a team environment. Good computer skills. Candidates must be willing to travel the country extensively and travel abroad occasionally, work irregular hours and be committed to meeting deadlines within tight timeframes. A valid driver's license.

<b><u>DUTIES</u></b>	:	Monitor the implementation of projects in the national and facilitate the orientation and training of project service providers at the learner site level. Implement the monitoring and evaluation log frame within a portfolio of learner sites and monitor performance against it. Verify the accuracy and validity of performance reports from each learner site. Monitor the status of outputs from learner sites. Monitor learner site facilities and administration to ensure that training by service provider meets the requirements of the Service Level Agreement. Conduct site visits at a portfolio of learner sites. Escalate risks to the Deputy Director: Programme Monitoring. Manage invoicing and financial reporting for a portfolio of learner sites. Liaise with project payment officers on invoices and financial requests. Attend to all the projects audit matters. Escalate the issue to Deputy Director: Programme Monitoring and other relevant stakeholders. Conduct due diligence regarding all project's activities including, but not limited to new projects, complete change request documentation and submit to the Deputy Director: National Skills Development Monitoring. Support project reporting and develop and upload monthly and quarterly project progress reports onto the knowledge management systems available to NSF. Review project progress reports and perform verification site visits. Upload all documents related to projects onto the knowledge management system in accordance with knowledge management policy and process. Manage and maintain relationships with service providers of projects at a site level. Engage and maintain good relationships with project payment officers regarding project financials. Participate as an active member of the regional team in all relevant structures of the NSF.
<b><u>ENQUIRIES</u></b>	:	Mr D Moyane Tel No: 012 943 3105 / Ms C Els 012 943 3250 / Ms B Setuki 012 943 3161
<b><u>POST 14/62</u></b>	:	<b><u>ASSISTANT DIRECTOR: FINANCE (EXPENDITURE) (REF NO: NSF25/04/2025)</u></b> Branch: Skills Development Component: National Skills Fund
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R468 459 per annum (Level 9) Pretoria An appropriate Diploma/Bachelor's Degree (NQF level 6) in Financial Management/ Accounting or related qualification. A minimum of three (3) to five (5) years' work experience at a supervisory level in financial management. Skills required: Financial management, Data processing and records management, Quality management, Security management, technical proficiency, Decision Making, Diversity Citizenship, Problem Analysis, Self-Management and Team Membership. Good Computer literate. A valid driver's license.
<b><u>DUTIES</u></b>	:	Review invoices captured for payment on the financial system for validity, accuracy, correct approval, and correct classification against correct expense items and against correct creditors daily. Ensure that the safety-web check has been performed and corresponds with payment captured. Act as second approval of payments captured. Run payments batch and uploads payment batch onto online banking platform. Follow-up and resolve rejected payments. Ensure that safety-web check has been performed and corresponds with payment captured. Act as second approval of payments captured. Run

payments batch and uploads payment batch onto online banking platform. Follow-up and resolve rejected payments. Capture banking details for new creditors onto financial system and onto online banking platform. Capture amendments to existing banking details of existing creditors on financial system and onto online banking platform. (The Financial Manager (1st Approval) and Head: Financial Management and Administration must approve new banking details and amendments to existing banking details). Review and approve payment packs prepared by Finance: DHET admin payment packs, travel office payment packs, AGSA invoice payment packs and SARS payment packs. Backup for Finance Assistant Manager (Revenue). Manage the performance of employees in accordance with policy. Provide employees with the necessary information and resources to deliver on their objectives and meet the targets of the Directorate. Motivate team members and create a culture of high performance. Manage employee related matters within the Directorate. Operate within delegated authorizations. Always adhere to the values of the NSF. Prepare monthly reports and make presentations as required. Actively participate in management meetings. Positively support the implementation of all management decisions.

**ENQUIRIES** : Mr D Moyane Tel No: 012 943 3105 / Ms C Els 012 943 3250 / Ms B Setuki 012 943 3161

**POST 14/63** : **ASSISTANT DIRECTOR: ACCOUNTING (REF NO: NSF26/04/2025)**

Branch: Skills Development  
Component: National Skills Fund  
Chief Financial Office

**SALARY** : R468 459 per annum (Level 9)

**CENTRE** : Pretoria

**REQUIREMENTS** : An appropriate Diploma/Bachelor's Degree (NQF Level 6) in Financial Management/ Accounting or related qualification. A minimum of three (3) to five (5) years' work experience at a supervisory level in budgeting, financial accounting and/ or financial management reporting. Further skills and competency requirements related to strategic capability and leadership, problem solving and analysis, technical proficiency, quality management, budgeting and financial management, communication management and people management and empowerment. This is a junior management position that requires a dynamic individual, who is service delivery oriented, customer focused, maintains high integrity and be able to perform in a team environment. Good knowledge of the legislation and prescripts applicable to the public sector will be an added advantage. Good computer skills and a valid driver's license.

**DUTIES** : Assist in performing financial planning, budgeting and reporting. Assist in managing key stakeholders, inclusive of the National Treasury, the Department of Higher Education and Training, Auditor-General of South Africa, the Public Investment Corporation and the Audit Committee, Assist to perform investment management and cash flow management functions.; Assist with budgets for Annual Performance Plans (APPs), Strategic Plans, and Operational Plans; Assist with cost centre budgets for NSF; Assist with managing of the allocation and distribution of NSF's budget; Assist with financial forecasting of NSF revenue and expenditure; Assist to perform financial reporting functions including drafting components that form part of NSF's annual financial statements' quarterly and monthly financial management reports, stakeholder financial reports and ad hoc financial management reports; Reporting accounting and financial information accurately and timeously in line with applicable legislative reporting standards of the NSF; Assist financial presentations; Perform daily, weekly, monthly and annual accounting and recording keeping functions, including processing of financial information and transactions on accounting financial systems; Prepare relevant financial workbooks; Perform monthly and annual financial closure processes; Assist in managing of external and internal auditors.

**ENQUIRIES** : Mr D Moyane Tel No: 012 943 3105 / Ms C Els 012 943 3250 / Ms B Setuki 012 943 3161

**POST 14/64** : **ASSISTANT DIRECTOR: PUBLIC RELATIONS AND COMMUNICATION (REF NO: NSF27/04/2025)**

Branch: Skills Development  
Component: National Skills Fund  
Directorate: Public Relations and Communication

<b><u>SALARY</u></b>	:	R468 459 per annum (Level 9)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate Diploma/Bachelor's Degree (NQF level 6) in Communication/Media Studies/Journalism/Marketing/Brand Management. A minimum of three (3) to five (5) years' work experience at a supervisory level in public relations and communication. Proven skills and good knowledge of the post-school education and training system will be an added advantage. This is a generalist communication position that requires an allrounder. Competencies in writing for internal and external audiences/platforms, editing and proofreading, internal communication, media relations and publication production are essential. Good computer skills. Candidates must be willing to travel extensively, work irregular hours and be committed to meet communication requirements within tight timeframes. A valid driver's license.
<b><u>DUTIES</u></b>	:	Content development for internal and external stakeholders/platforms including proactively searching for story ideas and content to highlight the work of the NSF, conducting research and interviews. Contribute towards the development and implementation of public awareness and advocacy campaigns in support of various operational areas of the NSF. Conceptualise and implement internal communication campaigns for the NSF. Ongoing review and periodic update of content for a wide range of public awareness material such as the NSF website and social media platforms. Build and sustain a positive media profile of the NSF by maintaining a professional relationship with key media contacts; updating the media contact database regularly; and drafting media statements, advisories, opinion pieces and letters to the editor. Ongoing management of media enquiries and interview requests for the NSF and ensuring that correct information is available and provided to the media. Identify and verify communication needs by engaging key internal stakeholders.
<b><u>ENQUIRIES</u></b>	:	Mr D Moyane Tel No: 012 943 3105 / Ms C Els 012 943 3250 / Ms B Setuki 012 943 3161
<b><u>POST 14/65</u></b>	:	<b><u>ASSISTANT DIRECTOR: SECRETARIAT (REF NO: NSF28/04/2025)</u></b> Branch: Skills Development Component: National Skills Fund Directorate: NSF Legal, Governance, Risk and Compliance
<b><u>SALARY</u></b>	:	R468 459 per annum (Level 9)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate Diploma (NQF Level 6) in Public Administration or related qualification. A minimum of three (3) to five (5) years' work experience at a supervisory which includes identifying, monitoring governance, risk and compliance matters for medium to large organisation. Advanced experience in legal government and compliance in the government or private sector. Experience in the management of resources and of a legal and compliance department. Knowledge of the education system and pedagogy, the Post School Education Framework, Government wide Legislation, Legislative Knowledge and Prescripts including the Skills Development Act, Skills Development Levies Act, Public Service Act, Public Financial Management Act, National Treasury Regulations, general knowledge of the Public Service Regulations, NSF Business Strategies and goals, NSF services, NSF business processes and value chain, NSF Policies, procedures and regulations, NSF values, goals and performance requirements. The successful candidate must be able to apply strategic thinking, apply technology, budget and financial management experience, be able to manage communication and information, good management, planning, organising, problem solving, quality management and decision-making skills. Must be able to manage projects and programmes. Must be able to engage and manage Stakeholders. Monitoring and evaluation skills. The suitable candidate must also be accountable, belief in service excellence, be collaborative with integrity, passion and commitment towards the NSF and its values. A valid driver's licence.
<b><u>DUTIES</u></b>	:	Manage and maintain official committees of the NSF. Administrative support to the secretariat. Plans the logistical arrangements of committee meetings including venues, travel and accommodation and meals where necessary. Distributes meetings minutes and documents to the appropriate stakeholders in a timely manner. Collect and collates information from stakeholders. Ensure office equipment is available and in working order. Performs any additional requests that may be received from the Secretarial Manager. Ensures that

committee packs are prepared in advance and are up to date for all members. Compile committee submissions and distribute accordingly. Take meeting minutes and distribute to committee members. Answer telephone calls and reroutes calls where necessary. Ensure sufficient capacity to achieve the objectives of the directorate. Manage the performance of employees in accordance with policies and procedures. Provide employees with the necessary information and resources to deliver on their objectives and meet the objectives of the directorate. Motivate team members and create a culture of high performance. Manage leave and related administration for direct reports. Operate within delegated authorisations. Adhere to all times to the values of the NSF. Prepare monthly reports and make presentations as required. Actively participate in management meetings. Positively support the implementation of all management decisions.

**ENQUIRIES** : Mr D Moyane Tel No: 012 943 3105 / Ms C Els 012 943 3250 / Ms B Setuki 012 943 3161

**POST 14/66** : **ASSISTANT DIRECTOR: BUSINESS INFORMATION ANALYTICS (REF NO: NSF29/04/2025)**  
Branch: Skills Development  
Component: National Skills Fund  
Chief Directorate: Strategy, Innovation and Organisational Performance  
Directorate: Organisational Performance and Reporting

**SALARY** : R468 459 per annum (Level 9)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : An appropriate Diploma/ Bachelor's Degree (NQF Level 6) in Computer Science/ Business Intelligence/Information Technology, Finance, Statistics, Economics/econometrics. A minimum of three (3) to five (5) years' work experience at a supervisory level in a business intelligence or Data Scientist role. Knowledge of data analytics, dashboards, with the ability to understand and find appropriate applications for data and analysis results. Ability to read work on and support applications, reports and processes. Excellent analytical and problem- solving skills. Ability to contribute both independently and as part of a team. Excellent knowledge and experience in strategic planning, annual performance planning and reporting including financial reporting. Excellent listening, communication, interpersonal, people-engagement and presentation skills. Strong ability to develop rapport and manage stakeholder experience. Background in data warehouse design (e.g. dimensional modelling) and data mining. In-depth understanding of database management systems, online analytical processing (OLAP) and ETL (Extract, transform, load) framework, familiarity with BI technologies (e.g. Microsoft Power BI, SharePoint, Oracle BI).

**DUTIES** : Manage requirements for business reporting by engaging with the respective NSF stakeholders to understand reporting requirements of the NSF. Collect and consolidate business reporting requirements. Align NSF reporting requirements with NSF strategy and organisation plans. Develop and consistently improve reporting standards and templates and plans while aligning and integrating in the NSF reporting systems manually and electronically. Communicate reporting plans to relevant stakeholders. Ensure good practice regarding business reporting. Support stakeholders with handling, processing or receiving reports to identify gaps and areas for improvement. Manage the collection and interpretation of data from various internal and external sources, data analysis and report compilation. Develop business intelligence reports by collecting and consolidating reporting data. Conduct data analysis using advanced data analytics. Develop report framework and content. Validate completeness and correctness of business intelligence reports. Capacitate stakeholders and employees on the format to provide reports and properly utilise reporting data. Propose and develop appropriate metrics to enhance efficiency as the business needs change. Interpret the performance metrics for the NSF. Create deliverable templates and prepares written materials for the NSF (including but not limited to: National Skills Development Strategy, Education, Development and Training Statistics, Parliamentary and Portfolio committee reports). Work closely with financial and business analysts to develop and support reporting solutions. Integrate competitive reporting when required. Maintain the business data of the NSF. Identify development needs to improve and streamline operations and performance in line with the Strategic Plan and Annual Performance Plan and

Annual Operational Plan. Develop, evaluate and improve existing BI systems. Collaborate with teams to integrate systems. Develop and execute database queries and conduct analyses by creating visualizations and reports for requested projects. To provide research scenario modelling analysis and insights on change and effect that supports business decision-making processes, ensuring continuous improvement and insights in collaboration with research unit. Develop reporting and scenario models to gather actual/current, historic and projected data to facilitate business decision making. Manage the accuracy and completeness of master data structure and information by reviewing the master data for updates and information monthly to ensure accurate reporting and information/scenario modelling. Implementation of knowledge management policy and solutions. Participate as an active member of the directorate team. Operate within delegated authorisation. Always adhere to the values of the National Skills Fund. Prepare monthly reports and make presentations as required.

**ENQUIRIES** : Mr D Moyane Tel No: 012 943 3105 / Ms C Els 012 943 3250 / Ms B Setuki 012 943 3161

**POST 14/67** : **ASSISTANT DIRECTOR: ENTERPRISE DOCUMENT MANAGEMENT AND REGISTRY (REF NO: NSF30/04/2025)**

Branch: Skills Development

Component: National Skills Fund

Directorate: Financial Management and Administration

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

: R468 459 per annum (Level 9)

: Pretoria

: An appropriate Diploma/ Bachelor's Degree (NQF Level 6) in Financial Management/ Accounting or an equivalent qualification. A minimum of three (3) to five (5) years' work experience at supervisory level in document management and registry is essential. Sound knowledge in Public Financial Management Act (PFMA), Skills required: Data processing and records management. Quality management. Security management. Strategic thinking. Technical proficiency. Decision Making. Diversity Citizenship. Organisational Communication. Effectiveness. Problem Analysis. Self-Management. Team Membership. Stakeholder engagement and management. This post requires a dynamic individual, who is service delivery orientated, customer focused, maintains high integrity and can perform in a team environment. Good knowledge of the legislation and prescripts applicable to the public sector will be an added advantage. Good computer skills and a valid driver's license. Candidates must be willing to travel, work irregular hours and be committed to meet deadlines within tight timeframes.

**DUTIES** : Manages the document management and registry office. Develops data management and record archiving collation guidelines and communicates these to the business. Maintains documents as per required compliance guidelines. Develops and maintains proper procedures for filing system, disposal of documents, opening and closing of files, proper filing of documents. Develop and review policies for the NSF in accordance with the National Archiving Act. Liaise with business to ensure that there is proper management of records. Ensure that effective security clearance standards are developed and adhered to regarding information retrieval. Manages the provision of driver and messenger services to support the NSF's day-to-day operations. Operate within delegated authorizations. Always adhere to the values of the NSF. Prepare monthly reports and make presentations as required. Actively participate in management meetings. Positively support the implementation of all management decisions.

**ENQUIRIES** : Mr D Moyane Tel No: 012 943 3105 / Ms C Els 012 943 3250 / Ms B Setuki 012 943 3161

**POST 14/68** : **ASSISTANT DIRECTOR: LEGAL, GOVERNANCE, RISK AND COMPLIANCE (REF NO: NSF31/04/2025)**

(Twelve (12) Months Contract)

Branch: Skills Development

Chief Directorate: National Skills Fund

Directorate: Legal, Governance, Risk and Compliance

**SALARY**  
**CENTRE**

: R468 459 per annum (Level 9)

: Pretoria

<b><u>REQUIREMENTS</u></b>	:	An LLB Degree; admission as an advocate or attorney (preferably but not a requirement); A minimum of eight (8) years post-qualification legal experience and appropriate knowledge in the following legal administration spheres: constitutional law, administrative law, interpretation of statutes, the law of contract, civil procedure, Labour law, law of evidence law of delict, commercial transactions law, post-school education and training laws. Experience in governance, risk and/or compliance in the private or public sector. Excellent knowledge and understanding of the law and Government prescripts in the PSET sector. Proven ability to provide legal advice at the senior level and interact at a high-profile level; legislation and contract drafting; ability to liaise with diverse audience range on behalf of the Department; Strong analytical skills, Communication skills (verbal and written), Conflict management, Planning and organizing, problem-solving, Computer literacy and Report writing. A valid driver's licence and willingness to travel.
<b><u>DUTIES</u></b>	:	Assist the National Skills Fund with drafting submissions for approval by the Senior Management, the Director-General, and the Minister. Reviews key business activities to ensure compliance with standards, policies, and regulations. Ensures compliance with risk management policies, procedures, and systems. Ensures high-risk compliance and governance areas are proactively identified and mitigated. Develop an internal control register to mitigate possible risks and create awareness. Examine, evaluate, report and recommends improvements in the effectiveness of risk processes. Compile reports on the results of the internal audit process and report to the audit committee on audit findings and recommendations to ensure informed decision-making in audit-related matters. Provision of legal services support. Provide the evidence to formulate a defense or to initiate legal actions. Prepare legal opinions for committee consideration. Conducting legal research and providing legal advice including drafting legal opinions. Attending to enquiries and/or correspondence. Providing written and verbal opinions on a variety of matters pertaining to the NSF. Coordinate the management of litigation between legal advisors, external attorneys, and advocates to ensure high standards of representation of legal matters. Conduct an analysis of the legal framework to stipulate the requirements of the contract. Always adhere to the values of the NSF. Actively participate in all meetings as required. Operate within the policies, procedures, and rules of the NSF. Assist colleagues as required. This position requires a dynamic hardworking individual with deep knowledge of legislative frameworks, policies and procedures that govern the public sector, as well as practical experience in providing legal services, risk management, compliance services and governance services. Further skills and competency requirements relate to applied strategic thinking, applying technology, budgeting and financial management, excellent written and verbal communication, information management, continuous improvement, diversity management, managing interpersonal conflict and resolving problems, good planning and organizing, problem-solving and decision making, project management, team player, creative thinking, decision making, problem analysis, negotiation, quality management, computer skills; research and policy formulation skills; presentation skills; analytical. The incumbent must be service delivery orientated, customer-focused, maintain integrity and be able to work in a team environment. Good knowledge of the post-school education and training system will be an added advantage. Good computer skills and a valid driver's license are requirements. Candidates must be willing to travel, work irregular hours and be committed to meeting deadlines within tight timeframes. Candidates must be confident, trustworthy, accurate and adaptable, and must have integrity. The successful candidate will have to annually disclose his/her financial interests.
<b><u>ENQUIRIES</u></b>	:	Mr D Moyane Tel No: 012 943 3105 / Ms C Els 012 943 3250 / Ms B Setuki 012 943 3161
<b><u>POST 14/69</u></b>	:	<b><u>ASSISTANT DIRECTOR: DEMAND, ACQUISITION AND CONTRACTS – (REF NO: NSF32/04/2025)</u></b> (Twelve (12) Months Contract) Branch: Skills Development Component: National Skills Fund Directorate: Supply Chain Management
<b><u>SALARY CENTRE</u></b>	:	R468 459 per annum (Level 9)
	:	Pretoria

**REQUIREMENTS**

: An appropriate Diploma/ Bachelor's Degree (NQF Level 6) in Supply Chain Management (SCM) or related qualification in the related field. A minimum of three (3) to five (5) years' work experience at a supervisory level (SL7/8) in Supply Chain Management. Knowledge of procurement and business practices. Ability to establish and manage demand systems and controls. Knowledge of strategic planning and budgeting. Ability to develop, interpret and apply policies, strategies and legislation. Knowledge of Human Resources (HR) management practices, legal issues, negotiations and dealing with conflict. Assist in career planning and effective deployment of personnel. Ability to control and manage the acquisition of services and demand plan of the department. Sufficient knowledge of specific computer software packages and efficient use of associated hardware. Perform in-house training for subordinates. Skills and competencies: advanced skills in policy formulation; advanced negotiation skills; adequate skills in computer use; advanced skills in financial; advanced skills in respect of formal presentation and public speaking; negotiation skills. Management and project management. Good interpersonal relations; relationship management; stakeholder engagement; public relations; research; 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.

**DUTIES**

: Participate in the research and needs analysis for the department. Update and provide report on the procurement plan. Ensure an effective SCM performance management system is developed and implemented in accordance with departmental policies and procedures and applicable legislative. Develop and review the Departmental Preferential Procurement Regulation and when required. Report on supply chain management information as required to internal and external stakeholders. Enhance the database and align it to National Treasury circulars and practice notes. Facilitate Acquisition Management in compliance with SCM legislations, prescripts and sound corporate governance. Ensure that all bids received and awarded are published on DHET/NSF website, Government Tender Bulletin and media. Monitor the opening and closing of bid box. Ensure proper recording of bid proposals received. Ensuring that checking of compliancy of every bid received is correct. Ensure that project managers are informed timeously to arrange BEC meetings. Ensure the correctness of the goods and services in order to mitigate DFFE procurement risk and audit exposure. Confirm the procurement of bids above R1,000,000.00 within 120 days. Provide monthly B-BBEE status report on bids awarded. Confirm the procurement of bids below R1,000,000.00 within 40 days. Submit all mandatory reports to the Deputy Director (DD), tender register, bids implementation register, contract report etc. Timely and relevant supply chain information reported to relevant stakeholders in compliance with departmental policies and procedures and applicable legislative requirements. Manage contracts irrespective of the value.

**ENQUIRIES**

: Mr D Moyane Tel No: 012 943 3105 / Ms C Els 012 943 3250 / Ms B Setuki 012 943 3161

**POST 14/70**

: **ASSISTANT DIRECTOR: INTERNAL AUDIT (REF NO: NSF33/04/2025)**  
(Twelve (12) Months Contract)  
Branch: Skills Development  
Component: National Skills Fund  
Directorate: Internal Audit

**SALARY  
CENTRE  
REQUIREMENTS**

: R468 459 per annum (Level 9)  
: Pretoria  
: An appropriate Diploma/ Bachelor's Degree (NQF Level 6) in Internal Auditing or related qualification. Registration with a professional body, designation such as Internal Audit Technician or Professional Internal Auditor will be an added advantage. A minimum of four (4) years' experience in internal audit. Minimum of three (3) to five (5) years' experience at a supervisory level. Experience in specialised audits such as Information Technology auditing and/or forensic auditing will be an added advantage. Sound knowledge of International Standards for Professional Practice of Internal Auditing, Internal Audit Methodology, Risk Management principles, Public Finance Management Act (PFMA) and National Treasury Regulations, National Treasury Internal Audit Framework, Public Service Regulations (PSR) Public Service Act (PSA),

Labour Relation Act, Employment Equity Act, Basic Conditions of Employment Act (BCEA), Occupational Health and Safety standards and Generally Recognised Accounting Practice. Good knowledge of public service mandates and strategies, and in particular the post school education and training system, will be an added advantage. Project Management and ability to meet deadlines. Good verbal and written communication skills, problem solving skills, analytical skills and attention to detail. Good interpersonal skills and ability to interact at all levels and ability to work in a team. Computer literacy, including experience with Microsoft Office. Administration, planning and organising skills. Supervision, coaching, training and motivation of team members. Ability to work under pressure. A valid driver's licence and willingness to travel.

## **DUTIES**

: Provide input in the development of the annual internal audit plan and rolling three (3) year plan. Perform and/or review planning, execution, and reporting of internal audits as per the approved Internal Audit Plan and in accordance with the Institute of Internal Auditors (IIA) standards and best practice. Complete and/or review audit working papers of high quality in accordance with the Internal Audit methodology of the NSF. Draft and/or review internal audit findings. Drafting of internal audit reports. Obtaining management comments and finalize the report within agreed timelines. Perform follow up audits on internal audit and/or external audits. Assist with queries of fraud, compliance or performance put forward to the internal audit directorate, and assist with compiling of fraud, compliance and performance audits where required. Compile and/or review an indexed and audit file for each audit conducted, according to quality procedure and policy requirements. Meet deadlines for submissions. Examine and execute the effectiveness and efficient use of resources. Review current audit systems and processes to recommend improvements to enhance effectiveness. Flag audit risks and breakdowns in the internal control environment. Contribute to raising awareness of the internal audit directorate unit by engaging with stakeholders. Compile and review regular time sheets. Supervision, coaching, training and motivation of team members. Prepare progress and audit reports for management. Assists the supervisor in the performance of internal audit reviews. Monitor time and progress on projects and report to Deputy Director. Provide administrative support to the Internal Audit Directorate, including secretariat support to the Audit Committee, when assistance is required. Keep abreast with global trends and best practice. Adhere at all times to the values of the National Skills Fund. Operate within the policies, procedures and rules of the National Skills Fund.

## **ENQUIRIES**

: Mr D Moyane Tel No: 012 943 3105 / Ms C Els 012 943 3250 / Ms B Setuki 012 943 3161

## **POST 14/71**

: **SENIOR GRAPHIC DESIGNER (REF NO: NSF34/04/2025)**  
(Twelve (12) Months Contract)  
Branch: Skills Development  
Component: National Skills Fund – PR & COMMS

## **SALARY CENTRE REQUIREMENTS**

: R397 116 per annum (Level 8)  
: Pretoria  
: An appropriate Diploma (NQF level 6) in the field of Graphic Design from a reputable and recognized tertiary institution. A minimum of three (3) years relevant experience in the field of advertising and Graphic Design. Agency experience will be advantageous. Knowledge of the Adobe Creative Suite (Photoshop, Illustrator, InDesign etc.). Portfolio submitted demonstrating relevant experience in designing marketing collateral (i.e. posters/flyers, brochures, banners, newsletters etc.), artwork for digital platforms (social media and website), and/or corporate publications. Advanced understanding of how to keep visual consistency across different mediums. Strong business acumen with excellent communication skills, highly organised and meticulous. Strong administrative and time management skills. Attention to detail. The successful candidate is expected to be a proactive individual with good time management, interpersonal and communication skills to be able to deal with people from a wide range of backgrounds and levels of seniority. The incumbent must be willing to undergo screening for a security clearance. Shortlisted candidates must be prepared to present their portfolio of evidence.

## **DUTIES**

: The position forms of the Directorate: Public Relations and Communication based in Pretoria. The scope of the work of the successful candidate will include, but not be limited to conceptualising and developing visual concepts



and designs that align with the NSF's objectives, brand identity and project requirements. This involves brainstorming ideas, sketching concepts and using design software to produce high-quality designs. Taking ownership of design projects from start to finish. This includes collaborating with business units to understand their requirements, establishing project timelines, managing resources and ensuring timely delivery of design solutions. Maintaining the brand identity for NSF and developing guidelines for funded projects/internal campaigns. Maintaining and ensuring appropriate use of logos, typography, colour schemes and other visual elements. Working closely with other marketing and communication professionals, and NSF business units to ensure effective communication and collaboration throughout the design process. Ensuring that final designs meet high standards of quality and accuracy. Reviewing and proofreading designs, preparing design files for print or digital publication and conducting quality checks to ensure designs are visually appealing and error-free.

**ENQUIRIES** : Mr D Moyane Tel No: 012 943 3105 / Ms C Els 012 943 3250 / Ms B Setuki 012 943 3161

**POST 14/72** : **PRACTITIONER: FINANCE (PAYMENTS) (REF NO: NSF35/04/2025)**  
Branch: Skills Development  
Component: National Skills Fund

**SALARY** : R325 101 per annum (Level 7)  
**CENTRE** : Pretoria  
**REQUIREMENT** : An appropriate Diploma (NQF Level 6) in Financial Management/ Accounting or related qualification. A minimum of one (1) to two (2) years' work experience in financial management. Knowledge of Public Service and NSF mandates and strategies. Knowledge of Government wide legislation. Legislative Knowledge and prescripts, knowledge of NSF services. Knowledge of NSF policies, procedures and regulations. Knowledge of customer services values, NSF goals and performance requirements. Skills required: processing and records management, quality management, technical proficiency, excellent communication, interpersonal and writing skills, computer literate, Microsoft office proficient, strong administrative, organisational and general office management skills, time management skills, Planning and organising skills.

**DUTIES** : Receive all creditor invoices (centrally), scan and log invoices received against order raised on the system and check whether budget is available for payment (daily). Perform preliminary safety-web check daily. Notify creditor and/or responsible NSF manager daily where invoice does not contain an order number or where there is no budget available or with regards to incorrect banking details because of safety-web. Prepare payment requisitions and notify and follow-up with responsible NSF managers for approval, adjustment or rejection of creditor invoices as per payment requisition daily. Notify SCM on the rejection of creditor invoices to resolve the matter with responsible NSF managers and creditors daily. Perform final safety-web check prior to capturing payment daily. Capture approved invoices for payment on the financial system against correct expense items and against correct creditors daily. Back-up for other Junior Finance Officer(s). Receive all project creditor invoices (quarterly or monthly reports) (centrally) via the system daily. Perform safety-web check daily. Notify creditor and / or responsible NSF manager with regards to incorrect banking details because of safety-web on a daily basis. Participate as an active member of the Directorate Adhere at all times to the values of the NSF. Actively participate in all meetings as required. Operate within the policies, procedures and rules of the NSF.

**ENQUIRIES** : Mr D Moyane Tel No: 012 943 3105 / Ms C Els 012 943 3250 / Ms B Setuki 012 943 3161

**POST 14/73** : **PERSONAL ASSISTANT TO THE CHIEF DIRECTOR: STRATEGY, INNOVATION AND ORGANISATIONAL PERFORMANCE (REF NO: NSF36/04/2025)**  
Branch: Skills Development  
Component: National Skills Fund

**SALARY** : R325 101 per annum (Level 7)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : An appropriate Diploma (NQF Level 6) in office management, secretarial or related qualification. A minimum of three (3) years' work experience in

rendering administrative and secretarial support. The ideal candidate should have good telephone etiquette, be computer literate, be able to do research and do analysis of documents and situations. The ideal candidate should be conversant with the public service delivery and management issues. Skills Development Act, Skills Development Levies Act, National Skills Development Strategy. Treasury Regulations and working knowledge of the Public Finance Management Act, South African Qualification Authority Act, National Qualification Framework (NQF). The individual should have basic knowledge of financial administration. Language skills, and written and verbal communication skills, Organization and Prioritization Skills. Good people skills, Reliable, Tact and discretion, well- groomed and self- motivated. Confidentiality Attention to detail, work well under pressure, Analytical, Be proactive, Excellent Communication and Minute-taking presentations. Special requirements: willing to work overtime, as and when needs arise or deemed necessary. Willing and able to assist in the office of other senior managers as and when arise or deemed necessary. Skills: Excellent communication, interpersonal and Computer literate, Microsoft office proficient. Strong administrative, organizational, and general office management. Time Management, Planning and Organizing, Ability to act with discretion. Neat and tidy in the work environment and on the personal appearance.

## **DUTIES**

: Provide a secretarial and administrative support service to the Manager. Arranging meetings, manage diary, logistical arrangements as required. Type letter, submissions, memorandums, reports, and open mail (performs advanced typing work). Answering and screening all calls, directing, or attending to those not required to be attended to by the Manager. Check in/out-tray on daily basis and make sure the Manager attends to urgent issues. Tracking of Submissions/Memorandums routed from/via the manager's office. Render a general secretarial and office auxiliary service that includes arranging air, rail and road bookings and accommodation for the Manager. Provides Support to the Manager with the administration of the Manager's Budget. Provides support to the manager regarding meetings. Monitor resolutions taken at management meetings and inform the manager on progress made. Operates and ensures that office equipment, e.g. Fax Machines and photocopiers are on good working order. Records the engagements of the Senior Manager. Coordinates with and sensitizes/advises the Senior Manager regarding meetings engagements. Compiles realistic schedules of appointments, Ensures the effective flow of information and documents to and from the office of the Senior Managers. Ensures the safekeeping of all documentation in the office of the Senior Manager in line with relevant legislation and policies. Obtain inputs, collates, and compiles reports, e.g. Progress reports/Monthly Reports/ Managements Reports. Scrutinize routine submissions/reports and make notes and or recommendations for the Director. Responds to enquiries received from internal and external stakeholders. Draft documents as required. Does filling of documents for the Senior Manager and the unit where required. Collects, analyses and collates information requested by the Manager. Clarifies notes and instructions on behalf of the Manager. Ensures the travel arrangements are well coordinated. Prioritizes issues in the office of the Manager. Manages the attendance, leave register and telephone accounts for the unit. Handles the procurements standard of items like stationery, refreshments etc. for activities for the Manager and the unit. Obtains the necessary signatures on documents like procurements advice and monthly salary reports. Provides support to the Manager regarding meetings. Scrutinizes documents to determine actions/information/other documents required for the meeting. Collect and compiles all necessary documents for the manager to inform him/her on the contents. Records minutes/decisions and communicates them to relevant role-players, follows up on progress made. Coordinates logistical arrangements for the meetings when required. Collects and coordinates all the documents that relate to the manager's budget. Remains up to date with regard to the prescripts/policies and procedures applicable to his/her work terrain to ensure an efficient and effective support to the Senior Manager. Remains abreast with the procedures and processes that apply in the office of the Manager.

## **ENQUIRIES**

: Mr D Moyane Tel No: 012 943 3105 / Ms C Els 012 943 3250 / Ms B Setuki 012 943 3161

<b><u>POST 14/74</u></b>	:	<b><u>ADMINISTRATIVE ASSISTANT: REGIONAL SDI KZN (REF NO: NSF37/04/2025)</u></b> Branch: Skills Development Component: National Skills Fund
<b><u>SALARY</u></b>	:	R325 101 per annum (Level 7)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate Diploma (NQF Level 6) in office management, secretarial or related qualification. A minimum of three (3) years' work experience in rendering administrative and secretarial support. The ideal candidate should have good telephone etiquette, be computer literate, be able to do research and do analysis of documents and situations. The ideal candidate should be conversant with the public service delivery and management issues. Skills Development Act, Skills Development Levies Act, National Skills Development Strategy. Treasury Regulations and working knowledge of the Public Finance Management Act, South African Qualification Authority Act, National Qualification Framework (NQF). The individual should have basic knowledge of financial administration. Language skills, and written and verbal communication skills, Organization and Prioritization Skills. Good people skills, Reliable, Tact and discretion, well-groomed and self-motivated. Confidentiality Attention to detail, work well under pressure, Analytical, Be proactive, Excellent Communication and Minute-taking presentations. Special requirements: willing to work overtime, as and when needs arise or deemed necessary. Willing and able to assist in the office of other senior managers as and when arise or deemed necessary. Skills: Excellent communication, interpersonal and Computer literate, Microsoft office proficient. Strong administrative, organizational, and general office management. Time Management, Planning and Organizing, Ability to act with discretion. Neat and tidy in the work environment and on the personal appearance.
<b><u>DUTIES</u></b>	:	Provide a secretarial and administrative support service to the Manager. Arranging meetings, manage diary, logistical arrangements as required. Type letter, submissions, memorandums, reports, and open mail (performs advanced typing work). Answering and screening all calls, directing, or attending to those not required to be attended to by the Manager. Check in/out-tray on daily basis and make sure the Manager attends to urgent issues. Tracking of Submissions/Memorandums routed from/via the manager's office. Render a general secretarial and office auxiliary service that includes arranging air, rail and road bookings and accommodation for the Manager. Provides Support to the Manager with the administration of the Manager's Budget. Provides support to the manager regarding meetings. Monitor resolutions taken at management meetings and inform the manager on progress made. Operates and ensures that office equipment, e.g. Fax Machines and photocopiers are on good working order. Records the engagements of the Senior Manager. Coordinates with and sensitizes/advises the Senior Manager regarding meetings engagements. Compiles realistic schedules of appointments, Ensures the effective flow of information and documents to and from the office of the Senior Managers. Ensures the safekeeping of all documentation in the office of the Senior Manager in line with relevant legislation and policies. Obtain inputs, collates, and compiles reports, e.g. Progress reports/Monthly Reports/ Managements Reports. Scrutinize routine submissions/reports and make notes and or recommendations for the Director. Responds to enquiries received from internal and external stakeholders. Draft documents as required. Does filling of documents for the Senior Manager and the unit where required. Collects, analyses and collates information requested by the Manager. Clarifies notes and instructions on behalf of the Manager. Ensures the travel arrangements are well coordinated. Prioritizes issues in the office of the Manager. Manages the attendance, leave register and telephone accounts for the unit. Handles the procurements standard of items like stationery, refreshments etc. for activities for the Manager and the unit. Obtains the necessary signatures on documents like procurements advice and monthly salary reports. Provides support to the Manager regarding meetings. Scrutinizes documents to determine actions/information/other documents required for the meeting. Collect and compiles all necessary documents for the manager to inform him/her on the contents. Records minutes/decisions and communicates them to relevant role-players, follows ups on progress made. Coordinates logistical arrangements for the meetings when required. Collects and coordinates all the documents that relate to the manager's budget.

		Remains up to date with regard to the prescripts/policies and procedures applicable to his/her work terrain to ensure an efficient and effective support to the Senior Manager. Remains abreast with the procedures and processes that apply in the office of the Manager.
<b><u>ENQUIRIES</u></b>	:	Mr D Moyane Tel No: 012 943 3105 / Ms C Els 012 943 3250 / Ms B Setuki 012 943 3161
<b><u>POST 14/75</u></b>	:	<b><u>ADMINISTRATIVE OFFICER: FACILITIES MANAGEMENT (REF NO: NSF38/04/2025)</u></b> Branch: Skills Development Component: National Skills Fund Directorate: Financial Management and Administration
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R325 101 per annum (Level 7) Pretoria An appropriate Diploma (NQF Level 6) in Public Management/Administration, Office Management and Technology or related qualification. A minimum of two (2) years' work experience in providing messenger, facilities, maintenance, assets and general administration support. The prospective candidate should be pro-active, effective, and self-confident and be able to work in a diverse team. Further skills requirements relate to technical proficiency, communication and information management, administrative organising, problem-solving and analysis, report writing, quality management, budgeting and financial management, and stakeholder engagement/management. The incumbent must be client orientated, customer-focused, responsive, and be able to perform in a team environment. Good computer skills are required. Candidates must be willing to travel when required. Candidates must also be committed to meeting deadlines within tight timeframes and A valid driver's licence.
<b><u>DUTIES</u></b>	:	To provide messenger services and facilities management support to the NSF. Collect and deliver documents in line with requests required destinations. Ensure proof of delivery is obtained. Collect registered and other mail from the post office or the department daily. Ensure that collected documents are distributed in the NSF daily. Ensure authorisation of travel costs by departmental head. Adhere to internal policies and procedures. Deliver and collect legal documents are delivered on time. Record proof of delivery of legal documents. Collect and drive delegations from other countries to the required destinations. Operate both light and heavy motor vehicle. Update the logbook of vehicle used daily for proper recording of mileage. Coordinate boardroom bookings and arrange for the provision of tea and coffee. Assist in planning and setting up meetings and teleconferences. Complete facilities workbooks. Cleaning services workbooks. Hygiene services workbooks. Security services and system workbooks. Facilities and maintenance workbooks. Parking rental workbooks. Telephone and fax workbooks. Monitor cleaning and hygiene service provided for facilities. Monitor security services provided by facilities. Monitor parking facilities. Assist to all requests, queries and complaints related to facilities, security and parking. Perform routine facilities repairs and maintenance checks. Perform routine facilities security services and system checks. Perform routine facilities cleaning and hygiene checks. Monitor facilities usage across the NSF. Perform routine facilities checks related to Occupational Health and Safety requirement. Perform first aid when required. Ensure that evacuation drills are performed on a regular basis. Always adhere to the values of the NSF. Actively participate in all meetings as required. Operate within the policies, procedures and rules of the NSF.
<b><u>ENQUIRIES</u></b>	:	Mr D Moyane Tel No: 012 943 3105 / Ms C Els 012 943 3250 / Ms B Setuki 012 943 3161
<b><u>POST 14/76</u></b>	:	<b><u>ADMINISTRATIVE ASSISTANT BURSARIES (REF NO: NSF39/04/2025)</u></b> Branch: Skills Development Component: National Skills Fund
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R325 101 per annum (Level 7) Pretoria An appropriate Diploma (NQF Level 6) in Public Administration or related qualification. A minimum of three (3) years relevant work experience. Knowledge of Public Service and NSF mandates and strategies. Skills required: Excellent communication, interpersonal and writing skills. Computer

literate, Microsoft office proficient, strong administrative, organizational and general office management, time management, planning and organizing. Ability to act with discretion. Neat and tidy in the work environment and on the personal appearance.

**DUTIES**

: Schedule appointments and maintain an electronic diary. Ensure that legislative dates are documented on the diary and that constant reminders are sent out to ensure compliance with due dates. Coordinate business travel and accommodation as required. Plan, prepare timeously relevant documentation for meetings and arrange venues and refreshments as required and record proceedings of meetings. Record messages in detail and convey promptly to Chief Directorate or Directorate. Prioritise work received from the Chief Directorate or Directorate. Type correspondence, reports, minutes, presentations, spreadsheets and related material from Dictaphone or handwritten notes. This involves working on Word, Excel and PowerPoint. Plan, prepare for and record proceedings of meetings. Prepare documents and distribute information/documents as requested by the Chief Directorate or Directorate in hard copy or electronically e.g. prepare distribution packs for meetings. Source information as requested by the Chief Directorate or Directorate. Receive and register incoming mail and documents and distribute within the Chief Directorate or Directorate as required. Stock control of office stationery. Perform administrative tasks related to expense claims. Make photocopies, scan documents, file documents electronically in a logical order and receive or send facsimiles. Maintain an appropriate filing system (manual and computerised) for the Chief Directorate or Directorate. Ensure all files are always readily accessible and retrievable. Maintain a pending system to diarise documents for future action. Register the movement and file all documents that is entering or leaving the offices of the Chief Directorate or Directorate. Track and follow up on documents that were sent from the Chief Directorate or Directorate that requires action or approval. Perform other administrative support functions. Always adhere to the values of the NSF. Act professionally as the contact person of the Chief Directorate or Directorate. Actively participate in all meetings as required. Operate within the policies, procedures and rules of the NSF. Guide, teach, and provide transfer of skills to equip interns to perform the administrative assistant duties.

**ENQUIRIES**

: Mr D Moyane Tel No: 012 943 3105 / Ms C Els 012 943 3250 / Ms B Setuki 012 943 3161

**POST 14/77**

: **SECRETARY (REF NO: NSF40/04/2025)**  
Branch: Skills Development  
Component: National Skills Fund  
Directorate: Human Resources Management and Development

**SALARY  
CENTRE  
REQUIREMENTS**

: R228 321 annum (Level 5)  
: Pretoria  
: An appropriate National Senior Certificate (Grade 12) / National Certificate (Vocational) NQF Level 4 certificate. An appropriate Diploma/Bachelor's Degree in Public Administration/Management or a related qualification will be an added advantage. A minimum of one (1) to 2 (two) years of relevant experience in office management and administration within a Human Resource Management and Development environment. Knowledge and understanding of applicable HR legislation and procedures. Good planning and organising skills, interpersonal and decision-making skills. Good written and verbal communication skills. Good computer literacy (MS Word and Excel).

**DUTIES**

: The successful candidate will perform the following duties: Schedule appointments and maintain an electronic diary. Ensure that legislative and/ or other important dates are documented in the diary and that constant reminders are sent out to ensure compliance with due dates. Coordinate business travel and accommodation as required. Plan, prepare, timeously relevant documentation for meetings and arrange venues and refreshments as required and record proceedings of meetings. Record messages in detail and convey them promptly to the Human Resources Directorate. Prioritise work received from the Human Resources Directorate. Type correspondence, reports, minutes, presentations spreadsheets and related material from proceedings or handwritten notes. This involves working on Word, Excel, and PowerPoint. Plan, prepare for and proceed with meetings. Prepare documents and distribute information/ documents as requested by the Human Resources Directorate in hard copy or electronically e.g., prepare distribution packs for

meetings. Source information as requested by the Human Resources Directorate. Receive and register incoming mail and documents and distribute them within the Human Resources Directorate as required. Stock control of office stationery. Perform administrative tasks related to expense claims. Make photocopies, scan, documents, and file documents electronically in a logical order. Maintain an appropriate filing system (manual and computerised) for the Directorate. Ensure all files are always readily accessible and retrievable. Maintain a pending system to diarise documents for future action. Register the movement and file all documents that are entering or leaving the offices of the Directorate. Track and follow up on documents that are entering or leaving the offices of the Directorate. Track and follow up on documents that were sent from the Directorate that require action or approval. Perform other administrative support functions.

**ENQUIRIES** : Mr D Moyane Tel No: 012 943 3105 / Ms C Els 012 943 3250 / Ms B Setuki 012 943 3161

**POST 14/78** : **SENIOR ADMINISTRATION CLERK: LEGAL (REF NO: NSF41/04/2025)**  
(Twelve (12) Months Contract)  
Branch: Skills Development  
Component: National Skills Fund – Pr & Comms  
Branch: Skills Development  
Component: National Skills Fund  
Directorate: Legal, Governance, Risk and Compliance

**SALARY** : R228 321 per annum (Level 5)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A National Senior Certificate (Grade 12) or National Certificate (Vocational) NQF Level 4. An appropriate Diploma/Bachelor's Degree in law will be an added advantage. The incumbent must have at least 2 (two) years relevant work experience. The incumbent should be creative, proactive and highly motivated individual with good time-management and organisational skills. Excellent interpersonal and communication skills are required to deal with people at all levels in the Department and the incumbent must have experience in the use of computer applications such as MS Word, Excel, Outlook, and PowerPoint.

**DUTIES** : The scope of the work of the successful candidate will include, assisting legal officers with admin work relating to legal and risk management. Draft agreements, service level agreement, legal opinions, legal advice. Conduct research. Prepare reports. Prepare S&T and cell phones claims. Prepare travel documents. Assisting with updating the risk management documentation.

**ENQUIRIES** : Mr D Moyane Tel No: 012 943 3105 / Ms C Els 012 943 3250 / Ms B Setuki 012 943 3161

**POST 14/79** : **RECEPTIONIST (REF NO: NSF42/04/2025)**  
Branch: Skills Development  
Component: National Skills Fund  
Directorate: Financial Management and Administration

**SALARY** : R193 359 per annum (Level 4)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A National Senior Certificate (Grade 12) / National Certificate (Vocational) NQF Level 4 certificate. An appropriate Diploma/Bachelor's Degree in Public Administration/Management or a related qualification will be an added advantage. A minimum of one (1) to 2 (two) years relevant work experience as a receptionist or switchboard operator. Excellent planning and organising skills, interpersonal and decision-making skills. Good written and verbal communication skills. Client-orientation focus and customer care skills. Good computer literacy (MS Word and Excel).

**DUTIES** : Monitor NSF telephone and direct callers and answer telephone calls in an appropriate and professional manner. Keep the NSF internal directory up to date. Direct calls to appropriate staff members or departments. Take messages and relay them to the appropriate staff member. Respond to enquiries and queries. Ensure that complex queries are referred to the back office and other relevant staff members to deal with. Ensure visitors are directed correctly. Monitor entry access into premises. Receive, attend to and direct visitors to the appropriate office or staff member they are visiting. Ensure visitors have signed in and issue them with a visitor's sticker. Ensure that relevant staff members

are informed of visitors. Act and respond in a presentable manner, being the face of the entry. Monitor and ensure reception areas and meeting areas are kept neat and quiet. Ensure that pamphlets, brochures, and other relevant information is available for visitors (including removal of outdated information from public spaces). Coordinate the booking of boardrooms/ meeting rooms and parking. Assist with escalating complex queries from the website and social media pages (including tracking of queries up to resolution) Assist with ad hoc office admin duties, sending faxes, photocopying, and filing. Provide first aid when required.

**ENQUIRIES**

: Mr D Moyane Tel No: 012 943 3105 / Ms C Els 012 943 3250 / Ms B Setuki 012 943 3161

## DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

- APPLICATIONS** : Interested applicants must submit their applications for employment to <https://forms.office.com/r/X2XaVPasWu> or alternatively the address specified in each post.
- CLOSING DATE** : 14 May 2025
- NOTE** : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za](http://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.

## MANAGEMENT ECHELON

- POST 14/80** : **DIRECTOR: TRIBUNAL AND QUASI JUDICIARY: REF NO: 25/41/CA**  
This is Re-Advertisement: Applicants Who Previously Applied Are Encouraged To Re-Apply)
- SALARY** : R1 216 824 – R1 433 355 per annum. (All inclusive remuneration package).  
The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office: Pretoria
- REQUIREMENTS** : An LLB/ Social Sciences/ Research/ Public Management at (NQF level 7) as recognized by SAQA A minimum of 5 years of experience at middle/ senior managerial; Nyukela Certificate (Certificate for entry into Senior Management Service from School of Government); Knowledge and understanding of Tribunals, Commissions of Enquiry, Committees establishments, court demarcations and local government arrangement and South African Court System; Knowledge and understanding of the legislative framework governing the Public Service: Financial Management and regulatory framework/guidelines, Public Service Act, Public Service Regulations, Treasury Regulations, Departmental Financial Instructions and Public Finance Management Act; Knowledge of Administration, Statistical and Legal Processes. 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; Honesty and integrity.
- DUTIES** : Key Performance Areas: Manage the provision of legal processes for the establishment and management of quasi judiciary; Manage the provision of legal processes for the establishment of specialized courts; Manage the provision of legal processes for the court demarcation; Manage human, financial and other resources.



<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms. B Musekwa Tel No: (012) 315 1038
	:	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.
<b><u>POST 14/81</u></b>	:	<b><u>DIRECTOR: LEGAL ADMINISTRATION AND ADVOCACY; REF NO: 24/47/FS</u></b>
	:	(This Is a Re-Advertisement; Applicants Who Previously Applied Are Encouraged to Re-Apply)
<b><u>SALARY</u></b>	:	R1 216 824 – R1 433 355 per annum. (All inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Provincial Office Legal Services: Free State
	:	An LLB or an appropriate Legal or Law Degree (NQF level 7) as recognized by SAQA; A post graduate qualification in Law or Legal will be an added advantage; 6 years' experience in the field of Law, court administration/management environment of which 5 years should be at middle/senior managerial level; Nyukela Certificate (Certificate for Entry into the Senior Management Service from the National School of Government); Knowledge and understanding of Public Finance Management Act (PFMA), Public Service Regulations, Treasury Regulations etc; Knowledge and understanding of the Constitution, Constitutional law cases, criminal, civil and family cases. 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; Honesty and integrity.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Manage the provision of legal administration and statutory appointment; Manage family law services (Maintenance, Child Justice and Intermediary); Manage language and interpreting services in provinces; Facilitate the promotion and awareness of justice related services; Provide effective people management.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms. N. Dywili Tel No: (051) 407 1847
	:	Please direct your applications to: The Director: Human Resource, Private Bag X20578, BLOEMFONTEIN, 9300 or hand deliver to Physical Address 108 Corner St Andrew Street, BLOEMFONTEIN, 9301.
<b><u>NOTE</u></b>	:	Preference will be given to women and people with disability.

#### **OTHER POSTS**

<b><u>POST 14/82</u></b>	:	<b><u>DEPUTY DIRECTOR: STUDY ASSISTANCE; REF NO: 25/38/CS</u></b>
<b><u>SALARY</u></b>	:	R896 436 – R1 055 958 (All inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	National Office: Pretoria
	:	An NQF level 6 qualification as recognized by SAQA in Human Resource Management/Human Resource Development/Management of Training/Industrial Organizational Psychology; A minimum of 3 years' experience at managerial (Assistant Director) level in Human Resource Development environment; Knowledge of Performance Management Systems, Skills Development Act, Skills Levy Act, Adult Basic Education and Training Act, Employment Equity Act, Basic Conditions of Employment Act, Departmental Bursary Schemes; Knowledge and understanding of the Public Service statutory frameworks: Financial Management and regulatory framework/guidelines, Public Service Act, Public Service Regulations, Treasury Regulations, Public Finance Management Act, Government initiatives and decisions. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Developing others; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Planning and organizing; Decision making; Project management; Team leadership.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Coordinate the implementation of skills development programmes; Coordinate the implementation of Internship and Learnership programmes; Coordinate the implementation of study assistance programmes;

		Coordinate and monitor the payments process for the programmes; Develop and maintain partnerships with relevant stakeholder; Monitor and evaluate the effectiveness of the programmes; Manage human, finance and other resources.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms. A. Van Ross Telo No: (012) 315 1094
	:	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
<b><u>POST 14/83</u></b>	:	<b><u>ASSISTANT DIRECTOR: REPORTING; REF NO: 25/39/FMS</u></b>
<b><u>SALARY</u></b>	:	R468 459 – R551 823 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	National Office: Pretoria
	:	An NQF level 7 in Financial Management/Financial Accounting as recognized by SAQA; A minimum of 3 years' relevant experience in Financial environment of which 2 years must be at supervisory level; Knowledge and understanding of the Supply Chain Management Framework and acquisition practices; Knowledge of Treasury Regulations, research, monitoring, evaluation and Policy development. Skills and Competencies: Computer literacy (MS Word, Excel, PowerPoint, Outlook); Budgeting and financial management; Planning and organizing skills; Research and analytical skills; Good interpersonal relations; Communication (written and verbal) skills; Research and analytical skills; Problem analysis; Report writing skills
<b><u>DUTIES</u></b>	:	Key Performance Areas: Report on financial statements and information management; Render financial audit services in the unit; Monitor the facilitation of audit action plan development services in the unit; Provide effective people management.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms. A. van Ross Tel No: (012) 315 1094
	:	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.
<b><u>POST 14/84</u></b>	:	<b><u>ASSISTANT STATE ATTORNEY (GRADE 1 LP 3) REF NO: 10/2025/SA/WC</u></b>
<b><u>SALARY</u></b>	:	R377 523 – R406 131 per annum (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Office of The State Attorney, Cape Town
	:	An LLB or 4 year recognized legal qualification; At least 2 years appropriate post qualification legal/litigation experience; Admittance as an Attorney; Skills and Competencies: Legal research and drafting; Dispute resolution; Case flow management; Interview techniques; Problem solving and analysis; Planning and organising skills; Client orientation and customer focus; Communication (written and verbal); Service Delivery Innovation; Honesty and integrity; Knowledge management; Decision making; Creative thinking; Technical proficiency.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Handle litigation and appeals in the High Courts, Magistrate's Court, Labour Courts, Land Claims Court and CCMA; Draft and/or settle all types of agreements on behalf of the various clients; Render legal opinions and advice; Handle all forms of arbitration, including inter-departmental arbitration and debt collection.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr M Koopman Tel. (021) 462 5471
	:	Please forward your application to: Provincial Head: Private Bag X 9171, CAPE TOWN, 8000 or physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town.
<b><u>FOR ATTENTION</u></b>	:	Ms P Paraffin
<b><u>POST 14/85</u></b>	:	<b><u>TRAINING OFFICER: SKILLS DEVELOPMENT REF NO: 25/40/CS (03 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R325 101 – R382 959 per annum. The successful candidate will be required to sign a performance agreement.

<b><u>CENTRE REQUIREMENTS</u></b>	:	National Office, Pretoria
	:	An NQF level 6 qualification as recognized by SAQA in Human Resource Management/ Human Resource Development/ Management of Training/ Industrial Organisational Psychology as recognized by SAQA; A minimum of 2 years' experience in human resource development environment; Knowledge of Performance Management System, Skills Development Act, Levy Act, Adult Basic Education and Training Act, Employment Equity Act, Basic Condition of Employment Act, Departmental Bursary Schemes; Knowledge and understanding of the Public Service statutory frameworks: Financial Management and regulatory framework/ guidelines, Public Service Act, Public Service Regulations, Treasury Regulations, Public Finance Management Act and Government initiatives and decisions. Skills and Competencies: Creative thinking; Citizen service orientation; Decision making; Diversity citizenship; Organisational communication effectiveness; Problem analysis; Time management; Teamwork; Technical proficiency.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Implement skills development programmes; Implement learnership and internship programmes; Implement study assistance programmes; Facilitate the process of bursary payments; Manage human, finance and other resources.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms. A. Van Ross Tel No: (012) 315 1094
	:	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.
<b><u>POST 14/86</u></b>	:	<b><u>SENIOR COURT INTERPRETER: REF NR: 84/24/NC/DAR</u></b> (This Is a Re- Advertisement, Applicants Who Previously Applied Are Encouraged To Re-Apply)
<b><u>SALARY</u></b>	:	R325 101 – R382 959 per annum. The successful candidate will be required to sign a performance agreement
<b><u>CENTRE REQUIREMENTS</u></b>	:	De Aar Magistrate Office
	:	A Grade 12 and ten years practical experience in court interpreting or National Diploma: Legal Interpreting at NQF 5 or any other relevant tertiary qualification at NQF 5 and Minimum of three years practical experience in court interpreting; Proficiency in English and one or more indigenous languages (Afrikaans & IsiXhosa); Driver's license will be an added advantage; (Applicants will be subjected to a technical test). Skills and Competencies: Good communication skills (verbal and written); Computer literacy (Ms Word and Excel); Administrative and organizational skills; Sound interpersonal relations; Ability to work under pressure; Time management; Problem solving; Analytical thinking; Accuracy and attention to detail.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Interpret in Criminal Court, Civil Court, Labour Court and Quasi Proceedings; Interpret during consultation; Translate legal documents and exhibits; Record cases in criminal record book; Draw case records on request of Magistrate /Prosecutors; Make arrangements for foreign language interpreters in consultation with the prosecutors; Facilitate the sourcing of foreign language interpreters in consultation with the Prosecutor; Perform Specific line and administrative Support Functions; Assist with capturing on ICMS; Supervise Court Interpreters.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr M. Mokgola Tel No: (053) 802 1300
	:	Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. or hand delivers at the New Public Building, (Magistrates Court), Corner Knight and Stead Streets, 7th floor, Kimberley, 8301

**NATIONAL SCHOOL OF GOVERNMENT (NSG)**

*The National School of Government (NSG) is mandated to train and develop public servants as a means to realize the national development objectives of the country and thereby support sustainable growth, development and service delivery. The purpose of the NSG is to build an effective and professional public service through the provision of relevant training interventions.*

- APPLICATIONS** : Applications can be submitted by email to the relevant email address indicated by quoting the relevant reference number provided on the subject line or (2) hand-delivered to the ZK Matthews Building, 70 Meintjies Street, Sunnyside, Pretoria, or (3) via postal mail to: The Principal: National School of Government, Private Bag X759, Pretoria, 0001. Applicants are encouraged to submit their applications electronically. For Attention and Enquiries: Kindly contact Mr Mpho Mugodo (012) 441 6017 or Mr Thabo Ngwenya (012) 441-6108.
- CLOSING DATE** : 15 May 2025 at 16h00
- NOTE** : Suitably qualified and experienced candidates are invited to apply for the following vacant positions. The National School of Government will give preference to individuals whose appointment will improve employment equity in the department. In terms of the employment equity targets, preference will be given to African Males, Coloured Males and people with disabilities. Applicants are advised to read Chapter 4 of the Public Administration Management Act of 2014 from the DPSA website regarding the repositioning of NSG to Higher Education institution. Applications must consist of: A fully completed and signed new Z83 form with a comprehensive CV containing contactable references. Use of the old Z83 Form will result in disqualification. Candidates should not attach certified documents to the application. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview. The relevant reference number must be written on the application form. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Shortlisted candidates will be subjected to a technical exercise for the post (s). All appointments are subject to personnel suitability checks such as security vetting, citizen verification, financial records check, and qualifications verifications. Applications that do not comply with the above-mentioned requirements as well as applications that are received late, will not be considered. The selection process of the SMS post will be in line with the Senior Management Service requirements. The successful candidate will be expected to sign a performance agreement within three months from the date of assumption of duties and where applicable to disclose particulars of all registrable financial interests within a month. The employment decision shall be informed by the Employment Equity Plan of the Department to achieve its employment equity targets. It is the Department's intention to promote equity (race, gender, and disability) through the filling of this post. The NSG reserves the right not to make an appointment and to use other recruitment processes. Correspondence will be limited to shortlisted candidates only. Successful completion of the Senior Management Pre-Entry Programme (Nyukela) is required for appointment of the SMS posts. Enrolment for the course should be made on the NSG's website at <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>

**MANAGEMENT ECHELON**

- POST 14/87** : **CHIEF ECONOMIST AND HEAD OF RESEARCH REF NO: NSG 05/2025**  
Job Purpose: To lead, design, and oversee economic research, policy analysis, and market intelligence, as well as drive the implementation of the NSG's research agenda, capacity-building initiatives, and strategic representation in relevant government forums
- SALARY** : R1 436 022 - R1 716 933.per annum, an inclusive remuneration package commencing at (Level 14
- CENTRE** : Pretoria.
- REQUIREMENTS** : A Bachelor's degree or equivalent qualification (NQF Level 7) in Economic Management, Data Sciences, or a related field with a specialization in Applied Economics, Behavioral Economics, Public Economics, Policy Analysis, Statistics, Development Economics, or another relevant discipline that demonstrates advanced knowledge and practical application of economics will

be considered. A post-graduate qualification (NQF level 9 or 10) with demonstrable research capability will be an added advantage. Faculty affiliation with senior lecturer or Associate Professor level will give candidates a competitive edge. The successful applicant will be subjected to security vetting at an appropriate clearance level for senior managers. Experience: Extensive proven and relevant experience, of which five (5) years must be at a senior management level, in applied economic research, modelling, capacity building and project management. Experience in leading and managing research projects and teams, preferably in an academic, research or public sector context. Demonstrated ability to conduct high-level research and analysis, formulate policies based on research outcomes, and provide strategic advice to senior management. Experience in academic writing, publishing of papers, management of journals and presentation. Experience working in higher and further education environments. Knowledge: In-depth understanding of macroeconomic principles, fiscal policy, and public economics. Knowledge of relevant public sector legislation, including the Public Service Act, Public Finance Management Act, and other regulatory frameworks. Proficiency in both qualitative and quantitative research techniques, particularly in economic and policy-related studies. In-depth knowledge of and experience in research, knowledge, information and data management. In-depth knowledge of public sector landscape and capacity building needs. Knowledge of professional bodies and regulatory body requirements (e.g., South African Qualifications Authority, Quality Council for Trades and Occupations, Council for Higher Education). In-depth theoretical and practical knowledge of best practice and cutting-edge research methodologies. Skills: Advanced theoretical and practical knowledge of research as a discipline, preparing datasets for quantitative and qualitative data analysis. Knowledge of broad analytical techniques, such as statistics and econometrics, as well as mathematical and operations research tools. Ability to analyse and draw reasonable inferences from the analyses of financial and economic data. Advanced knowledge to develop and validate research instruments/methods. Advanced knowledge of data warehousing and mining. Advanced knowledge of multi-disciplinary research and research environments. Ability to integrate, interrogate and interpret knowledge and information. Knowledge in skills assessments and identifying training needs. Proven advanced writing, proofreading and editing skills. Academic research and publications, use of plagiarism checking tools. Competencies: Must be able to provide a vision, set the direction for the business unit and inspire others to deliver on the organisational mandate. Must be able to plan, manage, monitor and evaluate specific activities to deliver the desired outputs. Must be able to compile and manage budgets, control cash flow, institute risk management and administer tender procurement processes in accordance with generally recognised financial practices to ensure the achievement of strategic organisational objectives. Personal Attributes: Participate in professional development growth activities for maintaining professional knowledge and staying current with curricular trends. Ability to multi-task and organise, prioritise and follow multiple projects and tasks through to completion with attention to detail. Ability to work independently while contributing to a team environment. Ability to analyse problems, identify solutions, take appropriate action, and resolve conflicts using independent judgment and decision-making. Ability to establish and maintain effective working relationships with management, employees, stakeholders and the public. Integrity and honesty, detail-oriented, creative and innovative, ability to work under pressure. Domestic and international travel and work extended hours when required. Preference will be given to African Females, Youth, African and Coloured Males and people with disability in accordance with our employment equity requirements.

## **DUTIES**

: The incumbent will be responsible for the following Key Results Areas: Develop and implement the NSG's research agenda to address economic and public policy priorities. Represent the NSG in Economic Cluster forums, providing expert economic input and enhancing the institution's strategic positioning. Oversee the analysis of socio-economic policies and advise on capacity development interventions to improve public sector performance. Collaborate internally to support curriculum design with content, particularly in economics, based on research-driven insights. Produce high-quality research reports, policy briefs, and economic analyses for stakeholders. Manage and oversee collaborative research initiatives with academic institutions and government

departments. Lead the development and use of economic models to forecast fiscal trends, labour market shifts, and policy impacts globally and locally. Conduct scenario planning to inform the future of the South African public sector and the NSG's long-term strategy and public sector development initiatives. Monitor and report on economic indicators relevant to public governance and adjust strategies accordingly. Provide expert advice to senior leadership based on economic analyses and research findings. Identify strategic opportunities to align NSG's programmes with the government's economic development priorities. Build strategic partnerships with government bodies, universities, and think tanks to advance the NSG's research agenda. Represent the NSG at national and international economic forums to share insights and enhance institutional visibility. Facilitate information sharing through publications, conferences, and workshops to promote thought leadership. Oversee the establishment and implementation of knowledge management systems for effective research dissemination. Foster interdepartmental collaboration to support data-driven decision-making and learning within the NSG. Undertake market intelligence and data analysis across organs of state to identify and inform capacity-building interventions. Conduct skills gap analyses to address the evolving needs of public sector governance and administration. Develop frameworks for measuring the impact of capacity-building initiatives and learning programmes. Provide economic data and research insights to support curriculum development for public sector training. Provide strategic leadership and management for the Chief Directorate. Ensure resource optimisation and performance excellence within the research team. Develop frameworks for ethical data management and compliance with research standards. Monitor and evaluate research outputs to ensure alignment with institutional priorities. Promote professional development to build a high-performing team.

**ENQUIRIES  
APPLICATIONS**

: Mpho Mugodo Tel No: (012) 441 6017  
: E-mail to [Recruitment.MMSSMS@thensg.gov.za](mailto:Recruitment.MMSSMS@thensg.gov.za), or hand deliver to ZK Mathews Building, 70 Meintjies Street, Sunnyside, Pretoria, or postal address to The Principal: National School of Government, Private Bag X759, Pretoria, 0001.

**POST 14/88**

: **DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: NSG 06/2025**  
Job Purpose: To manage and support the co-creation and the facilitation (through direct, influence, and/or referral approaches) of education, training and development interventions for capacity development and support for the public sector.

**SALARY**

: R1 216 824 – R1 433 355 per annum, an inclusive remuneration package commencing at (Level 13)

**CENTRE  
REQUIREMENTS**

: Pretoria.  
: A minimum tertiary qualification at (NQF level 7) in Supply Chain Management, Business Administration in Logistics or Commerce. Post graduate qualification will be an added advantage. Registration with a relevant professional body will also be an added advantage. The successful applicant will be subjected to security vetting at an appropriate clearance level for senior managers. Experience: Five (5) years' proven experience at a middle/senior managerial level. Knowledge: In-depth knowledge of supply chain management, Public sector legislation, relevant policies and applicable legislative frameworks including but not limited to the Public Service Act; Public Administration Management Act; Government Immovable Asset Management Act; Public Finance Management Act; Treasury Regulations; Generally Recognised Accounting Principles (GRAP) and SCM Practice Notes. The candidate must have proven knowledge and application of Preferential Procurement Policy Framework Act; Broad-Based Black Economic Empowerment; Promotion of Access to Information Act; and Protection of Personal Information Act. Advanced Microsoft Office suite, especially Word, PowerPoint and Excel. Administration of LOGIS and BAS systems. Meetings management. Competencies: Must be able to provide a vision, set the direction for the business unit and inspire others to deliver on the organisational mandate. Must be able to plan, manage, monitor and evaluate specific activities in order to deliver the desired outputs. Must be able to compile and manage budgets, control cash flow, institute risk management and administer tender procurement processes in accordance with generally recognised financial practices to ensure the achievement of strategic organisational objectives.

Must be able to initiate and support organisational transformation and change to successfully implement new initiatives and deliver on service delivery commitments. Must be able to promote the generation and sharing of knowledge and learning to enhance the collective knowledge of the organisation. Must be able to explore and implement new ways of delivering services that contribute to the improvement of organisational processes to achieve organisational goals. Must be able to systematically identify, analyse and resolve existing and anticipated problems to reach optimum solutions in a timely manner. Must be able to manage and encourage people, optimise their outputs and effectively manage working relationships in order to achieve organisational goals. Must be willing and able to deliver services effectively and efficiently to put the spirit of customer service (Batho Pele) into practice. Must be able to exchange information and ideas in a clear and concise manner appropriate for the audience to explain, persuade, convince and influence others to achieve the desired outcomes. Must be able to display and build the highest standards of ethical and moral conduct to promote confidence and trust in the Public Service. Personal Attributes: Ability to multi-task and organize, prioritize, and follow multiple projects and tasks through to completion with an attention to detail. Ability to work independently while contributing to a team environment. Ability to analyse problems, identify solutions and take appropriate action, resolve conflicts using independent judgment and decision-making processes. Ability to establish and maintain effective working relationships with management, employees, stakeholders and the public. High level of integrity and honesty; detail oriented; creative and innovative; ability to work under pressure. The incumbent will be required to travel domestic and international and to work extended hours when required. Preference will be given to African Females, Youth, African and Coloured Males and people with disability in accordance with our employment equity requirements.

## **DUTIES**

: The incumbent will be responsible for the following Key Results Areas: Manage the development and implementation of supply chain management policies, strategies and plans for the NSG. Manage the implementation of supply chain management frameworks, and practice notes, as issued by the National Treasury. Manage the development and implementation supply chain management norms and standards for the NSG. Manage the implementation of preferential procurement policy objectives towards procurement transformation. Lead in supply chain management audit and compliance processes. Lead in awareness and communication initiatives to empower NSG officials on SCM matters, as well as the NSG website (competitive bidding). Provide expert technical advice to NSG officials, service providers and clients on SCM matters. Lead in the management of SCM systems, including BAS and LOGIS. Lead in the development and implementation of asset needs assessment, asset acquisitions, operational and asset disposal plans. Lead in effective asset management, quarterly verification processes, accurate updating of the asset register, and monthly reconciliation. Lead in the management of obsolescence planning or depreciation rates, management of losses, write offs, redundant and disposal of assets, inventory and consumables. Manage the establishment and functioning of relevant committees related to asset management. Manage the development and implementation of procurement needs assessment (including future needs), acquisitions, and management. Assess the value of goods and services to be procured, determine optimal acquisition process, commodity and industry analysis, and request response from registered suppliers or activate a bidding response. Manage processes related to requests for quotations for procurement using the Central Supplier Database (CSD), undertake prescribed evaluation processes, conduct appropriate clearance of the preferred bidder and facilitate contractual bidding processes. Lead in the development of bidding documents in accordance with relevant policies, including briefing sessions. Manage the establishment and functioning of relevant committees related to acquisition and demand management. Lead in the contracting of service providers, including updating of contract register and liaise with relevant managers for contract management. Lead in the identification, determination and reporting of irregular, fruitless and wasteful expenditure. Lead in all aspects of warehouse management and stocktaking. Lead in the determination and maintenance of stock levels, available upon demand and that proper internal controls are in place. Lead in all aspects the verification of suppliers in line with applicable prescripts, accurate placement of orders and updating of systems. Manage the performance of vendors,

including addressing instances of under- or non-performance against pre-determined standards. Manage all processes related to payment of suppliers within 30 days. Manage the resources (people, finance, systems, assets) allocated within the directorate. Implement operations management within the directorate, including determination of service standards, standard operating procedures, business process management, total quality management and digital transformation. Develop appropriate strategies and plans for the achievement of performance targets and directorate requirements, including quarterly performance reporting. Identify and manage strategic and operational risks within the directorate, as well as mitigation plans, including business continuity plans. Manage a team of employees, who are expected to accomplish assigned duties in an efficient, effective, and competent manner and to strive for improvement and excellence in all work performed.

**ENQUIRIES  
APPLICATIONS**

: Mpho Mugodo Tel No: (012) 441 6017  
: E-mail to [Recruitment.MMS3@thensg.gov.za](mailto:Recruitment.MMS3@thensg.gov.za) or hand deliver to ZK Mathews Building, 70 Meintjies Street, Sunnyside, Pretoria, or postal address to The Principal: National School of Government, Private Bag X759, Pretoria, 0001.

**OTHER POSTS**

**POST 14/89**

: **ASSISTANT DIRECTOR: ETD PRACTITIONER PROFESSIONALISATION:  
CHIEF DIRECTORATE CURRICUL SUPPORT AND TRAINER  
PROFESSIONALISATION, REF NO: NSG 07/2025**

**SALARY  
CENTRE  
REQUIREMENTS**

: R468 459 per annum.(Level 9)  
: Pretoria.  
: A recognised National Diploma/ Bachelor's Degree or equivalent (NQF level 6) in Education, Training & Development, Management Studies, Human and Social Studies or a related field. The job holder will be subjected to a security vetting process, the clearance level of which will be determined. Three (3) years relevant experience including supervisory/management experience in education, training, and development (ETD) coordination or working in an ETD environment Knowledge: Good understanding of the education, training, and development (ETD) environment. Practical and proven knowledge of ETD co-ordination or client service coordination. Ability to work independently while contributing to a team environment. Ability to establish and maintain effective working relationships with management, employees, stakeholders, and the public. Digital skills to work in digital environments with digital systems, management and reporting tools. Instructional design, e-learning development and learning management systems (LMS), online course platforms such as Moodle, Blackboard, Canvas amongst others. Platforms for online collaboration, content authoring tools, and instructional technology. Ability to handle questions and concerns from students, troubleshoot technical issues, and find solutions to challenges that come up in the online learning environment. Competencies/skills. Strong interpersonal skills. Problem solving skills. Research and analysis techniques. Excellent organising and planning skills. Computer literacy in Microsoft Office Suite and other relevant solutions. Proven writing skills, including report writing, submissions and articles. Digital skills to work in digital environments with digital systems, management and reporting tools. Good conflict management skills. Creative and analytical skills Personal Attributes: Participate in professional development growth activities for maintaining professional knowledge and staying current with curricular trends. Ability to multi-task and organise, prioritise, and follow multiple projects and tasks through to completion with an attention to detail. Commitment to quality and continuous learning. Ability to analyse problems, identify solutions and take appropriate action. Resolve conflicts using independent judgment and decision-making processes. Ability to work under pressure. Willingness to work extended hours, as and when required.

**DUTIES**

: Support projects related to ETD Practitioner Professionalisation interventions. Develop data collection instruments to support information management. Support project manager to administer data collection instruments from various sources for analysis. Support the project manager with the coordination of the policy implementation initiatives. Prepare the required documentation to facilitate communication of learning events. Prepare the required documentation to facilitate policy consultation and approval process. Provide event management support (including stakeholder engagement, travel, and accommodation arrangements). Collate and disseminate all materials



(documents) for any meetings pertaining to the engagements with internal and external stakeholders. Liaise with clients (individuals and institutions) to identify capacity development needs as well as participation in pilot interventions. Coordinate admission registration. Manage the first levels of course enquiries. Provide support in the implementation and monitoring of performance management system for ETD Practitioners. Liaise with technical support and eLearning on the readiness for the intake of different cohorts. Facilitate student enrolment to workshops, seminars, course and coordinate attendance of ETD interventions. Support the directorate to comply with the monthly and quarterly reporting requirements. Participate and represent the NSG in integrated workshops, seminars, webinars, consultations, meetings, task teams and forums relevant to ETD Practitioner Professionalisation. Communicate information to support product knowledge and awareness within the NSG (e.g., Contact Centre). Communicate the annual calendar of delivery schedules with prospective participants. Liaise with Technical Support to ensure that ETD Practitioners in the onboarding sessions. Provide learner support with enrolment and navigation enquiries. Track participation of learners in digital learning programmes, for progress and completion monitoring. Keep a database of complaints and decisions. Respond to ETD Practitioner technical learner queries, requests, and complaints. Manage digital learner information in the NSG systems (e.g. Moodle & TMS). Provide support towards programme and project monitoring. Set up and maintain enrolment and completion database. Liaise with Technical Support for logistics (learning material, venue, travel, facilitators, etc.). Manage logistical arrangements for all meetings, including venue, catering, and equipment. Assist with printing and overall material readiness for the face-to-face course delivery. Provide project management support to relevant related forums, i.e. PSTF, senior webinars amongst others. Network and collaborate with all internal business units and relevant stakeholders to ensure mutually beneficial relationships that serve the interests of the NSG. Support the compilation of monthly reports on quality and performance. Supervision of allocated resources (people, finance, systems, assets, contracts) within the directorate. Provide inputs for the review of policies and procedures and support implementation. Implement operations management, including service standards, standard operating procedures, business process management, total quality management and digital transformation. Identify and manage operational risks, as well as mitigation.

**ENQUIRIES  
APPLICATIONS**

: Thabo Ngwenya Tel No: (012) 441 6108  
: E-mail at [Recruitment.MMS4@thensg.gov.za](mailto:Recruitment.MMS4@thensg.gov.za), postal: The Principal: National School of Government, Private Bag X759, Pretoria, 0001, hand delivery at ZK Mathews Building, 70 Meintjies Street, Sunnyside, Pretoria,

**POST 14/90**

: **ETD PRACTITIONER: CADET & YOUTH DEVELOPMENT: CHIEF  
DIRECTORATE, CADET AND FOUNDATIONAL MANAGEMENT, REF NO:  
NSG 08/2025**

**SALARY  
CENTRE  
REQUIREMENTS**

: R397 116 per annum (Level 8) plus competitive benefits.  
: Pretoria.  
: A recognised National Diploma or equivalent (NQF level 6) in Management Studies, Human and Social Studies, Management Studies, Human and Social Studies, Education, Training Development or related field. Experience: Three (3) years relevant experience in education, training, and development environment. Knowledge: Microsoft Office suite, especially Word, PowerPoint and Excel. Virtual meetings (organize, host, record, transcript) Meetings management (scheduling, agenda setting, recording, minute taking, action plans). Public service legislation, policies, prescripts and procedures relevant to the job. Minimum Information Security Standards (MISS). Protocol, etiquette and diplomacy. Competencies/Skills: Strong computer literacy. Strong oral and written communication skills. Strong interpersonal skills. Basic programme and project management skills. Problem solving and analysis. Basic analytical skills. Ability to multi-task and organize, prioritize, and follow multiple projects and tasks through to completion with an attention to detail. Ability to work independently while contributing to a team environment. Commitment to quality and continuous learning. Professional behaviour and sound judgement. Ability to establish and maintain effective working relationships with management, employees, stakeholders, and the public. Integrity and honesty; detail oriented; creative and innovative; ability to work under pressure. Required to travel and work extended hours, when required.

## **DUTIES**

: Plan, organize and control administrative activities pertaining to the chief directorate. Source information which may be of importance to the chief directorate (e.g. articles, circulars, reports, and documents). Collate and disseminate all materials (documents) for any meetings pertaining to the engagements with internal and external stakeholders. Support in project teams for new capacity development interventions. Liaise with clients (individuals and institutions) to identify capacity development needs as well as participation in pilot interventions. Update a database for the panel of experts competence profiles based on capacity development content and delivery requirements. Provide administrative support in the review and update of curriculum content, including customisation of content. Develop information to support product knowledge and awareness within the NSG (e.g. Contact Centre). Monitor and update the annual calendar of delivery schedules to ensure uptake of the programme that inform contact centre and business development engagements with potential clients. Provide administrative support towards programme and project monitoring. Ensure quality of learning material prior to distribution for capacity development interventions. Liaise with Technical Support for logistics (learning material, venue, travel, facilitators, etc.) Provide administrative support in the management of delivery schedules and programme resources for contact sessions, virtual delivery and eLearning. Maintain all required documents and records. Follow up on assessment and certification, including timely issuing of certificates. Monitor the implementation of monitoring and evaluation recommendations, post-programme delivery for quality management and improvements. Support the case file management (correctness and timely capturing onto the TMS) and data management. Respond to learner and client queries, requests and complaints. Support the compilation of monthly reports on quality and performance. Co-ordinate funding requirements and procurement planning for the directorate. Maintain records of expenditure commitments, and track expenditure, including BAS correlation. Support compliance and management reporting to ensure timeliness and accuracy. Implement operations management, including service standards, standard operating procedures, business process management, total quality management and digital transformation. Assist with supervision of administrative personnel.

## **ENQUIRIES APPLICATIONS**

: Mr Thabo Ngwenya Tel No: 012 441 6018  
: Email to [Recruitment.ASD1@thensg.gov.za](mailto:Recruitment.ASD1@thensg.gov.za) or hand delivery at ZK Matthews Building, 70 Meintjies Street, Sunnyside, Pretoria or use postal address: The Principal: National School of Government, Private Bag X759, Pretoria, 0001

## **POST 14/91**

: **DIGITAL LEARNING PRACTITIONER: DESIGN & DEVELOPMENT: CHIEF DIRECTORATE, e-LEARNING, REF NO: NSG 09/2025**

## **SALARY CENTRE REQUIREMENTS**

: R397 116 per annum (Level 8) plus competitive benefits cost to company).  
: Pretoria.  
: A recognised National Diploma or equivalent (NQF level 6) in Instructional Design, Multimedia Design, Educational Technology, Education, or a related field. Certifications related to ODeL will be an advantage, e.g., Moodle Course Creator Certificate. Experience: Three (3) years relevant experience in instructional design and developing online learning content, preferably using Moodle or other learning management systems within the digital learning or educational environment. Knowledge: Public sector legislation, relevant policies and applicable legislative frameworks (including but not limited to: Public Service Act; Public Administration Management Act; Public Finance Management Act, Batho Pele White Paper, Public Service Regulations, Operations Management Framework. Microsoft Office suite (Word, Excel and PowerPoint). ODeL principles. Instructional design principles and assessment design. Adult learning principles. Multimedia design principles and tools for creating engaging and interactive ODeL content. Accessibility standards to ensure inclusive learning experiences. In-depth understanding of Learning Management Systems (e.g. Moodle). Competencies/skills Proficiency in using a Learning Management System (e.g., Moodle) for course creation, management, and delivery. Competence in using multimedia tools for content creation. Ability to design and develop learning materials and activities that align with learning objectives and the needs of diverse learners. Skills in creating interactive and engaging learning activities. Oral and written communication skills. Strong interpersonal skills. Good writing and presentation skills. Problem-solving and analytical skills. Operations

		management skills Personal Attributes: Participate in professional development growth activities for maintaining professional knowledge and staying current with practices and trends. Ability to multi-task and organise, prioritise, and follow multiple projects and tasks through to completion with attention to detail. Ability to handle challenging situations calmly and effectively. Ability to work independently while contributing to a team environment. Commitment to quality and continuous learning. Professional behaviour and sound judgement. Integrity and honesty; detail-oriented; creative and innovative; ability to work under pressure. Required to travel and work extended hours, when required.
<b><u>DUTIES</u></b>	:	Collaborate with subject matter experts and other stakeholders to identify and understand the learning needs and objectives of ODeL interventions. Support in project teams for conceptualising new ODeL solutions to address identified learning needs and achieve objectives. Develop course strategies, including defining intended outcomes, proposing activities and identifying the necessary resources. Develop a course matrix. Create a structured online learning path, including modules, units, and assessments, in collaboration with subject matter experts. Develop basic multimedia elements (e.g., animations, audio, and images). Integrate multimedia elements. Develop interactive activities (e.g., flashcards, quizzes, and assignments) in collaboration with subject matter experts to engage learners and reinforce learning. Upload course elements into the NSG LMS, ensuring they are well-organised, accessible, and adhere to best practices in instructional design. Stay updated with the latest trends and best practices in ODeL and instructional design to enhance the overall learning experience. Develop information to support product knowledge and awareness within the NSG. Manage ODeL course environments, including configuring settings. Set up and manage assessments, including quizzes, assignments, and gradebook configuration. Monitor learner progress and performance, generating reports and analytics to inform continuous improvement. Perform thorough reviews of ODeL materials to ensure they meet quality standards and comply with ODeL standards, accessibility guidelines, and copyright regulations. Review and update course materials to ensure relevance and accuracy. Analyse end-user feedback to continuously improve ODeL quality. Support the implementation of ODeL strategies, policies and procedures related to ODeL and support the implementation thereof. Supervise allocated resources (people, finance, systems, assets, contracts) as may be required. Implement operations management, including service standards, standard operating procedures, business process management, total quality management and digital transformation. Identify and manage operational risks, as well as mitigation plans, including business continuity plans. Provide regular updates on project status, milestones, and any potential issues to stakeholders. Identify potential risks and develop mitigation strategies to ensure project success. Provide monthly, quarterly, and annual statistics for courses offered on the NSG eLearning platform.
<b><u>ENQUIRIES</u></b>	:	Ms Nthabiseng Fuma Tel No: (012) 441-6011
<b><u>APPLICATIONS</u></b>	:	Email to <a href="mailto:Recruitment.ASD2@thensg.gov.za">Recruitment.ASD2@thensg.gov.za</a> or hand delivery at ZK Matthews Building, 70 Meintjies Street, Sunnyside, Pretoria or use postal address: The Principal: National School of Government, Private Bag X759, Pretoria, 0001
<b><u>POST 14/92</u></b>	:	<b><u>SENIOR ADMINISTRATIVE OFFICER: OFFICE OF THE DEPUTY DIRECTOR-GENERAL: ADMINISTRATION LEARNING &amp; PROFESSIONAL DEVELOPMENT; REF NO: NSG 10/2025</u></b>
<b><u>SALARY</u></b>	:	R397 116 per annum (Level 8) plus competitive benefits.
<b><u>CENTRE</u></b>	:	Pretoria.
<b><u>REQUIREMENTS</u></b>	:	A minimum National Diploma (NQF level 6) as recognized by SAQA in office administration, business administration, public management, or any relevant field. Experience: Two (2) to three (3) years relevant experience in office administration. Knowledge: Microsoft Office suite, especially Word, PowerPoint, and Excel. Virtual meetings (organize, host, record, transcript). Meetings management. Public service legislation, policies, prescripts, and procedures relevant to the job. Protocol, etiquette, and diplomacy. Competencies/Skills: Strong computer literacy. Strong oral and written communication skills. Strong interpersonal, writing, planning, and organizing skills. Basic programme and project management skills. Problem solving and analysis. Client orientation and customer focus. Presentation skills. Personal Attributes: High level of reliability. Client focused attitude. Keen attention to

**DUTIES**

detail. Ability to work in a team. Trustworthy and honest and ability to maintain high levels of confidentiality. Good grooming and presentation. Willing to work long hours and outside working hours.

- : Administrative Services: Manage the diary of the DDG. Screen telephone calls and respond to inquiries efficiently. Provide secretariat services. Arrange meetings and events. Identify venues, invite role players, and organize refreshments. Compile attendance registers and agenda for meetings. Compile packs for meeting and distribute to relevant stakeholders. Take and compile minutes during meetings. Order and maintain stationery and equipment supplies. Make travel arrangements. Branch coordination: Communicate with clients, stakeholders and service providers to enhance service delivery. Convene branch/ management/ bilateral meetings, as determined by the DDG. Co-ordinate effective records management within the Branch and Office of the DDG, including filing, safekeeping and archiving. Compliance and Management Reporting: Manage Branch compliance calendar, obtain inputs, collate and compile reports such as progress, monthly and management reports and do quality checks. Plan, organize and control activities pertaining to the Office and prioritised programmes of the Branch. Source information which may be of importance to the Branch or the DDG such as newspaper and internet articles, circulars, reports, Cabinet and Parliamentary related documents. Quality check all documentation received before submission to the DDG. Prepare documentation such as letters, submissions, meeting briefing notes and reports as may be required by the DDG. Budget Administration: Management of the budget of the Branch and office, assist the DDG in determining funding requirements and procurement planning, maintain records of expenditure commitments, track branch expenditure and all related financial management functions.

**ENQUIRIES  
APPLICATIONS**

- : Mr Thabo Ngwenya Tel No: 012 441 6018  
: Email to [Recruitment.asd@thensg.gov.za](mailto:Recruitment.asd@thensg.gov.za) or hand delivery at ZK Matthews Building, 70 Meintjies Street, Sunnyside, Pretoria or use postal address: The Principal: National School of Government, Private Bag X759, Pretoria, 0001

**POST 14/93**

- : **TEAM ASSISTANT: CADET & FOUNDATIONAL MANAGEMENT: REF NSG 11/2025**

**SALARY  
CENTRE  
REQUIREMENTS**

- : R325 101 per annum (Level 7) plus competitive benefits cost to company).  
: Pretoria.  
: A recognised National Diploma or equivalent (NQF level 6) in Office Administration, Business or Public Administration, Project Management. Experience: Two (2) to three (3) years' relevant experience in the administration field. Knowledge: Public sector legislation, relevant policies and applicable legislative frameworks (including but not limited to: Public Service Act; Public Administration Management Act; Public Finance Management Act, Batho Pele White Paper, Public Service Regulations, Operations Management Framework. Microsoft Office suite, especially Word, PowerPoint and Excel. Virtual meetings (organize, host, record, transcript) Meetings management (scheduling, agenda setting, recording, minute taking, action plans). Ability to manage events, including venue identification, accommodation, logistics, catering, transportation, and cash disbursements. Document management. Protocol, etiquette, and diplomacy. Batho Pele. Principles. Competencies/skills Oral and written communication skills. Strong interpersonal skills. Good writing and presentation skills. Problem solving skills. Operations management skills. Personal Attributes: Participate in professional development growth activities for maintaining professional knowledge and staying current with practices and trends. Ability to multi-task and organize, prioritize, and follow multiple projects and tasks through to completion with an attention to detail. Ability to work independently while contributing to a team environment. Commitment to quality and continuous learning. Professional behaviour and sound judgement. Ability to establish and maintain effective working relationships with management, employees, stakeholders, and the public. Integrity and honesty; detail oriented; creative and innovative; ability to work under pressure. Be prepared to travel and work extended hours, when required.

**DUTIES**

- : Plan, organize and monitor administrative activities pertaining to the Chief Directorate, including aiding in the identification of appropriate strategies to meet capacity development needs. Implement appropriate systems to monitor the provision of high-quality capacity development through formal courses, programmes, workshops and seminars, just-in-time interventions, and follow-

up institutional support, as required. Conduct elementary research as required to support the strategic advice that is provided to ensure the appropriate context and transformational curricular decisions, progressive content choices, and digitally responsive delivery modalities. Draft letters, memoranda, reports, and submissions as may be required as well as dissemination of information to stakeholders. Assist the Chief Director to provide support in curriculum formulation and content, including the identification of platforms and partners. Assist the Chief Director to support the development and/or enhancement of facilitator, moderator and assessor competence profiles based on capacity development content and delivery requirements. Support the Chief Director to determine requirements and capabilities towards the appointment and/or contracting of panel of experts, partners and HEIs. Assist the Chief Director to provide support to management of the conclusion of MoUs and/MoAs with identified partners for capacity development content and enablement. Assist the Chief Director to support the review and update of curriculum content. Support the Chief Director to lead in the orientation of capacity development offerings. Implement appropriate systems to monitor capacity development delivery performance (training numbers and revenue generation). Assist the Chief Director to manage collaborative review, regular quality assurance, and feedback sessions with internal and external stakeholders. Manage the calendar of the Chief Director, including discretion on acceptance of meetings, adequate preparations for meetings and secretariat support. Co-ordinate all documentation relevant to budget management of the chief directorate, including funding requirements, procurement planning, payments to service providers and petty cash. Co-ordinate all documentation relevant to human resource management and development of the chief directorate, including leave management, performance management and skills development. Plan and co-ordinate domestic and international travel, including approval, itineraries, and claims. Manage a compliance and management reporting calendar for the chief directorate to ensure timely and accurate reporting. Manage logistical arrangements for all meetings, including venue, catering, and equipment.

**ENQUIRIES**  
**APPLICATIONS**

: Ms Nthabiseng Fuma Tel No: (012) 441-6011  
: Email to [Recruitment.admin01@thensg.gov.za](mailto:Recruitment.admin01@thensg.gov.za) or hand delivery at ZK Matthews Building, 70 Meintjies Street, Sunnyside, Pretoria or use postal address: The Principal: National School of Government, Private Bag X759, Pretoria, 0001

**POST 14/94**

: **TEAM ASSISTANT: QUALITY ASSURANCE & ACCREDITATION: REF NO: NSG 12/2025**

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

: R325 101 per annum (Level 7) plus competitive benefits cost to company).  
: Pretoria.  
: A recognised National Diploma or equivalent (NQF level 6) in Office Administration, Business or Public Administration, Information Science, Project Management or related field. Experience: Two (2) to three (3) years relevant experience in administration field. Knowledge: Public sector legislation, relevant policies and applicable legislative frameworks (including but not limited to: Public Service Act; Public Administration Management Act; Public Finance Management Act, Batho Pele White Paper, Public Service Regulations, Operations Management Framework. Microsoft Office suite, especially Word, PowerPoint and Excel. Virtual meetings (organize, host, record, transcript) Meetings management (scheduling, agenda setting, recording, minute taking, action plans). Ability to manage events, including venue identification, accommodation, logistics, catering, transportation, and cash disbursements. Document management. Protocol, etiquette, and diplomacy. Batho Pele. Principles. Competencies/skills Oral and written communication skills. Strong interpersonal skills. Good writing and presentation skills. Problem solving skills. Operations management skills. Personal Attributes: Participate in professional development growth activities for maintaining professional knowledge and staying current with practices and trends. Ability to multi-task and organize, prioritize, and follow multiple projects and tasks through to completion with an attention to detail. Ability to work independently while contributing to a team environment. Commitment to quality and continuous learning. Professional behaviour and sound judgement. Ability to establish and maintain effective working relationships with management, employees, stakeholders, and the public. Integrity and honesty; detail oriented;

## **DUTIES**

creative and innovative; ability to work under pressure. Required to travel and work extended hours, when required.

: Providing administrative support for the team in the implementation of the Accreditation Sub-Directorate processes. Plan, organize and monitor administrative activities pertaining to the Accreditation Management Directorate. Schedule accreditation stakeholder meetings, workshops, and forums. Draft letters, memoranda, reports, and submissions as may be required as well as dissemination of information to stakeholders. Manage the electronic filing system for the accreditation management data. Provide general administrative support in the implementation of quality assurance system. Schedule quality assurance committee meetings, workshops, and forums. Prepare accurate minutes of the quality assurance committee meetings according to set deadlines and the dissemination thereof. Provide administrative support to the Quality Assurance Sub-Directorate, including updating the tracking grid, packaging and dissemination of documents to the committee members and processing and management of documentation (electronic document management). Support the Chief Directorate in managing quality assurance data, adherence to SOP, processing all quality assurance documents for approval by the Chief Director. Schedule quality assurance approval meetings with the office of the Deputy Director General. Prepare accurate approval minutes and decision lists and ensure proper follow up of the Committees decisions. Provide administrative support to the Chief Directorate for approval meetings, including updating the tracking grid, packaging, dissemination of documents to the committee members and processing and management of documentation (electronic document management). Process documents and arrange meetings for the handover meeting with the relevant Chief Directorates. Support the Chief Directorate in manage and maintain approved qualifications, courses, and programmes, and accurate backup and electronic filling of the documents. Provide administrative and project management support to professionalisation project and other relevant forums. Set up preplanning meetings, webinars, disseminate invitations to internal and external stakeholders. Manage the webinars and track attendance and keep accurate records for meetings and webinars. Maintain working relationships with key stakeholders (public sector institutions, higher education institutions, professional associations national and provincial departments, and private sector). Network and collaborate with all internal business units to ensure mutually beneficial relationships that serve the interests of the NSG. Manage the calendar of the Chief Director, including discretion on acceptance of meetings, adequate preparations for meetings and secretariat support. Co-ordinate all documentation relevant to budget management of the chief directorate, including funding requirements, procurement planning, payments to service providers and petty cash. Co-ordinate all documentation relevant to human resource management and development of the chief directorate, including leave management, performance management and skills development. Plan and co-ordinate domestic and international travel, including approval, itineraries, and claims. Manage a compliance and management reporting calendar for the chief directorate to Ensure timely and accurate reporting. Manage logistical arrangements for all meetings, including venue, catering, and equipment.

## **ENQUIRIES APPLICATIONS**

: Ms Nthabiseng Fuma Tel No: (012) 441-6011  
: Email to [nsg.recruitment@thensg.gov.za](mailto:nsg.recruitment@thensg.gov.za) or hand delivery at ZK Matthews Building, 70 Meintjies Street, Sunnyside, Pretoria or use postal address: The Principal: National School of Government, Private Bag X759, Pretoria, 0001

## OFFICE OF THE CHIEF JUSTICE

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

**CLOSING DATE**  
**APPLICATIONS**

: 16 May 2025  
: Gauteng Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000. Applications can also be hand delivered to the 12th floor, Cnr Pritchard and Kruis Street, Johannesburg Polokwane/Thohoyandou. Quoting the relevant reference number, direct your application to: Provincial Head, Office of the Chief Justice Service Centre, Limpopo, Private Bag X9693, Polokwane, 0700. Applications can also be hand delivered to the High Court of South Africa: Limpopo Division, Polokwane, 36 Biccard & Bodenstein Street, Polokwane, 0699

**NOTE**

: All applications must be submitted on a New Z83 form, which can be downloaded on internet at [www.judiciary.org.za](http://www.judiciary.org.za) / [www.dpsa.gov.za/dpsa2g/vacancies.asp](http://www.dpsa.gov.za/dpsa2g/vacancies.asp) or obtainable from any Public Service Department and should be accompanied by a recent comprehensive CV only; contactable referees (telephone numbers and email addresses must be indicated). Please send your documents in a PDF and put them in one folder. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Each application form must be fully completed, duly signed and initialed on both pages by the applicant. The application must indicate the correct job title, the office where the position is advertised and the reference number as stated in the advert. Failure by the applicant to fully complete, sign and initial the application form will lead to 40 disqualification of the application during the selection process. Applications on the old Z83 will unfortunately not be considered. Should you be in a possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Dual citizenship holders must provide the Police Clearance certificate from the country of origin (when shortlisted all non - SA Citizens will be required to submit a copy of proof of South African permanent residence). Applications that do not comply with the above-mentioned requirements will not be considered. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification, citizenship checks, reference checks and employment verification). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the advertised post(s). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Failure to submit all the requested documents will result in the application not being considered during the selection process. All shortlisted candidates for Senior Management Service (SMS) posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection committee will recommend candidates to attend generic managerial competencies using the mandated Department of Public Service and Administration (DPSA) SMS competency assessment tools. Applicants could be required to provide consent for access to their social media accounts. One of the minimum entry requirements to the Senior Management Service is the Nyukela Public Service SMS Pre-entry Programme (certificate) which is an online course, endorsed by the National School of Government (NSG). For more details on the pre-entry course visit: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme>. The successful candidate will be required to complete such prior to appointment. All successful candidates will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as be required to undergo a security clearance three (3) months after appointment. The Office the Chief Justice complies with the provisions of the Protection of

Personal Information Act (POPIA); Act No. 4 of 2013. We will use your personal information provided to us for the purpose of recruitment only and more specifically for the purpose of the position/vacancy you have applied for. In the event that your application was unsuccessful, the Office of the Chief Justice will retain your personal information for internal audit purposes as required by policies. All the information requested now or during the process is required for recruitment purposes. Failure to provide requested information will render your application null and void. The Office of the Chief Justice will safeguard the security and confidentiality of all information you shared during the recruitment process

**ERRATUM:** Kindly note that the post of Assistant Director: Human Resource Practices, Ref No: 2025/50/OCJ advertised on DPSA Circular 11 with a closing date of 11 April 2025 and the post of Registrar's Clerk, Ref No: 2025/40/OCJ advertised on DPSA Circular 12 with a closing date of 23 April have been withdrawn. Apologies for any inconvenience caused.

## **OTHER POSTS**

<b><u>POST 14/95</u></b>	:	<b><u>REGISTRAR, REF NO: 2025/56/OCJ</u></b>
<b><u>SALARY</u></b>	:	R324 579 – R1 111 323 (MR3-MR5) Per Annum. Salary will be in accordance with the Occupational Specific Dispensation Determination. The Shortlisted candidates will be required to submit a Service Certificate for determination of their experience. (The successful candidate will be required to sign a performance agreement
<b><u>CENTRE REQUIREMENTS</u></b>	:	Labour And Labour Appeals Court Johannesburg
	:	Matric certificate and LLB degree or a four (4) year Legal qualification. A minimum of two (2) years 'legal experience obtained after qualification. Labour Court litigation experience will be an added advantage. Skills and Competencies Excellent Communication (Verbal and Written) Computer literacy Numerical Skills. Conflict management, Strong work ethics, Exceptional interpersonal skills, planning and organizing and control, Attention to details, Ability to conduct Research, Customer service orientated, Problem solving and decision-making skills, ability to work under pressure and meeting of deadlines, Managerial skills and professionalism
<b><u>DUTIES</u></b>	:	Facilitate the signing of court orders and writ of executions and Judge's directive (ensuring that the information on the order/directions correspond with the endorsement made by the Judge on the Court file) taxation of bills of costs and endorsing settled bill of costs. Giving effect to instruction made by the Judge President, the Deputy Judge President, Judges and Court Manager. Co-ordination of Case Flows Management and support the Judiciary. Supporting the Court regarding quasi-judicial function. Effectively and efficiently correspondence with public private body and various other stakeholders. Supervise and Management of the staff. Provide practical training to and assistance to the Registrar's Clerk. Exercise control over the management and safe keeping of case records and records rooms. Deal with files in terms of the relevant codes and legislations. Manage submission of statistics to the reporting Registrar. Prepare and present cases for Audits. Manage performance in terms of Annual Performance Plan.
<b><u>ENQUIRIES</u></b>	:	Technical enquiries: Ms T Nzimande 010 494 9238 HR enquiries: Ms T Mbalekwa Tel No: 010 494 8515
<b><u>APPLICATIONS NOTE</u></b>	:	can be via email to: <a href="mailto:2025/54/OCJ@judiciary.org.za">2025/54/OCJ@judiciary.org.za</a>
	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<b><u>POST 14/96</u></b>	:	<b><u>HUMAN RESOURCES PRACTITIONER, (2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R325 101 – R382.959 per annum (Level 7). The successful candidate will be required to sign a performance agreement
<b><u>CENTRE</u></b>	:	Provincial Service Centre: Polokwane, Ref No: 2025/57/OCJ Thohoyandou High Court, Ref No: 2025/58/OCJ
<b><u>REQUIREMENTS</u></b>	:	A three (3) years' Degree or National Diploma in HRM/ Public Administration/ Management or Equivalent Qualification at NQF level 6 with 360 credits as recognized by SAQA. A minimum of two (2) years functional experience in Human Resource Management within the Public Service. Knowledge of Persal system. Shortlisted candidates will be required to submit Persal certificates/Results. Supervisory experience will be an added advantage. A



valid drivers' licence. Skills and Competencies: Computer literacy. Knowledge of the relevant Human Resource Management Legislations/ Directives. Good communication skills (written and verbal). Good interpersonal skills. Good administration and organizational skills. Customer Service Skills. Time management and Confidentiality. Supervisory and leadership skills. Ability to work under pressure.

**DUTIES** : Provide support to the implementation of recruitment and selection process, Identify and verify funded vacant posts, compile submission of request to advertise and commitment forms and submit to the delegated authority, quality assure maintenance of staff establishment, transfers, reference and background checks, render secretariat functions at interviews, absorptions. Provide support to Conditions of Services, Capture the appointment /service termination on PERSAL, compile submission of appointment and termination documents, supervise the implementation and maintenance of human resource administration practices concerning service benefits (Leave, Housing allowance, Medical aid, Injury on duty, leave discounting, long service recognition, overtime, relocation, pension, PILIR, allowances etc, Provide support to Performance Management and Development System Ensure all officials sign and submit performance agreements, annual assessment and mid-year review, verify data for outstanding PMDS documents and take remedial actions and compile a report, perform quality assurance on PMDS documents, facilitate pre-moderation meetings and take minutes, Facilitate appeals emanating from the moderation process. Supervise and develop staff, ensure general supervision of employees, allocate duties and perform quality control on the work delivered by officials, Manage leave of staff, Advise and lead supervisees with regard to all aspects of the work, Manage performance, conduct and discipline of employees, Address enquiries and provide advice and guidance on asset allocation and control. Render an effective filing and record management service. Ensure adequate filing system, File /store, trace (manually) and retrieve documents and files, ensure that the information inside the personal file is filed accordingly, Update filing database and records. Compile the WSP and co-ordinate the trainings with the Province.

**ENQUIRIES** : HR/Technical related enquiries: Ms. R.F Mathobela Tel No: (015) 495 1758  
**APPLICATIONS** : can be via email to: [2025/55/OCJ@judiciary.org.za](mailto:2025/55/OCJ@judiciary.org.za)  
**NOTE** : The Organisation will give preference to candidates in line with the Employment Equity goals.

**POST 14/97** : **ADMINISTRATION CLERK (DCRS), REF NO: 2025/ 59/OCJ**

**SALARY** : R228 321 - R368 950 per annum (Level 05). The successful candidate will be required to sign a performance agreement

**CENTRE** : Labour And Labour Appeals Court Johannesburg  
**REQUIREMENTS** : Grade 12 Certificate or equivalent national certificate with no experience required. Exposure in Court Related function will be an added advantage

**DUTIES** : Prepare court before court proceedings to test and operate recording equipment. Perform digital recording of court proceedings and ensure the integrity of such documents. Provide administrative support in circuit courts. Collecting statistics. Provide administrative support in general on court performance and case flow management. Provide any other administrative support in performance duties in HR, finance and supply Chain as required by the Judiciary, Court Manager and Supervisor. Computer literacy (MS Office). Good communication (verbal and written) Good interpersonal skills Good problem-solving skills. Accuracy and attention to detail. Ability to work under pressure. Customer service. Document management and operational knowledge of operating a DCRS/CRT machine.

**ENQUIRIES** : Technical enquiries: Ms T Nzimande 011 359 5718  
 HR enquiries: Ms T Mbalekwa Tel No: 010 494 8515  
**APPLICATIONS** : can be via email to: [2025/56/OCJ@judiciary.org.za](mailto:2025/56/OCJ@judiciary.org.za)  
**NOTE** : The Organisation will give preference to candidates in line with the Employment Equity goals.

## OFFICE OF THE PUBLIC SERVICE COMMISSION

*The Office of the Public Service Commission (OPSC) is an equal opportunity representative employer. Therefore, the OPSC is intentional in promoting representivity (race, gender and disability) in the Public Service through the filling of positions. Candidates whose appointment/transfer/promotion will promote representativeness will therefore receive preference. Persons with disabilities are especially encouraged to apply. An indication of representativeness profile by applicants will expedite the processing of applications.*

<b><u>APPLICATIONS</u></b>	:	You can apply on <a href="http://www.psc.ov.za">www.psc.ov.za</a> under "vacancies". Forward your application/s stating the relevant reference number to: The Director-General, Office of the Public Service Commission, Private Bag X121, Pretoria, 0001 or hand-deliver at Commission House, Office Park Block B, 536 Francis Baard Street, Arcadia, Pretoria, for attention Mr M Mabuza.
<b><u>CLOSING DATE</u></b>	:	23 May 2025, 15h30
<b><u>NOTE</u></b>	:	Applications must consist of: A fully completed and signed Z83 form (which can be downloaded at <a href="http://www.dpsa.gov.za-vacancies">www.dpsa.gov.za-vacancies</a> ) and a recent comprehensive CV with a minimum of three (3) contactable referees and their telephone numbers and email addresses. Only shortlisted candidates will be required to bring certified copies of ID, drivers' license and qualifications on or before the interviews. Should you be in possession of a foreign qualification(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). The successful candidate will be required to obtain a top-secret clearance issued by the State Security Agency. The OPSC will verify the qualifications and conduct reference checking on short-listed candidates. Candidates will be subjected to Practical Assessment to determine their suitability for the post. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Please take note that late applications will not be accepted. All shortlisted candidates for SMS post will be subjected to a technical exercise that intends to test the relevant technical elements of the job, logistics of which will be communicated by the Office of the Public Service Commission. Following the interview and technical exercise, the Selection Committee will recommend a candidate to attend a generic managerial competency assessment (in compliance with the DPSA Directives on the competency-based assessments). The competency will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Note (A pre-entry certificate obtained from the National School of Government (NSG) prior appointment for all SMS appointments). Applicants are advised that the old Z83 which was valid until 31 December 2020 will not be accepted. Should an individual wish to apply for a post, he/she will be required to submit the new application for employment (Z83) form which became effective on 1 January 2021 and can be downloaded at <a href="http://www.dpsa.gov.za-vacancies">www.dpsa.gov.za-vacancies</a> . From 1 January 2021 should an application be received using incorrect applications for employment (Z83) form, it will not be considered.

## OTHER POST

<b><u>POST 14/98</u></b>	:	<b><u>STATE ADMINISTRATION OFFICER TO THE COMMISSIONER, REF NO: SAO/COM/04/2025</u></b> (4 Months Contract Appointment)
<b><u>SALARY</u></b>	:	R325 101.per annum (level 7) plus 37 % of lieu of benefit
<b><u>CENTRE</u></b>	:	Public Service Commission Free-State Provincial Office, Bloemfontein
<b><u>REQUIREMENTS</u></b>	:	Ideal Candidate Profile: A three year post matric qualification (National Diploma or Bachelor's degree) in Social Sciences, Public Administration/Management or Human Resource Management (NQF Level 6/7). At least three (3) years' experience in providing support to senior management. Advanced computer literacy in MS Office Suite, including Word, Excel, PowerPoint and Outlook. Good interpersonal relations. Must be assertive, trustworthy, ethical and professional with Integrity. Must be willing to occasionally work after hours. Must have effective administrative, organizational and communication skills. Must be creative, motivated, self-driven, results-oriented and initiative. Ability to work both independently and as part of a team. Ability to work under pressure and maintain a high level of confidentiality. Must have commitment to

transformation and a valid driver's license (with exception of people with disabilities).

**DUTIES**

: Key Performance Areas: The successful candidate will: render administrative support to the Commissioner. Provide secretary and personal assistant services to the Commissioner. Control expenditure in the Office of the Commissioner. Coordinate information for the Commissioner's reporting and cluster commitments. Conduct research, abstracting and preparing information and supporting data for meetings, projects, presentations and reports. Administer office correspondence/ documents/reports. Make travel and accommodation arrangements and processing claims thereof. Draft and type correspondence/documents including PowerPoint presentations. Maintain and manage the filing system. Organise meetings/ workshops and take minutes during meetings. Administer the Commissioner's diary. Act as a receptionist for the Commissioner and the Office. Liaise with internal and external stakeholders on behalf of the Commissioner Provide administrative support to the Provincial; Office Participate in the programmes of the Public Service Commission.

**ENQUIRIES**

: Adv C Mokoena Tel No: 051 511 0110

## DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

- APPLICATIONS** : Applications quoting the reference number must be addressed to Mr. Mpho Leshabane. Applications must be posted to the Department of Public Service and Administration, Private Bag X916, Pretoria, 0001, or delivered to 546 Edmond Street, Batho Pele House, Cnr. Edmond and Hamilton Street, Pretoria, Arcadia 0083, or emailed: E-mail your application to: [Advert042025@dpsa.gov.za](mailto:Advert042025@dpsa.gov.za)
- CLOSING DATE** : 15 May 2025
- NOTE** : Applications must quote the relevant reference number and consist of: (1) A fully completed and signed NEW Z83 form which can be downloaded at <https://www.dpsa.gov.za/newsroom/psvc/>. "From 1 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered", (2) a recent comprehensive CV, contactable referees (telephone numbers and email addresses must be indicated); Note 1: Applicants are not required to submit copies of qualifications and other relevant documents on application. Only shortlisted candidates will be required to submit certified documents of qualifications. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All non-SA citizens must submit a copy of proof of permanent residence in South Africa on or before the day of the interviews. All shortlisted candidates for Senior Management Services (SMS) posts shall undertake two pre-entry assessments (Technical exercise and Integrity (Ethical Conduct). Suitable candidates identified by the selection and interview panel must undergo, (1) competency assessment, (2) personnel suitability checks on criminal records, citizen verification, financial records and (3) qualification verification. Note 2: Prior to appointment the nominated candidate will be required to complete the Nyukela Public Service SMS Pre-entry Programme, an online course offered by the National School of Government (NSG). The course can be accessed from the following link <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The successful candidate will be expected to (1) undergo vetting processes (2) enter into an employment contract and a performance agreement within 3 months of appointment, as well as (3) complete a financial interests declaration form within one month of appointment and annually thereafter. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application was unsuccessful.

## MANAGEMENT ECHELON

- POST 14/99** : **DIRECTOR – GENERAL: DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION (DPSA) REF: DPSA 04/2025**  
(5 Year Contract)
- SALARY** : R2 259 984 per annum, (An all-inclusive remuneration package) comprising of a basic salary (70% of the total remuneration package), the state's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion that may be structured according to personal needs according to personal needs within a framework.
- CENTRE** : Pretoria
- REQUIREMENTS** : Qualifications: A post graduate qualification (NQF level 8) in Public Administration/ Public Management or related qualification as recognized by SAQA an additional qualification in Labour/ Public Law will be an added advantage. Experience: 10 years' experience at a senior managerial level. Experience in working in the South African Public Service /Sector, related to the mandate of the DPSA. A proven track record in research, policy analysis and public policy development. A proven track record in conducting monitoring, evaluations and impact studies. Extensive experience leading and managing an institution or a program. Extensive experience in Organisational Governance. Experience in establishing and managing complex relationships and partnerships. Advanced experience in Strategic Management, Financial management, Human Resources Management and Risk management. Knowledge: Advanced knowledge of Public Administration/ Public Management theories and practices. Extensive knowledge of relevant

Government legislation, policies and plans related to the Department of Public Service and Administration. Extensive knowledge of relevant Government legislation and policies that the department is required to comply to. Extensive knowledge of the structure and operation of the Public Service /Sector. Skills and Competencies: Decision-making, problem solving, stakeholder management, diversity management, communication, information management, interpersonal relations, facilitation, negotiation, conflict management, analytical skills and adaptability,

#### **DUTIES**

: Reporting to the Minister for the Public Service and Administration Department; the Director-General will be responsible for; Providing technical and administrative support to the Ministry. Supporting the Minister in leading South Africa's Public Service and Administration agenda locally and internationally. Leading the development and implementation of norms and standards/policies and interventions for the transformation of the Public Service in line with the mandate of the department. Serving as the Accounting Officer/ Head of Department in line with the relevant legislative and regulatory prescripts. Creating a robust and agile policy development and review environment to ensure that the department continuously addresses the needs of the public service. Providing strategic leadership and management of the development and implementation of the strategies and the related plans. Providing strategic leadership and management for the design and implementation of the requisite systems and tools to ensure execution, monitoring, and evaluation of the department's strategies and plans and the reporting thereon to the Minister and to the applicable external control points and oversight bodies. Strengthening the department's governance processes, compliance and organisational capacity to deliver on its mandate. Managing the performance and development of employees reporting directly to the Director- General. Promoting and coordinating inter and intra-governmental relations and participation in the work of the Forum of South African Directors-General and various Government clusters.

#### **ENQUIRIES**

: Mr. Mpho Leshabane: [Mpho.Leshabane@dpsa.gov.za](mailto:Mpho.Leshabane@dpsa.gov.za) or Tel No: 012 336 1372

## SOUTH AFRICAN POLICE SERVICE

**CLOSING DATE**  
**NOTE**

: 16 May 2025-at 16:00

: Applications must be submitted on a Z83 Form (2021 version), obtainable from <http://www.dpsa.gov.za/dpsa2g/vacancies.asp> and should be accompanied by a recently updated comprehensive Curriculum Vitae. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae must be submitted together with the z83. application form. Short-listed applicants will be required to produce original certified copies of an applicant's ID, Senior Certificate and all educational qualifications obtained, service certificates of previous employers stating the occupation, proof of relevant experience in the field of the post and motor vehicle driver's license, before the interview. Qualifications and driver's licences submitted will be subjected to verification checking with the relevant institutions. The South African Police Service will verify the residential address of applicants and conduct reference checks. Appointments will be made in terms of the Public Service Act, 1994 (ACT NO 103 OF 1994) as applicable to the post environment. Applications must be mailed / submitted timeously. Late applications will not be accepted or considered. If a candidate is short-listed, it will be expected of him / her to undergo a personal interview as well as a practical assessment. Short-listed candidates for appointments to certain identified posts will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate, whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from the process. Candidates are expected to disclose if he / she is a respondent in an interim or final protection order in terms of the Domestic Violence Act, 1998 (Act no 116 of 1998) or Protection from Harassment Act, 2011 (Act No 17 of 2011), and may be disqualified from process. The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31 January 2015 provide a buccal (inside cheek) sample to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database. All short-listed candidates will be subjected to fingerprint screening and reference checking. Persons who retired from the Public Service by taking a severance package, early retirement or for medical reasons are excluded. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof. The South African Police Service is an equal opportunity, affirmative action employer and it is the intention to promote representivity in the Public Service through the filling of these posts. Persons whose transfer / appointment will promote representivity will therefore receive preference.

## OTHER POSTS

**POST 14/100**: **COOK (1/11/2025 HRD) (2 POSTS)****SALARY**  
**CENTRE**  
**REQUIREMENTS**

: R228 321 per annum (Level 5)

: SAPS Academy, Philippi

: Applicants must display competency in the post core functions of the post; Be fluent in at least two of the official languages, of which one must be English; Be a South African Citizen; Must be in possession of a Senior Certificate (Grade 12) or National Certificate (Vocational) accredited SAQA on NQF level 4; Must have no previous criminal / departmental convictions or criminal / departmental cases pending; Applicants will be subjected to a vetting process which will include security screening and fingerprint verification; Certificate in food preparation and/or catering will serve as an advantage; The ability to operate elementary machines and equipment; Willing to work extended hours, when necessary.

**DUTIES**

: Administer general mess matters; Administer mess purchases; Control Mess stock; Set up the kitchen for meal preparations with cooking utensils and

		equipment; Plan, pre preparation/cook of food as per healthy menu; Ensure well cooked food and appealing plate presentation; Serve meals and provide waiter service; Compliance in terms of hygiene and safety regulations in the kitchen.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Lieutenant Colonel Sereko Tel No (021) 370 2665/02
	:	Direct your application to the following addresses: Postal Address: SAPS Academy Philippi, Private Bag X3, Parrow, CAPE TOWN, 7499 OR Physical Address: SAPS Academy Philippi, New Eisleben Road, PHILIPPI Email address: <a href="mailto:Phillipisupport@saps.gov.za">Phillipisupport@saps.gov.za</a> <a href="mailto:Phillipihrm@saps.gov.za">Phillipihrm@saps.gov.za</a>
<b><u>POST 14/101</u></b>	:	<b><u>FOOD SERVICES SUPERVISOR (3/11/2025 HRD) (1 POST)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R193 359.per annum (Level 4)
	:	SAPS Academy, Philippi
	:	Applicants must display competency in the post-specific core functions of the post; Be fluent in at least two of the official languages, of which one must be English; Be a South African Citizen; A Grade 10 qualification will serve as an advantage; Basic literacy, numeracy and communication skills; Be able to read and write; Must have no previous criminal / departmental convictions or criminal / departmental cases pending; Applicants will be subjected to a vetting process which will include security screening and fingerprint verification; The ability to operate elementary machines and equipment; Willing to work extended hours, when necessary.
<b><u>DUTIES</u></b>	:	Oversee and assist in the preparation and serving refreshments; Render food service support functions; Oversee and assist the preparation of meals and cleaning of equipment; Prepare dining halls; Ensure a clean and hygienic working environment; Perform general administrative function within catering.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Lieutenant Colonel Sereko Tel No (021) 370 2665/02
	:	Direct your application to the following addresses: Postal Address: SAPS Academy Philippi, Private Bag X3, Parrow, CAPE TOWN, 7499 OR Physical Address: SAPS Academy Philippi, New Eisleben Road, PHILIPPI Email address: <a href="mailto:Phillipisupport@saps.gov.za">Phillipisupport@saps.gov.za</a> <a href="mailto:Phillipihrm@saps.gov.za">Phillipihrm@saps.gov.za</a>
<b><u>POST 14/102</u></b>	:	<b><u>FOOD SERVICE AID (2/11/2025 HRD) (8 POSTS)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R138 486 per annum (Level 2)
	:	SAPS Academy, Philippi
	:	Applicants must display competency in the post-specific core functions of the post; Be fluent in at least two of the official languages, of which one must be English; Be a South African Citizen; A Grade 10 qualification will serve as an advantage; Basic literacy, numeracy and communication skills; Must have no previous criminal / departmental convictions or criminal / departmental cases pending; Applicants will be subjected to a vetting process which will include security screening and fingerprint verification; Be able to read and write; The ability to operate elementary machines and equipment; Willing to work extended hours, when necessary.
<b><u>DUTIES</u></b>	:	Prepare and serve refreshments; Render food service support functions; Prepare meals and clean equipment; Prepare dining halls; Ensure a clean and hygienic working environment.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Lieutenant Colonel Sereko Tel No (021) 370 2665/02
	:	Direct your application to the following addresses: Postal Address: SAPS Academy Philippi, Private Bag X3, Parrow, CAPE TOWN, 7499 OR Physical Address: SAPS Academy Philippi, New Eisleben Road, PHILIPPI Email address: <a href="mailto:Phillipisupport@saps.gov.za">Phillipisupport@saps.gov.za</a> <a href="mailto:Phillipihrm@saps.gov.za">Phillipihrm@saps.gov.za</a>

## DEPARTMENT OF TRADE INDUSTRY AND COMPETITION

<b><u>APPLICATIONS</u></b>	:	Can be submitted: Via e-mail to <a href="mailto:applications@thedtic.gov.za">applications@thedtic.gov.za</a> (Ref no. must appear in subject-line – if no reference no is provided the application may not be considered), by post to The Director: Human Resources Management, Private Bag X84, Pretoria, 0001; Hand-delivered to the dtic Campus, corner of Meintjies and Robert Sobukwe Streets, Sunnyside, Pretoria.
<b><u>CLOSING DATE</u></b>	:	14 May 2025
<b><u>NOTE</u></b>	:	The application must include a completed and signed new Z83 Form, obtainable from any Public Service Department, the dtic website or on the internet at <a href="http://www.gov.za">www.gov.za</a> , and a detailed Curriculum Vitae. Applications received that do not comply with this requirement will not be considered. Certified copies of qualifications and Identity Document or any other relevant documents are to be submitted by only shortlisted candidates to HR on or before the day of the interview date. Shortlisted candidates will be subjected to a technical exercise and the selection panel for the SMS position will further recommend candidates to attend a generic managerial competency-based assessment. The Senior Management Pre-Entry Programme (Nyukela Programme) as endorsed by the National School of Government (NSG) must be completed before an appointment can be considered. The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <a href="https://www.thensg.gov.za/training-course/sms-pre-entry-programme">https://www.thensg.gov.za/training-course/sms-pre-entry-programme</a> . No appointment will take place without the successful completion of the pre-entry certificate and submission of proof thereof. Background verification, social media checks and security vetting will form part of the selection process and successful candidates will be subjected to security vetting. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications received after the closing date will not be considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications received after the closing date will not be considered. Background verification, social media checks, and security vetting will form part of the selection process and successful candidates will be subjected to security vetting. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. the dtic reserves the right not to fill any advertised position(s). the dtic is an equal opportunity affirmative action employer.

## OTHER POSTS

<b><u>POST 14/103</u></b>	:	<b><u>DEPUTY DIRECTOR: TRADE IN SERVICES REF NO: (TPN&amp;C-078)</u></b> Overview: To develop and implement actions/programmes to facilitate Trade in Services growth.
<b><u>SALARY</u></b>	:	R1 059 105 per annum (level 12) (All-inclusive remuneration package)
<b><u>CENTRE</u></b>	:	Sunnyside Pretoria
<b><u>REQUIREMENTS</u></b>	:	A qualification at NQF level 7 in Trade, Investment, Business Law, International Political Economy, Sustainable Development, Business Development or Analytics as recognised by SAQA. 3-5 years managerial experience in a trade / investment environment in the services economy sectors. Key Requirements Experience in international trade, investment, business law, sustainable development / business development and sector / regulatory analysis. Ability to analyse and interpret international agreements and policy documents. Strong stakeholder engagement and relationship-building skills across sectors and governments. Proven ability to manage and execute trade / investment / business -related projects. Knowledge of the international and South Africa's trade environment. Persuasive and strategic communication skills including report writing, and oral presentation skills. Effective strategic, analytical and problem-solving capabilities. Competency in Microsoft Office and project management tools. Ability to work under pressure and deliver on tight



<b><u>DUTIES</u></b>	:	deadlines. Sound people and team management experience. The successful candidate must possess or be able to obtain the necessary security clearance. Negotiations: Support the development and implementation of trade in services negotiation strategies. Participate in negotiations and prepare technical notes, legal opinions, and stakeholder briefings. Conduct risk assessments and provide inputs into agreements and schedules of commitments. Research and Analysis: Conduct technical and statistical research to inform policy-making and negotiations. Prepare policy briefs, reports, and presentations based on trade in services trends and data. Monitor and report on legal, regulatory and negotiation developments in trade in services. Project Management: Implement and manage projects aligned to trade in services objectives. Oversee timelines, risk mitigation strategies, and effective resource allocation. Ensure delivery of results in accordance with project objectives and timeframes. Stakeholder Management: Liaise with stakeholders across public, private and international sectors. Coordinate consultations, promote awareness of trade in services, and maintain stakeholder databases. Manage risks and ensure consistent engagement aligned with strategic priorities. Sub-Directorate Management: Contribute to the overall functioning of the Sub-Directorate and Directorate's work programme. Support planning, performance management and reporting functions. Ensure effective risk and human resource management in the unit.
<b><u>ENQUIRIES</u></b>	:	Ms K Xaluva, Tel No: 012 394 1563 / L Mdashe , 012 394 3103/ L Mabokela 012 394 1809
<b><u>POST 14/104</u></b>	:	<b><u>MANAGER: COMPLAINTS HANDLING REF NO: (SID&amp;ETB-080)</u></b> Overview: To manage the development and maintenance of the complaints handling system, procedures, and processes, and to report on complaint trends.
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R1 059 105.per annum (level 12) (All-inclusive remuneration package) Sunnyside Pretoria Undergraduate qualification (NQF Level 7) in Public Administration, Business Administration, Social Science, Economic Science, Law. or related field. Minimum of 3-5 years' relevant experience in complaints handling and resolution at junior/middle management level. key requirements: Proven experience in managing complaint handling systems and associated procedures. Ability to facilitate the development and maintenance of complaints databases and tracking mechanisms. Demonstrated ability to screen, analyse, and categorise complaints appropriately for investigation or referral. Experience in managing alternative dispute resolution processes and ensuring consistency in application. Sound leadership, project management, and financial management skills. Excellent analytical, negotiation, and communication (verbal and written) skills.Strong knowledge of the B-BBEE Act, PFMA, National Treasury Regulations, and the Constitution. Ability to manage and develop teams and contribute to strategic and operational planning.
<b><u>DUTIES</u></b>	:	Manage the development, implementation, and review of a comprehensive complaints handling system, ensuring its effectiveness and confidentiality at all times. Facilitate the creation and maintenance of a reliable complaints database and tracking system, monitor turnaround times, and ensure clients are kept informed of progress. Develop and implement a structured methodology for screening and analysing complaints, categorising them accurately, and ensuring appropriate referral or escalation. Manage and monitor the application of alternative dispute resolution processes, ensuring alignment with set guidelines and consistency in resolution practices. Oversee financial and human resources within the unit, provide strategic direction, and ensure alignment with the operational plan of the division. Compile and present regular reports on complaints trends, resolution outcomes, and system performance to inform decision-making at executive level.
<b><u>ENQUIRIES</u></b>	:	Ms K Xaluva, Tel No: 012 394 1563 / L Mdashe , 012 394 3103/ L Mabokela 012 394 1809
<b><u>POST 14/105</u></b>	:	<b><u>DEPUTY DIRECTOR: SERVICES INDUSTRIES REF NO: (IIAF&amp;A-008)</u></b> Overview: To manage the provision of an investment promotion service in the services Industries (Business Processes Outsourcing, Tourism and Creative).
<b><u>SALARY CENTRE</u></b>	:	R1 059 105 per annum (level 12) (All-inclusive remuneration package) Sunnyside Pretoria

<b><u>REQUIREMENTS</u></b>	:	A qualification at NQF level 7 as recognised by SAQA in Business Management / Investment / Finance / Economics / Marketing. Or related field 3–5 years managerial experience in investment/industry/finance in either the public or private sector. Key Requirements Strong leadership and strategic planning abilities. In-depth knowledge of investment promotion strategies and investor relations. Effective stakeholder and project management skills. Excellent communication, negotiation, and research analysis skills. Understanding of economic trends and government industrial policies. Knowledge and understanding of Public Finance Management Act and Treasury Regulations, public service act. Proficient in MS Packages.
<b><u>DUTIES</u></b>	:	Develop and implement investment recruitment strategies and business cases. Facilitate inward and outward investment missions. Manage investor project databases and analyse proposals. Provide investors with relevant economic and policy information. Lead the implementation of investment marketing plans. Package and promote investment opportunities locally and internationally. Track FDI flows and manage conversion of leads into projects. Coordinate and host investor visits and one-on-one meetings. Build and maintain relationships with private and public sector stakeholders. Report on international commissions and coordinate bilateral engagements. Develop and manage a CRM system for investment enquiries and regulatory support. Respond to investor leads and provide follow-up on incentives and opportunities. Oversee financial resources, assets, and human capital. Compile strategic reports and contribute to business planning..
<b><u>ENQUIRIES</u></b>	:	Ms K Xaluva, Tel No: 012 394 1563 / L Mdashe , 012 394 3103/ L Mabokela 012 394 1809
<b><u>POST 14/106</u></b>	:	<b><u>DEPUTY DIRECTOR: PERFORMANCE MONITORING &amp; REPORTING REF NO: (ODG-067)</u></b> Overview: To coordinate, implement and oversee performance monitoring, reporting, and evaluation processes in alignment with the dtic's strategic objectives and legislative frameworks to ensure accountability and continuous improvement in programme delivery.
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R896 436 per annum, (level 11) (All-inclusive remuneration package ) Sunnyside Pretoria
	:	A qualification at NQF level 7 in Business / Public Administration, Development Studies, Social Sciences, Finance or related fields. 3–5 years' managerial experience in strategic planning and managing organisational performance, Key Requirements Proven experience in managing organisational performance frameworks and reporting cycles. Knowledge of government-wide planning, monitoring and evaluation frameworks and legislative requirements. Experience in compiling quarterly and annual performance reports and coordinating audit responses. Ability to analyse performance information and assess achievement against targets. Excellent coordination, facilitation and stakeholder management skills. Proficiency in Microsoft Office Suite and performance monitoring systems/tools. Strong analytical, writing and presentation skills. Good understanding of public service regulations, PFMA, and Treasury regulations
<b><u>DUTIES</u></b>	:	Coordinate performance monitoring activities across branches. Ensure indicators and targets are tracked in line with APP and Strategic Plan commitments. Conduct analysis of reported performance data and identify variances. Compile and submit quarterly and annual performance reports to relevant authorities (e.g., DPME, Treasury). Ensure the integrity and accuracy of reported information. Liaise with branches to verify and validate performance information. Facilitate internal and external audit processes related to performance information. Coordinate responses to audit queries and implement audit recommendations. Support programme evaluations and compile management reports. Coordinate planning and reporting engagements across the department. Ensure compliance with legislation, frameworks, and reporting standards. Conduct workshops and training sessions on performance monitoring and reporting requirements.
<b><u>ENQUIRIES</u></b>	:	Ms K Xaluva, Tel No: 012 394 1563 / L Mdashe , 012 394 3103/ L Mabokela 012 394 1809
<b><u>POST 14/107</u></b>	:	<b><u>DEPUTY DIRECTOR: EDITOR REF NO: (ODG-110)</u></b> Overview: To manage the editorial function by ensuring accuracy, consistency, and alignment with the dtic's communication objectives through editing,

		proofreading, and publishing quality content across various platforms and publications.
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R896 436. per annum (level 11) (All-inclusive remuneration package)
	:	Sunny side Pretoria
	:	A qualification at NQF level 7 in Journalism, Communications, Publishing, English, or related field as recognised by SAQA. 3–5 years' managerial experience in an editorial or content production environment, preferably in the public sector or corporate communications. Key Requirements Strong experience in editing and proofreading content for various audiences and platforms. Proficiency in language, grammar, writing, and editorial standards. Ability to manage publications and editorial calendars across print and digital formats. Familiarity with government communication protocols and corporate branding requirements. Experience working with layout and design teams, printers, and external communication suppliers. Project management skills and ability to meet tight deadlines. Excellent writing, interpersonal, and stakeholder management abilities. Proficiency in Microsoft Office and publishing software (e.g. Adobe InDesign, Acrobat).
<b><u>DUTIES</u></b>	:	Editing and Content Quality Control: Edit and proofread all departmental content including reports, articles, speeches, and web material. Ensure adherence to grammar, tone, and branding guidelines. Conduct fact-checking and consistency checks across all published materials. Publishing and Editorial Planning: Coordinate production of internal and external publications including newsletters, brochures, and annual reports. Manage editorial schedules and publishing timelines. Liaise with service providers for layout, design, and printing. Stakeholder Engagement and Support: Collaborate with branches and units to source, refine and finalise content. Support media and communications teams with messaging consistency and quality assurance. Provide writing and editing support during events, launches, and campaigns. Governance and Reporting: Ensure compliance with dtic editorial policies and government communication standards. Maintain records of edited content and approvals. Compile reports on editorial activities, content pipeline and stakeholder feedback.
<b><u>ENQUIRIES</u></b>	:	Ms K Xaluva, Tel No: 012 394 1563 / L Mdashe , 012 394 3103/ L Mabokela 012 394 1809
<b><u>POST 14/108</u></b>	:	<b><u>INVESTIGATOR (2 POSTS) (SID&amp;ETB-081)</u></b> Overview: To conduct investigations, search & seizure operations, raids, and execute enforcement orders to ensure compliance with the B-BBEE Act.
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R896 436.per annum (level 11) (All-inclusive remuneration package)
	:	Sunnyside Pretoria
	:	Three-year undergraduate qualification (NQF Level 6) in Public Administration, Business Administration, Economic Science, Law or related field. Minimum of 3 years' relevant experience at junior management level. Key Requirements: Demonstrated experience conducting investigations, including proactive and reactive cases. Experience planning and executing search & seizure operations and raids. Strong understanding of enforcement procedures and public hearings. Working knowledge of the B-BBEE Act, PFMA, National Treasury Regulations, the Constitution, and relevant inspection legislation. Analytical, report writing and presentation skills. Strong verbal and written communication skills. Good time and conflict management abilities. Ability to prepare evidence for public hearings and recommend referrals/prosecution where necessary. Experience managing case files and maintaining security of collected evidence.
<b><u>DUTIES</u></b>	:	Conduct proactive and reactive investigations, including planning and executing search & seizure and raid operations. Ensure compliance with enforcement orders and provide evidence at public hearings. Manage and secure case files, evidence, and report on investigation trends and outcomes. Recommend referrals or prosecution to relevant regulatory or law enforcement institutions. Support and participate in the scheduling, preparation, and execution of public hearings. Provide input to operational planning and ensure asset accountability within the sub-division.
<b><u>ENQUIRIES</u></b>	:	Ms K Xaluva, Tel No: 012 394 1563 / L Mdashe , 012 394 3103/ L Mabokela 012 394 1809

<b><u>POST 14/109</u></b>	:	<b><u>DEPUTY DIRECTOR: TENDERS REF NO: (ODG-193)</u></b> Overview: To manage the acquisition of goods and services through tender processes, ensuring compliance with supply chain regulations, transparency, and value for money in support of the dtic's operational and strategic objectives.
<b><u>SALARY</u></b>	:	R896 436 per annum (level 11) (All-inclusive remuneration package)
<b><u>CENTRE</u></b>	:	Sunnyside Pretoria
<b><u>REQUIREMENTS</u></b>	:	A qualification at NQF level 7 in Supply Chain Management, Public Administration, Finance, Logistics, or a related field as recognised by SAQA. 3–5 years' managerial experience in a Supply Chain Management environment with specific experience in tender/bid administration and/or management. Key Requirements Sound knowledge of public sector procurement legislation including PFMA, Treasury Regulations, and Preferential Procurement Policy Framework Act. Experience managing end-to-end tender processes including bid specification, evaluation, adjudication, and contract finalisation. Ability to manage procurement planning and alignment with the strategic and operational requirements of the department. Experience in stakeholder liaison with internal clients, bid committees, suppliers, and auditors. Excellent communication and report writing skills, including drafting tender documentation and submissions. Proficient in Microsoft Office and SCM systems such as LOGIS or eTender portal. Strong analytical, planning, and organisational skills. Integrity and the ability to work under pressure while ensuring compliance and ethical standards.
<b><u>DUTIES</u></b>	:	Tender Management and Administration: Coordinate and manage the full tender process in compliance with relevant legislation. Develop and review bid documentation, including terms of reference and evaluation criteria. Facilitate bid specification, evaluation, and adjudication processes and ensure accurate record keeping. Compliance and Governance: Ensure adherence to supply chain policies and applicable procurement laws and regulations. Maintain audit-ready records and implement corrective actions based on audit findings. Provide input into procurement risk assessments and implement mitigation strategies. Procurement Planning and Reporting: Support the development and implementation of annual procurement plans. Monitor tender progress and produce monthly, quarterly, and annual procurement reports. Track contracts awarded through tenders and ensure performance monitoring mechanisms are in place. Stakeholder Liaison and Capacity Building: Engage with internal stakeholders to support and advise on tender requirements and planning. Facilitate training and support to line functionaries on SCM and tender procedures. Coordinate with service providers and handle enquiries relating to tenders and awards.
<b><u>ENQUIRIES</u></b>	:	Ms K Xaluva, Tel No: 012 394 1563 / L Mdashe, 012 394 3103/ L Mabokela 012 394 1809
<b><u>POST 14/110</u></b>	:	<b><u>DEPUTY DIRECTOR: SAFETY REF NO: (CMSB/AMS 049)</u></b> Overview: To manage and monitor the dtic's compliance with all acts related to occupational health and safety (OHS) as well as environmental regulations, support events from a health and safety perspective, and oversee OHS activities on the dtic campus and regional offices including liaison with landlords and service providers.
<b><u>SALARY</u></b>	:	R896 436.per annum (level 11) (All-inclusive remuneration package)
<b><u>CENTRE</u></b>	:	Sunnyside Pretoria
<b><u>REQUIREMENTS</u></b>	:	A qualification at NQF level 7 as recognised by SAQA in Safety Management or relevant field. 3–5 years' experience in an Occupational Health and Safety Environment. Key Requirements Experience in developing and implementing OHS risk assessments and mitigation plans. Knowledge of OHS Act, Safety at Sports and Recreational Events Act, Tshwane bylaws, and NEMA and assessing and ensuring workplace compliance. Ability to coordinate with internal and external stakeholders on OHS compliance. Experience in drafting and implementing contingency / emergency response including evacuation plans. Skills in facilitating OHS training including First Aid, Fire Marshal, ERP, and other safety programmes. Experience with procurement and contract management of OHS service providers and equipment. Experience in developing, reviewing and implementing OHS policies and compile reports for internal and external stakeholders, including investigations and incidents related to OHSA in meeting regulatory requirements. Strong stakeholder

## **DUTIES**

engagement, interpersonal, problem-solving, and planning abilities. Computer literacy in MS Office and familiarity with SHEMTRAC systems, OSHA 45001 and knowledge on the Disaster Management Act.

: Risk / OHS Compliance Assessment: Develop and manage the implementation of hazard identification and risk assessment plans for the dtic campus and its regional offices. Coordinate internal and external stakeholder engagements on OHS compliance, including event risk support. Assess, manage and report on campus and regional offices safety compliance, audit findings, and noncompliance resolutions. Contingency Plans: Draft and implement contingency and emergency response plans, including conducting evacuation drills. Support event safety planning and coordinate with emergency services for readiness. Training: Facilitate training sessions for First Aid, Fire Marshals, OHS Representatives, and Emergency Response teams, management representatives and S16.2 appointments. Coordinate orientation for newly appointed OHS staff and manage training providers. Procurement: Procure ERP equipment and manage contracts with OHS training and service providers. Oversee the maintenance and readiness of emergency safety equipment. Reporting, Policies and Communication: Compile OHS reports, policies, and audit responses for internal and Department of Employment and Labour use, including on investigations of incidents and any encountered violations. Coordinate staff ERP appointments and ensure communication of responsibilities. Collate and submit environmental compliance inputs and maintain regular reporting cycles. Manage and coordinate statutory OHS meetings and engagements with designated OHS representatives and organised labour determined by legislation. Awareness creation of latest regulatory amendments and departmental responses to ensure compliance.

## **ENQUIRIES**

: Ms K Xaluva, Tel No: 012 394 1563 / L Mdashe , 012 394 3103/ L Mabokela 012 394 1809

## **POST 14/111**

: **ASSISTANT DIRECTOR: STATISTICAL ANALYSIS & MODELLING REF NO: (RESEARCH-028)**

Overview To support economic and policy decision-making by conducting robust statistical analysis, modelling and data interpretation in alignment with the strategic goals of the dtic.

## **SALARY CENTRE REQUIREMENTS**

: R582 444.per annum (level 10)  
: Sunnyside, Pretoria  
: A qualification at NQF level 7 in Statistics and Economics, Econometrics and Statistics, Mathematical Statistics and Economics, or related field as recognised by SAQA. 3–5 years' experience in statistical analysis, modelling or quantitative research environment. Key Requirements: Experience in designing and conducting quantitative research and analysis. Proficiency in statistical software such as SAS, STATA, R, Python, or SPSS. Ability to apply econometric and statistical modelling techniques to support policy analysis. Experience in data collection, cleaning, validation, and transformation. Strong analytical and problem-solving skills in the context of economic or sectoral data. Ability to translate complex data into reports and presentations for both technical and non-technical audiences. Knowledge of public policy environment and economic development priorities. Excellent written and verbal communication skills. Proficiency in MS Office and data visualisation tools.

## **DUTIES**

: Statistical Analysis and Modelling: Conduct data analysis and develop statistical models to inform policy and strategy. Interpret economic and sector-specific trends using relevant modelling tools. Prepare modelling outputs to support evidence-based decision-making. Research and Data Management: Collect, clean and validate data from various internal and external sources. Ensure data integrity and consistency in support of high-quality analytical outputs. Maintain databases, documentation and metadata for repeatable and transparent research. Reporting and Presentation: Prepare technical reports, policy briefs, and visual presentations based on analytical work. Communicate insights and trends to stakeholders in a clear and concise manner. Assist with preparing responses to data and analysis-related requests from senior management or external stakeholders. Stakeholder Support: Collaborate with internal teams to support data-driven policy and programme development. Liaise with national statistical agencies, academia, and research bodies where necessary. Participate in working groups and technical discussions related to data and modelling.

<b><u>ENQUIRIES</u></b>	:	Ms K Xaluva, Tel No: 012 394 1563 / L Mdashe, 012 394 3103/ L Mabokela 012 394 1809
<b><u>POST 14/112</u></b>	:	<b><u>ASSISTANT DIRECTOR: SERVICES INDUSTRIES REF NO: (IIAF&amp;A-010)</u></b> Overview the dtic is looking for a dynamic, detail-oriented, and motivated professional to join the Services Industries Investment Promotion team. The successful candidate will support the attraction, retention and expansion of local and foreign direct investment (FDI) in the Business Process Outsourcing, Tourism, and Creative sectors.
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R582 444 per annum (level 10) Sunnyside, Pretoria A qualification at NQF level 7 in in Business Management/Investments/ Finance/ Economics/ Marketing, or related field as recognised by SAQA. 3–5 years' experience in a relevant field (Industry, Marketing, or Finance in either public or private sector. Key Requirements: Experience Demonstrated ability to support investment promotion initiatives. Strong stakeholder engagement and communication skills. Ability to analyse investment proposals and prepare research reports. Good understanding of economic trends and public policy. Ability to work independently, meet deadlines, and manage multiple priorities. Knowledge and understanding of Public Finance Management Act and Treasury Regulations, public service act. Proficient in MS Packages.
<b><u>DUTIES</u></b>	:	Contribute to the development of investment recruitment strategies. Support the execution of inward and outward investment missions. Maintain and update the investor projects database. Conduct research and provide analysis on investment proposals. Assist with lead generation and risk mitigation strategies. Support the development and implementation of marketing plans. Facilitate early-stage investor engagement and visit coordination. Track and analyse foreign direct investment trends. Prepare and package investment project information for conferences and missions. Develop initial value propositions and sector insights. Establish and maintain partnerships with both public and private stakeholders. Promote effective communication and collaboration across sectors. Ensure quality assurance on CRM inputs. Follow up on investment enquiries and regulatory matters. Identify target investor groups for specific incentives. Collate inputs for quarterly and annual business plans and reports. Contribute to risk reporting and mitigation planning. Assist in managing the human resources of the sub-sub-directorate.
<b><u>ENQUIRIES</u></b>	:	Ms K Xaluva, Tel No: 012 394 1563 / L Mdashe , 012 394 3103/ L Mabokela 012 394 1809
<b><u>POST 14/113</u></b>	:	<b><u>ASSISTANT DIRECTOR: FINANCIAL STATEMENTS (ODG-233)</u></b> Overview To provide support to the Office of the Chief Financial Officer in the execution of their functions in terms of the Public Finance Management Act, 1999 and the Treasury Regulations regarding financial reporting.
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R468 459 per annum (level 9) Sunnyside, Pretoria A qualification at NQF level 7 in Financial Management or a Finance-related field in accounting as recognised by SAQA. 3–5 years' experience in Financial Management, of which 2 years must be in the compilation of financial statements. Key Requirements: Thorough understanding of the PFMA, Treasury Regulations, MCS and AMD. Experience in the preparation and review of monthly, quarterly, and annual financial statements. Ability to coordinate internal and external audit activities and respond to audit queries. Experience in reviewing general ledger accounts, suspense and clearing accounts, and financial statement working papers. Ability to interpret the trial balance and identify misallocations and control weaknesses. Strong planning and organisational skills, and attention to detail. Excellent report writing, communication and analytical skills. Proficiency in Microsoft Office packages, especially Excel, Word, and PowerPoint. Experience engaging with stakeholders including National Treasury and Auditor-General.
<b><u>DUTIES</u></b>	:	Financial Reporting: Generate project plans for monthly, quarterly, and annual financial statements in line with MCS and AMD. Interpret amendments to MCS/AMD and ensure compliance in financial reporting. Verify the compiled financial statements against inputs received from various stakeholders for accuracy, completeness and compliance. Coordinate the planning, preparation, verification and submission of financial statements and trial

balance to relevant authorities. Review draft reports, prepare commentaries on financial statements to management to assist with informed decisions and implementation thereof, and verify compliant working papers. Facilitate and review of the Annual Report. Submission of interim and annual financial statements to National Treasury and or Auditor General. Internal and External Audit Procedures: Assist with internal and external audits during audits and address audit queries. Provide verified supporting documentation and implement resolutions from audit findings and audit requests, for both internal and external auditors. Arrange ad-hoc meetings where applicable. Review of Financial Statements (Internal Control): Review general ledger accounts, working papers, and supporting schedules. Identify control deficiencies through review processes, prepare memos, and follow up on corrective actions. Perform lease and revenue reviews and ensure the completeness of reporting registers. Business plans and reports. Contribute to risk reporting and mitigation planning Assist in managing the human resources of the sub-sub-directorate. Review monthly, quarterly and annual financial statements for compliance and accuracy against verified working papers. Financial Statement Forums and Meetings: Participate in and implement resolutions from forums and meetings convened by National Treasury. Resolve issues related to financial reporting through consultation and collaboration. Stakeholder Management: Communicate financial reporting requirements and policy updates to stakeholders. Engage with external bodies such as National Treasury and Auditor-General as required.

**ENQUIRIES** : Ms K Xaluva, Tel No: 012 394 1563 / L Mdashe , 012 394 3103/ L Mabokela 012 394 1809

**POST 14/114** : **NON-PROLIFERATION OFFICER REF NO: (TPN& C-063)**  
Overview: To provide technical support to the South African Council for the Non-Proliferation of Weapons of Mass Destruction in implementing South Africa's obligations under international treaties and regimes such as the Comprehensive Nuclear-Test-Ban Treaty, Nuclear Suppliers Group, Treaty on the Prohibition of Nuclear Weapons, Missile Technology Control Regime, and UN Security Council Resolution 1540.

**SALARY** : R397 116. per annum, (level 8)  
**CENTRE** : Sunnyside Pretoria  
**REQUIREMENTS** : A qualification at NQF level 7 in Engineering (Electrical or Mechanical) or Science with majors in Physics and/or Chemistry, as recognised by SAQA. 3–5 years' experience in Electrical or Mechanical Engineering, or Chemical or Physical Sciences environment. Key Requirements: Experience with evaluating permit applications and applying non-proliferation legislation. Understanding of South Africa's obligations under international non-proliferation treaties and regimes. Experience working with government and international stakeholders in technical or regulatory environments. Ability to coordinate technical inspections, meetings and stakeholder engagements. Strong report writing, research, and scientific analysis skills. Ability to contribute to compliance reporting and support committee structures. Competency in MS Office and project management tools. High attention to detail and strong analytical thinking skills. Excellent communication, relationship management, and interpersonal skills.

**DUTIES** : Implement Non-Proliferation Legislation: Evaluate permit applications and interpret legislation for industry guidance. Coordinate registration and permit processes, and investigate controlled goods end users. Support compliance teams and provide technical input at meetings. Coordination and Networking: Coordinate with stakeholders across government and industry on nuclear and missile delivery systems. Facilitate logistics for local and international inspections and participate as part of South African escort teams. Support International Obligations and Council Committees: Align national implementation with international commitments under MTCR, NSG, CTBT, etc. Provide secretarial support and implement decisions of coordinating committees. Contribute to national reports and committee activities. Administer MoUs and SLAs: Lead approval and implementation of the MoU with the Financial Intelligence Centre. Facilitate budgeting, payments and reporting for the SLA with Council for Geosciences. Participate in International Forums: Attend international meetings related to CTBT, TPNW, NSG, and MTCR. Evaluate working papers and prepare technical position papers. Capacity Building: Organise training and educational visits for Council

		Committee members. Provide instructional support for strategic trade enforcement training.
<b><u>ENQUIRIES</u></b>	:	Ms K Xaluva, Tel No: 012 394 1563 / L Mdashe , 012 394 3103/ L Mabokela 012 394 1809
<b><u>POST 14/115</u></b>	:	<b><u>BBB-EE INVESTIGATION &amp; ENFORCEMENT OFFICER</u></b> <b><u>REF NO: (SID&amp;ETB-087)</u></b> To perform investigation and enforcement functions to ensure compliance with the B-BBEE Act and report on complaint trends.
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R325 101. per annum (level 7)
	:	Sunnyside Pretoria
	:	Three-year undergraduate qualification (NQF Level 6) in Public Administration, Business Administration, Economic Science, Law, or a related field. 3 years of relevant experience in investigation and enforcement or related field Key Requirements: Knowledge of the Constitution, PFMA, Treasury Regulations, B-BBEE Act and compliance frameworks. Experience handling, screening and analysing complaints within an enforcement or regulatory environment. Ability to coordinate alternative dispute resolution processes and maintain associated records. Strong written and verbal communication skills, including reporting. Good administrative and organisational skills, including database tracking and monitoring of turnaround times. Ability to work under pressure, travel when required, and work flexible hours as needed. Proficiency in Microsoft Office and complaints handling systems.
<b><u>DUTIES</u></b>	:	Complaints Handling: Handle complaints lodged with the Commission in line with established procedures and processes. Develop and implement fast-track procedures to attend to and resolve client complaints. Review complaints handling systems and provide recommendations for efficiency improvement. Database and Tracking System: Maintain and update the database and tracking system of complaints. Monitor compliance with turnaround times and submit weekly reports on delays. Ensure complainants are informed of reference numbers and progress. Screening and Analysis of Complaints: Implement methodologies for complaint screening and analysis. Categorise complaints and identify those for investigation or referral. Assess complaints for referral to higher authorities or other institutions. Alternative Dispute Resolution: Identify complaints suitable for alternative dispute resolution (ADR). Coordinate and maintain consistency in ADR processes and documentation. Record the number and nature of complaints resolved through ADR. Reporting and Administrative Support: Produce progress reports on work done as required. Perform administrative duties as allocated by the manager.
<b><u>ENQUIRIES</u></b>	:	Ms K Xaluva,Tel No: 012 394 1563 / L Mdashe , 012 394 3103/ L Mabokela 012 394 1809



**THE PRESIDENCY**

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

- APPLICATIONS** : The Presidency, Private Bag x1000, Pretoria, 0001 or Hand deliver at Government Avenue, Union Buildings, Pretoria or by email: [applications@presidency.gov.za](mailto:applications@presidency.gov.za)
- FOR ATTENTION** : Ms L Mphahlele
- CLOSING DATE** : 13 May 2025
- NOTE** : Applications must include only TWO (2) documents. A completed and signed new Z83 Form, obtainable from any Public Service Department or on the Department of Public Service and Administration (DPSA) website link: <https://www.dpsa.gov.za/newsroom/psvc/> and a detailed Curriculum Vitae. ONLY shortlisted candidates will be required to submit certified copies of Identity Document, Grade 12 Certificate and the highest required qualifications as well as a driver's licence where necessary, to Human Resources on or before the day of the interview. Failure to do so will result in your application being disqualified. Foreign qualifications must be accompanied by an evaluation report issued by the South African Qualifications Authority (SAQA). It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation report (only when shortlisted). Please ensure that you submit your application before the closing date as no late applications will be considered. Due to the large number of applications we envisage to receive, correspondence will be limited to successful candidates only, applications will however be acknowledged by auto response. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Should, during any stage of the recruitment process, a moratorium be placed on the filling of posts or the Department be affected by any process such as, but not limited to, restructuring or reorganisation of posts, the Department reserves the right to cancel the recruitment process and re-advertise the post at any time in the future. Important: The Department reserves the right not to fill a position. Shortlisted candidates will be required to be available for interviews at a date and time as determined by the Department. All shortlisted candidates will be subjected to Personnel Suitability Checks, which may include social media profiles of the shortlisted candidates and pre-employment screening to determine the suitability of a person for employment. Applicants must declare any pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered during / after the interview took place, the application will not be considered and in the unlikely event that the person has been appointed such appointment will be terminated. The successful candidate will be required to enter into the SMS employment contract and a performance agreement. The successful candidate will be subjected to reference checks and a security clearance up to the level of "Top Secret". The requirements for appointment at Senior Management Service (SMS) level will be the completion of the Senior Management Pre-entry programme as endorsed by the National School of Government (NSG). Shortlisted candidates should therefore provide proof (prior to the interviews) that they have registered for the SMS Pre-Entry programme, which can be accessed using the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. All shortlisted SMS candidates 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 Department, be required to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Failure to submit the requested documents will result in your application not being considered. In addition, the successful candidate will have to disclose their financial interests.

**MANAGEMENT ECHELON**

<b><u>POST 14/116</u></b>	:	<b><u>HEAD OF POLICY AND RESEARCH SERVICES (REF: PRS/PRES/2025)</u></b>
<b><u>SALARY</u></b>	:	R1 741 770 per annum (level 15) (All-inclusive remuneration package)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A Senior Certificate plus an appropriate postgraduate or equivalent qualification on NQF level 8 as recognized by SAQA. 8 years' experience at Senior managerial level. Process competencies: Communication, both oral and writing. Client orientation and customer focus. Honesty and integrity. Service delivery innovation. Willing to work extended hours, when necessary. Problem solving and analysis. Knowledge management. Core competencies: Financial management. Strategic capability leadership. Program and project management. People management and empowerment. Change Management. Stakeholder management. Knowledge: In depth understanding of the Public Service Regulatory Framework. Good understanding of government policies, programmes, strategies, projects and plans. Public Service Regulatory Framework. Government systems. Good knowledge and ability to use appropriate research methodologies. Monitoring and evaluation methods, tools and techniques. Knowledge of assessment and reviews techniques.
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible for the following duties: Provide policy support and advise to the Political Principals in The Presidency. Facilitate policy coordination in government through the Cabinet system and FOSAD. Liaise with Senior Officials responsible for research and policy development in government as well as Think Tanks and Research Institutions to identify research gaps and outcomes that impact on public policy and use such to make recommendations on interventions required. Provide technical support to the structures chaired by the President and Deputy President. Conduct socio-economic impact assessments in respect of policy outcomes.
<b><u>ENQUIRIES</u></b>	:	Mr Thabiso Moloi Tel No: (012) 300 5866
<b><u>NOTE</u></b>	:	NB: Email applications must on the subject line state ONLY the Reference number: PRS/PRES/2025 (with no spaces)