



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 16 OF 2024

DATE ISSUED 16 MAY 2025

1. Introduction

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

2. Directions to candidates

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

3. Directions to departments

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

4 SMS pre-entry certificate

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

AMENDMENT

: **DEPARTMENT OF HOME AFFAIRS:** Kindly note that the following post was advertised in Public Services Vacancy Circular 15 dated 09 May 2025, The qualifications for Refugee Reception Centre Manager with Ref No: HRMC 12/15/3, has been amended as follows- (Please note that we have removed the extra Administration) An undergraduate qualification in Law, International Relations, Political Sciences, Public Administration, Public Management, Operations, Administrative Management, Business Administration, Business Management, Public Management and Administration, Management or Administration at NQF level 7 as recognized by SAQA. The closing date will remain the same 06 June 2025.

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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 this post. The candidature of persons whose appointment/transfer/promotion will promote representivity will therefore receive preference.

CLOSING DATE : 30 May 2025

NOTE : 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. 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 will be subjected to a technical exercise (or exercises/follow-up engagements/second round interviews/or any other method) that intends to test relevant technical elements of the job. 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 subject to positive results of a pre-employment screening process which includes criminal records and verification of educational qualification certificates. 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 below post is a senior management post. 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

POST 16/01 : **DIRECTOR: CWP PARTICIPANT ADMINISTRATION REF NO: DCWPPA/25/40**

SALARY : R1 216 824 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. Candidates earning more than the first notch of the Salary Level will be treated according to provisions in PSR 44.

CENTRE : Pretoria
REQUIREMENTS : An undergraduate qualification in Information Technology (Software Development) or equivalent qualification at NQF level 7 as recognized by SAQA. 5 years' relevant experience at a middle/ senior management level. The

Nyukela Senior Management Pre-Entry Programme is to be completed before appointment to the post. Proficiency in MS Word, MS Excel and MS PowerPoint. A valid driver's license and extensive travelling. Additional Requirements (Advantage): Postgraduate qualification in Information Technology. MS Project. Generic Competencies: Strategic capacity and leadership. Knowledge management. People management and empowerment. Service delivery innovation. Programme and project management. Problem solving and analysis. Financial management. Client orientation and customer focus. Change management. Communication (verbal and written). Technical Competencies: MB-500, Microsoft Dynamics 365 Finance and Operations Apps developer. Microsoft Dynamics 365 Finance and Operations (FnO)/ ERP. The Public Finance Management Act (PFMA). Treasury Regulations. Division of Revenue Act (DORA). Municipal Finance Management Act (MFMA). Data Management.

- DUTIES** :
- The successful candidate will perform the following duties: Manage the development, implementation and review CWP financial policies, procedure manuals and management of internal and external audit. Oversee the development and implementation of internal controls, monitoring and early warning systems. Oversee the development, implementation, and maintenance of CWP Integrated Management System (IMS) and Management of transition into new ERP system and play a lead-ing role in the development process. Oversee the administration of the monthly payment of CWP Participant stipends and effect control to eliminate payment to ghost participants, monthly data clean up and stakeholder management (Internal IT, SITA, DPSA, DHA. SARS, SASSA and Provinces) etc. Coordinate the management of risk, monthly, quarterly, annually and ad hoc reporting.
- ENQUIRIES APPLICATIONS** :
- Mr M Skenjana at 082 856 1252
- Applications must be submitted electronically via email to: Recruit2@phakipersonnel.co.za
- For application enquiries contact Koena Tibane Tel No: (011) 941 1953

OTHER POSTS

- POST 16/02** : **DEPUTY DIRECTOR: RISK MANAGEMENT REF NO: DDRM/25/44**

- SALARY CENTRE REQUIREMENTS** :
- R896 436 per annum (Level 11)
- Pretoria
- A three-year National Diploma or Bachelor's Degree in Risk Management/ Internal Audit or equivalent qualification at NQF level 6/7 as recognised by SAQA. 3-5 years' experience in Risk Management or Internal Audit. Proficiency in MS Excel and MS Word. Generic Competencies: Planning and Organising. 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: The Public Finance Management Act and Treasury Regulations. Laws, regulations, legislation affecting the public sector. Corporate governance. Risk assessments. Risk management and auditing practices. Development of policies and strategies.

- DUTIES** :
- The successful candidate will perform the following duties: Develop/ review and implement risk management, ethics and fraud prevention policies, strategies and annual implementation plans. Conduct the operational risk assessment process aligned to the strategic plan, objectives, operational plans and resultant risk profile of the Department. Monitor and report the status of operational risks and adherence to risk management processes within the Department. Coordinate the implementation and reporting of ethics management programme, anti-corruption plans and awareness campaigns. Coordinate the implementation and reporting of business continuity management within the Department. Coordinate, support and report the combined assurance processes.
- ENQUIRIES APPLICATIONS** :
- Ms Nqobile Bembe Tel No: (012) 334 0959/072 886 2129
- Applications must be submitted electronically via email to: Recruit11@phakipersonnel.co.za
- For application enquiries contact Lehlohonolo Radebe Tel No: (011) 941 1953.

- POST 16/03** : **ASSISTANT DIRECTOR: RECRUITMENT REF NO: ASDRECR/25/45**

- SALARY** : R468 459 per annum (Level 09)

<u>CENTRE REQUIREMENTS</u>	:	Pretoria
	:	A 3-Year National Diploma or Bachelor's degree in Human Resources Management / Public Administration / Public Management or equivalent qualification at NQF 6/7 as recognised by SAQA. At least 3 years' experience in Human Resource environment. Proficient in MS Word, MS PowerPoint and MS Excel and Microsoft Online Applications. PERSAL. Additional Requirements (Advantage): Supervisory experience will be an added advantage. Generic Competencies: Planning and organising. 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: Human Resources prescripts and interpretation. Policy development and implementation. Recruitment & selection norms & standards. Human Resource management policy.
<u>DUTIES</u>	:	The successful candidate will perform the following duties: Facilitate the implementation of effective recruitment and selection, contract appointments, internal and ex-ternal transfers as well as secondment processes. Facilitate the appointment and contract management of recruitment service providers. Facilitate the development and implementation of recruitment related human resource strategies, policies and guidelines. Maintain recruitment data, analyse, prepare and submit monthly, quarter-ly and annual reports and presentations to the Department of Public Service and Administration and other internal and external stakeholders. Execute supervisory functions over the recruitment and selection team.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms ET Mashaphu at 064 750 6006
	:	Applications must be submitted electronically via email to: Recruit3@phakipesonnel.co.za .
	:	For application enquiries contact: Akhona Mjajubana Tel No: (011) 941 1953.
<u>POST 16/04</u>	:	<u>ASSISTANT DIRECTOR: EDUCATION, TRAINING AND RESEARCH REF NO: ASDEDTR25/48</u>
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A three-year National Diploma or Bachelor's Degree in Disaster Risk Management or equivalent qualification at NQF level 6/7 as recognised by SAQA. 3-5 years' experience in Disaster Risk Management. Proficiency in MS Office package. Email. Internet. Additional Requirements (Advantage): Drivers License and intensive travelling. Generic Competencies: Planning and organising. 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: Disaster management legislation, frameworks and policies. Project management methodologies. Functioning of provincial and local government. Skills development and training. Research.
<u>DUTIES</u>	:	The successful candidate will perform the following duties: Facilitate the development of disaster management programmes in collaboration with institutions of higher learning. Facilitate career development in disaster management through the bursary programme. Facilitate formal and informal Disaster Risk Management capacity building for professionals, learners and officials in government. Facilitate the development and implementation of the disaster management research agenda.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. Cynthia Nonjola Tel No: (012) 848 4614
	:	Applications must be submitted electronically via email to: Recruit6@phakipersonnel.co.za
	:	For application enquiries contact: Mxolisi Makhasana Tel No: (011) 941 1953.
<u>POST 16/05</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: DISASTER PREPAREDNESS, RESPONSE AND RECOVERY COORDINATION REF NO: H&SCOGTA035</u>
<u>SALARY</u>	:	R397 116 per annum (Level 08)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A three-year National Diploma or Bachelor's Degree or equivalent qualification at NQF level 6/7 as recognised by SAQA. 2-3 years' experience in a related field. Proficiency in MS Excel and MS Word. Driver's license and travelling.

		Generic Competencies: Quality of work. Reliability. Initiative. Communication. Interpersonal relations. Teamwork. Planning and execution.
<u>DUTIES</u>	:	The successful candidate will perform the following duties: Implement guidelines and compile templates on disaster damage assessments, keep a record of incidences, classification and declaration process. Record and verify disaster funding applications in line with the Disaster Grant Funding Framework and follow-up on the expenditure reports from Disaster Grant Funding recipients. Develop and communicate to organs of state guidelines and Standard Operating Procedures (SOP's) on national seasonal disaster contingency plans to ensure effective preparedness, response and recovery to the effects of seasonal hazards. Coordinate the activation of the National Disaster Operation Centre and the syndication of the preparedness, response and recovery work between the Directorate and other NDMC line functions during disaster response and recovery interventions. Provide secretariat functions to Disaster Response Coordination structures and engagements for the Directorate.
<u>ENQUIRIES</u>	:	Ms M Pitso Tel No: (012) 848 4606/ 060 984 5939
<u>APPLICATIONS</u>	:	Applications must be submitted electronically via email to: cogta035@hslabour1.co.za For application enquiries contact Elginita Moodley Tel No: (011) 468 4192
<u>POST 16/06</u>	:	<u>ADMINISTRATIVE ASSISTANT: POLICY, INSTITUTIONAL DEVELOPMENT AND COMPLIANCE MANAGEMENT REF NO: H&SCOGTA036</u>
<u>SALARY</u>	:	R269 499 per annum (Level 06)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Senior Certificate or three-year National Diploma or equivalent qualification at NQF level 4/6 as recognised by SAQA. Proficiency in MS Excel and MS Word. Generic Competencies: Quality of work. Reliability. Initiative. Communication. Interpersonal relations. Teamwork. Planning and execution.
<u>DUTIES</u>	:	The successful candidate will perform the following duties: Maintain the efficient filing system and flow of documents in the Unit. Receive and distribute documents. Record documents in the appropriate registers. Establish an effective document tracking system. Provide secretarial support services. Co-ordinate and prepare documentation for meetings and workshops. Compile minutes and reports. Administer the diary of the supervisor. Arrange appointments and record events in the diary. Promote effective diary coordination electronically or manually. Provide administrative support services. Arrange logistics and related activities for travel, meetings, workshops and conferences. Purchase and order stationery and equipment. Coordinate assets and inventory within the Unit. Make copies, fax and email documents as required.
<u>ENQUIRIES</u>	:	Mr J Dyssel Tel No: (012) 848 4608 or 082 495 1820
<u>APPLICATIONS</u>	:	Applications must be submitted electronically via email to cogta036@hslabour1.co.za For application enquiries contact Elginita Moodley Tel No: (011) 468 4192
<u>POST 16/07</u>	:	<u>ADMINISTRATIVE ASSISTANT: FIRE SERVICES REF NO: H&SCOGTA037</u>
<u>SALARY</u>	:	R269 499 per annum (Level 06)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Senior Certificate or three-year National Diploma or equivalent qualification at NQF level 4/6 as recognised by SAQA. Proficiency in MS Excel and MS Word. Generic Competencies: Quality of work. Reliability. Initiative. Communication. Interpersonal relations. Teamwork. Planning and execution.
<u>DUTIES</u>	:	The successful candidate will perform the following duties: Maintain the efficient filing system and flow of documents in the Unit. Receive and distribute documents. Record documents in the appropriate registers. Establish an effective document tracking system. Provide secretarial support services. Co-ordinate and prepare documentation for meetings and workshops. Compile minutes and reports. Administer the diary of the supervisor. Arrange appointments and record events in the diary. Promote effective diary coordination electronically or manually. Provide administrative support services. Arrange logistics and related activities for travel, meetings, workshops and conferences. Purchase and order stationery and equipment.

ENQUIRIES
APPLICATIONS

Coordinate assets and inventory within the Unit. Make copies, fax and email documents as required.

: Mr RG Hendricks at 0832857050

: Applications must be submitted electronically via email to:
cogta037@hslabour1.co.za

For application enquiries contact Elginita Moodley Tel No: (011) 468 4192

DEPARTMENT OF CORRECTIONAL SERVICES

Note: Before you apply: *All costs associated with an application will be borne by the applicant. The Department of Correctional Services is an equal opportunity employer. The Department will take into consideration the objectives of Section 195 (1) (i) of the Constitution of the Republic of South Africa, 1996 (Act 108 of 1996) and the Employment Equity Act, 1998 (Act 55 of 1998) in filling of these vacancies. It is our intention to promote representivity in respect of race, gender and disability through the filling of these positions. In support of this strategy, applicants need to indicate race, gender and disability status on the application form/CV. Applicants who have retired from the Public Service with a specific determination that they cannot be re-appointed or have been declared medically unfit will not be considered.*

**APPLICATIONS**

: Send your complete application to: **Eastern Cape Region:** The Regional Commissioner Eastern Cape. Recruitment Section, P/Bag X9013, East London OR hand deliver at: Moore Street, Block E Ocean Terrace Quigney, East London, 5211 OR you can email your application to ECHRM@dcs.gov.za. Contact persons: Ms Myataza Z (043) 706 7866/ Ms Mgugudo N (043) 706 7882/ Mr Ndonyela N (043) 706 7883.

Free State And Northern Cape Region: The Regional Commissioner Free State and Northern Cape, Recruitment Section, P/Bag X20530, Bloemfontein, 9300 or hand deliver at: 103 Zastron Street, Agrimed Building, Bloemfontein, 9300 or you can email your application to FSNCHRM@dcs.gov.za. Contact persons: Ms Mkuni NJ (051) 404 0268/ Ms Molutsoane N/ Ms. Moreki-Rathaba MP/ Ms. Ramncwana B (051) 404 0283.

Gauteng Region: The Regional Commissioner Gauteng, Recruitment Section, P/Bag X393, Pretoria, 0001 or hand deliver at: 1077 Forum East Building, Arcadia Street, Hatfield or you can email your application to GPHRM@dcs.gov.za. Contact persons: Mr Masango SS (012) 420 0173/ Ms Feni SAP (012) 420 0173/ (012) 420 0179.

National Head Office: Department of Correctional Services, Post Advertisement Section, Private Bag X136, Pretoria, 0001 or hand deliver at: 124 WF Nkomo Street, Poyntons Building, Cnr WF Nkomo and Sophie De Bruyn Street, Pretoria, 0001 (Previous: Cnr Church and Schubart Street) or you can email your application to NationalOfficeHRM@dcs.gov.za. Contact persons: Mr Y Naidoo (012) 307 2079 / Ms TP Ngobeni (012) 305 8589.

Kwa-Zulu Natal Region: The Regional Commissioner: Kwa-Zulu Natal, Recruitment Section, P/Bag X9126, Pietermaritzburg, 3201 OR hand deliver at: Correctional Services, Eugene Marais Road, Napierville, Pietermaritzburg, 3201 OR you can email your application to KZNHRM@dcs.gov.za. Contact persons: Ms Mchunu GJ (033) 355 7386/ Ms Mkhize AL (033) 355 7370/ Mr Khumalo SB (033) 033 355 7368.

Limpopo, Mpumalanga And North West Region: The Regional Commissioner Limpopo, Mpumalanga & North West, Recruitment Section, P/Bag X142, Pretoria, 0001 or hand deliver at: Cnr Johannes Ramokhoase (Proes) & Paul Kruger Street, 196 Masada Building, 09th Floor, Pretoria, 0001 OR you can email your application to LMNHRM@dcs.gov.za. Contact persons: Mr Ziqubu Z (012) 306 2025/ Ms Nomvela PM (012) 306 2033/ Ms Lekhuleni TD (012) 306 2034.

Western Cape Region: The Regional Commissioner Western Cape, Recruitment Section, P/Bag X14, Goodwood, 7459 or hand deliver at: Peninsula Drive, Monte Vista, 7460 or you can email your application to WCHRM@dcs.gov.za. Contact persons: Ms NA Mdladlamba (021) 550 6014 / Ms A Reddy (021) 559 7929 / Mr S Sikisazane (021) 558 0108 / Ms NC Sotyibi (021) 558 0518. Candidates must comply with the minimum appointment requirements. CV's should be aligned to reflect one's degree of compliance with the advert requirements and responsibilities. It is the sole responsibility of an applicant to ensure that their application reaches DCS before the closing date of 02 June 2025 @ 15h45.

CLOSING DATE
NOTE

: 02 June 2025 @ 15h45.
: Please take note that correspondence will only be conducted with the shortlisted candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application is unsuccessful. Please do not call the department to enquire about the progress

of your application. Applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records verification. Appointment will be provisional, pending the issue of a security clearance. If you cannot get a security clearance, your appointment will be re-considered/possibly terminated. Fingerprints may be taken on the day of the interview. Applications: Applications must be submitted on the Z83 form (Public Service application form) obtainable from any Public Service department and must be completed in full. Only a detailed CV should be attached to your application form. Only shortlisted candidates will be required to submit certified copies not older than 6 months of qualifications and other related documents on or before the day of the interview. Please send a separate and complete application for each post you apply for, stating the correct reference for each position you are interested in. For re-advertised posts, candidates who previously applied need to re-apply. The Department of Correctional Services reserves the right not to fill any of these advertised posts.

OTHER POSTS

POST 16/08 : **CHIEF DEPUTY COMMISSIONER: COMMUNITY CORRECTIONS REF NO: HO 2025/05/01**

SALARY : R1 772 742 per annum, (all-inclusive package)
CENTRE : National Head Office: Pretoria
REQUIREMENTS : Post graduate qualification (NQF level 08) as recognised by SAQA in Public Administration or equivalent qualification. 8 years' experience at Senior Managerial level in a comparable environment. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory and should be submitted prior to appointment. Security clearance. Computer literate. Valid driver's licence. Required Knowledge: Knowledge and in-depth understanding of the Justice, Crime prevention and Security (JCPS) Cluster initiatives. Knowledge and understanding of the South African Criminal Justice Systems and the Correctional Services architecture. Understanding of Public Service policy and related legislative framework (Public Service Act and regulations, Public Finance Management Act, with emphasis on the Correctional Services Act 111 of 1998 as amended). Competencies And Attributes: Knowledge of Public Service legislative framework. Client orientation and customer focus. Project management. Service delivery innovation. Financial Management. Human resource management. Conflict Management. Strategic capability. Change management. Programme and project management. People management and empowerment. Accountability. Interpersonal relations. Community liaison. Communication skills. Stakeholder management.

DUTIES : Provide an oversight role on administration related matters for parole supervision and social- reintegration. Develop strategies, guidelines, frameworks, toolkits, performance standards and governance parameter required for execution of effective parole supervision and reintegration. Ensure parole supervision and reintegration management achieve social reintegration aspirations of the country. Oversee the rendering of community liaison programmes and stakeholder management. Ensure provision of restorative justice programmes. Management of the risk management plan for the branch. Management of resources and performance information.

ENQUIRIES : Mr Y Naidoo Tel No: (012) 307 2079 or Ms TP Ngobeni Tel No: (012) 305 8589
APPLICATIONS : National Head Office: Department of Correctional Services, Post Advertisement Section, Private Bag X136, Pretoria, 0001 OR hand deliver at: 124 WF Nkomo Street, Poyntons Building, Cnr WF Nkomo and Sophie De Bruyn Street, Pretoria, 0001 (Previous: Cnr Church and Schubart Street) OR you can email your application to NationalOfficeHRM@dcs.gov.za.

NOTE : Appointment under the Correctional Service Act

POST 16/09 : **DEPUTY COMMISSIONER: INCARCERATION MANAGEMENT REF NO: HO 2025/05/02**

SALARY : R1 461 492 per annum, (all-inclusive package)
CENTRE : National Head Office: Pretoria

<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) as recognized by SAQA in Behavioural Science/ Social Sciences or equivalent. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory and should be submitted prior to appointment. 5 years' experience at senior managerial level in a similar environment. Security clearance. Computer literate. Valid driver's licence. Required Knowledge: Knowledge and understanding of the South African Criminal Justice Systems and the Correctional Services architecture. Understanding of Public Service policy and related legislative framework (Public Service Act and regulations, Public Finance Management Act, with emphasis on the Correctional Services Act 111 of 1998 as amended). Competencies And Attributes: Knowledge and understanding of all facets of corrections in South Africa. Communication (verbal and written). Presentation, facilitation, excellent interpersonal, analytical (both quantitative and qualitative), negotiations, problem solving, project management and financial management skills. Knowledge of parole administration, tracing, community mobilisation, corrections management and remand detention. Management of overcrowding and security. Continuous risk assessment tool. Personal development.
<u>DUTIES</u>	:	Review and evaluate inmate management processes such as inmate discipline, re-integration and inmate investigations. Ensure that inmate management matters are adequately integrated within the Department of Correctional Services, supported and profiled. Manage the review and evaluation of case management processes. Develop processes and procedures for correctional sentence plans, inmate categorisation and accommodation. Provide oversight in the development of correctional sentence plans. Management of human resources, finance and assets. Management of performance information.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr Y Naidoo Tel No: (012) 307 2079 or Ms TP Ngobeni Tel No: (012) 305 8589
	:	National Head Office: Department of Correctional Services, Post Advertisement Section, Private Bag X136, Pretoria, 0001 OR hand deliver at: 124 WF Nkomo Street, Poyntons Building, Cnr WF Nkomo and Sophie De Bruyn Street, Pretoria, 0001 (Previous: Cnr Church and Schubart Street) or you can email your application to NationalOfficeHRM@dcs.gov.za .
<u>NOTE</u>	:	Appointment under the Correctional Service Act
<u>POST 16/10</u>	:	<u>DEPUTY COMMISSIONER: HUMAN RESOURCE MANAGEMENT REF NO: HO 2025/05/03</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 461 492 per annum, (all-inclusive package)
	:	National Head Office: Pretoria
	:	An undergraduate qualification (NQF level 7) as recognized by SAQA in Human Resource Management/ Public Administration/ /Business Administration or equivalent. 5 years' experience at a senior managerial level in a similar environment. A certificate for entry into the senior management Services (SMS) obtained from the National School of Government (NSG) is compulsory and should be submitted prior to appointment. Top secret security clearance. Computer literate. Valid driver's licence. Required Knowledge: Understanding of the dynamics of the Justice Cluster. Understanding of Public Service Policy and related legislative framework (Public Service Act, Regulations and Labour Relations Act). Competencies And Attributes: Financial management, project management, negotiations, communication and diversity management skills. Knowledge of PFMA, Treasury Regulations and Public Service Regulations. Strategic management. Knowledge of HR policies. Transformation and change management. Knowledge of job evaluation, performance management, establishment control and PERSAL management. Empathy. Analytical. Compliance. Skills management. Knowledge of organisational development, training and development, conflict resolution and employees' performance.
<u>DUTIES</u>	:	Manage and monitor the implementation of human resource administration and utilisation in line with relevant legislation, regulations and frameworks. Manage and monitor the implementation HR systems and support in line with treasury guidelines. Manage and coordinate organisational development. Management of human resources, finances and assets. Management of performance information.
<u>ENQUIRIES</u>	:	Mr Y Naidoo Tel No: (012) 307 2079 or Ms TP Ngobeni Tel No: (012) 305 8589

<u>APPLICATIONS</u>	:	National Head Office: Department of Correctional Services, Post Advertisement Section, Private Bag X136, Pretoria, 0001 or hand deliver at: 124 WF Nkomo Street, Poyntons Building, Cnr WF Nkomo and Sophie De Bruyn Street, Pretoria, 0001 (Previous: Cnr Church and Schubart Street) or you can email your application to NationalOfficeHRM@dcs.gov.za
<u>NOTE</u>	:	Appointment under the Correctional Service Act
<u>POST 16/11</u>	:	<u>DEPUTY COMMISSIONER: AREA COMMISSIONER</u>
<u>SALARY</u>	:	R1 461 492 per annum, (all-inclusive package)
<u>CENTRE</u>	:	KwaZulu Natal region: Durban Ref No: HO 2025/05/04 Gauteng region: Johannesburg Ref No: HO 2025/05/05
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) as recognized by SAQA in Public Administration/Law/Criminology/Criminal Justice/Social Sciences or equivalent qualification. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory and should be submitted prior to appointment. 5 years' experience at a senior managerial level. Computer literate. Valid driver's licence. Required Knowledge: Knowledge and understanding of the South African Criminal Justice System and the Correctional Services architecture. Understanding of Public Service policy and related legislative framework (Public Service Act and regulations, Public Finance Management Act, with emphasis on the Correctional Services Act 111 of 1998 as amended). Competencies And Attributes: Strategic capability and leadership. Service delivery innovation. Client orientation and customer focus. Financial management. Change management. People management and empowerment. Programme and project management. Communication skills (verbal and written). Problem solving and decision making. Transformation management. Influencing and impact. Policy development, facilitation, conflict management and conceptual skills. Diversity management. Negotiation skills. Confidentiality. Interpersonal relations and time management. Accountability. Diplomacy and tact. Policy development and implementation. Good corporate governance principles.
<u>DUTIES</u>	:	Oversee the effective functioning of incarceration and corrections, parole boards, corporate services, development programmes, care services, correctional centres and community corrections within the management area. Oversee the administration of security systems/ programmes including comprehensive risk assessments and programmes to ensure safety. Ensure the implementation and adherence to policies and procedures within the management area. Establish and maintain effective relationships with key stakeholders within the geographical location of the management area. Effective management of court appearance of remand detainees. Management of the operational risks within the management area. Promotion of social responsibility and development of all offenders and parolees subjected to community corrections. Management of performance information. Management of human resources, finances and assets.
<u>ENQUIRIES</u>	:	Mr Y Naidoo Tel No: (012) 307 2079 or Ms TP Ngobeni Tel No: (012) 305 8589
<u>APPLICATIONS</u>	:	National Head Office: Department of Correctional Services, Post Advertisement Section, Private Bag X136, Pretoria, 0001 or hand deliver at: 124 WF Nkomo Street, Poyntons Building, Cnr WF Nkomo and Sophie De Bruyn Street, Pretoria, 0001 (Previous: Cnr Church and Schubart Street) or you can email your application to NationalOfficeHRM@dcs.gov.za .
<u>NOTE</u>	:	Appointment under the Correctional Service Act
<u>POST 16/12</u>	:	<u>DEPUTY REGIONAL COMMISSIONER REF NO: HO 2025/05/06</u>
<u>SALARY</u>	:	R1 461 492 per annum, (all-inclusive package)
<u>CENTRE</u>	:	Limpopo, Mpumalanga and North West region
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) as recognized by SAQA in Public Administration/Behavioural Sciences or equivalent. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory and should be submitted prior to appointment. Five(5) years' experience at a senior managerial level. Computer literate. Valid driver's licence. Required Knowledge: Knowledge and understanding of the South African Criminal Justice System and the Correctional Services architecture. Understanding of public service policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act and the Correctional Service Act 111 of 1998 as

		amended). Competencies And Attributes: Strategic capability and leadership. Service delivery innovation. Client orientation and customer focus. Financial management. Change management. People management and empowerment. Programme and project management. Communication skills (verbal and written). Problem solving and decision making. Transformation management. Influencing and impact. Facilitation, conflict management and conceptual skills. Diversity management. Negotiation skills. Confidentiality. Interpersonal relations and time management. Accountability. Diplomacy and tact. Policy development and implementation. Good corporate governance principles.
<u>DUTIES</u>	:	Manage the coordination of representation of offenders. Oversee the coordination of Information Technology services. Oversee the rendering of Communication services. Oversee the coordination of Inspection Services. Coordinate effective risk management to ensure compliance with the DCS Risk Management Plan. Provide strategic leadership and direction for the region and management areas. Management of human resources, finance, assets and performance information.
<u>ENQUIRIES</u>	:	Mr Y Naidoo Tel No: (012) 307 2079 or Ms TP Ngobeni Tel No: (012) 305 8589
<u>APPLICATIONS</u>	:	National Head Office: Department of Correctional Services, Post Advertisement Section, Private Bag X136, Pretoria, 0001 or hand deliver at: 124 WF Nkomo Street, Poyntons Building, Cnr WF Nkomo and Sophie De Bruyn Street, Pretoria, 0001 (Previous: Cnr Church and Schubart Street) or you can email your application to NationalOfficeHRM@dcs.gov.za .
<u>NOTE</u>	:	Appointment under the Correctional Service Act
<u>POST 16/13</u>	:	<u>DEPUTY COMMISSIONER: SUPPLY CHAIN MANAGEMENT REF NO: HO 2025/05/07</u>
<u>SALARY</u>	:	R1 461 492 per annum, (all-inclusive package)
<u>CENTRE</u>	:	National Head Office: Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) as recognized by SAQA in Supply Chain Management or related field. Five (5) years' experience at a senior managerial level in a similar environment. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory and should be submitted prior to appointment. Computer literate. Valid driver's licence. Required Knowledge: Understanding of the dynamics of the Justice Cluster. Understanding of Public Service Policy and related legislative framework (Public Service Act, Regulations and Labour Relations Act). Competencies And Attributes: Knowledge of the PFMA, Treasury Regulations and BEE policy. Knowledge of the BAS and LOGIS systems. Knowledge in supply chain management processes. Knowledge of relevant legislation, financial management, state budgetary systems, procurement and provisioning directives, procedures and financial systems. In-depth knowledge of the framework for Supply Chain Management (regulations in terms of the Public Finance Management Act), framework for minimum training and deployment, code of conduct for supply chain management practitioners, Public Finance Management Act, Treasury Regulations, Preferential Procurement Policy Framework Act, Public Service Act, Public Service Regulations and other relevant legislation. Strategic management skills. Programme and project management skills. Sound analytical and problem identification and solving skills. Intermediate numeracy. Relationship management skills. Interpersonal skills and diplomacy. Decision-making skills. Motivational skills. Negotiation skills. The ability to interact with clients and stakeholders in a professional and assertive manner. High ethical standards. The ability to promote mutual trust and respect. Innovative thinking. The ability to design ideas without direction. Highly motivated. The ability to work effectively and efficiently under sustained pressure.
<u>DUTIES</u>	:	Manage supply chain management processes throughout the department. Formulate and advise on supply chain management policy and procedures. Administer the procurement legislation and regulations. Provide support and advice to the department in respect of contract administration processes. Ensure that asset management, loss control, risk management and fleet management are managed and controlled efficiently and effectively. Manage demand, acquisitions, logistics, disposals, risks and prevention or abuse of procurement and provisioning processes. Assess supply chain management performance. Investigate any allegation of corruption, improper conduct or failure to comply with the supply chain management system. Management of

		human resources, finances and assets. Management of performance information.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr Y Naidoo Tel No: (012) 307 2079 or Ms TP Ngobeni Tel No: (012) 305 8589
	:	National Head Office: Department of Correctional Services, Post Advertisement Section, Private Bag X136, Pretoria, 0001 or hand deliver at: 124 WF Nkomo Street, Poyntons Building, Cnr WF Nkomo and Sophie De Bruyn Street, Pretoria, 0001 (Previous: Cnr Church and Schubart Street) or you can email your application to NationalOfficeHRM@dcs.gov.za .
<u>NOTE</u>	:	Appointment under the Correctional Service Act
<u>POST 16/14</u>	:	<u>DEPUTY COMMISSIONER: HUMAN RESOURCE DEVELOPMENT REF NO: HO 2025/05/08</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 461 492 per annum, (all-inclusive package)
	:	National Head Office: Pretoria
	:	An undergraduate qualification (NQF level 7) as recognized by SAQA in Human Resource Development/Public Administration or equivalent. Five (5) years' experience at a senior managerial level in a similar environment. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory and should be submitted prior to appointment. Computer literate. Valid driver's licence. Required Knowledge: Understanding of the dynamics of the Justice Cluster. Understanding of Public Service Policy and related legislative framework (Public Service Act, Regulations and Labour Relations Act). Competencies and attributes: Financial management skills. Strategic capability and leadership. Policy development. Communication. Project and programme management. Transformation management, Change management. Client orientation and customer focus. Problem solving and analysis. Service delivery innovation. Decision making. People management and empowerment. Integrity and honesty. Confidentiality. Interpersonal relations. Understanding of Public Service policy and legislative framework. Assertiveness. Ability to network. Diplomacy and tactful. Influence and impact.
<u>DUTIES</u>	:	Provide strategic leadership and direction for the chief directorate. Establishing strategic direction of the Department to ensure alignment with its objective. Monitor and ensure the implementation of the strategic plans. Development, management and monitoring of DCS training and development strategy. Develop, implement and manage the career management and succession planning programmes. Management and implementation of a performance management system linked to the strategic outcomes, functional responsibilities and individual performance. Foster effective relationships with all the relevant role players. Develop and maintain good relations within the department and other role players. Liaise and co-ordinate with governmental, non-governmental institutions and other structures and organizations. Ensure that the preparations of the budget are in line with strategic plans and department objectives. Ensure proper implementation of the budget by monitoring, projecting & reporting expenditure. Manage the provision of the following services and functions: External Training and Standards. Core Curriculum and Functional and Management Training. Management of human resources, finances and assets. Management of performance information.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr Y Naidoo Tel No: (012) 307 2079 or Ms TP Ngobeni Tel No: (012) 305 8589
	:	National Head Office: Department of Correctional Services, Post Advertisement Section, Private Bag X136, Pretoria, 0001 or hand deliver at: 124 WF Nkomo Street, Poyntons Building, Cnr WF Nkomo and Sophie De Bruyn Street, Pretoria, 0001 (Previous: Cnr Church and Schubart Street) or you can email your application to NationalOfficeHRM@dcs.gov.za .
<u>NOTE</u>	:	Appointment under the Correctional Service Act
<u>POST 16/15</u>	:	<u>DEPUTY COMMISSIONER: REMAND OPERATIONS MANAGEMENT REF NO: HO 2025/05/09</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 461 492 per annum, (all-inclusive package)
	:	National Head Office: Pretoria
	:	An undergraduate qualification (NQF level 7) as recognised by SAQA in Behavioural Sciences/ Social Sciences or equivalent. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory. Five (5) years' experience at a Senior Managerial level in a similar environment. Security Clearance. Computer

literate. Valid driver's licence. Required Knowledge: Understanding of the dynamics of the Justice Cluster. Understanding of Public Service policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act and the Correctional Service Act 111 of 1998 as amended). Competencies And Attributes: Strategic capability and leadership. Service delivery innovation. Client orientation and customer focus. Financial management. Change management. People management and empowerment. Programme and project management. Communication skills (verbal and written). Problem solving and decision making. Transformation management. Influencing and impact. Policy development, facilitation, conflict management and conceptual skills. Diversity management. Negotiation skills. Confidentiality. Interpersonal relations and time management. Accountability. Diplomacy and tact. Policy development and implementation. Good corporate governance principles.

DUTIES : Effective and efficient remand detention administration. Management of admission and releases. Management of diversions of remand detainees. Effective and efficient case management. Management of remand detainee discipline. Management of remand detainees' rights and privileges. Effective and efficient case flow management. Oversee bail administration. Oversee diversion of remand detainees. Manage risks. Oversee the implementation of the Child Justice Act. Effective and efficient coordination of cluster activities. Participate in JCPS cluster activities. Facilitate JCPS sub-task teams through the development and implementation of the annual programme in consultation with the National Development Committee. Effective and efficient management of special categories. Oversee the management and implementation of provisions with regard to special categories (vulnerable, observation cases, foreign nationals, high risk, repatriation group, women, children, infants and mentally ill). Management of performance information. Management of human resources, finances and assets.

ENQUIRIES : Mr Y Naidoo Tel No: (012) 307 2079 or Ms TP Ngobeni Tel No: (012) 305 8589
APPLICATIONS : National Head Office: Department of Correctional Services, Post Advertisement Section, Private Bag X136, Pretoria, 0001 or hand deliver at: 124 WF Nkomo Street, Poyntons Building, Cnr WF Nkomo and Sophie De Bruyn Street, Pretoria, 0001 (Previous: Cnr Church and Schubart Street) or you can email your application to NationalOfficeHRM@dcs.gov.za.

NOTE : Appointment under the Correctional Service Act

POST 16/16 : **DIRECTOR: AREA COMMISSIONER**

SALARY : R1 238 355 per annum, all-inclusive package
CENTRE : Eastern Cape region: Kirkwood Ref No: HO 2025/05/10
 Free State and Northern Cape region: Kroonstad Ref No: HO 2025/05/11
 Gauteng region: Modderbee Ref No: HO 2025/05/12
 Zonderwater Ref No: HO 2025/05/13 (Re-advertisement)
 KwaZulu Natal region: Ncome Ref No: HO 2025/05/14
 Limpopo, Mpumalanga and North West region: Barberton Ref No: HO 2025/05/15
 Western Cape region: Breede River Ref No: HO 2025/05/16
 Voorberg Ref No: HO 2025/05/17

REQUIREMENTS : An undergraduate qualification (NQF level 7) as recognized by SAQA in Public Administration/LLB/Criminology/Criminal Justice/Social Sciences or equivalent qualification. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory and should be submitted prior to appointment. (5) years' experience at a middle management/senior managerial level. Computer literate. Valid driver's licence. Required Knowledge: Knowledge and understanding of the South African Criminal Justice System and the Correctional Services architecture. Understanding of Public Service policy and related legislative framework (Public Service Act and regulations, Public Finance Management Act, with emphasis on the Correctional Services Act 111 of 1998 as amended). Competencies and Attributes: Strategic capability and leadership. Service delivery innovation. Client orientation and customer focus. Financial management. Change management. People management and empowerment. Programme and project management. Communication skills (verbal and written). Problem solving and decision making. Transformation management. Influencing and impact. Policy development, facilitation, conflict management and conceptual skills. Diversity management. Negotiation skills.

	Confidentiality. Interpersonal relations and time management. Accountability. Diplomacy and tact. Policy development and implementation. Good corporate governance principles.
<u>DUTIES</u>	: Oversee the effective functioning of incarceration and corrections, parole boards, corporate services, development programmes, care services, correctional centres and community corrections within the management area. Oversee the administration of security systems/ programmes including comprehensive risk assessments and programmes to ensure safety. Ensure the implementation and adherence to policies and procedures within the management area. Establish and maintain effective relationships with key stakeholders within the geographical location of the management area. Effective management of court appearance of remand detainees. Management of the operational risks within the management area. Promotion of social responsibility and development of all offenders and parolees subjected to community corrections. Management of performance information. Management of human resource, finance and assets.
<u>ENQUIRIES APPLICATIONS</u>	: Mr Y Naidoo Tel No: (012) 307 2079 or Ms TP Ngobeni Tel No: (012) 305 8589 : National Head Office: Department of Correctional Services, Post Advertisement Section, Private Bag X136, Pretoria, 0001 OR hand deliver at: 124 WF Nkomo Street, Poyntons Building, Cnr WF Nkomo and Sophie De Bruyn Street, Pretoria, 0001 (Previous: Cnr Church and Schubart Street) OR you can email your application to NationalOfficeHRM@dcs.gov.za .
<u>NOTE</u>	: Appointment under the Correctional Service Act
<u>POST 16/17</u>	: <u>DIRECTOR: CONTRACT MANAGEMENT REF NO: HO 2025/05/18</u>
<u>SALARY CENTRE REQUIREMENTS</u>	: R1 238 355 per annum, (all-inclusive package) : National Head Office: Pretoria : An undergraduate qualification (NQF level 7) as recognised by SAQA in Logistics/Supply Chain/LLB or equivalent qualification. (5) Years' of experience at a middle/senior managerial level in a similar environment. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory and should be submitted prior to appointment. Computer literate. Valid driver's licence. Required Knowledge: Knowledge and understanding of the South African Criminal Justice System and the Correctional Services Architecture. Understanding of Public Service policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act, with emphasis on the Correctional Service Act 111 of 1998 as amended). Understanding of Treasury Regulations, Tax legislation, BAS system, LOGIS, PERSAL and Supply Chain Management processes. Competencies And Attributes: Strategic capability and leadership. Communication skills (verbal and written). Financial and transformation management. Policy development. Project and programme management. Change management. Problem solving and decision making. Time management. Service delivery and innovation. Client orientation and customer focus. Honesty and integrity. Coaching and mentoring. Good work ethics. Interpersonal relations. Diplomacy and tact. Influence and impact. Accountability.
<u>DUTIES</u>	: Develop, maintain and review contract management policies and procedures. Effective management of optimum bed capacity. Effective management of contracts. Alignment of contract management policies with the vision and mission of the strategic document of the department. Ensure the swift resolution of disputes. Compliance with existing policies and internal control. Effective contract risk management to ensure compliance with the risk management plan of DCS. Management of human resources, finances and assets. Management of performance information.
<u>ENQUIRIES APPLICATIONS</u>	: Mr Y Naidoo Tel No: (012) 307 2079 or Ms TP Ngobeni Tel No: (012) 305 8589 : National Head Office: Department of Correctional Services, Post Advertisement Section, Private Bag X136, Pretoria, 0001 OR hand deliver at: 124 WF Nkomo Street, Poyntons Building, Cnr WF Nkomo and Sophie De Bruyn Street, Pretoria, 0001 (Previous: Cnr Church and Schubart Street) OR you can email your application to NationalOfficeHRM@dcs.gov.za .
<u>NOTE</u>	: Appointment under the Correctional Service Act
<u>POST 16/18</u>	: <u>DIRECTOR: REGIONAL HEAD: HUMAN RESOURCES</u>
<u>SALARY</u>	: R1 238 355 per annum, (all-inclusive package)

<u>CENTRE</u>	:	Limpopo, Mpumalanga and North West region Ref No: HO 2025/05/19 Western Cape region Ref No: HO 2025/05/20
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) as recognized by SAQA in Human Resource Management/ Public Administration or equivalent qualification. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory and should be submitted prior to appointment. (5) Years' of experience at a middle/senior managerial level. Computer literate. Valid driver's licence. Required Knowledge: Understanding of the dynamics of the Justice Cluster. Understanding of public service policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act, with emphasis on the Correctional Service Act 111 of 1998 as amended). Competencies And Attributes: Financial management skills. Strategic capability and leadership. Policy development. Communication. Project and programme management. Transformation management. Change management. Client orientation and customer focus. Problem solving and analysis. Service delivery innovation. Decision making. People management and empowerment. Integrity and honesty. Confidentiality. Interpersonal relations. Understanding of Public Service policy and legislative framework. Assertiveness. Ability to network. Diplomacy and tactful. Influence and impact.
<u>DUTIES</u>	:	Manage human resource provisioning in the region. Ensure human resource development and training. Manage the employment equity. Manage employee relations and personnel discipline. Manage the employee health and wellness and the occupational health and safety in the region. Oversee the management of litigation cases. Manage risk effectively in order to ensure compliance with the risk management plan of DCS. Oversee performance management and monitoring. Management of human resources, finances and assets. Management of performance information.
<u>ENQUIRIES</u>	:	Mr Y Naidoo Tel No: (012) 307 2079 or Ms TP Ngobeni Tel No: (012) 305 8589
<u>APPLICATIONS</u>	:	National Head Office: Department of Correctional Services, Post Advertisement Section, Private Bag X136, Pretoria, 0001 OR hand deliver at: 124 WF Nkomo Street, Poyntons Building, Cnr WF Nkomo and Sophie De Bruyn Street, Pretoria, 0001 (Previous: Cnr Church and Schubart Street) OR you can email your application to NationalOfficeHRM@dcs.gov.za .
<u>NOTE</u>	:	Appointment under the Correctional Service Act
<u>POST 16/19</u>	:	<u>DIRECTOR: HUMAN RESOURCE ADMINISTRATION AND UTILIZATION</u> <u>REF NO: HO 2025/05/21</u>
<u>SALARY</u>	:	R1 238 355 per annum, (all-inclusive package)
<u>CENTRE</u>	:	National Head Office: Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) as recognized by SAQA in Human Resource Management/ Public Administration or equivalent qualification. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory and should be submitted prior to appointment. (5) Years' of experience at a middle/senior managerial level in a similar environment. Computer literate. Valid driver's licence. Required Knowledge: Understanding of the dynamics of the Justice Cluster, White Paper on Corrections in South Africa and White Paper on Remand Detainees. Understanding of Public Service Policy and related legislative framework (Public Service Act and Regulations and Public Finance Management Act). Competencies And Attributes: In-depth knowledge of Human Resource policies and procedures. Strategic capability and leadership. Programme and project management, financial management, change management and diversity management. Knowledge management, service delivery innovation, problem solving and analysis, people management and empowerment, client orientation and customer focus, communication, honesty and integrity. Safety and security awareness. Transformation and change management. Pro-active and vigilant. Tactfulness and confidentiality. Understanding and adherence of Public Service regulations.
<u>DUTIES</u>	:	Management of human resource provisioning processes. Development and monitoring of policies and procedures on recruitment, retention, post advertisement, selection, appointments, induction, placement and terminations. Provision of service benefits in line with Public Service Act and Regulations. Manage placement policy administration. Effective management and control of remuneration. Management of auxiliary support services at Head Office. Manage retention and terminations functions in line with relevant

		prescripts. Management of corporate wear. Management of human resources, finances and assets. Management of performance information.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr Y Naidoo Tel No: (012) 307 2079 or Ms TP Ngobeni Tel No: (012) 305 8589
	:	National Head Office: Department of Correctional Services, Post Advertisement Section, Private Bag X136, Pretoria, 0001 or hand deliver at: 124 WF Nkomo Street, Poyntons Building, Cnr WF Nkomo and Sophie De Bruyn Street, Pretoria, 0001 (Previous: Cnr Church and Schubart Street) or you can email your application to NationalOfficeHRM@dcs.gov.za .
<u>NOTE</u>	:	Appointment under the Correctional Service Act
<u>POST 16/20</u>	:	<u>DIRECTOR: SPECIALISED INTERNAL AUDIT REF NO: HO 2025/05/22</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 238 355 per annum, (all-inclusive package)
	:	National Head Office: Pretoria
	:	An undergraduate qualification (NQF level 7) as recognised by SAQA in Internal Auditing or related field. Registration with the Institute of Internal Auditors. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory and should be submitted prior to appointment. (5) Years of experience at a middle/senior managerial level in a similar environment. Computer literate. Valid driver's licence. Required Knowledge: Understanding of the dynamics of the Justice Cluster, White Paper on Corrections in South Africa and White Paper on Remand Detainees. Understanding of Public Service Policy and related legislative framework (Public Service Act and Regulations and Public Finance Management Act). Competencies And Attributes: Strategic capability and leadership. Communication skills (verbal and written). Policy development. Diversity management, project and programme management, conflict management, transformation management and change management. Problem solving and decision making. High level of integrity and honesty. Service delivery and client orientation. Knowledge of internet security, operating system security, network technology (routers, switches and firewalls), System Development Life Cycle (SDLC), system architecture, data modelling and general understanding of accounting principles. Strong technical skills in IT security, ERP configuration controls or system implementations. Advanced computer literacy skills with a high proficiency in MS Excel, Proficiency in data analytics and writing advanced SQL scripts to evaluate controls and risk exposures in the IT environment. Proven proficiency in the application of leading risk and controls frameworks such as COBIT, ISO27000 and ISACA standards.
<u>DUTIES</u>	:	Management and provision of direction for specialized audit. Assist in developing a three (3) year road map of the internal audit strategy. Assist with IT audit coverage planning. Perform risk-based IT Audits and Performance Audits. Conduct information security assessment. Build strong and co-operative working relationship with management, members of the Risk Committee and Audit Committee. Provide assurance around IT risks, developing and managing a plan to in-house or outsourced IT resources where needed. Plan internal audit projects in collaboration with management. Execute the audit program to the required standards. Write SQL scripts to perform data analysis, follow-up on data analysis results and perform quality review on script results to ensure that test objective is achieved. Collaborate with management to recommend practical solutions to mitigate the risk exposures identified and demonstrate the ability to communicate highly technical issues to both technical and non-technical audiences. Enhance the awareness and application of IT governance principles. Annually assess the IT governance processes within the organization. Ensure that critical risk areas are identified early and that appropriate risk management strategies are considered to mitigate the risks. Ensure that all key controls are identified and are incorporated into the control self-assessment process. Evaluate the effectiveness of the risk assessment process on an annual basis and provide recommendations. Provide effective on the job training. Manage data analytic programs to up-skill all team members to become proficient in data analytics. Identify ways to improve internal audit activities. Deliver a value adding consulting service and collaborate with business on ad-hoc matters that will benefit the business operationally. Management of human resources, finances and assets. Management of performance information.
<u>ENQUIRIES</u>	:	Mr Y Naidoo Tel No: (012) 307 2079 or Ms TP Ngobeni Tel No: (012) 305 8589

<u>APPLICATIONS</u>	:	National Head Office: Department of Correctional Services, Post Advertisement Section, Private Bag X136, Pretoria, 0001 or hand deliver at: 124 WF Nkomo Street, Poyntons Building, Cnr WF Nkomo and Sophie De Bruyn Street, Pretoria, 0001 (Previous: Cnr Church and Schubart Street) or you can email your application to NationalOfficeHRM@dcs.gov.za .
<u>NOTE</u>	:	Appointment under the Correctional Service Act
<u>POST 16/21</u>	:	<u>DIRECTOR: SERVICE DELIVERY IMPROVEMENT REF NO: HO 2025/05/23</u>
<u>SALARY</u>	:	R1 238 355 per annum, (all-inclusive package)
<u>CENTRE</u>	:	National Head Office: Pretoria
<u>REQUIREMENTS</u>	:	An appropriate degree (NQF level 7) as recognized by SAQA in Management Services/ Operations Management or equivalent qualification. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory and should be submitted prior to appointment. [5] years' experience at Middle/Senior managerial level in a similar environment. Computer literate. Valid driver's licence. Required Knowledge: Understanding of the dynamics of the Justice Cluster, White Paper on Corrections in South Africa and White Paper on Remand Detainees. Understanding of Public Service policy and related legislative framework (Public Service Act and Regulations and Public Finance Management Act). Competencies And Attributes: Understanding of Public Service policy and legislative framework. Strategic capability and leadership. Policy development, project and programme management. Transformation management, change management, client orientation and customer focus. Problem solving. Service delivery innovation. Decision making, analytic capability, people management and empowerment. Integrity and honesty. Confidentiality. Interpersonal relations. Assertiveness. Ability to network. Diplomacy and tactful. Influence and impact. Communication, presentation, and financial management skills.
<u>DUTIES</u>	:	In dept knowledge and understanding of the Public Service operations management requirements. Manage the development of the Operations Management tools in DCS, namely service delivery model, business process maps, service standards, service delivery charter and service delivery improvement plan. Development of the development of the Organizational Functionality Assessment (OFA) in DCS in consultation with branches and regions and the development of an improvement plan for DCS. Coordination of relevant Batho Pele programmes and public sector innovation. Monitor and report on the implementation of the Operations Management Framework (OMF) tools, OFA, Public Sector innovation, Batho Pele programmes and complaints and compliments system policy internally and externally. Policy and procedure development and review within Service delivery Improvement environment. Provision of technical support and guidance to head office and regions. Management of human resources, finance and assets. Management of performance information.
<u>ENQUIRIES</u>	:	Mr Y Naidoo Tel No: (012) 307 2079 or Ms TP Ngobeni Tel No: (012) 305 8589
<u>APPLICATIONS</u>	:	National Head Office: Department of Correctional Services, Post Advertisement Section, Private Bag X136, Pretoria, 0001 or hand deliver at: 124 WF Nkomo Street, Poyntons Building, Cnr WF Nkomo and Sophie De Bruyn Street, Pretoria, 0001 (Previous: Cnr Church and Schubart Street) or you can email your application to NationalOfficeHRM@dcs.gov.za .
<u>NOTE</u>	:	Appointment under the Correctional Service Act
<u>POST 16/22</u>	:	<u>DIRECTOR: STRATEGIC PLANNING MANAGEMENT REF NO: HO 2025/05/24</u>
<u>SALARY</u>	:	R1 238 355 per annum, (all-inclusive package)
<u>CENTRE</u>	:	National Head Office: Pretoria
<u>REQUIREMENTS</u>	:	An appropriate degree (NQF level 7) as recognized by SAQA in Public Administration/Management or equivalent qualification. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory and should be submitted prior to appointment. (5) years' experience at middle/senior managerial level in a similar environment. Computer literate. Valid driver's licence. Required Knowledge: Understanding of the dynamics of the Justice Cluster, White Paper on Corrections in South Africa and White Paper on Remand Detainees. Understanding of Public Service policy and related legislative framework (Public Service Act and Regulations and Public Finance Management Act).

		Competencies And Attributes: Understanding of public service policy and legislative framework. Understanding of broader public service transformation processes. Market research, data analysis, analytical and strategic direction. Business development democratic approach. Constitutional approach. Normative operational approach. Communication, financial management, research, managerial and change management skills. Strategic and operational management. Good interpersonal relations. Ability to network. Integrity and honesty. Service delivery and client orientation. Ability to make and implement decisions.
<u>DUTIES</u>	:	Develop the strategic plan, annual performance plan and annual operational plan in consultation with branches and regions. Plan and execute the strategic planning session and quarterly performance reviews. Draft minutes and resolutions to track progress on strategic sessions. Develop the monthly reports, quarterly performance reports, MTDP, bi-annual reports, ENE Reports, mid-term reports, end term reports, annual reports and other strategic performance reports in consultation with branches and regions. Provide technical support and capacity building to branches, regions and management areas on strategic planning and performance reporting. Develop, maintain and manage tools and policy guidelines for performance information. Conduct verification and validation of performance information for the department. Coordinate and manage the internal and external audit process of predetermined objectives in consultation with branches and regions. Willingness to work long hours. Management of human resources, finance and assets. Management of performance information.
<u>ENQUIRIES</u>	:	Mr Y Naidoo Tel No: (012) 307 2079 or Ms TP Ngobeni Tel No: (012) 305 8589
<u>APPLICATIONS</u>	:	National Head Office: Department of Correctional Services, Post Advertisement Section, Private Bag X136, Pretoria, 0001 or hand deliver at: 124 WF Nkomo Street, Poyntons Building, Cnr WF Nkomo and Sophie De Bruyn Street, Pretoria, 0001 (Previous: Cnr Church and Schubart Street) or you can email your application to NationalOfficeHRM@dcs.gov.za .
<u>NOTE</u>	:	Appointment under the Correctional Service Act
<u>POST 16/23</u>	:	<u>DIRECTOR: PROFESSIONAL SERVICES REF NO: HO 2025/05/25</u>
<u>SALARY</u>	:	R1 238 355 per annum, (all-inclusive package)
<u>CENTRE</u>	:	National Head Office: Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) as recognized by SAQA in Building Science or equivalent. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory and should be submitted prior to appointment. (5) years' experience at senior/middle managerial level in a similar environment. Computer literate. Valid driver's licence. Required Knowledge: Understanding of the dynamics of the Justice Cluster, White Paper on Corrections in South Africa and White Paper on Remand Detainees. Understanding of Public Service policy and related legislative framework (Public Service Act and Regulations and Public Finance Management Act). Competencies And Attributes: Understanding of DCS environment. Understanding of Justice Cluster. Relevant prescripts. Case management. Social cohesiveness. Screening and assessment. Care planning and coordination. Quality improvement. PFMA – compilation of budgets, estimation, expenditure and reporting. Applied strategic thinking. Service delivery standards. Developing others (coaching, mentoring, training). Project and programme management. Decision making, problem solving, communication, project management, presentations and networking/liaison with stakeholders. Negotiation, organising, conflict management, analytical thinking and report writing skills. Policy development, analysis, monitoring, evaluation and implementation advice. Information collection. Knowledge and understanding Public Service policies and mandates.
<u>DUTIES</u>	:	Facilitate provision of services for all physical infrastructure such as refreshment co-ordination and refectory, kitchens, stores, offices, agricultural facilities and messenger services. Provide oversight in the maintenance and cleaning services of all facilities in DCS. Monitor and evaluate the state of facilities in DCS and provide insight and reporting on their functionality and degree to which they are kept at required minimum standards. Co-ordinate employee health and safety responsibilities attached to the functions. Ensure adequate and professional office space for officials. Manage performance information. Manage assets, human resource and finance.

<u>ENQUIRIES APPLICATIONS</u>	:	Mr Y Naidoo Tel No: (012) 307 2079 or Ms TP Ngobeni Tel No: (012) 305 8589
	:	National Head Office: Department of Correctional Services, Post Advertisement Section, Private Bag X136, Pretoria, 0001 or hand deliver at: 124 WF Nkomo Street, Poyntons Building, Cnr WF Nkomo and Sophie De Bruyn Street, Pretoria, 0001 (Previous: Cnr Church and Schubart Street) or you can email your application to NationalOfficeHRM@dcs.gov.za .
<u>NOTE</u>	:	Appointment under the Correctional Service Act
<u>POST 16/24</u>	:	<u>HEAD OF CORRECTIONAL CENTRE (CB 6)</u>
<u>SALARY CENTRE</u>	:	R1 042 434 per annum, (all-inclusive package)
	:	Eastern Cape Region: St Albans Ref No: EC 2025/05/01 (X2 Posts)
	:	Free State and Northern Cape Region: Tswelepele Ref No: FSNC 2025/05/01
	:	Kimberley Ref No: FSNC 2025/05/02
	:	Vereeniging Ref No: FSNC 2025/05/03
	:	Gauteng Region: Bavianspoort (Maximum) Ref No: GP 2025/05/01
	:	Boksburg Ref No: GP 2025/05/02 (X2 Posts)
	:	Krugersdorp Ref No: GP 2025/05/03
	:	Leeuwkop (Medium C) Ref No: GP 2025/05/04
	:	Zonderwater (Medium A) Ref No: GP 2025/05/05
	:	KwaZulu Natal Region: Ncome (Medium A) Ref No: KZN 2025/05/01
	:	Waterval (Medium A) Ref No: KZN 2025/05/02
	:	Waterval (Medium B) Ref No: KZN 2025/05/03
	:	Limpopo, Mpumalanga and North West Region: Rustenburg Ref No: LMN 2025/05/01
	:	Polokwane Ref No: LMN 2025/05/02
	:	Thohoyandou Ref No: LMN 2025/05/03
	:	Rooigrond Ref No: LMN 2025/05/04
	:	Losperfontein Ref No: LMN 2025/05/05
	:	Klerksdorp Ref No: LMN 2025/05/06
	:	Western Cape Region: Allandale Ref No: WC 2025/05/01
	:	Brandvlei Ref No: WC 2025/05/02
	:	Drakenstein (Youth) Ref No: WC 2025/05/03
	:	Voorberg (Medium B) Ref No: WC 2025/05/04
<u>REQUIREMENTS</u>	:	Relevant degree or national diploma in Behavioural Sciences and successful completion of Corrections Science Learnership. Seven (7) years relevant experience in a supervisory post. Valid driver's licence. Computer literate. Competencies And Attributes: Firearm skills and the use of relevant security technology. Strategic capability and leadership, policy development and good communication skills. Sound project and programme management skills. Transformation, change and conflict management abilities. Stakeholder management skills. Problem solving, analysis and decision-making skills. Service delivery innovation. People management and empowerment. In depth understanding of safety and security within a correctional environment. Integrity and honesty. Good interpersonal relations. Knowledge of the Correctional Services Act, Act 111 of 1998.
<u>DUTIES</u>	:	Management of all aspects of the Correctional Centre on a day to day basis through the implementation of the Correctional Services Act, Act 111 of 1998. Manage the implementation of the imperatives of the White Paper on Corrections. Management of case management administration, security, development and care, unit management and case management committees. Foster a working relationship with the Justice Cluster and the community. Monitor, evaluate and take appropriate action in relation to outcomes on the risk trends. Management of performance information. Manage human resources, finances and assets.
<u>ENQUIRIES</u>	:	Eastern Cape region: Ms Myataza Z Tel No: (043) 706 7866/ Ms Mgugudo N (043) 706 7882/ Mr Ndonyela N (043) 706 7883.
	:	Free State and Northern Cape Region: Ms Mkuni NJ Tel No: (051) 404 0268/ Ms Molutsoane N/ Ms. Moreki-Rathaba MP/ Ms. Ramncwana B (051) 404 0283.
	:	Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/ Ms Feni SAP (012) 420 0173/ (012) 420 0179.
	:	KwaZulu Natal Region: Ms Mchunu GJ Tel No: (033) 355 7386/ Ms Mkhize AL (033) 355 7370/ Mr Khumalo SB (033) 033 355 7368.
	:	Limpopo, Mpumalanga and North West Region: Mr Ziqubu Z Tel No: (012) 306 2025/ Ms Nomvela PM (012) 306 2033/ Ms Lekhuleni TD (012) 306 2034.

		Western Cape Region: Ms NA Mdladlamba Tel No: (021) 550 6014 / Ms A Reddy (021) 559 7929 / Mr S Sikisazane (021) 558 0108 / Ms NC Sotyibi (021) 558 0518.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 16/25</u>	:	<u>HEAD OF COMMUNITY CORRECTIONS (CB 6)</u>
<u>SALARY CENTRE</u>	:	R1 042 434 per annum, (all-inclusive package)
	:	Gauteng Region: Modderbee (Comcor) Ref No: GP 2025/05/06)
	:	Limpopo, Mpumalanga and North West Region: Bethal Ref No: LMN 2025/05/07
	:	Rustenburg Ref No: LMN 2025/05/08
<u>REQUIREMENTS</u>	:	Relevant degree or national diploma in Behavioural Sciences and successful completion of Corrections Science Learnership. Seven (7) years relevant experience in a supervisory post. Valid driver's licence. Computer literate. Competencies And Attributes: Firearm skills and the use of relevant security technology. Strategic capability and leadership, policy development and good communication skills. Sound project and programme management skills. Transformation, change and conflict management abilities. Stakeholder management skills. Problem solving, analysis and decision-making skills. Service delivery innovation. People management and empowerment. In depth understanding of safety and security within a correctional environment. Integrity and honesty. Good interpersonal relations. Knowledge of the Correctional Services Act, Act 111 of 1998.
<u>DUTIES</u>	:	Manage monitoring services. Determine conditions of house arrest and supervision for persons serving sentence in the community. Participate in case review team for community corrections. Manage programs. Identify community service programs. Responsible for the facilities and equipment of the section. Implement disciplinary steps against offending staff. Management of performance information. Manage human resources, finances and assets.
<u>ENQUIRIES</u>	:	Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/ Ms Feni SAP (012) 420 0173/ (012) 420 0179.
	:	Limpopo, Mpumalanga and North West Region: Mr Ziqubu Z Tel No: (012) 306 2025/ Ms Nomvela PM (012) 306 2033/ Ms Lekhuleni TD (012) 306 2034.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 16/26</u>	:	<u>HEAD SATELLITE SOCIAL REINTERGRATION (CB 6) REF NO: WC 2025/05/05</u>
<u>SALARY CENTRE</u>	:	R1 042 434 per annum, (all-inclusive package)
<u>REQUIREMENTS</u>	:	Western Cape Region: Pollsmoor
	:	Relevant degree or national diploma in Behavioural Sciences and successful completion of Corrections Science Learnership. Seven (7) years relevant experience in a supervisory post. Valid driver's licence. Computer literate. Competencies And Attributes: Firearm skills and the use of relevant security technology. Communication skills. Project and programme management. Transformation, change and stakeholder management. Problem solving and analysis. Service delivery innovation. Decision making. People management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good inter-personal relations and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness. Ability to network and diplomacy.
<u>DUTIES</u>	:	Implement and monitor correctional, security and facility policies and procedures. Coordinate the collation and dissemination of security and correction information. Coordinate activities relating to critical DCS support structures such as the Parole Boards and Office of the Inspecting Judge within the management area. Promote corrections and security awareness. Manage the emergency support systems. Provision of early warning intelligence and security risks. Manage human resources, finance and assets. Management of performance information.
<u>ENQUIRIES</u>	:	Western Cape Region: Ms NA Mdladlamba Tel No: (021) 550 6014 / Ms A Reddy (021) 559 7929 / Mr S Sikisazane (021) 558 0108 / Ms NC Sotyibi (021) 558 0518.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.

<u>POST 16/27</u>	:	<u>HEAD: CENTRE COORDINATOR: CORRECTIONS (CB 6)</u>
<u>SALARY CENTRE</u>	:	R1 042 434 per annum, (all-inclusive package) Gauteng Region: Johannesburg (Medium B) Ref No: GP 2025/05/07 (X2 Posts) Kgoši Mampuru II Central Ref No: GP 2025/05/08 Kgoši Mampuru II Local Ref No: GP 2025/05/09
<u>REQUIREMENTS</u>	:	Relevant degree or national diploma in Behavioural Sciences and successful completion of Corrections Science Learnership. Seven (7) years relevant experience in a supervisory post. Valid driver's licence. Computer literate. Competencies And Attributes: Firearm skills and the use of relevant security technology. Communication skills. Project and programme management. Transformation, change and stakeholder management. Problem solving and analysis. Service delivery innovation. Decision making. People management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good inter-personal relations and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness. Ability to network and diplomacy.
<u>DUTIES</u>	:	Ensure the development of correctional sentence plan and facilitate the implementation thereof. Execute correctional policies and procedures. Coordinate the collation and dissemination of correction information. Coordinate activities relating to rehabilitation, case management administration and unit management systems. Promote corrections and security. Manage human resources, finance and assets. Management of performance information.
<u>ENQUIRIES</u>	:	Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/ Ms Feni SAP (012) 420 0173/ (012) 420 0179.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 16/28</u>	:	<u>HEAD: CENTRE COORDINATOR: OPERATIONAL SUPPORT (CB 6) REF NO: GP 2025/05/10</u>
<u>SALARY CENTRE</u>	:	R1 042 434 per annum, (all-inclusive package) Gauteng Region: Johannesburg (Medium B)
<u>REQUIREMENTS</u>	:	Relevant degree or national diploma in Behavioural Sciences and successful completion of Corrections Science Learnership. Seven (7) years relevant experience in a supervisory post. Valid driver's licence. Computer literate. competencies and attributes: Firearm skills and the use of relevant security technology. Communication skills. Project and programme management. Transformation, change and stakeholder management. Problem solving and analysis. Service delivery innovation. Decision making. People management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good inter-personal relations and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness. Ability to network and diplomacy.
<u>DUTIES</u>	:	Execution of control regarding safe custody, physical care and treatment. Create secure environment conducive for rehabilitation. Execution of control regarding the establishment and rendering of security. Provide advice on departmental policy directives. Management of inmates' safe custody (internal and external security). Management of development and care and health care services. Management of human resources and assets. Management of performance information.
<u>ENQUIRIES</u>	:	Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/ Ms Feni SAP (012) 420 0173/ (012) 420 0179.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 16/29</u>	:	<u>HEAD: CENTRE COORDINATOR: STAFF SUPPORT (CB 6) REF NO: GP 2025/05/11</u>
<u>SALARY CENTRE</u>	:	R1 042 434 per annum, (all-inclusive package) Gauteng Region: Kgoši Mampuru II Central
<u>REQUIREMENTS</u>	:	Relevant degree or national diploma in Behavioural Sciences and successful completion of Corrections Science Learnership. Seven (7) years relevant experience in a supervisory post. Valid driver's licence. Computer literate. Competencies And Attributes: Firearm skills and the use of relevant security technology. Communication skills. Project and programme management. Transformation, change and stakeholder management. Problem solving and

		analysis. Service delivery innovation. Decision making. People management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good interpersonal relations and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness. Ability to network and diplomacy.
<u>DUTIES</u>	:	Provide human resources and related functions to the correctional centre. Effective management of the registration activities. Ensure proper dissemination of information for the correctional centre. Management of duty register and leave arrangements. Management of human resources, finances and assets. Management of correctional centre through the implementation of correctional services act, Act 111 of 1998 as amended. Management of performance information. Manage human resources, finance and assets.
<u>ENQUIRIES</u>	:	Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/ Ms Feni SAP (012) 420 0173/ (012) 420 0179.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 16/30</u>	:	<u>DEPUTY DIRECTOR: ADMINISTRATIVE SUPPORT REF NO: HO 2025/05/26</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R896 436 per annum, (all-inclusive package)
	:	National Head Office: Office of the National Commissioner
	:	Recognised national diploma/bachelor's degree in Public Administration/Management or equivalent qualification. 3-5 years middle management experience in a similar environment. Computer literate. Valid drivers' licence. Competencies And Attributes: Knowledge of constitutional values and principles and how they apply to public service delivery. Ability to work under pressure. Ability to work in a team and independently. Political sensitivity and diplomacy. Organizational, communication, interpersonal and problem-solving skills. Project management and leadership skills. Confidentiality. Integrity.
<u>DUTIES</u>	:	The administration of conference centres. The preparation of meeting venues for meetings chaired by the Commissioner. The making of support arrangements for attendees of meetings chaired by the Commissioner. Coordinating and managing meetings, including preparation of agendas, taking minutes and following up on action items. The administration of documentation in the Office of the Commissioner. The preparation of incoming-/outgoing mail. The filing of correspondence. The distribution of correspondence in the office of the Commissioner. The sending/receiving of faxes. The control of use of the photocopier. The control of use of shared equipment. The administration of consumer services to the Office of the Commissioner. Act as inventory controller for the Office of the Commissioner. Requisition of supplies. Deciding on the repair of equipment. Act as financial clerk for the office. Maintaining of budgetary information on estimates and expenditure. Processing of claims for members of the Office of the Commissioner. Ensure the payment of diverse accounts/invoices received at the Office of the Commissioner. The management of secretarial services in the Department. The provision of secretarial services to managers in the Department. The training and development of secretaries in the Department. The development of secretarial policies for the Department. Manage human resources, finance and assets. Management of performance information.
<u>APPLICATIONS</u>	:	National Head Office: Department of Correctional Services, Post Advertisement Section, Private Bag X136, Pretoria, 0001 OR hand deliver at: 124 WF Nkomo Street, Poyntons Building, Cnr WF Nkomo and Sophie De Bruyn Street, Pretoria, 0001 (Previous: Cnr Church and Schubart Street) or you can email your application to NationalOfficeHRM@dcs.gov.za .
<u>ENQUIRIES</u>	:	National Head Office: Mr Y Naidoo Tel No: 012 307 2079 or Ms TP Ngobeni 012 305 8589
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 16/31</u>	:	<u>HEAD OF CORRECTIONAL CENTRE (CB 5)</u>
<u>SALARY CENTRE</u>	:	R579 738 per annum
	:	Eastern Cape Region: East London Ref No: EC 2025/05/02
	:	Free State and Northern Cape Region: Bizzah Makhate (Medium C) Ref No: FSNC 2025/05/04
	:	Grootvlei (Medium) Ref No: FSNC 2025/05/05
	:	Odendaalsrus Ref No: FSNC 2025/05/06

	Ventersburg Ref No: FSNC 2025/05/07
	KwaZulu Natal Region: Umzinto Ref No: KZN 2025/05/04
	Limpopo, Mpumalanga and North West Region: Bethal (Ermelo) Ref No: LMN 2025/05/09
	Bethal (Piet Retief) Ref No: LMN 2025/05/10
	Rooigrond (Lichtenburg) Ref No: LMN 2025/05/11
	Rustenburg (Juvenile) Ref No: LMN 2025/05/12)
	Western Cape Region: Brandvlei (Juvenile) Ref No: WC 2025/05/06
<u>REQUIREMENTS</u>	: Relevant degree or national diploma in Behavioural Sciences and successful completion of Corrections Science Learnership. Seven (7) years relevant experience in a supervisory post. Valid driver's licence. Computer literate. Competencies And Attributes: Firearm skills and the use of relevant security technology. Strategic capability and leadership, policy development and good communication skills. Sound project and programme management skills. Transformation, change and conflict management abilities. Stakeholder management skills. Problem solving, analysis and decision-making skills. Service delivery innovation. People management and empowerment. In depth understanding of safety and security within a correctional environment. Integrity and honesty. Good interpersonal relations. Knowledge of the Correctional Services Act, Act 111 of 1998.
<u>DUTIES</u>	: Management of all aspects of the Correctional Centre on a day to day basis through the implementation of the Correctional Services Act, Act 111 of 1998. Manage the implementation of the imperatives of the White Paper on Corrections. Management of case management administration, security, development and care, unit management and case management committees. Foster a working relationship with the Justice Cluster and the community. Monitor, evaluate and take appropriate action in relation to outcomes on the risk trends. Management of performance information. Manage human resources, finances and assets.
<u>ENQUIRIES</u>	: Eastern Cape region: Ms Myataza Z (043) 706 7866/ Ms Mgugudo N (043) 706 7882/ Mr Ndonyela N (043) 706 7883. Free State and Northern Cape Region: Ms Mkuni NJ (051) 404 0268/ Ms Molutsoane N/ Ms. Moreki-Rathaba MP/ Ms. Ramncwana B (051) 404 0283. KwaZulu Natal Region: Ms Mchunu GJ (033) 355 7386/ Ms Mkhize AL (033) 355 7370/ Mr Khumalo SB (033) 033 355 7368. Limpopo, Mpumalanga and North West Region: Mr Ziqubu Z (012) 306 2025/ Ms Nomvela PM (012) 306 2033/ Ms Lekhuleni TD (012) 306 2034. Western Cape Region: Ms NA Mdladlamba (021) 550 6014 / Ms A Reddy (021) 559 7929 / Mr S Sikisazane (021) 558 0108 / Ms NC Sotyibi (021) 558 0518.
<u>NOTE</u>	: Appointment under the Correctional Services Act.
<u>POST 16/32</u>	: <u>CENTRE COORDINATOR: OPERATIONAL SUPPORT (CB 5)</u>
<u>SALARY CENTRE</u>	: R579 738 per annum : Eastern Cape Region: Amathole Ref No: EC 2025/05/03 Kirkwood Ref No: EC 2025/05/04 Mthatha Ref No: EC 2025/05/05 Middledrift Ref No: EC 2025/05/06 Free State and Northern Cape Region: Groenpunt (Medium) Ref No: FSNC 2025/05/08) Kroonstad (Medium A) Ref No: FSNC 2025/05/09 Kimberley Ref No: FSNC 2025/05/10 Upington Ref No: FSNC 2025/05/11 Gauteng Region: Boksburg Ref No: GP 2025/05/12 Johannesburg Ref No: GP 2025/05/13 (X2 Posts) KwaZulu Natal Region: Ebongweni (Maximum) Ref No: KZN 2025/05/05 Waterval (Medium B) Ref No: KZN 2025/05/06 Limpopo, Mpumalanga and North West Region: Barberton (Nelspruit) Ref No: LMN 2025/05/13 Polokwane Ref No: LMN 2025/05/14 Rooigrond (Medium B) Ref No: LMN 2025/05/15 Western Cape Region: Allandale Ref No: WC 2025/05/07 Brandvlei (Maximum) Ref No: WC 2025/05/08 Brandvlei (Medium) Ref No: WC 2025/05/09 Drakenstein (Maximum) Ref No: WC 2025/05/10

<u>REQUIREMENTS</u>	:	Relevant degree or national diploma in Behavioural Sciences and successful completion of Corrections Science Learnership. Seven (7) years relevant experience in a supervisory post. Valid driver's licence. Computer literate. Competencies And Attributes: Firearm skills and the use of relevant security technology. Communication skills. Project and programme management. Transformation, change and stakeholder management. Problem solving and analysis. Service delivery innovation. Decision making. People management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good interpersonal relations and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness. Ability to network and diplomacy.
<u>DUTIES</u>	:	Execution of control regarding safe custody, physical care and treatment. Create secure environment conducive for rehabilitation. Execution of control regarding the establishment and rendering of security. Provide advice on departmental policy directives. Management of inmates' safe custody (internal and external security). Management of development and care and health care services. Management of human resources and assets. Management of performance information.
<u>ENQUIRIES</u>	:	<p>Eastern Cape region: Ms Myataza Z Tel No: (043) 706 7866/ Ms Mgugudo N (043) 706 7882/ Mr Ndonyela N (043) 706 7883.</p> <p>Free State and Northern Cape Region: Ms Mkuni NJ Tel No: (051) 404 0268/ Ms Molutsoane N/ Ms. Moreki-Rathaba MP/ Ms. Ramncwana B (051) 404 0283.</p> <p>Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/ Ms Feni SAP (012) 420 0173/ (012) 420 0179.</p> <p>KwaZulu Natal Region: Ms Mchunu GJ Tel No: (033) 355 7386/ Ms Mkhize AL (033) 355 7370/ Mr Khumalo SB (033) 033 355 7368.</p> <p>Limpopo, Mpumalanga and North West Region: Mr Ziqubu Z Tel No: (012) 306 2025/ Ms Nomvela PM (012) 306 2033/ Ms Lekhuleni TD Tel No: (012) 306 2034.</p> <p>Western Cape Region: Ms NA Mdladlamba Tel No: (021) 550 6014 / Ms A Reddy (021) 559 7929 / Mr S Sikisazane (021) 558 0108 / Ms NC Sotyibi (021) 558 0518.</p>
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 16/33</u>	:	<u>CENTRE COORDINATOR: CORRECTIONS (CB 5)</u>
<u>SALARY CENTRE</u>	:	<p>R579 738 per annum</p> <p>Free State and Northern Cape Region: Grootvlei (Maximum) Ref No: FSNC 2025/05/12</p> <p>Tswelopele Ref No: FSNC 2025/05/13</p> <p>Gauteng Region: Boksburg Ref No: GP 2025/05/14</p> <p>Johannesburg Ref No: GP 2025/05/15</p> <p>Kgoši Mampuru II Ref No: GP 2025/05/16</p> <p>Zonderwater Ref No: GP 2025/05/17</p> <p>KwaZulu Natal Region: Waterval (Medium B) Ref No: KZN 2025/05/07</p> <p>Limpopo, Mpumalanga and North West Region: Klerksdorp Ref No: LMN 2025/05/16</p> <p>Rustenburg (Mogwase) Ref No: LMN 2025/05/17</p> <p>Western Cape Region: Allandale Ref No: WC 2025/05/11</p> <p>Brandvlei (Juvenile) Ref No: WC 2025/05/12</p> <p>Drakenstein (Maximum) Ref No: WC 2025/05/13</p>
<u>REQUIREMENTS</u>	:	Relevant degree or national diploma in Behavioural Sciences and successful completion of Corrections Science Learnership. Seven (7) years relevant experience in a supervisory post. Valid driver's licence. Computer literate. Competencies And Attributes: Firearm skills and the use of relevant security technology. communication, project and programme management, transformation management, change management, stakeholder management, problem solving, analysis, service delivery innovation, decision making, people management and empowerment, in depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good interpersonal relations, in depth knowledge of the Correctional Services Act, Act 111 of 1998, as amended, assertiveness, ability to network and diplomacy.
<u>DUTIES</u>	:	Ensure the development of correctional sentence plan and facilitate the implementation thereof. Execute correctional policies and procedures. Coordinate the collation and dissemination of correction information. Coordinate activities relating to rehabilitation, case management

		administration and unit management systems. Promote corrections and security. Management of financial and human resources and assets. Management of performance information.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mkuni NJ Tel No: (051) 404 0268/ Ms Molutsoane N/ Ms. Moreki-Rathaba MP/ Ms. Ramncwana B (051) 404 0283. Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/ Ms Feni SAP (012) 420 0173/ (012) 420 0179. KwaZulu Natal Region: Ms Mchunu GJ Tel No: (033) 355 7386/ Ms Mkhize AL (033) 355 7370/ Mr Khumalo SB (033) 033 355 7368. Limpopo, Mpumalanga and North West Region: Mr Ziqubu Z Tel No: (012) 306 2025/ Ms Nomvela PM (012) 306 2033/ Ms Lekhuleni TD (012) 306 2034. Western Cape Region: Ms NA Mdladlamba Tel No: (021) 550 6014 / Ms A Reddy (021) 559 7929 / Mr S Sikisazane (021) 558 0108 / Ms NC Sotyibi (021) 558 0518.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 16/34</u>	:	<u>CHAIRPERSON: CASE MANAGEMENT COMMITTEE (CB 5)</u>
<u>SALARY CENTRE</u>		R579 738 per annum Free State and Northern Cape Region: Upington Ref No: FSNC 2025/05/14 Limpopo, Mpumalanga and North West Region: Thohoyandou (Medium A) Ref No: LMN 2025/05/18 Western Cape Region: Brandvlei (Medium) Ref No: WC 2025/05/14 Pollsmoor Remand Detention Facility (RDF) Ref No: WC 2025/05/15 Overberg Medium Ref No: WC 2025/05/16 Voorberg Medium B Ref No: WC 2025/05/17 Overberg Maximum Ref No: WC 2025/05/18
<u>REQUIREMENTS</u>	:	Relevant degree or national diploma in Behavioural Sciences and successful completion of Corrections Science Learnership. Seven (7) years relevant experience in a supervisory post. Valid driver's licence. Computer literate. Competencies And Attributes: Firearm skills and the use of relevant security technology. Communication skills. Project and programme management. Transformation, change and stakeholder management. Problem solving and analysis. Service delivery innovation. Decision making. People management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good interpersonal relations and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness. Ability to network and diplomacy.
<u>DUTIES</u>	:	Planning of the activities of the Case Management Committee (CMC). Holding of meetings of the CMC. Management of sentence plans. Control of inmates' records. Management of inmates in assessment, housing, special care and in pre-release units. Management of human resources, finances and assets. Management of performance information.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mkuni NJ Tel No: (051) 404 0268/ Ms Molutsoane N/ Ms. Moreki-Rathaba MP/ Ms. Ramncwana B (051) 404 0283. Limpopo, Mpumalanga and North West Region: Mr Ziqubu Z Tel No: (012) 306 2025/ Ms Nomvela PM (012) 306 2033/ Ms Lekhuleni TD (012) 306 2034. Western Cape Region: Ms NA Mdladlamba Tel No: (021) 550 6014 / Ms A Reddy (021) 559 7929 / Mr S Sikisazane (021) 558 0108 / Ms NC Sotyibi (021) 558 0518.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 16/35</u>	:	<u>CENTRE COORDINATOR: STAFF SUPPORT (CB 5)</u>
<u>SALARY CENTRE</u>	:	R579 738 per annum Free State and Northern Cape Region: Goedemoed (Medium A) Ref No: FSNC 2025/05/15 Vereeniging Ref No: FSNC 2025/05/16 Gauteng Region: Baviaanspoort Ref No: GP 2025/05/18 Leeuwkop Ref No: GP 2025/05/19 KwaZulu Natal Region: Waterval (Medium A) Ref No: KZN 2025/05/08 Limpopo, Mpumalanga and North West Region: Rooigrond (Medium A) Ref No: LMN 2025/05/19
<u>REQUIREMENTS</u>	:	Relevant degree or national diploma in Behavioural Sciences and successful completion of Corrections Science Learnership. Seven (7) years relevant

		experience in a supervisory post. Valid driver's licence. Computer literate. Competencies And Attributes: Firearm skills and the use of relevant security technology. Communication skills. Project and programme management. Transformation, change and stakeholder management. Problem solving and analysis. Service delivery innovation. Decision making. People management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good interpersonal relations and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness. Ability to network and diplomacy.
<u>DUTIES</u>	:	Provide human resources and related functions to the correctional centre. Effective management of the registration activities. Ensure proper dissemination of information for the correctional centre. Management of duty register and leave arrangements. Management of human resources, finances and assets. Management of performance information.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mkuni NJ Tel No: (051) 404 0268/ Ms Molutsoane N/ Ms. Moreki-Rathaba MP/ Ms. Ramncwana B (051) 404 0283. Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/ Ms Feni SAP (012) 420 0173/ (012) 420 0179. KwaZulu Natal Region: Ms Mchunu GJ (033) 355 7386/ Ms Mkhize AL (033) 355 7370/ Mr Khumalo SB (033) 033 355 7368. Limpopo, Mpumalanga and North West Region: Mr Ziqubu Z Tel No: (012) 306 2025/ Ms Nomvela PM (012) 306 2033/ Ms Lekhuleni TD (012) 306 2034.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 16/36</u>	:	<u>CENTRE COORDINATOR: CASE MANAGEMENT ADMINISTRATION (CB 5) REF NO: KZN 2025/05/09</u>
<u>SALARY</u>	:	R579 738 per annum
<u>CENTRE</u>	:	KwaZulu Natal Region: Ekuseni
<u>REQUIREMENTS</u>	:	Relevant degree or national diploma in Behavioural Sciences and successful completion of Corrections Science Learnership. Seven (7) years relevant experience gained in a supervisory post. Valid driver's license. Computer literate. Competencies And Attributes: Firearm skills and the use of relevant security technology. Communication skills. Project and programme management. Transformation, change and stakeholder management. Problem solving and analysis. Service delivery innovation. Decision making. People management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good interpersonal relations and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness. Ability to network and diplomacy.
<u>DUTIES</u>	:	Management of admission and release system. Supervision of offender movements, offender cash administration and offender bail/fine payments. Ensure continuity and consistency in case management administration. Management of human resources, finance and assets. Management of performance information.
<u>ENQUIRIES</u>	:	KwaZulu Natal Region: Ms Mchunu GJ Tel No: (033) 355 7386/ Ms Mkhize AL (033) 355 7370/ Mr Khumalo SB (033) 033 355 7368.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 16/37</u>	:	<u>CENTRE COORDINATOR: CASE MANAGEMENT COMMITTEE (CB 5)</u>
<u>SALARY</u>	:	R579 738 per annum
<u>CENTRE</u>	:	Eastern Cape Region: East London Ref No: EC 2025/05/07 KwaZulu Natal Region: Durban (Medium C) Ref No: KZN 2025/05/10 Ebongweni (Maximum) Ref No: KZN 2025/05/11 Estcourt Ref No: KZN 2025/05/12
<u>REQUIREMENTS</u>	:	Relevant degree or national diploma in Behavioural Sciences and successful completion of Corrections Science Learnership. Seven (7) years relevant experience in a supervisory post. Valid driver's licence. Computer literate. Competencies And Attributes: Firearm skills and the use of relevant security technology. Communication skills. Project and programme management. Transformation, change and stakeholder management. Problem solving and analysis. Service delivery innovation. Decision making. People management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good interpersonal relations and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness. Ability to network and diplomacy.

<u>DUTIES</u>	:	Planning of the activities of the Case Management Committee (CMC). Holding of meetings of the CMC. Management of sentence plans. Control of inmate records. Management of inmate in assessment units, housing units, special care units and in pre-release units. Management of human resources, finance and assets. Management of performance information.
<u>ENQUIRIES</u>	:	Eastern Cape region: Ms Myataza Z Tel No: (043) 706 7866/ Ms Mgugudo N (043) 706 7882/ Mr Ndonyela N (043) 706 7883. KwaZulu Natal Region: Ms Mchunu GJ (033) 355 7386/ Ms Mkhize AL (033) 355 7370/ Mr Khumalo SB (033) 033 355 7368.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 16/38</u>	:	<u>CENTRE COORDINATOR: INTERNAL SECURITY (CB 5) REF NO: KZN 2025/05/13</u>
<u>SALARY</u>	:	R579 738 per annum
<u>CENTRE</u>	:	KwaZulu Natal Region: Durban (Medium A)
<u>REQUIREMENTS</u>	:	Relevant degree or national diploma in Behavioural Sciences and successful completion of Corrections Science Learnership. Seven (7) years relevant experience in a supervisory post. Valid driver's licence. Computer literate. Competencies And Attributes: Firearm skills and the use of relevant security technology. Communication skills. Project and programme management. Transformation, change and stakeholder management. Problem solving and analysis. Service delivery innovation. Decision making. People management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good interpersonal relations and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness. Ability to network and diplomacy.
<u>DUTIES</u>	:	Supervise access control to the correctional centre's grounds. Manage internal security. Supervise the movement and safe custody for offenders. Patrol at the section (general accommodation areas, single cells, kitchens, hospitals and work sections). Manage security systems. Supervise visits to offenders. Management of human resources and assets. Manage performance information
<u>ENQUIRIES</u>	:	KwaZulu Natal Region: Ms Mchunu Tel No: (033) 355 7386/ Ms Mkhize AL (033) 355 7370/ Mr Khumalo SB (033) 033 355 7368.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 16/39</u>	:	<u>DIVISION HEAD: SECURITY (CB 5)</u>
<u>SALARY</u>	:	R579 738 per annum
<u>CENTRE</u>	:	Free State and Northern Cape Region: Bizzah Makhate (Medium A) Ref No: FSNC 2025/05/17 Gauteng Region: Boksburg Ref No: GP 2025/05/20 Western Cape Region: Pollsmoor (RDF) Ref No: WC 2025/05/19
<u>REQUIREMENTS</u>	:	Relevant degree or national diploma in Behavioural Sciences and successful completion of Corrections Science Learnership. Seven (7) years relevant experience in a supervisory post. Valid driver's licence. Computer literate. Competencies And Attributes: Firearm skills and the use of relevant security technology. Communication skills. Project and programme management. Transformation, change and stakeholder management. Problem solving and analysis. Service delivery innovation. Decision making. People management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good interpersonal relations and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness. Ability to network and diplomacy.
<u>DUTIES</u>	:	Manage security matters. Responsible for maintenance of existing security matters and upgrading. Implement departmental policies. Advice management regarding security matters. Management of escorts to hospitals, courts and other destinations. Keep personnel up to date regarding security matters. Management of human resources, finances and assets. Management of performance information.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mkuni NJ Tel No: (051) 404 0268/ Ms Molutsane N/ Ms. Moreki-Rathaba MP/ Ms. Ramncwana B (051) 404 0283. Gauteng Region: Mr Masango SS Tel no: (012) 420 0173/ Ms Feni SAP (012) 420 0173/ (012) 420 0179.

Western Cape Region: Ms NA Mdladlamba Tel No: (021) 550 6014 / Ms A Reddy (021) 559 7929 / Mr S Sikisazane (021) 558 0108 / Ms NC Sotyibi (021) 558 0518.

NOTE : Appointment under the Correctional Services Act.

POST 16/40 : **HEAD OF COMMUNITY CORRECTIONS (CB 5)**

SALARY CENTRE : R579 738 per annum
: Western Cape Region: Southern Cape (Knysna) Ref No: WC 2025/05/20
: Southern Cape (George) Ref No: WC 2025/05/21

REQUIREMENTS : Relevant degree or national diploma in Behavioural Sciences and successful completion of Corrections Science Learnership. Seven (7) years relevant experience in a supervisory post. Valid driver's licence. Computer literate. Competencies And Attributes: Firearm skills and the use of relevant security technology. Communication skills. Project and programme management. Transformation, change and stakeholder management. Problem solving and analysis. Service delivery innovation. Decision making. People management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good interpersonal relations and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness. Ability to network and diplomacy.

DUTIES : Manage monitoring services. Determine conditions of house arrest and supervision for persons serving sentence in the community. Participate in case review team for community corrections. Manage programs. Identify community service programs. Responsible for the facilities and equipment of the section. Implement disciplinary steps against offending staff. Management of performance information. Manage human resources, finances and assets.

ENQUIRIES : Western Cape Region: Ms NA Mdladlamba Tel No: (021) 550 6014 / Ms A Reddy (021) 559 7929 / Mr S Sikisazane (021) 558 0108 / Ms NC Sotyibi (021) 558 0518.

NOTE : Appointment under the Correctional Services Act.

POST 16/41 : **HEAD SATELITE: COMMUNITY CORRECTIONS (CB 5)**

SALARY CENTRE : R579 738 per annum
: Free State and Northern Cape Region: Goldfields (Virginia) Ref No: FSNC 2025/05/18

Limpopo, Mpumalanga and North West Region: Barberton (Bushbuckridge) Ref No: LMN 2025/05/20

Rustenburg (Ref: LMN 2025/05/21

Thohoyandou Ref No: LMN 2025/05/22

Witbank (Middelburg) Ref No: LMN 2025/05/23

REQUIREMENTS : Relevant degree or national diploma in Behavioural Sciences and successful completion of Corrections Science Learnership. Seven (7) years relevant experience in a supervisory post. Valid driver's licence. Computer literate. Competencies And Attributes: Firearm skills and the use of relevant security technology. Communication skills. Project and programme management. Transformation, change and stakeholder management. Problem solving and analysis. Service delivery innovation. Decision making. People management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good interpersonal relations and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness. Ability to network and diplomacy.

DUTIES : Manage monitoring services. Oversee implementation of court sentences. Ensure the implementation of community corrections policies and procedures. Participate in case review team for community corrections. Facilitate the provision of social work and community service programmes. Manage human resources, finance and assets. Management of performance information.

ENQUIRIES : Free State and Northern Cape Region: Ms Mkuni NJ (051) 404 0268/ Ms Molutsoane N/ Ms. Moreki-Rathaba MP/ Ms. Ramncwana B (051) 404 0283.
Limpopo, Mpumalanga and North West Region: Mr Ziqubu Z (012) 306 2025/ Ms Nomvela PM (012) 306 2033/ Ms Lekhuleni TD (012) 306 2034.

NOTE : Appointment under the Correctional Services Act.

POST 16/42 : **CASE MANAGEMENT COMMITTEE (CB 5)**

SALARY : R579 738 per annum

<u>CENTRE</u>	:	Gauteng Region: Kgoši Mampuru II Ref No: GP 2025/05/21 Modderbee Ref No: GP 2025/05/22
<u>REQUIREMENTS</u>	:	Relevant degree or national diploma in Behavioural Sciences and successful completion of Corrections Science Learnership. Seven (7) years relevant experience in a supervisory post. Valid driver's licence. Computer literate. Competencies And Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management. Transformation, change and stakeholder management. Problem solving, analysis, service delivery Innovation, decision making, people management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good interpersonal relations and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.
<u>DUTIES</u>	:	Planning of the activities of the Case Management Committee. Holding of meetings of the CMC. Management of sentence plans. Control of prisoner records. Management of prisoners in assessment units, housing units, special care units and in pre-release units. Management of human resources, logistical administration and assets. Management of performance information.
<u>ENQUIRIES</u>	:	Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/ Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 16/43</u>	:	<u>DIVISION HEAD: CASE/CENTRE MANAGEMENT ADMINISTRATION (CB 5)</u>
<u>SALARY CENTRE</u>	:	R579 738 per annum Gauteng Region: Johannesburg Ref No: GP 2025/05/23 Kgoši Mampuru II Ref No: GP 2025/05/24 Zonderwater Ref No: GP 2025/05/25
<u>REQUIREMENTS</u>	:	Relevant degree or national diploma in Behavioural Sciences and Successful completion of Corrections Science Learnership/Basic Training. Seven (7) years relevant experience gained in a Supervisory post. Valid driver's license. Computer literate. Competencies And Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management. Transformation, change and stakeholder management. Problem solving, analysis, service delivery Innovation, decision making, people management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good interpersonal relations and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.
<u>DUTIES</u>	:	Responsibilities: Management of admission and release system. Supervision of offender movements, offender cash administration and offender bail/fine payments. Ensure continuity and consistency in case management administration. Management of human resources, finance and assets. Management of performance information.
<u>ENQUIRIES</u>	:	Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/ Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 16/44</u>	:	<u>CENTRE COORDINATOR: HEAD SATELITE (CB 5) REF NO: GP 2025/05/26</u>
<u>SALARY CENTRE</u>	:	R579 738 per annum Gauteng Region: Kgoši Mampuru II
<u>REQUIREMENTS</u>	:	Relevant degree or national diploma in Behavioural Sciences and successful completion of Corrections Science Learnership. Seven (7) years relevant experience in a supervisory post. Valid driver's licence. Computer literate. Competencies And Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management. Transformation, change and stakeholder management. Problem solving, analysis, service delivery Innovation, decision making, people management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good interpersonal relations and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.
<u>DUTIES</u>	:	Manage monitoring services. Oversee implementation of court sentences. Ensure the implementation of community corrections policies and procedures.

		Participate in case review team for community corrections. Facilitate the provision of social work and community service programmes. Manage human resources, finance and assets. Management of performance information.
<u>ENQUIRIES</u>	:	Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/ Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 16/45</u>	:	<u>CENTRE COORDINATOR: SOCIAL REINTEGRATION (CB 5) REF NO: LMN 2025/05/24</u>
<u>SALARY</u>	:	R579 738 per annum
<u>CENTRE</u>	:	Limpopo, Mpumalanga and North West Region: Witbank
<u>REQUIREMENTS</u>	:	Relevant degree or national diploma in Behavioural Sciences and successful completion of Corrections Science Learnership. Seven (7) years relevant experience in a supervisory post. Valid driver's licence. Computer literate. Competencies And Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management. Transformation, change and stakeholder management. Problem solving, analysis, service delivery Innovation, decision making, people management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good interpersonal relations and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.
<u>DUTIES</u>	:	Implement and monitor correctional, security and facility policies and procedures. Coordinate the collation and dissemination of security and correction information. Coordinate activities relating to critical DCS support structures such as the Parole Boards and Office of the Inspecting Judge within the management area. Promote corrections and security awareness. Manage the emergency support systems. Provision of early warning intelligence and security risks. Manage human resources, finance and assets. Management of performance information.
<u>ENQUIRIES</u>	:	Limpopo, Mpumalanga and North West Region: Mr Ziqubu Z Tel No: (012) 306 2025/ Ms Nomvela PM Tel No: (012) 306 2033/ Ms Lekhuleni TD Tel No: (012) 306 2034.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 16/46</u>	:	<u>REINTEGRATION MANAGER (CB 5) REF NO: LMN 2025/05/25</u>
<u>SALARY</u>	:	R579 738 per annum
<u>CENTRE</u>	:	Limpopo, Mpumalanga and North West Region: Witbank
<u>REQUIREMENTS</u>	:	Relevant degree or national diploma in Behavioural Sciences and Successful completion of Corrections Science Learnership/Basic Training. Seven (7) years relevant experience gained in a Supervisory post. Valid driver's licence. Computer literate. Competencies And Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management. Transformation, change and stakeholder management. Problem solving, analysis, service delivery Innovation, decision making, people management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good interpersonal relations and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.
<u>DUTIES</u>	:	Access control to correctional centre's grounds. Manage internal security. Ensure that offenders are escorted to court, doctors and hospital safely. Ensure safe custody for offenders. Ensure the guarding of offenders in external hospitals and at work teams. Control access of offenders to and from the unit and to the cells. Ensure security equipment to staff. Patrol at the section (general accommodation areas, single cells, kitchens, hospitals and work sections. Escort offenders inside the centre, e.g. to different ODS's such as Social Workers, CMC, Psychological services and educationists. Manage security systems. Supervise visits to offenders. Control security equipment. Search offenders entering and leaving the section. Management of human and finance resources and assets. Manage performance information.
<u>ENQUIRIES</u>	:	Limpopo, Mpumalanga and North West Region: Mr Ziqubu Z Tel No: (012) 306 2025/ Ms Nomvela PM Tel No: (012) 306 2033/ Ms Lekhuleni TD Tel No: (012) 306 2034.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.

<u>POST 16/47</u>	:	<u>CENTRE COORDINATOR: CONTROL TRAINER (CB 5)</u>
<u>SALARY CENTRE</u>	:	R579 738 per annum National Head Office: Directorate: Core Curriculum: Kroonstad Training College Ref No: HO 2025/05/36 (X2 Posts) Zonderwater Training College Ref No: HO 2025/05/37
<u>REQUIREMENTS</u>	:	Relevant degree or national diploma in Behavioural Sciences and successful completion of the Correctional Science Learnership/Basic Training. (7) years relevant experience in a supervisory post. Registered and accredited assessor and moderator in FET certificate will be an added advantage. Computer literate. Valid driver's license. Competencies And Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management. Transformation, change and stakeholder management. Problem solving, analysis, service delivery Innovation, decision making, people management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good interpersonal relations and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.
<u>DUTIES</u>	:	Manage the delivery programme of instructional learning. Ensure that the delivery of instructional learning is in line with SAQA policies. Manage the presentation of lessons and administration of classes. Manage the administration of assessments. Oversee proper record keeping. Management of resources. Management of performance information.
<u>ENQUIRIES</u>	:	National Head Office: Mr Y Naidoo (012) 307 2079 / Ms TP Ngoben (012) 305 8589.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 16/48</u>	:	<u>CENTRE COORDINATOR: STAFF SUPPORT (CB 4)</u>
<u>SALARY CENTRE</u>	:	R491 799 per annum Western Cape Region: Mthatha Ref No: EC 2025/05/08 Free State and Northern Cape Region: Sasolburg Ref No: FSNC 2025/05/19 Kroonstad Medium C (Female) Ref No: FSNC 2025/05/20 Harrismith Ref No: FSNC 2025/05/21 KwaZulu Natal Region: Durban (Juvenile) Ref No: KZN 2025/05/14 Qalabusha Ref No: KZN 2025/05/15 Sevontein Ref No: KZN 2025/05/16 Utrecht Ref No: KZN 2025/05/17
<u>REQUIREMENTS</u>	:	Relevant degree or national diploma in Behavioural Sciences and successful completion of Corrections Science Learnership. Seven (7) years relevant experience in a supervisory post. Valid driver's licence. Computer literate. Competencies And Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management. Transformation, change and stakeholder management. Problem solving, analysis, service delivery Innovation, decision making, people management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good interpersonal relations and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.
<u>DUTIES</u>	:	Provide human resources and related functions to the correctional centre. Effective management of the registration activities. Ensure proper dissemination of information for the correctional centre. Management of duty register and leave arrangements. Management of human resources, finances and assets. Management of performance information.
<u>ENQUIRIES</u>	:	Eastern Cape region: Ms Myataza Z Tel No: (043) 706 7866/ Ms Mgugudo N (043) 706 7882/ Mr Ndonyela N (043) 706 7883. Free State and Northern Cape Region: Ms Mkuni NJ Tel No: (051) 404 0268/ Ms Molutsane N/ Ms. Moreki-Rathaba MP/ Ms. Ramncwana B (051) 404 0283. KwaZulu Natal Region: Ms Mchunu GJ Tel No: (033) 355 7386/ Ms Mkhize AL (033) 355 7370/ Mr Khumalo SB (033) 033 355 7368.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 16/49</u>	:	<u>CENTRE COORDINATOR: OPERATIONAL SUPPORT (CB 4)</u>
<u>SALARY</u>	:	R491 799 per annum

<u>CENTRE</u>	:	<p>Eastern Cape Region: King Williams Town Ref No: EC 2025/05/09 Sada Ref No: EC 2025/05/10 Cradock Ref No: EC 2025/05/11 St Albans Ref No: EC 2025/05/12 Free State and Northern Cape Region: Groenpunt Youth Ref No: FSNC 2025/05/22 Henneman Ref No: FSNC 2025/05/23 Sasolburg Ref No: FSNC 2025/05/24 Colesberg Ref No: FSNC 2025/05/25 KwaZulu Natal Region: Durban (Medium C) Ref No: KZN 2025/05/18 Glencoe Ref No: KZN 2025/05/19 Limpopo, Mpumalanga and North West Region: Barberton (Lydenburg) Ref No: LMN 2025/05/26 Bethal (Ermelo) Ref No: LMN 2025/05/27</p>
<u>REQUIREMENTS</u>	:	<p>Relevant degree or national diploma in Behavioural Sciences and successful completion of Corrections Science Learnership. Seven (7) years relevant experience in a supervisory post. Valid driver's licence. Computer literate. Competencies And Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management. Transformation, change and stakeholder management. Problem solving, analysis, service delivery Innovation, decision making, people management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good interpersonal relations and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.</p>
<u>DUTIES</u>	:	<p>Execution of control regarding safe custody, physical care and treatment. Create a secure environment conducive for rehabilitation. Execution of control regarding the establishment and rendering of security. Provide advice on departmental policy directives. Management of inmates' safe custody (internal and external security). Management of development and health care services. Management of finance, human resources and assets. Management of performance information.</p>
<u>ENQUIRIES</u>	:	<p>Eastern Cape region: Ms Myataza Z Tel No: (043) 706 7866/ Ms Mgugudo N (043) 706 7882/ Mr Ndonyela N (043) 706 7883. Free State and Northern Cape Region: Ms Mkuni NJ Tel No: (051) 404 0268/ Ms Molutsoane N/ Ms. Moreki-Rathaba MP/ Ms. Ramncwana B (051) 404 0283. KwaZulu Natal Region: Ms Mchunu GJ Tel No: (033) 355 7386/ Ms Mkhize AL (033) 355 7370/ Mr Khumalo SB (033) 033 355 7368. Limpopo, Mpumalanga and North West Region: Mr Ziqubu Z Tel No: (012) 306 2025/ Ms Nomvela PM (012) 306 2033/ Ms Lekhuleni TD (012) 306 2034.</p>
<u>NOTE</u>	:	<p>Appointment under the Correctional Services Act.</p>
<u>POST 16/50</u>	:	<p><u>CENTRE COORDINATOR: CORRECTIONS (CB 4)</u></p>
<u>SALARY CENTRE</u>	:	<p>R491 799 per annum</p>
	:	<p>Free State and Northern Cape Region: Kroonstad Female (Medium) Ref No: FSNC 2025/05/26 Bethlehem Ref No: FSNC 2025/05/27 Harrismith Ref No: FSNC 2025/05/28 Henneman Ref No: FSNC 2025/05/29 Ventersburg Ref No: FSNC 2025/05/30 Limpopo, Mpumalanga and North West Region: Barberton (Medium A) Ref No: LMN 2025/05/28 Bethal (Ermelo) Ref No: LMN 2025/05/29 Polokwane (Tzaneen) Ref No: LMN 2025/05/30</p>
<u>REQUIREMENTS</u>	:	<p>Relevant degree or national diploma in Behavioural Sciences and successful completion of Corrections Science Learnership. Seven (7) years relevant experience in a supervisory post. Valid driver's licence. Computer literate. Competencies And Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management. Transformation, change and stakeholder management. Problem solving, analysis, service delivery Innovation, decision making, people management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good interpersonal relations and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.</p>

<u>DUTIES</u>	:	Ensure the development of correctional sentence plan and facilitate the implementation thereof. Execute correctional policies and procedures. Coordinate the collation and dissemination of correction information. Coordinate activities relating to rehabilitation, case management administration and unit management systems. Promote corrections and security. Management of finance, human resources and assets. Management of performance information.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mkuni NJ Tel No: (051) 404 0268/ Ms Molutsoane N/ Ms. Moreki-Rathaba MP/ Ms. Ramncwana B (051) 404 0283. Limpopo, Mpumalanga and North West Region: Mr Ziqubu Z Tel No: (012) 306 2025/ Ms Nomvela PM (012) 306 2033/ Ms Lekhuleni TD (012) 306 2034.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 16/51</u>	:	<u>HEAD OF CORRECTIONAL CENTRE (CB 4)</u>
<u>SALARY CENTRE</u>	:	R491 799 per annum Eastern Cape Region: Amathole (Stutterheim) Ref No: EC 2025/05/13 Idutywa Ref No: EC 2025/05/14 Barkly East Ref No: EC 2025/05/15 Dodrecht Ref No: EC 2025/05/16 Jansenville Ref No: EC 2025/05/17 Graaf Reinet Ref No: EC 2025/05/18 Somerset East Ref No: EC 2025/05/19 Cofimvaba Ref No: EC 2025/05/20 Tabankulu Ref No: EC 2025/05/21 Free State and Northern Cape Region: Bethulie Ref No: FSNC 2025/05/31 Edenburg Ref No: FSNC 2025/05/32 Hoopstad Ref No: FSNC 2025/05/33 Lindley Ref No: FSNC 2025/05/34 Parys Ref No: FSNC 2025/05/35 Zastron Ref No: FSNC 2025/05/36 KwaZulu Natal Region: Maphumulo Ref No: KZN 2025/05/20 Western Cape Region: Drakenstein (Stellenbosch) Ref No: WC 2025/05/22
<u>REQUIREMENTS</u>	:	Relevant degree or national diploma in Behavioural Sciences and successful completion of Corrections Science Learnership. Seven (7) years relevant experience in a supervisory post. Valid driver's licence. Computer literate. competencies and attributes: Firearm skills and the use of relevant security technology. Strategic capability and leadership, policy development and good communication skills. Sound project and programme management skills. Transformation, change and conflict management abilities. Stakeholder management skills. Problem solving, analysis and decision-making skills. Service delivery innovation. People management and empowerment. In depth understanding of safety and security within a correctional environment. Integrity and honesty. Good interpersonal relations. Knowledge of the Correctional Services Act, Act 111 of 1998.
<u>DUTIES</u>	:	Management of all aspects of the Correctional Centre on a day to day basis through the implementation of the Correctional Services Act, Act 111 of 1998. Manage the implementation of the imperatives of the White Paper on Corrections. Management of case management administration, security, development and care, unit management and case management committees. Foster a working relationship with the Justice Cluster and the community. Monitor, evaluate and take appropriate action in relation to outcomes on the risk trends. Management of performance information. Manage human resources, finances and assets.
<u>ENQUIRIES</u>	:	Eastern Cape region: Ms Myataza Z Tel No: (043) 706 7866/ Ms Mgugudo N (043) 706 7882/ Mr Ndonyela N (043) 706 7883. Free State and Northern Cape Region: Ms Mkuni NJ Tel No:(051) 404 0268/ Ms Molutsoane N/ Ms. Moreki-Rathaba MP/ Ms. Ramncwana B (051) 404 0283. KwaZulu Natal Region: Ms Mchunu GJ Tel No: (033) 355 7386/ Ms Mkhize AL (033) 355 7370/ Mr Khumalo SB (033) 033 355 7368. Western Cape Region: Ms NA Mdladlamba Tel No: (021) 550 6014 / Ms A Reddy (021) 559 7929 / Mr S Sikisazane (021) 558 0108 / Ms NC Sotyibi (021) 558 0518.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.

<u>POST 16/52</u>	:	<u>HEAD SATELLITE: COMMUNITY CORRECTIONS (CB 4)</u>
<u>SALARY CENTRE</u>	:	R491 799 per annum
	:	Eastern Cape Region: Barkly East Ref No: EC 2025/05/22
	:	Free State and Northern Cape Region: De Aar Ref No: FSNC 2025/05/37
	:	Colesberg Ref No: FSNC 2025/05/38
	:	KwaZulu Natal Region: Vryheid Ref No: KZN 2025/05/21
	:	Limpopo, Mpumalanga and North West Regi Barberton (Ref: LMN 2025/05/31
	:	Barberton (Lydenburg) Ref No: LMN 2025/05/32
	:	Western Cape Region: Southern Cape (Oudtshoorn) Ref No: WC 2025/05/23
<u>REQUIREMENTS</u>	:	Relevant degree or national diploma in Behavioural Sciences and successful completion of Corrections Science Learnership. Seven (7) years relevant experience in a supervisory post. Valid driver's license. Computer literate. competencies and attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management. Transformation, change and stakeholder management. Problem solving, analysis, service delivery Innovation, decision making, people management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good interpersonal relations and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.
<u>DUTIES</u>	:	Manage monitoring services. Oversee implementation of court sentences. Ensure the implementation of community corrections policies and procedures. Participate in case review team for community corrections. Facilitate the provision of social work and community service programmes. Manage human resources, finance and assets. Management of performance information.
<u>ENQUIRIES</u>	:	Eastern Cape region: Ms Myataza Z Tel No: (043) 706 7866/ Ms Mgugudo N (043) 706 7882/ Mr Ndonyela N (043) 706 7883. Free State and Northern Cape Region: Ms Mkuni NJ Tel No: (051) 404 0268/ Ms Molutsoane N/ Ms. Moreki-Rathaba MP/ Ms. Ramncwana B (051) 404 0283. KwaZulu Natal Region: Ms Mchunu GJ Tel No: (033) 355 7386/ Ms Mkhize AL (033) 355 7370/ Mr Khumalo SB (033) 033 355 7368. Limpopo, Mpumalanga and North West Region: Mr Ziqubu Z Tel No: (012) 306 2025/ Ms Nomvela PM (012) 306 2033/ Ms Lekhuleni TD (012) 306 2034. Western Cape Region: Ms NA Mdladlamba Tel No: (021) 550 6014 / Ms A Reddy (021) 559 7929 / Mr S Sikisazane (021) 558 0108 / Ms NC Sotyibi (021) 558 0518.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 16/53</u>	:	<u>CASE MANAGEMENT COMMITTEE (CB 4)</u>
<u>SALARY CENTRE</u>	:	R491 799 per annum
	:	Free State and Northern Cape Region: Virginia Ref No: FSNC 2025/05/39
	:	Douglas Ref No: FSNC 2025/05/40
	:	Kuruman Ref No: FSNC 2025/05/41
	:	De Aar Ref No: FSNC 2025/05/42
	:	Western Cape Region: Pollsmoor (RDF) Ref No: WC 2025/05/24
<u>REQUIREMENTS</u>	:	Relevant degree or national diploma in Behavioural Sciences and successful completion of Corrections Science learnership. Seven (7) years relevant experience gained in a supervisory post. Valid driver's license. Computer literate. Competencies And Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management. Transformation, change and stakeholder management. Problem solving, analysis, service delivery Innovation, decision making, people management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good interpersonal relations and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.
<u>DUTIES</u>	:	Planning of the activities of the Case Management Committee. Holding of meetings of the CMC. Management of sentence plans. Control of offender records. Management of human resources, assets and finances. Management of performance information.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mkuni NJ (051) 404 0268/ Ms Molutsoane N/ Ms. Moreki-Rathaba MP/ Ms. Ramncwana B (051) 404 0283. Western Cape Region: Ms NA Mdladlamba (021) 550 6014 / Ms A Reddy (021) 559 7929 / Mr S Sikisazane (021) 558 0108 / Ms NC Sotyibi (021) 558 0518.

<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 16/54</u>	:	<u>SECURITY MANAGER (CB 4)</u>
<u>SALARY CENTRE</u>	:	R491 799 per annum Free State and Northern Cape Region: Goedemoed (Medium A) (Ref No: FSNC 2025/05/43 Grootvlei (Maximum) Ref No: FSNC 2025/05/44 Kimberley Ref No: FSNC 2025/05/45 Tswelopele Ref No: FSNC 2025/05/46 (X2 Posts) Upington Ref No: FSNC 2025/05/47 (X2 Posts) National Head Office: Directorate: Core Curriculum: Kroonstad Training College Ref No: HO 2025/05/38
<u>REQUIREMENTS</u>	:	Relevant degree or national diploma in Behavioural Sciences and successful completion of Corrections Science learnership. Seven (7) years relevant experience gained in a supervisory post. Valid driver's license. Computer literate. Competencies And Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management. Transformation, change and stakeholder management. Problem solving, analysis, service delivery Innovation, decision making, people management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good interpersonal relations and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.
<u>DUTIES</u>	:	Manage the safe custody of offenders. Manage the process of representation of offenders. Develop measures for handling offender complaints and requests. Facilitate the induction of new offenders. Implementation of unit management principles. Management of case files. Provision of infrastructure needs to enhance the implementation of unit management principles. Manage human resource, finance and assets. Management of performance information.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mkuni NJ Tel No: (051) 404 0268/ Ms Molutsoane N/ Ms. Moreki-Rathaba MP/ Ms. Ramncwana B (051) 404 0283. National Head Office: Mr Y Naidoo (012) 307 2079 / Ms TP Ngobeni (012) 305 8589.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 16/55</u>	:	<u>SECURITY MANAGER: CC CORRECTIONS (CB 4)</u>
<u>SALARY CENTRE</u>	:	R491 799 per annum Gauteng Region: Baviaanspoort Ref No: GP 2025/05/27 Kgoši Mampuru II Ref No: GP 2025/05/28 (X5 Posts) Western Cape Region: Breede River (Dwarsrivier) Ref No: WC 2025/05/25 Overberg (Buffelsjagsriver) Ref No: WC 2025/05/26 Voorberg (Van Rhynsdorp) Ref No: WC 2025/05/27
<u>REQUIREMENTS</u>	:	Relevant degree or national diploma in Behavioural Sciences and successful completion of Corrections Science learnership. Seven (7) years relevant experience gained in a supervisory post. Valid driver's licence. Computer literate. Competencies And Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management. Transformation, change and stakeholder management. Problem solving, analysis, service delivery Innovation, decision making, people management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good interpersonal relations and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.
<u>DUTIES</u>	:	Ensure the development of correctional sentence plan and facilitate the implementation thereof. Execute correctional policies and procedures. Coordinate the collation and dissemination of correction information. Coordinate activities relating to rehabilitation, case management administration and unit management systems. Promote corrections and security. Management of finance, human resources and assets. Management of performance information.
<u>ENQUIRIES</u>	:	Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/ Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179. Western Cape Region: Ms NA Mdladlamba (021) 550 6014 / Ms A Reddy (021) 559 7929 / Mr S Sikisazane (021) 558 0108 / Ms NC Sotyibi (021) 558 0518.

<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 16/56</u>	:	<u>SECURITY MANAGER: CC OPERATIONAL SUPPORT (CB 4)</u>
<u>SALARY CENTRE</u>	:	R491 799 per annum
	:	Western Cape Region: Overberg (Buffelsjagsriver) Ref No: WC 2025/05/28
	:	Overberg (Caledon) Ref No: WC 2025/05/29
	:	West Coast (Medium B) Ref No: WC 2025/05/30
	:	West Coast (Riebeeck West) Ref No: WC 2025/05/31
	:	Southern Cape (Knysna) Ref No: WC 2025/05/32
	:	Pollsmoor (Female) Ref No: WC 2025/05/33
<u>REQUIREMENTS</u>	:	Relevant degree or national diploma in Behavioural Sciences and successful completion of Corrections Science learnership. Seven (7) years relevant experience gained in a supervisory post. Valid driver's license. Computer literate. Competencies And Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management. Transformation, change and stakeholder management. Problem solving, analysis, service delivery Innovation, decision making, people management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good interpersonal relations and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.
<u>DUTIES</u>	:	Execution of control regarding safe custody, physical care and treatment. Create a secure environment conducive for rehabilitation. Execution of control regarding the establishment and rendering of security. Provide advice on departmental policy directives. Management of inmates' safe custody (internal and external security). Management of development and health care services. Management of financial and human resources and assets. Manage of performance information.
<u>ENQUIRIES</u>	:	Western Cape Region: Ms NA Mdladlamba Tel No: (021) 550 6014 / Ms A Reddy Tel No: (021) 559 7929 / Mr S Sikisazane Tel No: (021) 558 0108 / Ms NC Sotyibi Tel No: (021) 558 0518.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 16/57</u>	:	<u>SECURITY MANAGER: CC STAFF SUPPORT (CB 4)</u>
<u>SALARY CENTRE</u>	:	R491 799 per annum
	:	Gauteng Region: Boksburg Ref No: GP 2025/05/29 (X2 Posts)
	:	Johannesburg Ref No: GP 2025/05/30 (X2 Posts)
	:	Krugersdorp Ref No: GP 2025/05/31
	:	Modderbee Ref No: GP 2025/05/32 (X2 Posts)
	:	Zonderwater Ref No: GP 2025/05/33
	:	Western Cape Region: Breede River (Robertson) Ref No: WC 2025/05/34
	:	Drakenstein (Youth) Ref No: WC 2025/05/35
	:	Overberg (Caledon) Ref No: WC 2025/05/36
	:	Pollsmoor (Female) Ref No: WC 2025/05/37
	:	Pollsmoor (Medium A) Ref No: WC 2025/05/38
	:	Pollsmoor (Medium C) Ref No: WC 2025/05/39
	:	Southern Cape (Knysna) Ref No: WC 2025/05/40
	:	Voorberg (Medium B) Ref No: WC 2025/05/41
	:	Voorberg (Van Rhynsdorp) Ref No: WC 2025/05/42
	:	West Coast (Medium A) Ref No: WC 2025/05/43
<u>REQUIREMENTS</u>	:	Relevant degree or national diploma in Behavioural Sciences and successful completion of Corrections Science learnership. Seven (7) years relevant experience gained in a supervisory post. Valid driver's licence. Computer literate. Competencies And Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management. Transformation, change and stakeholder management. Problem solving, analysis, service delivery Innovation, decision making, people management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good interpersonal relations and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.
<u>DUTIES</u>	:	Provide human resources and related functions to the correctional centre. Effective management of the registration activities. Ensure proper dissemination of information for the correctional centre. Management of duty register and leave arrangements. Management of human resources, finances

		and assets. Management of correctional centre through the implementation of correctional services act, Act 111 of 1998 as amended. Management of financial and human resources and assets. Manage of performance information.
<u>ENQUIRIES</u>	:	Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/ Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179. Western Cape Region: Ms NA Mdladlamba Tel No: (021) 550 6014 / Ms A Reddy (021) 559 7929 / Mr S Sikisazane Tel No: (021) 558 0108 / Ms NC Sotyibi (021) 558 0518.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 16/58</u>	:	<u>SECURITY MANAGER: DH SECURITY (CB 4)</u>
<u>SALARY CENTRE</u>	:	R491 799 per annum
	:	Gauteng Region: Baviaanspoort Ref No: GP 2025/05/34
	:	Krugersdorp Ref No: GP 2025/05/35
	:	Kgoši Mampuru II Ref No: GP 2025/05/36 (X3 Posts)
	:	Western Cape Region: Brandvlei (Maximum) Ref No: WC 2025/05/44
	:	Drakenstein (Medium) Ref No: WC 2025/05/45
	:	Drakenstein (Maximum) Ref No: WC 2025/05/46
	:	Overberg (Medium) Ref No: WC 2025/05/47
	:	Overberg (Maximum) Ref No: WC 2025/05/48
	:	Pollsmoor (RDF) Ref No: WC 2025/05/49 [X2 Posts]
	:	Pollsmoor (Medium A) Ref No: WC 2025/05/50
	:	Voorberg (Medium A) Ref No: WC 2025/05/51
	:	Voorberg (Medium B) Ref No: WC 2025/05/52
	:	Pollsmoor (Medium A) Ref No: WC 2025/05/53
<u>REQUIREMENTS</u>	:	Relevant degree or national diploma in Behavioural Sciences and successful completion of Corrections Science learnership. Seven (7) years relevant experience gained in a supervisory post. Valid driver's license. Computer literate. Competencies And Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management. Transformation, change and stakeholder management. Problem solving, analysis, service delivery Innovation, decision making, people management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good interpersonal relations and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.
<u>DUTIES</u>	:	Manage security matters. Responsible for maintenance of existing security matters and upgrading. Implement departmental policies. Advice management regarding security matters. Management of escorts to hospitals, courts and other destinations. Keep personnel up to date regarding security matters. Management of human resources, finances and assets. Manage of performance information.
<u>ENQUIRIES</u>	:	Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/ Ms Feni SAP (012) 420 0173/ (012) 420 0179. Western Cape Region: Ms NA Mdladlamba (021) 550 6014 / Ms A Reddy (021) 559 7929 / Mr S Sikisazane (021) 558 0108 / Ms NC Sotyibi (021) 558 0518.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 16/59</u>	:	<u>DIVISIONAL HEAD: CORRECTION AND CARE (CB 4)</u>
<u>SALARY CENTRE</u>	:	R491 799 per annum
	:	Free State and Northern Cape Region: Vereeniging Ref No: FSNC 2025/05/48
	:	Western Cape Region: Drakenstein (Stellenbosch) Ref No: WC 2025/05/54
<u>REQUIREMENTS</u>	:	Relevant degree or national diploma in Behavioural Sciences and successful completion of Corrections Science learnership. Seven (7) years relevant experience gained in a supervisory post. Valid driver's license. Computer literate. Competencies And Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management. Transformation, change and stakeholder management. Problem solving, analysis, service delivery Innovation, decision making, people management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good interpersonal relations and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.
<u>DUTIES</u>	:	Enhance coordination of policies and quality assessment of services. Ensure service level standards for Social Work Services. Plan activities. Manage

		infrastructure for Social Work Services/Psychological Services and Spiritual Care programme interventions. Manage finance and personnel. Ensure the implementation and compliance with Departmental legislation, policies and procedures relating to special categories offenders. Ensure the implementation of checklist for all special category offenders to ensure adequate service delivery. Report on the offender enrolment and participation (including special categories of offenders) in Social Work, Psychological, Spiritual Care, HIV, AIDS, Formal Education, Skill Development and SRAC Programmes). Ensure effective risk mitigation of risk management within the Care division. Ensure the implementation of need-based programmes in partnership with external service providers. Management of performance information. Management of human resources, finances and assets.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mkuni NJ Tel No: (051) 404 0268/ Ms Molutsoane N/ Ms. Moreki-Rathaba MP/ Ms. Ramncwana B (051) 404 0283 Western Cape Region: Ms NA Mdladlamba Tel No: (021) 550 6014 / Ms A Reddy (021) 559 7929 / Mr S Sikisazane (021) 558 0108 / Ms NC Sotyibi (021) 558 0518.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 16/60</u>	:	<u>SECURITY MANAGER: EXTERNAL SECURITY (CB 4)</u>
<u>SALARY CENTRE</u>	:	R491 799 per annum
	:	Gauteng Region: Boksburg Ref No: GP 2025/05/37
	:	Johannesburg Ref No: GP 2025/05/38) (X4 Posts)
	:	Kgoši Mampuru II Ref No: GP 2025/05/39
	:	Zonderwater Ref No: GP 2025/05/40
	:	Limpopo, Mpumalanga and North West Region: Polokwane (Modimolle) Ref No: LMN 2025/05/33
	:	Western Cape Region: Drakenstein (Maximum) Ref No: WC 2025/05/55
	:	Pollsmoor (Medium A) Ref No: WC 2025/05/56
<u>REQUIREMENTS</u>	:	Relevant degree or national diploma in Behavioural Sciences and successful completion of Corrections Science learnership. Seven (7) years relevant experience gained in a supervisory post. Valid driver's license. Computer literate. Competencies And Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management. Transformation, change and stakeholder management. Problem solving, analysis, service delivery Innovation, decision making, people management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good interpersonal relations and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.
<u>DUTIES</u>	:	Oversee external security matters. Responsible for maintenance of existing external security matters and upgrading. Implement departmental policies. Advice management regarding external security matters. Management of escorts to hospitals, courts and other destinations. Keep personnel up to date regarding external security matters. Management of human resources, finances and assets. Management of performance information.
<u>ENQUIRIES</u>	:	Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/ Ms Feni SAP (012) 420 0173/ (012) 420 0179. Limpopo, Mpumalanga and North West Region: Mr Ziqubu Z Tel No: (012) 306 2025/ Ms Nomvela PM (012) 306 2033/ Ms Lekhuleni TD (012) 306 2034. Western Cape Region: Ms NA Mdladlamba Tel No: (021) 550 6014 / Ms A Reddy (021) 559 7929 / Mr S Sikisazane (021) 558 0108 / Ms NC Sotyibi (021) 558 0518.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 16/61</u>	:	<u>SECURITY MANAGER: INTERNAL SECURITY (CB 4)</u>
<u>SALARY CENTRE</u>	:	R491 799 per annum
	:	Gauteng Region: Kgoši Mampuru II Ref No: GP 2025/05/41
	:	Zonderwater (Medium B) Ref No: GP 2025/05/42
	:	KwaZulu Natal Region: Waterval (Medium A) Ref No: KZN 2025/05/22
	:	Durban (Medium B) Ref No: KZN 2025/05/23
	:	Western Cape Region: Pollsmoor (Medium A) Ref No: WC 2025/05/57
	:	Pollsmoor (Medium C) Ref No: WC 2025/05/58
	:	Pollsmoor (RDF) Ref No: WC 2025/05/59

<u>REQUIREMENTS</u>	:	Relevant degree or national diploma in Behavioural Sciences and successful completion of Corrections Science learnership. Seven (7) years relevant experience gained in a supervisory post. Valid driver's licence. Computer literate. Competencies And Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management. Transformation, change and stakeholder management. Problem solving, analysis, service delivery Innovation, decision making, people management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good interpersonal relations and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.
<u>DUTIES</u>	:	Supervise access control to the correctional centre's grounds. Manage internal security. Supervise the movement and safe custody for offenders. Patrol at the section (general accommodation areas, single cells, kitchens, hospitals and work sections). Manage security systems. Supervise visits to offenders. Management of human resources and assets. Management of performance information.
<u>ENQUIRIES</u>	:	Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/ Ms Feni SAP (012) 420 0173/ (012) 420 0179. KwaZulu Natal Region: Ms Mchunu GJ Tel No: (033) 355 7386/ Ms Mkhize AL (033) 355 7370/ Mr Khumalo SB (033) 033 355 7368. Western Cape Region: Ms NA Mdladlamba Tel No: (021) 550 6014 / Ms A Reddy (021) 559 7929 / Mr S Sikisazane (021) 558 0108 / Ms NC Sotyibi (021) 558 0518.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 16/62</u>	:	<u>UNIT MANAGER: INTERNAL SECURITY (CB 4) REF NO: GP 2025/05/43</u>
<u>SALARY</u>	:	R491 799 per annum
<u>CENTRE</u>	:	Gauteng Region: Kgoši Mampuru II (Female)
<u>REQUIREMENTS</u>	:	Relevant degree or national diploma in Behavioural Sciences and successful completion of Corrections Science learnership. Seven (7) years relevant experience gained in a supervisory post. Valid driver's license. Computer literate. Competencies And Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management. Transformation, change and stakeholder management. Problem solving, analysis, service delivery Innovation, decision making, people management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good interpersonal relations and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.
<u>DUTIES</u>	:	Supervise access control to the correctional centre's grounds. Manage internal security. Supervise the movement and safe custody for offenders. Patrol at the section (general accommodation areas, single cells, kitchens, hospitals and work sections). Manage security systems. Supervise visits to offenders. Management of human resources and assets. Manage performance information.
<u>ENQUIRIES</u>	:	Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/ Ms Feni SAP (012) 420 0173/ (012) 420 0179.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 16/63</u>	:	<u>DIVISIONAL HEAD: INTERNAL SECURITY (CB 4) REF NO: KZN 2025/05/24</u>
<u>SALARY</u>	:	R491 799 per annum
<u>CENTRE</u>	:	KwaZulu Natal Region: Durban (Medium A)
<u>REQUIREMENTS</u>	:	Relevant degree or national diploma in Behavioural Sciences and successful completion of Corrections Science learnership. Seven (7) years relevant experience gained in a supervisory post. Valid driver's license. Computer literate. Competencies And Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management. Transformation, change and stakeholder management. Problem solving, analysis, service delivery Innovation, decision making, people management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good interpersonal relations and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.

<u>DUTIES</u>	:	Supervise access control to the correctional centre's grounds. Manage internal security. Supervise the movement and safe custody for offenders. Patrol at the section (general accommodation areas, single cells, kitchens, hospitals and work sections). Manage security systems. Supervise visits to offenders. Management of human resources and assets. Management of performance information.
<u>ENQUIRIES</u>	:	KwaZulu Natal Region: Ms Mchunu GJ Tel No: (033) 355 7386/ Ms Mkhize AL (033) 355 7370/ Mr Khumalo SB (033) 033 355 7368.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 16/64</u>	:	<u>HEAD: SECURITY (CB 4) (REF: KZN 2025/05/25)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R491 799 per annum KwaZulu Natal Region: Durban (Female) Relevant degree or national diploma in Behavioural Sciences and successful completion of Corrections Science learnership. Seven (7) years relevant experience gained in a supervisory post. Valid driver's licence. Computer literate. Competencies And Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management. Transformation, change and stakeholder management. Problem solving, analysis, service delivery Innovation, decision making, people management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good interpersonal relations and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.
<u>DUTIES</u>	:	Manage security matters. Responsible for maintenance of existing security matters and the upgrading. Implement departmental policies. Advice management regarding security matters. Management of escorts to hospitals, courts and other destinations. Keep personnel up to date regarding security matters. Management of human resources, finances and assets. Manage of performance information.
<u>ENQUIRIES</u>	:	KwaZulu Natal Region: Ms Mchunu GJ (033) 355 7386/ Ms Mkhize AL (033) 355 7370/ Mr Khumalo SB (033) 033 355 7368.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 16/65</u>	:	<u>UNIT MANAGER (CB 4)</u>
<u>SALARY CENTRE</u>	:	R491 799 per annum Eastern Cape Region: East London Ref No: EC 2025/05/23 Sada Ref No: EC 2025/05/24 St Albans (Medium B) Ref No: EC 2025/05/25 St Albans (Maximum) Ref No: EC 2025/05/26 Free State and Northern Cape Region: Goedemoed (Medium B) Ref No: FSNC 2025/05/49 (X2 Posts) Kroonstad (Medium B) Ref No: FSNC 2025/05/50 Kinmberley Ref No: FSNC 2025/05/51 Tswelopele Ref No: FSNC 2025/05/52 Gauteng Region: Johannesburg Ref No: GP 2025/05/44 (X2 Posts) Kgoši Mampuru II Ref No: GP 2025/05/45 (X2 Posts) Leeuwkop Ref No: GP 2025/05/46 (X2 Posts) Modderbee Ref No: GP 2025/05/47 Krugersdorp Ref No: GP 2025/05/48 (X2 Posts) KwaZulu Natal Region: Durban (Female) Ref No: KZN 2025/05/26 Durban (Medium A) Ref No: KZN 2025/05/27 Durban (Medium B) Ref No: KZN 2025/05/28 (X5 Posts) Ebongweni (Maximum) Ref No: KZN 2025/05/29 Ncome (Medium B) Ref No: KZN 2025/05/30 Ncome (Medium A) Ref No: KZN 2025/05/31 Qalakabusha Ref No: KZN 2025/05/32 Limpopo, Mpumalanga and North West Region: Barberton (Maximum) Ref No: LMN 2025/05/34 Barberton (Nelspruit) Ref No: LMN 2025/05/35 Barberton (Youth) Ref No: LMN 2025/05/36 Bethal Ref No: LMN 2025/05/37 (X2 Posts) Bethal (Ermelo) (Ref: LMN 2025/05/38) Klerksdorp (Christiana) Ref No: LMN 2025/05/39 Klerksdorp (Potchefstroom) Ref No: LMN 2025/05/40

	Witbank Ref No: LMN 2025/05/41
	Witbank (Belfast) Ref No: LMN 2025/05/42
	Rooigrond (Medium A) Ref No: LMN 2025/05/43
	Western Cape Region: Brandvlei (Maximum) Ref No: WC 2025/05/60
	Breede River (Males) Ref No: WC 2025/05/61
	Breede River (Warmbokveld) Ref No: WC 2025/05/62
	Drakenstein (Medium A) Ref No: WC 2025/05/63
	Drakenstein (Medium B) Ref No: WC 2025/05/64
	Goodwood Ref No: WC 2025/05/65 (X2 Posts)
	Overberg (Medium B) Ref No: WC 2025/05/66
	Overberg (Maximum) Ref No: WC 2025/05/67 (X2 Posts)
	Pollsmoor (Medium A) Ref No: WC 2025/05/68 (X4 Posts)
	Pollsmoor (Medium C) Ref No: WC 2025/05/69
	Pollsmoor (Female) Ref No: WC 2025/05/70
	Voorberg (Medium A) Ref No: WC 2025/05/71 (X2 Posts)
	Voorberg (Medium B) Ref No: WC 2025/05/72 (X2 Posts)
	Voorberg (Van Rhynsdorp B) Ref No: WC 2025/05/73 (X2 Posts)
	West Coast (Medium A) Ref No: WC 2025/05/74
<u>REQUIREMENTS</u>	: Relevant degree or national diploma in Behavioural Sciences and successful completion of Corrections Science learnership. Seven (7) years relevant experience gained in a supervisory post. Valid driver's license. Computer literate. competencies and attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management. Transformation, change and stakeholder management. Problem solving, analysis, service delivery Innovation, decision making, people management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good interpersonal relations and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.
<u>DUTIES</u>	: Manage the safe custody of offenders. Manage the process of representation of offenders. Develop measures for handling offender complaints and requests. Facilitate the induction of new offenders. Implementation of unit management principles. Management of case files. Provision of infrastructural needs to enhance the implementation of unit management principles. Manage human resource, finance and assets. Management of performance information.
<u>ENQUIRIES</u>	: Eastern Cape region: Ms Myataza Z Tel No: (043) 706 7866/ Ms Mgugudo N (043) 706 7882/ Mr Ndonyela N (043) 706 7883. Free State and Northern Cape Region: Ms Mkuni NJ Tel No: (051) 404 0268/ Ms Molutsoane N/ Ms. Moreki-Rathaba MP/ Ms. Ramncwana B (051) 404 0283. Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/ Ms Feni SAP (012) 420 0173/ (012) 420 0179. KwaZulu Natal Region: Ms Mchunu GJ (033) 355 7386/ Ms Mkhize AL (033) 355 7370/ Mr Khumalo SB (033) 033 355 7368. Limpopo, Mpumalanga and North West Region: Mr Ziqubu Z Tel No: (012) 306 2025/ Ms Nomvela PM (012) 306 2033/ Ms Lekhuleni TD (012) 306 2034. Western Cape Region: Ms NA Mdladlamba Tel No: (021) 550 6014 / Ms A Reddy (021) 559 7929 / Mr S Sikisazane (021) 558 0108 / Ms NC Sotyibi (021) 558 0518.
<u>NOTE</u>	: Appointment under the Correctional Services Act.
<u>POST 16/66</u>	: <u>SECURITY MANAGER: AWAITING TRIALS (CB 4)</u>
<u>SALARY CENTRE</u>	: R491 799 per annum Western Cape Region: Allandale (Paarl) Ref No: WC 2025/05/75 Pollsmoor (Cape Town) Ref No: WC 2025/05/76
<u>REQUIREMENTS</u>	: Relevant degree or national diploma in Behavioural Sciences and successful completion of Corrections Science learnership. Seven (7) years relevant experience gained in a supervisory post. Valid driver's license. Computer literate. Competencies And Attributes Firearm skills and the use of relevant security technology. Communication, project and programme management. Transformation, change and stakeholder management. Problem solving, analysis, service delivery Innovation, decision making, people management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good interpersonal relations and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.

<u>DUTIES</u>	:	Monitor parolee/ probationer movements. Maintenance of parolee/ probationer records. Searching of parolees/probationers when required according to approved processes and procedures. Tracing of absconders as required. Monitor compliance to community service requirements. Counselling of cases when needed. Perform address confirmations. Management of information systems. Refer/handle violations as and when required. Network with community/family to assist with information/supervision etc. Ensure that prescribed programmes are attended. Management of performance information.
<u>ENQUIRIES</u>	:	Western Cape Region: Ms NA Mdladlamba Tel No: (021) 550 6014 / Ms A Reddy (021) 559 7929 / Mr S Sikisazane (021) 558 0108 / Ms NC Sotyibi (021) 558 0518.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 16/67</u>	:	<u>UNIT MANAGER: PAROLEES AND PROBATIONERS (COMCOR) (CB 4)</u>
<u>SALARY CENTRE</u>	:	R491 799 per annum
	:	Eastern Cape Region: Middleburg Ref No: EC 2025/05/27
	:	Free State and Northern Cape Region: Upington Ref No: FSNC 2025/05/53
	:	Kimberley Ref No: FSNC 2025/05/54
	:	Gauteng Region: Johannesburg Ref No: GP 2025/05/49 (X2 Posts)
	:	Kgoši Mampuru II Ref No: GP 2025/05/50
	:	Kgoši Mampuru II Odi Ref No: GP 2025/05/51
	:	Modderbee Ref No: GP 2025/05/52 (X3 Posts)
	:	KwaZulu Natal Region: Estcourt Ref No: KZN 2025/05/33
	:	Newcatsle Ref No: KZN 2025/05/34
	:	Limpopo, Mpumalanga and North West Region: Polokwane (Bela-Bela) Ref No: LMN 2025/05/44
	:	Witbank (Ref: LMN 2025/05/45
	:	Western Cape Region: Allandale (Paarl) Ref No: WC 2025/05/77
	:	Goodwood (Bellville) Ref No: WC 2025/05/78
	:	Pollsmoor (Mitchells Plain) Ref No: WC 2025/05/79
	:	Pollsmoor (Cape Town) Ref No: WC 2025/05/80
<u>REQUIREMENTS</u>	:	Relevant degree or national diploma in Behavioural Sciences and successful completion of Corrections Science learnership. Seven (7) years relevant experience gained in a supervisory post. Valid driver's license. Computer literate. Competencies And Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management. Transformation, change and stakeholder management. Problem solving, analysis, service delivery Innovation, decision making, people management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good interpersonal relations and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.
<u>DUTIES</u>	:	Management of monitoring services. Determining the conditions of house arrest and supervision for persons serving sentences in the community. Participate in case review team for community corrections. Management of programmes. Identification of community service programme. Logistical administration. Responsible for the facilities and equipment of the section. Allocation of staff to specific duties. Disciplinary action against offending staff. Manage performance information. Management of resources.
<u>ENQUIRIES</u>	:	Eastern Cape region: Ms Myataza Z Tel No: (043) 706 7866/ Ms Mgugudo N (043) 706 7882/ Mr Ndonyela N (043) 706 7883. Free State and Northern Cape Region: Ms Mkuni NJ Tel No: (051) 404 0268/ Ms Molutsokane N/ Ms. Moreki-Rathaba MP/ Ms. Ramncwana B Tel No: (051) 404 0283. Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/ Ms Feni SAP (012) 420 0173/ (012) 420 0179 KwaZulu Natal Region: Ms Mchunu GJ Tel No: (033) 355 7386/ Ms Mkhize AL (033) 355 7370/ Mr Khumalo SB (033) 033 355 7368 Limpopo, Mpumalanga and North West Region: Mr Ziqubu Z Tel No: (012) 306 2025/ Ms Nomvela PM (012) 306 2033/ Ms Lekhuleni TD (012) 306 2034. Western Cape Region: Ms NA Mdladlamba Tel No: (021) 550 6014 / Ms A Reddy (021) 559 7929 / Mr S Sikisazane (021) 558 0108 / Ms NC Sotyibi (021) 558 0518.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.

<u>POST 16/68</u>	:	<u>UNIT MANAGER: DH: CORRECTIONS AND CARE (CB 4) REF NO: GP 2025/05/53</u>
<u>SALARY</u>	:	R491 799 per annum
<u>CENTRE</u>	:	Gauteng Region: Krugersdorp
<u>REQUIREMENTS</u>	:	Relevant degree or national diploma in Behavioural Sciences and Successful completion of Corrections Science Learnership/Basic Training. Seven (7) years relevant experience gained in a Supervisory post. Valid driver's license. Computer literacy. Competencies And Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management. Transformation, change and stakeholder management. Problem solving, analysis, service delivery Innovation, decision making, people management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good interpersonal relations and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.
<u>DUTIES</u>	:	Enhance coordination of policies and quality assessment of services. Ensure service level standards for Social Work Services. Plan activities. Manage infrastructure for Social Work Services/Psychological Services and Spiritual Care programme interventions. Ensure the implementation and compliance with Departmental legislation, policies and procedures relating to special categories offenders. Ensure the implementation of checklist for all special category offenders to ensure adequate service delivery. Report on the offender enrolment and participation (including special categories of offenders) in Social Work, Psychological, Spiritual Care, HIV, AIDS, Formal Education, Skill Development and SRAC Programmes). Ensure effective risk mitigation of risk management within the Care division. Ensure the implementation of need-based programmes in partnership with external service providers. Management of performance information. Management of human resources, assets and finances.
<u>ENQUIRIES</u>	:	Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/ Ms Feni SAP (012) 420 0173/ (012) 420 0179.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 16/69</u>	:	<u>UNIT MANAGER: DH: FINANCE (CB 4)</u>
<u>SALARY</u>	:	R491 799 per annum
<u>CENTRE</u>	:	Gauteng Region: Modderbee Ref No: GP 2025/05/54 (X2 Posts) Limpopo, Mpumalanga and North West Region: Klerksdorp (Potchefstroom) Ref No: LMN 2025/05/46 Rustenburg (Medium A) Ref No: LMN 2025/05/47
<u>REQUIREMENTS</u>	:	Recognized three-year degree/diploma in Accounting or Financial Management with 7 years relevant experience. Successful completion of Corrections Science Learnership. Computer literacy, Valid Driver's license. Competencies And Attributes: Financial management and facilitation skills. Plan, organize, lead and control. Project management, presentation skills, conflict management, report writing, time management, confidentiality, coaching and mentoring. Understanding of Public Service Policy and legislative framework. Knowledge of the Correctional Services Act, Act 111 of 1998. Service delivery and client orientation. Integrity and honesty, Assertiveness. Influence and impact. Decision making, problem solving, networking/liaison with stakeholders and negotiation. Excellent verbal and written communication skills. Strong leadership qualities, initiative and drive. Proven knowledge of the Public Finance Management Act, 1999 and Treasury Regulations relating to financial management and accounting. Experience in procurement administration and public finance administration at management level.
<u>DUTIES</u>	:	Inspection of financial administration at the correctional centre. Ensuring the correct management of special function accounts. Ensuring control over all financial documentation. Ensure the correct management of ledgers. Ensuring of expenditure within the bounds of allocated funds. Investigation of irregularities in financial management at the correctional centre. Ensure the correct distribution of funds and the inclusion of approved new services/expansions in the budget. Submission of recommendations on the financing of activities. Ensure that financial requirements by individual sections are correctly reflected on the appropriate budgetary responsibilities/objectives and on the budgetary reports, Ensure optimum utilization of resources with

		regard to management of budgets within the framework of relevant legal directives and regulations.
<u>ENQUIRIES</u>	:	Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/ Ms Feni SAP (012) 420 0173/ (012) 420 0179.
		Limpopo, Mpumalanga and North West Region: Mr Ziqubu Z (012) 306 2025/ Ms Nomvela PM (012) 306 2033/ Ms Lekhuleni TD (012) 306 2034.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 16/70</u>	:	<u>DIVISIONAL HEAD: FINANCE (CB 4)</u>
<u>SALARY</u>	:	R491 799 per annum
<u>CENTRE</u>	:	Free State and Northern Cape Region: Tswelopele Ref No: FSNC 2025/05/55 Limpopo, Mpumalanga and North West Region: Klerksdorp (Potchefstroom) Ref No: LMN 2025/05/48
<u>REQUIREMENTS</u>	:	Recognized three-year degree/diploma in Accounting or Financial Management with (7) years relevant experience. Successful completion of Corrections Science Learnership. Computer literacy, Valid Driver's licence Competencies and Attributes: Financial management and facilitation skills. Plan, organize, lead and control. Project management, presentation skills, conflict management, report writing, time management, confidentiality, coaching and mentoring. Understanding of Public Service Policy and legislative framework. Knowledge of the Correctional Services Act, Act 111 of 1998. Service delivery and client orientation. Integrity and honesty, Assertiveness. Influence and impact. Decision making, problem solving, networking/liaison with stakeholders and negotiation. Excellent verbal and written communication skills. Strong leadership qualities, initiative and drive. Proven knowledge of the Public Finance Management Act, 1999 and Treasury Regulations relating to financial management and accounting. Experience in procurement administration and public finance administration at management level.
<u>DUTIES</u>	:	Inspection of financial administration at the correctional centre. Ensuring the correct management of special function accounts. Ensuring control over all financial documentation. Ensure the correct management of ledgers. Ensuring of expenditure within the bounds of allocated funds. Investigation of irregularities in financial management at the correctional centre. Ensure the correct distribution of funds and the inclusion of approved new services/expansions in the budget. Submission of recommendations on the financing of activities. Ensure that financial requirements by individual sections are correctly reflected on the appropriate budgetary responsibilities/objectives and on the budgetary reports, Ensure optimum utilization of resources with regard to management of budgets within the framework of relevant legal directives and regulations.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mkuni NJ (051) 404 0268/ Ms Molutsoane N/ Ms. Moreki-Rathaba MP/ Ms. Ramncwana B (051) 404 0283. Limpopo, Mpumalanga and North West Region: Mr Ziqubu Z (012) 306 2025/ Ms Nomvela PM (012) 306 2033/ Ms Lekhuleni TD (012) 306 2034.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 16/71</u>	:	<u>SECURITY MANAGER: ADMISSION AND RELEASE OF INMATES (CB 4)</u> <u>REF NO: GP 2025/05/55</u>
<u>SALARY</u>	:	R491 799 per annum
<u>CENTRE</u>	:	Gauteng Region: Kgoši Mampuru II
<u>REQUIREMENTS</u>	:	Relevant degree or national diploma in Behavioural Sciences and successful completion of Corrections Science learnership. Seven (7) years relevant experience gained in a supervisory post. Valid driver's licence. Computer literate. Competencies And Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management. Transformation, change and stakeholder management. Problem solving, analysis, service delivery Innovation, decision making, people management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good interpersonal relations and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.
<u>DUTIES</u>	:	Admission, release and transfer of inmates. Control of inmate movements. Manage administration of inmates' cash. Maintenance of inmates' records. Manage administration of fine/bail payments. Manage administration of prison

		labour. Data integrity. Manage visits administration. Personnel management. Financial management. Logistical resource management. Management of performance information. Management of human resources, assets and finances.
<u>ENQUIRIES</u>	:	Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/ Ms Feni SAP (012) 420 0173/ (012) 420 0179.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 16/72</u>	:	<u>DIVISIONAL HEAD: EXTERNAL SECURITY (CB 4)</u>
<u>SALARY CENTRE</u>	:	R491 799 per annum Eastern Cape Region: East London Ref No: EC 2025/05/28 Kirkwood Ref No: EC 2025/05/29
<u>REQUIREMENTS</u>	:	Relevant degree or national diploma in Behavioural Sciences and successful completion of Corrections Science learnership. Seven (7) years relevant experience gained in a supervisory post. Valid driver's license. Computer literate. Competencies And Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management. Transformation, change and stakeholder management. Problem solving, analysis, service delivery Innovation, decision making, people management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good interpersonal relations and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.
<u>DUTIES</u>	:	Oversee access control to correctional centre's grounds. Manage internal and external security. Ensure that offenders are escorted to court, doctors and hospital safely. Ensure safe custody for offenders. Ensure the guarding of offenders in external hospitals and at work teams. Control access of offenders to and from the unit and to the cells. Ensure provision and control of security equipment to staff. Patrol at the section (general accommodation areas, single cells, kitchens, hospitals and work sections). Escort offenders inside the centre, e.g. such as Social Workers, CMC, Psychological Services and Educationists. Oversee security systems. Supervise visits to offenders. Control security equipment. Search offenders entering and leaving the section. Management of human resources, finance and assets. Management of performance information.
<u>ENQUIRIES</u>	:	Eastern Cape region: Ms Myataza Z (043) 706 7866/ Ms Mgugudo N (043) 706 7882/ Mr Ndonyela N (043) 706 7883.
<u>NOTE</u>	:	Appointment under the Correctional Services Act.
<u>POST 16/73</u>	:	<u>DIVISIONAL HEAD: SECURITY (CB 4)</u>
<u>SALARY CENTRE</u>	:	R491 799 per annum Free State and Northern Cape Region: Goedemoed (Medium A) Ref No: FSNC 2025/05/56 Grootvlei (Maximum) Ref No: FSNC 2025/05/57 Tswelopele Ref No: FSNC 2025/05/58 Virginia Ref No: FSNC 2025/05/59 KwaZulu Natal Region: Durban (Female) Ref No: KZN 2025/05/35 Kokstad (Medium) Ref No: KZN 2025/05/36 Limpopo, Mpumalanga and North West Region: Barberton (Nelspruit) Ref No: LMN 2025/05/49 Klerksdorp Ref No: LMN 2025/05/50 Polokwane (Modimolle) Ref No: LMN 2025/05/51 Rooigrond (Medium A) Ref No: LMN 2025/05/52
<u>REQUIREMENTS</u>	:	Relevant degree or national diploma in Behavioural Sciences and successful completion of Corrections Science learnership. Seven (7) years relevant experience gained in a supervisory post. Valid driver's license. Computer literate. Competencies And Attributes: Analytical, report writing and presentation skills. Problem solving and decision-making. Team leadership. Policy interpretation. Communication skills. Facilitation skills. Conflict resolution. Basic fireman skills. Negotiation skills. Crowd control. Riot control. Mentoring and coaching. Influence and impact. Observation. Vigilant, cautious. Confidentiality. Integrity and honest. Accuracy. Ability to work under pressure.
<u>DUTIES</u>	:	Manage security matters. Responsible for maintenance of existing security matters and the upgrading thereof. Implement departmental policies. Advice management regarding security matters. Management of escorts to hospitals,

		courts and other destinations. Keep personnel up to date regarding security matters. Management of human resources, finances and assets. Manage of performance information.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mkuni NJ Tel No: (051) 404 0268/ Ms Molutsoane N/ Ms. Moreki-Rathaba MP/ Ms. Ramncwana B (051) 404 0283 KwaZulu Natal Region: Ms Mchunu GJ Tel No: (033) 355 7386/ Ms Mkhize AL (033) 355 7370/ Mr Khumalo SB (033) 033 355 7368 Limpopo, Mpumalanga and North West Region: Mr Ziqubu Z Tel No: (012) 306 2025/ Ms Nomvela PM (012) 306 2033/ Ms Lekhuleni TD (012) 306 2034.
<u>NOTE</u>	:	Appointment under the Correctional Services Act
<u>POST 16/74</u>	:	<u>DIVISIONAL HEAD: CASE MANAGEMENT ADMINISTRATION (CB 4)</u>
<u>SALARY CENTRE</u>	:	R491 799 per annum
	:	Free State and Northern Cape Region: Goedemoed (Medium A) Ref No: FSNC 2025/05/60 Goedemoed (Medium B) Ref No: FSNC 2025/05/61 Kroonstad (Medium A) Ref No: FSNC 2025/05/62 Kimberley Ref No: FSNC 2025/05/63 Upington Ref No: FSNC 2025/05/64 Limpopo, Mpumalanga and North West Region: Barberton (Youth Town) Ref No: LMN 2025/05/53 Klerksdorp (Christiana) Ref No: LMN 2025/05/54
<u>REQUIREMENTS</u>	:	Relevant degree or national diploma in Behavioural Sciences and successful completion of Corrections Science Learnership. Seven (7) years relevant experience gained in a supervisory post. Valid driver's license. Computer literate. Competencies And Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management. Transformation, change and stakeholder management. Problem solving, analysis, service delivery Innovation, decision making, people management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good interpersonal relations and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.
<u>DUTIES</u>	:	Management of admission and release system. Supervision of offender movements, offender cash administration and offender bail/fine payments. Ensure continuity and consistency in case management administration. Management of human resources, finance and assets. Management of performance information.
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mkuni NJ (051) 404 0268/ Ms Molutsoane N/ Ms. Moreki-Rathaba MP/ Ms. Ramncwana B (051) 404 0283. Limpopo, Mpumalanga and North West Region: Mr Ziqubu Z (012) 306 2025/ Ms Nomvela PM (012) 306 2033/ Ms Lekhuleni TD (012) 306 2034.
<u>NOTE</u>	:	Appointment under the Correctional Services Act
<u>POST 16/75</u>	:	<u>DIVISIONAL HEAD: HUMAN RESOURCE MANAGEMENT (CB 4)</u>
<u>SALARY CENTRE</u>	:	R491 799 per annum
	:	Free State and Northern Cape Region: Goedemoed (Medium B) Ref No: FSNC 2025/05/65) Groenpunt (Maximum) Ref No: FSNC 2025/05/66 Grootvlei (Maximum) Ref No: FSNC 2025/05/67 Limpopo, Mpumalanga and North West Region: Bethal (Standerton) Ref No: LMN 2025/05/55 Klerksdorp (Potchefstroom) Ref No: LMN 2025/05/56 Thohoyandou (Medium A) Ref No: LMN 2025/05/57
<u>REQUIREMENTS</u>	:	Relevant national diploma/ degree in Human Resource Management or equivalent qualification and 7 years relevant experience gained on a supervisory level. Successful completion of Corrections Science Learnership. Computer literate. Valid driver's license. Competencies And Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management. Transformation, change and stakeholder management. Problem solving, analysis, service delivery Innovation, decision making, people management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good interpersonal relations and knowledge of the Correctional

		Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.
<u>DUTIES</u>	:	Provide human resources functions at the correctional centre. Manage the registration activities. Ensure proper dissemination of information for the correctional centre. Management of duty registers and leave arrangements. Ensure that disciplinary measures are instituted where necessary. Act as initiator in disciplinary hearings. Management of human resources, finances and assets. Management of performance information
<u>ENQUIRIES</u>	:	Free State and Northern Cape Region: Ms Mkuni NJ Tel No: (051) 404 0268/ Ms Molutsoane N/ Ms. Moreki-Rathaba MP/ Ms. Ramncwana B Tel No: (051) 404 0283 Limpopo, Mpumalanga and North West Region: Mr Ziqubu Z Tel No: (012) 306 2025/ Ms Nomvela PM (012) 306 2033/ Ms Lekhuleni TD (012) 306 2034.
<u>NOTE</u>	:	Appointment under the Correctional Services Act
<u>POST 16/76</u>	:	<u>SECURITY MANAGER: CASE MANAGEMENT ADMINISTRATION (CB 4)</u>
<u>SALARY CENTRE</u>	:	R491 799 per annum
	:	Eastern Cape Region: East London (Medium B) Ref No: EC 2025/05/30), Kirkwood Ref No: EC 2025/05/31
	:	KwaZulu Natal Region: Durban (Medium B) Ref No: KZN 2025/05/37
	:	Durban (Medium C) Ref No: KZN 2025/05/38 (X2 Posts), Ncome (Medium A) Ref No: KZN 2025/05/39
	:	Waterval (Medium A) Ref No: KZN 2025/05/40
	:	Western Cape Region: Allandale (Ref: WC 2025/05/81
	:	Brandvlei (Medium) Ref No: WC 2025/05/82
	:	Pollsmoor (Female) Ref No: WC 2025/05/83
	:	Pollsmoor (Medium A) Ref No: WC 2025/05/84
	:	Pollsmoor (RDF) Ref No: WC 2025/05/85
	:	Southern Cape (George) Ref No: WC 2025/05/86
	:	Southern Cape (Knysna) Ref No: WC 2025/05/87
<u>REQUIREMENTS</u>	:	Relevant degree or national diploma in Behavioural Sciences and successful completion of Corrections Science Learnership. Seven (7) years relevant experience gained in a supervisory post. Valid driver's license. Computer literate. Competencies And Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management. Transformation, change and stakeholder management. Problem solving, analysis, service delivery Innovation, decision making, people management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good interpersonal relations and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.
<u>DUTIES</u>	:	Management of admission and release system. Supervision of offender movements, offender cash administration and offender bail/fine payments. Ensure continuity and consistency in case management administration. Management of human resources, finance and assets. Management of performance information.
<u>ENQUIRIES</u>	:	Eastern Cape region: Ms Myataza Z Tel No: (043) 706 7866/ Ms Mgugudo N (043) 706 7882/ Mr Ndonyela N (043) 706 7883. KwaZulu Natal Region: Ms Mchunu GJ Tel No: (033) 355 7386/ Ms Mkhize AL (033) 355 7370/ Mr Khumalo SB (033) 033 355 7368. Western Cape Region: Ms NA Mdladlamba Tel No: (021) 550 6014 / Ms A Reddy (021) 559 7929 / Mr S Sikisazane (021) 558 0108 / Ms NC Sotyibi (021) 558 0518.
<u>NOTE</u>	:	Appointment under the Correctional Services Act
<u>POST 16/77</u>	:	<u>SECURITY MANAGER: DH: CASE MANAGEMENT ADMINISTRATION (CB 4)</u>
<u>SALARY CENTRE</u>	:	R491 799 per annum
	:	Gauteng Region: Kgoši Mampuru II Ref No: GP 2025/05/56 (X3 Posts) Modderbee Ref No: GP 2025/05/57
<u>REQUIREMENTS</u>	:	Relevant degree or national diploma in Behavioural Sciences and successful completion of Corrections Science Learnership. Seven (7) years relevant experience gained in a supervisory post. Valid driver's license. Computer literate. Competencies And Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management.

		Transformation, change and stakeholder management. Problem solving, analysis, service delivery Innovation, decision making, people management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good interpersonal relations and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.
<u>DUTIES</u>	:	Management of admission and release system. Supervision of offender movements, offender cash administration and offender bail/fine payments. Ensure continuity and consistency in case management administration. Management of human resources, finance and assets. Management of performance information.
<u>ENQUIRIES</u>	:	Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/ Ms Feni SAP (012) 420 0173/ (012) 420 0179.
<u>NOTE</u>	:	Appointment under the Correctional Services Act
<u>POST 16/78</u>	:	<u>SECURITY MANAGER: CASE MANAGEMENT COMMITTEE (CB 4)</u>
<u>SALARY CENTRE</u>	:	R491 799 per annum
	:	Eastern Cape Region: Middleburg Ref No: EC 2025/05/32
	:	Grahamstown Ref No: EC 2025/05/33
	:	Gauteng Region: Johannesburg Ref No: GP 2025/05/58
	:	Kgoši Mampuru II Ref No: GP 2025/05/59 (X2 Posts)
	:	Krugersdorp Ref No: GP 2025/05/60 (X2 Posts)
<u>REQUIREMENTS</u>	:	Relevant degree or national diploma in Behavioural Sciences and successful completion of Corrections Science Learnership. Seven (7) years relevant experience gained in a Supervisory post. Top secret security classification as an added advantage. Valid driver's license. Computer literate. Competencies And Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management. Transformation, change and stakeholder management. Problem solving, analysis, service delivery Innovation, decision making, people management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good interpersonal relations and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.
<u>DUITES</u>	:	Ensure the facilitation of the implementation of the offender's individual sentence plan to support individual offenders in their personal development. Ensure that the monitoring and evaluation reports on offender behaviour are provided. Provide safe custody services in the unit. Ensure that complaints and requests are registered and referred to relevant structures (such as Case Management Committee, Case Management Administration). Management of resources. Management of performance information.
<u>ENQUIRIES</u>	:	Eastern Cape region: Ms Myataza Z Tel No: (043) 706 7866/ Ms Mgugudo N (043) 706 7882/ Mr Ndonyela N (043) 706 7883. Gauteng Region: Mr Masango SS (012) 420 0173/ Ms Feni SAP (012) 420 0173/ (012) 420 0179.
<u>NOTE</u>	:	Appointment under the Correctional Services Act
<u>POST 16/79</u>	:	<u>SUPERVISOR: CASE MANAGEMENT COMMITTEE (CB 4)</u>
<u>SALARY CENTRE</u>	:	R491 799 per annum
	:	Limpopo, Mpumalanga and North West Region: Barberton (Nelspruit) Ref No: LMN 2025/05/58
	:	Bethal (Volksrust) Ref No: LMN 2025/05/59
	:	Rooigrond (Lichtenberg) Ref No: LMN 2025/05/60
	:	Rustenburg (Brits) Ref No: LMN 2025/05/61
	:	Rustenburg (Medium A) Ref No: LMN 2025/05/62
	:	Rustenburg (Juvenile) Ref No: LMN 2025/05/63
	:	Thohoyandou (Medium A) Ref No: LMN 2025/05/64
	:	Witbank (Belfast) Ref No: LMN 2025/05/65) (X2 Posts)
<u>REQUIREMENTS</u>	:	Relevant degree/national diploma in Behavioral Sciences or equivalent qualification. 7 years relevant experience in a supervisory post. Successful completion of Corrections Science Learnership. Valid driver's license. Computer literacy. Competencies And Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management. Transformation, change and stakeholder management. Problem solving, analysis, service delivery Innovation, decision making, people management and empowerment. In depth understanding of safety and security

		in a correctional environment. Integrity and honesty, confidentiality, good interpersonal relations and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.
<u>DUTIES</u>	:	Planning of the activities of the Case Management Committee. Holding of meetings of the CMC. Management of sentence plans. Control of offender records. Management of human resources, finances and assets. Management of performance information. Tel No:
<u>ENQUIRIES</u>	:	Limpopo, Mpumalanga and North West Region: Mr Ziqubu Z (012) 306 2025/ Ms Nomvela PM (012) 306 2033/ Ms Lekhuleni TD (012) 306 2034.
<u>NOTE</u>	:	Appointment under the Correctional Services Act
<u>POST 16/80</u>	:	<u>REINTEGRATION MANAGER: DH: SECURITY (CB 4) REF NO: GP 2025/05/61</u>
<u>SALARY</u>	:	R491 799 per annum
<u>CENTRE</u>	:	Gauteng Region: Leeuwkop
<u>REQUIREMENTS</u>	:	Relevant degree or national diploma in Behavioural Sciences and successful completion of Corrections Science Learnership. Seven (7) years relevant experience gained in a supervisory post. Valid driver's licence. Computer literate. Competencies And Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management. Transformation, change and stakeholder management. Problem solving, analysis, service delivery Innovation, decision making, people management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good interpersonal relations and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.
<u>DUTIES</u>	:	Access control to correctional centre grounds. Manage internal security. Ensure that offenders are escorted to court, doctors and hospital safely. Ensure safe custody of offenders. Ensure the guarding of offenders in external hospitals and at work teams. Control access of offenders to and from the unit and to the cells. Ensure adequate security equipment are issued to staff. Patrol at the section (general accommodation areas, single cells, kitchens, hospitals and work sections). Escort offenders inside the centre, e.g. such as Social Workers, CMC, Psychological Services and Educationists. Management of security systems. Supervise visits to offenders. Control security equipment. Search offenders entering and leaving the section. Management of human resources, assets and finances. Manage performance information.
<u>ENQUIRIES</u>	:	Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/ Ms Feni SAP (012) 420 0173/ (012) 420 0179.
<u>NOTE</u>	:	Appointment under the Correctional Services Act
<u>POST 16/81</u>	:	<u>HEAD OF COMMUNITY LIAISON (CB 4)</u>
<u>SALARY</u>	:	R491 799 per annum
<u>CENTRE</u>	:	Eastern Cape Region: Mthatha Ref No: EC 2025/05/34 Gauteng Region: Krugersdorp Ref No: GP 2025/05/62 KwaZulu Natal Region: Pietermaritzburg (Ref: KZN 2025/05/41)
<u>REQUIREMENTS</u>	:	Relevant degree or national diploma in Behavioural Sciences and successful completion of Corrections Science Learnership. Seven (7) years relevant experience gained in a supervisory post. Top secret security classification will be an added advantage. Valid driver's license. Computer literate. Competencies And Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management. Transformation, change and stakeholder management. Problem solving, analysis, service delivery Innovation, decision making, people management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good interpersonal relations and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.
<u>DUITES</u>	:	Effective management of social reintegration of offenders. Marketing of the concept of community supervision. Identification of community service opportunities. Development of community service programs. Monitor community service operations. Manage human resources, finances and assets. Manage performance information
<u>ENQUIRIES</u>	:	Eastern Cape region: Ms Myataza Z Tel No: (043) 706 7866/ Ms Mgugudo N (043) 706 7882/ Mr Ndonyela N (043) 706 7883.

		<p>Gauteng Region: Mr Masango SS (012) 420 0173/ Ms Feni SAP (012) 420 0173/ (012) 420 0179.</p> <p>KwaZulu Natal Region: Ms Mchunu GJ Tel No: (033) 355 7386/ Ms Mkhize AL (033) 355 7370/ Mr Khumalo SB (033) 033 355 7368.</p>
<u>NOTE</u>	:	Appointment under the Correctional Services Act
<u>POST 16/82</u>	:	<u>SECURITY MANAGER: NUTRITIONAL SERVICES (CB 4)</u>
<u>SALARY CENTRE</u>	:	R491 799 per annum
	:	Eastern Cape Region: Mthatha Ref No: EC 2025/05/35
	:	Gauteng Region: Modderbee Ref No: GP 2025/05/63
	:	KwaZulu Natal Region: Ekuseni Ref No: KZN 2025/05/42
	:	Limpopo, Mpumalanga and North West Region: Bethal (Standerton Medium A) Ref No: LMN 2025/05/66
	:	Western Cape Region: Allandale Ref No: WC 2025/05/88
	:	Pollsmoor (RDF) Ref No: WC 2025/05/89
	:	Pollsmoor (Medium B) (Ref: WC 2025/05/90
	:	Voorberg (Medium B) Ref No: WC 2025/05/91
<u>REQUIREMENTS</u>	:	<p>Relevant degree or national diploma in Food Service Management/Food and Beverage Management/ Behavioural Science qualification and successful completion of Corrections Science Learnership. Seven (7) year's relevant experience in supervisory post. Top secret security classification will be an added advantage. Valid driver's licence. Computer Literate. Competencies And Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management. Transformation, change and stakeholder management. Problem solving, analysis, service delivery Innovation, decision making, people management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good interpersonal relations and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.</p>
<u>DUITES</u>	:	<p>Ensure preparation of meals. Supervise serving of meals. Cleaning of utensils and kitchen serveries. Training of offenders as caterers. Screening of offenders. Control of security equipment (keys, batons, teargas, radios). Supervise the unlocking of offenders. Control of catering equipment (knives, crockery etc.). Ensure medical parades. Supervision of recreation activities. Dealing with problematic offenders. Searching of kitchen. Treatment of offenders. Manage human resources, finances and assets. Management of performance information.</p>
<u>ENQUIRIES</u>	:	<p>Eastern Cape region: Ms Myataza Z Tel No: (043) 706 7866/ Ms Mgugudo N (043) 706 7882/ Mr Ndonyela N (043) 706 7883.</p> <p>Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/ Ms Feni SAP (012) 420 0173/ (012) 420 0179.</p> <p>KwaZulu Natal Region: Ms Mchunu GJ Tel No: (033) 355 7386/ Ms Mkhize AL (033) 355 7370/ Mr Khumalo SB (033) 033 355 7368.</p> <p>Limpopo, Mpumalanga and North West Region: Mr Ziqubu Z Tel No: (012) 306 2025/ Ms Nomvela PM (012) 306 2033/ Ms Lekhuleni TD (012) 306 2034.</p> <p>Western Cape Region: Ms NA Mdladlamba Tel No: (021) 550 6014 / Ms A Reddy (021) 559 7929 / Mr S Sikisazane (021) 558 0108 / Ms NC Sotyibi (021) 558 0518.</p>
<u>NOTE</u>	:	Appointment under the Correctional Services Act
<u>POST 16/83</u>	:	<u>SECURITY MANAGER: BASIC TRAINING (CB 4)</u>
<u>SALARY CENTRE</u>	:	R491 799 per annum
	:	National Head Office: Directorate: Core Curriculum: Kroonstad Training College Ref No: HO 2025/05/39 (X2 Posts)
	:	Zonderwater Training College Ref No: HO 2025/05/40 (X3 Posts)
<u>REQUIREMENTS</u>	:	<p>Relevant degree or national diploma in Behavioural Sciences and successful completion of Corrections Science Learnership. Seven (7) years relevant experience gained in a supervisory post. OD-ETDP certificate will be an added advantage. Registration as an assessor and moderator will be an added advantage. Valid driver's licence. Computer Literate. Competencies And Attributes: In-depth knowledge of DCS training policies, legislations/regulations and procedures pertaining to skills development, equity issues, labour relations. Knowledge of SAQA policies, NQF and SASSETA guidelines. Good communication, coordination and organizing skills. Good interpersonal</p>

		relations. Integrity and honesty. Client orientation and customer focus. Problem solving and analysis. Service delivery innovation. Decision making. People management and empowerment. Confidentiality.
<u>DUTIES</u>	:	Implement learnership policy. Compile and implement learnership syllabus. Research new international and national trends in corrections, evaluation of training and feedback. Program design and lesson planning. Maintain high standard programmes. Advice management on necessary changes. Management of human, finance, physical and information resources. Facilitate the roll-out of orientation and induction. Facilitate and coordinate assessment, monitoring, moderation and verification processes. Train and develop learners. Manage human resources, finance and assets. Management of performance information.
<u>ENQUIRIES</u>	:	National Head Office: Mr Y Naidoo Tel No: (012) 307 2079 / Ms TP Ngobeni (012) 305 8589.
<u>NOTE</u>	:	Appointment under the Correctional Services Act
<u>POST 16/84</u>	:	<u>SECURITY MANAGER: PHYSICAL TRAINING (CB 4) REF NO: HO 2025/05/41 (X4 POSTS)</u>
<u>SALARY</u>	:	R491 799 per annum
<u>CENTRE</u>	:	National Head Office: Directorate: Core Curriculum: Zonderwater Training College
<u>REQUIREMENTS</u>	:	Relevant degree or national diploma in Behavioural Sciences and successful completion of Corrections Science Learnership. Seven (7) years relevant experience gained in a supervisory post. OD-ETDP certificate will be an added advantage. Registration as an assessor and moderator will be an added advantage. Valid driver's licence. Computer Literate. Competencies And Attributes: In-depth knowledge of DCS training policies, legislations/regulations and procedures pertaining to skills development, equity issues, labour relations. Knowledge of SAQA policies, NQF and SASSETA guidelines. Good communication, coordination and organizing skills. Good interpersonal relations. Integrity and honesty. Client orientation and customer focus. Problem solving and analysis. Service delivery innovation. Decision making. People management and empowerment. Confidentiality.
<u>DUTIES</u>	:	Prepare for physical training during instructional learning. Supervision of training and development processes. Research new international and national movements. Evaluate training and give feedback. Training related administration. Manage training of learners. Manage human resources, finance and assets. Management of performance information.
<u>ENQUIRIES</u>	:	National Head Office: Mr Y Naidoo Tel No: (012) 307 2079 / Ms TP Ngobeni Tel No: (012) 305 8589.
<u>NOTE</u>	:	Appointment under the Correctional Services Act
<u>POST 16/85</u>	:	<u>ASSISTANT DIRECTOR: EXECUTIVE MANAGEMENT REF NO: HO 2025/05/27</u>
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	National Head Office: Office of the DC Executive Management
<u>REQUIREMENTS</u>	:	Recognized degree or national diploma in Public Management or equivalent qualification. 3-5 years' supervisory experience in a similar environment. Computer literate. Valid driver's license. Competencies And Attributes: Financial management. Problem solving and decision-making skills. Facilitation skills. Plan, organize, lead and control. Team leadership. Project management. Presentation, conflict management and report writing skills. Training and development. Time management. Confidentiality. Coaching and mentoring. Understanding of Public Service policy and legislative framework. Ser-vice delivery and client orientation. Integrity and honesty. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel.
<u>DUTIES</u>	:	Ensure a smooth document flow system in the office. Ensure compliance of return dates. Ensure quality control over the documentation received. Facilitate convening of meetings, minute taking and implementation of decisions taken at meetings. Ensure the drafting of routine letters and memoranda, receipt of correspondence and documentation and proactively acknowledging receipt of correspondence. Process content of incoming and outgoing documentation. Ensure appropriate filing of documents. Liaise with various stakeholders. Management of human resources, finance and assets.

<u>ENQUIRIES</u>	:	National Head Office: Mr Y Naidoo Tel No: (012) 307 2079 / Ms TP Ngobeni Tel No: (012) 305 8589
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 16/86</u>	:	<u>ASSISTANT DIRECTOR: MANAGEMENT ADMINISTRATION REF NO: HO 2025/05/28 (X2 POSTS)</u>
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	National Head Office: Office of the National Commissioner
<u>REQUIREMENTS</u>	:	Recognised National diploma / Bachelor's degree in Public Administration / Management or equivalent qualification. 3-5 years middle management experience in a similar environment. Computer literate. Valid drivers' licence. Competencies And Attributes: Knowledge and experience in procurement procedures. Understanding of Public Service Regulations. Ability to follow processes accurately. Knowledge of Public Finance Management Act. Good organizational, financial management and co-ordination skills. Good interpersonal relations. Integrity and honesty. Service delivery and client orientation. Communication skills.
<u>DUTIES</u>	:	Track and follow up on decisions taken at management meetings and ensure that issues are dealt with timeously. Consolidate reports, presentations for meetings and distribute minutes of meetings thereof. Compilation of agenda and reports and other communication before the meeting. Compile/ consolidate the decision register. Management of performance information. Management of human resources, finance and assets.
<u>ENQUIRIES</u>	:	National Head Office: Mr Y Naidoo Tel No: (012) 307 2079 / Ms TP Ngobeni Tel No: (012) 305 8589.
<u>APPLICATIONS</u>	:	National Head Office: Department of Correctional Services, Post Advertisement Section, Private Bag X136, Pretoria, 0001 or hand deliver at: 124 WF Nkomo Street, Poyntons Building, Cnr WF Nkomo and Sophie De Bruyn Street, Pretoria, 0001 (Previous: Cnr Church and Schubart Street) or you can email your application to NationalOfficeHRM@dcs.gov.za .
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 16/87</u>	:	<u>SENIOR ADMINISTRATION OFFICER: MANAGEMENT ADMINISTRATION REF NO: HO 2025/05/29</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	National Head Office: Office of the National Commissioner
<u>REQUIREMENTS</u>	:	A national diploma or degree as recognized by SAQA in Office Administration, Business Administration or relevant qualification. Two (2) to three (3) years relevant experience in office administration. Computer literate. Valid drivers' licence. Competencies And Attributes: Communication and co-ordination skills. Knowledge and experience in procurement procedures. Knowledge of PFMA. Understanding of Public Service Regulations. Good organizational and financial management skills. Good interpersonal relations. Integrity and honesty. Service delivery and client orientation. Ability to follow processes accurately.
<u>DUTIES</u>	:	The execution of general administrative functions in relation to meetings chaired by the Commissioner. Maintenance of a proper filing system. Managing of the office asset register or providing inventory support. The handling of all correspondences such as mail, telephone and faxes. Assist with procurement, invoice processing, and budget management. Facilitate payments of ser-vice providers. Provide administration support in relation to document preparation, notice of meetings and agenda preparation.
<u>ENQUIRIES</u>	:	National Head Office: Mr Y Naidoo Tel No: (012) 307 2079 / Ms TP Ngobeni Tel No: (012) 305 8589.
<u>APPLICATIONS</u>	:	National Head Office: Department of Correctional Services, Post Advertisement Section, Private Bag X136, Pretoria, 0001 or hand deliver at: 124 WF Nkomo Street, Poyntons Building, Cnr WF Nkomo and Sophie De Bruyn Street, Pretoria, 0001 (Previous: Cnr Church and Schubart Street) or you can email your application to NationalOfficeHRM@dcs.gov.za .
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 16/88</u>	:	<u>SPECIALISED SECURITY OFFICER: MOVEMENT: PHYSICAL TRAINING (CB 2-1)</u>
<u>SALARY</u>	:	R313 521 per annum

<u>CENTRE</u>	:	National Head Office: Directorate: Core Curriculum: Kroonstad Training College Ref No: HO 2025/00/00 Zonderwater Training College Ref No: HO 2025/05/42
<u>REQUIREMENTS</u>	:	Grade 12 or relevant NQF 6 qualification in Behavioural Sciences and successful completion of the Correctional Science Learnership. 10 years relevant experience gained at the entry level production post (CB 1) or for a person appointed with a relevant NQF 6 qualification, no previous experience is required for appointment to this post. Completed OD-ETP certificate will be an added advantage. Knowledge and skills in presenting of firearm training will be an added advantage. Completed assessor training. Valid driver's license. Computer literate. Competencies And Attributes: Communication and facilitation skills. Client orientation and customer focus. Problem solving and analysis. Service delivery innovation. Decision making. People management and empowerment. Integrity and honesty. Confidentiality. Good interpersonal relations. Assertiveness. Ability to network and diplomacy.
<u>DUTIES</u>	:	Prepare for the intake of learnership and skills programmes. Provide tonfa/self-defence training to learners. Provide health and fitness training, sports, recreation, arts and cultural activities to learners. Supervise learners at the college. Liaise with internal and external stakeholders. Management of physical and information resources. Prepare for Instructional Learning. Supervising of offenders when cleaning facilities. Present self-defence movement as well as physical training to course attendees. Research new trends to ensure that current practices are implemented. Evaluation of training, interpreting thereof and providing of feedback. Performing of training related administration. Manage finance and assets. Oversee gymnasium equipment. Control over maintenance of sport facilities and equipment.
<u>ENQUIRIES</u>	:	National Head Office: Mr Y Naidoo Tel No: (012) 307 2079 / Ms TP Ngobeni Tel No: (012) 305 8589.
<u>NOTE</u>	:	Appointment under the Correctional Services Act
<u>POST 16/89</u>	:	<u>SPECIALISED SECURITY OFFICER GRADE 1: FACILITATOR (CB 2-1)</u>
<u>SALARY</u>	:	R313 521 per annum
<u>CENTRE</u>	:	National Head Office: Directorate: Core Curriculum: Kroonstad Training College Ref No: HO 2025/05/43 (X7 Posts) Zonderwater Training College Ref No: HO 2025/05/44 (X10 Posts)
<u>REQUIREMENTS</u>	:	Grade 12 or relevant NQF 6 qualification in Behavioural Sciences and successful completion of the Correctional Science Learnership. 10 years relevant experience gained at the entry level production post (CB 1) or for a person appointed with a relevant NQF 6 qualification, no previous experience is required for appointment to this post. Completed OD-ETP certificate will be an added advantage. Knowledge and skills in presenting of firearm training will be an added advantage. Completed assessor training. Valid driver's license. Computer literate. Competencies And Attributes: Communication and facilitation skills. Client orientation and customer focus. Problem solving and analysis. Service delivery innovation. Decision making. People management and empowerment. Integrity and honesty. Confidentiality. Good interpersonal relations. Assertiveness. Ability to network and diplomacy.
<u>DUTIES</u>	:	Manage learnership administration. Manage establishment and preparation of Portfolio of Evidence (POE). Plan, prepare and manage resources. Communicate and relate professionally with learners and work as a team. Management of resources. Presenting of instructional learning. Prepare for experiential learning. Implement training and development processes. Research new international and national trends in corrections. Evaluate training and give feedback. Knowledge of training-related administration and financial management. Training of learners. Responsible for the facilities and equipment in the section. Management of human resources, finances and assets. Management of learners and ensuring the availability of facilities i.e sleeping accommodation for learners and training rooms prior to the commencement of the correctional science learnership programme.
<u>ENQUIRIES</u>	:	National Head Office: Mr Y Naidoo Tel No: (012) 307 2079 / Ms TP Ngobeni Tel No: (012) 305 8589.
<u>NOTE</u>	:	Appointment under the Correctional Services Act
<u>POST 16/90</u>	:	<u>ADMINISTRATION OFFICER REF NO: HO 2025/05/30 (X2 POSTS)</u>
<u>SALARY</u>	:	R325 101 per annum

<u>CENTRE REQUIREMENTS</u>	:	National Head Office: Office of the National Commissioner
	:	Recognized three (3) year tertiary qualification in Administration/Public Management or equivalent qualification with 1-2 years relevant experience. Computer literate. Valid driver's licence. Competencies And Attributes: Plan and organize. Client orientation. Communication. Policy analysis and interpretation. Report writing. Knowledge of Public Service regulations. Knowledge of procurement administration and public finance administration. Integrity and honesty. Confidentiality. Interpersonal relations. Problem solving skills. Ability to work under pressure.
<u>DUTIES</u>	:	Provide administrative support functions. Ensure compliance and execution of logistical functions. Ensure all documents are filed according to the filing system of DCS. Safe keeping of files. Ensure compliance and execution of financial functions. Exercising of inventory control. Arranging transport and booking of accommodation. Arranging work sessions/workshops with relevant stakeholders. Management of assets.
<u>ENQUIRIES</u>	:	National Head Office: Mr Y Naidoo Tel No: (012) 307 2079 / Ms TP Ngobeni Tel No: (012) 305 8589.
<u>APPLICATIONS</u>	:	National Head Office: Department of Correctional Services, Post Advertisement Section, Private Bag X136, Pretoria, 0001 or hand deliver at: 124 WF Nkomo Street, Poyntons Building, Cnr WF Nkomo and Sophie De Bruyn Street, Pretoria, 0001 (Previous: Cnr Church and Schubart Street) or you can email your application to NationalOfficeHRM@dcs.gov.za .
<u>NOTE</u>	:	Appointment under the Public Service Act.
<u>POST 16/91</u>	:	<u>SPECIALISED CASE OFFICER (CB 2-1)</u>
<u>SALARY CENTRE</u>	:	R313 521 per annum
	:	Eastern Cape Region: East London Ref No: EC 2025/05/36
	:	Kirkwood Ref No: EC 2025/05/37
	:	Free State and Northern Cape Region: Goedemoed (Medium B) Ref No: FSNC 2025/05/68
	:	Gauteng Region: Boksburg Ref No: GP 2025/05/64
	:	Johannesburg Ref No: GP 2025/05/65
	:	Krugersdorp Ref No: GP 2025/05/66
	:	Modderbee Ref No: GP 2025/05/67
	:	Kgoši Mampuru II Ref No: GP 2025/05/68 (X5 Posts)
	:	Zonderwater Ref No: GP 2025/05/69 (X2 Posts)
	:	National Head Office: Directorate: Core Curriculum: Kroonstad Training College Ref No: HO 2025/05/45
	:	KwaZulu Natal Region: Durban (Medium B) Ref No: KZN 2025/05/43
	:	Pietermaritzburg (Medium A) Ref No: KZN 2025/05/44
	:	Limpopo, Mpumalanga and North West Region: Polokwane (Tzaneen) Ref No: LMN 2025/00/00
	:	Rustenburg Ref No: LMN 2025/00/00
	:	Western Cape Region: Allandale (Obiqua) Ref No: WC 2025/05/92
	:	West Coast (Medium A) Ref No: WC 2025/05/93
	:	Drakenstein (Maximum) Ref No: WC 2025/05/94
	:	Goodwood Ref No: WC 2025/05/95
<u>REQUIREMENTS</u>	:	Grade 12 or relevant NQF 6 qualification in Behavioural Sciences and successful completion of the Correctional Science Learnership. 10 years relevant experience gained at the entry level production post (CB 1) or for a person appointed with a relevant NQF 6 qualification, no previous experience is required for appointment to this post. Successful completion of the Correctional Science Learnership. Valid driver's licence. Computer literate. Competencies And Attributes: Firearm skills and the use of relevant security technology. Communication, project and programme management. Transformation, change and stakeholder management. Problem solving, analysis, service delivery Innovation, decision making, people management and empowerment. In depth understanding of safety and security in a correctional environment. Integrity and honesty, confidentiality, good interpersonal relations and knowledge of the Correctional Services Act, Act 111 of 1998, as amended. Assertiveness, ability to network and diplomacy.
<u>DUTIES</u>	:	Ensure the facilitation of the implementation of the offender's individual sentence plan. Support individual offenders in their personal development. Monitoring and evaluation reports on offender behaviour are provided. Provides safe custody services in the unit. Ensure that complaints and requests

	are registered and referred to relevant structures (Case Management Committees, Case Management Administration).
<u>ENQUIRIES</u>	<p>Eastern Cape region: Ms Myataza Z Tel No: (043) 706 7866/ Ms Mgugudo N Tel No: (043) 706 7882/ Mr Ndonyela N Tel No: (043) 706 7883.</p> <p>Free State and Northern Cape Region: Ms Mkuni NJ Tel No: (051) 404 0268/ Ms Molutsokane N/ Ms. Moreki-Rathaba MP/ Ms. Ramncwana B Tel No: (051) 404 0283.</p> <p>Gauteng Region: Mr Masango SS Tel No: (012) 420 0173/ Ms Feni SAP Tel No: (012) 420 0173/ (012) 420 0179.</p> <p>National Head Office: Mr Y Naidoo Tel No: (012) 307 2079 / Ms TP Ngobeni Tel No: (012) 305 8589.</p> <p>KwaZulu Natal Region: Ms Mchunu GJ Tel No: (033) 355 7386/ Ms Mkhize AL Tel No: (033) 355 7370/ Mr Khumalo SB Tel No: (033) 033 355 7368.</p> <p>Limpopo, Mpumalanga and North West Region: Mr Ziqubu Z Tel No: (012) 306 2025/ Ms Nomvela PM Tel No: (012) 306 2033/ Ms Lekhuleni TD Tel No: (012) 306 2034.</p> <p>Western Cape Region: Ms NA Mdladlamba Tel No: (021) 550 6014 / Ms A Reddy Tel No: (012) 559 7929 / Mr S Sikisazane Tel No: (012) 558 0108 / Ms NC Sotyibi Tel No: (012) 558 0518.</p>
<u>NOTE</u>	Appointment under the Correctional Services Act
<u>POST 16/92</u>	<u>SECURITY OFFICER: FINANCIAL MANAGEMENT AND ACCOUNTING (CB 2-1)</u>
<u>SALARY CENTRE</u>	<p>R313 521 per annum</p> <p>Limpopo, Mpumalanga and North West Region: Barberton (Youth Town) Ref No: LMN 2025/05/67</p> <p>Klerksdorp (Christiana) Ref No: LMN 2025/05/68</p> <p>Klerksdorp (Wolmaransstad) Ref No: LMN 2025/05/69</p> <p>Polokwane (Tzaneen) Ref No: LMN 2025/05/70</p>
<u>REQUIREMENTS</u>	Relevant 3-year national diploma /degree in Accounting or Financial Management. (2-3) years relevant work experience. Successful completion of Corrections Science Learnership. BAS experience will be advantageous. Computer literate. Valid driver's license. Competencies And Attributes: Financial management. Facilitation skills. Plan, organise, lead and control. Project management, presentation skills and conflict management. Report writing, Time management, confidentiality, coaching and mentoring. Understanding of Public Service Policy and legislative framework. Knowledge of the Public Finance Management Act, Treasury Regulations and BAS. Service delivery and client orientation. Integrity and honesty, assertiveness, influence and impact. Decision making and problem-solving skills. Networking/liaison with stakeholders and negotiation skills. Sound communication skills.
<u>DUTIES</u>	Execute duties and accounting policy in the correctional centre in accordance with current procedures. Plan and execute management accounting functions / monitoring. Undertake financial investigations. Provide advice on financial issues. Execute the responsibilities of officials as stipulated in Section 45 of the Public Finance Management Act. Management of revenue accounts. Management of control / suspense accounts and management of debts accounts. Manage the settlement of payment due to the creditors within 30 days and management of losses. Monitor compliance with the financial management legislations, policies, procedures and related prescripts and maintenance of BAS system.
<u>ENQUIRIES</u>	Limpopo, Mpumalanga and North West Region: Mr Ziqubu Z Tel No: (012) 306 2025/ Ms Nomvela PM Tel No: (012) 306 2033/ Ms Lekhuleni TD Tel No: (012) 306 2034.
<u>NOTE</u>	Appointment under the Correctional Services Act
<u>POST 16/93</u>	<u>SECURITY OFFICER: SUPPLY CHAIN MANAGEMENT (CB 2-1)</u>
<u>SALARY CENTRE</u>	<p>R313 521 per annum</p> <p>Limpopo, Mpumalanga and North West Region: Barberton (Nelspruit) Ref No: LMN 2025/05/71</p> <p>Polokwane (Modimolle) Ref No: LMN 2025/05/72</p> <p>Rustenburg (Losperfontein) Ref No: LMN 2025/05/73 (X2 Posts)</p> <p>Rustenburg (Medium A) Ref No: LMN 2025/05/75 (X3 Posts)</p>

<u>REQUIREMENTS</u>	:	Relevant national diploma/degree in Purchasing Management/Logistics/Supply Chain Management or equivalent. 2-3 years relevant work experience in Supply Chain Management. Successful completion of Corrections Science Learnership. Working experience on LOGIS will be an added advantage. Computer literacy. Valid driver's licence. Competencies And Attributes: Problem solving and decision-making skills. Facilitation skills. Plan, organize, lead and control. Project management and presentation skills. Conflict management, Training and communication skills. Time management. Confidentiality. Coaching and mentoring, Knowledge of the Public Finance Management Act, 1999 and Treasury Regulations. Knowledge of tender process. Service delivery and client orientation. Integrity and honesty. Assertiveness. Influence and impact and ability to network.
<u>DUTIES</u>	:	Responsibilities: Implementation and managing procurement, LOGIS and procurement policies. Conducting of procurement and LOGIS inspections. Handling and finalization of all inspection and audit queries within procurement and LOGIS. Assist with the administration of bids. Handling of budget. Responsible for operational training within procurement management. Ensure compliance to the legislative frameworks and public service policies.
<u>ENQUIRIES</u>	:	Limpopo, Mpumalanga and North West Region: Mr Ziqubu Z Tel No: (012) 306 2025/ Ms Nomvela PM Tel No: (012) 306 2033/ Ms Lekhuleni TD Tel No: (012) 306 2034.
<u>NOTE</u>	:	Appointment under the Correctional Services Act
<u>POST 16/94</u>	:	<u>SECRETARY</u>
<u>SALARY CENTRE</u>	:	R228 321 per annum National Head Office: Office of the National Commissioner Ref No: HO 2025/05/31 National Head Office: Office of the CDC Human Resource Management and Development Ref No: HO 2025/05/32 National Head Office: Office of the Director HR Administration and Utilization Ref No: HO 2025/05/33 National Head Office: Office of the Director Procurement Administration Ref No: HO 2025/05/34 National Head Office: Office of the Director Logistics Ref No: HO 2025/05/35
<u>REQUIREMENTS</u>	:	Grade 12 with typing as a subject or any other training course or qualification that will enable the person to perform work satisfactorily. Computer literate. Competencies And Attributes: Honesty and integrity. Attention to detail. Plan and organize. Punctuality and confidentiality. Service delivery and client orientation. Excellent communication skills (written and verbal). Ability to work under pressure. Ability to coordinate and organize work related tasks. Good telephone etiquette. High level of reliability. Ability to act with tact and discretion.
<u>DUTIES</u>	:	Execute office and general administrative duties. Screen and answer telephone calls. Type correspondence. Compile documentation and presentations. Ensure proper record management through effective filing systems. Manage electronic document tracking system. Maintain diary and manage appointments. Responsible for the management of document tracking system. Arrange and coordinate meetings, workshops etc. Facilitate the procurement of office equipment such as stationery. Perform all such tasks and duties related to the role. Make all transport arrangements for conferences, courses, meetings and hearings away from the office. Management of assets.
<u>ENQUIRIES</u>	:	National Head Office: Mr Y Naidoo Tel No: (012) 307 2079 / Ms TP Ngobeni (012) 305 8589.
<u>APPLICATIONS</u>	:	National Head Office: Department of Correctional Services, Post Advertisement Section, Private Bag X136, Pretoria, 0001 OR hand deliver at: 124 WF Nkomo Street, Poyntons Building, Cnr WF Nkomo and Sophie De Bruyn Street, Pretoria, 0001 (Previous: Cnr Church and Schubart Street) or you can email your application to NationalOfficeHRM@dcs.gov.za .
<u>NOTE</u>	:	Appointment under the Public Service Act.

DEPARTMENT OF DEFENCE



- APPLICATIONS** : Department of Defence, Chief Defence Policy, Strategy and Planning Division, Chief Directorate Strategic Management, Directorate Risk Management, Private Bag X910, Pretoria, 0001 or may be hand delivered to Armscor Building, Defence Headquarters Unit, Corner Delmas and Nossob Street, Erasmuskloof, Pretoria, where it must be in the box at the reception. Email address to dhrcm.staffing@dod.mil.za
- CLOSING DATE** : 30 May 2025 at 16h00, (Applications received after the closing date and faxed copies will not be considered).
- NOTE** : Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office i.e effective 01 January 2021 or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/>. Should an application be received using incorrect application employment form Z83, it will be disqualified, which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV only (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview which should not be older than six months. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application, it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. The level of appointments is dependent upon, qualifications, relevant experience and research output. The shortlisted candidates will be subjected to two (2) pre-entry assessments (practical and ethical exercise) which will determine the candidate's suitability. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged, and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months in terms of the prescribed rules.

OTHER POST

- POST 16/95** : **ASSISTANT DIRECTOR: RISK MANAGEMENT: PERFORMANCE MONITORING AND CONTROL REF NO: DPSP/14/15/25**
Defence Policy, Strategy and Planning Division
Strategic Management Chief Directorate
Risk Management Directorate
- SALARY CENTRE** : R582 444 – R686 091 per annum (Level 10)
Defence Headquarters, Armscor Building, Corner Delmas of Nossob Street, Erasmuskloof, Pretoria.
- REQUIREMENTS** : A minimum of Grade 12 (NQF Level 4) or equivalent with an appropriate NQF Level 6 qualification in Commerce (Risk Management / Accounting / Finance / Auditing / Economics) or similar field or equivalent qualification. Minimum of three (3) to five (5) years' experience, of which 3 years should be at a Senior Administration Officer Level. Relevant experience in Policy and Planning. Relevant experience Risk Management. Valid driver's license will be an added advantage. Special Requirement (skills needed) Competency in literacy,

numeracy, language, project management, accounting, auditing, financial management and strategic planning. Knowledge in managerial skills, work performance skills, interpersonal skill, initiative, analytical thinking, reasoning ability, problem solving ability and verbal and written communication. Knowledge of risk management best practices, government policies, departmental policies, departmental decisions and activities as well as inter-departmental activities. Basic knowledge of public finance legislation and regulations. Knowledge wrt strategic planning and risk management within government. Knowledge of planning and organising. Relevant training in policy and planning, strategic management and risk management. Ability to work independently and orientated towards teamwork. Good communication skills (written and verbal). Conceptual thinking, analysis, innovative thinking ability as well as problem solving skills. Planning and programming Skills. Able to work accurately under pressure and to travel as and when required. Ability to design, develop, implement and maintain effective risk management policies and plans. Computer skills (MS Word, PowerPoint, Excel). Proficiency in English. Good interpersonal and HR management skills. Strongly oriented towards delivering effective, efficient service and aiming for zero defects. Strongly motivated leader with good leadership qualities. In possession of or able to obtain a DOD secret clearance prior to the approval of a permanent appointment. Candidates in possession of a confidential clearance will be a recommendation or must be able to obtain a confidential clearance within a period of one (1) year. Ability to conduct research, and facilitate risk management training and risk assessment workshops.

DUTIES

: The successful candidate will be responsible for the following: Implement the Risk Management Framework in the DOD: Participate in development of the Risk Management Framework, including inter alia, Participate in the development and revision of the Risk Management Policy, Risk Management Strategy, and Risk Management Implantation Plan, Participate in implementation of the Risk Management Plan. Participate in supporting the establishment of the risk management philosophy and culture in the organisation. Execute Performance Monitoring and Control: Establish the internal and external organisation context though: Participate in conducting research, Participate in consulting relevant stakeholders, Participate in the departmental environmental analysis process, Participate in scrutinizing departmental performance reports and strategic plans. Facilitate and advice on the risk management assessment process: Participate in the development of the Risk Management instructions and planning guidelines, Participate in the facilitation of the identification of risks, Participate in analysis of risks, Participate in risk treatment, Compile and maintain risk profile (risk register), Compile reports as required. Risk Management monitoring: Develop the Risk Management instructions and guidelines, Monitoring the progress of activities to address risks as agreed on, Revising risk response activities, Collect statistical information on indicators of risks, Evaluating risk management data (internal and external), Dissemination of findings, Identification of new risks/emerging risks emanating from departmental performance reports i.e. the Environmental Analysis, etc. Updating and consolidation of departmental risk management information, Capturing of data and maintenance of database on risk management information, reporting thereof to relevant management bodies/councils. Facilitate risk management capacity building (training and development): Assist with the development of Risk Management instructions and guidelines, Participate in the advocacy and promotion of risk management in the DOD (awareness activities), Assist with providing training to relevant stakeholders (Services and Divisions), Participate in the development and maintenance of stakeholders and client relationships, Assist with the Risk maturity of the DOD: Data gathering and quality review, Participate in maturity assessments (internal and external).The internal management of the directorate: Participate in the process to acquire identified resources for the sub-directorate.

ENQUIRIES

: Mr S.J. Nkosi Tel No: (012) 355 6269/ 5264 / 6489 or Mr T.B. Khunou Tel No: (012) 355 5784.

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

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

NOTE

: All attachments for online application must include an application form Z83 and CV only, in PDF and as one (1) document or attachment, indicate the correct job title and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. JPEG (picture/snapshot) application will not be accepted. Failure to do so, your application will be disqualified. Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each post(s) advert must be accompanied by its own application form for employment and must be fully completed, initialled and signed by the applicant as instructed below. Failure to fully complete, initial and sign the Z83 form will lead to disqualification of the application during the selection process. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. However, the question related to conditions that prevent re-appointment under Part "F" must be answered and declaration signed. Only an updated comprehensive CV (with detailed previous experience if any) and a completed and signed new Z83 application form is required. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related document(s) will be in line with the requirements of the advert. Non-RSA Citizens/Permanent Resident Permit holders in possession of foreign qualifications must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). The Department does not accept applications via fax. Applicants who do not comply with the abovementioned instructions/ requirements, as well as applications received late will not be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. The requirements for application of Senior Management Services (SMS) include the successful completion of a SMS Pre-entry programme (Nyukela) as endorsed by the National School Government (NSG). Prior to appointment, a candidate should therefore have proof that they have registered for the Pre-Entry Certificate and have completed the course. The cost for Nyukela is at the applicants own expense. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department, following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. 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. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the below advertised post(s). The successful candidate will be required to enter into an employment contract and

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

ERRATUM: Kindly take note that the advertised posts Employment Service Practitioner (X2 Posts) for Labour Centre: Volkrust (X1 Post) with Ref No: HR 4/4/7/4 and Labour Centre: Barberton (X1 Post) with Ref No: HR 4/4/7/5 at the Provincial Office: Mpumalanga are withdrawn. These posts were advertised on the Public Service Vacancy Circular 15 dated 09 May 2025 with closing date of 23 May 2025. Sorry for inconvenience. Enquiries: Mr Oko Mpongwana Tel No: (013) 655 8805

OTHER POSTS

<u>POST 16/96</u>	:	<u>DIRECTOR: BENEFICIARY SERVICES REF NO: HR 4/4/05/01</u>
<u>SALARY</u>	:	R1 216 824 per annum, (all -inclusive)
<u>CENTRE</u>	:	Gauteng Provincial Office
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Operations Management/ Operational Research/ Public Management/ Public Administration/ Business Administration/ Business Administration/ Business Management/ Finance at NQF Level 7 as recognised by SAQA. Pre-entry certificate into Senior Management Leadership Services. Five (5) year experience at a middle/senior management level in Operations/ Social security/ Insurance operations. Knowledge: Public service act (PSA), Public Service Regulations (PSR), Public Finance Management Act, Employment Equity Act (EEA), Basic Conditions of Employment Act (BCEA), Labour Relation Act (LRA), Promotional of Access to Information Act (PAIA), Protection of Personal Information (POPIA, Unemployment Insurance Act, UI Contribution Act. Skills: Communication (verbal and written), Computer literacy, Presentation, Report writing, Policy development, Planning and Organizing, Financial Management, Problem solving, Interpersonal. Assertive, Flexible, Supportive, Team player, Innovative/creative, Visionary, Responsiveness, Committed, Persuasives communicator.
<u>DUTIES</u>	:	Management the provision of operations services and Labour Centres. Lead the provision of a comprehensive financial administration in the province and Labour Centre. Manage the provision of Unemployment Insurance Services within the Province and Labour Centres. Manage all resources within the Directorate (Human, Finance and Equipment/Assets).
<u>ENQUIRIES</u>	:	Mr Tshepo Mkomatsidi Tel: 082 778 6326
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 For online applications email: Jobs-GP25@labour.gov.za , Hand delivered at 47 Empire Road, Parktown.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Provincial Office: Gauteng

OTHER POSTS

<u>POST 16/97</u>	:	<u>DEPUTY DIRECTOR: UI OPERATIONS REF NO: HR 4/4/7/27</u>
<u>SALARY</u>	:	R1 059 105 per annum, (all- inclusive)
<u>CENTRE</u>	:	Provincial Office: Mpumalanga
<u>REQUIREMENTS</u>	:	Undergraduate qualification in Operations Management/ Public Management or Administration/ Business Administration or Management/ Administrative Management/Management/Financial Accounting/Finance at NQF Level 6 as recognized by SAQA. Valid driver's license. Five (5) years' experience of which two years must be functional and three (3) years at Assistant Director level in Operations or Insurance environment. Knowledge: Public Service Regulation (PSR), Public Finance Management Act (PFMA). Batho Pele Principles. Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA), Employment Equity Acting (EEA), Public Services Regulations (PSR), Public Service Act (PSA), Treasury Regulations and Operations System Skills: Leadership, Management, Report writing, Computer Literacy, Team Building, Project management, Analytical, Communication, Innovative/ Creative.
<u>DUTIES</u>	:	Manage Employer Services functions. Manage assessment services and local appeals and complaints. Monitor the provision of Generals Support and Registry Services. Manage the provision of comprehensive financial administration. Manage resources (Human, Financial, Equipment/Assets).

<u>ENQUIRIES</u>	:	Ms E Baholo Tel No: (013) 655 8700
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X7263, Emalahleni, 1035 Or hand delivery to Labour Building Corner Hofmeyer and Beatty Avenue, Emalahleni Jobs-MP-BS@LABOUR.gov.za
<u>POST 16/98</u>	:	<u>DEPUTY DIRECTOR: LABOUR CENTRE OPERATIONS REF NO: HR 4/4/8/914</u>
<u>SALARY</u>	:	R1 059 105 per annum, (all-inclusive)
<u>CENTRE</u>	:	Labour Centre: Welkom
<u>REQUIREMENTS</u>	:	Three-year National Diploma (NQF6)/undergraduate Bachelor Degree (NQF7) in Financial Management, Accounting, Human Resource Management, Labour Relations, Social Sciences, Engineering Sciences, Public Administration/Management, Business Administration/Management, Operations Management, Project Management. Civil and /or Construction Engineering. Electrical Engineering. Mechanical Engineering. Environment Health. Analytical Chemistry. Chemical Engineering. Chemistry. Explosives Management. Explosives Engineering. Developmental Studies. Social work. Nursing. Industrial Psychology/Psychology. Qualification with Research, Economics, and Statistics as major subjects. Management/ Public Management/Administration/Human Resource Management. Administrative Management. Three years' legal qualification. Five (5) years' experience of which two (2) at an Assistant Director level and Three (3) years' functional experience in labour market operations/ service delivery environment. Knowledge: Public Finance Management Act, Treasury regulations, Supply chain management processes, Asset management, All labour legislations, Departmental Policies & Procedures, Public Service Regulations, Batho Pele Principles, Service Delivery Improvement Plan. Skills: Management, Computer skills, Presentation skills, Communication (Both verbal & written), Interpersonal, Conflict Management, Leadership, Project management, Diversity Management, Change Management, Monitoring and Evaluation.
<u>DUTIES</u>	:	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).
<u>ENQUIRIES</u>	:	Ms. E Maneli Tel No: (051) 505 6203
<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>POST 16/99</u>	:	<u>DEPUTY DIRECTOR: RESEARCH POLICY AND PLANNING REF NO: HR 4/25/05/44HO</u>
<u>SALARY</u>	:	R1 059 105 per annum, (all-inclusive)
<u>CENTRE</u>	:	Head Office: Pretoria
<u>REQUIREMENTS</u>	:	Three (3) year degree qualification at NQF6/7 in Social Science with specialization in Sociology/Psychology/Economics/statistics with research. Two (2) management experience. Three years (3) functional experience in conducting research. Knowledge: Labour legislations, Research processes, National Development Plan, Public Service Act, Public Service Regulations and relevant prescripts, Departmental policies and procedures, Public Finance Management Act, Corporate governance, Batho Pele Principles, Knowledge of SPSS (related Software e.g. STATA. Skills: Administration and financial management, Communication (verbal and written), Computer literacy, Project management, Strategic management, Analytical, Problem solving, General management, Innovative, Research, Economic analysis, Interpersonal.
<u>DUTIES</u>	:	Manage the execution of research studied on the labour market (Proactive and reactive. Coordinate the process of commissioning research to external service providers. Coordinate and manage research studies conducted internally. Prepare briefing notes, position papers and speeches for the Minister and Senior Management. Manage all resources of the Sub-Directorate including HR, equipment and etc.
<u>ENQUIRIES</u>	:	Ms T Ramulongo Tel No: (012) 309 4167

<u>APPLICATIONS</u>	:	Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ1@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, Head Office
<u>POST 16/100</u>	:	<u>DEPUTY DIRECTOR: ORGANISATIONAL DEVELOPMENT REF NO: HR 4/25/05/41HO</u>
<u>SALARY</u>	:	R896 436 per annum, (all-inclusive)
<u>CENTRE</u>	:	Head Office: Pretoria
<u>REQUIREMENTS</u>	:	Three (3) year National Diploma (NQF6)/ Undergraduate Bachelor Degree (NQF7) in Management Services/ Organization and Work Study/ Work Study/ Industrial Engineering/ Operations Management/ Production Management/ Industrial and Organizational Psychology. Valid driver's license. Five (5) years' experience of which two (2) at Assistant Director Level and three (3) years functional experience in Organizational development. Knowledge: Basic understanding of policies, Public Service Regulations, prescripts and legislation, Understanding of information analysis, Research processes and procedures, Organisational Behaviour/ Design Tools, Job profile design and Job evaluation, Basic knowledge of Public Financial Management Act. Skills: Change management, Organization design, Business process management, Problem solving and solution development, Project management, Facilitation and problem solving, Computer literacy, Communication and interpersonal, People management.
<u>DUTIES</u>	:	Manage organizational design processes and activities for improvement and maintenance of the organization structure within the Department. Manage the development and reviewal of Job Profiles. Manage the Job Evaluation processes. Manage and coordinate processes and interventions for Business Process Improvement. Manage and coordinate change management processes and culture surveys in the Department. Manage all resources of the Sub-Directorate.
<u>ENQUIRIES</u>	:	Mr. S Nkhabelane Tel No: (012) 309 4611
<u>APPLICATIONS</u>	:	Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ2@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, Head Office
<u>POST 16/101</u>	:	<u>DEPUTY DIRECTOR: SOLUTION AND APPLICATION DEVELOPMENT REF NO: HR 4/25/05/42HO</u>
<u>SALARY</u>	:	R896 436 per annum, (all-inclusive)
<u>CENTRE</u>	:	Head Office: Pretoria
<u>REQUIREMENTS</u>	:	Three (3) year National Diploma (NQF6)/ Undergraduate Degree (NQF7) in Information Technology/ Computer Science/ Informatics. Valid driver's license. Five (5) years functional experience at an Assistant Director level in the ICT Network/ Application complex environment as application developer using ASP.NET/JAVA, JQuery, HTML5, Oracle. Knowledge: Software languages and association development platforms and tools, Multi-tier Software architectures and interfaces, System monitoring i.r.o availability, manageability, reliability and security, Software developments methodologies, IT service management principles for Incident, Change, Problem and Release Management, Technical standards/ procedures, Expertise in selected software languages, associated framework and tools, Departmental Procedures and Processes. Skills: Presentation, Problem Solving, Communication, Time Management, Project Management, Planning and Organizing, Leadership skills, Negotiation skills, Conflict and Diversity Management.
<u>DUTIES</u>	:	Implement enhancements for all customised software Applications. Monitor the maintenance of all customized software applications. Engage with other ICT teams to deliver ICT solutions. Manage and supervise resources within the sub-directorate.
<u>ENQUIRIES</u>	:	Mr. V Pillay Tel No: (012) 309 4550
<u>APPLICATIONS</u>	:	Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ3@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, Head Office

<u>POST 16/102</u>	:	<u>DEPUTY DIRECTOR: SAP APPLICATION MAINTENANCE AND SUPPORT</u>
		<u>REF NO: HR 4/25/05/43HO</u>
<u>SALARY</u>	:	R896 436 per annum, (all-inclusive)
<u>CENTRE</u>	:	Head Office: Pretoria
<u>REQUIREMENTS</u>	:	Three (3) year National Diploma (NQF6)/ Undergraduate Degree (NQF7) in Information Technology/ Computer Science/ Informatics. SAP ABAP Certificate will an advantage. Valid driver's license. Five (5) years functional experience at an Assistant Director level or Middle Management level in a complex ICT Application environment as SAP ABAP Develop. Solid experience in ABAP, BADI, ALV, Interfaces and Reports. Experience in SAP PO/PI interfaces. Knowledge: Working knowledge of SAP ERP, CRM, BI, GRC, PO and SolMan, Multi-tier Software architectures and interfaces, System monitoring i.r.o availability, manageability, reliability and security, SAP Software developments methodologies, standards and procedures, IT service management principles for Incident, Change, Problem and Release Management, Expertise in selected software languages, associated framework and tools, Departmental Procedures and Processes, Public Finance Management Act (PFMA), Minimum Information Security Standards (MISS) policy, Government Communication and Information System (GCIS). Skills: Technical skill in SAP software and tools, Standard SAP Software Development Life Cycle, Relational and in-memory databases (Oracle, SQL and HANA, etc), IT standards in the SAP area, SAP architecture, Negotiation skill, Project management.
<u>DUTIES</u>	:	Implement enhancements for all SAP Applications. Monitor all SAP related applications. Engage with other ICT teams to deliver ICT solutions. Maintain and support SAP systems authorizations for users and process owners. Manage and supervise resources within the sub-directorate.
<u>ENQUIRIES</u>	:	Mr. V Pillay Tel No: (012) 309 4550
<u>APPLICATIONS</u>	:	Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ4@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, Head Office
<u>POST 16/103</u>	:	<u>DEPUTY DIRECTOR: ASSETS MANAGEMENT REF NO: HR 4/25/05/44HO</u>
<u>SALARY</u>	:	R896 436 per annum, (all-inclusive)
<u>CENTRE</u>	:	Head Office: Pretoria
<u>REQUIREMENTS</u>	:	Three (3) year National Diploma (NQF6)/ Undergraduate Degree (NQF7) in Asset Management/ Acquisition Management/ Public Management/ Public Administration/ Internal Audit/ Taxation/ Financial Information System/ Financial Accounting/ Accountancy/ Bachelor of Administration. Valid driver's license. Five (5) years' experience of which three (3) years at Middle Management level (Assistant Director level) and two (2) years functional experience in Assets Management. Knowledge: Public Service Act, Ability to convert policy into action, Public Service Regulations and relevant prescripts, Departmental policies and procedures, Batho Pele Principles, Labour relations and collective bargaining systems, Minimum Information Security Standards. Skills: Administration and financial management, Verbal and written communication, Computer literacy, Project management, Strategic management, Communication, Analytical, Problem solving, People management.
<u>DUTIES</u>	:	Develop and review policy of assets management. Monitor the implantation of new and movement assets process in the department. Provide technical advice to the relevant stakeholders. Manage the implementation of assets disposal and donations system. Manage all resources of the Directorate (Daily).
<u>ENQUIRIES</u>	:	Ms K Maholwana Tel No: (012) 309 4670
<u>APPLICATIONS</u>	:	Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ5@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, Head Office
<u>POST 16/104</u>	:	<u>DEPUTY DIRECTOR: FINANCIAL REPORTING REF NO: HR 4/25/05/45HO</u>
<u>SALARY</u>	:	R896 436 per annum, (all-inclusive)
<u>CENTRE</u>	:	Head Office: Pretoria

<u>REQUIREMENTS</u>	:	Three (3) year National Diploma (NQF6)/ Undergraduate Degree (NQF7) in Financial Management. Valid driver's license. Five (5) years' experience at which two (2) years in Middle Management level (Assistant Director level) and three (3) years of functional experience in the Financial Management Sector. Knowledge: Applicable legislative and regulatory framework (i.e. Labour), Public Finance Management Act (PFMA), Treasury Regulations and guidelines, Organisational and government structures, Internal audit concepts, frameworks and methodologies, Public Sector Risk Management Framework, King Report on Corporate governance (II and III), General Recognised Accounting Practices (GRAP). Skills: Planning and organizing, Communication (Written and Verbal), Problem solving, Leadership, Conflict and Diversity Management, Presentation, Analytical, Financial and Performance Report writing.
<u>DUTIES</u>	:	Manage the Financial compliance within the DEL. Manage Financial Reporting for the Department. Manage the Departments statutory reporting system. Manage and supervise the resources of the directorate.
<u>ENQUIRIES</u>	:	Ms K Maholwana Tel No: (012) 309 4659
<u>APPLICATIONS</u>	:	Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ6@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, Head Office
<u>POST 16/105</u>	:	<u>DEPUTY DIRECTOR: FINANCIAL CONTROL, SYSTEMS, ACCOUNTING</u> <u>REF NO: HR4/25/05/46HO</u>
<u>SALARY</u>	:	R896 436 per annum, (all-inclusive)
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	Three (3) year National Diploma (NQF6)/ Undergraduate Bachelor Degree (NQF 7) in Accounting/ Financial Management. Five (5) years' experience of which two (2) years at Middle Management level (Assistant Director level) and three (3) years functional experience in Accounting/ Financial Management. Knowledge: Public Service Regulations and relevant prescripts, Departmental policies and procedures, Accounting systems, Corporate governance, Batho Pele Principles, National Treasury Regulations, Knowledge of Word, Excel, Powerpoint and Outlook, Knowledge of transversal financial systems (BAS, PERSAL, Logis and Safetynet), Knowledge of Internal Control prescripts. Skills: Leadership, Interpersonal, Presentation, Planning and Organising, Computer Literacy, Financial Management, Project Management, Innovative, Analytical, Negotiation, Communication (both verbal and written), People Management/ Diversity facilitation.
<u>DUTIES</u>	:	Manage the Financial Accounting for the Department. Manage the Implementation of Financial Systems (BAS) and Safety net for the Department. Revise, implement and monitor plans to recover all funds due to the Department. Coordinate the process of surrendering surplus funds to National Treasury. Manage all resources of the Sub-Directorate.
<u>ENQUIRIES</u>	:	Ms K Maholwana Tel: (012) 309 4659
<u>APPLICATIONS</u>	:	Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ7@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, Head Office
<u>POST 16/106</u>	:	<u>DEPUTY DIRECTOR: ACTUARIAL SERVICES</u> REF NO: <u>HR4/4/3/2/DDAS/UIF</u> (1 Year Contract)
<u>SALARY</u>	:	R896 436 per annum, (all- inclusive)
<u>CENTRE</u>	:	Unemployment Insurance Fund, Pretoria
<u>REQUIREMENTS</u>	:	A relevant three (3) year tertiary qualification or equivalent. Five (5) years' experience of which three (3) years must be functional experience in actuarial services and two (2) years must be managerial experience. Knowledge: Unemployment Insurance Act (UIA). Unemployment Insurance Contribution Act (UICA). Public Financial Management Act (PFMA). Public Service Regulations (PSR). Public Services Act (PSA). Treasury Regulations. Investment markets and portfolio management. Generally Accepted Accounting Practices (GAAP). International Financial Reporting Standards. Generally, Recognizes Accounting Practices (GRAP). MS Office. Actuarial projections and reporting methodologies and techniques. Skills: Leadership.

		Management. Computer Literacy. Communication. Accounting. Time Management. Planning and Organising. Analytical. Research. Problem Solving & Decision Making. Portfolio Management. Financial Management. Policy formulation.
<u>DUTIES</u>	:	Provide technical guidance and actuarial functions in the UIF. Manage accounting and disclosure of Actuarial estimates services in the UIF. Maintain the working relationship with external actuarial advisors. Manage resources in the Sub-Directorate.
<u>ENQUIRIES</u>	:	Ms ASC Fourie Tel No: (012) 337 1420/ 1599
<u>APPLICATIONS</u>	:	email: Jobs-UIF03@labour.gov.za , Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, UIF
<u>POST 16/107</u>	:	<u>SENIOR LEGAL ADMINISTRATION OFFICER (MR6) OSD REF NO: HR 4/4/3/2SLAO/UIF</u> (1 Year Contract)
<u>SALARY</u>	:	R586 956 - R1 386 972 per annum, (OSD)
<u>CENTRE</u>	:	Unemployment Insurance Fund, Pretoria
<u>REQUIREMENTS</u>	:	A four (4) year tertiary qualification (NQF Level 8) in Law (LLB). At least eight (8) years' legal services experience (OSD. Knowledge: Public Financial Management Act (PFMA). Treasury Regulations. Public Service Regulations (PSR). Public Service Act (PSA). Promotion of Administration Justice Act (PAJA). Promotion of Access to Information Act (PAIA). Criminal Procedure Act. Law evidence. Constitutional Law. The Constitution of the Republic of South Africa. Unemployment Insurance Act (UIA). Unemployment Insurance Contributions Act (UICA). Labour Relations Act (LRA). Litigation Procedures. Skills: Communication, Listening, Computer Literacy. Time Management. Report writing. Planning and Organising. Liaison. Diplomacy. Policy Development. Networking. Interviewing. Financial Management. Project Management. Strategic Planning. Negotiation.
<u>DUTIES</u>	:	Monitor the provision of professional legal advice and support in the Fund. Manage litigation for and on behalf of the Fund. Manage drafting of legal documents (legislation, policies, regulations, contracts, memorandum of understanding, service level agreements and other legal bidding documents etc.). Manage processing of sections for benefit applications. Monitor oversight of the Litigation Management. Manage resources (Human, Financial, Equipment/ Assets) in the sub-directorate.
<u>ENQUIRIES</u>	:	Adv. LD Mkhonto Tel No: (012) 337 1411/ 1775
<u>APPLICATIONS</u>	:	email: Jobs-UIF04@labour.gov.za , Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, UIF
<u>POST 16/108</u>	:	<u>ASSISTANT DIRECTOR: COMPLIANCE AND MONITORING REF NO: HR4/25/05/50HO</u>
<u>SALARY</u>	:	R582 444 per annum
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	Three (3) tertiary qualification in Labour Relations/Human Resources Management/Business Management/ Public Administration. Two (2) years supervisory experience. Two (2) years functional experience in Labour Relations/ Employment Equity/Human Resources. Knowledge: Employment Equity Act, Employment Equity Regulations, National Minimum Wage Act, Labour Relations Act, Basic Conditions Employment Act, Public Financial Management Act, Departmental policies and procedures, Batho Pele principles. Skills: Project Management, Computer Literacy, IT System, Verbal and written communication, Interpersonal relations, Statistical analysis, Presentation and facilitation.
<u>DUTIES</u>	:	Maintain and develop an efficient and effective EE database system (EE System). Coordinate and prepare the EE Public Register for approval and publication. Facilitate the provision of EE System training to provincial trainers and development of training tools. Provide technical support to employers through the EE helpline, webmaster services, EE Reporting Portal and EE Roadshows. Supervise in managing the resources in the Sub-Directorate (Human, Financial and Equipment/Assets).

<u>ENQUIRIES</u>	:	Mr I Makwarela Tel No: (012) 309 4056
<u>APPLICATIONS</u>	:	The Chief Director: Human Resources Management, Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ8@labour.gov.za
<u>POST 16/109</u>	:	<u>PRINCIPAL INSPECTOR: CIVIL AND CONSUTRUCTION ENGINEERING</u> <u>REF NO: HR 4/4/1/101</u>
<u>SALARY</u>	:	R582 444 per annum
<u>CENTRE</u>	:	Qonce Labour Centre
<u>REQUIREMENTS</u>	:	Three (3) year National Diploma (NQFL 6)/ Undergraduate Bachelor Degree (NQFL7) in Civil/Construction Engineering. Four (4) years functional experience in Civil/Construction services. A valid driver's license. Knowledge: Departmental Policies and procedures, Batho Pele Principles, Public Service Act and Regulations, OHS Act and Regulations, OHS Standards, OHS Management System. Skills: Facilitation, Planning and organizing, Computer literacy, Interpersonal, Problem solving, interviewing, Presentation, Research, Project Management, Analytical, Innovative.
<u>DUTIES</u>	:	Provide inputs into the development of Civil and Construction Policies and ensure the implementation of OHS Strategy for the Department of Employment and Labour in terms of OHS legislation. Conduct complex inspections for Civil and Construction Engineering regularly as per OHS programme. Conduct technical research on latest trends of Occupational Health and Safety in terms of Civil and Construction Engineering Sector. Provide support for enforcement action, including preparation of reports for legal proceedings.
<u>ENQUIRIES</u>	:	Mr K Mbande Tel No: (043) 605 9223
<u>APPLICATIONS</u>	:	Deputy Director Labour Centre Operations: PO Box 260, King William's Town, 5600 or hand deliver at No 34 Arthur Street, King William's Town.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management
<u>POST 16/110</u>	:	<u>ASSISTANT DIRECTOR: POLICY DEVELOPMENT REF NO:</u> <u>HR4/25/05/49HO</u>
<u>SALARY</u>	:	R582 444 per annum
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	Three (3) year National Diploma (NQF6)/ Undergraduate Bachelor Degree (NQF7) in Labour Relations/Human Resources Management/Law/ Public Administration/ Public Management. Four (4) years functional experience in Labour Relations/ Employment Equity services of which two (2) years must be at supervisory level. Knowledge: Public service transformation and management issues, White Paper on transformation of Public Service, Public Service Act, Ability to convert policy into action, Public Service Regulations and relevant prescripts, Departmental Policies and Procedures, Batho Pele principles, Minimum Information Security Standard, Access Recognition and Licensing Committee, South African Development Community, Basic Conditions of Employment Act, Constitution of South Africa Act, Occupational Health and Safety Act, Skills Development Act, Public Financial Management Act. Skills: Verbal and written communication, Interpersonal relations, Computer literacy, Analytical, Statistical analysis, Labour Economic Analysis.
<u>DUTIES</u>	:	Coordinate the logistical and administrative support required by the commission for Employment Equity (CEE). Provide technical support required by the CEE to execute its mandate. Provide technical support in relation to employment equity policy matters required by the Employment Equity Directorate to meet its strategic objectives. Ensure the budget of the CEE based on the work plans, expenditure and the PFMA. Manage the performance of reporting staff in order for them to execute their duties.
<u>ENQUIRIES</u>	:	Mr N Singh Tel No: (012) 309 4034
<u>APPLICATIONS</u>	:	The Chief Director: Human Resources Management, Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ9@labour.gov.za
<u>POST 16/111</u>	:	<u>ASSISTANT DIRECTOR: FACTORY PRODUCTION (X4 POSTS)</u>
<u>SALARY</u>	:	R582 444 per annum
<u>CENTRE</u>	:	See: Bloemfontein Ref No: HR 4/25/04/01 (X1 Post) See: Epping (Cape Town) Ref No: HR 4/25/04/02 (X1 Post) See: Seshego (Polokwane) Ref No: HR 4/25/04/03 (X1 Post)

<u>REQUIREMENTS</u>	:	See: Pretoria Ref No: HR 4/25/04/06 (X1 Post)
	:	Three (3) year National Diploma (NQF 6) in Operations Management / Production Management / Industrial Engineering. Three years' functional experience in Production / operations environment. Two years' supervisory experience. Valid driver's licence will be an added advantage. Knowledge: Good Governance, Departmental policies and procedures, General administrative procedures, Recruitment and selection, Disability Act, Basic research, public Service Regulations, UI Act, COIDA, EEA, Occupational Health and Safety Act. Skills: Planning and organizing, Communication and presentations Skills: Computer Skills, Analytical, Facilitation, Interpersonal, Leadership and Problem Solving, Innovative, Stakeholder management, Project Management.
<u>DUTIES</u>	:	Manage and monitor production within the factory. Monitor and oversee the operational functions of the factory. Develop and provide sound relations with internal and external clients.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms A Pretorius / Ms BP Thwala Tel No: (012) 843 7300
	:	Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. For Attention: Sub-directorate: Human Resources Operations, Head Office email: For Bloemfontein use: Jobs-SEE1@labour.gov.za email: For Epping use: Jobs-SEE2@labour.gov.za email: For Seshego use: Jobs-SEE3@labour.gov.za Email: For Pretoria use: Jobs-SEE06@labour.gov.za
<u>POST 16/112</u>	:	<u>ASSISTANT DIRECTOR: AUDIT COORDINATOR REF NO: HR4/4/3/2ASDAC/UIF</u> (1 Year Contract)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum, plus 37% in lieu of benefits
	:	Unemployment Insurance Fund, Pretoria
	:	A three-year tertiary qualification (NQF level 6) in Internal Auditing / Audit / Accounting. Four (4) years' experience of which two (2) years must be functional. experience in Internal Audit environment and two (2) years' experience at supervisory level. Knowledge: Auditor General Processes and Procedures, Internal Audit Manual and Methodology. Public Service Act (PSA). Public Finance Management Act (PFMA). Public Service Regulations (PSR). Labour Relations+ Act (LRA). Basic Conditions of Employment Act (BCEA). Unemployment Insurance Amended Act (UIA) Unemployment Insurance Contributions Act (UICA). Skills: Communication skills, Computer Literacy. Time Management Interpersonal. Report Writing. Planning and Organizing. Analytical. Creative. Facilitation. Presentation.
<u>DUTIES</u>	:	Facilitate internal and external audit coordination. Coordinate requests from internal and external auditors. Facilitate the implementation of Audit Action Plans. Facilitate the implementation of PROBITY process. Manage resources (Human, Finance, Equipment / Assets).
<u>ENQUIRIES APPLICATIONS</u>	:	Mr SW Nkosi Tel No: (012) 337 1962
	:	email: Jobs-UIF05@labour.gov.za , Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.
<u>POST 16/113</u>	:	<u>ASSISTANT DIRECTOR: EXECUTIVE SUPPORT REF NO: HR4/4/3/2ASDES/UIF</u> (1 Year Contract)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum, plus 37% in lieu of benefits
	:	Unemployment Insurance Fund, Pretoria
	:	A three (3) year tertiary qualification (NQF level 6) in Office Administration / Public Management / Public Administration. Four (4) years' experience of which two (2) years must be functional experience in executive support environment and two (2) years' experience at supervisory level. Knowledge: Public Service Act (PSA). Public Finance Management Act (PFMA). Public Service Regulations (PSR). Labour Relations Act (LRA). Basic Conditions of Employment Act (BCEA). Unemployment Insurance Amendment Act (UIA). Unemployment Insurance Contributions Act (UICA). Promotion of Access to Information Act (PAIA). Protected Disclosure Act. Protection of Personnel Information Act Skills: Communication. Computer Literacy. Time Management. Interpersonal. Report Writing. Planning and Organizing. Analytical. Creative. Facilitation. Presentation Communication skills, Computer Literacy. Time

	Management Interpersonal. Report Writing. Planning and Organizing. Analytical. Creative. Facilitation. Presentation.
<u>DUTIES</u>	: Coordinate response to Parliamentary Correspondence. Facilitate the implementation of the oversight structures resolutions. Provide secretariat support services. Manage resources (Human, Financial, Equipment / Assets).
<u>ENQUIRIES</u>	: Mr SW Nkosi Tel No: (012) 337 1962
<u>APPLICATIONS</u>	: email: Jobs-UIF06@labour.gov.za , Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.
<u>POST 16/114</u>	: <u>ASSISTANT DIRECTOR: LOSS CONTROL REF NO: HR4/4/3/2ASDLC/UIF</u> (1 Year Contract)
<u>SALARY</u>	: R468 459 per annum, plus 37% in lieu of benefits
<u>CENTRE</u>	: Unemployment Insurance Fund, Pretoria
<u>REQUIREMENTS</u>	: A three-year tertiary qualification (NQF level 6) in Internal Auditing / Audit / Accounting/ Financial Management/ Risk Management. Four (4) years' experience of which two (2) years must be functional experience in Loss Control or Internal control and compliance environment and two (2) years' experience at supervisory level. Knowledge: Public Service Act (PSA). Public Finance Management Act (PFMA). Treasury Regulations. Public Service Regulations (PSR). Labour Relations Act (LRA). Basic Conditions of Employment Act (BCEA). Unemployment Insurance Amended Act (UIA) Unemployment Insurance Contributions Act (UICA). Standards of Generally Recognised Accounting Practice (GRAP). Standards of Generally Accepted Accounting Practice (GAAP). International Financial Reporting Standards (IFRS). Protected Disclosure Act. Financial Management. Skills: Communication. Computer Literacy. Time Management Interpersonal. Report Writing. Planning and Organizing. Analytical. Creative. Facilitation. Presentation. Financial Management. Research. People Management.
<u>DUTIES</u>	: Review policies and procedures regarding the treatment of irregular expenditure in line with the PFMA and Treasury Regulations. Facilitate the implementation of the Loss Control Framework. Conduct a determination test to establish the facts and losses. Manage resources (Human, Financial, Equipment/Assets).
<u>ENQUIRIES</u>	: Mr SW Nkosi Tel No: (012) 337 1962
<u>APPLICATIONS</u>	: email: Jobs-UIF07@labour.gov.za , Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.
<u>POST 16/115</u>	: <u>ASSISTANT DIRECTOR: COMPLIANCE SUPPORT REF NO: HR4/4/3/2ASDCS/UIF</u> (1 Year Contract)
<u>SALARY</u>	: R468 459 per annum, plus 37% in lieu of benefits
<u>CENTRE</u>	: Unemployment Insurance Fund, Pretoria
<u>REQUIREMENTS</u>	: A three-year tertiary qualification (NQF level 6) in Internal Auditing / Audit / Accounting. Four (4) years' experience of which two (2) years must be functional experience in compliance environment and two (2) years' experience at supervisory level. Knowledge: Public Service Act (PSA). Public Finance Management Act (PFMA). Treasury Regulations. Public Service Regulations (PSR). Labour Relations Act (LRA). Basic Conditions of Employment Act (BCEA). Unemployment Insurance Amended Act (UIA) Unemployment Insurance Contributions Act (UICA). Skills: Communication. Computer Literacy. Time Management Interpersonal. Report Writing. Planning and Organizing. Analytical. Creative. Facilitation. Presentation.
<u>DUTIES</u>	: Facilitate the implementation of the Compliance universe. Conduct the compliance risks and provide advice. Facilitate the implementation of the compliance plan. Review policies and procedures in line with the Compliance framework. Manage resources (Human, Financial, Equipment/Assets).
<u>ENQUIRIES</u>	: Mr SW Nkosi Tel No: (012) 337 1962
<u>APPLICATIONS</u>	: email: Jobs-UIF08@labour.gov.za , Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.

<u>POST 16/116</u>	:	<u>ASSISTANT DIRECTOR: BUDGET REF NO: HR4/4/3/2ASDB/UIF</u> (1 Year Contract)
<u>SALARY</u>	:	R468 459 per annum, plus 37% in lieu of benefits
<u>CENTRE</u>	:	Unemployment Insurance Fund, Pretoria
<u>REQUIREMENTS</u>	:	Three (3) year Tertiary Qualification (NQF level 6) in Accounting Sciences / Financial Management /Commerce. Four (4) years functional experience in financial management environment of which two (2) years must be at supervisory level. Knowledge: Public Finance Management Act (PFMA). National Treasury MTEF Guidelines. Public Service Regulations (PSR) Public Service Act (PSA). Treasury Regulations. Generally Recognized Accounting Principle (GRAP). International Financial Reporting Standards (IFRS). Unemployment Insurance Act (UIA). Unemployment Insurance Contributions Act (UICA). Skills: Financial Management. Communication. Computer literacy. Time Management. Report Writing. Planning and organizing. Analytical. Creative. Numeracy.
<u>DUTIES</u>	:	Facilitate budget process of the Fund. Coordinate budget governance and Compliance. Facilitate compilation of budgets reports. Facilitate compilation of external / Internal reports. Manage resources in the section.
<u>ENQUIRIES</u>	:	Ms MT Ramanyimi Tel No: (012) 337 1513
<u>APPLICATIONS</u>	:	email: Jobs-UIF09@labour.gov.za, Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.
<u>POST 16/117</u>	:	<u>ASSISTANT DIRECTOR: BOARD SERVICES AND CASE MANAGEMENT REF NO: HR4/4/3/2ASDBSCM/UIF (X2 POSTS)</u> (1 Year Contract)
<u>SALARY</u>	:	R468 459 per annum, plus 37% in lieu of benefits
<u>CENTRE</u>	:	Unemployment Insurance Fund, Pretoria
<u>REQUIREMENTS</u>	:	Three (3) year tertiary qualification (NQF Level 6) in Public Administration and Business Administration. Four (4) years' experience of which two (2) years must be functional experience in Board Services and secretariat environment and two (2) years' at supervisory level. Four (4) years' experience of which two (2) years must be functional experience in Board Services and Secretariat environment and two (2) years' experience at supervisory level. Knowledge: Public Finance Management Act (PFMA). Promotion of Access to Information Act (PAIA). Protected Disclosure Act. Unemployment Insurance Act (UIA). Unemployment Insurance Contributions Act (UICA). Labour Relation Act (LRA). Public Service Act (PSA). Public Service Regulations (PSR). Appeal Processes and Procedures. Board Services Charter. Skills: Financial Management. Communication. Analytical. Problem Solving. Presentation. Planning and Organizing. Computer Literacy. Report Writing.
<u>DUTIES</u>	:	Facilitate investigations on national appeal cases referred by Provinces. Coordinate the administration support services to the Board. Facilitate the provision of technical support on enquiries referred to the Fund E.G. Minister's Office Public Protector Director General and Commissioner. Manage all resources (Human, Financial Equipment/Assets) in the Sub-Directorate.
<u>ENQUIRIES</u>	:	Ms. LJ Van Wyk Tel No: (012) 337 1950
<u>APPLICATIONS</u>	:	email: Jobs-UIF10@labour.gov.za, Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.
<u>POST 16/118</u>	:	<u>ASSISTANT DIRECTOR: DEMAND MANAGEMENT REF NO: HR4/4/3/2ASDDM/UIF</u> (1 Year Contract)
<u>SALARY</u>	:	R468 459 per annum, plus 37% in lieu of benefits
<u>CENTRE</u>	:	Unemployment Insurance Fund, Pretoria
<u>REQUIREMENTS</u>	:	Three (3) year tertiary qualification (NQF Level 6) in Logistic Management/ Supply Chain Management/ Public Management. Four (4) years' experience of which two (2) years must be functional experience in demand Management environment and two (2) years supervisory experience. Knowledge: Public Service Regulations (PSR). Public Service Act (PSA). Public Finance Management Act (PFMA). Unemployment Insurance Act and Regulations (UIAR). Unemployment Insurance Contributions Act (UICA). Preferential Procurement Policy Framework Act (PPPFA). Broad Based Black Economic

		Empowerment (BBBE). Treasury Regulations. Supply Chain Management Systems and Processes. Labour Relation Act (LRA). Employment Equity Act (EEA). Basic Conditions of Employment Act (BCEA). Skills: Financial Management. Analysis. Problem Solving. Presentation. Planning and Organizing. Communication (verbal and written). Computer Literacy. Report Writing. Minutes writing.
<u>DUTIES</u>	:	Coordinate (synergise), review, research, analyse and plan the procurement needs of the department. Coordinate review, collect and collate information for the annual procurement plan. Supervise and compile tender/ quotation specification as required. Develop, implement and maintain the supplier database. Manage resources (Human, Financial, Equipment / Assets) in the section.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr V Moodley Tel No: (012) 337 1834
	:	email: Jobs-UIF22@labour.gov.za , Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.
<u>POST 16/119</u>	:	<u>ASSISTANT DIRECTOR: SALARY PREPARATION REF NO: HR 4/25/05/51HO</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum
	:	Head Office, Pretoria
	:	Three (3) year National Diploma (NQF 6)/ Undergraduate Bachelor Degree (NQF 7) in Accounting/ Financial Management or equivalent. Four (4) years' experience of which two (2) years Supervisory experience and two (2) years functional experience. Knowledge: Departmental policies and procedures, Financial Management, Batho Pele Principles, Budgeting, Delegations of Authority, Transversal Financial systems, Treasury Regulations. Skills: Computer literacy, Analytical, Communication, Interpersonal, Supervisory, Problem solving, Report writing, Mentoring and Coaching.
<u>DUTIES</u>	:	Manage payments of service benefits and affecting of deductions against service benefits. Maintain the Suspense accounts. Manage the payroll and Counter. Manage debt of officials against the Department. Maintain of entities on Persal and BAS. Manage resources in the section.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. K Sibanyoni Tel No: (012) 309 4103
	:	Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ10@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, Head Office
<u>POST 16/120</u>	:	<u>ASSISTANT DIRECTOR: OFFICE SUPPORT REF NO: HR4/25/05/52 HO</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum
	:	Head Office, Pretoria
	:	Three (3) year National Diploma (NQF6)/ Undergraduate Bachelor Degree (NQF 7) in Public Management/ Public Administration/ Information Management. Four (4) years' experience of which two (2) years at Supervisory level and two (2) years functional experience in Records Management. Knowledge: Records Management, National Archives Act, Project Management, Contract Management, Supply Chain Management Framework, Public Finance Management Act, Promotion of Administrative Justice Act. Skills: Leadership, Management, Computer, Presentation, Analytical, Communication (both verbal and written), Facilitation, Organizing and planning.
<u>DUTIES</u>	:	Assist in the formulation, implementation and review of Records Management Policy, Guideline and procedures. Monitor registry services in the Department. Monitor Postal Services in the Department. Monitor cleaning services in the Department. Manage all the resources within the Division.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. R Maloka Tel No: (012) 309 4659
	:	Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ10@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, Head Office

POST 16/121 : **APPLICATION DEVELOPER (JAVA) REF NO: HR4/25/05/53HO (X2 POSTS)**

SALARY : R468 459 per annum
CENTRE : Head Office, Pretoria
REQUIREMENTS : Three (3) National Diploma (NQF 6)/ Undergraduate Degree (NQF 7) in Information Technology/ Computer Science or Information PLUS ITIL Certificate. Four (4) years' experience in the ICT environment providing application software development services. Knowledge: Software languages and associated development platforms and tools, Java enterprise Architecture Development and Deployments, Java Enterprise Java Bean (EJB) Technologies, JavaScript/Son and JBOSS/Tomcat Web deployments, Service Orientated Architecture Implementations and Linux Operating Systems (preferably RHEL), Backend Oracle Systems and Java Integration (JDBC, OLE etc), Multi-tier Software architectures and interfaces, ASP.NET, SQL Server, HTML5, CSS3 and C#/VB.NET, SQL Server 2008 and upwards, Development and maintenance of Oracle Stored Procedures, Packages and functions, Data loads and imports from different sources including files, XML and other database including SQL server, SharePoint Development, Software development lifecycle (SDLC), IT service management principles for Incident, Change, Problem and Release process, Software development methodologies including Waterfall and Agile, Batho Pele Principles, Departmental Procedures and Processes. Skills: Management of Microsoft OS based solution, Development for template based web content management solution, Web application architecture integration into Oracle, Designing of Database Architecture Documentation including ERD's and Data Flow Diagrams, Enterprise level Oracle Database Administration with multiple of users, Software testing including unit integration and acceptance testing etc, SharePoint Object Model, SharePoint Designer, Visio, InfoPath, Visual Studio and PowerShell, Problem Solving, Communication, Time Management, Planning and Organizing, Multi-tier architecture, Project management.

DUTIES : Develop and Document technical design for customized software Applications as Java, ASP.NET, MS SharePoint and PL/SQL. Provide support and maintenance of customized software Applications as Java, ASP.NET, MS SharePoint and PL/SQL. Develop applications according to the defined standards and best practice principles.

ENQUIRIES : Mr. V Pillay Tel No: (012) 309 4636
APPLICATIONS : The Chief Director: Human Resources Management, Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ11@labour.gov.za

POST 16/122 : **ASISTANT DIRECTOR: GENDER, DISABILITY AND YOUTH REF NO: HR4/25/05/55 HO**

SALARY : R468 459 per annum
CENTRE : Head Office, Pretoria
REQUIREMENTS : Three (3) National Diploma (NQF6) / Undergraduate Bachelor Degree (NQF7) in Social Sciences/ Gender Studies/ Youth Studies/ Psychology/ Social Work. Four (4) years' functional experience in Gender, Disability and Youth at a (Senior Practitioner/Practitioner) level. A valid drivers' license. Knowledge: Gender Equity and Women Empowerment Programmes, Promotion of the rights of people with disabilities, Mainstreaming and implementation of youth developmental programmes, Job access strategy. Skills: Communication, Interpersonal, Negotiation, Decision making, organisational, Computer Literacy, Problem solving.

DUTIES : Provide inputs towards the development policies, strategies and guideline to promote mainstreaming, development and empowerment of women, persons with disabilities and youth. Coordinate and implement Gender Equality and Women Empowerment programmes. Coordinate and implement Disability Mainstreaming programmes. Coordinate and implement Youth empowerment programmes. Liaise with and improve integration of internal and external stakeholders performing various activities, events, programmes and initiated projects focusing on GDY.

ENQUIRIES : Mr C Kanama Tel No: (012) 309 4238
APPLICATIONS : The Chief Director: Human Resources Management, Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ12@labour.gov.za

<u>POST 16/123</u>	:	<u>ASSISTANT DIRECTOR: COMMUNICATIONS REF NO: HR4/4/8/925</u>
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Provincial Office: Bloemfontein
<u>REQUIREMENTS</u>	:	A three-year relevant tertiary qualification at NQF6/7 in communication Science/ Marketing/ Public Relations/Media studies and Journalism. Minimum experience: Two (2) years supervisor experience, Two (2) years functional experience in a media/ public relations/marketing/ communication services. Knowledge: Departmental Policies and Procedures, Public Finance Management Act (PFMA), Basic Knowledge of all legislations, Project Management, Batho Pele Principles. Skills: Planning and Organizing, Interpersonal, Computer literacy, Communication skills, Problem Solving, Listening and observation, Negotiation, Event Management.
<u>DUTIES</u>	:	Provide public relations and media liaison services at provincial level including performing duties and responsibilities as spokesperson for DeL in the province (daily). Organize take holder briefings exhibitions for the whole province (Bi-weekly). Market the services of DeL at Provincial level (monthly). Manage DeL internal communication such as management of notice boards, posting of information on intranet, updating staff on issues affecting the department in the media, production of internal newsletter, etc. (daily). Coordinate and facilitate all internal and external events in the province such as imbizo outreach. Programmes, outside broadcasts, national commemorative days etc. (yearly).
<u>ENQUIRIES</u>	:	Ms. E Maneli Tel No: (051) 505 6203
<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-fs2@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, Free State
<u>POST 16/124</u>	:	<u>STATUTORY SERVICES OFFICER REF NO: HR 4/4/8/928</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Provincial Office: Bloemfontein
<u>REQUIREMENTS</u>	:	BPROC/ LLB/ BCOM LAW. A valid driver's license. Minimum experience: 1 year in the legal/ compliance environment. Knowledge: Public service transformation and management issues, Public service act, Treasury regulations, Departmental policies and procedures, Corporate governance, Skills Development Act, Public Service Regulations, SDLA. Skills: Facilitation, Planning and Organising, Computer literacy, Interpersonal, Problem solving, Interviewing, Presentation, Innovative, Analytic, Verbal and written communication.
<u>DUTIES</u>	:	to plan and independently administer work referred to Statutory Services for enforcement of non-compliance under employment law, assist the AS: SS in the enforcement processes for IES, assist in the strategy for Statutory Services, assist in facilitating the implementation of capacity development programmes for the inspectors the provinces, compile stats for the unit.
<u>ENQUIRIES</u>	:	Mr M Luxande Tel No: (051) 505 6325
<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-fs2@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, Free State
<u>POST 16/125</u>	:	<u>OHS INSPECTOR: CONSTRUCTION ENGINEERING REF NO: HR4/4/5/3</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Labour Centre: Verulam (KZN)
<u>REQUIREMENTS</u>	:	Senior Certificate plus a three (3) year recognised qualification at NQF 6/7 in the relevant field, ie. Construction Engineering. Valid Driver's licence. Knowledge: Departmental policies and procedures, Occupational Health and Safety Act, as amended, Regulations (21), South African National Standards (Codes)- incorporated Codes become regulations, Compensation for Occupational Injuries and Diseases Act, Unemployment Insurance Act. Skills: Planning and organizing, Communication skills, Computer literacy, Facilitation skills, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem solving skills, Interviewing skills, Presentation skills, Innovation skills, Analytical skills, Verbal and written communication skills.

<u>DUTIES</u>	:	To plan and independently conduct inspections with the aim of ensuring compliance with the Occupational Health and Safety Act, Act 85 of 1993, Regulations and incorporated Standards. To confirm registration of with the Unemployment Insurance Act and the Compensation for Occupational Injuries and Diseases Act. Plan, investigate and finalise independently incidents and complaints reported pertaining to the OHS Act and the relevant regulations and enforce as and when necessary, appear in Court as a State witness. Plan and conduct allocated proactive inspections as per schedule to monitor compliance with the relevant labour legislation including compiling and consolidating reports emanating from such inspections. Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including, execution of analysis and compilation of consolidated statistical reports on regional and allocated cases.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr B Zondi Tel No: (032) 541 5600
	:	Deputy Director: Verulam Labour Centre, PO Box 1144, Verulam 4340 Or hand deliver at 13 Wick Street, Verulam. For Online Application: Jobs-KZN3@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, KwaZulu-Natal
<u>POST 16/126</u>	:	<u>EMPLOYER SERVICES PRACTITIONER (ESP II) REF NO: HR4/4/10/121</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 per annum
	:	Butterworth Labour Centre
	:	Three (3) year relevant qualification in Social Science (Psychology, Industrial Psychology)/ Public Administration/ Business Management/ Public Management. A valid driver's license. Two (2) years functional experience in a client oriented environment. Knowledge: Employment Service Act, Unemployment Insurance Act, Public Service Act, Immigration Act, Skills Development Act, Social Plan Guidelines, Human Resource Management Act, ILO conventions related PES. Skills: Planning and organising, Communication, Computer, Analytical, Presentation, Interpersonal, Report writing, Networking, Negotiation, Marketing.
<u>DUTIES</u>	:	Marketing PES services to stakeholders to acquire opportunities and conduct recruitment, selection, referral and placement of registered work seekers. Process request for International Cross Boarder Labour Migration (ICBLM) and advise on the availability of skills. Process applications for registration of Public Employment Agency (PEA) AND Temporary Employment Schemes (TES). Supervise the provision of registration and referral of work seekers for the Department. Monitor the implementation of employment schemes, Labour Activation Programmes (LAP) Projects and Temporary Relief-Scheme. Supervise the administration of employer services at the Labour Centre.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms N Getyeza Tel No: (047) 491 0656
	:	Deputy Director: Labour Centre Operations, Private Bag X3081, Butterworth, 4960, Hand deliver at ERF 9369 Blyth and Robison Streets Butterworth, 4960. Email: Jobs-EC4@labour.gov.za
<u>POST 16/127</u>	:	<u>SENIOR PRACTITIONER: DEMAND MANAGEMENT REF NO: HR4/4/3/1SPDM/UIF (X2 POSTS)</u> (1 Year Contract)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 per annum, plus 37% in lieu of benefits
	:	Unemployment Insurance Fund, Pretoria
	:	A three (3) years' tertiary qualification in Logistic Management/ Supply Chain Management /Public Management. Two (2) years functional experience in demand management environment. Knowledge: Public Service Regulations (PSR). Public Service Act (PSA). Public Finance Management Act (PFMA). Unemployment Insurance Act and Regulations (UIAR). Unemployment Insurance Contributions Act (UICA). Preferential Procurement Policy Framework Act (PPPFA). Broad Based Black Economic Empowerment (BBBE). Treasury Regulations. Supply Chain Management Systems and Processes. Labour Relation Act (LRA). Employment Equity Act (EEA). Basic Conditions of Employment Act (BCEA). Skills: Financial Management. Analysis. Problem Solving. Presentation. Planning and Organizing. Communication (verbal and written). Computer Literacy. Report Writing. Minutes writing.

<u>DUTIES</u>	:	Establish and ensure that a needs analysis is conducted. Facilitate the quotation process. Conduct the evaluation and compliance thereafter of vendors' / suppliers performance. Supervise resources (Human, Financial, Equipment/ Assets) in the section.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr J Parsotam Tel No: (012) 337 1726 email: Jobs-UIF23 @labour.gov.za , Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.
<u>POST 16/128</u>	:	<u>SENIOR PRACTITIONER: ACQUISITION MANAGEMENT REF NO: HR4/4/3/1SPAM/UIF (X4 POSTS)</u> (1 Year Contract)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 per annum, plus 37% in lieu of benefits Unemployment Insurance Fund, Pretoria Three (3) year's tertiary qualification (NQF Level 6) in Purchasing Management/ Facility Management/ Logistic Management/ Management. Two (2) years' functional experience in Acquisitions Management environment. Knowledge: Public Finance Management Act (PFMA). Unemployment Insurance Act and Regulations (UIAR). Unemployment Insurance Contributions Act (UICA). Public Finance Management Act (PFMA). Basic Conditions of Employment Act (BCEA). Labour Relation Act (LRA). Employment Equity Act (EEA). Public Service Regulations (PSR). Public Service Act (PSA). Preferential Procurement Policy Framework Act (PPFA). Skills: Problem Solving. Presentation. Planning and Organizing. Communication. Computer Literacy. Financial Management. Analysis. Time Management. Numeracy.
<u>DUTIES</u>	:	Render administration of contracts of the UIF. Provide technical support on bidding processes. Provide monthly reporting on awarded contracts and tenders. Render secretarial functions to the Bid Adjudication Committees. Supervise resources (Human, Financial, Equipment/ Assets) in the unit.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms WE Kruger Tel No: (012) 337 1876 email: Jobs-UIF23@labour.gov.za , Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.
<u>POST 16/129</u>	:	<u>EMPLOYMENT EQUITY INSPECTOR REF NO: HR4/4/4/03/03 (X3 POSTS)</u>
<u>SALARY CENTRE</u>	:	R397 116 per annum Germiston Labour Centre stationed at Provincial Office Parktown (X1 Post) Pretoria Labour Centre stationed at Provincial Office, Parktown (X1 Post) Johannesburg Labour Centre stationed at Provincial Office, Parktown (X1 Post)
<u>REQUIREMENTS</u>	:	National Diploma in Labour Law NQF6/ Advanced Labour Law NQF7/ Post Grad in Labour Law NQF8/ Law Degree/ BCOM Law. 1- 2 Years' functional experience in Employment Equity inspections as an added advantage. Valid driver's licence. Knowledge: Batho Pele Principles, Departmental policies and procedures, COIDA, Employment Services Act, BCEA, UI Contributions Act, UIA, Employment Equity Act. Skills: Planning and Organizing, Computer literacy, Interpersonal, Communication (Verbal and written), Problem solving, Interviewing, Conflict handling, Analytical and Presentation.
<u>DUTIES</u>	:	Conduct EE Procedural Inspections and DG reviews with the aim of ensuring compliance EE legislations. Deal with non-compliant employers to enforce compliance with EE regulation. Conduct advocacy campaigns on EEA and analyse impact thereof. Contribute to the planning, drafting and maintenance of Provincial inspections. Assist in ensuring that quality inspections files are referred to the Principal Inspector and identify challenges on the files and advise on the way forward.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr M Tshabalala Tel No: (012) 309 0500 Chief Director: Provincial Operations: P O Box 4560, Johannesburg, 2001 or hand deliver at 47 Empire Road, Parktown or Direct your applications to Jobs-GP8@labour.gov.za
<u>NOTE</u>	:	Coloureds, Indians, Whites and Persons with disabilities are encouraged to apply.

<u>POST 16/130</u>	:	<u>BCEA INSPECTOR REF NO: HR4/4/4/03/04 (X2 POSTS)</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Sandton Labour Centre stationed at Provincial Office, Parktown (X1 Post)
<u>REQUIREMENTS</u>	:	Johannesburg Labour Centre stationed at Provincial Office, Parktown (X Post) Grade 12 certificate and three years (3) tertiary qualification at NQF6/7 in Labour relations/ BCOM Law/ LLB. Two (2) years' functional experience in Inspection and Enforcement Services. Valid driver's licence. Knowledge: Departmental policies and procedures, Skills Development Act, LRA, BCEA, Skills Development Levies Act, OHS Act, COIDA, SABS codes, UIA, UI Contributions Act, Employment Equity Act, Immigration Act. Skills: Facilitation, Planning and Organizing, Computer literacy, Interpersonal, Conflict handling, Negotiation, Problem solving, Interviewing, Presentation, Innovative, Analytical and Verbal and written communication skills.
<u>DUTIES</u>	:	Plan and conduct substantive inspections with the aim of ensuring compliance with all Labour legislation namely, BCEA, LRA, EEA, UIA COIDA, OHS and UCA, Plan and execute investigations independently on reported cases pertaining to contravention of labour legislations and enforce as and when necessary including preparing for appearing in Court as the State witness. Plan and conduct allocated pro- active (BLITZ) inspections regularly to monitor compliance with labour legislation including compilation and consolidation of reports emanating from such inspections, Plan and conduct Advocacy campaigns on all labour legislations independently analyse impact thereof, consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including execution of analysis and compilation of consolidated statistical reports on regional and allocated cases.
<u>ENQUIRIES</u>	:	Mr M Tshabalala Tel No: (012) 309 0500
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: P O Box 4560, Johannesburg, 2001 or hand deliver at 47 Empire Road, Parktown or Direct your applications to Jobs-GP16@labour.gov.za
<u>POST 16/131</u>	:	<u>OHS INSPECTOR REF NO: HR 4/4/8/929</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Zastron Labour Centre Free State
<u>REQUIREMENTS</u>	:	Senior Certificate plus three (3) year recognised qualification at NQF6/7 in the relevant field, ie. Mechanical Engineering; Mechatronic Engineering; Electrical Engineering; Chemical Engineering; Chemistry; Construction; Occupational Hygiene or Environmental Health. A valid driver's license. Knowledge: Departmental policies and procedures. Occupational Health and Safety. Regulations (21). South African National Standards (Codes). Compensation for Occupational Injuries and Diseases Act. Unemployment Insurance Act.
<u>DUTIES</u>	:	To plan and independently conduct inspections with the aim of ensuring compliance with the Occupational Health and Safety Act, Act 85 of 1993, Regulations and incorporated Standards. To confirm legislations of with the Unemployment Insurance Act and the Compensation for Occupational Injuries and Diseases Act. Plan, investigate and finalise independently incidents and complaints reported pertaining to the OHS Act and the relevant regulations and enforce as and when necessary, appear court as a State witness. Plan and conduct allocated proactive inspections as per schedule to monitor compliance with labour legislation including compiling and consolidating reports emanating from such inspections. Plan and conduct advocacy campaigns on all labour legislations independently, analyse impact thereof, consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspections plans and reports including, execution of analysis and compilations of consolidates statistical reports on regional and allocated cases.
<u>ENQUIRIES</u>	:	Mr C Van Niekerk Tel No: (051) 673 1471
<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
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, Free State

<u>POST 16/132</u>	:	<u>PRACTITIONER: LEGAL SERVICES REF NO: HR4/4/3/1PLS/UIF (X2 POSTS)</u> (1 Year Contract)
<u>SALARY</u>	:	R325 101 per annum, plus 37% in lieu of benefits
<u>CENTRE</u>	:	Unemployment Insurance Fund, Pretoria
<u>REQUIREMENTS</u>	:	A three-year tertiary qualification (NQF level 6) in Paralegal / Bcom Law / BA Law / Law (LLB). One (1) year in Legal environment. Knowledge: Performance Audit Standards. Customer Relationship Management. Fund Governance and Risk Management. Relevant Stakeholders. Batho Pele Principles. Public Finance Management Act (PFMA). Treasury Regulations. Public Service Regulations (PSR). Public Service Act (PSA Promotion of Access to Information Act (PAIA). Law evidence. Constitutional Law. The Constitution of the Republic of South Africa. Unemployment Insurance Act (UIA). Unemployment Insurance Contributions Act (UICA). Labour Relations Act (LRA). Litigation Procedures. Skills: Computer Literacy, PowerPoint and typing skills. Good communication skills. Interpersonal relations skill. Effective communication. Report writing. Planning and organizing. Problem solving. Delta phone. Numeric skill. Bookkeeping.
<u>DUTIES</u>	:	Render support services in contract management. Provide administrative support in Litigations. Provide support in implementing Promotion of Access to Information (PAIA), Protection of Personal Information (POPI), Intergovernmental administration. Render support in management of legal opinion. Render general clerical support services.
<u>ENQUIRIES</u>	:	Ms T Mokoena Tel No: (012) 337 1441/ 1775
<u>APPLICATIONS</u>	:	email: Jobs-UIF24@labour.gov.za , Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria,
<u>POST 16/133</u>	:	<u>ADMINISTRATIVE OFFICER: MANAGEMENT SUPPORT SERVICES REF NO: HR4/4/10/122</u>
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Qonce Labour Centre
<u>REQUIREMENTS</u>	:	Three (3) year tertiary qualification in Public/ Human Resource Management/ Public Management/ Administration. A valid driver's license. One (1) year functional experience in support services. Knowledge: Departmental Policies, Procedures and Guidelines, Public Service Regulations, Public Service Act, Treasury Regulations, Public Finance Management Act, Batho Pele principles. Skills: Interpersonal skills, Telephone etiquette, Interviewing skills, Computer literacy, Listening skills, Communication skills, Ability to interpret legislation, Problem solving skills, Basic mediation skills, Report writing skills, Tactical Skills
<u>DUTIES</u>	:	Render Supply Chain Management Function in a Labour Centre. Provide Finance, office services including fleet management within a Labour Centre. Render a Human Resource management service at a Labour center. Responsible for training and performance Management in a Labour Center. Render general administrative work for the Labour Center as and when required.
<u>ENQUIRIES</u>	:	Mr K Mbande Tel No: (043) 642 2049
<u>APPLICATIONS</u>	:	Deputy Director: Labour Centre Operations, P O Box 260 Qonce 5600, Hand deliver at 41 Arthur Street Qonce 5600. Email: Jobs-EC4@labour.gov.za
<u>POST 16/134</u>	:	<u>ADMINISTRATION OFFICER: INSPECTION AND ENFORCEMENT SERVICES REF NO: HR4/4/4/03/05</u>
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Gauteng Provincial Office
<u>REQUIREMENTS</u>	:	A Three-year tertiary relevant qualification in Labour Relations/ Human Resource Management/ Public/ Business Management. One (1) year functional experience in Inspection/ Administration. Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relations Act, Basic Conditions of Employment Act, Public Service Regulations, SDLA, Occupational Health and Safety Act, COIDA, Unemployment Insurance Act, UI Contribution Act, Employment Equity Act. Skills: Planning and organizing, Computer literacy, Interpersonal, Problem Solving, Communication (Verbal and Written).

<u>DUTIES</u>	:	Perform all registration pertaining to statutory services (BCEA, COIDA, UI, OHS, EEA, LRA), Conduct Labour Centre audits to check if the necessary tools of trade are in place with a view to improve IES systems and processes, Collect, compile and consolidate IES statistical reports and submit to Supervisor, Coordinate and monitors local and provincial Blitz inspections, Prepare enforcement document to Labour Court, Public Prosecutor and Magistrate Court.
<u>ENQUIRIES</u>	:	Mr M Tshabalala at 072 337 2654
<u>APPLICATIONS</u>	:	47 Empire Road, Park Town, Johannesburg, 2001 Hand deliver at 47 Empire Road, Park Town for Attention: Sub-directorate: Human Resources Management, Provincial Office: Gauteng Email: Jobs-GP26@labour.gov.za
<u>POST 16/135</u>	:	<u>EMPLOYER AUDIT OFFICER REF NO: HR 4/4/7/24 (X2 POSTS)</u> Re-advertisement, applicants who previously applied must re-apply.
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Provincial Office: Mpumalanga
<u>REQUIREMENTS</u>	:	Three- year National Diploma (NQF 6)/ Undergraduate Degree (NQF7) in Labour Relations Management/ BCOM LAW/LLB/Internal Audit. One (1) year functional experience in Auditing. A valid driver's license. Knowledge: Departmental Policies and procedures, Batho Pele, Public Service Act and Regulations, OHS Act and Regulations, COIDA, UIA, PFMA, BCEA, SDLA, LRA, UI Contribution Act, Skills development Act, Employment Equity Act. Skills: Facilitation, Planning and Organizing, Computer Literacy, interpersonal, Problem Solving, interviewing skills, Communication Written and Verbal, Innovative, Analytical, Research, Project Management.
<u>DUTIES</u>	:	Perform Monitor the implementation of UIA and COIDA Programmes, Analyse the systems that provide expert advice on sector specific UIA& COIDA matter. Coordinate the process that monitors and evaluates impact of UIA & COIDA programs. Provide support in the implementation of Advocacy Campaigns on UI & COIDA regularly and when there are amendments.
<u>ENQUIRIES</u>	:	Mr ABM Mampuru Tel No: (013) 655 8700
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X7263, Emalahleni, 1035 Hand delivered at Corner of Hoffmeyer and Beatty Avenue Emalahleni. Email: Jobs-MP-IES@LABOUR.gov.za
<u>POST 16/136</u>	:	<u>CLIENT SERVICE OFFICER: IES (X5 POSTS)</u>
<u>SALARY</u>	:	R269 499 per annum
<u>CENTRE</u>	:	Bethlehem Labour Centre: Ref No: HR/4/4/8/917 (X1 Post) Harrismith Labour Centre: Ref No: HR4/4/8/918 (X1 Post) Kroonstad Labour Centre: Ref No: HR4/4/8/919 (X1 Post) Phuthaditjhaba Labour Centre: Ref No: HR4/4/8/920 (X1 Post) Botshabelo Labour Centre: Ref No: HR4/4/8/921 (X1 Post)
<u>REQUIREMENTS</u>	:	Grade 12/ Matriculation; No experience required. Knowledge: All relevant Labour Legislations and Regulations, Related ILO conventions, Public Service Regulations, Public Service Act, Knowledge of the Departmental Policies, Procedures and Guidelines, Batho Pele Principles. Skills: Interpersonal, Telephone Etiquette, Interviewing, Computer Literacy, Communication, Listening, Computer Literacy, Ability to interpret legislation, Problem solving.
<u>DUTIES</u>	:	Render services at help desk as the first point of entry within the Registration Services (Daily). Resolve all complaints on IES labour legislations received from clients within the scope and dictates of the IES SOP (Daily). Render general administrative duties and participate in advocacy sessions as and when required (Daily).
<u>ENQUIRIES</u>	:	Mr T Moholi Tel No: (058) 303 5293 Ms T Mvelase Tel No: (058) 623 2977 Mr S Malope Tel No: (056) 811 3043 Mr A Kutuka Tel No: (058) 713 0373 Mr. MJ Ngono Tel No: (051) 933 2299
<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-fs1@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, Free State

<u>POST 16/137</u>	:	<u>INSPECTOR: IES (X11 POSTS)</u>
<u>SALARY CENTRE</u>	:	R269 499 per annum
	:	Labour Centre Petrusburg (Free State) Ref No: HR 4/4/8/922 (X1 Post)
	:	Labour Centre: Zastron- (Free State) Ref No: HR 4/4/8/923 (X1 Post)
	:	Labour Centre: Benoni Ref No: HR4/4/4/03/13 (X1 Post)
	:	Labour Centre: Boksburg Ref No: HR4/4/4/03/14 (X1 Post)
	:	Labour Centre: Johannesburg Ref No: HR4/4/4/03/16 (X1 Post)
	:	Labour Centre: Sandton Ref No: HR4/4/4/103/17 (X1 Post)
	:	Labour Centre: Atteridgeville Ref No: HR4/4/4/03/20 (X1 Post)
	:	Labour Centre: Temba Ref No: HR4/4/4/03/21 (X1 Post)
	:	Labour Centre: Butterworth Ref No: HR 4/4/1/123 (X1 Post)
	:	Labour Centre: Komani Ref No: HR 4/4/1/151 (X4 Posts)
	:	Labour Centre: Komani Ref No: HR 4/4/1/151(X3 Posts)
<u>REQUIREMENTS</u>	:	Three (3) years relevant qualification at NQF6/7 in Labour Relations/ BCOM Law/ LLB. Valid driver's Licence. No experience required. Knowledge: Departmental policies and procedures. Skills Development Act Labour Relations Act. Basic Conditions of Employment Act. Unemployment Insurance Act. Unemployment Insurance Contributions Act. Skills: Facilitation skills, Planning and organising (own work), Computing (spread sheets, PowerPoint and word processing), Interpersonal Skills, Problem solving skills, Interviewing skills, Analytical, Verbal and written Communication skills, Employment Equity.
<u>DUTIES</u>	:	Conduct occupational inspections with the aim of ensuring compliance with all labour legislation. Execute investigations on reported cases pertaining to contravention of labour legislation and enforce where and when necessary. Conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation. Conduct advocacy campaigns on identified and allocated labour legislation. Assist in drafting of inspection plans, reports and compilation of statistics on allocated cases.
<u>ENQUIRIES</u>	:	Mr D Namane Tel No: (053) 574 0932 Mr C van Niekerk, Tel No: (051) 673 1471 Mr R Reddy Tel No: (011) 747 9609 Mr V Motaung Tel No: (011) 898 3340 Ms FS Tshabalala at (079) 511 3178 Mr M Tsautse Tel No: (011) 444 7631 Ms N Khoza Tel No: (012) 373 4434 Ms G Malungana Tel No: (012) 727 1364 Ms N Getyeza Tel No: (047) 491 0656 Mr U Thambo Tel No: (045) 807 5400
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. For Attention: Sub-directorate: Human Resources Operations, Free State Email: jobs-fs1@labour.gov.za Chief Director: Provincial Office: Private bag x4560 JHB 2001, or hand delivered at 47 Empire Road, Parktown, or Email Jobs-GP17@labour.gov.za (Benoni Labour Centre), Jobs-GP18@labour.gov.za (Boksburg Labour Centre), Jobs-GP19@labour.gov.za (Johannesburg Labour Centre), Jobs-GP20@labour.gov.za (Sandton Labour Centre), Jobs-GP23@labour.gov.za (Atteridgeville Labour Centre), Jobs-GP24@labour.gov.za (Temba Labour Centre) Deputy Director: Labour Centre Operations, Private Bag X 3081 Butterworth, 4960, Hand deliver at ERF 9369 Blyth and Robison Streets Butterworth 4960. Email: Jobs-EC9@labour.gov.za For Attention: Deputy Director Labour Centre Operations Deputy Director: Labour Centre Operations: Private Bag X 323, Queenstown, 5320 or hand deliver at No 10 Ronison Road, Queenstown Email: Jobs-EC7@labour.gov.za For Attention: Sub-directorate: Human Resources Operations, Queenstown
<u>POST 16/138</u>	:	<u>ADMINISTRATIVE CLERK: INSPECTION AND ENFORCEMENT SERVICES (X10 POSTS)</u>
<u>SALARY CENTRE</u>	:	R228 321 per annum
	:	Provincial Office (Gauteng) Ref No: HR4/4/4/03/06 (X2 Posts)
	:	Labour Centre: Pretoria (Gauteng) Ref No: HR4/4/4/03/07 (X2 Posts)
	:	Labour Centre: Johannesburg but stationed at Carletonville L/C (Gauteng) Ref No: HR4/4/4/03/08 (X1 Post)

	Labour Centre: Johannesburg but stationed at Soweto L/C (Gauteng) Ref No: HR4/4/4/03/09 (X1 Post)
	Labour Centre: Johannesburg but stationed at Mamelodi L/C (Gauteng) Ref No: HR4/4/4/03/10 (X1 Post)
	Labour Centre: Johannesburg but stationed at Bronkhorspruit L/C (Gauteng - Ref No: HR4/4/4/03/11 (X1 Post)
	Labour Centre: Johannesburg but stationed at Gauteng Provincial Office Ref No: HR4/4/4/03/12(X2 Posts)
<u>REQUIREMENTS</u>	: Matriculation/ Grade 12/Senior Certificate. Knowledge: Administrative procedures relating to an office, filing and retrieval ability to operate fax machine and a photocopier, data capturing. Skills: Planning, communication, computer literacy.
<u>DUTIES</u>	: Render administration support services to the Directorate, control the movement of documents and files in the Directorate, provide Supply Chain Management support in the Directorate, render Human Resource Services support for the Directorate
<u>ENQUIRIES</u>	: Mr MR Tshabalala at 072 337 2654
<u>APPLICATIONS</u>	: 47 Empire Road, Park Town, Johannesburg, 2001 Hand deliver at 47 Empire Road, Park Town For Attention: Sub-directorate: Human Resources Management, Provincial Office: Gauteng Email: Jobs-GP10@labour.gov.za (Provincial Office) Email: Jobs-GP11@labour.gov.za (Pretoria) Email: Jobs-GP12@labour.gov.za (Carletonville) Email: Jobs-GP13@labour.gov.za (Soweto) Email: Jobs-GP14@labour.gov.za (Mamelodi) Email: Jobs-GP15@labour.gov.za (Bronkhorspruit)
<u>POST 16/139</u>	: <u>ADMINISTRATION CLERK: MANAGEMENT SUPPORT SERVICES (X3 POSTS)</u>
<u>SALARY CENTRE</u>	: R228 321 per annum : Kroonstad Labour Centre Free State Ref No: HR 4/4/8/915 (X1 Post) : Botshabelo Labour Centre Free State Ref No: HR 4/4/8/916 (X1 Post) : Verulam Labour (KZN) Ref No: HR4/4/5/25 (X1 Post)
<u>REQUIREMENTS</u>	: Matriculation/ Grade 12/ Senior Certificate. Knowledge: Batho Pele Principles. Departmental Policies. Treasury Regulations Skills: Verbal and written communication. Interpersonal relations. Problem solving. Computer Literacy. Analytical. Planning and organizing.
<u>DUTIES</u>	: To render Supply Chain Management Function in a Labour Centre daily. Provide a Finance and office management service to the Labour Centre daily. Render a Human Resources Management. Responsible for training and performance activities in a Labour Centre daily. Responsible for the records in a Labour Centre daily.
<u>ENQUIRIES</u>	: Mr. S Malope Tel No: (056) 215 1812 : Mr M Ngono Tel No: (051) 534 3789 : Mr B Zondi Tel No: (032) 541 5600
<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-fs2@labour.gov.za For Attention: Sub-directorate: Human Resources Operations, Free State : Deputy Director: Verulam Labour Centre, PO Box 1144, Verulam, 4340 Or hand deliver at 13 Wick Street, Verulam. For Online Application: Jobs-KZN25@labour.gov.za For Attention: Sub-directorate: Human Resources Operations, KwaZulu-Natal
<u>POST 16/140</u>	: <u>SENIOR ADMINISTRATION CLERK: LABOUR ACTIVATION PROGRAMME REF NO: HR4/4/3/1ACLAP/UIF (X3 POSTS)</u> (1 Year Contract)
<u>SALARY CENTRE</u>	: R228 321 per annum, plus 37% in lieu of benefits : Unemployment Insurance Fund, Pretoria
<u>REQUIREMENTS</u>	: Grade 12 Certificate. No experience required. Knowledge: Public Finance Management Act (Act 1 of 1999). Basic Conditions of Employment Act (Act 75 of 1997). Unemployment Insurance Amendment Act and Regulations (UIAR). Unemployment Insurance Contributions Act (UICA). Public Service Act (PSA), Public Service Regulations (PSR). Protection of Personal Information Act (POPIA). Treasury Regulations. Batho Pele Principles. Skills: Minutes taking. Communication. Computer Literacy. Planning and Organizing.

<u>DUTIES</u>	:	Render general clerical support services on Temporary Employer- Employee Relief Scheme, Business Turnaround and recovery Programme and Employability of the Unemployed projects. Provide supply chain clerical support services. Provide administrative support services. Provide financial administration support services.
<u>ENQUIRIES</u>	:	Ms NR Taukobong Tel No: (012) 337 1646
<u>APPLICATIONS</u>	:	email: Jobs-UIF25@labour.gov.za , Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria,
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, UIF
<u>POST 16/141</u>	:	<u>OFFICE AID (X3 POSTS)</u>
<u>SALARY</u>	:	R163 680 per annum
<u>CENTRE</u>	:	Ficksburg Labour Centre: Ref No: HR 4/4/8/926 (X1 Post) Kroonstad Labour Centre: Ref No: HR 4/4/8/927 (X1 Post) Harrismith Labour Centre: Ref No: HR 4/4/8/931 (X1 Post)
<u>REQUIREMENTS</u>	:	Standard 8/ Grade 10. No experience. Knowledge: Cleaning Practices, Catering, Office Practice. Skills: Interpersonal relations, Verbal communications, Listening.
<u>DUTIES</u>	:	Ensure a clean office environment at all times. Provide food services aid. Assist in distributing stock. Assist with messenger functions.
<u>ENQUIRIES</u>	:	Mr S Malope Tel No: (056) 215 1812 Mr A Kutuka Tel No: (058) 713 0373 Ms T Mvelase Tel No: (058) 623 2977
<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-fs2@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, Free State

GOVERNMENT COMMUNICATIONS AND INFORMATION SYSTEM

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

<u>APPLICATIONS</u>	:	The DG of Government Communication and Information System, Private Bag X745, Pretoria, 0001, hand deliver to Tshedimosetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria, or emailed to recruitment@gcis.gov.za
<u>FOR ATTENTION</u>	:	Ms P Kgopyane
<u>CLOSING DATE</u>	:	30 May 2025
<u>NOTE</u>	:	Applicants with disabilities are encouraged to apply. The old prescribed application or employment form Z83 was withdrawn with effect from 31 December 2020. As per the Government Gazette No: 43872, any applicant who submits an application on or after 1 January 2021 must do so on the new prescribed Z83 form, obtainable from any Public Service Department or on the internet at www.gov.za/documents . Failure to submit an application on the new prescribed Z83 form will lead to disqualification. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the fully completed and signed Z83 form and a detailed curriculum vitae. Communication regarding submission of certified copies of qualifications and other relevant documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates will be required to submit certified documents on or before the day of the interview, following communication from the department. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Correspondence will be limited to short-listed candidates. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The successful candidate must disclose to the DG particulars of all registrable financial interests, sign a performance agreement and employment contract with the DG within three months from the date of assumption of duty and obtain a top-secret security clearance. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. The department reserves the right to fill or not to fill the vacant post. The successful candidates will enter an employment contract with the GCIS that will be reviewed based on performance expiration. By submitting the employment application form, you agree and consent in terms of section 11 (1) of the Protection of Personal Information Act, 2013 (POPIA), for your personal information which you provide to the Government Communication and Information System ("GCIS") being processed by the GCIS and its employees, agents, cabinet committees, and sub-contractors for recruitment purposes, in accordance with the Protection of Personal Information Act.

OTHER POSTS

<u>POST 16/142</u>	:	<u>ENTERPRISE RISK MANAGEMENT COMMITTEE CHAIRPERSON</u>
<u>SALARY</u>	:	In terms of section 38 of the Public Finance Management Act of 1999 (PFMA), the Department of Government Communication and Information System requires the services of a qualified and interested person to serve as the Chairperson of the Department's Enterprise Risk Management Committee. The incumbent will advise the Accounting Officer on Enterprise Risk Management to fulfill his/her mandate as required by the Public Finance Management Act. Terms Of Office and Remuneration.
<u>CENTRE</u>	:	GCIS Tshedimosetso House
<u>REQUIREMENTS</u>	:	A minimum of a Bachelor's Degree and a Post – Graduate Degree in Auditing, Risk Management, Financial Management, Information Technology, Corporate

		<p>Governance, Compliance, Law, Strategic Planning, Performance Management, and Project Management with a minimum of 10 years management experience. Must be an independent external person, with extensive knowledge and experience in the relevant regulations and prescripts, including the Public Finance Management Act, Treasury Regulations, and ISO3100, King IV Report on Corporate Governance, the COSO and Public Sector Risk Management Framework. Must have previously served on a Risk Management/Audit Committee. Experience in Enterprise Risk Management, Auditing, Financial Management, Information Technology, Legal, Corporate Governance, Performance Management, Project Management, Compliance, Anti-Fraud and Corruption, Ethic and Integrity and Business Continuity Management in the Public or Private Sector. Experience in a communications environment would be advantageous.</p>
<u>DUTIES</u>	:	<p>The successful candidate will be required to ensure that Enterprise Risk Management Committee (ERMC) functions properly. Advise management and the Accounting Officer on risk management at an organizational level. Represent the Department in respect of all Enterprise Risk Management – related matters as delegated by the accounting officer. Review and monitor implementation of the Enterprise Risk Management Framework, Policies and Strategy within the Department. Ensure that the department's risk identification and assessment methodologies are reviewed to provide reasonable assurance of completeness and accuracy of the risk register. Advise on integration of enterprise risk management into planning, monitoring and reporting processes. Ensure effective and efficient implementation of BCM Policy and Plan. Ensure that there is proper co-ordination of the functions for all information involved in risk management mitigating strategies (e.g. Audit Committee). Advice on Ethics and Integrity processes including Information Technology processes. Assist in developing efficient and effective measures to prevent fraud by developing system with administrative and technical features, which makes the department less vulnerable to fraud. Provide advice/guidance on setting risk of appetite and review risk appetite and tolerance levels. Provide Enterprise Risk Management Reports to the Accounting Officer and the Committee on a quarterly basis. Perform any other duties to the members of the Enterprise Risk Management Committee as specified in the terms of reference. Report annually to the Executive Authority through the Audit and Enterprise Risk Committee. Take all reasonable steps to ensure the Committee fulfills its obligation and responsibilities. Calling and Chairing quarterly meetings and special meetings. Act as liaison between the Accounting Officer and Audit Committee. Maintain ethical and reasonable decision-making framework at Committee level and address any potential unethical or dishonest situation or potential conflict of interest brought to his/her attention and timely and efficient manner. Provide overall leadership to the committee without limiting the principles of collective responsibilities of committee decision.</p>
<u>ENQUIRIES</u>	:	Ms Sizakele Sibiyi Tel No: (012) 473 0123
<u>NOTE</u>	:	<p>The term of office of appointed candidates will be 3 years and may be renewed for another 3 years subject to satisfactory performance. The successful candidate appointed will be remunerated according to the rates prescribed by National Treasury.</p>
<u>POST 16/143</u>	:	<u>ENTERPRISE RISK MANAGEMENT COMMITTEE ORDINARY MEMBER</u>
<u>SALARY</u>	:	<p>In terms of section 38 of the Public Finance Management Act of 1999 (PFMA), the Department of Government Communication and Information System requires the services of a qualified and interested person to serves as the ordinary member of the Department 's Enterprise Risk Management Committee. The incumbent will advise the Management on Enterprise Risk Management in fulfilling his/her mandate as required by the Public Finance Management Act. Terms Of Office and Remuneration.</p>
<u>CENTRE</u>	:	GCIS Tshedimosetso House
<u>REQUIREMENTS</u>	:	<p>A minimum of a Bachelor's Degree and a Post – Graduate Degree in Auditing, Risk Management, Financial Management, Information Technology, Corporate Governance, Compliance, Law, Strategic Planning and Performance Management, and Project Management with a minimum of 10 years management experience. Must be an independent external person, with extensive knowledge and experience in the relevant regulations and prescripts, including the Public Finance Management Act, Treasury Regulations, and ISO3100, King IV Report on Corporate Governance, the COSO and Public</p>

Sector Risk Management Framework. Must have previously served on Risk Management/Audit Committee. Experience in Enterprise Risk Management, Auditing, Financial Management, Information Technology, Legal, Corporate Governance, Performance Management, Project Management, Compliance, Anti-Fraud and Corruption, Ethic and Integrity and Business Continuity Management in the Public or Private Sector. Experience in a communications environment would be advantageous.

DUTIES

: The successful candidate will be required to advise management and the Accounting Officer on risk management at an organizational level. Represent the Department in respect of all Enterprise Risk Management –related matters. Review and monitor implementation of the Enterprise Risk Management Framework, Policies and Strategy within the Department. Ensure that the department's risk identification and assessment methodologies are reviewed to provide reasonable assurance of completeness and accuracy of the risk register. Advise on integration of enterprise risk management into planning, monitoring and reporting processes. Ensure effective and efficient implementation of BCM Policy and Plan. Ensure that there is proper co-ordination of the functions for all information involved in risk management mitigating strategies (e.g. Audit Committee). Advice on Ethics and Integrity processes including Information Technology processes. Assist in developing efficient and effective measures to prevent fraud by developing a system with administrative and technical features, which makes the department less vulnerable to fraud. Provide advice/guidance on setting risk of appetite and review risk appetite and tolerance levels. Perform any other duties to the members of the Enterprise Risk Management Committee as specified in the terms of reference.

ENQUIRIES NOTE

: Ms Sizakele Sibiyi Tel No: (012) 473 0123
: The term of office of appointed candidates will be 3 years and may be renewed for another 3 years subject to satisfactory performance. The successful candidate appointed will be remunerated according to the rates prescribed by National Treasury.

GOVERNMENT PRINTING WORKS

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

- APPLICATIONS** : All manual applications must be forwarded to: The Branch: Human Resources, Government Printing Works, Private Bag X85, Pretoria, 0001 or be hand delivered to: 149 Bosman Street, Pretoria. Online applications should be e-mailed to specific e-mail addresses under each post.
- FOR ATTENTION** : Ms. N Mathibela / Ms. D Madiba, Human Resources Tel No: (012) 748 6297 /012 748 6277.
- CLOSING DATE** : 09 June 2025
- NOTE** : All attachments for online application must include an application form Z83 and CV only, in PDF and as one (1) document or attachment, indicate the correct job title and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. NB: (picture/snapshot) application will not be accepted. Failure to do so, your application will be disqualified. Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. 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. 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. The Department does not accept applications via fax. Applicants who do not comply with the abovementioned instructions/ requirements, as well as applications received late will not be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. The requirements for application of Senior Management Services (SMS) include the successful completion of a SMS Pre-entry programme (Nyukela) as endorsed by the National School Government (NSG). Prior to appointment, a candidate should therefore have proof that they have registered for the Pre-Entry Certificate and have completed the course. The cost for Nyukela is at the applicants own expense. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link:<https://www.thensg.gov.za/training-course/sms-preentryprogramme/>. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department, following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Please note by responding to the advertisement, you consent to the collection, processing, and storing of your Personal Information in accordance with the Protection of Personal Information Act (POPIA) Your information will be used solely for the purpose of this promotion and will not be shared with third parties without prior consent unless required by law. The Department reserves the right not to make any appointment(s) to the below advertised post(s). The successful candidate will be required to enter into an employment contract and a performance agreement. The Department is an equal opportunity affirmative action employer. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s)

MANAGEMENT ECHELON

<u>POST 16/144</u>	:	<u>CHIEF DIRECTOR: MANUFACTURING REF NO: GPW 25/13</u>
<u>SALARY</u>	:	R1 436 022 per annum, (Level 14), (an all-inclusive salary package) structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – (13% of basic salary). The remaining flexible portion may be structured in terms of the applicable remuneration rules.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Relevant Engineering Qualification / Operations Management/ Production Management NQF 7 qualifications as recognized by SAQA. Post graduate qualifications in leadership and/or technology would be advantageous. Certificate for entry into the Senior Management Service. 5 years' experience in an operations/ manufacturing environment at a senior management level. Experience in managing large manufacturing processes, diverse production teams, technologically-advanced equipment, and managing innovative projects is essential.
<u>DUTIES</u>	:	Strategic management of production services. Maintain a professional appearance and demeanour that reflects the organization's commitment to quality, continuous improvement and respect for individuals. Manage the production business units to produce print orders and when necessary, reorganize to meet deadline changes and updates. Communicate effectively with the General Manager: Manufacturing and Engineering, the operations management, production and engineering teams, informing and updating them regularly to guarantee that production, sales and customer objectives are met. Develop and manage all required production and manufacturing policies, systems, processes and procedures and that they are followed. Manage the activities and people over various plants/facilities. Oversee maintenance on the plant in collaboration with the engineering team. Maintain control measures to minimize waste and to eliminate abuse of production equipment. Plan, schedule production and the procurement of raw materials. Review, identification and assessment of existing security standards. Continuous review and alignment of security standards in line with the organizational risks. Strategic management of the production of high security printing products. travel and identity documents. Ensure that productivity levels and projects are well managed and monitored. Strategic oversee the managing of printing and finishing of specialised security printing products, inclusive of examination materials, rubberstamp products, and security certificates. Strategic management of high volumes of commercial printing products, inclusive of general government stationery. Lead and manage the Manufacturing Chief Directorate. Interpret the Branch's business strategy, with special reference to how priority projects should be resourced and delivered in respect of the Chief Directorate. Lead the Chief Directorate in relation to the implementation of policy priorities. Monitor, evaluate and report on progress. Manage the efficiency and effectiveness of the Chief Directorate to ensure the achievement of set targets of the Directorate, while reporting on value for money in this regard. Develop systems and procedures to enable delivery of services by the Directorates. Take responsibility for the delivery of strategic outcomes as outlined in the estimates of national expenditure. Ensure the management and development of human resources.
<u>ENQUIRIES</u>	:	Mr K Moodley Tel No: (012) 748 6306 / 6303
<u>APPLICATIONS</u>	:	E-mail recruit202501@gpw.gov.za
<u>POST 16/145</u>	:	<u>CHIEF DIRECTOR: STRATEGIC PLANNING REF NO: GPW 25/14</u>
<u>SALARY</u>	:	R1 436 022 per annum (Level 14), (an all-inclusive salary package) structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – (13% of basic salary). The remaining flexible portion may be structured in terms of the applicable remuneration rules.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A qualification at an NQF level 7 in Strategy Management/ Business Management/ Public Management. A postgraduate qualification will be an added advantage. Certificate for entry into the Senior Management Service. Valid driver's licence. Minimum of 5 years relevant experience at senior managerial level. Travelling may be required. Extended working hours may be required. Ability to communicate with all levels of management.

DUTIES

: Ensure the overseeing and managing in the process to develop, align and monitor the implementation of strategic plans and related policies and procedures and ensuring monitoring and compliance. Oversee the developing, alignment and monitoring of the implementation of strategic plans and related policies and procedures. Oversee the developing of strategic plans, business plans and business processes. Oversee the monitoring of performance and compliance. Ensure the monitoring against the APP and Strategic Plans. Oversee the identifying of strategy execution shortfalls and remedies. Manage the developing of service delivery improvement mechanisms. Ensure programme and project management support. Manage with assisting of capacity building. Managing the Enterprise Portfolio Management Office (EPMO). Ensure and manage the development and execution of the stakeholder management, strategies and policies. Oversee the rendering of comprehensive communication services. Manage the mapping of the stakeholder database. Ensure the stakeholder engagement plan is properly executed. Oversee the management of stakeholder relations and segmentation. Oversee the management of events. Manage the marketing of GPW's products and services and managing customer satisfaction. Ensure the proper liaison between GPW customers and technical teams to design customer solutions is undertaken. Oversee the conduction of proper market research and that effective and innovative products and services are proposed. Ensure the undertaking of innovative marketing of GPW's products and services at various platforms. Manage the process to collate and process organisational data and institutional knowledge and to manage the resource centre. Oversee the managing of publication and related product sales. Oversee the mapping of bulk publications stores. Oversee the selling of publications to clients. Manage the rendering of subscription services to customers/clients. Coordinate the liaising with Parliament. Ensure proper communication to Parliament and that answers to questions and documentations to be tabled/submitted are done on time. Manage the processing and collating of organisational data and institutional knowledge. Ensure that required information is collected and collated on time. Oversee the management of the Resource Centre with updated and relevant publications/materials. Manage the rendering of programme and project management support. Oversee the management of multiple projects at all stages of the project (s) lifecycle from initiation to implementation. Manage the implementing and leading Lean value/benefits management, risk and dependency management capabilities. Manage the resources for project management effectively and efficiently. Manage the Chief Directorate. Interpret the Branch's business strategy, with special reference to how priority projects should be resourced and delivered in respect of the Chief Directorate. Lead the Chief Directorate in relation to the implementation of policy priorities. Ensure that priority targets are realized by respective Directorates, and monitor, evaluate and report on progress. Manage the efficiency and effectiveness of the Chief Directorate to ensure the achievement of set targets of the Directorate, while reporting on value for money in this regard. Develop systems and procedures to enable delivery of services by the Directorates. Take responsibility for the delivery of strategic outcomes as outlined in the estimates of national expenditure, and ensure the management and development of human resources.

**ENQUIRIES
APPLICATIONS**

: Ms L Mooki Tel No: (012) 748 6276
: E-mail recruit202502@gpw.gov.za

POST 16/146

: **CHIEF DIRECTOR: SECURITY MANAGEMENT & FACILITIES REF NO:
GPW 25/15**

SALARY

: R1 436 022 per annum (Level 14), (an all-inclusive salary package) structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – (13% of basic salary). The remaining flexible portion may be structured in terms of the applicable remuneration rules.

**CENTRE
REQUIREMENTS**

: Pretoria
: NQF 7 Qualification in Public Management/Security Management/ Facilities Management/ Property Management/ Social Sciences qualification as recognized by SAQA. Certificate for entry into the Senior Management Service. 5 years' senior management experience in facilities and security services environment.

<u>DUTIES</u>	:	Oversee and manage the rendering of an effective, comprehensive, and sound security management service. The overseeing of the process of ensuring of effective and efficient security at all GPW premises. Ensuring the provisioning of guarding services to all GPW premises. The overseeing of the provisioning of the key management system; rendering of an information and examination security service and the implementation of security strategies and policies. The ensuring of proper implementation of the security policies, plans, and procedures. The overseeing of the provisioning of an effective and efficient security administration and the provisioning of service level agreement compliance in terms of contract management. The overseeing of the process to ensure compliance and administration of the National Key Point (NKP) prescripts and the Act; the provisioning of security awareness coordination and liaison with relevant stakeholders. The overseeing and management of provision of security systems; the provisioning of sound technical security strategy, plans and electronic security systems and processes. The ensuring of effective surveillance, detection, reporting and follow through of all security incidents. The overseeing of the administering of security vetting and screening of staff members and service providers. The overseeing of the provisioning of effective and sound fraud and corruption strategies and plans and to undertake proper investigation services. Oversee security budget and cost effective spending. Oversee the management of security expenditure in line with the PFMA. Manages that financial resources are used effectively and according to good practice, policy and standards. Manages that all procurement practices followed in unit are compliant, transparent and fair. Completes unit financial planning, budgeting and forecasts according to good practice and in line with GPW's requirements. Ensure and manage facilities, property, and offices services. The overseeing of the provisioning of property management services; rendering, directing and managing of office services. Manage all facilities of the GPW including branch offices as well as all owned or rented property. Procurement and contract management. Oversee the maintenance of building and grounds. Oversee that health and safety procedures are adhered to. Overseeing the obtaining of quotes from different contractors and presents the quotes to be approved with recommendations. Overseeing the calculation and comparing of costs for required goods or services to achieve maximum value for money. Oversee that project management is undertaken to supervise and co-ordinate work of contractors. Direct and plan essential central services such as reception, security, maintenance, mail, archiving, cleaning, catering, waste disposal and recycling. Manage and lead change to ensure minimum disruption to core activities. Oversee the preparing of the maintenance and budgets are undertaken. Oversee the assessment of prospective new buildings together with a professional assessor (e.g., architect) and reports on alterations that would need to be done prior to occupation. Ensure that office support services are undertaken in a professional and cost-effective manner. Oversee the providing of record management services. Oversee the providing of effective and efficient transport, gardening, cleaning and messenger services.
<u>ENQUIRIES</u>	:	Ms L Mooki Tel No: (012) 748 6276
<u>APPLICATIONS</u>	:	E-mail: recruit202503@gpw.gov.za
<u>POST 16/147</u>	:	<u>DIRECTOR: PRINTING (HIGH SECURITY / COMMERCIAL REF NO: GPW 25/16 (X2 POSTS))</u>
<u>SALARY</u>	:	R1 216 824 per annum (Level 13), (an all-inclusive salary package) structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – (13% of basic salary). The remaining flexible portion may be structured in terms of the applicable remuneration rules.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Relevant NQF 7 Qualification in Production Management, Operations Management, Engineering, or equivalent qualification as recognized by SAQA. Certificate for entry into the Senior Management Service. Minimum of 5 years' experience in middle/senior management in a production/printing environment. Experience in commercial and/or security printing functions would be advantageous.
<u>DUTIES</u>	:	Manage the end-to-end production of high-volume print-related products. Co-ordinate the printing, finishing, packaging and safe keeping of commercial or security printed products and materials. Ensure accurate, timely, secure and quality production within defined organisational and client expectations. Manage, monitor and maintain optimal productivity levels, project management

and equipment performance. Manage and maintain all related production equipment. Enable a conducive working environment for high performance. Provide vision, set direction and inspire the unit to deliver on the organisational mandate. Participate in defining the organisational strategy and support the development of plans of the organisation. Translate the organisational strategy into annual performance plans and operational implementation plans and monitors progress on a continual basis. Ensure strategic deliverables are reported according to defined standards. Initiate, support and champion transformation and change. Complete unit financial planning, budgeting and forecasts according to good practice and in line with GPW's requirements. Manage and monitor financial risks, projects and programmes. Continuously pursue improvement in sourcing and managing funds optimally. Manage financial resources effectively and according to good practice, policy and standards. Ensure all procurement practices in unit are compliant, transparent and fair. Draft policies and procedures for the unit, and ensure compliance. Contribute to developing and enhancing good governance practices within GPW. Develop and implement a risk management plan and report according to standards. Manage OHS implementation in the production environment. Monitor and report on performance levels against service delivery standards. Contribute to organisation wide reporting via visual management system. Draft and analyse effective production reports with linked corrective measures. Manage the development, motivation and utilisation of human resources for the unit. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve universal objectives.

**ENQUIRIES
APPLICATIONS**

: Mr K Moodley Tel No: (012) 748 6306 / 6303
: E-mail: recruit202504@gpw.gov.za

POST 16/148

: **DIRECTOR: ENGINEERING REF NO: GPW 25/17**

SALARY

: R1 216 824 per annum (Level 13), (an all-inclusive salary package) structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – (13% of basic salary). The remaining flexible portion may be structured in terms of the applicable remuneration rules.

**CENTRE
REQUIREMENTS**

: Pretoria
: Relevant NQF 7 Qualification in Mechanical or Electrical Engineering or equivalent Engineering qualification as recognized by SAQA. Certificate for entry into the Senior Management Service. Government Certificate of Competency (GCC) – Factories. Minimum of 5 years' experience in middle/senior management. Experience in a manufacturing/printing environment would be advantageous.

DUTIES

: Manage and ensure maintenance of production equipment and related engineering services. Ensure and manage engineering of customised solutions for production equipment. Manage maintenance of the production equipment by reviewing performance and maintenance reports, identifying maintenance and performance issues, engaging with production team and managing the implementation of corrective actions. Manage projects by developing project plans, allocating project resources, managing project delivery and budgets and reporting on project progress. Ensure compliance of quality and safety standards. Manage proper maintenance of electrical and heating, ventilation and air conditioning (HVAC) services' equipment. Manage installation and maintenance and services of the installed HVAC units. Collaborate with production heads on production levels by tracking performance and outcome against targets, identifying areas for improvement, identify innovations and efficiencies and implement improvements. Manage provision of integrated maintenance, planning, and scheduling. Manage monitoring and inspection of equipment. Manage establishment of maintenance records. Manage development of a maintenance strategy. Ensure compliance of quality and safety standards. Manage provision and maintenance of contact and monitor centre. Manage an effective and efficient contact and monitoring centre. Manage development of a proper monitoring and evaluation system for the Engineering Directorate. Keep proper recording and reporting on a predetermined basis.

**ENQUIRIES
APPLICATIONS**

: Mr K Moodley Tel No: (012) 748 6306 / 6303
: E-mail: recruit202505@gpw.gov.za

<u>POST 16/149</u>	:	<u>DIRECTOR: RESEARCH AND DEVELOPMENT REF NO: GPW 25/18</u>
<u>SALARY</u>	:	R1 216 824 per annum (Level 13), (an all-inclusive salary package) structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – (13% of basic salary). The remaining flexible portion may be structured in terms of the applicable remuneration rules.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria Appropriate (NQF level 7) qualification in Engineering or Science (Process/Industrial/Materials/Systems/Mechanical/Printing/Information Technology) or equivalent qualification as recognized by SAQA. NQF 8 will be an added advantage. Valid driver's license. Certificate for entry into the Senior Management Service. 5 years' proven experience in a Printing/Manufacturing/Digitalisation/Technology environment at middle/senior management level in Research and Development.
<u>DUTIES</u>	:	The optimization of plant, equipment and facilities. The researching and development of new technology and equipment. The development and improvement of document security features and products/services. The testing, investigating and the rendering advice on fraudulent security products/services. Managing research on security and 4IR technology in the printing field. Managing the development, testing and implementation of security features. Managing the process of benchmarking security features, to leading practices. Ensuring compliance to quality and safety standards. Managing projects through developing project plans, allocating project resources, managing project delivery and budgets and reporting on project progress. Provides input in the compilation of a technology master plan for equipment deployment and retirement. Managing the establishing and maintaining of ISO standards in the work environment. Monitoring productivity levels by tracking performance and outcome against targets, identifying areas for improvement, identify innovations and efficiencies and implement improvements. Monitoring of compliance of quality and safety standards. Proper record keeping and reporting on a predetermined basis. Continuous improve the plant and the implementation of World Class Manufacturing Technical research and development, in order to improve plant, machinery and processes and Enable the organisation keep up with the latest developments. Develop the operational plan for the Directorate and ensure its implementation. Allocate and manage resources at functional levels to ensure the delivery on set targets for the Directorate. Formulate, identify Policy shortfalls and necessary amendments. Conduct financial planning and account for allocated budget. Ensure adherence to policy and statutory directives relevant to the functional terrain of the Directorate. Monitor, evaluate and report on the performance of the directorate
<u>ENQUIRIES APPLICATIONS</u>	:	Mr S Ngubane Tel No: (012) 748 6344 E-mail: recruit202506@gpw.gov.za
<u>POST 16/150</u>	:	<u>DIRECTOR: ICT SECURITY, GOVERNANCE, RISK AND COMPLIANCE REF NO: GPW 25/19</u>
<u>SALARY</u>	:	R1 216 824 per annum (Level 13), (an all-inclusive salary package) structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – (13% of basic salary). The remaining flexible portion may be structured in terms of the applicable remuneration rules.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria A minimum qualification of Information Technology /Computer Science/ Business Information at NQF level 7 as recognized by SAQA. Certificate for entry into the Senior Management Service. 5 years' middle/senior management (Levels 11/12) experience in ICT Infrastructure Management, Maintenance and Support. Added Advantage: CCNA, COMPTIA Server, Certificate COBIT 5, ITIL, IT Service Management certification, Information Security certifications, KING 3 or 4, Project Management, CISSP, CISP, CISA, CRISC, CGEIT, TOGAF.
<u>DUTIES</u>	:	Manage the design and implementation plans for infrastructure architecture. Manage the enforcement of infrastructure architecture execution as well as ongoing refinement tasks regarding infrastructure architecture. Manage the evaluation of technology, market trends and industry development on business within the GPW. Manage the identifying of the prospective impact on business within the GPW. Manage the identification of a need to change technical architecture to incorporate infrastructure needs. Manage the safeguarding of

information assets by identifying and solving potential and actual security problems. Manage the protection of the IT system by defining access privileges, controlling structures and resources. Manage the implementing of security improvements by assessing the current situation, evaluating trends and anticipating the necessary requirements. Manage the determining of security violations and inefficiencies by conducting periodic IT audits. Manage the upgrading of the system by implementing and maintaining security controls. Manage the building of firewalls into network infrastructures, data centres and constantly monitoring for attacks and intrusions. Manage the process of designing and defining the IT strategy and ICT service(s) continuity. Manage the implementation of corporate governance of ICT. Manage the safeguarding of information assets and information systems by identifying and solving potential and actual security problems. Manage the process to build ICT governance controls. Manage ICT risk and compliance. Manage and align the ICT strategy to the business strategy. Manage the designing and planning the Directorate's objectives and operations to the business continuity plan. Manage the Directorate. Develop the operational plan for the Directorate and ensure its implementation. Allocate and manage resources at functional levels to ensure the delivery on set targets for the Directorate. Formulate, identify Policy shortfalls and necessary amendments. Conduct financial planning and account for allocated budget. Ensure adherence to policy and statutory directives relevant to the functional terrain of the Directorate. Monitor, evaluate and report on the performance of the directorate.

**ENQUIRIES
APPLICATIONS**

: Mr Z Gwiba Tel No: (012) 748 6090
: E-mail: recruit202507@gpw.gov.za

POST 16/151

: **DIRECTOR: APPLICATIONS MANAGEMENT REF NO: GPW 25/20**

SALARY

: R1 216 824 per annum (Level 13), (an all-inclusive salary package) structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – (13% of basic salary). The remaining flexible portion may be structured in terms of the applicable remuneration rules.

**CENTRE
REQUIREMENTS**

: Pretoria
: An NQF level 7 qualification in Computer Science/ Information Technology/ Business Analysis/ Computer Systems as recognized by SAQA. Certificate for entry into the Senior Management Service. 5 years on middle/senior management (levels 11/12) experience in ICT. Added advantage: Certificate COBIT 5, ITIL, KING 3 or 4, Project Management, Business Analysis Certificates.

DUTIES

: Manage the coordinating and database activities to support application development projects. Provide functional and technical support to ensure performance, operation and stability of database systems. Manage data exporting and importing across database systems. Provide database connectivity and access support throughout the GPW. Prepare documentation of all database procedures and guidelines. Provide high level support to customers on a daily basis. Manage the providing of support and identifying all issues and address and report of all issues and solutions. Administer and resolve applications issues, provide updates and perform root cause analysis. Perform root cause assessment and debug all issues on server domain, and availability of applications. Install and prepare tools required for proper functioning of the website front line applications on a regular basis. Assist with systems integrations and identifying and resolving technical issues. Manage the creating of system guidelines and the designing of new computer systems and frameworks for the GPW. Define system problems by conferring with users, stakeholders and evaluating procedures and processes. Collaborate with Business Analysts, Project Leads and IT teams to resolve issues and ensuring solutions are viable and consistent. Maintain and upgrade existing systems as required. Troubleshoot technical issues and planning risk mitigations. Manage all production systems and recommend ways to optimise performance and provide solutions to problems and prepare reports for all problems. Identify problems and opportunities within the GPW and ultimately provide solutions that help achieve the business' goals. Implement and support business information systems across multiple departments. Develop new models that underpin sound business decisions. Review test cases, process change requests and project's scope, acceptance, installation and deployment. Manage the Directorate Develop the operational plan for the Directorate and ensure its implementation. Allocate and manage resources at functional levels

		to ensure the delivery on set targets for the Directorate. Formulate, identify Policy shortfalls and necessary amendments. Conduct financial planning and account for allocated budget. Ensure adherence to policy and statutory directives relevant to the functional terrain of the Directorate. Monitor, evaluate and report on the performance of the directorate.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr Z Gwiba Tel No: (012) 748 6090 E-mail: recruit202508@gpw.gov.za
<u>POST 16/152</u>	:	<u>DIRECTOR: ORGANISATIONAL DEVELOPMENT AND EMPLOYEE ACQUISITION REF NO: GPW 25/21</u>
<u>SALARY</u>	:	R1 216 824 per annum (Level 13), (an all-inclusive salary package) structured as Follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – (13% of basic salary). The remaining flexible portion may be structured in terms of the applicable remuneration rules.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria Qualification at NQF 7 as recognised by SAQA in Human Resources Management/Development. Certificate for entry into the Senior Management Service. Five (5) years' experience at a Middle/Senior Management level in Human Resources Management. Post Grad Qualification in related field will be an added advantage.
<u>DUTIES</u>	:	Manage the development of human resource strategies. Ensure the development, maintenance and implementation of HR plans. Manage the coordination of the development, maintenance and implementation of HR Information systems (Data integrity). Ensure the monitoring and evaluation of HR performance (HR annual report and audits) in the Department. Manage organisational development and change management interventions. Ensure the alignment of the organisational structures to the mandate and strategic plan of the GPW. Manage the work study investigations. Manage the Job Descriptions function. Effectively manage the Job Evaluation process. Manage the development and implementation of change management strategies. Conduct Change Management workshops. Manage the recruitment of human resources for production functions. Manage the administering of employee information, remuneration benefits and the processing thereof. Manage the process of capturing information of PERSAL. Manage the record management system. Manage the provisioning of leave and overtime. Manage the administering of the time and attendance System. Manage the Directorate. Develop the operational plan for the Directorate and ensure its implementation. Allocate and manage resources at functional levels to ensure the delivery on set targets for the Directorate. Formulate, identify Policy shortfalls and necessary amendments. Conduct financial planning and account for allocated budget. Ensure adherence to policy and statutory directives relevant to the functional terrain of the Directorate. Monitor, evaluate and report on the performance of the directorate.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms MM Modise Tel No: (012) 748 6239 E-mail: recruit202509@gpw.gov.za
<u>POST 16/153</u>	:	<u>DIRECTOR: STRATEGIC SOURCING AND ASSEST MANAGEMENT REF NO: GPW25/22</u>
<u>SALARY</u>	:	R1 216 824 per annum (Level 13), (an all-inclusive salary package) structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – (13% of basic salary). The remaining flexible portion may be structured in terms of the applicable remuneration rules.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria A Degree/ Advanced Diploma (NQF 7) qualification in Supply Chain Management/Purchasing/Logistics Management/Finance. Certificate for entry into the Senior Management Service. Five (5) years' experience at middle or senior management level in a supply chain management or logistics environment. Sound knowledge and experience in tender procedures. Experience in estimating printing work, with proven knowledge of printing processes, equipment, and paper, planning (estimating) and/or scheduling is beneficial will be an added advantage.
<u>DUTIES</u>	:	Manage the accuracy, speed and efficiency in the procurement. Ensure that value for money, open and effective completion, ethics and fair dealing is adhered to. Ensure openness in the procurement process. Ensure continuous improvement in the efficiency of internal processes and systems. Ensure that

adequate and timely information is provided to suppliers to enable them to participate in the procurement process. Submit annual procurement plan to Chief Executive Officer. Monitor the annual procurement plan. Ensure the development of asset management and inventory control plans and the implementation thereof. Manage and monitor the effective and efficient physical verifying of fixed and movable assets. Manage and monitor the disposal of assets in line with all relative legislation regulations, prescripts and GPW policies and procedures. Chair the disposal committee and manage, investigate, and report on all losses of assets. Manage the development and enforcement of counting methodology. Ensure that the daily and periodic counts are conducted and monitored. Ensure effective reconciliation of monthly reports. Oversee and manage the developing, implementing of inventory control and asset management plans as well as the enforcing of proper inventory and asset control measures. Manage the maintaining of a complete and accurate electronic asset register. Oversee the performing of inventory control functions. Managing and monitor accurate financial evaluation of assets. Ensure that correct processes are implemented and followed to avoid audit findings. Develop the operational plan for the Directorate and ensure its implementation. Allocate and manage resources at functional levels to ensure the delivery on set targets for the Directorate. Formulate, identify Policy shortfalls and necessary amendments. Conduct financial planning and account for allocated budget. Ensure adherence to policy and statutory directives relevant to the functional terrain of the Directorate. Monitor, evaluate and report on the performance of the directorate.

ENQUIRIES : Dr. L Mahlasela Tel No: (012) 768 6346
APPLICATIONS : E-mail: recruit2025010@gpw.gov.za

OTHER POSTS

POST 16/154 : **DIVISIONAL MANAGER: PRODUCTION (SPECIAL PRODUCTS: FINISHING OPERATIONS AND ID DOCUMENT PRODUCTION) REF NO: GPW 25/23 (X3 POSTS)**

SALARY : R1 059 105 per annum, (an all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : A 3-year Diploma in Industrial Engineering/ Process Engineering/ Production Management/ Operations Management or similar field equivalent to a NQF 6 qualification as recognized by SAQA. 3 years appropriate experience in the in the production environment at junior middle management (9/10) level (printing experience would be an added advantage)

DUTIES : Manage and control the production, printing, finishing and delivery of printed and related material through manual and mechanised processes. Plan and schedule the Division's work and ensure all resources required are available. Control the execution of the related production processes ensuring the required quality, costing targets and delivery to the internal and external customers on time. Ensure the effective and efficient production and process management in the Sub-directorate. Ensure Quality control and reduction of wastage. Monitor adherence to scheduled time of jobs to next Section. Determine the efficiency baseline rate per workstation and manage accordingly. Ensure a smooth workflow between the workstations in the Division. Apply continuous improvement measures to production process. Identify possible bottlenecks and address timeously. Define, implement and administer the execution of appropriate required health and safety procedures in the Sub-Directorate. Ensure maintenance of regular equipment. Manage and monitor the regular execution of equipment maintenance to ensure the smooth running of the finishing and binding processes. Ensure the rendering of HR related functions e.g., the administering of leave and attendance register. Ensure the rendering of logistical support, the ordering and issuing of inter alia, raw materials, production and stationery. Ability to work under pressure and extended hours. Ensure proper recordkeeping and maintaining of the filing system. Ensure material stock items corroborates with that on ERP system. Provide accurate reports as required on time. Ensure the up-to-date policies, procedures and administrative tasks in the Sub-Directorate. Develop and review of policies and procedures for the Sub- Directorate. Keep up to date with new trends in the industry. Manage the Sub-directorate. Monitor and ensure proper utilisation and maintenance of equipment. Evaluate and monitor performance appraisal of subordinates. Ensure capacity building and training of staff. Develop job

descriptions for subordinates. Implement workplace discipline. Provide inputs to the monthly and quarterly reports aligned to Business Plan/APP/Strat Plan. Provide inputs to the annual spending plans aligned to business plan on coming year. Perform a stakeholder analysis for the component and identify their needs and incorporating it in the business planning process. Develop/review internal work processes (SOPs). Provide inputs on the development / review of Business plans with clear roles and responsibilities assigned with the resource requirements identified. Ensure compliance on safety, health, environment, risk, and quality (SHERQ) management in the Division. Monitor and mitigate plant related safety risks. Ensure administrative support services for the Division.

**ENQUIRIES
APPLICATIONS**

: Mr T Khumalo Tel No: (012) 748 6329
: E-mail: recruit2025011@gpw.gov.za

POST 16/155

: **PRINTING SPECIALIST: SUB-DIRECTORATE: DIGITALIZATION REF NO: GPW 25/24**

**SALARY
CENTRE
REQUIREMENTS**

: R1 059 105 per annum, (an all-inclusive remuneration package)
: Pretoria
: Relevant NQF level 6/7 qualification in IT/Software Programming/Engineering/Printing/Technology Management, or similar field equivalent qualification as recognized by SAQA. 5 years appropriate experience in a Digitalization or ICT Printing environment, of which three year is at middle management level.

DUTIES

: Ensure that national and international research undertaken on digitalization and 4IR technology in the printing field. Ensure that research undertaken on the viability of automation of processes in the printing field including, i.e., basic robotic process automation (RPA), enhanced process automation and automatic or cognitive automation. Research undertaken on the viability and utilisation of specialised software to digitalise and electronise physical documents, as well as develop on-line platforms for documents, as an alternative to printed physical documents. Providing technical advice to GPW management, on artificial intelligence and machine learning, 3D printing, gene editing and nanotechnology in the working environment. Research on an appropriate enterprise resource planning (ERP) system (and Business Intelligence (BI) reporting for management's consideration that is applicable and relevant to the GPW's printing needs. Ensure scrutinizing, testing and utilisation of specialised software to digitalise and electronise physical documents, as well as alternative on-line platforms for printed physical documents. Troubleshooting problems with equipment or software and undertaking of the maintenance of printing equipment. Undertaking of research of introducing Internet of Things (IoT) sensors on printing machines to possibly identify predictive maintenance. The undertaking of research, analysis of digitalization options/practices/trends and cost analysis of digitalized best practices nationally and internationally. The empirical comparison of best practice options of digitalization initiatives. The provision of professional advice on future options for the GPW's digitalized initiatives.

**ENQUIRIES
APPLICATIONS**

: Mr S Ngubane Tel No: (012) 748 6344
: E-mail: recruit2025012@gpw.gov.za

POST 16/156

: **PROCESS ENGINEER REF NO: GPW 25/25**

**SALARY
CENTRE
REQUIREMENTS**

: R896 436.per annum, (an all-inclusive remuneration package)
: Pretoria
: Relevant NQF level 6/7 qualification in Process/Industrial/Mechanical/Material/Electrical Engineering or equivalent qualification as recognized by SAQA. 5 years' proven experience in a manufacturing/printing environment of which 3 years should be at junior management level in a Technical Projects/Process Engineering/Manufacturing environment. Travelling and extended working hours may be required.

DUTIES

: The developing and implementing of process improvements and technological upgrades applicable to the printing operations of the GPW. Control systems designed to minimise costs and production challenges. Production standards designed in co-operation with the Process Engineer, Management and user personnel. Undertake, with the Process Engineer, cost analysis and estimated production costs. Design, with the Process Engineer, the layout of facilities and determine staff/resource requirements. Implementation and maintenance of

management systems, in relation to quality, environmental management, safety, business continuity and cyber security. Undertaking the review of production schedules, processes, specifications, and related information. Produce standards designed in co-operation with the Industrial Engineer, management and user personnel. Produce schedules, processes, and specifications designed according to best practice standards. Test automated equipment and processes. Design production processes that will maximise efficiency and waste reduction. Conduct research, on printing equipment trends. Research on printing equipment trends nationally and internationally, to ensure effective and efficient utilisation of printing equipment. Advise management on future printing equipment to be procured, with an estimation of cost versus benefits. Design and test automated machinery/equipment/processes. Optimise the efficiency of printing equipment. Develop, the master plan for equipment utilisation. Ensure that Master Plan for equipment utilisation developed to reduce wastage and the reduction thereof. Improve efficiency of printing equipment. Improve effective and efficient utilisation of equipment. Optimise of all resources in the production process. Undertake the planning of the retirement of ageing machinery/equipment and the implementation of new equipment. Establish pro-actively lifespan of equipment and plan the procurement of new equipment. Procure new equipment, implement and train staff members for new processes. Develop and provide instructions and manuals on the utilisation and maintenance of new equipment.

**ENQUIRIES
APPLICATIONS**

: Mr S Ngubane Tel No: (012) 748 6344
: E-mail: recruit2025013@gpw.gov.za

POST 16/157

: **DEPUTY DIRECTOR: INTERNATIONAL KEY ACCOUNT MANAGEMENT
REF NO: GPW 25/26**

**SALARY
CENTRE
REQUIREMENTS**

: R896 436 per annum, (an all-inclusive remuneration package)
: Pretoria
: A relevant NQF Level 6 qualification in Sales, Commerce, Printing, Marketing, or a related field as recognized by SAQA is required, along with a minimum of three (3) years of relevant experience in a middle management position (levels 9/10) within a Printing or Key Account Management environment.

DUTIES

: Manage International Key Accounts. Establish and maintain excellent relationships with International Key Account customers, to ensure verification and confirmation of customer requirements. Continually consult with International Key Account customers and personnel in other GPW Business Units, in order to ensure customer satisfaction and resolution of customer complains. Regularly monitor International Key Account customer satisfaction and timeous delivery of good quality products and services to Key Customers. Conduct an analysis of the performance of GPW, with regards to the products and services rendered to international key customers, as well as researching new methods/best practices in the industry, aimed at ensuring customer satisfaction. Establish and develop new International Key accounts for GPW. Develop a good understanding of potential new international customer's main purpose and functions, in relation to products and services that GPW can provide. Consult with internal stakeholders regarding products to be marketed to the possible new International Key Account customers, and formulation of a work/project plan. Develop a sales and marketing strategy with which to approach new international customers. Establish a good relationship with key international customers, ensuring that they are brought into the proposition and have a clear understanding of the financial implications, products, timeframes, contact details of GPW staff, in case of enquiries. Establish and manage new international Key Accounts, according to GPW's policies and procedures. Develop and ensure growth of International Key account Values. Keep up to date with new developments/technologies in the industry, which have an impact on products and services provided to International Key Customers. Market new products to International Key Customers, with a view to increase the value of the accounts. Value-added accounts for International Key Accounts. Manage and support the development of staff to ensure optimal performance and continuous growth.

**ENQUIRIES
APPLICATIONS**

: Mr. N Dlamini Tel No: (012) 748 6191
: E-mail: recruit2025014@gpw.gov.za

<u>POST 16/158</u>	:	<u>SENIOR PRINTING QUALITY INSPECTOR REF NO: GPW 25/27</u>
<u>SALARY</u>	:	R896 436 per annum, (an all-inclusive remuneration package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Appropriate National Diploma/Degree (NQF Level 6/7) in Quality Management/Operations Management/Engineering/Printing, or similar field equivalent qualification as recognized by SAQA. 5 years appropriate experience in the specific environment of which 3 years is at junior management level in a Printing/Manufacturing environment.
<u>DUTIES</u>	:	The overseeing of the development and implementation of health and safety programmes within the Sub-Directorate. Conduct meetings, audits and inspections (on quality, environmental, occupational health and safety) to ensure compliance. Evaluate performance, identify corrective action, and implement follow-up assessments. Planning, implementing and facilitating quality, environmental, preventative care, safety, and compliance training programmes. Planning, implementing, and maintaining a comprehensive management systems programme within the Directorate, and in the Core Branches (Manufacturing & Engineering/Operations Management). Planning, implementing, and maintaining a comprehensive environmental safety and health programme within the Directorate and on the premises. The overseeing of the monitoring and reporting of quality, health, safety, and environmental matters within the Sub-Directorate. Overseeing the collaboration with employees (and management) to develop and Emergency Action Plan and serve as primary contact for possible project site injury and incident notification, investigation, and case management. Maintains a log of safety inspection activities, reports, and correspondence. Guarantees that all work is performed in accordance with approved manuals, internal policies and procedures, contract documents, and good engineering practices. Overseeing the establishment of workplace safety and health committees. Overseeing the carrying out of industrial hygiene surveys. Developing and reviewing policies and procedures for the Core Branches Manufacturing & Engineering/Operations Management). Keep up to date with new trends in the industry.
<u>ENQUIRIES</u>	:	Mr S Ngubane Tel No: (012) 748 6344
<u>APPLICATIONS</u>	:	E-mail: recruit2025015@gpw.gov.za
<u>POST 16/159</u>	:	<u>DEPUTY DIRECTOR: EMPLOYEE WELLNESS AND OHS REF NO: GPW 25/28</u>
<u>SALARY</u>	:	R896 436 per annum, (an all-inclusive remuneration package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Three (3) year National Diploma at NQF 6 in Social Science/ Psychology/ Behavioural Science/ Occupational Health and Safety/ Safety Management. Registration with Social Worker Council or South African Council for Social Service Professional (SACSSP)/ Occupational Health and Safety Act (OHSA)/ Compensation for Occupational Injuries and Diseases Act (COIDA) / Mine Health and Safety Act (MHSA). Minimum of three (3) years' experience at an Assistant Director level in the employee health wellness programs such as counselling, social problems/ Public Health and Wellness/ Psychological/ Occupational Health and Safety environment. Valid Driver's licence.
<u>DUTIES</u>	:	Manage the development and implementation of employee wellness strategies. Manage the development of policy, programmes and strategies for the GPW employees. Manage the development of an employee health programme that includes preventative care, screenings, diagnosis and possible treatment of illness, injury prevention, and health education. Manage the development of long-term strategic plans for improving employee health and wellness using current research and best practices. Manage the creation of an environment where GPW's staff can strive towards achieving their health goals by providing advice on resources such as healthy eating options, exercise, and stress management techniques. Manage the conduction of assessments of the GPW's current health status to identify potential risks to employees. Manage the provision of employee wellness services. Manage the providing of advice and guidance to employees. Manage the process of helping employees who are experiencing health problems find appropriate care from physicians or other health care providers. Manage the coordination of events or activities related to employee health and wellness. Managing the procurement of reputable service providers to provide employee health and

wellness services. Manage the implementation of occupational health and safety programmes. Develop and implement health and safety policies, systems of work procedures. Manage all statutory obligations on health and safety in the workplace for GWP. Manage all Injury on Duty cases (IOD) for the GPW. Implement and monitor and evaluate safety programme(s). Manage the Transformation, Diversity and Inclusion programmes. Develop implementation plans for Gender Equality Strategic Framework (GESF) and Job Access Strategic Framework (JASF). Establish and coordinate gender and disability forums and ensure regular engagements. Plan and execute events commemorating gender and transformation initiatives. Prepare implementation reports for GESF and JASF initiatives. Promote transformation strategies via internal communication platforms. Manage the sub-ordinate. Monitor and ensure proper utilisation and maintenance of equipment. Evaluate and monitor performance appraisal of subordinates. Ensure capacity building and training of staff. Develop job descriptions for subordinates. Implement workplace discipline. Effective management of sub-ordinates' leaves. Allocate work. Provide inputs to the monthly and quarterly reports sufficient/aligned to Business Plan/APP/Strat Plan. Provide inputs to the annual spending plans aligned to business plan on coming year. Perform a stakeholder analysis for the component and identify their needs - incorporate in business planning process. Develop/review internal work processes (SOPs) and Provide inputs on the development / review of Business plans with clear roles and responsibilities assigned with the resources requirements identified.

**ENQUIRIES
APPLICATIONS**

: Ms N Shandu Tel No: (012) 764 3913
: E-mail: recruit2025016@gpw.gov.za

POST 16/160

: **DEPUTY DIRECTOR: ICT GOVERNANCE, RISK & COMPLIANCE**
: **STRATEGY REF NO: GPW 25/29**

**SALARY
CENTRE
REQUIREMENTS**

: R896 436 per annum, (an all-inclusive remuneration package)
: Pretoria
: An NQF level 6 qualification in Technology/Information Systems/ Information Technology field (i.e. Security/Computer science/Cyber security). AWS, WAN, ITIL, MCSE, SAN, NAS, LAN, PMP, TOGAF, VCP, CISSP, CISP, CISA, CRISC, CGEIT, COBIT 5, and KING 3. 3 relevant experiences in the specific ICT governance, risk and compliance strategy - field on middle management level 9/10. Understanding of all relevant human resources legislative framework, regulations and prescripts. Understand Public Service Act, Public Service Regulations, Labour Relations Act, Skills Development Act. Understand the PFMA and Treasury Regulations, Intermediate. Understanding of Good Corporate Governance principles (King Report).

DUTIES

: Manage ICT risk and compliance: Manage and ensure that adequate controls are in place to mitigate risk. Manage and ensure that adequate controls are in place to ensure effective and efficient compliance are undertaken in the ICT environment within the GPW. Develop frameworks aligned to the appropriate industry standards, creating the correct forums. Establish monitoring mechanisms to ensure compliance is effective. Monitor, identify and communicate external new and emerging IT risks/threats and test adequacy of existing controls in relation to this and recommend actions for improvement. Monitor levels of IT risks across the GPW to mitigate or address identified risks, and issues as well as audit findings raised. Manage and align the ICT strategy to the business strategy: Review processes and ensure that adequate controls are in place to mitigate risk. Lead and drive Governance, Risk and Compliance initiatives. End to end management of the reporting process and consolidation for regular internal and periodic statutory reporting to communicate an accurate and complete view of IT risk profile and in a manner that guides actionable management decisions. Design, plan and manage the Directorate and align to the business continuity plan: Ensure full alignment with the business continuity plan. Identify all legislation applicable in the IT environment and assess the GPW's compliance and develop plans to ensure proper compliance with the business continuity plan. Define, develop, review and implement IT compliance framework, and align to international best practices and standards. Conduct annual compliance assessments. Ensure compliance to internal IT policies and procedures and report on exceptions on a regular basis. Define, develop, review and implement the disaster recovery policy, and contribute to the development of the business continuity policy and plan. Develop, implement and test the GPW's Disaster

		Recovery Plan (DRP). Report on the status of disaster recovery capabilities. Provide managerial activities: Provide inputs to the monthly and quarterly reports sufficient/ aligned to the Business Plan/ APP / Strat Plan. Provide inputs to the annual spending plans aligned to the business plan for the coming year. Perform a stakeholder analysis for the component and identify their needs - incorporate in business planning process. Develop/review internal work processes (SOPs). Provide inputs on the development / review of Business plans with clear roles and responsibilities assigned with the resource's requirements identified.
<u>ENQUIRIES</u>	:	Mr. Z Gwiba Tel No: (012) 748 6090
<u>APPLICATIONS</u>	:	E-mail: recruit2025017@gpw.gov.za
<u>POST 16/161</u>	:	<u>DEPUTY DIRECTOR/ ICTSPECIALIST: VIRTUAL INFRASTRUCTURE REF NO: GPW 25/30</u>
<u>SALARY</u>	:	R896 436 per annum, (an all-inclusive remuneration package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An NQF level 6 qualification in Computer Science/ Information Technology/ Business Analysis/ Computer Systems/ Project management equivalent as recognized by SAQA. VCTA, VCAP, VMware ESX Enterprise administration, VCP-DCV certification, SAN, NAS, LAN, PMP, TOGAF, VCP. 3 years' relevant experience in the virtual infrastructure field on junior management level 9/10. Understanding of all relevant human resources legislative framework, regulations and prescripts Expert. Understanding of Public Service Act, Public Service Regulations, Labour Relations Act, Skills Development Act, Expert. Understand the PFMA and Treasury Regulations, Intermediate. Understanding of Good Corporate Governance principles (King Report), Expert.
<u>DUTIES</u>	:	Build new physical and virtual servers, install operating systems and application software: Provide physical and virtual servers according to the needs of GPW. Provide security infrastructure solutions for cloud-based environments used by GPW. Installing operating systems and application software. Top-down configuration of hypervisors including networking, storage and user access: Ensure that speed, efficiency and flexibility of hypervisors are configured optimally for GPW. Ensure the safety and security of information for GPW. Accessible information to users. Develops and implements the configuration of Storage and Backup Platforms. Ensure effective and secure virtual storage and Backup platforms. Backup platforms, established, implemented and secured. Interacting with internal and external resources to configure and deploy new software and hardware: Conduct needs analysis. Manage the project team to ensure the most applicable and recent software and hardware are deployed. Provide managerial activities: Monitor and ensure proper utilization and maintenance of equipment. Evaluate and monitor performance appraisal of subordinates. Ensure capacity building and training of staff. Develop job descriptions for subordinates. Implement workplace discipline. Effective management of sub-ordinates' leaves. Allocate work. Provide inputs to the monthly and quarterly reports sufficient/aligned to Business Plan/APP/Strat Plan. Provide inputs to the annual spending plans aligned to the business plan for the coming year. Perform a stakeholder analysis for the component and identify their needs - incorporate in business planning process. Develop/review internal work processes (SOPs). Provide inputs on the development / review of Business plans with clear roles and responsibilities assigned with the resource's requirements identified.
<u>ENQUIRIES</u>	:	Mr. K Thamaga Tel No: (012) 764 4075
<u>APPLICATIONS</u>	:	E-mail: recruit2025018@gpw.gov.za
<u>POST 16/162</u>	:	<u>OFFICE MANAGER (X3 POSTS)</u>
<u>SALARY</u>	:	R896 436 per annum, (an all-inclusive remuneration package)
<u>CENTRE</u>	:	Pretoria
		Office of The General Manager: Manufacturing and Engineering Ref No: GPW 25/31
		Office of The General Manager: Operations Management Ref No: GPW 25/32
		Office of The General Manager: Corporate Services Ref No: GPW 25/33
<u>REQUIREMENTS</u>	:	Appropriate 3-year National Diploma/Degree (NQF Level 6/7) in Public Administration/ Business or Office Administration/ Office Management and Technology. 3 years' experience in business/ office administration at an Assistant Director level. Have a demonstrated experience and ability to provide

DUTIES

office management service at a Senior Manager. Ability to communicate with all levels of management. Have extensive knowledge and understanding of public service policies and procedures.

: Provide effective and efficient administrative support and maintain the office of the General Manager. Maintain procedures and systems, including a filing system in the Office that will ensure efficiency and updated records. Safe keep all documentation including confidential and sensitive information in the office of the GM and shred confidential and sensitive information as and when required. Execute basic research, analyze information, and compile documents for the GM. Compile presentations and speeches for the GM. Address employees' queries regarding office management aspects (e.g. stationary, equipment and travel arrangements). Prepare submissions, presentations, reports and other related documentations. Develop, implement and maintain a document registration and tracking system (e.g. register all incoming and outgoing documents). Provide an overview of priorities that require attention. Conduct quality assurance and control of all submissions and related documents in the branch for the attention of General Manager. Support the branch on policies and procedures application and assist in monitoring and implementation of executive management decisions. Consolidate, oversee and analyse the Branch's budget to ensure delivery in terms of key strategic objectives. Manage petty cash. Keep record of expenditure. Safe keeping of invoices for office administrative-related costs such as office supplies, equipment, kitchen supplies, etc. Complete forms and ensure the processing of all claims and invoices within the office of the General Manager. Monitor office supplies inventory, review and approve orders. Manage and consolidate Branch inputs/reports, follow-up on decisions, agreements/commitments and manage documents. Record, update and maintain registers of projects, submissions, queries, etc. that need to be addressed and follow up thereon ensuring timeous and correct responses. Draft responses for submission to internal and external stakeholders. Record comments and required actions as well as making following ups. Compile the agenda of meetings chaired by the GM and ensure circulation of accompanying memoranda. Record minutes/resolutions and communicate/disseminate to relevant role-players, follow-up on progress made, prepare briefing notes as well as other documentation. Present final minutes for confirmation and approval. Identify role players and organise interactions between the Branch, Chief Directors, and other Branches. Ensure that all stakeholders are reminded of important meetings timeously. Participate in various staff committees. Conduct meetings to review workload and expectations to ensure the accomplishment of objectives. Liaise with GPW Support directorates in terms of the new/ updated and application of government policies and procedures when required. Coordinate with IT on all IT related equipment. Coordinate divisional training, meetings, and travel arrangements if necessary. Scrutinise submissions/ reports and make recommendations to the Branch. Check if the correct utilisation of the templates and standardised format for submission, letters and memorandums. Scrutinize submissions/memoranda to determine actions/information/documents required and make notes for the GM if necessary. Scrutinize, re-route, and answer incoming correspondence (mails, e-mails, calls etc) if required, in a professionally manner and within the required timeframe. Manage and implement effective secretariat support services. Manage the GM's diary and coordinate meetings between him/her and other stakeholders. Keep the GM informed of appointments in advance, ensure that applicable documents/information are available to her/him timeously. Ensure that adequate travel and accommodation arrangements for business trips are made for the GM as and when required. Screening of visitors and the scheduling of meetings and other appointments. Ensuring the booking of venues for meetings etc. that appropriate arrangements are made for the serving of refreshments if required. Liaise with various stakeholders (intra and inter departmental). Serve as a liaison officer between the General Manager and other stakeholders. Co-ordinate the compilation of the Branch APP, strategic Plan and Quarterly Performance Reports.

ENQUIRES APPLICATIONS

: Ms MM Modise Tel No: (012) 748 6239
: E-mail: recruit2025019@gpw.gov.za

<u>POST 16/163</u>	:	<u>DEPUTY DIRECTOR: ICT PROJECTS ENTERPRISE PORTFOLIO MANAGEMENT OFFICE REF NO: GPW 25/34</u>
<u>SALARY</u>	:	R896 436 per annum, (an all-inclusive remuneration package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	3 year National Diploma or qualification at NQF6 in Information/ Business Management/ Information Technology/Computer Studies/Information Systems is required. Formal Project Management Certification will be an added advantage. Knowledge and Understanding of Good Corporate Governance principles (King Report), PFMA and Treasury regulations. Minimum of 3 years' experience at a junior managerial level in business analysis or business process management and/or ICT project management environment is required. Traveling and extended working hours may be required.
<u>DUTIES</u>	:	Manage the rendering of programme and project Management support. Ensure project management of multiple projects at all stages of the project(s) lifecycle (from initiation to implementation). Ensure responsibility for implementing and leading Lean Portfolio Governance, including planning, reporting, value/benefits management, risk and dependency management capabilities. Drive scope and requirement gathering, option analysis as design end-to-end business processes and business solutions. Proactive issue and risk management identification and solutions. Ensure the proactive tracking of the project schedule to agreed targets. Lead the project to ensure scope is managed, project objectives are met, and an appropriate level of detail is applied. Drive the successful execution of internal projects. Coordinate project management, and ensure resources are effectively and efficiently managed. Coordinate crossline of business initiatives. Manage the process of capacity building within the GPW. Lead the execution of strategic transformational programmes/projects through active engagement with stakeholders across business units, and in partnership with delivery teams and supporting functions. Support strategic project demands through collaboration to map out scope, estimate work and coordination of requirements, including applying continuous improvements. Build organizational culture, behaviours awareness and maturity related to portfolio, programme and project management. Lead and manage multiple cross-functional teams through implementation, ensuring all team members understand their roles and responsibilities, and agreed outcomes are realised. Manage EPMO System Administration. Conduct research on applicable software that is tailor made to GPW's needs. Conduct resource and capacity planning. Develop strategic PMO plan and system. Ensure a centralised office to provide GPW-wide guidance, governance, standardised processes, and project portfolio management practices, tools, and techniques. Select, plan, procure and execute a variety of different work packages or containers, including, but not limited to, traditional projects. Ensure an integrated and implemented EPMO System for GPW's needs to include project demand management; project planning and management; time management; resource management; resource capacity planning; project portfolio management; project collaboration; programme management; reporting services; security and user management; integration and usability. Ensure effective promotion and practice of good corporate governance and compliance pertaining to policies, legislations and regulations. Ensure good governance within the division in line with Kings Report and other related legislation. Ensure effective management of compliance with legislation, regulations, GPW policies and procedures. Ensure compliance with all audit requirements within the division. Represent the division and GPW at strategic, management and other forums. Draft or delegate and submit reports that are required or delegated by Ministry, Board, COE or other Branches. Facilitate the implementation of business/operational norms and standards where applicable. Adhere to and promote statutory prescripts and the Code of Conduct. Provide managerial activities. Monitor and ensure proper utilisation and maintenance of equipment. Evaluate and monitor performance appraisal of subordinates. Ensure capacity building and training of staff. Develop job descriptions for subordinates. Implement workplace discipline; Effective management of sub-ordinates' leaves. Allocate work. Provide inputs to the monthly and quarterly reports sufficient/aligned to Business Plan/APP/Strat Plan. Provide inputs to the annual spending plans aligned to business plan on coming year. Perform a stakeholder analysis for the component and identify their needs - incorporate in business planning process. Develop/review internal work processes (SOPs); and Provide inputs on the development / review of

		Business plans with clear roles and responsibilities assigned with the resources requirements identified.
<u>ENQUIRIES</u>	:	Mr M Machimana Tel No: (012) 748 6193
<u>APPLICATIONS</u>	:	E-mail: recruit202520@gpw.gov.za
<u>POST 16/164</u>	:	<u>DEPUTY DIRECTOR: BUSINESS CONTINUITY & COMPLIANCE REF NO: GPW 25/ 35</u>
<u>SALARY</u>	:	R896 436 per annum, (an all-inclusive remuneration package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A three-year tertiary qualification at NQF level 6 as recognized by SAQA in Business Administration Risk Management/ Internal Audit/ finance. Minimum of 3 years' experience in Business continuity management and Compliance at an Assistant Director level. Valid Driver's license. Understanding of Good Corporate Governance principles (King III Report). Good Understanding of the PFMA, Financial Framework, Treasury Regulations, GRAP, BBBEE. Travel and extended working hours may be required.
<u>DUTIES</u>	:	Establish and implement a business continuity framework for the GPW. Establishing an effective enterprise Business Continuity Management (BCM) governance framework and methodology to manage all BCM lifecycle activities including, inter alia, the conducting of business impact analysis and BCM strategy development, considering inputs of all Senior Managers in the GPW through the whole process. The development of BCM plans, policies, and procedures. Work/collaborate with Senior Management in all Branches of GPW to coordinate business continuity activities and develop effective business continuity management tools and instructional guides. Facilitate the effective implementation BCM strategy, plans and methodologies. Conduct Business Impact Analysis, with a view to, inter alia, gather information needed to develop recovery strategies. Ensure that the GPW can respond to unexpected disruptions to normal/abnormal activities. Regular reviewing of the disaster recovery plans, taking in account new developments in the industry, ensuring continuous effectiveness thereof. The review of business continuity processes. Periodically review, validate, and do workflow testing of documented business continuity plans. Establish and maintain program processes which ensure that the enterprise program remains current and incorporates/aligns with industry standards and practices and regulations. Ensuring that GPW operations and business processes comply with laws and regulations. The development and implementation of effective compliance management practices, framework, policy, plans and procedures. Periodically, monitoring of GPW compliance universe and compliance calendar. The conducting of BCM and compliance awareness sessions. Develop and facilitate organisation-wide training/awareness sessions ensuring that all stakeholders are well informed of BCM strategies, plans and requirements. The providing of guidance and direction regarding the business continuity and compliance plans to all stakeholders as and when required. Ensure that all staff/stakeholders are informed/ aware of disaster recovery plans. Development of policies and procedures. The development and review/up-dating of methodologies policies and procedures in the functional area.
<u>ENQUIRIES</u>	:	Mr R Funzani Tel No: (012) 748 6054/0733850064
<u>APPLICATIONS</u>	:	E-mail: recruit202521@gpw.gov.za
<u>POST 16/165</u>	:	<u>DEPUTY DIRECTOR: COMPLIANCE AND MANAGEMENT ACCOUNTING REF NO: GPW 25/36</u>
<u>SALARY</u>	:	R896 436 per annum, (an all-inclusive remuneration package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A qualification on NQF level 6 in Financial Management and Reporting/Compliance/Risk Management/ Auditing as recognized by SAQA. 3 years' proven experience within the Governance/Compliance Management environment. Extensive knowledge of M&E, Risk, Compliance management methodologies and practices. Knowledge of the Public Service Regulatory Framework.
<u>DUTIES</u>	:	Define, set and manage compliance frameworks, policies and standards specific to the functions of GPW as an organ of state and ensure communication thereof to impacted stakeholders or Business units. Responsible for oversight of Regulatory change management and guidance on compliance impact in the various business areas. Provide strategic guidance

in decision-making on compliance or regulatory matters. Provide written guidance to senior management on complex compliance issues. Assist managers within the Business Units to monitor risks related to compliance and advice requirements by providing guidance or offering expert advice. Provide Subject Matter Expert guidance on Compliance and Advice on related regulatory changes and oversee the implementation of action plans. Assist with compliance awareness initiatives. Assist in drafting detailed and accurate defined policies and procedures as per the templates Monitor compliance with all relevant legislation and GPW policies and procedures are implemented. Contribute to developing and enhancing good governance practices within GPW by identifying areas for improvement and making recommendations. Provide monthly/quarterly feedback to Business units Head and the CEO. Ensure that financial risk systems are established. Managing the analysing and reporting on income, expenditure, assets and liabilities. Managing accounting and reporting in compliance with the PFMA requirements. Monitor an efficient and effective bookkeeping system and financial control within the GPW. The development and execution of financial reporting strategies and systems. Analyse financial statements and quarterly reports. Ensure compliance with the PFMA and Treasury Regulations, requirements. Ensure proper responses to audit findings and requests for information. Oversee the monitoring of compliance with PFMA, policies and regulations: Compile/oversee reporting in terms of the Public Finance Management Act. Oversee/Review compliance reports/certificates. Manage the Sub directorate: Monitor and ensure proper utilization and maintenance of equipment. Evaluate and monitor performance appraisal of subordinates. Ensure capacity building and training of staff. Develop job descriptions for subordinates. Implement workplace discipline. Effective management of sub-ordinates' leaves. Allocate work. Provide inputs to the monthly and quarterly reports sufficient/ aligned to Business Plan/APP/Strat Plan. Provide inputs to the annual spending plans aligned to the business plan for the coming year. Perform a stakeholder analysis for the component and identify their needs - incorporate in business planning process. Develop/review internal work processes (SOPs). Provide inputs on the development / review of Business plans with clear roles and responsibilities assigned with the resource's requirements identified.

**ENQUIRIES
APPLICATIONS**

: Ms. Ellimdin Tel No: (012) 748 6379
: E-mail: recruit202522@gpw.gov.za

POST 16/166

: **DEPUTY DIRECTOR: FINANCIAL STATEMENTS REF NO: GPW 25/37**

**SALARY
CENTRE
REQUIREMENTS**

: R896 436 per annum, (an all-inclusive remuneration package)
: Pretoria
: National Diploma at NQF Level 6 as recognized by SAQA in a financial field. A minimum of 3 years' financial accounting experience at Junior Management (Assistant Director) level. Valid Drivers license.

DUTIES

: Tend to audit queries, liaising with internal and external auditors and implement corrective actions on auditors' findings and recommendations. Assist in the analysing of complex financial data and extracts and the defining of relevant information.. Provide and manage effective preparation and processing of financial transactions. Implement and maintain compliant financial regulations and control measures in the Sub-directorate, ensuring effective and efficient financial administration services in the GPW. Review and sign off on monthly general accounts reconciliations, ensuring clearing of exceptions are done, all journal entries are properly verified and legitimate, and all general ledger postings are accurate. Ensure the maintenance of financial periods and ensure monthly and year-end closing of the general ledger. Review and sign-off bank reconciliations. Provide advice on VAT related issues. Prepare and submit monthly VAT reconciliations.. Prepare payroll reconciliations and control accounts reconciliations. Ensure recordkeeping and reporting. Ensure that accounting records comply with GRAP, Treasury regulations and all other statutory requirements and regulations. Review, collect information, and compile financial reports submitting it to the Director as required. Assist with compilation of AFS, preparation of working papers and supporting schedules. Assist with audit related queries. Ensure accurate recordkeeping in the Sub-directorate. Review and development of policies and procedures. Evaluate and monitor performance appraisal of subordinates. Ensure capacity building and training of staff. Develop job descriptions for subordinates. Implement workplace discipline. Effective management of sub-ordinates' leaves. Allocate

		work. Provide inputs to the monthly and quarterly reports sufficient/aligned to Business Plan/APP/Strat Plan. Provide inputs to the annual spending plans aligned to business plan on coming year.
<u>ENQUIRIES</u>	:	Ms H Curlewis Tel No: (012) 748 6244
<u>APPLICATIONS</u>	:	E-mail: recruit202523@gpw.gov.za
<u>POST 16/167</u>	:	<u>DEPUTY DIRECTOR: COSTING AND PRICING REF NO: GPW 25/38</u>
<u>SALARY</u>	:	R896 436 per annum, (an all-inclusive remuneration package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	NOF level 6 qualification in Cost and Management Accounting or B Com Finance majored with Costing as recognized by SAQA. Minimum of 3 years' functional experience in finance/ accounting environment at an Assistant Director level.
<u>DUTIES</u>	:	Develop, implement and maintain costing and pricing system. Oversee, gather and sourcing verification of pricing information/data and unit costs. Maintain accurate information/data in relevant databases. Manage the assistance of the continual learning process to ensure improved GPW's competitive win rates as well as the quality of proposals submitted. Provide cost and pricing support on a full range of proposals to include both national and international opportunities and ranging in size and complexity. Collaborate with project managers and other business units to ensure that all contract pricing activities comply with the GPW's requirements and policies. Ensure the creation and maintenance of data accumulation and reporting systems in relation to policies. Work in progress, standard cost and selling price. Provide advice to staff members on pricing strategies and ensuring compliance with all rules and regulations relating to the proposal requirements. Maintain accurate information/data in cost and selling prices databases. Offer pricing strategies making cost proposals more competitive and cost efficient. Oversee and gather sourcing and verification of pricing information/data and unit costs. Coordinate with senior management and other business units in pricing strategy and cost decisions. Manage, monitor and report on costing and pricing of materials. Develop in-house training on cost and pricing processes and strategies. Manage cost proposal modifications in competitive range discussions, under guidance of the Director and in consultation with other business units with the GPW. Maintain well documented records supporting pricing used in the development of proposals. Develop templates and other proposal forms as required. Collects cost and pricing data for bids including in-country data, market data for cost line items and provide reports. Manage/ Conduct work centre rates calculations. Ensure the receipt of GPW budget per cost centre and planning of the recovery rate based on a number of employees working in the cost centre. Ensure the utilisation of the number of hours available for production against the cost centres to arrive at the work centre rate. Allocate other indirect and variable cost to cost centres on the absorption key. Manage the total manufacturing cost including indirect cost is measured against total hour available for work. Ensure the analysis of performed work and job ticket closure. Manage/ Conduct, analyse the labour utilisation, raw materials consumption, efficiencies and adherence to processes. Close jobs as finished goods at the manufacturing completion. Ensure the delivery of other completed jobs to customers i.e. IDs, Passports of which meaning cost must be transferred to cost of sales. Ensure the analysis of the department's profitability for revenue versa via cost of sales. Ensure the quarterly analysis of standard stock cost versa via selling prices to determine if the department is making profits. Ensure the analysis of the purchase price variance report to update the inventory and standard cost. Provide managerial activities. Monitor and ensure proper utilisation and maintenance of equipment; Evaluate and monitor performance appraisal of subordinates. Ensure capacity building and training of staff. Develop job descriptions for subordinates. Implement workplace discipline. Effective management of sub-ordinates' leaves. Allocate work. Provide inputs to the monthly and quarterly reports sufficient/aligned to Business Plan/APP/Strat Plan. Provide inputs to the annual spending plans aligned to business plan on coming year. Perform a stakeholder analysis for the component and identify their needs - incorporate in business planning process. Develop/review internal work processes (SOPs). Provide inputs on the development / review of Business plans with clear roles and responsibilities assigned with the resources requirements identified.
<u>ENQUIRIES</u>	:	Mr T Mamonare Tel No: (012) 748 6223

<u>APPLICATIONS</u>	:	E-mail: recruit202524@gpw.gov.za
<u>POST 16/168</u>	:	<u>ASSISTANT DIRECTOR: HIGH SECURITY DOCUMENT DISPATCH REF NO: GPW 25/39</u>
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A relevant 3 year Diploma in Public Administration/ Business / Operations Management Printing Technology, or equivalent at NQF level 6 qualification as recognized by SAQA. Obtaining a Security Clearance. Minimum 3 years appropriate experience in the printing environment.
<u>DUTIES</u>	:	Sort produced finished security documents. Operate automated sorting machines. Oversee the day-to-day operations of the document dispatch division, including managing a team of staff and coordinating work schedules. Conduct regular audits of document handling and distribution processes to identify areas for improvement and ensure compliance with regulatory requirements. Maintain a comprehensive understanding of security technologies and techniques, to ensure that the document dispatch operation is as secure as possible. Ensure that all staff receive appropriate training on security document handling procedures, and monitoring compliance with these procedures on an ongoing basis. Manage and oversee the dispatch of sorted security documents Liaise with couriers to dispatch documents. Track dispatched documents until successfully delivered. Proper record Keeping of documents. Provide accurate and timeous feedback to internal and external stakeholders on documents/tracking. Expedite urgent documents for delivery. Develop and implement policies and procedures to ensure the secure handling and distribution/dispatch of high security documents. Manage the inventory of sensitive documents and materials, ensuring that appropriate security measures are in place to protect against theft or loss. Ensure regular machine maintenance. Ensure adherence to agreed machine/ equipment maintenance schedule. Ensure that the machine/equipment maintenance schedule is incorporated in the planning of the division's production process to proactively prevent delays in the delivery of security documents. Ability to work under pressure and extended hours. Ensure compliance on safety, health, environment, risk, and quality (SHERQ) management in the Division. Monitor and mitigate plant related safety risks. Ensure administrative support services for the Division. Ensure the rendering of HR related functions e.g., the administering of leave and attendance register Render effective and efficient logistical support services. Control and monitor the effective and timely distribution of documents. Monitor and ensure proper utilisation and maintenance of equipment. Evaluate and monitor performance appraisal of subordinates. Ensure capacity building and training of staff. Develop job descriptions for subordinates. Implement workplace discipline. Provide inputs to the monthly and quarterly reports aligned to Business Plan/APP/Strat Plan. Perform a stakeholder analysis for the component and identify their needs and incorporating in the business planning process. Develop/review internal work processes (SOPs). Provide inputs on the development / review of Business plans with clear roles and responsibilities assigned with the resources requirements identified.
<u>ENQUIRES APPLICATIONS</u>	:	F Nagel Tel No: (012) 748 6109
	:	E-mail: recruit202525@gpw.gov.za
<u>POST 16/169</u>	:	<u>CHIEF ARTISAN SECURITY WEB-FED PRINTING REF NO: GPW 25/40</u> Re-advertisement. Applicants who previously applied are encouraged to re-apply
<u>SALARY</u>	:	R455 223 per annum, (OSD Model)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Grade 10 or equivalent qualification plus a completed apprenticeship and passed Trade Test in Rotary Web-Offset /Lithography / Continuous Stationery Machine Minding. Grade 12 will be an added advantage. At least 10 years post-apprenticeship experience in Lithography/ Rotary Web-Offset Continuous Stationery Machine Minding of which 5 years' must have been in operating multi-colour computerized web-fed machines. Concepta printing press experience will be an added advantage .3 years' proven supervisory experience. Commitment to work shifts, Knowledge of Safety, Healthy,

		Environment and Quality (SHREQ) management requirements Act and other regulations and policies.
<u>DUTIES</u>	:	Operate and oversee an automated multi-colour Web-Fed Continuous Stationery Concepta printing press with specialized finishing processes such as the Sheeter, Folder, and numbering and Web delivery unit. Assist in managing and or supervision of the Security Special product printing team. Ensure Efficient and effective utilization of production equipment, make sure that daily production targets are met and provide daily production reports to management. Provide technical assistance on operational challenges and maintenance of the printing press. Oversee and monitor the training programmes of apprentices, Printers Assistant and Artisans. Ensure that the equipment is kept in good condition and regularly maintained and ensure that quality assurance and control of the printed security product processes are adhered to in accordance to SOP and customer's specifications. Plan, organize and allocate production resources in line with production schedule. Make sure the working environment and housekeeping is in Comply with all OHSA safety regulations. Monitor and mitigate plant related safety risks.
<u>ENQUIRIES</u>	:	Mr T Khumalo Tel No: (012) 748 6329
<u>APPLICATIONS</u>	:	E-mail: recruit202526@gpw.gov.za
<u>POST 16/170</u>	:	<u>CHIEF ARTISAN SECURITY SHEET-FED PRINTING REF NO: GPW 25/41</u> Re-advertisement. Applicants who previously applied are encouraged to re-apply
<u>SALARY</u>	:	R455 223 per annum, (OSD Model)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Grade 10 or equivalent qualification plus a completed apprenticeship and passed Trade Test in Lithography Machine Minding. Grade 12 will be an added advantage. At least 10 years post-apprenticeship experience in Lithography Machine Minding of which 5 years' must have been in operating multi-colour computerized web-fed machines. Komori printing press experience will be an added advantage .3 years' proven supervisory experience. Commitment to work shifts, Knowledge of Safety, Healthy, Environment and Quality (SHREQ) management requirements Act and other regulations and policies.
<u>DUTIES</u>	:	Operate and oversee an automated multi-colour Lithography printing press. Assist in managing and or supervision of the Security Special product printing team. Ensure Efficient and effective utilization of production equipment, make sure that daily production targets are met and provide daily production reports to management. Provide technical assistance on operational challenges and maintenance of the printing press. Oversee and monitor the training programmes of apprentices, Printers Assistant and Artisans. Ensure that the equipment is kept in good condition and regularly maintained and ensure that quality assurance and control of the printed security product processes are adhered to in accordance with SOP and customer's specifications. Plan, organize and allocate production resources in line with production schedule. Make sure the working environment and housekeeping is in Comply with all OHSA safety regulations. Monitor and mitigate plant related safety risks.
<u>ENQUIRIES</u>	:	Mr T Khumalo Tel No: (012) 748 6329
<u>APPLICATIONS</u>	:	E-mail: recruit202527@gpw.gov.za
<u>POST 16/171</u>	:	<u>CHIEF ARTISAN EXAMINATION PACKAGING AND FINISHING REF NO: GPW 25/42 (X2 POSTS)</u> Re-advertisement. Applicants who previously applied are encouraged to re-apply
<u>SALARY</u>	:	R455 223 per annum, (OSD Model)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Grade 10 or equivalent qualification plus a completed apprenticeship in Mechanized Binding Trade Grade 12 will be an added advantage. At least 10 years' post-apprenticeship experience in a Finishing Production environment. At least 3 years' proven supervisory experience. Sound knowledge of mechanized binding, packaging and printing processes equipment Computer literacy (MS Office) Good interpersonal relations Have the Ability to overcome operational challenges, transfer of skills and commitment to work shift.
<u>DUTIES</u>	:	Operate packaging and finishing equipment and assist in managing and or supervision of the packaging team. Ensure Efficient and effective utilization of production equipment, make sure that daily production targets are met and

		provide daily production reports to management. Provide technical assistance on operational challenges, maintenance, Oversee and monitor the training programmes of apprentices, Printers Assistant and Artisans. Ensure that the equipment is kept in good condition and regularly maintained and ensure that quality assurance and control of the packaging and finishing processes are adhered to in accordance to SOP and the customer's specifications. Plan, organize and allocate production resources in line with production schedule. Make sure the working environment and housekeeping is in Comply with all OHSA safety regulations. Monitor and mitigate plant related safety risks.
<u>ENQUIRIES</u>	:	Ms J. Seabela/ Mr E Mtshali Tel No: (012) 748 6320/6361
<u>APPLICATIONS</u>	:	E-mail: recruit202528@gpw.gov.za
<u>POST 16/172</u>	:	<u>CHIEF ARTISAN: EQUIPMENT MAINTENANCE REF NO: GPW 25/43</u>
		Re-advertisement. Applicants who previously applied are encouraged to re-apply
<u>SALARY</u>	:	R455 223 per annum, (OSD Model)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Grade 10 qualification plus a completed apprenticeship. Trade Test certificate in a Mechanical-related field. At least 10 years post-qualification experience as an Artisan / Artisan Foreman / Team Leader. 3 years' proven supervisory experience. A valid driver's license is essential. Grade 12 and working in a manufacturing environment will be an advantage. Knowledge of, and experience in OHS, SHERQ and other regulations and policies. Commitment to work shifts. Extending working hours may be required.
<u>DUTIES</u>	:	Ensure efficient maintenance and repair of production equipment. Supervise and lead an engineering maintenance team. Ensure the accurate analysis of equipment specifications and equipment capacity data and determine reliability-centered maintenance schedules. Schedule maintenance to previously established manufacturing sequences and lead times, considering the Maintenance Plan. Participate in the generating of an agreed equipment plan for an 8-week rolling horizon, ensuring maximum machine availability. Ensure the escalating and expediting of operations that delay maintenance schedules. Actively participate in planning meetings to finalise priority of work orders, optimise downtime windows, and reduce production lead times. Ensure the following-up and communicating of the schedule to all resources: maintenance, production, outside services, stores, and engineering. Perform and monitor quality assurance ensuring that all maintenance and repair work is compliant with the standards set by GPW and any regulatory bodies. Confer with department supervisors to determine the status and quality of scheduled maintenance. Prepare regular maintenance and repair reports. Assist with the developing, review, implementing and complying with the relevant procedures and policies as required by GPW. Review factors that could affect the quality of maintenance/repair work and put corrective measures in place if required. Prepare maintenance and repair reports. Supervise Safety, health, environment, risk, and quality (SHERQ) in the Division and ensure compliance with all OHSA safety requirements.
<u>ENQUIRIES</u>	:	Mr T Tsebe Tel No: (012) 748 6288
<u>APPLICATIONS</u>	:	Email recruit202529@gpw.gov.za
<u>POST 16/173</u>	:	<u>REGIONAL MANAGER: WAREHOUSE LIMPOPO REF NO: GPW25/ 44</u>
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	National Diploma at NQF Level 6 as recognized by SAQA in Warehouse Management/Logistics/Supply Chain/ Operations Management/ Purchasing Management. A minimum of 3 years in a Warehousing and distribution management environment of which at least 2 years in a supervisory role. Strong Knowledge of inventory management systems, warehouse safety regulations and quality control systems. Excellent organisational and problem solving skills. Ability to work under pressure and adapt to changing priorities. Attention to detail and excellent communication. Valid drivers licence.
<u>DUTIES</u>	:	Manage stores. Ensuring the rendering of effective and efficient administrative and auxiliary support services. Supervising the rendering of compliant administrative functions within deadlines. Ensure that the administration function is optimised and implement improvement procedures when required. Receive queries from customers, investigate, resolve, and provide feedback

within deadline. Liaise with clients to ensure effective and satisfactory service delivery. Ensure the rendering of effective auxiliary services including transport administration and cleaning services. Ensure that leave application are managed effectively as per Policy. Develop Document control methods to ensure that documents are stored. Ensuring the rendering of effective and efficient administrative and auxiliary support services. Ensuring that leave are managed effectively as per GPW Policy. Ensuring that petty cash and fuel card is effectively managed. Ensuring that Debtors Section is supported. Manage inventory. Maintain accurate records for all inventory transactions including receipts, issues and returns. Develop and implement inventory control procedure to ensure accurate stock levels. Monitor inventory levels, track usage patterns, conduct regular audit. Co-ordinate with supply chain management and contract printing to ensure that stock is received on time. Ensuring that replenishment of stock is executed timeously. Ensuring that transaction are updated regularly on GPW ERP System. Identify Slow and obsolete stock. Manage warehousing operations. Ensure and monitor the correct dispatching of items. Manage inbound and outbound flow of material within the warehouse. Implement and enforce best practices for picking and packing process in the warehouse. Ensure the adherence to Health and Safety requirements in the Division. Ensure compliance with all OHSA safety requirements. Oversee health and safety of employees. Monitor the maintenance of good housekeeping. Provide inputs on policy development and recordkeeping. Assist with developing and implementing of effective and efficient warehousing strategies, policies, procedures, and practices and ensure adherence thereto. Ensure compliance with all company policies and procedures. Ensure up to date records in the Division to ensure the providing of accurate information for reporting purposes as required on time.

**ENQUIRIES
APPLICATIONS**

: Mr V Manganye Tel No: (012) 748 6131
: E-mail: recruit202530@gpw.gov.za

POST 16/174

: **ASSISTANT DIRECTOR: OHS REF NO: GPW 25/45**

**SALARY
CENTRE
REQUIREMENTS**

: R468 459 per annum
: Pretoria
: National Diploma at NQF 6 in Safety Management/ Occupational Health and Safety. Registered as OHS practitioner with the relevant professional Council/Body. Minimum 3 years' relevant functional experience in the occupational health or safety management environment.

DUTIES

: Develop, implement and maintain health and safety strategies, frameworks, procedures and policies aligned to the National legislations and Organisational goals. Draft and review OHS policies and Standard Operation Procedures (SOPs). Ensure that all Health & Safety policies, procedures, rules and regulations are adhered to and are regularly reviewed, updated and communicated. Approved evacuation and Environmental management plans are in place. Administer statutory obligations on health and safety in the workplace for GWP. Coordinate the appointment of Health and Safety Representatives and Committees. Coordinate health and safety committees and facilitate stakeholder engagement. Maintain a compliance calendar for key legislative and regulatory stakeholders. Ensure display of required legal OHS signage and documents in the workplaces. Liaise with regulatory bodies during inspections and audits. Statutory OHS body's training and reporting. Administer Injury on Duty (IOD) for GPW. Develop SOP for IOD incident reporting. Conduct IOD incident investigation and root cause analysis. Provide assistance and facilitation of IOD. Provide support to affected employees, including referral to Employee Wellness. Implement corrective actions to prevent incidents of IOD in the workplace. Implement and monitor the safety programme. Implement and monitor the safety programme to reduce the number of incidents. Conduct awareness sections. Provide reporting, Risk Management and Audits inspection. Conduct inspections. Report and manage proactively risk on GWP Site(s). Report on safety and risk audit inspections. Provide in-house training on OHS. Ensure adequate safety induction and risk related training. Conduct orientation workshop. Conduct annual training on fire safety, first aid, evacuation procedures and ergonomics. Maintain training records and attendance registers. Provide managerial activities. Monitor and ensure proper utilisation and maintenance of equipment. Provide reporting, Risk Management and Audit inspection. Prepare monthly, quarterly and annual OHS reports for senior management. Maintain and update OHS risk register.

Coordinate internal and external OHS Audits and track correction action implementation. Conduct regular workplace inspections with documented findings. Present OHS performance in management and labour forums (DBC and OHS Committees). Evaluate and monitor performance appraisal of subordinates. Ensure capacity building and training of staff. Develop job descriptions for subordinates. Implement workplace discipline. Effective management of subordinates' leaves. Allocate of work. Provide inputs to the monthly and quarterly reports sufficient/aligned to Business Plan/APP/Strat Plan. Provide inputs to the annual spending plans aligned to business plan on coming year. Perform a stakeholder analysis for the component and identify their needs - incorporate in business planning process. Develop/review internal work processes (SOPs); and Provide inputs on the development / review of Business plans with clear roles and responsibilities assigned with the resources requirements identified.

ENQUIRIES : Ms N Shandu Tel No: (012) 764 3913
APPLICATIONS : E-mail: recruit202531@gpw.gov.za

POST 16/175 : **ASSISTANT DIRECTOR: COLLECTIVE BARGAINING REF NO: GPW 25/46**

SALARY : R468 459 per annum
CENTRE : Pretoria
REQUIREMENTS : National Diploma at NQF 6 in Labour Relations/ Labour Law/ Human Resources. Minimum 3 years' relevant functional experience in the labour relations environment.

DUTIES : Provide labour relation services. Develop policy, programmes and strategies for the GPW employees. Initiate, provide, implement and promote employee relations programmes and interventions. Provide advice to management/employees on labour relation matters. Monitor and evaluate labour trends within the GPW. Ensure training and advocacy on labour relation matters. Maintain sound and healthy employment relations within GPW. Build relationship with organised Labour. Provide clear and timely information about organisational decisions and policies. Administrate and provide administrative support in respect of collective bargaining within the GPW. Administrate and provide administrative support in respect of collective bargaining. Oversee follow-up actions on decisions and executing of decisions taken. Render the secretariat function for the Departmental Bargaining Chamber (DBC) and other related labour relations structures. Manage the provision of advisory services to Management and employees on dispute prevention, resolution and bargaining matters. Ensure the taking of minutes during multilateral meetings and ensure inputs are addressed accordingly. Represent the GPW and the Departmental Bargaining Chamber (DBC). Provide collective bargaining support and general support on compliance for reporting to stakeholders. Ensure proper mandates are obtained from principles prior to the collective bargaining process. Coordinate support to the DBC. Provide managerial activities. Provide inputs to the monthly and quarterly reports sufficient/ aligned to the Business Plan/ APP / Strat Plan. Provide inputs to the annual spending plans aligned to business plan on coming year. Perform a stakeholder analysis for the component and identify their needs - incorporate in business planning process. Develop/review internal work processes (SOPs). Provide inputs on the development / review of Business plans with clear roles and responsibilities assigned with the resources requirements identified.

ENQUIRIES : Ms L Maswanganyi Tel No: (012) 748 6266
APPLICATIONS : E-mail: recruit202532@gpw.gov.za

POST 16/176 : **ASSISTANT DIRECTOR: CHANGE MANAGEMENT REF NO: GPW 25/ 47**

SALARY : R468 459 per annum
CENTRE : Pretoria
REQUIREMENTS : National Diploma in Industrial and Organizational Psychology/ Management Services/ Production Management/ Operations Management at NQF 6. Valid driver's license. Three (3) years' experience in an Organisational Development and Change Management environment is required.

DUTIES : Facilitate and review change management interventions: Conduct research on the development of GPW's change management strategy/ plan. Conduct impact analysis, assess change readiness, and identify key stakeholders. Analyse relevant documents such as strategic plan, annual performance plan and culture surveys. Develop or re-align the change management strategy.

Present draft change management strategy to the change management committee to obtain inputs. Consult with the Executive Committee to get inputs on the draft change management strategy. Facilitate and provide support on all change related initiatives and programmes. Draft recommendations emanating from Change Management interventions discussion to the sub-directorate for analysis. Identify, analyse and prepare risk mitigation tactics. Identify and manage anticipated and persistent resistance. Initiate research and facilitate transformation of leadership capacity towards world-class benchmarks. Develop management framework, strategy, and interventions for Government Printing Works. Coordinate the implementation of Change Management Strategies: Formulate Government Printing Works Change Management Committee. Coordinate the change management committee meetings on a quarterly/ monthly basis. Facilitate the appointment of change agents to represent various directorates and manage the attendance database of change agents. Facilitate change and transition efforts throughout the organization to ensure identified goals are achieved. Facilitate adoption, ultimate utilization of changes and proficiency with the changes that impact employees who must use the change in their daily work. Facilitate and coach employees and managers/supervisors as they help their teams through the transitional phases. Support project managers and project teams to integrate change management activities with their project plans. Recommend team-building exercises for employees in the Department. Work closely with stakeholders to identify specific work situations requiring employees to better understand changes in policies, procedures, and technologies. Monitor Change Management Strategies: Monitor the execution of the Change Management Implementation Plan. Monitor plans and efforts to anticipate and minimize resistant behaviours from employees and stakeholders who are impacted by the changes. Alert Change Management Committee of deviations and propose corrective actions for organizational efficiency and effectiveness. Facilitate and drive the implementation of frequently asked questions to assess change readiness in the Department. Assess risks associated with various change initiatives and projects and recommend actions to manage risks. Identify, analyse and prepare risk mitigation tactics. Conduct organizational culture and climate surveys: Conduct and coordinate the implementation of the organizational culture / climate survey. Receive, capture and process information obtained from the organizational culture /climate survey. Facilitate the diagnoses of organizational, individual culture and climate change within the department. Conduct an impact assessment of planned organizational changes. Facilitate and coordinate the change management work streams with a structured methodology / process. Facilitate and provide support for the development of communications relevant to change initiatives. Identify and manage the anticipated and persistent resistance: Manage and mitigate resistance to change. Engage with stakeholders to obtain buy-in for the planned change initiative. Promote the need for and benefits of change management as part of the initiative. Coordinate the development of the resistance plan. Provide organizational design services: Develop/ facilitate the development of job descriptions in line with the department's strategic objectives. Conduct job evaluation for applicable posts in the GPW. Conduct work-study investigations. Provide managerial activities: Provide inputs to the monthly and quarterly reports sufficient/ aligned to the Business Plan/ APP / Strat Plan. Provide inputs to the annual spending plans aligned to the business plan for the coming year. Perform a stakeholder analysis for the component and identify their needs to incorporate in business planning process. Develop/review internal work processes (SOPs). Provide inputs on the development / review of Business plans with clear roles and responsibilities assigned with the resource's requirements identified.

**ENQUIRIES
APPLICATIONS**

: Mr. C Mhlari Tel No: (012) 748 6304
: E-mail: recruit202533@gpw.gov.za

POST 16/177

: **ASSISTANT DIRECTOR: VETTING REF NO: GPW 25/48**

**SALARY
CENTRE
REQUIREMENTS**

: R468 459 per annum
: Pretoria
: National Diploma at NQF 6 in Security Management/Criminal Justice/ Risk Management/ Social Science/Psychology. Vetting Certificate (provided by SSA). Three- (3) years' experience in the Vetting Field work environment of which at least 2 years should be in a supervisory role. Valid Driver's License.

DUTIES

Travelling and Extended working hours may be required. Competencies and Skills: Problem solving and analysis, Analytic and investigation skill, dealing with pressure. Planning, organizing and time management are essential. Must have knowledge of vetting related legislation.

: Assist with the implementation of security vetting and screening of the employees and service providers in the organization. Provide vetting services to employees and re-vetting at all material times. Conduct pre-employment screening of potential candidates and submit reports to Human Resources. Liaise with SCM on security screening of the service providers appointed or due to be appointed by the organization. Facilitate the implementation of security vetting database (SVIS) as prescribed by the State Security Agency (SSA), and keep it updated at all times. Compile and submit reports and vetting files to management. Assist with the management of vetting files and submissions to State Security Agency (SSA). Facilitate and conduct vetting fieldwork investigations in the organization. Facilitate vetting request, confirm affidavits and completeness on documentation, assess risk profile of each request. Facilitate and schedule interviews with relevant references, as per individual vetting needs. Conduct proper analysis and quality check on relevant information provided by business units. Conduct interviews with relevant employees according to State Security Agency (SSA) instructions per clearance type. Facilitate coding and classify information received from employees and clients. Collect all applicable vetting information related to security consciousness of employees (existing and new). Compile tactical plans aligned to business requirements. Liaise with internal and external stakeholders on matters related to the investigation. Liaise regularly with SSA and other critical stakeholders for advice, assistance and to obtain information. Establish and promote relationships with external stakeholders, including credit information providers, to access information. Benchmark with various institutions for best practice. Coordinate, revisit, review and streamline all processes to ensure accuracy and efficiency. Facilitate and implement improvement of projects in the unit. Ensure best practices to contribute towards improved matters with stakeholders. Participate in the development of policies, guidelines, norms and standards. Undertaking research on the latest vetting-related trends and policies. Obtain cooperation for vetting investigation within Constitution and policies framework. Strict compliance with National Personnel Security Vetting Policy Guidelines and Minimum Information Security Standards and National Vetting Frameworks. Participate in the development and implementation of Standard Operating Procedures. Provide advice and guidance on the interpretation and application of legislation, policies and procedures. Ensure proper control and management of assets and resources. Develop the activity plan for the unit and ensure effective prioritization and resource planning. Agree on the training and development needs of the unit. Implement effective talent management processes within the unit (attraction, retention, development). Administer the implementation of compliant performance management. Ensure that employees are equipped with the required skills and resources to perform optimally. Administer compliance of the Sub-unit against asset management, supply chain and policy requirements. Administer programmes and projects in accordance with the PFMA Identify and monitor financial risks in relation to the projects in the unit. Provide inputs to the annual spending plans aligned to business plan on coming year. Perform a stakeholder analysis for the component and identify their needs - incorporate in business planning process. Develop/review internal work processes (SOPs). Provide inputs on the development / review of Business plans with clear roles and responsibilities assigned with the resource's requirements identified.

ENQUIRIES APPLICATIONS

: Mr. Simon Lekalakala Tel No: (012) 748 6096
E-mail: recruit202534@gpw.gov.za

POST 16/178

: **ASSISTANT DIRECTOR: SECURITY ADMINISTRATION AND
COORDINATION REF NO: GPW 25/49**

SALARY CENTRE REQUIREMENTS

: R468 459 per annum
: Pretoria
: National Diploma at NQF 6 in Security Management/ Risk Management/ Criminal Justice/ LLB/ Policing. Grade "A" PSIRA registered. Computer Literacy. Three (3)-years' experience in the security environment (security strategy/ administration /coordination/compliance/governance/monitoring), of which at least 2 years should be in a supervisory role. Have a valid driver's

DUTIES

license. Travelling and Extended working hours may be required. Competencies and Skills: problem solving and analysis, dealing with pressure. Planning, organizing and time management experiences. Must have knowledge of security related legislations.

: Provide security administration, coordination and liaison of the unit. Prepare and submit all correspondences (submissions, Z204 forms) of the Unit to internal and external parties. Prepare and submit report(s) in terms of the Unit report to the Director. Manage security records and filing system of sensitive and non-sensitive documents of the Unit. Ensure proper filing of the records and files within the Unit, by creating a seamless filing system with indexes. Ensure proper implementation of the security policies, plans and procedures, in terms of reviews, and audits. Ensure compliance on service level agreements and provide coordination and Liaison with Stakeholders. Arrange contractual meetings with service providers in line with Service Level Agreement and ensure compliance, to achieve contract management obligations. Arrange and coordinate all Joint Planning Committee (JPC) and the Security Management Unit meetings. Liaison with security stakeholder, on behalf of the Unit, and provide the Director with updates timeously. Arrange and coordinate visitors/ delegate visiting GPW and ensure security requirements are met. Liaison with internal stakeholder, on matter pertaining to security, vetting, and fraud and corruption. Provide coordination of training, education and security awareness of the Unit. Develop new or identify existing security training, education, and awareness activities appropriate for organisation employees. Prepare and deliver security training, education, and security awareness plan with activities appropriate for the culture of the GPW and its employees. Create a metrics framework that can effectively measure engagement, behaviours, and impact. Provide coordination of security compliance and risk registers of the Unit. Coordinate all updates pertain to security compliance register, and provisioning of quarterly updates to the Risk Management register. Administer PSIRA compliance in terms of registration, payments, and removal of resignations, dismissal and so on. Provide support on the implementation of Internal Audit Metrics, including all Audit findings. Coordinate compliance and administration of the NKP Act and its prescripts pertaining to registration, Monthly Reports, and Security evaluation. Coordinate budget control and expenditure and report any variances to the Director. Evaluate and monitor performance appraisal (PMDS) of subordinates. Ensure capacity building and training of staff. Develop job descriptions for subordinates. Effective management of Security Management Unit leaves and overtime. Provide inputs to the monthly and quarterly reports sufficient/aligned to Business Plan/APP/Strat Plan. Provide inputs to the annual spending plans aligned to business plan on coming year. Perform a stakeholder analysis for the component and identify their needs - incorporate in business planning process. Develop/review internal work processes (SOPs). Provide inputs on the development / review of Business plans with clear roles and responsibilities assigned with the resource's requirements identified.

ENQUIRIES APPLICATIONS

: Mr. M Legoabe Tel No: (012) 748 6176
E-mail: recruit202535@gpw.gov.za

POST 16/179

: **ASSISTANT DIRECTOR: PROPERTY MANAGEMENT REF NO: GPW 25/50**

SALARY CENTRE REQUIREMENTS

: R468 459 per annum
: Pretoria
: National Diploma (NQF Level 6) in Property Management, Real Estate, Facilities Management, Advance Diploma in Administration Management or an equivalent qualification as recognized by SAQA. A minimum of 3 years' relevant experience in property administration or facilities management, of which at least 2 years must be at a supervisory level. A valid driver's licence. Proven knowledge of building maintenance, contract management, and space planning will be an added advantage.

DUTIES

: Manage and oversee the delivery of property maintenance and facilities management services across all Government Printing Works (GPW) premises, including owned and leased properties, branch offices, and operational sites. Coordinate the maintenance of buildings and grounds, ensure compliance with health and safety standards, and manage utilities and communication infrastructure. Administer the effective use of office space and physical resources, and support space planning for new acquisitions and internal relocations. Prepare and evaluate Requests for Quotations (RFQs), submit

documentation for approval, and ensure procurement processes align with cost-efficiency and value-for-money principles. Supervise and monitor contractors and internal teams, ensuring maintenance work and projects are completed to agreed standards and timelines. Conduct inspections, verify job cards and delivery notes, and process interim and final payments upon satisfactory completion of work. Compile and submit monthly building condition reports, coordinate insurance claims where applicable, and develop preventative maintenance schedules. Perform pre- and post-occupation building assessments in collaboration with professional assessors to determine required alterations and ensure compliance with lease agreements. Provide gardening and landscaping oversight, including the development of service strategies and performance metrics in line with Service Level Agreements (SLAs). Ensure effective contractor management and the maintenance of grounds keeping equipment. Support administrative and managerial duties such as the allocation of work, staff supervision, training, development of job descriptions, and implementation of workplace discipline. Monitor equipment utilization, manage leave schedules, and oversee performance appraisals of subordinates. Contribute to strategic and operational planning through the development and review of internal work processes (SOPs), the Facilities Management Policy, and the Facilities Management Plan. Provide inputs to monthly and quarterly performance reports, annual spending plans, and ensure alignment with the APP, Strategic Plan, and budget cycle. Perform stakeholder analysis and incorporate stakeholder needs into planning and service delivery improvements.

ENQUIRIES
APPLICATIONS

: Mr M Sediane Tel No: (012) 748 4085
: E-mail: recruit202536@gpw.gov.za

POST 16/180

: **ASSISTANT DIRECTOR: SALARY MANAGEMENT (PAYROLL) REF NO: GPW 25/51**

SALARY
CENTRE
REQUIREMENTS

: R468 459 per annum (Level 09)
: Pretoria
: Appropriate 3-year National Diploma or equivalent qualification (NQF Level 6) in Finance plus extensive experience of at least 3 years in a financial accounting environment of which at least 2 years should be in a supervisory role. Knowledge of the Public Service Financial Guidelines. Knowledge State policy frameworks. Knowledge of legislatures and policies (PFMA, Financial Framework, Treasury Regulations, GRAP, King III and BBBEE). Understanding of the Public Finance Management Act and Promotion of Access to Information Act 2 of 2000.

DUTIES

: Prepare, process and approve remuneration and compensation transactions: Ensure payroll accounting is effectively and efficiently undertaken in compliance with all relevant legislation, regulations and GPW policies and procedures. Ensure accurate reconciliation of the payroll. Ensure that effective payroll control measures are in place and enforced. Ensure that all the deductions are implemented on time. Ensure suspense accounts are successfully created and cleared as and when required. Ensure the distribution of pay slips. Reconcile Pay as you earn (PAYE) and submit the monthly tax submissions: Ensure PAYE reconciliation is accurately performed. Ensure Monthly tax submissions are done on time and accurately as well as manual tax payments affected as and when required. Ensure IRP5 is updated according to manual tax payments. Ensure bi-annual and annual reconciliations are submitted. Ensure correct and complete interface between payroll and accounting system. Ensure the accurate reconciliation of PAYE and submitting of monthly tax submissions. Compile monthly reports: Ensure monthly reporting is done accurately and timeously according to GPW and Treasury requirements. Provide support on the development of policies and procedures: Assist with the development and reviewing of policies and procedures in the Division. Ensure compliance with all policies and procedures in the Division. Provide managerial activities: Monitor and ensure proper utilization and maintenance of equipment. Evaluate and monitor performance appraisal of subordinates. Ensure capacity building and training of staff. Develop job descriptions for subordinates. Implement workplace discipline. Effective management of sub-ordinates' leaves. Allocate of work. Provide inputs to the monthly and quarterly reports sufficient/aligned to Business Plan/APP/Strat Plan. Provide inputs to the annual spending plans aligned to the business plan for the coming year; Perform a stakeholder analysis for the

		component and identify their needs - incorporate in business planning process. Develop/review internal work processes (SOPs); and Provide inputs on the development / review of Business plans with clear roles and responsibilities assigned with the resource's requirements identified.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms H Curlewis Tel No: (012) 748 6244 E-mail: recruit202537@gpw.gov.za
<u>POST 16/181</u>	:	<u>PRINTING QUALITY INSPECTOR REF NO: GPW 25/52</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum Pretoria Appropriate National Diploma/Degree (NQF Level 6/7) in Quality Management/Operations Management/Engineering/Printing, or similar field equivalent qualification as recognized b SAQA. 3-5 years appropriate experience in the Printing/Manufacturing environment.
<u>DUTIES</u>	:	Conduct meetings, audits and inspections (on quality, environmental, occupational health and safety) to ensure compliance. Evaluate performance, identify corrective action, and implement follow-up assessments. Implementing and conducting quality, environmental, preventative care, safety, and compliance training programmes. Implementing and maintaining a comprehensive management systems, environmental safety and health programme within the Directorate, and in the Core Branches (Manufacturing & Engineering/Operations Management). Providing oversight for Management systems and standards pertaining to quality management, environmental Management and occupational health and safety. The collaboration with employees (and management) to develop an emergency Action Plan and serve as primary contact for possible project site injury and incident notification, investigation, and case management. Establish and maintains a log of safety inspection activities, reports, and correspondence. Ensuring that all work is performed in accordance with approved manuals, internal policies and procedures, contract documents, and good engineering practices. Establishing of workplace safety and health committees. Carrying out industrial hygiene surveys. Developing and reviewing policies and procedures for the Core Branches Manufacturing & Engineering/Operations Management). Keep up to date with new trends in the industry.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr S Ngubane Tel No: (012) 748 6344 E-mail recruit202538@gpw.gov.za
<u>POST 16/182</u>	:	<u>KEY ACCOUNT OFFICER: NATIONAL KEY ACCOUNTMANAGEMENT REF NO: GPW/25/53</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 per annum Pretoria A relevant NQF Level 6 qualification in Printing, Marketing, or a related field as recognized by SAQA is required, along with at least one (1) year relevant experience. Proficiency in MS Office, particularly Excel and PowerPoint, is essential. Willingness to work extended hours and travel when necessary is also required.
<u>DUTIES</u>	:	Provide effective and efficient administrative support for National Key Accounts. Support the Management to establish and maintain excellent relationships with Key Account customers to ensure the verification and confirmation of their requirements. Assist with the consulting with the Key Account customers and personnel in other Business Units in the GPW to ensure customer satisfaction and to resolve relevant issues. Regularly monitor, as required by the Deputy Director, Key Account Customer satisfaction and the delivery of the correct products/goods on time ensuring excellent service to Key Customers. Assist with the conducting of analysis of the performance of GPW regarding services and products delivered to Key Customers and research new methods/best practices and developments in the industry to ensure the satisfaction of Key Customers. Establish and develop new National Key accounts for GPW. Assist in developing of a good understanding of potential new Key Account Customer's main purpose and functions in relation to the products/goods that GPW can provide. Assist with the process to consult with internal stakeholders regarding the products to be marketed to the possible new Key Account Customer, and formulation a work/project plan. Provide proper inputs in developing a marketing strategy with which to approach the new customer. Establish, when required, a good relationship with

the Key Customer, ensuring that they are brought into the proposition and have a clear understanding of the financial implications, products, timeframes, and contact details of GPW staff in case of enquiries. Provide administrative support in establishing and maintaining the new Account according to GPW policies and procedures. Provide effective administrative support in developing and growth of National Key account Values. Keep up to date with new developments/technologies in the industry impacting on the products/goods provided to Key Customers. Assist in the marketing of new products to Key Customers with a view to increase the value of the accounts. Value-added accounts for National Key Accounts maintained. Provide general administrative support for the Subdirectorate, including updating and maintaining records, compiling and submitting leave reports, and coordinating meeting logistics such as reserving venues, arranging necessary equipment, preparing agendas, and recording minutes

ENQUIRIES
APPLICATIONS

: Mr. N Dlamini Tel No: (012) 748 6191
: E-mail: recruit202539@gpw.govza

POST 16/183

: **INTERNAL AUDITOR (REGULATORY AUDIT) REF NO: GPW 25/54 (X2 POSTS)**
Branch Office of the CEO

SALARY
CENTRE
REQUIREMENTS

: R397 116 per annum (Level 08)
: Pretoria
: A 3-year auditing or accounting qualification at NQF level 6. Completed. IAT/PIA certification from the IIA would be an advantage. Minimum of 3-years' post article/internship experience in internal audit. Valid Driver's licence. Knowledge of the Public Service Regulatory Framework. Knowledge of the Public Service Act. Knowledge of the PFMA, Financial Management, National Treasury Regulations, prescripts, GRAP, and business practices. Knowledge of financial management, government budgeting processes, management accounting, revenue management, risk management, auditing, and/or forensic auditing. Knowledge of public service financial legislative frameworks. Knowledge of Corporate Governance (King Report). Membership with IIA would be an added advantage.

DUTIES

: Participate in the development of internal audit plans and programmes: Provide support with the development and implementation of the engagement plan that is in line with the annual audit plan, specify the client environment, defines the scope and objectives of the audit, and specifies the resource requirements, draft work program, and timing of the audit. Providing effective assurance of governance, risk management and control processes in accordance with IIA Standards and legislative framework. Development of a comprehensive engagement audit program consistent with the scope and objectives of the audit, required methodology, and all relative policies, procedures, and prescripts. Conduct financial and compliance audits: Carry out fieldwork for the financial and compliance audits according to procedures outlined in the audit program and do comprehensive evaluation and test of controls. Analyse the gathered information and prepare a draft audit report detailing all significant findings identified during the execution of the audit. Identifying of key risk areas emanating from the audit findings and provide inputs on mitigating measures. Communicate results and final reporting issues: Communicate issues and findings to stakeholders in a professional manner and in line with the standards and policies and procedures of the organization. (Due diligence and care to be taken when reporting results of the audit). compilation of the final audit report, including the responses of the stakeholders and appropriate recommendations.. Follow-up on implementation of action plans: Render support with the assessment of the stakeholder action plans. Provide support with effective monitoring of and reporting on the implementation of the stakeholder action plans. Implement and uphold Internal Audit policy and procedures: Travel with the audit team to conduct audits at regional offices. Good communication and presentation skills and effective stakeholder engagement.

ENQUIRIES
APPLICATIONS

: Ms. C Shibambo Tel No: (012) 748 6082
: E-mail: recruit202540@w.gov.za

<u>POST 16/184</u>	:	<u>INTERNAL AUDITOR (PERFORMANCE AUDIT) REF NO: GPW 25/55</u>
	:	Branch: Office of the CEO
<u>SALARY</u>	:	R397 116 per annum (Level 08)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A 3-year auditing or accounting qualification at NQF level 6. Completed IAT/PIA certification from the IIA would be an advantage. Minimum of 3-years' post article/internship experience in internal audit. Valid Driver's licence. Knowledge of the Public Service Regulatory Framework. Knowledge of the Public Service Act. Knowledge of the PFMA, Financial Management, National Treasury Regulations, prescripts, GRAP, and business practices. Knowledge of financial management, government budgeting processes, management accounting, revenue management, risk management, auditing, and/or forensic auditing. Knowledge of public service financial legislative frameworks. Knowledge of Corporate Governance (King Report). Membership with IIA would be an added advantage.
<u>DUTIES</u>	:	Evaluate the economy, efficiency and effectiveness of the organisations' operations so as to assure management that its strategic objectives are being carried out. Provide support with the development and implementation of the engagement plan that is in line with the annual audit plan, specify the client environment, defines the scope and objectives of the audit, and specifies the resource requirements, draft work program, and timing of the audit. Providing effective assurance of governance, risk management and control processes in accordance with IIA Standards and legislative framework. Development of a comprehensive engagement audit program consistent with the scope and objectives of the audit, required methodology, and all relative policies, procedures, and prescripts. Conduct financial and compliance audits: Carry out fieldwork for the financial and compliance audits according to procedures outlined in the audit program and do comprehensive evaluation and test of controls. analyse the gathered information and prepare a draft audit report detailing all significant findings identified during the execution of the audit. Identifying of key risk areas emanating from the audit findings and provide inputs on mitigating measures. Communicate results and final reporting issues: Communicate issues and findings to stakeholders in a professional manner and in line with the standards and policies and procedures of the organization. (Due diligence and care to be taken when reporting results of the audit). compilation of the final audit report, including the responses of the stakeholders and appropriate recommendations. Follow-up on implementation of action plans: Render support with the assessment of the stakeholder action plans. Provide support with effective monitoring of and reporting on the implementation of the stakeholder action plans. Implement and uphold Internal Audit policy and procedures: Travel with the audit team to conduct audits at regional offices. Good communication and presentation skills and effective stakeholder engagement.
<u>ENQUIRIES</u>	:	Ms. C Shibambo Tel No: (012) 748 6082
<u>APPLICATIONS</u>	:	E-mail recruit202541@gpw.gov.za
<u>POST 16/185</u>	:	<u>WAREHOUSE CONTROLLER (X2 POSTS)</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Regional Warehouse: Limpopo Ref No: GPW 25/56 Regional Warehouse: Eastern Cape Ref No: GPW 25/57
<u>REQUIREMENTS</u>	:	Relevant NQF 6 Qualification in Logistics/ Supply Chain/ Operations management or equivalent qualification. 2 years relevant experience in secure Warehouse and Distribution management of which 1 year should be in a supervisory capacity. Computer Literacy (MS Office, with focus on Excel and PowerPoint)
<u>DUTIES</u>	:	Administer stock control processes, including inventory administration and back-order analysis. Monitor and analyse back orders to support timely and accurate order fulfilment. Compile and submit warehouse performance reports and ensure the implementation of internal and external audit recommendations. Provide comprehensive inventory administration services to support accurate stock tracking and availability. Deliver effective logistics administration services, including coordination of distribution plans and fleet management. Monitor and execute the regional distribution plan to ensure timely delivery and operational efficiency. Track and analyse performance metrics to support continuous improvement and achievement of warehouse

		and distribution objectives. Contribute to achieving sales and revenue targets as set by the organisation, ensuring monthly and quarterly goals are met. Support revenue growth by aligning warehouse and logistics functions with broader organisational projections. Deliver administrative and customer care services at the regional office, ensuring efficient service delivery. Ensure timely recognition of debtors and actively pursue collection efforts to maximize recovery and reduce bad debts. Manage and control petty cash in accordance with financial policies and procedures. Ensure full compliance with GPW's debtor management policy and financial controls. Supervise and develop staff.
<u>ENQUIRIES</u>	:	Mr V Manganye Tel No: (012) 748 6131
<u>APPLICATIONS</u>	:	E-mail recruit202542@gpw.gov.za
<u>POST 16/186</u>	:	<u>WAREHOUSE CONTROLLER: SECURITY STORES: TRAVEL DOCUMENTS REF NO: GPW 25/58</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	National Diploma at NQF Level 6 as recognized by SAQA in Supply Chain Management / Warehouse Management / Purchasing/ Logistics Management. Two (2) years' experience in secure warehousing and distribution management of which 1 year should be in a supervisory capacity.
<u>DUTIES</u>	:	Receive and safely store passports, ID's and related materials and parts. Receive, Inspect, and record incoming shipments. Ensure receiving of the correct items and quantity as per documentation and invoice date. Ensure that the warehouse is organized and optimized for efficient storage and retrieval of materials. Establish appropriate storage locations, implement labelling systems, and maintain a tidy and safe working environment. Ensuring that warehouse equipment, such as forklifts, pallet jacks, or conveyor systems, are well-maintained and in proper working condition. This includes scheduling routine maintenance, coordinating repairs, and training warehouse staff on safe equipment operation. Continuously evaluate warehouse processes and identify opportunities for improvement: This may involve implementing new inventory management systems, streamlining workflows, optimizing space utilization, or introducing automation technologies to enhance efficiency and accuracy. Ensure the efficiently issuing of passport, ID and related stock. Ensure that material/stock issuing meets production units' demands and expectations. Ensure that stock issued is documented and signed for as per GPW requirements. Ensure the safe moving of the stock according to the required security measures. Collaborate with other units, such as production, procurement, and quality assurance, to coordinate the flow of materials and provide accurate information on stock availability, lead times, and any issues affecting warehouse operations. Ensure the safekeeping of stock. Ensure the proper and secure handling of material and stock in the warehouse, including loading and unloading shipments, moving materials between storage areas, and the proper packaging and protection to prevent damage. Responsible for maintaining accurate and up-to-date inventory records of all travel and ID document production materials stored in the warehouse. Ensure that regular and accurate stock checks are conducted. The evaluation of stock count accuracy and completeness as well as the reconciliation of discrepancies. Ensuring the security and compliance of the warehouse by implementing security measures, such as restricted access controls, surveillance systems, and inventory tracking mechanisms, to prevent unauthorized access and minimize the risk of theft or loss. Identify security risks and recommend and implement plans to mitigate the risks. Provide efficient administration support services for the Sub-division. Rendering of all administrative related functions. Render logistical support, the ordering and issuing of stationary, etc. Proper recordkeeping and maintaining of the filing system. Provide accurate reports as required on time. Manage human resources services in the section. Form part of the recruiting and selecting process of staff in the Section. Allocate and check work of staff. Functional/Technical advice to staff in the Section. Formal disciplinary measures applied according to prescripts and procedures if necessary. Conduct performance reviews per GPW policy. Promote and foster team building in the Section. Safety, health, environment, risk, and quality (SHERQ) management in the Section. Comply with all OHSA safety requirements. Monitor and mitigate plant related safety risks. Ensure that SHERQ processes are adhered to it all times. The ensuring of up-to-date policies and procedures for the Sub-Directorate. Assist with the developing and

		review of policies and procedures for the Sub-Directorate. Keep up to date with new trends in the industry.
<u>ENQUIRIES</u>	:	Ms L Bhanda Tel No: (012) 748 6224
<u>APPLICATIONS</u>	:	E-mail: recruit202543@gpw.gov.za
<u>POST 16/187</u>	:	<u>CHIEF PERSONNEL OFFICER: LEAVE ADMINISTRATION REF NO: GPW 25/59</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Three (3) year Diploma/ Qualification at NQF 6 in Human Resources Management/ Human Resource Development. A Minimum of two (2) years' experience in service conditions and leave administration environment. Understanding of all relevant human resources legislative framework, regulations and prescripts Intermediate. Understanding of Public Service Act, Public Service Regulations, Labour Relations Act, Intermediate. Understand the PFMA and Treasury Regulations, Basic understanding of Good Corporate Governance principles (King Report), Intermediate.
<u>DUTIES</u>	:	Manage leave administration: Ensure all leave forms are correctly captured on the PERSAL system within three (3) days of receiving the forms (Annual leave, sick leave, special leave, maternity/paternity leave). Monitor that capturing in according to policy requirements on leave applications and address escalated anomalies to the relevant line managers. Develop and update the Lave Administration Policy and SOP's. Generate and compile leave reports: Draw reports from the system and identify leave anomalies, unused leave and leave trends and patterns. Communicate leave anomalies with the line manager. Submit the PILAR report quarterly and annually to DPSA. Provide monthly stats on leave to management. Provide general leave support services: Oversee the general supervision of leave administration employees. Ensure all leave forms are filled correctly on leave files. Ensure leave audits are conducted annually. Send internal communication to GPW employees on leave administration. Manage PILAR Applications: Ensure all register for SOMA applications are recorded and updated. Ensure all action required from SOMA are captured on PERSAL. Ensure the correctness of PILLAR process (incapacity leave) is captured correctly on PERSAL. Ensure that approval from SOMA on Ill-Health recommendations are implemented.
<u>ENQUIRIES</u>	:	Mr W Masemola Tel No: (012) 748 6268
<u>APPLICATIONS</u>	:	E-mail: recruit202544@gpw.gov.za
<u>POST 16/188</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: OFFICE SERVICES & CLEANING REF NO: GPW 25/60</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	National Diploma at NQF Level 6 as recognized by SAQA in Administrative Management/ Facilities Management/ Public Management/ Public/Office Administration/ Office Management. A minimum of 2 years' relevant clerical or administrative experience in office support services, cleaning coordination, and procurement of consumables. Good understanding of office administration and facility support functions. Basic knowledge of procurement procedures and stock control. Strong organizational and communication skills. Computer literacy (MS Word, Excel, Outlook)
<u>DUTIES</u>	:	Administer and coordinate office support and cleaning services to ensure a professional, clean, and efficient working environment. Develop and implement policies, procedures, and guidelines for effective office services management, including procurement, inventory control, and distribution of office supplies and consumables. Supervise cleaning staff across GPW premises, ensuring compliance with cleaning schedules, quality standards, and health and safety regulations. Monitor the cleanliness of all office areas, including common spaces and restrooms, and liaise with stakeholders to resolve operational issues. Provide leadership and oversight to support staff, ensuring optimal resource allocation and performance management. Support the Directorate with budget planning and expenditure monitoring for office and cleaning services, while identifying areas for improvement and implementing strategies to enhance efficiency and service delivery. Maintain accurate records and prepare regular reports on operational performance, resource utilization, and budget status, with recommendations submitted to management as required.

<u>ENQUIRIES</u>	:	Mr M Sediane Tel No: (012) 748 4085
<u>APPLICATIONS</u>	:	E-mail: recruit202545@gpw.gov.za
<u>POST 16/189</u>	:	<u>ARTISAN FOREMAN: CTP REF NO: GPW 25/61</u> Re-advertisement. Applicants who previously applied are encouraged to re-apply
<u>SALARY</u>	:	R362 130 per annum, (OSD Model)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Grade 10 or equivalent qualification plus a completed apprenticeship and passed Trade Test Certificate in Electronic Origination. Grade 12 and experience in working in a manufacturing environment will be an advantage. At least 5 years' post apprenticeship (is this correct 5years) appropriate experience. Willingness to work shifts. Extending working hours may be required. Valid drivers license
<u>DUTIES</u>	:	The producing of computer to plate (CTP) matters. Oversee the day-to-day operations of the CTP section, ensuring smooth and efficient functioning. Implement and enforce quality control standards to ensure accurate and high quality output of plates. d) Identify and resolve technical issues related to CTP systems, equipment, and software to minimize disruptions in production. e) Oversee the production of plates using CTP technology, including plate imaging, plate processing, and plate inspection. Work closely with the colour management team to ensure accurate colour reproduction on the printed materials. Oversee the reviewing of the content of documents, ensuring it is according to the requirements of the customers. Maintain accurate records and documentation of CTP production activities, performance metrics, and equipment maintenance. The verifying of the correctness and quality of the documents. Collaborate with the prepress section/department to review and prepare digital files for plate production, ensuring they meet printing requirements and standards. Ensuring computers, software and equipment in the section are up to standard for the producing of high-quality documents. Ensure that CTP equipment is properly maintained and serviced to optimize performance and minimize downtime. Comply with all OHSA safety requirements. Provide administration support and provide inputs on the development of policies and procedures.
<u>ENQUIRIES</u>	:	Ms H Masilo Tel No: (012) 748 6345
<u>APPLICATIONS</u>	:	E-mail: recruit202546@gpw.gov.za
<u>POST 16/190</u>	:	<u>ARTISAN FOREMAN: EXAMINATION PACKAGING REF NO: GPW 25/62</u> Re-advertisement. Applicants who previously applied are encouraged to re-apply
<u>SALARY</u>	:	R362 130 per annum, (OSD Model)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Grade 10 or equivalent qualification plus a completed apprenticeship and passed Trade Test Certificate in Mechanized Bookbinding Trade. At least 5 years' post apprenticeship experience. In depth knowledge of Bookbinding equipment and quality assurance and control measures. Ability to train, transfer skills and commitment to work shifts.
<u>DUTIES</u>	:	Operate Packaging and Bookbinding finishing equipment including CMC Packaging machines, Saddle-Stich, Shrink Wrap, etc. Meet daily production targets as per the schedule and standard. Ensure that security materials are processed safely in line with the Standard Operation Procedures. Ensure good quality assurance and control on all security production materials. Plan, allocate and organize Shop floor resources in compliance with production schedule and daily targets. Assist in Supervising, training, coaching and development of apprentices Artisans, and Printers' Assistants. Allocate tasks to Artisans and Printers' Assistants. Adhere to OHSA regulations and Government Printing Work policies.
<u>ENQUIRIES</u>	:	Ms. J Seabela Tel No: (012) 748 6320
<u>APPLICATIONS</u>	:	Email: recruit202547@gpw.gov.za
<u>POST 16/191</u>	:	<u>ARTISAN FOREMAN: DIGITAL PRINTNING LINE REF NO: GPW 25/63</u> Re-advertisement. Applicants who previously applied are encouraged to re-apply
<u>SALARY</u>	:	R362 130 per annum, (OSD)

<u>CENTRE REQUIREMENTS</u>	:	Pretoria
	:	Grade 10 qualification plus a completed apprenticeship in Lithography, Rotary Web-Offset or Continuous Stationery Offset Printing Trade. Passed Trade Test Certificate in any of the printing trade. Grade 12 will be an advantage. At least five (5) years' post apprenticeship appropriate experience. Good knowledge of multicolour printing processes and equipment. Willingness to work shifts and extended hours.
<u>DUTIES</u>	:	Operate multicolour Digital Printing press with online and offline finishing functions. Allocate resources and print orders accordingly. Effectively plan shop floor production. Execute prepress process involving all digital printing files. Continuously improve printing processes and ensure high quality standards of printed materials. Quality assurance and control of printing products. Supervise and train staff. Perform basic service maintenance tasks on printing presses in line with OEM and scheduled maintenance plan requirements. Ensuring adherence to SHREQ processes.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. E Mtshali Tel No: (012) 748 6361
	:	Email: recruit202548@gpw.gov.za
<u>POST 16/192</u>	:	<u>ARTISAN (SPECIALISED): DIGITAL PRINTING LINE REF NO: GPW 25/64</u> Re-advertisement. Applicants who previously applied are encouraged to re-apply
<u>SALARY CENTRE REQUIREMENTS</u>	:	R341 124 per annum, (OSD)
	:	Pretoria
	:	Grade 10 qualification plus a completed apprenticeship in printing Trade. Passed Trade Test Certificate in Lithography, Rotary Web-Fed Offset or Continuous Stationery. Grade 12 will be an advantage. Five (5) years applicable post qualification experience operating multi-colour printing press. In depth technical knowledge of printing, processes and equipment. Willingness to work shifts and or extended working hours.
<u>DUTIES</u>	:	Operate Digital Printing equipment with online and offline finishing functions. Prepare and make ready of printing press and finishing lines. Assist with the prepress processes for all digital printing files. Provide in-depth technical printing advice and solutions for a seamless process flow, process design and printing products improvements. Enhance printing processes, productivity and ensure consistent quality printing throughout the process. Perform basic equipment maintenance. Adhere to service schedule maintenance of printing equipment as per the existing standards operating procedures and OEM requirements. Perform and ensure that Quality assurance and control procedures and processes are adhered to as per the Standard Operations Procedures applicable.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. E. Mtshali Tel No: (012) 748 6361
	:	Email: recruit202549@gpw.gov.za
<u>POST 16/193</u>	:	<u>ARTISAN (SPECIALISED): LITHOGRAPHY SHEET-FED PRINTING REF NO: GPW 25/65</u> Re-advertisement. Applicants who previously applied are encouraged to re-apply
<u>SALARY CENTRE REQUIREMENTS</u>	:	R341 124 per annum, (OSD)
	:	Pretoria
	:	Grade 10 or equivalent qualification plus a completed apprenticeship and passed trade test in Lithography Sheet-Fed Machine Minding, 5 years' post-qualification experience, Knowledge of computerized printing presses, good computer skills, Quality Conscious, Planning and organizing skills, Willingness to work shifts, Grade 12 will be an added advantage.
<u>DUTIES</u>	:	Operate Lithography multicolour-colour Sheet-Fed offset printing machine. Ensure that quality assurance and control on printing products is adhered to as per the customer's specifications, requirements and Standard Operation Procedures. Provide in-depth technical printing advice for a seamless production flow, process design and printing products improvements. Perform basic equipment maintenance. Assist with the training of staff when required. Adhere to Occupational Health and Safety regulations and procedures.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. E. Mtshali Tel No: (012) 748 6361
	:	Email: recruit202550@gpw.gov.za

<u>POST 16/194</u>	:	<u>ARTISAN (SPECIALISED): ID SMARTCARD PERSONALISATION REF NO: GPW 25/66</u>
		Re-advertisement. Applicants who previously applied are encouraged to re-apply
<u>SALARY</u>	:	R341 124 per annum, (OSD)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Grade 10 or Equivalent qualification plus a completed apprenticeship. Grade 12 will be an added advantage. Five years post qualification experience in high security/ID/Travel Document/Relevant Printing Environment. Previous ISO certification/Experience will be an added advantage. Specialist knowledge of printing, processes and equipment. Understanding of Safety, Health, Environmental and Quality (SHERQ). Willingness to work shifts. Extended working hours may be required as and when.
<u>DUTIES</u>	:	Correct and efficient personalizing of ID Smart card documents, including card layout, data input, printing and encoding. Ensure that work is done according to the required schedule regarding timelines and quantities. Conduct proper quality control on personalized documents. Ensure efficient and effective movement and flow of work in progress in the Section. Monitor the reduction of wastage and efficiency baseline rate. Ensure that all procedures and systems relating to the protection of high security printed matters are adhered to by all staff in the section. Ensure effective conducting of Quality assurance. Ensure proper quality standards in the section on a continuous basis. Monitor safe and secure handling of the material throughout the production process in the section. Ensure compliance to Safety, health, environment, risk, and quality (SHERQ) management and OHS&A safety requirements. Perform supervisory functions as required. Keep the equipment in good condition machines/equipment in the section up to standard ensuring the production of high-quality documents? Correct settings, adjustments and running of the production machines/equipment in the section. Providing functional and technical advice to the staff in the section.
<u>ENQUIRIES</u>	:	Mr. F. Nagel Tel No: (012) 7486109
<u>APPLICATIONS</u>	:	Email: recruit202551@gpw.gov.za
<u>POST 16/195</u>	:	<u>SUPPLY CHAIN MANAGEMENT OFFICER: SOURCING MANAGEMENT REF NO: GPW 25/67</u>
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	National Diploma or Qualification at NQF 6 in Supply Chain/ Sourcing Management/ Purchasing/ Logistics. 1-year appropriate experience in a Supply Chain/ Sourcing Management environment. Knowledge of the PFMA, Financial Management, National Treasury Regulations, prescripts, GRAP, and business practices. Knowledge of public service/ supply chain/ financial legislative frameworks.
<u>DUTIES</u>	:	Develop and implement Sourcing Strategies: Collaborate with the management team to assist/support the development of effective sourcing strategies that align with the organization's goals and objectives. Assist with the analysing of market trends, identifying of potential suppliers, evaluating their capabilities, and determining the most cost-effective and reliable sources for materials and services related to printing. Take part in the sourcing of suppliers that can provide GPW with strategic raw material. Assist with engaging with suppliers, negotiating contracts, and establishing mutually beneficial relationships. Render support with the development and implementation of effective source strategies. Monitor and evaluate the procurement process. Assist with the effective and efficient monitoring and evaluation of the procurement process through the reviewing of purchase requisitions, assessing supplier performance, tracking of order progress to render support and ensure compliance with all relevant legislation, regulations, prescripts policies and procedures. Assist with the resolution of any issues or discrepancies that arise during the procurement process. Render assistance with the evaluation/assessment of service provider/supplier capability prior to requesting quotations, ensuring the sourcing of the best services for the GPW. Render support with establishing and maintenance of a database in respect of vendors, material, and related matters: Provide support with the establishing and maintaining of a comprehensive database that contains relevant information about vendors and materials used in the printing industry. Gather

		data on suppliers' capabilities, certifications, pricing, lead times, and quality standards to help streamline the selection of vendors, support decision-making processes, and facilitate efficient inventory management. Provide inputs on the development of policies and keep records: Keep up to date with procurement strategies, policies, procedures, and practices. Keep records up to date in the Division to ensure the provision of accurate information for reporting purposes as required on time.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms P Maddie Tel No: (012) 764 3957
	:	E-mail: recruit202552@gpw.gov.za
<u>POST 16/196</u>	:	<u>CONTRACT PRINTING ADMINISTRATOR: CONTRACT MANAGEMENT AND PRINTING OUTSOURCING REF NO: GPW 25/ 68</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum
	:	Pretoria
	:	Relevant NQF 6 Qualification in Supply Chain/Contract Management/ Purchasing/ Finance/ Logistics. Minimum of 1 year experience in a Supply Chain/ Contract Management, Knowledge of the PFMA, Financial Management, National Treasury Regulations.
<u>DUTIES</u>	:	Render effective and efficient administering of printing outsourcing: Assist with the proper administration of the process of printing outsourcing in accordance with all relevant prescripts, policies, and procedures. Assist with accurate checking that contract printers' quotes and invoices are according to contract tariffs. The daily monitoring of printing contracts (working progress, etc.). Assist with the checking of GPW specifications to be in line with the printing contract. Liaise with outside contractors and government departments (national and provincial) to ensure smooth running and correct printing outsourcing when required. Assist with the preparation of quotations, ensuring compliance with National Treasury Regulations as well as with all GPW prescripts. Assist in checking that quotations are prepared in line with the required specifications. Ensure and monitor quality control and inspections: Assist with the implementation of an effective and efficient quality assurance system. Conduct quality control and perform inspections. Assist with the identifying of risks and issues, keeping a record of suppliers/ service providers that are not able to deliver quality printing work. Liaise with all stakeholders ensuring quality and correct printing work delivered on time. The accurate keeping and maintaining of records of service providers, customers, and all printing outsourcing for reporting purposes. Assist with the reviewing and implementing of relevant policies and procedures.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms N Ebrahim Tel No: (012) 748 6258
	:	E-mail: recruit202553@gpw.gov.za
<u>POST 16/197</u>	:	<u>STATE ACCOUNTANT: BUDGETING, INTERNAL REPORTING AND PROJECTS REF NO: GPW 25/69</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum
	:	Pretoria
	:	National Diploma (NQF 6)/B. Degree (NQF 7) or equivalent appropriate qualification in Financial Management/Accounting/Commerce and Auditing. Minimum of 1 year experience in a Financial environment. Understanding of PFMA and Treasury Regulations.
<u>DUTIES</u>	:	Undertake the initial planning of budget information as well as the preparation of budget working documents. Collect and consolidate all budget information and inputs from programmes. Assist in the correct loading of budget on Dynamic AX, based on the appropriate letter and Treasury instructions. Compile standard Medium Term Expenditure projections as and when required. Administer timeous resolution of audit queries. Assist with the effective administration of financial administration functions, amongst others, Budget Planning and Administration, Revenue Management and Financial System Administration. Compile standard reports on the state of expenditure, and revenue. Provide and produce quality reports regarding turnaround times, documents processed and error rates. Administer timeous resolution of audit queries. Monitor expenditure and advice on discrepancies. Analyse expenditure patterns and generate reports. Provide advice via the manager on programs to spend according to plans or adjust. Reviewing all budget policies. Track expenditure trends and reconciliation thereof against the budget and cash flow projections. Compile standard reports on the state of expenditure,

		and revenue. Provide administrative support regarding projects managed by the manager for the Directorate. Follow-up on project deliverables as per specifications. Track budget expenditure against the allocated project budget. Perform and manage project related administrative functions, i.e., contribute to compilation of reports as required. Comply with GPW procedures and policies as required in the Section.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms H Ellimdin Tel No: (012) 748 6379
	:	E-mail: recruit202554@gpw.gov.za
<u>POST 16/198</u>	:	<u>ASSET CONTROLLER: ASSET MANAGEMENT AND INVENTORY REF NO: GPW 25/70</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum
	:	Pretoria
	:	An appropriate three-year Diploma (NQF level 6) in SCM / Asset Management/ Financial Accounting at a recognised institution. 1 years' experience in SCM/ asset management.
<u>DUTIES</u>	:	Maintain a complete asset register. Maintain and complete electronic asset management registries for movable and immovable assets. Record any transfers, movement, or disposal of assets on the registers. Provide support with the facilitation and administering of the safeguarding of assets. Optimal utilise asset management systems. Reconcile the registers and produce reports. Physical verification of fixed and movable assets. Conduct accurate physical verification of fixed and movable assets according to the GPW Asset Management Plan and schedule. Ensure that the physical verifying of fixed and movable assets is conducted in line with GPW methodologies, and procedures. Reconciliation of assets. Conduct assets disposal in accordance to all relevant prescripts, policies, and procedures. Partake in the identification of assets for disposal. Follow relevant Treasury regulations, GPW policies, prescripts, and procedures during the disposal of assets process. Record any losses, damage, or mismanagement of assets accurately and take/recommend mitigating steps. Partake in the conducting of investigations and reporting on theft, loss, damage, or mismanagement of assets. Render the administering of contracts. Assist with the asset acquisition process. Keep records of all contracts in the Division up to date and assist with the effective administering of the contracts. Liaise with all related stakeholders as and when required. Supervise and develop staff. Allocate and check work of staff. Functional/Technical advice to staff in the Section. Formal disciplinary measures applied according to prescripts and procedures if necessary. Conduct performance reviews per GPW policy. Promote and foster team building in the Section. Implement policies, procedures, and reporting. Assist with the developing and review of policies and procedures for the Sub-Directorate. Keep up to date with new trends in the industry. Ensure updated and maintained registers, perform reconciliation and produce reports as required.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. B Legodi Tel No: (012) 748 6326
	:	E-mail: recruit202555@gpw.gov.za
<u>POST 16/199</u>	:	<u>DEBT COLLECTOR REF NO: GPW 25/71</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum
	:	Pretoria
	:	National Diploma or NQF Level 6 qualifications in Finance. Minimum of 1 year experience in a financial accounting environment. Knowledge of the Public Service financial guidelines. Knowledge State policy frameworks. Knowledge of the Public Service financial guidelines. Knowledge State policy frameworks. Knowledge of legislations and policies (PFMA, Financial Framework, Treasury Regulations, GRAP, King III and BBBEE). Understanding of the Public Finance Management Act and Promotion of Access to Information Act 2 of 2000. Strong communication and negotiation skills. Proficiency in financial systems and MS Office (especially Excel). Ability to manage time and meet deadlines in a pressured environment.
<u>DUTIES</u>	:	Provide and maintain effective debtors control services: Undertake the opening and maintenance of the Debtors' Master Records. Adhering to Debtors policies regarding granting of credit limits. Create and manage customer files in accordance with internal record-keeping standards. Allocation of Debtor's receipts. Compliance with statutory and other requirements. Adhering to PFMA, Treasury regulations and other financial related legislations.

		Compliance with GRAP and VAT legislation. Compliance with internal control procedures, procedures and policies, and financial delegations. Reporting non-compliance. Collections and Reconciliation of individual debtors' accounts and resolve discrepancies. Following up on long outstanding debtors' accounts, collect outstanding monies from debtors in a timely and professional manner. Oversee the collection of debtors' money timeously. Liaise with management /legal representatives regarding debtors to be handed over. Attend to internal and external audit queries related to debtors. Maintain records and documentation required for audit and compliance reporting. Attention to detail and accuracy in financial record keeping.
<u>ENQUIRIES</u>	:	Ms. B Nogemane Tel No: (012) 748 6236
<u>APPLICATIONS</u>	:	E-mail: recruit202556@gpw.gov.za
<u>POST 16/200</u>	:	<u>ARTISAN PRODUCTION: EXAMINATION PACKAGING REF NO: GPW 25/72 (X5 POSTS)</u>
		Re-advertisement. Applicants who previously applied are encouraged to re-apply
<u>SALARY</u>	:	R230 898 per annum, (OSD Model)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Grade 10 or equivalent qualification plus a completed apprenticeship and passed Trade Test Certificate in Mechanized Bookbinding printing Trade. Basic Computer literacy skill. Knowledge of CMC Packaging equipment will be an added advantage. Ability to operate various binding equipment such as Saddle-Sticher, Folding, Packaging machines and quality assurance and control measures. Commitment to work shifts.
<u>DUTIES</u>	:	Operate Packaging and Bookbinding finishing equipment including CMC Packaging machines, Guillotine, Shrink Wrap, Foiling, etc. Meet daily production targets as per the schedule and standard. Ensure that security materials are processed safely in line with the Standard Operation Procedures. Ensure good quality assurance and control on all security production materials. Adhere to OHSA regulations and Government Printing Work policies.
<u>ENQUIRIES</u>	:	Ms J Seabela Tel No: (012) 748 6087
<u>APPLICATIONS</u>	:	Email: recruit202557@gpw.gov.za
<u>POST 16/201</u>	:	<u>SECURITY SUPERVISOR (PROTECTION) REF NO: GPW 25/73 (X4 POSTS)</u>
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Senior Certificate (Grade 12) or NQF Level 4 Qualification. Grade B PSIRA accredited certificate, NKP Training Certificate, In line with National Key Point Act. Firearm proficiency/Competency Certificate, in line with Firearm Control Act. Valid Driver's License. 3 years' experience in a security environment. Certificate in Security Management/ Supervision will be an added advantage. Willingness to work shifts (roster system). Computer Literacy. Teamwork. Independent thinker. Knowledge of security legislation. Report writing Skills. Extended working hours may be required.
<u>DUTIES</u>	:	Support management of physical security operations. Supervise and control physical security operations, include but not limited to the following: Supervise security officers, facilitate security officers' administration such as developing rosters, posting security personnel. Enforce access control, Enforce searching, assist in key management system, assist during evacuation of building during emergency, Assist to conduct after hours security visits, facilitate security officers Performance Agreements and Mid-term Assessments, Supervise security controllers deployed at control rooms, assist in deployment of security officers during escort duties, Coordinate any security challenges emanating from security shift including external security shift on escort duties. Ensure that there is positive identification, Enforce implementation of GPW Security Policy and security procedures, Enforce National Key Point Act within GPW premises, Enforce stiff Posting of the Security Officers. Ensure that access control is conducted, which includes searching. Ensure that "No positive identity, No access rule" is applied at the NKP site and other premises. Ensure security escorts of the visitors and contractors are performed. Ensure contracted security officers are on site and there is no shortage to the complement. Ensure proper safekeeping and usage of the organisational keys. Ensure that all security equipment, such as

surveillance cameras are functioning properly. Maintaining accurate records and documentation related to security operations. Drafting of roaster for all internal security officers. Assist Firearm Control Officer for control of firearms and ammunition in accordance with the Firearm Control Act. Report all the security system faults or defects for maintenance, repairs, and installation to the Security System Manager and/or Line Manager. Perform and conduct preliminary security incident investigations. Provide mentorship and guidance to security personnel to improve their skills and knowledge. Serve as the primary point of contact for any security-related concern or inquiries. Ensure adherence, coordination and implementation of physical security policies, practices and standards. Ensure proper handing over security equipment and information. Facilitate issuance of access cards to officials. Ensure compliance with NKP requirements. Perform routine security operational inspections and assessments during shifts. Identify any risks and/or non-compliances, and report to the Line Manager. Conduct physical security inspection with a prescribed Inspection and/or patrol Checklist. Ensure proper management of security officers (in-house) and resources. Align the operational security requirements and supervise in-house security officer's performance, in line with Security Operating Model at NKP site and non-NKP site.

**ENQUIRIES
APPLICATIONS**

: Mr. A Ramathuthu Tel No: (012) 748 6371
: E-mail: recruit202558@gpw.gov.za

POST 16/202

: **ACCOUNTING CLERK: DEBTORS ADMINISTRATION REF NO: GPW 25/74**

**SALARY
CENTRE
REQUIREMENTS**

: R228 321 per annum
Pretoria
: Grade 12 or an NQF 4 with Accounting. Knowledge of the Public Service Regulatory Framework, PFMA, Knowledge of Financial Accounting Standards and practices. Knowledge of National Treasury Regulations. Understanding of Good Corporate Governance principles (King Report). Extended working hours and travel may be required. Knowledge of Microsoft Dynamics AX. Job related skills: Good communication skills (verbal and written); Computer literacy; Strong numerical skills; Interpersonal relations; flexibility and ability to work within a team; Planning, organizing and time management skills.

DUTIES

: Review customer information and confirm all invoicing information provided. Generate gazette invoices through linking quotations, orders and adverts into the invoicing system. Review Despatch, Origination and Contract Printing documentation and generate adhoc invoices. Disburse invoices to customers and report on list of invoices processed. Receive bank statements and remittance advices and identify payments for allocation. Allocate payments to the correct client account and against the correct invoice. Provide reports for payments received and allocated. Identify unallocated amounts, identify client and source a remittance advice from the client. Liaise with the Bank and National Treasury to source information on unidentified payments received. Allocate the amount to the correct client account and against the correct invoice. Reconcile the suspense account and resolve any anomalies. Prepare statement packs with all information from dispatch, origination and gazettes and check the statement generated from the system against the documentation. Disburse the statement to the client Prepare audit files by collating and filing all documentation related to accounts receivable. Support auditors by extracting information and providing files. Answer audit queries through referencing accounts receivable files and information. Ensure proper dunning process is done on a monthly basis to all accounts.

ENQUIRIES

: Ms B Nogemane Tel No: (012) 748 6236
E-mail: recruit202559@gpw.gov.za

POST 16/203

: **ADMINISTRATION CLERK: ASSET MANAGEMENT**

**SALARY
CENTRE
REQUIREMENTS**

: R228 321 per annum (Level 05)
Pretoria
: Grade 12 or NQF level 4 qualification as recognized by SAQA. Experience in SCM/Asset Management/Financial Management activities will be added advantage.

DUTIES

: Receive and capture receipts vouchers on AX system. Check the asset against the order when being delivered. Assign new barcode for the new asset. Capture them on AX system. File the acceptance form when user collect the asset. Keep record (asset register) of assets. Receive, record movement forms

on register and submit to Director for approval. Update approved movement form on AX and send inventory list to official for signature. Record received losses on the loss register. Verify the description and location of assets periodically (stock taking). Scanning of all assets in Head Office and Regional Offices. Checking and correcting of discrepancies after scanning. Printing and handing out of inventory list to be signed by officials. Monitor and report on the utilisation and condition of assets. Checking of assets conditions after verification and ensure that they are grouped according to their conditions. Ensure that assets with poor conditions are recorded on the disposal register. Provide efficient administration support services for the Sub-division. Render assistance with logistical support, the ordering and issuing of stationary, etc. Assist with the providing of accurate reports as required on time. Proper keeping of personnel records. Assist with telephone enquiries for the Sub-directorate. Accurate reporting on time as required. Maintaining of the leave register for the section.

ENQUIRIES : Mr E Chibasa Tel No: (012) 748 6396
APPLICATIONS : E-mail: recruit202560@gpw.gov.za

POST 16/204 : **RECORD CLERK: LEAVE ADMINISTRATION REF NO: GPW 25/76**

SALARY : R228 321 per annum
CENTRE : Pretoria
REQUIREMENTS : Grade 12. Experience in service conditions/ leave administration/ HR registry will be added advantage.

DUTIES : Handle incoming and outgoing leave correspondence Record Leave forms in leave register as received by line managers. Sort and register leave forms alphabetically. Distribute leave forms as per procedures to the HR leave admin officers. File and manage leave records. Open and close leave files File captured leave forms as per date sequence on personnel leave files. Open and maintain leave register for leave files Number leave files. Number all leave applications and documents on individual personal leave files. Archive and disposal of leave documents. Close leave files and open new volumes and per National Archive Act. Handle telephonic and other enquiries received. Manage other general registry functions. Distribute leave documents to line managers. Update and maintain SP files database. Safeguard HR records files and documents.

ENQUIRIES : Mr W Masemola Tel No: (012) 748 6268
APPLICATIONS : E-mail: recruit202561@gpw.gov.za

POST 16/205 : **HUMAN RESOURCE CLERK: RECRUITMENT REF NO: GPW 25/77**

SALARY : R228 321 per annum
CENTRE : Pretoria
REQUIREMENTS : Grade 12 Certificate or equivalent Certificate. Experience in Human Resources Management will be an added advantage. Knowledge of Recruitment and Selection processes. Knowledge of Public Service Regulatory Framework. Competencies: Communication (verbal and written) skills. Computer literacy skills. Planning and organising skills.

DUTIES : Provide administrative support service to HR Recruitment function such as receiving, capturing and managing applications for advertised posts. Scheduling of shortlist and interview meetings and handling telephonic enquiries. Prepare logistical arrangements and liaise with role players regarding recruitment matters. Prepare letters and memos. Ensure proper record keeping.

ENQUIRIES : Ms L Pale Tel No: (012) 764 3976
APPLICATIONS : E-mail recruit202562@gpw.gov.za

POST 16/206 : **STORES ASSISTANT**

SALARY : R193 359 per annum
CENTRE : Regional Warehouse Pretoria Ref No: GPW 25/78
 Regional Warehouse North West Ref No: GPW 25/79
REQUIREMENTS : Grade 10 or equivalent NQF qualification. Valid Driver's License. A valid forklift driver license. Working experience in warehouse distribution/dispatching activities will be an added advantage. Extended working hours and shift working hours may be required. Lifting and carrying of heavy loads.

DUTIES

: Receive and inspect stock. Offload and receive stock into the designated area by receiving the paperwork, checking the stock delivered against the paperwork and signing off on receipt. Use the appropriate equipment to support offloading of stock including but not limited to a forklift and pallet jack etc. Identify any variances and report to relevant supervisor to address with the supplier immediately for the order to be either accepted or rejected. Once stock has been authorised for confirmed received, sort stock into relevant storage areas and move into the warehouse and store in designated areas according to the storage specifications and requirements. Move old stock to the front when packing new stock to ensure that old stock is utilised before new stock (FIFO). Once all stock is packed into the warehouse, submit final paperwork to the Warehouse Clerk/ Supervisor and address any issues as required. Provide support with the withdrawal and packaging of stock. Receive documented stock request (e.g., picking slip, transfer order or stock requisition) from client/customer and review stock requirements. Extract stock from storage areas and pack into consolidate space for proper packaging. Check all stock against stock request and prepare for delivery. Pack the correct items and quantities safely and in suitable packaging material. Assist with the checking that the required documents are in place. Any stock transfer to be authorised by the relevant authority. Move stock to the Dispatch Section. Provide administration support with stock control. Check that the stock within the warehouse is packed in line with warehouse requirements and specifications. Keep stock in the various areas neat and tidy and in an organised manner for effective monitoring and counting. Participate in the stock count process on a weekly, monthly, quarterly, and annual basis. Conduct spot stock checks as and when required to identify shrinkage or damage. Monitor stock levels and notify Warehouse Clerk/ Supervisor of low stock levels for replenishment. Clearly mark and label all stock items and storage areas for easy and simple identification. Identify, report and ensure compliance with housekeeping and safety, health, environment, risk, and quality (SHERQ). Maintain the work environment in line with the security, health and safety regulations and requirements. Utilise all required PPE in conducting daily activities in line with SOP's and safety standards. Keep warehouse floor between shelves clear of excess materials for easy access for forklifts and other moving equipment. Keep all equipment and machinery in a neat and clean state in line with specific requirements and policies. Identify and report any housekeeping or SHERQ violations or issues arising that need resolution. Comply with forklift rules and regulations in respect of utilisation, driving speed, maintenance schedules and daily utilisation checks. Render general support to the regional office staff. Familiarise oneself with other processes within the warehouse to provide support across the operations as and when required. Provide administrative support as and when required.

**ENQUIRIES
APPLICATIONS**

: Mr. V Manganye Tel No: (012) 748 6131
: E-mail: recruit202563@gpw.gov.za

POST 16/207

: **DRIVER: (HEAVY MOTOR VEHICLE) FINISHED GOOD AND DISPATCH
REF NO: GPW 25/80 (X2 POSTS)**

**SALARY
CENTRE
REQUIREMENTS**

: R163 680 per annum
: Pretoria
: NQF level 3 (Grade 10 certificate or equivalent qualification is required). Valid Driver's License Code 14 / EC Valid Professional Driving Permit (PDP). 1 to 2 years' driving experience. Experience in the customer orders distribution environment (Bulk and Fine goods) will be an added advantage. Knowledge of travel and subsistence procedure.

DUTIES

: Drive delivery vans. Fetch and deliver stock from service providers and to customers. Assist with the loading and off-loading of orders. Drive departmental officials, clients and visitors as may be requested. Maintain accurate and up to date schedule trip sheets i.e. Logs official trips, daily mileage, fuel consumption. Ensuring that all Warehouse deliveries are returned to the Administrative Clerk on a daily basis. Report incident and accidents timeously, compile vehicle condition report and other records required by management. Coordinate and liaise with Transport Officer to ensure that minor/ major vehicle maintenance is carried out as well as renewals of licences and discs. Offer customer service and represent GPW on the delivery field. Ensure security protocol of consignment handled is followed. Execute all delivery plans and schedules. Accurately count and configure the boxes according to the

unloading sheets. Prevent and record damages or shortages. Ensure that correct products and quantities are checked as per delivery notes prior loading. Validate that the product is packaged correctly as per job specification i.e box or shrink wrap pack. Check and verify finished product from production (Handover). Coordinate and liaise with the Administration clerks to ensure that major/minor vehicle maintenance is carried out. Ensure that the vehicles are kept clean and in an orderly condition on a daily bases. Report any damage/defect the vehicle may incur. Report any faulty equipment which is stored in the vehicle. Cooperate fully with administrative officials and follow instructions and requests. Honest and maintain good communication with the office based staff. Maintain clean the floors and maintain orderliness in the working environment. Ensure goods are packed in carriers/boxes. Perform other activities as required to achieve the goals of the GPW. Adherence to health and safety standards Undertake any appropriate training as required by the GPW

ENQUIRIES
APPLICATIONS

: Mr V Manganye Tel No: (012) 748 6131
: E-mail: recruit202564@gpw.gov.za

POST 16/208

: **CLEANER REF NO: GPW 25/81**

SALARY
CENTRE
REQUIREMENTS

: R138 486 per annum
: Regional Warehouse: Eastern Cape
: A Grade 10, ABET Level 4, or NQF Level 3 qualification is required. No prior experience necessary.

DUTIES

: Performing cleaning services of routing nature by utilizing a variety of aids. Clean all floors daily by sweeping, mopping and where necessary polishing and/or buffing. Empty office dustbins daily and dispose of all refuse appropriately in the refuse bin for collection. Check bathrooms twice a day and clean accordingly. Dust office furniture at least weekly, avoiding disorganizing documents on desk etc. Report all defects in the offices. Cleaning windows on the inside at least quarterly on a rotational basis. Clean the warehouse twice a month. Refill the hand wash soap. Clean the basins. Report all defects in the restrooms. Ensure that warning signs are placed during cleaning times. Making sure that the floors are cleaned systematically to allow employees to pass freely. Safeguarding of all cleaning materials. Ensure that the office has sufficient cleaning materials at all times. Keep the stock of all kitchen utensils. Preparation of tea and soft drinks. Washing all kitchen utensils. Assist with monthly and annual stock count.

ENQUIRIES
APPLICATIONS

: Mr V Manganye Tel No: (012) 748 6131
: E-mail: recruit202565@gpw.gov.za

DEPARTMENT OF HEALTH

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

<u>APPLICATIONS</u>	:	The Director-General, National Department of Health, Private Bag X399, Pretoria, 0001. Hand delivered application may be submitted at Reception (Brown Application Box), Dr AB Xuma Building, 1112 Voortrekker Rd, Pretoria Townlands 351-JR or should be forwarded to recruitment@health.gov.za quoting the reference number on the subject e-mail.
<u>FOR ATTENTION</u>	:	Ms M Shitiba
<u>CLOSING DATE</u>	:	02 June 2025
<u>NOTE</u>	:	All short-listed candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise for SMS posts, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment batteries. Applications should be submitted on the new Z83 form obtainable from any Public Service department and should be accompanied by a CV only (previous experience must be comprehensively detailed). The Z83 must be fully completed (in line with DPSA Practice note), failure to comply will automatically disqualify the applicant. Applicants are not required to submit copies of qualification and other relevant documents on application. Certified copies of qualifications and other relevant documents will be requested prior to the final selection phase. Applications should be on one PDF format (If emailed). Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). Please note by responding to the advertisement, you consent to the collection, processing, and storing of your Personal Information in accordance with the Protection of Personal Information Act (POPIA). Your information will be used solely for the purpose of this promotion and will not be shared with third parties without prior consent unless required by law. The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.

MANAGEMENT ECHELON

<u>POST 16/209</u>	:	<u>CHIEF DIRECTOR: NURSING SERVICES REF NO: NDOH 5/2025</u> Branch Hospital Tertiary Service and HRD
<u>SALARY</u>	:	R1 436 022 per annum, an all-inclusive remuneration package, [basic salary consists of 70% of total package, the State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion. The flexible portion of the package can be structured according to the Senior Management Service guidelines.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 certificates and an appropriate NQF 7 qualification in Nursing, Nursing and Midwifery/Health Science as recognized by SAQA. An appropriate NQF 8 qualification in the above fields will be an advantage. At least five (5) years of experience at senior managerial level in Nursing environment. Sound and in-depth knowledge of relevant prescripts, as well as understanding of the legislative framework governing the Public Services. Advanced knowledge of nursing related functions, policy development and implementation, research, evaluation and monitoring. In-depth knowledge and understanding of current nursing education and practice-related issues and labour issues in relation to

		nursing. Good communication (verbal and written), strategic capability and leadership, people management and empowerment, programme and project management, financial management, change management, service delivery innovation, problem solving and analysis, client orientation and customer focus and computer skills (MS Office package). A valid driver's license. SMS pre-entry Certificate is required for appointment finalization.
<u>DUTIES</u>	:	Provide strategic direction on developing nursing norms and standards for the health care system and regulate the functions. Provide strategic leadership in the production of sufficient number and appropriate categories of nurses with the view to strengthening access to health services through universal health coverage. Oversee the development, implementation, and review of nursing policies, practices, and partnerships needed to further enhance nurses' education, training and clinical practice. Ensure contribution to health policy development by providing evidence-based nursing perspectives. Facilitate the appropriate development of the nursing education and training curriculum. Ensure an effective South African contribution to nursing and health policy in international Fora, including World Health Organisation. Ensure effective nursing leadership, management, and governance. Provide overall management of the office of nursing services within the National Department of Health.
<u>ENQUIRIES</u>	:	Dr P Mahlati Tel No: (012) 395 8257
<u>POST 16/210</u>	:	<u>CHIEF-DIRECTOR: HEALTH PROMOTION AND NUTRITION REF NO: NDOH 6/2025</u>
<u>SALARY</u>	:	R1 436 022 per annum, an all-inclusive remuneration package, [basic salary consists of 70% of total package, the State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion. The flexible portion of the package can be structured according to the Senior Management Service guidelines.
<u>CENTRE REQUIREMENTS</u>	:	Cluster: Health Promotion Nutrition and Oral Health, Pretoria
	:	A Grade 12 certificate and NQF 7 qualification as recognised by SAQA in Health Sciences. At least five (5) years' experience at a senior management level in the health sector. At least 3 years' experience in health promotion or nutrition or district health services management or health programme management will be an advantage. Knowledge and experience in the implementation of nutrition and health promotion policies and strategies, human resource management and financial management, monitoring mechanisms for programme goal achievement as well as strategies for achieving the Sustainable Development Goals. Good communication (verbal and written), strategic leadership, project management, presentation, organisation, planning and computer (MS package) skills are required. Candidates should have the ability to work independently and with a team. A valid driver's licence as well as willingness to travel frequently are required. The SMS pre-entry certificate is required for appointment finalization.
<u>DUTIES</u>	:	Provide strategic direction on health promotion interventions in line with South Africa's burden of disease and the risk factors relating to the burden of disease priorities. Facilitate the passing and updating of legislation required to create environments for healthy lifestyles. Design and monitor the implementation of interventions that will promote healthy eating and physical activity amongst South Africans. Facilitate the development of appropriate policies and guidelines for oral health. Identify policy gaps in health promotion and use available evidence and/or generate evidence to develop policies to address such gaps and/or review and strengthen the implementation of existing policies. Participate in internal and external forums that advance healthy lifestyles. Develop a Framework for the National Health System for addressing the social and commercial determinants of health and liaise with all relevant stakeholders to implement the Framework. Oversee the implementation of national chronic disease prevention campaigns. Manage the finances and human resources of the chief directorate. Manage risk and audit queries.
<u>ENQUIRIES</u>	:	Ms JR Hunter Tel No: (012) 395 8190
<u>NOTE</u>	:	Male and female coloured / white / Indian as well as people with disability will be given the first preference.

<u>POST 16/211</u>	:	<u>DIRECTOR: HEALTH PROMOTION REF NO: NDOH 7/2025</u> Chief Directorate: Health Promotion Nutrition and Oral Health
<u>SALARY</u>	:	R1 216 824 per annum, an all-inclusive remuneration package, [basic salary consists of 70% of total package, the State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion. The flexible portion of the package can be structured according to the Senior Management Service guidelines.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria A Grade 12 certificate and an appropriate NQF 7 qualification in Health Promotion/Health Science/Social and Behavioural Change Communication. At least five (5) years' experience at a middle/senior management level in policy development and implementation the Health Promotion environment. Knowledge of relevant international and national regulations and policies within and outside health that impact on South Africa's burden of disease. Knowledge and experience in the application of the National Health Act, National Development Plan, human resources, financial management and procurement policies, the science of health promotion and social and behavioural change, social and commercial determinants of health and primary health care and its impact on health outcomes. Knowledge of and experience in monitoring mechanisms for programme goal achievement as well as strategies for achieving the Sustainable Development Goals. Good communication (verbal and written), strategic leadership, project management, presentation, organisation, planning and computer (MS package) skills are required. Candidates should have the ability to work independently and with a team. A valid driver's licence as well as willingness to travel frequently as required. The SMS pre-entry Certificate is required for appointment finalization.
<u>DUTIES</u>	:	Review, update and implement the health promotion policy and strategy. Design and lead the implementation of the National health behaviour change and management of social and commercial determinants of health Frameworks and from partnerships with all relevant stakeholders in this regard. Facilitate the passing and updating of legislation required to create environments for health lifestyles. Facilitate capacity building in provinces towards implementation of the HP policy and strategy. Develop the workforce plan for health promotion and advocate for the development of appropriate human resources for health promotion. Manage the implementation of programmes and campaigns to combat the risk factors of chronic disease. Manage the finances of and resource allocation to the health promotion programme. Manage the human resources assigned to the health promotion programme. Participate in internal and external forums that advance healthy lifestyles. Manage risk and audit queries.
<u>ENQUIRIES NOTE</u>	:	Ms JR Hunter Tel No: (012) 395 8190 Male and female coloured / white / Indian as well as people with disability will be given the first preference.
<u>POST 16/212</u>	:	<u>DIRECTOR: FORENSIC PATHOLOGY SERVICES REF NO: NDOH 8/2025</u> Chief Directorate: Violence Trauma and Emergency Medical Services
<u>SALARY</u>	:	R1 216 824 per annum, an all-inclusive remuneration package, [basic salary consists of 70% of total package, the State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion. The flexible portion of the package can be structured according to the Senior Management Service guidelines.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria Grade 12 certificate and NQF 7 qualification in Health Science. NQF 8 qualification in Health Science will be an advantage. At least five (5) years' experience at middle/senior management level in health management and forensic medical services. Knowledge of the South African Constitution, 1996, public service regulatory framework, methods and practices relating to Hospital Services, Knowledge and experience in clinical forensic and forensic pathology services. Understanding of the healthcare system and referral pathways and coordinate hospital licensing systems as well as referral pathways locally and internationally. Knowledge of drafting of regulations, guidelines and standards. Good communication (verbal and written), problem-solving, decision-making, analytical, presentation, facilitation, planning, organizing, and computer skills (MS Office package). A valid driver's license. SMS pre-entry Certificate is required for appointment finalization.

<u>DUTIES</u>	:	Manage and coordinate clinical streams/disciplines. Develop policy documents (guidelines, standards and inspection tools) on any clinical stream/discipline. Manage forensic pathology services and other clinical streams. Develop data sets and policies for forensic pathology services. Coordinate clinical forensic pathology services and gender-based violence and femicide. Provide secretariat function for Ministerial committees, technical working groups, task teams and/or national coordinating committees related to any clinical stream. Oversee and monitor hospital licensing. Develop and administer licensing policy and/or regulation compliance. Coordination of referral pathways: hospitals and forensic pathology. Liaise with referring authority inside and outside RSA. Provide Secretariate support to ministerial committees, technical working groups, task teams and/or national coordinating committees related to forensic pathology and clinical stream.
<u>ENQUIRIES</u>	:	Dr R Ncha Tel No: (012) 395 8257
<u>POST 16/213</u>	:	<u>DIRECTOR: MEDICAL MALE CIRCUMCISION (MMC) REF NO: NDOH 9/2025</u> Chief Directorate: HIV, AIDS and STIs
<u>SALARY</u>	:	R1 216 824 per annum, an all-inclusive remuneration package, [basic salary consists of 70% of total package, the State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion. The flexible portion of the package can be structured according to the Senior Management Service guidelines.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 certificate and NQF 7 qualification in Health Science as recognized by SAQA. At least five (5) years' experience at a middle/senior management level in policy development, analysis and application and project management as well as experience in MMC environment. Extensive knowledge of HIV/AIDS and TB, public health and clinical approaches. Knowledge of HIV/AIDS combination prevention strategies; medical male circumcision services, partnership coordination, demand creation strategies, district health support services, project management and data management. Knowledge and in depth understanding of the PFMA and treasury regulations. Knowledge and understanding of the legislative framework governing the Public Service. Good communication (verbal and written), planning, execution and coordination, strategic planning, leadership, change and knowledge management, problem solving, people management and computer skills (MS Office package). A valid driver's license. SMS pre-entry Certificate is required for appointment finalization.
<u>DUTIES</u>	:	Development and implementation of the Men's Health Strategy. Facilitate delivery of the APP targets for Medical Male Circumcision (MMC) and men's health program across provinces and districts. Coordinate planning, implementation, and monitoring to meet annual MMC and men's health targets. Oversee capacity development for medical male circumcision and men's health personnel for quality services and achievement of targets. Conduct training needs assessments and facilitate training workshops. Mentor and support health personnel to ensure adherence to clinical standards. Facilitate integration of medical male circumcision and men's health, condoms distribution, Post Exposure Prophylaxis (PEP) and Pre-Exposure Prophylaxis (PrEP) into traditional initiation practice for scale up of MMC services. Manage prevention of HIV including condoms distribution, PEP and PrEP. Collaborate with traditional leaders and stakeholders to align health and cultural practices. Support business plan development and implementation by provinces. Guide provinces in drafting evidence-based business plans aligned with national strategies. Oversee the medical male circumcision and men's health program quality assurance to minimize adverse events. Implement quality improvement strategies and clinical audits. Analyse data on adverse events and develop corrective action plans. Manage risk and audit queries.
<u>ENQUIRIES</u>	:	Ms G Shabangu Tel No: (012) 395 9157

OTHER POSTS

<u>POST 16/214</u>	:	<u>DEPUTY DIRECTOR: MEDICAL BIOLOGICAL SCIENCES GRADE 1 (EPIDEMIOLOGY AND SURVEILLANCE) REF NO: NDOH 16/2025</u> This is a re-advertisement. Applicants who have previously applied need to re-apply. Directorate: Epidemiology and Surveillance
<u>SALARY</u>	:	R1 098 111 per annum, an all-inclusive remuneration package, [basic salary consists of 70% or 75% of total package]. The flexible portion of the package can be structured according to Middle Management Service guidelines.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A qualification that allows registration with HPCSA in Health Sciences, Epidemiology or Public Health, Biological Sciences / Microbiology or Environmental Health. Postgraduate / Master's in Public Health or Epidemiology and Biostatistics / Biological Sciences / Microbiology or Environmental Health or Field Epidemiology. At least three (3) years' experience after registration with HPCSA as an Assistant Director or equivalent level within the health sector environment. Knowledge of epidemiology and research principles, diagnosis, and treatment of infectious diseases including emerging and re-emerging diseases. Knowledge of Integrated Disease Surveillance and Response (IDSR) frameworks, outbreak investigation and response as well as pandemic prevention preparedness and response. Knowledge of policy development process, One Health Approach framework and experience in monitoring and evaluation of programmes. Strong knowledge of statistical methods and software such as STATA or relevant package. Good communication (verbal and written), presentation, leadership, report writing, co-ordination, epidemiological, time and data management, outbreak investigation, project management, planning, organization and computer (MS Office package) skills. Ability to work under pressure, independently whilst integrating tasks with team members and willingness to travel and work irregular hours. Valid driver's license.
<u>DUTIES</u>	:	Manage, review, and update strategies, policies and SOPs relating to integration of disease surveillance and response systems. Manage the development and adaptation of IDSR technical guidelines and EBS SOP. Build and rollout integrated electronic disease surveillance system with capacities for early warning and response to public health threats. Build capacity for surveillance among health care workers across all levels of the health system. Manage the implementation of IDSR (EBS, CBS, IBS) at provincial and district level. Manage pandemic preparedness and response activities. Manage operational risks and compliance associated with the implementation of KRAS.
<u>ENQUIRIES</u>	:	Mr M Khumalo Tel No: (012) 395 8411
<u>POST 16/215</u>	:	<u>DEPUTY DIRECTOR: NUTRITION GRD 1 REF NO: NDOH 20/2025</u> Cluster: Health Promotion Nutrition and Oral Health
<u>SALARY</u>	:	Grade 1: R1 045 446 per annum, as per OSD
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 certificate and NQF 8 qualification in Dietetics or Nutrition that allows registration with HPCSA in the relevant profession (where applicable). A postgraduate qualification (NQF 9) of the above will be an advantage. A minimum of five (5) years appropriate experience after registration with HPCSA as an independent practitioner, experience should be at Assistant Director or equivalent level. Experience in policy development, programme implementation, and stakeholder engagement. Knowledge of relevant Acts, regulations and policies within the department of health that impact on nutrition outcomes. Relevant Acts, policies, regulations, strategies, and programmes outside the department of health related to food and nutrition. Understanding of nutrition care processes, disease-related malnutrition, and therapeutic diets across the life course. Knowledge of South Africa's health system structure and facility-based service delivery models. Principles and standards of food service management in public health establishments. Good organisational, technical and analytical thinking, capacity building, presentation and facilitation, flexibility and adaptability, delegation, conflict resolution, monitoring and evaluation, project management, and communication (written and verbal) skills. Ability to work independently and in a team as well as willingness to travel frequently as required. A valid driver's license.

<u>DUTIES</u>	:	Develop, review and update national policies, strategies, guidelines, clinical protocols, and regulations for facility-based nutrition services. Coordinate and provide technical guidance for the development and update nutrition clinical guidelines to support evidence-based practices in the management of disease-related malnutrition and special dietary needs. Provide technical support to provinces and other departments for the implementation of facility-based nutrition interventions. Manage performance of national nutrition supplementation contracts. Collaborate with internal and external stakeholders to support facility-based nutrition. Manage resource, risk, and audit queries.
<u>ENQUIRIES</u>	:	Ms Rebone Ntsie Tel No: (012) 395 9118
<u>POST 16/216</u>	:	<u>DEPUTY DIRECTOR: FOREIGN WORKFORCE MANAGEMENT REF NO: NDOH 10/2025</u> Directorate: Workforce Management
<u>SALARY</u>	:	R896 436 per annum, an all-inclusive remuneration package, [basic salary consists of 70% or 75% of total package, salary package will be structured according to Middle Management Service guidelines
<u>CENTRE REQUIREMENTS</u>	:	Pretoria
	:	A Grade 12 certificate and An NQF 7 qualification in Health Science/Organizational Management/Social Sciences/Human Resource Management as recognized by SAQA. Qualification in Training and Development will be an advantage (e.g ODETDP). At least three (3) years' appropriate experience as Assistant Director or equivalent level in Health Science /Organizational Management/ Social Sciences / Human Resource Management. Knowledge and experience in Policy Development, review, and its implementation. Knowledge and experience in dealing with Foreign Workforce Management and Public Health issues would be an added advantage. Knowledge of the relevant legislation e.g. Immigration Act, Refugees Act, Public Service Act and its regulations. Knowledge of legislative frameworks and practices (HR regulatory frameworks Financial, Supply Chain Management. Human Resource Development and Training regulation). Knowledge of 2030 HRH Strategy and Plan. Knowledge in management of foreign health training and qualifications (e.g Cuban Medical Collaboration). Good communication (verbal and written), social mobilization, administrative, programme and project management, financial management, coordinating, research and analytical, planning, organizing, policy development and computer skills (MS Office package).
<u>DUTIES</u>	:	Provide the workforce management support service. Ensure the placement of foreign health professionals who are pursuing post graduate studies (supernumerary registrars). Facilitate the recruitment and placement of foreign health professionals and NMFC students. Ensure applications for endorsement letters are processed accurately in accordance with South African legislation and regulations. Ensure the management of all aspects of government agreements. Ensure efficient and effective management of government-to-government recruitment agreement. Develop and oversee the maintenance of a comprehensive foreign workforce and NMFC students HR database. Review procedures and guidelines for applications. Manage risk and audit queries.
<u>ENQUIRIES</u>	:	Mr. S Sodladla Tel No: (012) 395 9758
<u>POST 16/217</u>	:	<u>DEPUTY DIRECTOR: ADMINISTRATION (CCOD CLAIMS) REF NO: NDOH 11/2025</u> Directorate: Compensation Commissioner for Occupational Diseases
<u>SALARY</u>	:	R896 436 per annum, an all-inclusive remuneration package, [basic salary consists of 70% or 75% of total package, salary package will be structured according to Middle Management Service guidelines
<u>CENTRE REQUIREMENTS</u>	:	Johannesburg
	:	An NQF7 in Financial Management/ Financial Accounting / Financial-related qualification as recognized by SAQA. At least three (3) years experience at Assistant Director or equivalent level in financial management/ fund management/claims management/administration services. Knowledge and sound understanding of financial policies as guided by Treasury Regulations. Good communication (verbal and written), coordination, strategic capability and leadership, project management, budget and financial management, decision making, planning and organising, problem solving, people

		management skills and computer skills (MS Office package). Ability to work independently and under pressure. A valid driver's license.
<u>DUTIES</u>	:	Management and supervision of claims section to ensure effective management of claims processes. Ensuring availability of sufficient resources for effective and smooth running of operations and ordering of supplies in the unit when necessary. Outreach activities and support projects set by the Commissioner including supporting occupational health centres. Provide awareness, training and support to Ex-mine workers and mine workers on Compensation and ODMWA. Preparation of audit and respond to all findings; report on actuarial valuation of the fund; preparation of the annual reports. Ensure procurement of the vendor on Actuarial valuation. Performance monitoring and reporting. Prepare and present monthly and quarterly reports to National Department of Health, Department of Monitoring and Evaluation and Legislated Committees. Ensure Management of all legislated committees. Manage resources, audit and risk management. Ensure safety and confidentiality of the information and documents in the office of the Commissioner.
<u>ENQUIRIES</u>	:	Ms T Mama Tel No: (011) 356 5650
<u>POST 16/218</u>	:	<u>DEPUTY DIRECTOR: DEMAND AND ACQUISITION REF NO: NDOH 12/2025</u> Directorate: Supply Chain Management
<u>SALARY</u>	:	R896 436 per annum, an all-inclusive remuneration package, [basic salary consists of 70% or 75% of total package, salary package will be structured according to Middle Management Service guidelines
<u>CENTRE REQUIREMENTS</u>	:	Pretoria
	:	A Grade 12 certificate and NQF 7 qualification in Public Management/Administration/Supply Chain Management/Logistics Management/Purchasing Management or Financial/ Accounting as recognized by SAQA. At least three (3) years' working experience at Assistant Director/ equivalent level in Supply Chain Acquisition environment. Experience in the functioning of various bid committees. Knowledge of the Constitution of the RSA, 1996, Public Service Act and Regulation 2023 as amended. Knowledge of government systems and structures and Contract Management framework and guidelines. Knowledge and good understanding of PPPF, PFMA and Treasury Regulations. Good communication (verbal and written), presentation, interpersonal, organizing, project management, analytical, planning, organizing, conflict management, problem solving and decision making and computer skills (MS Office package). A valid driver's license.
<u>DUTIES</u>	:	Overseeing proper and timely acquisition of goods and service through quotations and bids. Ensure invitation of quotations through central supplier database. Manage all procurement contracts. Ensure the updating and maintaining of an accurate contract register. Manage the staff of the Sub-Directorate: Demand and Acquisition Management. Establish, implement and maintain efficient and effective communication arrangements. Management of risks and audit queries internal and external. Coordinate and respond to all queries within the prescribed timeframes. Management of risks and audit queries internal and external. Collate, verify and authenticate all audit information and other oversight bodies. Manage effective supply chain demand management. Monitor quarterly procurement plan progress and ensure various bid committees are appointed. Ensure proper keeping of all records. Ensure that all procurement transactions or bids or quotations are safely stored.
<u>ENQUIRIES</u>	:	Mr M Botha Tel No: (012) 395 8909
<u>POST 16/219</u>	:	<u>DEPUTY DIRECTOR: PREVENTION OF MOTHER TO CHILD TRANSMISSION (PMTCT) REF NO: NDOH 13/2025</u>
<u>SALARY</u>	:	R896 436 per annum, an all-inclusive remuneration package, [basic salary consists of 70% or 75% of total package, salary package will be structured according to Middle Management Service guidelines
<u>CENTRE REQUIREMENTS</u>	:	Directorate: Maternal and Neonatal Health. Pretoria.
	:	A Grade 12 certificate and NQF 7 qualification in Health Science /Advanced Midwifery and Neonatal or Community Nursing Science. Registration with a relevant body or council. A postgraduate (NQF 8) qualification in Health Science/Public Health will be an advantage. At least three (3) years' experience at Assistant Director or equivalent level in maternal, child and women's health

		services and programming. Knowledge and good understanding of Public Service legislation; National Health Act 2003 (Act no 61 of 2003), Public Financial Management Act. Knowledge of policy formulation and implementation and operational and strategic management. Good communication (verbal and written), interpersonal relations, planning, organizing, co-ordination, problem solving, analytical and computer skills (MS Office package).
<u>DUTIES</u>	:	Oversee the implementation of programmes and intervention aimed at reducing vertical transmission of HIV and other infections in line with global and national targets. Facilitate and support training workshops to create awareness of policies and guidelines. Strengthen the monitoring and evaluation of the PMTCT programme through ongoing programme implementation assessment and provincial support. Coordinate analysis of data to assess programme performance. Strengthen integration of PMTCT into existing maternal health services and sexual and reproductive health and primary health care programmes. Facilitate meetings with internal and external stakeholders. Consolidate all programme reports and reporting. Manage resources, risk and audit queries. Ensure capacity and development of staff and monitor performance.
<u>ENQUIRIES</u>	:	Ms Ellence Mokaba Tel No: (012) 395 9462
<u>POST 16/220</u>	:	<u>DEPUTY DIRECTOR: DISTRICT AND DEVELOPMENT REF NO: NDOH 14/2025</u>
<u>SALARY</u>	:	R896 436 per annum, an all-inclusive remuneration package, [basic salary consists of 70% or 75% of total package, salary package will be structured according to Middle Management Service guidelines
<u>CENTRE REQUIREMENTS</u>	:	Directorate: District and Development. Pretoria.
	:	A Grade 12 certificate and NQF 7 qualification in Health Sciences/Monitoring and Evaluation as recognized by SAQA. An NQF 8 qualification in the above fields will be an advantage. At least three (3) years' experience in District Health System development at Assistant Director or equivalent level. Experience in Health services management including district hospitals, rendering Primary Health Services and related programmes integration, project co-ordination and management in public health field/ arena and monitoring the implementation of Primary Health Service delivery. Knowledge and understanding of the District Health System (DHS) development, Primary Health Care (PHC), District Hospital Management, District Health Information System (DHIS) and National Indicator Data System (NIDS). Thorough knowledge of Performance Monitoring and Evaluation system, general management of human and financial resources, health services planning and management and Project management. Good communication (verbal and written), policy development, analysing, coordination, facilitation, financial management, planning, organizing, project coordination and Management, leadership, problem solving, monitoring and evaluation, research and computer skills (MS Office package). Ability to work independently and in a team.
<u>DUTIES</u>	:	Provide technical support in district health system (DHS) development. Co-ordinate and support the implementation of District Health Policy Framework and strategy (DHS-PFS) execution plans. Monitor and evaluate impact of DHS implementation. Monitor performance objectives of District Health Services, including plans, expenditure reviews using DHIS outcome data. Manage DHS related intersectoral collaboration and integrated service delivery. Support implementation of a framework for addressing Social Determinants of Health. Manage donor funded projects. Develop Terms of Reference (TORs) and work-plans for relevant projects to fast-track project implementation.
<u>ENQUIRIES</u>	:	Ms C Ngoepe Tel No: (012) 395 8184
<u>POST 16/221</u>	:	<u>DEPUTY DIRECTOR: HOSPITAL INFORMATION MANAGEMENT REF NO: NDOH 15/2025</u>
<u>SALARY</u>	:	R896 436 per annum, an all-inclusive remuneration package, [basic salary consists of 70% or 75% of total package, salary package will be structured according to Middle Management Service guidelines
<u>CENTRE REQUIREMENTS</u>	:	Directorate: Hospital Management. Pretoria.
	:	A Grade 12 certificate and NQF 7 qualification in Health Information Management or Information Management/Science as recognized by SAQA. An

		NQF 8 qualification in Health Information Management or Information Management/Science will be an advantage. At least three (3) years' appropriate experience in hospital information management at Assistant Director or equivalent level. Experience in policy development and project management. Sound and in-depth knowledge of prescripts on health information management and understanding of the legislative framework governing the Public Services. Good communication (verbal and written), presentation, analytical thinking, planning and organising, research and development, change and diversity, and computer skills (MS Office package). Ability to assist end-user and management training at hospital level. Ability to assist end user and management training at hospital level. Ability to work with senior management at National and Provincial levels. Extensive travelling involved. A valid driver's license.
<u>DUTIES</u>	:	Develop, implement, and monitor the implementation of minimum dataset for hospitals - national indicator data set. Maintain and improve the use of information in hospitals, including support improvement in the quality of information used for decision making. Facilitate the development of management and skill in hospital information management. Management of risk and audit queries. Provide support to health facilities in preparing them for the audit of performance information by Auditor General South Africa. Provide management with information to use for planning and decision making and to improve accessibility of information. Collaborate with the health information for planning and decision making. Provide support to monitoring and evaluation of key hospital performance indicators.
<u>ENQUIRIES</u>	:	Dr R Ncha Tel No: (012) 395 8296
<u>POST 16/222</u>	:	<u>DEPUTY DIRECTOR: QUALITY ASSURANCE REF NO: NDOH 17/2025</u> Directorate: Quality Assurance
<u>SALARY</u>	:	R896 436 per annum, an all-inclusive remuneration package, [basic salary consists of 70% or 75% of total package, salary package will be structured according to Middle Management Service guidelines
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 certificate and NQF level 7 qualification in Health Science/Monitoring and Evaluation. Postgraduate Diploma/Degree in Infection Prevention and Control will be an advantage. At least three (3) years' experience at Assistant Director level or equivalent level in clinical care management, including healthcare programs as well as experience in quality assurance and Infection Prevention and Control. Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as Nursing Act, Health Act, Occupational Health and Safety Act, Patients' Rights Charter, Batho-Pele principles, Public Service Regulations, Labour Relations Act and Disciplinary Code and Procedure. Knowledge of principles and methodologies of Quality Assurance and Continuous Quality Improvements (QCI) as well as the public service legislation and frameworks. Good communication (verbal and written), interpersonal, planning, organizing, financial management, technical, facilitation, analytical, problem solving, decision making and computer skills (MS Office packages). Ability to work independently and in a team. A valid driver's license.
<u>DUTIES</u>	:	Provide guidance and oversight to ensure successful implementation of infection prevention and control strategic framework. Develop various tools and methods to improve infection control practices. Provide mentoring to managers and staff on infection prevention and control to improve quality of health services. Formulate new, review and revise existing norms, standards and indicators for the delivery of health services in relation to infection prevention and control. Facilitate and integrate service delivery in terms of infection prevention and control within and between health establishments and services. Manage resources, risk and audit queries.
<u>ENQUIRIES</u>	:	Ms CM Mbuyane Tel No: (012) 395 8915
<u>POST 16/223</u>	:	<u>DEPUTY DIRECTOR: CHILD HEALTH REF NO: NDOH 18/2025</u> Directorate: Child Youth and School Health
<u>SALARY</u>	:	R896 436 per annum, an all-inclusive remuneration package [basic salary consists of 70% or 75% of total package]. The flexible portion of the package can be structured according to Middle Management Service guidelines.

<u>CENTRE REQUIREMENTS</u>	:	Pretoria
	:	A Grade 12 certificate and NQF Level 7 qualification in Nursing Education / Community Nursing / Nursing Management/General, Community, Psychiatry and/or Midwifery). An NQF level 8 qualification in Public Health/Health Science will be an advantage. At least three (3) years' experience within child health environment at an Assistant Director or equivalent level. Knowledge of relevant policy guidelines and legislations, Batho Pele principles, knowledge of Public Health operating procedures. Good communication (verbal and written), planning, management, organization, training, facilitation, interpersonal, financial management and computer (MS Office package) skills. Ability to work under pressure, independently whilst integrating tasks with team members and willingness to travel and work irregular hours. Valid driver's license.
<u>DUTIES</u>	:	Coordinate planning, development, printing, distribution, and implementation of operational plans, policies, guidelines, norms and standards for child health programmes. Provide leadership in the prioritization of activities for the sub-directorate. Coordinate and facilitate implementation of quality child health at primary health care and hospital level. Provide technical support (mentoring) to the provinces on the implementation of child health programme. Liaise with internal and external role-players in the implementation of the convention of the rights of the child and the National Programme of Action (NPA) for children. Collaborate with relevant sectors on the implementation of the integrated Policy on ECD including the Road to Health Booklet (RTHB). Facilitate monitoring and evaluation of the child health programme.
<u>ENQUIRIES</u>	:	Ms S Ngake Tel No: (012) 395 8382
<u>POST 16/224</u>	:	<u>DEPUTY DIRECTOR: COMPREHENSIVE CARE, MANAGEMENT, TREATMENT AND SUPPORT (CCMT) REF NO: NDOH 19/2025</u> Directorate: Child and Youth Health
<u>SALARY</u>	:	R896 436 per annum, an all-inclusive remuneration package [basic salary consists of 70% or 75% of total package]. The flexible portion of the package can be structured according to Middle Management Service guidelines.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria
	:	A Grade 12 certificate and NQF 7 qualification in Health Sciences. A postgraduate qualification (NQF 7) in Public and/or Child Health will be an advantage. At least three (3) years' experience in health care as Assistant Director or equivalent level. Knowledge and training in the integrated Management of Childhood Illness strategy (IMCI). Knowledge and experience in managing children infected and/or affected by HIV and AIDS, Antiretroviral Treatment (ART) and Children with TB. Knowledge of the National Strategic Plan for HIV, TB and STIs (2023-2028). Knowledge of National Policy for adolescent and youth health (2017). Knowledge of sexual and reproductive health, mental and substance abuse and healthy lifestyle. Knowledge of communicable and non-communicable diseases and the integrated school health services. Knowledge of relevant legislative framework. Good communication (verbal and written), coordination, analytical, research, leadership, management and computer (MS Office package) skills. Ability to work under pressure, independently whilst integrating tasks with team members and willingness to travel and work irregular hours. Valid driver's license.
<u>DUTIES</u>	:	Manage the child and adolescent CCMT sub-directorate. Facilitate the development of policies, guidelines, strategies protocols, norms and standards for child and adolescent CCMT. Coordinate the preparation and approval of country and provincial Global Alliance Plans. Support the development of communication, advocacy and social mobilisation strategies and materials for child and adolescent CCMT. Liaise with internal and external stakeholders on the implementation of strategies and initiatives for early identification, management, treatment and retention to care for children and adolescents in line with the national targets. Coordinate monitoring and evaluation of child and adolescent CCMT programme. Coordinate the preparation of responses for audit queries and risk management in collaboration with MCWH, HIV & AIDS and TB programme.
<u>ENQUIRIES</u>	:	Ms S Ngake Tel No: (012) 395 8382
<u>NOTE</u>	:	African male, Coloured male and female, White male and female, Indian male and female as well as people with disabilities (PWDs) as per Employment Equity target.

<u>POST 16/225</u>	:	<u>ASSISTANT DIRECTOR: ENVIRONMENTAL HEALTH GRADE I REF NO: NDOH 21/2025</u> Chief Directorate: Environmental and Port Health Services
<u>SALARY</u>	:	R638 856 per annum, as per OSD
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An NQF level 6 qualification in Environmental Health and Registration with Health Professions Council of South Africa (HPCSA) as an Environmental Health Practitioner. An NFQ 7 qualification in Environmental Health will be an advantage. At least five (5) years' appropriate experience after registration with HPCSA, of which three years must be appropriate experience in Management (i.e. Chief Environmental Practitioner or equivalent). Knowledge and experience in policy development. Knowledge of related legislation, policies, strategies and norms and standards applicable to environmental and port health. Knowledge of project management, stakeholder engagement, monitoring and evaluation. Knowledge in developing guidelines and training. Good communication (verbal and written), analytical, research, planning, organizing, negotiation, conflict management and computer skills (MS Office package). Must be willing to work overtime and travel extensively. A valid driver's license.
<u>DUTIES</u>	:	Develop and revise Environmental Health and Port Health related policies, legislation, strategies and relevant norms and standards. Conduct literature review and draft the regulations and norms and standards. Facilitate the publication of approved policies and legislation in the government gazette. Monitor and support the implementation of the Environmental Health and Port Health related policies, legislation, strategies and relevant norms and standards. Provide support in planning for the audits and execution of the plans. Identify training needs in the Border Management Authority (BMA). Implement the licensing and permitting function in the cluster. Facilitate the verification, approval and issuance of the licenses and permits. Manage permits and license records. Facilitate health promotion related activities. Coordinate and support in planning of awareness raising campaigns and events in observance of environment and health calendar days.
<u>ENQUIRIES</u>	:	Ms APR Cele Tel No: (012) 395 8522 / 8520
<u>POST 16/226</u>	:	<u>ASSISTANT DIRECTOR: MEDICAL BIOLOGICAL SCIENCE GRADE I REF NO: NDOH 23/2025</u> Directorate: Epidemiology and Surveillance
<u>SALARY</u>	:	Grade 1: R638 856 - R707 625 per annum, as per the OSD
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate NQF 6 qualification that allows registration with the Health Profession Council of South Africa (HPCSA) in Epidemiology/Biological Science or Environmental Health. Registration with the HPCSA. Postgraduate qualification in Public Health/Epidemiology and Biostatistics or Epidemiology will be an advantage. At least three (3) years' appropriate experience after registration with the HPCSA in supervisory level within the health sector environment preferably at the hospital level. Knowledge and experience in monitoring and evaluation of programmes. Knowledge of the Constitution of the Republic of South Africa, National Health Act 61 of 2003, Public Service Act of 1994, Regulations Relating to the Surveillance and Control of Notifiable Medical Conditions, International Health Regulations of 2005 with relevant core-capacities. Knowledge of epidemiology and surveillance principles, diagnosis, treatment and management of Healthcare Associated or Acquired infections (HAIs). Knowledge of vital registration processes especially those relating to Births and Death Registrations. Strong knowledge of statistical methods and software such as STATA or relevant package. Knowledge of data management, data quality audits and data improvement practices. Knowledge of Infection, Prevention and Control practices. Good communication (verbal and written), Co-ordination skills, Project management, interpersonal, planning and organizational, Analytic, Time management, Data management and computer skills (MS Office package). Ability to work well under pressure and independently whilst integrating tasks with team members. A valid driver's license.
<u>DUTIES</u>	:	Support the development and updating of IDSR Strategies, Technical Guidelines (TGs), Standard Operating Procedures (SOP). Coordinate and manage meetings with stakeholders on IDSR strategies, TGs, SOPs

		developments. Strengthen Health Facility Based Surveillance System. Conduct trainings to hospitals as part of strengthening HFEBS (Hospital Acquired Infections (HAIs)). Manage and improve quality of surveillance data. Monitor the use of eIDSR and prepare public health intelligence reports. Monitor IDSR (HFEBS) implementation and rollout. Conduct monitoring and supervisory support visits to hospitals on HAIs surveillance and on mortality surveillance systems. Support pandemic preparedness and response activities. Support during outbreak investigation and response.
<u>ENQUIRIES</u>	:	Mr Mbhekiseni Khumalo Tel No: (012) 395 8150
<u>NOTE</u>	:	Please note that Male and Female applicants from the Coloured, and Indian communities as well as persons with disabilities are encouraged to apply
<u>POST 16/227</u>	:	<u>ASSISTANT DIRECTOR: NUTRITION GRADE I REF NO: NDOH 25/2025</u> Directorate: Nutrition
<u>SALARY</u>	:	R638 856 per annum as per OSD, (plus competitive benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 certificate and an NQF 8 qualification in Dietetics or Nutrition that allows registration with HPCSA in the relevant profession (where applicable). At least three (3) years appropriate experience after registration with the HPSCA as an independent Dietitian or Nutritionist. Experience should be at Chief Dietitian or Nutritionist or equivalent level. Knowledge of health system and supporting structures in South Africa, relevant Acts, regulations, policies, strategies, guidelines, and protocols within the department of health that impact on nutrition outcomes as well as programmes outside the department of health related to food and nutrition. Knowledge of nutrition across the life cycle, the science of nutrition, social, economic, environmental and commercial determinants of health and its impact on nutrition and health outcomes, research methodologies for data collection, analysis and presentation, use of current evidence-based nutrition for improving nutrition outcomes. Knowledge of policy, strategy, guideline and training manual development and review process, the principles of a human rights framework and effective monitoring and evaluation. Good communication (verbal and written), training and facilitation, teamwork and teambuilding, flexibility and adaptability, networking and collaboration, negotiation, advocacy, problem-solving, initiative and creativity, time management and computer skills (MS Office package). Ability to work independently and in a team as well as willingness to travel frequently as required. A valid driver's license.
<u>DUTIES</u>	:	Support the implementation of food and nutrition security interventions to address hunger, food insecurity and malnutrition in vulnerable populations. Assist in assessing the food and nutrition security situation in the target population. Support the development, review, dissemination and implementation of evidence-based South African Food-Based Dietary Guidelines (SAFBDG). Establish nutrition research and surveillance system to inform evidence-based policies and interventions for improving population health and nutrition outcomes. Collaborate with various stakeholders, including government agencies, research institutions, non-governmental organizations, and international bodies to enhance the quality and scope of research and surveillance. Identify the specific training needs of stakeholders involved in nutrition programs, including policymakers, healthcare professionals, community health workers, and civil society. Conduct capacity building and training initiatives related to food and nutrition security, SAFBDG, and the nutrition surveillance system to ensure the successful implementation and long-term sustainability. Collaborate with and provide technical support to relevant internal and external stakeholders on food and nutrition security and food-based dietary guidelines, including program plan, implementation, monitoring and evaluation.
<u>ENQUIRIES</u>	:	Ms Rebene Ntsie Tel No: (012) 395 9118
<u>POST 16/228</u>	:	<u>ASSISTANT DIRECTOR: ADMINISTRATION REF NO: NDOH 22/2025</u> Directorate: Medical Bureau for Occupational Diseases (MBOD)
<u>SALARY</u>	:	R468 459 per annum, (plus competitive benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 certificate and appropriate NQF 6 qualification in Public Administration/Public Management / Business Administration/Business Management / Office Administration/Office Management. An NQF 7 in the

		above qualifications will be an advantage. At least two (2) years' experience as a supervisor in administration and claims management. Knowledge and application of government policies and procedures, Batho-Pele principles, Public Finance Management Act (PFMA) and other financial management and associated prescripts. Good communication (verbal and written), project management, interpersonal, leadership, innovative, conflict management and computer skills (MS Office package). Ability to work well under pressure and independently and in a team. A valid driver's license.
<u>DUTIES</u>	:	Management and supervision of personnel. Monitor that there are sufficient resources to effectively smooth operations and order supplies in the unit when necessary. Project management: Management and administration of outreach programmes. Assist in the provision of coordinating, planning, organizing and monitor of outreach awareness and provide support to service providers on the benefit medical examination process in Provinces and SADC. Management and administration of the benefit medical examination process of active and ex-employees in accordance with the Occupational Diseases in Mines and Works Act (ODMWA). Support the office with transversal services and technical support administration functions. Manage risk and audit queries.
<u>ENQUIRIES</u>	:	Ms D Leseyane Tel No: (011) 356 5669
<u>POST 16/229</u>	:	<u>ASSISTANT DIRECTOR: CHILD YOUTH AND FAMILY MENTAL HEALTH</u> <u>REF NO: NDOH 24/2025</u> Directorate: Mental Health and Substance Abuse
<u>SALARY</u>	:	R468 459 per annum, (plus competitive benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 certificate and NQF 7 qualification in Health or Social Sciences as recognized by SAQA. Registration with a relevant statutory council as a Mental Health Care Practitioner. A postgraduate (NQF 8) qualification in Public Health will be an advantage. At least three (3) years' experience in mental health services delivery as a Mental Health Care Practitioner at supervisory level. Experience in policy development will be an added advantage. Knowledge of relevant legislation and policies in child, youth and family mental health (Mental Health Care Act, Child Justice Act, Sexual Offences Act, Mental Health Policy Framework and Strategic Plan, School Health Policy, Inclusive Education policy etc) and other applicable health and related policies and legislation. Knowledge of clinical mental health/psychiatry and understanding of National Health Act. Knowledge and understanding of policies and legislative framework governing the Public Service. Good communication (verbal and written), planning, organizing, financial management, project management, monitoring and evaluation, analytical, problem solving and computer skills (MS Office package). A valid driver's license.
<u>DUTIES</u>	:	Develop strategies, programmes, plans and interventions on child, youth, and family mental health, prevention of mental disorders, promotion of mental health and advocacy for mental health. Implement legislation, regulations, policies, policy guidelines, strategies, programmes, plans, interventions, norms and standard that focus on child, youth and family mental health, promotion of mental health, prevention of mental disorders and advocacy for mental health in the population especially among the vulnerable and at risk groups. Support provinces in the implementation of relevant legislation, policies, policy guidelines, strategies, plans, programmes and interventions. Provide support on provincial initiatives in the area of mental health promotion, prevention and advocacy. Collaborate and liaise with, intersectoral, interdepartmental and intradepartmental stakeholders in the area of child, youth and family mental health, promotion of mental health, prevention of mental disorders and advocacy. Identify and support national NGOs working in the field of mental health promotion, advocacy, mental health promotion and prevention of mental illness. Implement activities aimed at educating the general public and target groups and raising awareness on mental health. Manage risk and audit queries. Monitor budget allocated to projects.
<u>ENQUIRIES</u>	:	Dr AD Shiba Tel No: (012) 395 8043
<u>POST 16/230</u>	:	<u>ASSISTANT DIRECTOR: CCMT REF NO: NDOH 26/2025</u> Directorate: Child and Youth Health
<u>SALARY</u>	:	R468 459 per annum, (plus competitive benefits)
<u>CENTRE</u>	:	Pretoria

<u>REQUIREMENTS</u>	:	A Grade 12 certificate and an NQF6 qualification in Health Sciences. At least three (3) years' experience in nursing, primary health care, and in managing children infected and/ or affected by HIV and AIDS and /or TB. Knowledge of the HIV, TB and STIs National Strategic Plan (2023-2028). Knowledge and training in Integrated Management of Childhood Illness (IMCI) Strategy. Knowledge and understanding of Comprehensive HIV and AIDS Care, Management, Treatment and Support (CCMT) plan for children and adolescents. Knowledge of relevant legislative framework. Good communication (verbal and written), innovation, interpersonal and computer skills (MS Office package). Ability to identify, support researchable areas and utilize findings appropriately. A valid driver's license.
<u>DUTIES</u>	:	Provide support in the management of child and adolescents CCMT sub-directorate. Provide technical support on the implementation of policy guidelines, protocol, norms and standards for children infected and or affected by HIV and AIDS. Liaise with various stakeholders on TB and HIV related issues. Provide support on programme for children made vulnerable or orphaned due to HIV and AIDS. Facilitate and support the implementation of community initiatives on CCMT for child and adolescents' health. Assist with the development of a social mobilisation plan for children infected and or affected by HIV and TB. Assist with the implementation of strategies and initiatives for early identification, management, treatment and retention to care for children and adolescents in line with the national targets. Compile, review and present proposal for programme financial support from various donor funders (e.g. CDC and Global Fund). Assist with monitoring and evaluation of the implementation of paediatric and adolescents HIV and TB Programmes.
<u>ENQUIRIES</u>	:	Ms S Ngake Tel No: (012) 395 8382
<u>POST 16/231</u>	:	<u>ASSISTANT DIRECTOR: ORGANISATIONAL DEVELOPMENT REF NO: NDOH 27/2025</u> Directorate: Human Resources Administration
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum, (plus competitive benefits) Pretoria
	:	A Grade 12 certificate and an NQF 6 qualification in Work-Study/Management Services/Operational Management or Production Management as recognized by SAQA. An NQF 7 qualification in the above fields will be an advantage. At least two (2) years' experience in organizational development practices and processes; business process engineering, job descriptions development, work study techniques, job evaluation procedures, system and methods as well as work study investigation at a Senior OD Practitioner or equivalent level. Sound and in-depth knowledge of relevant prescripts and application of work study techniques and job evaluation system as well as understanding of the legislative framework governing the Public Service. Knowledge and thorough understanding of policy formulation and co-ordination. Good communication (verbal and written), negotiation, people management, economical analysis/financial management, analytical, presentation, interviewing, interpersonal, problem solving, planning, organizing, facilitation, co-ordination and computer skills (MS Office package). Ability to work in a highly pressured environment and driven by a sense of urgency to meet deadlines. A valid driver's license.
<u>DUTIES</u>	:	Conduct job analysis and job evaluation of posts in accordance to the public service regulations; and identify posts in accordance to approved Occupation Specific Dispensation (OSD) resolutions. Receive, acknowledge and prioritise requests for jobs to be evaluated. Undertake organization and post establishment investigations and advise management in this regard. Arrange meetings with relevant clients to gather relevant information regarding their request and conduct the investigation and research on findings and recommendations. Coordinate the development of job descriptions. Conduct research on the contents of the job and benchmark with other government departments/ provinces and develop the draft job description. Provide management advisory service to the management of the department regarding departmental filing system, office layout and form design and control. Conduct form design investigations and compile form design investigation report to supervisor. Conduct business process redesign investigation. Conduct monitoring and evaluation regarding the implementation of the Business Process Redesign. Manage databases for job evaluation, job descriptions and work study investigations. Ensure regular update and monitoring on the Job

		Evaluation database. Manage resources (physical and human). Monitor and ensure effective and efficient co-ordination of activities.
<u>ENQUIRIES</u>	:	Ms M Segale Tel No: (012)395 8590
<u>POST 16/232</u>	:	<u>ASSISTANT DIRECTOR: PERFORMANCE MANAGEMENT REF NO: NDOH 28/2025</u> Directorate: Performance Management and Corporate Human Resource Development
<u>SALARY</u>	:	R468 459 per annum, (plus competitive benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 certificate and An NQF 6 qualification in Human Resources Management/ Development/Public Management/Public Administration or Management related qualification as recognized by SAQA. At least three (3) years' experience in Performance Management and Development System (PMDS) on the level of Senior HR Practitioner or equivalent level. Sound and in-depth knowledge of relevant prescripts and application of human resources policies as well as understanding of legislative framework governing the Public Service. Broad knowledge of Public Finance Management Act (PFMA) and Treasury Regulations. Knowledge and understanding of performance management policies and procedures. Good communication (verbal and written), problem solving, planning, organizing, coordination and computer skills (MS office package). Ability to work in a highly pressured environment and driven by sense of urgency to meet deadlines. A valid driver's license.
<u>DUTIES</u>	:	Develop a system for monitoring and evaluation of performance management and development system. Manage the department's performance with regard to monitoring and evaluation of Performance Management. Develop and manage database pertaining to employee performance management and development as well as probation. Compile the monthly reports regarding the submission of performance management reports (i.e. performance agreements, quarterly reviews, annual performance assessments). Ensure effective management of PMDS and probationary information. Monitor the signing of the performance agreements within the Department. Develop partnerships and network with relevant stakeholders. Monitor the administration of performance rewards, penalties and expenditure. Provide expert advisory and administrative support to line managers pertaining to PMDS matters. Manage resources, risk and audit queries.
<u>ENQUIRIES</u>	:	Mr M Majola Tel No: (012)395 9505
<u>POST 16/233</u>	:	<u>ASSISTANT DIRECTOR: MATERNAL AND NEONATAL HEALTH REF NO: NDOH 29/2025</u> Directorate: Maternal and Neonatal Health
<u>SALARY</u>	:	R468 459 per annum, (plus competitive benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 certificate and NQF 6 qualification in Nursing or Advanced Midwifery Nursing. At least three (3) years' appropriate experience in Maternal and Neonatal Health environment. Knowledge of relevant prescripts and understanding of the legislative framework governing the public services. Knowledge of the National Health Act, policy analysis and development and strategic planning. Good communication (verbal and written), problem solving, interpersonal relations, conflict management, leadership, time management and computer skills (MS Office package).
<u>DUTIE</u>	:	Render technical support and ensure proper implementation of maternal and neonatal health national policies and guidelines at all levels of care. Facilitate and support training workshops to create awareness of policies and guidelines. Support provinces in the provision of quality intrapartum and postpartum care through establishment of outreach and quality improvement programmes. Strengthen postnatal care through training workshops and onsite support visits. Liaise with stakeholder on matters relating to maternal and neonatal health. Facilitate inclusion of key maternal health strategies for improving the quality of care into academic institutions' curricula. Participate and support initiatives aimed at empowering communities with regards critical periods of pregnancy, child birth and child rearing. Identify and provide support for community empowerment programmes around maternal and neonatal health issues at district level. Management of resources risk and audit.
<u>ENQUIRIES</u>	:	M Ellence Mokaba Tel No: (012) 395 9462

<u>POST 16/234</u>	:	<u>ICT GOVERNANCE RISK AND COMPLIANCE ANALYST REF NO: NDOH 30/2025</u> Directorate: Information Communication and Technology
<u>SALARY</u>	:	R397 116 per annum, (plus competitive benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 certificate and an NQF 6 qualification in Information Technology as recognized by SAQA. ITIL Foundation certificate and COBIT 5-Foundation certificate. At least two (2) years' experience in Information and Communication Technology. Experience should include ICT Support, network directory and authentication services and working with systems like LDAP, Active Directory, e-Directory, Microsoft environment support and LAN (Local Area Network). Knowledge of ICT Governance, Risk, Security, Compliance and Continuity methodologies and practices, computer hardware, software and peripherals such as servers, monitors, cables, physical layer, printers and modems. Knowledge of procedures and processes for installing, configuring, upgrading, troubleshooting and repairing applicable software, hardware and peripherals as well as knowledge of the OSI model, ICT System Development, Backup, Restore, Disaster Recovery and Archiving. Good communication (verbal and written), interpersonal, organization, analytical, problem solving and computer skills.
<u>DUTIES</u>	:	Manage ICT governance, risk, compliance and continuity. Provide support for ICT Policy Development, Review and implementation, Aggregate, process, and distribute compliance-related data. Manage customer relation. Provide assistance to ICT Stakeholders to maintain compliance to ICT Governance principles and standards. Conduct ICT governance risk compliance and continuity research. Provide assistance with research, idea management and innovation management. Monitor and report continuity on ICT governance, risk and compliance. Evaluate organizational compliance performance and establish Governance, Risk and Compliance (GRC) Systems, Dashboard, Monitoring and Reporting capability. Manage ICT risks and audit queries. Establish contingency plans with backup resources and accommodations for prospective automated business processes.
<u>ENQUIRIES</u>	:	Mr A Mabuza Tel No: (012) 395 8647
<u>POST 16/235</u>	:	<u>SENIOR STATE ACCOUNTANT (FINANCE) REF NO: NDOH 31/2025</u> Cluster: Compensation Commission of Occupational Diseases
<u>SALARY</u>	:	R397 116 per annum, (plus competitive benefits)
<u>CENTRE</u>	:	Braamfontein
<u>REQUIREMENTS</u>	:	A Grade 12 certificate and National Diploma (NQF 6) in Financial Management or Accounting as recognised by SAQA. A Bachelor's degree (NQF 7) in Financial Management or Accounting will be an advantage. At least two years' experience in claims finance environment. Knowledge and application of Public Finance Management Act (PFMA), Treasury Regulations, and ODMWA, IFRS/GRAP standards and Pastel Evolution accounting system. Good communication (verbal and written), analytical, interpersonal, numeracy and computer skills (MS Office packages).
<u>DUTIES</u>	:	Checking, provisional approval and capturing of payments. Verify accuracy of payments information against claimant files. Capture verified payments onto bank payments system for approval by director. Approval of payment transactions on pastel evolution system. Verify the accuracy of payments transactions captured on pastel evolution system against the source documents. Calculation of accrued interests. Monthly calculate interests on rejected claims payments. Preparation of monthly reconciliations. Reconcile creditors sub-ledgers to general ledger. Preparations of monthly reports. Prepare the expenditure section management report for management meetings. Liaise with banks and other stakeholders. Attend to all payments queries from claimants.
<u>ENQUIRIES</u>	:	Mr M Maswanganye Tel No: (011) 356 5605 / 0793888462
<u>POST 16/236</u>	:	<u>PERSONAL ASSISTANT REF NO: NDOH 32/2025</u> Cluster: Office of the Deputy-Director General: Hospitals Tertiary Service and Human Resource Development
<u>SALARY</u>	:	R325 101 per annum, (plus competitive benefits)

<u>CENTRE REQUIREMENTS</u>	:	Pretoria
	:	A Grade 12 certificate and Diploma/National Diploma (NQF 6) in Office Administration / Management / Business Management/Administration and/or Management Assistant/Secretarial Diploma as recognised by SAQA. At least three (3) years' experience rendering a support service to the Chief Director or equivalent level. Knowledge and experience in general office and provisioning administration, Microsoft office, Public Service Regulations and Act, and understanding of financial and procurement legislation. Good communication (verbal and written), telephone etiquette, organisational, high level of reliability, planning, grooming and presentation, self-management and motivation, basic knowledge of financial administration, and computer skills (MS Office packages). Ability to act with tact and discretion, work independently and with a team.
<u>DUTIES</u>	:	Provide a secretarial/receptionist support services to the manager. Receive telephone calls in an environment where, in addition to the calls for the senior manager, discretion is required to decide to whom the call should be forwarded. In the process the job incumbent should finalize some enquiries. Rendering administrative support services. Ensure the effective flow of information and documents to and from the office of the manager. Provide support to the manager regarding meetings. Supports the manager with the administration of the manager's budget.
<u>ENQUIRIES</u>	:	Dr MP Mahlati Tel No: (012) 395 9709
<u>POST 16/237</u>	:	<u>LOGISTICS OFFICER: MOBILE COMMUNICATION AND PHOTOCOPY LEASES REF NO: NDOH 33/2025</u> Directorate: Supply Chain management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum, (plus competitive benefits)
	:	Pretoria
	:	A Grade 12 certificate and NQF 6 in Public Management/Finances, Logistics, Supply Chain Management or Financial Management. At least one (1) year' experience in managing mobile communication services or photocopy leases. Knowledge of the Public Finance Management Act, Treasury Regulations, and government policies. Knowledge of LOGIS and Basic Accounting System. Knowledge of transversal contracts RT3 and RT15. Good communication (verbal and written), problem solving, supervisory, leadership and computer skills (MS Office package). Ability to work under pressure.
<u>DUTIES</u>	:	Monitor the timely opening of new voice and data contracts, upgrading of contracts as well as the timely closing/delinking of contracts. Verify that appropriate devices are provided in terms of RT15-2021. Keep schedule of all voice and data invoices received and continually monitor that all the invoices are paid timely. Monitor the timely capturing and approving of cellular and photocopy lease invoices. Assist Units with procurement of photocopy/shredding machine leases. Contract management of voice/data contracts and photocopy/shredding machine leases. Monitor that all voice and data contracts of officials leaving NDoH are timely cancelled/migrated. Supervise subordinate.
<u>ENQUIRIES</u>	:	Mr M Makongwana Tel No: (012) 395 8986
<u>POST 16/238</u>	:	<u>SUPPLY CHAIN CLERK (SUPERVISOR) REF NO: NDOH 34/2025</u> Directorate: Asset Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum, (plus competitive benefits)
	:	Pretoria
	:	Grade 12 (NQF4). An NQF 6 qualification in Logistics/Assets/Finance/Accounting/Supply Chain Management will be an advantage. At least three (3) years' experience within Supply Chain and overall Assets and Fleet Management. Thorough knowledge of transversal systems (Logis & BAS), PFMA and Public Service Act/Regulations. Good communication (verbal and written), time management, leadership, teamwork interpersonal relations, and computer skills (MS Office package).
<u>DUTIES</u>	:	Supervise and render asset management clerical services. Ensure that assets are properly accounted for in the Asset Register: update new additions movements, transfers, disposal and complies with National Treasury Guidelines. Handle risk and audit query. Ensure, compile and avail monthly reconciliation records to be submitted to Finance Section. Supervise and undertake fleet services. Ensure reconciliation between all systems, maintain

the NDOH asset register and individual inventories by recording updates in respect of additions, movements, dispose of written off assets of losses, manage and undertake physical stock take. Supervise human resources/staff. Allocate and ensure quality of work. Collect, verify, and authenticate information for financial statements inputs and other oversight bodies. Collect, verify and authenticate information for Financial Statements input and attend to Audit Queries.

ENQUIRIES : Mr M Mahlangu Tel No: (012) 395 8647

POST 16/239 : **REGISTRY CLERK – PRODUCTION REF NO: NDOH 35/2025**
Directorate: Human Resource Administration

SALARY : R228 321 per annum, (plus competitive benefits)
CENTRE : Pretoria
REQUIREMENTS : A Senior Certificate (Grade 12) or equivalent NQF 4 qualification. Records management certificate and experience in achieving will be an advantage. Knowledge of registry duties and practices as well as the ability to capture data and operate computers. Understanding of the legislative framework governing the Public Service and registry. Knowledge of storage and retrieval procedures in terms of the working environment. Good communication (written and verbal), interpersonal, flexibility, planning and organization and computer (MS package) skills. Ability to work independently and with a team.

DUTIES : Provide registry counter services. Attend clients, handle telephonic and other enquiries received. Handle incoming and outgoing correspondence. Receive all mail, sort, register and dispatch mail. Render effective filing and record management service. Opening and closing files according to record classification system. Operate office machines in relation to the registry function. Open and maintain franking machine register. Undertake spot checks on post to ensure no private post is included. Process documents for archiving and disposal. Electronic scanning of files. Sort and package files for archives and distribution.

ENQUIRIES : Mr D Morodi Tel No: (012) 395 8581

POST 16/240 : **SECRETARY REF NO: NDOH 36/2025**
Directorate: Environmental Health

SALARY : R228 321 per annum, (plus competitive benefits)
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 (NQF 4) with typing as a subject or any other training course/ qualification that will enable the person to perform the work satisfactorily. NQF 5 in Office Management/Administration / Management Assistant and/or Secretarial Diploma will be an advantage. Knowledge and experience in general office and provisioning administration. Knowledge and experience in Microsoft office and knowledge of departmental procedures regarding finances and budgeting. Good telephone, computer literacy, high level of reliability and good communication (written and verbal) skills.

DUTIES : Provides a secretarial/ receptionist support service manager: Receives telephones calls and refers calls to the correct role players if not meant for the relevant manager. Provides a clerical support service to manager. Liaise with travel agencies to make travel arrangements and checks arrangements when the relevant documents are received. Remains up to date with regard to prescripts/ policies and procedures applicable to his/ her work terrain. Studies the relevant public service and departmental prescripts/ policies and other documents to ensure that the application thereof is understood properly.

ENQUIRIES : Ms B Makhafola Tel No: (012) 395 8527 / 8802

POST 16/241 : **SUPPLY CHAIN CLERK (PRODUCTION) REF NO: NDOH 37/2025**
Directorate: Asset Management

SALARY : R228 321 per annum, (plus competitive benefits)
CENTRE : Pretoria
REQUIREMENTS : Grade 12 (NQF4) and NQF 6 qualification in Logistics/Assets/Finance/ Accounting/Supply Chain Management will be an advantage. Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Good communication (verbal and written), time management, leadership, teamwork interpersonal

		relations, and computer skills (MS Office package). Ability to prioritise and organise, working under pressure and working with a team.
<u>DUTIES</u>	:	Reconcile asset register. Capture asset register on BAS, Asset ware and Logis System. Render asset management clerical services. Check and issue furniture, equipment and accessories to components and individuals. Capture journals for disposal items and assets register. Capture journals for misallocation, compiling and avail monthly reconciliation records to be submitted to finance section. Assist with audit queries within area of work.
<u>ENQUIRIES</u>	:	Mr M Mahlangu Tel No: (012) 395 8647
<u>POST 16/242</u>	:	<u>DRIVER REF NO: NDOH 38/2025</u> Directorate: Medical Bureau for Occupational Diseases
<u>SALARY</u>	:	R163 680 per annum, (plus competitive benefits)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	An NQF level 3 (Grade 10 certificate or equivalent). At least one (1) year driving experience. Knowledge and procedures to perform messenger functions and do routine office administrative support function. Knowledge of physical inspection of vehicles and interpret instructions for proper use of all controls for safe operation of vehicles. Good people skills. Ability to read/write. Ability to interpret and follow operating manuals, maintenance manuals and service charts. A valid driver's license (with PDP).
<u>DUTIES</u>	:	Perform driver functions. Drive light and medium motor vehicle to transport passenger and deliver other items (mail and documents). Do routine maintenance on allocated vehicle and report defects timely. Complete all the required and prescribe records and logs books with regards to with regards to the vehicle and the good handled. Collect and deliver documentation and related items in the department. Copy and fax documents. Assist in the registry. Render a clerical support/messenger and related items in the office.
<u>ENQUIRIES</u>	:	Ms D Leseyane Tel No: (011) 356 5669
<u>POST 16/243</u>	:	<u>DRIVER: (HEAVY DUTY) REF NO: NDOH 39/2025 (X2 POSTS)</u> Directorate: Support Services (Five Year Contracts)
<u>SALARY</u>	:	R163 680 per annum, (plus 37% in lieu of benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An NQF level 3 (Grade 10 certificate or equivalent). At least five (5) years' experience driving heavy duty vehicles. Knowledge of physical inspection of vehicles and interpret instructions for proper use of all controls for safe operation of vehicles. Good people skills. Ability to read/write. Ability to interpret and follow operating manuals, maintenance manuals and service charts. A valid driver's license (Code EC/14 with PDP).
<u>DUTIES</u>	:	Drive Heavy duty vehicles. Transportation of work teams and material/equipment. Detect and repair minor mechanical problems on the vehicles and take steps to have it repaired (check level and condition of oil, fuel, tyres and water). Inspection of the vehicles/equipment and report defects. Complete vehicle logbook, trip authorization for the vehicle. Transport employees in the office and guests. Assist in rendering messenger services in the department. Transport of goods/mail to the correct destination.
<u>ENQUIRIES</u>	:	Ms S Vilane Tel No: (012) 395 9374

DEPARTMENT OF HIGHER EDUCATION AND TRAINING

<u>APPLICATIONS</u>	:	"A Skilled and Capable Workforce for An Inclusive Growth" The full details for the adverts can be accessed on DHET Website at WWW.DHET.GOV.ZA Or HTTPS://WWW.DHET.GOV.ZA/SITEPAGES/CAREERS.ASPX and will be placed on the DPSA circular
<u>CLOSING DATE</u>	:	30 May 2025
<u>NOTE</u>	:	DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or http://z83.ngnscan.co.za/apply and following the easy prompts/instructions. Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all NSF posts". ERRATUM: Kindly note that the following post which was advertised in the DPSA Vacancy Circular dated 25 April 2025 (a) Deputy Director: Information Officer with Ref No: NSF 20/04/2025, the post is on a Twelve (12) months contract. Enquiries: Mr D Moyane Tel No: (012) 943 3105 /Ms C Els, Tel No: (012) 943 3250/ Ms B Setuki, Tel No: (012) 943 3161, closing date is 16 May 2025.

OTHER POST

<u>POST 16/244</u>	:	<u>SENIOR ADMINISTRATION CLERK: SECRETARIAT REF NO: DHET 02/05/2025 (X1 POST)</u> Branch: Skills Development Component: national skills fund Directorate: Legal, Governance, Risk and Compliance Twelve (12) Months Contract This post is being re-advertised and candidates who previously applied may re-apply
<u>SALARY</u>	:	R202 233 per annum (Level 05)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate Grade 12 Certificate or NCV Certificate (level 4). A bachelor's degree or national diploma in public management. The incumbent must have at least 2 (two) years relevant experience. The incumbent should be creative, proactive and highly motivated individual with good time-management and organisational skills. Excellent interpersonal and communication skills are

required to deal with people at all levels in the Department and the incumbent must have experience in the use of computer applications such as MS Word, Excel, Outlook, and PowerPoint.

DUTIES

: The scope of the work of the successful candidate will include, but not be limited to: preparing committee packs; distribute the meeting packs timeously; attending committee meetings; taking minutes and decision matrix; distribute the minutes and the decision matrix timeously; Receive, print and save documents for filing. Maintain correct and complete receipt of agenda items, minutes and decision matrix for all meetings. Create and maintain files for hardcopy documents in central e-filing. Correct printing, numbering, and indexing of all incoming documents received for meetings and filing. Create and maintain files for electronic documents in central e-filing system. Prepare reports. Prepare S&T and cell phones claims. Prepare travel documents.

ENQUIRIES

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

INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE

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

CLOSING DATE

: 30 May 2025

NOTE

: Applicants are not required to submit copies of qualifications and other relevant documents on applications but must submit Z83 and a detailed Curriculum Vitae. Applications quoting the correct reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application form (old Z83) will not be considered. Each application for employment form must be fully completed, signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. A recently updated, comprehensive CV as well as a fully completed and initialled new signed Z83 (Section A, B, C & D are compulsory and section E, F and G are not compulsory if CV it is attached). However, the question related to conditions that prevent re-appointment under Part-F must be answered. Non-RSA Citizens/Permanent Resident Permit should you be in possession of a foreign qualification; it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (only when shortlisted). All shortlisted candidates 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 competency assessment using the mandated DPSA SMS competency assessment tools. Furthermore, 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. Applicants should indicate on their CV's that they have registered or they have completed the Pre-entry Certificate, which can be accessed using the following link: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme>. No appointment will take place without the successful completion of the pre-entry certificate and submission of proof thereof. Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Due to the large number of applications we envisage to receive, applications will not be acknowledged, if you have not been contacted within three (3) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Correspondence will be limited to short-listed candidates only. Therefore, only shortlisted candidate for the post will be required to submit the documents on or before the date of the interview. The successful candidate will have to undergo security vetting. His / her character should be beyond reproach. The appointment is subject to security clearance, verification of qualifications and competency assessment (criminal record, citizenship, credit record checks, qualification verification and employment verification). Applicants must declare any pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered during / after the interview took place, the application will not be considered and in the unlikely event, that the person has been appointed such appointment will be terminated. The successful candidate will be appointed subject to positive results of the security vetting process. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. The successful candidates will be appointed on a probation period of 12 months and will be required to sign a performance agreement. The suitable candidate will be selected with the intention of promoting representivity and achieving affirmative action targets as contemplated in the Department's Employment Equity Plan. The Independent Police Investigative Directorate reserves the right to fill or not fill the bellow-mentioned posts.

OTHER POSTS

<u>POST 16/245</u>	:	<u>ASSISTANT DIRECTOR: DEMAND & ACQUISITION REF NO: Q9/2025/51</u>
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	National Office
<u>REQUIREMENTS</u>	:	A relevant tertiary qualification at NQF level 7(Supply Chain Management/ Procurement Management/Acquisition Management/ Logistics Management),3 years' experience at supervisory level in the related field. Knowledge and requirements: Demand and Acquisition management, contract management, Supply chain Management performance review, reporting on Supply Chain Management information, Optimum system utilization, Safeguarding of Supply chain management. Skills and Competencies: Technical Skills, Communication Skills, Analytical Skills, Risk Management Skills, Leadership Skills, Performance Management Skills, Strategic Thinking, Problem Solving, Decision Making, Resilience and adaptability, ethical and Compliance awareness, Business Insight.
<u>DUTIES</u>	:	Coordinate, review, research, analyse and plan the procurement needs of the department: Research the relevant identified needs in line with the supply Chain Strategy. Analyse requirements, undertake research, determine and develop proposals for implementation. Assess the result of the research on the market, interpret and develop proposals for procurement methodology. Ensure compliance with quality requirements. Determine whether specifications should contain any special conditions. Coordinate, review and collate information for the annual procurement plan and demand management: Collect information from the relevant role players according to the prescribed template, check (engage) and analyse the information, Confirm the availability of budget. Check alignment against strategic and other objectives. Consolidate into procurement plan and table for approval by the accounting officer. Coordinate, review and source quotations from database according to the threshold values determined by the National Treasury. Coordinate, review and compile the list of prospective service providers for quotations: Compile terms of reference to invite service providers for an expression of interest. Receive, evaluate and adjudicate the expression of interest. Compile a database of approved suppliers. Supervise and compile tender /quotation specifications as required: Determine whether the specification for the relevant commodity exists. If not oversee the collection and collation of information and the compilation of specifications/ terms of reference. Compile and publish requests for proposals as required. Coordinate (Synergise), review and execute the bidding process: Provide secretariat services to the bid specification committee, Bid evaluation Committee and Bid Adjudication committee (includes obtaining approval). Compile Bid documents. Publish tender invitations. Receiving and opening of bid documents. Supervise the reporting and safeguarding of SCM information: Collecting and processing information, Compile and submit reports in the prescribed format, Safeguarding of SCM information. Coordinate, review and execute the contract management process: Oversee the drafting, negotiation, and execution of contracts. Ensure all contracts are submitted to Legal services within the prescribed timeframes. Maintain a contract register and ensure proper record keeping. Monitor contract performance and ensure compliance with terms and conditions. Facilitate contract amendments, extensions and terminations where necessary. Identify potential risks and recommend mitigation strategies. Handle contract disputes and liaise with legal advisors when necessary. Ensure corrective actions are taken for non-compliance and poor performance. Liaise with internal and external stakeholders, including legal teams, suppliers and regulatory bodies. Conduct contract management training for relevant staff. Provide advice to client offices and management on contract related issues. Track and report on contract performance. Ensure regular contract reviews and audits. Prepare reports on contract management. Supervise employees to ensure effective acquisition management service and undertake all administrative functions required with regard to financial and HR administration. This would, inter alia, entail the following: General supervision of employees. Allocate duties and perform quality control on the work delivered by supervisees. Advice and lead supervisees with regard to all aspects of work. Manage performance, conduct discipline of supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively. Develop, implement and monitor work systems and processes to ensure efficient and effective functioning.

	Supervise employees to ensure effective demand management service and undertake all administrative functions required with regard to financial and HR administration. This would, inter alia, entail the following: General supervision of employees. Allocate duties and perform quality control on the work delivered by supervisees. Allocate duties and perform quality control on the work delivered by supervisees. Advice and lead supervisees with regard to all aspects of work. Manage performance, conduct discipline of supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively.
<u>ENQUIRIES APPLICATIONS</u>	: Ms C Muller Tel No: (012) 399 0024 : Independent Police Investigative Directorate Private Bag X941, Pretoria, 0001 or hand deliver to 473B Stanza Bopape Street, Benstra Building, Pretoria or recruitment19@ipid.gov.za (Please indicate the post name and reference number on the subject line) when applying through e-mail.
<u>FOR ATTENTION</u>	: Mr S Baloyi Tel No: (012) 399 0202
<u>POST 16/246</u>	<u>ADMINISTRATION OFFICER (INTERNAL AUDIT) REF NO: Q9/2025/53</u>
<u>SALARY CENTRE REQUIREMENTS</u>	: R325 101 per annum (Level 07) : National Office : A three-year National Diploma or Degree in Public Administration or Management as recognised by SAQA. 2 – 3 years' experience in administration. Valid Driver's License. Knowledge requirements: Knowledge of financial and administrative management. Knowledge of Public Service Regulation Framework, PFMA, Legislative Framework governing Internal Audit and Batho Pele Principles. Extensive knowledge of various filing systems and the National Archives Act. Knowledge of departmental policies and procedures. Office administration practices and procedures. Knowledge of the Public Service Regulatory Framework as well as Office and Business Administration. Skills and Competencies: Communication skills (Written and Verbal) Information Management Systems (Computer literacy), Planning and organizing skills, Record keeping, Honest and Integrity. Customer focus and responsiveness. Creative thinking, Team player, Customer service orientation. Self-management, Financial management.
<u>DUTIES</u>	: Provide administrative support to the Directorate Internal Audit: Administer documents and check for compliance in line with the required standard (formatting, etc.) or government prescripts. Monitor outgoing and incoming documentations and monitor compliance as outlined by various units. Draft routine letters, memos, reports, submissions etc. Coordinate and consolidate monthly, quarterly and annual plans and reports with the Directorate. Maintain office supplies and managing equipment. Conduct logistical arrangements i.e travel arrangements, booking of venues, caterings etc. Provide secretariat Support: Manage calendars, scheduling of meetings and coordinating of events. Receive telephone calls and establish purpose of calls. Diary Management. Address issues and finding solutions to ensure smooth operations of the office. Co-ordinate with and sensitize/advise the manager regarding engagements and pre-meeting actions to be done. Utilizes discretion to decide whether to accept/decline or refer to other employees' requests for meetings, based on the assessed importance and urgency of the matter. Establish needs of the people attending meetings and make appropriate arrangements (e.g access, parking, travel and accommodation arrangements). Render Financial administration service: Monitor monthly expenditure patterns and trends to budget projections. Reconcile expenditure projection with the actual spending, Coordinate financial planning process of the office. Process payment for procurement of goods and services. Render record management administrative support: Keep records and ensure that they are easily accessible within the Directorate. Maintain filing system manual and electronic within the Directorate. Keep track of all incoming work and ensure that all deadlines are met. Liaise with all stakeholders relevant to the office. Obtain the latest frameworks, policies and procedures from various stakeholders (as directed). Keep a complete filing system and documents for the manager and the unit (where required). Update the identified repository/ies with the latest documentation (frameworks, policies and procedures).
<u>ENQUIRIES APPLICATIONS</u>	: Ms. K Chiloane Tel No: (012) 399 0022 : Independent Police Investigative Directorate Private Bag X941, Pretoria, 0001 or hand deliver to 473B Stanza Bopape Street, Benstra Building, Pretoria or

		recruitment20@ipid.gov.za (Please indicate the post name and reference number on the subject line) when applying through e-mail. Mr. S Baloyi Tel No: (012) 399 0202
<u>FOR ATTENTION</u>	:	
<u>POST 16/247</u>	:	<u>ADMINISTRATION OFFICER (CD: IIM) REF NO: Q9/2025/54</u>
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	National Office
<u>REQUIREMENTS</u>	:	A three-year National Diploma or Degree in Public Administration or Management as recognised by SAQA. 1 - 2 years' experience in administration. Valid Driver's License. Knowledge requirements: Knowledge of financial and administrative management. Knowledge of Public Service Regulation Framework, PFMA, Batho Pele Principles. Extensive knowledge of various filing systems and the National Archives Act. Knowledge of departmental policies and procedures. Knowledge of office administration practices and procedures. Skills and Competencies: Communication skills (Written and Verbal) Information Management Systems (Computer literacy), Planning and organizing skills, Record keeping, Problem Solving skills, Customer focus and responsiveness. Self-management, Honesty and integrity, Financial management. Team player, Customer service orientation.
<u>DUTIES</u>	:	Provide administrative support to the Chief Directorate Investigations and Information Management: Administer documents and check for compliance in line with the required standard (formatting, etc) or government prescripts. Monitor outgoing and incoming documentations and monitor compliance as outlined by various units. Draft routine letters, memos. reports, submissions etc. Coordinate and consolidate monthly, quarterly and annual plans and reports within the Chief Directorate. Manage and maintain office supplies. Conduct logistical arrangements i.e. travel arrangements, booking of venues, caterings etc. Provide secretariat Support: Manage calendars, scheduling meetings and coordinating events. Receive telephone calls and establish purpose of calls. Address issues and finding solutions to ensure smooth operations of the office. Co-ordinate and sensitize/advise the manager regarding engagements and pre-meeting actions to be done. Utilizes discretion to decide whether to accept/decline or refer to other employees' requests for meetings, based on the assessed importance and urgency of the matter. Establish needs of the people attending meetings and make appropriate arrangements (e.g. access, parking, travel and accommodation arrangements). Render Financial administration service: Monitor monthly expenditure patterns and trends to budget projections. Reconcile expenditure projection with the actual spending, Coordinate financial planning process of the office. Facilitate and coordinate procurement of goods and services. Render record management administrative support: Keep records and ensure that they are easily accessible within the Chief Directorate. Keep and maintain filing system manual and electronic within the Chief Directorate. Keep track of all incoming work and ensure that all deadlines are met. Liaise with all stakeholders relevant to the office. Obtain the latest frameworks, policies and procedures from various stakeholders (as directed). Update the identified repository/ies with the latest documentation (frameworks, policies and procedures).
<u>ENQUIRIES</u>	:	Mr. T Kefeelakae Tel No: (012) 399 0024
<u>APPLICATIONS</u>	:	Independent Police Investigative Directorate Private Bag X941, Pretoria, 0001 or hand deliver to 473B Stanza Bopape Street, Benstra Building, Pretoria or recruitment21@ipid.gov.za (Please indicate the post name and reference number on the subject line) when applying through e-mail. Mr. S Baloyi Tel No: (012) 399 0202
<u>FOR ATTENTION</u>	:	
<u>POST 16/248</u>	:	<u>ADMINISTRATION OFFICER (EXECUTIVE SUPPORT) REF NO: Q9/2025/55 (X2 POSTS)</u>
<u>SALARY</u>	:	R325 101 per annum (Level 07)
<u>CENTRE</u>	:	National Office
<u>REQUIREMENTS</u>	:	A three-year National Diploma or Degree in Public Administration or Management as recognised by SAQA. 2 – 3 years' experience in administration. Valid Driver's License. Knowledge requirements: Knowledge of financial and administrative management. Knowledge of Public Service Regulation Framework, PFMA. Batho Pele Principles. Knowledge of the Executive Authority protocols. Understanding of Parliamentary protocols.

		Extensive knowledge of various filing systems and the National Archives Act. Departmental policies and procedures. Office administration practices and procedures. Skills and Competencies: Communication skills (Written and Verbal) Information Management Systems (Computer literacy), Planning and organizing skills, Record keeping, Problem Analysis Skills, Customer focus and responsiveness, Concern for others, Team player, Honest and Integrity. Creative thinking, Customer service orientation. Self-management, Financial management.
<u>DUTIES</u>	:	Provide administrative support to the Office: Administer documents and check for compliance in line with the required standard (formatting,etc.) or government prescripts. Monitor outgoing and incoming documentations and monitor compliance as outlined by various units. Draft routine letters, memos, reports, submissions etc. Coordinate and consolidate monthly, quarterly and annual plans and reports with the ED's Office. Maintain office supplies and managing equipment. Conduct logistical arrangements i.e travel arrangements, booking of venues, caterings etc. Provide secretariat Support: Manage calendars, scheduling of meetings and coordinating of events. Receive telephone calls and establish purpose of calls. Address issues and finding solutions to ensure smooth operations of the office. Co-ordinate and sensitize/advise the manager regarding engagements and pre-meeting actions to be done. Utilizes discretion to decide whether to accept/decline or refer to other employees' requests for meetings, based on the assessed importance and urgency of the matter. Establish needs of the people attending meetings and make appropriate arrangements (e.g access, parking, travel and accommodation arrangements). Render Financial administration service: Monitor monthly expenditure patterns and trends to budget projections. Reconcile expenditure projection with the actual spending, Coordinate financial planning process of the office. Facilitate the procurement of goods and services. Render record management service: Keep records and ensure that they are easily accessible within the ED's office. Keep and maintain filing system manual and electronic within ED's office. Keep track of all incoming work and ensure that all deadlines are met. Liaise with all stakeholders relevant to the office. Obtain the latest frameworks, policies and procedures from various stakeholders (as directed). Update the identified repository/ies with the latest documentation (frameworks, policies and procedures).
<u>ENQUIRIES APPLICATIONS</u>	:	Mr O Khanyi Tel No: (012) 399 0038
	:	Independent Police Investigative Directorate Private Bag X941, Pretoria, 0001 or hand deliver to 473B Stanza Bopape Street, Benstra Building, Pretoria or recruitment22@ipid.gov.za (Please indicate the post name and reference number on the subject line) when applying through e-mail.
<u>FOR ATTENTION</u>	:	Mr S Baloyi Tel No: (012) 399 0202
<u>POST 16/249</u>	:	<u>ADMINISTRATION OFFICER (OFFICE OF THE CFO) REF NO: Q9/2025/56</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum (Level 07)
	:	National Office
	:	A three-year National Diploma or Degree in Public Administration or Management as recognized by SAQA. 1 - 2 years' experience in administration. Valid Driver's License. Knowledge requirements: Knowledge of financial and administrative management. Knowledge of Public Service Regulation Act. Extensive knowledge of various filing systems and the National Archives Act. Departmental policies and procedures. Office administration practices and procedures. Advanced use of word processing, spreadsheet and other software to create documents and materials requiring the interpretation and manipulation of data. Knowledge of Public Service Regulatory Framework as well as Office and Business Administration. Skills and Competencies: Communication skills (Written and Verbal) Information Management Systems (Computer literacy), Planning and organizing skills, Record keeping. Customer focus and responsiveness. Customer service orientation. Team player. Honesty and integrity, Creative thinking. Self-management, Financial management.
<u>DUTIES</u>	:	Provide administrative support to the CFO's office: Administer documents and check for compliance in line with the required standard (formatting,etc) or government prescripts. Monitor outgoing and incoming documentations and monitor compliance as outlined by various units. Draft routine letters, memos. reports, submissions etc. Coordinate and consolidate monthly, quarterly and annual plans and reports with the Chief Directorate. Maintain office supplies

and manage equipment. Conduct logistical arrangements i.e travel arrangements, booking of venues, caterings etc. Provide secretariat Support: Manage calendars, scheduling meetings and coordinating events. Receive telephone calls and establish purpose of calls. Address issues and finding solutions to ensure smooth operations of the office. Co-ordinate and sensitize/advise the manager regarding engagements and pre-meeting actions to be done. Utilizes discretion to decide whether to accept/decline or refer to other employees' requests for meetings, based on the assessed importance and urgency of the matter. Establish needs of the people attending meetings and make appropriate arrangements (e.g access, parking, travel and accommodation arrangements). Render Financial administration service: Monitor monthly expenditure patterns and trends to budget projections. Reconcile expenditure projection with the actual spending, Coordinate financial planning process of the office. Process payment for procurement of goods and services. Render record management administrative support: Keep records and ensure that they are easily accessible within the Chief Directorate. Keep and maintain filing system manual and electronic within the Chief Directorate. Keep track of all incoming work and ensure that all deadlines are met. Liaise with all stakeholders relevant to the office. Obtain the latest frameworks, policies and procedures from various stakeholders (as directed). Update the identified repository/ies with the latest documentation (frameworks, policies and procedures).

**ENQUIRIES
APPLICATIONS**

: Mr S Ndaba Tel No: (012) 399 0024
:
: Independent Police Investigative Directorate Private Bag X941, Pretoria, 0001 or hand deliver to 473B Stanza Bopape Street, Benstra Building, Pretoria or recruitment23@ipid.gov.za (Please indicate the post name and reference number on the subject line) when applying through e-mail.

FOR ATTENTION

: Ms P Mereko Tel No: (012) 399 0219

POST 16/250

: **SENIOR SECURITY OFFICER REF NO: Q9/2025/57 (X2 POSTS)**

**SALARY
CENTRE
REQUIREMENTS**

: R269 499 per annum (Level 06)
:
: National Office
:
: A Grade 12 plus PSIRA Grade C. 3-5 years' relevant experience in Protection services and Security Management. Valid Driver's license. Competency. Certificate in handling a Firearm. Knowledge requirements: Knowledge of Security and protection policies. Knowledge of Security related legislation and procedure, including those related to information security and investigations. Knowledge of the Minimum Information Security Standards. Knowledge of the Minimum Physical Security Standards. Knowledge of the Occupational Health and Safety Act. Knowledge of the Control of Access to Public Premises and Vehicles Act. Skills and Competencies: Communication. Knowledge of security protocols. Risk management. Strong leadership. Knowledge of relevant legislation. Observation. Critical thinking. Physical fitness. Technology proficiency.

DUTIES

: Conduct Escort duties: To provide personal security to the Executive Director which includes risk assessment, threat analysis and protective surveillance. Safeguard the Executive Director from potential threats, ensuring their safety and privacy. Safeguard the Executive Director's movement within office premises and during external engagements. Mitigate risks through close protection and proactive security measures. Access Control: Manage and enforce access controls to the Executive Director's office. Screen visitors and verify credentials to ensure only authorized access. Prevent unauthorized entry and disruptions to office operations. Ensure confidentiality of information related to the ED's office. Prevent leaks of confidential information. Conduct physical security inspections: Coordinate evacuation procedures during emergencies (e.g. Threats, protests, disasters). Assess and secure location where the ED will be present. Ensure the safety of the Executive Director, staff and visitors during crises. Surveillance inspections monitor the activities within the area to detect and deter potential threats. Provide security measures based on risk assessment.

**ENQUIRIES
APPLICATIONS**

: Mr. S Mpadiasang Tel No: (012) 399 0024
:
: Independent Police Investigative Directorate Private Bag X941, Pretoria, 0001 or hand deliver to 473B Stanza Bopape Street, Benstra Building, Pretoria or recruitment24@ipid.gov.za (Please indicate the post name and reference number on the subject line) when applying through e-mail.

FOR ATTENTION

: Ms P Mereko @ (012) 399 0219

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

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

MANAGEMENT ECHELON

<u>POST 16/251</u>	:	<u>CHIEF MASTER: MASTER OF THE HIGH COURT AND FAMILY LAW SERVICES REF NO: 24/32/MAS</u> This is a re-advertisement; applicants who previously applied are encouraged to re-apply
<u>SALARY</u>	:	R1 741 770 – R1 962 090 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office: Pretoria
<u>REQUIREMENTS</u>	:	A post graduate (LLB) legal qualification at NQF level 8 as recognized by SAQA; A minimum of 8 years' experience at senior management level in litigation; Admission as an Advocate/ Attorney with the right of appearance at High Court; Nyukela Certificate (Certificate for Entry into the Senior Management Service from the (NSG) National School of Government); Knowledge and understanding of Foundations of South African Law, South African Private Law, Constitutional Law, Criminal Law, Intellectual Property, Evidence and African Customary Law; Knowledge of all Masters services with its Legislations/Act, Children's Act, The Hague Convention of the Civil Aspects of International Child Abduction, Maintenance Act, reciprocal enforcement of Maintenance Orders Act, Child Care Act; Knowledge of all local and International Legislation that regulates protection of children, South African legal system, legal practices and related spheres with specific reference to civil litigation and the law of contract; Knowledge of the Constitution, the Institution of Legal Proceedings Against Certain Organs of State Act, the Public Finance Management Act, Treasury Regulations and State Liability Act; Knowledge and experience in Office Administration. Skills and Competencies: Strategic capability and leadership; Project and programme management; Financial management; Change management; Knowledge management; Service delivery innovation (SDI); Problem solving and analysis; Diversity

	management; Client orientation and customer focus; Communication skills; Computer literacy; Honesty and integrity.
<u>DUTIES</u>	: Key Performance Areas: Oversee and monitor Master's operations; Oversee and manage strategic support, research, policy and fraud risk management for the office; Oversee the administration and manage the provision of multi-disciplinary Family Advocate and Child Abduction services (Litigation and Non-Litigation); Oversee stakeholder relations for Master's and Family Law Services; Manage human, financial and other resources.
<u>ENQUIRIES</u>	: Ms L V Mokhutsane Tel No: (012) 315 4839
<u>APPLICATIONS</u>	: Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria
<u>POST 16/252</u>	: <u>PROVINCIAL HEAD (X3 POSTS)</u> This is a re-advertisement; applicants who previously applied are encouraged to re-apply
<u>SALARY</u>	: R1 436 022 – R1 716 933 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	: North West Provincial Office Ref No: 25/VA07/NW (X1 Post) Northern Cape Provincial Office Ref No: 02/25/NC/PROV.OFF (X1 Post) Limpopo Provincial Office: Polokwane Ref No: 02/25/LMP (X1 Post)
<u>REQUIREMENTS</u>	: LLB Degree/An NQF level 7 qualification as recognized by SAQA in Social Science/ Public Administration/ Management; 5 years experience at senior management level in Court Management/Administration environment; Nyukela Certificate (Certificate for Entry into the Senior Management Service from the (NSG) National School of Government). Knowledge of the Law, Case Law, Criminal, Civil and Family cases and interpretation of relevant statutes, the Public Service and its governance; Knowledge of service delivery Improvement Models, Facility and Security Management; Knowledge of Basic Conditions of Employment Act, Occupational Health and Safety Act, Labour Relations Act, Promotion of Access to Information Act, Employment Equity Act; Archival Act and understanding of the Constitution; Knowledge and understanding of the Public Service statutory frameworks; Financial Management and regulatory framework/guidelines, the Public Service Act, the Public Service Regulations, Treasury Regulations, Public Finance Management Act, Government initiatives and decisions, etc. Skills and Competencies: Strategic leadership capability; Programme and project management; Financial management; Change management; Knowledge management; Service Delivery Innovation (SDI); Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication skills; Honesty and integrity; Ability to interpret statistics and written reports, Computer literacy.
<u>DUTIES</u>	: Key Performance Areas: Manage justice operations and related services in the province; Manage the provision of legal administration and advisory services; Manage and monitor human resource management and development services in the province; Manage and administer the provision of financial management services in the province; Manage and facilitate stakeholders relationship; Provide effective people management.
<u>ENQUIRIES</u>	: North West: Mr T Chabeli Tel No: (018) 397 7031 Northern Cape: Mr L Swartz Tel No: (053) 8021317 Limpopo: Mr M D Chauke Tel No: (015) 287 2080 or Ms M R Phalane Tel No: (015) 287 2023
<u>APPLICATIONS</u>	: North West Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X2033, Mmabatho, 2735, or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng, 2745. Northern Cape: Quoting the relevant reference number, direct your application to: Postal address: The Provincial Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301. Limpopo: Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head, Department of Justice & Constitutional Development, Private Bag X 9526, Polokwane 0700 OR Physical address: Reception area, Limpopo Provincial Office, 92 Bok Street, Polokwane, 0699.

NATIONAL SCHOOL OF GOVERNMENT (NSG)

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

APPLICATIONS : Email to Recruitment.admin03@thensg.gov.za or hand delivery at ZK Matthews Building, 70 Meintjies Street, Sunnyside, Pretoria or use postal address: The Principal: National School of Government, Private Bag X759, Pretoria, 0001 Applications can be submitted by email to the relevant email address indicated by quoting the relevant reference number provided on the subject line or (2) hand-delivered to the ZK Matthews Building, 70 Meintjies Street, Sunnyside, Pretoria, or (3) via postal mail to: The Principal: National School of Government, Private Bag X759, Pretoria, 0001. Applicants are encouraged to submit their applications electronically. For Attention And Enquiries: Kindly contact Mr Mpho Mugodo Tel No: (012) 441 6017 or Mr Thabo Ngwenya Tel No: (012) 441-6108.

CLOSING DATE : 30 May 2025 @16h00

NOTE : Suitably qualified and experienced candidates are invited to apply for the following vacant positions. The National School of Government will give preference to individuals whose appointment will improve employment equity in the department. In terms of the employment equity targets, preference will be given to African Males, Coloured Males and people with disabilities. Applicants are advised to read Chapter 4 of the Public Administration Management Act of 2014 from the DPSA website regarding the repositioning of NSG to Higher Education institution. Applications must consist of: A fully completed and signed new Z83 form with a comprehensive CV containing contactable references. Use of the old Z83 Form will result in disqualification. Candidates should not attach certified documents to the application. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview. The relevant reference number must be written on the application form. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Shortlisted candidates will be subjected to a technical exercise for the post (s). All appointments are subject to personnel suitability checks such as security vetting, citizen verification, financial records check, and qualifications verifications. Applications that do not comply with the above-mentioned requirements as well as applications that are received late, will not be considered. The successful candidate will be expected to sign a performance agreement within three months from the date of assumption of duties and where applicable to disclose particulars of all registrable financial interests within a month. The employment decision shall be informed by the Employment Equity Plan of the Department to achieve its employment equity targets. It is the Department's intention to promote equity (race, gender, and disability) through the filling of this post. The NSG reserves the right not to make an appointment and to use other recruitment processes. Correspondence will be limited to shortlisted candidates only.

OTHER POST

POST 16/253 : **ADMINISTRATOR: LEARNER RECORDS REF NO: NSG 13/2025**

SALARY : R269 499 per annum (Level 06), plus competitive benefits cost to company).

CENTRE : Pretoria

REQUIREMENTS : A tertiary qualification at (NQF level 6) in Office Administration. One (1) to two (2) years' relevant experience in office administration in an ETD environment. Knowledge: Microsoft Office suite, especially Word, PowerPoint and Excel. Knowledge of procedures related to information and records management. Basic knowledge of finance and supply chain management. Virtual meetings (organize, host, record, transcript). Meetings management (scheduling, agenda setting, recording, minute taking, action plans). Public service legislation, policies, prescripts and procedures. Office administration. Document management. Batho Pele principles. Competencies/skills Good oral and written communication skills. Good interpersonal skills. Basic project management skills. Problem solving and analysis. Elementary research skills. Basic analytical skills. Ability to interpret policies and directives. Personal

Attributes: Participate in professional development growth activities for maintaining professional knowledge and staying current with practices and trends. Ability to multi-task and organize, prioritize, and follow multiple projects and tasks through to completion with an attention to detail. Ability to work independently while contributing to a team environment. Commitment to quality and continuous learning. Professional behaviour and sound judgement. Ability to establish and maintain effective working relationships with management, employees, stakeholders, and the public. Integrity and honesty; detail oriented; creative and innovative; ability to work under pressure. Travel and work with extended hours, including away from office.

DUTIES

: Provide administrative support towards the provision of examinations services provided by the NSG. Support the approval and registration of examination sites, in line with assessment and moderation standards. Update examination schedules and the Training Management System records. Provide administrative support towards the recruitment and deployment of invigilators, assessors, and moderators. Maintain records and undertake reporting of all examinations undertaken. Maintain learner records, database for assessments and ensure correct capturing onto the ETQA and NSG systems in accordance with approved certification policies. Prepare documentation for submission to relevant authorities. Check the completeness of assignments/POEs received from different stakeholders and ensure capturing onto TMS. Analyse reports received from assessment officers and prepare certificates for print. Prepare data for printing of NSG certificates of attendance, successful completion and competence. Respond to learner and client queries, requests and complaints. Communicate with clients on the submission due dates, and instances where submission extensions are granted. Compile monthly reports for reporting. Investigate client complaints and resolve by providing regular feedback. Update National database with correct learner achievements to enable external moderation. Liaise with learners and clients for delivery of certificates and dispatch NSG certificates and statements of results from external moderators. Coordinate venue finding for examinations and provide confirmation to the departmental coordinator(s). Facilitate the management, quality control and reproduction of examination/ learning material (stock level management). Manage the dispatching of examination/ learning material to venues. Ensure proper closing and safe keeping of case files. Analyse reports received from assessors and moderators and respond to requests raised. Manage the procurement of goods and services, as well as petty cash. Process payments to service providers in compliance with NSG policies. Manage travel and accommodation arrangements as required. Support compliance and management reporting to ensure timeliness and accuracy. Implement operations management, including service standards, standard operating procedures, business process management, total quality management and digital transformation. Create monthly files and send copies of all registers to the Learner Database Management.

ENQUIRIES

: Ms Nthabiseng Fuma Tel No: (012) 441-6011

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

- : **National Office** (Midrand)/Constitutional Court: Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107 or hand deliver applications to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand, 1685.
- Gauteng:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000. Applications can also be hand delivered to the 12th floor, Cnr Pritchard and Kruis Street, Johannesburg
- Mpumalanga:** Quoting the relevant reference number, direct your application to: The Provincial Head: Office of the Chief Justice, Private Bag X20051, Mbombela, 1211. Applications can also be hand delivered to, Mpumalanga Division of the High Court, Office of the Chief Justice Provincial Service Centre, 311 Samora Machel Drive, Mbombela, 1200.

CLOSING DATE

- : 30 May 2025

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. Each application form must be fully completed, duly signed and initialed on both pages by the applicant. The application must indicate the correct job title, the office where the position is advertised and the reference number as stated in the advert. Failure by the applicant to fully complete, sign and initial the application form will lead to 40 disqualifications of the application during the selection process. Applications on the old Z83 will unfortunately not be considered. Should you be in a possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Dual citizenship holders must provide the Police Clearance certificate from the country of origin (when shortlisted all non - SA Citizens will be required to submit a copy of proof of South African permanent residence). Applications that do not comply with the above-mentioned requirements will not be considered. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification, citizenship checks, reference checks and employment verification). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the advertised post(s). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Failure to submit all the requested documents will result in the application not being considered during the selection process. All successful candidates will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as be required to undergo a security clearance three (3) months after appointment. The Office the Chief Justice complies with the provisions of the Protection of Personal Information Act (POPIA); Act No. 4 of 2013. We will use your personal information provided to us for the purpose of recruitment only and more specifically for the purpose of the position/vacancy you have applied for. In the event that your application was unsuccessful, the Office of the Chief Justice will retain your personal information for internal audit purposes as required by policies. All the information requested now or during the process is required for recruitment purposes. Failure to provide requested information will render your application null and void. The Office of the Chief

Justice will safeguard the security and confidentiality of all information you shared during the recruitment process

ERRATUM: Kindly note the posts of Director: Court Operations: Western Cape, Ref No: 2025/64/OCJ and Director: Supreme Court of Appeal: Bloemfontein and the post of Law Researcher: Supreme Court of Appeal: Bloemfontein advertised on DPSA Circular 15 dated 09 May 2025 with a closing date of 23 May 2025 as well as the post of OHS Officer advertised on DPSA circular 9 of 2025 with a closing date of 25 March 2025 have been withdrawn. The reference number for the post Admin Clerk DCRS: Free State High Court is only 2025/78/OCJ. Apologies for any inconvenience caused

OTHER POSTS

<u>POST 16/254</u>	:	<u>ASSISTANT DIRECTOR: LEGAL SERVICES REF NO: 2025/83/OCJ</u>
<u>SALARY</u>	:	R468 459 - R551 823.per annum (Level 09). The successful candidate will be required to sign a performance
<u>CENTRE</u>	:	National Office: Midrand
<u>REQUIREMENTS</u>	:	Matric Certificate and an LLB degree or four year recognized legal qualification at NQF level 8; A minimum of three (3) years' post qualification in litigation or advisory experience. Admission as an advocate or attorney will be an added advantage. A valid driver's license; Skills and Competencies: Knowledge of POPIA and PAIA. Knowledge litigation processes. Good written and verbal communication skills, Interpersonal skills, Computer software skills, Interpretation skills (good excel skills, People Management skills interpretation skills, analytical skills, ensure the correctness of data /information and ability to conduct data verification. 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
<u>DUTIES</u>	:	Provide legal administration support for the Department and the Judiciary; Coordinate compliance with PAIA&POPIA; Provide support in the management of litigation process for the Department; aid in relation to legal advisory opinion. Provide support with coordinating and advise on loss control matters and related matters; Provide support with drafting / reviewing legal documents/contracts/agreements for the Department.
<u>ENQUIRIES</u>	:	HR related enquiries: Mr K Mphela Tel No: (010) 493 2527 Technical Enquiries: Adv N Phakola Tel No: 010 493 2580
<u>APPLICATIONS</u>	:	can be sent via email at 2025/76/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organization will give preference to candidates in line with the Employment Equity goals.
<u>POST 16/255</u>	:	<u>REGISTRAR REF NO: 2025/84/OCJ</u>
<u>SALARY</u>	:	R324 579 – R1 111 323 per annum (MR3-MR5). Salary will be in accordance with the Occupational Specific Dispensation Determination. Shortlisted candidates will be required to submit a Service Certificate for determination of their experience. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Constitutional Court: Braamfontein
<u>REQUIREMENTS</u>	:	Matric Certificate and an LLB Degree or a four (4) year legal qualification. Driver's license. MR3 - LLB Degree or equivalent plus a minimum of 2 years post qualification experience in legal profession. MR4 - LLB Degree or equivalent plus a minimum of 8 years post qualification experience in legal profession. MR5 - LLB Degree or equivalent plus a minimum of 14 years post qualification experience in legal profession). Skills and Competencies: Excellent communication skills (verbal and written), Computer literacy, Numerical skills, Attention to detail, Planning, organizing and decision-making skills, Customer service orientated, Interpersonal skills, Conflict management, strong work ethics, professionalism, ability to work under pressure and meeting of deadlines, result driven, honesty/trustworthy and Observance of confidentiality. 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
<u>DUTIES</u>	:	Co-ordination of Case Flow Management support process to the Judiciary. Manage the issuing of all processes. Initiating Court proceedings. Co-ordinate interpreting services, appeals and reviews. Authenticate signatures of Legal Practitioners, Notaries and Sworn Translators. Supervision and management

of staff. Ensure annotation of relevant publications, codes, acts and rules. Attend to and execute requests from the Judiciary in connection with cases and case-related matters. Exercise control over the management and safekeeping of case records and the record room. Deal with the files in terms of the relevant codes and legislation. Execute Quasi-judicial indicators such as Taxation of the Bill of Costs and Warrants of Execution. Collate statistical data for reporting purposes and prepare court performance reports.

ENQUIRIES : Technical enquiries: Ms. Z Sondlo Tel: (011) 359 7458 Ms. K Mokgathe (011) 359 7574

APPLICATIONS : can be sent via email at 2025/77/OCJ@judiciary.org.za
NOTE : The Organisation will give preference to candidates in line with the Employment Equity goals.

POST 16/256 : **PROVISIONING ADMINISTRATIVE OFFICER: ASSET MANAGEMENT REF NO: 2025/85/OCJ**

SALARY : R325 101 - R382 959 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : National Office: Midrand
REQUIREMENTS : Grade12, A National Diploma Cost Management Accounting/ Financial Accounting (NQF level 6) or equivalent qualification on NQF 6, A Minimum 2 years' relevant experience in the Assets Management, A valid driver's license. Skills and Competencies: Skills and Competencies: Knowledge of Public Service Policy Frameworks, Public Finance Management Act (PFMA), Treasury Regulations, Asset Management Regulations, Knowledge of BAS. Computer Literacy, Communication skills, Planning and Organizational Skill, Analytical skill, Problem Solving Skill. 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.

DUTIES : Maintain a complete and accurate asset register for leased assets, Facilitate and coordinate the disposal of unserviceable, redundant, obsolete and lost assets, Maintain the register for lost assets, conduct reconciliation of the Leased Assets Expenditure against Lease Assets, Supervise and develop staff.

ENQUIRIES : Technical related enquiries: Mr. P Mahumane Tel No: (010) 493 2646
 HR related enquiries: Ms. S Tshidino Tel No: (010) 493 8771

APPLICATIONS : can be sent via email at 2025/78/OCJ@judiciary.org.za
NOTE : The Organisation will give preference to candidates in line with the Employment Equity goals.

POST 16/257 : **STATE ACCOUNTANT REF NO: 2025/86/OCJ**

SALARY : R325 101 - R382 959 per annum (Level 07). The successful candidate will be required to sign a performance agreement

CENTRE : National Office: Midrand
REQUIREMENTS : Matric certificate and a three-year National Diploma in Financial Management, Public Finance, Public Accounting, Cost and Management Accounting or equivalent relevant qualification at NQF level 6 with 360 credits as recognized by SAQA. A minimum of two years relevant experience. A valid driver's license. Skills and Competencies: Public Service Act. Treasury Regulation. PFMA. BAS. Government Accounting Standards (GRAP); Economic Reporting Framework including Standard Charts of Accounts. Communication (written and verbal). Computer Literacy (MS Word, Excel, etc.). Analytical and Mathematics skills. Conflict resolution. Ability to work under pressure. Self-motivated. Reliable. Integrity and honesty. All shortlisted candidates shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an integrity (Ethical Conduct) assessment.

DUTIES : Assist in the preparation of various budgets. Assist budget managers in compiling their budget inputs and expenditure reporting, Capture budget in the financial system (BAS), Manage the department's budget and notify budget managers on possible over/underspending and recommend solutions, Prepare and provide budget managers with management reports (cashflow statements) on a monthly basis, Assist in the compilation of expenditure reports to various stakeholders, Assist in the preparation of financial statements (appropriation statement), Ensure application of prescribed financial procedures and policies including PFMA and Treasury Regulations, Perform other duties as directed.

<u>ENQUIRIES</u>	:	Technical related enquiries: Mr S Jiyane Tel No: (010) 493 2585 HR Related enquiries: Mr K Mphela Tel No: (010) 493 2527
<u>APPLICATIONS</u>	:	can be sent via email at 2025/79/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 16/258</u>	:	<u>ADMINISTRATION CLERK: CRT REF NO: 2025/87/OCJ</u>
<u>SALARY</u>	:	R228 321 –R368 950 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Mpumalanga Division of the High Court: Mbombela
<u>REQUIREMENTS</u>	:	Matric certificate or equivalent. A National Diploma (NQF 6) in Legal field or related qualification as recognized by SAQA will be an added advantage. A valid driver's license will be 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 technical and generic requirements. Skills and Competencies: Job knowledge. Good communication skills (verbal and written). Interpersonal relations skills. Flexibility. Teamwork. Planning and organisation skills. Computer literacy (MS Office). General Administration / Court related functions regarding court recordings. Good customer services 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.
<u>DUTIES</u>	:	Provide administrative support in pre-recording of court proceedings. Render proper recording of court proceedings. Perform collection of statistic. Provide administrative support as required by the Court Manager and/or Registrar and/or Supervisor.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Ms. JM Shongwe Tel No: (013) 758 0000 HR Related Enquiries: Mr. SJ Zwane/Mr. V Maeko Tel No: (013) 758 0000
<u>APPLICATIONS</u>	:	can be sent via email at 2025/80/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 16/259</u>	:	<u>REGISTRAR'S CLERK REF NO: 2025/88/OCJ</u>
<u>SALARY</u>	:	R228 321 - R368 950 per annum (Level 05). The successful candidate will be required to sign a performance agreement
<u>CENTRE</u>	:	Gauteng Division of the High Court: Pretoria
<u>REQUIREMENTS</u>	:	Grade 12, no experience is required, A National Diploma (NQF 6) in Legal field or related qualification as recognized by SAQA will be an added advantage. A valid driver's license will be an added advantage. Skills and Competencies: Knowledge of working procedures in terms of the working environment, Knowledge of registry processes and practice, Knowledge of storage and retrieval procedures in terms of the working environment, Knowledge and understanding of legislative frameworks governing the Public Service, Knowledge of Filing system, Mail procedure manual, Promotion of access to information Act and National archives. Computer Literacy skills (Microsoft Office), Communication skills, Numeracy, Interpersonal skills, Problem solving and analysis skills, Time management skills, Administrative skills. 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.
<u>DUTIES</u>	:	Perform clerical and administrative work within the Court, Handle court's request files, render case management duties, Provide support with administrative registrar
<u>ENQUIRIES</u>	:	Technical/HR related enquiries: HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
<u>NOTE</u>	:	Applications can be sent via email at 2025/81/OCJ@judiciary.org.za The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 16/260</u>	:	<u>ACCOUNTING CLERK REF NO: 2025/89/OCJ</u>
<u>SALARY</u>	:	R228 321 - R368 950 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office: Midrand

<u>REQUIREMENTS</u>	:	A Grade 12 certificate no experience required. National Diploma (NQF6) in Finance / Accounting/ as recognised by SAQA will be an added advantage. Knowledge: Public Finance Management Act (PFMA), Treasury Regulations, Generally Recognized Accounting Principles (GRAP) Departmental policies and procedures Financial prescripts and Manuals Batho Pele Principles. Skills and Competencies: Planning and Organizing, Attention to detail, computer literacy, Verbal and written communication Interpersonal relations, Analytical and Problem-solving, Accounting Basic Numeracy and Accuracy. 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.
<u>DUTIES</u>	:	Receive and check invoices for correctness, verification and approval. Capture all payments on the financial system after verifying supporting documents for validity, accuracy and completeness, Compile and capture all financial transactions on financial transversal system (e.g. BAS, LOGIS and Safety Net)., Updating and maintaining of the invoice tracking register, Maintain records and assist in the filing of documents, Reconciliation of general ledger accounts for payables, Prepare monthly journals and reconciliations, Perform Financial Accounting support services, Entity maintenance, Perform adhoc activities as and when required, e.g. retrieve of documents for audit purposes.
<u>ENQUIRIES</u>	:	Technical related enquiries: Ms I Morare Tel No: (010) 493 2591 HR related enquiries: Ms. S Tshidino Tel No: 010 493 8771
<u>NOTE</u>	:	Applications can be sent via email at 2025/82/OCJ@judiciary.org.za The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 16/261</u>	:	<u>DATA CAPTURER REF NO: 2025/90/OCJ (X2 POSTS)</u>
<u>SALARY</u>	:	R193 359 - R227 766 per annum (Level 04). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office Midrand
<u>REQUIREMENTS</u>	:	Grade 12 certificate. A National Diploma (NQF 6) in Human Resource Management or related field as recognised by SAQA will be an added advantage. Experience working in the HR environment will be an added advantage. Knowledge of clerical duties, practices as well as the ability to capture data. Skills and Competencies: Batho Pele principles, Knowledge of working procedures in terms of the working environment. Effective communications skills (written and verbal), Good interpersonal skills, Computer Literacy Skills, Customer Services, Planning and organizing skills, Problem solving skills, Analytical skills, Numeric skills. 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.
<u>DUTIES</u>	:	Render data capturing service, contribute to organizational efficiency, provide general administration functions, Verification and quality control of data, attend to data related queries.
<u>ENQUIRIES</u>	:	Technical related enquiries: Mr K Mphela Tel No: (010) 493 2527 HR related enquiries: Ms S Tshidino Tel No: (010) 493 8771
<u>APPLICATIONS</u>	:	Applications can be sent via email at 2025/83/OCJ@judiciary.org.za The Organisation will give preference to candidates in line with the Employment Equity goals.

DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

It is the intention to promote representivity 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.



- APPLICATION** : Applications quoting the reference number must be addressed to Mr. Thabang Ntsiko. Applications must be posted to the Department of Public Service and Administration, Private Bag X916, Pretoria, 0001, or delivered to 546 Edmond Street, Batho Pele House, cnr. Edmond and Hamilton Street, Pretoria, Arcadia 0083, or emailed.
- CLOSING DATE** : 02 June 2025
- NOTE** : Applications must quote the relevant reference number and consist of: A fully completed and signed NEW Z83 form which can be downloaded at www.dpsa.gov.za/dpsa2g/vacancies.asp. "From 1 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered", a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); 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 (Only shortlisted candidates will be required to submit certified documents, all non-SA citizens must attach a copy of proof of permanent residence in South Africa on or before the day of the interviews). Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Personnel suitability checks on criminal records, citizen verification, financial records, qualification verification and 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 three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. The successful candidate will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as completing a financial interests declaration form within one month of appointment and annually thereafter.

OTHER POSTS

- POST 16/262** : **ASSISTANT DIRECTOR: ICT STAKEHOLDER MANAGEMENT REF NO: DPSA 05/2025**
- SALARY** : R468 459 per annum (Level 09). Annual progression up to a maximum salary of R 551 823 per annum is possible subject to satisfactory performance.
- CENTRE** : Pretoria
- REQUIREMENTS** : A Senior Certificate, a minimum qualification at NQF level 6 in Public Administration / Management / Communication / Public Relations / Marketing / Information Technology / Office Management / International Relations, or a related qualification as recognised by SAQA. Minimum of three (3) years' experience in Stakeholder Management environment. Knowledge of the Constitution of the Republic of South Africa, the government legislative framework, government programs such as the National Development Plan, the key Strategic Priorities of government, sound understanding of operations management, GITO Council and ICT prescripts. Managerial skills: Decision-making, written and verbal communication, stakeholder management and coordination, strategic thinking and leadership, interpersonal relations, confidentiality, financial management, change management. Generic skills: problem solving, diversity management, communication and information management, teamwork, confidentiality, negotiation, facilitation, presentation, report writing, computer literacy, and conflict management. Technical skills: stakeholder management, research, policy development, monitoring and evaluation, programme and project management, events management, writing skills, secretariat and interpersonal skills.
- DUTIES** : To draft and review prescripts on ICT Stakeholder Management. Coordinate the implementation support to departments. Coordinates GITOC activities and

		provide technical and secretariat services. Conduct skills audit/assessments of GITOC capacity development. Facilitate and support the implementation and compliance monitoring. Provide support on all the operations, systems and processes of the Directorate. Meet all departments compliance requirements as required/prescribed.
<u>ENQUIRIES</u>	:	Ms. Alufheli Swalivha Tel No: (012) 336 1369.
<u>APPLICATIONS</u>	:	Applications quoting the reference number must be addressed to Mr. Thabang Ntsiko. Applications must be posted to the Department of Public Service and Administration, Private Bag X916, Pretoria, 0001, or delivered to 546 Edmond Street, Batho Pele House, cnr. Edmond and Hamilton Street, Pretoria, Arcadia 0083, or emailed. E-mail your application to: Advert052025@dpsa.gov.za
<u>POST 16/263</u>	:	<u>ASSISTANT DIRECTOR: INTERNAL MONITORING AND EVALUATION</u> <u>REF NO: DPSA 06/2022</u>
<u>SALARY</u>	:	R468 459 per annum (Level 09). Annual progression up to a maximum salary of R 551 823 is possible, subject to satisfactory performance.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate National Diploma in Public Administration or Monitoring and Evaluation and Social Science or equivalent qualification at NQF level 6/7. At least minimum 3 years relevant experience in public sector, private sector or non-governmental sector. Minimum of 3 years of experience in the field of Strategic planning, project management, monitoring, evaluation and development of programme performance reports. Sound knowledge of the Public Finance Management Act (PFMA), PSR, National Treasury Regulation on departmental budgeting, DPME revised framework on strategic plans, annual performance plans and reporting. Managerial skills: Planning, monitoring and evaluation, knowledge of government planning and reporting cycles, and related regulations. Generic skills: client orientation and customer focus, problem solving and analysis, decision making, diversity management, communication and information management, report writing and computer literacy. Technical skills: Monitoring and evaluation, strategic formulation and planning, research, project management and change management.
<u>DUTIES</u>	:	To facilitate the provision of strategic Management and Internal Monitoring and Evaluation Services to the DPSA. To support the coordination and facilitation of the department's strategic and operational planning process. To assist in development and implementation of Monitoring and Evaluation frameworks. To assist in development and compilation of monthly, quarterly and annual report. To assist in development of tools, guidelines and systems for planning and reporting.
<u>ENQUIRIES</u>	:	Mr. Stefann Pretorius Tel No: (012) 336 1202
<u>APPLICATIONS</u>	:	Applications quoting the reference number must be addressed to Mr. Thabang Ntsiko. Applications must be posted to the Department of Public Service and Administration, Private Bag X916, Pretoria, 0001, or delivered to 546 Edmond Street, Batho Pele House, cnr. Edmond and Hamilton Street, Pretoria, Arcadia 0083, or emailed. E-mail your application to Advert062025@dpsa.gov.za .

DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

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

- APPLICATIONS** : Applications can be submitted by email to the relevant email and by quoting the relevant reference number provided on the subject line. Acceptable formats for submission of documents are limited to MS Word, PDF.
- CLOSING DATE** : 30 May 2025 at 16h00. Applications received after the closing date will not be considered.
- NOTE** : Applications must quote the relevant reference number and consist of: A fully completed and signed Z83 form and a recent comprehensive CV. Submission of copies of qualifications, Identity document, and any other relevant documents will be limited to shortlisted candidates only. All non-SA citizens will be required to submit proof of permanent residence in South Africa when shortlisted. Personnel suitability checks will be done during the selection process. Applicants could be required to provide consent for access to their social media accounts. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 1 month of the closing date of this advertisement, please accept that your application was unsuccessful. In the pursuit of diversity and redress and appointment will be in line with the DSBD EE Plan. The successful candidate will be required to sign a performance agreement within 3 months of appointment, as well as completing a financial interest's declaration form within one month of appointment and annually thereafter. The Department reserves the rights not to fill or withdraw any advertised post. Note: a new application for employment (Z83) form is applicable from 01 January 2021. The new form can be downloaded online at <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>.

OTHER POSTS

- POST 16/264** : **DEPUTY DIRECTOR: FUNDING SUPPORT REF NO: DD: FS**
- SALARY** : R896 436 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : An undergraduate qualification (NQF 7) in Economics / Finance/ Accounting / Administration / Business Administration or equivalent / related as recognised by SAQA. 3 years' experience in Development Finance / Economics / MSME Development / Corporate Finance environment at a Supervisory / Management (ASD) level. Training in MS Office packages, Project Management and Valid drivers' licence. Have proven competencies: Communication (verbal and written), Analytical and Problem solving, Attention to detail, Customer service, Planning and organising skills, Project Management and Financial Management.
- DUTIES** : Facilitate funding opportunities and initiatives through collaboration with mandate owners (Agencies / National Departments / Private Sector). Design and develop programmes and systems to support MSMEs and Cooperatives. Monitor the implementation of priority programmes (through agencies, partnerships) (TREP) and internal DSBD by: Analyzing performance reports from entities, internal DSBD support programmes (IMEDP, CSP, AAP etc) and prepare quarterly reports. Verifying evidence and generate reports on competitive MSMEs and Co-operatives supported by the Portfolio etc. Manage the operations and resources of the sub-directorate in line with relevant prescripts. Communicate with stakeholders, clients, management and colleagues: Written, Verbal and formal presentations/workshops/information sessions etc.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office on Tel No: (012) 394-5286/43097
- NOTE** : The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representativity in terms of race, disability, youth and gender will receive preference (as per the DSBD EE Plan). Candidates must submit applications to recruitment9@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e. "REF NO: DD: FS"

<u>POST 16/265</u>	:	<u>ASSISTANT DIRECTOR: DIGITAL HUBS AND INCUBATORS SUPPORT</u> <u>REF NO: ASD: DH&IS</u>
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) in Computer Science / Digital Business / Information Systems/ Business Management / Business Administration / Entrepreneurship / Business Analysis or equivalent / related as recognised by SAQA. Postgraduate in Digital Business Development / Information Systems / Business Management / Business Administration / Entrepreneurship and Valid drivers' licence will be considered an added advantage. 3 years' relevant experience in digital solutions / Digital Business / ICT Business Development / Incubation environment / Enterprise development programmes environment / Business Analysis environment. Training in Computer literacy and Project Management. Have proven competencies: Communication (Verbal and Written), Stakeholder engagement, Facilitation, Project and Change Management, Attention to detail, Client orientation and customer focus, Problem solving and analysis and Service Delivery Innovation.
<u>DUTIES</u>	:	Conduct research on trends, models and mechanisms to keep abreast with current market activities and emerging needs. Establish linkages and relationships with relevant funding products in the portfolio and other organisations for entrepreneurs. Coordinate innovation and digital skills training for MSMEs in respect of commercialisation and access to digital hubs and incubators. Database Maintenance inclusive of but not limited to: Database development of MSMEs supported and the hub alumni and tracking of developments and ongoing performance status through data collection, analysis and reporting. Communicate with stakeholders, clients, management & colleagues: Written, Verbal and formal presentations/workshops/information sessions.
<u>ENQUIRIES</u>	:	Enquiries for all advertised posts should be directed to the recruitment office on Tel No: (012) 394-5286/43097
<u>NOTE</u>	:	The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability, youth and gender will receive preference (as per the DSBD EE Plan). Candidates must submit applications to recruitment6@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e. "REF NO: ASD: DH&IS.

DEPARTMENT OF SPORT, ARTS AND CULTURE (DSAC)

APPLICATIONS

- : Applications can be submitted using one of the following methods: Email to recruitment2024@dsac.gov.za, quoting the reference number and title of the position on the subject line. There will be no follow-up emails to this address. Hand delivery: Sealed envelope addressed to Chief Director: Human Resource Management and Development, Sechaba House, 202 Madiba Street, Pretoria Central. Postal mail to The Chief Director: Human Resource Management and Development, Private Bag X897, Pretoria, 0001. Correspondence will be limited to shortlisted candidates only. Applications received after the closing date will not be considered or accepted.

CLOSING DATE
NOTE

- : 30 May 2025, 16:00
- : Each application must be submitted separately. Applications must consist of: A recently updated, comprehensive CV, a fully completed, initialled and signed new Z83 form (Sections A, B, C & D are compulsory and must be completed in full, and sections E, F and G are not compulsory if the information is contained in the CV). However, the question related to conditions that prevent reappointment under Part F must be answered. Use of the old Z83 Form or not completing compulsory sections of the application form will result in a disqualification. Only shortlisted candidates will be required to bring certified copies of ID, Drivers licence (where required) and qualifications on or before the interview. 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); Applicants must be South African citizens. Shortlisted candidates must avail themselves for a virtual or in-person panel interview at a date and time determined by DSAC. The applicant should make own arrangement for access to internet connectivity and equipment for this purpose. Applicants must note that pre-employment checks and references will be conducted once they are shortlisted. The appointment is also subject to a positive outcome on these checks, including security clearance, security vetting, qualification/study verification, citizenship verification, financial/asset record check, previous employment verification and criminal record. If an applicant wishes to withdraw an application, it must be done in writing. We encourage all applicants to declare any criminal and or negative credit records. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. The logistics of which will be communicated by the Department. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. The Department of Sport, Arts and Culture is an equal opportunity, affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department to achieve its Employment Equity targets. It is the Department's intention to promote equity (race, gender and disability) through the filling of these posts. Should the Department not be able to recruit candidates from disadvantaged groups, other groups will be considered for appointment. The Department reserves the right not to make an appointment and to use other recruitment processes thus withdrawing this advert by notice on its communication channels. Prior to appointment for SMS post, 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 from the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest.

ERRATUM: Kindly note that posts of Engineer Production) with Ref No: DSAC-01/04/2025, Senior Sport and Recreation Coordinator: Sport Support and Federation Coordination with Ref No: DSAC-02/04/2025 and Senior Sport and Recreation Coordinator: Community Sport Development with Ref No: DSAC-03/04/2025 are hereby withdrawn.

MANAGEMENT ECHELON

<u>POST 16/266</u>	:	<u>DIRECTOR: LEGAL SERVICES REF NO: DSAC/01/05/2025</u>
<u>SALARY</u>	:	R1 216 824 per annum, (an all-inclusive remuneration package), consisting of a basic salary (70% of the total remuneration package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules and guidelines.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Senior Certificate/Matric Certificate /Grade 12 Certificate or equivalent qualification, an undergraduate qualification (NQF level 7) in LLB or relevant legal qualification as recognised by SAQA. Successful completion of the Pre-entry Certificate for the Senior Management Service (SMS) as endorsed by the National School of Government. Admission as an Attorney or Advocate of the High Court of South Africa. A minimum of 5 years' legal experience at a Middle/Senior Management level (Deputy Director level or higher or and MR6) within the public sector or a public law environment. A valid driver's license. Extensive knowledge of the Constitution, Public Service legal frameworks (PFMA, PSA, PAJA, PAIA, POPIA), and relevant public sector regulations. Proven expertise in constitutional, administrative, and contract law, legislative law processes, litigation, legal drafting and vetting. Strategic capability and leadership, people management, programme and project management, financial management, service delivery innovation, and legal research skills. Excellent communication, presentation, interpersonal and analytical skills. Ability to manage legal risk and provide sound legal advice.
<u>DUTIES</u>	:	Providing legal advice, interpreting statutes, drafting legal opinions and ensuring legal compliance. Managing litigation for and against the department and liaising with the Office of the State Attorney and other legal authorities. Drafting, vetting, and managing legal contracts and agreements, ensuring compliance with procurement legislation. Overseeing legislative drafting and regulatory compliance aligned with constitutional and administrative law. Managing the Legal Services Directorate, including staff performance, resource allocation, and budgeting.
<u>ENQUIRIES</u>	:	Mr. S Tsanyane Tel No: (012) 441 3492
<u>POST 16/267</u>	:	<u>DIRECTOR: INTERNAL CONTROL AND COMPLIANCE REF NO: DSAC/02/05/2025</u>
<u>SALARY</u>	:	R1 216 824 per annum, (an all-inclusive remuneration package), consisting of a basic salary (70% of the total remuneration package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules and guidelines.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Senior Certificate/Matric Certificate /Grade 12 Certificate or equivalent qualification. An undergraduate qualification (NQF level 7) in Risk Management, Auditing, Financial Management, Accounting or a related field as recognised by SAQA. Successful completion of the Pre-entry Certificate for the Senior Management Service (SMS) as endorsed by the National School of Government (NSG). A minimum of 5 years' experience at middle or senior management level in the internal control and compliance environment. A valid driver's license. Knowledge of PFMA, Treasury Regulations, Public Service Regulations, and other relevant prescripts. Understanding of financial systems such as BAS and LOGIS. Skills in risk assessment, compliance management, fraud prevention, investigation, strategic planning, budgeting, and financial management. Proven leadership, project management, problem-solving, and client orientation skills. Excellent communication, interpersonal, and computer literacy skills. Ability to work under pressure and adapt to changing demands.
<u>DUTIES</u>	:	Manage and exercise control over state money, assets, and expenditure. Analyse supporting documentation and review compliance of financial transactions. Monitor and implement preventative and detection controls for financial transactions. Identify and report on irregular, fruitless, and wasteful expenditure. Manage departmental losses, claims, damages, and ensure fraud prevention measures. Monitor compliance with PFMA, Treasury Regulations, and departmental policies. Review Interim and Annual Financial Statements. Coordinate the implementation of internal and external audit recommendations. Ensure the implementation of corrective and preventative controls. Manage the Directorate, including human and financial resources.

<u>ENQUIRIES</u>	:	Mr. I Mokgwamme Tel No: (012) 441 3443
<u>POST 16/268</u>	:	<u>DIRECTOR: EMPLOYEE RELATIONS, HEALTH AND WELLNESS REF NO: DSAC/03/05/2025</u>
<u>SALARY</u>	:	R1 216 824 per annum, (an all-inclusive remuneration package), consisting of a basic salary (70% of the total remuneration package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules and guidelines.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria
	:	Senior Certificate/Matric Certificate /Grade 12 Certificate or equivalent qualification. An undergraduate qualification (NQF Level 7) in Human Resource Management, Labour Relations, Social Studies, or a relevant field as recognised by SAQA. Successful completion of the Pre-entry Certificate for the Senior Management Service (SMS) as endorsed by the National School of Government (NSG). A minimum of 5 years of relevant experience at a middle or senior management level in employee relations, employee health and wellness programmes. A valid driver's license is an added advantage. Strategic capability and leadership. In-depth knowledge of labour relations legislation, HR processes, employee wellness frameworks, and employment equity regulations. Excellent people management, financial management, communication, project management, and interpersonal skills. Ability to analyse problems, innovate in service delivery, and focus on client needs. Computer literacy and presentation skills.
<u>DUTIES</u>	:	Oversee the implementation of Employee Health and Wellness (EHW) programmes aligned with national strategies (e.g., HIV/AIDS, TB, wellness). Provide strategic advice on employee relations and regulatory compliance in terms of LRA, BCEA, Employment Equity, and related legislation. Manage employment equity and transformation initiatives and ensure compliance with reporting requirements. Promote awareness and coordinate training for managers on labour relations, EE, and EHW policies and practices. Partnering with HR and Line Managers to resolve disputes, grievances and misconduct cases. Managing bargaining council processes, Labour Court matters and external legal advisors. Mitigating risk by identifying Labour Relations challenges before they escalate thereby minimizing legal risks. Coaching and supporting Managers and Employees on Labour Relations best practices. Spearheading policy development and continuous legislative compliance. Design, implement, and evaluate the comprehensive wellness programs that align with Departmental goals and employee needs. Conduct needs assessments and gather employee feedback to identify opportunities for wellness improvement initiatives.
<u>ENQUIRIES</u>	:	Ms. Z Lamati Tel No: (012) 441 3831
<u>POST 16/269</u>	:	<u>DIRECTOR: STRATEGIC COMMITTEES REF NO: DSAC/04/05/2025</u>
<u>SALARY</u>	:	R1 216 824 per annum, (an all-inclusive remuneration package), consisting of a basic salary (70% of the total remuneration package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules and guidelines.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria
	:	Senior Certificate/Matric Certificate /Grade 12 Certificate or equivalent qualification. A Post-graduate qualification (NQF Level 8) as recognised by SAQA in in one of the following disciplines (or closely related fields) Sport Management, Public Policy, Development Studies, Sociology, Political Science, Economics, Social Anthropology, Statistics or Data Science (with a demonstrated application in social/policy analysis), five (5) years appropriate experience at a middle/ senior management level in sport administration, social research, economic and data analysis studies, public policy, transformation policy development, or strategic planning within the public sector, sporting federations, or transformation-focused institutions. Experience in designing, implementing, and evaluating sport transformation initiatives. strong research and analytical experience in socio-economic dynamics and demographic shifts related to sport. Proficient in strategic and policy development, data management, stakeholder engagement, and monitoring and evaluation (M&E) systems. Be able to translate data findings into practical policy recommendations. knowledge and Awareness of sport's transformation history since 1994, an understanding of sport's Transformation Charter and sport's

		transformation status; Understanding of transformation principles and the factors impacting transformation; Good understanding of the way in which the sport industry and its component parts functions; Insight and understanding of National and Provincial sport body structures and operations; Excellent report writing and presentation skills; Exceptional Communication and proven interpersonal relationship skills to interface with sport bodies at all levels; Data base design and data interpretation and ability to analyse data statistically; Must be in possession of a Code 08 driver's licence.
<u>DUTIES</u>	:	Oversee and manage the implementation of transformation in sport. Manage and monitor transformation in sport. Manage the review Transformation Charter. Develop Strategies, oversight Support and advisory in the transformation of sport. Provide reporting and stakeholder engagement.
<u>ENQUIRIES</u>	:	Mr S Mncube Tel No: (012) 441 3145
<u>POST 16/270</u>	:	<u>DIRECTOR: HUMAN RESOURCE PLANNING AND ADMINISTRATION REF NO: DSAC/05/05/2025</u>
<u>SALARY</u>	:	R1 216 824 per annum, (an all-inclusive remuneration package), consisting of a basic salary (70% of the total remuneration package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules and guidelines.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Senior Certificate/Matric Certificate /Grade 12 Certificate or equivalent qualification. An undergraduate qualification (NQF level 7) as recognised by SAQA in Human Resource Management /Public Administration/Public Management/Public Management and Admin or equivalent qualification. 5 years relevant experience at a Middle Management (Deputy Director) /Senior Management level in Human Resource Management environment. Successful completion of Pre-entry Certificate for Public Sector Senior Management Leadership as endorsed by the National School of Government (NSG). Knowledge of relevant Public Service Acts, Regulations, and prescripts. Knowledge and understanding of human resource management services. Knowledge of relevant HR practices in Public Service and relevant Directives. Knowledge of Government systems (PERSAL). Strategic capability and Leadership. People management and Empowerment. Programme and Project Management. Financial Management. Knowledge Management. Service Delivery Innovation (SDI). Problem Solving and Analysis. Client Orientation and Customer Focus. Presentation skills. Good communication and Interpersonal relations. Computer literacy.
<u>DUTIES</u>	:	Oversee and manage the implementation of recruitment and selection processes within the Department. Develop People management strategy that capacitates the Department to attract the best candidates. Coach the Department on critical people matters relating to employee benefits, appointments, promotions, transfers, contract appointments, employee exits (resignations, dismissals, retirements, abscondments) and manage these processes in line with the prescripts. Develop, monitor and review the Human Resource Plan and ensure alignment with Departmental goals. Ability to manage and handle sensitive and confidential information Manage and maintain Human Resource Personnel systems and processes. Manage the Human Resource Personnel Records for the Department.
<u>ENQUIRIES</u>	:	MS. Z Lamati Tel No: (012) 441 3831

OTHER POSTS

<u>POST 16/271</u>	:	<u>DEPUTY DIRECTOR: MULTILATERALS (TREATY OBLIGATIONS AND COMMITMENTS) REF NO: DSAC/06/05/2025</u>
<u>SALARY</u>	:	R896 436 per annum, (all inclusive)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Senior Certificate/Matric Certificate /Grade 12 Certificate or equivalent qualification. Three-year Degree/National Diploma (NQF level 6) as recognised by SAQA in International Relations or Political Studies or Diplomatic Studies or Political Science or relevant qualification. 3-5 years relevant experience at least 3 years at an Assistant Director level in multilateral engagement, diplomacy & international relations environment. Willingness to travel abroad and locally. Knowledge and understanding of the arts and culture multilateral sector. Knowledge of international protocols. Understanding of political awareness

		and cross-cultural sensitivity. Good understanding of South Africa's Sports, Arts and Culture Policy and Foreign Policy objectives. Knowledge of international relations, sports and cultural frameworks and relevant prescripts. Understanding of geopolitics. Good communication and interpersonal relations. Planning and organising skills. Project Management skills. Negotiation Skills. Problem solving and decision-making skills. Research skills. Analytical and creative thinker.
<u>DUTIES</u>	:	Coordinate participation in Multilateral statutory engagements related to International Conventions and Treaty Commitments, Ensure compliance with our international treaty commitments both nationally and internationally. Contribute to the Global Dialogues on Sports and Culture through our participation in multilateral forums. Promote awareness of Sport and Culture Conventions with respective stakeholders and coordinate South Africa's implementation. Manage the Operations, general administration.
<u>ENQUIRIES</u>	:	Ms C Noah Tel No: (012) 441 3739
<u>POST 16/272</u>	:	<u>DEPUTY DIRECTOR: FINANCIAL ACCOUNTING REF NO: DSAC/07/05/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R896 436 per annum, (all inclusive)
	:	Pretoria
	:	Senior Certificate/Matric Certificate /Grade 12 Certificate or equivalent qualification. Three-year Degree/National Diploma (NQF level 6) as recognised by SAQA in Financial Management/Management Accounting/ Cost & Management Accounting/ Accounting or relevant qualification, 3-5 years relevant experience, at least 3 years at an Assistant Director level in Financial Accounting environment and worked as the BAS System Controller, BAS Certificate. Persal Certificate. Knowledge of the Public Service Regulations. Knowledge of Public Finance Management Act. Knowledge of National Treasury Regulations, instruction notes and financial systems. Knowledge of Public Service Management and Budgeting Reforms. Knowledge of accounting principles, financial reporting, norms and standards. Knowledge of Basic Accounting System. Knowledge and understanding of relevant policies and prescripts. Planning and organizing skills. Strategic thinking and problem-solving skills. Presentation skills. Good communication and Interpersonal relations. Computer literacy and Analytical skills.
<u>DUTIES</u>	:	Manage Financial Accounting services. Provide support with bank reconciliation processes. Manage departmental Revenue. Manage departmental debts. Manage the BAS System as the System Controller.
<u>ENQUIRIES</u>	:	Ms S Mondile Tel No: (012) 441 3338
<u>POST 16/273</u>	:	<u>DEPUTY DIRECTOR: EXPENDITURE MANAGEMENT AND TRANSFERS REF NO: DSAC/08/05/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R896 436 per annum, (all inclusive)
	:	Pretoria
	:	Senior Certificate/Matric Certificate /Grade 12 Certificate or equivalent qualification. Three-year Degree/National Diploma (NQF level 6) as recognised by SAQA in Financial Management/Management Accounting/ Cost & Management. 3-5 years relevant experience, at least 3 years at an Assistant Director level in expenditure management environment. BAS Certificate. Knowledge of the Public Service Regulations. Knowledge of Public Finance Management Act. Knowledge of National Treasury Regulations, instruction notes and financial systems. Knowledge of accounting principles, financial reporting, norms and standards. Knowledge of Basic Accounting System. Knowledge and understanding of relevant policies and prescripts. Planning and organising skills. Strategic thinking and problem-solving skills. Presentation skills. Good communication and Interpersonal relations. Computer literacy. Analytical skills.
<u>DUTIES</u>	:	Oversee and process Logis & sundry payments to suppliers. Authorize Transfer payments to beneficiaries. Ensure payment of invoices is processed within 30 days. Prepare and monitor reports to National Treasury in relation to payment of invoices to suppliers. Prepare operational plan and submit monthly and quarterly reports for the section. Ensure compliance with relevant policies and procedures. Manage the sub-directorate.
<u>ENQUIRIES</u>	:	Ms S Mondile Tel No: (012) 441 3338

STATISTICS SOUTH AFRICA

Stats SA provides scientific knowledge that enables society to understand complex socio-economic phenomena. It draws its mandate from the Statistics Act, 1999 (Act No 6 of 1999). Stats SA strives to excel in the following five competencies: Intellectual capability to lead the scientific work of statistics, Technological competence for purposes of large-scale processing and for complex computations and accessibility of information to the public, Logistical competence for deployment of (forward and reverse) logistics of large-scale field operations and for strategic choices regarding operational efficiency and cost-effectiveness, Political competence in understanding the political environment without being political or Politicised (commitment of delivery without fear or favour), Administrative competence: The ability of bringing it all together.



<u>APPLICATIONS</u>	:	All applications must be submitted online on the following link: www.statssa.gov.za/recruitment
<u>CLOSING DATE</u>	:	30 May 2025
<u>NOTE</u>	:	Applications must be submitted online and must be completed in full on all fields including the declaration part. Clear indication of the post and reference number that is being applied for must be selected. The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za , and a detailed Curriculum Vitae. Submission of certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary are optional but will only be submitted by shortlisted candidates to HR on or before the day of the interview date. General information: Females, youth and people with disabilities are targeted for these positions and are hereby encouraged to apply. All shortlisted candidates for SMS posts will be subjected to two pre-entry technical exercises and a competency assessment that intend to test both the technical and generic managerial competencies of the job, the logistics of which will be communicated by the Department. The shortlisted candidate(s) will be required to undergo a Competency Assessment and must be available for interviews at a date and time determined by Statistics South Africa. One of the minimum entry requirements for SMS positions is the pre-entry certificate submitted prior to appointment. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/smspre-entry-programme/ . The successful candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests and be subjected to security clearance. Applications that do not comply with the requirements will not be taken into consideration. If you have not received a response from this Department within three months of the closing date, please consider your application unsuccessful. NOTE: Statistics South Africa reserves the right to fill or not fill the below-mentioned post.

MANAGEMENT ECHELON

<u>POST 16/274</u>	:	<u>DEPUTY DIRECTOR-GENERAL: POPULATION & SOCIAL STATISTICS</u> <u>REF NO: 01/05/25HO</u>
<u>SALARY</u>	:	R1 741 770 per annum (Level 15), (all-inclusive remuneration package)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	An Honour's degree (NQF 8) in Statistics/ Demography/ Economics/ Sociology, Training in Project Management and official statistics is essential. At least 8 years' relevant experience at senior managerial level, Proven track record in research, statistical processes, managing large statistical projects and compiling statistical reports, Demonstrated strategic and operational management ability and experience, Experience in budget preparation and control, Experience in managing transformation, change and diversity. Knowledge of government policies and initiatives and implementation thereof, Demonstrated understanding of statistical ethics and fundamentals of the principles of official statistics, Good understanding of government policies and initiatives and the role of information in government decision-making, Knowledge of MS Office Suite, A valid driver's license. Excellent communication, analytical, conceptual, interpersonal and numerical skills, Ability to work in cross-cutting, functional project teams, Ability to work under pressure and meet deadlines, Ability to handle multiple and complex tasks and

		projects, Ability to empower staff and build capacity, A dynamic, self-driven, innovative and result-oriented worker who is customer and quality focused and is passionate about statistics and the economy, Willingness to work long hours and travel.
<u>DUTIES</u>	:	Lead the production of estimates at all levels of planning and provide the strategic leadership in the Branch. Lead the production of health and vital statistics. Lead the production of income and expenditure statistics, poverty and inequality statistics. Lead the production of quarterly labour force survey and quarterly employment statistics. Lead the production of social statistics. Oversee the quality, content development and data analysis of all products in the Branch. Represent Statistics South Africa in national, regional and international forums.
<u>ENQUIRIES</u>	:	Ms M Montsho Tel No: (012) 310 4889
<u>POST 16/275</u>	:	<u>CHIEF DIRECTOR: HEALTH & VITAL STATISTICS REF NO: 02/05/25HO</u>
<u>SALARY</u>	:	R1 436 022 per annum (Level 14), (all-inclusive remuneration package)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	A Bachelor's degree (NQF 7) in Demography/ Population Studies/ Sociology/ Statistics or related field with relevant experience, Training in application of statistical and demographic software for data analysis, 5 years' experience at SMS level, At least eight (8) years' experience in quantitative methods, processing and analysis of administrative records or survey data, use of relevant statistical and demographic packages, analytical report writing and experience in health information management, Knowledge of population studies, civil registration, vital statistics, administrative records, morbidity, research methods and use of relevant statistical and demographic software, public health/epidemiology/biostatistics, Knowledge of MS Office Suite, Communication, advanced conceptual, analytical, presentation, interpersonal, numerical, coordination and liaison, management, planning and performance management, leadership, skills, Ability to work under pressure, ability handle multiple and complex tasks and projects, ability to pay attention to detail and strong focus on service delivery, Willingness to travel locally and internationally, A valid driver's license.
<u>DUTIES</u>	:	Lead in the development of strategic and operational plans, policies, procedures for the chief directorate, Manage staff, finance and other resources, Provide strategic leadership in the acquisition, processing, analysis, evaluation of quality assessments of data and dissemination of health, vital and international population movement statistics, Liaise with internal and external stakeholders.
<u>ENQUIRIES</u>	:	Ms M Montsho Tel No: (012) 310 4889
<u>POST 16/276</u>	:	<u>CHIEF DIRECTOR: SOCIAL STATISTICS SUB-SYSTEM REF NO: 03/05/25HO</u>
<u>SALARY</u>	:	R1 436 022 per annum (Level 14), (all-inclusive remuneration package)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	A Bachelor's degree (NQF 7) in Statistics/ Demography/ Geography/ GIS/ Population Studies/ Data Science, Training in SAS applications and MS Project, Training in Geography (GIS) would be an added advantage, 5 years' experience at SMS level, 10 years' relevant experience in statistical production process in the field of Social Surveys at senior managerial level, Knowledge of fundamental principles of official statistics, Knowledge of Statistics Act and other legislations governing the production of statistics in the social statistics sector, Knowledge of various statistical standards and classification systems, Knowledge of statistical processes and statistical value chain, Knowledge of budget, HR Management, Risk Management and Asset Management, Knowledge of international guidelines and methodologies as applicable to the field of economic and social surveys, Knowledge of MS Office Suite, A valid driver's license, Good communication, research, numerical, interpersonal, planning, time management, conceptualising, interpretation and problem solving skills, An innovative and analytical thinker who should be organised, committed, consistent and balanced, Ability to show perseverance, think strategically and communicate process effectively, Willingness to work long hours to meet deadlines and travel.
<u>DUTIES</u>	:	Oversee the development of social sector strategies, policies, operational plans, systems and methodologies for the chief directorate, Provide leadership

		in the coordination of social statistics, Lead the implementation of the clearance protocol for social statistics, Provide strategic statistical support and advice within the social sectors, Promote good governance within the chief directorate.
<u>ENQUIRIES</u>	:	Ms M Montsho Tel No: (012) 310 4889
<u>POST 16/277</u>	:	<u>DIRECTOR: ENVIRONMENT SECTOR STATISTICS REF NO: 04/05/25HO</u>
<u>SALARY</u>	:	R1 216 824 per annum (Level 13), (all-inclusive remuneration package)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	A Bachelor's degree (NQF 7) in Data Science/ Statistics/ Economics/ Econometrics/ Environmental Studies, Training in Project Management, Statistical Analysis, SAS or other statistical packages, 5 years at middle or senior management level and in the relevant field, Extensive knowledge in official and national statistics, Experience in census/ surveys or administrative data collection/ register, Extensive knowledge of statistical and other related legislations, Extensive knowledge of data quality and management, Extensive knowledge of monitoring and evaluation systems and indicator development, Extensive knowledge of census, survey and administrative data methodologies, good communication, problem solving, analytical, report writing skills, Ability to articulate abstract concepts simply to stakeholders, high level of conceptual and abstract thinking, A team player who is creative, assertive, self-driven, result-driven and an innovative thinker, open for change and improvement.
<u>DUTIES</u>	:	Establish and manage partnership with stakeholders within the Environment Statistics Subsystem, Manage capacity building to Entities of the NSS, Manage and address data, quality and capacity gaps for all data producing entities, Ensure the implementation of clearance protocol for Environment Statistics Subsystem, Ensure development and review of sector strategies and plans, Manage staff and other resources.
<u>ENQUIRIES</u>	:	Ms S Twala Tel No: (012) 310 8326
<u>POST 16/278</u>	:	<u>DIRECTOR: ANNUAL FINANCIAL STATISTICS REF NO: 05/05/25HO</u>
<u>SALARY</u>	:	R1 216 824 per annum (Level 13), (all-inclusive remuneration package)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	A Bachelor's degree (NQF 7) in Statistics/ Economics/ Accounting/ Econometrics, Training in Strategic Management, Survey Methodology, Sampling Methodology, Project Management, Labour Relations, Finance for non-Financial Managers, Risk Management, Change Management and appropriate content related training, Five (5) years at middle or senior management level and in the relevant field, Proven track record and reputation for driving strategic planning, monitoring and reporting on an organisational level, Experience in planning and execution of data collection, processing and analysis of large samples, Experience in development of user-friendly products and outputs, Experience in dealing with top management, Knowledge in fundamental principles of official statistics, Knowledge of official statistics (especially economic statistics), Knowledge of survey methodology (statistical value chain), Knowledge of industry and product classifications, Knowledge of sampling theory, Knowledge of Project Management, Knowledge of strategic planning, alignment and prioritisation, Knowledge of measurement and monitoring of organisational performance, Understanding of government developmental policy and priorities and how the public sector operates, Knowledge of government legislation, Knowledge of diplomacy and protocol, Knowledge of the relevant international standards, classifications and guidelines, Knowledge of MS Office Suite, A valid driver's license, Communication, leadership, research, change management, management, interpersonal, analytical thinking, influence, numerical skills, Ability to function in a highly confidential environment, Ability to work under pressure, conceptual and forward thinking, Willingness to work long hours, Willingness to travel.
<u>DUTIES</u>	:	Ensure planning and management of the survey, Manage data collection and data processing for annual financial statistics, Manage data analysis for AFS, Manage the compilation and dissemination plan of the AFS, Ensure the development of strategic and operational plans, policies, procedures, methods, guidelines and protocols for the AFS directorate, Manage staff and other resources of the AFS directorate.
<u>ENQUIRIES</u>	:	Ms S Twala Tel No: (012) 310 8326

<u>POST 16/279</u>	:	<u>DIRECTOR: PRICE STATISTICS COMPILATIONS REF NO: 06/05/25HO</u>
<u>SALARY</u>	:	R1 216 824 per annum (Level 13), (all-inclusive remuneration package)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	A Bachelor's degree (NQF 7) in Statistics/ Economics, At least 5 years' experience in statistical analysis and compilation at middle management level, At least 5 years' experience in planning and execution of data collection, processing and analysis, Experience in the development of user-friendly statistical products and outputs, Experience in calculation of indices and related statistics, Knowledge of official statistics (especially economic and price statistics), Knowledge of survey methodology, Knowledge of industry and product classifications, Knowledge of Project and Strategic Management, Knowledge of measurement and monitoring of organisational performance, Understanding of government developmental policy, legislation and operations, Knowledge of the relevant international standards, classifications and guidelines, Knowledge of MS Office Suite, A valid driver's license, Communication, leadership, research, change management, management, interpersonal, analytical thinking, influence, numerical skills, Ability to function in a highly confidential environment, Ability to work under pressure, Willingness to work long hours, Willingness to travel.
<u>DUTIES</u>	:	Ensure the development of policies and procedures, processes and plans, Manage staff and other resources of the directorate, Manage the analysis, compilation and dissemination of the Consumer Price Index (CPI), Manage the analysis, compilation and dissemination of the Producer Price Index (PPI) and Construction Material Price Indices (CMPI), Manage the import and export unit value indices (XMUVI) and Residential Property Price Indices (RPPI), Manage the verification and accuracy of price data collection.
<u>ENQUIRIES</u>	:	Ms S Twala Tel No: (012) 310 8326
<u>POST 16/280</u>	:	<u>DIRECTOR: ICT AUDITS REF NO: 07/05/25HO</u>
<u>SALARY</u>	:	R1 216 824 per annum (Level 13), (all-inclusive remuneration package)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	A Bachelor's degree (NQF 7) in Internal Auditing/ Accounting/ Information Technology, Additional professional certifications relating to Internal IT audit domain such as Certified Information Systems Auditor (CISA), 5 years' experience at senior or middle management level in Internal Auditing, Knowledge of Global Internal Audit Standards, Keeping abreast with internal audit changes and industry standards (Acts, legislation, regulations, guidelines etc), Knowledge in IT Auditing, and assurance standards, Knowledge in fraud awareness and professional ethical standards, Knowledge of risk management (risk analysis and control assessment), Knowledge on government frameworks, structures and audit practices, Knowledge of government systems, Knowledge of organisation's strategy and vision, Knowledge of MS Office Suite, A valid driver's license, Communication, problem-solving, persuasive, decision making, conflict resolution, organisational, change management, project management, numerical, leadership skills, A hard worker who is a visionary, has emotional intelligence, is trustworthy, dependable, principled, Ability to promote the value of ICT Audits, Ability to find solutions for complex problems, Ability to recognise and respond to diverse thinking, Ability to work under pressure, Ability to constantly absorb new information, Willingness to work long hours, Willingness to travel.
<u>DUTIES</u>	:	Manage the planning of the ICT audits, Manage the execution of ICT audits, Manage the reporting of ICT audits, Manage and monitor reported ICT findings, Ensure the development of policies and procedures; processes and plans, Manage staff and other resources within the directorate.
<u>ENQUIRIES</u>	:	Ms S Twala Tel No: (012) 310 8326
<u>POST 16/281</u>	:	<u>DIRECTOR: CHIEF METHODOLOGY & COORDINATION REF NO: 08/05/25HO</u>
<u>SALARY</u>	:	R1 216 824 per annum (Level 13), (all-inclusive remuneration package)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	An NQF 7 degree in Statistics, Training in Management and Project Management will be an added advantage, At least 5 years' relevant experience at middle management level, Experience in quantitative research and working

with large datasets, Experience in working with statistical concepts and statistical analysis software, Background in project, finance and human resource management, Knowledge of strategic management (planning and reporting), Knowledge of statistical methods, analysis and research, Understanding of government objectives in general and the role of Stats SA in particular, Knowledge of basic financial management, Knowledge of MS Office Suite, Exposure in different areas of survey methodology is essential, Good communication, interpersonal, problem solving, management, presentation, analysis, interpretation and report writing skills, Ability to organise, plan and monitor activities, Ability to learn and implement new statistical analysis packages, Ability to work independently, Ability to solve complex problems without a defined framework, Ability to liaise at all levels of the organisation, Ability to work under pressure and meet deadlines, Ability to pay attention to detail, Willingness to travel.

DUTIES : Provide specialist advice to the DDG on methodological and statistical infrastructure processes, Provide technical advice and support in an endeavour to establish, maintain and continually improve relationships with internal and external stakeholders to facilitate the attainment of business goals and ensure that the needs of stakeholders are met, Conduct research to enhance the work of the branch, Scan the international and national statistical environment in order to contribute in determining the strategy and future operations of the branch, Provide technical advice and support to encourage synergy within the branch and with other branches on matters of methodology, frames, quality, statistical standards and monitoring and evaluation, Provide branch strategic management support.

ENQUIRIES : Ms S Twala Tel No: (012) 310 8326

POST 16/282 : **DIRECTOR: GEOSPATIAL FRAMES REF NO: 09/05/25HO**

SALARY : R1 216 824 per annum (Level 13), (all-inclusive remuneration package)
CENTRE : Head Office
REQUIREMENTS : A Bachelor's degree (NQF 7) in GISc/ Geography/ Geoinformatics/ Environmental Science. Registration with Geomatics Council as Professional Practitioner is an added advantage, Training in Project Management, 5 years' experience in middle/senior management level in Geographic Information Systems, Experience with South African core spatial databases maintenance, application management and spatial analysis/ modelling, Standards development, Knowledge in spatial modelling design and analysis, SA spatial data landscape, report writing, meta-data documentation, Knowledge of at least 1 or more GISc software, sound knowledge of the geo-database environment, design and implementation, sound knowledge of geospatial/ web applications, Knowledge of image processing techniques, Knowledge of data publishing and publishing techniques, Fundamental knowledge and skills in the operation of GIS equipment, including computer hardware, plotter, mobile devices, Knowledge of GIS policies and legislations, Knowledge of MS Office Suite, A valid drivers' license, Communication (written and verbal), problem solving, analytical, decision making, report writing, change management, strategic management, conflict management, leadership skills, Willingness to travel.

DUTIES : Ensure the development of policies, procedures, processes and plans, Manage staff and other resources of the directorate, Manage the development and maintenance of geospatial frame, Manage the analysis, integration and visualisation processes, Manage the production of Geospatial dataset and sampling.

ENQUIRIES : Ms S Twala Tel No: (012) 336 0161

OTHER POSTS

POST 16/283 : **PRINCIPAL SYSTEMS ANALYST REF NO: 10/05/25HO**

SALARY : R896 436 per annum (Level 11), (all-inclusive remuneration package)
CENTRE : Head Office, Pretoria
REQUIREMENTS : An Honour's degree (NQF 8) in IT or related field, Training in Business analysis, data modelling, database design, Systems and data architecture and project management, At least 5 years' experience in Software Development Life Cycle (SDLC) environment, Extensive knowledge in agile software development methodologies, Experience in development of process and

		standards. Experience in project management. Knowledge of systems and data architecture, design artefacts, advance database design and data modelling, programming, product testing. Knowledge of the way in which organisation process work is an added advantage. Logical approach to problem solving, communications, commitment, dedication, reliable, innovative, self-motivated, time management, analytical, project management, presentation skills, good decision making, conflict resolution and facilitation skills. Ability to learn quickly, work independently and to work in a team. Ability to work under pressure. Willingness to work overtime and long hours to meet deadlines. Willingness to travel to attend training, presentation, and meeting as part of his or her duties.
<u>DUTIES</u>	:	Implement stakeholder strategies, frameworks, policies, guidelines, and standards, Facilitate and analyse business requirements and produce user requirement specifications, Ensure designing of complex relational databases, Design complex and quality integrated systems and applications, Ensure training of users. Ensure testing of integrated applications. Facilitate Production and implementation of applications. Ensure provision of user support. Supervise staff and management Systems Project.
<u>ENQUIRIES</u>	:	Ms S Khoza Tel No: (012) 310 8097
<u>POST 16/284</u>	:	<u>SYSTEMS DEVELOPER REF NO: 11/05/25HO (X3 POSTS)</u>
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	A Bachelor's degree (NQF 7) in any IT related field, At least three to four years' relevant experience, Relevant working experience with HTML5/ XHTML PHP, ASP.Net, MVC, CSS3/ Bootstrap, JavaScript/jQuery and Angular/ AngularJS, Mobile Development, Experience in working with relational databases such as MySQL, MSSQL/ Oracle and good working knowledge of SQL. Experience in content management systems troubleshooting, Experience in mobile platform development, Experience in business intelligence and/or data analytics and business intelligence tools (e.g. SAS, PowerBI, Python, R, other relevant technologies), Detailed understanding of development language/s used, Knowledge of advanced programming, Knowledge of advanced database querying and Transact SQL, Good communication, problem-solving, time management, analytical, project management, presentation, decision-making, interpersonal skills, A hard worker who is persistent, dedicated, committed, reliable, innovative, self-motivated, Ability to work independently and in a team, Ability to work under pressure and meet deadlines, Ability to work on multiple project simultaneously, Willingness to work long hours, Willingness to travel.
<u>DUTIES</u>	:	Participate in gathering and analysis of user requirements, Develop, maintain and run update procedures on databases from external sources, Develop, maintain and run extract procedures on databases and existing applications to provide to users. Participate in the technical design session of applications and relational database, Develop and test applications, Develop user manuals and training of users, Provide user support and maintenance of existing projects.
<u>ENQUIRIES</u>	:	Ms S Khoza Tel No: (012) 310 8097
<u>POST 16/285</u>	:	<u>SURVEY STATISTICIAN: DOCUMENTED INTERNATIONAL HUMAN MOVEMENTS (DIHM) REF NO: 12/05/25HO</u>
<u>SALARY</u>	:	R397 116 per annum (Level 08)
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	A Bachelor's degree (NQF 7) in Demography, Population Studies, Sociology, Statistics, Training in application of statistical or demographic software for data analysis, At least 2 years' experience in quantitative methods, processing and analysis of administrative records or survey data, Proven use of relevant statistical and demographic packages for data analysis, Knowledge of analytical report writing, Knowledge of Population Studies, Vital Statistics, administrative records, research methods and use of relevant statistical and demographic software, Knowledge of data processing and analysing of administrative records or survey data, Knowledge of MS Office Suite, A valid driver's license, Good presentation, analytic report writing, coordination, liaison, interpersonal and communication skills, Ability to work in a team, A hard worker with strong focus on service delivery, customer need, process and product quality, Ability to work under pressure and to handle multiple and basic tasks and projects. Willingness to travel.

DUTIES

: Assist with data editing and quality assurance of data on DIHM, Analyse data on DIHM and produce tables and graphs, Assist with the write-up of statistical releases on recorded DIHM and prepare supporting documents and presentations required before publication, Liaise with internal and external stakeholders, Provide administrative and logistical support to the chief directorate as and when required.

ENQUIRIES

: Mr C Letswalo Tel No: (012) 310 8476

DEPARTMENT OF TRADE INDUSTRY AND COMPETITION

<u>APPLICATIONS</u>	:	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.
<u>CLOSING DATE</u>	:	02 June 2025
<u>NOTE</u>	:	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. Shortlisted candidates will be subjected to a technical exercise and 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.

MANAGEMENT ECHELON

<u>POST 16/286</u>	:	<u>CHIEF DIRECTOR: CLOTHING, TEXTILES, LEATHER AND FOOTWEAR</u> <u>REF NO: IC&G - 018</u> Overview: To provide strategic leadership and management to the Clothing, Textiles, Footwear and Leather Chief Directorate within the Sectors branch
<u>SALARY</u>	:	R1 436 022 per annum, (Level 14), (all-inclusive remuneration package)
<u>CENTRE</u>	:	Sunnyside, Pretoria
<u>REQUIREMENTS</u>	:	A qualification at NQF level 7, as recognised by SAQA, in Economics / Commerce or related field. 5 years' relevant experience at a senior managerial level in the textile and/or clothing sector or in the public sector. Requirements Extensive experience in the clothing, textiles, footwear and leather sector, preferably within both the public and private sectors. Strong knowledge and practical experience in strategy development, sector policy, and implementation of industrial development programs. Proven leadership in managing multidisciplinary teams and coordinating multi-stakeholder projects. Strong stakeholder management skills with experience in building partnerships across government, industry, and international organizations. Advanced project and performance monitoring skills, including dashboard reporting. Excellent communication skills (verbal and written), presentation skills, and report writing. High level of integrity, strategic and leadership capability. Understanding of the dtic's mandate and knowledge of public sector governance processes. Ability to represent the department in intergovernmental forums and international platforms. Strong analytical, planning and problem-solving capabilities. Demonstrated ability in budget planning and financial management in accordance with PFMA requirements.

<u>DUTIES</u>	:	Strategy and Planning: Lead the strategic planning process for the Chief Directorate. Direct the transformation of the unit in line with Industrial Policy Action Plans / Master Plans. Set performance criteria and design actionable sectoral strategies. Sector Development and Coordination: Develop and oversee systems and interventions for sector growth. Identify and resolve challenges facing the CTFL sectors. Lead research and ensure alignment with sector priorities. Monitoring, Evaluation and Financial Management: Monitor performance against strategic and business plans, ensuring corrective measures. Implement high-level performance reporting systems. Oversee financial planning and ensure compliance with PFMA and the dtic guidelines. Stakeholder and Directorate Management: Build and manage strategic partnerships with industry and public institutions. Facilitate continuous engagement with key stakeholders. Manage human resources and operational performance of the Chief Directorate.
<u>ENQUIRIES</u>	:	Ms K Xaluva Tel No: (012) 394 1563 / L Mdashe Tel No: (012) 394 3103/ L Mabokela Tel No: (012) 394 1809
<u>POST 16/287</u>	:	<u>CHIEF DIRECTOR: REGIONAL INDUSTRIAL CLUSTER REF NO: SID&ETB-047</u> Overview: To provide leadership and strategic guidance in creating an economic development and enhancing the competitiveness of regional and local economies through targeted regional programs and policy. These include Industrial Parks and the Township economy.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 436 022 per annum (Level 14), (all-inclusive remuneration package) Sunnyside, Pretoria A qualification at NQF level 7, as recognised by SAQA, in Business Development / Development Economics/ Public Administration or related studies. 5 relevant years' experience at a senior managerial level in Business Development / Development Economics/ Public Administration environment Requirements Proven leadership in regional economic, industrial development and township economy. Experience working with National, provincial and municipal stakeholders. Knowledge of spatial planning, regional economic analysis and development finance. Understanding of national and provincial industrial policies and implementation frameworks. Knowledge of infrastructure development and building infrastructure projects. Ability to coordinate multi-stakeholder programs and cross-functional teams. Excellent communication, strategy, and planning skills.
<u>DUTIES</u>	:	Regional Industrial Cluster Policy and strategy: Oversee the formulation and implementation of policies and interventions to improve the regional programs and policy. Oversee the development and review of a framework that enables participation of regional programs and policy in the economic mainstream. Oversee the strategic planning for the Industrial program: Oversee the implementation of Regional Industrial Development programs. Oversee overall implementation of the Regional Industrial Development Policy. Manage the development of implementation of the framework for the identified strategies. Develop an incentive framework and funding partnership for RID cluster. Develop models for RID cluster. Develop value chains for Industrial Parks. Intergovernmental relations and investments: Provide leadership and guidance in the development, management and implementation of the RID cluster. Oversee the coordination, monitoring and evaluation as well as strategic leadership of ownership, management control. Provide leadership and guidance in the establishment of a conducive legislative framework. Liaise with National Provincial, Local Government and entities. Stakeholder Relations and Management: Oversee partnerships with different stakeholders. Encourage collaboration with government funding institutions and other role players through enterprise development initiatives. Reporting: Oversee and report on the catalyst project and industrial parks. Ensure annual Regional Industrial Development (RID) reporting. Oversee monitoring and evaluation. Manage research and data analysis. Chief Directorate Management: Manage human and financial resources. Lead operational and strategic planning for the Chief Directorate.
<u>ENQUIRIES</u>	:	Ms K Xaluva Tel No: (012) 394 1563 / L Mdashe Tel No: (012) 394 3103/ L Mabokela Tel No: (012) 394 1809

<u>POST 16/288</u>	:	<u>CHIEF DIRECTOR: SPECIAL ECONOMIC ZONES REF NO: SID&ETB-032</u> Overview: To provide strategic leadership in the planning, development, implementation and management of Special Economic Zones (SEZs) to support industrialisation, investment promotion and regional economic development in line with national economic priorities
<u>SALARY</u>	:	R1 436 022 per annum (Level 14), (all-inclusive remuneration package)
<u>CENTRE</u>	:	Sunnyside, Pretoria
<u>REQUIREMENTS</u>	:	A qualification at NQF level 7, as recognised by SAQA, in Economics, Development Studies, Public Administration, Business Administration. Or related field 5 relevant years' experience at a senior managerial level in economic development, industrial policy, or investment promotion, with a focus on zone-based development or spatial economic planning. Requirements: Extensive knowledge of Special Economic Zones, industrial parks, or similar spatial economic development frameworks. Strategic understanding of South Africa's industrialisation, regional development, and investment promotion strategies. Demonstrated leadership and management experience in a public or private sector economic development environment. Proven ability to engage and build partnerships with national, provincial, local government, and private sector stakeholders. Experience in developing and implementing economic development strategies, frameworks, and projects. Knowledge of public finance, PFMA, and governance in economic development contexts. Excellent communication, negotiation, stakeholder management, and analytical skills. Strong planning, policy formulation, and project management capabilities. Proficiency in MS Office and government information systems.
<u>DUTIES</u>	:	Strategic Leadership and Policy Development: Lead the development and review of policies, strategies, and legislation governing SEZs. Provide strategic input into national industrialisation and spatial development policies. Align SEZ initiatives with broader national economic objectives and master plans. SEZ Programme Management: Oversee the planning, implementation, and monitoring of the SEZ programme across provinces. Ensure coordination and synergy among SEZs and related government initiatives. Monitor SEZ performance and drive continuous improvement. Stakeholder Engagement and Intergovernmental Coordination: Foster collaboration across all spheres of government, including municipalities and provinces. Engage with private sector investors, operators, and development agencies to promote SEZs. Represent the dtic at forums, working groups and international engagements relevant to SEZs. Resource and Programme Management: Manage human, financial and operational resources within the Chief Directorate. Oversee strategic and operational plans, risk management and reporting functions. Ensure compliance with governance and performance standards across the SEZ portfolio. Investment Facilitation and Promotion: Support investment attraction and retention initiatives within SEZs. Coordinate with investment promotion agencies and provide incentives and policy support to attract investors. Track impact of SEZs on job creation, exports, and industrial diversification.
<u>ENQUIRIES</u>	:	Ms K Xaluva Tel No: (012) 394 1563 / L Mdashe Tel No: (012) 394 3103/ L Mabokela 012 394 1809
<u>POST 16/289</u>	:	<u>CHIEF DIRECTOR: INVESTMENT PROMOTION AND FACILITATION REF NO: IIAF&A-050</u> Overview: To lead and manage the promotion and facilitation of investment into South Africa by identifying opportunities, engaging stakeholders, and supporting strategic investment projects that align with the national development agenda.
<u>SALARY</u>	:	R1 436 022 per annum (Level 14), (all-inclusive remuneration package)
<u>CENTRE</u>	:	Sunnyside, Pretoria
<u>REQUIREMENTS</u>	:	A qualification at NQF level 7, as recognised by SAQA, in Economics, International Trade, Development Studies, Business Administration. Or related field 5 relevant years' experience at a senior managerial level in investment promotion, economic development or related environment. Requirements: Extensive experience in investment promotion, facilitation and project development. Strong understanding of international and domestic investment trends and policies. Knowledge of key economic sectors and value chains relevant to investment in South Africa. Proven ability to lead strategic stakeholder engagement with domestic and international investors. Experience in developing and implementing investment strategies and programmes.

DUTIES

Strong negotiation, presentation and report writing skills. Experience in public sector operations, including PFMA and Treasury Regulations. Demonstrated leadership, planning and financial management skills. Excellent communication, interpersonal and strategic thinking capabilities.

- : Strategic Investment Promotion: Develop and oversee strategies to attract and retain investment in key sectors. Coordinate outreach and marketing activities to promote South Africa as an investment destination. Engage with global investors, DFIs, and multinational corporations. Investment Facilitation: Lead efforts to support and fast-track priority investment projects. Work with relevant departments and agencies to resolve investor bottlenecks. Coordinate intergovernmental relations to align investment efforts across spheres. Sector and Project Development: Identify new investment opportunities in alignment with national priorities. Facilitate the packaging and promotion of investment-ready projects. Monitor and evaluate investment performance and sector development. Stakeholder Engagement and Partnerships: Build partnerships with the private sector, SOEs, and international agencies. Represent the department in local and international forums, promoting investment. Facilitate collaboration across government for coordinated investment support. Directorate and Programme Management: Manage the directorates and senior staff under the Chief Directorate. Oversee planning, budgeting, and performance monitoring for all investment functions. Ensure compliance with governance frameworks and reporting obligations.

ENQUIRIES

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

POST 16/290

- : **DIRECTOR: STRATEGIC PLANNING AND PERFORMANCE MONITORING REF NO: ODG-066**

Overview: To manage the strategic planning and performance monitoring functions in the department, ensuring alignment with government-wide planning frameworks, reporting requirements, and supporting evidence-based decision-making.

**SALARY
CENTRE
REQUIREMENTS**

- : R1 216 824 per annum, (Level 13), (all-inclusive remuneration package)
: Sunnyside, Pretoria
: A qualification at NQF level 7, as recognised by SAQA, in Business / Public Administration, Development Studies, Social Sciences or a related field. 5 years' experience at a middle/senior managerial level in strategy development, performance planning, and monitoring within the public or private sector. Requirements: Proven experience in strategic planning and performance monitoring frameworks. Understanding of public sector planning and reporting cycles, including APPs, SPs, and Annual Reports. Strong analytical and coordination skills, with experience in synthesising data and information into planning documents. Ability to manage departmental submissions and ensure compliance with DPME and Treasury frameworks. Knowledge of PFMA, Treasury Regulations, and government M&E policies. Experience in facilitating planning sessions and developing indicator frameworks. Excellent communication, stakeholder management, and presentation skills. Advanced proficiency in MS Office and planning/reporting systems

DUTIES

- : Coordinate development and review of the department's Strategic Plan and Annual Performance Plan. Ensure alignment of planning with national priorities and MTSF outcomes. Provide technical support to branches for planning and alignment with frameworks. Coordinate quarterly and annual reporting processes and ensure quality assurance of performance data. Support audit processes and respond to audit findings related to planning and performance. Monitor implementation of strategic and operational plans and provide recommendations for improvements. Ensure compliance with legislative and regulatory requirements related to strategic and performance planning. Liaise with DPME, National Treasury, and other external bodies regarding planning and reporting submissions. Prepare and consolidate inputs for institutional reports and presentations. Facilitate planning and performance engagements with internal and external stakeholders. Coordinate capacity-building initiatives to support planning and monitoring within the department. Engage in interdepartmental forums to ensure alignment and information sharing. Manage human and financial resources of the directorate. Oversee operational planning, risk management, and performance reporting. Ensure directorate compliance with governance and audit requirements.

<u>ENQUIRIES</u>	:	Ms K Xaluva Tel No: (012) 394 1563 / L Mdashe Tel No: (012) 394 3103/ L Mabokela Tel No: (012) 394 1809
<u>POST 16/291</u>	:	<u>DIRECTOR: STAKEHOLDER MANAGEMENT (RESEARCH-028)</u> Overview: To strategically represent the government and foster effective stakeholder engagement with key social partners such as organised business, labour unions, community groups, and government entities, facilitating the collection of input and feedback on policy proposals through high-level forums convened by the dtic, including the NEDLAC Trade and Industry Chamber, the Industry Forum, and the Labour Forum
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 216 824 per annum (Level 13), (all-inclusive remuneration package) Sunnyside, Pretoria A qualification at NQF level 7, as recognised by SAQA, in Public Administration, Political Science, Development Studies, and/or Economics. or related field 5 years' relevant experience at a middle/senior managerial level in Public Policy Development or Stakeholder Management in both public and private sector environments. In-depth knowledge and experience in stakeholder engagement and public policy processes. Proven ability to manage strategic stakeholder relationships across all levels of government, business, labour, and community groups. Knowledge of the functioning of NEDLAC and other national socio-economic forums. Strong understanding of economic development, industrialisation, and transformation policies. Experience in coordinating intergovernmental relations and public consultation processes. Ability to plan and manage complex stakeholder processes and provide strategic input to policy development. Excellent communication, interpersonal, and report writing skills. Experience in managing staff, budgets, and operational plans. Computer literacy in MS Office and project management tools.
<u>DUTIES</u>	:	Oversee Strategic Interaction with NEDLAC Structures: Establish platforms for transparent communication among social partners. Foster trust and ensure alignment and advocacy of government policy among stakeholders. Address stakeholder priorities in economic policy decision-making forums. Coordinate Internal Government Relations: Collaborate with the Minister, MECs, HODs and senior government officials to shape economic policy. Advise on effective stakeholder engagement and integrate national policies into provincial strategies. Develop cooperative networks within the dtic and across spheres of government. External Stakeholder Engagement: Contribute to industrialisation policy and represent the dtic in external stakeholder forums. Ensure dtic policy is communicated and well-positioned in socio-economic discussions. Support partnerships and collaboration across all social partners. Stakeholder Management: Foster social partner collaborations that enhance growth and investment. Coordinate policy inputs and ensure coherence across stakeholders. Monitor national economic policy implementation and recommend corrective actions. Directorate Management: Manage strategic and operational planning of the directorate. Oversee financial and human resources within the unit. Ensure alignment of directorate functions with broader departmental goals.
<u>ENQUIRIES</u>	:	Ms K Xaluva Tel No: (012) 394 1563 / L Mdashe Tel No: (012) 394 3103/ L Mabokela Tel No: (012) 394 1809
<u>POST 16/292</u>	:	<u>DIRECTOR: EXPORT PROMOTION (ASIA) REF NO: EDP & OIB - 077</u> Overview: To oversee and coordinate export promotion and marketing initiatives and programmes in order to grow and diversify South Africa's exports in the Asia region
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 216 824.per annum (Level 13), (all-inclusive remuneration package) Sunnyside, Pretoria A qualification at NQF level 7, as recognised by SAQA, in Business Management, Economics, or Marketing. 5 years' relevant experience at a middle/senior managerial level in an Export Promotion environment.
<u>REQUIREMENTS</u>	:	Strong experience in trade and export promotion programmes, preferably in the Asia region. Understanding of international trade policy, marketing strategy, and project implementation. Knowledge of public service, legislative, and regulatory frameworks. Proficiency in managing export marketing campaigns, inward/outward missions, and export forums. Analytical, research, and report writing skills to support market intelligence and strategy. Ability to engage

	stakeholders across government, diplomatic missions, and the private sector. Project and financial management experience, including planning and monitoring. Excellent communication, interpersonal, and leadership skills. Computer literacy, including Microsoft Office applications and digital communication platforms, and Trade Statistics Platforms.
<u>DUTIES</u>	: Strategic Management and Policy Implementation: Develop and implement regional export promotion strategies aligned with trade policy priorities. Manage the resolution of export barriers through strategic engagement with exporters, local and international technical experts, and related Departments / Institutions. Monitor and evaluate strategic plans and provide quarterly and annual reports. Knowledge Management and Market Intelligence: Manage the development of databases, repositories, and market intelligence products. Coordinate the provision of sector-specific export data to stakeholders. Develop and update briefing materials and country/sector export potential opportunities. Innovation in Export Promotion: Design and manage innovative niche export promotion initiatives. Develop regional content and exporter-aftercare programmes. Evaluate new promotional strategies and refine implementation models. Project Management: Implement export promotion projects, including outward selling and inward buying missions. Coordinate company participation in national pavilions and strategic business forums. Support company recruitment for export readiness and branding campaigns. Stakeholder Management: Coordinate participation of export partners, including provinces, metros, and export councils. Engage with foreign economic offices, consulates, embassies, and international agencies. Collaborate with the Export Development and Promotion Forum and COTIs to identify exporters. Directorate Management: Manage the Directorate's human and financial resources, strategy, and operational plans. Ensure alignment of projects with national objectives and maintain strong performance systems.
<u>ENQUIRIES</u>	: Ms K Xaluva Tel No: (012) 394 1563 / L Mdashe Tel No: (012) 394 3103/ L Mabokela Tel No: (012) 394 1809
<u>POST 16/293</u>	: <u>DIRECTOR: INTERNATIONAL COORDINATION REF NO: EDP & OIB - 036</u> Overview: To coordinate and manage South Africa's participation in bilateral and multilateral international platforms, including providing strategic support for the implementation of international economic cooperation agreements, and supporting the department's global engagement activities.
<u>SALARY CENTRE REQUIREMENTS</u>	: R1 216 824 per annum (Level 13), (all-inclusive remuneration package) : Sunnyside, Pretoria : A qualification at NQF level 7, as recognised by SAQA, in International Relations, Economics, Public Administration, Political Science, or related field. 5 years' relevant experience at a middle/senior managerial level in international relations or intergovernmental coordination. Requirements: In-depth knowledge of South Africa's international economic policy and trade diplomacy landscape. Experience in managing international partnerships, forums and multilateral/bilateral agreements. Strong understanding of global governance structures, regional cooperation mechanisms and trade blocs. Excellent diplomatic, negotiation and written communication skills. Experience in planning and coordinating ministerial and senior official engagements at international forums. Ability to manage strategic relationships with DIRCO, the Presidency, and international stakeholders. Good knowledge of government planning, budgeting, and monitoring systems. Ability to draft high-level briefing documents, talking points, and official correspondence. Proficiency in Microsoft Office and diplomatic communication tools.
<u>DUTIES</u>	: Strategic Coordination and Support.: Coordinate South Africa's participation in international economic platforms, summits, and meetings. Develop strategic inputs for multilateral and bilateral economic engagements. Prepare country positions, background papers, and economic cooperation agreements. International Partnership Management: Facilitate and maintain international relationships with strategic partners and multilateral bodies. Support cooperation initiatives with key institutions such as the UN, AU, BRICS, SADC, and the G20. Monitor and evaluate international agreements to ensure implementation. Interdepartmental and Intergovernmental Coordination: Liaise with government departments (e.g., DIRCO, the Presidency) to ensure alignment on international cooperation matters. Provide coordination support for ministerial visits, economic diplomacy missions, and engagements. Coordinate national input into joint commissions and intergovernmental

		platforms. Directorate Management: Manage the human and financial resources of the directorate. Coordinate strategic and operational planning and reporting activities. Ensure compliance with governance and reporting requirements.
<u>ENQUIRIES</u>	:	Ms K Xaluva Tel No: (012) 394 1563 / L Mdashe Tel No: (012) 394 3103/ L Mabokela Tel No: (012) 394 1809
<u>POST 16/294</u>	:	<u>DIRECTOR: LEGAL SUPPORT AND ENFORCEMENT REF NO: CCRB-021</u> Overview: To manage compliance with to the National Liquor Act by providing legal services, overseeing enforcement actions, and supporting regulatory processes through litigation, inspections, and stakeholder engagement
<u>salary</u>	:	R1 216 824 per annum (Level 13), (all-inclusive remuneration package)
<u>CENTRE</u>	:	Sunnyside, Pretoria
<u>REQUIREMENTS</u>	:	A qualification at NQF level 7, as recognised by SAQA, in Law and admission as an Attorney or Advocate of the Bar Council. 5 years' relevant experience at a middle/senior managerial level within the legal field. Requirements: Experience in managing legal services and litigation support in regulatory environments. Sound knowledge of the National Liquor Act and related legislation. Ability to develop and implement enforcement strategies and legal compliance policies. Experience in handling complaint resolution and conducting investigations. Strong stakeholder management skills, including working with the government, SAPS, prosecutors, and liquor industry associations. Proficiency in drafting legal opinions, managing enforcement reports, and regulatory amendments. Excellent verbal and written communication, problem-solving and policy formulation skills. Experience managing human and financial resources within a legal or compliance unit
<u>DUTIES</u>	:	Strategies and Policies for Legal Services and Enforcement: Develop and manage the implementation of enforcement strategies and legal services policies. Review policies and align methodologies with global best practices. Identify regulatory gaps and propose policy or legislative amendments. Reduce Regulatory Compliance Costs: Enhance regulation of the liquor industry and promote compliance. Implement red tape reduction initiatives and monitor compliance through inspections. Legal Services and Litigation Support: Provide litigation support and manage legal processes related to liquor matters. Draft legal opinions and advise on the Liquor Act and relevant regulations. Consolidate recommendations for amending liquor laws and regulations. Complaint Resolutions: Develop procedures and turnaround times for complaint resolution. Manage complaint resolution processes to ensure timeous handling of matters. Stakeholder Management: Engage with government departments, SOEs, industry bodies, and community organisations. Represent the department in forums and contribute to the policy environment. Coordinate with export councils, SAPS and prosecuting authorities. Monitoring Compliance and Enforcement: Oversee compliance inspections and ensure enforcement action where required. Direct inspectorate investigations and ensure compliance reports are quality assured. Directorate Management: Manage the financial and human resources of the Directorate. Oversee strategic and operational planning and implementation.
<u>ENQUIRIES</u>	:	Ms K Xaluva Tel No: (012) 394 1563 / L Mdashe Tel No: (012) 394 3103/ L Mabokela Tel No: (012) 394 1809
<u>POST 16/295</u>	:	<u>DIRECTOR: ORGANISATIONAL DEVELOPMENT AND TRANSFORMATION REF NO: CMSB-092</u> Overview: To ensure coherent, strategic and effective organisational design, development, and transformation aligned with the dtic's strategy by identifying needs, advising on structures, managing job descriptions and job evaluation, as well as implementing change, culture, and transformation interventions
<u>SALARY</u>	:	R1 216 824 per annum (Level 13), (all-inclusive remuneration package)
<u>CENTRE</u>	:	Sunnyside, Pretoria
<u>REQUIREMENTS</u>	:	A qualification at NQF level 7, as recognised by SAQA, in Human Resources / Public Management/ Operations Management / Management Services or related field. 5 years' experience at a middle/senior managerial level in Human Resources / Organisational Design and Job Evaluation or Organisational Development. Requirements: Proven experience in managing organisational design, job evaluation and job description development. Demonstrated knowledge and experience in implementing change management and

transformation strategies. Knowledge and application of the Public Service Job Evaluation system, including benchmarking and quality assurance. Experience in managing quality of work life, including employee wellness and occupational health services. Familiarity with the Employment Equity Act, Disability Act, and related transformation legislation. Ability to conduct and report on organisational diagnostics and culture surveys. Experience managing diversity, employment equity, and internal mainstreaming initiatives. Strong knowledge of public service regulatory framework and policies. Demonstrated capability in stakeholder management and strategic partnerships. Competency in planning, organising, people management, communication, and financial management. Proficiency in MS Office, PERSAL system, and job analysis/design tools. Excellent analytical, research, innovation, influencing and facilitation skills.

DUTIES

: Manage Organisational Design: Identify design needs, develop and align structures with strategic objectives. Oversee the development and quality of job descriptions and lead the job evaluation process. Develop toolkits and frameworks for organisational design, and advise on resource allocation. Represent the department in national/provincial forums and provide capacity building to managers and analysts. Manage Change Management: Oversee the development of change strategies and organisational readiness assessments. Lead implementation of culture and employee engagement surveys and related interventions. Partner with line management to design and implement change and transformation initiatives. Monitor trends, evaluate impact, and report on change programmes. Manage Quality of Work Life: Manage provision of occupational and primary health care services. Implement employee wellness strategies, prevention programmes, and awareness campaigns. Provide support to managers to address employee well-being issues. Monitor and report on the effectiveness of wellness interventions and maintain oversight structures. Manage Employment Equity and Transformation: Drive development and monitoring of diversity, equity, and mainstreaming strategies. Ensure compliance with Employment Equity and related mandates, including facilitating implementation plans. Lead analysis and reporting functions and manage events to promote equity and transformation awareness. Directorate Management: Manage financial resources, assets, and service providers. Oversee strategic and operational planning and performance of the Directorate. Lead and manage the Directorate's human resources and development initiatives. Stakeholder Management: Establish and maintain strategic partnerships internally and externally. Engage regularly with key stakeholders and build a framework for effective stakeholder interaction.

ENQUIRIES

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

DEPARTMENT OF TRADITIONAL AFFAIRS

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

<u>CLOSING DATE</u>	:	30 May 2025
<u>NOTE</u>	:	The successful candidate's appointment will be subject to a security clearance process and the verification of educational qualification certificates. Applications must quote the relevant reference number and must be completed on the NEW Z83 form obtainable from any Public Service department and signed when submitted. From 1 January 2021 should an application be received using the incorrect application for employment (Z83), the application will not be considered. Only shortlisted candidates will submit relevant documents. Applicants should submit CV and Z83 only. Shortlisted candidates will be required to submit certified copies a day before the interview date. Persons with a disability are encouraged to apply. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation only when shortlisted. Incomplete applications or applications received after the closing date will not be considered. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill the advertised position.

OTHER POSTS

<u>POST 16/296</u>	:	<u>DEPUTY DIRECTOR: INTERNAL AUDIT REF NO: 2025/04</u> (12 months contract)
<u>SALARY</u>	:	R896 436.per annum, (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 appropriate Bachelor's degree or equivalent qualification in Internal Auditing plus 3-5 years' experience in an Internal Auditing environment at ASD level (Junior Management). Supervisory experience. Generic competencies: - Service delivery innovation, Problem solving and analysis, People management and empowerment, Client orientation and customer focus, Computer literacy and communication. Technical competencies: Operational performance, compliance and financial audits, Knowledge of Risk management and auditing practices, The Public Finance Management Act, Corporate governance, Development of policies and strategies.
<u>DUTIES</u>	:	The successful candidate will perform the following duties: Manage and implement operational strategic plans, policies and procedures and internal audit methodology, Perform and manage the audits to ensure that professional standards are maintained in the planning, execution, reporting and monitoring, Manage and prepare draft audit reports and discuss value-adding recommendations with relevant management, Review the main audit findings on the Department and effect corrective action, Examine, evaluate and improve the systems of control and risk management process.
<u>ENQUIRIES</u>	:	Mr JJ Appel Tel No: (012) 334 4974
<u>APPLICATIONS</u>	:	Applications may be posted to: Human Resource Management, Department of Traditional Affairs, Private Bag X 22 Arcadia 0083 or Hand deliver to: 509 Pretorius Street, Arcadia, 2nd Floor Pencardia 1 Building or e-mail @ DTARecruit202504@cogta.gov.za
<u>FOR ATTENTION</u>	:	Ms L Motlhalo

<u>POST 16/297</u>	:	<u>ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: 2025/05</u> (12 months Contract)
<u>SALARY</u>	:	R468 459 per annum (Level 09), plus 37% in lieu of service benefits.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's degree or equivalent qualification in Internal Auditing at NQF level 7 plus 3-5 years' experience in an Internal Auditing environment Generic competencies: Service delivery innovation, problem solving and analysis, client orientation and customer focus, computer literacy, communication. Technical competencies: Assurance, Consulting and performance audits, risk management and auditing practices, the Public Finance Management Act, development of policies.
<u>DUTIES</u>	:	The successful candidate will perform the following duties: Provide inputs and implement operational, strategic plans, policies, procedures and internal audit methodology, conduct audits and investigations for the Department as required by the audit standards, draft and discuss the audit findings with the supervisor and management, follow-up on internal audit findings recommended for management actions.
<u>ENQUIRIES</u>	:	Mr JJ Appel Tel No: (012) 334-4974
<u>APPLICATIONS</u>	:	Applications may be posted to: Human Resource Management, Department of Traditional Affairs, Private Bag X 22 Arcadia 0083 or Hand deliver to: 509 Pretorius Street, Arcadia, 2nd Floor Pencardia 1 Building or e-mail @ DTARecruit202505@cogta.gov.za

DEPARTMENT OF WATER AND SANITATION

CLOSING DATE

: 30 May 2025

NOTE:

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

MANAGEMENT ECHELON

POST 16/298: **DIRECTOR: ICT INFRASTRUCTURE AND OPERATIONS REF NO: 300525/01**

Branch: Corporate Support Services
Dir: Information Technology

**SALARY
CENTRE**

: R1 216 824 per annum, (all-inclusive salary package)
: Pretoria Head Office

REQUIREMENTS

: A Bachelor's degree at NQF level 7 qualification in Information Technology, computer science or relevant qualification. ITIL/CobIT 5 or 2019 certification or advanced ITIL certification will be an added advantage. Five (5) years' experience at middle management or at a specialist level in infrastructure and operations or IT service management (ITSM). Knowledge of strategic capability and leadership. Understanding of programme and project management. Knowledge of financial management and change management. Understanding of service delivery innovation. Problem solving and analysis. People management and empowerment. Client orientation and customer focus. Excellent communication skills both (verbal and written). Accountability and ethical conduct.

DUTIES

: Manage ICT operations (provides ICT and end-user support function to Head Office and Regional Offices for the DWS's standard hardware, software and voice/data network solutions). Manage ICT infrastructure (implement innovative, differentiating ICT infrastructure, administers and maintains information technology systems. Manage EUC security operations (responsible for installation, and life-cycle management of ICT assets, manage customer relations). Provide IT service management services (service desk, incident and change management, and service level management) Management of the Infrastructure and Operations resources, monitoring, evaluation and reporting on key IT operational matrices. Ensure compliance

and mitigate infrastructure and IT operational risks. Ensure that IT infrastructure is deployed and utilized efficiently. Implementation of targeted communications network interventions.

**ENQUIRIES
APPLICATIONS**

: Mr. A Kekana Tel No: (012) 336 8701
: All applications to be submitted online on the following link:
<https://erecruitment.dws.gov.za/>

POST 16/299

: **DIRECTOR: ICT APPLICATIONS AND BUSINESS SOLUTIONS REF NO: 300525/02**
Branch: Corporate Support Services
Dir: Information Technology

**SALARY
CENTRE
REQUIREMENTS**

: R1 216 824 per annum, (all-inclusive salary package)
: Pretoria Head Office
: A Bachelor's degree at NQF level 7 in Computer Science or Information System or Information Technology or relevant qualification. Certification in ITIL/CobIT5/Cobit2019 and data science/ devOps /webDev/software engineering. Five (5) years' experience at middle management or specialist level in application development/ software engineering or business solution analysis/ business solution architecture. Knowledge and understanding of operating systems and databases. Knowledge of Agile and devOps methodologies, IT solution design, development and implementation such as multi-tier system integration, system interfaces, web-based applications, etc. Knowledge of system analysis and design. Knowledge of database design or data modelling techniques. Understanding of system roll-out planning and migration support. Knowledge of software change management's best practice. Understanding programming language with particular emphasis on database supported web-based languages. Problem solving and analysis. Client orientation and customer focus. Excellent communication skills both (verbal and written). Accountability and ethical conduct.

DUTIES

: Manage business relations and business requirements. Manage applications and business solutions design and development. Manage innovation, modernization and rationalization of the applications portfolio (landscape). Applications and business solutions support and maintenance. Design, develop and manage databases, data warehouse, business analytics and reporting solutions. Design, high level solution components in line enterprise architecture (EA) and standards. Evaluate and prioritise objects based on strategic alignment, return on investment and risk. Develop solution components in a cost-effective manner and in line with EA and standards. Work with Development and or implementation teams to assess and monitor the adherence of a product being developed or implemented to the Business Requirements, modernization, rationalization objectives and standards.

**ENQUIRIES
APPLICATIONS**

: Mr. A Kekana Tel No: (012) 336 8701
: All applications to be submitted online on the following link:
<https://erecruitment.dws.gov.za/>

OTHER POSTS

POST 16/300

: **SCIENTIFIC MANAGER GRADE A REF NO: 300525/03**
Branch: Water Resource Management
Dir: Sources Directed Studies

**SALARY
CENTRE
REQUIREMENTS**

: R1 099 488 per annum, (all-inclusive OSD salary package)
: Pretoria Head Office
: An MSc degree or relevant qualification. Six (6) years post qualification (BSc) natural scientific experience. Compulsory registration with SACNASP as a Professional Natural Scientist. The disclosure of a valid unexpired driver's license. Experience in the field of Integrated water resource management (IWRM). The following competencies are essential: Scientific, managerial, project management, technical report writing, data analysis, stakeholder engagement, co-ordination and organisational skills. Knowledge of the practical application of the National Water Act and related legislations. Strong leadership skills and the ability to promote transformation and service delivery excellence. Creativity, initiative and well-developed skills in strategic and innovative thinking. Excellent written and verbal communication skills. Advanced computer literacy. Experience in policy development and report writing skills. The incumbent may be required to travel extensively.

<u>DUTIES</u>	:	The incumbent will be part of a team with the primary responsibility of sources directed measures which include the coordination of the development of policies and national strategies for the management of water resources, rehabilitation and remediation of water resources, and cleaner technology options; Drafting technical reports, Reviewing and recommending scientific projects; Aligning projects to organisational strategies; Implementing PMDS; Monitoring progress on the implementation of projects related to water resources protection; compiling and managing budgets and control cash flows; He/she will be responsible for the following: Managing a multidisciplinary scientific team; Guiding the development of strategies, procedures and guidelines for sources directed measures of water resources; Interfacing with line function water resource managers in the implementation of water resource protection requirements; and providing technical service with regards to water resource protection to the Department of Water and Sanitation as part of the Chief Directorate: Water Ecosystems.
<u>ENQUIRIES</u>	:	Ms TB Nyamande Tel No: (012) 336 7521
<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/
<u>POST 16/301</u>	:	<u>DEPUTY REGIONAL PROJECT MANAGER REF NO: 300525/04</u> Branch: Provincial Operations: Free State Dir: Water Services Infrastructure Development and Refurbishment Programmes
<u>SALARY</u>	:	R1 059 105 per annum (Level 12), (all-inclusive package)
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	A Degree in Civil Engineering or Project Management in Engineering Environment Three (3) to five (5) years management experience in industrial related project planning and/or in civil engineering (Design and Construction). A certificate in Project Management would be an added advantage. The disclosure of a valid unexpired driver's license. Understanding of contract administration, business principles and business law. A broad understanding of each engineering discipline. Effective management and leadership skills. Effective advanced computer skills: Microsoft Office Software (MS Word, Excel and PowerPoint), Lotus Notes, and other Company and discipline-specific software applications. Effective communication skills both verbally and in writing with management, colleagues, and individuals inside and outside of the Company. Effective analytical and problem-solving skills. Good planning and organizing skills. Knowledge and understanding of Human Resource Management Legislation, policies, practices and procedures. Public Finance Management Act (PFMA), Division of Revenue Act (DoRA), National Water Act (NWA), Water Services Act (WSA) and related legislation.
<u>DUTIES</u>	:	Provide support in the implementation of water services infrastructure grant programmes in the provincial operations. Implement water services infrastructure grant programmes in the provincial operations. Ensure effective integrated water resources implementation. Ensure various water sectors consulted on water issues. Ensure the needs of business sectors are catered for and implement water policies for water services infrastructure grant programmes in the provincial operations. Support the development and evaluation of the implementation readiness reports, feasibility studies, and business plans for water services infrastructure grant programmes by all water sectors. Provide support in the development of project planning in the design and/or testing phases. Define, create, determine, develop and review project scope, detailed work plans, resources, project schedules, project completion activities, and objectives and measures to be evaluated to ensure completion. Promote partnerships between government, public entities, private sector and civil society regarding water services infrastructure grant programmes. Ensure water supply availability for all business sectors. Avail raw water supply for all municipalities. Ensure water issues are communicated with all key stakeholders and various water sectors consulted. Needs of the business sectors catered for a bulk infrastructure programme. Assure that water services infrastructure grant programmes are budgeted for a medium-term expenditure framework. Compile budget for building water services infrastructure grant programmes. Ensure that budgeted funds are used efficiently and effectively. Develop and implement an early warning management system. Ensure effective monthly and quarterly reporting, and information dissemination. Monitor and evaluate the implementation of all water services infrastructure

development programmes in the provincial operations. Ensure that project deliverables are on time, within budget and meet the required quality standards. Develop forms and records to document and file project activities and ensure that project information is appropriately documented and secured. Monitor project and programme progress and make necessary adjustments to ensure successful project completion. Establish a communication schedule to update stakeholders including appropriate staff in the organization on project progress. Regularly review the quality of work completed to ensure standards are met. Manage, supervise and train staff in accordance with the functions and needs of the component. Effectively manage the MTEF project budget and sectional budget and ensure ongoing monitoring and reporting of financial performance.

**ENQUIRIES
APPLICATIONS**

: Mr M Manyama, Tel No: (051) 405 9000
: All applications to be submitted online on the following link:
<https://erecruitment.dws.gov.za/>

POST 16/302

: **ENGINEER PRODUCTION GRADE A - C (MECHANICAL) REF NO: 300525/05**
Branch: Infrastructure Management: Head Office
Dir: Mechanical and Electrical Engineering

SALARY

: R879 342 - R1 323 267 per annum, (all-inclusive OSD salary package), (Offer will be based on years of experience)

**CENTRE
REQUIREMENTS**

: Pretoria Head Office
: A Mechanical Engineering Degree (B Eng / BSc Eng). Three (3) years post qualification Mechanical engineering experience required. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer. The disclosure of a valid unexpired driver's license. Sound knowledge of integrated water resource management and water resource protection. Understanding of programme and project management. Knowledge of engineering design and analysis including but not limited to pumps and pump stations, dam outlet works mechanical structural designs and Water Resources Infrastructure Operations. Knowledge of research and development. Computer-aided engineering applications. Knowledge of legal compliance, technical report writing, creating high performance culture and professional judgement. Decision making, team leadership and analytical skills. Creativity, self-management, financial, conflict- and people management. Customer focus and responsiveness. Willingness to travel country wide. Good communication skills (both verbal and written). Planning and organizing. Problem solving and analysis. Change management and innovation.

DUTIES

: Design new systems to solve practical engineering challenges and improve efficiency and enhance safety. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Approve and supervise engineering works according to prescribed norms and standards. Develop tender specifications. Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice. Office administration and budget planning. Research/literature studies on engineering technology to improve expertise.

**ENQUIRIES
APPLICATIONS**

: Mr. E. Manhimanzi Tel No: (012) 336 8621
: All applications to be submitted online on the following link:
<https://erecruitment.dws.gov.za/>

POST 16/303

: **ENGINEER PRODUCTION (GRADE A-C) (CIVIL) REF NO: 300525/06**
Branch: Infrastructure Management: Southern Operations
Dir: Operations Southern

SALARY

: R879 342 - R1 323 267 per annum, (All-inclusive OSD salary package), (Offer will be based on years of experience)

**CENTRE
REQUIREMENTS**

: Gqeberha (Port Elizabeth)
: A Civil Engineering Degree (B Eng / BSc Eng. Three (3) years post qualification engineering experience required in the field of Bulk Water Infrastructure Engineering. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer. The disclosure of a valid unexpired driver's license. Knowledge of the following fields will be an added advantage: Water infrastructure maintenance management, Flood Hydrology, Engineering

		Economics, Project Management, Water resources system operation, Environmental management, General Conditions of Contract for Construction Works, the National Water Act and the Public Finance Management Act.
<u>DUTIES</u>	:	Condition assessment of bulk raw water infrastructure. Risk based programming of infrastructure maintenance and rehabilitation. Planning of infrastructure projects. Designing rehabilitation solutions to infrastructure failure. Preparing drawings and tender documentation for infrastructure maintenance and rehabilitation projects. Managing procurement of service providers to do rehabilitation and maintenance work. Serving as Client's Agent in construction contracts. Managing maintenance and rehabilitation projects and programmes including planning, cost management and progress reporting. Inputs into the development of annual performance plans and budget for the sub-directorate Technical Support Services. Management of staff under his/her supervision. Capacity building and technical assistance on bulk raw water infrastructure to stakeholders. Mentoring of graduates and technicians.
<u>ENQUIRIES</u>	:	Mr G Daniell Tel No: (041) 508 9706
<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/
<u>POST 16/304</u>	:	<u>ASSISTANT DIRECTOR: RECRUITMENT AND SELECTION REF NO: 300525/07</u> Branch: Corporate Support Services Dir: Recruitment and Selection
<u>SALARY</u>	:	R582 444 per annum (Level 10)
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	A National Diploma or Degree in Human Resources Management or equivalent qualification. Three (3) to five (5) years supervisory experience at (Level 08) in Recruitment and Selection. The disclosure of a valid unexpired driver's licence. Knowledge and understanding of Human Resource Management legislation, policies, practices, procedures and Human Resource Planning. Practical experience in recruitment, selection and appointment procedures. Knowledge in HR Planning. Knowledge of equal opportunities and affirmative action guidelines and laws. Knowledge and experience of administrative, clerical procedures and systems. Knowledge and experience in drafting reports. Experience in developing and managing data to track progress on filling of posts. Understanding of social, economic and development issues. Extensive knowledge of OSD. Problem solving and decision-making skills. Good communication and presentation skills (written and verbal). Strong negotiation and conflict management skills.
<u>DUTIES</u>	:	Co-ordinate the implementation of policies and presentation of information sessions on Recruitment and Selection. Render a human resource advisory services to line managers on recruitment and selection. Assist in HR Planning. Ensure the promotion of effective human resource management. Development of norms and standards to facilitate implementation of recruitment and selection policies, strategies, procedures and practices. Co-ordinate and conduct high level investigations of human resource related problems and advice management accordingly. Management of Human Resources which include, inter alia (training, mentoring, development, performance management, and work allocation). Effective management of staff. Drafting of advertisements and development of policies. Management of the recruitment and selection database.
<u>ENQUIRIES</u>	:	Mr. LM Banda Tel No: (012) 336 8732
<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/
<u>POST 16/305</u>	:	<u>CONTROL ENGINEERING TECHNICIAN: GRADE A REF NO: 300525/08</u> Branch: Provincial Operations: Free State Dir: Water Services Infrastructure Development and Refurbishment Programme
<u>SALARY</u>	:	R551 493 per annum, (OSD)
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	A National Diploma in Engineering or relevant qualification. Six (6) years post qualification technical Engineering experience. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technician. The disclosure of a valid unexpired driver's license. Knowledge and

understanding of the water sector: relevant legislations: (NWA, and NEMA) together with the related policies, regulations, principles, guidelines, tools and procedures. Knowledge of project implementation and monitoring. Understanding of grants (RBIG and WSIG) management and policies. 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 beyond normal working hours and travel; and ability to work under pressure. Proven liaison and networking skills especially as they relate to corporative governance and stakeholder. An intimate knowledge of the General Conditions of Contract (GCC) and the Guidelines for Human Settlement, Planning & Design ("Red Book") are a requirement.

DUTIES : Perform duties in the Free State Region Office under the Directorate: Water Services Infrastructure Development and Refurbishment Programme 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 by the incumbent to manage and monitor projects contractually, financially and technically.

ENQUIRIES : Mr MJ Manyama, Tel No: (051) 405 9000
APPLICATIONS : All applications to be submitted online on the following link: <https://erecruitment.dws.gov.za/>

POST 16/306 : **ENGINEERING TECHNICIAN PRODUCTION GRADE A – C (CIVIL) REF NO: 300525/09**
 Branch: Infrastructure Management: Southern Operations
 Dir: Operations Southern (Wr Infrastructure Operations and Maintenance)

SALARY : R391 671 - R586 665 per annum, (OSD)
CENTRE : Gqeberha/ Port Elizabeth
REQUIREMENTS : National Diploma in Civil Engineering. Three (3) years post qualification technical engineering experience. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technician. The disclosure of a valid unexpired driver's license. Proven experience in design of water infrastructure with special emphasis on reinforced concrete structures. Proficiency in Autodesk Revit will be an advantage. General computer literacy and familiarity with Microsoft Office and especially MS Excel will be an advantage. Experience in contract and project management, technical design and analysis and procurement documentation compilation is required. Technical report writing, decision-making and teamwork ability will be an added advantage. Applicants must be willing to work beyond normal working hours and travel extensively in the Eastern and Western Cape Provinces and be able to work under pressure.

DUTIES : Assist engineers, technologists, technicians and maintenance personnel in field, office and site activities. Promote safety in terms of statutory and regulatory requirements. Undertake condition assessments of infrastructure and produce condition reports. Produce technical designs with specifications and submit them to the relevant authority for evaluation and approval. Perform site supervision, contract management and project management at projects being implemented. Develop, implement and maintain databases. Undertake continuous professional development to keep abreast of new technologies and best practice. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology.

ENQUIRIES : Mr. G Daniell Tel No: (041) 508 9706
APPLICATIONS : All applications to be submitted online on the following link: <https://erecruitment.dws.gov.za/>

POST 16/307 : **ARTISAN FOREMAN GRADE A (ELECTRICAL) REF NO: 300525/10**
 Branch: Infrastructure Management Southern Operations
 Dir: Operations Southern

SALARY : R382 047 per annum, (OSD)
CENTRE : Uitkeer
REQUIREMENTS : Appropriate Electrical Trade Test certificate. Five (5) years post qualification experience as an Artisan. The disclosure of a valid unexpired driver's license. Knowledge of technical analysis, computer-aided applications, legal

		compliance, technical report writing and production, process knowledge and skills. Problem solving and analytical decision making, teamwork and analytical skills. Creativity, self-management, customer focus and responsiveness. Communication skills both (verbal and written) and computer literacy. Planning and organizing skills. Conflict management. Ability to work independently and under pressure. Knowledge of Occupational Health and Safety Act, PMDS and PFMA. Drawing skills and ability to read drawings. 3 Years' experience in supervision of personnel will be advantageous.
<u>DUTIES</u>	:	Maintenance of bulk raw water infrastructure (dams, reservoirs, departmental houses, pump stations and pipelines) and machinery. Electrical maintenance and inspections of cathodic protection (TRU's). Inspect equipment for technical faults and repair according to standards. Service equipment according to schedule. Fault diagnosis on SCADA/PLC and telemetry systems. Ensure quality assurance in line with specifications. Ensure adherence to safety standards, requirements, and regulations. Implement planned maintenance and update maintenance logbooks. Compile and submit reports as required. Supervise and mentor staff. Continuous individual development to keep up with new technologies and procedures. Ability to work independently as well as in a team and ability to work long hours and perform well under pressure. Candidates may be required to complete practical and theoretical test.
<u>ENQUIRIES</u>	:	Mr. SF Cannon at (063) 500 6215 / 042 243 6150
<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/
<u>POST 16/308</u>	:	<u>ARTISAN FOREMAN GRADE A (MECHANICAL) REF NO: 300525/11</u> Branch: Infrastructure Management: Southern Operations Dir: Operations Southern
<u>SALARY</u>	:	R382 047 per annum, (OSD)
<u>CENTRE</u>	:	Uitkeer
<u>REQUIREMENTS</u>	:	Appropriate Mechanical Trade Test certificate. Five (5) years post qualification experience as an Artisan. Three (3) years experience in supervision of personnel will be advantageous. The disclosure of a valid unexpired driver's license. Knowledge of technical analysis, computer-aided applications, legal compliance, technical report writing and production, process knowledge and skills. Problem solving and analytical decision making, teamwork and analytical skills. Creativity, self-management, customer focus and responsiveness. Communication skills both (verbal and written) and computer literacy. Planning and organizing skills. Conflict management. Ability to work independently and under pressure. Knowledge of Occupational Health and Safety Act, PMDS and PFMA. Drawing skills and ability to read drawings.
<u>DUTIES</u>	:	Maintenance of bulk raw water infrastructure (dams, reservoirs, departmental houses, pump stations and pipelines) and machinery. Electrical maintenance and inspections of cathodic protection (TRU's). Inspect equipment for technical faults and repair according to standards. Service equipment according to schedule. Fault diagnosis on SCADA/PLC and telemetry systems. Ensure quality assurance in line with specifications. Ensure adherence to safety standards, requirements, and regulations. Implement planned maintenance and update maintenance logbooks. Compile and submit reports as required. Supervise and mentor staff. Continuous individual development to keep up with new technologies and procedures. Ability to work independently as well as in a team and ability to work long hours and perform well under pressure. Candidates may be required to complete practical and theoretical test.
<u>ENQUIRIES</u>	:	Mr. SF Cannon Tel No: (042) 243 6150, 063 500 6215
<u>APPLICATIONS</u>	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/
<u>POST 16/309</u>	:	<u>ASSISTANT TECHNICAL OFFICER REF NO: 300525/12</u> Branch: Provincial Operations: Free State Dir: Hydrological Services
<u>SALARY</u>	:	R228 321 per annum (Level 05)
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	A Senior / Grade 12 certificate (with mathematics/ Mathematics Literacy). The disclosure of a valid unexpired driver's license. Computer literacy. Willingness to acquire new skills and acceptance of responsibility. Basic knowledge in routine maintenance tasks and betterment works. Knowledge of Occupational

Health and Safety Act (OHS). A sound understanding of Government Policies; Knowledge and understanding of Government Procurement System; Environment Conservation and the National Water Act (Act no.36 of 1998). Good interpersonal relations (good human relations); Technical skills; Good technical problem-solving skills; Good verbal, written and communication skills as well as the ability and willingness to work in a team.

DUTIES

: Manage and perform routine maintenance tasks at gauging stations (cleaning work, paint work and workshop and personal stores). Manage and perform betterment works at gauging stations (pipe work for electronic equipment, steel work, concrete work). Assist with collect of water samples according to set standards, maintain the water sample register, dispatch water sampling materials. Assistant with data collection, surveys and current gaugings. Procurement of equipment and materials for division. Administration tasks (Update the database, complete inspection reports, procure materials, etc). People management. Willing to travel and work away from home.

ENQUIRIES
APPLICATIONS

: Mr C Lloyd, Tel No: (051) 405 9000
: All applications to be submitted online on the following link:
<https://erecruitment.dws.gov.za/>

THE PRESIDENCY

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

<u>APPLICATIONS</u>	:	The Presidency, Private Bag X1000, Pretoria, 0001 or Hand deliver at Government Avenue, Union Buildings, Pretoria or by email: applications@presidency.gov.za
<u>FOR ATTENTION</u>	:	Ms L Mphahlele
<u>CLOSING DATE</u>	:	30 May 2025
<u>NOTE</u>	:	<p>Candidates will be subjected to a security clearance up to the level of "Top Secret". Applications must include only TWO (2) documents (a detailed Curriculum Vitae and a fully completed and signed new Z83 Form, obtainable from any Public Service Department or on the Department of Public Service and Administration (DPSA) website link: https://www.dpsa.gov.za/newsroom/psvc/). These two documents must be submitted as a single scanned document (One PDF attachment). ONLY shortlisted candidates will be required to submit certified copies of Identity Document, Grade 12 Certificate and the highest required qualifications as well as a driver's licence where necessary, to Human Resources on or before the day of the interview. Failure to do so will result in your application being disqualified. Foreign qualifications must be accompanied by an evaluation report issued by the South African Qualifications Authority (SAQA). It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation report (only when shortlisted). Please ensure that you submit your application before the closing date as no late applications will be considered. Due to the large number of applications we envisage to receive, correspondence will be limited to successful candidates only, applications will however be acknowledged by auto response. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Should, during any stage of the recruitment process, a moratorium be placed on the filling of posts or the Department be affected by any process such as, but not limited to, restructuring or reorganisation of posts, the Department reserves the right to cancel the recruitment process and re-advertise the post at any time in the future. Important: The Department reserves the right not to fill a position. Shortlisted candidates will be required to be available for interviews at a date and time as determined by the Department. All shortlisted candidates will be subjected to Personnel Suitability Checks, which may include social media profiles of the shortlisted candidates and pre-employment screening to determine the suitability of a person for employment. Applicants must declare any pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered during / after the interview took place, the application will not be considered and in the unlikely event that the person has been appointed such appointment will be terminated. The successful candidate will be required to enter into the SMS employment contract and a performance agreement. The successful candidate will be subjected to reference checks and a security clearance up to the level of "Top Secret". The requirements for appointment at Senior Management Service (SMS) level will be the completion of the Senior Management Pre-entry programme as endorsed by the National School of Government (NSG). Shortlisted candidates should therefore provide proof (prior to the interviews) that they have registered for the SMS Pre-Entry programme, which can be accessed using the following link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. All shortlisted SMS candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department, be required to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Failure to submit the requested documents will result in your application not being considered. In addition, the successful candidate will have to disclose their financial interests.</p>

MANAGEMENT ECHELON

<u>POST 16/310</u>	:	<u>CHIEF DIRECTOR: CABINET SECRETARIAT REF NO: CABINET/PRES/2025</u> Branch: Cabinet Office
<u>SALARY</u>	:	R1 436 022 per annum (Level 14), (all-inclusive package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Senior certificate plus an appropriate Bachelor's Degree or equivalent on NQF level 7 as recognized by SAQA. 5 years' experience at Senior Management Services. Process competencies: Communication, both oral and writing. Client orientation and customer focus. Honesty and integrity. Reliability. Service delivery innovation. Willing to work extended hours, when necessary. Initiative. Problem-solving and analysis. Knowledge management: In-depth understanding of the Public Service Regulatory Framework. Good understanding of government planning processes, policies, programmes, strategies, projects and plans. Public Service Regulatory Framework. Government systems. Good knowledge and ability to use appropriate research methodologies. Core competencies: Financial management. Strategic capability leadership. Program and project management. People management and empowerment. Change Management. Stakeholder management. Proven analytical skills with an understanding of the political environment. Be professional and highly motivated, display initiative think critically and be able to gather and analyse information skillfully. Understanding of eCabinet and eGovernance ICT systems.
<u>DUTIES</u>	:	The successful candidate will be responsible for the following duties: Manage and provides Cabinet and its Committees with effective and efficient strategic, secretarial and administrative support. Overseeing the compilation of agendas and minutes for the Cabinet and its Committees. Understanding of the Cabinet system and processes promoted through briefings/training/capacity building sessions for Ministerial staff and members of Senior Management of all Ministries/Departments with a view to better prepare Ministers and Deputy Ministers to engage with the Cabinet system and processes. Enhanced document distribution and communication for Cabinet (e-Cabinet). Improved oversight by Cabinet on the implementation of the Government Programme of Action (POA). Ensuring effective economic and risk management in the Unit.
<u>ENQUIRIES</u>	:	Ms Lucia Mphahlele Tel No: (012) 300 5865
<u>NOTE</u>	:	NB: Email applications must on the subject line state ONLY the Reference number: CABINET/PRES/2025 (with no spaces)
<u>POST 16/311</u>	:	<u>DIRECTOR: INTERNAL AUDIT REF NO: D/PRES/2025</u>
<u>SALARY</u>	:	R1 216 824 per annum (Level 13), (all-inclusive remuneration package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Senior Certificate plus an appropriate Bachelor degree (NQF level 7 as recognised by SAQA). Certified Internal Auditor or Principal Certified Internal Auditor. Other designations (example CISA) will be an added advantage. 5 years' experience at middle/senior management in auditing environment. Appointment subject to successful completion of the Nyukela Public Service SMS Pre-entry Programme as endorsed by the National School of Government. Public Sector Experience. Candidate must have the following competencies: Strategic capability leadership. Public Service Regulatory Framework. Program and project management. Problem solving and analysis. Financial management. People Management and Empowerment. Communication (verbal and written). Honesty and integrity.
<u>DUTIES</u>	:	The successful candidate will be responsible for the following duties: Manage the internal audit function in accordance with the Global Internal Audit Standards. Provide inputs to the Strategic Planning. Develop and implement a strategy for the internal audit function that includes a vision, strategic objectives and supporting initiatives of Internal Audit function towards fulfilment of the Internal Audit mandate. Develop and maintaining the Internal Audit Charter. Develop a 3 year strategic and flexible annual audit plan using appropriate risk-based methodology, including any risks or control concerns identified by management and submit that plan to the Audit Committee for review and approval. Establish methodologies to guide the internal audit function in a systematic and disciplined manner to implement the internal audit strategy, develop the internal audit plan, and conform with the Standards. Obtain and

deploy resources. Evaluate whether internal audit resources are sufficient to fulfil the internal audit mandate and achieve the internal audit plan. If not, the Chief Audit Executive must develop a strategy to obtain sufficient resources and inform the board about the impact of insufficient resources and how any resource shortfalls will be addressed. Manage the internal audit function's financial resources by developing a budget that enables the successful implementation of the internal audit strategy and achievement of the plan. Manage the day-to-day activities of the internal audit function effectively and efficiently, in alignment with the budget. Establish an approach to recruit, develop, and retain internal auditors who qualified to successfully implement the internal audit strategy and achieve the internal audit plan. If the function lacks appropriate and sufficient human resources to achieve the internal audit plan, the chief audit executive must determine how to obtain the resources or communicate timely to the board and senior management the impact of the limitations. Evaluate the technology used by the internal audit function and pursue opportunities to improve effectiveness and efficiency. Evaluate the competencies of individual internal auditors and encourage professional development. Build relationships. Develop an approach for the internal audit function to build relationships and trust with key stakeholders, including the board, senior management, operational management, regulators, and internal and external assurance providers and other consultants. Communicate with stakeholders. Promote formal and informal communication between the internal audit function and stakeholders, contributing to the mutual understanding. Establish and implement methodologies to promote accurate, objective, clear, concise, constructive, complete, and timely internal audit communications. Communicate the results of internal audit services to the board and senior management periodically and for each engagement as appropriate. Disseminate the final communication to parties who can ensure the results are given due consideration. Ensure and enhance the performance of the function. Develop, implement, and maintain a quality assurance and improvement program that covers all aspects of the internal audit function. Develop objectives to evaluate the internal audit function's performance. Coordinate combined assurance. Coordinate with internal and external providers of assurance services and consider relying upon their work. Combined Assurance Framework maintain and update. Provide effective secretariat function for the Audit Committee. Develop a meeting calendar for the calendar year in line with The Presidency's event calendar. Arrangement for meetings as per the meeting calendar. Prepare meeting pack; and Follow through on decisions taken. Arrangement for payment of Audit Committee members after meeting attendance. Maintain the Audit Committee member's contracts. Maintain and update the Audit Committee Charter

**ENQUIRIES
NOTE**

: Ms Lucia Mphahlele Tel No: (012) 300 5865
: NB: Email applications must on the subject line state ONLY the Reference number: D/PRES/2025 (with no spaces)

OTHER POSTS

POST 16/312

: **DEPUTY DIRECTOR: AUDIT ASSURANCE AND CONSULTANCY SERVICES (REF: DD/PRES/2025)**

**SALARY
CENTRE
REQUIREMENTS**

: R896 436 per annum (Level 11), (all-inclusive remuneration package)
: Pretoria
: A Senior Certificate plus a relevant Bachelor's degree/Advanced Diploma or an equivalent qualification with majors in Auditing/Internal Auditing and Accounting on NQF level 7 as recognised by SAQA. A post graduate qualification will be an added advantage. 3-5 years' managerial experience. Core competencies: The following competencies are applicable and it can be linked to the IIA Global Internal Audit Competency framework. The 2 frameworks are also linked to the Core Competencies as per the DPSA. Public Service Regulatory Framework. Communication and information management. Problem solving and decision making. Team leadership. Budgeting and financial management. Programme and project management. Applied strategic thinking. Problem solving and analysis. Team Leadership. Budgeting and /financial management. Project management. Applied strategic thinking. Continuous improvement. Understanding of the organisations business risks and related internal control activities.

DUTIES

: The successful candidate will be responsible for the following duties: Draft a 3 year strategic and flexible annual audit plan using appropriate risk based methodology, including any risks or control concerns identified by management and submit to the Chief Audit Executive for review. Oversee the implementation of the annual audit plan and regular reporting on progress. Functional and administrative management of staff. Reporting results of the audit activities for the approval of the Chief Audit Executive. Draft policies and procedures to guide the IIA and direct its administrative functions for approval by the Chief Audit Executive. Training and development of audit staff. Draft a quality assurance programme that assures the operation of internal audit activities

ENQUIRIES

: Ms Lucia Mphahlele Tel No: (012) 300 5865

NOTE

: NB: Email applications must on the subject line state ONLY the Reference number: DD/PRES/2025 (with no spaces)