



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 14 OF 2026

DATE ISSUED 24 APRIL 2026

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.

AMENDMENT

: **DEPARTMENT OF DEFENCE:** Kindly note that the following posts advertised in Public Service Vacancy Circular 15 dated 17 April 2026 with a closing date of 05 May 2026 have been amended, as follows, Provisioning Admin Clerk with Ref No: SAAFCOL/12/13/26/02 have been amended to two posts, Provisioning Admin Clerk (X2 Posts) with Ref No: SAAFCOL/12/13/26/02. The Posts of Registry Clerk Production (X2 Posts) with Ref No: SAAFCOL/12/13/26/01, have been withdrawn from the advertisement.

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DEPARTMENT OF AGRICULTURE

<u>CLOSING DATE</u>	:	12 May 2026 at 16:00
<u>NOTE</u>	:	To apply, submit a completed Z83 form and detailed Curriculum Vitae (PDF document to a maximum of 10 megabytes) via e-mail or hand delivery. The Department will not be held responsible for server delays. Late applications due to technical issues will not be considered. Shortlisted candidates must provide certified copies of required documents (Identity Document, qualifications, etc) where necessary and service certificates to support senior management experience to Human Resources before the interviews, including South African Qualifications Authority (SAQA) evaluation reports for foreign qualifications. Failure to comply will result in disqualification. To be appointed at Senior Management Service (SMS) level, you must complete the SMS Pre-entry programme offered by the National School of Government (NSG). Find course details here: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ appointment is subject to successful competition of the Nyukela Programme: Pre-entry Certificate to SMS and submission of proof. Shortlisted applicants for the advertised vacancies will undergo two pre-entry assessments: a practical assessment and an integrity assessment, both of which form part of the selection criteria after the interview, the selection committee will recommend candidates for a generic management competency assessment, as per the Department of public Service and Administration (DPSA) directives. The assessment will evaluate candidates' managerial competencies using standardised tools. NB: Please note that false or fraudulent qualifications submitted by applicants will be reported to the South African Police Services (SAPS), and a criminal case shall be opened. Applications: Please submit your application before the closing date as late applications will not be considered. Do not submit duplicate applications. If applying for multiple posts, submit separate applications for each post. Due to high volumes, the Department will not acknowledge receipt of applications. Communication will be limited to shortlisted candidates only. If you have not heard from us within 3 months, please consider your application to be unsuccessful. Should, during any stage of the recruitment process, a moratorium be placed on the filling of posts or the Department is affected by any process such as, but not limited to, restructuring or reorganisation of posts, the Department reserves the right to cancel the recruitment process and re-advertise the post at any time in the future. Important: DOA is an equal opportunity employer committed to promoting presentively and affirmative action. We encourage applications from all qualified candidates. The Department reserves the right not to fill vacancies. By applying you consent to the collection and processing of your personal information for recruitment purposes. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the Department. Shortlisted candidates will undergo personnel suitability checks, security vetting and reference checks (including social media profiles). Applications must declare any pending criminal, disciplinary or any other allegations or investigations. Successful candidates must pass security clearance, sign an employment contract, sign an annual performance agreement and disclose financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. Failure to disclose relevant information may result in disqualification or termination.

OTHER POSTS

<u>POST 14/01</u>	:	<u>AUXILIARY SERVICES OFFICER REF NO: 3/3/1/22/2026 (X2 POSTS)</u> Directorate: Genetics Resources
<u>SALARY</u>	:	R201 093 per annum (Level 04)
<u>CENTRE</u>	:	Gauteng: Pretoria (Roodeplaat: Variety Control)
<u>REQUIREMENTS</u>	:	Applicant must be in possession of a Grade 12 Certificate. No experience.
<u>DUTIES</u>	:	Plant seeds and seedlings for evaluation of new plant varieties in terms of the Plant Breeders Rights Act and Plant Improvement Act. Plant seeds/seedlings in seedling trays/plant bags/ pots in the greenhouse/ field. Group seedling trays according to randomization. Sprays insecticide/ fungicide in the greenhouse. Apply fertilizers in the field. Plant seeds in identified rows in the field. Re-insert plant markets in the trial field. Label plant markets for trade and post control,

seedling trays/field trials. Provide administrative and technical services for Distinctness, Uniformity & Stability (DUS) evaluations. Monitor and provide report of trials. Count numbers of plants per row in trials. Take measurements of plants/plant parts on selected varieties. Record measurements in the relevant UPOV datasheet. Maintain the filling system. Mark label/ packets, harvest and thrash selected material. Operate irrigation system. Process seed of standard varieties. Retrieve seeds of identified varieties from cold store. Weigh seed and divide seed into seed packets. Label seed packets (varieties denomination, trial number, row number). Randomize seeds. Distribute seed packets as required (e.g. for cold room, greenhouse, field trials). Assist with general maintenance of the farm. Routine activities in respect of crop production. Cleaning of buildings and stores. Maintenance of irrigation systems. Maintenance of farmyard.

ENQUIRIES : Mr S.J Ndlazi Tel No: (012) 319 6086/ 076 460 4582
APPLICATIONS : Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email ASOrecruit22@nda.gov.za
NOTE : EE Target: Coloured and White Males and African Females and Persons with disability.

POST 14/02 : **FARM AID REF NO: 3/3/1/23/2026 (X3 POSTS)**
 Directorate: Genetics Resources

SALARY : R144 024 per annum (Level 02)
CENTRE : Gauteng: Pretoria (Roodeplaat: Variety Control)
REQUIREMENTS : Applicant must be in possession of a NQF Level 1 or 2 (Abet level 2/3 certificate or equivalent). No experience is required.

DUTIES : Perform general activities in respect of crop production through inter alia the following: Irrigation of crops. Soil cultivation and preparation e.g. cleaning, hoeing, etc. Apply chemical crop protection e.g. operate a knapsack sprayer. Reaping, grading, weighing, packing and storage of farm produce. Tending of crops / orchards / vineyards e.g. pruning, weeding etc. Perform general activities which would include, inter alia, the following: Cleaning of facilities. Disposal of farm waste material. Maintain equipment e.g. cleaning. Oiling. Sharpening etc. Firefighting and prevention. Loading / off-loading of farm supplies. Perform general activities in respect of infrastructure which would include, inter alia the following: Maintain fences, shade houses and greenhouses. Maintain irrigation and water supply systems.

ENQUIRIES : Mr BM Maroga Tel No: (012) 319 6086
APPLICATIONS : Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email FArecruit23@nda.gov.za

NOTE : EE Target: African Females and Persons with disability.

POST 14/03 : **TRADESMAN AID REF NO 3/3/1/24/2026 (X2 POSTS)**
 Directorate: Animal Health

SALARY : R144 024 per annum (Level 02), (all-inclusive package)
CENTRE : Mpumalanga: Hectorspruit
REQUIREMENTS : ABET/Basic Education. No experience required. Job Related Knowledge: Repair and maintenance and patrol roads. Firefighting. Signs of animal disease. Animal tracking. Job Related Skills: Basic numeracy skills and basic literacy skills. Work overtime and during weekends. Exposure to wild animals. Exposure to extreme weather conditions.

DUTIES : Repair breakages and replace stolen sections of fence. Remove trees, weeds and tall grasses along the fence and patrol roads and apply herbicides as required. Maintenance and repair of the patrol road and drainage trenches. Firefighting and prevention of fire along the fence. Prevent/deter trans-boundary movement of animal diseases. Daily patrol and inspection of disease control fence for breakages. Quarantine all illegal animals. Safe disposal of carcasses found along the fence. Daily patrol of gates on the disease control fences. Care for quarantined livestock. Maintenance and safeguarding of Departmental assets and consumables. Safekeeping of fencing materials and equipment. Maintenance of fencing equipment. Cleaning the storeroom and office. Wash departmental car. Communicate and report unwanted activities in the boundary area. Liaison with local community, farmers, security cluster. Routine feedback to supervisor. Immediate reporting of illegal movement of animals or signs of animal disease to supervisor. Reporting of illegal non-animal related activities to security cluster.

ENQUIRIES : Mr Thabo Motsisi at 072 198 5067
APPLICATIONS : Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email TMAreruit24@nda.gov.za.
NOTE : EE Target: Coloured, Indian, White Males and African, Coloured, White Females and Persons with disability.

POST 14/04 : **TRADESMAN AID REF NO 3/3/1/25/2026 (X3 POSTS)**
 Directorate: Animal Health

SALARY : R144 024 per annum (Level 02)
CENTRE : Limpopo: Phalaborwa
REQUIREMENTS : ABET/Basic Education. No experience required. Job Related Knowledge: Repair and maintenance and patrol roads. Firefighting. Signs of animal disease. Animal tracking. Job Related Skills: Basic numeracy skills and basic literacy skills. Work overtime and during weekends. Exposure to wild animals. Exposure to extreme weather conditions.

DUTIES : Repair breakages and replace stolen sections of fence. Remove trees, weeds and tall grasses along the fence and patrol roads and apply herbicides as required. Maintenance and repair of the patrol road and drainage trenches. Firefighting and prevention of fire along the fence. Prevent/deter trans-boundary movement of animal diseases. Daily patrol and inspection of disease control fence for breakages. Quarantine all illegal animals. Safe disposal of carcasses found along the fence. Daily patrol of gates on the disease control fences. Care for quarantined livestock. Maintenance and safeguarding of Departmental assets and consumables. Safekeeping of fencing materials and equipment. Maintenance of fencing equipment. Cleaning the storeroom and office. Wash departmental car. Communicate and report unwanted activities in the boundary area. Liaison with local community, farmers, security cluster. Routine feedback to supervisor. Immediate reporting of illegal movement of animals or signs of animal disease to supervisor. Reporting of illegal non-animal related activities to security cluster.

ENQUIRIES : Mr Lesetja Malebana at 066 0846788
APPLICATIONS : Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email TMAreruit25@nda.gov.za.
NOTE : EE Target: Coloured, Indian, White Males and African, Coloured, White Females and Persons with disability.

POST 14/05 : **GENERAL WORKER REF NO: 3/3/1/26/2026**
 Directorate: Animal Health

SALARY : R144 024 per annum (Level 02)
CENTRE : Mpumalanga: Skukuza
REQUIREMENTS : ABET/Basic Education. Job Related Work Experience: Previous experience working with wild and large animals is recommended. Job Related Knowledge: Public Service Regulation. Procurement procedures. PFMA. Planning and organizing. Cultural diversity. Health and safety. Job Related Skills: Good communication skills. Planning, Interpersonal skills, Problem solving, Interpretation, Analytical, Listening skills. Extended working hours.

DUTIES : Clean relevant workstations and disposal of infections material. Cleaning of predator cages, stables and bomas. Removal of bedding and washing floors and walls of animal holding facilities. Maintain biosecurity standards at workstation. Operating incinerator, incineration of refuse/waste and recording the disposal of items. Caring for animals/birds being accommodated and reporting problems. Supplying of correct food stuff to animals in quarantine. Rapid reporting of illness. Daily recording health parameters. Basic animal husbandry. Maintenance of quarantine grounds/gardens and the perimeter fence. Mowing lawns, trimming edges and removing vegetation from fences. Removal of wate and foreign objects from premises. Daily inspection of electric fence ensuring proper functioning. Assisting with clinical work and necropsies. Assist with game capture operations. Carrying implements and equipment's and equipment. Assist with necropsies and carcass incineration.

ENQUIRIES : Dr Linmarie de Klerk-Lorist Tel No: (013) 735 9082
APPLICATIONS : Applications can be submitted by hand delivery during office hours to 20 Steve Biko Street, Agriculture Place, Arcadia, Pretoria, 0002 or by email GWreruit26@nda.gov.za.
NOTE : EE Target: Coloured, Indian, White Males and African, Coloured, White Females and Persons with disability.

CENTRE FOR PUBLIC SERVICE INNOVATION

- APPLICATIONS** : Applications should be submitted on CPSI eRecruitment (<https://erecruitment.cpsi.co.za>). This link address is only for the CPSI applications. Emailed or hand-delivered/posted/couriered applications will not be considered.
- CLOSING DATE** : 14 May @ 23h59. Submission of applications received after the closing date will not be considered.
- NOTE** : The CPSI is a National Government Component listed in Part A of Schedule 3 of the Public Service Act, reporting to the Minister for the Public Service and Administration (MPSA). The CPSI's vision is to enable a solution-focused, effective, and efficient public sector, and is playing a leading and catalytic role with regard to Public Service reform and transformation through innovation. It aims to entrench the culture and practice of innovation in public service through developing new solutions and unearthing existing innovations for learning and replication. In order to perform this purpose, the CPSI performs the following functions: (1) Providing the Minister (and his portfolio organisations) with independent, diverse, and forward-looking advice and research, as well as partnerships that enhance Public Service innovation. (2) Creating an enabling environment that nurtures, supports, and encourages innovation within the South African Government. (3) Initiating, implementing, and managing self-sustainable innovation projects in partnership with other government institutions, the private sector, and other relevant stakeholders. (4) Implementing special projects that are mandated by the Minister from time to time. It is the intention to promote re-presentively in the CPSI through the filling of this position. Applicants should note that the information required on the new form Z83 (obtainable from any Public Service Department or on the internet at www.gov.za/document) will be uploaded onto the system during the application process, whereafter a form will be generated. Applicants thus do not have to upload a completed and signed new Z83 form. Do, however, note that failure to upload ALL required information onto the system may lead to disqualification of the application during the selection process. By submitting your application, you also consent to the Centre for Public Service Innovation (the CPSI) processing your information for Human Resources Management purposes. It is the applicant's responsibility to have all their foreign qualifications (this includes O and A level certificates) evaluated by the South African Qualifications Authority (SAQA), at their own expense. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview, as communicated by Human Resources. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements, and the other must be an integrity (ethical conduct) assessment. Shortlisted candidates will be subjected to suitability checks (SAQA verification, reference checks, criminal and credit checks). The SAQA evaluation certificate must accompany foreign qualifications (only when shortlisted). Applicants could also be required to provide consent for access to their social media accounts. Reference checks will be done during the selection process. The successful candidate will be expected to enter into an employment contract and a performance agreement within three (3) months of appointment, as well as completing a financial interest declaration within one month of appointment and annually thereafter. Correspondence will be limited to shortlisted candidates only, if you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful. Regrettably, due to excessive budget cuts, the department cannot meet any travel and subsistence costs relating to recruitment processes, or relocation and resettlement costs for shortlisted and successful candidates. CPSI reserves the right not to fill the above-mentioned posts, withdraw, or put a position on hold, and/or to re-advertise a post. The CPSI is compliant with the requirements of POPIA.

OTHER POSTS

- POST 14/06** : **ASSISTANT ADMINISTRATOR: SYSTEM DEVELOPER REF NO: 0001/2026**
(X3 POSTS)
One (1)-year contract
- SALARY** : R237 453 per annum (Level 05), plus 37% in lieu of benefits
CENTRE : Pretoria
REQUIREMENTS : A Senior Certificate/Grade 12 certificate. A recognised National Diploma (NQF level 6) qualification in Software and Systems Development. Knowledge of the software development lifecycle and developer ecosystems. Knowledge of programming languages, knowledge of web development. Knowledge of software development and coding languages such as C#, .NET. Excellent planning and organising skills. Computer literacy (Microsoft Office Suite). Excellent verbal and written communication skills. Ability to work under pressure. Personal Profile: Ability to set and meet deadlines. Must have strong interpersonal skills, demonstrate sound work ethics, and be honest, respectful, and trustworthy. Client orientation and customer focus. Understands the importance of maintaining the confidentiality of sensitive employee information. Good verbal and written communication skills. Ability to communicate with internal and external partners. Good interpersonal, presentation, coordination, computer, and report-writing skills.
- DUTIES** : Provide effective and efficient support to senior system developers. Assist in the development of software solutions and systems. Assist with system administration functions. Provide technical support for CPSI projects and related initiatives. Assist with user training. Provide minute-taking support for projects related to the System Developer Unit. Willingness to travel and work outside normal working hours when required.
- ENQUIRIES** : Human Resource Practitioner Tel No: (012) 683 2805/17/00
- POST 14/07** : **ASSISTANT ADMINISTRATOR: DESKTOP SUPPORT REF NO: 0002/2026**
One (1)-Year contract
- SALARY** : R201 093 per annum (Level 04), plus 37% in lieu of benefits
CENTRE : Pretoria
REQUIREMENTS : A Senior Certificate/Grade 12 certificate. A recognised National Diploma (NQF level 6) in ICT or equivalent. Knowledge in IT service support-related competencies, including cloud hosting (added advantage). Knowledge in ICT Service Desk and/or ICT Incident Management, knowledge of server support and network administration. Knowledge of technical, hardware, and software support. Good understanding of network types, including LAN, WAN, and point-to-point. Knowledge of firewalls, endpoint security, and security gateways. Ability to work under pressure. Personal Profile: Ability to set and meet deadlines. Must have strong interpersonal skills. Demonstrate sound work ethics and be honest, respectful, and trustworthy. Client orientation and customer focus. Understands the importance of maintaining the confidentiality of sensitive employee information. Good verbal and written communication skills. Ability to communicate with internal and external stakeholders. Good interpersonal, presentation, coordination, computer, and report-writing skills.
- DUTIES** : Provide effective and efficient support to the ICT unit. Assist in the day-to-day ICT operations and infrastructure support. Support the organisation's ICT and cybersecurity environments. Ensure adherence to and implementation of ITM-related policies and procedures. Provide minute-taking support for the ICT project related to the unit. Willingness to travel outside normal working hours when required.
- ENQUIRIES** : Human Resource Practitioner Tel No: (012) 683 2805/17/00

DEPARTMENT OF COOPERATIVE GOVERNANCE

The vision of the Department of Cooperative Governance is one of having a well co-ordinated system of Government consisting of National, Provincial and Local spheres working together to achieve sustainable development and service delivery. The Department intends to invest in human capital, increase integrated technical capacity directed at service delivery and promote representivity in the Department through the filling of these posts. The candidature of persons whose appointment/transfer/promotion will promote representivity will therefore receive preference.

<u>CLOSING DATE</u>	:	13 May 2026
<u>NOTE</u>	:	Applicants are advised that a new application for employment (Z83) has been in effect since 1 January 2021. The new application for employment form can be downloaded at http://www.dpsa.gov.za/dpsa2g/vacancies.asp . Applications submitted using the old Z83 form will not be accepted. Applications must be accompanied by a comprehensive CV, with specific starting and ending dates in all relevant positions and clarity on the levels and ranks pertaining to experience, as well as current remuneration package, as well as at least 2 contactable references. A recommended CV template is available on the department's website on www.cogta.gov.za , click on the jobs tab. Only shortlisted candidates will be requested to submit certified documents/ copies on or before the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Incomplete applications or applications received after the closing date will not be considered. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Following the interview and technical exercise(s), 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). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Core competencies: Strategic capacity and leadership. People management and empowerment. Advanced programme and project management. Change management. Financial management. Process Competencies: Knowledge management. Service Delivery Innovation. Advanced problem-solving and analysis. Client orientation and customer focus. Advanced communication skills (written and verbal). The successful candidate will be appointed to positive results of a pre-employment screening process which includes criminal, credit, citizenship checks and verification of educational qualification certificates. The successful candidate will be appointed to probation for a period of 12 months and will be required to sign a performance agreement. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. The Department reserves the right to make an appointment. The requirements for appointment at Senior Management Service level include the successful completion of Senior Management Pre-entry Programme as endorsed by the National School of Government, which can be accessed using the following link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . Candidates must provide proof of successful completion of the course prior to appointment. Persons with disabilities are encouraged to apply.

MANAGEMENT ECHELON

<u>POST 14/08</u>	:	<u>CHIEF DIRECTOR: MUNICIPAL INFRASTRUCTURE GRANTS REF NO:CD:MIG</u>
<u>SALARY</u>	:	R1 494 900 per annum (Level 14), (an all-inclusive remuneration package). The package includes a basic salary (70% of package) and a flexible portion that may be structured in terms of the applicable guidelines.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate degree in the Built Environment or equivalent qualification (NQF 7 as recognised by SAQA). A post graduate qualification in the Built Environment (NQF level 8) will be an added advantage. A minimum of 5 years'

experience at senior management level in a related field. Proficiency in MS Word, MS Excel, MS PowerPoint. The Nyukela Senior Management Pre-Entry Programme is to be completed before appointment to the post. A valid driver's license. Intensive travelling. Core Competencies: Strategic capacity and leadership. People Management and Empowerment. Programme and project management. Financial management. Change management. Knowledge management. Service delivery innovation. Problem solving and analysis. Client orientation and customer focus. Communication (verbal and written). Technical Competencies: Extensive knowledge in: Both government and private sector infrastructure development approaches. Economic Infrastructure Development. Public Private Partnerships Framework. Development Finance Frameworks. Development of Master Plans, Preventative Maintenance Plans. Intergovernmental Relations. Local Economic Development. Poverty Eradication and Job creation.

DUTIES : The successful candidate will perform the following duties: Oversee the development of policy including Municipal Infrastructure Framework, coordination and reporting on infrastructure grants through intergovernmental structures. Oversee the development of infrastructure master plans to guide long-term infrastructure delivery plans of municipalities. Provide strategic guide for strengthening implementation and provision of basic municipal services and infrastructure in local government. Oversee the development of alternative infrastructure financing models. Monitor and administer the infrastructure grants expenditure.

ENQUIRIES : Ms E Van Wyk at 064 850 8845
For application enquiries contact: Vanessa Cox Tel No: (010) 593 1998

APPLICATIONS : Applications must be submitted electronically via email to: cd_mig@ntirho.co.za

POST 14/09 : **DIRECTOR: MUNICIPAL PROPERTY VALUATION REF NO: DMPV05**

SALARY : R1 266 714 per annum (Level 13), (an all-inclusive remuneration package). The package includes a basic salary (70% of package) and a flexible portion that may be structured in terms of the applicable guidelines.

CENTRE REQUIREMENTS : Pretoria
An undergraduate qualification in Property Studies, Real Estates, Property Evaluation and Management or equivalent qualification at NQF 7 as recognised by SAQA. 5 years of experience at a middle/ senior managerial level in the Property Valuation field. Proficient in Micro-Software Office packages (MS Word, MS PowerPoint, MS Teams, MS Excel and Outlook etc.) Other: The Nyukela Senior Management Pre-Entry Programme is to be completed before appointment to the post. A valid driver's license. Extensive travelling. Registration as a Professional Valuer in terms of Property Valuers Profession Act, 2000 (Act 47 of 2000). Core Competencies: Strategic capacity and leadership. People Management and Empowerment. Programme and project management. Financial management. Change management. Knowledge management. Service delivery innovation. Problem solving and analysis. Client orientation and customer focus. Communication (verbal and written). Technical Competencies: In-depth knowledge of: MPRA and provisions of any legislation that must be considered in valuing specific properties. Valuation principles and techniques. Undertaking valuations of all types of properties. Mass appraisal techniques and processes. Ability to create and analyse datasets. Geographical Information Systems (GIS).

DUTIES : The successful candidate will perform the following duties: Provide directions on the development of guidelines / circulars / regulations and / or amendments to the MPRA. Oversee the monitoring and support of municipal compliance with the provisions of the Municipal Property Rates Act (MPRA) in respect of the preparation of valuation and supplementary valuation rolls. Oversee the investigation and issuing of a public report on the effectiveness, consistency, uniformity and application of municipal valuations for rates purposes with respect to selected municipalities. Oversee the monitoring and support provincial departments responsible for local government on the valuation aspects of the MPRA vested with provinces. Oversee the research and development in the professional valuation field for continuous improvement / enhancement where required considering critical decisions of Valuation Appeal Boards and international developments in the property valuation field.

ENQUIRIES : Dr K Naidoo at 064 752 5617

APPLICATIONS : Applications must be submitted electronically via email to: response1@multilead.co.za

OTHER POSTS

POST 14/10 : **DEPUTY DIRECTOR: LOCAL ECONOMIC DEVELOPMENT PLANNING**
REF NO: DDLCDP07

SALARY : R932 292 per annum (Level 11)
CENTRE : Pretoria
REQUIREMENTS : A 3-Year National Diploma or Bachelor's Degree in Development Planning / Economics or equivalent qualification at NQF 6/7 as recognised by SAQA. 3-5 years' experience in a related field. Proficient in Micro-Software Office packages (MS Word, MS PowerPoint, MS Teams, MS Excel and Outlook etc.) Other: A valid driver's license. Extensive travelling. Generic Competencies: Planning and organizing. Coordination. Problem solving and decision making. Project management. People management and empowerment. Client orientation and customer focus. Team leadership. Diversity management. Communication (verbal and written). Technical Competencies: In-depth knowledge of: Local Economic Development Policy and Practice. Urban Development Policy and Practice. Intergovernmental and Municipal Development Planning Policy and Practice. Public Administration.

DUTIES : The successful candidate will perform the following duties: Manage linkages between macro-economic policy, micro economic reforms, and sector specific policies with local economic policy / strategies. Coordinate and monitor implementation of the national policy for Local Economic Development. Manage LED innovation programmes, and strategic partnerships to stimulate local economies. Conduct economic profiling, sector analysis and opportunity mapping to support evidence based local economic planning and implementation.

ENQUIRIES : Mr S Ramphisa at 064 000 8438 / Ms F Kwape at 060 403 6868

APPLICATIONS : For application enquiries contact: Sphamandla Ndlovu Tel No: (011) 763 1103
Applications must be submitted electronically via email to: response2@multilead.co.za

POST 14/11 : **SENIOR SUPPLY CHAIN MANAGEMENT PRACTITIONER: DEMAND**
MANAGEMENT, SUPPLIER PERFORMANCE AND REPORTING REF NO:
SSCMP-01

SALARY : R413 001 per annum (Level 08)
CENTRE : Pretoria
REQUIREMENTS : A 3-Year National Diploma or Bachelor's Degree in Logistics / Purchasing and Supply Chain Management or equivalent qualification at NQF 6/7 as recognised by SAQA. 2-3 years' experience in a related field. Proficient in Micro-Software Office packages (MS Word, MS PowerPoint, MS Teams, MS Excel and Outlook etc.) Other: A valid driver's license. Generic Competencies: Quality of work. Reliability. Initiative. Communication. Interpersonal relations. Teamwork. Planning and execution. Technical Competencies: In-depth knowledge of: Public Finance Management Act. Framework for Supply Chain Management. Transversal systems, i.e. LOGIS and BAS. Tender and contract administration. Preferential Procurement Policy Framework Act. BEE Framework and BBBEE Act.

DUTIES : The successful candidate will perform the following duties: Update and maintain the Department's annual demand and procurement plan to ensure alignment with strategic objectives. Report on the progress of the procurement plan on a monthly, quarterly, and annual basis. Coordinate the drafting of specifications and terms of reference in compliance with the Departmental Supply Chain Management (SCM) policy and relevant legislation. Coordinate Bid Specification Committee (BSC) and Bid Adjudication Committee (BAC) meetings to facilitate the compilation, consideration, and approval of terms of reference. Maintain and update the SCM registers (contract, deviation, variation and expansion etc.) ensuring accuracy and completeness.

ENQUIRIES : Mr S Ramphisa at 064 000 8438 / Ms F Kwape at 060 403 6868
For application enquiries contact: To the T Recruitment at 067 391 7387

APPLICATIONS : Applications must be submitted electronically via email to: dcog13@tttreruitment.co.za

POST 14/12 : **ADMINISTRATIVE OFFICER: DISASTER PREPAREDNESS, RESPONSE**
AND RECOVERY COORDINATION REF NO: AO-DPRRC-02

SALARY : R338 106 per annum. (Level 07)

- CENTRE** : Pretoria
- REQUIREMENTS** : A 3-Year National Diploma or Bachelor's Degree in Disaster Management / Development Studies / Environmental Studies or equivalent qualification at NQF 6/7 as recognised by SAQA. 2-3 years' experience in a related field. Proficient in Micro-Software Office packages (MS Word, MS PowerPoint, MS Teams, MS Excel and Outlook etc.) Other: A valid driver's license. Travelling. Generic Competencies: Quality of work. Reliability. Initiative. Communication. Interpersonal relations. Teamwork. Planning and execution. Technical Competencies: Knowledge of: Disaster Management Act. National Disaster Management Framework. Division of Revenue Act.
- DUTIES** : The successful candidate will perform the following duties: Maintain and update database for Disaster Response Coordination. Assist in screening disaster funding applications in line with the Disaster Grant Funding Framework and follow-up on the outstanding matters. Liaise with organs of state on the development and submission of the seasonal disaster management contingency plans. Provide secretariat services to Preparedness, Response and Recovery Coordination Structures.
- ENQUIRIES** : Ms M Pitso Tel No: (012) 065 0974
For application enquiries contact: To the T Recruitment at 067 391 7387
- APPLICATIONS** : Applications must be submitted electronically via email to: dcog14@tttreruitment.co.za

DEPARTMENT OF EMPLOYMENT AND LABOUR

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

CLOSING DATE
NOTE

- : 12 May 2026 at 16:00 (walk-in) and 23:59 (online)
- : All attachments for online application must include an application form Z83 and CV only combined, in PDF and as one attachment. Zipped, IMG and JPEG documents will not be accepted. indicate the correct job title and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. Failure to do so, your application will be disqualified. Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each post(s) advert must be accompanied by its own application form for employment and must be fully completed, 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 above-mentioned instructions/ requirements, as well as applications received late will not be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. 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 expected to sign 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)
- ERRATUM:** Please be advised that the position of Deputy Director: PEA Registration and Certification for Head Office, Pretoria referenced as HR4/26/03/05HO has been withdrawn. The position was advertised on the Public Service Vacancy 09 dated 13 March 2026 with a closing date of 27 March 2026. For inquiries, please contact Dr. Noel Sicwebu Tel No: (012) 309 4382
- Kindly take note that the advertised posts of Assistant Director: Labour Activation Programmed (X11 Posts) with Ref No: HR4/4/3/2ASDLAP/KZN and Senior Practitioner: Labour Activation Programme (X11 Posts) with Ref No: HR4/4/3/1SPLAP/KZN for KwaZulu-Natal Provincial Office is withdrawn. These posts were advertised on Public Service Vacancy Circular 10 dated 20 March

2026 with closing date of 08 April 2026. For inquiries, please contact: Mr. SA Mchunu Tel No: (031) 336 1500

Kindly take note that the advertised post of Senior Practitioner: Local Appeal and Complaints for Provincial Office: Mmabatho, with Ref No: HR4/4/01/03 is withdrawn. The post was advertised on Public Service Vacancy Circular 02 dated 23 January 2026 with closing date of 06 February 2026. For inquiries, please contact: Ms. SA Mhlongo at (082) 908 2158.

OTHER POSTS

POST 14/13 : **DEPUTY DIRECTOR: PEA REGISTRATION CERTIFICATION REF NO: HR4/26/04/08HO**
Re-advertisement, applicants who previously applied must re-apply

SALARY CENTRE REQUIREMENTS : R1 101 468 per annum, (all-inclusive)
: Head Office: Pretoria
: A qualification at NQF 6 as recognized by the South African Qualifications Authority (SAQA) in Public Administration / Business Administration / Public Management / Business Management / Social Science (Psychology) / Development Studies. Five (5) years' experience of which two (2) years at the Assistant Director Level and three (3) years functional experience in public employment services/ Public operations. Knowledge: Recruitment and selection, Good Governance, Departmental policies and procedures, General administrative procedure. Skills: Planning and organizing, Communication, Computer literacy, Analytical, Presentation, Interpersonal, Report writing.

DUTIES : Coordinate the development and implementation of regulations on Private Employment Agencies and Temporary Employment Services. Coordinate the development of business processes and procedures for the registration and certification of Private Employment Agencies and Temporary Employment Services. Coordinate the provision of support to Provincial offices and Labour Centres in the implementation of developed processes and procedures, including regulations. Oversee the monitoring of compliance of Private Employment Agencies and Temporary Employment Services with the prescribed regulations.

ENQUIRIES APPLICATIONS : Ms E Tloane Tel No: (012) 309 4699
: Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ10@labour.gov.za

NOTE : EE targets- Priority will be given to African male, Coloured male and female, Indian male and females, White male and female.

POST 14/14 : **DEPUTY DIRECTOR LABOUR CENTRE OPERATIONS REF NO: HR 4/4/8/972**

SALARY CENTRE REQUIREMENTS : R1 101 468 per annum, (all-inclusive)
: Kroonstad Labour Centre
: Three (3) years National Diploma (NQF 6) undergraduate bachelor's degree (NQF 7) in Financial Management, Accounting, Human Resource Management, Labour Relations, Social Science, Engineering Science, Public Administration/ Management, Business Administration/Management, Operations Management, Project Management, Three (3) years legal qualification. Five (5) years' experience, 2 at an Assistant Director level, 3 years functional experience in labour market operations/ service delivery environment. Knowledge: Public Finance Management Act (PFMA), Treasury Regulations, Supply chain management process. Asset management. All labour legislations. Departmental Policies & Procedures. Public Service Regulations. Batho Pele Principles Service Delivery Improvement Plan. Skills: Management. Computer. Presentation skills. Communication (Both verbal & written). Interpersonal. Conflict Management. Leadership. Project management.

DUTIES : Manage the service delivery objectives as per mandate of the Department of Labour (daily). Represent the Department in Key stakeholder forums including interdepartmental structure of government and municipalities (Intermediate). Implement and manage service delivery improvement plan. Manage all resources of the Labour Centre (daily). Manage and ensure compliance with ALL HRM policy directives and legislation including the Public Service Act and Regulations.

ENQUIRIES : Ms. E Maneli Tel No: (051) 505 6203

APPLICATIONS : Chief Director: Provincial Operations: Private Bag X522, Bloemfontein, 9300 or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. Email: jobs-fs7@labour.gov.za

NOTE : EE targets-priority will be given to African male and female and Coloured

POST 14/15 : **ASSISTANT DIRECTOR: LABOUR ACTIVATION PROGRAMMES REF NO: HR4/4/4/9 (X11 POSTS)**
(3-Year Contract)
Re-advertisement, applicants who previously applied must re-apply

SALARY : R487 197 per annum, plus 37% in lieu of benefits
CENTRE : Provincial Office: Kwa-Zulu Natal
REQUIREMENTS : An undergraduate qualification in Public Administration / Public Management / Business Administration / Business Management / Development Studies / Project Management / Social Science / Risk Management / Auditing / Accounting at NQF level 6 as recognized by SAQA. Four (4) years' experience of which two (2) years must be functional experience in Labour Activation Programmes / Project Management / Employment and Job Preservations Programmes / Enterprise Development / Entrepreneurial environment and two (2) years' at Supervisory level. Knowledge: Public Financial Management Act (PFMA). Public Service Regulations (PSR). Labour Activation Framework. Skills Development Act (SDA). Project Management Principles (PMP). Diversity Management. Basic Education and Training (BET). Unemployment Insurance Act (UIA). Unemployment Insurance Contributions Act (UICA). Project Management Methodologies (PMBOK). Skills: Negotiation. Interpersonal. Presentation. Problem Solving. Planning and organizing. Policy analysis and interpretation. Communication (verbal and written). Computer Literacy. Report Writing.

DUTIES : Facilitate engagements with relevant stakeholders on Temporary Employer-Employee Relief Scheme, Business Turnaround and Recovery Programme and Employability of the Unemployed projects. Coordinate the implementation of Temporary Employer-Employee Relief Scheme, Business Turnaround and Recovery Programme and Employability of the Unemployed in line with the mandate of the Fund in the relevant provinces. Facilitate Awareness campaigns on Temporary Employer-Employee Relief Scheme, Business Turnaround and Recovery Programme and Employability of the Unemployed. Source approval of Temporary Employer-Employee Relief Scheme, Business Turnaround and Recovery Programme and Employability of the Unemployed projects. Monitor Temporary Employer-Employee Relief Scheme, Business Turnaround and Recovery Programme and Employability of the Unemployed projects. Manage resources (Human, Finance, Equipment / Assets).

ENQUIRIES : Mr SV Dlodla Tel No: (031) 366 2080
APPLICATIONS : Chief Director: Provincial Operations, 267 Anton Lembede Street, Durban. Applications: email: Jobs-KZN9@labour.gov.za

FOR ATTENTION : Human Resource Management Kwa-Zulu Natal Provincial Office.

POST 14/16 : **ASSISTANT DIRECTOR: FLEET MANAGEMENT SERVICES REF NO: HR 4/4/8/1000**

SALARY : R487 197 per annum
CENTRE : Provincial Office: Free State
REQUIREMENTS : An undergraduate qualification (NQF6) in Public Administration/ Public Management/ Financial Management/ Financial Administration, Fleet/Transport Management, Fleet/Transport Economics, Business Management, Travel & Tourism Management. /Tourism Management and Logistics Management and Logistics Management. Four (4) years' experience of which two (2) years at Supervisory and two (2) years functional experience In Fleet and or Transport Services & Travel Booking. Valid Driver's Licence. Knowledge: Public Financial Management Act, Departmental policies and procedures, Project management, Intermediate Human Resources Development, General management, Strategic management, Skills Development Act, LRA & BCEA, National Road Traffic Act Skills: Leadership, Facilitation, Computer literacy, Presentation, Innovative, Analytical. Verbal and written communication, People Management.

DUTIES : Monitor compliance with Travel Management & Fleet policies in the province. Monitor asset register of Departmental vehicles within the province. Provide support and oversee the procurement and operation of the subsidized motor transport scheme. Manage timeous maintenance and repair of vehicles according to the manufacturer specifications. Monitor the implementation of

	:	accident processes and procedures in the province. Manage all resources of the division.
<u>ENQUIRIES</u>	:	Ms. N Tokwe Tel No: (051) 505 6204
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. Email: jobs-fs7@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, Free State
<u>NOTE</u>	:	EE targets-priority will be given to African male and female, People living with Disabilities, Coloured male, white male and female.
<u>POST 14/17</u>	:	<u>SENIOR PRACTITIONER: LABOUR ACTIVATION PROGRAMMES REF NO: HR4/4/10 (X11 POSTS)</u> (3-Year Contract) Re-advertisement, applicants who previously applied must re-apply
<u>SALARY</u>	:	R413 001 per annum, plus 37% in lieu of benefits
<u>CENTRE</u>	:	Provincial Office: Kwa-Zulu Natal
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Public Administration/ Public Management/ Business Management/ Business Administration/ Development Studies/ Project Management/ Social Science/ Risk Management/ Auditing / Accounting at NQF Level 6 as recognized by SAQA. Two (2) years functional experience in Labour Activation Programmes/ Project management/ Employment and Job Preservation Programmes/ Enterprise Development/ Entrepreneurial environment. Knowledge: Public Finance Management Act (Act 1 of 1999). Basic Conditions of Employment Act (Act 75 of 1997). Public Service Act (PSA). Public Service Regulations (PSR). Unemployment Insurance Act (Act 63 of 2001). Unemployment Insurance Contributions Act (Act 4 of 2002). Intergovernmental Relations Framework Act (Act 13 of 2005), Skills Development Act (Act 97 of 1998). Protection of Personal Information Act (Act 4 of 2013). Treasury Regulations. General Recognized Accounting Principles (GRAP). International Financial Reporting Standards (IFRS). Batho Pele Principles. National Youth Empowerment Accord. National Youth Policy 2020-2030. Skills: Financial Management. Communication. Training and Coaching. Diversity Management. Computer Literacy. Time Management. Report Writing. Planning. Analytical. Numeracy. Presentation. Interpersonal. Research. Monitoring and Evaluation.
<u>DUTIES</u>	:	Implement deliverables of Labour Activation Programmes projects. Collate and arrange project information. Provide Administrative support on project contracts. Supervise resources in the Sub-directorate.
<u>ENQUIRIES</u>	:	Mr SV Dlodla Tel No: (031) 366 2080
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations, 267 Anton Lembede Street, Durban. Email to: Jobs-KZN8@labour.gov.za
<u>POST 14/18</u>	:	<u>SENIOR ADMINISTRATION OFFICER: OPERATIONS (X30 POSTS)</u>
<u>SALARY</u>	:	R413 001 per annum
<u>CENTRE</u>	:	Bethlehem Labour Centre Ref No: HR 4/4/8/976 (X1 Post) Reitz Satellite Ref No: HR 4/4/8/977 (X3 Posts) Phuthadijhaba Labour Centre Ref No: HR 4/4/8/978 (X2 Posts) Harrismith Labour Centre Ref No: HR 4/4/8/989 (X4 Posts) Ficksburg Labour Centre Ref No: HR 4/4/8/990 (X2 Posts) Botshabelo Labour Centre Ref No: HR 4/4/8/991 (X2 Posts) Zastron Labour Centre Ref No: HR 4/4/8/992 (X1 Post stationed at Zastron) and (X1 Post stationed at Provincial Office Free State) Petrusburg Labour Centre but stationed at Provincial Office Ref No: HR 4/4/8/993 (X1 Post) Virginia Satellite Ref No: HR 4/4/8/995 (X3 Posts) Kroonstad Labour Centre Ref No: HR 4/4/8/996 (X3 Posts) Sasolburg Labour Centre Ref No: HR 4/4/8/997 (X2 Posts) Parys Satellite Ref No: HR 4/4/8/998 (X3 Posts) Thaba Nchu Satellite Ref No: HR 4/4/8/999 (X2 Posts)
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Business Administrative or Management/ Public Administration or Management/ Operations/ Accounting/ Finance NQF Level 6 as recognized by SAQA. Valid driver's license. Two (2) years functional experience in Client Services environment / Claims Processing environment in operations or Insurance environment. Knowledge: Unemployment Insurance Act and Regulations (UIA), Unemployment Insurance Contributions Act (UICA), Department of Employment and Labour & UIF Policies and Procedure, Operations System, Batho Pele Principles, Protection of Personal Information

		Act (POPIA). Skills: Interpersonal, Presentation, Listening, Communication (Verbal and written), Computer Literacy, Problem Solving, Planning and Organizing.
<u>DUTIES</u>	:	Provide Unemployment Insurance services through interaction with customers. Provide quality assurance and follow-up on Unemployment Insurance applications. Administer the UI Claims and Processing Services. Supervise resource (Human, Financial, Equipment/Assets) in the section.
<u>ENQUIRIES</u>	:	Mr. T Moholi Tel No: (058) 303 5293 (Bethlehem & Reitz) Mr A Kutuka Tel No: (058) 122 0800 (Phuthaditjhaba & Ficksburg), Ms. M Tsatsinyane Tel No: (051) 505 6372 (Harrismith) Mr M Ngono Tel No: (051) 534 3789 (Botshabelo & Thaba Nchu) Mr E Qhalane Tel No: (057) 391 0201 (Welkom & Virginia) Ms M Lelope Tel No: (056) 215 1812 (Kroonstad) Ms M Lelope Tel No: (016) 970 3200 (Sasolburg & Parys) Mr D Namane Tel No: (053) 574 0932 (Petrusburg) Mr C Van Niekerk Tel No: (051) 673 1471 (Zastron)
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. Email: jobs-fs4@labour.gov.za
<u>NOTE</u>	:	EE targets- priority will be given to African male and female, people living with disabilities, Coloured male, and female and White male and female.
<u>POST 14/19</u>	:	<u>SENIOR COID EMPLOYER AUDIT OFFICER REF NO: HR 4/4/8/974</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R413 001 per annum Provincial Office: Free State Undergraduate qualification (NQF level 6) as recognised by SAQA in Financial Accounting/BCOM Accounting/ Internal Auditing. Two (2) years' experience in Compliance Management/ Auditing/ Accounting/ Inspections and Enforcement environment. Knowledge: Analysing & Interpreting Information (Data Analytics), Knowledge of relevant regulations, laws and legislation, Financial Risk Management and Control, Departmental policies and procedures, Basic Conditions of Employment Act, Compensation for Occupational and Injury Diseases Act, OHS Act and Regulations, Inspector Appointment Certificate, Inspectors Card, Public Financial Management Act (PFMA). Skills: Analysing & Interpreting Information (Data Analytics), Employers Assessment and Auditing, Revision of Assessment, People Management, Service Delivery Innovation, Stakeholder Development & Relations, Programme/ Project Planning & Management, Facilitation.
<u>DUTIES</u>	:	Conduct proactive audits in relation to COIDA. Conduct reactive audits in relation to COIDA. Conduct Advocacy in relation to COIDA. Enforce compliance. Supervise the resources within the section.
<u>ENQUIRIES</u>	:	Mr. R Cornelissen Tel No: (051) 505 6263
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. Email: jobs-fs5@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, Free State
<u>NOTE</u>	:	EE targets-priority will be given to African male and female, people living with disabilities, Coloured male and female, White male and female.
<u>POST 14/20</u>	:	<u>CHIEF PERSONNEL OFFICER REF NO: HR4/4/8/1001</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R413 001 per annum Provincial Office: Free State A three (3) years relevant tertiary qualification in Human Resources Management. One (1) to two (2) years' experience Supervisory experience doing the Human Resources Management Services. Knowledge: All labour legislation, Departmental Policies and Procedures, HR related systems, Public service Act, Batho Pele, Public service Regulations. Skills: Communication, Presentation, Conflict management, Analytical, Report writing, Computer Literacy, Planning and organising, Supervisory, Time Management.
<u>DUTIES</u>	:	Monitor the recruitment and selection process. Facilitate the processing and approval of service benefits. Provide and monitor termination of service at the province. Monitor establishment and the implementation of HR policies. Monitor the payment of salaries. Manage all the resources within the Section.
<u>ENQUIRIES</u>	:	Mr SS Segalo Tel No: (051) 505 6206
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. Email: jobs-fs3@labour.gov.za

FOR ATTENTION NOTE : Sub-directorate: Human Resources Operations, Free State
 : EE targets-priority will be given to African male and female, people living with disabilities, Coloured male and female and White male and female

POST 14/21 : **CHIEF REGISTRAR CLERK: UIF REF NO: HR/4/4/2/45 (X2 POSTS)**

SALARY CENTRE REQUIREMENTS : R338 106 per annum
 : Provincial Office: Eastern Cape
 : Three (3) year tertiary qualification in Public Administration/ Management. One (1) year experience in Operations. Valid driver's licence will be an added advantage. Knowledge: National Archives Act, Public Service Regulations, Public Service Act, Public Finance Management Act, Batho Pele Principles, Record Management. Skills: Communication, Listening, Computer literacy, Time Management, Interpersonal, Planning Organizing.

DUTIES : Supervise and provide registry counter services. Supervise the handling of incoming and outgoing correspondence. Supervise and render effective filing and record management services. Supervise the processing and process documents for archiving and /disposal. Supervise human resources/ staff.

ENQUIRIES APPLICATIONS : Mr. TM Ramatsetse Tel No: (043) 701 3000
 : Acting Chief Director: Provincial Operations: Private Bag X9005, East London, 0001 or hand deliver at No 3 Hill Street, East London. Email: Jobs-EC4@labour.gov.za

NOTE : EE targets-preference will be given to white male.

POST 14/22 : **EMPLOYER AUDIT OFFICER REF NO: HR4/4/8/973**

SALARY CENTRE REQUIREMENTS : R338 106 per annum
 : Provincial Office: Free State
 : Three (3) years tertiary qualification in Financial Accounting/ BCOM Accounting/ Accounting/ BCOM Law/ BCOM in Commerce/ LLB/ Internal Auditing. One (1) functional experience in Auditing experience. Knowledge: Departmental Policies and Procedures, Batho Pele Principles. Public Service Act and Regulations, OHS Act and Regulations, COIDA, UIA, PFMA, BCEA, SDLA, LRA, UI Contribution Act, Skills Development Act and Employment Equity Act. Skills: Facilitation, Planning and Organising, Computer Literacy, Interpersonal, Problem Solving, interviewing, Communication Written and Verbal, Innovative, Analytical Research and Project Management.

DUTIES : 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 monitors and evaluates impact of UIA & COIDA programs. Provide support in the implementation of Advocacy Campaigns on UI & COIDA regular and when there are amendments.

ENQUIRIES APPLICATIONS : Mr. R Cornelissen Tel No: (051) 505 6263
 : Chief Director: Provincial Operations: Private Bag X522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. Email: jobs-fs5@labour.gov.za

FOR ATTENTION NOTE : Sub-directorate: Human Resources Operations, Free State
 : EE targets-priority will be given to African male and female, people living with Disabilities, Coloured male and female and White male and female.

POST 14/23 : **CLIENT SERVICE OFFICER: ASSESSOR (X7 POSTS)**
 Re-advertisement, applicants who previously applied are encouraged to re-apply.

SALARY CENTRE : R280 278 per annum
 : Labour Centre: Kariega but stationed at Joubertina Satellite Office Ref No: HR/4/4/10/01 (X1 Post)
 : Labour Centre: Kariega but stationed at Louterwater Satellite Office Ref: HR/4/9/10/02 (X1 Post)
 : Labour Centre: Kariega but stationed at Misgund Satellite Office Ref: HR/4/4/10/03 (X1 Post)
 : Labour Centre: Kariega but stationed at Hankey Satellite Office Ref: HR/4/4/10/04 (X1 Post)
 : Labour Centre: Kariega but stationed at Patensie Satellite Office Ref: HR/4/4/10/05 (X1 Post)
 : Labour Centre: Kariega but stationed at Jeffreysbay Satellite Office Ref: HR/4/4/10/06 (X1 Post)
 : Labour Centre: Kariega but stationed at Humansdop Satellite Office Ref: HR/4/4/10/07 (X1 Post)

- REQUIREMENTS** : Grade 12/ Senior Certificate. No experience required. Knowledge: Unemployment Insurance Act and Regulations, Unemployment Insurance Contributions Act, Public Financial Management Act (PFMA), Protection of Personal Information Act (POPIA), Department of Labour and UIF Policies and Procedures, Treasury Regulations, UIF's Vision, Mission and Values, Departmental Policies, Procedures and Guidelines, Batho Pele Principles. Skills: Interpersonal, Telephone etiquette, Interviewing, Computer Literacy, Communication (verbal and written), Listening, Interpretation (ability to interpret UI Act and Contribution Act), Conflict Management, Time Management, Customer Relations, Analytical and On job training (operational systems).
- DUTIES** : Provide screening services. Process applications for UIF Benefits. Register payment continuation forms. Provide administrative functions.
- ENQUIRIES** : Ms W Koba Tel No: (041) 995 7047
- APPLICATIONS** : Deputy Director: Deputy Director: Labour Centre Operations, P.O. Box 562. Kariega, 6230, or hand deliver at 15A Chase Street Kariega 6230. Email: Jobs-ECUHG@labour.gov.za
- NOTE** : EE targets- preference will be given to white male.

DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT
The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer.

- APPLICATIONS** : Pretoria: Must be submitted to the Director-General, Department of Forestry, Fisheries and the Environment, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria. or can be emailed to the respective email address quoting the reference number on the subject email. RCSM20-2026@dffe.gov.za
- CLOSING DATE** : 18 May 2026, 16:00
- NOTE** : Application must be submitted on a New signed Z83 form obtainable from any Public Service Department accompanied by a recent detailed Curriculum Vitae only, to be considered. 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. 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 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, all shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Following the interview and the technical exercise, 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. The person appointed to this position 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. By submitting the employment application form, you agree and consent in terms of Section 11(1) of the Protection of Personal Information Act (POPIA), 2013 (Act 4 of 2013), for your personal information which you provide to the DFFE to be processed by the department and its employees, agents, Cabinet committees, and subcontractors for recruitment purposes, in accordance with the POPIA of 2013. 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 POST

- POST 14/24** : **GISC PROFESSIONAL CHIEF GRADE A REF NO: RCSM20/2026**
 Re-Advertisement and those who have previously applied, need to reapply
- SALARY** : R1 143 468 per annum
- CENTRE** : Pretoria

REQUIREMENTS

: 4-year B degree in GISc (NQF Level 7) or relevant equivalent qualification recognised by SAQA. A minimum of six years post qualification GISc professional experience. Compulsory registration with SAGC as a GISc Professional on appointment. Professional on appointment. Knowledge of Programme and Project management. Legal and operational compliance. Communication skills. Process knowledge and skills. Maintenance skills and knowledge. knowledge of Research and development. Knowledge of Remote Sensing and satellite image interpretation, creation and maintenance of online systems, generation of Field Map applications and the management of an Enterprise License Agreement (covering DFFE and the five entities) will be an added advantage. Systems skills. Geo-Database design and analysis skills. Creating high performance organizational culture. Technical consulting. Accountability. Strategic management and direction Problem solving and analysis. Decision making. Team leadership. Analytical skills Creativity. Self-management. Financial Management. Customer focus and responsiveness Communication and listening skills. Computer skills Delegation and development of others. Planning, organising and Execution Ability to manage Conflict. Language Proficiency Knowledge Management. Negotiation and Change management skills. A valid driver's licence will be an added advantage.

DUTIES

: Strategic management of the institutional GISc function. Provide strategic direction and leadership on GISc activities. Strategically profiling and positioning GISc function within the institution. Plan and manage the establishment of GISc unit. Plan, coordinate and facilitate GISc projects activities. Monitor and evaluate GISc function within the organisation. Develop the cost benefit analysis. Facilitate the functional requirement analysis. Ensure compliance with relevant legislation and policies. Manage compliance and setting up of applicable standards. Stakeholder management. Policy making and institutional strategic. Policy making and institutional strategic guidance. Identify underlying strategic issues and implement appropriate GISc responses. Oversee the process of advance spatial analysis and modelling for institutional strategic guidance. Recommend the best possible policy direction and service delivery priorities. Research: Provide overall framework for research and development activities Provide standards, specification and service levels according to organizational objectives.

ENQUIRIES

: Mr Deon Marais Tel No: (012) 399 9295

GOVERNMENT COMMUNICATION AND INFORMATION SYSTEM (GCIS)

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 of 1996, the Employment Equity (EE) imperatives as defined by the EE Act of 1998 (Act 55 of 1998) and relevant Human Resource 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 EE targets in terms of the department's EE Plan. People with disabilities will be given preference regardless of race or gender.

- APPLICATIONS** : The Director-General (DG) of GCIS, Private Bag X745, Pretoria, 0001, hand deliver to Tshedimosetso House, 1035 cnr Francis Baard and Festival streets, Hatfield, Pretoria or to the email address provided. to recruitment@gcis.gov.za
- FOR ATTENTION** : Ms P. Kgopyane
- CLOSING DATE** : 19 May 2026
- NOTE** : Applicants with disabilities are encouraged to apply. The old prescribed application or employment form Z83 was withdrawn with effect from 31 December 2020. As per the Government Gazette No: 43872, any applicant who submits an application on or after 1 January 2021 must do so on the new prescribed Z83 form, obtainable from any Public Service department or on the internet at www.gov.za/documents. Failure to submit an application on the new prescribed Z83 form will lead to disqualification. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the fully completed and signed Z83 form and a detailed curriculum vitae only. 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 Qualifications 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 shortlisted 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 sign 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 (POPIA) of 2013 (Act 4 of 2013), for your personal information which you provide to the GCIS to being processed by the department and its employees, agents, Cabinet committees and subcontractors for recruitment purposes in accordance with POPIA.

MANAGEMENT ECHELON

- POST 14/25** : **DEPUTY DIRECTOR-GENERAL: CONTENT PROCESSING AND DISSEMINATION**
Branch: Content Processing and Dissemination
- SALARY** : R1 813 182 per annum (Level 15), (an all-inclusive package), of which 70% will be basic salary and 30% may be structured according to an individual's needs.
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate Bachelor's Degree (NQF level 8) as recognised by SAQA in Communication / Development Communication/ Public Relations/ Media Studies/ Journalism or related NQF Level 8 qualification Majoring in Communication/ Media Studies/Journalism/ Public Relations/ Development Communication. Applicants must have eight (8) years of experience at senior management level in the communication environment. Successful completion of the Nyukela Public Service SMS Pre-Entry Programme endorsed by the National School of Government (NSG) is a pre-requisite for appointment. Skills: Superior leadership skills; excellent written and verbal communication and

digital skills; ability to interact with people at all levels; people management and empowerment skills; strong public speaking skills; proven change management skills and capability; analytical, organisational and interpersonal skills; complex stakeholder management skills, especially at intergovernmental level, innovative; creative thinking; strategic coordination skills and computer literacy. Job knowledge: Extensive knowledge of the South African and international communications landscape. An in-depth understanding of government communication discipline, Knowledge of communication digital platforms. A thorough knowledge and understanding of government policies and programmes. Competencies: Strategic leadership and capability; Financial management; Risk management; Corporate governance; Extensive knowledge of the Government Communication Policy; the Constitution of the Republic of South Africa of 1996; the Public Service Act of 1994 and Regulations; Public Administration Management Act of 2014; the Public Finance Management Act of 1999; and other relevant prescripts applicable in the communication sector, in the Public Service and for the entities reporting to the GCIS.

DUTIES

: Reporting to the Director General, the Deputy Director-General will be responsible for providing strategic leadership in providing products and platforms that will ensure coherence, coordination, consistency, quality, impact and responsiveness of Government communication. Provide strategic leadership on financial and non-financial organisational planning and performance for the Branch. Ensure development of Government Communication and Media policies, lead legislation development for the GCIS entities and provide technical oversight for GCIS entities. Lead the internal digital communication, develop strategies and plan for implementation and ensure coordination of digital communication and media production for the whole Government Communication System. Undertake regular market research to inform decision-making and proactive communication. Develop strategies to reach all sectors of the population through GCIS owned products and platforms and use of all official languages. Provide strategic leadership for government media buying media production and marketing services. Ensure continuous improvements in government communication through the effective use of research. Ensure good governance in the Branch including risk and compliance, people management and development, and prudent financial management. Ensure effective management and preservation of the government corporate branding across all spheres and sectors.

ENQUIRIES

: Mr. Paul Kwerane Tel No: (012) 473 0407 /Ms. Lungile Tshabalala Tel No: (012) 473 0074.

NOTE

: It is a pre-requisite for candidates to have the Nyukela Public Service SMS Pre-Entry Programme certificate to be eligible for appointment. For further details, please click on the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. For more information regarding the course, visit the NSG website: www.thensg.gov.za. The successful candidate must disclose to the Minister particulars of all registrable financial interests and sign the employment contract within one month from the date of assumption of duty as well as sign a performance agreement with the Minister within three months from the date of assumption of duty. Appointment is subject to a positive Top Secret Security Clearance. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competency assessments and related assessments as prescribed by the DPSA. Please detail courses passed in the CV as per the academic transcript. Note: All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.

GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC)

- APPLICATIONS** : Please register or if you are already registered, sign in and apply for the position/s on the GTAC eRecruitment website <https://erecruitment.gtac.gov.za/erecruitment/>
- CLOSING DATE** : 12 May 2026 at 12 pm.
- NOTE** : 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. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. 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: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. Applications: Only online applications will be accepted. Applications not accompanied by a comprehensive CV and fully completed and signed Z83 form will not be considered. The GTAC is an equal-opportunity employer and encourages applications from women and people with disabilities. Our buildings are accessible to people with disabilities and reasonable accommodation is provided for persons with disabilities.

MANAGEMENT ECHELON

- POST 14/26** : **SENIOR TECHNICAL FINANCE SPECIALIST (JOBS FUND) REF NO: G04/2026**
Term: 24 months fixed-term contract
Role Purpose: The role provides senior-level technical finance and investment expertise across the full project lifecycle from deal origination and financial structuring to due diligence, risk management, and portfolio oversight. The incumbent will assess complex financial structures, ensure the catalytic use of grant funding, support pipeline development, and contribute to applied research on job creation, value chains, and the green and informal economy, including the Just Energy Transition.
- SALARY** : R1 494 900 per annum (Level 14), (all-inclusive), PSR 44 will apply to candidates appointed in the Salary Level.
- CENTRE** : Jobs Fund | GTAC | Pretoria
- REQUIREMENTS** : A degree (NQF Level 7 or higher) in Finance, Economics, Accounting, Business Management, Development Finance, or a related field. Formal training or qualification in project or programme management. 10–15 years' experience in project finance, corporate finance, structured finance, or investment analysis, including appraisal and closing of complex transactions. Demonstrated experience assessing innovative or non-standard financial structures and grant-based funding mechanisms. Strong understanding of private-sector financing, incentives, and risk dynamics. Proven ability to conduct due diligence, analyse financial statements and models, and exercise sound investment judgment. 5 years of experience at a senior managerial level. Advantageous Experience and Qualifications: Post graduate qualifications in

Finance, Economics, Accounting, Business Management, Development Finance, or a related field. CFA, CA(SA), MBA (Finance/Strategy), or equivalent senior professional qualification. Experience in development finance, impact investing, blended finance, climate finance, or transition finance. Experience working on green economy, informal economy, or Just Energy Transition–related projects or value chains. Experience conducting or translating research on value chains, labour absorption, or economic development outcomes. Ideal Candidate Profile: You are a senior technical finance professional who combines strong analytical rigour with practical deal-making experience. You are comfortable working between public and private sectors, interrogating complex financial structures, and applying an investment lens to real-world job creation challenges. You bring independence of thought, strong judgment, and a commitment to using public resources catalytically for inclusive growth.

DUTIES

: Originate and develop a pipeline of high-impact, employment-focused investment opportunities in partnership with private sector firms, intermediaries, developers, and ecosystem partners. Analyse, structure, and assess complex financial instruments and funding models, including blended finance, debt structures, outcome-based financing, and performance-linked grants. Conduct rigorous financial, commercial, and operational due diligence on project applications, including assessment of financial additionality, sustainability, and execution risk. Identify and analyse financial, market, governance, and performance risks arising from different project structures, and recommend appropriate mitigation strategies. Lead and quality-assure appraisal reports and funding recommendations submitted to Technical Evaluation and Investment Committees. Provide technical oversight of high-risk or complex projects within the Jobs Fund portfolio and support remedial action where performance challenges arise. Conduct independent applied research on job creation opportunities, priority value chains, the informal economy, and green and Just Energy Transition–related sectors, translating insights into funding and strategy inputs. Present financial, risk, and research findings clearly to internal decision-makers and external stakeholders. Coach, mentor, and technically support junior staff, building institutional capability in financial appraisal, risk analysis, and innovative finance. Represent the Jobs Fund in relevant stakeholder engagements, market forums, and learning platforms.

**ENQUIRIES
NOTE**

: Kaizer Malakoane at 066 250 7072 or kaizer.malakoane@gtac.gov.za
 : The Jobs Fund is recruiting a Senior Technical Finance Specialist to strengthen its capacity to originate, structure, appraise, and oversee innovative, employment-generating projects that leverage public finance to unlock private investment. This is a senior specialist role suited to an experienced finance professional with strong private-sector exposure and a deep understanding of development, impact, and transition finance.

OTHER POST

POST 14/27

: **PROJECT ADMINISTRATOR (JOBS FUND) REF NO: G05/2026**
 Term: 24 months fixed-term contract

**SALARY
CENTRE
REQUIREMENTS**

: R413 001 per annum (Level 08), (plus 37% in lieu of benefits)
 : Pretoria
 : A Bachelor's degree/ Advanced Diploma (NQF Level 7) in Accounting, Commerce, Business or Business Administration, Project Management or related field. Minimum 4 years' experience in a similar role or in project management/administration. Experience in using AI tools to support administrative functions. PowerPoint and production of presentations. Writing skills and a high level of proficiency in English. Experience in SharePoint Portal and electronic filing systems and Project Management and MS Project experience would be advantageous. Competencies Required: Administrative Support: Knowledge, capabilities and practices associated with the provision of office administration support. This competency requires knowledge of the appropriate rules, regulations, processes and associated systems within various enabling functions which may diary scheduling, document filing and archiving, meetings administration, typing and computer literacy skills (MS Office), office administration, office resources and equipment administration, telephone administration and travel administration. 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). Typing

speed of 50–70 words per minute with 98–100% accuracy. 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. Resources Planning: The ability to organise work, set priorities and determine resource requirements; determine short- or long-term goals and strategies to achieve them; coordinate with other organisations or parts of the organisation to accomplish goals; monitor progress and evaluate outcomes. Client Service Orientation: Client-service orientation implies helping or serving others, to meet their needs. It means focussing on discovering those needs, figuring out how to best meet them as well as putting into practice the Batho Pele spirit. The term “clients” refers to both internal and external clients. 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. Effective Communication: Ability to transmit and receive information clearly and communicate effectively to others by considering their points of view 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. Emotional Intelligence: Capacity for recognising their own feelings and those of others, for motivating themselves and others as a result of this awareness, and for managing emotions within themselves and in others. 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. System Thinking: Orientation to think in system-wide terms with regards to functions or divisions within the organisation. This includes spotting opportunities to connect with initiatives underway in other areas or proactively sharing information or resources that can be seen to have relevance and impact for others. Team Participation: Works co-operatively with others, working together as opposed to working separately or competitively. Valuing Diversity: Ability to understand and respect the practices, customs, values and norms of other individuals, groups and cultures. It goes beyond what is required by governmental employment equity regulations to include the ability to respect and value different points-of-view, and to be open to others of different backgrounds or perspectives. It includes seeing others’ differences as a positive part of the work environment. It also means being able to work well with a wide variety of people representing different backgrounds, cultures and socio-economic levels. 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.

DUTIES

: To provide administrative support service to the team and enable efficient and smooth operations. Diary, meetings administration and telephonic communications: Schedule and administer appointments and meetings including setting-up and confirming appointments and meetings and updating diaries preparing and distributing meeting schedules. Organise meetings and make sure all arrangements are made as follows: booking meeting rooms, parking, presentation aids, and catering and refreshments where required, scheduling meetings on MS teams or via Zoom where applicable, preparing, distributing and processing meeting invitations, directions and agendas, assisting with the compilation and distribution of meeting packs (hardcopy and/or electronic), arranging security and transport for delegates from other government and international institutions, where applicable, facilitating access to office, and receiving and assisting external and internal visitors and staff. Provide secretariat services to meetings including typing and distributing minutes, prepare and distribute meeting agendas, action logs and minutes, following up on decisions and actions arising from meeting, filing and archiving meeting minutes, notes, agenda, and documents. Facilitate and administer telephonic communications as follows: answering, screening of incoming telephone calls and maintaining a record of outgoing calls where applicable, develop and maintain an office contact list/directory, coordinate and submit telephone accounts to the relevant parties monthly. Documents and reports production and administration support: Administer all electronic and hard copy documents such as correspondence, memos, agreements and reports to ensure complete and auditable records. Acknowledging receipt of documents, noting priority, and tracking required response and/or handling. Following up

on deadlines for documents for submission. Maintaining an accurate log of all documents emanating from the unit that require approval. Assist with the preparation and finalisation of documents including: taking and/or transcribing dictation and notes, sourcing, obtaining and/or downloading documents as requested (from the internet and/or other sources), proofread, format, and apply Jobs Fund templates and branding standards for quality assurance, effecting necessary changes as requested and finalising documents, recording the distribution, confidentiality and indexing requirements of documents. Produce and distribute documents including, and as required: printing / copying, packaging and faxing / delivering / couriering / posting of hard copies, creating email distribution lists and sending electronic copies. Manage the physical and electronic document tracking and filing systems including opening and creating files, indexing, filing, and archiving documents, conducting electronic data clean-ups and back-ups, handling documents with utmost discretion. Travel arrangements and claims administration: Process travel requests for a team including confirming budget, obtaining approvals and making travel, transport and accommodation and security bookings as requested. Prepare travel packs including meetings itinerary and details and travel documents, schedule and details. Process and administer travel reports and travel claims and reconcile and organise the requisition and reimbursement of subsistence and travel claims. Maintain the Site Visit Register and track implementation follow-ups. Support data collection and clean-up for baseline, midline, and endline exercises. Office administration: Record and process requests for stationery and equipment including obtaining equipment approval and submitting to the relevant parties, assessing stationery needs, distributing and reconciling stationary monthly. Monitor, report and ensure equipment and furniture maintenance, cleaning and repairs to the relevant parties. Client and project teams support: Provide general programme information and assist with the resolution of client queries. Provide administrative and secretarial support to project teams as required and assist with the coordination and administration of project tasks. Compile and maintain project data. Provide procurement support to project teams including processing procurement requests, supporting procurement processes and processing and submitting invoices and claims for payment. Project management support: Assist in project planning sessions. Assist with the preparation and updating of project plans using appropriate software (including MS Project). Provide project management support to relevant staff members.

ENQUIRIES

:

Kaizer Malakoane at 066 250 7072 or kaizer.malakoane@gtac.gov.za

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(Motheo TVET College)**

- APPLICATIONS** : All applications should be mailed to: Deputy Principal Corporate Services Motheo TVET College, Private Bag X20509, Bloemfontein, 9300 or hand delivered at Motheo TVET College, Central office Corner St George and Aliwal Streets alternatively be sent by e-mail to: recruitment@motheotvet.edu.za
- FOR ATTENTION** : Mr J Ntsane/Ms N Nameka/Ms MD Lebeko Tel No: (051) 014 7850
- CLOSING DATE** : 15 May 2026 (No late applications will be accepted)
- NOTE** : Applicants are required to submit only a completed signed New Z83 form, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae (eg. Indicating positions held, dates and key performance areas/responsibilities. Certified copies of ID, Valid driver's Licence, where applicable, and all other required relevant documents like qualifications, will only be requested from shortlisted candidates on or before the interview date. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One will be practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Correspondence will be limited to shortlisted candidates only. People with disabilities are encouraged to apply. Foreign qualifications must be accompanied by a SAQA evaluation report. Immigrants should apply for work permits before assumption of duty. Successful candidates will be subjected to security screening and may be required to work at other places as may reasonably be required by the College. Motheo TVET College reserves the right to withdraw the mentioned advert. Please consider your application as unsuccessful should you not be contacted within 3 months from the closing date. Failure to comply to this requirement will result in the candidate being disqualified. NB: Candidates whose appointments promote representatively in terms of gender, race and disability will receive first preference.

OTHER POSTS

- POST 14/28** : **INTERNAL AUDITOR REF NO: MOT/DHET/INTER-AUD/CO/2026**
- SALARY** : R338 106 per annum (Level 07)
- CENTRE** : Central Office
- REQUIREMENTS** : A recognised Degree or National Diploma in Internal Auditor/B.Com, Accounting and or related field. 2-years relevant experience. Good understanding of audit processes and audit approaches. A valid driver's license. Good communication skills (verbal and written). Effective report writing. Computer literacy, Registration with the Institute of Internal Auditors (South Africa). Knowledge of the following: Organisational and governmental structures, National Treasury Internal audit framework, Internal audit methodologies. Public sector Risk Management framework, General Recognised Accounting Standards (GRAP) and the Global Internal Auditing Standards.
- DUTIES** : Develop system documentation, walkthrough test and adequacy audit working papers, gather and check the evidence test. Compile testing procedure and audit programmes. Development of Combined Assurance Plans and Implementation plans. Facilitation of Combined Assurance Forum. Perform internal audit engagement in line with the Internal Audit Plan. Present internal audit progress report to various stakeholders. Discuss the audit findings during auditing and compile draft audit reports. Complete monthly time sheets and supervise junior personnel.
- ENQUIRES** : Mr LJ Baleni Tel No: (051) 014 7850
- POST 14/29** : **INTERNAL AUDITOR (COLLEGE COUNCIL POST) REF NO: MOT/TVET/COLLEGE-COUN/INTER-AUD/CO/2026**
- SALARY** : R338 106 per annum (Level 07)
- CENTRE** : Central Office
- REQUIREMENTS** : A recognised Degree or National Diploma in Internal Auditor/B.Com, Accounting and or related field. 2-years relevant experience. Good understanding of audit processes and audit approaches. A valid driver's license. Good communication skills (verbal and written). Effective report writing. Computer literacy, Registration with the Institute of Internal Auditors

(South Africa). Knowledge of the following: Organisational and governmental structures, National Treasury Internal audit framework, Internal audit methodologies. Public sector Risk Management framework, General Recognised Accounting Standards (GRAP) and the Global Internal Auditing Standards.

DUTIES : Develop system documentation, walkthrough test and adequacy audit working papers, gather and check the evidence test. Compile testing procedure and audit programmes. Development of Combined Assurance Plans and Implementation plans. Facilitation of Combined Assurance Forum. Perform internal audit engagement in line with the Internal Audit Plan. Present internal audit progress report to various stakeholders. Discuss the audit findings during auditing and compile draft audit reports. Complete monthly time sheets and supervise junior personnel.

ENQUIRES : Mr LJ Baleni Tel No: (051) 014 7850

POST 14/30 : **STATE ACCOUNTANT: BUDGETING REF NO: MOT/DHET/STA-ACC/CO/2026**

SALARY : R338 106 per annum (Level 07)

CENTRE : Central Office

REQUIREMENTS : A recognised Degree or National Diploma in Financial Management /Accounting/or Cost and Management Accounting. 2years of functional experience in a financial management environment specifically in budgeting and review of a general ledger. A valid driver's license. Good communication skills (verbal and written). Analytical skills and effective report writing. Advanced Computer literacy. In-depth knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, and all relevant policies.

DUTIES : Budget compilation and planning for branches/units. Budget monitoring and expenditure processing, creditors reconciliation. Managing cash flow and performing expenditure analysis. Guiding responsibility managers on budget utilization. Monitoring expenditure against approved budget allocations. Preparing monthly, quarterly and annual budget reports. Assist with audit action plan and audit information.

ENQUIRES : Mr G Odora Tel No: (051) 014 7850

NATIONAL PROSECUTING AUTHORITY

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

- CLOSING DATE** : 13 May 2026
- NOTE** : All applications must be submitted to the relevant Recruitment Response E mails stated below. Applicants must apply by submitting applications on the most recent Z83 form obtainable from any Public Service Department or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/> and a comprehensive CV only (with detailed experience information). Failure to do so will result in your application being disqualified. Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA (only when shortlisted). It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (only when shortlisted). All applications must reach the NPA on/or before the closing date. No late applications will be accepted/processed. Documents should not be password protected, and ZIP files will be blocked. The NPA cannot be held responsible for server delays. All applications must reach the NPA on/or before the closing date. No late applications will be accepted/processed. The applicant's attention is drawn to the fact that the NPA uses an Electronic Response Handling System in terms of e-mailed applications. Please do not contact the NPA directly after you have e-mailed your applications to enquire if your application(s) have been received. If you have not received an acknowledgement of receipt within one week after the closing date, then you can contact the NPA. The NPA reserves the right not to fill any particular position. If you do not hear from us within (6) six months from the closing date of the advert, please accept that your application was unsuccessful. Successful candidates will be subjected to a security clearance of at least confidential. Appointment to this position will be provisional, pending the issue of security clearance. Fingerprints will be taken on the day of the interview. The social media accounts of shortlisted applicants may be accessed as part of the verification process. A valid driver's license will be a requirement where applicable. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments which are, a practical exercise and an integrity (ethical conduct) assessment. SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the NPA. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency-based assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will test generic managerial competencies using the mandated DPSA SMS competency assessment tools. A Pre-entry certificate obtained from the National School of Government (NSG) is required for all SMS applicants for Public Service Act positions in the NPA (SMS pre-entry certificate to be submitted prior to appointment). NPA Act appointments are exempted from the pre-entry certificate requirement. This is a Public Service specific training programme. The name of the course is Certificate for entry into the SMS. The full details can be sourced from the link <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Applicants are advised that from 1 January 2021 a new application form for employment (Z83) is in use. The new application for employment form can be downloaded at www.dpsa.gov.za-vacancies. From 1 January 2021 should an application be received using the incorrect (old) application for employment (Z83), it will not be considered. NB! Applicants who are successful must please note that the NPA is not in a position to pay resettlement costs.
- ERRATUM:** Kindly take that the post of Administrative Officer – OWP: Head Office with Ref No: Recruit 2026/99 advertised in Public Service Vacancy Circular 11 dated 27 March 2026 is hereby withdrawn.

MANAGEMENT ECHELON

- POST 14/31** : **CHIEF FORENSIC ACCOUNTANT REF NO: RECRUIT 2026/112**
National Prosecution Services.
- SALARY** : R1 266 714 per annum (Level 13), (total cost package)
CENTRE : Head Office
REQUIREMENTS : An appropriate B -degree (NQF level 7) in Accounting / Forensic Accounting or equivalent qualification. At least ten (10) years' post experience qualification in Audit, Forensic Accounting or Financial Investigations of which five (5) should be at middle / senior managerial level in a legal/investigative/financial environment related to investigations, financial crime or forensic accounting. Membership or certifications with professional bodies will be an added advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Experience in public sector investigations, litigation and support and providing expert witness testimony. Strong analytical and investigative skills, proficiency in accounting software and data analysis tools. Administration skills. Communication written and verbal. Planning and organizing skills. Customer focus and responsiveness. Problem solving and decision-making skills. Computer skills, such as MS Word, MS Excel, MS Outlook, MS PowerPoint, etc. Ability to work independently and manage multiple projects and strong ethical standards and integrity are required. Attention to detail and high level of accuracy. Knowledge of civil and /or criminal procedure. Able to work extended hours and travel around the country. A valid driver's license.
- DUTIES** : Oversee the implementation of investigation and prosecution plans in respect of financial investigations. Provide guidance to and supervise Forensic Accountants. Leading and management of complex financial investigation, managing teams and providing support and technical advice to prosecutors in the SCCU. Manage and coordinate quality financial investigations. Ensure accuracy and reliability of analysed financial data and safekeeping thereof. Ensure completion and achievements of investigation priorities based on technical and operational targets. Manage internal and external stakeholder relations in financial investigations. Oversee the development of new technologies and methodologies in financial investigations.
- ENQUIRIES** : Bonakele Jali Tel No: (012) 845 6395
APPLICATIONS : e mail: Recruit2026112@npa.gov.za

OTHER POSTS

- POST 14/32** : **DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS REF NO: RECRUIT 2026/111 (X2 POSTS)**
Specialised Commercial Crime Unit
- SALARY** : R1 563 183 per annum (Level 14), (total cost package)
CENTRE : Pretoria
REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least ten (10) years' post qualification experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Admission as an Attorney/Advocate will be an added advantage. Good advocacy and legal drafting skills. Knowledge of civil and/or criminal procedure. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Good interpersonal, analytical, presentation and communication skills. Computer skills. Able to work extended hours. Valid driver's license.
- DUTIES** : To guide investigations and conduct prosecutions of identified cases. To exercise oversight on any decision to prosecute, and to give any necessary advice and report to the Head of the SCCU. To ensure that decisions to prosecute or not prosecute comply with all relevant legal prescripts, the Constitution, and all applicable policies, procedures and directive. To provide high level and well researched opinions and reports to the Head of the SCCU. To manage and direct governance and operations in the SCCU. To monitor and review strategy and operations. To provide enterprise performance reports. To render professional advice to the Head of the SCCU, as required. To ensure that plans are in place to promote good stakeholder and partner engagement. To ensure that the national strategy and annual plan of the SCCU are developed and implemented. To ensure that the regional offices meet targets, continuously analyse, review and monitor operational performance of the offices in order, inter alia, to identify and operational deficiencies and to monitor

the achievement of strategic objectives and annual targets. To develop any performance or delivery improvement plans or make such interventions as circumstances may require. To oversee the development and implementation of appropriate employee performance management systems. To meet with relevant stakeholders on a regular basis in order to effectively execute the mandate of SCCU.

- ENQUIRIES** : Lerato Rakale Tel No: (012) 351 6756
APPLICATIONS : e mail: Recruit2026111@npa.gov.za
- POST 14/33** : **SENIOR PUBLIC PROSECUTOR**
National Prosecutions Service
- SALARY** : R1 242 915 – R1 934 208 per annum (CM-1), (total cost package)
CENTRE : CPP: Vaal Rand (Vanderbijlpark) Ref No: Recruit 2026/113
CPP: Bloemfontein Ref No: Recruit 2026/114
CPP: Bloemfontein (Thaba-Nchu) Ref No: Recruit 2026/115
CPP: Pretoria Ref No: Recruit 2026/116
- REQUIREMENTS** : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight (8) years post qualification legal experience. Five (5) years' experience in legal practice will be an added advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good management skills. Manage, give guidance to and train prosecutors. Proficiency in prosecuting, guiding investigations and giving instructions in reasonably complex or more difficult common law and statutory offences. Able to draft charge sheets and complex court documents. Ability to act independently without constant supervision. Must have good administrative skills.
- DUTIES** : Manage and supervise allocation of work and management of performance for lower level prosecutors including trainee Prosecutor. Train and guide Prosecutors including trainee Prosecutors and stakeholders in preparation of case dockets and deciding on the institution and conduct criminal proceedings. Represent the State in all courts. Present and assist prosecutors including trainee Prosecutors in presentation of state's case court, lead and cross examination of witnesses and address court on inter alia conviction and the like. Attend to representations and complaints. Attend to instructions of the Chief Prosecutor and the Director of Public Prosecutions. Lead Prosecutors towards achieving strategic goals and operational targets set by NPA, DPP office and CPP. Perform all duties including administrative duties related thereto, in accordance with code of conduct, policy directives of NPA. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice.
- ENQUIRIES** : CPP: Vaal Rand (Vanderbijlpark) Motshabi Malabi Tel No: (012) 351 6864
CPP: Bloemfontein & CPP: Bloemfontein (Thaba-Nchu) Lemmer Ludwick Tel No: (051) 410 6001
CPP: Pretoria Godfrey Ramakuela Tel No: (012) 351 6808
- APPLICATIONS** : CPP: Vaal Rand (Vanderbijlpark) e mail: Recruit2026113@npa.gov.za
CPP: Bloemfontein e mail: Recruit2026114@npa.gov.za
CPP: Bloemfontein (Thaba-Nchu) e mail: Recruit2026115@npa.gov.za
CPP: Pretoria e mail: Recruit2026116@npa.gov.za
- POST 14/34** : **SENIOR STATE ADVOCATE REF NO: RECRUIT 2026/117**
Specialised Commercial Crime Unit
- SALARY** : R1 242 915 - R1 934 208 per annum (LP-9), (total cost package)
CENTRE : Mmabatho
- REQUIREMENTS** : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight (8) years post qualification legal experience in civil and/or criminal litigation. Admission as advocate or attorney will be an added advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. High level of proficiency in prosecuting and presenting/arguing cases in court. Experience in guiding criminal investigations and giving instructions in law and statutory offences. Interpersonal skills. Good knowledge of civil and/or criminal procedure. Good advocacy, well developed skills in legal research and legal drafting skills. Knowledge of PFMA, MFMA and money laundering matters. Strong computer skills and knowledge of programs in MS Word, Excel, Outlook and PowerPoint. Written and verbal communication skills. Ability to work independently. Valid driver's licence.

DUTIES : Conduct prosecution on behalf of the State on Serious, complex and organised crime cases, corruption and money laundering matters. Advise the police on the investigation of serious, complex organised crime cases and cyber related matters. Conduct legal research and keep up to date with legal developments. Draft charge sheets and other court documents and represent the State in all courts. Draft heads of arguments and argue appeals. Present cases in court, lead witnesses, cross examine and address the court on conviction and sentence. Appear in motion proceedings and also do appeals and reviews. Generally, conduct prosecution on behalf of the State. Manage performance assessment, mentor and guide work of Junior Advocates. Offers skills transfer to lower court prosecutors and investigating officers. Perform ad hoc duties incidental to middle management services regionally.

ENQUIRIES APPLICATIONS : Flora Kalakosi Tel No: (018) 381 9041
: e mail: Recruit2026117@npa.gov.za

POST 14/35 : **SENIOR STATE ADVOCATE REF NO: RECRUIT 2026/118 (X2 POSTS)**
National Prosecutions Service

SALARY CENTRE REQUIREMENTS : R1 242 915 – R1 934 208.per annum (LP-9), (total cost package)
: DPP: Pretoria
: An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight (8) years post qualification legal experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Five (5) years' experience in legal practice will be an added advantage. Strong interpersonal and communication skills. Decision making ability. Computer literacy and knowledge of programs in MS Office.

DUTIES : Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets, indictments and other court documents. Represent the State in all courts. Prepare cases for court, including the acquisition of additional evidence and draft charge sheets, indictments and court documents. Present the State's case in court, lead and cross examine witnesses, address the court on, inter alia, conviction and sentence. Attend to representations, prepare opinions and head of arguments and argue cases in appropriate court. Appear in court in motion application pertaining to criminal matters and in general conduct prosecution on behalf of the state. Perform all duties related thereto in accordance with the code of conduct policy and directives of the NPA. Mentor and coach junior staff and quality check their work. Participate in the performance assessment of staff being mentored.

ENQUIRIES APPLICATIONS : Godfrey Ramakuela Tel No: (012) 351 6808
: e mail: Recruit2026118@npa.gov.za

POST 14/36 : **SENIOR FORENSIC DATA CASE ANALYST REF NO: RECRUIT 2026/119**
Investigating Directorate Against Corruption
Re-advert

SALARY CENTRE REQUIREMENTS : R1 101 468 per annum (MMS Level 12), (total cost package)
: Pretoria: Head office
: An appropriate B Degree (NQF level 7) Computer Science/ Information Systems/ Statistics/ Forensic Science/ Forensic Accounting/ Policing/ Criminology or related qualification with specialization in data analysis and / or forensic investigations. Minimum of five (5) years' experience in a legal/investigative/financial environment in roles related to investigations, financial crime, forensic accounting or compliance. Vocational training in Anti-Corruption and financial crime/ anti-money laundering/ corruption investigation techniques/ data analysis tools/ cybersecurity/ Digital forensics. Certified Fraud Examiner (CFE), Certified Data Analyst (CDA), Certified Information System Auditor (CISA), Certified Anti-Money Laundering Specialist (CAMS) or other Data Science and Analytics certifications. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent written and verbal communication skills, innovative and proactive. General management and project management Skills. Strategic capability and leadership. People management and empowerment. Customer service and responsiveness. communication skills. Planning and prioritising. Research skills and administration skills.

DUTIES : Facilitate the planning and implementation of data analysis and research. Monitor the collection of data and management thereof. Manage/ conduct quality analysis to support investigation and prosecution of crimes. Undertake

		the compilation and presentation of investigative report. Manage and develop staff.
<u>ENQUIRIES</u>	:	Matodzi Makhari Tel No: (012) 845 6012
<u>APPLICATIONS</u>	:	e mail: Recruit2026119@npa.gov.za
<u>POST 14/37</u>	:	<u>REGIONAL COURT CONTROL PROSECUTOR</u> National Prosecutions Service
<u>SALARY</u>	:	R1 074 222 - R1 742 772 per annum (Level SU-3), (total cost package)
<u>CENTRE</u>	:	CPP: Bloemfontein (Phuthadijhaba) Ref No: Recruit 2026/120 (Re-advert) CPP: Pretoria (Soshanguve) Ref No: Recruit 2026/132
<u>REQUIREMENTS</u>	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least six (6) years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good management skills. Must have the ability to act independently or within minimum supervision. Proficiency in prosecuting, guiding investigation and giving instructions in complex or more difficult common law and statutory offences in Regional and District Court. Draft complex charge sheets and complex court documents. Good management skills. Must manage, give guidance and train prosecutors.
<u>DUTIES</u>	:	Manage, train and give guidance to and train prosecutors. Study case dockets, decide on the institution of and conduct criminal proceedings. Maintenance matters and inquest of a general and more advanced nature in the Regional and District Court. Prepare cases for court and draft charge sheets and other proceedings for court. Present and assist prosecutors to present the State's case in court, to lead witnesses, cross examine and address the court on inter alia, conviction and sentence, and in general to conduct prosecutions on behalf of the State. Perform all duties related thereto in accordance with the code of conduct, policy and directives of the NPA. Assist the Senior Public Prosecutor with the performance assessment of staff. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.
<u>ENQUIRIES</u>	:	CPP: Bloemfontein (Phuthadijhaba) Lemmer Ludwick Tel No: (051) 410 6001
<u>APPLICATIONS</u>	:	CPP: Pretoria (Soshanguve) Motshabi Malabi Tel No: (012) 351 6864 CPP: Bloemfontein (Phuthadijhaba) e mail: Recruit2026120@npa.gov.za CPP: Pretoria (Soshanguve) e mail: Recruit2026132@npa.gov.za
<u>POST 14/38</u>	:	<u>STATE ADVOCATE REF NO: RECRUIT 2026/121 (X3 POSTS)</u> National Prosecutions Service
<u>SALARY</u>	:	R970 221 - R1 600 893 per annum (Level LP- 7 to LP-8), (total cost package)
<u>CENTRE</u>	:	DPP: Gauteng Local Division (STU)
<u>REQUIREMENTS</u>	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five (5) years' post qualification legal experience. At least five years relevant criminal court work experience in advocacy and drafting. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Extensive prosecutorial or litigation experience with regard to common law offences such as fraud, theft, forgery and uttering, commercial crimes and related matters. Proficiency in prosecuting, guiding investigations in complex or more difficult matters, including commercial matters. Knowledge of income Tax Act, Vat Act, Customs and Excise Act. Knowledge and understanding of SARS functions and financial or accounting background. Interpersonal skills, Written and verbal communication skills. Administrative skills. Able to work extended hours. Drafting charge sheets, indictments and court documents, dealing with representations. Valid driver's licence.
<u>DUTIES</u>	:	Study case dockets, make assessments thereof and decide on the institution of prosecution. Deal with any representations. Guide investigations in complex or more difficult tax matters, including commercial matters. Prepare cases for court, including the acquisition of additional evidence and draft charge sheets, indictments, and court documents. Present the State's case in court, lead and cross examine witnesses, address the court on inter alia, conviction and sentence. Manage court and case flow management of cases independently. Study and deal with appeals and reviews. Prepare opinions and heads of argument for complex matters and argue cases in the appropriate court. Appear in court in motion application pertaining to criminal matters and general conduct prosecutions on behalf of the state. Mentor and guide investigating officers, prosecutors, and stakeholders. Assist in keeping proper records,

statistics, and reports. Assist in high profile tax matters or matters where an increased risk element is present. Manage any portfolio assigned by the Deputy Director managing the STU. Consult on a regular basis with all the relevant stakeholders, including SARS officials. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in criminal justice system.

ENQUIRIES : Khensane Manganye Tel No: (011) 220 4266
APPLICATIONS : e mail: Recruit2026121@npa.gov.za

POST 14/39 : **STATE ADVOCATE REF NO: RECRUIT 2026/122**
Asset Forfeiture Unit

SALARY : R970 221 - R1 600 893.per annum (Level LP- 7 to LP-8), (total cost package)
CENTRE : Nelspruit

REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least five (5) years post qualification legal experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Professional and able to work independently. Willing to travel and able to work extended hours. Excellent communication skills. Well-developed skills in legal drafting and advocacy. Good knowledge of Asset Forfeiture Law will be an added advantage. Excellent interpersonal, analytical and presentation skills. Strong computer skills and knowledge of MS Word, Excel, Outlook and PowerPoint. Literacy and numeracy. Valid driver's license.

DUTIES : Civil litigation on behalf of the State regarding all aspects of freezing of property and obtaining final forfeiture confiscation orders. Liaise with prosecutors on cases with asset forfeiture potential. Draft and present asset forfeiture applications in all courts. Train prosecutors and investigators in the use of Asser Forfeiture Law. Keep up to date with legal developments.

ENQUIRIES : Selinah Moloto Tel No: (012) 845 6486
APPLICATIONS : e mail: Recruit2026122@npa.gov.za

POST 14/40 : **SENIOR FINANCIAL INVESTIGATOR REF NO: RECRUIT 2026/123**
Asset Forfeiture Unit

SALARY : R932 292 per annum (MMS Level 11), (total cost package)
CENTRE : Cape Town (George)

REQUIREMENTS : An appropriate B -degree (NQF 7) or Three (3) year Diploma (NQF 6) in one of the following: Forensic Investigations, Forensic Auditing, Criminal Investigation or equivalent. Certified Fraud Examiner will be an added advantage. Minimum Five (5) years' experience in financial investigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Strategic capability and leadership. General management skills. People Management and Empowerment skills. The ability to perform administrative tasks efficiently, effectively, and error free. Excellent written and verbal communication. Ability to plan and organize work and distinguish between urgent and important tasks/activities. Ability to achieve excellence in delivering the planned customer service outcomes (i.e. service levels and standards) for the NPA and ensure the highest level of customer care and customer satisfaction. Ability to identify and solve problems by analyzing situations and apply critical thinking in order to resolve problems and decide on courses of action and implement the solutions developed in order to overcome problems and constraints. Knowledge of legislation and regulations pertaining to public service administration. Computer skills, such as MS Word, MS Excel, MS Outlook, MS PowerPoint, etc.

DUTIES : Conduct case assessments. Conduct case planning. Conduct a detailed financial investigation in high value and complex matters. Undertake stakeholder engagements. Undertake all administration functions.

ENQUIRIES : Joyce Marogoa Tel No: (012) 845 6700
APPLICATIONS : e mail: Recruit2026123@npa.gov.za

POST 14/41 : **DISTRICT COURT CONTROL PROSECUTOR**
National Prosecutions Service

SALARY : R655 854 - R1 508 337 per annum (Level SU-1 to SU-2), (total cost package), (excluding benefits)

CENTRE : CPP: Pretoria Ref No: Recruit 2026/124
CPP: Klerksdorp (Potchefstroom) Ref No: Recruit 2026/125

<u>REQUIREMENTS</u>	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least four (4) years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. The incumbent must have the ability to act independently or with minimum supervision. Proficiency in prosecuting. Experience in guiding investigations and giving instructions in law and statutory offences in Regional court. Good interpersonal skills. Good analytical skills. Good presentation skills. Good project management skills. Valid driver's licence.
<u>DUTIES</u>	:	Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets and other documents and represent the State in all courts. Lead witnesses, cross-examine and address the court on inter alia, conviction and sentence and in general to conduct prosecutions on behalf of the state. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system. Perform all duties related thereto in accordance with the Code of Conduct, Policy, and Directives of the National Prosecuting Authority.
<u>ENQUIRIES</u>	:	CPP: Pretoria Motshabi Malabi Tel No: (012) 351 6864 CPP: Klerksdorp (Potchefstroom) Flora Kalagosi Tel No: (018) 381 9041
<u>APPLICATIONS</u>	:	CPP: Pretoria e-mail: Recruit2026124@npa.gov.za CPP: Klerksdorp (Potchefstroom) e-mail: Recruit2026125@npa.gov.za
<u>POST 14/42</u>	:	<u>REGIONAL COURT PROSECUTOR</u> National Prosecutions Service
<u>SALARY</u>	:	R655 854 - R1 508 337 per annum (Level LP-5 to LP-6), (total cost package), (excluding benefits)
<u>CENTRE</u>	:	CPP: Odi (Bafokeng) Ref No: Recruit 2026/126 CPP: Pretoria Ref No: Recruit 2026/127 CPP: Vaal Rand (Tsakane) Ref No: Recruit 2026/128 CPP: Vaal Rand (Sebokeng) Ref No: Recruit 2026/129 CPP: Vaal Rand (Spring) Ref No: Recruit 2026/130 CPP: Vaal Rand (Vereeniging) Ref No: Recruit 2026/131
<u>REQUIREMENTS</u>	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least four (4) years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. The incumbent must have the ability to act independently or with minimum supervision. Proficiency in prosecuting. Experience in guiding investigations and giving instructions in law and statutory offences in regional court. Good interpersonal skills. Good analytical skills. Good presentation skills. Good project management skills. Valid driver's licence.
<u>DUTIES</u>	:	Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets and other documents and represent the State in all courts. Lead witnesses, cross-examine and address the court on inter alia, conviction and sentence and in general to conduct prosecutions on behalf of the state. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system. Perform all duties related thereto in accordance with the Code of Conduct, Policy, and Directives of the National Prosecuting Authority.
<u>ENQUIRIES</u>	:	CPP: Odi (Bafokeng) Flora Kalagosi Tel No: (018) 381 9041 CPP: Pretoria; CPP: Vaal Rand (Tsakane) CPP: Vaal Rand (Sebokeng); CPP: Vaal Rand (Springs) & CPP: Vaal Rand (Vereeniging) Godfrey Ramakuella Tel No: (012) 351 6808
<u>APPLICATIONS</u>	:	CPP: Odi (Bafokeng) e-mail: Recruit2026126@npa.gov.za CPP: Pretoria e-mail: Recruit2026127@npa.gov.za CPP: Vaal Rand (Tsakane) e-mail: Recruit2026128@npa.gov.za CPP: Vaal Rand (Sebokeng) e-mail: Recruit2026129@npa.gov.za CPP: Vaal Rand (Springs) e-mail: Recruit2026130@npa.gov.za CPP: Vaal Rand (Vereeniging) e-mail: Recruit2026131@npa.gov.za
<u>POST 14/43</u>	:	<u>COMMUNICATIONS OFFICER REF NO: RECRUIT 2026/133</u> Strategy, Operations and Compliance: Chief Directorate Communications
<u>SALARY</u>	:	R338 106 per annum (Level 07), (excluding benefits)
<u>CENTRE</u>	:	Head Office: Pretoria

- REQUIREMENTS** : An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in Graphic Design. Proficiency in Adobe Creative Cloud, InDesign, Photoshop, etc. Minimum two years' relevant experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Able to work under pressure and meet tight deadlines daily. Reliable, interpersonal skills, teamwork. Time management and change management. Good knowledge of government programmes, project management and coordination skills, client orientated and customer focus. Communication skills and computer literacy. Drivers Licence.
- DUTIES** : Content creation. Internal and external communication adhoc duties. Create engaging photo and video content for diverse audience. Story telling through video and photos.
- ENQUIRIES APPLICATIONS** : Isaac Dhludhlu Tel No: (012) 845 6711
e mail: Recruit2026133@npa.gov.za
- POST 14/44** : **ADMINISTRATIVE OFFICER: ASSETS, FLEET & FACILITIES REF NO: RECRUIT 2026/134**
National Prosecutions Service
- SALARY CENTRE REQUIREMENTS** : R338 106 per annum (Level 07), (excluding benefits)
: DDPP: Gqeberha
: An appropriate B Degree (NQF 7) or three (3) year Diploma (NQF 6). Minimum two (2) years relevant experience in Fleet, Facilities and Travel environment. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good communication skills, written and verbal. General computer literacy and knowledge of programs in MS Word, Excel, PowerPoint. Willing to travel and able to work after hours. High level of reliability and able to work independently. Knowledge of PFMA and National Treasury Regulations. A valid driver's license.
- DUTIES** : Provide Asset Management services within the DDPP: Gqeberha and DPP Makhanda areas of responsibility. Monitor the provision of assets management services within the region. Adhere to the delegation of authority, policies and procedures in respect of asset management. Ensure compliance with asset management system. Barcode all new assets upon receipt. Identify redundant assets and complete disposal process. Manage the movement of all assets. Facilitate and manage the annual asset verification process. Ensure that verification additions and disposals are in line with the asset management regulations. Manage/maintain reports of assets where required. Facilitate the process of reporting damages and losses. Provide Fleet Service Management Services within the DDPP and DPP Makhanda areas of responsibility. Monitor the provision of fleet management services within the region. Confirm compliance with the fleet management policy. Report accidents and administer claims. Ensure that fines are dealt with in terms of the approved policies. Monitor monthly fleet vehicle usage reports. Maintain all registers and provide monthly statistics. Ensure that the regional fleet is properly maintained. Reconcile and confirm the correctness of monthly fuel transaction reports. Process and submit monthly log returns. Provide Facilities Management Services within the DDPP Gqeberha and DPP Makhanda areas of responsibility. Monitor the provisions of facilities management services within the region. Report all maintenance issues to the landlord department of Public Works and Head Office. Carry out inspection on building. Facilitate, monitor on facilities management contract as per SLA process and submit monthly vendor performance report. Manage staff in the Assets Fleet and Facilities. Conduct quarterly individual staff assessments. Perform any other duties deemed necessary by supervisor/manager.
- ENQUIRIES APPLICATIONS** : Nosiseko Mabaleka Tel No: (012) 842 1465
: e mail: Recruit2026134@npa.gov.za
- POST 14/45** : **ADMINISTRATIVE OFFICER: LOGIS REF NO: RECRUIT 2026/135**
Strategy, Operations and Compliance: Supply Chain Management
- SALARY CENTRE REQUIREMENTS** : R338 106 per annum (Level 07), (excluding benefits)
: Pretoria: Head Office
: An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Financial Information Systems/ Logistics Management, Purchasing Management, Supply Chain Management, Finance Management or equivalent. Minimum two (2) years' relevant experience in Logistical Information Systems. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of PFMA,

Logistical Information System (LOGIS), Treasury Regulations and Preferential Procurement Policy framework Act. Communication skills, Organising skills and analytical skills. Computer literacy including Microsoft Office (Word, Excel, PowerPoint, Outlook). Ability to work independently and under pressure. Good administration skills.

DUTIES : Administer daily operations for the financial system and provide support. Ensure proper security control in all financial systems (Transversal systems). Implement and enforce segregation of duties in the financial systems. Reviews of users' access rights. Develop and ensure implementation of procedure manuals. Ensure proper financial reporting of the department. Manage user registration on LOGIS. Facilitate and ensure that users are trained, ensure that there is documented request for the system. Ensure that only access to the relevant user area is granted. Manage LOGIS user profiles and challenges. Creation and approval of ICN.

ENQUIRIES APPLICATIONS : Rabelani Makumbane Tel No: (012) 845 6484
e mail: Recruit2026135@npa.gov.za

POST 14/46 : **ADMINISTRATIVE CLERK REF NO: RECRUIT 2026/136**
National Prosecutions Service

SALARY CENTRE REQUIREMENTS : R237 453 per annum (Level 05), (excluding benefits)
: CPP: Welkom
: Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent communication and administrative skills. Report writing skills, good verbal and written communication skills. Customer focus and responsiveness. Excellent administrative skills and problem-solving skills. Good analytical skills. Computer skills such as MS word, Excel, Ms Office suite and Outlook. Flexibility. Document administration, writing skills and task time management skills.

DUTIES : Provide high level administrative support to the office of Senior Prosecutor/District Court Control Prosecutor. Design and keep a well-organized administrative system for the office. Execute a wide variety of administrative tasks. Draft correspondence to members of the public, other organisations, and State departments. Liaise with administration with all matters pertaining to the administrative functioning of the office. Provide administrative support to the legal staff, pertaining to finance, logistical and human resources. Deliver mails, and faxes within the office and render general administrative support such as filing, photocopying, faxing, receiving, and dispatching documents.

ENQUIRIES APPLICATIONS : Lemmer Ludwick Tel No: (051) 410 6001
e mail: Recruit2026136@npa.gov.za

POST 14/47 : **ADMINISTRATIVE CLERK REF NO: RECRUIT 2026/137 (X2 POSTS)**
National Prosecutions Service

SALARY CENTRE REQUIREMENTS : R237 453 per annum (Level 05), (excluding benefits)
: CPP: Pretoria
: Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent communication and administrative skills. Report writing skills, good verbal and written communication skills. Customer focus and responsiveness. Excellent administrative skills and problem-solving skills. Good analytical skills. Computer skills such as MS word, Excel, Ms Office suite and Outlook. Flexibility. Document administration, writing skills and task time management skills.

DUTIES : Render general administration support services such as data capturing of information, verifying of data accuracy, maintaining organized records, generating reports ensuring data integrity and performing administrative tasks. Design and keep a well-organized administrative system for the office. Execute a wide variety of administrative tasks. Draft correspondence to members of the public, other organisations, and State departments. Provide supply chain clerical support services within the component. Provide personnel administration clerical support services within the component. Provide human resource and financial administration support services in the component. Deliver mails, and faxes within the office and render general administrative support such as filing, photocopying, faxing, receiving, and dispatching documents.

ENQUIRIES : Motshabi Malabi Tel No: (012) 351 6864

<u>APPLICATIONS</u>	:	e mail: Recruit2026137@npa.gov.za
<u>POST 14/48</u>	:	<u>FINANCE CLERK REF NO: RECRUIT 2026/138</u> National Prosecutions Services
<u>SALARY</u>	:	R237 453 per annum (Level 05), (excluding benefits)
<u>CENTRE</u>	:	DPP: Mthatha
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Basic numeracy skills. Knowledge of Financial Accounting dealing with processing creditors payments and employee's allowances such as cellphone and S&T. Ability to work independently without constant supervision. Knowledge of Public Finance, PERSAL; BAS and LOGIS. Good communication skills, verbal and written. Planning and organizing skills. Good analytical skills. General computer literacy and knowledge of programs in MS Word, Excel, PowerPoint.
<u>DUTIES</u>	:	Process payments of service providers for the unit. Provide support to Financial Accounting. Manage payment register. Receive all claims and invoices, check correctness and submit to Director: Administration for approval. Capture S & T claims and cell phone claims on PERSAL and BAS system. Administer the petty cash for the office. Submit certified payroll to Head Office on a monthly basis. Track creditors payments on tracking system. Distribute all finance related policies and circulars to officials. Adherent to policies and procedures. Liaise with customers and suppliers. Verify availability of funds and recommend approval of expenditure. Help with compilation of regional budget. Print and distribute expenditure reports to different managers. Compile monthly recons and other reports. Make sure that all processed payment batches are properly filed. Attend to all payment section related queries.
<u>ENQUIRIES</u>	:	Bongiswa Mswenyama Tel No: (047) 501 2696
<u>APPLICATIONS</u>	:	e mail: Recruit2026138@npa.gov.za
<u>POST 14/49</u>	:	<u>ADMINISTRATIVE CLERK REF NO: RECRUIT 2026/139</u> Strategy, Operations and Compliance: Strategy Management Office
<u>SALARY</u>	:	R237 453 per annum (Level 05), (excluding benefits)
<u>CENTRE</u>	:	Pretoria: Head Office
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent. Computer literate (MS Office suite, MS Word, MS Excel MS Power point and MS Project). Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge in administration and general functions. Ability to perform administrative task efficiently and effectively. Able to work independently and also as part of a team. Ability to multi-task and general administrative capabilities including reception duties. Must be able to plan and organize work and distinguish between urgent and important tasks/ activities. Ability to work under pressure. Honesty, highly reliable, hard worker and determined. Interpersonal skills and excellent communication (verbal and written) and administrative skills.
<u>DUTIES</u>	:	Provide general clerical / secretarial support services with the Directorates. Operates office equipment like fax machines and photocopiers. Collect relevant documents to enable the Manager to perform their duties. Ensure the effective flow of information and documents to and from the office of the Director/s. Facilitate travel and accommodation arrangements. Attend to S& Ts' claims for the Directors. Provide inputs in terms of procurement of goods and services. Render administrative support services. Ensure the safekeeping of all documents within the Directorates in line with the relevant legislation and policies. Draft documents as required. File and retrieve documents as required. Provide inputs in terms of the procurement of goods and services. Provide support to the Manager regarding meetings. Collects and compile all necessary documents for the Director/s. Coordinate logistical arrangements for meetings when required. Take minutes during the Directorate's meeting.
<u>ENQUIRIES</u>	:	Makgomo Thupana Tel No: (012) 845 6176
<u>APPLICATIONS</u>	:	e mail: Recruit2026139@npa.gov.za
<u>POST 14/50</u>	:	<u>ADMINISTRATIVE CLERK REF NO: RECRUIT 2026/140 (X2 POSTS)</u> National Prosecutions Service
<u>SALARY</u>	:	R237 453 per annum (Level 05), (excluding benefits)
<u>CENTRE</u>	:	CPP: East London
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Sound planning and organizing skills, written and verbal communication. General computer literacy

- skills and knowledge in programs MS Word; Excel; PowerPoint and Outlook. Good people skills. Strong interpersonal and communication skills. Ability to act independently.
- DUTIES** : Provide high level support service to the office. Design and keep a well-organized administrative system for the office. Provide administrative duties to the office and the unit. Execute a wide variety of administrative tasks pertaining to the provision of support to line functionaries e.g responsible for workflow and document tracking in the office. Type and forward correspondence to Advocates, Prosecutors and other Stakeholders in the institution. Liaise with corporate services with all matters pertaining to the administrative functioning of the office. Provide high level administrative support to the legal staff, logistical and data capturing.
- ENQUIRIES APPLICATIONS** : Mawande Ntsondwa Tel No: (040) 608 6800
: e mail: Recruit2026140@npa.gov.za
- POST 14/51** : **ADMINISTRATIVE CLERK REF NO: RECRUIT 2026/141**
National Prosecutions Service
- SALARY CENTRE REQUIREMENTS** : R237 453 per annum (Level 05), (excluding benefits)
: CPP: Odi (Rustenburg)
: Grade 12 or equivalent. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Sound planning and organizing skills, written and verbal communication. General computer literacy skills and knowledge in programs MS Word; Excel; PowerPoint and Outlook. Good people skills. Strong interpersonal and communication skills. Ability to act independently.
- DUTIES** : Register incoming dockets and scanning thereof. Communicate with Prosecutors in respect of matters dealt with. Generate reports from the ECMS for statistical purposes. Attend to queries on case flow from Prosecutors and SAPS from the ECMS. Provide case administration and document management.
- ENQUIRIES APPLICATIONS** : Flora Kalagosi Tel No: (018) 381 9041
: e mail: Recruit2026141@npa.gov.za

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 filling these positions in line with the approved Employment Equity Plan. All candidates whose appointment/transfer/promotion will promote representativeness are encouraged to apply. Preference will be given to Coloureds, Indians, Whites and persons with disabilities. An indication of representativeness profile by applicants will expedite the processing of applications.

- APPLICATIONS** : You can apply on www.psc.gov.za under “vacancies”. Forward your application/s stating the relevant reference number to: The Acting 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
- CLOSING DATE** : 13 May 2026; 16h30
- NOTE** : Applications must consist of a) A fully completed and signed PDF Z83 application form which came into effect on 1 January 2021 and can be downloaded at www.dpsa.gov.za-vacancies. b) A recent comprehensive PDF CV with a minimum of three (3) contactable referees with 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 personnel suitability checks on recommended candidates. Correspondence will be limited to shortlisted candidates only, thus, if you have not been contacted within 3 months from the closing date of this advertisement, please accept that your application was unsuccessful. Please take note that late applications will not be considered and the OPSC will not be held liable. All shortlisted candidates including SMS shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an integrity (Ethical Conduct) assessment. Following the interview and technical exercise on SMS posts, the Selection Committee will recommend a candidate/s 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 (Nyukela) obtained from the National School of Government (NSG) prior appointment for all SMS appointments is required). Applicants are advised against the use of the old Z83 application form which was valid until 31 December 2020 because it will render such application/s invalid. All shortlisted candidates must avail themselves on the date and time determined by the OPSC. The OPSC reserves the right to fill or not fill any vacant post.

OTHER POSTS

- POST 14/52** : **DEPUTY DIRECTOR: RESEARCH REF NO: DD/R/NW/04/2026**
- SALARY** : R932 292 per annum (Level 11), (all-inclusive package). The package includes a basic salary (70%/75% of package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion of 30%/25% that may be structured in terms of applicable rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.
- CENTRES** : Public Service Commission North-West Provincial Office, Mmabatho
- REQUIREMENTS** : Ideal candidate's profile: The successful candidate must have an appropriate recognized Advanced Diploma/ Bachelor Degree/ Bachelor of Technology degree NQF level 7 in the field of Social Sciences / Monitoring and Evaluation/ Public Administration / Development Management. 3-4 years' experience at an Assistant Director level or equivalent level in Research, Monitoring and Evaluation, Development of Public Administrative Practices, Data Management, Data Analysis, Project Planning and Management. Experience in inspections will be an added advantage. Knowledge of research practices, human resource practices, corporate governance, financial management, public management and administration. Knowledge of project planning. Ability to develop research and monitoring tools. Knowledge of research

methodologies and research software. Report writing skills, presentation skills, analytical skills, project management skills, people management skills, communication skills. Proficiency in the Microsoft Office suite, e.g. Excel, Word and PowerPoint. Must possess a valid driver's license (with exception to people with disabilities) and be willing to travel and work extensively both in a team and with minimal supervision. An understanding of the Constitutional Values and Principles (CVPs) in Section 195 and how these CVPs contribute towards effective public service delivery. An understanding of how the post supports the role of the Public Service Commission (PSC) regarding CVPs.

DUTIES : Conduct service delivery inspections and research. Statistical reporting, data collection and analysis. Conduct Citizens forum, outreaches, awareness and stakeholder engagements. Promote Constitutional Values and Principles in the Province. Conduct monitoring and evaluation of Departmental quarterly and annual performance in the compliance to Constitutional Values and Principles. Provide support in conducting research on Leadership and Human Resource Practices in the Public Service. Provide support to the Organisation through participation in various committees of the Organisation. Evaluate the performance of the North-West Provincial Public Service using indicators and standards for each of the CVPs in Section 195 of the Constitution. Design and develop research projects' proposals and/or project plans. Conduct monitoring and evaluation and research on Public Administration as per the mandate of the PSC. Evaluate Public Administration practices in the Provincial Departments and develop solutions to identified challenges. Conduct service delivery investigations and inspections. Conduct Research in Human Resource Management and Development Practices and develop solutions to identified challenges. Draft reports emanating from the key performance areas, including the report on Compliance of the Constitutional Values and Principles (Section 196).

ENQUIRIES : Mr L Mautlwa Tel No: (018) 384 1000

POST 14/53 : **ASSISTANT DIRECTOR: LEGAL SUPPORT**
(X8 contract posts for 3 to 6 calendar months)
Re-advertisement, applicants who previously applied are encouraged to re-apply

SALARY CENTRE : R487 197 per annum (Level 09), plus 37% in lieu of service benefits
: Limpopo Provincial Office Ref No: ASD/LS/LIM/04/2026
Mpumalanga Provincial Office Ref No: ASD/LS/MP/04/2026
North-West Provincial Office Ref No: ASD/LS/NW/04/2026
Free-State Provincial Office Ref No: ASD/LS/FS/04/2026
Kwazulu-Natal Provincial Office Ref No: ASD/LS/KZN/04/2026
Eastern Cape Provincial Office Ref No: ASD/LS/EC/04/2026
Northern Cape Provincial Office Ref No: Ref No: ASD/LS/NC/04/2026
Western Cape Provincial Office Ref No: ASD/LS/WC/04/2026

REQUIREMENTS : An applicant must be in possession of a Senior Certificate/ Grade 12. An appropriate Bachelor's Degree in Law (NQF Level 7). A minimum experience of 3 years' experience in a legal environment or equivalent experience in a related field including in the private sector. Advanced computer skills in MS Office Suite, including Word, Excel, PowerPoint and Outlook. Good interpersonal relations. Must be assertive, trustworthy, ethical and professional with integrity. 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. Must have a valid driver's license (with exception of disabled applicants).

DUTIES : Conduct legal research and support. Assist in drafting legal opinions for the PSC and OPSC. Assist in providing legal advice and support to the PSC and OPSC. Draft MoU/Contracts and provide secretariat support to the MoU Committee. Provide legal administration support. Provide assistance in relation to legal advisory opinions and coordinate compliance with PAIA & POPIA. Render assistance in the management of litigation processes.

ENQUIRIES : Ms P Ludwaba-Tyeda Tel No: (043) 643 4704 (E/Cape)
Mr S Mlisana Tel No: (051) 448 8696 (Free State)
Ms Y Mtshali Tel No: (033) 023 5958: (KZN)
Ms P Malope Tel No: (015) 023 5900 (Limpopo)
Ms S Abrahams Tel No: (013) 755 4070 (Mpumalanga)
Mr M De Bruin Tel No: (053) 823 6222 (N/Cape)
Mr JL Mautlwa Tel No: (018) 384 1000 (N/west)

Mr M Pretorius Tel No: (021) 421 3980 (W/Cape)

- POST 14/54** : **ASSISTANT DIRECTOR: PROVINCIAL OFFICE SUPPORT**
(X9 Contract Posts For 3 to 6 Calendar Months)
Re-advertisement, applicants who previously applied are encouraged to re-apply
- SALARY CENTRE** : R487 197 per annum (Level 09), plus 37% in lieu of service benefits
: Limpopo Provincial Office Ref No: ASD/POS/LIM/04/2026
Mpumalanga Provincial Office Ref No: ASD/POS/MP/04/2026
North-West Provincial Office Ref No: ASD/POS/NW/04/2026
Gauteng Provincial Office Ref No: ASD/POS/GP/04/2026
Free-State Provincial Office Ref No: ASD/POS/FS/04/2026
Kwazulu-Natal Provincial Office Ref No: ASD/POS/KZN/04/2026
Eastern Cape Provincial Office Ref No: ASD/POS/EC/04/2026
Northern Cape Provincial Office Ref No: ASD/POS/NC/04/2026
Western Cape Provincial Office Ref No: ASD/POS/WC/04/2026
- REQUIREMENTS** : An applicant must be in possession of a: Senior Certificate/ Grade 12. A National Diploma (NQF Level 6) in the field of Social Sciences, Labour Relations/Law/Public Administration/Management, Industrial Psychology, Office Administration/Management, Human Resources Management 2-3 years' experience as State Administration Officer / Administrative Officer / Personal Assistant or equivalent experience in a related field, including in the private sector. 2-3 years' experience in M&E and Research/ Investigations/ Ethics Management at salary level 7/8 or equivalent will serve as added advantage. Advanced computer skills in MS Office Suite, including Word, Excel, PowerPoint and Outlook. Good interpersonal relations. Must be assertive, trustworthy, ethical and professional with integrity. 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. An understanding of the Constitutional Values and Principles (CVPs) in Section 195 and how these CVPs contribute towards effective public service delivery. An understanding of how this post supports the role of the Public Service Commission (PSC) regarding the CVPs. Must have a valid driver's license (with exception of disabled applicants).
- DUTIES** : Provide support and assist in: Conducting investigations of Grievances and Complaints emanating from the Provincial Departments. Handling of cases from National Anti-Corruption Hotline. Collecting and Consolidating the six-monthly grievance reports from Provincial Departments. Advocacy. Monitoring and Evaluation of adherence by Provincial Departments to the Constitutional Values and Principles Governing Public Administration. Professional Ethics. Research Projects. Service Delivery Inspections. Collating information relating to financial misconduct from the Provincial Departments. Management of Financial Disclosure Framework in the Province. Compiling bi-annual report in the implementation of the PSC recommendations and update system and databases. Attend to ad hoc functions as may be directed by the Provincial Director. Corporate service support (human resources management, financial management-expenditure monitoring), supply chain management, cleaning services, records management, facility management, security services, leave administration, PMDS, petty cash management, management of invoices, gift management, asset management, etc.) to the Provincial Director and Commissioner. Perform any duties assigned by the Provincial Director and participate in various committees.
- ENQUIRIES** : Ms P Ludwaba-Tyeda Tel No: (043) 643 4704 (E/Cape)
Mr S Mlisana Tel No: (051) 448 8696 (Free State)
Ms D Nkwanyana Tel No: (010) 023 5784 (Gauteng)
Ms Y Mtshali Tel No: (033) 023 5958 (KZN)
Ms P Malope Tel No: (015) 023 5900 (Limpopo)
Ms S Abrahams Tel No: (013) 755 4070 (Mpumalanga)
Mr M De Bruin Tel No: (053) 823 6222 (N/Cape)
Mr JL Mautlwa Tel No: (018) 384 1000 (N/west)
Mr M Pretorius Tel No: (021) 421 3980 (W/Cape)

POST 14/55 : **ASSISTANT DIRECTOR: COMMUNICATIONS OUTREACH**
(X5 contract posts for 3 to 6 calendar months)
Re-advertisement, applicants who previously applied are encouraged to re-apply

SALARY CENTRE : R487 197 per annum (Level 09), plus 37% in lieu of service benefits
: North-West Provincial Office Ref No: ASD/CO/NW/04/2026
Free-State Provincial Office Ref No: ASD/CO/FS/04/2026
Kwazulu-Natal Provincial Office Ref No: ASD/CO/KZN/04/2026
Eastern Cape Provincial Office Ref No: ASD/CO/EC/04/2026
Western Cape Provincial Office Ref No: ASD/CO/WC/04/2026

REQUIREMENTS : An applicant must be in possession of a Senior Certificate/ Grade 12. A National Diploma (NQF Level 6) in Communications. 2-3 years' working experience in the communications field. Advanced computer skills in MS Office Suite, including Word, Excel, PowerPoint and Outlook. Good interpersonal relations. Must be assertive, trustworthy, ethical and professional with integrity. 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. An understanding of the Constitutional Values and Principles (CVPs) in Section 195 and how these CVPs contribute towards effective public service delivery. An understanding of how this post supports the role of the Public Service Commission (PSC) regarding the CVPs. Must have a valid driver's license (with exception of disabled applicants).

DUTIES : To provide internal communication support. Propose research and write articles for the internal publications. Assist with monitoring and sending out Internal Communication e-mails to staff. Liaise with IT regarding updates on Intranet. Take pictures during internal events. Assist with organizing Information Sessions and other internal events. Photography. Provide External Communication Support. Monitor and analyze newspaper articles daily and advise management on issues requiring immediate attention. Compile and distribute "In the News" to the Provincial based Commissioner and staff. Assist to compile media statements and alerts. Assist with organizing media briefings and other external events including CVP awareness programmes and Ethics and Anti-Corruption Awareness programmes. Assist with branding during events and exhibitions. Assist in updating the media list, management of social media platforms such as livestreaming of PSC of events on Social Media platforms. Assist with managing the PSC's Social Media Accounts (e.g Facebook, Twitter, YouTube and WhatsApp group. Assist with Community outreach and mobilization. Assist in facilitating the resolution of service delivery complaints through engaging all relevant stakeholders. Assist in engaging with the citizens affected by the service delivery issues. Assist with the design and production of branding materials including pamphlets, posters, banners and other promotional material to stakeholders. Provide Administration support. Compile monthly reports. Assist with evidence for quarterly reports and assist with safekeeping of branding materials and equipment such as cameras,

ENQUIRIES : Ms P Ludwaba-Tyeda Tel No: (043) 643 4704 (E/Cape)
Mr S Mlisana Tel No: (051) 448 8696 (Free State)
Ms Y Mtshali Tel No: (033) 023 5958 (KZN)
Mr JL Mautlwa Tel No: (018) 384 1000 (N/west)
Mr M Pretorius Tel No: (021) 421 3980 (W/Cape)

POST 14/56 : **STATE ADMINISTRATION OFFICER TO THE COMMISSIONER: FREE STATE PROVINCIAL OFFICE REF NO: SAO/FS/04/2026**

SALARY CENTRE : R338 106 per annum (Level 07)
: Office of The Public Service Commission, Free-State Provincial Office, Bloemfontein

REQUIREMENTS : Ideal candidate profile: Applicants must be in possession of a Senior Certificate (NQF Level 4). A Bachelor's Degree (NQF 7) or a National Diploma (NQF 6) in Administration, Office Management, Management Assistant, Public Administration or Public Management. 5 years' experience in the Public Sector / Private sector of which at least 3 years must involve providing support service to senior management. Knowledge of the public service regulatory framework and the application thereof. Knowledge of the departmental policies and the application thereof. Advanced Computer Literacy. Microsoft Office Operating System. Operating office equipment. Telephone etiquette. Office etiquette. Office administration. Above average typing skills, including minute taking.

- Good stakeholder liaison, interpersonal and communication skills (verbal and written). Ability to work independently and efficiently under pressure. Approachable/friendly personality. Dedication, loyalty, reliability and honesty. Sense of responsibility. Planning, co-ordinating and organizing. Basic Research. Must have a valid driver's licence with exception of people with disabilities.
- DUTIES** : Rendering administrative support service to the Commissioner. Provide secretarial and personal assistant services to the Commissioner. To control expenditure in the Office of the Commissioner. To coordinate information for the Commissioner's reporting and cluster commitments. Provide personal support to the Commissioner.
- ENQUIRIES** : Mr S Mlisana Tel No: (051) 448 8696
- POST 14/57** : **STATE ADMINISTRATION OFFICER TO THE COMMISSIONER: MPUMALANGA PROVINCIAL OFFICE REF NO: SAO/MP/04/2026**
Re-advertisement, applicants who previously applied are encouraged to re-apply
- SALARY CENTRE** : R338 106 per annum (Level 07)
Office of The Public Service Commission, Mpumalanga Provincial Office, Mbombela
- REQUIREMENTS** : Ideal candidate profile: Applicants must be in possession of a Senior Certificate (NQF Level 4). A Bachelor's Degree (NQF 7) or a National Diploma (NQF 6) in Administration, Office Management, Management Assistant, Public Administration or Public Management. 5 years' experience in the Public Sector/Private sector of which at least 3 years must involve providing support service to senior management. Knowledge of the public service regulatory framework and the application thereof. Knowledge of the departmental policies and the application thereof. Advanced Computer Literacy. Microsoft Office Operating System. Operating office equipment. Telephone etiquette. Office etiquette. Office administration. Above average typing skills, including minute taking. Good stakeholder liaison, interpersonal and communication skills (verbal and written). Ability to work independently and efficiently under pressure. Approachable/friendly personality. Dedication, loyalty, reliability and honesty. Sense of responsibility. Planning, co-ordinating and organizing. Basic Research. Must have a valid driver's licence with exception of people with disabilities.
- DUTIES** : Rendering administrative support service to the Commissioner. Provide secretarial and personal assistant services to the Commissioner. To control expenditure in the Office of the Commissioner. To coordinate information for the Commissioner's reporting and cluster commitments. Provide personal support to the Commissioner.
- ENQUIRIES** : Ms S Abrahams Tel No: (013) 755 4070
- POST 14/58** : **STATE ADMINISTRATION OFFICER TO THE COMMISSIONER: NATIONAL OFFICE REF NO: SAO/NO/04/2026**
- SALARY CENTRE** : R338 106 per annum (Level 07)
Public Service Commission House, Pretoria
- REQUIREMENTS** : Ideal candidate profile: Applicants must be in possession of a Senior Certificate (NQF Level 4). A bachelor's degree (NQF 7) or a National Diploma (NQF 6) in Administration, Office Management, Management Assistant, Public Administration or Public Management. 5 years' experience in the Public Sector / Private sector of which at least 3 years must involve providing support service to senior management. Knowledge of the public service regulatory framework and the application thereof. Knowledge of the departmental policies and the application thereof. Advanced Computer Literacy. Microsoft Office Operating System. Operating office equipment. Telephone etiquette. Office etiquette. Office administration. Above average typing skills, including minute taking. Good stakeholder liaison, interpersonal and communication skills (verbal and written). Ability to work independently and efficiently under pressure. Approachable/friendly personality. Dedication, loyalty, reliability and honesty. Sense of responsibility. Planning, co-ordinating and organizing. Basic Research. Must have a valid driver's licence with exception of people with disabilities.
- DUTIES** : Rendering administrative support service to the Commissioner. Provide secretarial and personal assistant services to the Commissioner. To control expenditure in the Office of the Commissioner. To coordinate information for

ENQUIRIES

the Commissioner's reporting and cluster commitments. Provide personal support to the Commissioner.
: Mr S Giyose Tel No: (012) 352 1145

OFFICE OF THE CHIEF JUSTICE

The Office of the Chief Justice is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1)(i) of the Constitution of South Africa, 1996, the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act55) of 1998) and the relevant Human Resources policies of the Department will be taken into consideration and preference will be given to Women, Persons with Disabilities and youth.



- APPLICATIONS** : **Supreme Court of Appeal:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X20612, Bloemfontein, 9300 or hand deliver applications to the Free State High Court, Corner President Brand and Fontein Street, Bloemfontein, 9301.
Gauteng/Pretoria/Johannesburg: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000. Applications can also be hand delivered to the 12th floor, Cnr Pritchard and Kruis Street, Johannesburg.
Eastern Cape/Mthatha: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Postal Address: Private Bag X13012, Cambridge 5206, East London. Applications can also be hand delivered to 59 Western Avenue, Sanlam Park Building, 2nd Floor, Vincent 5242, East London.
- CLOSING DATE** : 12 May 2026
- NOTE** : All applications must be submitted on a New Z83 form, which can be downloaded on internet at www.judiciary.org.za/ / www.dpsa.gov.za/dpsa2g/vacancies.asp or obtainable from any Public Service Department and should be accompanied by a recent comprehensive CV only; contactable referees (telephone numbers and email addresses must be indicated). Please send your documents in a PDF and put them in one folder. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. All shortlisted candidates for SMS posts will be subjected to a technical 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 panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. Applicants could be required to provide consent for access to their social media accounts. Prior to appointment for SMS, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Each application form must be fully completed, duly signed and initialed on both pages by the applicant. The application must indicate the correct job title, the office where the position is advertised and the reference number as stated in the advert. Failure by the applicant to complete, sign and initial the application form will lead to disqualification of the application during the selection process. Applications on the old Z83 will unfortunately not be considered. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation considered. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification, citizenship checks, reference checks and employment verification). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the advertised post(s). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Failure to submit all the requested documents will result in the application not

being considered during the selection process. All successful candidates will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as be required to undergo a security clearance three (3) months after appointment. The Office the Chief Justice complies with the provisions of the Protection of Personal Information Act (POPIA); Act No. 4 of 2013. We will use your personal information provided to us for the purpose of recruitment only and more specifically for the purpose of the position/vacancy you have applied for. In the event that your application was unsuccessful, the Office of the Chief Justice will retain your personal information for internal audit purposes as required by policies. All the information requested now or during the process is required for recruitment purposes. Failure to provide requested information will render your application null and void. The Office of the Chief Justice will safeguard the security and confidentiality of all information you shared during the recruitment process.

OTHER POSTS

- POST 14/59** : **LAW RESEARCHER REF NO: 2026/05/OCJ (X2 POSTS)**
- SALARY** : R487 197 – R573 897 per annum (Level 09). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Free State High Court: Johannesburg
- REQUIREMENTS** : Applicants should be in possession of an LLB degree or a four-year recognized legal qualification. A minimum of three (3) years' legal research experience. Superior court or litigation experience, An LLM degree and a valid driver's license will serve as an added advantage. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. Knowledge and skills: Excellent research and analytical skills. Report writing and editing skills. Excellent communication skills (written and verbal). Computer literacy (MS Word, Outlook and Internet), (Westlaw, LexisNexis, Jutastat). Planning and organizing. Ability to integrate knowledge from diverse sources. Accuracy and attention to detail. Interpersonal skills. Problems solving skills. Ability to work under pressure. Ability to work independently.
- DUTIES** : Provide support to legal research functions for the Judges and other Court officials. Provide support with legal research on various legal issues, statutes, rules, regulations, and case law. Analyse and apply complex legal principles and provide summaries to the Judges. Provide research support to Judges in the preparation of hearings and trials. Carry out research and retrieve all material from all sources in both hard copy and electronic formats on legal issues as requested by a Judge. Study all the relevant material and provide a thorough analysis thereof. Prepare and compile legal opinions. Provide support to the Judges with legal arguments analysis submitted by litigants and evaluate merits of each argument. Research supporting and opposing case law (precedent) and provide recommendations to the Judges. Review legal issues, arguments, and relevant case law in the form of legal memos. Prepare a comprehensive memorandum on the outcome of the legal research. Provide support with drafting of clear consistent and comprehensive judgments. Provide support to Judges in reviewing and proofreading draft judgment(s) to ensure clarity and accuracy. Proofread all judgments, articles, speeches and conference papers with respect to spelling and grammar. Quality assure all references and footnotes in all judgments and legal articles against the original text to ensure correctness and accuracy. Correct mistakes (typos) with the help of track changes so that Judges can accept or decline any proposed changes. Ensure that Judges are up to date on recent developments in case law, practice directives and legislation. Quality assure the maintenance of knowledge of recent legal developments, new legislation, and relevant case law. provide support to the monitoring of legal journals and ensure that Judges have access to the latest legal information. Keep up breast with recent developments in relevant areas of law, such as legislative changes, new precedents, and emerging legal trends.
- ENQUIRIES** : Technical Related Enquiries: Ms. Ms T Nzimande Tel No: (010) 494 9238
HR Related Enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
- APPLICATIONS** : Applications can be sent via email at 2026/05/OCJ@judiciary.org.za
- NOTE** : The Organisation will give preference to candidates in line with Employment Equity goals.

<u>POST 14/60</u>	:	<u>LAW RESEARCHER REF NO: 2026/06/OCJ</u>
<u>SALARY</u>	:	R487 197 – R573 897 per annum (Level 09). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Supreme Court of Appeal: Bloemfontein Applicants should be in possession of an LLB degree or four-year recognized legal qualification. A minimum of three (3) years legal research experience. Sound knowledge of domestic and international legal databases. A valid driver's license and an LLM degree (full dissertation) will serve as an added advantage. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. Knowledge and skills: Excellent research and analytical skills. Report writing and editing skills. Excellent communication skills (written and verbal). Understanding of the Constitution and relevant legislations. Computer literacy (MS Office). Ability to access and utilize computer research programmes (e.g. Westlaw, LexisNexis, Jutastat). Planning and organizing. Ability to integrate knowledge from diverse sources. Accuracy and attention to detail. Interpersonal and Problems solving skills. Ability to work under pressure and ability to work independently.
<u>DUTIES</u>	:	Perform all legal duties for the Judges to enable them to prepare judgments. Research and retrieve all material from all sources in both hard copy and electronic format on legal issues, as requested by the Judges and other personnel of the Court. Read all the relevant materials and analyse them thoroughly. Discuss all possible variations on a legal point with colleagues and/or the Judge. Prepare a comprehensive memorandum on the outcome of the research. Proofread all judgments, articles, speeches and conference papers. Verify all references and footnotes in all judgments and legal articles against the original text for correctness. Correct documents with the help of track changes to allow for the acceptance/rejection of the proposed changes. Draft speeches, conference notes and legal articles. Monitor and bring to the attention of Judges of the Court recent developments in case law and jurisprudence. Attend to additional duties as assigned.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Ms S Collins Tel No: (051) 492 4623 HR Related Enquiries: Ms N. de la Rey Tel No: (051) 492 4585
<u>APPLICATIONS NOTE</u>	:	Applications can be sent via email to 2026/06/OCJ@judiciary.org.za The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 14/61</u>	:	<u>LAW RESEARCHER REF NO: 2026/07/OCJ</u> Re advert, Candidates who previously applied need not to reapply.
<u>SALARY</u>	:	R487 197 – R573 897 per annum (Level 09). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Supreme Court of Appeal: Bloemfontein Applicants should be in possession of an LLB degree or four-year recognized legal qualification. A minimum of three (3) years legal research experience. Sound knowledge of domestic and international legal databases. A valid driver's license and an LLM degree (full dissertation) will serve as an added advantage. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. Knowledge and skills: Excellent research and analytical skills. Report writing and editing skills. Excellent communication skills (written and verbal). Understanding of the Constitution and relevant legislations. Computer literacy (MS Office). Ability to access and utilize computer research programmes (e.g. Westlaw, LexisNexis, Jutastat). Planning and organizing. Ability to integrate knowledge from diverse sources. Accuracy and attention to detail. Interpersonal and Problems solving skills. Ability to work under pressure and ability to work independently.
<u>DUTIES</u>	:	Perform all legal duties for the Judges to enable them to prepare judgments. Research and retrieve all material from all sources in both hard copy and electronic format on legal issues, as requested by the Judges and other personnel of the Court. Read all the relevant materials and analyse them thoroughly. Discuss all possible variations on a legal point with colleagues and/or the Judge. Prepare a comprehensive memorandum on the outcome of the research. Proofread all judgments, articles, speeches and conference papers. Verify all references and footnotes in all judgments and legal articles against the original text for correctness. Correct documents with the help of track changes to allow for the acceptance/rejection of the proposed changes. Draft speeches, conference notes and legal articles. Monitor and bring to the

		attention of Judges of the Court recent developments in case law and jurisprudence. Attend to additional duties as assigned.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Ms S Collins Tel No: (051) 492 4623 HR Related Enquiries: Ms N. de la Rey Tel No: (051) 492 4585
<u>APPLICATIONS</u>	:	Applications can be sent via email to 2026/07/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 14/62</u>	:	<u>JUDGE'S SECRETARY REF NO: 2026/08/OCJ</u>
<u>SALARY</u>	:	R338 106 - R398 277 per annum (Level 07). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Supreme Court of Appeal: Bloemfontein
<u>REQUIREMENTS</u>	:	Applicants should be in possession of a Grade twelve (12) certificate. An LLB Degree, Bachelor of Law or a minimum of 20 modules completed towards an LLB or BA Law will serve as an added advantage. A minimum of two (2) years' secretarial experience. Experience in a Legal/ Court environment and a valid driver's license will serve as an added advantage. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. Knowledge and skills: Proficiency in English. Good communication skills (verbal and written). Administration and organizational skills. Exceptional interpersonal skills. Ability to meet strict deadlines and to work under pressure. Attention to detail. Customer care service skills and excellent typing skills. Confidentiality and time management. Computer literacy (MS Word) and research capabilities. Confidentiality and time management.
<u>DUTIES</u>	:	Provide general legal secretarial/ legal administrative duties to the Judge. Typing (or formatting) of draft memorandums, directions, opinions, letters for or by the Judge. Manage and type correspondence, judgements and orders for the Judge (including Dictaphone typing). Arrange and diarise appointments, meetings and official visits. Make travel and accommodation arrangements for circuit meetings etc. with the relevant administration unit at the Court. Store, keep and safeguard all case files and update the case files with postponements orders and/ or made by the Judge. Update files with documents received. Update exhibit and witness list in criminal matters. Perform digital recordings of Court proceedings on urgent Court cases after hours or on circuit Court and ensure the integrity of recordings. Accompany the Judge to Court and keep a record of times (start and end times daily, including adjournments. Compile Court statistics daily and ensure accurate updates on the statistical tools. Management of the Judge's vehicle, logbook and servicing thereof. Compile data and prepare reports and documents for assigned Judges as necessary, including expense reports, continuing legal hours, financial disclosure statements and case management. Arrange refreshments for the Judge and his or her visitors and attend to their needs. Manage the Judge's library and the updating of documentation. Execute legal research as directed by the Judge and comply with all Departmental prescripts, policies, procedures and guidelines.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Mr. V.Z J Zwane Tel No: (051) 492 4623 HR Related Enquiries: Ms D.S.J Peters Tel No: (051) 492 4523
<u>APPLICATIONS</u>	:	Applications can be sent via email to 2026/08/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with Employment Equity goals.
<u>POST 14/63</u>	:	<u>ADMINISTRATION CLERK: ASSET CONTROLLER REF NO: 2026/09/OCJ</u>
<u>SALARY</u>	:	R237 453 - R279 708 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Eastern Cape Division of The High Court: Makhanda
<u>REQUIREMENTS</u>	:	Applicants should be in possession of a Grade 12 certificate or equivalent qualification as recognised by SAQA. No experience is required. A valid driver's license will serve as an added advantage. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. Knowledge and Skills: Computer literacy (MS Word/Excel). Good communication skills (written and verbal). Good interpersonal relations, planning and organization skills. Good problem-solving skills. Ability to work under pressure. Good time keeping. Telephone etiquette.
<u>DUTIES</u>	:	Render efficient and effective support to the Court. Facilitate the maintenance of a complete, reliable, and accurate asset register for the Departmental owned

assets. Conduct physical verification of assets to ensure the existence of assets as well as completeness of the asset register. Identify and report stolen or lost assets and unserviceable, redundant, damaged, underperforming, and obsolete assets. Monitor leased assets register and expiring contracts.

ENQUIRIES : Technical Related Enquiries: Ms L Frazer Tel No: (046) 603 5000
HR Related Enquiries: Mr S Mponzo Tel No: (043) 726 5217
APPLICATIONS : Applications can be sent via email to 2026/09/OCJ@judiciary.org.za
NOTE : The Organisation will give preference to candidates in line with the Employment Equity goals.

POST 14/64 : **SECURITY OFFICER REF NO: 2026/10/OCJ (X4 POSTS)**

SALARY : R170 226 – R200 523 per annum (Level 03). The successful candidate will be required to sign a performance agreement.

CENTRE : Gauteng Division of The High Court: Pretoria
REQUIREMENTS : Applicants should be in possession of Grade 10 or equivalent qualification as recognised by SAQA. Basic Security Officer's course registered with PSIRA. A minimum of one-year experience in security industry. A valid Driver's license will serve as an added advantage. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. Knowledge and Skills: Good communication skills (verbal and written). Good interpersonal and public relation skills.

DUTIES : Ensure that the outsourced security officers render an efficient and effective service to the court on a daily basis. Ensure that all security and biometrics system put in place function effectively and efficiently within the buildings on a daily basis. Meet the outsourced security officials every morning to get report of the performance of security and biometric system on a daily basis. Report all incidents around the Court premises to the relevant authorities immediately. Treating all clients, Court users and colleagues equally and professionally. Capture the biometrics data for new personnel and delete for personnel leaving the Department. Attend meetings with SAPS, EMS, Fire brigade and TMPD during high profile cases. Attend meetings with outsourced Security Officials every month to evaluate security performance at the Court on daily basis. Ensure that no liquor /video cameras allowed in the building unless permission granted. Assist and monitor the performance of the outsourced security officials during peak hours and high-profile cases. Review camera footages and save the incidents. Monitor all access points for effective access control. Monitor all movements, events, and activities within the Department's premises using CCTV equipment. Undertake building inspections and conduct primary patrols to identify, assess, and verify conditions. Apply emergency procedures (in situations like bomb scares, riots etc.) and alert emergency services and Department management. Monitor and respond to alarm system. Update the information on the occurrence book/ register as and when required. Liaise with supervisor to verify the information recorded and ensure information is correct. Crowd control by informing the security officials of the floors overcrowded. Ensure no property of the Court leaves the building without authorisation. Assist the outsourced security officials in controlling the number of visitors entering the Court premises in groups. Request and accompany during the sweeping of the building by the bomb squad prior to VIPs entering the premises and before the Court term starts. Conduct building inspections and patrols. Ensure that everyone entering the building is subjected to access control procedures.

ENQUIRIES : Technical Related Enquiries: Mr P Nkone Tel No: (012) 492 6796
HR Related Enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
APPLICATIONS : Applications can be sent via email at 2026/10/OCJ@judiciary.org.za
NOTE : The Organisation will give preference to candidates in line with Employment Equity goal

DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

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

- APPLICATIONS** : Applications can be submitted by email to the relevant email and by quoting the relevant reference number provided on the subject line. Acceptable formats for submission of documents are limited to MS Word, PDF. Candidates must submit applications to recruitment8@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e., "REF NO: CD – FS&C"
- CLOSING DATE** : 15 May 2026 at 16:00. Applications received after the closing date will not be considered.
- NOTE** : Applications must quote the relevant reference number and consist of: A fully completed and signed Z83 form and a recent comprehensive CV. Submission of copies of qualifications, Identity document, and any other relevant documents will be limited to shortlisted candidates only. All non-SA citizens will be required to submit proof of permanent residence in South Africa when shortlisted. Personnel suitability checks will be done during the selection process. Applicants could be required to provide consent for access to their social media accounts. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 1 month of the closing date of this advertisement, please accept that your application was unsuccessful. In the pursuit of diversity and redress, appointments will be made in line with the DSBD EE Plan. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The successful candidate will be required to sign a performance agreement within three months of appointment, as well as complete a financial interest declaration form within one month of appointment and annually thereafter. The Department reserves the right not to fill or withdraw any advertised post. Note: a new application for employment (Z83) form is applicable from 01 January 2021. The new form can be downloaded online at <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>

MANAGEMENT ECHELON

- POST 14/65** : **CHIEF DIRECTOR: FUNDING SUPPORT AND COORDINATION REF NO: CD – FS&C**
- SALARY** : R1 494 900 per annum (Level 14)
- CENTRE** : Pretoria
- REQUIREMENTS** : A Senior Certificate, undergraduate qualification on NQF level 7 as recognised by SAQA in Development Finance / Economics / Financial Accounting / Corporate Finance / Business Leadership / Business Administration / Public Administration or equivalent/related. An Honours qualification in addition to the above will be an added advantage. Possess a minimum of 5 years of experience at a senior managerial level with some in Development Finance or Funding Support and Coordination environment. Experience of having worked in the environment that is audited annually (External Auditors and Internal Auditors) and demonstrate a level of compliance with set rules. Demonstrate knowledge of the Constitution, Public Service Act, 1994, Public Administration Management Act, 2014, Public Finance Management Act, 1999, Treasury Regulations and the National Development Plan. A compulsory pre-entry into the Senior Management Service Certificate from the National School of Government will be required before assumption of duty (<https://thensg.gov.za/training-course/sms-pre-entry-programme>). Display competencies in contracting and management of service level agreements, negotiate and communicate with stakeholders and clients (service providers and beneficiaries) from diverse backgrounds, sound decision-making that provides for integration during stressful situations and Analyse information on a multi-dimensional level (lateral and out-of-the-box).
- DUTIES** : Lead and assume responsibility for the coordination of funding opportunities for MSMEs and Cooperatives. Negotiate and mobilise public and private sector funding for MSMEs and Co-operatives and coordinate implementation thereof. Oversee the development of funding policy, supporting norms and standards

(standardized requirements) and implementation thereof, inclusive of a payment tracking platform for MSMEs and Co-operatives. Oversee the design of blended financial support initiatives that supports business growth for MSMEs and Co-operatives. Champion advancement of competitiveness for informal businesses, Co-operatives and MSMEs through an integrated approach across the provincial and local government structures. Communicate with internal and external stakeholders, drive the mandate of the department and lead complex discussions without compromising the integrity of the Department. Lead and manage operations, financial, human and physical resources of the chief directorate

ENQUIRIES

: Enquiries for all advertised posts should be directed to the recruitment office at Mr. Maanda Ndou at 072 242 6245 and Ms. Nthabiseng Mahlangu at 072 197 7511

DEPARTMENT OF TRADE, INDUSTRY AND COMPETITION

- APPLICATIONS** : Applications can be submitted: Via e-mail to applications@thedtic.gov.za (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.
- CLOSING DATE** : 13 May 2026
- NOTE** : 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 www.gov.za, 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. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection panel for Senior Management Services (SMS) positions 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 on SMS level 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:<https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. No appointment on SMS level 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. The dtic reserves the right not to fill any advertised position(s). The dtic is an equal opportunity and affirmative action employer, and candidates whose appointment will promote representivity, will be given preference.
- ERRATUM:** Kindly note that the EE requirements for the Internship Programme, advertised in Public Service Vacancy Circular 13 dated 17 April 2026, should read: In terms of the dtic's EE requirements, preference will be given to candidates whose appointments will promote representivity"

MANAGEMENT ECHELON

- POST 14/66** : **DIRECTOR: AGRO-PROCESSING 2 REF NO: IC&G-102**
Overview: To lead and manage the development and growth of the Agro-processing sectors
- SALARY CENTRE REQUIREMENTS** : R1 266 714 per annum, (all-inclusive remuneration package)
: Sunnyside, Pretoria
: A qualification at NQF level 7 as recognised by the SAQA in Agriculture or Agro-processing studies/ Economics / Commerce. 5 years' experience at a middle / senior managerial level in the Agriculture or Agro-processing environment in both public or private sector. Key Requirements: Development of Agro-processing sector strategy. Development and Promotion of Priority Niche Agro-Sectors (Cannabis, Rooibos, Beverages, Wine, Horticulture, Red Meat and Piggery). Increase value added processing by small business. Stakeholder management. Research and analysis. Direct and Manage the Directorate. Monitoring and Evaluation.
- DUTIES** : Provide leadership in the development of the Agro-processing sector strategy. Develop the furniture industry strategy, organic produce industry strategy and Rooibos and Honey bush products strategy. Provide leadership in the development of Agro-processing sector policies. Manage and direct the Agro-processing Industrial Policy Planning process. Engage in continual policy

advocacy and co-ordination in the Agro-processing sector. Development and Review of National Agro-processing framework and technical support to Agriculture & Agro-processing Master Plan. To establish a coordinated, cross-sectoral framework that strengthens South Africa's Agro-processing value chains, enhances competitiveness, promotes transformation, and drives export growth. Development and implementation of Hemp and Cannabis Master Plan. Present the framework to the relevant departments. Facilitate the access of the dtic support programmes by small scale food processor. Identify potential small enterprise to be targeted for support. Build and maintain strong relationships with the stakeholders. Establish contact and set up information sharing session with other units in the dtic Liaising, consulting and networking with appropriate and relevant stakeholders for developing joint programs. Represent the department in all forums and focus addressing Agro-processing challenges. Provide analysis of the value chain in the Agro processing sector. Consolidate all research findings to formulate Agro processing sector procedure and strategy in line with Industrial Policy. Manage strategic planning for the directorate. Develop the strategic focus and policy direction for the directorate. Ensure the maintenance of effective internal administration of the directorate, e.g. the filing of all documents, the maintenance of records, approval of procurement and expenditure and all reporting requirements. Continuously review policies and methodologies and benchmark against international best practice. Manage consultants appointed to conduct studies Provide support with the implementation of programmes.

ENQUIRIES : Ms U Pitse Tel No: (012) 394 1563 / L Mdashe Tel No: (012) 394 3103 / V Mazibuko Tel No: (012) 394 5608

NOTE : In terms of the dtic's EE requirements, preference will be given to African males, African Females and persons with disabilities.

POST 14/67 : **DIRECTOR: INFRASTRUCTURE MANAGEMENT REF NO: CMSB-137**
 Overview: To provide strategic leadership, tactical oversight, and operational management of the Department's ICT infrastructure environment that enables the dtic to fulfil its mandate.
 Re-advertised with the correct key requirements. Applicants who previously applied need not re-apply and will still be considered.

SALARY CENTRE REQUIREMENTS : R1 266 714 per annum (Level 13), (all-inclusive remuneration package)
 : Sunnyside, Pretoria
 : Qualification at NQF level 7 in Computer Science, Informatics, Computer Engineering, or a relevant qualification. 5 years of relevant experience at a middle/senior managerial level in an ICT environment. Key Requirements: Experience leading ICT infrastructure, platforms, and operations. Proven experience managing enterprise servers, storage, networks (fixed & wireless), telephony, and end-user computing. Experience in capacity planning, performance optimisation, backup, disaster recovery, and business continuity. Experience managing SLAs, OLAs, and vendor/service provider relationships (including SITA/GITOC). Experience in infrastructure configuration, change, incident, and problem management. Experience preparing technical and strategic inputs for MTEF, business plans, and budget submissions. Experience managing large ICT programme budgets and assets. Strong stakeholder engagement with executives, campus tenants, SOEs, and other government entities. People management experience, including building technical capability and managing multidisciplinary teams. Knowledge of IT governance, security standards, Microsoft platform, operating systems, and system administration.

DUTIES : Strategic Planning & Alignment: Lead multi-year infrastructure strategy and roadmap; translate strategy into operational plans and KPIs. Provide inputs into business planning, MTEF and budget processes, monitor implementation. Infrastructure Platforms & Technology Management: Manage physical, virtual and cloud server platforms, storage and databases. Oversee networks, telephony, collaboration platforms and end-user device lifecycle management. Service Management, Configuration & Performance: Govern configuration management and infrastructure baselines; lead capacity planning and performance optimisation. Manage incident, problem and change processes and ensure effective backup, DR and business continuity services. Vendor, SLA & Outsourcing Governance: Define and monitor SLAs/OLAs with external providers and internal units; manage vendor performance and escalations. Stakeholder Management: Engage executives, business units, SITA, GITOC, SSA and campus tenants; prepare infrastructure performance and governance reports. Directorate Management & Capability Development: Manage financial

- resources, assets and human resources of the directorate; promote innovation, accountability and service excellence
- ENQUIRIES** : Ms U Pitse Tel No: (012) 394 1563 / L Mdashe Tel No: (012) 394 3103 / V Mazibuko Tel No: (012) 394 5608
- NOTE** : In terms of the dtic's EE requirements, preference will be given to African males and persons with disabilities.

OTHER POSTS

- POST 14/68** : **ASSISTANT DIRECTOR: RESOURCE BASED INDUSTRIES REF NO: IIAF & A-031**
 Overview: To provide an investment promotion service in the Resource Based Industries (Agro-Processing, Aquaculture, Mining & Downstream Mineral Beneficiation)

- SALARY** : R605 742 per annum (Level 10), (Commencing salary)
- CENTRE** : Sunnyside, Pretoria
- REQUIREMENTS** : A qualification at NQF level 7 in Business Management /Investment /Finance /Economics/Marketing or relevant qualification. 3-5 years' experience in Industry/Marketing / Finance in both private or public sector or relevant Environment. Key Requirements: Experience in investment promotion or sector development. Understanding of agro-processing, aquaculture, mining or mineral beneficiation value chains. Experience in lead identification, preliminary project packaging and investor engagement. Stakeholder management with provinces, industry and export councils. Research and analytic skills for initial project assessment and sector trend analysis. Familiarity with CRM and project tracking systems for investor pipelines. Project coordination skills and basic financial monitoring experience. Good written and verbal communication skills and ability to travel as required.

- DUTIES** : Attraction, retention and expansion of investment: Provide inputs into recruitment strategies; support implementation of promotion programmes and investor targeting. Lead generation and project marketing. Identify and authenticate leads; prepare initial investment project lists and support packaging for conferences. Stakeholder management: Engage and maintain relations with public and private stakeholders and build partnerships. Customer relations management: Support CRM quality assurance and follow up on investment enquiries and leads. Sub-directorate support: Assist with reporting, monitoring operational risks and administrative management.

- ENQUIRIES** : Ms U Pitse Tel No: (012) 394 1563 / L Mdashe Tel No: (012) 394 3103 / V Mazibuko Tel No: (012) 394 5608

- NOTE** : In terms of the dtic's EE requirements, preference will be given to African Males, Coloured Males, White Males and persons with disabilities.

- POST 14/69** : **ASSISTANT DIRECTOR: LIQUOR LAW & POLICY REF NO: CCRB-049**
 Overview: To provide technical support in the development of policies, legislation, regulations and review of the Liquor law environment

- SALARY** : R605 742 per annum (Level 10), (Commencing salary)
- CENTRE** : Sunnyside, Pretoria
- REQUIREMENTS** : Qualifications: Minimum: A qualification at NQF level 7 in Law / Politics / Economics or relevant qualification. Experience: Minimum: 3-5 years' experience in Law, Politics, Economics in public or private environment. Training: Minimum: Computer Literacy (MS Office packages) Project Management Legislative and regulatory framework. Key Requirements: Knowledge and understanding of Public Service Regulations, Public Service Act, PFMA and Treasury Regulations and Liquor Act 59 of 2003.

- DUTIES** : Provide support in the development of policies and legislations related to Liquor law regulations. Provide inputs into the development of policies and legislation or other legal prescripts related to Liquor law and regulations. Provide inputs on draft policy document based on research material and consultations conducted. Facilitate stakeholder consultations by inviting, confirming attendance, attending and taking minutes in stakeholders' consultations. Produce all recorded material from consultations and guiding on principles agreed upon in the consultations. Provide administrative support in the facilitation of the Cluster and Parliamentary process for introducing the policy or bill into Cluster, Cabinet and Parliament, and for gazetting. Facilitate the coordinating of legislative drafting process and participate in various legislative development processes. Conduct desktop research for domestic and international policies processes on Liquor law and Policy. Collate research

material, case law, articles in relation to Liquor Law and Policy. Compile report based on research material in the preparation of inputs into the position papers for domestic and international policy processes. Facilitate the preparation, compilation and consolidation of the dtic' positions on policies and legislation of other government departments. Provide inputs in the compilation of the presentations for intergovernmental fora, workgroups and public events. Organise and participate in domestic liquor related engagements and participate in international engagements. Provide inputs into research conducted on policies, bills, amendments and regulation on Liquor law and policy. Stakeholder Management. Compile and update stakeholder database. Submit documents meant for public consultations to key stakeholders. Liaise with stakeholders on the provision of inputs timeously. Conduct education and awareness campaign. Compile a draft response to queries from the public and key stakeholders on liquor related matters. Provide support to the directorate in conducting education and awareness workshops on Liquor legislation. Provide secretariat to the National Liquor meetings. Organise engagements with National and Provincial departments, Provincial Boards and industry on liquor matters. Prepare agenda for the meetings. Prepare briefing packs for the meetings. Capture meetings' deliberations and resolutions and follow up on the activities and resolution adopted.

ENQUIRIES : Ms U Pitse Tel No: (012) 394 1563 / L Mdashe Tel No: (012) 394 3103 / V Mazibuko Tel No: (012) 394 5608

NOTE : In terms of the dtic's EE requirements, preference will be given to African Males, Coloured Males and Females, White Males.

POST 14/70 : **PERSONAL ASSISTANT REF NO: ODG-018**
 Overview: To provide a secretarial and administrative function to the Chief-Director and facilitate the smooth administrative operation within the Chief Directorate: Chief Risk Officer.

SALARY CENTRE REQUIREMENTS : R338 106 per annum (Level 07), (Commencing salary)
 : Sunnyside, Pretoria
 : Senior Certificate with a Secretarial Certificate or Diploma. 1-2 years' Experience in a Secretarial or Office Management Environment. Key Requirements: Experience performing advanced typing, minute-taking and record-keeping. Experience managing diaries, scheduling appointments and coordinating meetings. Experience drafting routine correspondence, briefings and reports. Experience in managing travel arrangements, accommodation and claims processing. Experience handling procurement of office requirements and monitoring office expenditure. Experience providing high-level reception and telephone management with discretion. Ability to collate and scrutinise submissions and prepare briefing notes and agendas. Good organisational, communication and interpersonal skills; attention to detail.

DUTIES : Receive calls, perform advanced typing and operate office equipment; finalise enquiries and manage telephone discretion. Compile realistic schedules of appointments and coordinate engagements. Ensure flow and safekeeping of documents; collate progress, monthly and management reports; draft routine documents. Prepare meeting packs, record minutes/decisions, follow-up on actions and prepare briefing notes for the manager. Collect and coordinate documents related to the manager's budget; monitor expenditure and assist with MTEF inputs. Arrange travel, accommodation and meeting logistics; procure stationery and ensure the office is properly furnished. Maintain filing systems, manage document safekeeping and retrieve documentation for audits.

ENQUIRIES : Ms U Pitse Tel No: (012) 394 1563 / L Mdashe Tel No: (012) 394 3103 / V Mazibuko Tel No: (012) 394 5608

NOTE : In terms of the dtic's EE requirements, preference will be given to African Males, Coloured Females, Coloured Males, Indian Females, Indian Males and White Males.

DEPARTMENT OF TRANSPORT

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

- APPLICATIONS** : Department of Transport, Private Bag X193, Pretoria, 0001 or hand deliver at the 159 Forum Building, Cnr Struben and Bosman Street, Pretoria for attention Recruitment Unit. Room 4034 or email to: Recruitment@dot.gov.za or at e-recruitment system: erecruit.transport.gov.za. Note: email applications must be sent as one attachment to avoid non-delivery of the email and only quotes the name of the post you are applying for on the Subject Line as directed on the post note.
- CLOSING DATE** : 29 May 2026
- NOTE** : Applications must be accompanied by a completed new Z83 form, obtainable from any Public Service Department, (or obtainable at). Applicants must fill in full new Z83 form part A, B, C, and D. A recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and dates). Applicants will submit certified copies of all qualifications and ID document on the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process; the logistics will be communicated to candidates prior to the interviews. Recommended candidates will also be required to attend a Psychometric Assessments as part of the recruitment process. Recommended candidates will also be required to generic managerial competency assessment after the interviews also take a note that National School of Governance (NGS) has introduce compulsory SMS pre-entry certificate with effect from 01 April 2020 as Minimum Entry Requirements for Senior Management Services (submitted prior to appointment) and can be accessed through the following link: <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate must disclose to the Director-General particulars of all registrable financial interests, sign a performance agreement and employment contract with the Director-General within three months from the date of assumption of duty. The successful candidate must be willing to sign an oath of secrecy with the Department. Applicants will be expected to be available for selection interviews and assessments at a time, date and place as determined by the Department. An offer letter will only be issued to the successful candidate once the following has been verified educational qualifications, previous experience, citizenship, reference checks and security vetting. Please note: Correspondence will only be entered into with short-listed candidates.

MANAGEMENT ECHELON

- POST 14/71** : **DIRECTOR: AIR TRANSPORT REF NO: DOT/HRM/2026/21**
Branch: Civil Aviation
- SALARY** : R1 266 714 per annum, (all-inclusive salary package), of which 30% can be structured according to individual's needs.
- CENTRE** : Pretoria
- REQUIREMENTS** : A qualification at NQF 7 qualification as recognised by SAQA in Transport and Logistics Management / Transport Management/ Transport Economics / Public Administration with minimum of 5 year's working experience at a middle/senior managerial level in the aviation sector. Knowledge and skills: Understanding of global and regional aviation landscape. Thorough understanding of the role of aviation in the national economy. Thorough understanding of the international civil aviation system and the role of International Civil Aviation Organisation (ICAO). An understanding of regional initiatives as embodied by the African Union (AU) and the new partnership for Africa's Development (NEPAD), African Civil Aviation Commission (AFCAC), SADC Civil Aviation Committee, SADC Aviation Safety Organisation, etc. Negotiation and problem-solving skills. A

		proven leadership and management skills. Report writing skills. A demonstrated ability to lead and manage teams, projects and budgets. Communication; Financial Management; Strategic capability & leadership; people management and empowerment; Project/Programme management; Client orientation and customer focus.
<u>DUTIES</u>	:	Maintain and enhance South Africa's position on bilateral air transport. Manage all aspects relating to licensing and permits, safety and security. Participate in project teams to achieve a multi-disciplinary approach to meet set objectives of the Department and South Africa. Manage the resources of the Directorate.
<u>ENQUIRIES</u>	:	Ms Elizabeth Mpye Tel No: (012) 309 3446
<u>POST 14/72</u>	:	<u>DIRECTOR: ROAD ASSET AND QUALITY MANAGEMENT REF NO: DOT/HRM/2026/23</u> Branch: Road Transport
<u>SALARY</u>	:	R1 266 714 per annum, (all-inclusive salary package), of which 30% can be structured according to individual's needs.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria A qualification at NQF 7 qualification as recognised by SAQA in Civil Engineering with a minimum working experience of 5 years at a middle/senior managerial level within the road infrastructure development field. Knowledge and Skill: A sound knowledge and experience in the development of the road infrastructure standards and guidelines. Knowledge and understanding of the guidelines and specifications relevant to civil engineering in South Africa. Extensive knowledge and understanding of the road infrastructure development and roads supervision. Knowledge and understanding of the National Land Transport Act, Engineering, Management and Leadership skills. Knowledge and understanding of the Road Transport Committees. Knowledge of the transport sector. Deep knowledge and understanding of the road asset and quality management. Background on Civil Engineering Infrastructure. Compilation of technical reports and advisory. Coordination of stakeholders and forums. Knowledge of the Public Finance Management Act (PFMA). Report writing skills. Presentation skills. Communication; Financial Management; Strategic capability & leadership; people management and empowerment; Project/Programme management; Client orientation and customer focus; Change management.
<u>DUTIES</u>	:	Develop road asset management performance indicators. Conduct and maintain an audit of existing road asset management systems. Determine and set minimum standards and requirements for road asset management systems at all levels of authority. Enter into memorandum of understanding with road authorities for timely upgrading of information on pavement, gravel and bridge management systems in line with framework and funding requirements. Mobilise funding sources to ensure authorities are able to update information on their systems. Develop the South African road asset management policy and guidelines. Develop and manage a centralized road asset management system. Manage and coordinate road infrastructure safety audits and quality assurance. Coordinate a safety audit strategy and framework with all key role players and stakeholders. Manage and monitor the implementation of infrastructure safety audits. Manage road quality assurance and traffic signage. Coordinate disaster management programmes. Develop road sector and disaster preparedness and response plans. Develop road resource inventory database. Maintain liaison with provinces on and treasury on funding for disaster relief. Manage the resources of the Directorate. Provide guidance and adequate support to staff and ensure capacity development of staff in the Directorate. Ensure compliance with all administrative requirements, regulations, rules and instructions pertaining to the Directorate. Establish and maintain governance and administrative system's continuity within the work of the Directorate. Ensure performance agreements are in line with business plan. Prepare and submit implementation plans. Authorise expenditure. Monitor quality control of work. Ensure the compilation of the annual report, annual performance plan and strategic plan of the Directorate. Monitor budget levels. Monitor the planning, organising and delegation of work. Ensure monitoring & evaluation is carried out in all areas of the Directorate.
<u>ENQUIRIES</u>	:	Mr L Malapane Tel No: (012) 309 3543

POST 14/73 : **DIRECTOR: ROAD INFRASTRUCTURE PLANNING AND COORDINATION**
REF NO: DOT/HRM/2026/24
Branch: Road Transport

SALARY : R1 266 714 per annum, (all-inclusive salary package), of which 30% can be structured according to individual's needs.

CENTRE : Pretoria

REQUIREMENTS : A qualification at NQF level 7 as recognised by SAQA in Civil Engineering with a minimum of 5 years' experience at a middle/senior managerial level within the road infrastructure development field. Knowledge and Skill: A sound knowledge and experience in the development of the road infrastructure standards and guidelines. Knowledge and understanding of the National Land Transport Act. Engineering; Management and Leadership. Knowledge and understanding of the COTOs. Sound knowledge of the PFMA, DORA and the Treasury regulations. Computer literate (Design and GIS). Project Management skills. Analytical and problem-solving skills. Communication; Financial Management; Strategic capability & leadership; people management and empowerment; Project/Programme management; Client orientation and customer focus; Change management.

DUTIES : Determine road management strategies for effective network development across the three spheres of government. Develop road management strategies for the 6 different classes of roads as per RISFSA reclassification. Ensure implementation of best practice delivery models for roads development and management across authorities with carrying capacities across the spheres. Develop and facilitate detailed project planning for nationally driven road projects. Manage the handling of inquiries and road infrastructure queries. Manage road freight corridor development and networks. Provide a road freight data management service. Manage the planning and operation of the overload control network. Manage the development of intermodal facilities. Facilitate and monitor overload control strategy implementation programmes. Support freight logistics strategy to achieve national and regional objectives. Promote the integration of NMT into public transport system and NMT designs, vehicle standards and guidelines. Facilitate the development and integration of NMT master plans on all three spheres of government. Develop and promote the use of alternative NMT and IMT transport systems. Research, benchmark and promote new NMT technologies in accordance with the Copenhagen resolution on climate change. Develop and monitor NMT designs, vehicular standards and guidelines. Develop, update and implement rural roads development strategy and programmes. Assess and contribute to the infrastructure components of rural municipalities' IDP's road projects (Preparation of the master plan for roads to ensure full connectivity to all rural areas and towns). Develop and manage intergovernmental co-ordinating mechanisms for effective road delivery at the municipal sphere and horizontally-DOT / COGTA / NT/ SALGA. Monitor and evaluate rural road development programme. Manage the resources of the Directorate. Ensure compliance with all administrative requirements, regulations, rules and instructions pertaining to the branch. Establish and maintain governance and administrative system's continuity within the work of the branch. Develop financial reports for forecasting, trending and results analysis. Prepare and submit implementation plans. Evaluate projected spending plans. Monitor quality control of work. Ensure the compilation of the annual report and strategic plan of the chief directorate. Monitor the planning, organising and delegation of work. Ensure monitoring & evaluation is carried out in all areas of the chief directorate.

ENQUIRIES : Mr L Malapane Tel No: (012) 309 3543

OTHER POSTS

POST 14/74 : **DEPUTY DIRECTOR: RISK AND BUSINESS CONTINUITY REF NO:**
DOT/HRM/2026/24
Branch: Office of The Director-General
Directorate: Risk Management
(24 Months Contract)

SALARY : R932 292 per annum (Level 11)

CENTRE : Pretoria

REQUIREMENTS : A qualification at NQF level 6 as recognised by SAQA in Risk Management / Auditing with three 3 years' experience at a management or Assistant Director level in Risk Management or Compliance or Ethics and Business Continuity Management. Knowledge And Skills: Knowledge of the Public Finance and

Management Act (PFMA), Knowledge and understanding of Treasury Regulations and guidelines, Public Service Anti-Corruption Strategy and departmental anti-corruption measures, Knowledge of the principles and practice of risk management, Preferential Procurement Policy Framework Act, 5 of 2000 ("PPPFA"), Knowledge and understanding of National Treasury Risk Management Framework, Internal control and assurance, ERM concepts, frameworks and methodologies, Knowledge of Risk Maturity Model (IRMSA), Knowledge of risk management policies and, procedures Knowledge of risk management principles and practice, Knowledge Business Continuity Management environment, Knowledge of ethics Management policies and procedures, Knowledge of Public Sector Ethics Management Framework, Knowledge of Public Sector Compliance Management Framework, Knowledge of Business Continuity Institute's Good Practice Guidelines. Communication – Verbal & Written Communication. Computer literacy. Governance related information. Financial Management. Strategic capability & leadership (SCL). People management & empowerment (PME). Project/Programme Management (PPM). Client orientation & customer focus. Change management. Willing to be available after hours. A valid Driver's License.

DUTIES

: Develop and implement the Business Continuity Ethics and Compliance Risk Management Frameworks, Strategies and Protocols. Define the internal and external context and stakeholders of the department. Develop and implement methodologies, models and systems. Facilitate the development of the business continuity plan with other role players within the department ensuring alignment with the emergency plan and disaster recovery plan. Plan, coordinate and implement policies, controls processes and procedures. Conduct business impact analysis identifying threats in various business units. Coordinate with other relevant directorates for the implementation of ethics programs in the department. Coordinate the identification of ethics risks in the department. Institutionalize and facilitate the embedding of the ethics, Business Continuity and Compliance Management in the department. Establish and maintain an ethical philosophy and culture within the department. Conduct awareness and training programmes on ethics management, business continuity management and compliance management to capacitate officials. Coordinate the various operational committees (Ethics Committee, Business Continuity Response Committee). Coordinate the activities of the Business Continuity Response Committee and perform the Secretariat function. Coordinate the activities of the Ethics Management Committee and perform the Secretariat function. Coordinate the reporting by the various committees to the Risk Management Committee, the progress on the various components. Identify the relevant training needs for the committee members. Compile reports for the committees. Monitor and evaluate the effectiveness and efficiency of the business continuity management framework and embedded practices. Assess the effectiveness of the business continuity management process. Compile a review report and present reports to relevant committees. Guide and oversee business continuity management process. Manage the resources of the Sub-directorate. Monitor and ensure effective and efficient co-ordination of activities. Provide input into the Budget of the Directorate. Evaluate and monitor performance and appraisal of employees. Compile, maintain and monitor the sub-directorate's strategic, annual performance plan / operational plans. Manage the assets of the Sub directorate.

ENQUIRIES

: Mr Myrain Mopayi Tel No: (012) 309 3533

POST 14/75

: **ASSISTANT DIRECTOR: RISK AND BUSINESS CONTINUITY REF NO: DOT/HRM/2026/25**
 Branch: Office of The Director-General
 Directorate: Risk Management
 (24 Months Contract)

SALARY CENTRE REQUIREMENTS

: R487 197 per annum (Level 09), plus 37% in lieu of benefits
 : Pretoria
 : A qualification at NQF level 6 as recognised by SAQA in Risk Management or Auditing with three 3 years' experience at a supervisory or practitioner level in internal Audit or Risk Management. Knowledge And Skills: Knowledge of the Public Finance and Management Act (PFMA), Knowledge and understanding of Treasury Regulations and guidelines, Public Service Anti-Corruption Strategy and departmental anti-corruption measures, Knowledge of the principles and practice of risk management, Preferential Procurement Policy Framework Act, 5 of 2000 ("PPPFA"), Knowledge and understanding of

National Treasury Risk Management Framework, Internal control and assurance, ERM concepts, frameworks and methodologies, Knowledge of Risk Maturity Model (IRMSA), Knowledge of risk management policies and procedures Knowledge of risk management principles and practice, Knowledge Business Continuity Management environment, Knowledge of ethics Management policies and procedures, Knowledge of Public Sector Ethics Management Framework, Knowledge of Public Sector Compliance Management Framework, Knowledge of Business Continuity Institute's Good Practice Guidelines. Communication – Verbal & Written Communication. Computer literacy. Governance related information. Financial Management. Strategic capability & leadership (SCL). People management & empowerment (PME). Project/Programme Management (PPM). Client orientation & customer focus. Change management. Willing to be available after hours. A valid Driver's License.

DUTIES : Develop, implement and maintain a risk management system. Provide support Risk Management Committee, Ethics Management Committee and Combined Assurance Forum. Conduct Capacity building initiatives. Implement Business Continuity, Compliance Management, Combined Assurance and Ethics Management Review of the Ethics Management framework, Business Continuity Management framework, Combined Assurance framework and Compliance Management framework. Develop and implementation of the Compliance universe, Compliance Management plan, Combined Assurance Plan and Business Continuity plan. Prepare quarterly reports for Compliance Management, Combined Assurance forum and Business Continuity forum to Risk Management, Audit Committee and EXCO. Facilitate awareness programmes for Business Continuity, Ethics Management, Compliance Management and Combined Assurance. Provide administrative support to the Directorate.

ENQUIRIES : Mr Myrain Mopayi Tel No: (012) 309 3533

POST 14/76 : **OFFICE ADMINISTRATOR GRADE II REF NO: DOT/ HRM/2026/22**
Branch: Various

SALARY CENTRE REQUIREMENTS : R338 106 per annum (Level 07), all-inclusive
: Pretoria
: A recognised NQF level 6 qualification by SAQA in Office Management and Technology/ Secretariat/ Management Assistant/ Public Management/ Administration/ Business Management with 2 years' experience in rendering support service to senior management. Knowledge and Skills: Computer Literature Certificate. Administration Skills Certificate. Record Keeping. Communication Skills. Excellent written and verbal abilities. Ability communicates with all cultures at all levels. Have a positive open, friendly disposition in all communications. Confidence, confidentiality and reliability is essential. Computer Literacy. Experience of Corel and Microsoft, in order to communicate computer-wise in any given situation. Ability to use the internet. E-mail (electronic diaries, scheduling of meetings). Administrative Abilities. Successful handling of documents and correspondents. Successful coordination of the office. Client satisfaction, both internal and external.

DUTIES : Provide a support services to the Chief Director; Answer and record telephone/facsimile/email activity on behalf of the Chief Director as well as screen calls; Record and deal with queries from public and personnel in the department; create a database of clients with respect to contact information, line of business and other information. Attend to documentation (filing, tracking, update and disposal thereof); Receive documentation, acknowledge receipt, apply file number/ allocation, record data into computer system, file appropriately; Perform document tracking for all documentation; Keep record of incoming and outgoing documents. Perform general office administration; Sent and receive faxes, email receive and dispatch items and do photocopying; obtain relevant quotes and order supplies; Type letters, agendas, minutes and other correspondences as necessary. Assist in organising meeting, workshops, seminars and conferences. Prepare for meetings (arrange venues, refreshments, equipment's copy relevant literature; Buy refreshments supplies for the office. Chief User Clerk; Complete and sign VAS 2 forms; Order stationery, equipment and furniture for the office; Monitor office orders.

ENQUIRIES : Ms Neo Mogotlana Tel No: (012) 309 3912

NATIONAL TREASURY

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



<u>APPLICATIONS</u>	:	To apply visit: https://erecruitment.treasury.gov.za/eRecruitment
<u>CLOSING DATE</u>	:	15 May 2026 at 12:00 pm (Midday)
<u>NOTE</u>	:	Effective from 7 April 2021, the National Treasury now utilises an e-Recruitment System which means all applicants must login/register to apply for positions, we only accept hand delivered/posted applications should an applicant prove that he/she tried to apply via e-Recruitment with no success and the National Treasury ICT unit was unable to assist. The applicant's profile on the e-Recruitment is equivalent to the newly approved Z83, and it is the responsibility of applicants to ensure their profiles are fully completed or their applications will not be considered, as per the DPSA Practice Note. Certain documentation will still be required to be uploaded on the system such as copies of all qualifications including National Senior Certificate/Matric certificate, ID, etc., however these documents need not be certified at point of application, however certification will be required prior to attending the interview. Please note: All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. It should be noted that the National Treasury does not support the use of Artificial Intelligence (AI) in any of its recruitment and selection processes and will disqualify an application if it picks up the use of AI when completing assessments without acknowledging the source of information. Successful completion of the Nyukela Public Service SMS Pre-entry Programme as endorsed by the National School of Government, available as an online course on https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ , prior to finalisation of appointment, is a requirement for all SMS positions. For SMS positions certain candidates may be required to undergo additional Psychometric Assessments. All qualifications, criminal and SA citizenship checks will be conducted on all short-listed candidates and, where applicable, additional checks will be conducted in line with the new DPSA Directive effective 01 April 2024. By submitting your application, it also means you consent to the National Treasury processing your information for Human Resources Management purposes. It is the applicant's responsibility to have all their foreign qualifications (this includes O and A level certificates) evaluated by the South African Qualifications Authority (SAQA), at your own expense. Upon appointment, successful candidates will be required to sign a Performance Agreement within 3 months from date of appointment and for candidates whose appointment exceeds 12 calendar months will be appointed on probation for the period of twelve (12) calendar months excluding leave taken as prescribed by Public Service Regulation 68. The status of your application will be visible on the e-Recruitment system. However, if you have not received feedback from the National Treasury within 3 months of the closing date, please regard your application as unsuccessful. Note: The National Treasury reserves the right not to fill the below-mentioned posts, withdraw or to put on hold a position and/or to re-advertise a post. All queries must be submitted via email addressed to the Human Resources Recruitment Support Team on Recruitment.Enquiries@treasury.gov.za . The National Treasury is compliant with the requirements of POPIA.

OTHER POSTS

POST 14/77 : **DEPUTY DIRECTOR: CORPORATE GOVERNANCE (SCHEDULE 3A & 3C AND SCHEDULE 2 & 3B) REF NO: S049/2026**

Division: Asset And Liability Management (ALM)

Purpose: To promote sound corporate governance practices within public entities reporting to the Minister of Finance in compliance with the Public Finance Management Act (PFMA), Companies Act, Memorandum of Incorporations, Founding legislation and any other governance prescripts.

SALARY : R1 101 468 per annum, (all-inclusive)

CENTRE : Pretoria

REQUIREMENTS : A Grade 12 is required, coupled with a coupled with LLB degree or equivalent to four-year Bachelor's Degree in law (equivalent to NQF level 8). A minimum 4 years' experience of which 2 years should be at an Assistant Director level or equivalent working experience obtained in public entities corporate governance environment. Knowledge and experience in application of the PFMA, Companies Act, King Code and other relevant prescripts. Knowledge of government policies and frameworks governing public entities.

DUTIES : Public Entity Prescripts Review: Develop and review National Treasury public entity oversights framework, governance protocols, compliance matrix, etc. Review and or provide inputs on the review of the public entities enabling legislation, memorandum of incorporation, dividend policies, and remuneration policies, etc. Promote Good Corporate Governance: Provide recommendations on appointment of members of boards and executive management in line with the entities enabling legislations or memorandum of incorporations. Provide recommendations on remuneration of executive and non-executive directors of public entities in line with remuneration guidelines, and policies as well as applicable legislation. Provide recommendations on the performance evaluations of boards. Coordinate annual general meetings and provide advice on matters to be transacted at the annual general meetings. Public Entities Compliance Monitoring: Facilitate the submission and maintain a database of annual performance plans, corporate plans, strategic plans, shareholder compacts, and annual reports. Monitor compliance with enabling legislation, PFMA, Companies Act King Code and other relevant prescripts through review the corporate governance aspects of the annual performance plans, corporate plans, strategic plans, shareholder compacts, and annual reports. Review and process applications in terms of section 52,55 and 92 of the PFMA applications from public entities. Provide inputs on the tabling of annual performance plans, corporate plans, strategic plans, shareholder compacts, and annual reports. Maintain a database on dividends declared and received by government emanating from the SOE's projected dividends within a particular MTEF. Provide governance services to all other schedule 2 and 3Bs entities. Coordination of Contingent Liability: Provide secretariat services to the Fiscal Liability Committee.

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

POST 14/78 : **DEPUTY DIRECTOR: TRANSPORT, DEFENCE AND GENERAL SECTOR REF NO: S050/2026**

Division: Asset And Liability Management (ALM)

Purpose: To exercise oversight over Schedule 2 and 3B national government business enterprises (SOEs) in the transport, defence and general sector. Participate in and inform policy making in respect of the restructuring of SOEs in the transport, defence sector and general sectors.

SALARY : R1 101 468 per annum, (all-inclusive)

CENTRE : Pretoria

REQUIREMENTS : A Grade 12 is required, coupled with a minimum National Diploma (equivalent to NQF level 6) in Finance or Economics. A Bachelor's Degree (equivalent to NQF level 7) in any of the above disciplines is an added advantage. A minimum of 4 years' experience, of which 2 years should be at an Assistant Director level or equivalent obtained in the transport, defence, and/or general sectors. Knowledge and experience of the PFMA. Experience in financial policy analysis and strategic planning. Knowledge of financial management and experience of mergers and acquisitions. Knowledge and experience of government policy frameworks.

DUTIES : Restructuring of SOEs: Conduct research pertaining to the restructuring of SOEs in the transport, defence, and general sectors. Review of the restructuring/turnaround plans of the SOEs in the transport, defence, and

general sectors. Participate in the restructuring of SOEs in the transport, defence, and general sectors with other departments. Provide strategic inputs on the repositioning and restructuring initiatives of SOEs. Monitoring Oversight over SOEs: Analyse the financial statements and corporate plans of the SOEs in the transport, defence, and general sectors. Participate in the review and development of government legislation and regulations, including but not limited to PFMA and NT Regulations. Analyse the alignment of the corporate plans of SOEs in transport, defence, and general sectors and compare them to policy objectives. Analyse industry trends in the transport, defence, and general sectors. Exercise ongoing oversight over Schedule 2 and 3B SOEs in the transport, defence, and general sectors. PFMA Oversight: Analyse and draft responses to PFMA applications from SOEs in the transport, defence, and general sectors. Review of Contingent Liabilities: Assess guarantee requests from SOEs in transport, defence, and general sector. Provide inputs and justifiable reasons for the approval or disapproval of particular guarantee requests.

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

POST 14/79 : **DEPUTY DIRECTOR: PUBLIC FINANCE REF NO: S056/2026**

Division: Public Finance (PF)

Purpose: To provide technical guidance to national departments and state-owned agencies on fiscal and financial matters pertaining to the evaluation of policy proposals and spending plans in monitoring expenditure against service delivery targets and trends.

SALARY : R1 101 468 per annum, (all-inclusive)

CENTRE : Pretoria

REQUIREMENTS : A Grade 12 is required, coupled with a minimum National Diploma (equivalent to NQF level 6) or A Bachelor's Degree (equivalent to NQF level 7) in Economics or Accounting or Public Finance or Social Sciences. A minimum 4 years' experience of which 2 years should be on an Assistant Director level or equivalent obtained budgetary and financial management. Knowledge and experience of the public sector budgetary and expenditure framework. Knowledge of sector financial processes, budgeting and MTEF process. Knowledge of regulatory directives like the PFMA and Treasury Regulations.

DUTIES : Budget Analysis and Financial Planning: Provide guidance to client departments in their preparation of annual budget submissions and related budget documentation. Analyse the annual MTEF submissions of departments and devise corrective steps pertaining to budget documentation, which include the Medium-Term Budget Policy Statement, Appropriation Bill, Budget Review and Estimates of National Expenditure. Contribute to the budget process nationally and evaluate the departments' requests for roll-over funds, additional funds, programme structure changes, NRF drawings, shifting of funds and suspension of funds. Monitor Expenditure Plans against Service Delivery Targets: Monitor compliance and alignment to the prescribed PFMA and Treasury Regulations and guide stakeholders on its interpretation for the correct implementation and application, thereof. Perform in-year analysis and advice on expenditure plans and trends to enhance the financial gains and effectiveness within departments. Monitor the achievements of departments' against service delivery plans and set targets. Verify programme and projects outputs for alignment based on the successes administered by departments. Follow-up on findings and concerns emanated from the Auditor-General's reports and parliamentary working committees on department's financial affairs. Analyse Policy and Monitor Implementation: Perform policy analysis and monitor the correct implementation in line with the prescribed legislative framework. Contribute to policy enhancements by providing strategic solutions for applications within the sectors. Provide guidance and support on key policy determinations within the relevant sector. Benchmarking and Research: Initiate benchmarking exercises with reputable government departments on the latest trends, globally. Perform research on the latest interventions pertaining to policy development, financial planning, expenditure monitor, etc. Engage stakeholders on the latest work processes and key developments pertaining to sectoral, national and state-owned entities/ agencies.

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

<u>POST 14/80</u>	:	<u>DEPUTY DIRECTOR: MONITORING AND EVALUATION REF NO: S054/2026</u> Division: Office of The Director-General (ODG) Purpose: To facilitate the development and implementation of Department's operational plans in the monitoring, evaluation and reporting on the departmental annual performance and operational plans against planned performance compliance in alignment with the reporting regulatory framework. Re-Advertisement, Applicants who applied previously must re-apply
<u>SALARY CENTRE REQUIREMENTS</u>	:	R932 292 per annum, (all-inclusive) Pretoria A Grade 12 is required, coupled with a minimum National Diploma (equivalent to NQF level 6) or Bachelor's Degree (equivalent to NQF level 7) in Public or Business Administration or Management or related fields. A minimum 4 years' experience of which 2 years should be at an Assistant Director level or equivalent obtained in strategic monitoring and planning of business in alignment with operation requirements. Knowledge and experience of the consolidation of Departmental Performance and Strategic Plans. Knowledge and experience of the Governments Policy Framework. Knowledge of strategic management and policy analysis. Ability to evaluate and analyse information for policy development and application of policies.
<u>DUTIES</u>	:	Departmental Strategic and Annual Performance Plans: Co-ordinate the development, implementation and maintenance of the Departmental Annual Performance Plan framework and divisional operational plans. Analyse and assess strategic and annual performance plans for the correct alignment, thereof. Assist in the development and implementation of performance indicators and measurements for the Department. Assist in the compilation of a comprehensive feedback report outlining discrepancies that must be addressed and integrated in future Strategic and Annual Performance Plans. Monitoring, Evaluation and Reporting: Provide inputs to systems and tools for the utilisation in the monitoring and evaluation of the Department's performance and operations management framework. Monitor and evaluate the reporting framework and report on the Department's performance in compliance with the relevant regulatory requirements. Coordinate the Departmental evaluation mechanism for strategic and operational programmes. Monitor progress against strategic and annual performance plans of business units and performance assessment action plans. Policy Development, Research and Benchmarking: Assist in the development and implementation of best practices planning, monitoring and reporting systems and mechanisms. Assist in the development, implementation and review of a governance framework for quality assurance, oversight and performance standards. Monitor the implementation of performance guidelines and frameworks and advice stakeholders accordingly. Coordinate the implementation of annual outcomes and impact reporting. Stakeholder Engagement: Engage internal and external stakeholders on the implementation plans pertaining to planning, monitor evaluation and reporting. Engage with stakeholders in the coordination and progress of the implementation of developmental and process enhancements. Engage with strategic partners in the support of implementation processes pertaining to monitoring, evaluation and reporting outcomes. Contribute to the governance of the Departmental Strategic, Annual Performance and Operational Plans, for a streamlined process.
<u>ENQUIRIES</u>	:	enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za
<u>POST 14/81</u>	:	<u>ECONOMIST: PROVINCIAL FISCAL FRAMEWORK REF NO: S053/2026</u> Division: Intergovernmental Relations (IGR) Purpose: To assist with the policy formulation and planning of provincial budgets, through collating and manage of databases.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R605 742 per annum, (excluding benefits) Pretoria A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) in Economics or Public Finance Management or Public Management. A minimum 3 years' experience in Public Financial Management system in South Africa. Knowledge of applicable public finance legislative and regulatory framework. Knowledge of basic public sector budgeting principles. Computer literate with basic knowledge of the use of spreadsheets (MS Excel). Good written and verbal communication skills.

DUTIES : Manage Database for Equitable Share Formula: Collect information and update the equitable share formula. Maintain the database for the provincial equitable share formula. Assist with refinement of the fiscal framework equitable share model. Develop and provide analytical reports in support of the model, and forecast different scenarios the fiscal framework equitable share. Provincial Fiscal Framework: Assist with technical analyses in reaching decisions relating to provincial equitable shares. Provide inputs into the development and drafting of analytical reports impacting on the provincial fiscal framework. Database design: Provide concepts in the preparation of tables, spreadsheets and presentation format of the fiscal framework equitable share formula database. Intergovernmental Co-ordination and Publications: Assist with the compilation of information required for the annual IGFR. Provide inputs of data for reports to TCF and Budget Council Meetings.

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

POST 14/82 : **ECONOMIST: FORECASTING REF NO: S052/2026**
Division: Economic Policy and International Cooperation (EPIC)
Purpose: To assist with the provision of quarterly forecasts of the South African economy over the MTEF period and maintain the National Treasury Quarterly Model (QMOD) for sound policy analysis and advice to stakeholders.

SALARY CENTRE REQUIREMENTS : R605 742 per annum, (excluding benefits)
: Pretoria
: A Grade 12 is required, coupled with a minimum National Diploma (equivalent to NQF 6) or Bachelor's Degree (equivalent to NQF 7) in Economics or Mathematics or Statistics or Econometrics. A minimum 3 years' experience obtained within an economic modelling environment.

DUTIES : Quarterly Forecasts over the MTEF: Assist with the compilation of a pre-determined forecast model based on the performance of the South African economy. Draft forecasting explanatory memoranda to debrief stakeholders on the main aspects of the economic projection. Assist in providing different simulations on forecasts on economic growth and tax related models based on the revenue expectations for a specific financial year. Maintain Economic Models: Assist with the updating of economic models. Assist with the development of new models in alignment with policy and related needs. Consult stakeholders on new initiatives on the maintenance of models. Policy Analysis and Development: Provide theoretically sound and well researched reports and memos that link model outcomes to specific policy questions. Develop presentations and engage stakeholders. Inform internal and external stakeholders on new developments in impacting on the economic modelling world and illustrate their usage. Stakeholder Engagement and Research: Engage clients on new developments pertaining to projection tools impact the SA economy. Initiate research and engage with internationally recognised institutions on latest trends pertaining to model development.

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

POST 14/83 : **ADMINISTRATIVE ASSISTANT: OFFICE OF THE DIRECTOR-GENERAL REF NO: S046/2026**
Division: Office of The Director-General (ODG)
Purpose: Facilitate the administration and office management of the Office of the Director-General.

SALARY CENTRE REQUIREMENTS : R280 278 per annum, (excluding benefits)
: Pretoria
: A Grade 12 is required. A minimum of 12 months experience is required obtained in an administrative environment, Exposure to electronic document tracking or registry systems. Basic knowledge of computer literacy.

DUTIES : General Office Support: General communication management. Scheduling and coordination of schedules for the Heads of the Directorates. Oversee and organise logistical arrangements related to meetings and events for Heads of Directorates. Oversee and organise the travel coordination of claims for the O-DG. Filing Administration: File all documents electronically and hardcopy for required archiving. Handle confidential documents with utmost discretion. General Assistance: Perform photocopying and scanning for the Heads of the Directorate. Ensure the necessary office equipment and stationery is procured for the O-DG.

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

DEPARTMENT OF WATER AND SANITATION

<u>APPLICATIONS</u>	:	Interested applicants must submit their applications via the online link https://erecruitment.dws.gov.za
<u>CLOSING DATE</u>	:	13 May 2026
<u>NOTE</u>	:	Other related documentation such as copies of qualifications, identity document, driver's license etc need not to accompany the application when applying for a post as such documentation must only be produced by shortlisted candidates during the interview date in line with DPSSA circular 19 of 2022. With reference to applicants bearing professional or occupational registration, fields provided in Part B on the online Z83 must be completed as these fields are regarded as compulsory. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. Shortlisted candidates will be subjected to suitability checks (SAQA verification, reference checks criminal and credit checks). SAQA evaluation certificate must accompany foreign qualifications (only when shortlisted). Applications that do not comply with the above-mentioned requirements will not be considered. All shortlisted candidates pertaining to Senior Management Services (SMS) posts will be subjected to a technical and competency assessment and a pre-entry certificate obtained from the National School of government is required prior to the appointment. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Candidates will be required to complete a financial disclosure form and undergo security clearance. Foreigners or dual citizenship holders must provide a police clearance certificate from country of origin (only when shortlisted). The Department of Water Sanitation is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996) the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Correspondence will be limited to short-listed candidates only. If you do not hear from us within three (3) months of this advertisement, please accept that your application has been unsuccessful. Faxed applications will not be considered. The department reserves the right not to fill these positions. Women and persons with disabilities are encouraged to apply and preference will be given to the EE Targets.

MANAGEMENT ECHELON

<u>POST 14/84</u>	:	<u>DIRECTOR: COMPLIANCE MONITORING AND ENFORCEMENT REF NO: LOCMA 09</u> Branch: Limpopo-Olifants Catchment Management Agency Division: Water Resource Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 266 714 per annum (Level 13), (all-inclusive salary package) Polokwane A Bachelor's Degree in Natural Science / Engineering / Environmental / Environmental Law relevant NQF level 7 qualification. Six (6) to (10) ten years' experience in compliance monitoring and enforcement environment of which five (5) years' experience must be at a middle / senior managerial level. The disclosure of a valid unexpired driver's licence. Negotiation skills, presentation skills, knowledge of relevant Acts, project and programme management.
<u>DUTIES</u>	:	Provide strategic direction in the development and implementation of compliance monitoring and enforcement policy, strategies, norms, regulations, standard operating procedures within the catchment management area. Ensure compliance monitoring and enforcement to all water use license condition within the catchment management area. Ensure enforcement on non-compliance to the water use license condition. Provision of business planning and general management for the directorate.
<u>ENQUIRIES NOTE</u>	:	Mrs FL Lamola at (083) 273 2494 The Limpopo-Olifants Catchment Management Agency is a Public Water Resource Management Agency, established in line with the provisions of the National Water Act, 1998 (Act no 36 of 1998) (NWA) and National Water Policy for South Africa. It is an entity of the National Department of Water and

Sanitation. Employees appointed in the CMA have similar employment terms and conditions as those of employees appointed in terms of the Public Service Act, though not employed in terms of the Public Service Act.

- POST 14/85** : **DIRECTOR: WATER USE AUTHORISATION REF NO: LOCMA 10**
Branch: Limpopo-Olifants Catchment Management Agency
Division: Water Resource Management
- SALARY** : R1 266 714 per annum (Level 13), (all-inclusive salary package)
CENTRE : Polokwane
REQUIREMENTS : A Bachelor's Degree in Natural Sciences (Hydrology/Ecology/ Zoology/ Botany/ Chemistry/Microbiology etc) B Tech Degree in Environmental Management relevant NQF level 7 Qualification. Six (6) to (10) years' experience in Water Use Authorization of which five (5) years' experience at a middle/senior managerial level in water resource environment. The disclosure of a valid unexpired driver's licence. Knowledge of business and management principles. Knowledge of strategic planning, resource allocation and human resources. Knowledge of National Water Act, Knowledge of associated environmental legislation. Knowledge of Project Management. Problem solving and analysis.
- DUTIES** : Lead the implementation of water use authorisation and registration processes. Provide strategic direction in water use license administration process. Ensure the operation of water authorisation and registration management system. The provision of business planning and general management of the unit.
- ENQUIRIES** : Mrs FL Lamola at (083) 273 2494
NOTE : The Limpopo-Olifants Catchment Management Agency is a Public Water Resource Management Agency, established in line with the provisions of the National Water Act, 1998 (Act no 36 of 1998) (NWA) and National Water Policy for South Africa. It is an entity of the National Department of Water and Sanitation. Employees appointed in the CMA have similar employment terms and conditions as those of employees appointed in terms of the Public Service Act, though not employed in terms of the Public Service Act.

OTHER POSTS

- POST 14/86** : **DEPUTY DIRECTOR: DRINKING WATER REGULATION REF NO: 130526/01**
Branch: Water and Sanitation Services Management: MP
Cd: Provincial Operations Mpumalanga
- SALARY** : R1 101 468 per annum (Level 12), (all-inclusive salary package)
CENTRE : Mbombela
REQUIREMENTS : A relevant NQF level 7 qualification in Natural Science. Five (5) years' experience at supervisory level. The disclosure of a valid unexpired driver's license. A clear understanding of the departments role and implementation of policies with respect to water resource management. Knowledge and understanding Public Finance Management Act (PFMA) and Treasury regulations. Knowledge and experience of administrative and clerical procedures and systems. Practical knowledge of the Governmental financial systems. Knowledge of the National Water Act, 36 of 1998, and related policies, strategies, and guidelines. Understanding the principles of Integrated Water Resource Management and Compliance Monitoring and Enforcement. Good computer literacy skills. Innovative thinking, negotiating and networking skills. Proven managerial and communication skills. Knowledge of Human Resource Policies. A clear understanding of transformation in the Public Service.
- DUTIES** : Provide leadership to the section, develop and share a vision and mission for the section. Promote team building within and beyond the section. Ensure adequate support to subordinates. Ensure a culture of innovation and performance. Develop and implement a performance improvement suggestion scheme. Advice top management and the legislatures as well as relevant sector bodies on policies and strategies relevant to the directorate. Conduct strategic and business planning for the section. Participate as a key player in the water and sanitation function strategic plan. Develop a strategic plan for the section, develops and manage the budget for the section. Develop an expenditure forecast. Manage the development of individuals in subordinate positions. Ensure effective development and implementation of policies and strategies for the section. Ensure the monitoring of compliance of water programmes with national regulatory framework. Ensure site visits for DWS quality, standard, norms and sustainability. Ensure analysis of data for monthly

internal and quarterly external reporting. Ensure synchronisation of water services (WS) and water resource (WR). Liaise with relevant stakeholders in the province with regard to synchronisation of WR and WS. Ensure the consolidation of all quarterly regional information into the Water Section Work Plan reporting tool. Ensure that the Department and Ministerial priorities for each region as agreed in their business plan are captured programmatically in the work plan tool and report on. Ensure specific regional analysis on spot check data. Manage WSA in fulfilling its water services responsibility in terms for MIG and WSDPs. Oversee proactive monitoring and evaluate of water service delivery by WSAs. Manage and oversee the planning of interventions for poor performance. Provide operational plan to ensure monitoring and compliance on drinking water quality. Ensures compliance to legislative requirements and framework agreements. Ensures maintenance of the Drinking Water Quality System. Facilitates implementation of Drinking Water Quality Action Plan.

ENQUIRIES : Ms G Nyalunga Tel No: (013) 759 7314/Ms FM Mkhwanazi Tel No: (013) 759 7515/Ms PC Ngwamba Tel No: (013) 759 7446/Mr E Pinga Tel No: (013) 759

POST 14/87 : **DEPUTY DIRECTOR: HUMAN RESOURCES ADMINISTRATION REF NO: LOCMA 11**
Branch: Limpopo-Olifants Catchment Management Agency
Division: Human Resource Management

SALARY CENTRE REQUIREMENTS : R932 292 per annum (Level 11), (all-inclusive salary package)
: Polokwane
: An NQF level 6 (National Diploma) or NQF level 7 (Bachelor's Degree) in Human Resource Management. Three (3) to five (5) years' experience of which three (3) years must be at a supervision level in Human Resource Management. The disclosure of valid unexpired driver's license. Knowledge of human resources functions, practices as well as the ability to capture data, operate computers and collate administrative statistics. Basic knowledge and insight of Human Resource prescripts. Applicants must have working experience on the PERSAL system and be in possession of a PERSAL certificate. Knowledge of databases and spread sheet applications. Knowledge and experience of Pension Administration as well as conditions of service matters i.e. leave, housing allowances, policy on incapacity leave, ill health retirement (PILIR), appointments, injury on duty and other allowances. Have a working knowledge of the Basic Condition of employment Act and Labour Relations Act. Knowledge of the Public Service Act, Public Service Regulations and any other relevant prescripts. Good verbal and written communication skills.

DUTIES : The incumbent will be responsible for the effective management of the total human resource functions within Catchment Management Agency. Ensuring and managing the implementation of Human Resources, Human Resources Development which includes Performance Management and Development System, Planning and Recruitment as well as HR Administration, strategies, policies, practices and systems and monitoring the guidance, to subordinates and line managers. The interpretation and application of HR policies and directives. Management of PERSAL system that will expedite the provision of information and statistics. Ensuring and managing effective programming and coordination of training activities. Assessing the Performance of Officials in the unit (PMDS).

ENQUIRIES NOTE : Mrs FL Lamola at (083) 273 2494
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POST 14/88 : **DEPUTY DIRECTOR: FINANCIAL MANAGEMENT REF NO: LOCMA 12**
Branch: Limpopo-Olifants Catchment Management Agency
Division: Financial Accounting

SALARY CENTRE REQUIREMENTS : R932 292 per annum (Level 11), (all-inclusive salary package)
: Polokwane
: A relevant tertiary qualification in Financial Management at NQF level 7. At least Five (5) years management experience in finance of which three (3) years

must be at a supervision level. The disclosure of a valid unexpired driver's license. Practical knowledge of Accrual Accounting. Computer literacy in Microsoft Office (particularly Excel). Extensive knowledge of Governmental financial systems, including SAP. Knowledge of principles and practice of financial accounting, Treasury Regulations, the Public Finance Management Act (PFMA), GAAP/GRAP, DORA and Public Service Act. Problem solving, analytical and report writing skills. Strategic thinking. Conversant in English. Good verbal and written communication skills.

DUTIES : Provide financial accounting services, render financial management services, provide bookkeeping services, manage payroll services, ensure control on expenditure and financial reporting. Provide strategic leadership and business planning- providing guidance for operational planning and reporting and financial planning and reporting.

ENQUIRIES : Mrs FL Lamola at (083) 273 2494

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POST 14/89 : **DEPUTY DIRECTOR: REVENUE MANAGEMENT REF NO: LOCMA 13**
Branch: Limpopo-Olifants Catchment Management Agency
Division: Revenue Management

SALARY : R932 292 per annum (Level 11), (all-inclusive salary package)

CENTRE : Polokwane

REQUIREMENTS : A relevant tertiary qualification in Financial Management, Accounting or Revenue Management at NQF level 7. At least Five (5) years management experience in finance of which three (3) years must be at a supervision level. The disclosure of a valid unexpired driver's license. Computer literacy in Microsoft Office (particularly Excel – advanced level). Extensive knowledge of Government financial systems including SAP. Sound knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, GAAP/GRAP, Division of Revenue Act (DORA), National Water Act, and Public Service Act. Understanding of billing systems, debtor management, revenue collection strategies and credit control processes within a public sector environment. Strong analytical, problem-solving and report writing skills. Strategic thinking ability with sound financial planning capabilities.

DUTIES : Revenue Management and Billing, Oversee the development and implementation of revenue management policies, systems and procedures. Ensure accurate billing of water use charges and related revenue streams in line with legislative frameworks. Monitor revenue recognition in compliance with GRAP standards. Ensure effective integration between operational water use data and financial billing systems. Debt Management and Credit Control, manage debtor accounts, monitor ageing analysis and implement effective credit control strategies, oversee debt collection processes and liaise with legal services where necessary. Develop and implement revenue enhancement and debt recovery strategies. Ensure reconciliation of revenue and debtor accounts on a monthly basis. Financial Reporting and Compliance, prepare and review revenue reports, forecasts and analysis for management and Board reporting. Ensure compliance with PFMA, Treasury Regulations and audit requirements. Coordinate revenue-related audit processes and implement corrective action plans. Strategic Leadership and Planning, providing strategic direction for revenue management within LOCMA. Contribute to budgeting, cash flow management and financial sustainability planning. Strengthen internal controls relating to revenue processes. Support the operationalisation of the Catchment Management Agency through effective revenue systems and governance. Stakeholder Management, engage with water users, internal divisions, DWS and other stakeholders on revenue-related matters. Provide guidance and training to regional and operational staff on billing and revenue processes.

ENQUIRIES : Mrs FL Lamola at (083) 273 2494

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and conditions as those of employees appointed in terms of the Public Service Act, though not employed in terms of the Public Service Act.

- POST 14/90** : **ENGINEER PRODUCTION (GRADE A – C) REF NO: 130526/02**
Branch: Water and Sanitation Services Management: EC
Cd: Provincial Operations: Eastern Cape
Dir: Infrastructure Development Maintenance
Re-advertisement, applicants who have previously applied must re-apply
- SALARY** : R914 517 – R1 376 199 per annum, (OSD), (Offer will be based on proven years of experience)
- CENTRE** : Cradock
- REQUIREMENTS** : A Civil Engineering Degree (B Eng/ BSc) qualification. Three (3) years post qualification engineering experience in water services infrastructure development. Compulsory registration with Engineering Council of South Africa (ECSA) as a Professional Engineer. The disclosure of a valid unexpired driver's license. Knowledge of contract, project and financial management. Knowledge and understanding of operation and maintenance for Water Services Infrastructure. Computer literacy (MS Word, MS Excel, MS Power Point and MS Outlook). Understanding of the National Water Act, Water Services Act, National Environmental Management Act, Public Service Regulations Act, Division of Revenue Act (DoRA) and the Public Finance Management Act (PFMA). Good communication skills both (verbal and written) and the ability to communicate with all sector departments and other institutions. Must be able to work independently, be self-motivated and reliable.
- DUTIES** : Provide assistance in the design systems, structures and installation of water services related infrastructure. Support the comprehensive planning in water services infrastructure development. Manage multifaceted projects in the technical investigation, development and refurbishment of water services infrastructure. Provide assistance and support in administration. Inspect, test equipment, infrastructure, systems, and installations including the preparation of reports of the findings. Identify, review and comment on operation and maintenance plans of water services infrastructure in the region. Compile, review and comment on the contract documentation proposals, bill of quantities and tenders. Coordination of the water services planning in the region. Manage financial allocations to projects and programs. Provide technical engineering support, guidance and advice to junior personnel, consultants, contractors and water service authority's (WSA). Support functional areas to arrange supply chain management, human resources management and financial needs.
- ENQUIRIES** : Mr Z Nonjuzana Tel No: (043) 604 5414
- POST 14/91** : **SCIENTIST PRODUCTION (GRADE A-C) REF NO: 130526/03**
Branch: Regulation Compliance and Enforcement
Dir: Compliance Monitoring Industries
- SALARY** : R791 604 – R1 189 767 per annum, (all-inclusive OSD salary package), (offer will be based on proven years of experience)
- CENTRE** : Pretoria Head Office
- REQUIREMENTS** : A Science degree (Bsc) (Hon) or relevant qualification preferably microbiology/ geohydrology/chemistry. Three (3) years post qualification natural Scientific experience in compliance monitoring of industries. Compulsory registration with the South African Council for Natural Scientific Professions (SACNASP) as a Professional Natural Scientist. The disclosure of a valid unexpired driver's license. Proven/Demonstrated knowledge and ability of industrial compliance monitoring protocols and regulatory tools. Knowledge and understanding of the legal compliance to the National Water Act, 1998 (Act 36 of 1998), Water Act, Act No 54 of 1956 and other specific environmental management Acts. Proven computer and GIS skills. Ability to work in a multidisciplinary team. Ability to take initiatives and work independently. Scientific presentation skills and exercising professional judgment. Technical report writing. Facilitation skills and the ability to interact with key stakeholders in the water sector, national departments as well as provincial and local government.
- DUTIES** : Develop and implement regulatory guidelines and standard operating procedures for compliance monitoring for the industrial sector, oversight assessments for Catchment Management Agencies (CMAs), promote and continuously improve effective compliance monitoring of water users within the industrial sector, compliance awareness promotion, provisioning of specialist training, conduct compliance audits, provide specialist input in support of

- enforcement process, coordination of compliance activities, compliance data assessment and system management.
- ENQUIRIES** : Ms N Muthraparsad (Scientist Manager: Compliance Monitoring: Industries) Tel No: (012) 336 8083
- POST 14/92** : **ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING REF NO: LOCMA 14**
Branch: Limpopo-Olifants Catchment Management Agency
Division: Management Accounting
- SALARY CENTRE REQUIREMENTS** : R487 197 per annum (Level 09)
: Polokwane
: A relevant tertiary qualification in Financial Management at NQF level 7. At least Three (3) years relevant supervisory experience. Practical knowledge of Accrual Accounting. Computer literacy in Microsoft Office (particularly Excel). Knowledge and understanding of financial policies, practices and procedures. Knowledge of Governmental financial systems, including SAP. Knowledge of principles and practice of management accounting, Treasury Regulations, the Public Finance Management Act (PFMA). Problem solving, analytical and report writing skills. Strategic thinking. Conversant in English. Good verbal and written communication skills.
- DUTIES** : Coordinate, review, analyse and quality assure the financial supporting information for planning purposes, Coordinate, review, analyse and quality assure the budget preparation process. Coordinate, review analyse and quality assure the management accounting reporting processes. Manage the operational processes, resources and procedures associated with the management accounting functions.
- ENQUIRIES NOTE** : Mrs FL Lamola at (083) 273 2494
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- POST 14/93** : **ASSISTANT DIRECTOR: REVENUE MANAGEMENT REF NO: LOCMA 15 (X2 POSTS)**
Branch: Limpopo-Olifants Catchment Management Agency
Division: Revenue Management
- SALARY CENTRE REQUIREMENTS** : R487 197 per annum (Level 09)
: Polokwane
: A relevant tertiary qualification in Financial Management at NQF level 7. Three (3) to Five (5) years' experience in Revenue Management of which three (3) years must be at a supervision level. The disclosure of a valid unexpired driver's license. Practical knowledge of Accrual Accounting. Computer literacy in Microsoft Office (particularly Excel). Extensive knowledge of SAP. Knowledge of Treasury Regulations, the Public Finance Management Act (PFMA), GAAP/GRAP, DORA and Public Service Act. Problem solving, analytical and report writing skills. Strategic thinking. Conversant in English. Good verbal and written communication skills.
- DUTIES** : Implement and monitor billing and debt management policies, strategies and procedures. Ensure regular and accurate billing of water users, with invoices and statements sent to customers promptly. Ensure the accounting system is aligned with business processes and supports efficient operations. Manage the co-ordination of debtor relationships. Manage the collection of debt and the reconciliation of customer accounts. Manage the recording of all receivables. Manage Billing, return to sender and unidentified revenue received within the region. Provide monthly age analysis reports on debtor's accounts. Manage and mentor revenue staff. Recommend action to be taken against defaulting debtors. Implement business policies and processes relating to debt management. Development and implementation of the revenue enhancement strategy. Supervise staff.
- ENQUIRIES NOTE** : Mrs FL Lamola at (083) 273 9424
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Sanitation. Employees appointed in the CMA have similar employment terms and conditions as those of employees appointed in terms of the Public Service Act, though not employed in terms of the Public Service Act.

POST 14/94 : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: LOCMA 16**

Branch: Limpopo-Olifants Catchment Management Agency
Division: Supply Chain and Asset Management

SALARY
CENTRE
REQUIREMENTS

: R487 197 per annum (Level 09)
: Polokwane
: A tertiary qualification in Supply Chain Management / Finance at NQF level 7. Three (3) to five (5) years working experience in supply chain acquisition, logistic and demand management of which three (3) years must be at supervision level. The disclosure of valid unexpired driver's license. Excellent communication skills both written and verbal. Good planning and organizing skills. Be computer literate and have sound knowledge of Microsoft Office, i.e. MS Word, MS Excel, MS Outlook, MS PowerPoint and Internet Explorer. Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations and Broad Based Black Economic Empowerment Act 53 of 2003 and preferential procurement policy framework Act. Knowledge of contract management. Knowledge of strategic sourcing. Public sector supply chain management models and processes. Programme and project management. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Accountability and ethical conduct. Knowledge of Supply Chain Management Regulations, practice notes, circulars and policy frameworks. Must be able to work on SAP and LOGIS systems. Excellent Interpersonal relation skills.

DUTIES

: Manage and supervise acquisition, logistic and demand management. Ensure full compliance to all acquisition, logistic and demand management prescripts, policies, practice notes and delegations of authority. Develop and maintain internal control measures for procurement. Coordinate input in the Demand Management Plan. Ensure that procurement is in line with the approved demand plan. Ensure effective utilisation of the CSD. Compilation /verification of all monthly SCM reports. Manage the process of sourcing of quotations up to R1 000 000. Ensure that documents submitted to logistics for order creation are fully compliant with acquisition management prescripts. Provide regular feedback to clients with regards to quotations finalisation. Management of the bid processes in the Agency and ensure effective functioning of all Bid Committees. Management and effective utilisation of Transversal Contracts. Ensure implementation and compliance of the Instruction Notes as issued by National Treasury as well as Departmental SCM Policy. Identify and mitigate risks within the unit. Ensure that all administrative matters, correspondence and complex enquiries are attended to promptly. Assist in the compiling of monthly SCM performance reports. Perform human resources and administrative activities relating to SCM Assessing the Performance of Officials in the unit (PMDS).

ENQUIRIES
NOTE

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

POST 14/95 : **ENGINEERING TECHNICIAN: PRODUCTION (GRADE A-C) REF NO: 130526/04**

Branch: Water and Sanitation Services Management Free State
Water Services Infrastructure Development and Refurbishment Programmes

SALARY
CENTRE
REQUIREMENTS

: R407 337 – R610 131 per annum, (OSD), (Offer will be based on proven years of experience)
: Bloemfontein
: A National Diploma in Engineering. Three (3) years of technical (Engineering) experience. Compulsory registration with Engineering Council of South Africa (ECSA) as a Professional Engineering Technician. The disclosure of a valid unexpired drivers license. Knowledge and understanding of the water sector: relevant legislation (NWA, and NEMA) together with the related policies,

regulations, principles, guidelines, tools and procedures; policy development, implementation, project management and monitoring. Excellent communication skills including verbal, report-writing, and presentation skills. Sound interpersonal skills as well as the ability to work in a multi-disciplinary team. Willingness to work abnormal hours and under pressure as well as travel provincial/country wide. Proven liaison and networking skills especially as they relate to corporative governance and stakeholder.

DUTIES

: Perform duties in the Free State Region Office in the Directorate: Infrastructure Development & Maintenance with a particular emphasis on the management, implementation, supervision, and monitoring of the Regional Bulk Infrastructure Grant (RBIG), Water Services Infrastructure Grant (WSIG), Municipal Infrastructure Grant (MIG), Buckets Eradication Programme (BEP) and other civil engineering projects. It will be required from the incumbent to manage and monitor projects contractually, financially, and technically. An intimate knowledge of the General Conditions of Contract (GCC) and the Guidelines for Human Settlement, Planning & Design ("Red Book") are a requirement.

ENQUIRIES

: Mr MJ Manyama Tel No: (051) 405 9000

**PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF COMMUNITY SAFETY, ROADS AND TRANSPORT**

Free State Provincial Government is an equal opportunity, affirmative action employer. It is our intention to promote representativity (race, gender and disability) in the province through the filling of these posts and candidates whose appointment/promotion/transfer will promote representativity will receive preference.

- APPLICATIONS** : Applications for the Department of Community Safety, Roads and Transport to be submitted to: Acting Head of Department: Community Safety, Roads and Transport, Hand delivered to the following address, No 45 Charlotte Maxeke Street, Perm Building, Bloemfontein, 9300 or emailed to the email address provided.
- CLOSING DATE** : 12 May 2026 At 16h00.
- NOTE** : Directions to applicants: All applications must be submitted on a NEW Z83 form, which can be downloaded from the internet at www.dpsa.gov.za/dpsa/vacancies.asp or obtained 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). 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 Management. Each application form must be fully completed, duly signed and initialled 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 result in the disqualification of the application during the selection process. Applications on the old Z83 will, unfortunately, not be considered. Should you be in possession of Foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications 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 when shortlisted. 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. The Department does not accept applications via fax. Failure to submit all the requested documents will result in the Application not being considered during the selection process. All successful candidates will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as be required to undergo a security clearance three (3) months after appointment.

MANAGEMENT ECHELON

- POST 14/96** : **CHIEF DIRECTOR: ROADS REF NO: FS CSRT 01/01/2026 (X1 POST)**
- SALARY** : R1 494 900 per annum (Level 14), (an all-inclusive remuneration package). The remuneration package consists of the basic salary (70% of the package) and a flexible portion of 30% that may be structured in terms of the applicable rules which includes Government's contribution to the Government Employee Pension Fund – 13% of the basic salary and flexible portion which may be structured in terms of the rules for the structuring of the flexible portion and which include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.
- CENTRE REQUIREMENTS** : Head Office (Bloemfontein)
: Appropriate NQF 7 (as recognised by SAQA) in Built in Construction studies/Bachelor's Degree in Civil / Structural Engineering or equivalent qualification, specialising in Roads. Registered with the professional Body (such as the Engineering Council of South Africa (ECSA), South African

Council for the Project and Construction Management Professions (SACPCMP), South African Council for Quantity Surveying Professions (SACQSP), etc.). A minimum of five (5) years' experience at a senior managerial level within the transport or built infrastructure environment. Nyukela Pre-Entry SMS Certificate (no appointment shall be finalised without the relevant candidate producing the pre-entry certificate for SMS). Valid driver's license. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Key Requirements: High-level strategic, technical and leadership capabilities to manage complex road networks and infrastructure projects. Ability to set the strategic direction for the Roads Chief Directorate and align departmental goals with broader national/ provincial transport policies. Proven ability to make high-level decisions, particularly in road construction, rehabilitation and maintenance. Proven ability to lead a team, manage performance and foster capacity building. Proven track record in providing high-level reports on road construction and maintenance in the province. High-level strategic financial management, accountability and compliance with public service prescripts. Extensive experience in planning, management and execution of road construction/ maintenance of projects will be an added advantage. Knowledge in roads design, construction and maintenance activities, relevant legislation/s, i.e., Engineering Profession Act, 2000, National Roads Traffic Act, 1996, National Environmental Management Act, 1998, COTO Standard Specifications for Road and Bridge Works for South African Road Authorities and Public Service Regulation. Knowledge of SLA, advanced, strategic and visionary leadership skills. Knowledge: A pavement and roads maintenance costing system and the Expanded Public Works Program. Managing resources in a public sector environment; Developing and implementing policies, strategies and programmes. People management and empowerment. Service delivery innovation. Problem-solving and analysis. Project management methodologies. Contract management. Stakeholder relationship management. Analytical skills. Research. Computer literate. Conflict management. Financial management.

DUTIES

: Ensure compilation and implementation of a Provincial Roads infrastructure plan to promote accessibility, mobility and safety. Oversee major roads construction and maintenance projects. Manage the construction and maintenance of bridges, paved and unpaved roads through timeous preventative actions. Ensure and monitor implementation of the contractor development program and provide technical support to municipalities regarding road construction initiatives. Promote the implementation of capacity-building, empowerment, development and technical support services as per relevant norms and standards to all categories within the Chief Directorate unit. Manage road infrastructure and maintenance services at the District level. Manage road building material design and quality control. Ensure implementation of programmes relating to the upgrading of critical safety-related items within the road reserves. Ensure the development and implementation of policies that stimulate socio-economic growth as applicable to roads and transport infrastructure. Manage the provision of Road construction, material design, and quality control. Provide a general administrative support function through effective business/operational performance planning and reporting, as well as ensuring sound corporate governance mechanisms within the Chief Directorate. Ensure the running of the provincial abnormal permit office. Oversee and make sure that future planning for the development of future road network developments are made, ensure the upkeep and update of approvals for way leaves on the provincial road networks. Ensure the development of safe road infrastructure in rural and urban areas. Oversee the planning and execution of geometric and structural designs of roads and bridges. Manage civil engineers and facilitate processes for the integrated planning and development of road-related infrastructure. Provision of road planning administrative support service. Manage traffic engineering and road safety aspects in the development and maintenance of road infrastructure, and ensure effective provision of technical support services in the planning, design and management of road infrastructure. Ensure effective management of the resources of the Chief Directorate, i.e., manage human, financial and asset resources.

ENQUIRIES
APPLICATIONS

: Ms N. Mopeli at 072 781 5180
: E-Recruitment Email: cdroads@freetrans.gov.za

<u>POST 14/97</u>	:	<u>CHIEF DIRECTOR: CIVILIAN SECRETARIAT FOR POLICE: REF NO: FS CSRT 02/01/2026 (1X POST)</u> (5-Year Fixed Contract)
<u>SALARY</u>	:	R1 494 900 per annum (Level 14), (An all-inclusive remuneration package). The remuneration package consists of the basic salary (70% of the package) and a flexible portion of 30% that may be structured in terms of the applicable rules which includes Government's contribution to the Government Employee Pension Fund – 13% of the basic salary and flexible portion which may be structured in terms of the rules for the structuring of the flexible portion and which include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.
<u>CENTRE REQUIREMENTS</u>	:	Head Office (Bloemfontein) : Appropriate NQF 7 (as recognised by SAQA) Bachelor's Degree in Public Management/ Social Science or Developmental Studies or equivalent qualification. A minimum of five (5) years' experience at a senior managerial level. Understanding of the Civilian Oversight for Police Service Act, the South African Police Service Act, Crime Prevention Policy Practices and Criminal Justice Systems, National Crime Prevention Strategy, Integrated Crime and Violence Prevention Strategy, Constitution of RSA, the Public Service Act, Public Finance Management Act; in-depth knowledge of legislative prescripts governing the Safety and Security Sector, etc. Nyukela Pre-Entry SMS Certificate (no appointment shall be finalised without the relevant candidate producing the pre-entry certificate for SMS). Valid driver's license. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. The candidate applying for the position should not be a member or former member of the police service, i.e., SAPS. Key requirements: Proven ability to provide strategic direction for the component and manage change within a complex regulatory environment. Ability to set the strategic direction for the Civilian Oversight for Police Chief Directorate and align departmental goals with broader national/ provincial policies. Proven ability to make high-level decisions, particularly in governing the safety and security sector. Proven ability to lead a team, manage performance and foster capacity building. Proven track record in providing high-level reports on issues relating to safety and security in the province. High-level strategic financial management, accountability and compliance with public service prescripts. Experience in monitoring and evaluating performance within the public service, specifically related to policing or law enforcement.
<u>DUTIES</u>	:	Direct the provision of research, information analysis and conceptualisation services to the Provincial Secretariat. Direct the monitoring and evaluation of service delivery for all police service units in the FS Province, Address complaints against police service delivery at the provincial level with the SAPS Commissioner. Manage the development and maintenance of community structures. Represent the Provincial Secretariat for the Police at the Free State Justice, Crime Prevention and Security Cluster. Provide guidance on the monitoring of policing legislation and policies to improve service delivery. Provide a strategy on the analysis of the performance of police in relation to the Departmental strategic plan, budget utilisation, and Ministerial priorities. Manage the oversight, monitoring and evaluation of police compliance to policies and legislation. Provide guidance on monitoring and ensuring SAPS compliance with legislation, policing policies and Ministerial directives. Manage reporting on SAPS implementation and compliance with the Domestic Violence Act to Parliament. Establish and manage the relationship between relevant stakeholders such as Civil Society, SAPS and other government Departments. Manage the development of strategies to monitor and evaluate police conduct and transformation. Manage the assessment of civil claims and disciplinary procedures for evaluating SAPS programs. Ensure the development of strategies, processes and procedures for evaluating SAPS programs. Development and implementation policies, strategies and programmes. Ensure effective and efficient management of resources within the Chief Directorate.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. N. Mopeli at 072 781 5180 : E-Recruitment Email: cdcivilian@freetrans.gov.za

POST 14/98 : **DIRECTOR: CRIME PREVENTION REF NO: FS CSRT 03/01/2026 (X1 POST)**

SALARY : R1 266 714 per annum (Level 13), (an all-inclusive package). The remuneration package consists of the basic salary (70% of the package) and a flexible portion of 30% that may be structured in terms of the applicable rules which includes Government's contribution to the Government Employee Pension Fund – 13% of the basic salary and flexible portion which may be structured in terms of the rules for the structuring of the flexible portion and which include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.

CENTRE REQUIREMENTS : Head Office (Bloemfontein)
: Appropriate NQF 7 (as recognised by SAQA) Bachelor's Degree or equivalent qualification in Social Science, Policing, Criminal Justice or relevant equivalent qualification. A minimum of five (5) years' experience in Middle/Senior Managerial Level in crime prevention, research or safety management environment. Understanding of the Civilian Oversight for Police Service Act, the South African Police Service Act, Crime Prevention Policy Practices and Criminal Justice Systems, National Crime Prevention Strategy, Integrated Crime and Violence Prevention Strategy, the Constitution of RSA, Public Service Act, Public Finance Management Act; in-depth knowledge of legislative prescripts governing the Safety and Security Sector, etc. Nyukela Pre-Entry SMS Certificate (no appointment shall be finalised without the relevant candidate producing the pre-entry certificate for SMS). Valid driver's license. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Key requirements: Demonstrated an ability to provide strategic direction on matters relating to crime prevention and community safety environments. Proven ability to develop, implement and review Provincial or National Safety Strategies and Crime Prevention Policies. Ability to manage resources. Proven ability to make high-level decisions, particularly in governing the safety and security sector. Proven track record in providing high-level reports on crime prevention in the province. Proven ability to lead a team, manage performance and foster capacity building. High-level strategic financial management, accountability and compliance with public service prescripts. Experience in monitoring and evaluating performance within the public service, specifically related to policing or law enforcement.

DUTIES : Initiate, manage and implement the national crime and violence prevention programmes and strategies, promote and monitor an integrated approach towards Social Crime Prevention in the Province. Promote and monitor good Community Police Relations. Coordinate multi-sectoral stakeholder meetings and mobilise communities, NGO's and interfaith/ traditional leaders on crime prevention/ community safety and the root causes thereof. Develop, implement, evaluate and monitor evidence-based crime prevention policies and strategies. Through the Chief Director: Civilian Secretariat for Police, provide policy advice to the Provincial Commissioner and oversight of policing. Roll out and support Community Policing Forums (CPFs) and Community Safety Forums (CSFs) at provincial and local levels. Conduct monitoring and evaluation of SAPS compliance with policies and service delivery in terms of crime prevention. Oversee community development initiatives, safety awareness campaigns, and provide strategic direction to the Directorate. Prepare and submit reports on operational activities of the Directorate. Represent the Department on various boards, committees and liaison structures between the various spheres of Government. Development and implementation policies, strategies and programmes. Ensure effective management of the resources of the Directorate, i.e., manage human, financial and asset resources.

ENQUIRIES APPLICATIONS : Ms N. Mopeli at 072 781 5180
: E-Recruitment Email: dcrimeprev@freetrans.gov.za

POST 14/99 : **DIRECTOR: ROAD SAFETY AND CAPACITY BUILDING REF NO: FS CSRT 04/01/2026 (X1 POST)**

SALARY : R1 266 714 per annum (Level 13), (an all-inclusive package). The remuneration package consists of the basic salary (70% of the package) and a flexible portion of 30% that may be structured in terms of the applicable rules

**CENTRE
REQUIREMENTS**

which includes Government's contribution to the Government Employee Pension Fund – 13% of the basic salary and flexible portion which may be structured in terms of the rules for the structuring of the flexible portion and which include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.

: Head Office (Bloemfontein)
: Appropriate NQF 7 (as recognised by SAQA), i.e., Bachelor's Degree or equivalent qualification in Transport Management, Traffic Law Enforcement, Public Administration, or Social Sciences. A minimum of five (5) years' experience in Middle/Senior Management Level. Experience in transport, traffic management or a safety environment. Knowledge of the Public Finance Management Act (PFMA), Road Traffic Legislation, and Public Service Regulations. National Road Traffic Act and ARTO Regulations. Valid driver's license. Nyukela Pre-Entry SMS Certificate (no appointment shall be finalised without the relevant candidate producing the pre-entry certificate for SMS). All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Key requirements: Proven ability to provide strategic direction on matters relating to road safety and align road safety goals with provincial/national transport strategies. Proven ability to lead a team, manage performance and foster capacity building. Proven ability to develop, implement and review Road safety Provincial or National Safety Strategies and Policies. Ability to manage resources. Proven ability to make high-level decisions, particularly in governing road safety. Experience in designing, monitoring and evaluating systems to evaluate the impact of road safety interventions. Proven track record in providing high-level reports on road safety and capacity building in the province. High-level strategic financial management, accountability and compliance with public service prescripts.

DUTIES

: Managing the development and implementation of road traffic safety programmes. Coordination of shared Road Safety projects, partnering with NGO's, SANRAL, Local Municipalities and other Provincial and National Departments. Oversee the planning and execution of special safety projects. Manage public educational campaigns, safety workshops, and road safety programmes targeted at schools, tertiary institutions and the general public. Promote public awareness and work with stakeholders on road safety initiatives. Assess the impact of road safety interventions. Develop and implement road safety policies, strategies and operational plans to meet the provincial and national targets. Identify, build and maintain relationships with stakeholders, including school communities, private companies and Road Safety Forums. Oversee the functioning of the Road Safety forums in the Free State. Evaluate the performance of road safety officers and conduct impact analyses of road safety projects. Conduct research to identify hazardous locations and develop intervention strategies. Ensuring the successful implementation of the road safety decisions of MINMEC, RTMC, and the National Department of Transport. Manage Arrive Alive and Festive Season road safety projects. Overseeing the functioning of the traffic training college. Development of policies, strategies and programmes. Ensure effective management of the resources of the Directorate, i.e., manage human, financial and asset resources.

**ENQUIRIES
APPLICATIONS**

: Ms N. Mopeli at 072 7815180
: E-Recruitment Email: roadsafety@freetrans.co.za

POST 14/100

: **DIRECTOR: TRAFFIC MANAGEMENT REF NO: FS CSRT 05/01/2026 (X1 POST)**

SALARY

: R1 266 714 per annum (Level 13), (an all-inclusive package). The remuneration package consists of the basic salary (70% of the package) and a flexible portion of 30% that may be structured in terms of the applicable rules which includes Government's contribution to the Government Employee Pension Fund – 13% of the basic salary and flexible portion which may be structured in terms of the rules for the structuring of the flexible portion and which include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.

CENTRE

: Head Office (Bloemfontein)

REQUIREMENTS

: Appropriate NQF 7 (as recognised by SAQA) Bachelor-Degree in Transport Management, Traffic Law Enforcement, Public Administration, or Social Sciences or other related field. A minimum of five (5) years experience at Middle/Senior Managerial level within the law enforcement or transport environment. Knowledge of the National Road Traffic Act and ARTO Regulations. Valid driver's license. Nyukela Pre-Entry SMS Certificate (no appointment shall be finalised without the relevant candidate producing the pre-entry certificate for SMS). All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Key requirements: Proven ability to provide strategic direction on matters relating to road safety and align road safety goals with provincial/national transport strategies. Proven ability to lead a team, manage performance and foster capacity building. Proven ability to develop, implement and review Road safety Provincial or National Safety Strategies and Policies. Ability to manage resources. Proven ability to make high-level decisions, particularly in governing road safety. Proven track record in providing high-level reports on road safety performance in the province. High-level strategic financial management, accountability and compliance with public service prescripts. Proven track record in developing traffic services strategies and integrating them with the municipal Integrated Development Plan processes. Proven record in designing, monitoring and evaluating systems to evaluate the impact of road safety interventions.

DUTIES

: Overall responsibility for the management and coordination of all activities of road traffic control in the province. Develop and manage the joint traffic law enforcement strategies. Manage and coordinate the traffic law enforcement programmes and projects, including speed operations, roadblock planning with the National Traffic Police and ensure compliance with the National Road Traffic Act and ARTO Regulations. Develop strategies to ensure the reduction of road fatalities. Managing hazardous locations and overseeing the escorting of abnormal loads. Develop, implement and monitor provincial or local safety strategies, traffic management plans and policies. Direct and manage daily traffic and law enforcement operations, including supervision of traffic officers, provincial inspectors, etc. Oversee the regulation of transport, including monitoring operator licenses, permits, and ensuring compliance with public transport regulations. Ensure internal and external stakeholder management (eg South African Police Service, Municipal councils). Overseeing the management of traffic control centres (weighbridges), providing and maintaining law enforcement and order for all modes of transport by providing quality traffic policing services. Development of policies, strategies and programmes. Ensure effective management of the resources of the Directorate, i.e., manage human, financial and asset resources.

ENQUIRIES

: Ms. N. Mopeli at 072 781 5180

APPLICATIONS

: E-Recruitment Email: dtrafficmanagement@freetrans.gov.za

DEPARTMENT OF EDUCATION

APPLICATIONS

: For All Posts: Please submit your application, quoting the relevant reference number on your Z83 application as well as on the envelope to: The Director: Human Resource Administration, Department of Education, Bloemfontein 9300. (Old Saambou Building, Ground Floor, corner Charlotte Maxeke and Aliwal Street, Bloemfontein – Box at Security). Electronic Applications: To apply visit: (<https://systems.fshealth.gov.za/e-Recruitment/Login>)

CLOSING DATE

: 18 May 2026

NOTE

: It is the intention to promote representativity in the Department through the filling of these posts. the candidature of applicants from designated groups especially in respect of people with disabilities will receive preference. Applicants must apply using the NEW Z83 form which can be downloaded at <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>. From 1 January 2021 should an application be received using the incorrect application form for employment (Z83), it will not be considered. Please ensure to complete All fields on the new Z83 application form. A recent comprehensive, detailed Curriculum Vitae (CV) containing, inter alia, a complete chronological record of training, experience, competencies, and previous employment record as well as the names and telephone numbers of three persons willing to act as referees. Applicants are not required to submit copies of qualifications and other relevant documents on application but must only submit the Z83 and curriculum vitae (Only shortlisted candidates will be required to submit certified documents). All

shortlisted candidates will be subjected to personnel suitability checks on criminal records, citizenship verification, financial records, qualification verification, sexual offenders register and applicants could be required to provide consent for access to their social media accounts. Correspondence will be limited to shortlisted candidates only. Separate applications must be submitted for every vacancy. N.B.: Please note that: Incomplete and late applications will not be considered (applications posted, couriered, and received after the closing date and those that do not comply with these instructions will not be considered). The onus is on the applicants to ensure that their applications are posted, e-mailed or hand delivered timeously. Failure to comply with the procedure outlined above, will lead to an application being rejected. Applicants are requested to complete the new Z83 form properly which must be authenticated by a signature and initialed on both pages and clearly quoting the relevant REF NO number for each post applied for. Applicants are informed that applications, copies of qualifications and CVs will not be returned; Applicants who terminated their services with voluntary severance packages may not apply; salary progression on the salary scales is subject to performance assessment; The FSDoE reserves the right not to fill advertised positions. It is expected of candidates to be available for selection interviews on a date, time and place determined by the Free State Department of Education. It is the applicants' responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Non-RSA residents/permanent residents will submit proof only when shortlisted. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their application has been unsuccessful. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Successful candidates on level 13 and higher must undergo a Competency test and Pre-entry certificate for the Senior Management Services posts is compulsory. Introduction and general measures: NB: as of 1st July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. Correspondence will only be entered into with shortlisted applicants.

MANAGEMENT ECHELON

<u>POST 14/101</u>	:	<u>DIRECTOR: INFRASTRUCTURE DELIVERY MANAGEMENT REF NO: PS3/2026/01</u>
<u>SALARY</u>	:	R1 266 567 – R1 518 531 per annum (Level 13), (an all-inclusive salary package). The total package includes 70% basic salary, a state contribution to the Government Employee Pension Fund and flexible portion that may be structured in terms of the applicable guidelines. This appointment is subject to the signing of an Annual Performance Agreement and obtaining a security clearance.
<u>CENTRE REQUIREMENTS</u>	:	Bloemfontein: Head Office Relevant B Degree qualification in Built Environment or equivalent qualification as recognized by SAQA. (NQF Level 7). Post Graduate Qualification will be an added advantage. 5 Years of experience at a Middle/Senior managerial level. Preference will be given to candidates with proven experience in the delivery and oversight of Infrastructure programs. Valid Code B/EB Drivers license. Pre-entry certificate for the Senior Management Services to be submitted prior to appointment. Added Advantage: Desirable: Certificate Course in Infrastructure Delivery Management and Registration with relevant Professional Council/Board. Strong conceptual and formulation skills; strong leadership skills with specific reference to the ability to display thought leadership and co-ordination of complex applications; strong interpersonal skills; excellent verbal and written communication skills; outstanding planning, organisational and people management skills; computer literacy; a highly developed interpretative and conceptualization/ formulation ability; the ability to render advice and guidance in an objective and dedicated manner; The ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurised circumstances; the ability to persuade and influence; the ability to lead and direct teams of professionals and service providers and ability to deal with complex situations. Knowledge of 178 PFMA/Division of Revenue Act / Treasury/Regulations/Practice Notes /Instructions Circulars, Departmental

Supply Chain Management Policies, Procedures Delegations. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act 2000. Government Immovable Asset Management Act 2007. South African Schools Act of 1996, Regulations and Guidelines, National Archives and Records Service Act 1996. Public Service Act of 1994 and Regulations. Experience and in-depth knowledge of Infrastructure Delivery Management System. Experience and knowledge of capital commitments scheduling, dealing within infrastructure financial compliance and auditing. Experience in major programme and project management. Understanding and knowledge of Framework for Infrastructure Delivery and Procurement Management. Experience and knowledge of development and implementation of operations and maintenance strategies. Specific knowledge of water and sanitation strategies and technologies. Understanding of the District Development Model. Knowledge in the development of Infrastructure Programme Management Plan and management of Implementing Agents.

DUTIES

: Medium Term Expenditure Budget, Annual Budget, Adjustment Budget, Infrastructure Programme Management Plan, Construction Procurement Strategy and Infrastructure Programme Implementation Plan. Direct Infrastructure strategic objectives/briefs. Direct Medium Term, Annual and Adjustment Budget. Prepare and direct bids for performance grants in collaboration with the Directorate Infrastructure Planning & Property Management. Direct and approve Infrastructure Programme Management Plans. Direct and approve the procurement strategy providing value for money to inform the Infrastructure Programme Management Plan. Sign off on inputs provided for the preparation of the Infrastructure Programme Implementation Plan by Implementing Agent[s]. Review and sign-off Infrastructure Programme Implementation Plans. Review and recommend signing of Signed Service Delivery Agreement. Capital and Maintenance Project Implementation and Oversight. Participate on various Supply Chain Management Committee [if appointed]. Sign-off Project Execution Plans. Sign-off scope and/or cost variations. Consult Districts and Schools during initiation and commissioning phases. Direct regular project site meetings and visits. Direct implementation of commissioning plans. Finalise and approve all infrastructure monitoring reports [performance reports]. Direct updating of Project/Programme Management systems. Direct Post Project and Post Occupancy Evaluations. Manage feedback learning generated in terms of the application of approved norms and standards. Direct and manage social facilitation where applicable. Monitor and report on EPWP targets. Management of the infrastructure budget as Infrastructure Programme Manager for assigned projects. Use of funds in terms of contracts issued effectively, efficiently and in compliance with Public Finance Management Act. Review and approve cost and scope variations. Review and approve Task and Work Orders. Authorise invoices certified by Implementing Agents. Direct updating of financial documentation and records. Direct preparation of financial reports. Management of maintenance works. Direct the development of criteria for maintenance projects. Direct the development and updating of the maintenance system. Manage Departmental funding for maintenance. Enforce adherence by Districts and Schools to maintenance criteria and guidelines. Direct the completion of maintenance plans for all projects. Manage the identification of needs for framework contracts and submit for procurement. Manage and direct the use of contractors [Task or Batch Orders] in terms of framework contracts. Manage the maintenance call centre. Monitor effective functioning of the call centre. Direct the orientation of Users in terms of maintenance. Strategic management of the Directorate in terms of setting of the visionary and strategic direction, participating in strategic planning, evaluate performance against agreed performance indicators, monitor and report progress and ensure compliance to service delivery imperative and legal prescripts. Align Directorate core business and strategic objectives to that of the Department. Provide clarity to professionals and support staff to understand their roles and responsibilities. Effective and efficient resources management. Undertake planning for future human resources needs. Maintain discipline. Manage performance and development of employees. Undertake human resources and other related administrative functions. Establish and maintain effective and efficient communication arrangements. Develop and manage the operational plan. Plan and allocate work. Develop and implement processes to promote control of work. Serve on transversal task teams as required. Implement quality control of work delivered by employees.

ENQUIRIES

: Mr Moeti Tel No: (051) 404 9292

OTHER POSTS

<u>POST 14/102</u>	:	<u>CHIEF QUANTITY SURVEYOR: REF NO: PS03/2026/02</u> Infrastructure Delivery Management Directorate Infrastructure Programmes/Projects & Maintenance Sub Directorate
<u>SALARY</u>	:	Grade A: R1 143 468 – R1 300 944 per annum, (all-inclusive annual salary package) of which 30% may be structured according to the individual's needs. OSD: The department will determine the salary notch based on years' experience post professional registration.
<u>CENTRE REQUIREMENTS</u>	:	Bloemfontein: Head Office A University Degree in Quantity Surveying or equivalent qualification as recognised by SAQA. (NQF Level 7). Meeting the requirements by SACQSP to register as Quantity Surveyor. Valid driver's licence, Minimum of 6 years experience post qualification. Added Advantage: Computer literacy and a Certificate in Infrastructure Delivery Management System will be an added advantage.
<u>DUTIES</u>	:	Infrastructure Programme and Project Planning in line with IDMS: Prepare the Procurement Strategy, Infrastructure Programme Management Plan [IPMP] and updating of the plan. Prepare the infrastructure budget and Final Project List. Prepare the Packages/Individual Project Briefs; presenting these to the Implementing Agent [IA] – referred to as Project Execution Plan v1. Manage the preparation of Packages/Individual Project Briefs for projects that are not allocated to an Implementing Agent [IA]. Participate in the procurement of Professional Service Providers and Contractors, including the preparation and approval of Bid Specifications and evaluations of tenders as member of the Supply Chain Management Committees in Public Works and/or relevant SCM Committees of Alternative IAs and Provincial Department of Education. Manage adherence to Occupational Health and Safety and Quality Assurance standards. Infrastructure Programme and Project Implementation and Monitoring: Monitor the implementation of Programmes and Projects by the Implementing Agents [IA] and the adherence to the Service Delivery Agreements. Manage project implementation of projects that are not allocated to an Implementing Agent [IA]. Review and sign-off on the Infrastructure Programme Implementation Plan [IPIP] as prepared by the Implementing Agent [IA]. Review and sign-off on the Project Execution Plans Versions 2 – 7 prepared by the Implementing Agent [IA]. Review and recommend Variation Orders in terms of contract management practice and financial implications in collaboration with professionals in the Directorate Physical Resources Planning. Recommend authorisation of payments in line with the conditions of the appointments, contract management practices and within financial delegations. Develop and Approve Project Stage reports & designs, in accordance with strategic decision making points as defined in the Provincial Infrastructure Delivery Framework. [IDMS]. Manage the updating of project/programme documentation and information and submit all built environment documentation to the Deputy Director Finance. Manage the interface between the end-user/community structures and Implementing Agent [IA]. Prepare and submit progress reports [financial and non-financial indicators]. Maintenance Projects: Assess departmental projects that qualify for departmental funding assessed. Manage the implementation of day-to-day, routine and emergency maintenance projects funded by department. Provide guidance to the preparation of maintenance plans. Provide training to districts and schools in terms of day-to-day, routine and emergency maintenance plans and projects. On an annual basis, evaluate day-to-day, routine and emergency projects implemented by Districts and Schools. Monitor Section 21 allocations for maintenance. Monitor preparation of disaster management plans. Infrastructure Project Commissioning. Coordinate and participate in project commissioning, including site visits. Review the School Maintenance Plan and budget on completion of projects. Collect and update NEIMS and EFMS information [if applicable] in terms of Technical Condition Assessments on completion of projects. Orientate users in terms of the optimal usage of Facilities. Infrastructure Programme and Project Evaluation: Review infrastructure projects and programmes in line with the built environment norms, standards and legislative requirements. Manage the preparation of the project close out reports. Manage and participate in Post Project and Post Occupancy Evaluation exercises. Provide feedback to Directorate Physical Resources Planning on functional and technical norms and standards that should be updated from an architectural perspective. Participate in the continuous improvement of best practices, standardised processes and

procedures, software applications and tools. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils. Study professional journals and publications to stay abreast of new developments. Monitor and study the education sector, legal frameworks, standards changes and policy frameworks. Engage in relevant continuous professional development activities [tools and techniques] as prescribed and/or required. Update the Infrastructure comprehensive planning framework of Department in terms of research findings, new technology and changes in the institutional environment. Interact with relevant Professional Bodies/Councils. Effective and efficient resources management: Undertake planning for future human resources needs. Maintain discipline. Manage performance and development of development of employees. Undertake human resources and other related administrative functions. Establish and maintain effective and efficient communication arrangements. Develop and manage the operational plan. Plan and allocate work. Develop and implement processes to promote control of work. Serve on transversal task teams as required. Implement quality control of work delivered by employees. Effective and efficient financial management. Monitor that infrastructure projects are planned within available funds. Monitor application of costs norms. Monitor expenditure on infrastructure projects within budgets. Control cost and scope variances on infrastructure projects.

ENQUIRIES

: Mr Moeti Tel No: (051) 404 9292

POST 14/103

: **DEPUTY DIRECTOR REF NO: PS03/2026/07**
Physical Resource Planning and Property Management Directorate
Property Management Sub Directorate

SALARY

: R932 292 – R1 098 195 per annum (Level 11), (all-inclusive annual salary package) of which 30% may be structured according to the individual's needs. The department will determine the salary notch based on years' experience post professional registration.

CENTRE REQUIREMENTS

: Bloemfontein: Head Office
: A relevant B Degree. Minimum of 5 years' experience post qualification and a Valid Driver's licence. Added Advantage: Computer literacy and certificate in Infrastructure Delivery Management System will be an added advantage.

DUTIES

: Land affairs and immovable asset register: Obtain updated information for immovable assets in line with the requirements stated on NEIMS survey forms and the requirement of the Provincial Asset Register managed by Public Works. Validate the correctness of information pertaining to location of immovable assets. Manage acquisitions of immovable assets [land and buildings] for Facilities in close consultation with Public Works. Manage disposals of immovable assets [land and buildings] for Facilities in close consultation with Public Works. Consult with Districts and Schools to obtain their needs and inputs in terms of acquisitions and disposals. Confirm all deeds searches to validate ownership of land before planning for buildings are finalised. Keep a register of sites allocated to Education for future infrastructure development. Implement actions to keep sites clean. Implement actions to prevent any illegal occupation of sites. Monitor and report on conditions and maintenance of vacant sites allocated to Education. Accommodation, municipal accounts and expenditure management: Based the technical requirements for leases as prepared by the Planning Staff, identify suitable buildings for leases. Interact with Districts and Schools on proposed buildings for leases. Manage all Section 14 lease contracts. Manage all lease payments. Validate that maintenance is implemented by the Landlords. Manage and direct the validation of municipal accounts. Manage and direct the payment of municipal accounts through the finance section. Refer excessive use of water or electricity to the Directorate Infrastructure Delivery Management for investigation. Utilities: Prepare and issue guidelines on the use of utilities by Schools. Train Districts on the guidelines for use of utilities. Design monitoring system to report on the use of utilities. Prepare and submit progress reports on the use of facilities. Make recommendations and/or propose interventions to improve the use of utilities by Facilities. Monitor that Districts implement interventions to improve the utilisation of utilities by Facilities. Effective and efficient resources management: Undertake planning for future human resources needs. Maintain discipline. Manage performance and development of development of employees. Undertake human resources and other related administrative functions. Establish and maintain effective and efficient communication arrangements. Develop and manage the operational plan. Plan

and allocate work. Develop and implement processes to promote control of work. Serve on transversal task teams as required. Implement quality control of work delivered by employees.
Mr Moeti Tel No: (051) 404 9292

ENQUIRIES

:

POST 14/104

:

MECHANICAL ENGINEER GRADE A REF NO: PS03/2026/03
Physical Resource Planning and Property Management Directorate
Infrastructure Planning Sub Directorate

SALARY

:

R914 517 – R975 582 per annum, (all-inclusive annual salary package) of which 30% may be structured according to the individual's needs. The department will determine the salary notch based on years' experience post professional registration.

CENTRE

:

Bloemfontein: Head Office

REQUIREMENTS

:

A university degree in Engineering or equivalent qualification as recognised by SAQA. (NQF Level 7). Be registered with Engineering Council of South Africa (ECSA) as a professional Engineer: Mechanical Engineer, Valid drivers license and a minimum of 3 years' experience post qualification. Added Advantage Computer Literacy and an Executive course in Infrastructure Delivery Management will be an added advantage.

DUTIES

:

Development, interpretation and customisation of functional and technical norms and standards from an engineering perspective. Provide inputs to technical and functional norms and standards from an engineering perspective to be issued in terms of the Provincial Education Facilities Guidelines and National Education norms & standards. Monitor that infrastructure projects implemented by Implementing Agent[s] comply with approved engineering functional and technical norms and standards and that the planning and design are according to sound engineering principles and code of practice. Monitor that planning and design completed through insourced engineering services is done according to sound engineering principles and according to norms and standards and code of practice. Update functional and technical norms and standards updated based on learning generated through Post Project and Post Occupancy Evaluation [POE] exercises. Maintain mechanical engineering norms & standards. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Prepare reports stating the advisability, desirability, impact and legality of proposals for innovative service delivery mechanisms. Undertake feasibility studies and prepare reports detailing service impact, financial impact, infrastructure impact, constraints, alternatives and attainability. Develop cost effective solutions according to standards. Compile briefing documentation and specifications from an engineering perspective. Prepare technical specifications. Apply mechanical design principles. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology in specifications. Undertake preliminary costing per installation. Determine mechanical engineering performance-based standards. Develop mechanical engineering standard data sheets and drawings. Provide mechanical engineering inputs to Project Execution Plan v 1. Provide mechanical engineering inputs to Project Execution Plans v 2 – 7 to the Directorate Infrastructure Delivery Management. Determine requirements for built environment document management system from a Mechanical Engineering perspective. Investigate mechanical engineering installations and equipment, undertake design work and implement corrective measures, where necessary. Prepare reports on mechanical engineering investigations. Determine mechanical engineering proposals and design work for solutions, where necessary. Prepare reports on effectiveness of corrective measures. Oversee implementation (construction) and commissioning of mechanical engineering installations and maintenance. Provide mechanical engineering inputs to implement projects successfully. Provide mechanical engineering professional and technical advice in the form of verbal and written advice, reports, calculations, specifications and drawings. Provide inputs to infrastructure assessments from a mechanical engineering perspective. Provide inputs to life cycle costs from a mechanical engineering perspective. Develop maintenance programmes. Provide engineering inputs to maintenance projects from a mechanical engineering perspective. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils. Study professional journals and publications to stay abreast of new developments. Monitor and study the education sector, legal frameworks, standards changes and policy frameworks. Engage in relevant

continuous professional development activities [tools and techniques] as prescribed and/or required. Update the Infrastructure comprehensive planning framework of Department in terms of research findings, new technology and changes in the institutional environment. Interact with relevant Professional Bodies/Councils.

ENQUIRIES : Mr Moeti Tel No: (051) 404 9292

POST 14/105 : **ENGINEER GRADE A REF NO: PS03/2026/04**
Infrastructure Delivery Management Directorate
Infrastructure Programmes/Projects & Maintenance Sub Directorate

SALARY : R914 517 – R975 582 per annum, (all-inclusive annual salary package) of which 30% may be structured according to the individual's needs. The department will determine the salary notch based on years' experience post professional registration.

CENTRE : Bloemfontein: Head Office

REQUIREMENTS : A university degree in Engineering or equivalent qualification as recognised by SAQA. (NQF Level 7). Be registered with Engineering Council of South Africa (ECSA) as a professional Engineer, Valid drivers license and a minimum of 3 years' experience post qualification. Added Advantage Computer Literacy and an Executive course in Infrastructure Delivery Management will be an added advantage.

DUTIES : Infrastructure Programme and Project Planning in line with IDMS: Prepare the Procurement Strategy, Infrastructure Programme Management Plan [IPMP] and updating of the plan. Prepare the infrastructure budget and Final Project List. Prepare the Packages/Individual Project Briefs; presenting these to the Implementing Agent [IA] – referred to as Project Execution Plan v1. Manage the preparation of Packages/Individual Project Briefs for projects that are not allocated to an Implementing Agent [IA]. Participate in the procurement of Professional Service Providers and Contractors, including the preparation and approval of Bid Specifications and evaluations of tenders as member of the Supply Chain Management Committees in Public Works and/or relevant SCM Committees of Alternative IAs and Provincial Department of Education. Manage adherence to Occupational Health and Safety and Quality Assurance standards. Infrastructure Programme and Project Implementation and Monitoring: Monitor the implementation of Programmes and Projects by the Implementing Agents [IA] and the adherence to the Service Delivery Agreements. Manage project implementation of projects that are not allocated to an Implementing Agent [IA]. Review and sign-off on the Infrastructure Programme Implementation Plan [IPIP] as prepared by the Implementing Agent [IA]. Review and sign-off on the Project Execution Plans Versions 2 – 7 prepared by the Implementing Agent [IA]. Review and recommend Variation Orders in terms of contract management practice and financial implications in collaboration with professionals in the Directorate Physical Resources Planning. Recommend authorisation of payments in line with the conditions of the appointments, contract management practices and within financial delegations. Develop and Approve Project Stage reports & designs, in accordance with strategic decision making points as defined in the Provincial Infrastructure Delivery Framework. [IDMS]. Manage the updating of project/programme documentation and information and submit all built environment documentation to the Deputy Director Finance. Manage the interface between the end-user/community structures and Implementing Agent [IA]. Prepare and submit progress reports [financial and non-financial indicators]. Maintenance Projects: Assess departmental projects that qualify for departmental funding assessed. Manage the implementation of day-to-day, routine and emergency maintenance projects funded by department. Provide guidance to the preparation of maintenance plans. Provide training to districts and schools in terms of day-to-day, routine and emergency maintenance plans and projects. On an annual basis, evaluate day-to-day, routine and emergency projects implemented by Districts and Schools. Monitor Section 21 allocations for maintenance. Monitor preparation of disaster management plans. Infrastructure Project Commissioning: Coordinate and participate in project commissioning, including site visits. Review the School Maintenance Plan and budget on completion of projects. Collect and update NEIMS and EFMS information [if applicable] in terms of Technical Condition Assessments on completion of projects. Orientate users in terms of the optimal usage of Facilities. Infrastructure Programme and Project Evaluation: Review infrastructure projects and programmes in line with the built environment norms, standards and legislative Requirements. Manage the preparation of the

project close out reports. Manage and participate in Post Project and Post Occupancy Evaluation exercises. Provide feedback to Directorate Physical Resources Planning on functional and technical norms and standards that should be updated from an architectural perspective. Participate in the continuous improvement of best practices, standardised processes and procedures, software applications and tools. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils. Study professional journals and publications to stay abreast of new developments. Monitor and study the education sector, legal frameworks, standards changes and policy frameworks. Engage in relevant continuous professional development activities [tools and techniques] as prescribed and/or required. Update the Infrastructure comprehensive planning framework of Department in terms of research findings, new technology and changes in the institutional environment. Interact with relevant Professional Bodies/Councils.

ENQUIRIES

: Mr Moeti Tel No: (051) 404 9292

POST 14/106

: **ARCHITECT GRADE A REF NO: PS03/2026/05**
Infrastructure Delivery Management Directorate
Infrastructure Programmes/Projects and Maintenance Sub Directorate

SALARY

: R791 604 – R849 525 per annum, (all-inclusive annual salary package) of which 30% may be structured according to the individual's needs. The department will determine the salary notch based on years' experience post professional registration.

CENTRE REQUIREMENTS

: Bloemfontein: Head Office
: A University degree in Architecture and/or equivalent qualification as recognised by SAQA. (NQF Level 7). Registered as a Professional Architect with the South African Council for Architectural Profession (SACAP), Valid driver's license, a minimum of 3 years' experience post qualification. Added Advantage: Computer literacy and a Certificate in Infrastructure Delivery Management System will be an added advantage.

DUTIES

: Infrastructure Programme and Project Planning in line with IDMS: Prepare the Procurement Strategy, Infrastructure Programme Management Plan [IPMP] and updating of the plan. Prepare the infrastructure budget and Final Project List. Prepare the Packages/Individual Project Briefs; presenting these to the Implementing Agent [IA] – referred to as Project Execution Plan v1. Manage the preparation of Packages/Individual Project Briefs for projects that are not allocated to an Implementing Agent [IA]. Participate in the procurement of Professional Service Providers and Contractors, including the preparation and approval of Bid Specifications and evaluations of tenders as member of the Supply Chain Management Committees in Public Works and/or relevant SCM Committees of Alternative IAs and Provincial Department of Education. Manage adherence to Occupational Health and Safety and Quality Assurance standards. Infrastructure Programme and Project Implementation and Monitoring: Monitor the implementation of Programmes and Projects by the Implementing Agents [IA] and the adherence to the Service Delivery Agreements. Manage project implementation of projects that are not allocated to an Implementing Agent [IA]. Review and sign-off on the Infrastructure Programme Implementation Plan [IPIP] as prepared by the Implementing Agent [IA]. Review and sign-off on the Project Execution Plans Versions 2 – 7 prepared by the Implementing Agent [IA]. Review and recommend Variation Orders in terms of contract management practice and financial implications in collaboration with professionals in the Directorate Physical Resources Planning. Recommend authorisation of payments in line with the conditions of the appointments, contract management practices and within financial delegations. Develop and Approve Project Stage reports & designs, in accordance with strategic decision-making points as defined in the Provincial Infrastructure Delivery Framework. [IDMS]. Manage the updating of project/programme documentation and information and submit all built environment documentation to the Deputy Director Finance. Manage the interface between the end-user/community structures and Implementing Agent [IA]. Prepare and submit progress reports [financial and non-financial indicators]. Maintenance Projects: Assess departmental projects that qualify for departmental funding assessed. Manage the implementation of day-to-day, routine and emergency maintenance projects funded by department. Provide guidance to the preparation of maintenance plans. Provide training to districts and schools in terms of day-to-day, routine and emergency maintenance plans

and projects. On an annual basis, evaluate day-to-day, routine and emergency projects implemented by Districts and Schools. Monitor Section 21 allocations for maintenance. Monitor preparation of disaster management plans. Infrastructure Project Commissioning: Coordinate and participate in project commissioning, including site visits. Review the School Maintenance Plan and budget on completion of projects. Collect and update NEIMS and EFMS information [if applicable] in terms of Technical Condition Assessments on completion of projects. Orientate users in terms of the optimal usage of Facilities. Infrastructure Programme and Project Evaluation: Review infrastructure projects and programmes in line with the built environment norms, standards and legislative requirements. Manage the preparation of the project close out reports. Manage and participate in Post Project and Post Occupancy Evaluation exercises. Provide feedback to Directorate Physical Resources Planning on functional and technical norms and standards that should be updated from an architectural perspective. Participate in the continuous improvement of best practices, standardised processes and procedures, software applications and tools. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils: Study professional journals and publications to stay abreast of new developments. Monitor and study the education sector, legal frameworks, standards changes and policy frameworks. Engage in relevant continuous professional development activities [tools and techniques] as prescribed and/or required. Update the Infrastructure comprehensive planning framework of Department in terms of research findings, new technology and changes in the institutional environment. Interact with relevant Professional Bodies/Councils.

ENQUIRIES

: Mr Moeti Tel No: (051) 404 9292

POST 14/107

: **ARCHITECT GRADE A REF NO: PS03/2026/06**
Physical Resource Planning and Property Management Directorate
Infrastructure Planning Sub Directorate

SALARY

: R791 604 – R849 525 per annum, (all-inclusive annual salary package) of which 30% may be structured according to the individual's needs. The department will determine the salary notch based on years' experience post professional registration.

CENTRE REQUIREMENTS

: Bloemfontein: Head Office
: A University degree in Architecture and/or equivalent qualification as recognised by SAQA. (NQF Level 7). Registered as a Professional Architect with the South African Council for Architectural Profession (SACAP), Valid driver's license, a minimum of 3 years' experience post qualification. Added Advantage Computer literacy and a Certificate in Infrastructure Delivery Management System will be an added advantage.

DUTIES

: Architectural functional and technical norms and standards: Determine functional and technical norms and standards to be issued in terms of the Provincial Education Facilities Guidelines and National Education norms and standards. Validate that infrastructure projects implemented by Implementing Agent[s] comply with approved functional and technical norms and standards including compliance to legal, safety and health requirements. Update functional and technical norms and standards based on learning generated through post project evaluations and post occupancy evaluations. Architectural policies, strategies, plans, procedures and criteria of all infrastructure programmes and projects: Make inputs to policies, procedures and criteria for infrastructure projects from an architectural perspective. Make inputs to commissioning plans from an architectural perspective. Undertake extensive analyses from an architectural perspective to inform strategies related to the architectural services to directly support and realise the education goals of the Department. Master Planning, Project Briefs, Business Cases, Accommodation Schedules and Operational Narratives: Develop Master Plans. Develop Project Briefs. Develop Project Execution Plan Version 1 as part of the Infrastructure Programme Management Plan. Review Project Execution Plans Versions 2-7 in terms of architectural norms and standards and make inputs to the Directorate Infrastructure Delivery Management. Develop Business Cases for projects. Develop Accommodation Schedules. Develop Operational Narratives. Determine document management system requirements from architectural perspectives. Determine green technology compliance requirements. Preparation of architectural inputs to the development of the User Asset Management Plan and Project List: Provide

inputs to the development of the User Asset Management Plan. Prepare the final project list. Assist with Condition Assessment of projects implemented in the MTEF from an architectural perspective. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils: Study professional journals and publications to stay abreast of new developments. Monitor and study the education sector, legal frameworks, standards changes and policy frameworks. Engage in relevant continuous professional development activities [tools and techniques] as prescribed and/or required. Update the Infrastructure comprehensive planning framework of Department in terms of research findings, new technology and changes in the institutional environment. Interact with relevant Professional Bodies/Councils.

ENQUIRIES : Mr Moeti Tel No: (051) 404 9292

POST 14/108 : **ADMINISTRATIVE OFFICER REF NO: PS03/2026/08**
Physical Resource Planning and Property Management Directorate
Property Management Sub Directorate

SALARY : R338 106 – R398 277 per annum (Level 07), (a basic annual salary)
CENTRE : Bloemfontein: Head Office
REQUIREMENTS : An applicable 3 year Diploma or equivalent qualification (NQF 6) in Business Management, Public Management or Built Environment. A valid Driver's license. Preference to candidates with relevant NQF Level 7 qualifications. Added Advantage: Computer literacy and a Relevant experience will be an added advantage.

DUTIES : To assist with the collecting and updating of information for immovable assets in line with the requirements stated on NEIMS survey forms and the requirement of the Provincial Asset Register managed by Public Works. To assist with the acquisitions of immovable assets [land and buildings] for Facilities in close consultation with Public Works. To assist with the disposal of immovable assets [land and buildings] for Facilities in close with Public Works. Assist Consultation with Districts and schools to obtain their needs and inputs in terms of acquisitions and disposals. Undertake all deeds searches to validate ownership of land before planning for buildings are finalised. Update the register of sites allocated to Education for future infrastructure development. Assist to interpret lease needs and identify suitable buildings for leases. Interact with Districts and Schools on proposed buildings for leases. Administrate Section 14 lease contracts. Administrate the payment of municipal accounts through the finance section. Identify excessive use of water and electricity. Make inputs to the preparation of guidelines on the use of utilities by Schools. Assist to train Districts on the guidelines for use of utilities. Make recommendations and/or propose interventions to improve the use of utilities by Facilities. Undertake planning for future human resource needs.

ENQUIRIES : Mr Moeti Tel No: (051) 404 9292

POST 14/109 : **STATE ACCOUNTANT: INFRASTRUCTURE DELIVERY MANAGEMENT REF NO: PS03/2026/09 (X2 POSTS)**
Directorate: Infrastructure Finance Sub Directorate

SALARY : R338 106 – R398 277 per annum (Level 07), (a basic salary)
CENTRE : Bloemfontein: Head Office
REQUIREMENTS : B Comm. Degree with Accounting II / National Diploma in Accounting with Accounting II or equivalent qualification. Relevant experience will be an added advantage. Computer literacy and valid driver's licence.

DUTIES : To assist with the following: Extract and analyse relevant infrastructure financial information. Provide financial administration for all infrastructure Programmes and Projects. Provide assistance to ensure compliance to the financial policies and prescripts in terms of infrastructure. Update and maintain a document management system for all financial documentation that comply with requirements of the Auditor General.

ENQUIRIES : Mr Mr Moeti Tel No: (051) 404 9227

POST 14/110 : **WORKS INSPECTOR REF NO: PS03/2026/10 (X2 POSTS)**
Infrastructure Delivery Management Directorate
Infrastructure Programmes/Projects and Maintenance Sub Directorate

SALARY : R280 278 – R330 162 per annum (Level 06), (a basic annual salary)
CENTRE : Bloemfontein Head Office

<u>REQUIREMENTS</u>	:	An applicable 3-year degree/diploma or equivalent qualification in Building or Mechanical or Electrical or N3 with passed trade test or National Diploma in Engineering. 2 -3 years relevant experience and a Valid Driver's license.
<u>DUTIES</u>	:	Design Of Maintenance System: Make inputs to the design of the maintenance system. Assist to provide information for the design and updating of the electronic maintenance management system. Assist to interact with information technology services on the specifications of the updating of the maintenance management system. Assist to develop the maintenance policy and procedures. Training On Maintenance System: Assist to develop training manuals on the maintenance management system. Assist to provide training to Districts on the maintenance management system. Assist to roll out the maintenance management system. Update the maintenance management system in term of work completed. Call Center: Assist with the establishment and functioning of the call center. Assist to provide training to personnel in the call center. Assist to develop standard operating procedure manuals for the call center. Extract information on calls logged and resolved. Provide technical inputs to call logged. Investigate cases that have not been resolved. NEIMS Assessments, Specification and Projects: Assist to provide relevant data and information for updating NEIMS and Facility Management Systems. Assist to prepare specifications. Assist to develop a bill of quantities. Assist to develop proposals on associated costs. Assist to make recommendations on quotations. Inspect maintenance work on projects sites. Verify invoices and make recommendations for payments.
<u>ENQUIRIES</u>	:	Mr Moet Tel No: (051) 404 9292
<u>POST 14/111</u>	:	<u>WORKS INSPECTOR: INFRASTRUCTURE CO-ORDINATION AND DELIVERY (X5 POSTS)</u>
<u>SALARY CENTRE</u>	:	R280 278 – R330 162 per annum (Level 06)
	:	Bloemfontein Head Office:
	:	Motheo District Office Ref No: PS03/2026/11 (X1 Post)
	:	Lejweleputswa District Office Ref No: PS03/2026/12 (X1 Post)
	:	Fezile Dabi District Office Ref No: PS03/2026/13 (X3 Posts)
<u>REQUIREMENTS</u>	:	An applicable 3-year degree/diploma or equivalent qualification in Building or Mechanical or Electrical or N3 with passed trade test or National Diploma in Engineering. 2 -3 years relevant experience and a Valid Driver's license.
<u>DUTIES</u>	:	Design Of Maintenance System: Make inputs to the design of the maintenance system. Assist to provide information for the design and updating of the electronic maintenance management system. Assist to interact with information technology services on the specifications of the updating of the maintenance management system. Assist to develop the maintenance policy and procedures. Training On Maintenance System: Assist to develop training manuals on the maintenance management system. Assist to provide training to Districts on the maintenance management system. Assist to roll out the maintenance management system. Update the maintenance management system in term of work completed. Call Center: Assist with the establishment and functioning of the call center. Assist to provide training to personnel in the call center. Assist to develop standard operating procedure manuals for the call center. Extract information on calls logged and resolved. Provide technical inputs to call logged. Investigate cases that have not been resolved. Neims Assessments, Specification and Projects: Assist to provide relevant data and information for updating NEIMS and Facility Management Systems. Assist to prepare specifications. Assist to develop a bill of quantities. Assist to develop proposals on associated costs. Assist to make recommendations on quotations. Inspect maintenance work on projects sites. Verify invoices and make recommendations for payments.
<u>ENQUIRIES</u>	:	Mr Moeti Tel No: (051) 404 9292
<u>POST 14/112</u>	:	<u>ADMINISTRATION CLERK REF NO: PS03/2026/14</u> Physical Resource Planning and Property Management Directorate Property Management Sub Directorate
<u>SALARY CENTRE</u>	:	R237 453 - R279 708 per annum (Level 05), (a basic salary)
	:	Bloemfontein: Head Office
<u>REQUIREMENTS</u>	:	NQF 4 (Gr. 12 Certificate) Added Advantage: Preference will be given to candidates with technical qualifications related to infrastructure. Knowledge of Computer (Excel and Word) will be essential. Post-Matric Qualifications will be an added advantage.

- DUTIES** : Assist with general office administration in the office of Infrastructure Programmes. Handling files, typing and keeping records up to date, handling telephone enquiries and any other admin official duties as may be assigned.
- ENQUIRIES** : Mr Moeti Tel No: (051) 404 9292
- POST 14/113** : **REGISTRY CLERK REF NO: PS03/2026/15**
Physical Resource Planning and Property Management Directorate
Property Management Sub Directorate
- SALARY** : R237 453 – R279 708 per annum (Level 05), (a basic salary)
- CENTRE** : Head Office: Bloemfontein
- REQUIREMENTS** : NQF 4 (Grade 12) or equivalent qualification.
- DUTIES** : Provide Registry counter service. Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail/files. Handle incoming and outgoing correspondence. Receive, sort, register and dispatch all mail. Distribute notices on registry issues. Render an effective filing and record management service. Opening and closing files according to record classification system. Filing, storage, tracing (electronical and manual) and retrieval of documents and files. Complete index cards for all files. Operate office machines in relation to the registry function. Update register on a daily basis. Process documents for archiving and disposal.
- ENQUIRIES** : Mr Moeti Tel No: (051) 404 9292

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

- APPLICATIONS** : For The Department of Public Works and Infrastructure to be submitted to: Head: Public Works and Infrastructure, Human Resources Management Directorate. P.O Box 7551, Bloemfontein, 9300 Or Applications that are hand delivered must be brought at the Foyer of OR Tambo House where they must be placed in the appropriately marked box at: Security Ground Floor, OR Tambo House, St. Andrews Street, Bloemfontein or e-mail to e-recruitmentfsdpwi@fsworks.gov.za. No Applications will be accepted by staff in offices in the building.
- CLOSING DATE** : 15 May 2026
- NOTE** : Directions to applicants: Applications must be submitted on the new prescribed Z83 application form obtainable from any Public Service Department or on the internet at <http://www.info.gov.za>. The Z83 should be completed in a manner that allows the selection committee to assess the application based on the information provided on the form. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and detailed Curriculum Vitae. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication. If the certified copies contradict the details on the CV or Z83 form, the candidate will automatically be disqualified and removed from the shortlist. Should an applicant possess a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit the requested documents will result in the application not being considered. Applicants must indicate the reference number of the vacancy in their applications. Should an applicant wish to apply for more than one post, separate applications must be submitted i.e. all the documentation must be submitted for each post applied for. Applications received after the closing date and those that do not comply with these instructions will not be considered. Candidates requiring additional information regarding the advertised post should direct their enquiries to the relevant person as indicated in the advertisement. Note: Successful completion of the Nyukela Public Service SMS Pre-entry Programme as endorsed by the National School of Government, available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of appointment, is a requirement for all SMS positions. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Short-listed candidates will on the day of interview undergo a security assessment. Suitable candidates will be subjected to personnel suitability checks as deemed appropriate and inclusive inter alia of criminal record check, citizenship verification, financial/asset record checks, qualification/study verification and previous employment verification. The successful candidate will be required to enter into a performance agreement, annually disclose financial interests, and comply

with all requirements applicable to members of the Senior Management Service. The Department is committed to the achievement and maintenance of diversity and equity in employment, particularly in respect of race, gender, and disability. Preference will therefore be given to candidates whose appointment will promote representativeness in line with the Department's Employment Equity Plan. If you have not been contacted within 4 months of the closing date of this advertisement, please accept that your application was unsuccessful. Faxed or late applications will not be accepted.

MANAGEMENT ECHELON

<u>POST 14/114</u>	:	<u>CHIEF FINANCIAL OFFICER REF NO: PWI 26/04</u>
<u>SALARY</u>	:	R1 494 900 per annum (Level 14), (all-inclusive package). The remuneration package consists of a basic salary (70%), the Employer contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include 13th cheque, motor car allowance, home owner's Allowance, And Medical Aid Assistance.
<u>CENTRE REQUIREMENTS</u>	:	<p>Bloemfontein</p> <p>Applicants must be in possession of an appropriate Bachelor's Degree or Advance Diploma (NQF Level 7) in Accounting, Financial Management, Commerce, Economics or an equivalent related qualification as recognised by SAQA. A postgraduate qualification and professional registration will be advantageous. Applicants must have a minimum of ten (10) years' relevant experience in financial management, budgeting and public sector financial administration, of which at least five (5) years must be at senior managerial level. Extensive experience in the public service environment, preferably within a Public Works, Infrastructure, Property Management, Human Settlements, Transport, Roads or related built-environment portfolio will be a strong requirement. Applicants must have a sound knowledge of the Constitution of the Republic of South Africa, 1996, the Public Finance Management Act, 1999(PFMA), Treasury Regulations, Public Service Act and Regulations, Generally Recognised Accounting Practice (GRAP), Supply Chain Management prescripts, GIAMA and all other legislation, regulations, directives and frameworks governing financial administration, asset management, infrastructure expenditure and public accountability in Government. Completion of the Nyukela Pre-Entry Certificate to Senior Management Services, as endorsed by the National School of Government, is a prerequisite for appointment. A valid drivers' licence is also required. The ideal candidate must demonstrate proven strategic capability and leadership, advanced financial and analytical skills, sound knowledge of public sector governance, high-level communication ability, people management and empowerment, programme and project management, change management, policy analysis and implementation, service delivery innovation, and a strong commitment to ethics, accountability and good governance. The candidate must possess the capacity to function effectively at executive management level, provide sound strategic advice to the Head of Department and Executive Authority and drive financial discipline, operational efficiency, institutional compliance and improved audit outcomes in a complex public sector environment. Added Advantage: Sector-Specific Exposure Preference will be given to candidates with demonstrable experience in the financial oversight of: Public Works and Infrastructure programmes; Property and accommodation management; Lease management and facilities-related expenditure; Infrastructure planning and implementation budgets; Maintenance and capital works expenditure; Immovable asset management and reporting; Public sector procurement in construction and built-environment contexts</p> <p>Personal Attributes The Department seeks a candidate who is visionary, decisive, disciplined, and highly ethical; one who demonstrates sound judgement, resilience, maturity, and the ability to operate under pressure in a demanding governance environment. The incumbent must be capable of balancing strategic leadership with operational rigour and must display an unwavering commitment to accountability, transparency, and stewardship of public resources.</p>
<u>DUTIES</u>	:	The successful candidate will report directly to the Head of Department and will be responsible for the following: Strategic Financial Management: Provide strategic leadership and direction on all financial management matters of the Department. Ensure that the Department's financial strategies, plans, and systems support the overall mandate of the institution and are aligned to government priorities, service delivery imperatives, infrastructure development

plans, and applicable legislative requirements. Budget Planning and Expenditure Management: Manage and oversee the preparation, coordination, and implementation of the Department's budget, including MTEF processes, cash flow projections, in-year monitoring, expenditure reporting, and budget performance reviews. Ensure optimal allocation and utilisation of resources and institute control measures to prevent under-expenditure, over-expenditure, unauthorised expenditure, and fiscal instability. Financial Accounting and Reporting: Oversee the preparation of accurate, complete, and timely financial reports, including monthly, quarterly, and annual financial statements, in accordance with GRAP, PFMA, Treasury prescripts, and other reporting frameworks. Ensure proper management of financial transactions, reconciliations, commitments, accruals, payables, receivables, suspense accounts, and disclosure requirements. Supply Chain and Financial Governance: Provide executive oversight over the financial governance aspects of supply chain management, demand planning, acquisition management, logistics, contract management, and compliance monitoring. Ensure that procurement processes are consistent with the constitutional principles of fairness, equity, transparency, competitiveness, and cost-effectiveness, and that all procurement-related financial risks are properly managed. Asset and Infrastructure Financial Oversight: Lead the financial management of departmental movable and immovable assets and provide oversight on infrastructure-related expenditure, maintenance budgets, lease commitments, accommodation costs, capital planning, asset verification, impairment, disposal, and related financial reporting obligations. Ensure that the financial dimensions of custodianship, user asset management planning, and infrastructure investment are properly governed. Internal Controls, Compliance and Risk Management: Establish, strengthen, and monitor internal financial control systems to ensure full compliance with the PFMA, Treasury Regulations, audit requirements, and internal policies. Ensure effective management of irregular, fruitless and wasteful, and unauthorised expenditure, including reporting, investigation support, corrective action, and consequence management processes. Audit Coordination and Governance Support: Support the Accounting Officer in discharging statutory financial governance responsibilities. Coordinate responses to Internal Audit, Audit Committee, and Auditor-General findings. Drive the implementation of audit action plans and ensure the institution is audit-ready at all times. Promote sound governance practices and a strong control environment aimed at achieving and sustaining clean audit outcomes. Organisational Leadership and Capacity Building: Lead and manage the Finance Branch, including the functions of budgeting, financial accounting, revenue management, expenditure management, supply chain financial oversight, asset management, and internal control. Build institutional capability through effective leadership, performance management, mentoring, succession planning, and accountability.

ENQUIRIES

: Mr M Tshabalala Head: Public Works and Infrastructure Tel No: (051) 492 3909

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH**

- APPLICATIONS** : Applications must be submitted on a (PDF Format only) to the following E-Recruitment Email: TMH.RecruitmentHR@gauteng.gov.za. Applications can be forwarded to the Human Resource Department, Tambo Memorial Hospital, Private Bag X2, Boksburg, 1459. Physical Address: Railway Street, Boksburg, 1459.
- CLOSING DATE** : 15 May 2026
- NOTE** : Applications must include only completed and signed new Form Z83, obtainable from any Public Service Department or on (www.dpsa.gov.za/documents) accompanied by a comprehensive CV highlighting or stating the requirements mentioned above. Only the shortlisted candidates will be required to submit certified copies of Identity document, Senior Certificate and highest required qualification as well as a driver's licence where necessary on or before interviews. Applicants must indicate the post reference number on their applications. Qualifications of candidates recommended for appointment will be verified. Foreign qualifications will only be submitted by shortlisted candidates. Applications received after closing date and time will not be considered. Whites, coloured and people with disability are encouraged to apply. The candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. NB: All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements other must be an integrity (ethical conduct) assessment.

OTHER POSTS

- POST 14/115** : **ASSISTANT MANAGER NURSING SPECIALTY AREA PN-B4 (THEATRE/ICU) REF NO: REFS/TMH/2026/04/01 (X1 POST)**
Directorate: Nursing Services

- SALARY** : R785 568 – R898 215 per annum, plus benefits
- CENTRE** : Tambo Memorial Hospital
- REQUIREMENTS** : Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of ten (10) years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Atleast six (6) years of the period referred to above must be appropriate/ recognizable experience in the speciality after obtaining the one-year post-basic qualification in either ICU/ Theatre. Atleast three (3) years of the period referred to above must be appropriate/ recognizable experience at a Management level. Diploma/ Degree in Nursing Administration, Computer literacy, knowledge and insight of Nursing processes, procedures, statutes and other relevant public service acts. Decision and problem-solving skills, interpersonal and conflict management skills. Knowledge of Ideal hospital framework, norms and standards, Batho-Pele principles. Good communication skills, supervisory and analytical skills. Basic understanding of Human Resources and Financial management policies and practices.

- DUTIES** : Manage and co-ordinate the implementation of holistic, comprehensive, specialized Nursing care in the intensive care unit, theatre and CSSD in conjunction with team members within a professional and legal framework. Ensure the maintenance of quality care standards in the ICU, Theatre and CSSD services. Ensure adequate supervision of staff and personal quality cost effective and efficient patient care. Ensure effective utilization of all infection control and prevention practices by all staff including support services and cleaning staff. Supervise the implementation of health care delivery policies procedures, clinical guidelines and protocols, operational and strategic plans aimed at improving service delivery. Execute disciplinary code and grievance procedure up to the required level and then refer to the Deputy Manager Nursing. Facilitate implementation of departmental priorities and National Core Standards. Monitor and evaluate the care, ensure effective data management. Ensure that ethics and professionalism is maintained, demonstrate effective communication with staff, patients and multidisciplinary and other stakeholders.

- ENQUIRIES** : Mrs. C.M Malekane Tel No: (011) 898 8311

- POST 14/116** : **ASSISTANT MANAGER NURSING AREA REF NO: REFS/TMH/2026/04/02 (X1 POST)**
 Directorate: Nursing Services
- SALARY** : R720 819 – R846 282 per annum, plus benefits
CENTRE : Tambo Memorial Hospital
REQUIREMENTS : Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of eight (08) years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. A diploma / Degree in Nursing Administration or Health Service Management. Atleast three (3) years of the period referred to above must be appropriate/ recognizable experience at Management level. Strong leadership skills, good communication and writing skills. Problem solving, conflict resolution skills, able to work above under pressure. Sound interrelationship is necessary in understanding of National Core Standards and Ideal Hospital Framework, Nursing Strategy, PFMA, Labour relations and other related legislation framework. Basic computer skill or qualification.
- DUTIES** : Delegate, supervise and coordinate the provision of effective and efficient Patient care through adequate nursing care. Initiate and participate in health promotion to ensure consistence communication of relevant, accurate and comprehensive information on health care. Develop / establish and maintain constructive working relationship with nursing and other stakeholders (i.e. inter-sectoral and multidisciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guidelines, practices, policies and standard operating procedures. Manage effective utilization and supervision of human, financial and material resources. Coordination of provision of effective training and research. Maintain professional growth / ethical standards and development of self and subordinates.
- ENQUIRIES** : Mrs. C.M Malekane Tel No: (011) 898 8311

DEPARTMENT OF ROADS AND TRANSPORT

- APPLICATIONS** : To apply for the below positions, please apply online at <http://jobs.gauteng.gov.za> Only online applications will be considered.
- CLOSING DATE** : 15 May 2026
- NOTE** : Applicants must utilise the most recent Z83 application form for employment, issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulations, 2016. All fields in the New Z83 form must be completed, initialled and signed. Furthermore, a comprehensive Curriculum Vitae (CV) must also be attached. Failure to attach the completed Z83 and Comprehensive Curriculum Vitae (CV) will result in disqualification. The New Z83 form is obtainable from any Public Service Department or the DPSA website www.dpsa.gov.za/documents. Only shortlisted candidates who meet all the requirements of the post will be requested to submit certified copies of qualifications, identity document and valid driver's license (where driving/travelling is an inherent requirement of the job) not older than six (06) months. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. It is our intention to promote representation (race, gender and disability) in the Public Service through the filling of posts and candidates whose transfer/promotion/appointment will promote representation will receive preference. It is the Department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The Department reserves the right not to appoint. If you do not receive any response from us within 3 months, please accept your application was unsuccessful. In line with the Department's employments Equity Plan, preference will be given to Coloured Females, Indian Females, White Females candidates.

MANAGEMENT ECHELON

- POST 14/117** : **DIRECTOR: LEGAL SERVICES REF NO: REFS/045398**
Branch: Corporate Services
- SALARY** : R1 266 714 – R1 492 122 per annum (Level 13), (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary). The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.
- CENTRE REQUIREMENTS** : Johannesburg (Head Office)
: LLB Degree (NQF level 7). Admission as an Attorney/Advocate of the High Court of South Africa. At least 5 years' experience at a middle or senior managerial level within a legal environment. Extensive knowledge of the South African Constitution, Public Service Act, Public Finance Management Act, Administrative Law, and other relevant legislation and policies. Strong communication skills, strategic leadership, financial management, litigation management, drafting of contracts, and conflict resolution skills. A valid driver's license and completion of the Nyukela Senior Management Pre-entry certificate endorsed by National School of Government submitted prior to appointment.
- DUTIES** : Manage and ensure an effective provision of Litigation. Provide sound litigation advise. Monitor the implementation of & provide advice on the interpretation and application of all pieces of legislation. Liaise with the state attorney's office, State Law advisors and on litigation matters. Provide advice the prosecution of all legal actions by and against the department. Ensure department's legal capacity is strengthened to provide effective legal advice and opinions. Ensure daily tracking of court decisions that might impact the department. Oversee and manage a detailed legal analysis of contracts. Compile and manage legal contracts. Approve, draft, vet, and review contracts in an efficient contract management system. Provide legal advisory services. Oversee and ensure smooth and effective legal advice and support to management. Ensure that legal problems are dealt with quickly and advise on corrective measures to prevent similar problems in the future. Ensure compliance with all relevant laws and policies by the department. Assist in drafting of proposed legislation and policies Interpret legislation, contracts and resolve disputes. Conduct legal audits to ensure minimize potential liability and enable favourable action based on existing provisions. Manage the Directorate. Develop and manage the operational plan of the Directorate and report on progress as required. Develop, implement, and maintain processes to ensure proper control of work. Compile and submit all required reports. Plan and allocate work to subordinates. Check the quality of work delivered by employees.
- ENQUIRIES** : Ms. A. Mkhombo/ Mr. E Mpateni Tel No: (011) 355-7521/7252
For general enquiries please contact Human Resource Tel No: (011) 355-7521/7252.
- NOTE** : In line with the Department's employments Equity Plan, preference will be given to Coloured Females, Indian Females, White Females candidates.

**PROVINCIAL ADMINISTRATION: KWAZULU-NATAL
DEPARTMENT OF HEALTH**

“We strive to create an environment that brings the power of diversity to life and as such, this Department is an equal opportunity, affirmative action employer, whose aim is to promote inclusiveness in all occupational levels in the Department”.

- APPLICATIONS** : All applications should be forwarded to: The Chief Director: Human Resource Management Services, KZN Department of Health, Private Bag X9051, Pietermaritzburg, 3200 OR Hand delivered to: 330 Langalibalele Street Natalia Building, Registry, Minus 1:1 North Tower. Interested applicants can visit the following website at www.kznonline.gov.za/kznjobs for full posts details. Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs or submit their Z83 and CV directly to the following email address: HeadOffice.HRJobApplication@kznhealth.gov.za NB://: The subject of your email must be the post name that you are applying for. “Applicants may also visit any one of our Designated Online Application Centres (DOACS) where our friendly staff will assist you with applying online or receiving your hardcopy application. You can find the list of Designated Online Application Centres (DOACS) at www.kznonline.gov.za/kznjobs
- FOR ATTENTION** : Miss TNN Ngema
- CLOSING DATE** : 15 May 2026
- NOTE** : Applications must be submitted on the new prescribed Application for Employment form (Z83) which must be originally signed, initialed and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV (with detailed experience). Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant’s responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation. Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. NB: For the Pre-Entry Certificate for SMS, any individual may register for the course and complete such in anticipation of wishing to apply for an SMS post in future. The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-courses/sms-pre-entry-programme/>. Individuals who have completed the course already, and who are therefore in possession of a certificate are welcome to submit such, however it is not required that an applicant submit such when applying for the post prior to the closing date. However, prior to an appointment being made to any SMS post, the appointee to such a post must have completed the pre-entry certificate and must be in possession of such prior to taking up the post. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate’s suitability based on the post’s technical and generic requirements and the other must be an integrity (ethical conduct) assessment. NB: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview.

MANAGEMENT ECHELON

POST 14/118	:	<u>CHIEF DIRECTOR: HEALTH SERVICE PLANNING, MONITORING AND EVALUATION REF NO: G32/2026</u> Cluster: Health Service Planning, Monitoring and Evaluation
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 494 900 per annum, (an all-inclusive SMS salary package) Head Office Pietermaritzburg Grade 12/ Matric Certificate, An undergraduate qualification (NQF level 07) as recognized by SAQA in Business Administration/Management or Public Administration / Management / Public Health, Five (5) years of experience at a senior managerial level in Strategic Management Services environment; plus Unendorsed valid Code B driver's license (Code 08). Additional Qualifications: Experience in Planning, Monitoring and Evaluation will be an added advantage. Knowledge, Skills, Training and Competencies The incumbent of this post will report to the Head of Department and will be responsible for managing the Department's Strategic Planning and Information Management Services in accordance with various legislation, regulations and policies: Manage strategic planning and health economics services. The ideal candidate must: have thorough knowledge of Government Governance Management Framework as well as legislative and other mandates regulating support services in the public sector Extensive knowledge of and skills to develop effective and efficient office systems, tools and mechanisms to optimize the performance of the Office of Strategic Planning and Support Services Possess knowledge of Human Resource and Financial Management and other related Acts, regulations, frameworks, prescripts and directives Skills in Project management, Problem Solving, Computer Skills, Change Management, Strategic Management, Planning and organisational skills, Communication skills, Report writing skills, Decision Making, Problem Solving and Analytical skills Values/Attributes: Innovation, Concern for excellence, Courtesy, Drive and Enthusiasm High level of communication (both written and verbal) with the Management in the Department, Colleagues, Trade Unions, Provincial Health Council, Private Hospitals, Non-Governmental Organizations (NGO) and other departments.
<u>DUTIES</u>	:	The successful candidate will be responsible for, amongst others: Facilitate the development of Departmental Strategic, Service Delivery and Annual Performance plans Oversee the development of costing models and cost benefit analysis Identify potential risks in health service delivery Ensure compliance to strategic and performance plans Participate in the Social Cluster Programme Participate in District Task Team Activities (including DDM and OSS) Ensure provision of data management services and monitoring and evaluation services: Manage provision of accurate and functional information to support planning, performance management and decision making Ensure provision of geographic information systems platform Develop and facilitate the implementation of a monitoring and evaluation framework Asses overall performance of the Department against performance indicators Develop and oversee the implementation of the Audit improvement Plan for pre-determined objectives Ensure provision of epidemiology services through health research initiatives: Oversee the development and maintenance of knowledge framework for the department Oversee health research initiatives and research on disease trends Ensure provision of epidemiology profiling and early warning services Oversee the development and maintenance of a health research and clinical trials policy framework for the department Ensure the development and implementation of policies: Ensure the implementation of National, Provincial and Departmental frameworks Ensure the implementation of policies according to agreed norms and standards Monitor and evaluate compliance with implemented policies Report on any discrepancies in regard to compliance to all relevant stakeholders Review and amend policies relevant to the unit as and when required based on input from stakeholders Ensure the effective, efficient and economical management of allocated resources of the Chief Directorate: Manage the financial resources Manage the human resources Manage the allocated assets Manage potential risks and mitigation strategies Provide strategic management, planning, leadership and direction Monitor and ensure that the whole Chief Directorate complies with the dictates of the PFMA and other Governance Regulations
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs. TP Msimango Tel No: (033) 395 2589 Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs or submit their Z83 and CV directly to the following email address: HeadOffice.HRJobApplication@kznhealth.gov.za

<u>POST 14/119</u>	:	<u>ENGINEERING AND TECHNICAL SERVICES REF NO: G34/2026</u> Cluster: Infrastructure Development and Technical Services
<u>SALARY</u>	:	R1 266 714 per annum (Level 13), (all-inclusive salary packages, which consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules).
<u>CENTRE REQUIREMENTS</u>	:	Head Office Pietermaritzburg Senior Certificate / Grade 12. Bachelor Degree in Civil/Structural or Electrical/Mechanical Engineering; (NQF Level 7). Five (5) years' experience at a middle/senior managerial level. Computer Literacy: MS Office Software Applications; Unendorsed valid Code B driver's license (Code 08). Registered as a Professional Engineer with ECSA. Executive Course or Certificate in Infrastructure Delivery Management will serve as a recommendation. Knowledge, Skills, Training and Competencies: The incumbent of this post will report to the Chief Director: Infrastructure Development and Technical Services and will be responsible to provide effective and efficient management of the maintenance of Healthcare Facilities, Laundries, utilities, other infrastructure and related technical support services that sustain an enabling environment for health care delivery in cost effective manner. The ideal candidate must have: Knowledge in PFMA/DORA/Treasury Regulations, Practice Notes, Instructions and Circulars, Provincial/Departmental Supply Chain Management Policies, Construction Industry Development Board Act of 2000 and Regulations, Competence Standards for Construction Procurement as issued by CIDB etc. Skills in: Management Strategic Capability and Leadership. Programme and Project Management. Financial Management. Change Management. Knowledge Management. Service Delivery. Problem Solving and Analysis. People Management and Empowerment. Client Orientation and Customer Focus: Communication. Computer Literate.
<u>DUTIES</u>	:	The successful candidate will be responsible for, amongst others to: Manage the maintenance of health facilities, utilities and infrastructure: Determine the inputs for the scheduled and preventive maintenance plans/strategies including conceptual planning for scheduled maintenance. Determine the inputs to Health Facilities in terms of day-to-day maintenance. Provide inputs in terms of targets and indicators for infrastructure maintenance to the Directorate Infrastructure Programme Delivery. Coordinate and monitor the implementation of the maintenance plans and day-to-day and preventative maintenance. Provide inputs to Health Facilities in terms of planning for disposals of related equipment. Manage the monitoring and evaluation of deployed technology. Manage the provision of professional engineering services and providing support to the Chief Directorate and Health Facilities: Manage the research of maintenance technologies. Monitor and promote the effective utilization of utilities and provide feedback to the Directorate: Planning. Provide inputs to the Directorate: Infrastructure Planning in terms of setting functional and technical norms and standards. Develop guidelines for the maintenance of Health Facilities in close consultation with the Directorate: Infrastructure Planning. Determine detailed maintenance and supply specifications for procurement for day-to-day maintenance, emergency maintenance, minor specifications provided by the Directorate: Infrastructure Planning. Oversee the implementation of the provisions of the Occupational Health and Safety Act related to equipment safety in Health Facilities (compliance). Manage the provision of linen and laundry services to Health Facilities: Report on the provision of cost effective, efficient and quality of linen and laundry services to Health Facilities. Report on the inventory and stock control of linen. Report on risks associated with the rendering of laundry services. Report on outsourced contracts. Manage the acquisition and development of maintenance resources: Capacitate Maintenance Hubs. Effective and efficient functioning of Provincial, District and Facility Maintenance Hubs. Manage the establishment and updating of maintenance strategy and system focusing on day-to-day, routine/preventative and emergency maintenance. Compliance of the provision of the Occupational Health and Safety Act (OHS) related to equipment and effective waste management: Report on the establishment of the statutory structures as required in terms of the Act. Report on the establishment of the statutory structures as required in terms of the Act. Report on OHS training interventions as all Health Facilities in terms of equipment. Monitor compliance of equipment with the OHS Act in all Health Facilities. Approve waste management policies and procedures. Manage healthcare infrastructure risk and quality improvement program: Provide inputs to policies, norms and standards and procedures to the Directorate: Infrastructure Planning. Manage

the overall provision of training of users and engineering/technical staff on policies. Approve the quality improvement plan. Approve the risk management plan (including adverse events). Management of the finances as Programme Manager for the Directorate: Use of funds in the directorate effectively, efficiently and in compliance with Public Finance Management Act. Procurement Management in terms of evaluation and adjudication of tenders. Strategic Management: Engineering directorate aligned its core business to that of the Chief Directorate. Engineering staff in the Directorate understands their roles and responsibilities. Management of the human resources: Undertake planning for future human resources needs. Maintain discipline. Manage performance and development of employees. Undertake human resource and other related administrative functions. Establish and maintain effective and efficient communication arrangements. Develop and manage the operational plan. Plan and allocate work. Develop and implement processes to promote control of work. Serve on transversal task teams as required. Implement quality control of work delivered by employees.

ENQUIRIES

: Mrs TP Msimango Tel No: (033) 395 2589

POST 14/120

: **DIRECTOR: AUDIT AND INTERNAL CONTROL REF NO: G33/2026**
Cluster: Financial Management Services

SALARY

: R1 266 714 per annum (Level 13), (all-inclusive salary packages, which consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules).

CENTRE REQUIREMENTS

: Head Office: Pietermaritzburg
: Senior Certificate / Grade 12. An appropriate Bachelor's Degree with Financial Management / Management Accounting / Auditing / Corporate Governance or National Diploma in Financial Management/Public Finance (NQF Level 7; A minimum of Five (5) appropriate experience at middle/senior managerial level in an audit/internal control environment; Computer Literacy: MS Office Software Applications; plus Security Clearance of "Top Secret"; plus Unendorsed valid Code B driver's license (Code 08). Training Programmes and/or experience in policy and system development, Project Management as well as appropriate management development programmes will serve as an added advantage. Knowledge, Skills, Training and Competencies: The incumbent of this post will report to the Chief Director: Risk Management, Investigation and Security Services and will be responsible to ensure that all audit related matters both internal and external inclusive of the Head Office and all of KwaZulu-Natal Department of Health institutions are addressed, undertaken and finalized, provide support to the Department with regards to co-ordination of all audit matters in the Department and ensure an internal control environment that will achieve efficiency, reduce risks and ensure compliance with relevant legislation. The ideal candidate must: Possess sound knowledge of all legislative prescripts with specific reference to the Public Finance Management Act, Treasury Regulations, Public Service Act etc; Experience and knowledge relative to the development of Internal Control systems and mechanisms/Assessment Tool kits/Checklists. Experience and expertise in conducting control self-assessments and the compilation of accurate reports inclusive recommendations for remedial action. Experience in the analysis of audit reports and findings and development and implementation of mitigation plans/actions relative to audit findings/queries. Experience in conducting compliance audits/internal control inspections in all disciplines. Sound knowledge of all disciplines i.e. Financial Management, Supply Chain Management, Human Resource Management etc. as well as in-depth knowledge of systems namely maintenance, transport, security, catering and IT systems, amongst others. Excellent interpersonal and communication skills, a persuasive team builder and the ability to motivate and communicate effectively to achieve exceptional performance. Strong communication and presentation skills. Good analytical and conceptual ability. Skill and expertise in problem analysis and problem solving. Results driven with a logical and methodical approach to achieving tasks and objectives and an active and dynamic approach to work. Ability to finalising tasks within specific timeframes and deadlines. Strong leadership and business administration skills. Clinical thinking and good research ability with strong analytical and resource management skills. High level of integrity, honesty, diligence, conscientiousness, reliability and dependability.

DUTIES

: The successful candidate will be responsible for, amongst others: Provide overall leadership and management of the component inclusive of the development of strategic and operational plans, implementation and

monitoring to ensure the achievement of specific, identified objectives. Organisational needs addressed. Type of audit outcome (A-G's audit). Level of audit preparedness Ensure the effective and efficient management and utilisation of all resources attached to the component, inclusive of physical, financial and human resources. Manage all audit related matters emanating from both internal and external audits, inclusive of facilitation, reporting, remedial activities and control assessments. Develop, implement and monitor strategies, policies and systems in line with applicable legislation/frameworks for the strengthening of the internal control environment in the Department. Provide an audit liaison function in relation to all oversight committees relevant to the Department, the office of the Auditor-General and the Provincial Treasury.

ENQUIRIES : Mrs TP msimango Tel No: (033) 395 2589

POST 14/121 : **DIRECTOR: HOSPITAL MANAGEMENT SERVICES REF NO: G35/2026**
Cluster: Hospital Management Services

SALARY : R1 266 714 per annum (Level 13), (all-inclusive salary packages, which consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules).

CENTRE REQUIREMENTS : Head Office: Pietermaritzburg
: Senior Certificate / Grade 12. MBCHB OR Degree in Nursing (NQF Level 7); PLUS Current Registration with the relevant professional body i.e. HPCSA or SANC; Ten (10) years' experience in a hospital environment of which Five (5) years must be at middle/senior management level; plus Computer Literacy: MS Office Software Applications; plus Unendorsed valid Code B driver's license (Code 08). Post-graduate qualification will be an added advantage and Training programmes and/or experience in Policy and System Development, Project Management and Public Administration will serve as a recommendation. Knowledge, Skills, Training and Competence Required: The incumbent of this post will report to the Chief Director: Hospital Management Services and will be responsible to develop hospital service systems and policies, defining implementation protocols, norms and standards and monitoring arrangements enabling hospitals and community health centre to function optimally in the delivery of compassionate health services. The ideal candidate must have: Ability to translate legislation, national policies and imperatives into policies, guidelines and protocols that can be implemented at provincial level. Ability to identify best practices based on current research findings and incorporates the best practice into policies, guidelines and protocols used in the province. Knowledge of, and expertise in managing hospital systems. Knowledge of, and expertise in quality assurance methods applicable in hospitals. Knowledge of licensing requirements for private health care providers. Knowledge of, and expertise in the integrated planning framework for the provision of health care. Knowledge of, and expertise in health information systems and the use of information in the management of hospitals.

DUTIES : The successful candidate will be responsible for, amongst others to: Define the Legislative framework, norms, standards, protocols and guidelines for the provision of high quality hospital care, based on current best practice. Develop a monitoring, evaluation and reporting system for all aspects of quality of care and efficiency of system. Manage the licensing, monitoring and evaluation of state aided and private health facilities. Ensure the efficient and effective utilization of resources allocated to the component, inclusive of the development of staff. Develop systems for provision of high quality care, including clinical governance systems. Monitor and report on the implementation of the package of services and efficiency of referral system.

ENQUIRIES : Mrs TP Msimango Tel No: (033) 395 2589

POST 14/122 : **DIRECTOR: ICT GOVERNANCE AND PROJECT MANAGEMENT REF NO: G36/2026**
Cluster: Information Technology

SALARY : R1 266 714 per annum (Level 13), (all-inclusive salary packages, which consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules).

CENTRE REQUIREMENTS : Head Office Pietermaritzburg
: Senior Certificate / Grade 12. Bachelor's Degree in Information Technology, Computer Science, Information Systems, or related field (NQF Level 7); Five (5) years' experience in middle/senior managerial level. Proven experience in ICT Governance, PMO Management and Large-scale ICT project

implementation. Computer Literacy: MS Office Software Applications, plus Unendorsed valid Code B driver's license (Code 08). Additional qualification: A postgraduate qualification (NQF Level 8) in ICT, Business Administration or Public Management. Certifications in PMP/PRINCE2, COBIT, ITIL and CGEIT. Knowledge of PFMA. POPIA, DPSA CGICT Framework, King IV and Public Sector regulations. Experience in the Public Sector and/or Health environment will be an added advantage. Knowledge, Skills, Training and Competencies: The incumbent of this post will report to the Chief Information Officer and will be responsible to provide strategic leadership and management of ICT governance, portfolio, programme, and project management within the KwaZulu-Natal Department of Health. The role ensures that ICT initiatives support service delivery imperatives, improve patient care outcomes and comply with Public Sector governance, regulatory and audit requirements. The ideal candidate must have: Strategic Capability and Leadership. Ability to align ICT with health service delivery priorities. Programme and Project Management. Advanced capability in managing complex ICT programmes. Financial Management. Understanding of PFMA, budgeting and cost control. Change Management. Leading digital transformation and organisational change. Knowledge Management. Promoting data-driven decision making and information governance. Service Delivery Innovation. Driving eHealth and patient-centric digital services. Problem Solving and Analysis. Addressing complex ICT and service delivery challenges. People Management and Empowerment. Building and leading high-performing teams. Client Orientation and Customer Focus. Supporting clinicians and patients through ICT Solutions. Communication. Strong stakeholder engagement and reporting skills. Honesty and Integrity. Upholding ethical standards and governance principles. Technical Competencies: ICT Governance framework (COBIT, ITIL & CGICT); Project and Programme Management Methodologies. ICT Risk Management and Compliance; Portfolio and Benefits Realisation Management and Digital Health Systems and eHealth initiatives.

DUTIES : The successful candidate will be responsible for, amongst others: Provide strategic leadership on ICT governance and ensure alignment with departmental and national health priorities. Develop and implement ICT governance frameworks, policies, and standards in line with Public Sector requirements. Establish and manage ICT Project Management Office (PMO). Oversee ICT programmes and projects to ensure delivery within scope, time, cost and quality. Manage the ICT project portfolio and ensure optimal allocation of resources. Ensure compliance with legislative and regulatory frameworks including PFMA and POPIA. Lead ICT risk management, audit processes, and implementation of internal controls. Facilitate stakeholder engagement with internal business units and external stakeholders (e.g. National Department of Health, National Treasury, SITA). Manage ICT governance and project budgets and support procurement processes. Lead and manage staff within directorate, including performance management and development. Willingness to travel across districts and health facilities

ENQUIRIES : Mrs TP Msimango Tel No: (033) 395 2589

POST 14/123 : **DIRECTOR: INFRASTRUCTURE PROGRAMME DELIVERY REF NO: G29/2026**
Cluster: Infrastructure Programme Delivery

SALARY : R1 266 714 per annum (Level 14), (an all-inclusive SMS salary package)
CENTRE : Head Office Pietermaritzburg
REQUIREMENTS : Grade 12/ Matric Certificate, Bachelor Degree (NQF level 07) in the field of Built Environment; Five (5) years of experience at a middle/ senior managerial level and/or related management experience in the delivery and oversight of infrastructure programmes; Plus Computer Literacy: MS Office Software Applications; plus. Unendorsed valid Code B driver's license (Code 08). Certificate Course in Infrastructure Delivery Management. Registration with relevant Professional Council/Board as a Built Environment. Professional Postgraduate qualification in management will serve as a recommendation. Knowledge, Skills, Training and Competencies: The incumbent of this post will report to the Chief Director: Infrastructure Development and Technical Services and will be responsible to manage the delivery of the total of Infrastructure Programme related to Capex, minor capital and maintenance projects through interaction with Districts and Health Facilities and monitoring/oversight of implementing Agent(s). The ideal candidate must have: Knowledge in PFMA/DORA/Treasury Regulations, Practice Notes, Instructions and Circulars, Provincial/Departmental Supply Chain Management Policies,

DUTIES

Construction Industry Development Board Act of 2000 and Regulations, Competence Standards for Construction Procurement as issued by CIDB etc. Skills in: Management Strategic Capability and Leadership Programme and Project Management Financial Management Change Management Knowledge Management Service Delivery Problem Solving and Analysis People Management and Empowerment Communication Computer Literate.

: The successful candidate will be responsible for, amongst others to: Prepare Medium Term Expenditure Budget, Annual Budget, Adjustment Budget, Infrastructure Programme Management Plan, Construction Procurement Strategy and Infrastructure Programme Implementation Plan: Identify Infrastructure strategic objectives Determine greatest needs of Department addressed as the highest priorities in terms of infrastructure delivery- including both Capital and Maintenance Projects Finalise and approve Infrastructure Programme Management Plans Finalise and approve the procurement strategy providing value for money to inform the Infrastructure Programme Management Plan Overseeing Capital and Scheduled Maintenance Project Implementation: Participate on various Supply Chain Management Committees Undertake regular project site and visits Implement commissioning plans effectively and efficiently Finalise and approve all infrastructure monitoring reports (performance and financial reports) Update Project/Programme Management Systems Manage feedback learning generated in terms of the application of approved norms and standards Manage social facilitation Monitor EPWP targets Management of Infrastructure budget as Infrastructure Programme Manager for assigned projects: Use of funds in terms of contracts issued effectively, efficiently and in compliance with Public Finance Management Act. Review and approve cost, variations, Task and Work orders Prepare financial reports including management information Strategic Management: Align Directorate core business and strategic objectives to that of the department Provide clarity to professionals and support staff to understand their roles and responsibilities Effective and efficient resources management: Undertake planning for future human resource needs Maintain Discipline Manage performance and development of employees Undertake human resources and other related administrative functions Establish and maintain effective and efficient communication arrangements Develop and manage the operational plan. Plan and allocate work Develop and implement processes to promote control of work Serve on transversal task teams as required Implement quality control of work delivered by employees.

**ENQUIRIES
APPLICATIONS**

: Mrs. TP Msimango Tel No: (033) 395 2589
: Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs or submit their Z83 and CV directly to the following email address: HeadOffice.HRJobApplication@kznhealth.gov.za The subject of your email must be the post name that you are applying for. "

POST 14/124

: **DIRECTOR: LEGAL ADVISORY SERVICES REF NO: G31/2026**
Cluster: Legal Services

**SALARY
CENTRE
REQUIREMENTS**

: R1 266 714 per annum (Level 13), (an all-inclusive SMS salary package)
: Head Office Pietermaritzburg
: Grade 12/ Matric Certificate, An LLB Degree (NQF level 07) or equivalent (B Uris; B Proc; BA Law and B Com Law together with old LLB); A minimum of Five (5) years of experience at a middle/ senior managerial level in a legal practice. Plus Admission to practice either as an Advocate or an Attorney in the High Court of South Africa; plus Computer Literacy: MS Office Software Applications; plus Unendorsed valid Code B driver's license (Code 08). Knowledge, Skills, Training and Competencies: The incumbent of this post will report to the Chief Director: Legal Services, and provide legal advisory services to the department in accordance with the current legislation, policy and general legal practice imperatives: The ideal candidate must Possess extensive knowledge of civil and criminal procedures Knowledge in all legal matters impacting on the area of operation of the Department Knowledge and understanding of the legislative framework governing the Public Service Extensive knowledge of all health legislation, both National and Provincially Broad knowledge of health related issues Legal drafting skills Excellent communication skills, both verbal and written Excellent human relations Knowledge and competency in managing human, physical and financial resources Be computer literate with a proficiency in all Microsoft Office Software applications.

- DUTIES** : The successful candidate will be responsible for, amongst others: Provide overall management of the Litigation, Contracts and Legislation sub-components, inclusive of strategic and operational management: Develop, implement and monitor policies and systems to a specific legal framework and ensure compliance therewith Render a comprehensive legal advisory service including legal opinions and legal research: Render legal drafting services to the Department inclusive of technical advice with regard to the drafting of all departmental contracts Ensure the effective and efficient management and utilisation of all resources attached to the component, inclusive of physical, financial and human resources.
- ENQUIRIES** : Mrs. TP Msimango Tel No: (033) 395 2589
- APPLICATIONS** : Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs or submit their Z83 and CV directly to the following email address: HeadOffice.HRJobApplication@kznhealth.gov.za The subject of your email must be the post name that you are applying for. “

DEPARTMENT OF TREASURY

The KwaZulu-Natal Department of Provincial Treasury is an equal opportunity, affirmative action employer and preference will be given to previously disadvantaged groups.

- APPLICATIONS** : KwaZulu-Natal Provincial Treasury, P O Box 3613, Pietermaritzburg, 3200 or 145 Chief Albert Luthuli Road Pietermaritzburg, 3200. Applications can also be submitted via the e-services system please assess this site on (eservices.gov.za)
- FOR ATTENTION** : Ms Z Ndlela
- CLOSING DATE** : 12 May 2026
- NOTE** : The new Z83 form must be used effective 1st January 2021 and can be downloaded at www.dpsa.gov.za-vacancies. The Z83 Must Be Completed In Full. Application must be accompanied by a detailed CV Only the provisionally shortlisted candidates will be requested to submit supporting documents (certified copies of qualifications, drivers license etc.) All shortlisted candidates, including SMS, shall undertake to pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Applicants need to ensure that they obtain and submit their foreign qualifications verified with SAQA if shortlisted or provisionally shortlisted. Non-South African citizens or permanent residency holders, if provisionally shortlisted, will be required to submit proof of citizenship The Department will also conduct reference checks with HR of current /previous employer(s) beside the references provided on CV. Candidates will be subjected to security screening and a technical assessment. Under no circumstances will be faxed, emailed and late applications be accepted. The Department discourages applications that are registered and will not be held responsible for applications sent via registered mail which are not collected from the post office. It is the responsibility of the applicant to ensure that the application reaches the Department timeously. Regrettably, due to excessive budget cuts, the department is not in a position to meet any travel subsistence costs relating to recruitment processes, or relocation and resettlement costs for successful candidates. Should you not hear from the Department within 3 months of the closing date, please regard your application as unsuccessful. Candidates who do not comply with the above mentioned will not be considered.

OTHER POST

- POST 14/125** : **DEPUTY DIRECTOR: TRAINING AND CAPACITY BUILDING REF NO: KZNPT 26/14**
- SALARY** : R932 292 per annum, (all-inclusive package)
- CENTRE** : KZN Provincial Treasury, Pietermaritzburg
- REQUIREMENTS** : NQF Level 7 Degree or higher qualification in Financial Accounting/Management/ Commerce Completed SAICA Trainee Accountant Programme. A minimum 3 years' junior management experience in Financial Management environment. Valid Driver's license. People with disabilities without valid driver's licenses will be assisted by the department to meet work related travel obligations. Skills, Knowledge and Competencies: Knowledge of applicable national and provincial policies and legislation is required, including: Human resources prescripts and interpretation thereof Broad government

imperatives Knowledge of broad transformation issues and implementation thereof Public Finance Management Act, Municipal Financial Management Act, Public Service Code of Conduct, National Treasury practice notes and guidelines, KwaZulu-Natal Procurement Policy Framework, Treasury Regulations of 2016, Provincial Treasury policies, practice notes and guidelines, Commercial Law principles/procedures, Public Service Regulatory Framework, Public Sector, Local government and public entities systems, Standards for the Professional Practice of Internal Auditing, Advanced Public sector accounting and financial management frameworks and standards, General Recognized Accounting Practices Principles, General Accepted Accounting Principles, SAICA Training Regulations, SAICA Electronic Assessment System, Training Contract Management System and Competency Framework, Public Service Regulation, Labour Relation Act, Basic Conditions Of Employment Act, Skills Development Act, MTEF and the budget process, Public Service Act, 1994 Republic of South Africa Constitution, Planning frameworks relevant legislation and plans, Public Service Regulation 2016, MTEF and the budget process, PFMA, Treasury regulations, Strategic plan framework, Annual Performance plans, Monitoring and evaluation, National Treasury Strategic Planning, National Development Plan, Service Delivery Framework, National and Provincial Practices Notes, Provincial Growth and Development Plan Advanced MS office Applications Analytical, Financial management, Leadership, Planning, Organizational, Management, Computer literacy, Policy Analysis/development, Interpersonal relations, Presentation, Problem-solving, Verbal communication, Project management skills, Ability to initiate and support organizational transformation, Problem solving skills, Change management skills, Advanced communication skills, Creativity, Conflict management skills, People Management, Negotiation skills, Stakeholder/ relationship management.

DUTIES

: Review and update the rotational and generic plans, policies, systems, and processes aligned to South African Institute of Chartered Accountants (SAICA) requirements. Monitor and evaluate the assessment process, inclusive of feedback engagements to assessments role-players and attend to non-compliance issues. Maintain quality assurance of the SAICA Trainee Accountant Programme in order to ensure accreditation standards are met at all times. Monitor the implementation of frameworks and policies for the SAICA trainee accountant programme. Provide training relating to financial management in the Public Sector. Manage the resources of the sub-directorate. Manage the resources of the sub- directorate.

ENQUIRIES
NOTE

: Ms. D Samuels Tel No: (033) 897 4518
: Preferences: African Males, African Females and people with disabilities who meet the requirements.

**PROVINCIAL ADMINISTRATION: MPUMALANGA
DEPARTMENT OF HEALTH**

The Department of Health is an equal opportunity, affirmative action employer. It is our intention to promote representivity in respect of race, gender and disability through the filling of these positions. Candidates whose transfer / promotion / appointment will promote representivity will receive preference.

<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za
<u>CLOSING DATE</u>	:	13 May 2026
<u>NOTE</u>	:	N.B. Applicants are advised to apply as early as possible to avoid disappointments. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. In order to alleviate administration burden on HR Sections as well as considering the cost for applicants, Departments are encouraged to request certified copies of qualifications and other relevant documents from shortlisted candidates only which may be submitted to HR on or before the day of the interview following communication from the relevant HR section of the Department. All posts health/engineering posts that are advertised within the Department professional registration will be required from various statutory council for shortlisted candidates. A complete set of application documents should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application. No fax applications will be considered. Applicants must ensure that they fully complete and sign form Z 83, even if they are attaching a CV. Incomplete and/or unsigned applications will not be considered. If you are currently in service, please indicate your PERSAL number at the top of form Z83. Due to ongoing internal processes, the Department reserves the right to withdraw any post at any time. The Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of appointment. All short-listed candidates will be subject to a vetting process prior to appointment. If no response is received from Mpumalanga Department of Health within 90 days after the closing date of the advertisement, applicants must assume that their application was not successful. Please quote the correct references when applying and where possible the station / centre where the post is. www.mpuhealth.gov.za Only Online Applications will be accepted. NB: Candidates who are not contacted within 90 DAYS after the closing date must consider their applications as having been unsuccessful. Please note the department reserves the right to amend / review / withdraw the advertised posts if by so doing, the best interest of the department will be well served. (People with disabilities are also requested to apply and indicate such in their applications). All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.

MANAGEMENT ECHELON

<u>POST 14/126</u>	:	<u>CHIEF DIRECTOR: DISTRICT HEALTH SERVICES REF NO: MPDOH/APR/26/166</u>
<u>SALARY</u>	:	R1 494 900 per annum (Level 14), (all-inclusive remuneration package)
<u>CENTRE</u>	:	Nkangala District Office, Emalaheni (Witbank)
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF Level 7) as recognized by SAQA. At least five (5) years' experience at senior managerial level preferably in health-related field. A post-graduate degree / diploma in health-related field or equivalent qualification will serve as an added advantage. Knowledge and understanding of the District Health System, including District hospitals and Community Based Services. Experience in accounting to communities e.g. Health committees and Facility Boards. Knowledge and experience of financial and human resource management applicable to the Public Service. Proven experience in the provision and management of health services. Knowledge and understanding of the Department of Health Mpumalanga Comprehensive Service Plan. Familiar with the drafting and implementation of both Annual Performance and District Health Plans. Verbal and written communication skills. Valid driver's licence.
<u>DUTIES</u>	:	Provide strategic support and quality assurance services in the district. Manage and facilitate the provision of district hospital services at district level. Manage

and facilitate the provision of Primary Health Care (PHC) services. Render financial management services. Render corporate support services. Manage the implementation of the full package of district health services (including district hospitals and sub-acute services) within the district, in line with the Departmental Comprehensive Service Plan. Manage key partnerships within the district, especially with the communities, local government, universities and non-profit organizations (NGO's). Additional to Gert Sibande: Monitor the implementation of National Health Insurance Pilot Project throughout the District.

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

OTHER POSTS

POST 14/127 : **MEDICAL SPECIALIST GRADE 1: ANAESTHESIOLOGY REF NO: MPDOH/APR/26/167**

SALARY CENTRE REQUIREMENTS : R1 395 528 - R1 479 723 per annum
 : Ermelo Regional Hospital (Gert Sibande District)
 : Appropriate qualifications that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Anaesthesiology (2026). A valid work permit will be required from non-South Africans. Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical discipline. Knowledge of current Health and Public Service regulations and policies. Skills in terms of consultations, history taking, examination, clinical assessment and clinical management. Grade 1: None after registration with the HPCSA as Medical Specialist (Independent Practice). Minimum of one 1-year relevant experience after registration with a recognized Foreign Professions and / or the HPCSA as a Medical Specialist (Anaesthesiology) for foreign qualified employees. Knowledge, skills, Training and Competences required. Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical discipline. Sound clinical knowledge. Competency and skills in general clinical domains. The ability to work independently and under pressure and beyond normal working hours and work with diverse team. Good communication, leadership, interpersonal, and engage when necessary. Knowledge of current health policies, legislation, programs and priorities within the domain. Ability to teach and guide junior staff within the department. Behavioural Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationship.

DUTIES : Supervising the management of and managing Anaesthesiology and coordinate services. To execute duties and functions with proficiency, to support the aims and objectives of the institution that consistent with standards of patient care. Accept responsibility for the management of patients admitted in a level 2/3 package of service facility. Assist in the preparation and implementation of guidelines and protocols. Participate in academic and training programs. Assist with clinical audits actively participate in continuous professional development. Provide support to hospital management towards an efficient standard of patient care and services maintained. Comply with the performance Management and Development System (conducting quarterly reviews and final assessment).

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 14/128 : **PHARMACIST GRADE 1 REF NO: MPDOH/APR/26/168**

SALARY CENTRE REQUIREMENTS : R882 816 – R936 987 per annum
 : Ermelo Hospital (Gert Sibande District)
 : Senior Certificate / Grade 12 plus Pharmacy Degree or equivalent qualification. Current registration with South African Pharmacy Council (SAPC) (2026). Core competencies recommended. Commitment to quality development of self and others. Computer literacy, good interpersonal skills. Good written and verbal communication skills. Strong leadership and managerial skills.

<u>DUTIES</u>	:	Ensure proper selection and procurement of drugs and surgical items for the hospital. Ensure rational use of drugs. Develop a hospital medicine formulary. Monitor expenditure on pharmaceutical and surgical items. Perform stock control functions. Ensure proper reconciliation of pharmaceutical accounts. Supervise and train Pharmacy Support Staff, Interns, Community Servers and Junior Pharmacist.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 14/129</u>	:	<u>OPERATIONAL MANAGER NURSING (PN-B3): PHC REF NO: MPDOH/APR/26/169</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R720 819 – R821 454 per annum Arthurseat Clinic (Ehlanzeni District) Senior Certificate / Grade 12 or equivalent qualification plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma / Degree in Nursing) or Equivalent qualification that allows registration with the SANC as a Professional Nurse (2026) plus a post basic nursing qualification, with duration of at least 1 year, accredited with the SANC in terms of Government Notice No R212 in Primary Health Care. A minimum of nine (09) years of appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (05) years of the period referred to above must be appropriate / recognizable experience in Primary Health Care after obtaining the 1 year post basic PHC Nursing Science qualification. Experience and knowledge of the District Health System. Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices and how these impact on service delivery. Demonstrate a basic understanding of HR and finance and practices. Knowledge of relevant legal framework such as Nursing Act, Health Occupational and Safety Act, Patients Right Charter, Batho Pele Principles, Operational Management Skills. Problem Solving, planning and Organizing Skills. Expected to work under pressure and on night duty. Leadership. Supervisory, problem-solving, conflict resolution, inter-personal and communication and communication skills. Demonstrate an in-depth understanding of legislation and related ethical nursing practices and how this impact on service delivery. Computer literacy will be an added advantage (MS Word, Excel, PowerPoint and Outlook). Computer literacy.
<u>DUTIES</u>	:	Manage and provide PHC facility supervisory in line with the PHC Supervision Guideline. Ensure clinical nursing practice by the nursing team in the facility in accordance with the scope and practice and nursing standard as determined by the relevant health facility. Promote quality nursing care as directed by the professional scope of practice and standard in accordance with the PHC delivery package. Ensure the implementation on National Core Norms and Standards including Six Priority Areas. Advocate for patients through ensuring adherence to Batho Pele Principles. Coordinate community involvement and participation. Manage and monitor effective use and maintenance of assets and infrastructure of the facility. Monitor information management and documentation.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 14/130</u>	:	<u>CLINICAL PROGRAMME COORDINATOR GRADE 1 (PN-A5): MENTAL HEALTH AND SUSTANCE ABUSE REF NO: MPDOH/APR/26/170</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R571 161 – R654 285 per annum Mbombela Sub-district (Ehlanzeni District) Senior Certificate / Grade 12 plus basic R425 qualification (i.e. Diploma/ Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. A minimum of seven (7) years appropriate / recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Good leadership and coordination qualities. Good interpersonal communication

		skills. Good organizing and planning skills. Report writing skills, ability to work under pressure. Valid driver's licence and computer literacy.
<u>DUTIES</u>	:	Coordinate and manage mental health and substance abuse programme. Ensure the implementation of the mental health care act (Act no 17 2002) and mental health and substance abuse policies at the sub-district level. Provide support visits in health facilities. Assist in the management of state patients and patient in chronic care facilities. Conduct home visit to support families and mental health care users including state patients. Facilitates in the establishment of community based mental health services. Ensure community involvement and participation in forming support group and working with stakeholders. Advocacy mental health promotion and prevention of mental illness and substance abuse: competencies: plan and organise own work and support personnel to ensure proper nursing care. Do awareness campaign on mental health and substance abuse? Assist in preparation of strategic plans and operational plans for the programme liaise with other department and ability to work with NGOs.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 14/131</u>	:	<u>LECTURER GRADE 1 (PN-D1) REF NO: MPDOH/APR/26/171</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R495 423 - R581 931 per annum Mpumalanga College of Nursing, Kabokweni Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Masters / Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional nurse plus post basic qualification in Nursing Education registered with the SANC. A minimum of four (4) years appropriate / recognisable nursing experience after registration as Professional Nurse with the SANC in General nursing (2026). Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills. Good supervisory and teaching skills. Experience after registration with SANC in Nursing Education after obtaining R118 in Nursing Education will be an added advantage. Excellent written and verbal communication. Leadership skills, Presentation, Facilitation, problem solving, conflict management, research, project management and time management skills. Excellent written and verbal communication. Leadership skills, Presentation, Facilitation, problem solving, conflict management, research, project management and time management skills.
<u>DUTIES</u>	:	Planning, co-ordination, implementation, and facilitation of training programmes for nurses in the health establishment. Mentoring and coaching of nursing staff. Co-ordinate the activities of Clinical Education and Training Unit (CETU). Facilitate the implementation of Continuous Professional Development (CPD) Framework. Liaise between Nursing Education and Nursing Practice (Hospital & Nursing College). Provide Skills and competency updates and facilitation of in-service training. Monitoring, evaluation and analysis of training programmes/activities/competencies and skills to ensure quality health service delivery. Internal and External Collaboration on training programmes to ensure effective capacity building. Effective Management, co-ordination, administration, and reporting of Teaching Programmes. Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Effective and efficient management of resources.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 14/132</u>	:	<u>ASSISTANT DIRECTOR: BUDGET MANAGEMENT REF NO: MPDOH/APR/26/172</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R487 197 per annum (Level 09), (plus service benefits) Provincial Office, Mbombela (Nelspruit) Senior Certificate / Grade 12 plus Diploma / Degree (NQF Level 6/7) in Finance / Financial Management / Management Accounting as recognized by SAQA. At least a minimum of three (3) years' experience in Financial Management at supervisory / management (Level 7/8). Proficiency in MS Excel, MS Word,

		PowerPoint and MS Project. Generic Competencies: Planning and organising. Problem solving and decision making. Coordination. Project management. People management and empowerment. Team leadership. Client orientation and customer focus. Diversity management. Communication (verbal and written). Technical Competencies: Extensive knowledge in Financial Management and Municipal Revenue Management. Comprehensive knowledge and, the Division of Revenue Act (DoRA), the Public Finance Management Act (PFMA) and Policy Development. Valid driver's licence.
<u>DUTIES</u>	:	To manage and facilitate budgeting processes. Facilitate and manage financial planning and budgeting processes. Compile budget estimates. Align budgets with strategic and annual performance plans. Provide advice on budget-related matters. Monitor expenditure against allocated budget. Confirm availability of funds before goods and services are procured. Ensure correct SCOA allocations are used on payment packs. Checking monthly document control reports. Ensure all processed documents are audit compliant. Costing operational budget requirements needs of Districts within actual expenditure trend. Balancing of final budget allocation on BAS. Request budget / expenditure input to quarterly erroneous allocations and authorize journal entries. Alert District Manager's to over and under expenditure trends. Monthly checking of Regional Office control reports. Training of incorrect allocation captured by sub offices. Monitoring of key cost drivers. Complete accurate and updated report as per prescribed time frames. Provide training to finance functionaries in the districts.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 14/133</u>	:	<u>ASSISTANT DIRECTOR: RISK AND SECURITY MANAGEMENT REF NO: MPDOH/APR/26/173</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R487 197 per annum (Level 09), (plus service benefits) Rob Ferreira Hospital (Ehlanzeni District) Senior Certificate / Grade 12 plus Diploma / Degree (NQF Level 6/7) in an area of study relevant to Security Management / Law / Criminal Justice / Safety Management as recognized by SAQA. At least a minimum of three (3) years' experience in the hospital / health environment at supervisory / managerial (Level 7/8) dealing with security issues. Valid PSIRA Grade B Certificate. Valid Driver's Licence. Computer Literacy. SAMTRAC (NOSA). Knowledge of Minimum Information Standards (MISS) and Minimum Physical Security Standards (MPSS). Completed the following course or should complete them within the first two years of appointment: SSA Security Management / Advisor and Communication.
<u>DUTIES</u>	:	Develop Security Policy and Plan. Gather information and conduct Security Threat Risk Assessment. Coordinate and ensure institution preparedness. Prevent, manage and respond to security incidents. Secure people, core business, information and reputation. Coordinate public and government relations.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 14/134</u>	:	<u>ENVIRONMENTAL HEALTH PRACTITIONER GRADE 1 REF NO: MPDOH/APR/26/174</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R413 121 – R472 359 per annum Mapulaneng Hospital (Ehlanzeni District) Senior Certificate / Grade 12 or equivalent qualification plus an appropriate qualification that allows for the required registration with the Health Professional Council of South Africa (HPCSA) in the relevant profession (where applicable) (2026). Grade 1: SA Qualified employees: None after registration with the HPCSA in the relevant profession (where applicable) in respect of employees who performed Community Service, as required in SA. Foreign Qualified employees: One (1) year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of employees of whom it is not required to perform Community Service, as

- required in SA. Hospital experience and extensive knowledge in Occupational Health and Safety will be an added advantage. Good interpersonal Skills, written, verbal and presentation Skills. Accuracy and attention to detail. Ability to work under pressure. Ability and willingness to travel. Good interpersonal relationship, Leadership skill. Valid drivers' licence.
- DUTIES** : Waste management (ensure proper handling and monitor of general waste and health care risk waste). Safety health environment risk and quality (SHERQ) management. Waste quality monitoring (collection of water samples and analysing results). Food control (collection of food samples, inspection of food premises and training of staff). Vector control within the facility (organize pest control programme). Disease surveillance (from part of the outbreak response team, investigate outbreaks and liaise with relevant stakeholders). Monitor Environmental health indicators and provide reports to management. Pollution control. Environmental health hygiene. Occupational hygiene surveillance.
- ENQUIRIES** : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
- POST 14/135** : **EMS SHIFT LEADER GRADE 3 REF NO: MPDOH/APR/26/179**
- SALARY** : R348 636 - R390 396 per annum
CENTRE : Nelspruit EMS Station (Ehlanzeni District)
REQUIREMENTS : Senior Certificate / Grade 12 plus an Ambulance Emergency Assistant / Emergency Care Assistant / Emergency Care Technician / Critical Care Assistant / National Diploma in Emergency Medical Care / Bachelor of Technology in Emergency Medical Care with three (3) years' experience after registration with the Health Professions Council of South Africa (HPCSA) as ANT/ ECT / Paramedic / ECP. Current registration with the HPCSA (2026). Unendorsed driver's licence (C1) and valid professional drivers permit (PrDP) for transporting patients. Knowledge, Skills and Competencies: Previous supervisory experience or qualification knowledge of the area including health facilities and neighbouring EMS stations. Be able to work under pressure and excessive hours. Basic knowledge of labour relations. Good communication skills (verbal and written). Computer literacy.
- DUTIES** : General office administration be responsible of all EMS activities on a shift Human Resource Management. Analyse Patient Report Forms. Rendering of patient management at an Intermediate Life Support level or above. Compile management report. Maintain response times. Maintain discipline on shift. Complete trip authorities for staff. Maintain checklist for vehicles and equipment.
- ENQUIRIES** : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
- POST 14/136** : **STATE ACCOUNTANT: SALARY ADMINISTRATION REF NO: MPDOH/APR/26/175**
- SALARY** : R338 106 per annum (Level 07), (plus service benefits)
CENTRE : Bushbuckridge Sub-district (Ehlanzeni District)
REQUIREMENTS : Senior Certificate / Grade 12 plus three (3) years relevant experience or Diploma / Degree (NQF Level 6/7) in Finance / Accounting / Auditing / Administration / Public Management. Knowledge in Government Financial Accounting. Extensive knowledge of PERSAL System. At least must have three PERSAL courses as minimum requirement. Knowledge and understanding of the PFMA and Treasury Regulations; knowledge and understanding of the Basic Accounting System (BAS); good communication (verbal and written) skills; computer literacy; problem-solving skills; planning and organizing skills; analytical skills; liaison skills; client orientation skills; financial management skills; presentation skills; customer care skills. Ability to work in a team and independently. Assertiveness; and self-starter. Ability to work under pressure and good computer literacy skills (MS Excel and MS Word). Valid driver's licence.
- DUTIES** : The successful candidate will be expected to handle documents and information with strict confidentiality. Duties include: Check and authorize salary related transactions claims such as overtime, sessional allowances and

advances, control the instating of garnishee orders, Control the cancellation of deductions such as insurance policies, check and authorize Local and Foreign travel and subsistence claims, Control payments of salary claims, Control the correctness of the distribution of PERSAL Item Analysis reports to Financial Institutions and the filing of these reports on a monthly basis, Control the clearing, reconciling and reporting on the state of salary related ledger accounts, control leave and lump sum payments, Control the compilation of the Monthly BAS / PERSAL interface reconciliations, Follow up and resubmit PERSAL exceptions on BAS, Debtor control: Check and approve salary related debt calculations and transactions to be effected on the BAS and control debt documentation, Control the PAYE for the Department, recalculation of Income Tax, monthly income tax reconciliation EMP201 to be submitted via SARS eFiling and the annual tax reconciliation EMP501 to SARS to be submitted via SARS e@syFile, Control SARS tax directives for assessment, Check issue / reissue of IRP5 Certificates, Manage and respond to enquiries related to this function, Supervise the work performance of subordinates by inter alia, allocating and controlling work and maintaining office discipline. Requesting of BAS reports when required and Filing of claim related documents.

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 14/137 : **CHIEF REGISTRY CLERK**

SALARY CENTRE REQUIREMENTS : R338 106 per annum (Level 07), (plus service benefits)
: Bushbuckridge Sub-district (Ehlanzeni District)
: Senior Certificate / Grade 12 plus three (3) years relevant experience or Diploma / Degree (NQF Level 6/7) in Public Administration / Public Management / Office Management as recognized by SAQA. Knowledge of in working and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Good interpersonal and communication skills verbal and written. Knowledge of Batho Pele Principles and customer care. Willing to work under pressure. Knowledge of the Departmental policies, prescripts and practices. Problem solving skills, analytical thinking, maintaining discipline and conflict resolution. Organizing skills, creativity, job information, planning, decision-making, supervision and control. Computer literacy. Valid driver's licence.

DUTIES : Supervise and provide registry counter services. Supervise the handling of incoming and correspondence. Supervise the operations and operate office machines in relation to the registry functions. Supervise the processing and process documents for archiving and disposal. Supervise human resources / staff.

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 14/138 : **ADMINISTRATIVE OFFICER: CLINICAL SUPPORT PROGRAMME REF NO: MPDOH/APR/26177**

SALARY CENTRE REQUIREMENTS : R338 106 per annum (Level 07), (plus service benefits)
: Provincial Office, Mbombela (Nelspruit)
: Senior Certificate / Grade 12 plus three (3) years relevant experience or Diploma / Degree (NQF Level 6/7) in Public Administration / Public Management / Office Management as recognized by SAQA. Knowledge of PFMA and Treasury Regulations. Computer literacy. Good interpersonal and communication skills verbal and written. Budgeting and willing to work under pressure. Knowledge of Batho Pele Principles and customer care. Knowledge of Departmental policies, prescripts and practices. Problem solving skills, analytical thinking, maintaining discipline and conflict resolution. Organizing skills.

DUTIES : Render administrative and logistic support services for the Directorate Clinical Support Services. Ensure acquisition of goods and services as per operational plan. Prepare invoices for payments and ensure that payments to service providers such as but not limited to, NHLS and SANBAS services are

processed on time for services rendered. Assist the Directorate in preparing and costing of operational plans, budget projections, budget adjustments and budget pressures. Approve the Directorate requisitions on LOGIS system. Request BAS Reports. Monitor expenditure. Consolidate reports. Assist with the management of invoices for the laboratory and blood services as well as Orthotics and Prosthetics. Manage Directorate, Hospital Transfusion and Laboratory Committee, Medical Orthotics and Prosthetics and stakeholder meetings, invitations, drafting, filling and sharing of minutes, attendance registers and all other relevant records and documents.

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 14/139 : **PARAMEDIC GRADE 3 REF NO: MPDOH/APR/26/178**

SALARY : R334 227 - R402 195 per annum
CENTRE : Ermelo EMS Station (Gert Sibande District)
REQUIREMENTS : Senior Certificate / Grade 12 qualification plus Critical Care Assistant Certificate / National Diploma in Emergency Medical Care / Diploma in Emergency Medical Care / Bachelor of Technology in Emergency Medical Care / Bachelor of Health Sciences in Emergency Medical Care. Registration with the Health Professions Council of South Africa (HPCSA) as a Paramedic or an Emergency Care Practitioner (2026). Unendorsed driver's licence (C1) and valid professional drivers permit (PrDP) for transporting patients.

DUTIES : Oversee and ensure operational readiness for emergency calls. Provide pre-hospital emergency medical care. Render assistance to Basic Life Support and Intermediate Life Support personnel as required. Perform Helicopter Emergency Medical Services duties. Undertake inter-facility patient transfers. Liaise with hospitals regarding authorization of transfers. Oversee ordering and issuing of drugs in accordance with HPCSA Clinical Practice Guidelines. Render Quality Assurance and Quality control in EMS. Oversee and assist with in-service training. Provide advice on the application of best practices in Emergency Medical Services. Market and maintain a positive public image for Mpumalanga Emergency Medical Services.

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

**PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF HEALTH AND WELLNESS**

In line with the Employment Equity Plan of the Department of Health it is our intention with this advertisement to achieve equity in the workplace by promoting equal opportunities and fair treatment in employment through the elimination of unfair discrimination.

- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- CLOSING DATE** : 12 May 2026, 17:00PM
- NOTE** : It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Kindly note that excess personnel will receive preference. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.

OTHER POSTS

- POST 14/140** : **MEDICAL SPECIALIST GRADE 1 TO 3 (DERMATOLOGY)**
- SALARY** : Grade 1: R1 395 528 per annum
Grade 2: R1 592 274 per annum
Grade 1: R1 844 151 per annum
(A portion of the package can be structured according to the individual's personal needs).
- CENTRE** : Red Cross War Memorial Children's Hospital, Rondebosch
- REQUIREMENTS** : Minimum Education qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Dermatology. Registration with a Professional Council: Registration with the HPCSA as Medical Specialist in Dermatology. Experience: **Grade 1:** None after registration with the HPCSA as Medical Specialist in Dermatology. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in Dermatology (or recognised foreign Health Professional Council in respect of foreign qualified employees). **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in Dermatology (or recognised foreign Health Professional Council in respect of foreign qualified employees). Inherent requirements of the job: Willingness to travel within the District and Metro Region. Competencies (knowledge/skills): Ability to comprehensively manage all paediatric and adult dermatology cases and intensive management of tertiary level patients. Proven leadership abilities. Experience in supervision of staff and students. Proven teaching abilities. Experience and effective management of allocated resources. Proven experience in teamwork. Proven knowledge/skills and experience in principles of service planning, organizing, implementation, monitoring and evaluation. Proven ability to adhere to all departmental requirements and protocols. Proven knowledge of public health and public health policies, guidelines and related prescript to manage resources effectively. Research experience as a primary investigator. Computer literacy.
- DUTIES** : Provide comprehensive, high-quality adult and paediatric dermatological clinical services. Clinical leadership and governance of daily clinical operations of a dermatology and multidisciplinary team in a tertiary setting. Part of the team at the Division of Dermatology and Groote Schuur Hospital. Provide outreach and support to referrers and referring institutions, as required. Conduct ward rounds/ multidisciplinary clinical meetings. Manage and effectively/efficiently use allocated resources. Effective and efficient administration of clinical services. Teaching (formal and informal) of undergraduate & post graduate students. Create a learning environment for students and junior colleagues both under- and postgraduate as required. Clinical & Corporate Governance of Paediatric dermatology for both inpatients and outpatients. Administration of patient management system and other WCG health applications. Supervision of junior medical staff to ensure quality of care and good clinical outcomes. Do appropriate clinical audits and research within the department to stay abreast of clinical developments.

		Participation in existing and conducting new research projects within the department and stay abreast of clinical developments.
<u>ENQUIRIES</u>	:	Prof R Lehloenya Tel No: (021) 404-3376 or email: rannakoe.lehloenya@uct.ac.za
<u>NOTE</u>	:	Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council.
<u>POST 14/141</u>	:	<u>SENIOR REGISTRAR (MEDICAL) (CHILD & ADOLESCENT PSYCHIATRY)</u> (24 Month Contract)
<u>SALARY</u>	:	R1 395 528 per annum, (A portion of the package can be structured according to the individual's personal needs.)
<u>CENTRE REQUIREMENTS</u>	:	Red Cross Hospital War Memorial Children's Hospital, Rondebosch Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in the Psychiatry. Registration with a Professional Council: Registration with the HPCSA as Medical Specialist (Independent Practice). Inherent requirements of the job: FCPsych and MMed (Psych). Registration/registrability as a specialist with the HPCSA. Registrars will be required to register as post graduate students with the University of Cape Town as applicable. according to the requirements for the discipline in the yearbook and guidelines. All applicants must be South African citizens or permanent residents. Competencies (knowledge/skills): Experience in and/or demonstrated interest in working with children and their caregivers. Excellent interpersonal and communication skills (both written and oral). Demonstrated understanding of being mindful of cultural differences and adapting communication and administration methods to respect diverse patients. Strong attention to detail and ability to work both independently and collaboratively within a team. Demonstrated commitment to ethical conduct, patient safety, and maintaining confidentiality. Experience in general psychiatry at a post graduate level. Direct experience in working with children living with Autism Spectrum Disorder, Behavioural and other psychiatric conditions. Ability and willingness to supervise medical students and rotating registrars.
<u>DUTIES</u>	:	Clinical Service Delivery: Comprehensive child & adolescent psychiatry clinical care and service delivery in the Western Cape. Care of inpatients and outpatients under the direction of sub-specialist supervisors. After-hours duties on the senior registrar roster in the Department of Child & Adolescent Psychiatry (UCT); and responsible to the director of the registrar programme. Supervision: Supervision of Junior Medical Staff - with respect to patient care and clinical service-ensuring safe and high standard of clinical care. Co-ordination of the junior medical team, nurses and allied health care team to ensure seamless provision of service. Teaching: Contribute to and facilitate learning of undergraduate students and psychiatric registrars attached to the clinic and ward. Learning: Rotation through areas of Red Cross War Memorial Children's Hospital's Child and Adolescent Psychiatry service in order to acquire training in Child and Adolescent Psychiatry including completing the required training logbook and successfully passing the College of Medicine of South Africa Certificate examination to enable certification as a Child & Adolescent Psychiatrist with the HPCSA. Attendance and presentation at Academic Departmental meetings and journal clubs. Research: Involvement with existing research projects, clinical reviews, audits and clinical trials. The post holder is expected to conduct a research project towards producing a Master's (MPhil) thesis through UCT and will require proof of research in order to enter the CMSA certificate exam. Management And Administration: Administration and management in the Child & adolescent Psychiatry unit including ensuring correct patient data and statistics. Efficient management of clinical notes, including generating letters, providing feedback to referring doctors, contributing to databases, and using designated ICD-10 codes.
<u>ENQUIRIES</u>	:	Dr P Gasela Tel No: (021) 658-5111 or email: papani.gasela@uct.ac.za
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Employees in service who opt to continue with their pension benefits as Senior Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Medical Sub-Specialist positions. The Department of

Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Senior Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Senior Registrars will be required to register as post-graduates with Stellenbosch University/ University of Cape Town according to the yearbook and guidelines. Please ensure that you attach an updated CV. Red Cross War Memorial Childrens Hospital has adopted the department's ecosystem framing of its training platform. Accordingly, all registrar appointments may be called upon to work across this platform and may include rotations at Metro West and Rural East hospitals. This includes Red Cross War Memorial Children's Hospital, New Somerset Hospital, Mitchells Plain District Hospital, Victoria Hospital and George Provincial Hospital. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration with the relevant council (including individuals who must apply for change in registration status)". Appointment as Senior Registrar will be for a maximum contract period of 2 years. Senior Registrars will function across health facilities, as per an agreed programme. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as Senior Registrar will be on contract. Candidates may be subjected to a competency test. It will be expected of shortlisted candidates to be: available at the venue on the time and date as determined by the Department and bring along recently (not older than 6 months) certified copies of your Identity Document (ID), driver's license (if applicable for the post), qualification and/or proof of registration at relevant statutory body. Failure to adhere to the aforementioned may lead to his/her application being disqualified and not further considered. Registration/ registrability as a specialist with the HPCSA Registrars will be required to register as post graduate students with the University of Cape Town as applicable according to the requirements for the discipline in the yearbook and guidelines. All applicants must be South African citizens or permanent residents.

<u>POST 14/142</u>	:	<u>MEDICAL OFFICER: GRADE 1 TO 3 (OBSTETRICS AND GYNAECOLOGY)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R1 041 402 per annum Grade 2: R1 188 255 per annum Grade 3: R1 375 245 per annum (A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE REQUIREMENTS</u>	:	Karl Bremer Hospital Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa as Medical Practitioner. Registration with a professional council: Registration with the Health Professional Council of South Africa (HPCSA) as a Medical Practitioner. Experience: Grade 1: None after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 2: A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health

Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Valid (Code B/EB) driver's license; willingness and ability to travel. Full commuted overtime is mandatory. Competencies (knowledge/skills): Ability to render high quality obstetric and gynaecological service and appropriate experience in Obstetrics and Gynaecology at District level. Strong ethical principles, relevant clinical & counselling skills, computer literacy, interpersonal skills, conflict resolution skills and teaching & training skills at undergraduate and medical intern level. Excellent clinical expertise and clinical governance. Team ethos, good leadership, communication, interpersonal, analytical and problem-solving skills.

DUTIES : Clinical service delivery in Obstetrics and Gynaecology, performed in all areas of the hospital, including wards, outpatients, theatre and the EC, with relevant procedural and surgical interventions. Clinical and administrative governance with effective self-organization, stewardship of scarce resources, participation in clinical reviews, with quality improvement, accurate medical record keeping and compliance with human resources and other policies. Teaching, training & research including supervision of undergraduate students, interns and junior doctors as well as participation in the hospital academic program. Systems management and domain specific outputs (Metro East Ecosystem) - rendering of high-quality care in all aspects of Obstetrics and Gynaecology within the district level package of care, in a professional & collegial manner, aligned with the requirements & outputs of Obstetrics and Gynaecology in the Metro East ecosystem.

ENQUIRIES : Dr S Prithipal Tel No: (021) 918 1598
NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with their relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)

POST 14/143 : **MEDICAL OFFICER GRADE 1 TO 3 (SURGERY)**
 Chief Directorate: Metro Health Services

SALARY : Grade 1: R1 041 402 per annum
 Grade 2: R1 188 255 per annum
 Grade 3: R1 375 245 per annum
 (A portion of the package can be structured according to the individual's personal needs).

CENTRE : Victoria Hospital
REQUIREMENTS : Minimum Education qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a Professional Council: Registration with the HPCSA as Medical Practitioner. Experience: **Grade 1:** None after registration as Medical Practitioner with the HPCSA in respect of SA-qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign-qualified employees, of whom it is not required to perform community service as required in South Africa. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA-qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign-qualified employees, of whom it is not required to perform community service as required in South Africa. **Grade 3:** A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA-qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign-qualified employees, of whom it is not required to perform community service as required in South Africa. Inherent requirements of the job: A Valid driver's license. Competencies (knowledge/skills): Management of common surgical emergencies. Good communication skills. Ability to work in a team and with all levels of staff. Interest in developing an academic career

and involvement in research activities. Previous experience working within a surgical department of a district-/secondary-/tertiary-level hospital. Completion of Basic Life Support, FCS primary examination, Advance Trauma Life Support, Basic Surgical Skills courses.

DUTIES : To deliver safe, cost-effective and high-quality surgical care at all times and promote comprehensive peri-operative care of patients in the discipline of general surgery. This would include the following roles: Pre-operative assessment and resuscitation of surgical patients (including gynaecology, urology & ENT) presenting to the EC and planning appropriate operative management with guidance & supervision from senior specialists. Involvement (supervised) in daily ward rounds, outpatient clinics & elective theatre lists (including urology & ENT cases). Post-operative inpatient assessment & care, with appropriate investigation & management of possible complications. Teaching and training of community service medical officers, interns, students and nurses providing an appropriate level of care and knowledge. Planning & triaging (supervised) of efficient emergency & elective theatre lists, involving communication and discussion with anaesthetic & theatre nursing staff. Completion of medicolegal documents. Participation in research, audits and quality improvement programs. Commuted overtime within the department of surgery.

ENQUIRIES : Dr J Plaskett Tel No: (021) 799-1200, or email: Jeremy.Plaskett@westerncape.gov.za

NOTE : No payment of any kind is required when applying for this post.

POST 14/144 : **MEDICAL OFFICER GRADE 1 TO 3 (INTERNAL MEDICINE)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R1 041 402 per annum
Grade 2: R1 188 255 per annum
Grade 3: R1 375 245 per annum
(A portion of the package can be structured according to the individual's personal needs).

CENTRE REQUIREMENTS : Karl Bremer Hospital
Minimum Education qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa as Medical Practitioner. Registration with a Professional Council: Registration with the Health Professional Council of South Africa (HPCSA) as a Medical Practitioner. Experience: **Grade 1:** None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Valid (Code B/EB) driver's license; willingness and ability to travel. Full commuted overtime is mandatory. Competencies (knowledge/skills): Ability to render high quality in Internal Medicine service and appropriate experience in Internal Medicine at District level. Strong ethical principles, relevant clinical & counselling skills, computer literacy, interpersonal skills, conflict resolution skills and teaching & training skills at undergraduate and medical intern level. Excellent clinical expertise and clinical governance. Team ethos, good leadership, communication, interpersonal, analytical and problem-solving skills.

DUTIES : Clinical service delivery in Internal Medicine, performed in all areas of the hospital, including wards, outpatients, theatre and the EC, with relevant procedural and surgical interventions. Clinical and administrative governance with effective self-organization, stewardship of scarce resources, participation in clinical reviews, with quality improvement, accurate medical record keeping and compliance with human resources and other policies. Teaching, training

& research including supervision of undergraduate students, interns and junior doctors as well as participation in the hospital academic program. Systems management and domain specific outputs (Metro East Ecosystem) - rendering of high-quality care in all aspects of Internal Medicine within the district level package of care, in a professional & collegial manner, aligned with the requirements & outputs of Internal Medicine in the Metro East ecosystem.

**ENQUIRIES
NOTE**

: Dr MMDEV Basson Tel No: (021) 918-1205
 : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with their relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).

POST 14/145

: **PHARMACY SUPERVISOR GRADE 1**
 Chief Directorate: Metro Health Services

SALARY

: R1 041 402 per annum, (A portion of the package can be structured according to the individual's personal needs).

**CENTRE
REQUIREMENTS**

: New Somerset Hospital
 : Minimum Education qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with a Professional Council: Registration with the SAPC as a Pharmacist. Experience: A minimum of 3 years appropriate experience after registration as a Pharmacist with the SAPC. Inherent requirements of the job: Willingness to perform on-call duties and work overtime should the need arise, after hours including weekends and public holidays. Valid Driver's license. Competencies (knowledge/skills): Knowledge of National and Provincial Health Policies and Pharmaceutical Acts and Laws that govern the practise of Pharmacy. Knowledge, insight and previous similar experience in a Departmental Hospital or Clinical Setting. Proven organisational and management skills. Information management and system analysis skills. Sound knowledge of drug stock control, finances and legal requirements of pharmacy management. Computer literacy (MS Word, Excel). Ability to function independently as well as part of a multidisciplinary team. Good communication and interpersonal skills. Ability to work accurately under pressure and maintain a high standard of professionalism. Ability and willingness to train staff.

DUTIES

: Manage and ensure provision of quality pharmaceutical care, including prescription evaluation and dispensing of medication to patients and health workers, provision of professional advisory services to healthcare professionals and supervise the pharmaceutical workflow in the health facility. Ensure overall management and supervise effective drug supply management (procurement, storage, control, distribution and destruction) medicines and vaccines. Represent the Pharmacy Department at management and operational meetings and support the Pharmacy Manager in the overall management of pharmaceutical services, including acting in their absence when required. Ensure quality provision of pharmaceutical care by implementing and monitoring work procedures, policies and guidelines in keeping with Batho Pele, SAPC, National Drug Policy, Standard Treatment Guidelines and relevant national and provincial policies and guidelines. Ensure legislative compliance with the regulations of the Pharmacy Act, PFMA and Basic Conditions of Employment Act and the requirements of SAPC, National and Western Cape HRM and Finance policies. Perform operational, human resource and information management functions, including staff supervision, training, development and participation in quality improvement initiatives.

**ENQUIRIES
NOTE**

: Mr W Rosant Tel No: (021) 402-6460
 : No payment of any kind is required when applying for this post.

POST 14/146

: **MEDICAL OFFICER GRADE 1 TO 3 (X2 POSTS)**
 Chief Directorate: Metro Health Services

SALARY

: Grade 1: R1 041 402 per annum
 Grade 2: R1 188 255 per annum
 Grade 3: R1 375 245 per annum

**CENTRE
REQUIREMENTS**

(A portion of the package can be structured according to the individual's personal needs.)

: Valkenberg Hospital
: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Officer. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner. Experience: None after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. - **Grade 3:** A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: Ability to be on call and availability for Emergency situations. Willing and able to work shifts. Willing and able to participate in after-hours duties. Willing and able to work with patients with infectious diseases. A valid driver's license. Willingness to participate in the commuted overtime system at Valkenberg Hospital. Competencies (knowledge/skills): Appropriate experience in Psychiatry or a mental health setting. Appropriate experience in teaching, training and supervision of students. Excellent clinical assessment and management procedures. Excellent clinical skills in terms of consultation. Good professional attitude. Communication skills.

DUTIES

: Provide comprehensive medical care to patients by diagnosing and treating illnesses, injuries, and other health conditions. Prescribe and manage treatment plans, including medication and therapies. Maintain accurate and detailed patient records. Refer patients to Medical Specialist or other healthcare providers when necessary. Complete the required CPD activities to maintain registration with the HPCSA. Participate in training and educational programs for healthcare professionals. Complete and submit required medical reports and documentation for legal and administrative purposes. Uphold the reputation and integrity of the medical profession.

**ENQUIRIES
NOTE**

: Dr R Ori Tel No: (021) 826-5863
: No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview." This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)".

POST 14/147

: **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)**
West Coast District

**SALARY
CENTRE
REQUIREMENTS**

: R720 819 per annum
: Vredendal Central Clinic, Matzikama Sub-District
: Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year diploma in Clinical Nursing Science: Health Assessment, Treatment and Care, accredited with the SANC (R48) OR a 4 year Bachelor Degree in Nursing (R174) or equivalent qualification (R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post graduate diploma (R635) accredited with the SANC in Primary Care Nursing. Registration with a Professional Council: Current registration with the South African Nursing Council as Professional Nurse.

Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification or a post graduate diploma in the relevant specialty. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to travel to and support other Clinics in the Sub-district when needed. Competencies (knowledge/skills): Good interpersonal, planning, organisational skills, and computer literacy (MS Office). In-depth knowledge of appropriate legislation, regulations and Departmental Policies. Knowledge of Human Resources and Financial guidelines and protocols.

DUTIES : The effective management and execution of relevant Curative Programmes on PHC level within the scope of practice and to be an advocate for the patient to ensure the provision of necessary health care. The effective management and execution of relevant Child Health service within the scope of practice and to be an advocate for the patient to ensure the provision of necessary health care. The effective management and execution of all Women's Health services within the scope of practice and to be an advocate for the patient to ensure the provision of necessary health care. The effective management and execution of the HAST programmes within the scope of practice and to be an advocate for the patient to ensure the provision of necessary health care. The effective and efficient management of the PHC facility, mobile units and satellite Clinics – management of staff, services and infrastructure.

ENQUIRIES : Dr JE Eygelaar Tel No: (027) 213-4070

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test.

POST 14/148 : **CHIEF AUDIOLOGIST GRADE 1**

SALARY : R598 260 per annum

CENTRE : Tygerberg Hospital, Parow Valley

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as an Audiologist or Speech Therapist and Audiologist. Registration with a professional council: Registration with the HPCSA as an Audiologist or Speech Therapist and Audiologist. Experience: A minimum of 3 years appropriate experience as an Audiologist after registration with the HPCSA as an Audiologist or Speech Therapist and Audiologist. Inherent requirement of the job: HPCSA accredited Additional Training in Cochlear Implant Mapping and Rehabilitation. Willingness to work overtime and be involved in research projects at the institution. Competencies (knowledge/skills): Successful completion of the HPCSA-accredited Short Course in Cochlear Implant Mapping and Rehabilitation. Appropriate experience as an audiologist rendering services of Cochlear Implant Mapping and Rehabilitation. Competency in the assessment and management of patients (adults, children and babies) with a hearing loss, in particular severe to profound sensorineural hearing loss. Competency in assessment, rehabilitation and mapping of cochlear implant patients of all ages. Good management, administrative, supervisory, problem-solving, conflict resolution, interpersonal, organisational and communication skills. Competent in Diagnostic audiology, hearing aid fitting and rehabilitation of children and adults with hearing loss. Interest in performing / cooperating in research projects within the Cochlear Implant Programme. Ability to mentor and teach junior staff members and post-graduate students.

DUTIES : Manage a clinical caseload within the Cochlear Implant Unit, which includes Assessment and management of patients of all ages for cochlear implant candidacy, intra-operative and post-operative testing of implant function, programming (mapping) and rehabilitation of cochlear implant patients. Co-operate, train, consult and collaborate with outside agencies and/or professionals. Assist with the management of physical, financial and human resources in the Cochlear Implant Unit and co-ordination of all administrative activities regarding the patients, clinical area and unit. Supervise staff and train under- and post-graduate Audiology students. Undertake and participate in appropriate research and investigations in area of work.

ENQUIRIES : Ms J Perold Tel No: (021) 938-4824 / 5086

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical assessment.

<u>POST 14/149</u>	:	<u>OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL) (WARD 5 AND WARD 6)</u> Chief Directorate: Metro Health Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R571 161 per annum Alexandra Hospital Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. OR A 4 year Bachelor Degree in Nursing (R174) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. OR A 3-year Diploma in Nursing (R171) that allows registration with the South African Nursing Council (SANC) AS A General Nurse. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: A minimum of 7 years appropriate / recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: A valid (Code B/EB) driver's license. Willingness to work weekends, overtime, Public Holidays and Night Duty. Competencies (knowledge/skills): Good interpersonal, leadership, communication skills, strong sense of responsibility. The ability to function independently in a multidisciplinary team and the ability to direct the team to ensure good nursing care. Demonstrate an in-depth knowledge of nursing and public service legislation and knowledge of Human Resource and financial policies. Computer literacy (MS Word, Excel, PowerPoint and Outlook).
<u>DUTIES</u>	:	Provide leadership, management, governance and supervision of nursing services. Ensure the provision of optimal, holistic nursing care within the parameters of professional, legal and ethical practices. Effectively manage human and financial resources with emphasis on compliance of policies, practice and protocols. Ensure effective adherence to quality improvement strategies in the execution of quality nursing care and clinical governance. Provide effective management support to nursing services, hospital management including after-hours coverage and night duty.
<u>ENQUIRIES NOTE</u>	:	Mr M Njongonkulu Tel No: (021) 503-5077 No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment.
<u>POST 14/150</u>	:	<u>OPERATIONAL MANAGER NURSING GRADE 1: GENERAL (FAMILY MEDICINE)</u> Chief Directorate: Rural Health District
<u>SALARY CENTRE REQUIREMENTS</u>	:	R571 161 per annum George Regional Hospital Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse OR a 4 year Bachelor Degree in Nursing (R174) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse OR A 3-year Diploma in Nursing (R171) that allows registration with the South African Nursing Council (SANC) as a General Nurse. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: A minimum of 7 years appropriate/recognizable experience after registration with the SANC as Professional Nurse in General Nursing. Inherent requirement of the job: Willingness to work rotational shifts, including day and night duty, as well as weekends and public holidays, in accordance with operational requirements. Competencies (knowledge/skills): Ability to function independently in a multi-disciplinary team and the ability to direct the team to ensure quality nursing care. Ability to understand and follow policies, procedures, and protocols as Operational Manager Nursing (General: Family medicine). Demonstrate in-depth knowledge of nursing and public service legislation and human resource and financial policies. Computer literacy (Microsoft Office).
<u>DUTIES</u>	:	Supervise and ensure the provision of effective and efficient patient care through the identification of nursing care needs, the planning and implementation of nursing care and the guidance of nursing & other personnel Bed Management. Manage human, material and physical resources efficiently and effectively. Maintain & promote professional growth/ethical standards and development of self and others. Display the core values of the Department of health WCG in the execution of duties.
<u>ENQUIRIES</u>	:	Ms LA Campbell Tel No: (044) 802-4371

<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 14/151</u>	:	<u>SOCIAL WORK SUPERVISOR GRADE 1</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R496 668 per annum
<u>CENTRE</u>	:	Karl Bremer Hospital
<u>REQUIREMENTS</u>	:	Minimum Education qualification: Appropriate qualification in Social Work that allows for registration with the South African Council for Social Service Professionals (SACSSP) as a Social Worker. Registration with a Professional Council: Registration with the South African Council for Social Service Professions (SACSSP) as Social Worker. Experience: A minimum of 7 years' appropriate experience in social worker after registration as Social Worker with SACSSP. Inherent requirements of the job: Valid (Code B/EB driver license. Competencies (knowledge/skills): Computer literacy (Microsoft). Robust and functional knowledge of social work, mental health, hospital clinical systems and relevant legislative frameworks. Ability to supervise, guide and support a team of social workers, within a wider multi-disciplinary team. Excellent communication, task prioritization, record keeping and crisis intervention skills. CLINICOM literacy will be an advantage.
<u>DUTIES</u>	:	Clinical service delivery in the form of direct patient consultations, crisis intervention, collaboration around complex cases and contribution to the multi-disciplinary team. Clinical and administrative governance including social work service coordination, performance management, team support & oversight, policy & procedure coordination, departmental administration and quality assurance. Teaching, training & research activities, including mentorship, professional development and participation in academic program. Systems management and discipline specific outputs including effective delivery of holistic social work service using a patient-centered & culturally sensitive approach, effective collaboration with internal & external stakeholders and effective multidisciplinary communication.
<u>ENQUIRIES</u>	:	Dr S le Roux Tel No: (021) 918-1990
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 14/152</u>	:	<u>CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE)</u> Garden Route District
<u>SALARY</u>	:	Grade 1: R495 423 per annum Grade 2: R607 350 per annum
<u>CENTRE</u>	:	Alma CDC, Mossel Bay Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year diploma in Clinical Nursing Science: Health Assessment, Treatment and Care, accredited with the SANC (R48) OR A 4-year bachelor's degree in nursing (R174) or equivalent qualification (R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post graduate diploma (R635) accredited with the SANC in Primary Care Nursing. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: Grade 1: A Minimum of 4 years appropriate/recognisable nursing experience after registration with the SANC as a Professional Nurse in General Nursing. Grade 2: A minimum of 14 years appropriate/ recognisable nursing experience after registration with the SANC as a Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification or post-graduate diploma in the relevant specialty. Inherent requirement of the job: Valid (Code B/EB) driver's license and willingness to travel. Willingness to work overtime and assist at other clinics, mobiles, satellites within the Sub District, when there is a need. Willingness to drive a mobile clinic vehicle. Competencies (knowledge/skills): NIMART training or experience. Good communication skills verbal and written. Problem solving, report writing, liaison and facilitation skills. Basic computer skills in (i.e. MS Word, Excel, Outlook).
<u>DUTIES</u>	:	Assist with the management of the Burden of disease according to the comprehensive health programmes. Quality of service Plan and implement Health Promotion and Prevention activities in facility and Community. Link to the community structures and NPO's. Collect data and submit reports. Provide

		PHC services to the surrounding communities. Assist with the managing of Human Resources, Finance, SCM, Strategy and Health support, Infrastructure and equipment management.
<u>ENQUIRIES</u>	:	Ms A Lamprecht Tel No: (044) 604 6106
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates will be subjected to a practical/ oral assessment. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Curative Skills in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48) or post graduate diploma in Primary Care Nursing accredited with the SANC (R635).
<u>POST 14/153</u>	:	<u>ASSISTANT DIRECTOR: INFORMATION MANAGEMENT AND GOVERNANCE</u> Directorate: Health Intelligence
<u>SALARY CENTRE REQUIREMENTS</u>	:	R487 197 per annum Head Office, Cape Town Minimum educational qualification: Appropriate 3-year National Diploma or Degree in Information Management. Experience: Appropriate experience in health information management. Inherent requirement of the job: Valid (Code B/EB) driver's license. Willingness to travel and work away from home and work overtime when required. Competencies (knowledge/skills): Advanced computer skills in Microsoft Office 365. Analytical, strategic and conceptual thinking skills including numeracy, problem solving, business analysis. Good understanding of information management, data governance, health systems, epidemiological concepts and monitoring and evaluation. Project and staff management skills with an ability to perform confidently in a complex environment under pressure. Collaboration and interpersonal skills including excellent communication, writing and relationship management skills. Technical and system knowledge: Excellent computer skills (MS Office 365) with knowledge of Western Cape Government Health and Wellness electronic systems. Advanced Excel and PowerBI skills will be an advantage. Administrative and policy skills: Office admin, human resource management knowledge and skills with well-developed leadership abilities.
<u>DUTIES</u>	:	Develop an operational plan aligned with the strategic plan and department imperatives and ensure implementation of it through project management. Ensure the effective development, implementation and management of national and provincial information policies and systems through standardized data collection, stakeholder engagement, cross-team collaboration, and the expansion of automation and digitization. Ensure departmental data meets quality criteria through standardized processes, timely submission, and robust audit support, including conducting internal audits, monitoring compliance, compiling feedback reports, training, supporting facilities and compliance teams during audits, and developing and implementing effective data quality tools and procedures. Provide strategic decision support through accurate and timely data, information, knowledge, performance monitoring and evaluation, analysis reporting. Supervise, manage, lead and upskill a cohesive team/unit according to the relevant policies and procedures integrated with the rest of the directorate/s and department.
<u>ENQUIRIES</u>	:	Ms S Brinkmann Tel No: (021) 483-8046 or email: Samantha.Brinkmann@westerncape.gov.za
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical and competency assessment.
<u>POST 14/154</u>	:	<u>ASSISTANT DIRECTOR: SUPPORT SERVICES (PUBLIC PRIVATE INITIATIVES)</u> Chief Directorate: Emergency and Clinical Services Support
<u>SALARY CENTRE REQUIREMENTS</u>	:	R487 197 per annum Clinical Service Improvement (Public Private Initiatives) Minimum educational qualification: An appropriate 3-year National Diploma/ Degree. Experience: Appropriate experience in administration and coordination of public private sector initiatives or partnerships with stakeholders or third parties as well as project management. Inherent

requirement of the job: Advanced computer proficiency in MS Word, Excel and MS Office. Valid Driver's license. Willingness to travel. Competencies (knowledge/skills): Any legal, commercial and financial knowledge as it relates to public sector and private sector interventions or services. Knowledge of public sector supply chain and finance regulations/prescripts. Numeracy, Literacy, Analytical, logical and strategic thinking skills. Sound language verbal, written and Interpersonal Communication skills. Excellent writing, reporting, research and presentation skills. Administration, Financial Management, Human Resource Management and Change Management skills. Ability to work co-operatively with colleagues and stakeholders at all levels of authority but also to work independently. Ability to work under pressure.

DUTIES : Lead and coordinate the development, implementation, monitoring and quality assurance of PPIs and PPPs to ensure strategic alignment, effective stakeholder engagement and timely, high quality project delivery. Coordinate and compile accurate, requirements aligned departmental reports while providing technical inputs and supporting the Deputy Director with briefings, minutes, presentations and other technical documents. Identify and coordinate staff development initiatives, provide productivity enhancing tools and systems, and monitor development plans to strengthen workflow efficiency and overall component performance. Support the development and review of policies, guidelines, protocols and tools by contributing technical expertise, strengthening resource forecasting and prioritisation mechanisms, and ensuring alignment with best practice and legislative requirements. Conduct situational analyses, monitor system performance and resource trends, and synthesise evidence to inform planning, prioritisation and decision making within the Department and Directorate. Provide high quality technical, research and administrative support on emerging or ad hoc issues, including investigations, evidence summaries and project start-ups, ensuring timely and accurate delivery despite short turnaround times.

ENQUIRIES : Ms A Stemele Tel No: (021) 815-8622
NOTE : No payment of any kind is required when applying for this post. Candidates may undergo a Competency Based Assessment. Candidates will be subjected to a written/practical and oral assessment.

POST 14/155 : **SENIOR ADMINISTRATIVE OFFICER: HUMAN RESOURCE MANAGEMENT (HUMAN RESOURCES AND LABOUR RELATIONS)**
 Chief Directorate: Metro Health Services

SALARY : R413 001 per annum
CENTRE : Alexandra Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma or Degree. Experience: Appropriate experience in Human Resource Administration and PERSAL. Appropriate experience in Labour Relations within the Public Service context. Appropriate supervisory experience. Inherent requirement of the job: Valid Driver's license. Competencies (knowledge/skills): Knowledge and implementation of Labor Relations standards and prescripts. Understanding of relevant legislation pertaining to Labor Relations. Sound practice, knowledge and experience of the PERSAL system. Knowledge of the Public Service Act and resolution, various OSD's, Human Resource Policies, Resolutions and Agreements. Ability to ensure compliance in the application of human resource policies and practices. Ability to analyse data to compile management reports, detailing relevant trend analysis. Proficient in MS Office (Word, Excel and PowerPoint). Good communication skills (verbal and written). Willingness to perform overtime when required.

DUTIES : Render sound labour relations practices at institutional level. Administer grievance and disciplinary cases and maintain a database to generate monthly reports for labour relations. Render a service to the Institutional Management and Labor Committee (IMLC). Consult and advise management and Line management on all labour relations policies, procedures and interventions. Manage and supervise the general staff office including the development of Human Resource Officials on all aspects (SPMS, Discipline, training of staff). Adhere and correct application to all transversal personnel practices, policies and procedures. including all employment practices. Ensure Human Resource compliance and rectification of Auditor-General reports, Internal Auditors reports, as well as Human Resource Management compliance reports. Render a support and advisory service with regards to Personnel Administration and Human Resource Management as well as monitoring

compliance to Human Resources policies. Ensure compliance with human resource practices, policies, resolutions and collective agreements. Responsible for HR related statistics and the effective usage of PERSAL system.

<u>ENQUIRIES</u>	:	Mr J Adams Tel No: (021) 503-5034
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 14/156</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: INFORMATION MANAGEMENT (COMPLIANCE)</u> Directorate: Information Management and Governance (Health Intelligence)
<u>SALARY</u>	:	R413 001 per annum
<u>CENTRE</u>	:	Head Office, Cape Town (DICU)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: An appropriate three-year National Diploma/Degree. Experience: Appropriate knowledge and experience in Health Information Management and Data Governance. Inherent requirement of the job: Valid driver's license (Code B) and ability to drive a light motor vehicle on a public road. Willingness to travel and overnight within the Western Cape when required. Competencies (knowledge/skills): Highly developed understanding and knowledge of data and information management, data governance and related policies, processes and standard operating procedures. Advanced computer literacy especially in MS Office with good numerical and analytical skills to support compilation, interpretation and analysis of data. Knowledge of the information systems utilised by the WCDHW e.g. Sinjani, DHIS, CLINICOM, PHCIS, Ideal Facility, Business Intelligence, SPV, TIER.net, EDR.web. Excellent self-management and people management skills together with communication, training and report writing skills.
<u>DUTIES</u>	:	Identification of data quality and audit risks and subsequent prioritisation. Plan, coordinate and conduct assessments/audits to provide assurance on data quality and compliance with provincial and national policy and standard operating procedures. Conduct root cause analysis of findings and develop, implement and monitor remedial action plans and corrective measures, including coordinating and conducting relevant training. Develop, generate and communicate findings and performance and progress reports for management and stakeholders. Support internal and external audit processes by preparing the facilities and liaising with the auditor. Assist with appropriate assessment tool development.
<u>ENQUIRIES</u>	:	Ms R Diedericks at (067) 026 1515
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 14/157</u>	:	<u>ARTISAN FOREMAN GRADE A (ELECTRICAL)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R397 329 per annum
<u>CENTRE</u>	:	Alexandra Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate Trade Test Certificate in Electrical Artisanhip. Experience: 5 years' experience as an Artisan after obtaining the trade test certificate. Inherent requirement of the job: A valid wiremen's license. Valid (Code B/EB) driver's license. Physically fit to perform duties. Must be available for standby duties after hours, on weekends and public holidays, and willingness to work overtime when required. Competencies (knowledge/skills): Conversant with the requirements of the Machinery and Occupational Health and Safety Act. (Act 85). Ability to fault-find and repair down to component level. Ability to work under pressure and independently with good report-writing skills, conflict management and good interpersonal skills, as well as excellent verbal and written communication skills. Practical experience in maintaining and repairing refrigeration systems, electrical motors & equipment, CCTV cameras, access control, and electric fencing & all electrical components in a hospital or institutional environment.
<u>DUTIES</u>	:	Control over equipment, tools, plant and materials and provide in service training to subordinates. Do quality assurance on all maintenance and repair work performed, keep registers of all work done and maintain control of job cards. Compile and submit reports as required and provide input on the operational plan of the workshop. Performance manage and supervise the workshop staff, perform related administrative duties and mentor technical staff in the application of new technologies and procedures. Assist the Chief Artisan in ordering, procurement and control of maintenance materials.
<u>ENQUIRIES</u>	:	Mr J Petersen Tel No: (021) 503-5036

<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 14/158</u>	:	<u>ADMINISTRATIVE OFFICER: SUPPORT SERVICES (CORPORATE GOVERNANCE)</u> Chief Directorate: Emergency and Clinical Support Services
<u>SALARY</u>	:	R338 106 per annum
<u>CENTRE</u>	:	Observatory Forensic Pathology Institute (OFPI), Forensic Pathology Services
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or Equivalent). Experience: Appropriate experience in Supply Chain, Asset Management and Contract Management. Appropriate experience in LOGIS, SEB, CSD & EPS (Electronic Procurement System). Inherent requirement of the job: A Valid (Code B/EB) driver's license. Willingness to work overtime duties. Competencies (knowledge/skills): Knowledge in BAS and ECM (Electronic Content Management). Appropriate Finance knowledge. Ability to communicate clearly and discreetly in person and in writing. Above-average computer and software literacy. Ability to work independently and in a team. Ability to work under pressure and meet deadlines. Ability to achieve and maintain good interpersonal and working relations with staff and clients, with knowledge of Batho Pele. Appropriate people and planning skills. Ability to interpret service level agreements. Ability to interpret and apply policies. Good working knowledge of relevant legislation, regulations and policies. Ability to teach and train subordinates. Appropriate knowledge of Human Resources and Labour Relations.
<u>DUTIES</u>	:	Effective supervision of subordinates. Effective co-ordination of Supply Chain Management processes and procurement. Effective co-ordination of Finance processes. Effective control of Assets and Stores. Ensure effective and efficient administrative HR support at the Forensic Pathology Laboratory.
<u>ENQUIRIES</u>	:	Ms TG Cornelius, email: Tracey.Cornelius@westerncape.gov.za
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. The applicants will be subjected to an interview and competency test. Candidates will be subjected to security clearance prior to appointment. Shortlisted candidates may be subjected to a practical assessment.
<u>POST 14/159</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING: MALE AND FEMALE PSYCHIATRY WARD)</u> Overberg District
<u>SALARY</u>	:	Grade 1: R337 359 per annum Grade 2: R411 978 per annum Grade 3: R495 423 per annum
<u>CENTRE</u>	:	Hermanus Hospital, Overstrand Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse OR A- 4 year Bachelor Degree in Nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: Grade 1: None after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 10 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 3: A minimum of 20 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Willingness to work shifts, night duty, overtime, public holidays and weekends. Relieve and rotate in all areas within the Hospital. Competencies (knowledge/skills): Good communication skills (written and verbal). Ability to function/make decisions independently and as part of a multi-disciplinary team. Knowledge of relevant legislation and policies of the Department of Health Western Cape. Be able to work independently and in a multi-disciplinary team.
<u>DUTIES</u>	:	Provide direction and supervision for the implementation of the nursing care plans, laws and regulations relevant to nursing and health care. Implement standards, practices, criteria, and indicators for quality assurance. Utilize human, material, and physical resources efficiently and effectively. Effective Information Management.
<u>ENQUIRIES</u>	:	Ms C Spandeel Tel No: (028) 312-1166

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).

POST 14/160 : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL: PALLIATIVE CARE)**
Overberg District

SALARY : Grade 1: R337 359 per annum
Grade 2: R411 978 per annum
Grade 3: R495 423 per annum

CENTRE REQUIREMENTS : Otto Du Plessis Hospital, Cape Agulhas Sub-district
Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse OR- A 4-year Bachelor Degree in Nursing (R174) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse OR A 3-year Diploma in Nursing (R171) that allows registration with the SANC as a General Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years' appropriate/recognizable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. **Grade 3:** A minimum of 20 years' appropriate/recognizable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. Inherent requirement of the job: Valid (Code B/EB) driver's license. Willingness to work within the Sub-district. Willingness to undergo Palliative Care training.

DUTIES : Facilitate the provision of holistic institutional nursing care to patients in an environment which promotes core values and human dignity. Ensure that quality of nursing care is facilitated cost effectively, efficiently and equitable whilst at the same time ensuring compliance to the requirements of professional and ethical practices. Ensure realisation of strategic goals and objectives of the Palliative unit with regards to inpatient and outpatient care. Ensure supportive role from ward staff i.r.o end of life patients, receiving and referrals of patients, performing patient assessments and ensuring patients are appropriately managed and monitored by mentoring and guiding ward staff appropriately. -Ensure that effective health promotion and comprehensive health care are in place for treatment of patients and ensure the effective utilisation of resources to provide quality and sustainable patient care. Coordination of relevant monthly meetings, liaison and communication with multi-disciplinary teams, effective utilisation of training and research opportunities and effective administrative management of reporting on Palliative care.

ENQUIRIES : Ms N Adams Tel No: (028) 424-1167

NOTE : No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)."

POST 14/161 : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL) (TRAINING RELIEF: ICU, HIGHCARE AND RENAL)**
Chief Directorate: Rural Health District
(Contract until 31 January 2027)

SALARY : Grade 1: R337 359 per annum
Grade 2: R411 978 per annum
Grade 3: R495 423 per annum
(Annual salary plus 37% in lieu of service benefits)

CENTRE : George Regional Hospital

<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse OR a 4 year Bachelor Degree in Nursing (R174) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse OR a 3 year Diploma in Nursing (R171) that allows registration with the South African Nursing Council (SANC) AS A General Nurse. Registration with a professional council: Registration with the South African Nursing Council (SANC) as Professional Nurse. Experience: Grade 1: None after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Willingness to perform duties at irregular hours, including night duty, overtime, stand-by. Competencies (knowledge/skills): Knowledge of the nursing processes and procedures as outlined in Nursing Act and SANC regulations. Professionalism, good Interpersonal communication skills, leadership skills and flexibility. Skills to plan, organize & coordinate the service by analysing, problem solving and decision making.
<u>DUTIES</u>	:	Ensure quality patient care regarding the identification of nursing care needs, the planning and implementation of nursing care and the education of nursing and other personnel. Render advanced clinical nursing care and support clinical staff with surgical and medical procedures. Utilize human, material and physical resources efficiently and effectively. Maintain professional growth/ethical standards and self- development. Display of core values of the Department of Health WCG in the execution of duties.
<u>ENQUIRIES</u>	:	Ms LK De Goede Tel No: (044) 802-4352
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). Candidates who are not in possession of the stipulated registration requirements, may also apply.
<u>POST 14/162</u>	:	<u>WORKS INSPECTOR: OCCUPATIONAL & EQUIPMENT SAFETY AND HEALTH CARE WASTE OFFICER</u> Directorate: Facilities Management (Sub-directorate: Occupational and Equipment Safety)
<u>SALARY</u>	:	R280 278 per annum
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	Minimum educational qualification: A National Diploma (T/N/S streams) or equivalent, or an N3 and a passed trade test in the building environment, or Registration as an Engineering Technician. Experience: Appropriate experience in applying legislation and policies related to Occupational Health and Safety, Health Care Waste Management. Inherent requirements of the job: A valid (Code B/EB) drivers' license. Competencies (knowledge/skills): Project Management, Research and support in Policy Development. Practical knowledge of relevant legislation and policies related to Occupational Health and Safety and Health Care Waste Management. Good organizational, interpersonal, leadership, conflict resolution and problem-solving skills. Attention to detail and the ability to work independently. Computer literacy and thorough knowledge of computer systems (Word, Excel, PowerPoint, Outlook). People management skills. Ability to work in a team and independently. Good verbal and written communication skills.
<u>DUTIES</u>	:	Ensure WCDHW facilities comply with relevant Occupational Health and Safety and Health Care Waste Management requirements, legislation, codes of practice, standards and norms. Investigate, report on and assist with resolving Occupational Health and Safety and Health Care Waste incidents at facilities. Manage and facilitate Occupational Health and Safety and Health Care Waste Management training at WCGH facilities. Promote Occupational Health and Safety and Health Care Waste awareness at WCDH facilities. Maintain a Health Care Waste Management database and develop reports. Support in development of policies, standard operating procedures, norms and

		standards. Conducting site visits and inspections. Compilation of reports and report writing. Collating information and maintaining databases.
<u>ENQUIRIES</u>	:	Mr A Thomas Tel No: (021) 918-1233
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 14/163</u>	:	<u>PHARMACY ASSISTANT GRADE 1 TO 3 (POST-BASIC)</u> Directorate: Information Management
<u>SALARY</u>	:	Grade 1: R275 340 per annum Grade 2: R318 666 per annum Grade 3: R343 761 per annum
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	Minimum educational qualification: As required by the training facility and the South African Pharmacy Council (SAPC). Pharmacist Assistant qualification that allows registration with SAPC as a Pharmacist Assistant (Post-Basic). Registration with a professional council: Registration with the South African Pharmacy Council as Pharmacist's Assistant (Post-Basic) (Institutional) or Pharmacist Assistant (Post-Basic). Experience: Grade 1: None after registration with the SAPC as Pharmacist Assistant (Post-Basic). Grade 2: A minimum of 5 years' appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) with the SAPC. Grade 3: A minimum of 13 years' appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) with the SAPC. Inherent requirement of the job: A valid (Code B/EB) driver's license. Competencies (knowledge/skills): A high level of computer literacy. Appropriate experience in Health Information Systems. Experienced in system support to be able to manage the Medicine Management systems used in the province. Experience in training end users Knowledge of the Regulations concerning pharmaceuticals and supply-chain management. Excellent communication skills, to manage the change management process within the organisation to achieve full acceptance of the system, with all users and relative parties. Good people management skills and a positive attitude towards working co-operatively with colleagues and stakeholders at all levels of authority.
<u>DUTIES</u>	:	Client services: Support and liaise with facilities using the Medicine Management Systems in the province. Management of all change control processes. Provide end user training in the use of the pharmacy system. Provide operational support at the facility. System maintenance: Maintenance of master files to ensure that the system complies with current regulations. Ensure effective communication regarding Pharmacy requirements such as data availability and data quality with Pharmacy role players, including end users and managers. Assist with compiling and maintaining system user manuals and procedures. Assist with the implementation and support of the Medicine Management System at Health facilities. Provide ad-hoc support to supervisor.
<u>ENQUIRIES</u>	:	Ms T Blockman at (072) 321-2015 or Mr J Maharaj Tel No: (021) 938-6513
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Short listed candidates will be required to undergo competency assessments/proficiency tests. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).
<u>POST 14/164</u>	:	<u>PERSONNEL OFFICER (EMPLOYEE BENEFITS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	Northern/Tygerberg Sub-structure Office
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or Equivalent). Experience: Appropriate experience of PERSAL and relevant functions. Appropriate experience of Salary systems and Personnel management. Inherent requirement of the job: Willingness to work after hours. Competencies (knowledge/skills): Knowledge of PERSAL. Computer literate in MS Office (Excel, Word and Power point) and MS Outlook. Knowledge of the People Management prescripts and Regulations and basic understanding of Human

- Resource Management. Good interpersonal, communication and organizational skills and the ability to function under pressure and meet deadlines.
- DUTIES** : Responsible for all Human Resource related functions within the HR Department. Handle appointments, service terminations, salary administration, PILIR, WCA and general service conditions, audit of leave and personnel files, debt management, commuted overtime, pension administration, housing, transfers and MMS structuring. Responsible for capturing transactions on PERSAL. Handle all personnel enquiries and correspondence (written and verbal) and maintain registers and filing system. Effective support to supervisors, management and members of the public with regards to Human Resource and Personnel matters. Responsible for Audit reports (COT) overtime, housing, rental, leave and ORW) and feedback to supervisor pertaining Audit finds.
- ENQUIRIES** : Ms D Martin Tel No: (021) 815-8573
- NOTE** : No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment.
- POST 14/165** : **ADMINISTRATION CLERK: FINANCE/ADMIN (SCM) (ASSETS)**
Overberg District
- SALARY** : R237 453 per annum
- CENTRE** : Hermanus Hospital, Overstrand Sub-district
- REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent) with mathematics and/or Accounting as a passed subject and/or Senior certificate (or equivalent) with experience/competencies that focus on the key performance areas of the post. Experience: Appropriate experience in Supply Chain Management environment, LOGIS and the EPS. Inherent requirement of the job: Valid (B/C1/EB) driver's license. Ability to work in a physically demanding environment. Competencies (knowledge/skills): Knowledge of the LOGIS System, Asset Management functions and functional experience in obtaining quotations on an electronic purchasing system (EPS). Computer literacy (MS Excel and Word). Good communication skills.
- DUTIES** : Perform tasks related to procurement administration, such as inviting quotes on EPS, placing of orders, preparing quotes for Quotation Committee and follow-up with suppliers. Asset Management to be performed in the Overstrand Sub-district which includes proper management of assets pertaining to annual asset count, updating asset register, disposals, capturing relevant documentation on LOGIS and keeping updated filling of all relevant documentation. Monthly BAS and LOGIS reconciliation reporting. Receiving services and preparing batches for payment. Ensure compliance with all relevant laws and prescripts related to the Supply Chain. Handle all telephone and written queries from relevant suppliers and end users.
- ENQUIRIES** : Ms CE Langley Tel No: (028) 312-1166
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates could be subjected to a practical test.
- POST 14/166** : **ADMINISTRATION CLERK: (INCOME/ADMISSIONS) (X2 POSTS)**
Chief Directorate: Metro Health Services
- SALARY** : R237 453 per annum
- CENTRE** : Wesfleur Hospital
- REQUIREMENTS** : Minimum Education qualification: Grade 12/Senior Certificate. Experience: Appropriate experience of Patient Admissions including the CLINICOM System. Inherent requirements of the job: Prepared to work 12-hour shifts (which include night duty, weekends and Public holidays) and work overtime on short notice. Competencies (knowledge/skills): Computer literacy. Good interpersonal and communication skills. Ability to accept accountability and responsibility and to work independently and unsupervised.
- DUTIES** : Registration and capturing of patient information on CLINICOM. Recordkeeping, filing, retrieving, tracing of folders, destruction and opening folders. Assessing of patients according to the means test (income). Cash Management. Switchboard and patient enquiries.
- ENQUIRIES** : Ms. N Van Staden Tel No: (021) 571-8040
- NOTE** : No payment of any kind is required when applying for this post.

- POST 14/167** : **ADMINISTRATION CLERK: INFORMATION MANAGEMENT**
Chief Directorate: Metro Health Services
- SALARY CENTRE REQUIREMENTS** : R237 453 per annum
Mitchells Plain Community Health Centre
Minimum educational qualification: Senior Certificate (or equivalent).
Experience: Appropriate experience in Information Management. Inherent requirement of the job: A valid driver's license (Code B/EB). Competencies (knowledge/skills): Computer literacy (MS Word, Excel, PowerPoint and Access). Knowledge and experience in departmental systems, i.e., Health Information Systems i.e. PHCIS, Clinicom, Ideal clinic, Sinjani etc. Understand the Ditcom process and must have training skills.
- DUTIES** : Data collection, collation, capturing and reporting. Perform administrative role as a member of the Information Management team. Office administration (filing, attending meetings, typing minutes, etc). Assist with data management quality monitoring and facility support visits. Interpret and analyse data trends and maintain data retrieval efficiency. Participate in health information co-ordinating activities.
- ENQUIRIES NOTE** : Mr T Lewela Tel No: (021) 684-1418
No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical, and oral assessment.
- POST 14/168** : **ADMINISTRATION CLERK: HUMAN RESOURCE MANAGEMENT (RECRUITMENT AND SELECTION)**
- SALARY CENTRE REQUIREMENTS** : R237 453 per annum
Red Cross War Memorial Children's Hospital, Rondebosch
Minimum educational qualification: National Senior Certificate (Grade 12) or equivalent. Experience: Appropriate experience in Recruitment and Selection. Competencies (knowledge/skills): Basic understanding of PM Recruitment and Selection, Employment contracts, Employment equity and PERMIS. Ability to maintain confidentiality. Knowledge of PERSAL. Computer literacy (MS Word, Excel, PowerPoint and Office Outlook).
- DUTIES** : Co-ordinate and run Recruitment and selection process. Assist with compilation and placement of Advertisements. Perform general office administration duties pertaining to personnel administration within Recruitment and Selection. Assist with the SPMS process. Accurate record keeping as well as attending to enquires/ correspondence.
- ENQUIRIES NOTE** : Ms S Share Tel No: (021) 658-5405
No payment of any kind is required when applying for this post.
- POST 14/169** : **ADMINISTRATION CLERK: SUPPORT SERVICES (PUBLIC PRIVATE INITIATIVES)**
Chief Directorate: Emergency and Clinical Services Support
- SALARY CENTRE REQUIREMENTS** : R237 453 per annum
Clinical Service Improvement (Public Private Initiatives)
Minimum educational qualification: Senior Certificate (or equivalent).
Experience: Appropriate experience. Inherent requirement of the job: A valid (code B/EB) driver's license. Willingness to travel when required for work purposes. Competencies (knowledge/skills): Analytical, logical and strategic thinking skills. Excellent writing and reporting. Computer proficiency in MS Excel, MS Word, and MS Office. MS Office training at an intermediate level and completion of Logis courses. Analytical and logical thinking. Ability to work under pressure. Ability to work both co-operatively with stakeholders and independently.
- DUTIES** : Responsible for identifying and documenting projects, conducting background research, and drafting project scopes and timelines to ensure objectives are achieved within defined project plan deadlines. Compile and analyse data through various Excel-based reports (Goods and Services, Biometric, GMT, and City of Cape Town reports) and present findings through PowerPoint presentations and graphical summaries. Facilitate recruitment and training processes by testing candidates, compiling required reports (PSETA QMR, departmental quarterly and expenditure reports), coordinating training arrangements, and supporting staff development. -Provide administrative and procurement support to management, maintain databases, validate data, and generate reports required for monitoring and decision-making processes. - Support additional projects, research, and administrative tasks aligned with the objectives of the Business Development Unit within agreed timelines.

ENQUIRIES : Ms A Stemele Tel No: (021) 815-8622
NOTE : No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment.

POST 14/170 : **STAFF NURSE GRADE 1 TO 3 (WARD 9 AND WARD 99) (X2 POSTS)**
Chief Directorate: Metro Health Service

SALARY : Grade 1: R229 440 per annum
Grade 2: R272 778 per annum
Grade 3: R319 071 per annum

CENTRE : Lentegeur Hospital
REQUIREMENTS : Minimum educational qualification: Qualification that allows registration with the South African Nursing Council (SANC) as Staff Nurse. Registration with a professional council: Registration with the SANC as a Staff Nurse. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognizable experience in nursing after registration at SANC as a Staff Nurse. **Grade 3:** A minimum of 20 years appropriate/ recognizable experience in nursing after registration with the SANC a Staff Nurse. Inherent requirement of the job: Willingness to work shifts, day and night duty, weekends, and public holidays to meet the operational requirements. Must be prepared to assist in all departments according to operational requirements. Competencies (knowledge/skills): Effective communication skills and interpersonal skills. Knowledge of nursing processes & procedures as outlined in Nursing, Health related & Public service legislation, regulations & policies. Function within the team and facilitate on the level of the post.

DUTIES : Development and implementation of basic patient care. Provide basic clinical nursing care. Effective utilization of physical and financial resources. Maintain professional growth/ethical standards and self-development.

ENQUIRIES : Ms KP Tukutezi Tel No: (021) 370-1274
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a written/practical and oral assessment. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)".

POST 14/171 : **STAFF NURSE GRADE 1 TO 3 (X2 POSTS)**
Overberg District

SALARY : Grade 1: R229 440 per annum
Grade 2: R272 778 per annum
Grade 3: R319 071 per annum

CENTRE : Barrydale Clinic (X1 Post), Suurbraak Clinic (X1 Post), Swellendam Sub-district

REQUIREMENTS : Minimum educational qualification: Qualification that allows registration with the SANC as an Enrolled Nurse. Registration with a professional council: Registration with the SANC as an Enrolled Nurse. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognizable experience in nursing after registration at SANC as Enrolled Nurse. **Grade 3:** A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as an Enrolled Nurse. Inherent requirement of the job: Valid (Code B/EB driver's license and willingness to travel. Willingness to support when necessary and to work at other clinics in the Sub-District as well as on Mobile Clinic. Competencies (knowledge/skills): Basic computer skills in MS Word and Outlook. Ability to function/make decisions independently and as part of a multi-disciplinary team. Good communication, interpersonal relationships, exceptional leadership and conflict resolution skills. Knowledge of relevant nursing legislation, policies and protocols of the Department of Health and Wellness, Western Cape.

DUTIES : Provide basic clinical nursing care. Development and implementation of basic patient care plans. Effective utilization of resources. Maintain professional growth/ethical standards and self-development.

ENQUIRIES : Ms GJ Van der Westhuizen Tel No: (028) 514-8400
NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also

apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).

- POST 14/172** : **TELKOM OPERATOR**
- SALARY** : R201 093 per annum
- CENTRE** : Red Cross War Memorial Children's Hospital, Rondebosch
- REQUIREMENTS** : Minimum educational qualifications: General Education and Training Certificate (GETC) /grade 9 (Std 7). Experience: Appropriate experience in operating an electronic switchboard/PABX, a messaging and paging system. Inherent requirements of the job: Willingness to work shifts, night shifts, weekends and public holidays. Work overtime when required by operational needs. Physically able to hear and speak clearly. Competencies (knowledge/skills): Ability to operate an electronic switchboard. Excellent listening skills and telephone etiquette. Computer literacy in Microsoft Packages (Word, Excel and Outlook).
- DUTIES** : Handle all outgoing and incoming calls. Manage switchboard, answer telephonic queries and deliver messages. Ensure that switchboard and telephone equipment is in working order. Handling of PABX and VOIP systems. Monitor, place and record all cellular, national and international calls made. Keep records of speed dial number. Send and receive calls via the 2-way radio. Broadcast staff and information via broadcast system. Report all faults to Supervisor.
- ENQUIRIES** : Ms M Fredericks Tel No: (021) 658-5111
- NOTE** : No payment of any kind is required when applying for this post.
- POST 14/173** : **NURSING ASSISTANT GRADE 1 TO 3**
Garden Route District
- SALARY** : Grade 1: R181 230 per annum
Grade 2: R211 401 per annum
Grade 3: R249 141 per annum
- CENTRE** : Bongoletu Clinic, Oudtshoorn Sub-district
- REQUIREMENTS** : Minimum educational qualification: Qualification that allows registration with the SANC as a Nursing Assistant. Registration with a professional council: Registration with the SANC as a Nursing Assistant. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years' appropriate/recognisable experience in nursing after registration as Nursing Assistant with the SANC. **Grade 3:** A minimum of 20 years appropriate/recognisable experience in nursing after registration as Nursing Assistant with the SANC. Inherent requirement of the job: Willingness to work after hours when needed. Willingness to assist at other clinics in the Sub-district when needed. Competencies (knowledge/skills): Good communication skills. Self-discipline and motivation. Assist patients with activities of daily living which include patient hygiene, nutritional status, mobility and elimination needs. Provide elementary clinical nursing care. Effective utilization of resources. Maintain professional growth, ethical standards and self-development. Record keeping.
- DUTIES** : Assist patients with activities of daily living which include patient hygiene, nutritional status, mobility and elimination needs. Provide elementary clinical nursing care. Effective utilization of resources. Maintain professional growth, ethical standards and self-development. Record keeping.
- ENQUIRIES** : Ms CW Lucas Tel No: (044) 274 -1936
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).
- POST 14/174** : **NURSING ASSISTANT GRADE 1 TO 3**
Central Karoo District
- SALARY** : Grade 1: R181 230 per annum
Grade 2: R211 401 per annum
Grade 3: R249 141 per annum

<u>CENTRE REQUIREMENTS</u>	:	Murraysburg Hospital
	:	Minimum educational qualification: Qualification that allows registration with the SANC as a Nursing Assistant. Registration with a professional council: Registration with the SANC as a Nursing Assistant. Experience: Grade 1: None Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Nursing Assistant with the SANC. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration as Nursing Assistant with the SANC. Inherent requirement of the job: Willingness to work shifts, including weekends, public holidays, night shifts and overtime. Willingness to rotate to other wards in the hospital and to assist at the Murraysburg Clinic when needed. Competencies (knowledge/skills): Good communication skills. Self- discipline and motivation.
<u>DUTIES</u>	:	Assist patients with activities of daily living which include patient hygiene, nutritional status, mobility and elimination needs. Provide elementary clinical nursing care. Effective utilization of resources. Maintain professional growth, ethical standards and self-development. Record keeping.
<u>ENQUIRIES NOTE</u>	:	Ms FK Fass Tel No: (049) 844 - 0021/53
	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. -This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).
<u>POST 14/175</u>	:	<u>HOUSEHOLD AID (X2 POSTS)</u>
<u>SALARY</u>	:	R144 024 per annum
<u>CENTRE REQUIREMENTS</u>	:	Red Cross War Memorial Children's Hospital, Rondebosch
	:	Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate experience in cleaning hospital or health environment. Inherent requirements of the job: Ability to lift/move heavy objects and working at heights requiring the use of a stepladder. Willingness to work shifts, public holidays, weekends, overtime and night duty. Relief in other departments when necessary. Willingness to undergo formal and informal training. Competencies (knowledge/skills): Knowledge of Infection Control and Occupational Health and Safety. Good interpersonal skills with the rest of the multi-disciplinary team as well as the public. Ability to read, speak and write. Good communication skills. Ability to work in a team environment and independently.
<u>DUTIES</u>	:	Responsible for cleaning duties i.e. sweeping, dusting, emptying bins daily, mopping, scrubbing and polishing, cleaning windows, deep cleaning of toilets, general refuse and medical waste handling and maintenance of general neatness and hygiene (adhere to OSH and IPC policies). Perform patients and parents' meal serving and cleaning of crockery and cutlery (according to HACCP principles and food service unit policies). Effective use of machinery, maintenance and safekeeping of consumables and equipment. Attend in-service training and render support to the supervisor with regards to general housekeeping duties. Handling of linen (soiled lined, dirty lined, clean linen, counting of linen, packing linen room, etc.) Assist in performing ad-hoc duties within the hospital.
<u>ENQUIRIES</u>	:	Ms L Chenga Tel No: (021) 658-5436 / Ms M Fredericks Tel No: (021) 658-5111
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 14/176</u>	:	<u>MEDICAL SPECIALIST GRADE 1 TO 3 (SESSIONAL) (CLINICAL OBSTETRICS) (16 HOURS PER WEEK)</u> Chief Directorate: Metro Health Services (3 Year Contract)
<u>SALARY</u>	:	Grade 1: R671 per hour Grade 2: R766 per hour Grade 3: R887 per hour
<u>CENTRE REQUIREMENTS</u>	:	Mowbray Maternity Hospital
	:	Minimum Education qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Obstetrics and Gynaecology. Registration with a Professional Council: Registration with the HPCSA as Medical Specialist in

Obstetrics and Gynaecology. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist in Obstetrics and Gynaecology. **Grade 2:** A minimum of 5 years' appropriate experience as a Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as a Medical Specialist in Obstetrics and Gynaecology. **Grade 3:** A minimum of 10 years' appropriate experience as a Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employee) as a Medical Specialist in Obstetrics and Gynaecology. Inherent requirement of the job: Valid driver's license. Competencies (knowledge/skills): Ability to manage all Obstetrics and Gynaecology cases competently. Ability to teach and supervise obstetric surgical procedures and assist in the management of obstetric surgical complications. Proven leadership abilities and experience in supervision of staff. Proven knowledge of public health policies, guidelines and related prescript to manage resources effectively. Computer literacy.

DUTIES : Ensure an efficient and cost-effective obstetric service and render quality patient care. Conduct ward rounds and oversee the daily operations of the obstetric department. Assist with the teaching and training of surgical skills in the obstetric theatre and provide surgical cover to assist with surgical complications when required. Ensure effective and efficient use of resources. Adhere to requirements for all people management matters. Create a learning environment for junior staff and students (under and postgraduate). Assist in perinatal audit, as well as in the investigation and management of adverse incidents, patient complaints, and medicolegal cases as required.

ENQUIRIES : Dr TA Campbell Tel No: (021) 659-4924
NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)".

POST 14/177 : **CLEANER (SESSIONAL) (X3 POSTS)**
 Cape Winelands Health District
 (Contract until 31 March 2029)

SALARY : R94.86 per hour
CENTRE : Breederivier Clinic (X2 Posts)
 Nduli Clinic (X1 Post)

REQUIREMENTS : Minimum educational qualification: Basic literacy and numeracy. Experience: Appropriate experience as a Cleaner in a health environment. Inherent requirement of the job: Ability to lift/move heavy equipment and supplies, and work at heights requiring the use of a stepladder. The ability to do physical tasks, operate heavy-duty cleaning and household equipment. Rotate in different clinics according to operational needs and requirements. Competencies (knowledge/skills): Ability to work effectively in a team, independently and unsupervised, to accept accountability and responsibility. Ability to handle conflict and the ability to work under pressure. Ability to operate machinery and equipment.

DUTIES : Responsible for cleaning, including sweeping, dusting, mopping, scrubbing, polishing, refuse removal, cleaning of garbage bins daily, toilets, sluices and drains, cleaning of windows and walls in the clinic. Ensure that cleaning equipment is clean after usage and securely stored. Render assistance to the supervisor with general housekeeping duties such as control of cleaning and household equipment, care of linen, and serving of patients. Adhere to safety measures when handling waste. Attend in-service training appropriate to service delivery

ENQUIRIES : Mr G Moses Tel No: (023) 316-9600
NOTE : No payment of any kind is required when applying for this post.