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

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 16 OF 2026
DATE ISSUED 15 MAY 2026

1. **Introduction**

1.1 This Circular is, except during December, published on a weekly basis and contains the advertisements of vacant posts and jobs in Public Service departments.

1.2 Although the Circular is issued by the Department of Public Service and Administration, the Department is not responsible for the content of the advertisements. Enquiries about an advertisement must be addressed to the relevant advertising department.

2. **Directions to candidates**

2.1 Applications on form Z83 with full particulars of the applicants' training, qualifications, competencies, knowledge and experience (on a separate sheet if necessary or a CV) must be forwarded to the department in which the vacancy/vacancies exist(s). **NB: PROSPECTIVE APPLICANTS MUST PLEASE USE THE NEW Z83 WHICH IS EFFECTIVE AS AT 01 JANUARY 2021.**

2.2 Applicants must indicate the reference number of the vacancy in their applications.

2.3 Applicants requiring additional information regarding an advertised post must direct their enquiries to the department where the vacancy exists. The Department of Public Service and Administration must not be approached for such information.

2.4 It must be ensured that applications reach the relevant advertising departments on or before the applicable closing dates.

3. **Directions to departments**

3.1 The contents of this Circular must be brought to the attention of all employees.

3.2 It must be ensured that employees declared in excess are informed of the advertised vacancies. Potential candidates from the excess group must be assisted in applying timeously for vacancies and attending where applicable, interviews.

3.3 Where vacancies have been identified to promote representativeness, the provisions of sections 15 (affirmative action measures) and 20 (employment equity plan) of the Employment Equity Act, 1998 should be applied. Advertisements for such vacancies should state that it is intended to promote representativeness through the filling of the vacancy and that the candidature of persons whose transfer/appointment will promote representativeness, will receive preference.

3.4 Candidates must be assessed and selected in accordance with the relevant measures that apply to employment in the Public Service.

4 SMS pre-entry certificate

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

AMENDMENT : **DEPARTMENT OF AGRICULTURE**: Kindly note that the following 2 posts were advertised in Public Service Vacancy Circular 15 dated 08 May 2026, Handyman with Ref No: 3/3/1/31/2026 and Household Aid with Ref No: 3/3/1/32/2026; has been amended as follows: Handyman (X2 posts) and Household Aid (X2 posts) salary R144 024 per annum (Level 02).

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ANNEXURE A

DEPARTMENT OF BASIC EDUCATION

The Department of Basic Education is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. Preference will be given to underrepresented groups as per the DBE Employment Equity Targets. Women and people with disabilities are encouraged to apply.

APPLICATIONS : Submitted via post to: Private Bag X895, Pretoria, 0001 or hand-deliver to: The Department of Basic Education, 222 Struben Street, Pretoria or you can email your application at Recruitment@dbe.gov.za. Please visit the Department of Education's website at www.education.gov.za or the Department of Public Service and Administration vacancy circulars at www.dpsa.gov.za.

FOR ATTENTION : Ms M Mahape/Ms N Kumalo

CLOSING DATE : 29 May 2026

NOTE : Applications must be submitted on the most recently approved Z83 Application for Employment Form, obtainable from the DBE Website or any Public Service Department/Webpage. Use of the old Z83 Form will result in disqualification. The Z83 must be completed in full and page 2 duly signed. A clear indication of the post and reference number that is being applied for must be indicated on your Z.83. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 with a detailed Curriculum Vitae (only). Certified copies of qualifications and other relevant documents will be requested from shortlisted candidates on or before the day of the interview. Successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks, qualification and employment verification including social media profiles). Appointment is subject to positive results of the security clearance process. The successful candidate will be required to sign an annual performance agreement and, where applicable, annually disclose his/her financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. Applicants who do not comply with the abovementioned requirements will not be considered. Applications received after the closing date or faxed applications will not be considered. Note: A Certificate for SMS pre-entry programme is required for all SMS appointments, the full details of the outlined requirements and course information can be sourced by following the link https://www.thensg.gov.za/training-course/sms-pre-entry programme. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The incumbent will have to sign an annual performance agreement as well as annually disclose his/her financial interests and be subjected to a security clearance.

MANAGEMENT ECHELON

POST 16/01 : **CHIEF DIRECTOR: CURRICULUM IMPLEMENTATION AND MONITORING REF NO: DBE/26/2026**
Branch: Curriculum Policy, Support and Monitoring
Chief Directorate: Curriculum Implementation and Monitoring
Applicants who previously applied need not re-apply.

SALARY : R1 494 900 per annum

CENTRE : Pretoria

REQUIREMENTS : The applicant must be in a possession of a relevant Bachelor's degree (NQF level 7) or equivalent qualification as recognised by SAQA; Five years' experience at a Senior managerial level and in high level planning and management; Extensive knowledge, insight and experience in the broad education policy framework that guides the provision of education in South African schools, curriculum development and support as it applies to the

National Curriculum Framework (NCF) for the 0-4 years old as well as the National Curriculum Statement and Curriculum Assessment Policy Statement (CAPS) for Grades R to 12.Process Competencies: Knowledge Management; Service Delivery Innovation; Problem Solving and Analysis; Client Oriented, customer focus and communication skills. Core Competencies: Strategic capability and Leadership; Programme and project management; Financial Management; Knowledge management; People management and Empowerment; Promotion of communication, Innovation and Creativity.

DUTIES : The successful candidate will be responsible for providing strategic leadership, managing, guiding and supporting the Chief Directorate: Curriculum Implementation and Monitoring in its objective to improve the quality of Basic Education for the 0-4 years olds in Grades R to 12 through improving teacher capacity and practices; Increasing learner participation and success rate to meet the National Development Plan and Action Plan 2019 towards Schooling 2030; Collaborating with state institutions, National and International Bodies as well as NGO's; Developing and ensuring implementation of Norms and Standards in line with section 3 and 8 of the National Education Policy Act; Strengthening School Based Assessment to enhance teaching practice; Developing and implementing a strategy to promote the utilisation of data to enhance teaching quality and efficiency; Developing and implementing business processes on the work done to inform Norms and Standards; Improving the quality of Early Childhood Development (ECD); Improving the access of children to qualify for ECD below Grade 1 as well as the grade promotion of learners through Grade 1 to 9 phases of school; Improving the access of Inclusive Education; Ensuring that all children remain effectively enrolled in school up to the year in which they turn 15; Development and maintaining of policies and programmes to ensure quality implementation of the NCF and the CAPS, including having responsibility for quality programmes for children experiencing barriers to learning; Increasing the number of learners in Grade 6 who have mastered the minimum language and mathematics competencies; Increase the number of learners in Grade 9 who by the end of the year have mastered the minimum language and mathematics competencies; Implementation of the IIAL and GET Strategy and increasing the number of Grade 12 learners who became eligible for a Bachelor's programme at University.

ENQUIRIES : Ms M Mahape Tel No: (012) 357 3291/ Ms N Kumalo Tel No: (012) 357 3398

POST 16/02 : **DIRECTOR: TEACHER DEVELOPMENT AND IMPLEMENTATION REF NO: DBE/27/2025**
Branch: Teachers, Education Human Resources and Institutional Development
Chief Directorate: Curriculum and Professional Development Institute

SALARY : R1 266 714 per annum
CENTRE : Pretoria
REQUIREMENTS : Applicants must be in a possession of relevant Bachelor's degree (NQF level 7) or equivalent as recognised by SAQA; 5 years' experience at Middle/Senior Managerial level in the Education sector; Extensive experience in the field of institution and employee performance management; An in depth knowledge and understanding of the strategies for teacher support and development, including capacity to integrate ICT and other innovative strategies; The capacity to undertake research, impact assessment, monitoring, evaluation, and reporting will be an added advantage; Understanding of the education sector; Good computer skills including MS Word, MS Excel and MS Power Point; Ability to work under pressure; A valid driver's license and be willing to travel extensively. Process Competencies: Knowledge Management; Service Delivery Innovation; Client Orientation; Customer Focus; Communication Skills; Problem Solving and Analysis. Core Competencies: Strategic Capacity; Leadership; People Management; Empowerment; Financial Management; Change Management; Trustworthy, accurate, adaptable, diplomatic; Valid driver's license and willing to travel extensively.

DUTIES : The successful candidate will be responsible for coordinating, monitoring, and supporting teacher development programmes in provinces in line with the DBE priorities, including conducting of impact assessments; Developing frameworks for programme development; Developing strategies to improve and support school and educator performance; Driving content development and curation of digital resources for teacher support and for teaching and learning; Promoting active utilization of ICT platforms for professional development;

Monitoring and evaluating teacher development initiatives; Providing strategic leadership and manage finances in line with PFMA; Providing strategic leadership to staff and develop annual plans; Supporting the use of the online Teacher Development Platform and other innovative practices to build the capacity of teachers; Managing the finances of the Directorate in line with the Public Finance Management Act; Identifying key blockages to effective and timeous planning and implementation of key sector mandates and priorities; Compiling quarterly analytic reports for HEDCOM and CEM to guide sector improvement practice; Facilitating the sharing of best practice.

ENQUIRIES : Ms M Mahape Tel No: (012) 357 3291/Ms N Kumalo Tel No: (012) 357 3398

ANNEXURE B

DEPARTMENT OF CIVILIAN SECRETARIAT FOR POLICE SERVICE

The Civilian Secretariat for Police Service is an equal opportunity, and gender sensitive employer and it is the intention to promote representivity in the Public Service through the filling of these posts. The Secretariat for Police service is committed to the achievement and maintenance of diversity and equity employment.

APPLICATIONS	:	Applications must be mailed timeously to Private Bag X922, Pretoria, 0001 or hand delivered or couriered to 268 Lilian Ngoyi Street, Pretorius Street, Fedsure Building 2nd floor, Pretoria at the Reception Desk.
CLOSING DATE	:	29 May 2026. NB: Please ensure that your application reaches this office not later than 16h00 on weekdays.
NOTE	:	Applications must be submitted on the new prescribed application form Z83 of the Public Service Act, obtainable from any Public Service Department or any Public Service and Administration website or Recruitment Office within the Secretariat for Police Service. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae (e.g. indicating positions held, dates and key performance areas/responsibilities). Only shortlisted candidates will be required to submit certified documents on or before the day of the interviews following communication from the Department. Failure to submit the requested documents/information will result in your application not being considered. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Following the interview and technical exercise, the selection panel will recommend the most suitable candidate. Short-listed candidates will be subjected to a security clearance. The Secretary of Police Service has the right not to fill the post. All posts are based in Pretoria. Preference will be given to youth, people with disability and women in accordance with our employment equity. No late applications will be accepted. Failure to comply with this requirement will result in the candidate being disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful.

OTHER POSTS

POST 16/03	:	**OFFICE MANAGER REF NO: CSP/07/2026**
SALARY	:	R932 292 per annum
CENTRE	:	Pretoria
REQUIREMENTS	:	National Diploma/Degree (NQF 6) in in Public Administration/Business Administration/Business Management/Public Management or equivalent qualification. Five (5) years' experience in Office Administration/Executive Administrative environment, inclusive of three (3) years' experience at Assistant Director Level. Knowledge of Government Systems and Structures. Understanding of the management of information and formal government reporting systems. Proven knowledge of office administration/office management and professional office etiquette. Knowledge of the Public Service Act and Regulations; Public Finance Management Act; Supply Chain Management procedures; performance management and development systems. Knowledge of International Relations in the Public Service context. Knowledge of the broader Public Service Policy Framework. An analytical approach to problem solving, strong communication (written and verbal) skills. Presentation and facilitation skills, Project Management, planning and organizing skills and ability to interact with all levels and functions, including senior management. Ability to work under pressure and to work long hours when required. Ability to travel when required.
DUTIES	:	To render executive and strategic support to Secretary for Police Service. Establish, maintain and update both manual and electronic Documents Management System in the Office of the Secretary for Police Service. Coordinate correspondence management, including the screening, reading, quality assuring and prioritising submissions and other relevant documentation. Obtain inputs, collate and compile monthly progress and other

reports. Categorise and prioritise submissions in the Office of the Secretary for Police Service and prepare advisory notes on submissions as required. Develop and monitor the implementation of protocols for the effective functioning of the Office of the Secretary for Police Service, in line with internal policies and procedures. Provide Secretariat Services for EXCO, MANCO, HODs and other high level meetings chaired by the Secretary for Police Service. Coordinate meetings and provide updates in respect of activities resulting from decisions taken in meetings chaired by the Secretary for Police Service such as EXCO, MANCO, HODs Forum, etc. Provide support to the MINMEC Secretariat comprising of the CSPS and SAPS. Provide support on special projects undertaken by the Executive Support Directorate on behalf of the Secretary for Police Service. Coordinate the HODs PMDS process for the Secretary for Police Service, in collaboration with Human Resources Development. Compile quarterly reports on activities in the Office of the Secretary for Police Service. Liaise with the Ministry and the Department of Planning, Monitoring, and Evaluation to ensure timeous and compliant submission of the Secretary's performance documents. Keep a record of expenditure commitments, monitor expenditure for the Executive Support Directorate and the Office of the Secretary for Police Service. Supervise junior staff and learners in the Executive Support Directorate.

ENQUIRIES : Ms HP Masoma Tel No: (012) 493 1397
APPLICATIONS : Applications can be emailed to OF-Manager@csp.gov.za
NOTE : Preference will be given to Coloured, Indian and White Males and Females in accordance with our employment equity plan.

POST 16/04 : **ASSISTANT DIRECTOR: RESEARCH REF NO: CSP/08/2026**

SALARY : R605 742 per annum
CENTRE : Pretoria
REQUIREMENTS : An undergraduate qualification (NQF Level 7 as recognised by SAQA) in Social Science/Data Science/ Statistics, Economics, or relevant equivalent qualification. Three (3) years' proven experience in conducting impact research. Proven experience regarding research on the impact of policies, strategies and procedures. Experience on conducting impact analysis to determine effectiveness and efficiency. Promote the use of science to promote violence prevention and public safety, including testing sustainability and scalability of interventions. Proven proficiency in applying evidenced-based research designs, including experimental designs, quasi-experimental designs, cohorts design, longitudinal design, and survey research. Demonstrate practical knowledge and extensive experience on impact research. Application of advanced quantitative research methodologies and procedures. Experience with research softwares such as SPSS, Stata, Python, Ms Excel. Advanced data visualisation: ability to create dashboards, GIS mapping, Tableau, Power BI will be an added advantage. Advanced experience of quantitative research procedures. Advanced analytical skills; communication, research report writing and presentation skills, minimal supervision and project management, planning and organising, team leadership, problem solving and decision making skills. Valid driver's license.
DUTIES : Conduct evidenced-based research including quasi-experimental designs, cohorts design, longitudinal designs, survey research, longitudinal, experimental designs. Undertake quantitative impact analysis of legislation, policies and strategies on crime & violence prevention. Conduct primary and secondary research. Provide desktop research. Render research support through an active role in research planning including contribution to the Research Agenda development and review; and drafting of concept note, terms of reference and proposal to support research project; and identify research topics. Develop and apply quantitative, evidenced-based and impact research methodologies that is appropriate for the study, compile sampling plan and criteria for each research projects. Prepare interview tools and maintain accurate records of interviews. Develop and apply innovative and sound data collection/analysis systems for quantitative studies. Plan and manage field work processes. Conduct literature reviews and collects data. Conduct advanced quantitative data analysis, including causal inferences. Prepares briefing notes, facts sheets reports, other articles, and presentations. Undertake comparative research with national and international research institutions. Compiles research reports based on analysed data. Develop evidenced-based recommendations for the respective project. Provide

summaries for respective research reports. Coordinate supply chain, research publication and dissemination processes. Prepare progress reports, coordinate the respective research project according to project management principles.

ENQUIRIES : Mr O Phomane Tel No: (012) 4931 439
APPLICATIONS : Can be emailed to ASD-Research@csp.gov.za
NOTE : Preference will be given to Coloured, Indian and White Males and Females in accordance with our employment equity plan.

POST 16/05 : **ASSISTANT DIRECTOR: DEMAND AND ACQUISITION REF NO: CSP/09/2026**

SALARY : R487 197 per annum
CENTRE : Pretoria
REQUIREMENTS : Undergraduate Qualification (NQF level 6 as recognised by SAQA) / Bachelor's degree in Supply Chain Management / Logistics or Purchasing Management or relevant SCM qualification. Three (3) years' experience in Supply Chain environment at a supervisory level. Knowledge of Public Finance Management Act and Treasury-related legislations. Knowledge of Contract management and leasing processes, Supply Chain Management policies and procedures, BAS and LOGIS system. Computer literacy, communication skills, presentation and project Management skills. Planning and organizing, problem solving and decision-making skills. Leadership and facilitation skills. Valid driver's license.
DUTIES : Coordinate, review and execute the Bidding process. Provide secretariat support services to the Departmental Bid Specification Committee, Acquisition Committee and Bid Evaluation Committee. Compile Bid documents. Publish Tender invitations. Conduct research on the relevant identified procurement needs. Analyse and determine requirements for implementation. Assess and interpret the results of the research conducted on the market. Recommend proposals for procurement methodology. Ensure compliance with quality requirements. Coordinate the review of the Annual Procurement Plan. Analyse the information and engage with business units regarding the annual procurement. Confirm availability of budget with Finance unit/Business Units. Check alignment of the procurement plan against strategic goals and objectives. Consolidate the information collected into the procurement plan and table for approval by the Accounting Officer. Compile Terms of Reference/ specifications to invite service providers for an expression of interest. Receive, evaluate and recommend the expressions of interest for approval/adjudication. Coordinate, review and source quotations from the Central Supplier Database (CSD). Receive, compile and recommend submissions (SCM3's) for approval. Manage the rotation of suppliers. Quality assures information on the supplier database. Management of Resources (Human Resource, Financial Resource and Equipment/Asset).
ENQUIRIES : Mr MD Mashifane Tel No: (012) 4931 435
APPLICATIONS : Can be emailed to ASD-DemandAqui@csp.gov.za
NOTE : Preference will be given to Coloured, Indian and White Males and Females in accordance with our employment equity plan.

ANNEXURE C

DEPARTMENT OF COMMUNICATIONS AND DIGITAL TECHNOLOGIES

The Department is an equal opportunity organisation and intends to promote equity through the filling of these posts. Candidates whose appointment/promotion/transfer will promote the achievement of employment equity within the Department will receive preference, in particular, the persons with disabilities and youth.

APPLICATIONS : Please forward your application, quoting the relevant reference number, to the link quoted in the specific advertisement below. This link requires applicants to use a Google account.

CLOSING DATE : 29 May 2026

NOTE : Applications must be submitted with two (2) attachments: 1. A Z83 Form (2021 version), obtainable from the DPSA website (Z83 editable) and 2. A recently updated comprehensive Curriculum Vitae. Each post advert must be accompanied by its own application form for employment and must be fully completed, initialed and signed by the applicant. Applications received after the closing date will not be considered. Only shortlisted candidates will be required to submit certified copies of qualifications obtained and other related documents on or before the day of the interview, following communication from Human Resources and will be subjected to verification by the South African Qualifications Authority. Candidates in possession of a foreign qualification must also provide an evaluation certificate issued by the South African Qualifications Authority (SAQA), at own expense. Failure to submit the requested documents will result in the application not being considered further. Due to the anticipated large volume of responses, correspondence will be limited to shortlisted candidates only. All shortlisted candidates shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other will be an integrity (ethical conduct) assessment. After the pre-entry assessments, an oral interview will be conducted. Suitable candidates will be subjected to personnel suitability checks (criminal record, citizenship, credit record checks, qualification verification and employment verification). By responding to the advertisement, applicants consent to the collection, processing and storing of their Personal Information in accordance with the Protection of Personal Information Act (POPIA) Act No. 4 of 2013. Candidates will therefore be required to give consent in terms of the POPI Act in order for the Department to conduct the verifications. Information will be used for the purpose of recruitment only and more specifically for the purpose of the position/vacancy you have applied for and will not be shared with third parties without prior consent, unless required by law. All applicants must declare any conflict or perceived conflict of interest and must disclose membership on Boards and directorships associated with. If you have not been contacted within six (6) months of the closing date, please accept that your application was unsuccessful. The CVs submitted will be destroyed as legislated in the National Archives Act. In the event that your application is unsuccessful, the Department will retain your personal information only for audit purposes as required by policies. All the information requested now or during the process is required for recruitment purposes. Failure to provide the requested information will result in your application not being considered further. The Department reserves the right not to make an appointment to the advertised post(s). The successful candidate must disclose particulars of all registrable financial interests and sign an employment contract within one month from the date of assumption of duty. A Performance Agreement must be concluded and signed within three months from the date of assumption of duty. Note for applicants of SMS posts: Successful completion of the Nyukela Public Service SMS Pre-entry Programme as endorsed by the National School of Government, available as an online course on https://thensg.gov.za/training-course/sms-pre-entry-programme/, prior to the finalization of the appointment, is a requirement for all SMS positions. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment, using the mandated DPSA SMS competency assessment tools.

MANAGEMENT ECHELON

POST 16/06	:	**CHIEF FINANCIAL OFFICER REF NO: CFO** Nature of Appointment: Permanent
SALARY	:	R1 494 900 per annum (Level 14), (the all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Pension Fund, a medical fund and a flexible portion in terms of applicable rules).
CENTRE	:	Pretoria, Hatfield
REQUIREMENTS	:	An appropriate NQF level 7/ Degree in Finance/ Accounting/ or the relevant equivalent qualification as recognised by the South African Qualifications Authority. Registration as a Chartered Accountant will be an added advantage. A minimum of five (5) years' experience in financial management covering Accounting, Budgeting, Reporting and Asset Management at the Senior Managerial level. Skills / Competencies and Knowledge: Strategic Capabilities and Leadership, Government Administrative Processes, People Management and Empowerment, Programme and Project Management, Change Management, Financial Management and Stakeholder Management, Problem solving and analysis, Customer focus, Stakeholder Engagement and Relationship Management. Financial Accounting, Management Accounting, Property and Facility Management, PFMA, Treasury Regulations, PPPFA, General Recognised Accounting Practice (GRAP) and Modified Cash Standard (MSC). Supply Chain Management, Basic accounting system (BAS) and other transversal systems, Internal control, procedure, policies, Finance standard operating procedures.
DUTIES	:	The purpose of the post is to oversee the provision of financial management and reporting services. The successful candidate will oversee the delivery of Financial Management Services. Oversee and monitor the provision of Logistics, Travel and Asset Management Services and Supply Chain Management. Execute all responsibilities delegated by the Accounting Officer in terms of Sections 38 to 43 of the PFMA. Maintain an integrated accounting and financial management system, including financial reporting and internal control. Oversee budgetary processes (Medium term Expenditure Framework (MTEF), Adjustment Estimates of national expenditure (AENE), Estimates of National Expenditure (ENE), reprioritisation, movement of funds) within the department and ensure alignment with strategic objectives and the Departmental entities (Ensure strict adherence to the provisions of the Preferential Procurement Policy Framework Act (Act 5 of 2000). Oversee the preparation and submission of quarterly and annual financial statements, including other financial reports and liaise with National Treasury and the Auditor-General. Participate in policy formulation and review by rendering advice to the Executive Authority, Accounting Officer and Senior Management on financial matters and financial consequences thereof. Ability to robustly engage key stakeholders and relevant role players such as National Treasury, Auditor General, management, governance and oversight structures, as well as relevant entities' management in the finance environment regarding transversal financial matters. Contributing to key result areas such as strategic functional leadership, managing human resources, managing financial resources, driving change and operational excellence, as well as managing and ensuring compliance.
ENQUIRIES	:	Mr M Cilo Tel No: (012) 427 8514, Ms N Khosa Tel No: (012) 427 8260, Ms N Sekele Tel No: (012) 427 8599
APPLICATIONS	:	application link: https://forms.gle/o7TSNgp1VbVnX8qC7
POST 16/07	:	**DIRECTOR: LOGISTICS, TRAVEL AND ASSET MANAGEMENT REF NO: DIRLTAM** Nature of Appointment: Permanent The purpose of the post is to manage and drive the provision of logistics, payments, orders, travel and asset management to the department.
SALARY	:	R1 266 714 per annum (Level 13), (the all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Pension Fund, a medical fund and a flexible portion in terms of applicable rules).
CENTRE	:	Pretoria, Hatfield
REQUIREMENTS	:	An appropriate NQF level 7/ Degree in Business Financial Management/ Commerce/ Accounting/ Supply Chain Management/ Logistics/ Finance or

relevant equivalent qualification as recognised by the South African Qualifications Authority. Honours degree will be an added advantage. A minimum of five (5) years' experience in Logistics, Payments and Orders, Travel and Asset management environment at middle/senior management level. Skills / Competencies and Knowledge: Strategic Capabilities and Leadership, Government Administrative Processes, People Management and Empowerment, Financial Management, Change Management, Problem solving and analysis, Customer focus, Stakeholder Engagement and Relationship Management. Supply Chain Management, BAS and LOGIS, Fleet and Travel Management, Asset Management, PFMA, Risk Management and Modified Cash Standards.

DUTIES : The successful candidate will: Manage and drive the development and implementation of logistics, payments, orders, travel and asset management policies, strategy and services. Manage the acquisition, use, maintenance, losses, and disposal of assets in line with relevant policies, prescripts, legislation, and instruction notes. Manage and drive the preparation of monthly, quarterly, and annual asset reconciliations between the Asset Register and ledger and report in the financial statements (AFS). Submit various compliance reports to National Treasury, Management and AFS. Manage and coordinate logistics services (the processing of LOGIS orders and payments). Liaise with service providers and review, verify, and audit invoices and performance reports to ensure compliance with contractual terms, value for money, and effective service delivery. Manage and direct the coordination of fleet and asset management processes and procedures in the Department. Manage and process warranty claims, authorise returns, reverse logistics and stock transfers. Manage and drive the ordering, delivery, and checking and the efficient flow of goods in and out of the stores. Manage, inform, guide and advise departmental employees on asset and inventory disposal management processes to promote correct implementation of sound disposal management practices. Manage travel management, from orders to payments to reporting. Manage and direct the maintenance of the invoice tracking system to ensure payments are made within 30 days. Contributing to key result areas such as strategic functional leadership, managing human resources, managing financial resources and driving change and operational excellence. Responsible for governance and compliance within the Directorate, implementation and reporting thereof.

ENQUIRIES : Mr M Cilo Tel No: (012) 427 8514, Ms N Khosa Tel No: (012) 427 8260, Ms N Sekele Tel No: (012) 427 8599

APPLICATIONS : application link: https://forms.gle/YhKxzshv2cs4Gfiw7

OTHER POSTS

POST 16/08 : **PARLIAMENTARY AND CABINET SUPPORT REF NO: PCS**

Nature of Appointment: Permanent

The purpose of the post is to provide administrative support to the executive authority on matters relating to Parliament / the legislature and Cabinet / executive council.

SALARY : R932 292 per annum (Level 11), (the all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Pension Fund, a medical fund and a flexible portion in terms of applicable rules).

CENTRE : Pretoria, Hatfield

REQUIREMENTS : An appropriate NQF level 6 / 7 qualification in Political Science / Public Administration / Business Administration or relevant equivalent qualification as recognised by the South African Qualifications Authority. A minimum of five (5) years' experience of which three (3) years should be at an Assistant Director level / middle management or equivalent working experience in Office Administration environment. Skills / Competencies and Knowledge: Broad knowledge and understanding of the functional areas covered by the executive authority's portfolio, knowledge of Minister's operations, proven management competencies, working knowledge of the political and parliamentary processes in South Africa, computer literacy and communication skills (verbal and written).

DUTIES : The successful candidate will monitor events in Parliament / legislature to identify matters that have a bearing on the portfolio of the Minister, this will inter alia entail peruse like Hansard speeches, minutes of portfolio and standing committees and monitor meetings of legislative structures to identify matters

that have a bearing on the portfolio of the Minister, liaise with structures like portfolio and standing committees on matters that that have a bearing on the portfolio of the Minister and brief departments on decision taken. Render an efficient and effective parliamentary service, this will inter alia entail facilitate timeous and appropriate responses to parliamentary questions in the format prescribed by Parliament / the legislature and ensure departmental representation in parliamentary events, compile cabinet memoranda, speeches, submissions, briefing notes and other documents as required, gazette and table draft bills emanating from the portfolio of the Minister, provide advice and support in terms of policy and procedure to the department in respect of key parliamentary events like the tabling of the budget vote of the Minister. Co-ordinate and control movements between the Pretoria and cape Town offices for Parliamentary sessions where required. Manage and oversee the packing, dispatching and unpacking official documents and equipment in Pretoria and Cape Town. Manage the movement of households to and from Cape Town. Study the relevant public service and departmental prescripts / policies and other documents to ensure that the application therefore is understood properly. Remain up to date with regards to the applicable prescripts / policies and proc ensures that the Minister apply terrain. Remain abreast with the procedures and processes applicable to the Minister.

ENQUIRIES : Mr M Cilo Tel No: (012) 427 8514, Ms N Khosa Tel No: (012) 427 8260, Ms N Sekele Tel No: (012) 427 8599

APPLICATIONS : application link: https://forms.gle/VXa4tH9X7iFNLKqB6

POST 16/09 : **REGISTRY CLERK REF NO: REGCLE**
Nature of Appointment: Permanent
The purpose of the post is to render effective and efficient administrative clerical services to support the delivery of registry and document management services.

SALARY : R237 453 per annum (Level 05)
CENTRE : Pretoria, Hatfield
REQUIREMENTS : National Senior Certificate / Grade 12 (NQF level 4) as recognised by the South African Qualifications Authority. No work experience required. Skills / Competencies and Knowledge: Basic Job knowledge, Communication (verbal and written), Interpersonal Relations, Flexibility, Planning and Organizing.
DUTIES : The successful candidate will render general clerical support services, including registering, stamping, sorting and distribution of incoming and outgoing documents and mail. Open new files and register them in the Register of Files Opened and close files and register them in the according to registry procedure manual and file plan. Replace worn-out file covers as and when required. Complete control sheets, report files that are due for disposal, record all documents to be scanned in the Register of Scanned Documents. Retrieve, issue, receive files, photocopy and scan records as requested. Arrange and pack records as per transfer list and conduct logistical arrangements for the transfer of archival records. Driving change and operational excellence and manage compliance.
ENQUIRIES : Mr M Cilo Tel No: (012) 427 8514, Ms N Khosa Tel No: (012) 427 8260, Ms N Sekele Tel No: (012) 427 8599
APPLICATIONS : application link: https://forms.gle/EK1o92gWpk2XJN1m7

ANNEXURE D

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. Women and persons with disabilities are encouraged to apply.

APPLICATIONS : Applications must be submitted electronically via the link to: DCoG Recruitment Application Form – Fill out form
For application enquiries email: ICTBusinessApplications@cogta.gov.za

CLOSING DATE : 29 May 2026

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

OTHER POST

POST 16/10 : **SCANNING OPERATOR REF NO: DCOG-SCO**
This is a re-advertisement, candidates who previously applied are encouraged to re-apply, as previous applications will not be considered.

SALARY : R170 226 per annum (Level 03)

CENTRE	:	Pretoria
REQUIREMENTS	:	A Grade 12 Certificate or equivalent qualification. No experience required. Proficiency in MS Excel and MS Word. Generic Competencies: Quality of work. Initiative. Interpersonal Relations. Planning and Execution. Reliability. Communication (verbal and written. Teamwork. Technical Competencies: In depth knowledge of Registry procedure manual. Operating high volume copy and scanning equipment. Intermediate level proficiency with MS Word, Excel, Google Suite. Courier services.
DUTIES	:	The successful candidate will perform the following duties: Disassemble and prepare documents for scanning in line with standard operating procedures. Scan, index and export documents to the electronic record management system. Establish and maintain quality controls and assurance to ensure accurate digitized documents. Re-assemble and organise documents to their original state after scanning for physical filing. Assist in rendering registry services in the Department.
ENQUIRIES	:	Ms S Chiloane Tel No: (012) 334 0887

ANNEXURE E

DEPARTMENT OF DEFENCE

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

CLOSING DATE : 29 May 2026 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. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Additional to this, SMS shortlisted candidates will be required to attend a generic managerial competency assessment (competency based assessments) and other assessment prescribed for SMS as mandated by the Department of Public Service and Administration Senior Management Service competency assessment tools. The competency assessment will be limited to successful candidates in the interview process only. Shortlisted candidates will be subjected to a personnel suitability checks (pre-employment screening) which may include social media profiles checks. A successful candidate will have to undergo a full security vetting while in the employ of the department and negative outcome shall nullify employment contract. Failure to submit the required documents will result in your application not being considered. Successful candidates will be required to disclose their financial interests within one (1) month of appointment. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged, and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months in terms of the prescribed rules.

MANAGEMENT ECHELON

POST 16/11 : **CHIEF OF DEFENCE MATERIEL REF NO: 17/16/26/1**
Re-advertised. Applicants who previously applied are encouraged to re-apply.

SALARY : R1 813 182 per annum (Level 15), (all-inclusive salary package), which consists of a basic salary (70% of package, employer's contribution to the

Government Employee Pension Fund and a flexible portion to be structured according to Senior Management Service Guidelines.

CENTRE : ARMSCOR Building, Erasmuskloof, Pretoria.

REQUIREMENTS : A Senior Certificate with Bachelors Honours Degree/Postgraduate Diploma (NQF 8) in Engineering/Science/Technology Management as recognised by SAQA. Must have a minimum of eight (8) years proven experience at Senior Management level coupled with extensive management experience in the field of Acquisition/Engineering/Science/Technology Management. Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on https://www.thensg.gov.za/training-course/sms-pre-entry-programme/, prior to finalisation of an appointment. To access the SMS pre-entry certificate course and for further details, please click https://thensg.gov.za/training-course/sms-pre-enrty-programme/. Kindly note that there is specific amount to be paid in order to enrol for the course.

DUTIES : Lead and direct Defence Materiel operations within the Defence mandate. Provide strategic direction on defence materiel acquisition by setting norms and standards. Manage the defence materiel process through facilitating the acquisition boards and councils. Oversee the SCAMP through monitoring acquisition projects across the South African National Defence Force. Oversee technology development to support current and foreseen defence capabilities. Oversee compliance with acquisition norms and standards. Provide executive advice through response on Parliamentary and Audit General queries. Provide strategic direction with regard to Defence Materiel related research priorities. Represent the Department on National Treasury Bid Adjudication Committee for National tender governance. Approve the appointment of the acquisition delegations. Oversee Defence acquisition SLA. Coordinate Department involvement in inter-departmental and international Materiel Forums. Oversee and direct acquisition management. Direct Defence acquisition. Direct SA Army, SA Air Force, and SA Navy Defence acquisition. Direct common weapons acquisition. Provide direction on the intangible capital assets management. Provide direction on the facilitation for registering of intangible assets with Department of Trade and Industry. Direct the development of Defence Materiel governance. Provide direction on the Materiel Governance Risk and Compliance. Provide leadership on the Defence Industry Governance. Provide direction with regards to compliance with legislative prescripts. Lead Defence technology development in line with departmental mandate. Direct and guide on the defence research and technology development process and infrastructure. Provide, guide and control on the acquisition of technology in the Department. Guide on the development of technology in the Divisions/Services. Direct the operation of Defence Research Development Board. Guide technology demonstration to Department. Manage resources in the Division. Manage human resources and financial resources. Manage physical resources. Manage information/knowledge.

ENQUIRIES : Maj Gen N.E. Mkhize Tel No: (012) 339-5201

APPLICATIONS : To the Department of Defence, Human Resources Division (Chief Directorate HR Management), Private Bag X976, Pretoria, 0001 or hand delivered to Bank of Lisbon (Cnr Paul Kruger and Visagie Street) or e-mailed to dhrcm.staffing@dod.mil.za

POST 16/12 : **CHIEF FINANCIAL OFFICER REF NO: 17/16/26/2**
Re-advertised. Applicants who previously applied are encouraged to re-apply.

SALARY : R1 813 182 per annum (Level 15), (all-inclusive salary package), which consists of a basic salary (70% of package, employer‘s contribution to the Government Employee Pension Fund and a flexible portion to be structured according to Senior Management Service Guidelines).

CENTRE : Armscor Building, Erasmuskloof, Pretoria

REQUIREMENTS : A Senior Certificate with Bachelor Honours Degree/Postgraduate Diploma in the Finance/Accounting/Auditing field (NQF 8) as recognised by SAQA. Must have a minimum of eight (8) years proven experience at Senior Management level coupled with extensive management experience in the field of financial management. Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on https://www.thensg.gov.za/training-course/sms-pre-entry-programme/, prior to finalisation of an appointment. To access the SMS pre-entry certificate course

and for further details, please click https://thensg.gov.za/training-course/sms-pre-enrty-programme/. Kindly note that there is specific amount to be paid in order to enrol for the course. Vast knowledge and understanding of relevant policies and legislations, e.g PFMA, National Treasury's Modified Cash Standard, GRAP, PSA, PSR, Treasury Regulations, PPPFA, LRA, BCEA, etc. Special requirements (skills needed): Financial management; Strategic planning, etc.

DUTIES : Provide strategic leadership in directing and overseeing the Department's Budgeting and Financial processes. Deliver budget management systems, policies, internal controls, reports and oversight for the Department of Defence and subordinate entities in accordance with Government's regulatory framework. Ensure financial policies are promulgated and maintained. Oversee the department's accounting process. Lead the design and implementation of accounting policies, systems, and internal controls in accordance with Government's regulatory framework. Monitor the implementation of personnel payment. Provide executive direction in the implementation and management of central accounts. Provide strategic leadership in financial control processes. Lead Financial Services on risk and compliance matters, audit processes, financial misconduct and financial risk management. Ensure adequate processes to reduce negative audit outcomes. Guide and advise Secretary for Defence, Chief SANDF and the Minister of Defence on financial matters. Develop presentations for, Parliamentary Committees and engagements and SCOPA. Draft response to parliamentary enquiries. Facilitation of AGSA audits and engagements. Management of resources of the Division. Manage human resources and financial resources. Manage Assets of the Division. Manage information/knowledge.

ENQUIRIES : Major General N.E. Mkhize Tel No: (012) 339-5201

APPLICATIONS : To the Department of Defence, Human Resources Division (Chief Directorate HR Management), Private Bag X976, Pretoria, 0001 or hand delivered to Bank of Lisbon (Cnr Paul Kruger and Visagie Street) or e-mailed to dhrcm.staffing@dod.mil.za

POST 16/13 : **CHIEF DIRECTOR: BUDGET MANAGEMENT REF NO: 17/16/26/3**
Re-advertised. Applicants who previously applied are encouraged to re-apply.

SALARY : R1 494 900 per annum (Level 14), (all-inclusive salary package) which consists of a basic salary (70% of package, employer's contribution to the Government Employee Pension Fund and a flexible portion to be structured according to Senior Management Service Guidelines.

CENTRE : ARMSCOR Building, Erasmuskloof, Pretoria

REQUIREMENTS : A Senior Certificate with B Com Degree or Advance Diploma qualification (NQF 7) with Accounting, Management Accounting as recognised by SAQA. Must have 5 years proven experience at senior managerial level in financial environment. Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on https://www.thensg.gov.za/training-course/sms-pre-entry-programme/, prior to finalisation of an appointment. To access the SMS pre-entry certificate course and for further details, please click https://thensg.gov.za/training-course/sms-pre-enrty-programme/. Kindly note that there is specific amount to be paid in order to enrol for the course. The successful candidate must have extensive knowledge of Government Policies, Departmental Policy, Departmental decisions and activities as well as on the wider Intra-Departmental activities in Government. Planning and organizing. Continuous improvement and service delivery. Strategic direction/management. Vast knowledge and understanding of relevant policies and legislation, e.g. PFMA, National Treasury's Modified Cash Standard, GRAP, PSA, PSR, Treasury Regulations, PPPFA, LRA, BCEA, etc. Special requirements (skills needed): Financial management; Strategic planning, etc.

DUTIES : Provide strategic direction to, manage and administer the Chief Directorate Budget Management. Ensure comprehensive budget management direction, business plan, budget and cash flow plan for the execution of the decentralised budget management function within the Service/Division where budget managers are employed. Advice the CFO on the status of spending within the various Budget Programmes. Ensure completed and updated performance agreements with all personnel within the decentralised budget management environment on an annual base. Ensure comprehensive and timely personnel

assessment of all the people that work within the decentralised budget management environment as directed by the personnel management process. Guide training and skills development for personnel. Develop, prepare, review and report the directorates risk plan to CFO. Report quarterly on Chief Directorate Budget Management performance to CFO and develop corrective action plans for unsatisfactory performance. Develop an annual training plan for Financial Management Division Budget Managers. Monthly Budget Management Committee meeting. Coordinate and certify the schedule name list for salary control purposes. Control the gifts, donations and sponsorships returns within the Chief Directorate and submit quarterly reports. Ensure that asset registers are continuously updated when assets are acquired or disposed of and conduct half-yearly asset verification and submit stock verification certificate. Provide monthly and quarterly performance reports to the CFO per programme. Oversee the budget preparation and budget control service. Ensure comprehensive budget guidelines, taking all functional disciplines into account, which is based on the departmental strategy and plan and which reflects a sound division of revenue of each year. Ensure a thoroughly evaluated, approved, accepted and sound budget submission according to the specifications of the Treasury Guidelines on Preparing Budget Submissions, which is based on the Departmental strategy, plan programme and priorities and which is affordable of each year. Confirm that the Financial Management System (FMS) allocation balance with the final Defence medium term expenditure allocation and which indicated outputs, performance and service delivery by the end of each year. Ensure a correctly captured and fully motivated departmental vote on the financial management system. Ensure a comprehensive and correct Special Defence Account, which balance with the medium-term expenditure allocation, the SCAMP and FMS. Ensure an accurate, reliable and consistent cost database, which is accessible to all budget holders and managers on a continuous base. Oversee an approved, correct and well-evaluated adjustments budget taking into account all unforeseen and unavoidable expenditure as well as other relevant factors which influence expenditure at the dates specified by NT. Lead Budget Management service to the services and Divisions. Ensure comprehensive and sufficient budget management organisational structure for Level 2 (b) and 3 Budget Holders, staffed with capable, efficient and professional personnel and which is in line with the affirmative action and equal opportunity policy and plan on a continuous base. Oversee the budget and budget control service provided by budget mangers. Budget management committee. Provide strategic direction for the budget management function within the Department. Provide advice and direction to all Budget Managers to ensure Budget Holders are supported. Oversee the development and implementation of budget management processes in accordance with Government's regulatory framework. Ensure that Budget Management policies are aligned with Government's regulatory framework and reviewed in accordance with the policies' reviewed frequently. Ensure that Department other policies are compliant with the Budget Management regulatory framework. Ensure that FMS are maintained to enable Budget Managers to provide budget management service. Oversee the systems that provide reports and management information to clients and budget managers. Adequately assist and represent the CFO with regards to budget management functions. Provide policy advise that supports Government decision making. Provide operational advice that supports Departmental activities. Provide budget management assistance to CFO when interaction with oversight committees. Oversee the preparation of and submit for approval, credible answers to Parliamentary enquiries relating to budget management issues in accordance with the relevant guidelines. Oversee the preparation of and submit for approval credible answers and responses to NT enquiries to budget management issues. Oversee the preparation of and submit for approval, credible responses to AGSA and IG enquiries relating to budget management issues. Provide input to Department Annual Performance Report. Advise to CFO on submissions/enquiries by Services and Divisions on budget management/ financial implications on matters at hand requiring CFO's approval/recommendation. Manage resources in the Chief Directorate. Manage human resources and financial resources. Manage physical resources. Manage information/knowledge.

ENQUIRIES : Mr E.A. Abotsi Tel No: (012) 355 5050/6218

APPLICATIONS : To the Department of Defence, Human Resources Division (Chief Directorate HR Management), Private Bag X976, Pretoria, 0001 or hand delivered to Bank of Lisbon (Cnr Paul Kruger and Visagie Street) or e-mailed to dhrcm.staffing@dod.mil.za

POST 16/14 : **CHIEF DIRECTOR: ACCOUNTING REF NO: 17/16/26/4**
Re-advertised. Applicants who previously applied are encouraged to re-apply.

SALARY : R1 494 900 per annum (Level 14), (all-inclusive salary package), which consists of a basic salary (70% of package, employer's contribution to the Government Employee Pension Fund and a flexible portion to be structured according to Senior Management Service Guidelines.

CENTRE : ARMSCOR Building, Erasmuskloof, Pretoria

REQUIREMENTS : A Senior Certificate with Bachelor's Degree/Advanced Diploma qualification (NQF 7) with Accounting, Management Accounting as recognised by SAQA. Must have 5 years proven experience at senior managerial level in financial environment. Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on https://www.thensg.gov.za/training-course/sms-pre-entry-programme/, prior to finalisation of an appointment. To access the SMS pre-entry certificate course and for further details, please click https://thensg.gov.za/training-course/sms-pre-enrty-programme/. Kindly note that there is specific amount to be paid in order to enrol for the course. The successful candidate must have extensive knowledge of Government Policies, Departmental Policy, Departmental decisions and activities as well as on the wider Intra-Departmental activities in Government. Planning and organizing. Continuous improvement and service delivery. Strategic direction/management. Knowledge of Public Finance legislation and regulations. Department's financial systems. Vast knowledge and understanding of relevant policies and legislation, e.g. PFMA, National Treasury's Modified Cash Standard, GRAP, PSA, PSR, Treasury Regulations, PPPFA, LRA, BCEA, etc. Special requirements (skills needed): Financial management; Strategic planning, etc.

DUTIES : Oversee stores, services and related payments. Lead the implementation of payments for medical, corporate, cash and suppliers. Ensure the establishment and maintenance of relationship with relevant stakeholders. Provide strategic advice to relevant internal and external stakeholders. Lead the implementation of recommended intervention and improvement of processed and systems. Oversee the management of central accounts. Guide the implementation of account control. Ensure the application of bank management processes in the Department. Advice on the central accounts matters. Ensure the application of Modified Cash Standard in the preparation of monthly, quarterly and Annual preparation of Financial Statements and records. Provide strategic direction on debt management. Lead the implementation of personnel payment. Provide monitoring strategy for the payment of salaries, wages and allowance to personnel of the department. Ensure effective management of foreign and domestic S&T claim services. Lead the implementation of final payment processes. Report quarterly on Chief Directorate Budget Management performance to the CFO and develop corrective action plans for unsatisfactory performance. Oversee the development and implementation of accounting processes in accordance with Government's regulatory frameworks. Provide executive leadership and direction for alignment of accounting policies to the regulatory framework. Lead the maintenance of Accounting Systems. Provide executive direction on the identification and mitigation of risks associated with accounting services. Develop and align Operational Plan with the departmental strategy. Provide executive Guidance on implementing of new developments in accounting. Establish and maintain relationships with internal and external stakeholders. Manage Resources of the Chief Directorate. Manage human resources and financial resources. Manage physical resources. Manage information/knowledge.

ENQUIRIES : Mr E.A. Abotsi Tel No: (012) 355 5050/6218

APPLICATIONS : To the Department of Defence, Human Resources Division (Chief Directorate HR Management), Private Bag X 976, Pretoria, 0001 or hand delivered to Bank of Lisbon (Cnr Paul Kruger and Visagie Street) or e-mailed to dhrcm.staffing@dod.mil.za

POST 16/15 : **CHIEF DIRECTOR: INTERNATIONAL AFFAIRS REF NO: 17/16/26/5**
Re-advertised. Applicants who previously applied are encouraged to re-apply.

SALARY : R1 494 900 per annum (Level 14), (all-inclusive salary package), which consists of a basic salary (70% of package, employer's contribution to the Government Employee Pension Fund and a flexible portion to be structured according to Senior Management Service Guidelines.

CENTRE : ARMSCOR Building, Erasmuskloof, Pretoria

REQUIREMENTS : A Senior Certificate with Bachelor's Degree/Advanced Diploma qualification (NQF 7) in Political/Social/Human-Science/International Relations as recognised by SAQA. Must have 5 years proven experience at senior managerial level in International Relations or related field. Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on https://www.thensg.gov.za/training-course/sms-pre-entry-programme/, prior to finalisation of an appointment. To access the SMS pre-entry certificate course and for further details, please click https://thensg.gov.za/training-course/sms-pre-enrty-programme/. Kindly note that there is specific amount to be paid in order to enrol for the course.

DUTIES : Oversee the strategic direction for Defence International Affairs. Ensure Defence International Affairs Policy and Strategic Business Plan. Render specialises management and advice to enhance civil control of defence in support of the Secretary for Defence. Provide priorities for the establishment of multilateral international agreements. Establish internal control systems for the execution of Defence International Affairs. Determine priorities for defence diplomacy initiatives. Promulgate departmental Defence International Affairs (DIA) objectives and priorities. Promulgate DIA policy and instructions. Establish a planning model for the establishment of DIA. Ensure inclusion of signed agreements in Departmental strategic plans. Promulgate departmental performance reports on DIA. Ensure the alignment of DIA initiatives with the Presidency, the MOD and South Africans Foreign policy. Lead the Defence Multilateral and Bilateral Affairs. Facilitate approval process for defence international agreements. Prepare and submit prescribed document. Coordinate DOD international agreement liaison initiatives. Compile comprehensive instructions with regards to the maintenance and/or enhancement of international defence agreements. Establish internal control systems for international defence agreements. Establish multilateral defence commitment. Maintain liaison channels with multilateral organisations. Oversee the adherence to International Legal instrument. Analyse international legal instruments including Treaties, PACTS, MOU, Protocols, SOFA's, TCC Agreements, IO's and technical arrangement. Scrutinise DIA agreements documentation to ensure adherence to international Legal prescripts. Provide specialist advice on international legislation. Manage resources in the Chief Directorate. Manage human resources and financial resources. Manage physical resources. Manage information/knowledge.

ENQUIRIES : Maj Gen N.E. Mkhize Tel No: (012) 339-5201.

APPLICATIONS : To the Department of Defence, Human Resources Division (Chief Directorate HR Management), Private Bag X976, Pretoria, 0001 or hand delivered to Bank of Lisbon (Cnr Paul Kruger and Visagie Street) or e-mailed to dhrcm.staffing@dod.mil.za

OTHER POSTS

POST 16/16 : **ASSISTANT DIRECTOR: CONTRACT MARKETING REF NO: DPSP/15/16/26/01**

SALARY : R487 197 – R584 370 per annum (Level 09)

CENTRE : Armscor Building, Erasmuskloof, Pretoria

REQUIREMENTS : Grade 12 (NQF Level 4) or equivalent with a recognised Bachelor's Degree/ Advanced Diploma (NQF Level 7) or relevant qualification. A minimum of three (3) years' supervisory experience in Arms Control. Special requirements (Skills needed): Communication skills (Verbal and Written communication), Strong Leadership, Conceptual thinking and Problem Solving Skills, Computer Skills, Management Skills, Strategic Management Skills, Policy Analysis, Planning and Programming Skills. Knowledge of Government Policies, Departmental policies and procedures. Public Finance Legislation, Good Knowledge with regards to Strategic Planning Extensive knowledge on Conventional Arms

Control, Understanding of the Defence Industry, Understanding of Regulation as a Function. The person to be appointed should have the following general attributes: Honesty, Integrity, Hard Working, Firm, Fair, Strategic Thinker, Strong Leadership, High Ethical Standards, Personal Drive, Empathetic, Intuitive Thinker, Perceptive, Incisive, Decisive and Good interpersonal relations.

DUTIES : Successful candidate will be responsible to process permit applications (contracting and marketing) and perform the following key functions: obtain validation of applications' information, obtain approval for issuing permits and furnish approved permits, provide/issue approved permits.

ENQUIRIES : Mr S.P. Mashaba Tel No: (012) 335 6133

APPLICATIONS : Department of Defence, Defence Policy, Strategy and Planning Division, Directorate Conventional Arms Control, Private Bag X161 Pretoria, 0001 or hand delivered during office hours to: Department of Defence, Armscor Building, cnr of Nossob and Boeing Street, Erasmuskloof, Pretoria, 0001 or email to Phumelele.Gabuza@dod.mil.za

POST 16/17 : **ADMINISTRATIVE OFFICER REF NO: DPSP/15/16/26/02**

SALARY : R413 001 – R486 501 per annum (Level 08)

CENTRE : Armscor Building, Erasmuskloof, Pretoria

REQUIREMENTS : Grade 12 (NQF Level 4) or equivalent with a recognised National Diploma/Advanced Certificate at (NQF Level 6) in Office Administration/Public Administration or Management or relevant qualification. A minimum of three (3) years' experience in the related field. Special requirements (Skills needed): Knowledge of relevant Public Sector Policies, Legislation, Regulations and Acts. Knowledge of Departmental policies and procedures. Good interpersonal skills, organising and planning skills, communication skills (written and verbal). Understanding of financial management, Problem solving and decision-making skills. Analytical thinking. Advanced Computer Skills and high level of professionalism. Highly reliable.

DUTIES : Successful candidate will be responsible to provide administrative support services within the establishment of Defence Policy, Strategy and Planning Division and perform the following key functions: Assist with planning and implementation in respect of the business plan of the Directorate. Assist with the administration of Human Resource Management, Logistics and Asset, Financial administration support service and Provide support in respect of Information, Communication and Technology administration.

ENQUIRIES : Ms P.P. Gabuza Tel No: (012) 335 5210

APPLICATIONS : Department of Defence, Defence Policy, Strategy and Planning Division, Private Bag X161 Pretoria, 0001 or hand delivered during office hours to: Armscor Building C/O Nossob and Delmas Ave, Erasmuskloof, Pretoria or email to Phumelele.Gabuza@dod.mil.za

POST 16/18 : **PROVISIONING ADMINISTRATION CLERK: PRODUCTION REF NO: DPSP/15/16/26/03**

SALARY : R237 453 – R279 708 per annum (Level 05)

CENTRE : Armscor Building, Erasmuskloof, Pretoria.

REQUIREMENTS : Grade 12 (NQF Level 4) or equivalent. No experience required. Supply Chain Management Certificate will be an added advantage. Special requirements (Skills needed): Knowledge: Relevant Public Sector Policies, Legislation, Regulations and Acts. Knowledge of Departmental policies and procedures. Skills: Good interpersonal skills, organising and planning skills, communication skills (written and verbal) and computer literate.

DUTIES : Successful candidate will be responsible to render supply chain management support services within the establishment of Defence Policy, Strategy and Planning Division and perform the following key functions: Render asset management support service, render demand and acquisition service, render logistical support and report on supply chain management.

ENQUIRIES : Ms R.F. Mahlangu Tel No: (012) 335 6034

APPLICATIONS : Department of Defence, Defence Policy, Strategy and Planning Division, Private Bag X161 Pretoria, 0001 or hand delivered during office hours to: Armscor Building C/O Nossob and Delmas Ave, Erasmuskloof, Pretoria or email to Phumelele.Gabuza@dod.mil.za.

POST 16/19	:	**ADMINISTRATION CLERK: PRODUCTION REF NO: DPSP/15/16/26/04**
SALARY	:	R237 453 – R279 708 per annum (Level 05)
CENTRE	:	Armscor Building, Erasmuskloof, Pretoria
REQUIREMENTS	:	Grade 12 (NQF Level 4) or equivalent. No experience required. Special requirements (Skills needed): Knowledge: Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Skills: Good interpersonal skills, organising and planning skills, communication skills (written and verbal) and Computer literate.
DUTIES	:	Successful candidate will be responsible to provide registry services within the Directorate Conventional Arms Control and perform the following key functions: Provide registry counter services. Handle incoming and outgoing correspondence. Render an effective filing and record management service. Operate office machines in relation to the registry function. Process documents for archiving and/ disposal.
ENQUIRIES	:	Ms R.F. Mahlangu Tel No: (012) 335 6034
APPLICATIONS	:	Department of Defence, Defence Policy, Strategy and Planning Division, Directorate Conventional Arms Control, Private Bag X161 Pretoria, 0001 or hand delivered during office hours to: Armscor Building C/O Nossob and Delmas Ave, Erasmuskloof, Pretoria or email to Phumelele.Gabuza@dod.mil.za.
POST 16/20	:	**SECRETARY REF NO: DPSP/15/16/26/05**
SALARY	:	R237 453 – R279 708 per annum (Level 05)
CENTRE	:	Armscor Building, Erasmuskloof, Pretoria
REQUIREMENTS	:	Grade 12 (NQF Level 4) or equivalent. No experience required. Special requirement (Skills needed): Knowledge in client services, secretarial or related occupation will be an added advantage. Applicants who have completed internship in Public Service will be given preference. Applicants with prior learning, either by means of experience or alternative courses may apply. Computer literacy (Microsoft Word, Excel, Power Point, etc). Job related skills: Good telephone etiquette, Sound organisational skills/events management, excellent inter-personal skills. High level of reliability. Ability to act with tact and discretion and good presentation skills. Ability to do research and analyse documents and situations. Good communication skills (written and verbal). Ability to act with tact and discretion and Good presentation skills. Knowledge of Departmental policies and procedures. Analytical and innovative thinking ability as well as problem solving skills. Must be able to obtain a confidential security clearance within a year.
DUTIES	:	Provide a secretarial/receptionist support service to the Director. Receive telephonic calls and refers the call to the correct role players if not meant for the relevant Director. Record appointments and events on a diary. Type documents for the Director and other staff within the unit. Operate office equipment e.g. Fax machine, scanner and photocopier. Record appointments and events. Provide secretarial support services to the Director, Liaise with travel agencies to make travel arrangements. Check the arrangements when relevant documents are received. Arrange meetings and events for Director and staff in the unit. Identifies venues, invite roles players, organise refreshments, sets up for scheduled meeting and events. Process the travel and subsistence claims for the Director. Process all invoices that emanates from the activities of the work of the Director. Record basic minutes of the meetings of the Director where required. Draft routine correspondence and reports. Do filing of documents for the Director and the unit where necessary. Administer matters like leave registers, telephonic accounts and attendance register. Receive, record and distribute all incoming and outgoing documents etc. Handle the procurement of standard items like office refreshment for the Director. Collect all relevant documents to enable the Director to prepare for meetings. Remain up to date with regards to prescripts / policies and procedures applicable to her / his work environment to ensure efficient and effective support to the Director. Study relevant Public Service and the departmental prescripts / policies and other documents to ensure that the application thereof is understood properly. Remain abreast with the procedures and processes that apply in the office of the Director. Prepare briefing and

notes for the Director as required. Keep manual filing system for the Director. Maintain an electronic document management database.

ENQUIRIES : Mr T.B. Khunou Tel No: (012) 355 5812
Ms M.P. Msimango Tel No: (012) 355 5974

APPLICATIONS : Department of Defence, Defence Policy, Strategy and Planning Division, Directorate Risk Management, Private Bag X910, Pretoria 0001 or hand delivered during office hours to: Armscor Building, Defence Headquarters Unit, Corner Delmas and Nossob Street, Erasmuskloof, Pretoria, where it must be placed in the box at the reception or email to Sonnyboy.Nkosi@dod.mil.za

ANNEXURE F

DEPARTMENT OF ELECTRICITY AND ENERGY

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

APPLICATIONS : Submit your completed application using one of the following methods, post: The Director-General, Department of Electricity and Energy, Private Bag X96, Pretoria, 0001, or hand delivery at Matimba House Building 192 Visagie Street (Corner Paul Kruger & Visagie Street), Pretoria, or email directly to the email address Vacancies1@dee.gov.za

CLOSING DATE : 29 May 2026 at 16h00 (Walk-in) 23h59 (online). N.B: It is the sole responsibility of an applicant to ensure that their application reaches the Department on or before the set deadline.

NOTE : Applicants are informed to submit their application(s) by completing the 2021 version of the Z83 form quoting the relevant reference number and a comprehensive CV only. The CV must indicate qualifications, experience "if any" and the period thereof. The 2021 version of the Z83 form is obtainable at https://www.dpsa.gov.za/newsroom/psvc/ or www.gov.za/documents. It is important to ensure that the Z83 is completed in full. This means that all fields of Section A, B, C and D of the Z83 must be completed in full. It is acceptable under section E, F, G, for applicants to indicate "refer to CV or see attached" due to the limited space provided on the Z83 form. However, the question relating to conditions that prevent re-appointment under Part "F" must be answered, but if you are already in Public Service just indicate "N/A." Please initial the form and sign the declaration. Email application(s) must strictly be submitted as one (1) PDF document or attachment (i.e., Z83 and CV scanned as one PDF document). It is also important to indicate the correct job title and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. JPEG (picture/snapshot) application will not be accepted. Failure to do so, your application will be disqualified. Applications submitted using the incorrect application form (old Z83) will not be considered. Each advertised post must be accompanied by its own application for employment. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview. Applicants in possession of foreign qualifications must submit an evaluation report issued by the South African Qualification Authority (SAQA) if shortlisted. The Department does not accept applications via fax. Applicants who do not comply with the abovementioned instructions/ requirements, as well as applications received late will not be considered. Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Correspondence will be limited to shortlisted candidates only. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All applicants for SMS posts will also be subjected to a technical exercise and an interview. Following the interview and technical exercise, then the selection panel will recommend candidates to attend a generic managerial competency assessment using the mandated DPSA SMS competency assessment tools. No SMS post appointment shall be implemented without the relevant candidate producing the pre-entry certificate for SMS (Nyukela) obtainable from www.thensg.gov.za. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification, and employment verification). Please note by responding to the advertisement, you consent to the collection, processing, and storing of your Personal Information in accordance with the Protection of Personal Information Act (POPIA). Your information will be used solely for the administration of the recruitment process or possible employment and will not be shared with third parties without prior consent unless required by law. The Department reserves the right not to make any appointment(s) to the below advertised post(s) at any stage of the recruitment process. The successful candidate will be expected to

enter into a performance agreement within three (3) months from the date of appointment.

MANAGEMENT ECHELON

POST 16/21	:	**DIRECTOR-GENERAL REF NO: DEE2026/008** (5 years fixed-term contract)
SALARY	:	R2 352 642 per annum, (all-inclusive package), additional compensation in the form of a non-pensionable HoD allowance equal to 10% of the relevant annual all-inclusive remuneration package, payable in equal portions per months for the time that a member is designated as a HoD.
CENTRE	:	Head Office, Pretoria
REQUIREMENTS	:	An Honours Degree/ Postgraduate in Public Management/ Administration/ Economics/ or relevant Energy Engineering qualifications at NQF Level 8 recognised by the South African Qualification Authority (SAQA) plus the pre-entry certificate for SMS (Nyukela) and A valid driver's license. A relevant master's degree will be an added advantage coupled with 10 Years' experience in senior management level in the public service with a proven track record of successfully leading and managing at senior management level. Knowledge: In depth understanding and knowledge of the energy industry, RSA constitution, Public Service Act, Public Administration Management Act, Public Finance Management Act, Knowledge of the regulatory regime affecting the Energy industry, Energy legislation, Government policies and legislation, Understanding the intricacies of managing change in government organisations and relationships with stakeholders, HR practice & procedures, administrative procedures, Financial management, Project management Energy Economics, Project Finance and Human Resource management. Skills: Ability to execute strategies, Excellent ethical Leadership, Excellent analytical skills, Problem-solving skills, Strong crisis management and conflict mediation skills, Leadership, Management, Planning and Organising, Project Management, Communication (verbal & written, liaison), Policy Analysis and Development, Computer, Presentation Skills, Interpersonal skills, Influencing skills and Negotiation skills. Thinking Demands: Problem Solving, Innovative, Analytical, Creativity, Critical thinking logical, A high level of awareness of the economic environment.
DUTIES	:	Ensure the management, coordination and monitoring of programmes and projects focussed on access to energy resources. Oversee and regulate South Africa's the Nuclear energy sector, ensuring peaceful use and compliance with international obligations. Ensure effective oversight over the state-owned companies (Schedule2 and 3) in line with the Companies Act. Formulate, maintain and implement integrated energy policies to promote and encourage investment in the energy industry and improve security of supply. Provide strategic leadership, management and support services to the department. Oversee the handling and co-ordination of international liaison in the energy field. managing the performance and development of employees reporting to the Director-General.
ENQUIRIES	:	Mr N Ndou Tel No: (012) 406 7430 General enquiries may be brought to the attention of Ms M Palare Tel No: (012) 406 7426
NOTE	:	Kindly note that this post was previously advertised on circular 40 of 2025, therefore applicants who previously applied are encouraged to re-apply. Priority will be given to female applicants from all races (African, Coloured, Indian and White).

ANNEXURE G

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 : 05 June 2026 at 16:00 (walk-in) and 23:59 (online)

NOTE : All attachments for online application must include an application form Z83 and CV only combined, in PDF and as one attachment. Zipped, IMG and JPEG documents will not be accepted. indicate the correct job title and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. Failure to do so, your application will be disqualified. Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each post(s) advert must be accompanied by its own application form for employment and must be fully completed, initialled and signed by the applicant as instructed below. Failure to fully complete, initial and sign the Z83 form will lead to disqualification of the application during the selection process. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. However, the question related to conditions that prevent re-appointment under Part "F" must be answered and declaration signed. Only an updated comprehensive CV (with detailed previous experience if any) and a completed and signed new Z83 application form is required. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related document(s) will be in line with the requirements of the advert. Non-RSA Citizens/Permanent Resident Permit holders in possession of foreign qualifications must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). The Department does not accept applications via fax. Applicants who do not comply with the 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. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The requirements for application of Senior Management Services (SMS) include the successful completion of an 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 applicant's 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/. For all SMS appointment, the selection panel will recommend suitable candidate (s) 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 soley for the purpose of this promotion and will not be shared with third parties without prior consent unless required by law. The Department reserves the right not to make any appointment(s) to the below advertised post(s). The successful candidate will be expected to sign a performance agreement. The Department is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform

the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s)

MANAGEMENT ECHELON

POST 16/22 : **DIRECTOR: BENEFICIARY SERVICES REF NO: HR 4/4/8/1002**

SALARY : R1 266 714 per annum, (all-inclusive)
CENTRE : Provincial Office: Free State
REQUIREMENTS : An undergraduate qualification in Operations Management / Operational Research / Public Management / Public Administration / Business Administration/ Business Management/ Finance at NQF Level 7 as recognised by SAQA. Five (5) years' experience at a middle/senior managerial level in Operations/ Social Security/ Insurance Operations Environment. Knowledge: Public Service Act (PSA), Public Service Regulations (PSR), Public Finance Management Act (PFMA), Employment Equity Act (EEA), Labour Relations Act (LRA), Promotion of Access to Information Act (PAIA), Protection of Personal Information Act (POPIA). Skills: Communication (verbal and written), Computer Literacy, Presentation, Report writing, Policy development, Planning and Organizing, Financial Management, Problem Solving, Interpersonal.
DUTIES : Manage the provision of operations services in the Provide and Labour Centres. Lead the provision of a comprehensive financial administration in the province and Labour Centres. Manage the provisions of Unemployment Insurance Services within the Province and Labour Centres. Manage resources (Human, Finance and Equipment/Assets)
ENQUIRIES : Ms E Maneli Tel No: (051) 505 6203
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X522, Bloemfontein, 9300 or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. Email: jobs-fs6@labour.gov.za
NOTE : EE targets: Priority will be given to African Males and African Females, Africans with Disability, Coloured Males and Coloured Females, Indian Females, White Males and White Females.

OTHER POSTS

POST 16/23 : **DEPUTY DIRECTOR: ADVOCACY AND STAKEHOLDER RELATIONS REF NO: HR4/26/05/02HO**

SALARY : R1 101 468 per annum, (all -inclusive)
CENTRE : Head Office, Pretoria
REQUIREMENTS : Three (3) years National Diploma (NQF6)/ Bachelor Degree (NQF7) in Labour Law/ BCOM Law / LLB. A valid driver's licence. Four (4) years functional experience in legal / compliance / inspections and enforcement services environment. Knowledge: Public Service transformation and management issues, Public Service Act, Treasury Regulations, Departmental Policies and Procedures, Skills Development Act, Public Service Regulations, Occupational Health and Safety Act and Unemployment Contribution Act. Skills: Facilitation, Planning and Organizing, Computer Literacy, Interpersonal, Problem Solving, Interviewing Skills, Presentation Skills, Innovation, Analytical and Verbal and written communication.
DUTIES : Manage the implementation of Advocacy programmes. Manage the implementation of stakeholder engagement programmes. Manage and facilitate the implementation of capacity development programmes for the inspectors in the provinces. Manage the implementation of the National Minimum Wage nationally and provincially. Manage resources in the unit.
ENQUIRIES : Dr P Naidoo Tel No: (012) 309 4896
APPLICATIONS : Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ11@labour.gov.za
NOTE : EE targets are African male and female, Coloured male and female, Indian female and White male.

POST 16/24 : **DEPUTY DIRECTOR: POLICY DEVELOPMENT REF NO: HR4/26/05/03HO**

SALARY : R1 101 468 per annum, (all- inclusive)
CENTRE : Head Office, Pretoria

REQUIREMENTS	:	Three (3) year National Diploma (NQF6)/ Undergraduate Bachelor Degree (NQF7) in Labour Relations/Human Resource Management/ Law/Public Administration/Public Management. Two (2) years management experience. Three (3) years functional experience in Labour Relations/Employment Equity services. Knowledge: Labour Relations Act, Basic Conditions of Employment Act, Employment Equity Act, Public Service Regulations, Public Finance Management Act, Protocol and etiquette. Skills: Communication, Analytical, Innovative, Interpersonal Relations, Stress management, Project management.
DUTIES	:	Manage and coordinate the logistical and administrative support required by the Commission for Employment Equity (CEE). Manage and coordinate the technical support required by the CEE to execute its mandate. Manage the technical support in relation to employment equity policy matters required by the Employment Equity Directorate to meet its strategic objectives. Manage the budget of the CEE based on the work plans, expenditure and the PFMA. Manage the performance of staff in the Policy Unit for in order for them to execute their duties.
ENQUIRIES	:	Dr Ntsoaki Mamashela Tel No: (012) 309 4041
APPLICATIONS	:	Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ24@labour.gov.za
NOTE	:	EE targets are African male, Coloured male and female, Indian female and White male and female.
POST 16/25	:	**DEPUTY DIRECTOR: LABOUR CENTRE OPERATIONS (X4 POSTS)**
SALARY	:	R1 101 468 per annum, (all- inclusive)
CENTRE	:	Labour Centre: Benoni Ref No: HR4/4/4/5/01(X1 Post) Labour Centre: Johannesburg Ref No: HR4/4/4/5/02 (X1 Post) Labour Centre: Soweto Ref No: HR 4/4/4/5/03 (X1 Post) Labour Centre: Vereeniging Ref No: HR 4/4/4/5/04 (X1 Post)
REQUIREMENTS	:	Three (3) years 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, Three (3) 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 /services delivery environment. Knowledge: Public Finance Management Act, Treasury Regulations, Supply Chain Management processes, Asset Management, All Labour Legislations, Departmental policies and Procedures, Public Service Regulations, Batho Pele Principles, Service Delivery Improvement Plan Skills: Management, Computer skills, Presentation skills, Communication (both verbal and written), Interpersonal, Conflict Management, Leadership, Project Management, Diversity management, Change management, Monitoring and Evaluation.
DUTIES	:	Manage the service delivery objectives as per the mandate of Department of Employment and Labour Represent the Department in key stakeholder forums including interdepartmental structures of government and municipalities including those dictated by the District Development Model (DDM). Implement and manage service delivery improvement interventions. Manage all the resources of the Labour Centre.
ENQUIRIES	:	Mr M Zigana at 082 061 1234
APPLICATIONS	:	Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2000 or hand deliver at: Department of Employment and Labour, 47 Empire Road, Parktown. For online applications email: Jobs-GP-BEN/1@labour.gov.za, (Benoni) Jobs-GP-JHB/2@labour.gov.za, (JHB) Jobs-GP-VRG/3@labour.gov.za, (Vereeniging) Jobs-GP-SWT/6@labour.gov.za, (Soweto)
NOTE	:	African Males, Coloured Males, Indian Males, Indian Females and White Males are encouraged to apply.
POST 16/26	:	**ASSISTANT DIRECTOR: STAKEHOLDER RELATIONS REF NO: HR4/26/04/04HO**
SALARY	:	R487 197 per annum

CENTRE	:	Head Office, Pretoria
REQUIREMENTS	:	A qualification at NQF6 as recognized by SAQA in Communication Science/ Public Relations/ Marketing. Four (4) years' experience of which two (2) years at Supervisory level and two (2) years functional experience in Communication. Knowledge: Basic Departmental policies and procedures, Public Finance Management Act, Basic knowledge of all legislation, Project Management, Batho Pele Principles. Skills: Planning and Organizing, Computer literacy. Interpersonal. Analytical. Communication (both verbal and written). Problem solving, Listening and observation, Negotiation, Time management, Creative writing.
DUTIES	:	Manage resources and outputs of the stakeholder research inter-departmental liaison and internal communication. Ensure that stakeholder research and analysis forms an integral part of communications campaigns/ projects plans development evaluation. Provide stakeholders with environmental research analysis and profiling support to the Minister, Director-General and Programme Managers on their provincial and community visits programmes and similar venture. Implement and evaluate stakeholder research, environment analysis and profiling, inter-departmental liaison, inter- governmental liaison and internal communication.
ENQUIRIES	:	Ms Nkungwana Tel No: (012) 309 4648/071 256 3392
APPLICATIONS	:	Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ14@labour.gov.za
NOTE	:	In terms of EE targets, all races are under-represented.
POST 16/27	:	**SENIOR PRACTITIONER: MONITORING AND EVALUATION REF NO: HR4/26/05/05HO**
SALARY	:	R413 001 per annum
CENTRE	:	Head Office, Pretoria
REQUIREMENTS	:	A qualification at NQF level 6 as recognised by SAQA in Economics/ Econometrics/ Statistics and Development Economics. Two (2) years functional experience in Monitoring and Evaluation Setting. Knowledge: Analysing data using statistical software, Principles, procedures and tools of database management, Intermediary knowledge of economic concepts and trends, White Paper on transformation of Public Services, Public Service Act, Public Service Regulation and relevant prescripts, Departmental Policies and procedures, Batho Pele principles, Labour Relations Act, Employment Equity Act. Skills: Interpersonal, Research (qualitative and quantitative), Computer literacy, Data interpretation and data management, Technical report writing, Communication (both verbal and written), Problem solving, Organizing.
DUTIES	:	Provide support in the development of research agenda. Provide support in the procurement process of securing the services of external service providers to conduct research. Prepare written correspondence/reports on minimum wage matters, issues and inquiries/enquiries from the Office of the Minister, Parliament, and National Minimum Wage Commission etc. Administer all resources in the sub directorate.
ENQUIRIES	:	Mr MB Selebe Tel No: (012) 309 4790
APPLICATIONS	:	Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ19@labour.gov.za
NOTE	:	EE targets are African male and female, Coloured male and female, Indian male and female and White female.
POST 16/28	:	**SENIOR COMPLIANCE AND MONITORING OFFICER (EE ROLE) REF NO: HR4/26/05/06HO**
SALARY	:	R413 001 per annum
CENTRE	:	Head Office, Pretoria
REQUIREMENTS	:	A tertiary Qualification at NQF level 6 as recognized by the South African Qualifications Authority in Labour Relations / Human Resource Management / Public Management / Public Administration. Two (2) years functional experience in Labour Relations / Human Resource Management / Public Management/Public Administration. Knowledge Employment Equity Act, Employment Equity Regulations, particularly EE reporting forms, IT systems, particularly EE Online Reporting Systems, Departmental policies, Public Finance Management Act, Batho Pele Principles. Skills: Computer literacy,

		Data capturing & IT systems, Verbal and written communication, Interpersonal relations, Analytical, Problem solving.
DUTIES	:	Provide assistance to employees on the EE Online Reporting System. Prepare the EE Public Register for publication. Process postal and electronic correspondence received by the EE Registry. Provide administrative support to the EE Registry.
ENQUIRIES	:	Mr Lufuno Makwarela Tel No: (012) 309 4056
APPLICATIONS	:	Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ2@labour.gov.za
NOTE	:	EE targets are African male and female, Coloured male and female, Indian male and female and White female.
POST 16/29	:	**EMPLOYMENT SERVICE PRACTITIONER 2: PES (X2 POSTS)**
SALARY	:	R413 001 per annum
CENTRE	:	Labour Centre: Kokstad – KZN Ref No: HR4/4/4/47 (X1 Post) Satellite Office: Jozini – KZN Ref No: HR4/4/4/48 (X1 Post)
REQUIREMENTS	:	Three (3) year relevant qualification in Social Science (Psychology, Industrial Psychology)/ Public Administration/Business Management/Public Management. 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, Public Financial Management Act, ILO conventions related to PES. Skills: Planning and organising, Communication Skills, Computer, Analytical, Presentation, Interpersonal, Report writing, Networking, Negotiation, Marketing.
DUTIES	:	Marketing PES services to stakeholders to acquire opportunities and conduct recruitment, selection, referral and placement of registered work seekers. Process requests 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-Schemes. Supervise the administration of employer services at the Labour Centre.
ENQUIRIES	:	Mr S Ngqoza Tel No: (039) 201 0501 (Kokstad) Mr T Nkosi Tel No: (035) 879 8824 (Jozini)
APPLICATIONS	:	Deputy Director: Kokstad Labour Centre: PO Box 260, Kokstad 4700 Or hand deliver at 59 Hope Street, Kokstad. For Online Applications: Jobs-KZN1@labour.gov.za Deputy Director: Ulundi Labour Centre, P/Bag X56, Ulundi 3838 Or hand deliver at Unit A, Wombe Street, Ulundi. For Online Applications: Jobs-KZN3@labour.gov.za (For Jozini Satellite)
NOTE	:	Indian Males, Indian Females, White Males, White Females and Persons with disabilities are encouraged to apply.
POST 16/30	:	**SENIOR PRACTITIONER: EMPLOYEE RELATIONS REF NO: HR4/4/3/1SPER/UIF**
SALARY	:	R413 001 per annum
CENTRE	:	Unemployment Insurance Fund, Pretoria
REQUIREMENTS	:	An undergraduate qualification in Labour Relations / Human Resources Management / LLB as recognized by SAQA. Two (2) years functional experience in Labour Relations environment. Knowledge: Public Finance Management Act (PFMA). Public Service Regulations (PSR). Public Service Act (PSA). Labour Relations Act (LRA). Employment Equity Act (EEA). PSCBC and CCMA Procedure. Skills: Negotiation. People Management. Problem Solving. Presentation. Planning and Organizing. Communication. Computer Literacy. Report Writing.
DUTIES	:	Provide support in handling Labour Relations cases in the fund (i.e. grievances, misconduct and Labour disputes). Implement Labour Relations Act, policies, guidelines, procedures and provide advice therefore. Represent the department in disciplinary hearings, conciliations, arbitration and bargaining chambers (under supervision). Supervise resource (Human, Equipment/ Assets) in the section.

ENQUIRIES	:	Mr TD Modise Tel No: (012) 337 1976
APPLICATIONS	:	email: Jobs-UIF23@labour.gov.za
NOTE	:	African Males and Females, White Males and Persons with disabilities are encouraged to apply.
POST 16/31	:	**OFFICE ADMINISTRATOR: ORGANISATIONAL EFFECTIVENESS REF NO: HR4/4/3/1OAOE/UIF**
SALARY	:	R338 106 per annum
CENTRE	:	Unemployment Insurance Fund, Pretoria
REQUIREMENTS	:	Three year's relevant tertiary qualification in Office Administration/ Secretarial/ Office Management/ Administration/ Management Assistant. 1-2 years' functional experience in Office Administration environment. Knowledge: Public Service Regulations (PSR), Public Service Act (PSA), Public Finance Management Act (PFMA), Departmental Policies and Procedures, Batho Pele Principles, Administration Procedures. Skills: Communication (verbal and written), Computer Literacy, Time Management, Interpersonal, Report Writing, Planning and Organizing.
DUTIES	:	Provide secretariat service to the office of the Senior Manager. Render financial administration service to the office of the Senior Manager. Provide logistical support service to the office of the Senior Manager. Provide administrative support service to the office of the Senior Manager.
ENQUIRIES	:	Mr AC Mathabela Tel No: (012) 337 1815
APPLICATIONS	:	email: Jobs-UIF24@labour.gov.za
NOTE	:	African Males and Females, White Males and Persons with disabilities are encouraged to apply.
POST 16/32	:	**COMPLIANCE AND MONITORING OFFICER (EE REGISTRY ROLE) REF NO: HR4/26/05/07 HO**
SALARY	:	R338 106 per annum
CENTRE	:	Head Office, Pretoria
REQUIREMENTS	:	Three (3) years relevant tertiary Qualification in Labour Relations/ Human Resource Management/ Public Management/Public Administration. Two (2) years functional experience in Labour Relations/ Human Resource Management/ Business Management/Public Management. Knowledge Employment Equity Act, Employment Equity Regulations, particularly EE reporting forms, IT systems, particularly EE Online Reporting Systems, Departmental policies, Public Finance Management Act, Batho Pele Principles. Skills: Computer literacy, Data capturing & IT systems, Verbal and written communication, Interpersonal relations, Analytical, Problem solving.
DUTIES	:	Provide assistance to employees on the EE Online Reporting System. Prepare the EE Public Register for publication. Process postal and electronic correspondence received by the EE Registry. Provide administrative support to the EE Registry.
ENQUIRIES	:	Mr Lufuno Makwarela Tel No: (012) 309 4056
APPLICATIONS	:	Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ14@labour.gov.za
NOTE	:	EE targets are African male and female, Coloured male and female, Indian male and female and White female.
POST 16/33	:	**FACTORY INSTRUCTOR TEXTILE REF NO: HR4/24/07/08**
SALARY	:	R338 106 per annum
CENTRE	:	Supported Employment Enterprise, Rand (JHB)
REQUIREMENTS	:	Occupational Certificate: Sewing Machine Operator (NQF Level 04) / N6 Clothing Production (NQF Level 06), Two (2) years functional experience in textile environment, Supervisory experience and a valid driver's license will be an added advantage. Knowledge: Public Service Act, Public Finance Management Act, South African Bureau of Standard classification, Disability Act and policies, Manufacturing process, Proven exposure and knowledge of a relevant production system or philosophy, Sound knowledge of Safety, Environment and Quality systems. Skills: Planning and organizing, Communication, Computer Literate, Interpersonal, Analytical, Leadership, Technical, Teamwork, Counselling.

DUTIES	:	Implement product manufacturing process and operations within the factory. Coordinate the development of products in the factories. Ensure compliance to the Occupational health and Safety in the factory. Manage Human Resources in the factory.
ENQUIRIES	:	Mr S Maluleke Tel No: (012) 843 7300
APPLICATIONS	:	Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street, Pretoria. For Online Applications: Jobs-SEE8@labour.gov.za
NOTE	:	Priority will be given to Persons with Disabilities, African Males, Indian Females, White Males.
POST 16/34	:	**OFFICE ADMINISTRATOR REF NO: HR 4/4/10/03**
SALARY	:	R338 106 per annum
CENTRE	:	Provincial Office: Eastern Cape
REQUIREMENTS	:	Three (3) year National Diploma (NQF 6) / Undergraduate Bachelor Degree (NQFL 7) in Office Management /Information Management and Technology / Public Administration/ Business Administration/Business Management/ Public Management. One (1) years functional experience in office administrator / secretariat services. Knowledge: Departmental policies and procedures, Planning and Organising, Administration procedures, Batho Pele principles, Interpersonal relations. Skills: Facilitation skills, Interpersonal relationship skills, Computer skills, telephone etiquette, Organising skills, decision Making skills, Analytical skills, Project Management.
DUTIES	:	Provide a receptionist support to the Office: Public Employment Services including diary management for the Director: PES. Render a secretariat service for the Office of the Director: PES. Assist in Monitoring and maintaining the budget including the supply chain for the Directorate: PES. Facilitate and coordinate all logistical and resource requirements of the Directorate. Provide Management information and records management services in the Directorate. Track and monitor projects tasks within the Directorate.
ENQUIRIES	:	Ms N Ngaki Tel No: (043) 701 3096
APPLICATIONS	:	Chief Director: Provincial Operations, Private Bag X9005 East London, 5201, Hand deliver at No.3 Hill Street East London Email: Jobs –EC3@labour.gov.za or Jobs- EC8@labour.gov.za
NOTE	:	EE Targets- Priority will be given to White Males, Coloured Males, Coloured Females, Indian Females, Indian Males, White Female and People with Disability.
POST 16/35	:	**INSPECTOR: IES REF NO: HR/4/4/1/55**
SALARY	:	R338 106 per annum
CENTRE	:	eQonce Labour Centre
REQUIREMENTS	:	Three (3) year relevant tertiary qualification Labour Relations/ BCOM Law/ LLB. One (1) year functional experience in Inspection and Enforcement Services. A valid driver's licence. Knowledge: Departmental policies, procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Skills Development Levies Act, Occupational Health and Safety Act, COIDA, Unemployment Insurance Act, UI Contribution Act, Employment Equity Act. Skills: Facilitation skills, Planning and Organizing (Mainly for own), Computer literacy, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem solving skills, Interviewing, listening and observation skills, Presentation skills, Innovative, Analytical, Verbal and written communication skills.
DUTIES	:	Plan and independently conduct inspections with the aim of ensuring compliance with the Basic Conditions of Employment Act (BCEA). Execute investigations independently on reported cases pertaining to contravention of labour legislation and enforce as and when necessary. Plan and conduct proactive (Blitz) inspection regularly to monitor compliance with labour legislation. Conduct advocacy campaign on all Labour Legislation independently. Draft and maintain inspection plans and reports including analysis and compilation of consolidated statistical reports on only allocated cases.
ENQUIRIES	:	Mr Mduduma Tel No: (043) 718 8380
APPLICATIONS	:	Deputy Director: Labour Centre Operations, PO Box 260 Qonce 5600, Hand deliver at 41 Arthur Street Qonce 5600. Email: Jobs-ECKWT@labour.gov.za

NOTE	:	White Males, White Females, Coloured Males, Coloured Females, Indian Males, Indian Females are encouraged to apply.
POST 16/36	:	**LEGAL ADMINSTRATIVE OFFICER (MR-3 to MR-5) REF NO: HR4/4/1/250**
SALARY	:	Grade 3: R337 563 – R385 965 per annum, (OSD) Grade 4: R403 929 – R461 838 per annum, (OSD) Grade 5: R483 219 – R685 812 per annum, (OSD)
CENTRE	:	Provincial Office: Eastern Cape
REQUIREMENTS	:	Four (4) years legal tertiary qualification or equivalent. 3-5 years post graduate experience in Legal Services Knowledge, Admission as an Advocate / Attorney of the High Court of South Africa. Knowledge: DoL and Compensation Fund Business strategies and goals, Directorate/ sub-directorate goals and performance requirements, Compensation Fund Services, Compensation Fund Value and business processes, Public Service Regulations, Policies and Procedures. COIDA Act, Regulations and Policies, Public Service Act, Occupational Health and Safety Act, PFMA and National Treasury Regulations, Promotion of Access to Information Act, PAJA, Constitution Act 108 of 1996(amended), Road Accident Fund (RAF), Unemployment Insurance (UIA), General Knowledge of the Public Service Regulations, LRA, EE Ac, SDA & BCEA. Skills: Required Technical Proficiency, Business Writing Skills, Analytical Thinking, Decision Making, Communication and information Management, Customer Focus and responsiveness, People and Performance Management, Managing Interpersonal conflicts and resolving problems, Planning and Organising, Team Leadership.
DUTIES	:	Provide an effective legal administrative and support services for the Fund. Provide legal services to the Fund. Handle litigation for and on behalf of the Fund. Represent the Fund at the hearing in terms of section 56 and 91 applications hearings. Liaise with third parties. Manage and review claims of objections hearing process. Render administration support in terms of section 56 and 91 application hearings.
ENQUIRIES	:	Dr B Dunga Tel No: (043) 702 7500
APPLICATIONS	:	Chief Director: Provincial Operations, Private Bag X9005 East London, 5201, Hand deliver at No.3 Hill Street East London. Email: Jobs-EC2@labour.gov.za
NOTE	:	White Males, White Females, Coloured Males, Coloured Females, Indian Males, Indian Females are encouraged to apply.
POST 16/37	:	**CLIENT SERVICE OFFICER: PUBLIC EMPLOYMENT SERVICES (X5 POSTS)**
SALARY	:	R280 278 per annum
CENTRE	:	Labour Centre: Gqeberha Ref No: HR4/4/1/01 (X3 Posts) Labour Centre: KwaMaqoma Ref No: HR4/4/2/10 (X1 Post) Labour Centre: eMaxesibeni Ref No: HR/4/4/1/56 (X1 Post)
REQUIREMENTS	:	Grade 12/ National Senior Certificate. Valid driver's licence will be an added advantage. Knowledge: Departmental Policies, Procedures and guidelines, Labour Legislation and Regulations, Employment Services Act, Public Service Act and Regulations, Batho Pele principles. Skills: Computer literacy, Communication, Interpersonal, Problem Solving, Listening, Telephone etiquette, Interviewing Skills, Ability to interpret legislation.
DUTIES	:	Render registration services of work-seekers on ESSA. Render registration service of work and learning opportunities on ESSA. Refer work seekers for Employment Counselling services. Provide administrative support with the placement of work seekers in work and learning opportunities. Render general administrative duties and participate in advocacy sessions as and when required.
ENQUIRIES	:	Mr SC Mshumpela Tel No: (041) 506 5000 (Gqeberha Labour Centre) Mr TD Mgudane Tel No: (046) 645 7700 (KwaMaqoma Labour Centre) Ms L Nongena-Sigedle Tel No: (039) 254 0282 (eMaxesibeni Labour Centre)
APPLICATIONS	:	Deputy Director: Labour Centre Operations: Private Bag X6045, Gqeberha, 6000 or Hand deliver at 116-134 Govan Mbeki Avenue, Central, VSN Building, Gqeberha, 6000 or Email at Jobs-ECPLZ@Labour.gov.za Deputy Director: Labour Centre Operations: P O Box 538, Fort Beaufort, 5720 or Hand deliver at 529 Alice Road, Fort Beaufort, 5720 or Email at Jobs-ECFOB@labour.gov.za

		Deputy Director: Labour Centre Operations, Private Bag X530, eMaxesibeni ,4735, Hand deliver at No 52 Church Street eMxesibeni 4735. Email: Jobs-ECMTA@labour.gov.za
NOTE	:	White Males, White Females, Coloured Males, Coloured Females, Indian Males, Indian Females are encouraged to apply.
POST 16/38	:	**CLIENT SERVICE OFFICER IES REF NO: HR4/4/1/186**
SALARY	:	R280 278 per annum
CENTRE	:	Mdantsane, Eastern Cape
REQUIREMENTS	:	Grade 12. No experience needed. 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, Ability to interpret legislation, Problem solving.
DUTIES	:	Render services at helpdesk as the first point of entry within the Registration Services. Resolve all complaints on IES labour legislations received from Clients within the scope and dictates of the IES SOP. Render general administrative duties and participate in advocacy sessions as and when required.
ENQUIRIES	:	Mr Lisolomzi Mduduma Tel No: (043) 761 3151
APPLICATIONS	:	Deputy Director Labour Centre Operations, Private Bag X19 Mdantsane, 5219, or hand deliver at No.1 Mzaule Street, NU 1 Mdantsane. Email: Jobs-ECMDS@labour.gov.za
NOTE	:	Priority will be given to White Males, Coloured Males, Coloured Females, Indian Males, Indian Females, White Females, People with Disability.
POST 16/39	:	**SENIOR ADMIN CLERK: RISK MANAGEMENT REF GAP-JOHA-23341564-20260507-1**
SALARY	:	R237 453 per annum
CENTRE	:	Head Office, Pretoria
REQUIREMENTS	:	Matric (Grade 12/ National Senior Certificate). Knowledge: Treasury Regulations, Batho Pele Principles, Risk Management, Supply Chain Management Framework, Public Service Regulations and Relevant Prescript, Public Administration Management Act, Departmental Policies and Procedures, Public Financial Management Act. Skills: Computer Literacy, Conflict Management, Communication (Verbal and Written), Project Management, Leadership, Report Writing, Decision Making.
DUTIES	:	Administer and provide effective and efficient management of Risk Registers. Perform Office Administration support duties. Provide logistical support function and ensure adequate functioning of Risk Management Unit and Committees. Provide assistance on ethics and anti-corruption prevention strategy implemented.
ENQUIRIES	:	Mr M Kolotsi Tel No: (012) 309 4188
APPLICATIONS	:	Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. For online application Ctrl +click to follow the link: Https://essa.labour.gov.za/EssaOnline/WebBeans/
NOTE	:	In terms of EE targets, all races are under-represented
POST 16/40	:	**PROVISIONING ADMINISTRATIVE CLERK REF NO: HR4/4/1/183**
SALARY	:	R237 453 per annum
CENTRE	:	Provincial Office: East London, Eastern Cape
REQUIREMENTS	:	Grade 12 with passed commercial subjects (Business Management, Economics and Accounting) or equivalent certificate and no experience needed. Knowledge: Public Service Financial Management, Supply Chain Framework, LOGIS system, Preferential Procurement Policy Framework Act, Departmental Policies and Procedures. Skills: Client orientation and customer focus, Computer literacy, Presentation, Analytical, Communication, Numeracy.
DUTIES	:	Provide contract and tender management support to be in line with developed relevant prescripts (Daily), Administer open and close tender processes in compliance with SCM policies and Treasury Regulations, Procure goods and services in line with relevant prescripts in the Province, Provide inventory management support to ensure effectiveness and efficient in the Province, Render assets management support to comply with Departmental policies.

ENQUIRIES	:	Mr Melikhaya Nohesi Tel No: (043) 701 3029
APPLICATIONS	:	Acting Chief Director: Provincial Operations, Private Bag X9005, East London, 5201, Hand deliver at No.3 Hill Street East London or email: Jobs-EC10@labour.gov.za
NOTE	:	Priority will be given to African Males, Coloured Males, Indian Females, White Males, Coloured Females, Indian Males, People with Disability.
POST 16/41	:	**ADMINISTRATION CLERK: IES SUPPORT SERVICES REF NO: HR4/4/1/184**
SALARY	:	R237 453 per annum
CENTRE	:	Mdantsane Labour Centre, Eastern Cape
REQUIREMENTS	:	Grade 12. Knowledge: Administrative procedures relating to an office, Filing and retrieval of documents, Ability to operate fax machine and a photocopier, Data capturing. Skills: Planning and organising, Communication, Computer literacy, Assertiveness, Ability to prioritise tasks, Ability to work under pressure.
DUTIES	:	Render administrative support services to the Directorate, Control the movement of documents and files in the Directorate, Provide Supply Chain Management support in the Directorate, Render Human Resource Services support for the Directorate.
ENQUIRIES	:	Mr Lisolomzi Mduduma Tel No: (043) 761 3151
APPLICATIONS	:	Deputy Director Labour Centre Operations: Mdantsane, Private Bag X19 Mdantsane, 5219, Hand deliver at No 1 Mzaule Street NU 1 Mdantsane or email: Jobs-EC10@labour.gov.za
NOTE	:	Priority will be given to African Males, Coloured Males, Indian Females, White Males, Coloured Females, Indian Males, People with Disability.
POST 16/42	:	**REGISTRY CLERK REF NO: HR4/4/1/182**
SALARY	:	R237 453 per annum
CENTRE	:	Provincial Office: East London, Eastern Cape
REQUIREMENTS	:	Grade 12. No experience needed. Knowledge: National Archives guidelines and Record Management prescripts, Departmental policies and procedures, Batho Pele Principles, Departmental Registry Procedures, Public Finance Management Act. Skills: Communication skills, Interpersonal relations, Problem solving, Organising skills, Computer Literacy, Punctuality, Innovative, Client focused, Organisational goal driven, Self-motivated.
DUTIES	:	Maintain the filling system within a Provincial Office according to the Archives & Records Management prescripts (Daily), Handle all the correspondences for the Provincial Office and maintain records thereof. Operate the franking machine and ensure availability of funds. Render general administrative duties in the section including Procurement of stationery and equipment for the section. Clear suspense accounts and unallocated accounts before month closure.
ENQUIRIES	:	Mr Melikhaya Nohesi Tel No: (043) 701 3029
APPLICATIONS	:	Acting Chief Director: Provincial Operations, Private Bag X9005 East London, 5201 or hand deliver at No.3 Hill Street East London or email Jobs-EC10@labour.gov.za
NOTE	:	Priority will be given to African Males, Coloured Males, Indian Females, White Males, Coloured Females, Indian Males, People with Disability.

ANNEXURE H

DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT

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

NOTE : Application must be submitted on a New signed Z83 form obtainable from any Public Service Department accompanied by a recent detailed Curriculum Vitae only, to be considered. All attachments for online application must include an application form (Z83) and CV only, in PDF and as one (1) document or attachment, indicate the correct job title and the reference number of the post on the subject line of the email. Use the correct email address associated with the post. JPEG (picture/snapshot) application will not be accepted. Shortlisted candidates will be required to submit certified copies of qualifications, Senior Certificate, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG) prior to appointment. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: https://www.thensg.gov.za/training-course/sms-pre-entryprogramme.

Furthermore, Shortlisted candidates must provide proof of successful completion of the course. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Following the interview and technical passement for all SMS posts, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency-based assessments. Persons appointed will be subjected to a security clearance, the signing of performance agreement and employment contract. The Department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. By submitting the employment application form, you agree and consent in terms of Section 11(1) of the Protection of Personal Information Act (POPIA), 2013 (Act 4 of 2013), for your personal information which you provide to the DFFE to being processed by the department and its employees, agents, Cabinet committees, and subcontractors for recruitment purposes, in accordance with the POPIA of 2013.

ERRATUM: Kindly note that the post of Assistant Director: Forest Resource Protection (X2 Posts) with Ref No: Western Cape: FOM23/2026 and Limpopo / Mpumalanga: Ref No: FOM24/2026 advertised in the Public Service Vacancy Circular 15 dated 08 May 2026 with the closing date of 25 March 2026 has been withdrawn.

OTHER POSTS

POST 16/43	:	**DEPUTY DIRECTOR: FOREST BASED ENTERPRISES REF NO: FOM40/2026** Re-Advertisement and those who have previously applied for Ref No: FOM/CT01/2026, need to re-apply
SALARY	:	R1 101 468 per annum, (all-inclusive salary package)
CENTRE	:	Nelspruit (Mpumalanga)
REQUIREMENTS	:	National Diploma (NQF6) in Forestry or relevant qualification within the related field recognized by SAQA. A minimum of five (5) years' experience in the related field of which three (3) years should be at an entry/junior managerial level (Assistant Director level or equivalent). Experience in Forestry or related field. Experience in Forestry or related field. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Knowledge and understanding in the application of National Forests Act, 1998 (Act No 84 of 1998) (NFA) and National Environmental management Act, 107 of 1998. Knowledge of Environmental Legislation and policies impacting on the forestry sector. Knowledge in the regulation of natural resources. Knowledge of government administrative procedures (PFMA and Treasury Regulations). Stakeholder Engagement. Strategic thinking and Leadership Management. Problem Solving skills. Expert Level of Computer Literacy. Ability to work under pressure and handle criticism. Ability to gather and analyse information. Ability to interpret regulations and develop appropriate policies. Good interpersonal relations skills. Good Communication skills. A valid Driving license and willingness to travel.
DUTIES	:	Manage and implement programmes aimed at supporting and developing forestry small growers, timber production enterprises, Non-Timber Forest Product initiatives, and forestry-related SMMEs across the forestry value chain. Provide technical and business development support to timber growers, forestry SMMEs, community forestry projects, and post-settlement/transfer beneficiaries. Facilitate access to markets, funding, and certification for forestry enterprises. Coordinate the development/expansion of small-scale timber production enterprises, including implementation of the afforestation programme and facilitation of water trading processes. Develop and implement non-Timber Forest Products strategy framework. Establish and coordinate provincial structures and forums to support forestry SMMEs, timber growers, and the broader forestry value chain. Engage with communities, traditional authorities, government departments, and development partners to ensure effective coordination and implementation of Forestry Enterprise Support Programmes. Participate in the Implementation of the Forestry Blended Finance Scheme and Forestry Masterplan.
ENQUIRIES	:	Ms. Onica Zikhali at 060 973 4232
APPLICATIONS	:	Must be submitted to the Director-General, Department of Forestry, Fisheries and the Environment, The Director: Integrated Human Resource Management, Private Bag X4390, Cape Town, 8000 or hand-deliver to 14 Loop Street, Cape Town or can be emailed to the respective email address quoting the reference number on the subject email. Email: FOM40-2026@dffe.gov.za
CLOSING DATE	:	01 June 2026, 16:00. No late applications will be accepted
POST 16/44	:	**DEPUTY DIRECTOR: ADMINISTRATION AND COORDINATION SUPPORT REF NO: CCAQ06/2026**
SALARY	:	R932 292 per annum
CENTRE	:	Pretoria
REQUIREMENTS	:	Degree/National Diploma (NQF6) in Public Administration/Management or relevant qualification within the related field as recognized by SAQA. A minimum of three (3) years' experience in the related field of which three (3) years should be at an entry/junior managerial level (Assistant Director level or equivalent). Knowledge of strategic coordination and planning and professional report writing. Understanding of Project management. Risk management and business planning. Knowledge of policy development and organization performance management. Good understanding of administrative procedures and quality control of documents. Knowledge of Government Policies and legislations such as PAJA, PAIA, PFMA and other Financial Management and associated prescripts. Skills required: Planning, Organizing, Facilitation,

Communication and technical writing skills. Advance office application such as Ms Package. Ability to collaborate effectively with stakeholders at various levels. Good interpersonal relations. Ability to work independently and in a team. Proactive approach to meeting deadlines and delivering results with limited supervision. Sense of responsibility and loyalty.

DUTIES : Manage the budget and procurement administration process of the Branch. Ensure financial control including petty cash and procurement in office of DDG. Monitor and compile monthly branch reports (expenditure, procurement and contract management). Provide strategic planning and reporting support to the Branch Chief Directorates. Coordinate and consolidate Branch inputs into Strategic Plans and APPs. Monitor and report on the implementation of Strategic and Operational Plans. Provide document management support. Implement management decisions. Quality assures all documents before submitting to DDG. Ensure provision of secretariat support. Coordinate Parliamentary questions and queries, as well as stakeholder engagements. Manage and monitor referrals of the Branch. Provide office management services to the DDG. Ensure compliance and manage reporting for office of the DDG. Ensure logistical support to office of the DDG. Ensure provision of administration support services. Liaise and develop relationship within internal and external stakeholder. Develop stakeholder database. Ensure the preparation of stakeholder communications material, including presentations, documents, profiles etc.

ENQUIRIES : Ms P Diphaha Tel No: (012) 399 9602

APPLICATIONS : Pretoria: Must be submitted to the Director-General, Department of Forestry, Fisheries and the Environment, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria. or can be emailed to the respective email address quoting the reference number on the subject email. Email: CCAQ06-2026@dffe.gov.za

CLOSING DATE : 01 June 2026, 16:00. No late application will be accepted

POST 16/45 : **DEPUTY DIRECTOR: OPERATIONS AND LOGISTICS REF NO: OC08/2026**
Re-Advertisement and those who have previously applied for Ref No. OC07/2026, need to re-apply

SALARY : R932 292 per annum

CENTRE : Cape Town

REQUIREMENTS : National Diploma /Degree in Shipping & Logistics/Maritime Studies/Operations & Logistics or equivalent relevant qualification. A minimum of 5 years' experience of which three (3) of them should be at an entry/junior managerial level (Assistant Director Level or equivalent). All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. The incumbent must have knowledge of Logistics management and business practices. Knowledge of Maritime/Shipping Logistics including clearing and forwarding. Working knowledge of customs rules relating to cargo. Ability to implement logistics management systems and controls. Ability to develop, interpret and apply policies, strategies and legislation. Knowledge of HR management practices, legal issues, negotiations and dealing with conflict. Assist in career planning and effective deployment of personnel. The following skills & competencies are required; Policy development, computer literate, management and project management, good interpersonal relations, Relationship Management, Stakeholder engagement, Research, writing and presentation, change management, knowledge management, service delivery innovation (SDI), problem solving and analysis. People Management and Empowerment, Client Orientation and Customer Focus. Honesty. Ability to work long hours voluntarily. Ability to gather and analyse information. Ability to develop and apply policies. Ability to work individually and in team. Good interpersonal relations skills. Creativity. Ability to work under pressure. Ability to work with difficult persons and to resolve conflict. Sense of responsibility and loyalty.

DUTIES : The candidate will be responsible to provide inputs to NRF/DSI with regards to the logistics required by relevant principal investigators. Obtain all approved research projects to ensure the necessary support is provided before each voyage. Organise and facilitate planning meetings before departure. Receive orders from bases and facilitate approvals in accordance to the available budget. Ensure all supplies are procured and packed timeously. Ensure

effective and efficient warehouse management including clearing and forwarding of cargo. Ensure that the Department meets the environmental requirements. Manage and co-ordinate the recruitment process of expedition members in collaboration with HCM. Ensure that the expedition members receive the necessary training. Ensure effective operations of the base stations for science support. Receive all the reports from the three research bases. Convene meetings with management to discuss reports. Analyse reports and give recommendations and compile feedback for the bases. Follow-up with the key personnel about matters arising from the reports. Ensure assets are managed responsibly according to the government asset management policy. Ensure Southern Oceans and Antarctic activities are conducted safely and risk managed. Draft policy documents outlining the operations and other aspects related to the management of bases. Develop, review and benchmark policies with other National Antarctic Programs. Consult relevant stakeholders on related matters. Ensure the implementation of policies and procedures. Develop a template for the relief voyage reports. Provide inputs to science and logistic integration annually including updating of the SANAP website. Ensure implementation of the collaboration agreement. Add support to management of search and rescue operations in liaison with vessel management and relevant stakeholders. Attend local and international meetings as and when required to improve SANAP operations.

ENQUIRIES : Mr R Hlophe Tel No: (021) 493 7067

APPLICATIONS : Must be submitted to the Director-General, Department of Forestry, Fisheries and the Environment, The Director: Integrated Human Resource Management, Private Bag X4390, Cape Town, 8000 or hand-deliver to 14 Loop Street, Cape Town or can be emailed to the respective email address quoting the reference number on the subject email. Email: OC08-2026@dffe.gov.za

CLOSING DATE : 01 June 2026, 16:00. No late applications will be accepted

POST 16/46 : **CONTROL SCIENTIFIC TECHNICIAN GRADE A: CRUSTACEANS (SOUTH COAST ROCK LOBSTER AND KZN CRUSTACEAN TRAWL FISHERIES) REF NO: FIM17/2026**

SALARY : R573 552 per annum, (OSD)

CENTRE : Cape Town (Foretrust Building)

REQUIREMENTS : A Diploma in Natural Science or a relevant qualification; Compulsory registration with the South African Council for Natural Scientific Professions (SACNASP) as a Certificated Natural Scientist. A minimum of six (6) years of post-qualification technical scientific experience in marine living resources or fisheries research. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Sound knowledge of scientific methodologies applicable to fisheries research; Knowledge of crustacean fisheries, particularly the South Coast Rock Lobster and KZN crustacean trawl fisheries; Knowledge and experience in data collection, data management and data analysis of scientific datasets; Experience in the development, operation and maintenance of scientific and technical equipment; Sea-going and fieldwork experience; Knowledge of relevant legislative and compliance requirements applicable to fisheries research and monitoring; Computer literacy, including the use of standard data management and office software; Good communication, planning and organisational skills; Ability to work independently and as part of a multidisciplinary team; Willingness to work extended hours, undertake field deployments, and conduct work at sea as required; Valid South African driving license.

DUTIES : The successful candidate will provide technical and operational support to the crustacean research programme, with specific focus on the South Coast Rock Lobster and KZN Crustacean Trawl fisheries. Key responsibilities include: Provide technical leadership in the collection, verification, management and analysis of fisheries-dependent and fisheries-independent data to support scientific assessments and management advice; Develop, maintain and update fisheries databases and data systems in support of monitoring and research programmes; Coordinate and support field surveys, sampling programmes and monitoring activities, including logistical arrangements, equipment preparation and quality control of collected data; Participate in sea-going and field trips as required; Participate in Scientific and Management Working Group meetings and contribute technical inputs, data updates and progress reports; Compile and disseminate technical reports, summaries and

		data products for management, stakeholders and scientific forums; Liaise with research institutions, universities, industry partners and regulatory bodies on matters relating to crustacean research and monitoring; Support the administration of research and monitoring projects, including planning, scheduling, documentation and record-keeping; Assist with the management and monitoring of project and operational budgets in line with departmental financial procedures; Supervise and coordinate technical and scientific work processes and support the mentoring and development of staff, interns and students
ENQUIRIES	:	Mr. Qayiso Mketsu at 082 782 9674
APPLICATIONS	:	Must be submitted to the Director-General, Department of Forestry, Fisheries and the Environment, The Director: Integrated Human Resource Management, Private Bag X4390, Cape Town, 8000 or hand-deliver to 14 Loop Street, Cape Town or can be emailed to the respective email address quoting the reference number on the subject email. Email: FIM17-2026@dffe.gov.za
CLOSING DATE	:	15 June 2026, 16:00. No late applications will be accepted
POST 16/47	:	**SENIOR ADMINISTRATIVE OFFICER REF NO: OC04/2026**
SALARY	:	R413 001 per annum
CENTRE	:	Cape Town
REQUIREMENTS	:	National Diploma (NQF6) in Public Management / Office management or relevant qualification in the relevant field. A minimum of 2 years' experience in an office environment. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Knowledge of Administrative procedures, financial management and Personnel management. Knowledge of Public Service procedures and prescripts, Procurement policies and procedures as well Departmental procedures and prescripts. Knowledge of Logis, BAS and Financial procedures. Knowledge of Administration field: emails, Internet, Word Processing, Document management. Skills: Sound organising and planning skills in terms of own work, good communication skills (written & verbal), compiling spreadsheets and preparation of budget and compile reports. Computer proficiency e.g., Excel, Access, PowerPoint and Word. Ability to communicate with people at different levels, to gather and analyse information. Be able to work individually and in team, good interpersonal relations skills. Ability to work under extreme pressure. Ability to work with difficult people and to resolve conflict, sense of responsibility, and loyalty.
DUTIES	:	Provide administrative and secretariat services for the Oceans Economy programme and its subprograms and projects. Schedule and convene stakeholder meetings, workshop and compile meeting reports and action plans Render chief user services. Provide procurement services for the acquisition of goods and services to the Chief Directorate Ocean Economy with adherence to procurement policies, supply chain, and financial instructions. Provide logistical support services to the Chief Directorate for convening meetings, workshops or events. Undertake travel arrangements for meetings and events, including domestic and international travel, and administer subsistence allowances, travel advances, and travel claims for officials. Provide financial support services including compiling budget spreadsheet monitoring, recording, reconciling and reporting on the budget expenditure of the Chief Directorate. Provide inventory support services including keeping record, life history and movement of the assets within the Chief Directorate.
ENQUIRIES	:	Ms C Mangcu at (083) 652 5142; e-mail: cmangcu@dffe.gov.za
APPLICATIONS	:	Must be submitted to the Director-General, Department of Forestry, Fisheries and the Environment, The Director: Integrated Human Resource Management, Private Bag X4390, Cape Town, 8000 or hand-deliver to 14 Loop Street, Cape Town or can be emailed to the respective email address quoting the reference number on the subject email. Email: C04-2026@dffe.gov.za
CLOSING DATE	:	01 June 2026, 16:00. No late applications will be accepted

ANNEXURE I

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.

APPLICATIONS	:	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 vacancies@Health.gov.za quoting the reference number on the subject e-mail.
FOR ATTENTION	:	Ms M Shitiba
CLOSING DATE	:	01 June 2026
NOTE	:	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. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.

MANAGEMENT ECHELON

POST 16/48	:	**DIRECTOR: EMPLOYMENT RELATIONS REF NO: NDOH 28/2026** Directorate: Employment Relations and Workplace Support (One Year Contract)
SALARY	:	R1 266 714 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.
CENTRE	:	Northern Cape
REQUIREMENTS	:	A Grade 12 certificate and an NQF level 7 degree in Labour Relations / Labour Law. At least five (5) years' working experience at middle/senior management level in Labour Relations. Proven experience in grievance, disciplinary procedures and processes, dispute resolutions, hearing, conduct investigations as well as negotiations. Knowledge of PFMA, Treasury

Regulation, and other financial prescripts. Thorough understanding of labour relation principles, practices and procedures. Knowledge on relevant legislation, policies, prescripts, circulars and procedures applicable to labour relations. Knowledge and experience in policy development and analysis. Good strategic capability and leadership, people management and empowerment, programme and project management, financial and change management, service delivery innovation and communication (written and verbal) skills. Ability to compose and provide comprehensive reports, research, analyse documents and/or information and advice. Valid driver's license. The SMS pre-entry certificate is required for appointment finalization.

DUTIES : Initiate and provide strategic direction in the implementation and promotion of employment relations programmes and interventions. Manage, oversee and monitor the implementation of the Public Service grievance and disciplinary procedures. Ensure finalisation of all grievances and complaints received from employees in the Department and stakeholders, respectively. Facilitate and manage the resolution of disputes and misconduct processes. Manage labour disputes and provide support in litigation cases, in consultation with Legal Services. Provide strategic support on labour relations services. Manage and ensure effective provision of research, advice and opinions. Facilitate and present the department at Council and Chamber levels. Promote sound labour relations practices. Establish and maintain good relationships with organised labour. Manage investigations and complaints lodged and related to fraud, corruption, and maladministration. Manage compliance and ensure the development and review of labour relations and dispute management prescripts and related labour relation policies. Manage the implementation of labour relations prescripts through provision of technical advice, support and guidance. Provide support and advice on the management and resolution of disputes arising from implementation and interpretation of collective agreement and prescripts. Manage investigations and complaints lodged related to fraud, corruption and maladministration. Facilitate the appointment of investigators and collate the necessary documents for investigations and complaints lodged. Provide overall management of the directorate. Manage finances in line with the PFMA. Facilitate the costing of a functional Labour Relations unit for the department. Ensures that remedial actions identified by AGSA and internal auditors are attended to, promptly. Develop and implement risk management plan.

ENQUIRIES : Mr S Mahlatjie Tel No: (012) 395 8414

OTHER POST

POST 16/49 : **DEPUTY DIRECTOR: EMPLOYMENT RELATIONS REF NO: NDOH 29/2026**
Directorate: Employment Relations and Workplace Support
(One Year Contract)

SALARY : R932 292 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

CENTRE : Northern cape

REQUIREMENTS : A Grade 12 certificate and NQF 7 qualification in Labour Relations / Labour Law. At least 3-5 years working experience at ASD level in labour relations, disputes, disciplinary hearing, conciliations, and arbitration. Knowledge of relevant legislation/policies/prescripts/circulars and procedures applicable to Labour Relations. Understanding of Labour legislation (LRA, BCEC, EE, Skills Development Act). Understanding of policy formulation, interpretation, and procedures. Dispute Resolution and Conflict Management as well as Departmental Policy and Guidelines. Good communication (verbal and written), planning and organizing, conflict and problem solving, presentation and people management, facilitation and analytical thinking, negotiation and computer skills (MS Office package). Ability to plan, work independently and as part of a team. A valid driver's license.

DUTIES : Manage and coordinate grievances within the department. Manage and monitor the implementation of the Public Service disciplinary procedures. Gather the necessary data/information and investigate the matter. Manage and disciplinary processes in the workplace. Manage and conduct investigations on all alleged misconduct cases, perform disciplinary functions pertaining to misconduct and poor work performance. Facilitate, manage and coordinate the handling of disciplinary matters. Submit a complete investigation report to the

Director-General for approval. Facilitate the notice and allegation sheet to be served to the alleged transgressor. Manage and monitor the implementation of labour relations strategies, policies and procedures in line with the public services framework. Develop departmental strategies and systems relating to grievance and disciplinary mechanisms, including policies, procedures and processes. Create and manage a case management database on all Labour-related matters. Render labour relations support services. Provide training and advocacy on labour-related matters in the department. Represent the department conciliation and arbitration proceedings. Obtain mandate for the discussion of agenda items on the agenda. Obtain a mandate for the employer position on each agenda point. Manage externally referred disputes. Provide support and advice on the management and resolution of disputes. Manage labour disputes and provide support for litigation cases, in consultation with Legal Services. Manage resources, risk and audit queries. Plan all activities within the unit. Organise and manage records and statistics of all grievance and misconduct. Advise employees and managers on Labour related matters.

ENQUIRIES : Mr S Mahlatjie Tel No: (012) 395-8414

GRADUATE INTERSHIP PROGRAMME 2026-2028
(24 MONTHS)

The National Department of Health invites unemployed graduates who seek practical work experience and who are interested in the Public Service career to apply for internship (an occupationally based work experience opportunity) in the occupation mentioned below for a minimum of twenty-four (24) months. The applicants must not have been exposed or have participated in an internship programme. The Department aims to enhance the employability of unemployed graduate as potential employees through this internship programme.

OTHER POSTS

POST 16/50 : **HUMAN RESOURCES MANAGEMENT AND DEVELOPMENT INTERNSHIP REF NO: NDOH 30/2026 (X4 POSTS)**
Chief Directorate: Human Resources Management and Development

SALARY : R8 174.78 per month
CENTRE : Pretoria
REQUIREMENTS : Grade 12 (NQF4) and Diploma with 360 credits (NQF 6) in Human Resources Management or Human Resources Development.
ENQUIRIES : Mr A Masilo Tel No: (012) 395 8669

POST 16/51 : **ORGANISATIONAL DEVELOPMENT INTERNSHIP REF NO: NDOH 31/2026 (X1 POST)**
Directorate: Human Resources Administration

SALARY : R8 174.78 per month
CENTRE : Pretoria
REQUIREMENTS : Grade 12 (NQF4) and Diploma with 360 credits (NQF 6) in Management Services or Operations Management or Production Management.
ENQUIRIES : Mr A Masilo Tel No: (012) 395 8669

POST 16/52 : **EMPLOYMENT RELATIONS INTERNSHIP REF NO: NDOH 32/2026 (X1 POST)**
Directorate: Employment Relations

SALARY : R8 174.78 per month
CENTRE : Pretoria
REQUIREMENTS : Grade 12 (NQF4) and Diploma with 360 credits (NQF 6) in Labour Relations
ENQUIRIES : Mr A Masilo Tel No: (012) 395 8669

POST 16/53 : **FINANCIAL MANAGEMENT AND ACCOUNTING INTERNSHIP REF NO: NDOH 33/2026 (X3 POSTS)**
Chief Directorate: Financial Management and Accounting

SALARY : R8 174.78 per month
CENTRE : Pretoria
REQUIREMENTS : Grade 12 (NQF4) and Diploma with 360 credits (NQF 6) in Financial Management or Accounting.
ENQUIRIES : Mr A Masilo Tel No: (012) 395 8669

POST 16/54	:	**SUPPLY CHAIN MANAGEMENT INTERNSHIP REF NO: NDOH 34/2026 (X4 POSTS)** Chief Directorate: Supply Chain and Assets Management
SALARY	:	R8 174.78 per month
CENTRE	:	Pretoria
REQUIREMENTS	:	Grade 12 (NQF 4) and Diploma with 360 credits (NQF 6) in Supply Chain Management / Logistics / Public Management / Purchasing or Transport Management
ENQUIRIES	:	Mr A Masilo Tel No: (012) 395 8669
POST 16/55	:	**INTERNAL AUDIT INTERNSHIP REF NO: NDOH 35/2026 (X3 POSTS)** Chief Directorate: Internal Audit or Risk Management
SALARY	:	R8 174.78 per month
CENTRE	:	Pretoria
REQUIREMENTS	:	Grade 12 (NQF 4) and Diploma with 360 credits (NQF 6) in Internal Auditing or Risk Management.
ENQUIRIES	:	Mr A Masilo Tel No: (012) 395 8669
POST 16/56	:	**INFORMATION COMMUNICATION AND TECHNOLOGY INTERNSHIP REF NO: NDOH 36/2026 (X4 POSTS)** Chief Directorate: Information Communication and Technology
SALARY	:	R8 174.78 per month
CENTRE	:	Pretoria
REQUIREMENTS	:	Grade 12 (NQF 4) and Diploma with 360 credits (NQF 6) in Computer Science or Information Technology.
ENQUIRIES	:	Mr A Masilo Tel No: (012) 395 8669
POST 16/57	:	**COMMUNICATION INTERNSHIP REF NO: NDOH 37/2026 (X2 POSTS)** Chief Directorate: Communication and Stakeholder Management
SALARY	:	R8 174.78 per month
CENTRE	:	Pretoria
REQUIREMENTS	:	Grade 12 (NQF4) and Diploma with 360 credits (NQF 6) in Journalism/Marketing and communication or Communication.
ENQUIRIES	:	Mr A Masilo Tel No: (012) 395 8669
POST 16/58	:	**LEGAL SERVICES INTERNSHIP REF NO: NDOH 38/2026 (X3 POSTS)** Chief Directorate: Legal Services and Parliamentary Affairs
SALARY	:	R8 174.78 per month
CENTRE	:	Pretoria
REQUIREMENTS	:	Grade 12 (NQF 4) and LLB Degree (NQF level 6) in Law.
ENQUIRIES	:	Mr A Masilo Tel No: (012) 395 8669
POST 16/59	:	**OFFICE OF THE DIRECTOR-GENERAL INTERNSHIP REF NO: NDOH 39/2026 (X2 POSTS)** Office of the Director-General
SALARY	:	R8 174.78 per month
CENTRE	:	Pretoria
REQUIREMENTS	:	Grade 12 (NQF4) and Diploma with 360 credits (NQF 6) in Management/ Business Management/ Administration/ Public Management/ Administration/ Office Management/ Administration or related NQF 6 Administration qualification.
ENQUIRIES	:	Mr A Masilo Tel No: (012) 395 8669
POST 16/60	:	**STRATEGIC PLANNING INTERNSHIP REF NO: NDOH 40/2026 (X2 POSTS)** Strategic Planning
SALARY	:	R8 174.78 per month
CENTRE	:	Pretoria

REQUIREMENTS	:	Grade 12 (NQF4) and Diploma with 360 credits (NQF 6) in Public Management/ Administration/ Business Management/ Administration or Strategic Management.
ENQUIRIES	:	Mr A Masilo Tel No: (012) 395 8669
POST 16/61	:	**OFFICE OF THE CHIEF FINANCIAL OFFICER INTERNSHIP REF NO: NDOH 41/2026 (X1 POST)** Office of the Chief Financial Officer
SALARY	:	R8 174.78 per month
CENTRE	:	Pretoria
REQUIREMENTS	:	Grade 12 (NQF4) and Diploma with 360 credits (NQF 6) in Management/ Business Management/ Administration/ Public Management/ Administration/ Office Management/ Administration or related NQF 6 Administration qualification.
ENQUIRIES	:	Mr A Masilo Tel No: (012) 395 8669

ANNEXURE J

DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(Western TVET College)
(Mnambithi TVET College)

OTHER POSTS

POST 16/62	:	**ASSISTANT DIRECTOR: INFORMATION TECHNOLOGY REF NO: CORP/ASD/IT/01** Nature of Appointment: Permanent (PERSAL Appointment) Re-advertisement
SALARY	:	R487 197 per annum (Level 09), plus benefits
CENTRE	:	Corporate Office
REQUIREMENTS	:	Matric/Grade12 Certificate plus a recognised 3-year National Diploma or Degree in Information Technology/Computer Science or a relevant qualification. A minimum of 3 to 5 years relevant work experience in the Information Technology environment of which 3 years should be on a supervisory level. Must have a valid driver's license. Must be computer literate. Competencies, Knowledge, and Skills: Knowledge of the TVET sector regulations and legislative framework. Knowledge of computer hardware, software, and programmes. Knowledge of Corporate ICT principles, ICT policies and relevant legislation, prescripts and regulations governing the TVET and Public Service sector. Should have strong administrative, planning, organising, report writing, project management, problem solving and people management skills.
DUTIES	:	Conduct research regarding provincial and national policy framework and legislation. Conduct workshops and awareness of all new ICT policies. Ensure that appropriate policies and processes are put in place for risk management. Administer and monitor IT security and electronic access. Establish systems to safeguard hardware and data. Research and develop specifications for Local Area Network (LAN) and Wide Area Network (WAN) technologies. Procure LAN and WAN technologies. Distribute LAN and WAN access to staff and students according to the college policy and needs. Set-up, manage and maintain LAN, WAN, email, and internet connections in the college. Troubleshooting, resolving, and documenting all ICT related issues. Research and develop plans for software and hardware products required by the college. Advice on procurement of college software and hardware. Maintain and monitor software and hardware systems, report on redundant hardware and software and advise on updating. Manage all licensing of software that the college is using and ensure that they are valid and appropriate.
ENQUIRIES	:	Ms M Hlatshwayo/Mr P Motai Tel No: (011) 692 4004 Ext. 1010/1061/1062
APPLICATIONS	:	Please hand deliver your application or email it to ASDIT@westcol.co.za in a pdf format and as one attachment, quoting the relevant reference number to the Principal, Western TVET College, Corporate Office, 42 Johnstone Street, Randfontein, 1760.
NOTE	:	All applications must be accompanied by a signed and fully completed NEW Z83 form obtainable from any public service Department or DPSA website, a comprehensive CV including at least three contactable references. Only shortlisted candidates will be required to submit certified copies of original documents with academic records/transcripts and other relevant supporting documents on or before the day of the interview following communication from HR Office. Foreign qualifications must be accompanied by a SAQA evaluation report. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification and employment verification). People living with disability are encouraged to apply. If you have not been contacted within six months after closing date, please consider your application as unsuccessful. Western TVET College is an equal opportunities employer and reserves the right not to fill the posts. Please ensure that the Z83 form is completed in full. Incomplete Z83 will be disqualified.
CLOSING DATE	:	29 May 2026 at 12:00

POST 16/63	:	**CHIEF PERSONNEL OFFICER REF NO: MTVET 06/2026**
SALARY	:	R413 001 per annum (Level 08)
CENTRE	:	Central Office
REQUIREMENTS	:	Grade 12/ NCV level 4 or equivalent. A recognised National Diploma in Human Resource Management/ Development (NQF level 6). Relevant PERSAL certificates. 3-5 years' relevant experience in Human Resource Management/Administration environment. A valid driver's licence. Understanding and utilisation of the PERSAL system. Knowledge and understating of the application of Public Service legislative framework (PSA, PFMA, PSR etc.). Extensive knowledge and understand of human resource prescripts and practices. Understanding of the archive. Must be computer literate. Good communication skills, report writing skills, planning and organising skills.
DUTIES	:	Ensure overall supervision and proper implementation of conditions of service and remuneration of employees (leave, housing, medical, injury on duty, long service recognition, overtime, relocation, pension, allowances, PILIR etc.). Ensure overall supervision and proper implementation of termination of services. Ensure overall supervision and proper implementation of Recruitment and Selection in line with the Departmental policy and delegations (Advertisements, appointments, transfers, verification of qualifications, secretariat functions at interviews, absorptions, Probation periods etc.). Ensure overall supervision and proper implementation of staff / personnel records. Supervise human, physical, financial and other resources.
ENQUIRIES	:	Ms M Qhu Tel No: (036) 631 0360
APPLICATIONS	:	All Applications must be addressed for attention of HR Unit and submitted to Mnambithi TVET College, Private Bag X9903, Ladysmith, 3370 or hand delivered to 77 Murchison Street, Ladysmith 3370, alternatively be sent by email to recruitment@kzntvet.edu.za
NOTE	:	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 (From 1 January 2021) form obtainable from any Public Service department or on the internet at www.gov.za, and signed when submitted. Should an application be received using the incorrect application form for employment (Z83), the application will not be considered. All applications must be accompanied by a fully completed Z83 and a detailed CV. Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents to the HR office before or on the date of the interview. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One will be practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Persons with disabilities are encouraged to apply. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. Should the applicant not be notified of the outcome of the application within three months after the closing date, they should consider their application as unsuccessful. The college reserves the right not to fill posts. Mnambithi TVET College is an equal opportunity affirmative action employer.
CLOSING DATE	:	29 May 2026
POST 16/64	:	**EXAMINATION OFFICER REF NO: MTVET 07/2026**
SALARY	:	R338 106 per annum (Level 07)
CENTRE	:	Central Office
REQUIREMENTS	:	Grade 12/NCV level 4 or equivalent. A recognised National Diploma (NQF Level 6) in Education/ Administration or equivalent qualification. 2-3 years' experience in examination services / Teaching and Learning environment or related field. A valid driver's licence. Knowledge of White Paper on PSET Act. Knowledge of Public TVET Sector and its regulatory and legislative framework. Knowledge and understanding of the Higher Education Sector. Knowledge and understanding of COLTECH system, TVETMIS and ITS. Knowledge of practice notes, national, provincial policy frameworks relevant to Education, Training and Development. Knowledge of Skills Development Act, Public Service Regulations and Public Service Act, Labour Relations Act.
DUTIES	:	Coordinate internal and external examination assessment services. Coordinate and conduct training of Invigilators, Markers and Data Capturers.

Facilitate examination and Irregularity Committee for Campus and serve as a Secretariat. Process application and issuing of certificates services. Provide administration support for the examination unit. Ensure compliant examination venues. Administer receipt and distribution or submission of examination materials to marking centres and DHET. Issue results and certification. Assist lecturers with ITS. Supervise Staff.

ENQUIRIES : Ms M Qhu Tel No: (036) 631 0360

APPLICATIONS : All Applications must be addressed for attention of HR Unit and submitted to Mnambithi TVET College, Private Bag X9903, Ladysmith, 3370 or hand delivered to 77 Murchison Street, Ladysmith, 3370, alternatively be sent by email to recruitment@kzntvet.edu.za

NOTE : 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 (From 1 January 2021) form obtainable from any Public Service department or on the internet at www.gov.za, and signed when submitted. Should an application be received using the incorrect application form for employment (Z83), the application will not be considered. All applications must be accompanied by a fully completed Z83 and a detailed CV. Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents to the HR office before or on the date of the interview. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One will be practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Persons with disabilities are encouraged to apply. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. Should the applicant not be notified of the outcome of the application within three months after the closing date, they should consider their application as unsuccessful. The college reserves the right not to fill posts. Mnambithi TVET College is an equal opportunity affirmative action employer.

CLOSING DATE : 29 May 2026

POST 16/65 : **CHIEF ADMINISTRATIVE CLERK REF NO: MTVET 08/2026**

SALARY : R338 106 per annum (Level 07)

CENTRE : Central Office

REQUIREMENTS : Grade 12/NCV level 4 or equivalent. National Diploma (NQF Level 6) in Human Resource Management/ Development (NQF level 6). 2-3 years' relevant experience in Human Resource Management / Administrative environment. Must have relevant PERSAL Certificates. Must be computer literate in MS Word and Excel. A valid driver's licence. Understanding and utilisation of the PERSAL system. Knowledge and understanding of the application of Public Service legislative framework (PSA, PFMA, PSR etc). Knowledge and understanding of Human Resource prescripts and practices. Good planning and organising skills. Communication skills, Interpersonal skills; Ability to work under pressure and meet deadlines.

DUTIES : Render conditions of services and remuneration of employees (leave, housing, medical, injury on duty, long service recognition, overtime, relocation, pension, allowances, PILIR etc.). Implement termination of services. Render Recruitment and Selection services in line with the Departmental policy and delegation (Advertisements, appointments, transfers, verification of qualifications, secretariat functions at interviews, absorptions, probation periods etc.). Responsible for supervisory work of Human Resource Management activities. Ensure safe record keeping of documents. File personnel data, policies, regulations and circulars. Providing monthly reports. Perform leave Audits, retrieve and submit documents for audit requests. Handle all personnel enquiries and correspondence.

ENQUIRIES : Ms M Qhu Tel No: (036) 631 0360

APPLICATIONS : All Applications must be addressed for attention of HR Unit and submitted to Mnambithi TVET College, Private Bag X9903, Ladysmith, 3370 or hand delivered to 77 Murchison Street, Ladysmith 3370, alternatively be sent by email to recruitment@kzntvet.edu.za

NOTE : 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 (From 1 January 2021) form obtainable from any Public

Service department or on the internet at www.gov.za, and signed when submitted. Should an application be received using the incorrect application form for employment (Z83), the application will not be considered. All applications must be accompanied by a fully completed Z83 and a detailed CV. Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents to the HR office before or on the date of the interview. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One will be practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Persons with disabilities are encouraged to apply. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. Should the applicant not be notified of the outcome of the application within three months after the closing date, they should consider their application as unsuccessful. The college reserves the right not to fill posts. Mnambithi TVET College is an equal opportunity affirmative action employer.

CLOSING DATE : 29 May 2026

POST 16/66 : **LEARNERSHIP/ PLACEMENT OFFICER REF NO: MTVET 09/2026**

SALARY : R338 106 per annum (Level 07)
CENTRE : Central Office
REQUIREMENTS : Grade 12/NCV level 4 or equivalent. National Diploma / Degree in Business Administration, Public Management, Marketing, Public Relations or equivalent qualification. 2-3 years' relevant experience in employment services / Administration environment. Knowledge of employment services/ Administration services. Computer literacy. Valid Driver's license. Knowledge of employment service market, PSET and CET Act. Knowledge of Public Service prescripts. Knowledge of DHET policies. Knowledge of Industrial operation. Identification of opportunities in the labour market. Good communication skills, networking skills, negotiation skills, interpersonal skills and planning skills.
DUTIES : Facilitate the placement of students. Conduct job readiness training programmes. Liaise with commerce, industry and other relevant stakeholders. Maintain the student tracking system. Maintain and update employer and student placement database. Develop quality electronic reports and statistics. Monitoring and evaluation of work placement practices. Conduct work based assessment for students.
ENQUIRIES : Ms M Qhu Tel No: (036) 631 0360
APPLICATIONS : All Applications must be addressed for attention of HR Unit and submitted to Mnambithi TVET College, Private Bag X9903, Ladysmith, 3370 or hand delivered to 77 Murchison Street, Ladysmith 3370, alternatively be sent by email to recruitment@kzntvet.edu.za
NOTE : 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 (From 1 January 2021) form obtainable from any Public Service department or on the internet at www.gov.za, and signed when submitted. Should an application be received using the incorrect application form for employment (Z83), the application will not be considered. All applications must be accompanied by a fully completed Z83 and a detailed CV. Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents to the HR office before or on the date of the interview. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One will be practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Persons with disabilities are encouraged to apply. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. Should the applicant not be notified of the outcome of the application within three months after the closing date, they should consider their application as unsuccessful. The college reserves the right not to fill posts. Mnambithi TVET College is an equal opportunity affirmative action employer.

CLOSING DATE : 29 May 2026

POST 16/67	:	**MANAGEMENT INFORMATION SYSTEM (MIS) OFFICER REF NO: MTVET 10/2026**
SALARY	:	R338 106 per annum (Level 07)
CENTRE	:	Central Office
REQUIREMENTS	:	Grade 12/ NCV level 4 or equivalent. National Diploma (NQF level 6) / Degree in Information Management / Data Management or equivalent qualification. 2-3 years working experience in Management of Information System (MIS) / Data Management environment or any relevant knowledge. A valid driver's license. Knowledge of CET Act, ISO and quality Management systems. Knowledge of PSET and TVET Curriculums. Knowledge of policies and governance environment of TVET Colleges including knowledge of TVETMIS system, annual reporting requirements by the Higher Education Institutions. Knowledge and understanding of Information Management. Knowledge, understanding, application and interpretation of office management, COLTECH, data warehouse and IT prescripts. Planning and organizing skills, problem solving skills, computer literacy and report writing skills.
DUTIES	:	Maintain and administer TVETMIS, capturing and data extraction for the College. Extract data, compile and produce various reports and statistics. Capture and update information on COLTECH / TVET MIS and other related systems. Provide administration of all academic and student related system programmes, course and qualification. Facilitate the renewal of TVETMIS licenses before expiry dates. Supervise staff.
ENQUIRIES	:	Ms M Qhu Tel No: (036) 631 0360
APPLICATIONS	:	All Applications must be addressed for attention of HR Unit and submitted to Mnambithi TVET College, Private Bag X9903, Ladysmith, 3370 or hand delivered to 77 Murchison Street, Ladysmith 3370, alternatively be sent by email to recruitment@kzntvet.edu.za
NOTE	:	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 (From 1 January 2021) form obtainable from any Public Service department or on the internet at www.gov.za, and signed when submitted. Should an application be received using the incorrect application form for employment (Z83), the application will not be considered. All applications must be accompanied by a fully completed Z83 and a detailed CV. Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents to the HR office before or on the date of the interview. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One will be practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Persons with disabilities are encouraged to apply. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. Should the applicant not be notified of the outcome of the application within three months after the closing date, they should consider their application as unsuccessful. The college reserves the right not to fill posts. Mnambithi TVET College is an equal opportunity affirmative action employer.
CLOSING DATE	:	29 May 2026
POST 16/68	:	**STUDENT LIAISON OFFICER REF NO: MTVET 11/2026**
SALARY	:	R338 106 per annum (Level 07)
CENTRE	:	Ladysmith Campus
REQUIREMENTS	:	Grade 12/National Senior Certificate / NCV level 4 or equivalent**.** A recognised National Diploma/Degree in Social Science/Psychology/Education or equivalent relevant qualification**.** 2 to 3 years' experience in student support services Education/Teaching and Learning environment or related field. A valid driver's licence. Knowledge of Public Sector. Knowledge of TVET Environment. Proven knowledge of Psychology practice. Teaching background. Knowledge of Public Service legislative framework such as Public Service Act, Public Service Regulations, PFMA, Treasury Regulations and Batho Pele Principles. Good interpersonal relations. Planning and organizing skills. Ability to work in a team and independently.
DUTIES	:	Provide student liaison services at the Campus. Provide welfare support to students by liaising between stakeholder/persons. Prepare weekly and monthly reports. Assist students as and when required. Assist with academic

support plan for identified students. Attend to any student accommodation needs. Guide students to make the right decision and improve their performance. Ensure that there is continuous awareness and level of knowledge in HIV/AIDS to students. Address socio-economic student matters appropriately including substance and other relevant matters. Promote regular attendance of students and monitor the attendance register.

ENQUIRIES : Ms M Qhu Tel No: (036) 631 0360

APPLICATIONS : All Applications must be addressed for attention of HR Unit and submitted to Mnambithi TVET College, Private Bag X9903, Ladysmith, 3370 or hand delivered to 77 Murchison Street, Ladysmith 3370, alternatively be sent by email to recruitment@kzntvet.edu.za

NOTE : 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 (From 1 January 2021) form obtainable from any Public Service department or on the internet at www.gov.za, and signed when submitted. Should an application be received using the incorrect application form for employment (Z83), the application will not be considered. All applications must be accompanied by a fully completed Z83 and a detailed CV. Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents to the HR office before or on the date of the interview. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One will be practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Persons with disabilities are encouraged to apply. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. Should the applicant not be notified of the outcome of the application within three months after the closing date, they should consider their application as unsuccessful. The college reserves the right not to fill posts. Mnambithi TVET College is an equal opportunity affirmative action employer.

CLOSING DATE : 29 May 2026

POST 16/69 : **ADMINISTRATION CLERK: HR (TRAINING) REF NO: MTVET 12/2026**

SALARY : R237 453 per annum (Level 05)

CENTRE : Central Office

REQUIREMENTS : Grade 12/National Senior Certificate / NCV level 4 or equivalent. Recognized National Diploma in Human Resource Management/Development (NQF level 6) or equivalent qualification. 1-2 years' relevant experience in Human Resource development environment. Knowledge and understanding of coordination and facilitation of training. Knowledge and understanding of application of Employment Equity Act. Knowledge and understanding of PMDS and IQMS Coordination and facilitation of training programmes. Planning and organizing. Communication (Good verbal and written). Computer Literacy. Teamwork. Driver's license would serve as an added advantage.

DUTIES : Assist in Implementing all training and development programmes in line with approved plans. Assist in the development and implementation of Work Skills Plan. Assist in processing bursaries in line with the departmental policy. Assist in the Coordination and the implementation of Performance Management Development System, Integrated Quality Management System and coordinate training for College staff. Assist in facilitating the development of job descriptions. Provide assistance on the development, review and implementation of Employment Equity Plan for the College.

ENQUIRIES : Ms M Qhu Tel No: (036) 631 0360

APPLICATIONS : All Applications must be addressed for attention of HR Unit and submitted to Mnambithi TVET College, Private Bag X9903, Ladysmith, 3370 or hand delivered to 77 Murchison Street, Ladysmith 3370, alternatively be sent by email to recruitment@kzntvet.edu.za

NOTE : 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 (From 1 January 2021) form obtainable from any Public Service department or on the internet at www.gov.za, and signed when submitted. Should an application be received using the incorrect application form for employment (Z83), the application will not be considered. All applications must be accompanied by a fully completed Z83 and a detailed CV.

Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents to the HR office before or on the date of the interview. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One will be practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Persons with disabilities are encouraged to apply. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. Should the applicant not be notified of the outcome of the application within three months after the closing date, they should consider their application as unsuccessful. The college reserves the right not to fill posts. Mnambithi TVET College is an equal opportunity affirmative action employer.

CLOSING DATE : 29 May 2026

ANNEXURE K

DEPARTMENT OF HOME AFFAIRS

The DHA is a merit-based, equal opportunity and affirmative action employer. In line with its commitment to promoting representivity, in the filling of entry-level positions preference may be given to locally based candidates on grounds of affordability as well as to (unemployed) youth and the DHA's interns and learners who have successfully completed their respective skills development programmes. In the filling of all posts, preference may be afforded to persons with disabilities, and in respect of SMS-level posts, to women. Persons falling in these categories and who meet the post requirements are preferred.

CLOSING DATE : 29 May 2026

NOTE : Applications must be submitted online at https://erecruitment.dha.gov.za sent to the correct address specified at the bottom of the posts, on or before the closing date, accompanied by a fully completed Application for Employment Form (New Z83, effective from 1 January 2021), obtainable at www.dpsa.gov.za, citing the correct post number and job title, and a comprehensive CV (citing the start and end date dd/mm/yy), job title, duties performed and exit reason for each employment period to be considered, as well as the details of at least two contactable employment references (as recent as possible), regardless of online or manual submission. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Shortlisted candidates will also be required to submit a copy of their ID document, a valid driver's license (if specified as a job requirement), relevant educational qualifications / RPL certificates / Academic Transcripts of completed qualifications, and Acting letters as directed. Furthermore, applicants who possess (a) foreign qualification(s), are required to submit the evaluated results of such qualifications, as received from the South African Qualifications Authority (SAQA); will be subjected to an interview, various relevant tests and assessments, and employment suitability checks (credit, criminal, citizenship, qualifications, and employment references including verification of exit reasons, and conducting business with State). Once appointed, serving of a prescribed probation period, and obtaining of a security clearance appropriate to the post, will be required. Correspondence between the Department and candidates will be limited to shortlisted candidates, only. The Department of Home Affairs (DHA) seeks to hire patriotic, professional, passionate and talented individuals to form part of a new leadership team, equipped with the right skills to facilitate the transformation of Home Affairs into a digital-first, world-class organisation. If you are committed to delivering on the Medium-Term Development Plan's priorities through digital transformation, ascribe to the Department's shared value set, have what it takes to deliver on the needs of DHA Clients with the highest levels of dignity, integrity and innovation, and your credentials meet the requirements of any of the following positions, kindly respond before the closing date. The DHA complies with the Protection of Personal Information Act, 2013 (Act No. 4 of 2013). Applicants' personal information will be used for recruitment purposes, retained where required for audit, and safeguarded against unauthorised disclosure, except where legally required. Submission of an application constitutes consent to such processing.

MANAGEMENT ECHELON

POST 16/70 : **DIRECTOR: CENTRAL LAW ENFORCEMENTREF NO: HRMC 23/26/1**
Branch: Immigration Services
Chief Directorate: Inspectorate
This is a re-advertisement, Candidates who have previously applied, and are still interested, are kindly requested to re-apply).

SALARY : R1 266 714 - R1 492 122 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	:	Head Office, Tshwane
REQUIREMENTS	:	An undergraduate qualification in Security Management, Policing, Public Management, Public Administration, International Relations at NQF level 7 as recognised by SAQA. 5 years experience at Middle / Senior management level is required. Experience in a Law / analysis or interpretion of information environment is required. Experience in law enforcement (SAPS / Defence / Immigration). Experience in operational planning in joint operations. Knowledge of the Public Service Regulatory Framework, Immigration Act 13 of 2002 and DHA Enabling Legislation. Sound knowledge and understanding of Government Structures. Knowledge of the Medium Term Strategic Framework (MTSF), Government Planning Framework (Lekgotla and Makgotla). Knowledge of Departmental Legislation and Prescipts. Knowledge of the Constitution of the Republic of South Africa. A valid drivers' license. Willingness to travel and work extended hours. Required skills and competencies: Strategic capability and leadership. Strategy execution. Service delivery innovation. Stakeholder relations, Operational planning. People management and empowerment. Financial management. Presentation skills. Investigations. Problem solving and analysis. Business Report Writing. Information and Networking. Negotiation Skills. Conflict Management Skills. Diplomacy. Research methodology and Analysis. Policy development. Digital skills. Data analysis. Coaching and facilitating.
DUTIES	:	The successful candidate will be responsible for, amongst others, the following specific tasks: Monitor province's functions and ensure the implementation of uniform and standardised policies, processes and procedures. Oversee effective inspections, checking of documents, arrests, detention and prosecution of illegal foreigners. Ensure effective reporting on statistics and trends on activities nationally (inspections, status of open cases, arrests, deportations). Analyse all data and records provided by provinces and provide recommendations to improve future service delivery. Liaise with Deportation unit, Correctional Services, SAPS and NIA to ensure co-ordination and partnership in the detection, processing, detention, arrest and legal management of foreigners convicted of criminal activities. Manage the effective planning and coordination of raids, roadblocks and investigations with regional offices and SAPS where required. Ensure that cases opened in provinces are transferred to Integrity management unit (typically cases spanning several provinces, involving syndicates, corrupt DHA officials etc.). Monitor effective interface between Inspectorate officers in zones and Integrity management unit. Identify and communicate new priorities and planned raids or initiatives to SAPS, Correctional Services, NIA and Regional Offices. Develop the Operational Plan for the directorate and ensure effective prioritization and resource planning. Coordinate, monitor and report on the delivery of the Operational Plan against agreed objectives and performance indicators. Report on the performance of the directorate against the Operational Plan to the Chief Director / Deputy Director-General. Develop technical expertise and skills within the directorate based on business needs and environmental changes. Ensure business transformation and partnerships with various stakeholders. Ensure business alignment to agreed business requirements. Liaise with internal and external stakeholders on law enforcement related matters. Benchmark with various institutions for best practice. Develop identified law enforcement policies and procedures in conjunction with the Policy and Strategy directorate. Contribute to the review of code of practice for the directorate. Contribute towards the development, and ensure implementation, of an appeal system with clear processes and procedures. Determine appropriate resources to achieve objectives. Monitor and evaluate the compliance with the provisions of the Immigration Act, Immigration Regulations and other relevant policies and procedures. Develop and implement within the directorate governance processes, frameworks and procedures associated with statutory financial responsibilities. Monitor and ensure compliance with legislation, regulations, DHA policies and procedures within the directorate. Ensure compliance with all audit findings within the directorate. Represent the directorate at management and other relevant forums. Monitor quality, risk, standards and practices against prescribed frameworks.
ENQUIRIES	:	Mr W Mamphoke Tel No: (012) 406 4247
APPLICATIONS	:	Applications compliant with the "Directions to Applicants" above, must be submitted online at https://erecruitment.dha.gov.za3YuemEv; or sent via email to imsrecruitment@dha.gov.za

OTHER POSTS

POST 16/71 : **ASSISTANT DIRECTOR: ASSET AND PROPERTY MANAGEMENT**

SALARY : R487 197 - R573 897 per annum (Level 09)

CENTRE : Provincial Manager's Office: Limpopo Ref No: HRMC 23/26/2a (X1 Post)
Provincial Manager's Office: North-West Ref No: HRMC 23/26/2b (X1 Post)
Provincial Manager's Office: Western Cape Ref No: HRMC 23/26/2c (X1 Post)

REQUIREMENTS : An undergraduate qualification in Supply Chain Management, Logistics Management at NQF level 6 as recognised by SAQA. A minimum of 3 years' supervisory experience in Supply Chain Management environment is required. Knowledge of the Constitution of the Republic of South Africa. Knowledge and understanding of all relevant public service and Departmental Legislative Frameworks, as well as Government Structures. Sound knowledge and understanding of Public Finance Management Act (PFMA) and Treasury regulations. Knowledge and experience in budgeting and revenue management. Knowledge of task planning and allocation. Knowledge of DPSA guidelines. A valid drivers' license. Willingness to travel and work extended hours. Required skills and competencies: Project Management. Knowledge Management. Client Orientation and Customer Focus. Manpower forecasting and planning. Knowledge Management. Decision Making. Change Management. Budget and Financial Management. Written and communication skills. Research and Learning. Presentation Skills. Problem Solving. Strong Analytical Skills. Report Writing. Influencing and Networking. Planning and Organizing. Computer literacy. Patriotism, Honesty and Integrity.

DUTIES : The successful candidates will be responsible for, amongst others, the following specific tasks: Ensure effective management of assets within the Province. Develop, Implement and monitor acquisition, maintenance and disposal plans for assets. Ensure proper implementation of the Asset management Strategy within the department. Oversee regular asset counts and verify results against Asset Register. Coordinate physical verification of all departmental assets. Monitor all movements of departmental assets and record/update the asset register. Conduct inspections of equipment to identify potential re-utilisation. Account for maintenance and depreciation of assets. Verify the accuracy of the data recorded/updated in the asset register. Reconcile differences between physical assets and asset register and prepare reports. Monitor and participate in the implementation of efficient improvement projects. Compile reports of identified obsolete, redundant and damaged assets, transfer these items to suspense register. Co-ordinate inputs for the Department's Asset management Policy and advice line managers on asset management. Provide Inputs on assets financials and reconciliations. Manage acquisition, operation and maintenance of assets. Dispose of economically obsolete assets according to the policies and recouping of asset value in settling employee debt to the department. Facilitate bar-coding, stocktaking, and verification of departmental assets. Manage budget allocation and operational planning from assets management. Develop a strategic plan and advise line managers on strategic planning for disposal and replacement of asset. Develop acquisition plan in relation to asset management. Ensure successful management of the properties in the province. Manage effective operation of the property management unit. Facilitate the implementation of transport services (fleet) in the province. Ensure effective risk and compliance management within asset management unit. Ensure effective and efficient management of human, physical and financial resources within the Unit.

ENQUIRIES : Limpopo: Mr J Kgole Tel No: (015) 287 2802
North West: Mr L Appels Tel No: (018) 397 9908 / 9924 / 9922 / 9915
Western Cape: Mr M Pienaar Tel No: (021) 488 1409 / (021) 488 1412

APPLICATIONS : Applications compliant with the "Directions to Applicants" above, must be submitted online at https://erecruitment.dha.gov.za
Limpopo: Physical Address: 89 Biccard Street, Polokwane, 0699
North West: Physical Address: Cnr Sheppard and Carrington Street, Mafikeng, 2745
Western Cape: Physical Address: 4th Floor Fair Cape Building, 56 Barrack Street, Cape Town, 8000

POST 16/72 : **ASSISTANT DIRECTOR: INVESTIGATIONS**

SALARY : R487 197 - R573 897 per annum (Level 09)

CENTRE : Provincial Manager's Office: Eastern Cape HRMC 23/26/3a (X1 Post)
Provincial Manager's Office: KwaZulu -Natal HRMC 23/26/3b (X1 Post)
Provincial Manager's Office: Mpumalanga Ref No: HRMC 23/26/3c (X1 Post)

REQUIREMENTS : An undergraduate qualification in Law, Criminal Justice, Forensics Investigation, or Policing at NQF level 6 as recognised by SAQA. A minimum of 3 years' experience at supervisory level in investigation environment is required. Knowledge of the Constitution of the Republic of South Africa. Knowledge and understanding of all relevant public service and Departmental Legislative Frameworks, as well as Government Structures. Knowledge of Minimum Information Security Standards. Knowledge of Public Service Regulations. Knowledge of Anti-corruption Framework. Knowledge and experience of the Criminal Justice System. Knowledge of Promotion Administration of Justice Act. Understanding of the Departmental legislation as well as Human Resources Regulatory Framework. Knowledge of investigations principles and processes. Knowledge of the planning, implementation and evaluation/monitoring of enforcement. Knowledge of relevant South African legislation and corporate governance principles. A valid drivers' license. Willingness to travel and work extended hours. Required skills and competencies: Service Delivery Innovation. Client Orientation and Customer Focus. People Management and Empowerment. Honesty and Integrity. Programme and Project Management. Business Continuity. Decision Making. Influencing and networking. Attention to detail. Process analysis and improvement. Conflict resolution and management. Confidentiality. Ability to work independently and under pressure, managing multiple cases and deadlines. Presentation Skill. Communication Skill. Planning and Organising Skill. Computer literacy. Investigation skills. Capability and leadership skills. Patriotism, Honesty and Integrity.

DUTIES : The successful candidates will be responsible for, amongst others, the following specific tasks: Draft reports and provide recommendations pertaining to the findings of the investigations. Coordinate with the Directorate: Investigations on activities of the province regarding investigations in the province. Scrutinize information received pertaining to corruptive activities of officials in the province. Facilitate and provide support to various mandated stakeholders to investigate crime and corruption. Facilitate and monitor processes related to investigations. Investigate fraud and corruption perpetrated by officials/ outside syndicates. Investigate, verify and analyse crime and corruption in line with investigation methodologies. Facilitate and open files or dockets of investigations. Facilitate, develop and interpret statistical information on investigating cases. Timeously follow up with other units on complaints and provide feedback on complainant/s within reasonable time frame. Monitor and maintain the intelligence management system in the province. Testify in disciplinary and criminal proceedings as and when required. Facilitate the development, communicate, enforce related policies and procedures. Facilitate the development, performance and delivery of the internal support to the unit, to produce reliable and delivery solutions, to maximise performance and profitability against pre-agreed targets. Conduct ongoing training and awareness programmes for employees and management about the hotline, disciplinary policies, and the code of conduct as required. Ensure business transformation and partnership with various stakeholders. Compile tactical plans aligned to business requirements. Liaise with internal and external stakeholders on matters related to the investigation. Benchmark with various institutions for best practice. Contributes towards the formulation of investigation Framework, policies, processes and circulars. Enforce compliance to regulations and policies guidelines in the department. Monitor and maintain issues related to investigation practices and security breaches by staff. Participate in the activities in relevant structures i.e. Investigations Information Coordination Committee (IICC) and the South African Banking Risk Information Centre (SABRIC). Report on all risk and financial indicators including e.g. financial losses, overpayment, etc. according to required format. Keep up to date with compliance and regulatory requirements and liaise with all relevant stakeholders within and external to the Organisation to ensure accurate implementation. Develop the activity plan for the unit and ensure effective prioritisation 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 effective and efficient management of human, physical and financial resources within the Unit.

ENQUIRIES : Eastern Cape: Mr L Jama Tel No: (043) 604 6417
KwaZulu-Natal: Ms N Ngema Tel No: (033) 845 5003
Mpumalanga: Ms N Dlangisa Tel No: (013) 752 2504

APPLICATIONS : Applications compliant with the "Directions to Applicants" above, must be submitted online at https://erecruitment.dha.gov.za
Eastern Cape: Physical address: 11 Hargreaves Avenue, King William's Town, 5600
KwaZulu-Natal: Physical address: 181 Church Street, Pietermaritzburg, 3209
Mpumalanga: Physical Address: 29 Bester Street, Nelspruit, 1200.

POST 16/73 : **ASSISTANT DIRECTOR: INFORMATION SYSTEMS AUDIT REF NO: HRMC 23/26/4**
Chief Directorate: Information Systems Audit

SALARY : R487 197 - R573 897 per annum (Level 09)
CENTRE : Headquarters: Head Office, Tshwane
REQUIREMENTS : An undergraduate qualification in Computer Science, Information Systems or Internal Auditing at NQF level 6 as recognized by SAQA. 3 Years' of supervisory / junior management experience in an internal auditing environment is required. Knowledge of the Constitution of the Republic of South Africa. Knowledge and understanding of all relevant public service and Departmental Legislative Frameworks, as well as Government Structures. Functional knowledge of data analysis software such as ACL Analytics, Arbutus and or other relevant software. Knowledge of the Protection of information Act 84 of 1982 and the Promotion of Access to information Act 2 of 2000. Knowledge of international Internal Audit Standards. Knowledge of Professional Standards for the Practice of Internal Auditing. Knowledge of the Public Finance Management Act and National Treasury Regulations. Knowledge of Finance and Accounting Systems and Practices. Knowledge of King IV report and governance principles. Knowledge of the Institute of Internal Auditors South Africa (IIA SA) and Global prescripts. Excellent abilities and vast experience in project management, project optimization, and the use of online systems. A valid drivers' license. Willingness to travel and work extended hours. Required skills and competencies: Client orientation and customer focus. Business continuity. Financial Administration. Project Management. Decision making. Attention to detail. Influencing and networking. Business Report Writing. Problem solving and analysis. Conflict management and resolution. Presentation skills. Interpersonal skills. Communication skills. Planning and Organizing. Presentation skills. Strong data analysis skills. Computer literacy. Patriotism, Honesty and Integrity.

DUTIES : The successful candidate will be responsible for, amongst others, the following specific tasks: Execute audit operations in line with audit standards. Participate in the development of the strategic risk-based audit plans. Participate in the development of the annual audit operational plan. Prepare comprehensive Audit Planning Memoranda. Formulate audit programs based on preliminary survey outcomes. Develop audit questionnaires addressing identified risks across various audit areas. Provide input into the maintenance and enhancement of audit methodologies and techniques. Coordinate and provide technical support for the Teammate audit management software. Facilitate the execution of Computer -Assisted Audit Techniques (CAAT's) within the directorate. Execute and manage Audit procedures and reporting. Implementation of policies, procedures, directives, acts and regulations. Ensure risk and compliance management. Ensure effective and efficient management of human, physical and financial resources within the Unit.

ENQUIRIES : Ms V Motshegoe Tel No: (012) 406 4252
APPLICATIONS : Applications compliant with the "Directions to Applicants" above, must be submitted online at https://erecruitment.dha.gov.za or ipsrecruitment@dha.gov.za

POST 16/74 : **ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: HRMC 23/26/5 (X3 POSTS)**
Chief Directorate: Risk Management

SALARY : R487 197 - R573 897 per annum (Level 09)
CENTRE : Headquarters: Head Office, Tshwane
REQUIREMENTS : An undergraduate qualification in Risk Management, Financial Management, Accounting, or Internal Audit at NQF level 6 as recognized by SAQA. 3 Years' supervisory / junior Management experience is required. Experience in Risk Management environment is required. Knowledge of the Constitution of the Republic of South Africa. Knowledge and understanding of all relevant public service and Departmental Legislative Frameworks, as well as Government Structures. Knowledge of the Public Finance Management Act and National Treasury Regulations. Knowledge of the National Treasury Public Sector Risk Management Framework. Ability to work independently and within a team. Excellent abilities and vast experience in project management, project optimization, and the use of online systems. A valid drivers' license. Willingness to travel and work extended hours. Required skills and competencies: Client orientation and customer focus. Service delivery innovation. Knowledge management. Decision making. Problem solving and conflict management. Influencing and networking. Business Report Writing. Problem solving and analysis. Presentation skills. Interpersonal relations. Communication skills. Facilitation skills. Presentation skills. Negotiation skills. Computer literacy. Patriotism, Honesty and Integrity.
DUTIES : The successful candidate will be responsible for, amongst others, the following specific tasks: Support DHA staff in the implementation of risk management, risk assessment and risk reporting processes. Coordinate in facilitating the identification and management of risk to ensure that risks assessment results are fully recorded. Facilitate in ensuring proper communication of Risk Management processes. Coordinate the development of risk mitigating strategies by the risk owners and risk sponsors and report the status thereof. Facilitate maintenance of the overall risk registers across the Department. Maintains the satisfactory operation of the risk management and compliance software. Conduct research in the best practices, develops and refines risk modelling approaches and methodologies. Supports all staff on the Enterprise Risk Management and Compliance risks management processes. Coordinate the network of risk representatives, owners and sponsors in the monitoring of risks of their respective areas. Ensure continuous appointment of risk representatives, Ensure continuous appointment of risk. Risk Nodal points across the Department. Ensure awareness to all employees of the department in risk management and governance matters. Establish, maintain and ensure a good working relationship with the Department and relevant stakeholders. Implementation of policies, procedures, directives, acts and regulations. Ensure the implementation of effective risk and compliance risk management. Ensure effective and efficient management of human, physical and financial resources within the Unit.
ENQUIRIES : Ms N Mnisi Tel No: (012) 406 4238
APPLICATIONS : Applications compliant with the "Directions to Applicants" above, must be submitted online at https://erecruitment.dha.gov.za or ipsrecruitment@dha.gov.za

POST 16/75 : **CONTACT CENTRE TEAM LEADER REF NO: HRMC 23/26/6 (X2 POSTS)**
Directorate: Contact Centre Operations

SALARY : R413 001 - R486 501 per annum (Level 08)
CENTRE : Headquarters: Head Office, Tshwane
REQUIREMENTS : An undergraduate qualification in Public Management and Administration, Social Science, Contact Centre or related field of study at NQF level 6 as recognized by SAQA. 2 Years' experience at Supervisory level is required. Extensive experience in Customer Service Management. Knowledge of the Constitution of the Republic of South Africa. Knowledge and understanding of all relevant public service and Departmental Legislative Frameworks, as well as Government Structures. Knowledge of and understanding of the Departmental Standard Operating Procedures. Knowledge and understanding of the Public Information Management Acts (PAIA and POPIA). Knowledge and understanding of the Batho Pele Principles and Public Service Regulatory Framework. A valid drivers' license. Shift work is required. Required skills and

		competencies: Leadership skills. Problem Solving skills. Client orientation and customer focus. Planning and Organizing. Strong Analytical skills. Written and verbal communication. Administrative skills. Results and achievement driven. Multitasking. Time Management. Report writing skills. Interpersonal relations. Conflict resolution. Coaching. Computer literacy. Patriotism, Honesty and Integrity.
DUTIES	:	The successful candidate will be responsible for, amongst others, the following specific tasks: Manage and monitor the team to ensure operational efficiency. Ensure agreed contact centre standards are consistently met. Supervise day to day operations of the contact centre. Consistently monitor staff levels and liaise with management regarding required adjustment. Identify customer needs and provide information for updates of both the frequently asked questions and knowledge base. Advise management of product knowledge gaps. Assist consultants with complex queries and irate client by providing guidance and information. Handling escalated queries and complaints from employees. Escalate complex queries to Tier 2 Case Resolutions officers. Compile teams Management Information System reports and identify gaps. Analyse daily reports and effect improvement plans to alleviate non-achievements of SLA and targets. Evaluate contacts / interactions and cases logged for quality assurance purposes, identify gaps and conduct coaching, mentoring and development of the contact centre consultants. Monitor operational systems and recommend changes / update to improve performance. Implement policies and procedures in line with the approved Framework. Ensure effective and efficient management of human, physical and financial resources within the Unit.
ENQUIRIES	:	Ms T Rakgoale Tel No: (012) 406 2808
APPLICATIONS	:	Applications compliant with the “Directions to Applicants” above, must be submitted online at https://erecruitment.dha.gov.za or ipsrecruitment@dha.gov.za

ANNEXURE L

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.

APPLICATIONS	:	Independent Police Investigative Directorate hand delivered at Benstra Building, 473 Stanza Bopape Street, Pretoria or emailed to Recruitment10@ipid.gov.za.
CLOSING DATE	:	29 May 2026
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, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. 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 post.

OTHER POST

POST 16/76	:	**ASSISTANT DIRECTOR: ASSETS MANAGEMENT REF NO: Q9/2026/28**
SALARY	:	R487 197 per annum
CENTRE	:	National Office: Pretoria
REQUIREMENTS	:	A relevant tertiary qualification at NQF level 7 in Supply Chain Management, Logistics, Transport and Asset Management, bachelor's in commerce. 3-5 years' related Asset management and Transport management experience at supervisory level. A driver's license. Knowledge Requirement: Knowledge of LOGIS, PFMA, Treasury Regulations, Transport and Fleet management

frameworks SCM regulations, practice notes, circulars, policy frameworks. Competencies: Results-driven. Planning skills, Creativity. Leadership. Change management skills. Team Participation Concern for Quality and Order. Problem Solving and Analysis. Systems Thinking. Information Sharing. Integrity/ Honesty. Emotional Intelligence. Effective Communication. Commitment to Learning. Computer literacy. Client Service Orientation.

DUTIES : Monitor and review the capturing of all physical (movable and immoveable) assets in the physical asset management registers: Receipt of all moveable assets. Perform quantity and quality control. Allocation and bar code the assets. Capturing asset information in the relevant registers. Monitor and review the allocation of assets to asset holders. Determination of the asset allocation according to the asset management policy and procedures of the department. Capturing asset information on the inventory list of the asset holder. Issuing of asset and inventory list to asset holder. The delivery of assets to the asset holder. Approval of the moveable asset register updates. Oversee and review the monitoring of assets in accordance with the relevant policy and procedures. Monitoring assets for compliance with asset control prescripts. Monitoring assets for physical condition, utilization functionality and financial performance. Monitoring the performance of asset verification according to prescribed time frames. Compile reports on the state of assets. Promote correct implementation of sound asset management practices by: Informing, guiding and advising departmental employees on asset management matters; and Contributing to the design and development of asset management systems, policies, strategic and annual physical asset management planning. Supervise employees to ensure sound physical asset management. This would, inter alia, entail the following: General supervision of employees. Allocate duties and do quality control of the work delivered by supervisees. Advice and lead supervisees with regard to all aspects of the work. Manage performance, conduct and 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. Address enquiries and provide advice and guidance on asset allocation and control. Manage departmental fleet in accordance with transport policies and Treasury guidelines: Vehicle allocation and utilization. Trip authorizations and logbook monitoring. Oversee fuel usage and fuel card management. Oversee maintenance schedules and repairs. Oversee vehicle licensing and insurance compliance. Monitor misuse, irregular usage, and cost inefficiencies. Maintain a fleet register aligned with asset records. Compile reports on fleet performance, cost per vehicle, usage trends. Ensure compliance with official transport policies. Ensure compliance with loss control procedures (accidents, damages). Control and safeguarding of all supply chain documentation. Implementation of secure document management and filing systems aligned to PFMA/MFMA and National Treasury SCM guidelines. Enforcement of access control measures for all physical and electronic SCM records. Maintenance of accurate and complete audit-ready records for all procurement processes. Application of confidentiality and information-protection standards for supplier and bid information. Regular monitoring, review, and verification of SCM documentation for compliance and integrity. Provision of secure storage, backup, and archiving solutions for long-term record retention. Controlled handling, movement, and disposal procedures for sensitive SCM documentation. Reporting and Governance. Compile and submit monthly, quarterly an annual asset and fleet reports. Provide inputs to the Annual Financial Statements (AFS) and the Interim Financial Reporting (IFR). Monitor audit findings and implement action plans. Ensure compliance with PFMA, Treasury Regulations and Internal SCM policies. Policy Development and Advisory Services. Contribute to the development and review of Asset management policies and Transport/ Fleet Management policies. Provide guidance to officials on asset control procedures and fleet usage compliance. Support implementation of improved systems and controls. Risk Management and Internal Controls. Identify and mitigate risks related to asset losses misuse of vehicles and weak internal controls. Strengthen segregation of duties. Strengthen approval processes. People Management. Supervise and manage staff. Allocate duties and monitor performance. Conduct performance reviews (PMDS). Ensure staff training and development. Ensure adherence to policies and procedures. Promote culture of accountability and compliance.

ENQUIRIES : Mr T Nteo Tel No: (012) 399 0000

ANNEXURE M

JUDICIAL INSPECTORATE FOR CORRECTIONAL SERVICES

The Judicial Inspectorate for Correctional Services (JICS) is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of JICS will be taken into consideration. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target. JICS reserves the rights to fill these positions.

CLOSING DATE : 05 June at 16:00 (walk-in) and 20:00 (online)

NOTE : All attachments for online application must include an application form Z83 and CV only, in PDF and as one (1) document or attachment and saved with surname and initials. JPEG (picture/snapshot) applications will not be accepted. Failure to do so will result in your application being disqualified. Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each post(s) advert must be accompanied by its own application form for employment and must be fully completed, initialled and signed by the applicant as instructed below. Failure to fully complete, initial and sign the Z83 form will lead to disqualification of the application during the selection process. All applications must reach the Judicial Inspectorate for Correctional Services (JICS) on/or before the closing date and time. JICS cannot be held responsible for server delays. Applications submitted in any other way other than the published link or hand delivery will be treated as invalid. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83, it is acceptable for applicants to indicate “refer to CV” or “see attached”. However, the question related to conditions that prevent re-appointment under Part “F” must be answered and the declaration signed. Only an updated comprehensive CV (with detailed previous experience, if any) and a completed and signed new Z83 application form is required. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related document(s) will be in line with the requirements of the advert. Non-RSA Citizens/Permanent Resident Permit holders in possession of foreign qualifications must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). Applicants who do not comply with the abovementioned instructions/requirements, as well as applications received late will not be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate’s suitability based on the posts’ technical and generic requirements. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Please note by responding to the advertisement, you consent to the collection, processing, and storing of your Personal Information in accordance with the Protection of Personal Information Act (POPIA). Your information will be used for the sole purpose of this application and will not be shared with third parties without prior consent unless required by law. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. The JICS reserves the right not to make any appointment(s) to the below advertised post(s). The successful candidate will be required to enter into an employment contract and a performance agreement. All costs associated with an application will be borne by the applicant. The appointment will be made according to the Public Service Act of 1994.

OTHER POSTS

POST 16/77 : **SENIOR CASE OFFICER: COMPLAINTS REF NO: JI 19/2026**
Directorate: Legal Services – Complaints Unit

SALARY : R413 001 per annum
CENTRE : Centurion
REQUIREMENTS : Applicants must be in possession of a Grade 12/Senior Certificate, BProc/ LLB Degree or other relevant recognized legal qualification on NQF 7 as recognised by SAQA. 1–3-year relevant working experience of which 1 year must be in a supervisory capacity. Computer literate. Proven competency in constitutional law, human rights law, correctional law, criminal procedure, evidential law and administrative law. Proficiency in English and at least one other official language. Ability to write analytically. Valid driver's license is essential, willingness to travel.
DUTIES : The successful candidate will be responsible to receive and adjudicate inmate complaints and maintain proper records with a view to analysing systematic practices and reporting thereon. Provide reports to the Manager Complaints Unit. Liaison with Department of Correctional Services, Visitors Committees (VC) Independent Correctional Centre Visitors (ICCV) and stakeholders. Supervise administrative staff of the Complaints unit.
ENQUIRIES : Ms. S Wesson Tel No: (021) 421 1012
APPLICATIONS : Applications to be submitted through following link: https://forms.gle/jFWVCcr7zTLYRpZv8 or hand delivered to Block C3, Eco Origins Office Park, Witch-hazel Street, Centurion, 0046.
FOR ATTENTION : Human Resources

POST 16/78 : **INDEPENDENT CORRECTIONAL CENTRE VISITOR**
(36-month contract appointment)

SALARY : R89 046 per annum (3/8th, Level 05), plus 37% in lieu of benefits.
CENTRE : **Kwa-Zulu Natal Management Region**:
Umzinto Ref No: JI 20/2026
Eastern Cape Management Region:
Grahamstown Correctional Centre Ref No: JI 21/2026
Port Elizabeth Correctional Centre Ref No: JI 22/2026
Middelburg Correctional Centre Ref No: JI 23/2026
Central Management Region:
Goedemoed Correctional Centre Ref No: JI 24/2026
Vereeniging Correctional Centre Ref No: JI 25/2026
Regional Office: Bloemfontein Ref No: JI 26/2026
Northern Management Region:
Leeuwkop Med A Correctional Centre Ref No: JI 27/2026
Leeuwkop Med B Correctional Centre Ref No: JI 28/2026
Kgosi Mampuru Correctional Centre Ref No: JI 29/2026
Devon Correctional Centre Ref No: JI 30/2026
Thohoyandou Correctional Centre Ref No: JI 31/2026
REQUIREMENTS : Applicants must be in possession of a Grade 12/Senior certificate. Computer literate and accurate. A recommendation / nomination as an ICCV by a community organization (not older than six (6) months) must be attached to your application. Ability to work independently and as a team. Public spirited and sound knowledge of the Batho Pele principles. Assertiveness and ability to work under pressure. Ability to communicate (verbally and in writing). Driver's licence will be an added advantage. Preference will be given to qualifying applications received from individuals residing in communities which are in the vicinity of the correctional centre where the post needs to be filled.
DUTIES : The successful candidates will be responsible to visit the correctional facility daily and engage with inmates and DCS officials on complaints and other matters. Monitor the conditions of incarceration and report on findings. Monitor and report on all instances of deaths, segregation, use of mechanical restraints and use of force in the centre. Support officials from JICS during inspections and investigations. Handle administrative tasks which include dealing with and capturing of inmate complaints, mandatory matters and detailed report writing.
ENQUIRIES : Kwa-Zulu Natal Management Region: Ms. D Mocumi Tel No: (031) 366 1900
Eastern Cape Management Region: Ms N Sifesane Tel No: (043) 722 2729
Central Management Region: Ms Y Mdlalose Tel No: (051) 4301954
Northern Management Region: Ms G Thabethe Tel No: (012) 663 7521

APPLICATIONS : **Kwa-Zulu Natal Management Region**: Submitted online through the links below or hand delivered to Aqua Sky Building, 275 Anton Lembede Street, 8th Floor, Durban 4001. Umzinto Correctional Centre: https://forms.gle/tW69PZfaXU65w7UJ8

Eastern Cape Management Region: Submitted online through the links below or hand delivered to East London Magistrates Court, 3rd floor, room 407, Buffalo Street, East London, 5200.

Grahamstown: https://forms.gle/pPr8QikPFXNbV4Pa8

Port Elizabeth: https://forms.gle/hBLZz22yP67MzVtn9

Middelburg: https://forms.gle/NjQxVT8UkwKPjFw9A

Central Management Region:

Submitted online through the links below or hand delivered to Fedsure House, 3rd Floor 62 St Andrews Street, Bloemfontein, 9300.

Goedemoed Correctional Centre: https://forms.gle/cYBNQWkgyzrG6zwa7

Vereeniging Centre: https://forms.gle/4rmUHnRb8cF3z1NG7

Regional Office: Bloemfontein: https://forms.gle/VZJhqGkAaxS28jdM8

Northern Management Region:

Submitted online through the links mentioned below or hand delivered to Block C 3, Eco Origins Office Park, Witch-hazel Street, Centurion, 0046.

Leeuwkop Med A Correctional Centre: https://forms.gle/vsptvhdkaxnag1R19

Leeuwkop Med B Correctional Centre: https://forms.gle/D6XxmQZo8dhRxtvM8

Kgosi Mampuru Correctional Centre: https://forms.gle/z4TYvVUhdjV7nifp9

Devon Correctional Centre: https://forms.gle/EqBpFwzmK91FopZz7

Thohoyandou Correctional Centre: https://forms.gle/G4Sgseb5NMx7Nyw9A

ANNEXURE N

DEPARTMENT OF LAND REFORM AND RURAL DEVELOPMENT

CLOSING DATE : 29 May 2026 at 16:00

NOTE : To apply, submit a completed Z83 form and detailed Curriculum Vitae (PDF document to a maximum of 10 megabytes) via e-mail or hand delivery. The Department will not be held responsible for server delays. Late applications due to technical issues will not be considered. Shortlisted candidates must provide certified copies of required documents (Identity Document, qualifications, etc) where necessary and service certificates to support senior management experience to Human Resources before the interviews, including South African Qualifications Authority (SAQA) evaluation reports for foreign qualifications. Failure to comply will result in disqualification. To be appointed at Senior Management Service (SMS) level, you must complete the SMS Pre-entry programme offered by the National School of Government (NSG). Find course details here: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ appointment is subject to successful competition of the Nyukela Programme: Pre-entry Certificate to SMS and submission of proof. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process, the selection committee will recommend candidates for a generic management competency assessment, as per the Department of public Service and Administration (DPSA) directives. The assessment will evaluate candidates' managerial competencies using standardised tools. NB: Please note that false or fraudulent qualifications submitted by applicants will be reported to the South African Police Services (SAPS), and a criminal case shall be opened. Applications: Please submit your application before the closing date as late applications will not be considered. Did not submit duplicate applications. If applying for multiple posts, submit separate applications for each post. Due to high volumes, the Department will not acknowledge receipt of applications. If you have not heard from us within 3 months, please consider your application to be unsuccessful. Should, during any stage of the recruitment process, a moratorium be placed on the filling of posts or the Department is affected by any process such as, but not limited to, restructuring or reorganisation of posts, the Department reserves the right to cancel the recruitment process and re-advertise the post at any time in the future. Important: DLRRD is an equal opportunity employer committed to promoting representivity and affirmative action. We encourage applications from all qualified candidates. The Department reserves the right no to fill vacancies. By applying you consent to the collection and processing of your personal information for recruitment purposes. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the Department. Shortlisted candidates will undergo personnel suitability checks, security vetting and reference checks (including social media profiles). Applications must declare any pending criminal, disciplinary or any other allegations or investigations. Successful candidates must pass security clearance, sign an employment contract, sign an annual performance agreement and disclose financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. Failure to disclose relevant information may result in disqualification or termination.

MANAGEMENT ECHELON

POST 16/79 : **CHIEF DIRECTOR: CLUSTER COORDINATION AND INTERGOVERNMENTAL RELATIONS REF NO: 3/1/1/1/2026/24**
Chief Directorate: Cluster Coordination, Intergovernmental and Stakeholder Relations

SALARY : R1 494 900 per annum (Level 14), (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS)

CENTRE : Gauteng (Pretoria)

REQUIREMENTS : Minimum requirements: Applicants must be in a possession of Grade 12 Certificate and a Bachelor's Degree or Advanced Diploma in Public Administration / Development Studies / Social Science / Political Science (NQF level 7) or related equivalent qualification and a Nyukela certificate (Pre-entry Certificate to the SMS) submitted prior to appointment. Minimum of 5 years' experience at a senior managerial level. Proven leadership and management of government programmes. Stakeholder management and international relations. Coordinated and integrated planning, monitoring and reporting. Job related knowledge: Public Service, Cabinet and Parliamentary system, Government coordinating systems and structures, Government programmes, Policies and legislation, Intergovernmental framework, Spheres of government and its powers and functions, National, provincial and local dynamics, Government planning systems and processes. Job related skills: Problem solving and Decision-making, Coordination and stakeholder management, Conflict management, Managerial, Liaison at high level, Advanced computer and Communication (verbal and written). A valid driver's licence.

DUTIES : Promote active collaboration between Minister and departments with related mandates and functions. Provide support to the department and coordinate the contribution of the department in cluster work. Economic Sectors Investment and Infrastructure Development Cluster. Social Protection, Human Development cluster. International relations and cooperation cluster. Coordinate departmental contribution to the compilation reports to the cabinet Lekgotla. Act as a link between the department and all clusters. Participate and contribute to cluster task teams. Provide secretariat services to the Inter-Ministerial Committee (IMC) on land reform and agriculture. Manage, coordination of the implementation of the programme of action in line with the Minister performance agreement and reporting to Cabinet on progress made. Facilitate bottom-up integrated planning towards the development of the Programme of Action in line with the Minister's performance agreement. Coordinate the contribution of the three spheres of government and the sector departments towards the implementation of the Programme of Action. Monitor and report progress made in implementing the Programme of Action through relevant structures. Manage coordinating task teams and the Technical Implementation Forum. Facilitate coherent and integrated planning and implementation across spheres. Facilitate the inter-sector and inter-sphere coordination and integration across the three spheres of government. Facilitate the Development and the operationalisation of the Intergovernmental relations strategy. Provide support and guidance to the department on Intergovernmental relations and the implementation of the District Development model in line with the departmental mandate. Support the Ministers events where it concerns Intergovernmental relations across the spheres. Manage the national Intergovernmental relations fora (Mintech and MinMEC). Facilitate the development and implementation of Protocols / Memorandum of Understandings with sector departments. Manage external and international stakeholder relations. Facilitate and promote stakeholder relations to effect cooperation and coordination between the department and international stakeholders. Develop framework and guidelines to manage international stakeholder relations in equitable manner. Manage and promote departmental participation international fora in line with departmental mandate. Monitor facilitate and report on multi and bi-lateral agreements, Liaise with the Department of International Relations and Cooperation. Mobilise, coordinate and manage external stakeholders to support the departmental mandate. Manage provision of protocol service.

ENQUIRIES : Mr S Khumalo Tel No: (012) 312 8425

APPLICATIONS : Applications can be submitted by hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or by email to Post24@dlrrd.gov.za

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

OTHER POSTS

POST 16/80	:	**DEPUTY DIRECTOR: HUMAN RESOURCE POLICY REF NO: 3/1/1/1/2026/23** Directorate: Human Resource Strategy, Planning and Systems
SALARY	:	R932 292 per annum (Level 11), all-inclusive package to be structured in accordance with the rules for MMS).
CENTRE	:	Gauteng (Pretoria)
REQUIREMENTS	:	Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and National Diploma in Human Resource Management / Public Management / Public Administration (NQF level 6), or related equivalent qualification. Minimum of 3 years' junior management experience in Human Resource environment. Job related knowledge: Knowledge of human resource policies. Human resource prescripts. Job related skills: Communication (verbal and written). Strategic planning and leadership. Presentation and facilitation. Conceptual skills and human relations. Policy drafting (Report writing). Negotiations and consultation with relevant key stakeholders. Computer literacy. Problem solving. A valid driver's licence. Working irregular hours. Travelling will be required.
DUTIES	:	Monitor human resource policy development, reviewed, aligned, facilitated and implemented in the Department. Identify policies to be developed / amended and aligned. Undertake gap analysis / identify problems / challenges / research and best practices as and when required. Compile / draft policies. Request inputs / comment from stakeholders. Consider and consolidate inputs / comment. Finalise draft policies. Consult policy at relevant forums (components, task teams, labour, Department Bargaining Chamber, management meetings). Finalise policies for consideration for approval from management (prepare memorandum / presentation). Assist and manage implementation of policies (communication). Monitor human resource delegations regarding Public Service Act and Public Service Regulations developed / reviewed and implemented in Department. Identify human resource functions to be delegated in accordance with prescripts / legislation. Compile / draft delegations. Request inputs / comment from relevant stakeholders. Consider and consolidate inputs / comment. Compile and finalise draft delegations (set of delegations). Consult draft delegations at relevant forums if necessary. Finalise delegations for considerations for approval from management (prepare memorandum / presentation). Assist and manage implementation of delegations (communication). Ensuring consistent implementation and application of human resource policies in the Department are advocated to. Issue / distribute approved policies. Arrange information sessions to advocate relevant policy (via Teams, Zoom or venue). Prepare / compile presentation on matter. Issue / distribute Internal Communication Messenger (ICM) with details of the session. Render / assist / deal / advise on issues / matters and cases. Ensure consistent implementation and application of human resource delegations are advocated throughout the Department. Issue / distribute approved / amended delegations. Arrange information sessions to advocate relevant delegations (via Teams, Zoom or venue). Prepare / compile presentation on matter. Issue / distribute ICM with details of the session. Render / assist/ deal / advise on issues / matters and cases. Manage and deal with human resource related administrative functions / activities / tasks / request / instructions as requested / instructed by Management. Render / assist / deal / advise on issues / matters and cases as and when required. Analyse / do research and obtain relevant prescripts. Consult relevant role players (Labour, legal, relevant Component). Compile response / memorandum for consideration / approval. Communicate approval / advise / outcome of decision.
ENQUIRIES	:	Mr. P.J Van Niekerk Tel No: (012) 312 9550
APPLICATIONS	:	Applications can be submitted by hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or by email to Post23@dlrrd.gov.za
NOTE	:	EE Targets: African, Coloured, Indian and White Males and African and Coloured Females and Persons with disabilities.

POST 16/81 : **ASSISTANT DIRECTOR: SECRETARIAT SUPPORT SERVICES REF NO: 3/1/1/1/2026/25**
Directorate: Secretariat Support Services

SALARY : R487 197 per annum (Level 09)
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Minimum requirements: Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Office Management and Technology / Business Administration / Public Administration (NQF Level 6) or related equivalent qualification. Minimum of 3 years' experience at supervisory level in a professional / corporate secretariat environment. Job related knowledge: Technology proficiency with Microsoft Office / Office 365. Knowledge of Business writing for reports and minutes writing in English Language. Understanding of Department objectives, government priorities. Knowledge of government prescripts and the secretariat environment (South African Constitution, Public Service Act, Corporate Governance Principles, Batho Pele Principles, Public Service Regulations, Minimum Information Security Standards, National Archives Act, Public Finance Management Act, National Treasury Regulation, Protection of Personal Information Act, The Public Service Code of Conduct, DLRRD policies and guidelines). Job related skills: Interpersonal skills coupled with strong customer service orientation. Time management, Flexibility, and discretion. Planning and organising. Advance computer operating and typing skills. Excellent communication skills (verbal and written). Minutes taking and report writing skills with attention to detail. Listening, analysis and presentation skills. Problem solving skills and project management skills. Supervisory skills. Teamwork. Ability to work under pressure and willingness to work irregular hours (overtime), including weekends. A valid driver's licence. Personal Attributes: High level of confidentiality, fairness, respect and honesty.
DUTIES : Facilitate logistical arrangements for top and executive management meetings in compliance with the prescribed departmental policies and guidelines. Coordinate the completion of supply chain prescribed forms for procurement of goods and services. Follow-up on quotations requests of goods and services for top management and executive meetings. Coordinate receipt of order number from supply chain management. Evaluate services of goods procured. Manage the process of setting up boardrooms for executive management meetings. Manage the process of recording proceedings of the meetings. Ensure safekeeping of the recording of equipment (laptop, microphone, and data projector) procured by the Directorate. Liaise with Directorate: Facilities to ensure that maintenance of boardrooms allocated for executive and top management meetings (Cleaning bathrooms, air conditioning, power supply etc). Provide administrative and secretariat support service to the executive and top management governance structures according to the approved DLRRD meetings protocol and guidelines. Issue meeting notices for various platforms (virtual and in-person meetings). Call for agenda items for discussions at relevant committees. Compile the draft agenda to all members. Submit the agenda to the designated chairperson for approval. Circulate approved agenda to all members. Compile meeting packs (Agenda, previous minutes, action list and discussion documents). Compile minutes and action-decision list, check accuracy of the first draft and circulate to members for comments / inputs. Incorporate inputs and comments and table minutes to the relevant committees for adoption. Ensure that minutes are registered, scanned, and filed accordingly. Manage the directorate repository of documents for top and executive management meetings. Coordinate the meetings attendance process flow in adherence to the protocol. Compile the directorate monthly reporting and compliance register. Monitor the implementation of key decisions taken in meetings. Monitor and follow-up on the implementation of decisions. Compile key decisions status reports for tabling to the relevant committees. Compile decision registers for analysis and reporting on quarterly basis to the relevant committees. Report on implementation of decisions on quarterly basis.
ENQUIRIES : Ms T Gqabi Tel No: (012) 312 8693
APPLICATIONS : Applications can be submitted by hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or by email to Post25@dlrrd.gov.za
NOTE : EE Targets: Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities.

POST 16/82 : **ASSISTANT DIRECTOR: FORENSIC INVESTIGATIONS REF NO: 3/1/1/1/2026/26 (X2 POSTS)**
Directorate: Forensic Investigations

SALARY : R487 197 per annum (Level 09)
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Minimum requirements: Applicants must be in a possession of Grade 12 Certificate and a National Diploma in Forensic Investigation / Law / Auditing / Forensic Accounting / Criminal Justice (NQF Level 6) or related equivalent qualification. Minimum of 3 years applicable experience in Forensic Investigations. Job related knowledge: Association of Certified Fraud Examiners (ACFE) Professional Standards, Forensic Investigations methodologies and procedures. Job related skills: Communication (written and verbal), Interviewing, Analytical and problem-solving ability, Interpersonal, Project management, Computer literacy and Investigation. A valid driver's licence and must be willing to travel.
DUTIES : Perform the planning of the annual case management register projects according to the deliverables and timelines defined on the approved investigation projects planning memoranda. Perform and supervise the compilation on the electronic audit software of the planning phase deliverables of the Forensic Investigations Directorate's projects methodologies, policies and procedures on a continuous basis and report progress to the Deputy Director: Forensic Investigations on a weekly basis. Perform and supervise the investigation of the annual case management register projects according to the deliverables and timelines defined on the approved investigation projects planning memoranda. Perform and supervise the compilation on the electronic audit software of the investigation phase deliverables of the Forensic Investigations Directorate's projects in line with the quality standards, methodologies, policies and procedures on continuous basis and report progress to the Deputy Director: Forensic Investigations on a weekly basis. Perform and supervise the reporting of the annual case management register projects according to the deliverables and timelines defined on the approved investigation projects planning memoranda. Perform and supervise the compilation on the electronic audit software of the reporting phase deliverables of the Forensic Investigations Directorate's projects allocated in line with the Chief Directorate's quality standards, methodologies, policies and procedures on continuous basis and report progress to the Deputy Director. Forensic Investigations on a weekly basis. Perform and supervise the closure of the annual case management register projects allocated to this position according to the deliverables and timelines defined on the approved investigation projects planning memoranda. Perform and supervise the compilation on the electronic audit software of the closure phase deliverables of the Forensic Investigations Directorate's projects allocated to this position, in line with the Chief Directorate' s quality standards, methodologies, policies and procedures on continuous basis and report progress to the Deputy Director: Forensic Investigations on a weekly basis.
ENQUIRIES : Mr M Rammutla Tel No: (012) 312 9840
APPLICATIONS : Applications can be submitted by hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or by email to Post26@dlrrd.gov.za
NOTE : EE Targets: Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with Disabilities.

POST 16/83 : **ADMINISTRATION CLERK REF NO: 3/1/1/1/2026/27**
Directorate: Knowledge, Information and Innovation Management

SALARY : R237 453 per annum (Level 05)
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Minimum requirements: Applicants must be in a possession of a Grade 12 Certificate. No experience required. Job related skills: Language. Good communication (verbal and written) skills. Planning and organisation skills. Computer literacy. Interpersonal relations. Flexibility and Teamwork.
DUTIES : Render general clerical support services. Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents / packages to various stakeholders as required. Keep and maintain the filling system for the component. Type letters

and / or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Taking and drafting of minutes. Provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations and complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration clerical support services within the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Provide financial administration support services in the component. Capture and update expenditure in the component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component.

ENQUIRIES : Mr P Moeketsane Tel No: (012) 312 8667

APPLICATIONS : Applications can be submitted by hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or by email to Post27@dlrrd.gov.za

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

ANNEXURE O

DEPARTMENT OF MINERAL AND PETROLEUM RESOURCES

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

APPLICATIONS	:	Applicants must be submitted via DMPR E-Recruitment System accessible using the following link https://erecruitment.dmpr.gov. za. Applications must create a user profile by completing all required personal information and setting up your login credential on DMPR E-Recruitment System. Once registration is complete and logged in to the system, you may browse all vacant positions. Another option is to submit application by post or courier, quoting relevant reference, addressed to: The Director-General, Department of Mineral and Petroleum Resources, Private Bag X59, Pretoria, 0001. Alternatively, applications may also be hand delivered to Trevenna Campus, corner Meintjies and Francis Baard Street, former Schoeman. General enquiries may be brought to the attention of Ms T Gumede Tel No: (012) 444- 3319.
CLOSING DATE	:	29 May 2026
NOTE	:	Applications are strongly advised to complete and attach recent Z83 application form which came into effect from 01 January 2021 as issued by the Minister of Public Service Administration in line with regulation 10 of the Public Service Regulations, 2016 as amended, which is obtainable online from www.dpsa.gov.za and detailed Curriculum Vitae when submitting applications on DMPR E-Recruitment System. Applications must be submitted on the recent Z83 application form which came into effect from 01 January 2021 as issued by the Minister of Public Service Administration in line with regulation 10 of the Public Service Regulations, 2016 as amended, which is obtainable online from www.gov.za and www.dpsa.gov.za. All sections of the Z83 must be completed (In full, accurately, legibly, honestly, initialled, signed and dated), and accompanied by a comprehensive/ detailed Curriculum Vitae only. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications and other relevant documents will be required from shortlisted candidates only on or before the day of the interview. The Curriculum Vitae must have at least three (3) reference persons and their contacts. Failure to provide accurate information on a job application as well as incomplete information will result in a disqualification. Job applicants in possession of a foreign qualification(s), must also provide an evaluation certificate obtainable from the South African Qualification Authority (SAQA). If an invitation for an interview is not received within three (3) months after the closing date, please regard your application as unsuccessful. Requirements stated on the advertised posts are minimum inherent requirements; therefore, criteria for shortlisting will depend on the proficiency of the applications received. Shortlisted candidates will be assessed through practical exercise and an oral interview. Applicants must note that personnel suitability checks (PSC) will be conducted on the short-listed applicants, therefore will be required to give consent in terms of the POPI Act in order for the Department to conduct this exercise. PSC includes security screening and vetting, qualification verification, criminal records, financial records checks. Applicants who do not comply with the above-mentioned requirements, as well as application received after the closing date will not be considered. If an applicant wishes to withdraw an application, He/ She must do so in writing. It is also important to note that the Department reserves the right not to fill any advertised post at any stage of the recruitment process.

OTHER POSTS

POST 16/84	:	**ECONOMIC DEVELOPMENT OFFICER REF NO: 072**
SALARY	:	R338 106 per annum (Level 07)
CENTRE	:	Gauteng Regional Office, Braamfontein
REQUIREMENTS	:	Bachelor's degree/Advance diploma in Town and Regional Planning / Economics / Development Studies / Public Administration / Business Administration / Local Economic Development / Environmental / Resource

Economics (NQF 7) and a valid driver's license with 2 years relevant experience in the field of Mineral Regulation, Knowledge of: General understanding of mining industry and relevant legislation, Understanding of MPRDA and other relevant legislation, policies and guidelines, Familiarity with developmental objectives of government, Skills: Interpret maps, Communication and computer skills, Report writing, Map office Research, Stakeholder relations. Thinking demand: Strong ability to conduct research into and recognizing conflicts between surface development and mining titles or regional map office, Strong ability to think laterally, identity linkages and effectively communicate to establish co-operation between various role players.

DUTIES : Administer land use applications. Conduct inspection, audit and assessment of Land Use and/or Township Development applications to ascertain any impediments. Administer the existing old order rights application in terms of re-registration, transfer, modification and abandonments. Provide advice and handle enquiries on surface land rights applications by external stakeholders. Compile the record of decision (ROD) letter with recommendations for approval. Maintain and update the surface land rights applications register books and databases (proclaimed and unproclaimed land applications.

ENQUIRIES : Mr. Dipotso Mokgwasi at 071 475 8354

NOTE : All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Indian /Coloured or white male including persons with disability.

POST 16/85 : **PERSONAL ASSISTANT TO CHIEF DIRECTOR: OFFICE OF THE DIRECTOR GENERAL REF NO: 073**

SALARY : R338 106 per annum (Level 07)

CENTRE : Head Office, Pretoria

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

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

ENQUIRIES : Ms. N Ndebele Tel No: (012) 444 3159

NOTE : All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Indian /Coloured or white male including persons with disability.

POST 16/86 : **ADMINISTRATION CLERK: (MINERAL STATISTICS) REF NO: 074**

SALARY : R237 453 per annum (Level 05)

CENTRE : Head Office, Pretoria

REQUIREMENTS : Grade 12 (NQF 4) with no experience, Knowledge of: Logical, Creative, Objective, Accurate, Skills: Communication skills (verbal and written) computer skills, creativity and innovation, interpersonal skills, Analytical skills, Numerical, Organising and co-ordination, Thinking demand: Logical, Creative/innovative thinker, Objective, Accurate.

DUTIES : Capture and update statistical information. Extract information from SAMINDEX and related databases. Provide administration support. Liaise with mines and other organisations where figures are questionable or have not been received.

ENQUIRIES	:	Ms. M Galane Tel No: (012) 444 3735
NOTE	:	All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Indian /Coloured or white male including persons with disability.

ANNEXURE P

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):** 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/Johannesburg:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000. Applications can also be hand delivered to the 12th floor, Cnr Pritchard and Kruis Street, Johannesburg. **Free State Provincial Service Centre**: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X20612, Bloemfontein, 9300 or hand deliver applications to the Free State High Court, Corner President Brand and Fontein Street, Bloemfontein, 9301.
CLOSING DATE	:	29 May 2026
NOTE	:	All applications must be submitted on a New Z83 form, which can be downloaded on internet at www.judiciary.org.za / www.dpsa.gov.za/dpsa2g/vacancies.asp or obtainable from any Public Service Department and should be accompanied by a recent comprehensive CV only; contactable referees (telephone numbers and email addresses must be indicated). Please send your documents in a PDF and put them in one folder. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. Applicants could be required to provide consent for access to their social media accounts. Prior to appointment for SMS, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. Each application form must be fully completed, duly signed and initialed on both pages by the applicant. The application must indicate the correct job title, the office where the position is advertised and the reference number as stated in the advert. Failure by the applicant to complete, sign and initial the application form will lead to disqualification of the application during the selection process. Applications on the old Z83 will unfortunately not be considered. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation considered. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification, citizenship checks, reference checks and employment verification). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the

advertised post(s). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Failure to submit all the requested documents will result in the application not being considered during the selection process. All successful candidates will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as be required to undergo a security clearance three (3) months after appointment. The Office the Chief Justice complies with the provisions of the Protection of Personal Information Act (POPIA); Act No. 4 of 2013. We will use your personal information provided to us for the purpose of recruitment only and more specifically for the purpose of the position/vacancy you have applied for. In the event that your application was unsuccessful, the Office of the Chief Justice will retain your personal information for internal audit purposes as required by policies. All the information requested now or during the process is required for recruitment purposes. Failure to provide requested information will render your application null and void. The Office of the Chief Justice will safeguard the security and confidentiality of all information you shared during the recruitment process.
ERRATUM: Kindly take note that the post of Chief Registrar: Gauteng Division of the High Court: Pretoria with Ref No: 2026/15/OCJ advertised on Public Service Vacancy Circular 15 dated 08 May 2026 with closing date of 22 May 2026 is withdrawn.

OTHER POSTS

POST 16/87	:	**ASSISTANT DIRECTOR: SECURITY MANAGEMENT REF NO: 2026/26/OCJ**
SALARY	:	R487 197 – R573 897 per annum (Level 09). The successful candidate will be required to sign a performance agreement.
CENTRE	:	Free State Provincial Service Centre
REQUIREMENTS	:	Applicants should be in possession of a Bachelor's Degree/National Diploma in Security Management and or Risk Management. Grade A State Security Agency Course. A minimum of three (3) years' working experience in a security environment of which at one (01) year must be on a supervisory level. A valid driver's license. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. Knowledge and skills: Computer literacy (MS Office). Good communication skills (written and verbal). Good people skills/interpersonal relations. General office and project management skills. Planning and organisation skills. Exceptional report writing skills. Problem solving skills. Ability to work independently and meet deadlines.
DUTIES	:	Assist in the management of the total security function (personnel, document, physical assets, contingency planning and security planning) of the Office of the Chief Justice and linked institutions. Implement the OCJ's Security and Risk Management policies. Development and implementation of appropriate security measures and procedures. The development and implementation of training and awareness programmes. Interaction with security-related and relevant authorities including government departments (State Security Agency, Comsec, DOJCD, etc.). Manage the private security service provider and ensure compliance with the applicable service level agreement(s). Facilitate internal and external audits and ensure that the office is ready with regard to security and risk management matters.
ENQUIRIES	:	Technical Related Enquiries: Mr. L.J Kolosa Tel No: (051) 492 4523 HR Related Enquiries: Ms D.S.J Peters Tel No: (051) 492 4573
APPLICATIONS	:	Applications can be sent via email to 2026/26/OCJ@judiciary.org.za
NOTE	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
POST 16/88	:	**SENIOR PERSONNEL PRACTITIONER: RECRUITMENT AND SELECTION REF NO: 2026/27/OCJ**
SALARY	:	R413 001 – R486 501 per annum (Level 08). The successful candidate will be required to sign a performance agreement.
CENTRE	:	National Office: Midrand
REQUIREMENTS	:	Applicants should be in possession of a three (3) years National Diploma in Management Sciences/ Human Resource Management/ Public Administration/

Public Management or equivalent relevant qualification at NQF level 6 as recognised by SAQA. A minimum of three (03) years' experience in Human Resource environment. A driver's license will serve as an added advantage. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. Knowledge and skills: Knowledge and understanding of the Legislation/ Prescript and framework governing the Public Service i.e., Public Service Act, Public Service Regulation, Labour Relations Act, Employment Equity Act, Basic Conditions of Employment Act, Skills Development Act, Collective Agreements, Codes of Remuneration and the Public Finance Management Act. Knowledge of HRM policies. Knowledge of HR related standards, practices, processes and procedure. Knowledge of Batho Pele Principles. Computer literacy, Analytical thinking, Problem solving skills, Decision making skills, Motivational skills, Time management, Presentation skills.

DUTIES : Implement recruitment and selection processes in the department. Align the adverts according to job specifications and placement of the advert in a correct format. Place adverts in various advertising platform (DPSA circular, Government page, and Newspapers). Coordinate the shortlisting and interview. Disseminate selection information to panel members. Communicate with line managers regarding selection activities in line with the legislative requirements. Implement and monitor compliance of selection processes within the department. Serve as a scriber during shortlisting and interviews process. Conduct personnel suitability checks and verification of qualifications for recommended candidates. Ensure proper recording of all received application forms. Arrange competency assessment for recommended candidates for SMS posts. Ensure compliance with OCJ Recruitment and Selection Policy and Public Service prescripts. Provide administrative support within the sub-directorate. Schedule and organise meetings. Provide secretariat support services to the meetings. Compile minutes and memos. Handle incoming and outgoing office correspondence. Supervise and develop staff. Ensure general supervision of employees. Allocate duties and perform quality control on the work delivered by officials. Manage leave of staff. Advise and lead supervisees with regard to all aspects of the work. Manage performance, conduct and discipline of employees. Ensure that all employees are trained and developed to be able to deliver work of the required standard efficiently and effectively.

ENQUIRIES : Technical Related Enquiries: Ms S Tshidino Tel No: (010) 493 8771
HR Related Enquiries: Mr K Mphela Tel No: (010) 493 2527/2619

APPLICATIONS : Applications can be sent via email to 2026/27/OCJ@judiciary.org.za

NOTE : The Organisation will give preference to candidates in line with the Employment Equity goals.

POST 16/89 : **PRINCIPAL COURT INTERPRETER REF NO: 2026/28/OCJ**

SALARY : R413 001 – R486 501 per annum (Level 08). The successful candidate will be required to sign a performance agreement.

CENTRE : Labour and Labour Appeals Court: Johannesburg

REQUIREMENTS : Applicants should be in possession of a National Diploma in Legal Interpreting or equivalent qualification at NQF level 6 with 360 credits as recognised by SAQA. A minimum of two (2) years' practical experience in Court Interpreting. A valid driver's license will serve as an added advantage. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. Knowledge and skills: Good communication skills, computer literacy, listening skills, good interpersonal skills, customer service orientation, planning and organising skills, problem solving, confidentiality, Ability to work under pressure and art of interpreting.

DUTIES : Render interpreting services in high profile matters: Interpret in complex cases. Interpret in criminal, civil, and Labour Court. Interpret in Small claims Court. Control and attend to personnel administrative aspects of Interpreters: Provide and coaching to junior/ senior Interpreters. Manage performance agreement contracts. Draw a schedule for replacement of Court Interpreters. Translate Legal documents and exhibits: Study and analyse the source documents. Conduct necessary research and consult. Check, edit and revise the translated documents, procure foreign language interpreters and casuals in line with PFMA and the relevant policy: Report statistics to be generated and escalated

		to the cluster manager for consolidation. Authorise payments of foreign and casual language interpreters. Develop terminology: Harvest of terminology and database development. Provide terms and their respective meanings in the glossary register. Supervise and develop staff: Allocate duties and perform quality control on the work delivered by officials.
ENQUIRIES	:	Technical Related Enquiries: Ms T Nzimande Tel No: (010) 494 9238 HR Related Enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
APPLICATIONS	:	Applications can be sent via email to 2026/28/OCJ@judiciary.org.za
NOTE	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
POST 16/90	:	**ADMINISTRATION CLERK: LEGAL SERVICES REF NO: 2026/29/OCJ**
SALARY	:	R237 453 – R279 708 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
CENTRE	:	National Office: Midrand
REQUIREMENTS	:	Applicants should be in possession of a Grade 12 certificate or equivalent qualification as recognised by SAQA. No experience is required. An LLB degree or recognised Legal degree as well as a valid driver's license will serve as an added advantage. The candidate must be willing to travel. 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 candidate must be willing to travel Knowledge and Skills: Knowledge of working procedures in terms of the working environment, knowledge of Public Service Regulations 2016, knowledge of Public Service Act 1994, knowledge of Promotion of Access to Information Act (PAIA), No. 2 of 2000, understanding of confidentiality in Government, knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics, knowledge of the MS Office package, with experience in word processing, Outlook, Power Point and Excel, Knowledge of Office Administration, knowledge and understanding of the legislative framework governing Public Service, knowledge of Batho Pele Principles, communication skills (verbal & written), problem solving skills, good public relations skills, monitoring and analytical skills, ability to work under pressure, ability to work independently and within a team, computer Literacy skills (MS Teams), planning and organizing skills, report writing skills and typing skills.
DUTIES	:	Render general clerical support services: Record, organise, store, capture and retrieve legal correspondence, case files and data. Update litigation register and track case progress. Provide supply chain clerical support services within the component: Handle sub-inventory controller for the manager's office, Liaise with internal and external stakeholders in relation to procurement of goods and services. Provide personnel administration clerical support services within the component: maintain a leave register within the Legal Services Unit. Keep and maintain personnel records and attendance register within the component. Provide administrative support service: Provide logistical arrangements to meetings, provide secretariat support services to the meetings and compile minutes and memos.
ENQUIRIES	:	Technical Related Enquiries: Ms N Tshubwana Tel No: (010) 493 2581 HR Related Enquiries: Mr K Mphela Tel No: (010) 493 2527
APPLICATIONS	:	Applications can be sent via email to 2026/29/OCJ@judiciary.org.za
NOTE	:	The Organisation will give preference to candidates in line with the Employment Equity goals.

ANNEXURE Q

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.

APPLICATIONS	:	Applications quoting the reference number must be addressed to Mr. Themba Dubazana. 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: Advert032026@dpsa.gov.za
CLOSING DATE	:	01 June 2026
NOTE	:	Applications must quote the relevant reference number and consist of: (1) A fully completed and signed NEW Z83 form which can be downloaded at https://www.dpsa.gov.za/newsroom/psvc/."From 1 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered", (2) a recent comprehensive CV, contactable referees (telephone numbers and email addresses must be indicated); Note 1: Applicants are not required to submit copies of qualifications and other relevant documents on application. Only shortlisted candidates will be required to submit certified documents of qualifications. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All non-SA citizens must submit a copy of proof of permanent residence in South Africa on or before the day of the interviews. All shortlisted candidates for Senior Management Services (SMS) posts shall undertake two pre-entry assessments (Technical exercise and Integrity (Ethical Conduct). Suitable candidates identified by the selection and interview panel must undergo, (1) competency assessment, (2) personnel suitability checks on criminal records, citizen verification, financial records and (3) qualification verification. Note 2: Prior to appointment the nominated candidate will be required to complete the Nyukela Public Service SMS Pre-entry Programme, an online course offered by the National School of Government (NSG). The course can be accessed from the following link https://www.thensg.gov.za/training-course/sms-pre-entry-programme/.The successful candidate will be expected to (1) undergo vetting processes (2) enter into an employment contract and a performance agreement within 3 months of appointment, as well as (3) complete a financial interests declaration form within one month of appointment and annually thereafter. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application was unsuccessful.

MANAGEMENT ECHELON

POST 16/91	:	**DIRECTOR–GENERAL: DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION (DPSA) REF NO: DPSA03/2026** (5 Year Contract) Re-advertisement, applicants who have previously applied may re-apply.
SALARY	:	R2 352 642 per annum, an all-inclusive remuneration package, fully inclusive remuneration package comprising of a basic salary (70% of the total remuneration package), the state's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion that may be structured according to personal needs according to personal needs within a framework. Plus, a 10% non-pensionable HOD allowance.
CENTRE	:	Pretoria
REQUIREMENTS	:	Qualifications: A post graduate qualification (NQF level 8) in the field of Public Administration/ Public Management/ Business Administration/ Economic and Management Sciences/Law or related qualification as recognized by SAQA an additional qualification in Labour/Public Law will be an added advantage. Experience: 10 years' experience at a senior managerial level. Experience in working in the South African Public Service /Public Sector/Private Sector. A

proven track record in leading and transforming organisations. Proven track record and impact on organisational performance and governance. Proven track record in policy analysis and public policy development and impact studies. Extensive experience in leading and managing an institution or a program. Experience in establishing and managing complex relationships and partnerships. Advanced experience in Strategic Management, Financial management, Human Resources Management and Risk management. Demonstratable track record in change management. Knowledge: Advanced knowledge of Public Administration/ Public Management theories and practices. Extensive knowledge of relevant Government legislation, policies and plans related to the public service/public sector. Extensive knowledge of relevant Government legislation and policies that the department is required to comply with. Extensive knowledge of the structure and operations of the Public Service / Public Sector. Knowledge of systems and digital transformation. Extensive knowledge in research, monitoring, and evaluation will be an added advantage. Skills and Competencies: Decision-making, problem solving, innovation, stakeholder management, diversity management, communication, information management, interpersonal relations, facilitation, negotiation, conflict management, analytical skills and adaptability, change management, visionary leadership.

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

ENQUIRIES : Mr. Themba Dubazana: Themba.Dubazana@dpsa.gov.za or Tel No: (012) 336 11198.

ANNEXURE R

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

The Department of Public Works and Infrastructure is an equal opportunity, affirmative action employer. The intention is to promote representatively in the Public Service through the filling of these posts and with persons whose appointment will promote representatively, will receive preference. An indication by candidates in this regard will facilitate the processing of applications. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered. People with disabilities are encouraged to apply.

APPLICATIONS : **Head Office (Pretoria):** The Director-General, Department of Public Works and Infrastructure, Private Bag X65, Pretoria, 0001 or CGO Building, Corner Bosman and Madiba Street, Pretoria. For Attention Ms NP Mudau

Pretoria Regional Office: The Regional Manager, Department of Public Works, Private Bag X229, Pretoria, 0001 or Hand deliver to AVN Building corner Andries and Skinner Street, Pretoria. For Attention: Ms K. Tlhapane/ Ms MC. Lekganyane

Cape Town Regional Office: Cape Town Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Ground floor, Customs House, Lower Heerengracht Street, Cape Town. For Attention: Ms. C Rossouw

Nelspruit Regional Office: Nelspruit Regional Applications: The Regional Manager, Department of Public Works and Infrastructure, Private Bag X11280, Nelspruit, 1200. Physical Address: 30 Brown Street, Nedbank Building, 9th floor, Nelspruit. For Attention: Mr EK Nguyuza

Durban Regional Office: The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000. Hand Deliver at Corner Dr Pixley Kasem and Samora Machel Streets Durban. For Attention: Ms NS Nxumalo

Mthatha Regional Office: The Regional Manager, Department of Public Works, Private Bag X5007, Sutherland Street, Mthatha 5099 or Hand Deliver at 29 Sutherland Street, PRD II Building, 5th Floor, Mthatha. For Attention: Ms N Mzalisi

Mmabatho Regional Office: The Regional Manager, Department of Public Works and Infrastructure, Private Bag X120, Mmabatho 2735, or hand deliver: 810 Corner Albert Luthuli Drive and Maisantwa Street. Unit 3, Mmabatho. For Attention: Mr. T. Oagile

Gqeberha Regional Office: The Regional Manager, Department of Public Works, Private Bag X 3913, North End, Port Elizabeth, 6056. Hand delivery: Room 430, Corner. Hancock & Robert Street, North End, Port Elizabeth, 6056. For Attention: Ms S Mafanya/ Ms. P Buwa

Polokwane Regional Office: The Regional Manager, Department of Public Works Private Bag X9469, Polokwane, 0700 or Hand deliver at 78 Hans van Rensburg Street, Old Mutual Building, 1st Floor, Polokwane. For Attention: Mr. NJ Khotsa

Johannesburg Regional Office: The Regional Manager, Department of Public Works, Private Bag X3 Braamfontein, 2017 or Hand Deliver to No 78 Corner De Beer and Korte, Braamfontein, 2017. For Attention: Mr M Mudau

Nelspruit Regional Office: The Regional Manager, Department of Public Works and Infrastructure, Private Bag X11280, Nelspruit, 1200. Physical Address: 30 Brown Street, Nedbank Building, 9th floor, Nelspruit. For Attention: Mr EK Nguyuza

CLOSING DATE : 05 June 2026 at 16H00

NOTE : Applications must be submitted on the prescribed Z83 application form (obtainable from any Public Service Department or on the DPSA website link: https:/www.dpsa.gov.za/newsroom/psvc/, which must be signed, initialled and dated by the applicant, and must be accompanied by a detailed curriculum vitae (CV) only. Candidates are not required to submit certified copies of qualifications and related documents on application. Only shortlisted candidates will be required to submit certified copies of qualification and other related documents on or before the date of interview, which should not be older than six months. Should an application be submitted using incorrect/old Z83 application form, such an application will be disqualified. Further take note of the following on completion of Z83 application form: PART A and PART B must

be fully completed. PART C - PART G: Noting that there is a limited space provided applicants may refer to CV or indicate. This will be acceptable as long as the CV has been attached and provides the required information. Page 1 of the Z83 application form must be initialled and page 2 signed and dated by the applicant. Failure to comply with the above instructions may result in an application being disqualified. Applicants applying for more than one advertised post must submit separate Z83 application forms and CVs in respect to each post being applied for. Should an application be received where an applicant has applied for more than one posts on the same Z83 application form, the applicant will be considered for the first post indicated on the Z83 application form only. Applications will be received via post/courier services, hand deliveries or email. Late applications will not be considered. Regulation 57 (c) and 67 (9) of the Public Service Regulations 2016, as amended, requires the executive authority to ensure that he or she is fully satisfied of the claims being made and the finalisation of Personnel Suitability Checks in order to verify claims and check the candidate for purpose of being fit and proper for employment, respectively. Shortlisted candidates must be willing to undergo normal vetting and verification processes. Note: It is the responsibility of all applicants to ensure that foreign qualifications are evaluated by SAQA. Due to large volume of responses anticipated, receipt of applications will not be acknowledged, and correspondence will be limited to shortlisted candidates only. Should you not have heard from us within three months from the closing date, please regard your application as unsuccessful. Entry level requirements for SMS posts: in terms of the Directive on Human Resource Management and Development on Public Service Professionalisation Volume 1 a requirement for appointment into SMS posts is the successful completion of the Senior Management Pre-Entry programme as endorsed by the National School of Governance (NSG). 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-entry programme/. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Note: For emailed applications, please submit a single PDF document or one attachment per application to the email address designated on the specific position. Kindly note that the emailed applications and attachments should not exceed 15MB. It remains the candidate's responsibility to ensure that their application is successfully submitted using the required single pdf document.

OTHER POSTS

POST 16/92 : **DEPUTY DIRECTOR: KEY ACCOUNT MANAGEMENT (UDM) REF NO: 2026/189**

SALARY : R1 101 468 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the Middle Management service)

CENTRE : Mmabatho Regional Office

REQUIREMENTS : A minimum of three-year tertiary qualification (NQF Level 06)/National Diploma in Public Management/Business Administration/ Real Estate Management. Relevant years of working experience at a Junior Management/ Assistant Director equivalent level in the relevant field. A Valid Driver's License. Knowledge of Works Control System (WCS); Basic Accounting System (BAS); Public Finance Management Act (PFMA); Treasury Regulations; Financial management and administration; Technical knowledge of the built environment; project management; construction regulations; occupational health and safety; Emerging Contractor Development Programme; Financial administration processes and systems; maintenance of databases and procurement processes and systems. Skills: Advanced numeracy; organising; interpersonal skills; diplomacy; ability to follow a pro-active and creative problem; solving approach; communication and advanced computer literacy.

DUTIES : To coordinate the accommodation portfolio for client Departments. Develop, review and maintain user demand management policies and procedures: Undertake research on current best practices in relation to property management. Develop, implement and maintain user demand management policies, procedures and frameworks in line with applicable prescripts. Ensure compliance with related prescripts, delegations and procedures. Communicate

all property user demand management policies and procedures to relevant stakeholders. Establish proper user demand governance processes and internal control measures. Coordinate the provision of accommodation to client departments: Manage the verification of accommodation particulars to determine correctness. Manage the assessment and analysis of accommodation requirements. Ensure that procurement instructions or pre-designed information requests are issued to relevant service providers. Liaise with client departments regarding leasing issues, facilities management and maintenance. Liaise and interact with service providers on regular basis. Assist client with request for funding of accommodation needs. Extract reports and data on request of the client and submit to confirm alternative accommodation arrangements. Manage the co-ordination and monitoring of the budget and expenditure levels for Client Departments: Oversee the analysis of budget on WCS and PACE. Monitor expenditure levels. Manage the verification of funds which are deposited in client departments' suspense account. Verify if deposited funds are accounted for and allocated to the correct services. Conduct the monthly reconciliation of the suspense account. Prepare cost analyses for the development and leasing of accommodation. Align cash flows, project plans and quality reports per services on a monthly basis. Compile client specific reports of expenditure and distribute reports to client departments. Manage the sub-directorate. Ensure improved client relationship management and integrated planning and coordination.

ENQUIRIES : Mr. R Matlala Tel No: (012) 406 2194
APPLICATIONS : Mmabatho email to: RecruitMBT26-00@dpw.gov.za

POST 16/93 : **DEPUTY DIRECTOR: CONTRACTOR DEVELOPMENT INITIATIVES AND NATIONAL YOUTH SERVICE REF NO: 2026/190**

SALARY : R1 101 468 per annum
CENTRE : Johannesburg Regional Office
REQUIREMENTS : A minimum of three year-tertiary qualification (NQF Level 06) / National Diploma Social Sciences/ Built Environment or related field. Relevant experience at a Junior Management / Assistant Director Level. Knowledge: Expanded Public Works Programme. National Youth Service programme. Youth Development programmes. Skills and Training processes. Programme and Project Management. PFMA, Treasury Regulations, Public Service Act, Public Service Regulations. Departmental standards and regulations. Skills: Analytical thinking. Computer literacy. Effective communication (verbal and written). Relationship management. Personal Attributes: Innovative, creative, trustworthy, hardworking, self-motivated, ability to work under pressure, analytical thinking, facilitation, research.
DUTIES : Coordinate the implementation of the EPWP National Youth Service and Contractor Development initiatives programme. Develop a strategy on efficient implementation of NYS and CDI projects. Identify projects within the public works portfolios for the implementation of EPWP and NYS. Promote the creation of work opportunities and increase of the labour-intensity of DPWI projects. Provide support with the planning and design of DPWI projects so that they contribute to EPWP and NYS. Advise provincial public works departments and municipalities with establishing EPWP NYS programmes in the built environment and the implementation of the NYS projects model. Establish and maintain relations with internal and external stakeholders. Compile and submit updated reports on progress and management of NYS and CDI projects. Monitor the implementation of memorandum of understanding between the department and the implementing bodies. Coordinate NYS beneficiaries' recruitment and training processes. Facilitate formal training, workshops and information sessions for programmes participants. Oversee assessment interviews and evaluation of programmes participants for inclusion on the programmes databases. Coordinate with the EPWP training and project team to compile training needs. Ensure that database with all beneficiary details is updated timorously. Collect data of statistics for jobs created in the NYS category and the general EPWP building maintenance projects. Facilitate registration of suitable programme participants. Facilitate the establishment of development support services providers (training and mentoring). Monitor and report on the implementation of EPWP NYS programmes within the DPWI. Develop and implement innovative management and quality assurance models for the programmes. Monitor performance assessment of programmes participants. Conduct site visits and attend site meetings. Continuously monitor

and report on the development of the programme. Identify areas that need improvement. Provide input with regard to feedback reports on the programmes within the DPWI. Promote the implementation of EPWP within the Facilities Management Portfolio within DPWI. Identify Facilities Management projects that can contribute towards the EPWP. Develop models to promote the implementation of EPWP on Facilities Management programmes. Conduct site visits on Facilities Management projects to monitor EPWP implementation. Develop guidelines for EPWP implementation on Facilities Management projects within DPWI. Manage the Sub-Directorate. Establish and maintain appropriate internal controls and reporting systems in order to meet performance expectations. Maintain of discipline. Manage performance and development.

ENQUIRIES : Ms B Kutumane Tel No: (012) 492 1499
APPLICATIONS : For Johannesburg: email to: RecruitJHB26-13@dpw.gov.za

POST 16/94 : **ASSISTANT DIRECTOR: KEY ACCOUNT MANAGEMENT (UDM) REF NO: 2026/191**

SALARY : R605 742 per annum
CENTRE : Mmabatho Regional Office
REQUIREMENTS : A minimum of three-year tertiary qualification (NQF Level 06) / National Diploma in Public Administration / Real Estate Management or related field. Relevant years of experience within the field. The candidate must have knowledge of Work Control System (WCS), Basic Accounting System (BAS), Public Finance Management Act (PFMA), Treasury Regulations, financial management and administration, technical knowledge of the built environment, project management, construction regulations, occupational health and safety, Emerging Contractor Development Programme, financial administration processes and systems, maintenance of databases, procurement processes and systems. Skills: Advanced numeracy, organising, interpersonal skills, diplomacy and ability to follow a pro-active and creative problem; solving approach, communication, advanced computer literacy. A valid driver's licence. Willing to adapt work schedule in accordance with office requirements and Committed to designated tasks.
DUTIES : Apply applicable policies, methods, best practices and standards as well as ensure compliance with relevant user demand management regulations, Conduct research on current best practices in relation to user demand management. Facilitate the delivery of the accommodation services for Client Departments, Verify accommodation particulars to determine correctness. Co-ordinate and monitor the budget and expenditure levels of clients Department, Analyse budget on WCS and PACE.
ENQUIRIES : Mr R Matlala Tel No: (012) 406 2194
APPLICATIONS : For Mmabatho: email to: RecruitMBT26-14@dpw.gov.za

POST 16/95 : **CONTROL WORKS MANAGER: BUILDING REF NO: 2026/192**

SALARY : R605 742 per annum
CENTRE : Pretoria Regional Office
REQUIREMENTS : A minimum of National Diploma (T/N/S streams) (NQF 6) in Building/Civil or equivalent, OR (N3 and a passed trade test in the building environment OR registration as an engineering technician and more than 6 years appropriate experience in Built environment). A valid driver's license. Applicable knowledge of the Occupational Health and Safety Act; National Building Regulations and Building Standards, technical knowledge of the built environment, procurement process and systems, property and facilities management. Computer literacy, technical report writing, good verbal and written communication, programme and project management, relationship management, negotiation, problem solving, numeracy and financial administration. Resourceful, creative, ability to communicate at all levels, ability to work under stressful situations, assertive, self-motivated, people orientated, hard-working and trustworthy.
DUTIES : Facilitate, co-ordination and control the implementation of new works, repairs and renovation and maintenance; Allocate tasks and projects in relation to the maintenance of existing and new works, monitor the projects and expenditure on current maintenance and minor new works projects and attend monthly project meeting with relevant stakeholders. Ensure that the Works Control System is updated, provide reports and estimates and recommend and monitor expenditure and payment. Ensure accuracy of tender documents,

specifications and bills of quantities. Promote and assist SMMEs BBBEE and PPPs. Promote the initiative of the Extended Public Works Programme (EPWP). Ensure effective contract administration through the resolution of disputes. Ensure that the relevant project documentation for new and existing structures is compiled; develop and interpret plans and sketches, draw-up quotation documents and complies specifications, bills of quantities and bid documents, adjudicate and provide recommendations on quotations and bid. Liaise with relevant stakeholders in respect of technical aspects. Manage the activities of contractors and consultants; provide advice and guidance to contractors and consultants in respect of compliance to legislation, regulations and procedures, put systems and procedures in place to ensure contractors and consultant adhere to legislation, regulations and procedures. Ensure effective contract administration. Verify invoices and certify claims for fees. Check and process variation orders and requests for the extension of deadlines. Brief contractors and consultants on projects and certify claims for fees. Facilitate and resolve problems emanating from projects and develop reports on projects. Supervise the performance and conduct of subordinates, identify skills development needs and and provide training and development opportunities for subordinates. Provide advice and guidance on the interpretation and application of legislation, policies and procedures. Ensure quality control and effective and efficient workflow of work done by works inspectors and report on all work allocated Administer the department performance and development systems.

ENQUIRIES : Mr WN. Gumede Tel No: (012) 310 5183
APPLICATIONS : For Pretoria: email to: RecruitPTA26-37@dpw.gov.za

POST 16/96 : **ASSISTANT DIRECTOR: UTILISATION AND CONTRACT ADMINISTRATION PROPERTY MANAGEMENT REF NO: 2026/193**

SALARY : R605 742 per annum
CENTRE : Pretoria Regional Office
REQUIREMENTS : A minimum of three-year tertiary qualification (NQF Level 06) / National Diploma in Real Estate Management, Property Law or in related field of study. Relevant year of experience in the field. A valid driver's license, prepared to travel, willingness to adapt work schedule in accordance with office requirements.
DUTIES : Investigate the utilisation potential of state properties: Undertake site visits and conditions surveys to determine utilisation potentials. Assess the provisions of and remove restrictive conditions from title deeds regarding the utilisation of state properties. Facilitate the rezoning of properties. Ensure initiation process for the appointment and employment of professionals (valuers, land surveyors and security) as required. Ensure the optimal utilisation of state properties-Facilitate cost determinations and verifications. Verify property details and maintain the Property Management Information System and Fixed Asset Register. Take measures against unlawful occupations. Ensure the clearing of state land. Ensure Initiation of fire protection measures are applied at vacant state land. Liaise with clients to determine their property-related requirements/specifications. Reserve properties according to client requirements. Introduce available properties to potential clients. Identify redundant state properties for disposal. Manage property-related contracts and agreements Undertake tenant verifications. Administrate the drafting and conclusion of contracts and agreements. Manage the implementation of the conditions of lease agreements, particularly with regard to contract milestones. Initiation of Legal Services Process and written off of bad debts. Supervise employees to ensure effective delivery service. 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 the work. Manage performance and conduct discipline supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively.
ENQUIRIES : Mr. S Tshilwane Tel No: (012) 310-5127
APPLICATIONS : For Pretoria: email to: RecruitPTA26-38@dpw.gov.za

POST 16/97 : **ASSISTANT DIRECTOR: CONTRACT MANAGEMENT (SCM) REF NO: 2026/194**

SALARY : R487 197 per annum

CENTRE : Mmabatho Regional Office

REQUIREMENTS : A minimum of three-year tertiary qualification (NQF Level 06) / National Diploma in Supply Chain Management / Procurement / Logistics / Financial Management / Cost Management or related field with appropriate relevant years of experience. Must be experienced in Public Sector Contract Management. Possession of a valid driver's License. People management and leadership skills. Attention to detail. Good communication skills. Problem solving skills. Analytical skills. Time Management skills. Ability to perform under pressure. Knowledge, understanding and application of relevant applicable acts. Computer Literacy. Essential Knowledge, Skills, and Competencies Required: The successful candidate must have a thorough knowledge of contract management. Knowledge of Supply Chain Management Frameworks such as the Preferential Procurement Policy Framework Act and regulations, Broad-Based Black Economic Empowerment Act (BBBEE), Treasury Practice Notes, and the Constitution of Bid Committees and contracts. Excellent knowledge of Supply Chain Management processes, Government Procurement Systems, policy development, and risk management. Knowledge of policy development and implementation. Knowledge of Organizational and government structures. Knowledge of Government legislation. Knowledge of SCM practice notes, circular and policy frameworks. Knowledge and understanding of the Public Service regulatory framework, e.g., Public Service Act, PFMA, Treasury Regulations, BAS, Public Service Regulations, Labour Relations Act, Occupational Health and Safety Act, Basic Conditions of Employment Act, Skills Development Act, and Service Delivery Frameworks. Understanding of Government budgeting processes. Good working knowledge of SCM administration, Ability to communicate at all levels with relevant stakeholders including Provincial & National Departments, Senior Management, Private Sector Organizations, and Public Entities. Financial and supply chain management skills, Research skills, and knowledge of strategic planning and budgeting. Ability to develop, interpret and apply policies, strategies, and legislation. Planning and organizing skills, Interpersonal skills, Presentation skills, Report-writing skills, Project management. Proficiency in chairing meetings, decision-making skills, and ability to provide leadership Accountability and ethical conduct. Client orientation and customer focus. Problem-solving and analysis.

DUTIES : Facilitate, monitor, analyse and determine actions to ensure proper contract administration, Control variations to the contracts. Maintain proper relationship with suppliers within the code of ethics to ensure delivery of goods/services. Monitor contract compliance by determining whether product/services are delivered at the right time, of the right quantity, conditions, quality and price according to the contract, Confirm contracts invoices. Monitor suppliers' performance according to the contract and service level agreement assess performance management reports from Project Managers, Organise performance management meetings with contracted service providers. Supervise employees to ensure an effective service delivery and manage performance of the supervisees.

ENQUIRIES : Mr. AT Matseke Tel No: (018) 386 5268

APPLICATIONS : For Mmabatho: email to: RecruitMBT26-15@dpw.gov.za

POST 16/98 : **ASSISTANT DIRECTOR: DEMAND MANAGEMENT (SCM) REF NO: 2026/195**

SALARY : R487 197 per annum

CENTRE : Polokwane Regional Office

REQUIREMENTS : A minimum of three-year tertiary qualification (NQF Level 06) / National Diploma in Supply Chain Management/Logistics/Procurement or related qualification. Appropriate working experience Supply Chain Management experience at supervisory level. Thorough knowledge and understanding of government procurement systems and relevant legislation related to Supply Chain Management; management of databases; Public Finance Management Act; built environment industry; monitoring and evaluation theory and methodology; monitoring and evaluation systems. Good verbal and written communication skills; basic numeracy; advanced interpersonal and diplomacy skills; problem solving skills; decision making skills; ability to work under stressful situations; ability to communicate at all levels; ability to work independently. Willing to adapt work schedule in accordance with office requirements. A valid Driver's license.

DUTIES : Coordinate (synergise), review, research, analyse and plan the procurement needs of the department (Regional Office): Research the relevant identified needs in line with the Supply Chain Strategy. Analyze requirements, undertake research, determine and develop proposals for implementation. Ensure compliance with quality requirements. Ensure that SCM prescripts, processes are complied with in line with the procurement strategy. Determine whether specifications should contain any special conditions. Coordinate, review, collect and collate information for the annual procurement plan: Collect information from the relevant role players according to the prescribed template. Check (engage) and analyse the information. Confirm availability of budget. Check alignment against strategic and other objectives. Coordinate Bid Specification Committees. Ensure full administration of Bid Specification Committee. Consolidate into procurement plan and table for approval by the accounting officer. Supervise and compile tender/quotation specifications as required: Determine whether a 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 request for proposals as required. Develop, implement and maintain the supplier's database. Perform general quality assurance of information in the supplier database (check and verify supporting documents). General supervision of subordinate employees.

ENQUIRIES : Ms M.P. Maposa, Tel No: (015) 293 8035
APPLICATIONS : For Polokwane: email to: RecruitPLK26-10@dpw.gov.za

POST 16/99 : **ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: 2026/196**

SALARY : R487 197 per annum
CENTRE : Gqeberha Regional Office
REQUIREMENTS : A minimum of three-year tertiary qualification (NQF Level 6) / National Diploma in Auditing/Accounting. Must possess Internal Audit Technician (IAT). Possession of the Professional Internal Auditor (PIA) qualification and studying towards a relevant certification (CIA) or (CISA) will be an added advantage. Relevant 3 years' experience as a senior internal auditor/auditor. Knowledge of Global Internal Audit Standards, National Treasury Regulations, Public Finance Management Act, Institute of Internal Auditors Code of Ethics, Phases of internal audit process, Departmental business systems and processes, Departmental policies and procedures, Best practices regarding systems of risk management, internal control and governance processes, accounting standards. Proficient computer literacy, numeracy, advanced communication (verbal and written), language and linguistic skills, project management. Report writing, organization and co-ordination, interpersonal skills, negotiation skills, analytical thinking, interviewing skills, ability to assess and analyze information and make relevant findings, problem solving skills, ability to influence others, conflict management, integrity, tenacity, dedication, honesty, objectivity, diligence, avoid conflict of interests in performing duties. Exercise prudence with confidential information, innovation, adaptability and creative. Solution orientated ability to design ideas without direction. Ability to work under stressful situations and against deadlines. Must be prepared to travel and be expected to work overtime. Must be prepared to disclose impairments to their independence or objectivity. Security clearance. Registration with the Institute for Internal Auditors. A valid driver's license.

DUTIES : Assist the Deputy Director during the strategic planning process and with the planning of audit activities. Develop audit objectives that address the risks controls and governance processes associated with the activities under review; Develop audit procedures that achieve the engagement objectives; set both the scope and degree of testing required to achieve the assignment objectives in each phase; submit audit program for the review of the Deputy Director prior to the commencement of audit assignments; Plan and monitor projects within set timeframes, and individuals responsible for the assignment to ensure that objectives are achieved, quality is assured and staff is developed; Ensure that conclusions and audit results are based on appropriate analysis and evaluation; attend exit conference on completion of audit assignment and present audit results. Implement a Quality Assurance and Improvement Program in the Internal Audit to ensure compliance to the Global Internal Audit Standards and Departmental Policies and Procedures. Expected to conduct regular audits on key financial controls; compliance audits; performance information audits (predetermined objectives) and performance audits as

identified.

ENQUIRIES : Ms NPT Hlengwa Tel No: (047) 502 7010
APPLICATIONS : For Port Elizabeth: email to: RecruitPE26-19@dpw.gov.za

POST 16/100 : **ASSISTANT DIRECTOR: PROPERTY PAYMENTS REF NO: 2026/197**

SALARY : R487 197 per annum
CENTRE : Mmabatho Regional Office
REQUIREMENTS : A minimum of three-year tertiary qualification (NQF Level 6) / National Diploma in Finance or related qualification. Relevant years of experience and supervisory experience in the field. A valid driver's license. Knowledge of the property industry, Property management processes and systems, Procurement and tender regulations, Public finance management act, Treasury Regulations, Financial delegations and applicable financial management legislation. Report writing and good communication skills, verbal and written. Organising and problem-solving abilities. Good financial, interpersonal, analytical and budgeting skills. Ability to manage stakeholders' i.e. municipalities, client's department, landlords and private individuals. Ability to work under pressure. Computer literacy. Ability to manage and upskill the team.
DUTIES : Maintain property payments policies and strategies. Participate in the development and review of property payments policies and strategies in line with applicable prescripts. Ensure compliance with related prescripts delegations and procedures. Administrate property payments and revenues. Manage property revenues. Ensure effectiveness of the Property Asset Register. Authorise creditors payments, creditors and customer master file. Quality assures invoices processed for account payments. Ensure that all invoices and required supporting documents are submitted accordingly. Authorise payments within the approved delegation of authority. Monitor the property expenditure management system. Supervise employees to ensure an effective service delivery. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively.
ENQUIRIES : Ms. R Matlala Tel No: (012) 406 2194
APPLICATIONS : For Mmabatho: email to: RecruitMBT26-16@dpw.gov.za

POST 16/101 : **SENIOR ADMIN OFFICER: CONTRACT MANAGEMENT REF NO: 2026/198**

SALARY : R413 001 per annum
CENTRE : Pretoria Regional Office
REQUIREMENTS : A minimum of three-year tertiary qualification (NQF Level 06) / National Diploma in Supply Chain Management / Public Administration or related qualification. Relevant experience in Supply Chain field. Knowledge of Public Finance Management Act; Office administration; Procurement and provisioning policies and procedures. Financial administration processes and LOGIS and BAS systems. Contractual policies and procedures. Effective communication skills; technical report writing skills. Numeracy. Computer literacy. Interpersonal relations; general office administrative and organizational skills. Understanding of Contract management; SCM processes and systems. A valid drivers' license. Prepared to travel; willing to adapt work schedule in accordance with office requirements.
DUTIES : Provide admin support in the management of changes on the original agreement and ensure proper contract administration. Confirm contract terms are understood by relevant stakeholders. Administer variations to the contracts. Assess applications for price adjustment and invoke penalty clauses. Assess applications for variations, amendments and cancelations and develop proposals for approval. Implement corrective action whenever significant or unacceptable deviations against the original agreement occurs. Escalate all contract disputes to the management and legal offices. Conduct SCM compliance checking of contracts that have been awarded. Confirm if the contract has been signed and recorded in accordance with the bid adjudication resolution. Verify if contracts are in compliance with relevant procedures. Establish and maintain stakeholder and supplier relationships to identify and minimise risk Generate reports on the current status of existing agreements. Analyse and report on specific risks associated with contracts. Ensure that sufficient documentation is obtained for all contracts entered into. Provide administration support to contract Management. Ensure that all contracts are accurately recorded on the contract register. Maintain the contract register for

tenders through updating register with all contract changes. Ensure that project managers send in copies of relevant documents upon expiry of contracts. Notify stakeholders about expiring contracts. Gather relevant information required by the stakeholder. Ensure good record and safe keeping of contract documents for easy access. Arrange logistics for relevant meetings and take minutes of the minutes. Communicate SCM circulars with relevant stakeholders.

ENQUIRIES : Ms. LP Khumalo Tel No: (012) 310 5168
APPLICATIONS : For Pretoria: email to: RecruitPTA26-39@dpw.gov.za

POST 16/102 : **SENIOR ADMINISTRATION OFFICER: TRAVEL AND SUBSISTENCE REF NO: 2026/199**

SALARY : R413 001 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : A minimum of three-year tertiary qualification (NQF Level 06) / National Diploma Supply Chain Management or related qualification with relevant years of experience in S&T. supervisory experience will be an added advantage. Knowledge of National Treasury Travel Guideline, DPSA related legislation, including the Public Finance Management Act, Treasury Regulations. Good verbal and written communication skills for the drafting of quality documentation. The ability to manage confidential information, advanced interpersonal and diplomacy skills, problem solving skills, decision-making skills. Computer literacy.
DUTIES : Support the administration and smooth functioning of the S&T unit and related processes and systems, Receive, record and verify advances and claims from officials for Domestic and international trips, Capture and maintain registers, Coordinate and collate weekly and monthly statistics. Prepare monthly, quarterly, annual financial inputs relating to S&T. Provide documents and information to officials. Draft circulars for approval, Prepare Monthly S&T expenditure report, ensure that the suspense account is cleared within 30 days. Administer submissions for approval, General admin support to Regional Offices, Collate data; prepare reports and presentations for management use, Coordinate Internal training sessions, steer the Logistics response process and provide analysis of audit queries, management responses. Assist with the preparation of monthly, quarterly and annual financial inputs. Manage HR resources Perform any other assigned duties in relation to the implementation of the Supply Chain Management processes.
ENQUIRIES : Ms. NL Kunene Tel No: (012) 406 1444
APPLICATIONS : For Head Office (Pretoria): email to: Recruitment26-36@dpw.gov.za

POST 16/103 : **SENIOR ADMINISTRATION OFFICER: PROVISIONING**

SALARY : R413 001 per annum
CENTRE : Head Office (Pretoria) Ref No: 2026/200A
Pretoria Regional Office Ref No: 2026/200B
REQUIREMENTS : A minimum of three-year tertiary qualification (NQF Level 06) / National Diploma in Supply Chain Management / Public Admin or related qualification, relevant experience in the field of Logistics or Supply Chain Management. Knowledge of the Public Finance Management Act, Computer Literacy and a Driver's License are compulsory. Knowledge: Office Administration; Logistics and Provisioning Policies as well as Procedures; Financial Systems (SAGE, LOGIS and BAS); Public Finance Management Act; Financial Administration; Supply Chain Management; PPPFA. Skills: Planning and Organizing; Report Writing, Problem Solving; Communication Skills; Interpersonal Skills; Resource Management; Personal Attributes: Ability to handle confidential information; Analytical thinking; Resourceful; People orientated; hardworking; Trustworthy; Self-motivated; Ability to work independently.
DUTIES : The effective administration support of the of LOGIS system and orders unit: Receive requests from end users. Ensure that the request for goods and services received from line function is compliant before processing the order. Ensure processing of requisitions. Place and verify orders for goods. Control turnaround time of requisition and orders. Monitor and follow up on outstanding orders. Inform users and suppliers regarding the cancellation of orders. Ensure that all procurement practices are in accordance with policies and circulars. Ensure that petty cash is issued and recorded correctly and that replenishment of petty cash is finalised. Compiling of monthly reconciliation report for

suppliers. Ensure administration and maintaining user profiles on LOGIS and user support. Ensure the usage of the LOGIS system is reviewed. Ensure monthly LOGIS system reports are compiled and submitted on time. Ensure that the LOGIS users are informed of release notes. Ensure that the chief user list is updated. Preparation of monthly, quarterly and annual financial inputs. The effective and efficient processing of payments: Receive invoices from different units and attach to the orders. Verify the compliance of invoices and ensure their certification. Ensure that invoices are attached to the correct orders. Ensure invoices are captured correctly. Verification of Sundry payments. Ensure that invoices are finalized within 30 days; Receive invoices on the Reapatala invoices tracking system. Submit payment statistics. Check correctness of invoices submitted for payment. Ensure that invoices are certified and captured correctly. Compile. LOGIS commitment reports. Preparation of monthly, quarterly and annual financial inputs. The effective and efficient administration of cellular phones: Ensure that all placement of cell phone orders are in accordance with the agreed and signed packages by National Treasury RT 15 Contract. Handle cellular phone and 3G card queries Identify the cellular phones and Data exceeding and inform the officials via e-mails to settle their accounts. Oversee recordkeeping of returned handsets Monitor all cellular and 3G contracts' expiry dates either to upgrade or cancel the contracts. Recording and issuing cellular phones. Maintain and update the cellular phone asset register. Manage the usage and expenditure of cellular phones through the Spend Manager tool. Verify the compliance of invoices and ensure certification. Assist with the preparation of monthly, quarterly and annual financial inputs. Ensure the monthly reconciliation reports are done. Supervise employees to ensure an effective delivery service: General supervision of employees. Ensure compliance with disciplinary and grievance code and handle administrative issues regarding HR matters. Allocate duties and perform quality control on the work delivered by subordinates. Advice and lead subordinates regarding all aspects of the work. Manage performance of staff and ensure assessments are made. Ensure that all subordinates are trained and developed to be able to deliver work of the required standard efficiently and effectively.

ENQUIRIES : Head Office: Mr. Vincent Masinge Tel No: (012) 492 2078
Pretoria Regional Office: Mr. M Raphesu Tel No: (012) 310 5161

APPLICATIONS : For Head Office (Pretoria): email to: Recruitment26-37@dpw.gov.za
For Pretoria: email to: RecruitPTA26-40@dpw.gov.za

POST 16/104 : **SENIOR ADMIN OFFICER: ACQUISITION MANAGEMENT (TENDER ADMINISTRATION)**

SALARY : R413 001 per annum

CENTRE : Pretoria Regional Office Ref No: 2026/201A
Gqeberha Regional Office Ref No: 2026/201B
Cape Town Regional Office Ref No: 2026/201C

REQUIREMENTS : A minimum of three-year tertiary qualification (NQF Level 06) / National Diploma in Supply Chain Management / Purchasing Management / Public Administration / Procurement or related qualification. Relevant years of work experience in Procurement / Supply Chain Management. Experience in Construction or Infrastructure Procurement will be an added advantage. Knowledge of Supply Chain Management Framework, procurement related legislation and regulations, including the Public Finance Management Act, Code of Conduct for Supply Chain Management Practitioners, Treasury Regulations and Preferential Procurement Policy Framework Act, CIDB Act, CIDB Regulations and CIDB Practice Notes and Guides. Understanding government procurement systems and processes within the built environment is essential. Good verbal and written communication skills, the ability to manage confidential information, advanced interpersonal and negotiation skills, problem solving skills, decision making skills and computer literacy are critical competency areas. The ability to work and deliver under pressure and within tight time frames is essential.

DUTIES : Prepare tender documentation for advertising. Assist in compiling bid documents in line with standard bid document requirement. Ensure that the tender documentation is in line with applicable SCM prescripts and processes. Review the scope of the terms of reference and integrate the compliance requirements into the tender documentation as required. Distribute the draft tender advert template to the line manager for verification. Submit advert for

placement in the tender bulletin and website for the required time period. Monitor validities of closed tenders. Provide admin support in the coordination and execution of the bidding process. Attend bid specification committee as a member and ensure that SCM prescripts and processes are complied with. Render advice during the tender/bid briefing sessions. Prepare and maintain register for bidders. Assist in opening of bid documents and checking the responsiveness and non-responsiveness of documents. Do scoring of all responsive bids. Validate original tax clearance certificate with SARS Call centre. Checking the prohibition status of the recommended Company and its Directors with NT. Check Company's Status on CIPRO website (trading status and ownership). Render secretariat services to the Bid Committee. Arrange bid committee meetings (bid adjudication/evaluation/sub-bid). Organise logistics and prepare all the relevant documentation for the bid committee meetings (including attendance register, declaration of interest and signature documents). Record and compile meeting minutes. Advise and guide the specification and evaluations committees. Receive approved tenders from the Bid Committee. Prepare scoring model/tender recommendation. Prepare evaluation reports. Attend to queries on tender administration phase. Receive and analyse all submissions to SCM committees. Communicate queries on submissions discussed by RBAC. Distribute supported submissions to NBAC, CFO and the DG. Distribute adjudicated submissions to relevant units. Provide general administrative related functions. Maintain good record keeping of all minutes, approved submissions and other relevant documentation. Communicate SCM circulars with relevant stakeholders. Prepare and maintain register for bidders. Provide information on audit queries.

ENQUIRIES : Pretoria Regional Office: Mr. M Raphesu Tel No: (012) 310 5161
Cape Town Regional Office Mrs M. Andrews Tel No: (021) 402 2374
Port Elizabeth Regional Office: Mr G Stroebel Tel No: (041) 408 2182

APPLICATIONS : For Pretoria: email to: RecruitPTA26-41@dpw.gov.za
For Cape Town: email to: RecruitCPT26-51@dpw.gov.za
For Port Elizabeth: email to: RecruitPE26-20@dpw.gov.za

POST 16/105 : **SENIOR INTERNAL AUDITOR**

SALARY : R413 001 per annum

CENTRE : Johannesburg Regional Office Ref No: 2026/202A (X1 Post)
Mthatha Regional Office Ref No: 2026/202B

REQUIREMENTS : A minimum of three-year tertiary qualification (NQF Level 06) / National Diploma in Internal Auditing/Accounting. A relevant year of working experience in auditing. Registration with the Institute for Internal Auditors. Security clearance. Knowledge of IAA Charter. IAA Methodology. IAA Standards. Standards for Professional Practice of Internal Auditing. Treasury Regulations. Public Finance Management Act. Institute of Internal Auditors Code of Ethics. Possession of an Internal Audit technician (IAT) and or Professional Internal Audit Technician (PIAT) qualification will be an added advantage. Advanced Audit Process & associated phases Departmental business systems and processes. Departmental policies and procedures. Accounting standards. Team-mate Audit Software. Skills: Advanced communication (verbal and written). Advanced Report writing. Organisation and co-ordination. Interpersonal skills. Negotiation. Analytical thinking. Ability to assess and analyse information and make relevant findings. Computer literate. Be able and prepared to work under pressure. Be a team player. Be creative and be able to pay attention to details. Ability to work within specific timeframe.

DUTIES : Provide inputs in the development Internal Audit Strategic Plans. Identify and analyse critical risks from the Department's Risk Management plan that requires Internal Audit Activity focus and the controls put in place to mitigate them. Establish risk-based plans to determine the priorities of the IAA consistent with the organisation's goals. Develop cyclical based audit plan. Determine resources requirements of the Internal Audit Activity. Align the operational plan to the overall objectives of the organisation. Provide inputs in the development of Internal Audit Operational plan. Determine focus areas for IA activities. Determine IA scope in relation to the scheduled assignments. Allocate resources to planned audit assignments. Establish the timing of performance of the audit assignments. Determine the reporting requirements and deadlines. Conduct the Internal Audit Activity. Perform activities of the IAA at each level of operation to ensure that they are consistently performed in accordance with the IIA's standards. Conduct reviews as per approved annual

plan and/or approved ad hoc requests. Identify process weaknesses and provide appropriate recommendations for improvement. Monitor the implementation of recommendations by management. Report on the internal audit Activity's engagement findings and conclusions. Provide Secretarial services to the audit and Risk Management. Committee of the Department. Render administrative support services. Administer the co-sourcing activities within the Directorate. Ensure the effective flow of information and documents to and from the office. Ensure the safekeeping of all documentation in the office in line with relevant legislation and policies. Obtains inputs, collates and compiles reports, e.g. progress reports, monthly reports and management reports. Responds to enquiries received from internal and external stakeholders. Collect, analyse and collate information requested by superiors. Ensure that travel arrangements are well coordinated. Manage the leave register and telephone accounts for the unit. Handle the procurement of standard items like stationary, refreshments etc. for the activities for the manager and the unit.

ENQUIRIES : Johannesburg Regional Office: Mr. E Senoamadi Tel No: (011) 713 6000
Mthatha Regional Office: Ms. A Qata Tel No: (047) 502 7078

APPLICATIONS : For Johannesburg: email to: RecruitJHB26-14@dpw.gov.za
For Mthatha: email to: RecruitMTH26-17@dpw.gov.za

POST 16/106 : **SENIOR STATE ACCOUNTANT: PROJECT BUDGET ADMIN REF NO: 2026/203**

SALARY : R413 001 per annum
CENTRE : Johannesburg Regional Office
REQUIREMENTS : A minimum of three year-tertiary qualification (NQF Level 06) / National Diploma in Financial Management or related qualification. Relevant work experience in the field. Knowledge: Works Control System (WCS), Basic Accounting System (BAS), Public Finance Management Act (PFMA), Treasury Regulations, financial management and administration, state budgetary systems, National Department of Treasury regulations, guidelines and directives. Departments' Reconciliation processes, understanding of Governments financial delegations, management of governments chart of accounts, Government Budget systems and procedures, Government financial systems, supply chain management, financial prescripts (GAAP and GRAP). Skills: Good verbal and written communication skills, basic numeracy, advanced interpersonal and diplomacy skills, problem solving skills, decision-making skills, statistical skills. Personal Attributes: Innovative, creative, resourceful, trustworthy, hardworking, self-motivated, ability to work under stressful situations, ability to communicate at all levels, people orientated, analytical thinking, ability to work independently.

DUTIES : Provide support with the compilation and submission of budget inputs. Prepare template for budget inputs and distribute to executing units, analyse and consolidate budget inputs, draft budget submission for approval of the allocations, compile authorisation documents and update the Work Control System (WCS), determine the availability of funds within the respective allocations, liaise with UDM/Clients for requesting of additional funds. Analyse and monitor expenditure levels, monitor cash flow and expenditure, prepare monthly expenditure report, assist with the consolidation of monthly expenditure reports for the administration budget of all directorates within UDM, liaise with the Directorate, Financial Accounting with regard to the availability of funding, assist in the compilation and distribution of expenditure reports to clients departments. Provide administrative to support effective functioning of the sub-unit, assist with compiling schedules and invoices, prepare administration reports as required. Ensure continuous adherence to developed and approved internal controls, contribute towards the preparation of financial managements for audit purposes, and provide administrative support with regard to the audit process and resolution of audit queries.

ENQUIRIES : Mr. P Mongwenyana Tel No: (012) 406 1816
APPLICATIONS : For Johannesburg: email to: RecruitJHB26-15@dpw.gov.za

POST 16/107 : **SENIOR STATE ACCOUNTANT: FINANCIAL ACCOUNTING (REVENUE AND DEBT SERVICES) REF NO: 2026/204**

SALARY : R413 001 per annum
CENTRE : Johannesburg Regional Office

REQUIREMENTS : A minimum of three year-tertiary qualification (NQF Level 06) / National Diploma in Management Accounting / Financial Management or related qualification. Minimum relevant years of experience in a field. The following will serve as recommendation; Knowledge of PFMA and treasury regulations, Knowledge of transversal systems: PMIS, WCS, BAS, SAGE and be computer literate. Be able and prepared to work under pressure. Be a team player. Be creative and be able to pay attention to details. Ability to work within specific timeframe.

DUTIES : Monitor the allocation and reconciliation of payments. Validate and verify invoices and receipts. Verify accounts receivable in terms of Service Level Agreements. Administer budget allocation schedules. Allocation of monies received from client departments on BAS, SAGE. Apply payments to any past due accounts owed and issue a new bill. Reconcile the client department's accounts. Follow up on claims and issue invoices in respect of identified new bill. Ensure effective administration of accounts. Perform reconciliation of account receivable and payable. Report on accounts paid within the due date. Report on late payments, unpaid accounts and outstanding invoices and provide motivation. Ensure that supplier information is updated accordingly. Create weekly & monthly revenue report. Compile schedules, invoices and financial statements. Ensure effective control and safekeeping of records and documentation related to payments (invoices and receipts). Administrate and institute actions regarding outstanding monies due to the Department. Follow up with debtors and prepare Queries. Liaise with state law advisors, legal and tracing agents for the institution of legal actions against debtors for monies outstanding. Arrange for interest- or non-interest-bearing payments by staff (in or out of service). Make recommendations to the Legal Department, Head: Finance Office and Financial Accounting and Budgets with regard to the writing off of debts. Provide administrative and supervisory services to support effective functioning of the sub-directorate. Supervise the handling of logistical arrangement in the sub-directorate. Administer the flow of information in and out of the office. Assist with compiling schedules, invoices and financial statements. Supervise subordinates and ensure performance management and development. Prepare administration reports as required. Supervise continuous adherence to developed and approved internal controls. Attend to other related duties as delegated by management.

ENQUIRIES : Mr J Marakalala Tel No: (011) 713 6139

APPLICATIONS : For Johannesburg: email to: RecruitJHB26-16@dpw.gov.za

POST 16/108 : **SENIOR ADMINISTRATIVE OFFICER: TRAVEL AND TRANSPORT LOGISTICAL MANAGEMENT SERVICES REF NO: 2026/205**

SALARY : R413 001 per annum

CENTRE : Gqeberha Regional Office

REQUIREMENTS : A minimum of three-year tertiary qualification (NQF Level 06) in Supply Chain Management / Logistics management or related qualification. relevant work experience in transport/fleet management environment. Effective communication, Planning and Organizing Skill, Budgeting Analysis, Report Writing Basic Numeracy, must be computer literate, Analytical thinking, Interpersonal relations, Client liaison, General Office Administrative and Organizing Skill. Knowledge in Supply Chain Management policy, Public Financial Management Act (PFMA), Treasury Regulations, Debt Policy, Policy regulating the Subsidized Scheme by NDOT. Financial and budget administration processes and system. Good communication Skill (verbal and writing) and interpersonal skills, a valid driver's license, willing to adapt work schedule in accordance with office requirements. Ability to work under pressure and independently.

DUTIES : Ensure effective fleet Management service by ensuring procurement, registering and licensing of fleet, keep a detailed history for every vehicles in fleet, Maintained detailed record of vehicle servicing and inspection, ensure strict servicing and maintenance times to minimize down time and maintain schedule. Ensure regular vehicle maintenance to ensure operation efficiency and optimal utilization. compile monthly utilization report of fleet vehicles. Processing subsidized vehicle scheme to verify authenticity, accuracy and correctness of applications for subsidized vehicle, Present applications to the committee, notify the applicants with regard to their application status, Manage, verify and process the logbooks, Ensure compliance with the 70/30% threshold regarding the utilization of the subsidized vehicle. Prepare payments for access

payments payable to subsidized vehicles users for accident claims. Certify the process of transport related payments claims on fleet, rental and subsidized vehicles. (Traffic admin fees/vehicle damage) to ensure that a file on occurred damages and losses cases is open, verify that all required documents are on the file, Refer a cases to Legal Services for further investigations. Inform the driver about the outcomes. Effective payment on suspense account or arrange recoveries from guilty parties based on instructions received from Legal Services/state attorneys. Refer the matter to HR payroll for PERSAL deduction, manage suspense account. Inform finance about any payment made. Prepare write off submission. Ensure the payment of transport related expenditure within 30 days. Ensure timeous hotel and flight reservation. Ensure authorization for trips. Address any related accommodation problems. Maintain relevant forms and register. Verify all subsistence and travel claims. Process all payments of travel agents. General supervision of employees. Allocate duties and perform quality control on the work delivered by supervisees. Advice and lead supervisees with regarding to all aspects of the work. Manage performance and conduct discipline supervisees. Ensure all supervisees are trained and developed to be able to deliver standard efficiently and effectively.

ENQUIRIES : Mr. TE Matiso Tel No: (041) 408 2141
APPLICATIONS : For Port Elizabeth: email to: RecruitPE26-21@dpw.gov.za

POST 16/109 : **ARTISAN FOREMAN GRADE A: ELECTRICAL: WORKSHOP REF NO: 2026/206**

SALARY : R397 329 per annum
CENTRE : Pretoria Regional Office
REQUIREMENTS : A minimum appropriate Trade Test Certificate. Five years post qualification experience as an Artisan. A valid driver's licence. Knowledge: Project management. Technical design and analysis. Computer-aided technical applications. Knowledge of legal compliance. Technical report writing. Technical consulting. Production, process knowledge and skills. Operating workshop equipment OHSA. Skills: Problem solving and analysis. Decision making. Teamwork. Creativity. Change management. Financial management.
DUTIES : Design and production of objects- Supervise and produce designs according to client specification and within limits of production capability; Produce objects with material and equipment according to job specification and recognized standards. Ensure effective and efficient maintenance of technical faults- Inspect equipment and/or facilities for technical faults. Repair equipment and facilities related to electrical according to standards. Test repair equipment and/or facilities against specifications. Update register of maintained and repaired faults. Obtain quotations and purchase (order) required equipment and materials. Compile and submit reports as required. Supervise employees to ensure an effective service delivery.
ENQUIRIES : Mr S. Kutu Tel No: (012) 310 5993
APPLICATIONS : For Pretoria: email to: RecruitPTA26-42@dpw.gov.za

POST 16/110 : **ADMINSTRATIVE OFFICER: DEMAND MANAGEMENT REF NO: 2026/207**

SALARY : R338 106 per annum
CENTRE : Durban Regional office
REQUIREMENTS : A minimum of three-year tertiary qualification (NQF Level 06) / National Diploma in Supply Chain Management /Procurement/Public Administration or related. Relevant years of experience in Supply Chain Management I Demand Management. Computer literacy, Good verbal and Communication skills, Report writing, knowledge of government supply chain management policies and procedures, Knowledge on Regulations, PPPFA, PFMA, Treasury Regulations and BBBEE Acts, Monitoring, Evaluation theory, and systems.
DUTIES : Provide administration support with the Demand Management unit, Collect and consolidate information related to procurement plan, Provide support in the drafting of specifications/ terms of references and procurement strategies. Provide secretariat support into relevant committees, general administration and Supervision, Ensure preparation of quality reports.
ENQUIRIES : Mr EZ Ndlovu Tel No: (031) 314 7044
APPLICATIONS : For Durban: email to: RecruitDBN26-04@dpw.gov.za

POST 16/111 : **ADMINISTRATIVE OFFICER: MOVABLE ASSET MANAGEMENT (SCM)**

SALARY : R338 106 per annum
CENTRE : Cape Town Regional Office Ref No: 2026/208A
Pretoria Regional Office Ref No: 2026/208B
Durban Regional Office Ref No: 2026/208C

REQUIREMENTS : A minimum of three-year tertiary qualification (NQF Level 06) / National Diploma in Supply Chain Management or in the relevant field. Extensive relevant years of experience in asset management. Sound knowledge and understanding of pertinent policies relating to Movable Asset Management. National Treasury Regulations, Supply Chain Management, PFMA, PPPFA Act and Regulations, and Code of Conduct. Knowledge: Thorough knowledge and understanding of Standard Charts of Accounts (SCOA) and applicable financial business systems (LOGIS and BAS). Skills: Excellent verbal and written communication skills, problem solving, analytical skills and computer literacy. An ability to handle confidential information. A valid driver's license. Personal Attributes: Clientele/customer relations skills, good interpersonal skills; decision making skills; presentation skills (including report writing), hard-working and highly motivated. Ability to work effectively and efficiently under pressure. Willing to adapt to work schedule in accordance with directorate's requirements. Willing to work for long hours.

DUTIES : Barcode new assets and update on LOGIS system. Track and authorize movements of movable assets and make sure that it is captured on LOGIS. Conduct the quarterly and annual verification of movable assets and other satellite offices. Maintenance and updating of the movable Assets Register on LOGIS. Manage disposals of assets and keep record of redundant, unserviceable and obsolete assets. Manage the repairs process of movable assets. Coordinate inputs for all audit queries within specified time frames. Conduct monthly asset register audit and correct all discrepancies within specified time frame. Interact with Asset Controllers with regards to asset management. Check and verify request forms if SCOA allocations and ICN's are correct when procuring assets. Perform monthly reconciliation of assets between BAS and LOGIS. Compile a reconciled Annual Financial Statement for Movable Asset Management.

ENQUIRIES : Cape Town Regional Office: Ms. N Poswa Tel No: (021) 402 2198
Durban Regional Office: Mr. EZ Ndlovu Tel No: (031) 3147044
Pretoria Regional Office: Ms. E Matinyane Tel No: (012) 492 3041

APPLICATIONS : For Cape Town: email to: RecruitCPT26-52@dpw.gov.za
For Durban or email to: RecruitDBN26-05@dpw.gov.za
For Pretoria: email to: RecruitPTA26-43@dpw.gov.za

POST 16/112 : **ADMINISTRATIVE OFFICER: PROVISIONING**

SALARY : R338 106 per annum
CENTRE : Pretoria Regional Office Ref No: 2026/209A
Cape Town Regional Office Ref No: 2026/209B
Gqeberha Regional Office Ref No: 2026/209C
Johannesburg Regional Office Ref No: 2026/209D

REQUIREMENTS : A minimum three-year tertiary qualification (NQF Level 06) / National Diploma in Supply Chain Management/ Public Administration or Logistics. Relevant years of experience in Provisioning and Logistics management. Knowledge of LOGIS, BAS. Knowledge of Sage, Archibus and Reapatala system would be an added advantage; Knowledge of the PFMA, Treasury Regulations, Thorough knowledge and understanding of government procurement systems and relevant legislation; Skills: Good verbal and written communication skills; basic numeracy; statistical skills. Ability to work under pressure; ability to communicate at all levels; ability to work independently. Willing to adapt work schedule in accordance with office requirements. Computer Literacy.

DUTIES : Provide support to the units with regards to orders for goods and services. Verify the requests for goods and services received from the units to confirm compliance. Generate the order numbers and issue to the supplier and the unit. Follow-up on outstanding orders. Inform users and suppliers regarding the cancellation of orders. Provide support in the administration of the LOGIS system. Assist with the compilation of monthly reconciliation report for suppliers. Compile LOGIS system reports. Inform LOGIS users of release notes. Assist with the preparation of monthly, quarterly and annual financial statements inputs. Render admin support in the processing of payments.

		Receive invoices from different units and attach to the orders. Verify the compliance of invoices. Ensure that invoices are attached to the correct orders. Ensure invoices are captured correctly. Verify the sundry payments. Ensure that invoices are finalised within 30 days. Compile payments statistics. Render administration support in the processes of mobile devices allocations. Receive applications for mobile devices and data and verify correctness. Submit applications for approval by the delegated authority. Prepare documentation for allocation of mobile devices. Issue mobile devices and ensure recordkeeping of documentation. Provide general administration and supervisory functions. Allocate duties and perform quality control on the work delivered by subordinates. Render general supervision of subordinates. Monitor performance of subordinates and performance appraisals.
ENQUIRIES	:	Pretoria Regional Office: Ms. Q Tom Tel No: (012) 406 2046 Cape Town Regional Office: Mr. P Molapo Tel No: (021) 402 2083 Port Elizabeth Regional Office: Mr. G Stroebel Tel No: (041) 408 2182
APPLICATIONS	:	For Pretoria: email to: RecruitPTA26-44@dpw.gov.za For Cape Town: email to: RecruitCPT26-53@dpw.gov.za For Port Elizabeth: email to: RecruitPE26-22@dpw.gov.za
POST 16/113	:	**STATE ACCOUNTANT: FINANCIAL ACCOUNTING (ACCOUNTS PAYABLE) (AP) REF NO: 2026/210**
SALARY	:	R338 106 per annum
CENTRE	:	Head Office (Pretoria)
REQUIREMENTS	:	A minimum three-year tertiary qualification (NQF Level 06) / National Diploma in Accounting, Financial Management and/or equivalent qualifications with relevant years of working experience in payments environment. Well conversant with PFMA, Treasury Regulations and Public Service Regulations. Developed computer literacy with a strong emphasis on MS Excel and PowerPoint. Good and sound analytical skills with good communication skills (written and verbal). Knowledge of GRAP Accounting, creditors' management is essential. Knowledge of ERP systems will be an added advantage.
DUTIES	:	The successful candidate will: Capture and process fully supported payments on SAGE, Verify and initiate Works Control Systems (WCS) payments and daily runs. Reconciliation of individual creditor's payments. Re-issue, recall and cancel payments on SAGE, where applicable. Perform and prepare creditors control accounts (general ledger). Ensure payments are adequately supported (e.g. order numbers, invoices, etc.). Prepare and process related journals and Safekeeping and monitoring of documents in the batch room. Serve as a back-up for petty cash office and related activities. Issue petty cash advances to delegated officials. Follow up on long outstanding invoices. Monthly reporting to the National Treasury on 30 days payment report. Perform and prepare daily petty cash reconciliations. Perform replenishment on a regular basis. Resolve queries from regions (e.g. re-issues, re submissions, recalls and cancellations). Issue of receipts to suppliers and officials. Complete and prepare daily bank deposit slips. Daily banking of cash receipts. Safeguarding of receipt book. Processing of receipts to SAGE. Resolution of queries from suppliers (e.g. lost receipts). Submit AP related inputs for financial statement consolidation. Prepare year end journals correctly classified in line with GRAP.
ENQUIRIES	:	Ms. M. Maningi Tel No: (012) 406-1147
APPLICATIONS	:	For Head Office (Pretoria): email to: Recruitment26-38@dpw.gov.za
POST 16/114	:	**STATE ACCOUNTANT: FINANCIAL ACCOUNTING (EXPENDITURE) REF NO: 2026/211**
SALARY	:	R338 106 per annum
CENTRE	:	Johannesburg Regional Office
REQUIREMENTS	:	A minimum of three year-tertiary qualification (NQF Level 06) / National Diploma in Financial Accounting / Financial Management or related qualification. Appropriate relevant years of work experience. Knowledge in Public Finance Management Act, National Department of Treasury regulations, guidelines and directives as well as Departments` Reconciliation processes. Knowledge of transversal systems: PMIS, WCS, BAS, SAGE among others. Be able and prepared to work under pressure. Be a team player. Be creative and be able to pay attention to details.
DUTIES	:	To process payments on various systems (SAGE, PMIS, WCS, & BAS). To request reports, compile and capture journals and clearing of suspense

accounts. Monitoring of 30 days payment by ensuring data cleansing and updating invoice tracking system. Administer the flow of information in and out of the office. Assist with compiling various schedules for financial statements and other reporting. Ensure the attendance of queries, including audit queries. Attend to other related duties as delegated by management.

ENQUIRIES : Mr J Marakalala Tel No: (011) 713 6139
APPLICATIONS : For Johannesburg: email to: RecruitJHB26-17@dpw.gov.za

POST 16/115 : **STATE ACCOUNTANT: FINANCIAL ACCOUNTING (PAYROLL) REF NO: 2026/212**

SALARY : R338 106 per annum
CENTRE : Johannesburg Regional Office
REQUIREMENTS : A minimum of three year-tertiary qualification (NQF Level 06) / National Diploma in Financial Management or related. A minimum of relevant years of work experience. Willing to adapt work schedule in accordance with office requirements. Knowledge: Public Finance Management Act, National Department of Treasury regulations, guidelines and directives, Departments` Reconciliation processes, Understanding of Governments financial delegations, Management of governments departments chart of accounts, Government Budget systems and procedures, Government Financial Systems, Supply Chain Management & Financial prescripts (GAAP and GRAP). Skills: good verbal and written communication skills, basic numeracy, advanced interpersonal and diplomacy skills, problem solving skills, decision making skills, numeracy, statistical skills.
DUTIES : Facilitate payroll transactions: Consolidate financial systems for accurate salary payments. Reconcile all systems related to salary payments, PERSAL, PERSAP and interfacing with BAS. Process payment of staff salaries through transfers to banks and other financial institutions, Capture payroll transactions on the accounting system. Verify information for payroll certification, Ensure that the relevant institution is eligible for a transfer payment/subsidy and that they comply with the relevant financial legislative requirements. Process the reimbursement transactions: Process subsistence and travel (S&T) claims. Check payment and validate allocations. Check payment enquiries to ensure successful acceptance on BAS. Capture and file S&T claims. Process salary claims transactions: Verify and authorise salary related payments made on BAS. Capture and verify the Departmental claims. Ensure that salaries paid to transferred officials are claimed. Authorise the Departmental salary claims. Administer measures for improving audit outcomes and risk management activities-: Assist with the preparation of annual financial statements for audit purposes. Assist with the preparation of quarterly and interim financial statements required by management of the relevant Funds. Prepare administration reports as required. Attend to other related duties as delegated by management.
ENQUIRIES : Mr. J Marakalala Tel No: (012) 406 1816
APPLICATIONS : For Johannesburg: email to: RecruitJHB26-18@dpw.gov.za

POST 16/116 : **ADMIN OFFICER: TRANSPORT (FLEET & SUBSIDIZED VEHICLES)**

SALARY : R338 106 per annum
CENTRE : Head Office (Pretoria) Ref No: 2026/213A
Mthatha Regional Office Ref No: 2026/213B
REQUIREMENTS : A minimum of three-year tertiary qualification (NQF Level 06) / National Diploma in Supply Chain Management /Logistics or related qualification. Relevant years of experience in Fleet, Subsidized Vehicles, Ministerial Vehicles & Transport Management. Must be in possession of a valid driver's license. Knowledge of the Public Finance Management Act (PFMA) and PPP contracts, Transport related policies, Car scheme for political office bearers, Senior Manager Scheme, Middle Management Scheme and financial administration process and system. Computer literacy, Administration Skills, Organizational skills, Financial and reconciliation skills. Good communication (verbal and writing) skills and interpersonal skills, willing to adapt to work schedule in accordance with office requirements. Ability to perform under pressure.
DUTIES : Manage Departmental drivers. Administer fleet vehicle utilization and ensure that the all trips are logged daily on the trip logging system. Conduct daily vehicle inspections. Manage Head Office fleet vehicles, costing and reports of fleet services, inspections of fleet vehicles. Verify transport related invoices

from service providers for correctness and compliance to policies and prescripts. Ensure that invoices are paid within 30 days of receipt. Facilitate payments on the BAS/SAGE system for service providers. Perform monthly account reconciliation. Reconciliation of logbooks. Update the Reapatala Invoice Tracking System. Oversee the provision of short and long term rental vehicles. Initiate the procurement of ministerial vehicles as per the SCM processes; licensing and registration and assist with all administration of the ministerial vehicles. Provide and maintain fleet vehicles for official purposes, the incumbent will be responsible to manage the driver services and conduct performance assessments. Liaise with Service providers and NDOT on transport related issues. Administer traffic fines for the Department. Process new applications for subsidized vehicles to ensure that the qualification criteria are adhered to. Ensure that official and private kilometers are verified according to policy requirements and Officials are reimbursed on time. Must be willing to work overtime.

ENQUIRIES : Head Office: Ms E Marren Tel No: (012) 406 1441
Mthatha Regional Office: Ms T Bomela Tel No: (047) 502 7046

APPLICATIONS : For Head Office (Pretoria): email to: Recruitment26-39@dpw.gov.za
For Mthatha: email to: RecruitMTH26-18@dpw.gov.za

POST 16/117 : **ADMINISTRATION OFFICER: SCM ACQUISITION MANAGEMENT**

SALARY : R338 106 per annum
CENTRE : Cape Town Regional Office Ref No: 2026/214A (X4 Posts)
Durban Regional Office Ref No: 2026/214B

REQUIREMENTS : A minimum of three-year tertiary qualification (NQF Level 06) / National Diploma in Supply Chain Management/ Procurement/ Public Administration or Public Management/ Purchasing Management. Relevant working experience in Supply Chain environment within Acquisition Management. Valid Driver's Licence. Knowledge of Supply Chain policies and procedures, Treasury Regulation Act, Broad Based Black Economy Empowerment Act, Preferential Procurement Policy Frame Act, Public Finance Management Act. Good communication (verbal and written) skills and must be able to liaise at operational and strategic levels. Good analytical, planning, organizing, conflict resolution and financial management skills. Computer skills e.g. Microsoft Word, Microsoft Excel, Power-Point and Microsoft Access. Well prepared to work under-pressure and irregular hours.

DUTIES : Facilitate the procurement of goods and services through formal tender process. Provide a Secretarial support function to Bid-Committees. Provide administrative duties during the tender/bid briefing sessions. Assist with the tender compilation of bid documents and confirm if it is in line with applicable SCM prescripts and processes. Provide assistance in the review of the scope of the Terms of Reference (TOR). Submit the draft tender advert template for verification. Submit advert for placement in the tender bulletin and website for the required time period. Assist with the monitoring of validity period of closed tenders. Assist in the co-ordination and execution of the bidding process-: Arrange and attend bid specification committee. Prepare register for bidders. Check the compliance with SCM prescripts and processes. Respond to specific queries during the tender/bid briefing sessions. Open bid documents and check the responsiveness and non-responsiveness of documents. Prepare scoring model/tender recommendation and evaluation reports. Preparation/ screening of recommendation for Adjudication. Communicate queries on submissions discussed by Regional bid Adjudication committee. Provide feedback of all adjudicated submissions to relevant Line Functions. Maintain a good record keeping of all minutes, approved submissions and other relevant documentation. Perform quality check/control on all submissions by SCM Administrative Assistant. Provide information on audit queries. Compile letters for the approval of the delegated authority to communicate of the outcome of the BAC or with successful and unsuccessful bidders in line with the established policy. Attend to all queries related to Acquisition Management. Supervision and monitoring of staff.

ENQUIRIES : Cape Town Regional Office: Mr. D Magida Tel No: (021) 402 2071
Durban Regional Office: Mr EZ Ndlovu Tel No: (031) 314 7044

APPLICATIONS : For Cape Town: email to: RecruitCPT26-54@dpw.gov.za
For Durban: email to: RecruitDBN26-06@dpw.gov.za

POST 16/118 : **ADMINISTRATIVE OFFICER: TRAVEL SERVICES REF NO: 2026/215**

SALARY : R338 106 per annum
CENTRE : Johannesburg Regional Office
REQUIREMENTS : A minimum of three-year tertiary qualification (NQF Level 06) / National Diploma in Supply Chain Management/ Logistics or related qualification. Appropriate relevant experience within the field. Valid Driver's licence will be an added advantage. Willing to adapt work schedule in accordance with office requirements. Knowledge: Logistics and Provisioning Policies and Procedures, Treasury Regulations Debt Policies, Policy regulating the Subsidised Scheme by NDOT, Policies regulating the Government vehicles by NDOT, Supply Chain Management, Public Finance Management Act (PFMA), Financial and budget administration processes and systems, General office administrative and organisational skills.
DUTIES : Receive, verify PW21s forms and stamp the date. Verify budget allocation codes for PMTE and DPW. Check compliance with all applicable systems. Ensure that a verified PW21 receives an order and that order is not duplicated. Update the order book and submit bookings to the travel agent. Obtain approval for exception and deviation. Update relevant spreadsheets timeously to assist with commitment inputs for financial statements for DPW and PMTE. Administer the processing of invoices. Receive and check that all invoices received from Travel Management Company (TMC). Reconcile invoices against commitment register (order book). Capture and prepare the spreadsheets for submitting to Registry. Ensure that all received invoices from Registry have Reapatala number and registry stamp. Update all compliant invoices on Reapatala system for further processing. Ensure that all rejected invoices are sent back to TMC. Prepare Sundry payment for all correct invoices. Facilitate payments of travel invoices. Check if the correct budget allocation and item codes corresponds with invoice. Obtain authority for payment of invoices. Submit certified invoices to Provisioning for further processing. Make regular follow-ups to ensure that complaint invoices are paid within 30 days of receipt. Coordinate and collate weekly and monthly statistics. Provide admin assistance with monthly reconciliations. Assist with the preparation of monthly, quarterly and annual financial inputs.
ENQUIRIES : Mr. VG Msimango Tel No: (011) 713 6251
APPLICATIONS : For Johannesburg: email to: RecruitJHB26-19@dpw.gov.za

POST 16/119 : **ARTISAN: WORKSHOP: ELECTRICAL REF NO: 2026/216**

SALARY : R253 341 per annum
CENTRE : Pretoria Regional Office
REQUIREMENTS : Appropriate Trade Test Certificate. A valid driver`s license. Knowledge of OHSA Act. Knowledge: PROJECT management. Technical design and analysis Computer-aided technical applications. Knowledge of legal compliance. Technical report writing. Technical consulting Production, process knowledge and skills. Operating workshop equipment. OHSA. Skills: Communication. Computer skills. Planning and organizing skills.
DUTIES : Design and production of objects-Supervise and product designs according to client specification and within limits of production capability. Produce objects with material and equipment according to job specification and recognized standards. Ensure effective and efficient maintenance of technical faults-: Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Perform administrative and related function-: Update register of maintained and repaired faults. Obtain quotations and purchase (order) required equipment and materials. Compile and submit reports as required. Render general supervision to Tradesman Aids and Apprentices-: Supervise and guide Tradesman Aids and Apprentices on site. Allocate daily tasks and monitor progress
APPLICATIONS : For Pretoria: email to: RecruitPTA26-45@dpw.gov.za

POST 16/120 : **SUPPLY CHAIN MANAGEMENT CLERK REF NO: 2026/217 (X2 POSTS)**
Re-advertisement, People who previously applied are encouraged to re-apply.

SALARY : R237 453 per annum
CENTRE : Pretoria Regional Office
REQUIREMENTS : A minimum of National Senior Certificate / Grade 12 or equivalent qualification. No experience required. Knowledge in the following areas: Provisioning

Administration/ Supply Chain Management environment/ Logistics or Facilitation of travel and accommodation arrangements; Knowledge of electronic administration of procurement system; Knowledge of LOGIS, BAS, SAGE, Reapatala invoice tracking and Archibus systems would be an added advantage; wide range of office management and administration tasks. Advanced communication, basic numeracy, interpersonal relations and general office administrative and organizational skills. Computer Literacy.

DUTIES : The successful candidate will provide the following services: facilitate and coordinate bookings for travel, accommodation or conference. Administrate office correspondence, documents and reports. Execute various LOGIS functions in relation to procurement of goods and services. Ensures timely capturing of invoice payments on LOGIS, BAS or SAGE and approving of calls on Archibus. Assist with ordering of material and equipment from suppliers; administer documentation for requisitions and reports; submit invoices for payment. Ability to work on applicable invoice tracking system. Updating of commitment registers and monthly reconciliation of accounts. Assist with provision of financial statements inputs. Perform transit duties and other related tasks as per supervisor's instruction.

ENQUIRIES : Ms Q. Tom Tel No: (012) 406 2046

APPLICATIONS : For Pretoria: email to: RecruitPTA26-46@dpw.gov.za

POST 16/121 : **SUPPLY CHAIN MANAGEMENT CLERK REF NO: 2026/218**

Re-advertisement, People who previously applied are encouraged to re-apply.

SALARY : R237 453 per annum

CENTRE : Pretoria Regional Office

REQUIREMENTS : A minimum if National Senior Certificate/ Grade 12 or equivalent qualification. No experience required. Knowledge in the following areas: Provisioning Administration/ Supply Chain Management environment/ Logistics or Facilitation of travel and accommodation arrangements; Knowledge of electronic administration of procurement system; Knowledge of LOGIS, BAS, SAGE, Reapatala invoice tracking and Archibus systems would be an added advantage; wide range of office management and administration tasks. Advanced communication, basic numeracy, interpersonal relations and general office administrative and organizational skills. Computer Literacy.

DUTIES : The successful candidate will provide the following services: facilitate and coordinate bookings for travel, accommodation or conference. Administrate office correspondence, documents and reports. Execute various LOGIS functions in relation to procurement of goods and services. Ensures timely capturing of invoice payments on LOGIS, BAS or SAGE and approving of calls on Archibus. Assist with ordering of material and equipment from suppliers; administer documentation for requisitions and reports; submit invoices for payment. Ability to work on applicable invoice tracking system. Updating of commitment registers and monthly reconciliation of accounts. Assist with provision of financial statements inputs. Perform transit duties and other related tasks as per supervisor's instruction.

ENQUIRIES : Ms Q. Tom Tel No: (012) 406 2046

APPLICATIONS : For Pretoria: email to: RecruitPTA26-47@dpw.gov.za

POST 16/122 : **SCM CLERK: FINANCIAL REPORTING LOGISTICS REF NO: 2026/219**

SALARY : R237 453 per annum

CENTRE : Head Office (Pretoria)

REQUIREMENTS : A Minimum of Grade 12/Senior certificate. No experience required. Knowledge of the Public Finance Management Act, Code of Conduct for Supply Chain Management Practitioners, Treasury Regulations. Financial reconciliation skills, administration skills, organization skills, communication skills (verbal and written), good interpersonal skills, good interpersonal skills, and the ability to work under pressure. Must be computer literate. The ability to manage confidential information, advanced interpersonal and, problem solving skills and decision-making skills.

DUTIES : Assist with the compilation of Open Voucher Report for Monthly, Interim and Annual Financial Statements and ensure are reported on time. Request report from BAS and SAGE for Service Provider and Clients. Compile the Travel Management Company invoiced Accruals. Assist with Monthly, Quarterly LOGIS Commitment, Accruals and ensure that the supporting documentation are received and properly filed for easy reference. Ensure that all the queries

		related to Reporting and Compliance Office are resolved within the required time frame. Perform any other assigned duties in relation to the implementation of the Supply Chain Management processes.
ENQUIRIES	:	Ms. NL Mahlangu Tel No: (012) 406 1444
APPLICATIONS	:	For Head Office (Pretoria): email to: Recruitment26-41@dpw.gov.za
POST 16/123	:	**SCM CLERK: S&T CLAIMS AND ADVANCES LOGISTICAL SERVICES REF NO: 2026/220**
SALARY	:	R237 453 per annum
CENTRE	:	Head Office (Pretoria)
REQUIREMENTS	:	A minimum of National Senior Certificate/ Grade 12 or equivalent qualification. No experience required. Strong financial, organizational and communication skills (both verbal and written). Good interpersonal skills and ability to work under pressure. Must be computer literate (MS Office) and a valid driver's license needed. Knowledge of Domestic and International travel and subsistence policy.
DUTIES	:	The successful incumbent will serve as a direct point of contact for clients submitting claims; be responsible for the verification of all domestic and international S&T Claims and Advances; including contractor/consultant travel claims in accordance with the Departmental Domestic and International travel and subsistence policy. Monitor and follow-up outstanding international advance allowances paid with the relevant officials. Assist in the preparation and compilation of the inputs for financial year end S&T Accruals with supporting documents. Record these advances and claims in Travel Register and reconcile. Submit completed and verified claims to HR Administration for further processing. Attend to all Subsistence and Travel enquiries (Via telephone, e-mails and walk-ins) relevant to the Subsistence and Travel Office. The incumbent must be prepared to work irregular and long hours.
ENQUIRIES	:	Ms NL Mahlangu Tel No: (012) 406 1444
APPLICATIONS	:	For Head Office (Pretoria): email to: Recruitment26-42@dpw.gov.za
POST 16/124	:	**REGISTRY CLERK: LOGISTICAL SERVICES**
SALARY	:	R237 453 per annum
CENTRE	:	Pretoria Regional Office Ref No: 2026/221A (X2 Posts) Head Office (Pretoria) Ref No: 2026/221B Johannesburg Regional Office Ref No: 2026/221C
REQUIREMENTS	:	A minimum of National Senior Certificate/ Grade 12. No experience required. Completion of the Records Management course is a prerequisite. Knowledge of records/ documents management, a file plan, mail and courier service procedures. Knowledge Information Act (PAIA) and National Archives and Records Service Act (NARSA). Knowledge of electronic document and records management system (EDRMS). Knowledge of Reapatala invoice tracking system. Competencies needed: Planning and organizing skills. Communication (verbal and written) Skills. Problem solving skills, Customer care and Client orientation skills. Computer literacy. Liaison skills, Analytical skills, Interpersonal Skills. Telephone etiquette. Good leadership Skills. Attributes: Accurate. Confident, Ability to work under pressure. Ability to work in a team and independently.
DUTIES	:	Receive mail from Post Office and internal clients. Open, stamp, sort mail and record in the register. Receive parcels delivered by hand and record in the register. Render courier service: package documents, place in envelopes, address envelopes; place them in and outgoing tray and record mail in the mail register. File and retrieve files on-site and off-site storage. Control movement of files and access to files. Index, scanning, faxing. Photocopying. Reload franking machine, register priority mail, receive and date stamp invoices and forward to finance. Register supply of files to officials and maintain register of files opened and make follow up if the file is not returned back to Registry after the due date. Register incoming invoices on Reapatala invoice tracking system. Issue reference no according to the approved file plan. Attend to clients enquiries; assist in the absence of the supervisor. Perform any other administrative tasks as requested by the supervisor.
ENQUIRIES	:	Pretoria Regional Office: Ms Q. Tom Tel No: (012) 406 2046 Head Office Applications: Ms. Margaret Masemola Tel No: (012) 406 1785/Esaya Rex Tel No: (012) 406 1492
APPLICATIONS	:	For Pretoria: email to: RecruitPTA26-48@dpw.gov.za

For Head Office (Pretoria): email to: Recruitment26-43@dpw.gov.za
For Johannesburg: email to: RecruitJHB26-20@dpw.gov.za

POST 16/125 : **SCM CLERK: DEMAND MANAGEMENT (SCM) REF NO: 2026/222**

SALARY : R237 453 per annum
CENTRE : Mthatha Regional Office
REQUIREMENTS : A Minimum of Senior certificate/Grade 12. No experience required. Knowledge and understanding of procurement-related legislations. Knowledge and understanding of Government procurement systems and processes, Knowledge of public Service act and Public Service regulations, Knowledge of the Code of Conduct for supply chain management practitioners. Skills: Good communication (verbal and written) skills, Computer literacy and numeracy. Personal Attributes: Analytical thinking, High ethical standards, Ability to conduct business with integrity and in a fair and reasonable manner, Ability to work under pressure, People orientated, resourceful.
DUTIES : Request quotations from relevant suppliers as per SCM prescripts and CIDB practice notes, Ensuring goods and services are procured in line with the procurement and adhere to SCM policies and procedures, Prepare and draft advert to be placed on the Government Tender Bulletin and relevant mediums, Advertise and assist in closing the bids, Provide Secretarial support to the Bid Committees and prepare and compile bid committee minutes, Prepare recommendation submission for quotations to Regional Bid Adjudication Committee; Provide admin support, Liaise and interact regarding procurement-related processes, Bid Committee and bidding processes.
ENQUIRIES : Ms. T Stofile Tel No: (047) 502 7082
APPLICATIONS : For Mthatha: email to: RecruitMTH26-19@dpw.gov.za
NOTE : Practical exercise/ test will form part of the selection process. Position will be targeting people with disabilities.

POST 16/126 : **SCM CLERK: DEMAND MANAGEMENT REF NO: 2026/223**

SALARY : R237 453 per annum
CENTRE : Gqeberha Regional Office
REQUIREMENTS : A minimum of National Senior Certificate/ Grade 12. No experience required. Computer literate in Ms Word/Excel. The candidate should be well organized person and should be prepared to work under pressure. Basic knowledge of PFMA and PPPFA and other relevant supply chain management legislation. A valid driver's license will be an added advantage.
DUTIES : Invite quotation from suppliers according to the relevant stakeholders, keeping and maintain suppliers database, generate orders on Logis, administrate suppliers transversal contract, administrate department cell phones contracts, compile reports in respect of order transactions. Liaise with internal and external clients in respect of suppliers. Ensure compliance of provisioning policies in respect of goods and services. Assist on sport checks of e-class accountability store.
ENQUIRIES : Mr. T.E. Matiso Tel No: (041) 408 2007
APPLICATIONS : For Port Elizabeth: email to: RecruitPE26-23@dpw.gov.za

POST 16/127 : **SUPPLY CHAIN MANAGEMENT CLERK: PROVISIONING & LOGISTICS**

SALARY : R237 453 per annum
CENTRE : Gqeberha Regional Office Ref No: 2026/224A (X1 Post)
Mmabatho Regional Office Ref No: 2026/224B (X1 Post)
Nelspruit Regional Office Ref No: 2026/224C (X1 Post)
Cape Town Regional Office Ref No: 2026/224D (X3 Posts)
REQUIREMENTS : A minimum of National Senior Certificate / Grade 12 or equivalent qualification with no experience required. Computer literacy. Basic numeracy. Ability to gather information. Problem solving skill, Ability to work with sensitive information. Knowledge and understanding of SCM Prescripts. LOGIS. Knowledge of CSD and Reapatala tracking system. Wide range of management and administration task. Demonstrative computer literacy (Word processing, spreadsheet, presentation). Trustworthy. Assertive. Ability to work independently. Communication, report writing and presentation skills.
DUTIES : Received and capture request for goods and services from end users. Liaise with internal and external stakeholders in relation to procurement of goods and services. Generate orders on LOGIS and communicate with the suppliers.

Follow up on outstanding orders. Compile generic repots in respect of orders transactions. Verify received goods received from suppliers, Identify damaged and wrong items and record them. Liaise with the supplier to return damaged or wrong item. Capture goods on relevant register. Ensure safe keeping of goods. Administer paperwork for distributed goods. Administrate department cell phones contract. Capture invoices from the suppliers. Assist on sport checks of stores. Receive and process PW21 forms. Update the order book and submit bookings to the travel agent. Update all compliant invoices on the system for further processing. Control stock and stationary as chief user's clerk. Provide logistic support for meetings. Control and maintain equipment and inventory. Capture office requisitions.

ENQUIRIES : Port Elizabeth Regional Office: Mr. T. Matiso Tel No: (041) 408 2007
Cape Town Regional Office: Phindeka Bambela Tel No: (021) 402 2193
Nelspruit Regional: Mr. JS Ndlovu Tel No: (013) 753 6395
Mmabatho Regional: Mr. P Ndukulu Tel No: (018) 386 5270

APPLICATIONS : For Port Elizabeth: email to: RecruitPE26-24@dpw.gov.za
For Cape Town: email to: RecruitCPT26-55@dpw.gov.za
For Nelspruit: email to: RecruitNEL26-13@dpw.gov.za
For Mmabatho: email to: RecruitMBT26-17@dpw.gov.za

NOTE : People with disabilities are encouraged to apply

POST 16/128 : **SCM CLERK: MOVABLE ASSET MANAGEMENT**

SALARY : R237 453 per annum

CENTRE : Cape Town Regional Office Ref No: 2026/225A
Mthatha Regional Office Ref No: 2026/225B

REQUIREMENTS : A Minimum of Grade 12 or equivalent qualification. No experience required. The ability to work under pressure. Knowledge of the Public Finance Management Act (PFMA) and Treasury Regulations. Asset Management Framework, Financial systems (LOGIS). Computer Literacy (MS Word, Excel, Access and Outlook). Strong analytical, administration as well interpersonal skills. Sound financial accounting and budgeting skills. The ability to manage external stakeholders. Proven knowledge of LOGIS and BAS systems (Asset Management Functions). A valid driver's license. Willing to adopt work schedule in accordance with Office requirements.

DUTIES : Provide clerical support services in the process of acquiring movable assets. Participate in the physical verification of movable assets. Render administrative assistance in the process of disposing movable assets. Manage stock discrepancies and disposal process. Perform other asset management admin activities. Ensure provision of movable assets to users. Liaise and interact regarding the management of state assets. Liaise with Users regard to updating of movable assets updated and compliant Asset Register. Liaise with internal stakeholders regarding movable assets orders.

ENQUIRIES : Cape Town Regional Office: Ms N Poswa Tel No: (021) 402 2198
Mthatha Regional Office: Ms K Pango Tel No: (047) 502 7104

APPLICATIONS : For Cape Town or email to: RecruitCPT26-56@dpw.gov.za
For Mthatha: email to: RecruitMTH26-20@dpw.gov.za

NOTE : Practical exercise/ test will form part of the selection process

POST 16/129 : **SWITCHBOARD OPERATOR: SUPPLY CHAIN MANAGEMENT**

SALARY : R201 093 per annum

CENTRE : Cape Town Regional Office Ref No: 2026/226A
Durban Regional Office Ref No: 2026/226B

REQUIREMENTS : A minimum of National Senior Certificate/ Grade 12 or equivalent qualifications. No experience required. Strong background in Switchboard / Telecommunication services and administrative services. Good customer etiquette and listening skills, writing skills, and interpersonal skills. Computer literacy (Microsoft Package). Knowledge of Reapatala (invoice tracking system) and Archibus system (day-to-day maintenance services) Ability to work under pressure. Knowledge of switchboard systems and logistical services would be an added advantage. Serve internal as well as external clients. Perform other related duties as per the requirements of the Unit.

DUTIES : The successful candidate will manage the switchboard by facilitating incoming and outgoing calls. Assist technicians with the movement of telephone and fax line (e.g. escort technicians through the building). Certifying job done by technicians when called in for services. Open new telephone lines. Checking

		faulty lines and telephone handsets before logging a call to telephone companies. Ensure that all invoices for services rendered by the technicians/ telecommunication accounts and couriers are timeously paid. Arrange telephone instruments for new employees. Capturing monthly telephone information/ data on excel. Downloading and distributing of monthly telephone bills to all staff. Open individual file for staff. Report faults to information services appointed service provider. Perform any other work schedule in accordance with various requirements of the Unit: (e.g. capturing of invoices at Registry, assisting with Logistical and Transport/ Fleet duties).
ENQUIRIES	:	Cape Town Regional Office: Ms P Bambela Tel No: (021) 402 2193 Durban Regional Office: Mr. BH Khanyeza Tel No: (031) 314 7038
APPLICATIONS	:	For Cape Town: email to: RecruitCPT26-57@dpw.gov.za For Durban: email to: RecruitDBN26-07@dpw.gov.za
POST 16/130	:	**DRIVER/MESSENGER: PROVISIONING AND LOGISTICS REF NO: 2026/227**
SALARY	:	R170 226 per annum
CENTRE	:	Cape Town Regional Office
REQUIREMENTS	:	A minimum of Grade 10 with no experience required. Knowledge: Minimum Information Security Standards (MISS) Act; basic literacy; basic numeracy. Skills: Effective communication (verbal and written); interpersonal relations; planning of work processes; time management. Computer literacy (Ms Word, Excel, PowerPoint,). Knowledge of Reapatala system (Invoice tracking system and Archibus) will be an added advantage. Knowledge of new filling system. Personal Attributes: Hard working; trustworthy; punctuality; accuracy; polite; helpful. Willing to adapt work schedule in accordance with office requirements.
DUTIES	:	Perform general messenger and delivery services. Sort and arrange correspondences in the registry. Collect submissions and other documents from the assigned office. Capture invoices on the system. Ensure that documents to be delivered are recorded on the outgoing book. Sort mail, files, documents and parcels. Render delivery services. Ensure that items to collect are sealed and addressed. Deliver mail, files, documents and parcels to addressees. Deliver submissions between offices. Ensure that the recipients sign on the delivery book/register. Record contents and physical addresses in the delivery book/register. Perform general office assistant tasks. Make copies, fax and shred documents. Render auxiliary administrative support as required. Support the security profile of the office. Support registry related activities. Support operator related activities.
ENQUIRIES	:	Mr L Mgwadleka Tel No: (021) 402 2032
APPLICATIONS	:	For Cape Town: email to: RecruitCPT26-58@dpw.gov.za
POST 16/131	:	**PHOTOCOPIER REF NO: 2026/228**
SALARY	:	R144 024 per annum
CENTRE	:	Durban Regional Office
REQUIREMENTS	:	A minimum Grade 10/ NQF level 2. No experience required. Knowledge of operating machines and tools as well as Department's procurement processes. Effective communication (verbal and written). Interpersonal skills. Time management. Operation of heavy duty photocopy machines. A valid driver license will be an added advantage.
DUTIES	:	Reproduce high quality copies of files and Correspondence. Utilize and maintain printing and copying machines. Operate the binding machine and bind copies / prints as required.
ENQUIRIES	:	Mr BH Khanyeza Tel No: (031) 3147038
APPLICATIONS	:	For Durban: email to: RecruitDBN26-08@dpw.gov.za
POST 16/132	:	**PHOTOCOPIER OPERATOR: WORKSHOP REF NO: 2026/229**
SALARY	:	R144 024 per annum
CENTRE	:	Pretoria Regional Office
REQUIREMENTS	:	A minimum Grade 10/ NQF level 2. No experience required. Knowledge: Operation of machinery and tool. Departments procurement processes. Occupational Health and Safety Act. Skills: Effective communication (verbal and written); Interpersonal relations; Planning of work processes; Time management. Operation of heavy-duty photocopying machine.
DUTIES	:	The provision of support service with regards to the operation of document

		reproduction service- Receive and document requests for heavy duty photocopying. Assist with the procurement of reproduction related logistics. Assist with the control and usage of heavy-duty photocopying machines. Control and adjust machine settings. Fix machine issues that might occur during the day. Check output to spot any machine related mistakes or flaws. Keep records of approved and defective units or final products. Set up machines (calibration, cleaning etc.) to start a production cycle: -Setting up machines to start production cycle. Control and adjust machine settings. Feeding raw papers to the machine. Rendering assistance regarding the general use of photocopying machine: -inform clients that documents have been bonded and are complete for collection. Keep stores of lubrications and tools.
ENQUIRIES	:	Mr S. Kutu Tel No: (012) 310 5993
APPLICATIONS	:	For Pretoria: email to: RecruitPTA26-50@dpw.gov.za
POST 16/133	:	**FOOD SERVICE AID: CLEANING SERVICES REF NO: 2026/230 (X2 POSTS)**
SALARY	:	R144 024 per annum
CENTRE	:	Pretoria Regional Office
REQUIREMENTS	:	A Minimum of ABET level 4/ Grade 9 or equivalent. No experience required. Knowledge: Operating kitchen equipment. Handling hazardous materials (insecticide, cleaning materials, etc). Operating cleaning equipment. Occupational health and safety. Skills: Interpersonal skills. Basic literacy. Technical skills. Planning and organizing. Accuracy. Effective communication
DUTIES	:	Render catering support services-: Setup crockery, cutlery and equipment for meetings. Prepare refreshments and beverages (water, tea, coffee, milk, sugar and cold drinks). Clean kitchen utensils, dishes and equipment: Collect and wash glasses, plates, cups, cutlery and other kitchen utensils after meetings. Wash glasses and teacups for officials. Clean microwaves, fridges and other appliances used in the kitchen. Organise and maintain dish washing items and supplies-: Maintain and keep control of stock levels of dish washing supplies. Keep dish washing tools safe, clean and in an efficient working condition. Report any item of equipment that needs to be repaired or replaced.
ENQUIRIES	:	Mr S. Kutu Tel No: (012) 310 5993
APPLICATIONS	:	For Pretoria: email to: RecruitPTA26-51@dpw.gov.za

ANNEXURE S

DEPARTMENT OF SOCIAL DEVELOPMENT

It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of these posts and candidates whose transfer/promotion/appointment will promote representivity will receive preference.

APPLICATIONS	:	Please forward your application, quoting the relevant reference number, to the Director-General, Department of Social Development, Private Bag X901, Pretoria, 0001. Physical Address: HSRC Building, 134 Pretorius Street In the event of hand delivery of applications, applicants must sign an application register book as proof of submission. Applicants may also email their applications to the following email addresses: For: For Director-General- e-recruit.DG123@dsd.gov.za Deputy Director-General: Community Development – e-recruit.DDGCD@dsd.gov.za Deputy Director NPO Registration, e-recruit.DDNPO@dsd.gov.za Senior NPO Officer- e-recruit.SNPOO@dsd.gov.za Social Work Policy Manager: Intercountry Adoptions - e-recruit.SWPMIA@dsd.gov.za Social Work Policy Manager- e-recruit.SWPMVEP@dsd.gov.za
FOR ATTENTION	:	Mr R Khobatha
CLOSING DATE	:	29 May 2026
NOTE	:	Curriculum vitae with a detailed description of duties and the names of two referees must accompany your signed application for employment (Z83). If applying for more than one position, applicants must submit separate applications for each position. Shortlisted candidates for a post will be required to submit certified copies of qualifications and identity documents on the date of the interview. Applicants are advised that from 1 January 2021, a new application for employment (Z83) form is effective and must be completed in full, failure to use the new Z83 will result in disqualification. The new form can be downloaded online at www.dpsa.gov.za-vacancies. Applicants applying for SMS posts are required to successfully complete the Certificate for entry into the SMS (submitted prior to appointment) and full details can be sourced by following the link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. Applicants are expected to pay for the course and may enroll for it at a cost of R400.00. The duration of the course is 120 hours. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine the candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Following the interview and technical exercise, 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. The successful candidate will sign an annual performance agreement, complete a financial discloser form and will also be required to undergo a security clearance. Candidates nominated for posts on salary levels 2 - 12 may be subjected to a competency assessment during the selection process. If the candidate is applying for an OSD post, certificates of service must be submitted on the date of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the requested documents will result in your application not being considered. Personnel suitability checks will be conducted on shortlisted candidates, and the appointment is subject to positive outcomes of the checks. Correspondence will be limited to shortlisted candidates only. The selection of candidates will be done with due regard to the relevant aspects of the selection process as set out in the Public Service Amendment Regulations, 2023, Regulation 67. Applications received after the closing date will not be taken into consideration. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. Candidates requiring additional information regarding the advertised post may direct their enquiries to the person as indicated above. Internal applicants must submit and register their employment applications at the register book in the DSD reception area for the attention of Mr R Khobatha.

DSD reserves the right to cancel the filling/ not to fill a vacancy that was advertised during any stage of the recruitment process.

MANAGEMENT ECHELON

POST 16/134 : **DIRECTOR-GENERAL: SOCIAL DEVELOPMENT REF NO: N1/A/2026**
(Five-year fixed term contract)
Re-advertisement, applicants who previously applied must re-apply

SALARY : R2 352 642 per annum, plus a 10% non-pensionable HoD allowance. This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules. The successful candidate will be required to enter into a performance agreement, sign an employment contract and disclose her/his financial interest within one month of appointment and thereafter on an annual basis.

CENTRE : Pretoria, HSRC Building

REQUIREMENTS : A post graduate qualification at NQF level 8 as recognised by SAQA in Public Administration, Social Sciences or Public Management plus 10 years of experience at a senior managerial level. Knowledge of i) Constitution of South Africa; ii) employment related legislations; iii) Public Service legislative framework and regulations; iv) PFMA and Treasury Regulations and v) Public Administration. Knowledge and understanding of Policy Development. Knowledge of i) Social Assistance bills, policies, acts, frameworks and legislations; ii) National Development Plan; iii) Protection of Personal Information Act (POPIA); iv) Promotion of Access to Information Act (PAIA); v) of government prescripts and policies; vi) social welfare related legislation, framework, acts, policies and guidelines and vii) King IV Report for Corporate Governance. Knowledge and understanding in the planning, monitoring implementation, compliance and reporting processes. Knowledge of community development related legislative frameworks, acts, policies and guidelines. Competencies: Strategic capability and leadership. Financial Management. Change management. Programme and project management. People management and empowerment. Knowledge management. Service delivery innovation. Problem-solving and analysis. Communication. Negotiation. Executive management. Attributes: Motivational. Influential. Ability to initiate and support organisational transformation and change. Ability to explore and implement new ways of delivering service. Ability to provide vision, set organisational direction and inspire others to deliver on the organisational mandate. Ability to work together with civil society, business, academia and the international community. Ability to account and work in an ethical conduct.

DUTIES : Provide strategic leadership and accountability in the implementation of programmes towards achieving its constitutional, legislative and policy mandate. Provide leadership for the effective and efficient management and administration of the department. Provide leadership on inter and intra-government relations for effective coordination. Provide administrative support to the Executive Authority in performing oversight functions on the work entities and regulatory bodies. Serve as a main point of communication between the Executive Authority and the department.

ENQUIRIES : Mr XA Brukwe Tel No: (012) 312-7654/ 7866

POST 16/135 : **DEPUTY DIRECTOR-GENERAL: COMMUNITY DEVELOPMENT REF NO: N1/B/2026**
Branch: Community Development

SALARY : R1 813 182 per annum. This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules. The successful candidate will be required to enter into a performance agreement and to sign an employment contract.

CENTRE : HSRC Building, Pretoria

REQUIREMENTS : A qualification at NQF Level 8 in Developmental Studies/ Social Sciences/ Economic Development/ Community Development as recognized by SAQA Plus 8 years' experience at senior management level in the relevant field. Knowledge and understanding of the Constitution of South Africa. Knowledge of Reconstruction and Development Programme (RDP). Knowledge of the Growth Path. Knowledge of Municipal Systems Act. Knowledge of the Rural

Development Act. Knowledge of Population and Development Policy. Knowledge and understanding of policy development. Knowledge and understanding of the relevant Public Service Legislative frameworks. Knowledge of the Public Finance Management Act and Treasury Regulations. Knowledge of public management and administration principles. Knowledge and understanding of the NPO framework, and other related Bills and Policies. Knowledge of population and development policy. Knowledge of White paper on Transformation of Public Services. Knowledge of Social Service Professions Act, 110 of 1978, as amended. Understanding of the management of strategic plans and budgeting. Knowledge of the acts governing the implementation of social development services and programmes. Understanding and knowledge of community development related Legislations, Policies, Frameworks and norms and standards. Knowledge and understanding of involvement in international structures/ stakeholders (UN Convention and AU). Knowledge of Kings IV Report for Corporate Governance. Knowledge of National Development Plan (NDP). Knowledge of National Development Agency Act. Competencies needed: Strategic capability and leadership. Programme and project management. Financial management. Policy analysis and development. Information and knowledge management. Communication (verbal and written). Service delivery innovation. Problem-solving and change management. People management and empowerment. Client orientation and customer focus. Stakeholder management. Presentation, facilitation and coordination. Attributes: Good interpersonal relations. Ability to work under pressure. Innovative and creative. Ability to work in a team and independently. Adaptability. Independent thinker. Cost consciousness. Honesty and integrity.

DUTIES : Oversee, manage, and report on the development of sustainable community development legislative frameworks, policies, strategies, operational frameworks, guidelines and effective programmes. Oversee, manage and report on the implementation of sustainable community development programmes aimed at community mobilization, sustainable livelihood, poverty alleviation and reduction programmes to empower poor communities, families and individuals. Oversee, manage and report on coordination, effective and efficient non-profit organization (NPOs) registration, compliance, operations, coordination and monitoring systems, processes and application. Oversee and take responsibility in the implementation of the population policy at all levels of government and monitor and evaluate the implementation progress of the Population Policy. Oversee, manage and report on the budget, human resources, and performance of the branch in line with the set regulations and prescripts.

ENQUIRIES : Mr XA Brukwe Tel No: (012) 312-7665/7866

OTHER POSTS

POST 16/136 : **DEPUTY DIRECTOR: NPO REGISTRATION REF NO: L1/A/2026**
Chief Directorate: NPO Registration Management and Compliance Monitoring

SALARY : R1 101 468 per annum. This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules. The successful candidate will be required to enter into a performance agreement and to sign an employment contract.

CENTRE : HSRC Building, Pretoria

REQUIREMENTS : An appropriate NQF level 7 qualification in Social Science/ Public Management/ Information Technology/ Information Systems as recognized by SAQA plus 3-5 years' experience at junior management level in the relevant field. Knowledge and understanding of Public Service Act and Regulations. Knowledge and understanding of Social Development Sector. Knowledge and understanding of Data Quality, Consistency, Data Governance and Security. Knowledge and understanding of NPO Act and Regulations. Knowledge and understanding of NPO regulatory frameworks. Knowledge and understanding of National Archive Act and Electronic Communication and Transactions Act. Knowledge and understanding of PAIA and POPIA. Competencies needed: Communication (verbal and written). Policy analysis and development. Planning and organising. People management. Project coordinator. Problem solving. Computer literacy. Facilitation and presentation. Stakeholder and client liaison. Monitoring. Reporting writing. Attributes: Good interpersonal relations.

Innovation and creativity. Ability to work under pressure. Ability to work in a team and independently. Adaptability. Emotional intelligence. Independent thinker. Cost consciousness. Honesty and integrity. Assertiveness.

DUTIES : Develop, review and monitor the implementation of policies, guidelines, norms, standards and processes for NPO registration. Manage the NPO data warehouse and architecture. Manage efficient NPO registration and monitoring compliance processes in terms of the NPO Act. Manage NPO registry services and document flow within the NPO. Manage, and report. Manage, and report on the human resources, and performance in line with the set regulations and prescripts.

ENQUIRIES : Ms M Mngxitama Tel No: (012) 312-7015

POST 16/137 : **SOCIAL WORK POLICY MANAGER GRADE 1 REF NO: L1/B/2026**
Directorate: Adoptions and Internation

SALARY : R1 009 512 per annum. This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules. The successful candidate will be required to enter into a performance agreement and to sign an employment contract.

CENTRE : HSRC Building, Pretoria

REQUIREMENTS : An appropriate recognised Bachelor's Degree in Social Work or equivalent qualification. Registration with the South African Council for Social Service Professions (SACSSP) as a Social Worker plus ten (10) years' appropriate experience in social work after registration as Social Worker with the SACSSP of which five (5) years must be appropriate experience in social work policy development. Knowledge of the relevant Public Service legislation. Knowledge of childcare and protection legislative frameworks and policies in relation to intercountry adoption. Competencies needed: Project management skills. Planning and organizing skills. Networking skills. Coordination skills. Communication (verbal and written) skills. Professional counselling skills. Policy Analysis and development skills. Financial Management skills. Presentation skills. Monitoring and evaluation skills. People management skills. Ability to compile complex reports. Attributes: Ability to work under pressure. Innovative and creative. Ability to work in a team and independently. Adaptability. Compliant. Assertive.

DUTIES : Develop, review, amend and implement legislation, policies, strategies, guidelines and programmes in relation to intercountry adoption. Coordinate the Department of Social Development (DSD) Adoption Forum by facilitating all the processes to host and the attendance of these Quarterly fora by Provincial representatives. Coordinate and monitor inter-country adoptions by liaising and responding to all enquiries from stakeholders Nationally and Internationally. Assessing and verifying inter-country adoption applications received and facilitate the issuance of Article 17s' in line with the 1993 Hague Convention on the Protection of Children and Cooperation in respect of Intercountry adoption. Facilitate inter-country adoption between South Africa and foreign countries. Manage the implementation of working agreements on inter-country adoptions. Supervising Social Work Policy Developer by providing mentoring, coaching and support. Represent the Directorate on issues related to intercountry adoptions. Keep up to date with new developments in the social work field pertaining to intercountry adoptions. Perform administrative functions required in the unit.

ENQUIRIES : Dr Tebogo Mabe Tel No: (012) 312-7144/3

POST 16/138 : **SOCIAL WORK POLICY MANAGER GRADE 1 REF NO: L1/C/2026**
Directorate: VEP and Prevention of Gender-Based Violence

SALARY : R1 009 512 per annum. This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules. The successful candidate will be required to enter into a performance agreement and to sign an employment contract.

CENTRE : HSRC Building, Pretoria

REQUIREMENTS : An appropriate recognized Bachelor's Degree in Social Work or equivalent qualification. Registration with the South African Council for Social Service Professions (SACSSP) as a Social Worker plus ten (10) years' appropriate experience in social work after registration as Social Worker with the SACSSP

of which five (5) years must be appropriate experience in social work policy development. Knowledge in Victim Empowerment Programme and Prevention of Gender Based Violence. Experience is critical in prevention of crime and violence in line with legislation, policies and strategies such as Domestic Violence Act, Trafficking in Person Act, Sexual Offences and Related Matters amendments, National Strategic Plan on GBVF, Sheltering services and Psychosocial Provision. Exposure will be an added advantage on other pieces of legislation within the Social Development sector including the Children Act, Older Persons Act as amended disability services and key populations. Willingness to travel extensively. Competencies needed: Programme development, Project management skills. Planning and organising skills. Networking skills. Communication (written and verbal) skills. Professional counselling skills. Policy analysis and development skills. Financial management skills. Presentation and facilitation skills. Report writing. Monitoring and evaluation skills. People management skills. Ability to compile complex reports. Attributes: Ability to work under pressure. Ability to work in a team and independently. Innovative and creative. Friendly and trustworthy. Integrity.

DUTIES : Develop, facilitate, monitor and support the implementation of policies, legislation, strategies, guidelines and programmes aimed at prevention, response, care, support, healing and empowering victims of crime and violence, with specific focus on Gender-Based Violence and Femicide (GBVF). Coordinate and oversee the funding, compliance and capacity building of national NPOs delivering Victim Empowerment Programme (VEP) services. Lead and facilitate the implementation of the National Strategic Plan on GBVF, including oversight on service delivery by NPOs in the VEP sector, strengthening referral pathways and improving intersectoral coordination. Establish and support the operationalisation of Khuseleka One Stop Centres and (GBV) shelters, ensuring alignment with policy frameworks and service delivery standards. Monitor and evaluate the implementation of intersectoral sheltering services in districts, province and local level, ensuring compliance, quality service delivery and continuous improvement of services to victims and survivors of GBV. Consult and liaise with key stakeholders across government, civil society and other sectors to enhance collaboration, partnerships and programme effectiveness including social crime prevention programmes/interventions in the VEP space. Mainstream VEP services within and outside the department, participate in strategic forums, and consolidate reports in line with national priorities. Manage and ensure effective functioning of the policy unit through efficient utilisation of resources, adherence to regulatory frameworks, and continuous research to inform policy development and programme improvement.

ENQUIRIES : Mr S Malope Tel No: (012) 312 7410

POST 16/139 : **SENIOR NPO OFFICER REF NO: L1/D/2026**
Directorate: Non-Profit Organisations

SALARY : R413 001 per annum
CENTRE : HSRC Building, Pretoria
REQUIREMENTS : An appropriate NQF level 6 qualification in Public Administration, Social Science, Community Development/Public Management/Law as recognized by SAQA plus 1-2 years' experience in the NPO or development sector. Knowledge of the General Public Service regulatory framework. Knowledge and understanding of Public Finance Management Act. Knowledge and Understanding of Non-Profit sector. Knowledge and understanding of filing systems. Knowledge and understanding of regulatory framework. Knowledge and understanding of Financial Action Task Force Standards. Knowledge and understanding of Money Laundering and Combating Terrorism Financing. Knowledge and understanding of Prevention and Combating of Corrupt Activity Act (PCCAA). Competencies needed: Communication (written and verbal). Planning and Organising. Problem solving. Policy analysis. Office management and administration. Computer literacy. Client liaison. Analytical. Report writing. Attributes: Friendly. Accuracy. Confidence. Ability to work under pressure. Ability to work in a team and independently. Self-starter. Systematic and logical.

DUTIES : Provide NPO administration support services. Conduct Assessment and Quality Assurance of NPO Documents. Investigate and Inspect on Compliance

and Non-Compliance of NPO's. Coordinate NPO Outreach and Awareness Programmes. Supervision and Personal Development.

ENQUIRIES : Mr G Sekele Tel No: (012) 312 7013

NOTE : In terms of the Department's employment equity targets, African, Coloured, Indian and White males; Coloured, Indian and White females as well as persons with disabilities are encouraged to apply.

ANNEXURE T

DEPARTMENT OF TOURISM

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

APPLICATIONS	:	Applications, quoting the relevant reference number, must be forwarded to the attention of Chief Director: HR Management and Development at Department of Tourism, Private Bag X424, Pretoria, 0001, or hand delivered at Tourism House, 17 Trevenna Road, Sunnyside, Pretoria, or by email as provided.
CLOSING DATE	:	01 June 2026 by 16:30 (Late applications will not be considered)
NOTE	:	Application must include a Z83 form and CV only. The electronic application must be in PDF format and made up of a single document file. Indicate the correct job title and the reference number of the post on the subject line of your email. Applications quoting the relevant reference number must be submitted on the new 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 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 the 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 refer to their CV or see attached. However, the question related to conditions that prevent re-appointment under Part “F” must be answered, and the declaration signed. Only an updated comprehensive CV (with detailed previous experience, if any) and a completed and signed new Z83 application form are required. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview, following the communication from Human Resources, and such qualifications (s) and other related documents (s) will be in line with the requirements of the advert. Applicants in possession of foreign qualifications must be accompanied by an evaluation report issued by the South African Qualifications Authority (SAQA) (only when shortlisted). Applicants who do not comply with the abovementioned instructions/ requirements, as well as applications received late, will not be considered. Correspondence will be limited to shortlisted candidates only. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate’s suitability based on the post’s technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Candidates will further be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification, and employment verification). Some of the interviewed candidates for Senior Management level vacancies will be subjected to a psychometric assessment as part of the current SMS competency assessment framework. Appointment validity will be conditional to signing of the employment contract, performance agreement, and annual financial disclosure, and must attain a security clearance (vetting) applicable to the post. The Department reserves the right not to make an appointment. You are consenting to the Department of Tourism processing your personal information, subject to POPIA, by applying for this post.

MANAGEMENT ECHELON

POST 16/140 : **DEPUTY DIRECTOR-GENERAL: TOURISM RESEARCH, POLICY AND INTERNATIONAL RELATIONS REF NO: DT 30/2026**

Tourism is a key driver of economic growth, job creation, transformation, and international positioning for South Africa. This role sits at the strategic core of how the country designs, measures, promotes, and negotiates its tourism future. The Department of Tourism invites visionary, strategic, and results-driven leaders to apply for this position. This is a pivotal executive leadership role responsible for steering South Africa's tourism research agenda, policy architecture, internal positioning, and strategic sector partnerships. If you are a bold thinker with the gravitas to operate at national and international levels, this is your opportunity to influence one of South Africa's most dynamic economic sectors. The purpose of this role is to provide executive leadership in tourism research and knowledge management, national tourism policy and strategy development, international tourism relations and cooperation, and strategic sector partnerships and stakeholder coordination.

SALARY : R1 813 182 per annum, (all-inclusive remuneration package consisting of a basic salary, the state's contribution to the Government Employees Pension fund, and a flexible portion that may be structured)

CENTRE : Pretoria

REQUIREMENTS : A minimum SAQA NQF Level 8 post-graduate qualification in Tourism/Economics/Development Studies or related field. A relevant Master's Degree or PhD will be an added advantage; minimum of 8 years' experience at a senior managerial level. Essential knowledge and skills: Strategic leadership and policy expertise; Public Finance Management knowledge; Ability to work effectively across functions, projects and teams; Strong stakeholder and international diplomacy capabilities; Governance and executive decision-making skills; Advanced analytical and monitoring capability, Exceptional communication and negotiation skills; Innovative, problem-solving, and strong interpersonal skills; Good report-writing skills; A high level of computer literacy, Strong report writing and communication skills; Financial, human resource and project management skills; A sound understanding of the Public Service Regulatory Framework including Public Finance Management Act (PFMA) and Treasury Regulations. Valid driver's license (Persons with disabilities that prevent them from driving will still be considered); Willingness to travel and work long hours when required. One of the minimum entry requirements for SMS is the pre-entry certificate. For more details on the pre-entry course, visit: https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/. One of the minimum entry requirements for SMS is the pre-entry certificate. For more details on the pre-entry course, visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. The candidate must complete the SMS pre-entry certificate prior to any appointment.

DUTIES : Reporting directly to the Director-General and serving on the department's strategic management team, the successful candidate will lead a broad and critical portfolio spanning research and knowledge management, policy and strategy, international relations, and strategic partnerships. He/she will be: responsible for providing strategic and operational direction to the Branch; Oversee national tourism research to inform policy and strategic planning; Ensure implementation of the National Tourism Information and Monitoring Systems; Monitor and Evaluate departmental programmes against government programmes; Lead development and review of National Tourism Sector Strategy; Coordinate integrated tourism policy across spheres of government; Coordinate the implementation of the Tourism Growth Partnership Plan; Strengthen stakeholder coordination and sector alignment; Drive South Africa's tourism interests through bilateral and multilateral engagements; Support African regional integration an global tourism diplomacy; Promote national priorities through strategic internal cooperation; Oversee public-private working groups; Lead ministerial and parliamentary engagements; Coordinate national stakeholder consultation framework; Manage branch strategy, governance, performance and budget; Ensure sound financial, risk and human resource management.

ENQUIRIES : Ms A Dreyer Tel No: (012) 444 6543

APPLICATIONS : email application: Recruitment30@tourism.gov.za

POST 16/141	:	**DEPUTY DIRECTOR-GENERAL: CORPORATE MANAGEMENT REF NO: DT31/2026** The Department of Tourism is seeking an exceptional, strategic, and visionary leader to join its executive management team. This is a pivotal leadership opportunity for a dynamic and accomplished professional to help shape the backbone of the Department by driving institutional excellence, strengthening governance, and providing strategic direction across the corporate management environment.
SALARY	:	R1 813 182 per annum, (all-inclusive remuneration package consisting of a basic salary, the state's contribution to the Government Employees Pension fund, and a flexible portion that may be structured)
CENTRE	:	Pretoria
REQUIREMENTS	:	A minimum SAQA recognised NQF level 8 qualification and 8 years' experience at a senior managerial level; Experience and skills in public policy are required; Experience in the corporate service environment will be a strong advantage. Essential knowledge and skills: Proven strategic management and leadership capabilities; A sound understanding of Government and stakeholder engagement; An analytical thinker with a strong background in strategic management and governance coordination, proven turnaround strategy and change management capabilities; Strong attention to detail and goal-orientation; Organisational design and development skills; The ability to work proactively in a technology-enabled environment; The ability to work effectively across functions, projects and teams; Innovation, problem-solving and strong interpersonal skills; Strong report-writing and communication skills; A high level of computer literacy; Financial, human resource and project management skills; Sound understanding of the Public Service Regulatory Framework and willingness to travel and work long hours when required. Valid driver's license (Persons with disabilities that prevent them from driving will still be considered). One of the minimum entry requirements for SMS 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/sms-pre-entry-programme/. The candidate must complete the SMS pre-entry certificate prior to any appointment.
DUTIES	:	Reporting directly to the Director-General and serving on the department's strategic management team, the successful candidate will lead a broad and critical portfolio spanning strategy, systems, people, communications, legal support, service delivery improvement, internal controls, and branch-wide resource management. He/she will: Be responsible for providing strategic and operational direction to the Branch; Manage and coordinate strategic planning and implementation systems; Leading the department's strategic Information Communications Technology support services; Providing entity oversight and interface services in support of the executive authority; Providing strategic and efficient support for Human Resource Management and Development, Labour Relations and Employee Wellness, Facilities and Security Management; Managing the provisioning of Legal services; Leading the development and review of Departmental policies; Developing innovative digital solutions; Ensuring organisational compliance with relevant policies and prescripts; Driving service delivery and transformation programmes; Overseeing office support, logistics and auxiliary services; Ensuring effective internal controls and risk management; Manage the budget and broader resources for the Branch.
ENQUIRIES	:	Ms A Dreyer Tel No: (012) 444 6543
APPLICATIONS	:	email application: Recruitment31@tourism.gov.za

ANNEXURE U

NATIONAL TREASURY

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

APPLICATIONS	:	To apply visit: https://erecruitment.treasury.gov.za/eRecruitment
CLOSING DATE	:	01 June 2026 at 12:00 pm (Midday)
NOTE	:	Effective from 7 April 2021, the National Treasury now utilises an e-Recruitment System which means all applicants must login/register to apply for positions, we only accept hand delivered/posted applications should an applicant prove that he/she tried to apply via e-Recruitment with no success and the National Treasury ICT unit was unable to assist. The applicant's profile on the e-Recruitment is equivalent to the newly approved Z83, and it is the responsibility of applicants to ensure their profiles are fully completed or their applications will not be considered, as per the DPSA Practice Note. Certain documentation will still be required to be uploaded on the system such as copies of all qualifications including National Senior Certificate/Matric certificate, ID, etc., however these documents need not be certified at point of application, however certification will be required prior to attending the interview. Please note: All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. It should be noted that the National Treasury does not support the use of Artificial Intelligence (AI) in any of its recruitment and selection processes and will disqualify an application if it picks up the use of AI when completing assessments without acknowledging the source of information. Successful completion of the Nyukela Public Service SMS Pre-entry Programme as endorsed by the National School of Government, available as an online course on https://www.thensg.gov.za/training-course/sms-pre-entry-programme/, prior to finalisation of appointment, is a requirement for all SMS positions. For SMS positions certain candidates may be required to undergo additional Psychometric Assessments. All qualifications, criminal and SA citizenship checks will be conducted on all short-listed candidates and, where applicable, additional checks will be conducted in line with the new DPSA Directive effective 01 April 2024. By submitting your application, it also means you consent to the National Treasury processing your information for Human Resources Management purposes. It is the applicant's responsibility to have all their foreign qualifications (this includes O and A level certificates) evaluated by the South African Qualifications Authority (SAQA), at your own expense. Upon appointment, successful candidates will be required to sign a Performance Agreement within 3 months from date of appointment and for candidates whose appointment exceeds 12 calendar months will be appointed on probation for the period of twelve (12) calendar months excluding leave taken as prescribed by Public Service Regulation 68. The status of your application will be visible on the e-Recruitment system. However, if you have not received feedback from the National Treasury within 3 months of the closing date, please regard your application as unsuccessful. Note: The National Treasury reserves the right not to fill the below-mentioned posts, withdraw or to put on hold a position and/or to re-advertise a post. All queries must be submitted via email addressed to the Human Resources Recruitment Support Team on Recruitment.Enquiries@treasury.gov.za .The National Treasury is compliant with the requirements of POPIA. **ERRATUM**: Kindly note that the post of Deputy Director: Social, Governance and Justice (IDC) was erroneously placed with Ref No: S058/2026 advertised in Public Service Vacancy Circular 15 dated 08 May 2026, the correct Ref No for this position is Ref No: S064/2026. The closing date has been extended to 08 June 2026 at 12:00 pm (Midday).

MANAGEMENT ECHELON

POST 16/142 : **DIRECTOR: HUMAN RESOURCES PLANNING, ACQUISITION AND OPERATIONS REF NO: S062/2026**
Division: Corporate Services (CS)
Purpose: To manage the human resources operations and administration process and provide strategic solutions for a talent pipeline attracting the required talent for business in alignment with recruitment strategies and the implementation of benefits and compensation in compliance with policies and procedures.

SALARY : R1 266 714 per annum, (all-inclusive)
CENTRE : Pretoria
REQUIREMENTS : A minimum of Grade 12 and a Bachelor Degree (equivalent to NQF level 7) in: Human Resources Management or Business Administration or Management or Public Administration or Public Management or Psychology or Industrial Psychology or Social Sciences. A minimum of 5 years' experience at a middle/senior managerial level obtained in the broader the HR environment. Knowledge and understanding of the Public Service Human Resources management frameworks, application of the Public Service Acts and Regulations and government's HR Information Systems. Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on https://www.thensg.gov.za/training-course/sms-pre-entry-programme/, prior to finalisation of an appointment.
DUTIES : Strategy development and implementation: Develop and implement Human Resources operational business strategies and plans to optimise operational efficiency. Provide direction and support to staff on the implementation of the strategy. Review and align the strategy as required by departmental, DPSA and best practice developments. Human resources operational management: Ensure that best possible HR systems and processes are in place to enable HR support on employee benefits to the whole National Treasury workforce. Benchmark HR Ops activities against private, public and international trends to ensure the delivering of best practice services. Produce monthly, quarterly and annual reports and administer human resources management and control systems. Develop a Recruitment Strategy: Establish short and long-term recruiting strategies to deliver on key organizational metrics (i.e. cost per hire, time to fill, quality of hire). Develop targeted talent pipelines that deliver talent to business within established search timelines and time-to-fill metrics. Partner with HR Account Managers and senior line managers to educate key stakeholders on strategies to optimize the attraction of talent. Strategize the recruitment life cycle for the recruiting team (internal recruiters, contractors and agencies) to include hiring, coaching, managing performance, and vendor replacement. Establishment information and Records Management: Manage the National Treasury establishment through the analysis of management reports for client's information. Provide an information dashboard on the establishment. Ensure the management and safekeeping of all employees' records and formulate a records management strategy. Recruitment Management: Manage the development of the Recruitment & selection framework relevant to strategic needs of the Department. Oversee various sourcing channels and align to current and future recruitment demand. Develop and implement effective assessment techniques & selection processes and procedures. Oversee the recruitment and selection procedures and implementation thereof.
ENQUIRIES : enquiries only (No applications): Recruitment.Enquries@treasury.gov.za

OTHER POSTS

POST 16/143 : **ASSISTANT DIRECTOR: FISCAL RESEARCH REF NO: S061/2026**
Division: Budget Office (BO)
Re-Advertisement, Applicants who applied previously must re-apply
Purpose: To facilitate the fiscal policy research agenda of the National Treasury on the short and long-term impacts of fiscal policy decisions. To support the macro-fiscal process and assist with the production of relevant budget documentation.

SALARY : R605 742 per annum, (Excl. benefits)
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) or Bachelor's. degree (equivalent to NQF level 7) in Economics or Mathematics or Mathematical Statistics. A minimum 3 years' experience is required in fiscal analysis, public finance, or an economic research environment. Experience in policy development and communication is also valued. Knowledge of Economic Analysis and Research. Knowledge of the Public Finance Management Act and Treasury Regulations.
DUTIES : Fiscal Policy Research: Undertake Fiscal Policy research consistent with the requirements of the National Treasury and review the broader international macro-economic environment, institutional frameworks for their impacts on fiscal sustainability. Provide inputs in the development of policy and implement policy decisions of fiscal nature. Undertake research in line with the requirements of the Fiscal Policy requirements and the broader international macro-economic environment, institutional frameworks and fiscal sustainability. Maintain debt sustainability model and revenue analysis workbook. Database Management and Fiscal Framework Analysis: Research and analyse government financial statistics database. Create and maintain a standard Fiscal Policy database for analysis of information. Assist and maintain the consolidated government fiscal framework which includes the General Government Finance Statistics database. Provide analysis and reports pertaining to the fiscal framework for the bi-annual budget processes. Provide support to chapters inputs and general editing of documents. Budget Review and MTBPS: Assist with the budget media analysis prior to the official presentation. Provide inputs for the Q&A document and media lockups, prior to budget presentation. Arrange the post-budget feedback for civil society and public-sector economic forums. Benchmarking Research: Undertake benchmarking, economic research, analysis and the relation to fiscal policy. Provide research into the levels of the various fiscal indicators and their implications for sustainability, growth, and development. Engage stakeholders on broader economic issues, drawing particular attention to the role and impact of government.
ENQUIRIES : enquiries only (No applications): Recruitment.Enquries@treasury.gov.za

POST 16/144 : **ASSISTANT DIRECTOR: BUSINESS CONTINUITY MANAGEMENT REF NO: S059/2026**
Division: Office of The Director-General (ODG)
Purpose: To support the provision of effective business continuity management, support services sound monitoring of plans, stakeholder management and record keeping.

SALARY : R487 197 per annum, (Excl. benefits)
CENTRE : Pretoria
REQUIREMENTS : A minimum of Grade 12 and Bachelor's degree (equivalent to NQF level 6) in: Risk Management/Internal Auditing/ Auditing or Financial Management or Public Administration or Security Management. Professional accreditation with the Business Continuity Institute or equivalent professional body. A minimum of 3 years' working experience in Business Continuity Management and Compliance Management; and knowledge of the broader risk management framework.
DUTIES : Development, review and maintenance of Business Continuity Policy and standards: Assist in researching the regulatory environment and best practice governing business continuity in the public service. Determine the identity and role of key stakeholders for consultation on the business continuity policy. Develop continuity and recovery strategies: Consult the draft business continuity strategy with key stakeholders. Prepare the draft annual business

continuity management implementation plan. Monitor progress on the business continuity management implementation plan. Conduct Business Impact Analysis and Risk Assessment: Maintain records of business impact analysis information (tools, workbooks, minutes of meetings and reports). Identify and convene Divisions/Chief Directorates that are due for business impact analysis from operational changes or lapse of time. Develop, review and test the business continuity plan: Maintain records of business continuity plan information (version control, annexures, etc.). Consult with key stakeholders on the overlaps across the business continuity plan and other NT contingency plans. Maintain records of business continuity plan test information (minutes of test meetings, test results, reports etc.). Embedding BCM in the NT culture: Convene business continuity management awareness workshops and prepare draft business continuity awareness material. Assist in the provision of awareness initiative to the business continuity management team and the crisis management team (EXCO). Coordinate incident management: Maintain records of the NT incident management system (version control, annexures, etc.). Assist in the provision of advice on the effective response to disruptive and potentially disruptive incidents. Compile monthly and quarterly reports to management and oversight structures: Prepare reports on implementation of business continuity management to a Deputy Director: Business Continuity Management.

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

POST 16/145 : **PROGRAMME COORDINATOR REF NO: S063/2026**
Division: Intergovernmental Relations (IGR)
Purpose: To coordinate and render an administrative support service to the business unit striving towards the attainment of a cohesive and broader integrated working environment.

SALARY : R413 001 per annum, (Excl. benefits)
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 certificate, coupled with a minimum National Diploma (equivalent to NQF Level 6) degree (equivalent to NQF Level 7) in Office Administration or Public Administration or Business Management or Project Management. A minimum 2 years' experience obtained in an administrative environment. Knowledge of the legislative framework on administration management within government. Knowledge and exposure to the coordination of budget coordination processes. Knowledge of the analysis and interpretation of internal policies for the correct application thereof.

DUTIES : Integrated Business Support: Client Service Support: Co-ordinate and perform quality assurance on processes pertaining to all in-coming and out-going memoranda for service enhancement and standardization. Develop and maintain a filing system for record and audit purposes within the Office of the Chief Director; Monitor the effectiveness of service delivery within the Office of the Chief Director and propose improvement where necessary. Administer leave centrally within the business environment and update the leave register for verification. Assist with the monitoring of all procurement and administrative initiatives and verify alignment of claims and invoices. Provide input to memoranda and record receipt thereof on the electronic filing system for record purposes, editing, etc, if and when required. Business Support: Acknowledge and confirm meetings, invitations to workshops on behalf of the Office of the Chief Director. Provide inputs to the compilation of agendas, initiating the taking minutes for the Office of the Chief Director, and follow-up on outstanding commitments from stakeholders. Administer all duties with utmost discretion in the execution of confidential matters and converse with clients in utmost diplomacy. Stakeholder Relations and Engagement: Engage internal clients on the coordination and enhancement of the integration of dual processes for execution within the unit. Attend to clients' needs, address concerns and complaints timeously, improve relations with stakeholders, and obtain their trust. Analyse quotations for the attainment of the most effective and efficient procurement of goods and services and advise accordingly. Budget Co-ordination: Assist and prepare relevant documentation pertaining to the consolidated budgetary inputs in compliance with the MTEF requirements and cycle. Monitor expenditure against commitments and sensitise on possible overspending. Initiate the movement of funds between items after consultation with relevant stakeholders and compile relevant papers for execution.

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

POST 16/146	:	**HELPDESK: RSA RETAIL BONDS REF NO: S033/2026** Division: Asset And Liability Management (ALM) Re-Advertisement, Applicants who applied previously must re-apply Purpose: To enhance and assist with the daily operations of the retail bonds by offering timeous and concise client service support to the RSA Retail Bonds Directorate in the Asset and Liability Management division.
SALARY	:	R338 106 per annum, (Excl. benefits)
CENTRE	:	Pretoria
REQUIREMENTS	:	A minimum Grade 12 coupled with National Diploma (equivalent to NQF level 6) in Office Administration or Office Management or Marketing or Media Studies or Communications or Public Relations or Public Management or Public Administration, Business Management or Business Administration. A minimum 1-2 years' work experience in Call Centre or related; Exposure to an Office Administration set-up environment; and Basic knowledge of financial markets.
DUTIES	:	Client Service Support: Daily operation of RSA Retail Bond helpline. Provision of all operational documents to clients on request. Serve as access point to attend to all queries related to RSA Retail Bond and related issues. Process telephonic application and acknowledge the receipt thereof in writing. Process telephonic roll overs and assign incident number for recording purposes. Guide and assist clients with online registration and application processes. General Office Administration: Scan all incoming documentation for record and compliance purposes and easy electronic access. Assign incoming requests and documents to the back-office team responsible for actioning the request. Marketing and social media: Assist with responding to queries made on social media posts. Participate in expos and marketing events. Correspondence to stakeholders: Prepare tax certificates and send-off by electronic mail to investors. Prepare interest statements of investors and send by electronic mail, Update investors on the status of their investments through electronic mail upon request, Reissue correspondence to investor upon request.
ENQUIRIES	:	enquiries only (No applications): Recruitment.Enquries@treasury.gov.za

ANNEXURE V

DEPARTMENT OF WATER AND SANITATION

APPLICATIONS : Interested applicants must submit their applications via the online link https://erecruitment.dws.gov.za

CLOSING DATE : 29 May 2026

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

OTHER POSTS

POST 16/147 : **DEPUTY DIRECTOR: OFFICE SUPPORT REF NO: 290526/01**
Branch: Water and Sanitation Services Management: MP
CD: Provincial Operations Mpumalanga

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

CENTRE : Mbombela

REQUIREMENTS : A relevant NQF Level 7 qualification in Public / Business Administration / Management. Five (5) years management experience in Administration environment. The disclosure of a valid unexpired driver's license. Knowledge and understanding of applicable public service policies and strategies. Understanding of administration processes. Disciplinary knowledge of HR information. Understanding of government legislations. Knowledge of financial management and PFMA. Knowledge of techniques and procedures for the planning and execution of operations. Understanding of programme and project management. Good interpersonal skills and analytical procedures. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Excellent communication skills (both verbal and written). Accountability and ethical conduct.

DUTIES : Coordinate, consolidate and report on the planning. Coordinate and consolidate inputs for strategic and annual plans. Management of queries and correspondence within the office. Coordinating matters relating to portfolio committee issues, referrals, audit findings, parliamentary queries, risk management etc for the programme and ensure meeting timelines/deadlines

of those requests. Ensure documents management. Develop and maintain system in the office that will contribute towards improving efficiency. Provide management support to the office and represent the Head Provincial Operations at meetings, workshops engagements etc. Record minutes, decisions and communicate to relevant role players, follow-up on progress made, prepare briefing notes as well as other documents to adequately prepare the Head Provincial Operations. Provide financial administrative support to the office. Determine and collate information regarding the budget needs of the office. Management of human resources of the Provincial Operations.

ENQUIRIES : Ms D Sifunda Tel No: (013) 759 7311/013 759 7312, Mr Vilane Zwelakhe Tel No: (013) 759 7496/Mr Mushwana Nzima Tel No: (013) 759 7334

APPLICATIONS : All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/

POST 16/148 : **ASSISTANT DIRECTOR: NETWORK ADMINISTRATOR REF NO: 290526/02**
Branch: Corporate Support Services
Dir: Infrastructure and Operations
Re-advertisement, applicants who have previously applied must re-apply.

SALARY : R487 197 per annum (Level 09)
CENTRE : Pretoria Head Office
REQUIREMENTS : A relevant NQF level 6 qualification in Information Technology. HP/3Com/Aruba networking, A+ and N+ certificate. Five (5) years with supervisory experience in WAN and LAN administration. Knowledge in information and communication technology. Knowledge of HP/3Com/Aruba networking. Knowledge at Cisco networking. Knowledge of information security protocols. Knowledge of techniques and procedures for the planning and execution of IT operations. Problem solving and analysis. Knowledge in customer relations. Understanding of public financial management act (PFMA), Public Service Act and regulation. Understanding of government legislation. Knowledge of IT regulations, practice notes, circulars and policy frameworks. Understanding of public supply chain management models and processes. Knowledge of contract management. Knowledge of analytical procedures. Understanding delegation authority. Understanding framework for managing performance information. Knowledge of business strategy transactions and alignment. Good communication skills both (verbal and written). Understanding of project and programme management. Client orientation and customer focus. Accountability and ethical conduct. Problem solving and analysis. People and diversity management. Good communication skills both (verbal and written).

DUTIES : Administer, configure, and maintain WAN (Wide Area Network) and LAN (Local Area Network) systems to ensure optimal performance in DWS head office and across all DWS Regional offices. Manage HP/3Com/Aruba and Cisco networking equipment, including routers, WIFI and switches. Conduct regular network performance analysis and troubleshooting to resolve connectivity issues. Implement proactive measures to prevent recurring network problems. Provide user support, network management and network monitoring. WAN and LAN research, planning, design and implementation.

ENQUIRIES : Mr T Diradingwe Tel No: (012) 336 8466
APPLICATIONS : All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/

POST 16/149 : **CHIEF SECURITY OFFICER REF NO: 290526/03**
Branch: Water and Sanitation Services Management: NC Provincial Operations Northern Cape
SD: Corporate Support Services
Div: Auxiliary Services

SALARY : R338 106 per annum (Level 07)
CENTRE : Kimberley
REQUIREMENTS : A relevant NQF level 4 or Senior/Grade 12 Certificate. National Diploma in Security Management will serve as an added advantage. A valid Security Grade A PSIRA Certificate. A valid SAPS Firearm Competency for Rifle, Shotgun and Pistol will serve as an added advantage. Three (3) years' supervisory experience in a security environment. The disclosure of a valid unexpired driver's license. Computer literacy and skills in MS Office Software package. Knowledge of prescribed security legislation e.g. MISS, Protection of

		Information Act, etc. Knowledge and experience of emergency procedures. Knowledge of Occupational Health and Safety. Sound knowledge in interpretation and application of security code of conduct, security legislations and directives. Good listing, communication, and interpersonal skills. Ability to interact with people at all levels and work in a team environment. Analytical thinking. Problem-solving and analysis. Ability to handle conflicts and excellent report writing skills. Work under pressure, willingness to travel throughout the Area Office and work extended hours.
DUTIES	:	Implement security polices in line with relevant acts and national directives as determined. Monitor threats and risk analysis. Ensure firearm regulation is implemented accordingly. Manage deployment and the functioning of security operations. Implement emergency contingency and procedures. Conduct safety inspections. Safeguard Departmental assets. Conducts investigations of security incidents and breaches. Liaise with National Intelligence Agency (NIA), South African Police Services (SAPS), other security agencies and DWS National Security Manager Coordinate security awareness and training. Ensure the safe custody and protection of officials, assets and information through the implementation and adherence to the MISS/MPSS. Supervision of human resources. Manage and evaluate staff performance on an on-going basis. Manage private security service provider's contracts. Provide operational and administrative assistance regarding security activities, forums, training, vetting, risk assessments and security reports. Conduct investigations where necessary.
ENQUIRIES	:	Mr. MJ Moletsane Tel No: (053) 830 8800
APPLICATIONS	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za/
POST 16/150	:	**DRIVER/MESSENGER REF NO: 290526/04** Branch: Corporate Support Services Cd: Auxiliary Services
SALARY	:	R201 093 per annum (Level 04)
CENTRE	:	Pretoria Head Office
REQUIREMENTS	:	An NQF level 2 or relevant qualification. The disclosure of a valid code 8 Driver's License. One (1) year experience in driver/messenger environment. Knowledge of driving services. Knowledge of Occupational Health and Safety protocol. High sense of responsibility and accountability. Record keeping and reporting procedures. Reliability and punctuality. Maintain strict confidentiality.
DUTIES	:	Drive light motor vehicles. Complete vehicle logbook and trip authorisation. Collection and drop-off of documents. Collect and drop off officials to and from varies destinations. Conduct routine checks on safety of vehicle. Assist in registry services.
ENQUIRIES	:	Ms P Mabelane Tel No: (012) 336 6783
APPLICATIONS	:	All applications to be submitted online on the following link: https://erecruitment.dws.gov.za
NOTE	:	Candidates may be required to complete a practical and theoretical test.

PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF EDUCATION

APPLICATIONS : https://systems.fshealth.gov.za/e-Recruitment/Login
CLOSING DATE : 04 June 2026
NOTE : Applications must be submitted on the most recently approved Z83 Application for Employment Form, obtainable from the DBE/DPSA Website or any Public Service Department/Webpage. Use of the old Z83 Form will result in disqualification. The Z83 must be completed in full and page 2 duly signed. A clear indication of the post and reference number that is being applied for must be indicated on your Z.83. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 with a detailed Curriculum Vitae (only). Certified copies of qualifications and other relevant documents will be requested from shortlisted candidates on or before the day of the interview. Successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks, qualification and employment verification including social media profiles). Appointment is subject to positive results of the security clearance process. The successful candidate will be required to sign an annual performance agreement and, where applicable, annually disclose his/her financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. Applicants, who do not comply with the requirements outlined above, will not be considered. Note: All shortlisted candidates may be expected to demonstrate their skills in a short task as part of the interview and will be subjected to a security clearance. Shortlisted candidates may perform competency assessment. The successful candidate will have to sign an annual performance agreement, annually disclose his/ her financial interests and be subjected to a security clearance. People with disabilities are encouraged to apply. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.

OTHER POSTS

POST 16/151 : **DEPUTY DIRECTOR REF NO: PS4/2026/01**
Free State Department of Education Early Childhood Administration and Reporting System (eCares) Manager

SALARY : R932 292 - R1 098 195 annum (Level 11)
CENTRE : EMIS Sub-Directorate: Bloemfontein (supporting ECD)
REQUIREMENTS : Applicants must be in possession of a SAQA-recognised three-year post-matric qualification (NQF Level 7) in Information Systems / ICT / Computer Science / Data or related field. 6-7 years' relevant experience in Systems administration and user support; User Acceptance Testing (UAT) and training facilitation. Data reporting and system usage monitoring. Knowledge of: Cloud-based system operations; Provincial EMIS environment and/or ECD system landscape. Strong analytical, data manipulation and reporting skills (Excel advanced level). Ability to coordinate multi-level stakeholders (national, provincial, district). Problem-solving ability, attention to detail, and customer service orientation. Ability to work independently and travel extensively. A valid driver's license is essential.
DUTIES : The successful candidate will be responsible for Provincial eCares System Use & Performance management. Lead provincial support for system usage, performance and adoption; Monitor user compliance with system functionality and data workflows; Advocate system utilisation for decision-making. User Support & Access Management; Manage 1st line helpdesk support for PED users; Manage user access, roles and permissions; Escalate issues promptly to national and service providers. User Training & Capacity Building- Conduct ongoing training on: New releases; Functional improvements; Reporting and dashboards. Support districts and circuits to drive usage. Testing & Implementation-Lead provincial testing of system releases and updates; Develop test plans, record UAT outcomes, submit feedback to developers;

Validate system enhancements prior to deployment. Systems Maintenance Support- Work with DBE and vendors (e.g. Mezzanine/Vodacom) to ensure continuity; Identify and resolve technical issues affecting provincial users. Reporting & Master Data Management-Maintain alignment between eCares and EMIS Masterlists; Validate EMIS number allocation in eCares; Support provincial reporting needs and accuracy. Stakeholder Collaboration-Work closely with PED ECD and EMIS Directorates; National EMIS and ECD teams social partners such as Ilifa Labantwana and the Bana Pele Initiative. The candidate will report to the provincial EMIS head and work closely with the ECD Directorate.

ENQUIRIES : Mr Randall Pienaar, Acting Director IT and Information systems at 079 503 5400

POST 16/152 : **DEPUTY DIRECTOR REF NO: PS4/2026/02**
Free State Department of Education Early Childhood Operations Manager

SALARY : R932 292 – R1 098 195 per annum (Level 11)
CENTRE : ECD Directorate: Bloemfontein
REQUIREMENTS : Applicants must have a SAQA-recognised three-year post-matric qualification (NQF Level 6 or higher) with Project Management as an added advantage. Minimum 5 years' experience in an operational delivery or implementation support role. Experience in ECD programme implementation, stakeholder coordination and provincial support. Proven experience in planning and coordinating multi-functional projects. Strong communication, facilitation and reporting skills. Ability to influence, negotiate and drive delivery across provincial/district stakeholders. Ability to travel extensively and work beyond normal working hours. Understanding ECD registration, infrastructure support and subsidy processes will be advantageous. A valid driver's license is essential.
DUTIES : The successful candidate will be responsible for coordinating the execution of national ECD registration, subsidy and overall ECD business process improvement plans at provincial and district levels. Adapting national plans for provincial implementation and securing approvals from PED leadership. Facilitating training on registration processes, subsidy workflows and eCares system updates. Coordinating stakeholder engagements and ensuring alignment across key departments and sector partners. Supporting ELP implementation and ensuring requirements are met to achieve minimum compliance for subsidy fulfilment. Monitoring district delivery, tracking performance and ensuring timely resolution of blockages. Facilitating reporting processes, including weekly updates, dashboard monitoring and provincial consolidation. Driving execution of new initiatives to improve registration, subsidy and other ECD Business process administration efficiency. Provide ongoing implementation support to district teams and programme interventions.
ENQUIRIES : Ms. AN Mofokeng, Acting Director: Early Childhood Care and Education (ECCE) at 072 240 3974 or Tel No: (057) 3917271

POST 16/153 : **ASSISTANT DIRECTOR REF NO: PS4/2026/03**
Free State Department of Education Early Childhood Development Data Quality Assurance officer

SALARY : R605 742 - R713 535 per annum (Level 10)
CENTRE : EMIS Sub-Directorate: Bloemfontein (supporting ECD)
REQUIREMENTS : Applicants must have a SAQA-recognised three-year post-matric qualification (NQF6 or higher) in Data Management, Information Systems, Statistics, Social Sciences, M&E or related field. A postgraduate qualification in a relevant field will be an added advantage. 5 years' experience in data management, data quality assurance, monitoring or system support. Experience in the education sector data (e.g., EMIS) or ECD programmes is beneficial. Strong proficiency in: Microsoft Excel and data validation; Business Intelligence tools (e.g., Power BI, Tableau) advantageous; Basic database and reporting processes. Ability to support end-users and provide helpdesk-style guidance. Good communication (verbal & written) and stakeholder coordination skills. Problem-solving, attention to detail, and the ability to work independently. A valid driver's licence and willingness to travel provincially.
DUTIES : The successful candidate will be responsible for monitoring and improving accuracy, completeness and consistency of ECD data in the Early childhood

Administration and Reporting System -eCares. Supporting district and provincial users with data entry, uploads, corrections and troubleshooting. Conducting data quality checks and implementing improvement measures. Maintaining records of discrepancies, resolutions and reporting artefacts. Supporting preparation of routine provincial and district reports. Conducting and supporting user training and capacity-building. Promoting the utilisation of dashboards and reports for planning and service delivery. Supporting user access management and assisting with system usage queries. Collaborating with national, provincial and district stakeholders to drive improved data quality practices. Conduct or support training sessions (virtually and in-person) for provincial and district users on data quality requirements (working with provincial training team). Reinforce importance of accurate data entry and maintenance. Share tips and guidance for improving data quality. Design and implement data quality and completeness reviews. Advocate for use of eCares reports and dashboards to support ECD operations and planning. Advocate and train province and district users in using reports and dashboards to support their operations and planning for ECD, including data collection where appropriate (initialisation of eCares usage to support ECD business processes and ECD related Data usage and reporting practices). Ensuring that reports and new plans are prepared with enough lead time to get the necessary approvals. The candidate will report to the provincial EMIS head and work closely with the ECD Directorate.

ENQUIRIES : Mr Randall Pienaar, Acting Director IT and Information systems at 079 503 5400

POST 16/154 : **SENIOR ADMINISTRATIVE OFFICER REF NO: PS4/2026/05 (X2 POSTS)**
Senior ECD Data/Administration Support Officer

SALARY : R413 001 – R486 501 per annum (Level 08)
CENTRE : EMIS Sub-Directorate: Bloemfontein
REQUIREMENTS : Applicants must be in possession of a relevant post-school qualification in Information Systems, Education, Data Analysis, Public Administration, or a related field. The successful candidate must demonstrate strong computer literacy, including proficiency in MS Office, online systems, and data entry platforms, as well as practical experience using information systems or databases. Candidates should have experience in system rollout support, training facilitation, or user support, preferably within the education or Early Childhood Development (ECD) sector. Intermediate data analysis and reporting skills are required, including the ability to identify data quality issues, trends, and gaps. Applicants must have strong problem-solving and analytical thinking skills, effective verbal and written communication skills, and the ability to explain technical concepts clearly to district officials and ECD service providers. Willingness to travel within the province and provide on-site support to users is essential.

DUTIES : The successful candidate will be responsible for supporting the effective rollout, adoption, and day-to-day use of the eCares system across districts and ECD service providers. Key responsibilities include: Providing first-line user support to district officials and ECD centres on system usage, data capture, document uploads, enrolment updates, and troubleshooting. Delivering hands-on training and coaching to users to strengthen system adoption and improve data quality. Supporting data management, verification, and maintenance, ensuring accurate and timely submission of ECD information. Conducting basic data analysis and reporting to support operational decision-making and funding processes. Escalating unresolved technical or system issues to provincial or national support structures where required. Promoting a culture of data use, learning, and accountability within district ECD structures. Contributing to the continuous improvement of training and support approaches based on user feedback and operational needs.

ENQUIRIES : Mr Randall Pienaar, Acting Director IT and Information systems at 079 503 5400

POST 16/155 : **SOCIAL SERVICES PROFESSIONAL REF NO: PS4/2026/04 (X6 POSTS)**
Social Worker

SALARY : Grade 1: R338 208 per annum, (OSD). Salary notch will be determined taking years of experience after registration with the South African Council for Social Service Professions as Social Worker into consideration.

CENTRE	:	Head Office (Bloemfontein) ECD Directorate: Bloemfontein
REQUIREMENTS	:	Applicants must be in possession of an appropriate Certificate or Bachelor's degree in Social Auxiliary Work/ Social Work. Registration with the South African Council for Social Service Profession as a Social Worker/ Social Auxiliary Worker. A minimum of 2 years' experience in Social Work/ Social Auxiliary Work. Knowledge of early child development, the policies and legislation regulating ECD, age-appropriate stimulation and play-based learning, ECD registration requirement and the ECD subsidy process. Strong administrative and compliance skills are required, particularly in record keeping and documentation, and the application of ECD registration requirements. The ability to monitor attendance, incidents and progress in ECD programmes. The ability to mobilise community resources and to collaborate with NGOs, clinics, schools and other government departments. Knowledge of data confidentiality and the ethical handling of information.
DUTIES	:	The successful candidate will be responsible for providing administrative and compliance support across the Registration, Infrastructure Support, and ECD Subsidy business processes. Processing, organising, and tracking centre-level documentation required for registration and funding. Uploading and managing digital records of ECD programmes on DBE-approved platforms. Monitoring application progress and flagging incomplete or incorrect submission of application documentation. Preparing district reports and data updates, including evidence for site visit readiness. Liaising with district officials, ECD centres, and field staff to coordinate follow-ups and site visits. Mapping and updating ECD centre information at the district level. Accompanying provincial and/ or district officials on ECD site visits, supporting document collection, practitioner engagement, and registration/subsidy query resolution.
ENQUIRIES	:	Ms. AN Mofokeng, Acting Director: Early Childhood Care and Education (ECCE) at 072 240 3974 or Tel No: (057) 391 7271

ANNEXURE X

PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT

APPLICATIONS	:	Applications should be e-mailed to GDARDInternship@gauteng.gov.za quoting the relevant reference number on the e-mail subject line.
CLOSING DATE	:	29 May 2026
NOTE	:	Applications must be submitted on the new prescribed application form Z83 of the Public Service Act, obtainable from any Public Service Department or any Public Service and Administration website. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae only, in PDF and as one (1) document or attachment. JPEG (picture/snapshot) application will not be accepted. Only shortlisted candidates will be required to submit certified documents on or before the day of the interviews and must be available for interviews, at a date and time determined by the Department. Failure to submit the requested documents/information will result in your application not being considered. Failure to comply with this requirement will result in the candidate being disqualified. Personnel suitability checks will also be administered as a part of the selection process. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. If you have not been contacted within a three month after the closing date of the advertisement, please accept that your application was unsuccessful. The applicants must not have previously participated in an internship programme in the Public Service. The qualifications must be from an accredited institutions of higher learning. Candidates whose appointments promote representativity in terms of race, gender and disability will receive preference.

INTERNSHIP PROGRAMME 2026 – 2028

The Gauteng Department of Agriculture and Rural Development invites unemployed South African graduates to apply for the 2026 to 2028 Internship Programme. Graduates must be in possession of a completed National Diploma / Bachelor's degree/ Honour's degree in the below-mentioned disciplines/ fields. The Programme will be for non-renewable contract period of twenty-four (24) months.

OTHER POSTS

POST 16/156	:	**FINANCIAL MANAGEMENT REF NO: FM2026 (X2 POSTS)**
STIPEND	:	R8 174.75 per month
CENTRE	:	Head Office: Johannesburg
REQUIREMENTS	:	Diploma/Degree in Financial Management/ Accounting Science.
DUTIES	:	Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals.
ENQUIRIES	:	Ms. Thandiwe Tsutsu Tel No: (011) 240 2586
POST 16/157	:	**RURAL DEVELOPMENT REF NO: RD2026 (X1 POST)**
STIPEND	:	R8 174.75 per month
CENTRE	:	Head Office: Johannesburg
REQUIREMENTS	:	Diploma/Degree in Developmental Studies or related qualification
DUTIES	:	Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals.
ENQUIRIES	:	Ms. Thandiwe Tsutsu Tel No: (011) 240 2586
POST 16/158	:	**RECORD MANAGEMENT REF NO: RM2026 (X1 POST)**
STIPEND	:	R8 174.75 per month
CENTRE	:	Head Office: Johannesburg

REQUIREMENTS : Diploma/Degree in Archives and Records Management/ Library and Information Science or related qualification
DUTIES : Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals.
ENQUIRIES : Ms. Thandiwe Tsutsu Tel No: (011) 240 2586

POST 16/159 : **AGRO-PROCESSING REF NO: AP2026 (X1 POST)**

STIPEND : R8 174.75 per month
CENTRE : Head Office: Johannesburg
REQUIREMENTS : Diploma/Degree in Food Technology/ Food Science or related qualification
DUTIES : Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals.
ENQUIRIES : Ms. Thandiwe Tsutsu Tel No: (011) 240 2586

POST 16/160 : **AGRICULTURAL ENGINEERING REF NO: RTDS 2026 (X1 POST)**

STIPEND : R8 174.75 per month
CENTRE : Head Office: Johannesburg
REQUIREMENTS : Degree in Agricultural Engineering or related qualification
DUTIES : Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals.
ENQUIRIES : Ms. Thandiwe Tsutsu Tel No: (011) 240 2586

POST 16/161 : **ANIMAL HEALTH REF NO: AH2026/01 (X2 POSTS)**

STIPEND : R8 174.75 per month
CENTRE : Pretoria
REQUIREMENTS : Diploma/ Degree in in Animal Health or related qualification
DUTIES : Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals.
ENQUIRIES : Ms. Thandiwe Tsutsu Tel No: (011) 240 2586

POST 16/162 : **ANIMAL HEALTH REF NO: AH2026/02 (X2 POSTS)**

STIPEND : R8 174.75 per month
CENTRE : Germiston
REQUIREMENTS : Diploma/ Degree in in Animal Health or related qualification
DUTIES : Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals.
ENQUIRIES : Ms. Thandiwe Tsutsu Tel No: (011) 240 2586

POST 16/163 : **LAND CARE REF NO: EES2026 (X1 POST)**

STIPEND : R8 174.75 per month
CENTRE : Head Office: Johannesburg
REQUIREMENTS : Diploma/Degree in Project Management/Public Management
DUTIES : Successful interns will receive structured work exposure and training relevant to their field of study, in line with the placement area. Interns are expected to actively participate in workplace activities, projects, and capacity-building initiatives under supervision of experienced professionals.
ENQUIRIES : Ms. Thandiwe Tsutsu Tel No: (011) 240 2586

DEPARTMENT OF HEALTH

APPLICATIONS : applications should be submitted strictly online at the following E-Recruitment portal: http://jobs.gauteng.gov.za. No hand-delivered, faxed, or emailed applications will be accepted. For assistance with online applications, please email your query to healthjobqueries@gauteng.gov.za.

CLOSING DATE : 29 May 2026

NOTE : Kindly note that no payment of any kind is required when applying for posts advertised by the Gauteng Department of Health. The Department reserves the right not to fill any advertised posts. Applications should be accompanied by a fully completed and signed new Z83 (81/971431) form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents plus a recently updated comprehensive Curriculum Vitae (CV), Registration Certificate with relevant professional body (HPCSA) and proof of current registration (Annual Practicing Certificate/Card). Applications without proof of a new Z83 application form, a detailed CV, registration certificate and proof of current registration certificate/card with a professional body will be disqualified. The new Z83 form must be fully completed and signed by the applicant. The following must be considered in relation to the completion of the Z83 by applicants: All the fields in Part A, Part C and Part D must be completed. Leave the following question blank if they do not have such: "If your profession or occupation requires official registration, provide date and particulars of registration. Applicants must indicate the post reference number on their applications. NB: Where Driver's licence is mandatory, exception will be granted for people with disabilities. Shortlisted candidates will receive communication from the HR unit to submit certified copies of educational qualifications and other relevant documents not older than 6 months on or before the day of the interview. Personnel Suitability Checks (criminal checks, citizenship checks, qualification verification, company directorship, social media, financial record checks, reference checks) will be conducted as part of the Recruitment process. Candidates will be subjected to Medical Surveillance as required by the Occupational Health and Safety Act, Act 5/1993. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA). It is the Department's intention to promote representivity (race, gender, and disability) in the Public Service through the filling of these posts. Preference will be given to South African citizens.

OTHER POSTS

POST 16/164 : **SENIOR REGISTRAR (CHILD AND ADOLESCENT PSYCHIATRY) REF NO: REFS/048559**

Directorate: Clinical

This post is a joint appointment with the Department of Psychiatry, University of Witwatersrand. The incumbent will be expected to participate in the teaching program of the department and to provide training to a range of students and healthcare workers. The incumbent must also be willing and able to provide clinical services at other Child and Adolescent Units on the University of Witwatersrand academic platform.

SALARY : R1 395 528 – R1 459 275 per annum, (all-inclusive package)

CENTRE : Tara the H. Moross Centre, Sandton

REQUIREMENTS : A medical MBBCh or equivalent degree with an appropriate qualification in psychiatry (FC Psych (SA), MMed (Psych) or equivalent qualification recognised by the Health Professions Council of South Africa (HPCSA), which allows registration as a specialist psychiatrist with the HPCSA. Current registration with the HPCSA as an independent specialist psychiatrist. Sound clinical knowledge and skills in psychiatry. Sound clinical knowledge and skills in child psychiatry will be an added advantage. Ability to work in a multi-disciplinary team. Ability to fulfill the required teaching and training requirements. Knowledge of legislation, policies and procedures pertaining to

mental health care users. Adequate interpersonal skills as well as professional and ethical conduct always.

DUTIES : Provide a direct clinical service and manage a child and/or adolescent psychiatric inpatient or outpatient unit. The provision of care, treatment, and rehabilitation to mental health care users within the framework of the Mental Health Care Act (No 17 of 2002); involvement in other general psychiatry work as needed. Provide outreach services to District Health Services and District/ Regional hospitals. Academically, to attend the Child and Adolescent psychiatry teaching programme as per the department of Psychiatry at University of the Witwatersrand (Wits) University, to achieve the logbook requirements as determined by the Colleges of Medicine South Africa (CMSA) to allow acceptance to the Certificate in Child and Adolescent Psychiatry examination. Teaching and training of medical students, medical officers and psychiatry registrars, as well as other personnel (e.g. nurses, etc.). To stimulate, assist with and conduct research relevant to the Gauteng Department of Health and WITS Department of Psychiatry. To supervise and manage junior staff, which would include disciplinary responsibilities, when necessary. Administrative duties. Active participation in hospital management committees. To assist with the development of policies and protocols of the hospital. Active participation in quality improvement programs including clinical audits, morbidity and mortality meetings and continuous professional development activities. To liaise with external stakeholders when appropriate and necessary. To always maintain professional and ethical conduct. To perform overtime duties at Tara Hospital as per the call roster.

ENQUIRIES : Ms. M.A. Ngobeni ngobeni.mixo@gauteng.gov.za
Ms. S. Naidoo Sheryl.naidoo@gauteng.gov.za

POST 16/165 : **MANAGER NURSING (PN-A9) REF NO: REFS/048561**
Directorate: Nursing

SALARY : R1 201 302 – R1 373 562 per annum, (all-inclusive salary)
CENTRE : Tara the H. Moross Centre, Sandton
REQUIREMENTS : Basic R.425 qualification (i.e. diploma / degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Diploma/ Degree in Nursing Administration or Health Services Management of at least one-year duration and is registered as such by the South African Nursing Council. Post basic qualification in Advanced Psychiatry. A minimum of 10 years' appropriate/ recognizable experience in nursing after registration as a professional nurse with SANC in General Nursing, of which 6 years must be in a Psychiatric hospital. At least 5 years of the period referred to above must be appropriate/ recognizable management experience at Assistant Manager Nursing level. Must be computer literate and have a valid driver's license. Possess strong leadership, effective communication and sound interpersonal skills are necessary. Excellent verbal and written communication skills. Ability to work under pressure. Ability to work independently and in a multidisciplinary context. Analytic thinking, independent decision making and critical thinking skills.

DUTIES : Provide guidance and leadership towards the realization of strategic goals and objectives of the division. Provide professional, technical and management support for the provision of quality patient care through proper management of nursing care programs. Advocate and ensure the promotion of nursing ethos and professionalism. Develop and monitor the implementation of policies, programmes, regulations, practices, procedures and standards pertaining to nursing care. Utilize information technology and other management information systems to manage nursing information for the enhancement of service delivery. Establish, maintain and participate in inter-professional and multi-disciplinary teamwork that promotes efficient and effective health care. Manage and utilize resources in accordance with relevant directives and legislation. Implement and control operational management of clinical and support services in patient care areas. Oversee nursing workforce planning, staffing levels and skills for optimal care. Ensure compliance with the relevant legislation and implementation of Batho Pele Principles and Patients' Rights Charter. Coordinate nursing related research and development. Management of nursing projects and participation in hospital projects aimed at enhancing service delivery. Implementation of the National Strategic Direction for Nursing and Midwifery Education and Practice 2020/21 – 2025/26. Lead and implement the Guidelines for Clinical Nursing Education and Training Units in South Africa.

Implementation of the South African Nursing Council Nursing Practice Standards for Use in all Health Establishments in South Africa. Provide leadership in implementing the South African Nursing Council Continuing Professional Development Framework for Nurses and Midwives.

ENQUIRIES : Ms. M.A. Ngobeni ngobeni.mixo@gauteng.gov.za
Ms. S. Naidoo Sheryl.naidoo@gauteng.gov.za

POST 16/166 : **MEDICAL OFFICER REF NO: REFS/048558 (X3 POSTS)**
Directorate: Clinical

SALARY : Grade 1: R1 041 402 – R1 121 241 per annum, (all-inclusive salary package)
Grade 2: R1 188 255 – R1 297 089 per annum, (all-inclusive salary package)
Grade 3: R1 375 245 – R1 713 534 per annum, (all-inclusive salary package)

CENTRE : Tara Hospital

REQUIREMENTS : Appropriate qualification which allows registration with the Health Professions Council of South Africa (HPCSA) as an Independent Medical Practitioner. An interest in psychiatry and experience in psychiatry, as well as a Diploma in Mental Health and/or an FC Psych (SA) Part I, will be an added advantage.

DUTIES : Clinical assessment, history taking, mental status examination and physical examination of psychiatric patients, formulation, development, and execution of evidence-based and compassionate patient care plans. The application of cost containment measures in service delivery is important. Assessment and management of medical and psychiatric emergencies. Counselling and education of patients and families. Proper clinical record keeping, including all laboratory results. Preparation of referral letters and discharge summaries for all patients. Participation in ward / departmental administrative duties. Teaching of students. Commitment to the highest level of care, ethics, professionalism, and punctuality. Work within a multi-disciplinary team and report all conflicts of interest and corruption. Participation in outreach, academic and research programs at any of the Gauteng Health facilities affiliated to the Department of Psychiatry at the University of the Witwatersrand. Clinical and overtime duties are performed at any of the Gauteng Health facilities affiliated with the Department of Psychiatry at the University of Witwatersrand.

ENQUIRIES : Ms. M.A. Ngobeni ngobeni.mixo@gauteng.gov.za
Ms. S. Naidoo Sheryl.naidoo@gauteng.gov.za

PROVINCIAL TREASURY

It is the department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required.

APPLICATIONS : Applications should be submitted online at: http://professionaljobcentre.gpg.gov.za site or https://jobs.gauteng.gov.za/. Z83 and updated CV must be attached.

CLOSING DATE : 01 June 2026 @00:00 midnight

NOTE : Applications must be submitted on new z83 form, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV only specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Only shortlisted candidates will be required to submit certified documents on or before the interview date following communication from HR. Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification, and employment verification). Confirmation of final appointment will be subject to a positive security clearance. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. The persons appointed to this position will be subjected to a security clearance. SMS candidates will be required to undergo a Competency Assessment as prescribed by the DPSA. All shortlisted candidates for SMS positions will be required to undergo two (2) technical tests (technical exercise that intends to test the relevant technical elements of the

job and the other Integrity (ethical) Conduct Assessment). Gauteng Provincial Treasury (GPT) reserves the right to utilise practical exercises / tests for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). GPT also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. Prospective applicants must please use the new Z83 which is effective as of 01 January 2021. Applications must be submitted on a duly New signed Z83 form, comprehensive CV, only shortlisted candidates will submit certified documents. Pre-entry SMS certificate is compulsory for appointment. 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

MANAGEMENT ECHELON

POST 16/167 : **DEPUTY DIRECTOR-GENERAL: MUNICIPAL FINANCE MANAGEMENT REF NO: REFS/048597**
Directorate: Municipal Finance Management

SALARY : R1 813 182 per annum, (all-inclusive package) consists of 70% Basic salary and 30% flexible portion that may be structured in terms of the applicable rules.

CENTRE : Johannesburg

REQUIREMENTS : NQF level 8 as recognised by SAQA in Public Administration/ Accounting/ Economics. A master's degree will be an added advantage. 8 years of experience at a Senior Managerial level in Local Government Management. SMS pre- entry certificate must be submitted prior to appointment. Drivers' license.

DUTIES : To oversee effective and efficient management in Municipalities and Municipal Entities and coordinate the provisioning of capacity building. Monitor, report on, and promote municipal compliance with the Municipal Finance Management Act (MFMA) through oversight assessments, training, and support within the Local Government sphere in Gauteng. Oversee, support, and provide guidance in the implementation of the Generally Recognised Accounting Practice (GRAP) Standard, the Annual Financial System, and the Asset Management. Oversee, engage, and advise municipalities towards sound and sustainable operating and timely financial reporting by all the delegated municipalities in Gauteng. Promote, encourage, and introduce vertical and horizontal interface collaboration of the relevant intergovernmental relations structures in local government in Gauteng. Management of the branch.

ENQUIRIES : Mr. Robert Tsotetsi – email: robert.tsotetsi2@gauteng.gov.za

NOTE : The position is earmarked to address employment equity in terms of female appointments at Senior Management level.

POST 16/168 : **CHIEF DIRECTOR: PUBLIC FINANCE REF NO: REFS/048599**
Directorate: Sustainable Fiscal Resource Management

SALARY : R1 494 900 per annum, (all-inclusive package) consists of 70% Basic salary and 30% flexible portion that may be structured in terms of the applicable rules.

CENTRE : Johannesburg

REQUIREMENTS : NQF level 7 as recognised by SAQA in Economics or Finance. 5 years' experience at a Senior Management level. Driver's Licence. Public Service SMS Pre-Entry certificate must be submitted prior to appointment.

DUTIES : To oversee, monitor and report on financial and non-financial performance in provincial institutions. Oversee and manage Fiscal policy to inform the development of a credible and transparent budget in line with the Gauteng Medium-Term Development Plan (MTDP). Manage and oversee monitoring and reporting on expenditure. Oversee, monitor and review Compensation of Employees Spending (COE) within provincial institutions. Oversee Performance Management Reviews of Goods and Services aimed towards outcomes, impact and value for money in terms of strategic resourcing. Management of the Chief Directorate.

ENQUIRIES : Mr. Robert Tsotetsi – email: robert.tsotetsi2@gauteng.gov.za

DEPARTMENT OF ROADS AND TRANSPORT

APPLICATIONS : To apply for the below positions, please apply online at http://jobs.gauteng.gov.za. Only online applications will be considered.

CLOSING DATE : 29 May 2026

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

OTHER POST

POST 16/169 : **ASSISTANT DIRECTOR: APPLICATIONS COUNTER REF NO: REFS/048686**
Branch: Transport
Re-advertised. Applicants who previously applied are encouraged to re-apply

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

CENTRE : Ekurhuleni

REQUIREMENTS : National Diploma / Bachelors degree (NQF level 6/7) qualification in the Transportation Management/Public Management/Administration Management. 3 – 5 years' experience in the public transport licensing or public transport environment. 2 years' experience must be at supervisory level. Knowledge and skills: GPG and GPDRT policies and procedures; relevant legislation which include the NLTA, the NLTA Amendment Act and its Regulations, the PFMA and its regulations and Public Service Regulations, understanding of expectations of customers, knowledge of SLAs. Knowledge of GPG political and executive structures. Competency in Customer relations, Stakeholder Relationship Management, Computer utilisation, Financial Management, and Business Performance Management.

DUTIES : Monitor the receipt of applications for operating licenses from public transport operators for the region. Check that the submitted applications have all the required supporting documentation. Confirm that captured information on applications and supporting documents is complete and accurate. Provide information pertaining to the operating licensing cycle to stakeholders. Provide public transport operators with the relevant information relating to public transport operating licenses. Update relevant information on the systems where necessary. Manage the verification of submitted applications manually and through the relevant system(s). Confirm receipt and verification of permits/operating license applications for all public passenger road transport. Escalate applications suspected of having fraudulent documentation. Manage records of all verified documentation. Adhere to all legislative frameworks relating to processing of licenses. Liaise and consult with public transport

operators, commuters, and other government institutions. Participate in the development of policies and standard operating procedures. Review and update existing policies in response to regulatory changes and Public Transport regulation. Monitor adherence to the implementation of policies. Communicate the policy to relevant stakeholders, the business unit and the department when required. To collate all relevant information, files and documents from the Applications counter in the region. To ensure the proper record keeping and control of all information, files and documents. Arrange for the proper retrieval and storage of information, files and documents. Ensure the proper maintenance of filing systems (electronic and manual). Ensure the correct placement and safe keeping of information, files and documents. Provide coaching, disciplinary and mentoring of staff to improve performance. Monitor the performance of staff and ensure assessment of their performance. Manage resources to ensure effective service. Implement sound management of human resources within the component. Perform daily supervision of the section. Facilitate and encourage staff development to meet the changing demands of the job. Support implementation of employee wellness program and support where needed. Manage leave of sub-ordinates

ENQUIRIES : Mr. E. Mpateni Tel No: (011) 355 7252/ Ms. P Mabasa Tel No: (011) 355 7175
For general enquiries please contact Human Resource on Tel No: (011) 355-7521/7252.

ANNEXURE Y

PROVINCIAL ADMINISTRATION: KWAZULU-NATAL
DEPARTMENT OF HEALTH
"We strive to create an environment that brings the power of diversity to life and as such, this Department is an equal opportunity, affirmative action employer, whose aim is to promote inclusiveness in all occupational levels in the Department".

MANAGEMENT ECHELON

POST 16/170	:	**CHIEF DIRECTOR REF NO: G26/2026** Cluster: Information Technology: Head Office: Pietermaritzburg
SALARY	:	R1 494 900 per annum (Level 14), an all-inclusive SMS salary package, (All-inclusive salary packages, which consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules).
CENTRE	:	Head Office Pietermaritzburg
REQUIREMENTS	:	An undergraduate qualification (NQF level 7) in Information Technology. A minimum of five (5) years experience at senior managerial level in Information Technology. Unendorsed valid Code B driver's licence (Code 08). Computer literacy in Microsoft Software applications. Knowledge, Skills, Training and Competencies: The incumbent of this post will report to the Head of Department Health and will be responsible to support the Head of Department and Senior Management through the establishment of sound information Management Systems and in the efficient and effective utilization of Information and Information Technology as strategic resources to inform planning, monitoring, evaluation and decision making processes. The ideal candidate must: Possess extensive knowledge and expertise in the design and development of Management Information System. Possess knowledge of Computer Programming, Information Technology, Main frame applications and Interfaces. Have the ability to operationalise Management Information System imperatives of the Strategic and Annual Performance Plans of the Department through innovative and highly complex information system that is user friendly. Knowledge of information management and prescript. Have the ability to capitalise on human potential and to develop information management competencies at all organisational layers of the Department with a view to improve reliability of data and the utilisation of data for planning, monitoring and evaluation of programme and institutional performance. Have advance project and Contract Management skills. Have advance skills in the application of computer software packages (MS Office, Excel and Powerpoint). Have excellent verbal communication and report writing skills. NB//: The incumbent of this post will be required to possess the following skills: Risk Management skills, Monitoring and Evaluation and Financial Management skills.
DUTIES	:	Develop and facilities the implementation of Intergrated Management, Information Master Plan for the Department of Health to adequately support the objectives of the Strategic and Service Transformation Plans of the Department. Oversee the provisioning of fully compatible hardware and software solutions for the Department inclusive of the management of the SLA with SITA and user support services. Promote the utilisation of e-solutions in the department and the development of IT skills within the department. Develop Information Management Policies and maintain user and data security. Monitor and evaluate on a continuous basis compliance with policy system standards and norms. Represent the department at the GITO Council.
ENQUIRIES	:	Mrs. TP Msimango Tel No: (033) 395 2589
APPLICATIONS	:	Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs" or submit their Z83 and CV directly to the following email address: HeadOffice.HRJobApplication@kznhealth.gov.za NB//: The subject of your email must be the post name that you are applying for. "Applicants may also visit any one of our Designated Online Application Centres (DOACS) where our friendly staff will assist you with applying online or receiving your hardcopy application. You can find the list of Designated Online Application Centres (DOACS) at www.kznonline.gov.za/kznjobs." The Chief Director: Human Resource Management Services KZN Department of Health Private Bag X9051, Pietermaritzburg, 3200 OR Hand delivered to: 330 Langalibalele Street, Natalia Building, Registry, Minus 1:1 North Tower.
FOR ATTENTION	:	Miss L Mthalane

NOTE : Applications must be submitted on the new prescribed Application for Employment form (Z83) which must be originally signed, initialed and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV (with detailed experience). Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (only when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. NB: For the Pre-Entry Certificate for SMS, any individual may register for the course and complete such in anticipation of wishing to apply for an SMS post in future. The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by following the link: https://www.thensg.gov.za/training-courses/sms-pre-entry-programme/.Individuals who have completed the course already, and who are therefore in possession of a certificate are welcome to submit such, however it is not required that an applicant submit such when applying for the post prior to the closing date. However, prior to an appointment being made to any SMS post, the appointee to such a post must have completed the pre-entry certificate and must be in possession of such prior to taking up the post. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. NB: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview.

CLOSING DATE : 29 May 2026

OTHER POST

POST 16/171 : **CHIEF EXECUTIVE OFFICER REF NO: G37/2026**

Cluster: Hospital Management Services

Job Purpose: To plan, direct co-ordinate and manage the efficient and delivery of clinical and administrative support services through working with the key executive management team at the hospital within the legal and regulatory framework, to represent the hospital authoritatively at provincial and public forums, to provide strategic leadership to improve operational efficiency within the health establishment to improve health outcomes.

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

CENTRE : Umngeni Psychiartic Hospital

REQUIREMENTS : A degree/advanced diploma in a health related field, registration with relevant professional council. A degree/diploma in health management OR a degree/advanced diploma in a management field. At least 5 (five) years management experience in the health sector. Experience as a health service manager or significant experience in management in a health service environment. Unendorsed valid Code B driver's license (Code 08). NB: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview. Competencies: Knowledge, Skills, Training and Competencies Required: Competencies: Knowledge: Knowledge of relevant legislation such as National Health Act, Public Finance Management Act (PMFA), Public Service Act and related regulations and policies. Core Competencies: Strategic capability and leadership, programme and project management, financial management

change management people management and empowerment. Progress Competencies: Service delivery innovation, knowledge management, problem solving and analysis, communication, client orientation and customer focus.

DUTIES : Strategic Planning: Prepare a strategic plan for the Hospital to ensure that it is in line with the 10-point plan, national, provincial, regional and district plans. Financial Management: Maximise revenue through collection of all income due to the Hospital, ensure that adequate policies, systems and procedure are in place to enable prudent management of financial resources, planning of financial resource mobilisation, monitoring and evaluation, asset and risk management. Facility Management: Ensure business support and systems to promote optimal management of the institution as well as optimal service delivery, ensure that systems and procedures are in place to ensure planning and timeous maintenance of facilities and equipment. Human Resource Management: Develop, implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilisation of human resources, promote a safe and healthy working environment through compliance with relevant legislation including occupation health and safety committees. Ensure continuous development and training of personnel and implement monitoring and evaluation of performance. Procurement and Management of Equipment and Supplies: Implement a procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority and in line with the PFMA, ensure that goods and services are procured in a cost effective timely manner. Clinical and Corporate Governance: Oversee clinical governance to ensure high standards of patient care, establish community networks and report to the Hospital. Responsible for corporate governance inclusive of infrastructure planning and maintenance as well as occupational health and safety, manage the institution's risk to ensure optimal achievement of health outcomes. Please note that the CEO will also be responsible for all Health Services within the catchment are including PHC Clinics and Outreach Services. Accelerate implementation of PHC re – engineering. Provide overnight for reduction and management of the burden of disease for better health outcomes. Achieve universal health courage, access to quality essential medicines and vaccines for all KZN citizens.

ENQUIRIES : Mrs R.T Dube Tel No: (033) 940 2499

APPLICATIONS : All applications should be forwarded to: The District Manager: Harry Gwala District Office: KZN Department of Health, Private Bag X502, Ixopo, 3969 OR Hand delivered to: 111 Margaret Street, Ixopo, 3279. "Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs or submit their Z83 and CV directly to the following email address Headoffice.Jobapplication@kznhealth.gov.za. Applicants may also visit any one of our Designated Online Application Centre's (DOACS) where our friendly staff will assist you with applying online or receiving your hardcopy application. You can find the list of Designated Online Application Centre's (DOACS) at www.kznonline.gov.za/kznjobs.

FOR ATTENTION : Miss N.S Buthelezi Tel No: (033) 395 2896

NOTE : Applications must be submitted on the new prescribed Application for Employment form (Z83) which must be originally signed, initialed and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV (with detailed experience). Persons with disabilities are encouraged to apply for the post. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants with foreign qualifications are requested to have their qualifications evaluated by SAQA and to provide proof of such evaluation (only when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late

applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for quoting the relevant reference number. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful.

CLOSING DATE : 29 May 2026

DEPARTMENT OF SOCIAL DEVELOPMENT

APPLICATIONS : Direct or hand deliver applications for all advertised posts to the address as indicated below: Head Office: Department of Social Development, Private Bag X9144, Pietermaritzburg, 3200 or hand deliver to 174 Mayors Walk Road, Pietermaritzburg, 3200 OR apply online using https://www.eservices.gov.za (STHESHA WAYA WAYA).

FOR ATTENTION : Mrs. PN Mkhize

CLOSING DATE : 29 May 2026

NOTE : Applications must be forwarded to the relevant address. Applications must indicate the reference number of the post applied for and the Centre using a new Z83 form (which must be completed in a manner that allows a selection committee to assess the quality of the candidate based on the information provided in the form. It is therefore prudent that fields be completed by applicants and the form must be signed noting the importance of the declaration) which is effective from 01 January 2021 obtainable from any Public Service Department and should be accompanied by a detailed/comprehensive Curriculum Vitae. NB: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the fully completed Z83 and a detailed curriculum Vitae. Only shortlisted candidates will be required to submit certified documents on or before the date of the interview following communication from Human Resources. The Department is an Equal Opportunity Affirmative Action employer and is committed to empowering people with disabilities. Appointment is subject to a positive outcome obtained on the following checks (Security Clearance, Citizenship, qualification verification, criminal records, credit records and previous employment). The employment is subject to signing the employment contract, annual performance agreement and to disclose financial interests in accordance with relevant prescripts. Successful completion of the Senior Management Pre-Entry Programme (Nyukela certificate) is required before the appointment can be made. Enrolment for the course should be made on the NSG's website at https://www.thensg.gov.za/training-course/sms-preentryprogramme. All shortlisted candidates, including SMS shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Failure to comply with any of the above instructions will result in immediate disqualification. If the applicant has not been contacted within three (3) months after the closing date must accept that his / her application was not successful. Regrettably due to excessive budget cuts the Department is not in a position to meet any travel and subsistence costs relating to the recruitment process for the shortlisted candidates. It is regretted that due to large volumes of applications anticipated to be received, it is not possible for the Department to acknowledge receipt of the same and that only those applicants that participate in the final selection processes (interviews) will be notified of the outcome. The content of this circular must without delay be brought to the attention of all potential applicants.

MANAGEMENT ECHELON

POST 16/172 : **CHIEF DIRECTOR: DISTRICT AND OPERATIONS MANAGEMENT: ETHEKWINI CLUSTER REF NO: DSD01/05/2026HO**

SALARY : R1 494 900 per annum (Level 14), (all-inclusive package)

CENTRE : eThekwini Cluster

REQUIREMENTS : Qualifications: Bachelor's Degree (NQF level 07) in Social Work. Registration with the South African Council for Social Services Professions as a Social Worker, Only Shortlisted candidates will submit proof of current registration with the South African Council for Social Services Profession as a Social Worker, A valid driver's license. A minimum of 5 years of experience at senior management in the social work environment. Knowledge: Constitution of the

Republic of South Africa, Social Welfare, Community Development, Child and Youth Care Legislation, Policies, Norms and Standards and Programming, Public Service Act, Public Service Regulations, Labour Relations Act, Public Finance Management Act, Treasury Regulations, Research Methodology, Knowledge of policy analysis and development, Knowledge Management, Organizational behaviour analysis, Strategic Business Management, National Development Plan, Provincial Growth and Development Plan, Service Delivery Frameworks, Employee Performance and Management Development System. Skills/Core Competences: Strategic capability and leadership, People management and empowerment, Financial management, Change Management, Programme and Project Management, Knowledge Management, Service delivery innovation, Problem solving and analysis, Client orientation and customer focus, Communication, Research, Presentation, Facilitation, Language, Computer literacy, Driving.

DUTIES : Provide strategic coordination and facilitate the delivery of social welfare and restorative services; Provide strategic coordination and facilitate the delivery of children and families' services; Provide strategic coordination and facilitate the delivery of community development services; Ensure the provision of support services to the district offices; Ensure the provision of support services to the district offices; Ensure the development and implementation of policies; Manage resources of the Chief Directorate.

ENQUIRIES : Mrs GP Xaba- Makhetha Tel No: (033) 264 5576

POST 16/173 : **DIRECTOR: COMMUNICATION SERVICES AND STAKEHOLDER MANAGEMENT REF NO: DSD02/05/2026HO**

SALARY : R1 266 714 per annum (Level 13), (all-inclusive package)
CENTRE : Head Office, Pietermaritzburg
REQUIREMENTS : Qualifications: Bachelor's Degree (NQF level 07) in Communication Science / Journalism / Public Relations, A valid driver's license. A minimum of 5 years experience at a middle / senior management level in communication environment. Knowledge: Constitution of the Republic of South Africa, Public Service Act, Public Service Regulations, Labour Relations Act, Research Methodology, Public Finance Management Act, Treasury Regulations, Employee Performance Management and Development System, Service Delivery Frameworks, Provincial Growth and Development Plan. Skills/ Core Competences: Strategic capability and leadership, People management and empowerment, Financial Management, Change Management, Programme and project management, Service delivery innovation, Problem solving and analysis, Client orientation and customer focus, Communication, Research, Presentation, Facilitation, Language, Computer literacy, Numeracy, Driving.

DUTIES : Manage internal and external communications; Manage marketing and exhibition campaigns; Manage stakeholder and community liaison; Manage the development and implementation of policies; Manage resources of the Directorate.

ENQUIRIES : Dr FMD Xaba Tel No: (033) 264 5401

POST 16/174 : **DIRECTOR: OLDER PERSONS AND PERSONS WITH DISABILITIES REF NO: DSD03/05/2026HO**

SALARY : R1 266 714 per annum (Level 13), (all-inclusive package)
CENTRE : Head Office, Pietermaritzburg
REQUIREMENTS : Qualifications: Bachelor's Degree (NQF Level 7) in Social Work. Registration with the South African Council for Social Services Professions as a Social Worker. Only Shortlisted candidates will submit Proof of current registration with the South African Council for Social Services Profession as a Social Worker. A valid driver's license. A minimum of 5 years of experience at a middle/ senior management level in the social work environment. Knowledge: Constitution of the Republic of South Africa, Social Welfare Legislation, Policies, Norms and Standards including on Older Persons and Disability Services. Public Service Act, Public Service Regulations, Knowledge of policy analysis and development, Labour Relations Act, Welfare Laws, Research Methodology, Public Finance Management Act, Treasury Regulations, Organizational behaviour analysis, Strategic business management, Employee Performance Management and Development System. Skills / Core Competences: Strategic capability and leadership, People management and empowerment, Financial management, Change management, Programme

and project management, Knowledge management, Service delivery innovation, Problem solving and analysis, Client orientation and customer focus, Communication, Research, Presentation, Facilitation, Language, Policy analysis, Driving, Computer literacy, Numeracy.

DUTIES : Manage and facilitate the provision of services to older persons; Manage and facilitate the provision of services to persons with disabilities; Manage the provision of capacity building; Manage the development and implementation of policies; Manage resources of the Directorate.

ENQUIRIES : Mr RS Byroo Tel No: (033) 264 5621

POST 16/175 : **DIRECTOR: HUMAN RESOURCE UTILIZATION AND DEVELOPMENT REF NO: DSD04/05/2026HO**

SALARY : R1 266 714 per annum (Level 13), (all-inclusive package)

CENTRE : Head Office, Pietermaritzburg

REQUIREMENTS : Qualifications: Bachelor's Degree (NQF Level 7) in Human Resource Management/ Human Resource Development / Management of Training/ Public Management, A valid driver's license. A minimum of 5 years' experience at a middle / senior managerial level in Human Resource Development environment. Knowledge: Constitution of the Republic of South Africa, Public Service Act, Public Service Regulations, Knowledge of policy analysis and development, Labour Relations Act, Research Methodology, Public Finance Management Act, PERSAL, Treasury Regulations, Basic Employment Act, Service Delivery Framework, Employee Performance Management and Development System. Skills/ Core Competences: Strategic capability and leadership, People management and empowerment, Financial Management, Change Management, Programme and Project Management, Knowledge Management, Service delivery innovation, Problem solving and analysis, Client orientation and customer focus, Communication, Research, Presentation, Facilitation, Language, Policy analysis, Driving, Computer literacy, Numeracy.

DUTIES : Manage the annual HRD implementation and skills development plans; Manage the provision of training and development, performance management and bursaries; Manage the provision of professional development services; Manage the development and implementation of policies; Manage resources of the Directorate.

ENQUIRIES : Mr VW Gumede Tel No: (033) 341 3579

OTHER POSTS

POST 16/176 : **SERVICE OFFICE MANAGER (X3 POSTS)**

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

CENTRE : uMzimkhulu Service Office: Harry Gwala District Ref No: DSD06/05/2026uMzimkhulu
Bhamshela Service Office: iLembe District Ref No: DSD07/05/2026Bhamshela
Emnambithi Service Office: uThukela District Ref No: DSD08/05/2026Emnambithi

REQUIREMENTS : Qualifications: Bachelor's Degree (NQF Level 7) in Social Work. Registration with the South African Council for Social Services Professions as a Social Worker. Only Shortlisted candidates will submit proof of current registration with the South African Council for Social Services Profession as a Social Worker. A valid driver's license. A minimum of 3 years junior managerial experience in social services environment. Knowledge: Constitution of the Republic of South Africa, Social Welfare and Community Development Legislation, Policies, Norms and Standards, Public Service Act, Public Service Regulations, Public Finance Management Act, Treasury Regulations, Organizational behaviour analysis, Strategic business management, Employee Performance and Management Legislation pertaining to Social Welfare Service Delivery, Understanding of SASSA functions, Social dynamics of KwaZulu- Natal communities, knowledge of HR Management, Labou Relations Act, Service Delivery Frameworks, Public Participation, Community Outreach, EPMDS. Skills: Communication, Interpersonal Relations, Report Writing, Financial Management, Change Management, Time management, Project Management, Leadership, Diversity management, Decision Making, Counselling, Service Delivery Innovation, Client orientation and client focus, presentation and facilitation, problem solving and analysis, conflict resolution, Driving, interviewing, computer literacy, numeracy and language skill.

DUTIES	:	Provide Social Welfare Services; Provide Community Development Services; Ensure the provision of corporate support services; Ensure the implementation of Departmental policies and other relevant legislation in the day-to-day running of the component; Manage resources of the Service Office.
ENQUIRIES	:	Ms TN Nkosi: uMzimkhulu Service Office Tel No: (039) 259 7027 Ms SH Mfeka: Bhamshela Service Office Tel No: (031) 336 8727 Ms NP Mhlongo: Emnambithi Service Office Tel No: (033) 634 6600
POST 16/177	:	**FACILITY MANAGER: KHUSELEKA ONE STOP CENTRE REF NO: DSD05/05/2026KHUSELEKA**
SALARY	:	R932 292 per annum (Level 11), (all-inclusive package)
CENTRE	:	Khuseleka One Stop Centre: eThekwini South District
REQUIREMENTS	:	Qualifications: Bachelor's Degree (NQF Level 7) in Social Work. Registration with the South African Council for Social Services Professions. Only Shortlisted candidates will submit proof of current registration with the South African Council for Social Services Professions. A valid driver's license. A minimum of 3 years junior managerial experience in social services environment. Knowledge: Constitution of the Republic of South Africa, Social Welfare Legislation, Policies, Norms and Standards including on Gender Based Violence and Femicide, Public Service Act, Public Service Regulations, Public Finance Management Act, Treasury regulations, Welfare Laws, Understanding of SASSA functions, Social dynamics of KwaZulu-Natal communities, Knowledge of Human Resource Management, Labour Relations Act, Service delivery frameworks, Public participation, Community outreach, Employee Performance Management and Development System. Skills: Communication, Interpersonal relations, Report writing, Financial management, Change management, Time management, Project management, Leadership, Diversity management, Decision Making, Counselling, Service delivery innovation, Client orientation and customer focus, Presentation, Facilitation, Problem Solving and analysis, Conflict Resolution, Driving, Interviewing, Computer literacy, Numeracy, Language.
DUTIES	:	Manage the provision of developmental social welfare services; Manage care and support services; Provide skills development services; Manage paramedical and support services; Ensure effective & efficient provision of corporate support services; Provide advice, guidance and input to policies; Provide leadership and strategic direction to the Office of the HOD and input to the Department Strategy; Manage resources of the Facility.
ENQUIRIES	:	Ms. NC Gebashe Tel No: (031) 336 8776
POST 16/178	:	**ASSISTANT DIRECTOR: DISCIPLINARY/MISCONDUCT REF NO: DSD09/05/2026HO**
SALARY	:	R487 197 per annum (Level 09)
CENTRE	:	Head Office, Pietermaritzburg
REQUIREMENTS	:	Qualifications: National Diploma (NQF Level 6) in Human Resource Management/ Public Administration/ Labour Relations/ Industrial Relations/ Labour Law, A valid driver's license. A minimum of 3 years administrative experience in Labour Relations environment. Knowledge: Constitution of the Republic of South Africa, Public Service Act, Public Service Regulations, Public Service Regulations, Employment Equity Act, Public Administration Justice Act, Public Financial Management Act, Labour Relations Act, Basic Conditions of Employment Act, PSCBC/ PHWSBC Resolutions, Occupational Health and Safety Act, Employee Performance Management and Development System. Skills: Communication, Labour Relations models, Organization, Analytical thinking, Research, Interpersonal relations, Project management, Problem solving, Computer literacy, Numeracy, Language, Driving.
DUTIES	:	Facilitate and handle disciplinary cases; Investigate and preside in misconduct proceedings; Collect and keep statistics on misconduct and disputes; Maintain an electronic database of disciplinary cases; Provide advice and guidance and input to policy; Manage resources of the Division.
ENQUIRIES	:	Mr RM Madlala Tel No: (033) 264 2020
POST 16/179	:	**COMMUNITY DEVELOPMENT SUPERVISOR (X13 POSTS)**
SALARY	:	Grade 1: R471 330 per annum
CENTRE	:	Phoenix service Office Ref No: DSD10/05/2026Phoenix (X1 Post)

Mandeni Service Office Ref No: DSD11/05/2026Mandeni (X1 Post)
Pietermaritzburg Service Office Ref No: DSD12/05/2026Pietermaritzburg (X1 Post)
Umngeni Service Office Ref No: DSD13/05/2026Umngeni (X1 Post)
uMshwathi Service Office Ref No: DSD14/05/2026uMshwathi (X1 Post)
KwaSani Service Office Ref No: DSD15/05/2026KwaSani (X1 Post)
Ezingolweni Service Office Ref No: DSD16/05/2026Ezingolweni (X1 Post)
Bergville Service Office Ref No: DSD17/05/2026Bergville (X1 Post)
eMadlangeni Service Office Ref No: DSD18/05/2026Madlangeni (X1 Post)
Ingwavuma Service Office Ref No: DSD19/05/2026Ingwavuma (X1 Post)
Ongoye Service Office Ref No: DSD20/05/2026Ongoye (X1 Post)
Melmoth Service Office Ref No: DSD21/05/2026Melmoth (X1 Post)
Umfolozi Service Office Ref No: DSD22/05/2026Umfolozi (X1 Post)

REQUIREMENTS : Qualifications: Bachelor's Degree (NQF Level 7) in Community Development/Development Studies/Social Science, A valid driver's license. A minimum of 7 years recognizable experience in Community Development after obtaining the required qualification. Knowledge: Constitution of the Republic of South Africa, Public Service Act, Public Service Regulations , Public Finance Management Act, Treasury Regulations , Basic Conditions of Employment Act , Batho-Pele principles ,Knowledge and understanding of human behaviour and social system and legislation to assist with interventions at the point where people interact with their environments in order to promote self-empowerments , Ability and competence to coordinate community development structures , Understanding of social dynamics of communities , Employee Performance Management and Development System. Skills: Planning and organizing, Communication (verbal and written), Financial management, Interpersonal, Presentation, Monitoring and evaluation, People management, Project management, Research and report writing, Problem solving, Computer literacy, Numeracy, Language, Driving.

DUTIES : Supervise the identification, facilitation and implementation of integrated community development interventions in partnership with the community and other relevant stakeholders and to assist employees engaged in this function by resolving problems; Supervise and support community development practitioners to ensure that there are communication and co-ordination with all relevant role players, internal and external (e.g. in Departments/Provinces, NGO's, local community structures and faith-based organizations) to facilitate intersectional collaboration, integrated planning and the establishment of partnerships to ensure sustainability of development activities within the community; Supervise and guide community development practitioners to enhance their performance on community development and to perform administrative support on community development and related activities; Keep up to date with new developments in community development field to enhance service delivery; Supervise and advise community development practitioners to ensure an efficient and effective service.

ENQUIRIES : Ms NC Gebashe: Phoenix service Office Tel No: (031) 3368787
Ms SH Mfeka: Mandeni Service Office Tel No: (031) 336 8727
Ms NR Nala: Pietermaritzburg; Umngeni & uMshwathi Service Offices Tel No: (033) 341 7903
Ms TN Nkosi: KwaSani Service Office Tel No: (039) 259 7027
Ms TFP Khuzwayo: Ezingolweni Service Office Tel No: (039) 682 7506
Ms NP Mhlongo: Bergville Service Office Tel No: (036) 634 6600
Ms ZB Mdlalose: eMadlangeni Service Office Tel No: (034) 317 1254
Ms NHP Khanyile: Ingwavuma Service Office Tel No: (035) 874 8506
Ms NW Dludla: Ongoye, Umfolozi and Melmoth Service Offices Tel No: (035) 794 5018

POST 16/180 : **SOCIAL WORK POLICY DEVELOPER: CRIME PREVENTION AND SUPPORT SERVICES REF NO: DSD23/05/2026HO**

SALARY : Grade1: R471 330 per annum
CENTRE : Head Office, Pietermaritzburg
REQUIREMENTS : Qualifications: Bachelor's Degree (NQF Level 7) in Social Work. Registration with the South African Council for Social Services Professions as a Social Worker. Only Shortlisted candidates will submit Proof of current registration with the South African Council for Social Services Profession as a Social Worker. A valid driver's license. A minimum of 8 years appropriate experience in Social Work after registration as a Social Worker with SACSSP. Knowledge:

Constitution of the Republic of South Africa, Public Service Act, Public Service Regulations, Public Finance Management Act, Treasury Regulations, Professional Counselling, Research Methodology, Service Delivery Frameworks, Policy development and analysis, Ability to compile complex reports. Skills: Communication, Interpersonal relations, Report writing, Financial management, Change management, Policy development, Planning and Organizing, Research, Programme and Project management, Counselling, Presentation, Facilitation, Monitoring and Evaluation, People`s Management, Problem Solving and analysis, Driving, Networking, Computer literacy, Numeracy.

DUTIES : Keep up to date with new developments in the crime prevention and support services; Conduct research and development; Develop, implement and maintain crime prevention and support policies; Perform all the administrative functions required in crime prevention and support services.

ENQUIRIES : Mr PK Chetty Tel No: (033) 264 2011

POST 16/181 : **CORPORATE SUPPORT OFFICER REF NO: DSD25/05/2026UMDONI**

SALARY : R413 001 per annum (Level 08)
CENTRE : uMdoni Service Office: uGu District
REQUIREMENTS : Qualifications: National Diploma (NQF Level 6) in Public Administration/ Public Management. A valid driver's license. A minimum of 3 years administrative experience at supervisory level. Knowledge: Constitution of the Republic of South Africa, Public Service Act, Public Service Regulations , Public Finance Management Act, Treasury Regulations, Employee Performance Management and Development System , Basic Conditions of Employment Act, Supply Chain Management Practices and procedures, Service delivery frameworks , Occupational Health and Safety, Labour Relations Act , Knowledge of Batho-Pele Principles , Road Traffic Act , Archives Act. Skills: Interpersonal, Networking, Problem solving, Driving, Time management, Communication, Financial Management, Decision making, Report writing, Numeracy, Computer literacy, Language, Supervisory.

DUTIES : Provide Human resources management services; Monitor financial services; Provide fleet management services; Provide registry services; Provide staff supervision.

ENQUIRIES : Mr S Govender Tel No: (039) 682 7506

POST 16/182 : **STATE ACCOUNTANT: DISTRICTS (X7 POSTS)**

SALARY : R413 001 per annum (Level 08)
CENTRE : iLembe District Ref No: DSD26/05/2026iLembe (X1 Post)
Harry Gwala District Ref No: DSD27/05/2026Harry Gwala (X1 Post)
uGu District Ref No: DSD28/05/2026uGu (X1 Post)
uThukela District Ref No: DSD29/05/2026uThukela (X1 Post)
Amajuba District Ref No: DSD30/05/2026Amajuba (X1 Post)
uMkhanyakude District Ref No: DSD31/05/2026uMkhanyakude (X1 Post)
Zululand District Ref No: DSD32/05/2026Zululand (X1 Post)
REQUIREMENTS : Qualifications: National Diploma (NQF Level 6) in Financial Management/Accounting. A valid driver's license. A minimum of 1 year of administrative experience in Financial Management field. Knowledge: Constitution of the Republic of South Africa, Public Service Act, Public Service Regulations, Public Finance Management Act and Treasury Regulations, Basic Accounting System (BAS), Labour Relations Act, PERSAL, Employee Performance Management Development System, National and Provincial Treasury practice notes. Skills: Computer literacy, Report writing, Problem solving, Analytical, Interpersonal relations, Planning and organizing, Communication, Financial management, Driving, Numeracy/accounting.

DUTIES : Coordinate management accounting services; Coordinate financial accounting services; Facilitate transfer payments; Facilitate physical facilities management services; Supervise and provide guidance to personnel.

ENQUIRIES : Ms R Singh: iLembe District Tel No: (031) 336 8727
Ms TW Gazu: Harry Gwala District Tel No: (039) 259 7027
Mr S Govender: uGu District Tel No: (039) 682 7506
Mr PP Ndaba: uThukela District Tel No: (036) 636 1000
Ms NY Mthembu: Amajuba District Tel No: (017) 735 3822
Ms SS Mngomezulu: uMkhanyakude District Tel No: (035) 571 1000
Ms NF Ntombela: Zululand District Tel No: (035) 874 4561

POST 16/183	:	**COMMUNITY DEVELOPMENT POLICY DEVELOPER: YOUTH AND WOMAN DEVELOPMENT REF NO: DSD24/05/2026HO**
SALARY	:	Grade 1: R403 635 per annum
CENTRE	:	Head Office, Pietermaritzburg
REQUIREMENTS	:	Qualifications: Bachelor's Degree (NQF Level 7) in Community Development/ Development studies. A valid driver's license. A minimum of 8 years' experience in Community Development after obtaining the required qualification. Knowledge: Constitution of the Republic of South Africa, Public Service Act, Public Service Regulations, Pubic Finance Management Act, Treasury Regulations, Research Methodology, Service Delivery Frameworks, Youth Development Policy, National Youth Development Agency Act, National Development Plan, Provincial Growth and Development Plan, Public participation, Community development, Project Management Principles, Skills: Communication, Interpersonal relations, Project Management, Organizational, Report writing, Analytical thinking, Policy analysis and development, Financial management, Presentation, Facilitation, Research, Language, Computer literacy, Numeracy, Driving.
DUTIES	:	Develop, implement and maintain youth and women development policies; Conduct research and development; Keep up to date with new developments in the youth and women development field; Perform the administrative functions required in the unit.
ENQUIRIES	:	Mr X Makhwasa Tel No: (033) 264 2173
POST 16/184	:	**STATE ACCOUNTANT: ORGANIZATIONAL RISK MANAGEMENT SERVICES REF NO: DSD33/05/2026HO (X2 POSTS)**
SALARY	:	R338 106 per annum (Level 07)
CENTRE	:	Head Office: Pietermaritzburg
REQUIREMENTS	:	Qualifications: National Diploma (NQF Level 6) in Risk Management/Internal Auditing /Financial Management / Financial Accounting. A valid driver's license. A minimum of 1 year of clerical experience in the internal audit or risk management environment. Knowledge: Constitution of the Republic of South Africa, Public Service Act, Public Service Regulations, Public Finance Management Act, Treasury Regulations, Financial Disclosure Framework, Public Sector Risk Management Framework, Prevention and Protection of Criminal Activities Act, Criminal Procedure Act, Labour Relations Act, Basic Conditions of Employment Act. Skills: Communication, Interpersonal relations, Planning and organizing, Analytical thinking, Presentation, Time management, Problem solving, Financial management, Language, Numeracy, Computer, Driving.
DUTIES	:	Provide risk assessment sessions and keep documents during the process of risk assessments; Compile and update risk register; co-ordinate and follow-up on responses to action plans as indicated on the risk register; Co-ordinate risk and fraud awareness campaigns.
ENQUIRIES	:	Mr SP Nxumalo Tel No: (033) 348 5573
POST 16/185	:	**STATE ACCOUNTANT: FINANCIAL REPORTING AND INTERNAL CONTROL REF NO: DSD34/05/2026HO (X2 POSTS)**
SALARY	:	R338 106 per annum (Level 07)
CENTRE	:	Head Office: Pietermaritzburg
REQUIREMENTS	:	Qualifications: National Diploma (NQF Level 6) in Accounting/Management Accounting/ Finance/Auditing. A valid driver's license. A minimum of 1 year of administrative experience in Accounting, Management Accounting, Finance/Auditing. Knowledge: Constitution of the Republic of South Africa, Public Service Act, Public Finance Management Act, Treasury Regulations, Public Service Regulations, Basic Accounting System, National Treasury Instruction Notes, Provincial Treasury Practice Notes, Service Delivery frameworks. Skills: Computer literacy, Report writing, Problem solving, Analytical, Planning and organizing, Communication, Policy Development, Auditing procedures, Driving, Numeracy.
DUTIES	:	Undertake a financial reporting service; Provide input and assistance in the submission of Annual Financial Statements to the Auditor-General and Provincial Treasury; Conduct relevant training on financial procedures; Ensure safekeeping of documents.

ENQUIRIES	:	Ms TNP Mbhele Tel No: (033) 264 5403
POST 16/186	:	**SERVER ADMINISTRATOR REF NO: DSD35/05/2026HO**
SALARY	:	R338 106 per annum (Level 07)
CENTRE	:	Head Office: Pietermaritzburg
REQUIREMENTS	:	Qualifications: National Diploma (NQF Level 6) in Information Technology / Computer Science / Certified Novel Engineer / Microsoft Certified System Engineer. A valid driver's license. A minimum of 2 years of experience in technical field. Knowledge: Constitution of the Republic of South Africa, Public Service Act, Public Finance Management Act, Public Service Regulations, In-depth knowledge of Computer Software, In- depth knowledge of operating systems and computer languages, Service delivery framework, Departmental business processes. Skills: Communication, Project management, Decision making, Planning, Organizing, Interpersonal relations, Facilitation, Computer, Numeracy, Language, Driving.
DUTIES	:	Ensure availability of client/ server applications; Configure all new server implementations; Develop processes and procedures for the management server; Oversee the physical security, integrity and safety of the data center/ server.
ENQUIRIES	:	Mr VN Nyathikazi Tel No: (033) 264 2216
POST 16/187	:	**IT SUPPORT TECHNOLOGIST REF NO: DSD36/05/2026HO**
SALARY	:	R338 106 per annum (Level 07)
CENTRE	:	Head Office: Pietermaritzburg
REQUIREMENTS	:	Qualifications: National Diploma (NQF Level 6) in Information Technology / Computer Science / Information Systems. A valid driver's license. A minimum of 2 years of experience in Information Technology field. Knowledge: Constitution of the Republic of South Africa, Public Service Act, Public Service Regulations, Public Finance Management Act, In- depth knowledge of Computer Software, In- depth knowledge of operating systems and computer languages, Service delivery framework, Departmental business processes, Employee Performance Management and Development System. Skills: Communication, Project management, Problem solving, Decision making, Planning, Organizing, Interpersonal relations, Facilitation, Computer, Numeracy, Language, Driving.
DUTIES	:	Provide network server and desktop support services; Provide End-Users support (including fault resolution); Install and maintain software and hardware; Facilitate access to management information system; Monitor help desk services.
ENQUIRIES	:	Mr VN Nyathikazi Tel No: (033) 264 2216
POST 16/188	:	**IT SPECIALIST REF NO: DSD37/05/2026ETHEKWINI SOUTH**
SALARY	:	R338 106 per annum (Level 07)
CENTRE	:	eThekwini South District
REQUIREMENTS	:	Qualifications: National Diploma (NQF Level 6) in Information Technology / Computer Science / Information Systems. A valid driver's license. A minimum of 2 years of experience in Information Technology field. Knowledge: Constitution of the Republic of South Africa, Public Service Act, Public Service Regulations, Public Finance Management Act, In- depth knowledge of Computer Software, In- depth knowledge of operating systems and computer languages, Service delivery framework, Departmental business processes, Employee Performance Management and Development System. Skills: Communication, Project management, Problem solving, Decision making, Planning, Organizing, Interpersonal relations, Facilitation, Computer, Numeracy, Language, Driving.
DUTIES	:	Provide network server and desktop support services; Provide End-Users support (including fault resolution); Install and maintain software and hardware; Facilitate access to management information system; Monitor help desk services.
ENQUIRIES	:	Ms TN Ndlovu Tel No: (031) 336 8705

POST 16/189 : **HUMAN RESOURCE PRACTITIONER: RECRUITMENT AND SELECTION REF NO: DSD38/05/2026HO (X2 POSTS)**

SALARY : R338 106 per annum (Level 07)
CENTRE : Head Office: Pietermaritzburg
REQUIREMENTS : Qualifications: National Diploma (NQF Level 6) in Human Resource Management/Personnel Management/ Public Management/ Public Administration. A valid driver's license. A minimum of 3 years of clerical experience in Human Resource environment. Knowledge: Constitution of the Republic of South Africa, Public Service Act, Public Service Regulations, PERSAL, Collective agreements, Employee Performance Management and Development System. Basic Conditions of Employment Act. Skills: Communication, Interpersonal relations, Teamwork, Computer literacy, Planning, Organizing, Language, Numeracy, Driving.
DUTIES : Undertake the implementation of recruitment and selection; Undertake the implementation of appointments; Administer movement of personnel; Provide Human Resource Registry services; Supervise Human Resources.
ENQUIRIES : Mrs PN Mkhize Tel No: (033) 264 2079

POST 16/190 : **HUMAN RESOURCE PRACTITIONER: SERVICE CONDITIONS REF NO: DSD39/05/2026HO (X2 POSTS)**

SALARY : R338 106 per annum (Level 07)
CENTRE : Head Office: Pietermaritzburg
REQUIREMENTS : Qualifications: National Diploma (NQF Level 6) in Human Resource Management/Public Management/ Public Administration. A valid driver's license. A minimum of 3 years administrative experience in Human Resource environment. Knowledge: Constitution of the Republic of South Africa, Public Service Act, Public Service Regulations, Public Financial Management Act, Republic of South Africa Constitution, Labour Relations Act, Basic Conditions of Employment Act, Promotion of Equality and Prevention of Unfair Discrimination, Employee Performance Management and Development System. Promotion of Access to information Act, Collective Agreement. Skills: Analytical thinking, Project management, Financial management, People management, Problem solving, Communication, Interpersonal relations, Facilitation, Presentation, Driving.
DUTIES : Provide leave of absence; Process allowances and deductions; Implement termination of services; Supervise human resource.
ENQUIRIES : Ms S Ranjith Tel No: (033) 264 2021

POST 16/191 : **HUMAN RESOURCE PRACTITIONER: PERFORMANCE MANAGEMENT REF NO: DSD40/05/2026HO**

SALARY : R338 106 per annum (Level 07)
CENTRE : Head Office: Pietermaritzburg
REQUIREMENTS : Qualifications: National Diploma (NQF Level 6) in Human Resource Management / Human Resource Development / Public Administration / Public Management. A valid driver's license. A minimum of 3 years clerical experience in Human Resource environment. Knowledge: Constitution of the Republic of South Africa, Public Service Act, Public Service Regulations, Public Financial Management Act, PERSAL, Labour Relations Act, Basic Conditions of Employment Act, Promotion of Equality and Prevention of Unfair Discrimination, Employee Performance Management and Development System, Promotion of Access to information Act, Collective Agreement. Skills: Analytical thinking, Project management, Financial management, People management, Problem solving, Communication, Interpersonal relations, Facilitation, Presentation, Driving.
DUTIES : Facilitate the provision of Employee Performance Management and capacity development; Provide support in the implementation of Performance Management and Development System for Salary Level 1-12 employees and SMS Members; Assist in the provision secretariat services at Committee Meetings (DMC/Appeals); Coordinate the implementation of Competency Based Assessment for the development of SMS members.
ENQUIRIES : Mr CM Ndlovu Tel No: (033) 264 2208

POST 16/192 : **HUMAN RESOURCE PRACTITIONER: DISTRICTS (X9 POSTS)**

SALARY : R338 106 per annum (Level 07)
CENTRE : King Cetshwayo District Ref No: DSD41/05/2026King Cetshwayo (X1 Post)
iLembe District Ref No: DSD42/05/2026iLembe (X1 Post)
Harry Gwala District Ref No: DSD43/05/2026Harry Gwala (X1 Post)
uGu District Ref No: DSD44/05/2026uGu (X2 Posts)
uThukela District Ref No: DSD45/05/2026uThukela (X1 Post)
uMzinyathi District Ref No: DSD46/05/2026uMzinyathi (X1 Post)
Amajuba District Ref No: DSD47/05/2026Amajuba (X1 Post)
uMkhanyakude District Ref No: DSD48/05/2026uMkhanyakude (X1 Post)
REQUIREMENTS : Qualifications: National Diploma (NQF Level 6) in Human Resource Management / Public Administration / Public Management. A valid driver's license. A minimum of 3 years of clerical experience in Human Resource environment. Knowledge: Constitution of the Republic of South Africa, Basic Conditions of Employment Act, Public Service Act, Public Service Regulations, PERSAL, Collective agreements, Departmental/Provincial Policies, Human resource management practices and procedures, Employee Performance Management and Development System. Skills: Problem solving, Communication, Time management, Report writing, Listening, Excellent writing skills, Analytical; creative and innovative thinking, Interpersonal, Planning and Organizing, Computer, Language, Numeracy.
DUTIES : Provide human resource administration practices concerning service conditions; Provide human administration practices concerning human resource provisioning; Provide human resource development; Provide labour relations services; Provide PERSAL support services; Prepare reports on personnel administration issues and statistics; Supervise and provide guidance to staff.
ENQUIRIES : Mr MT Mngomezulu: King Cetshwayo Tel No: (035) 794 5418
Ms R Singh: iLembe District Tel No: (031) 336 8727
Ms TW Gazu: Harry Gwala District Tel No: (039) 259 7027
Mr S Govender: uGu District Tel No: (039) 259 7027
Mr PP Ndaba: uThukela District Tel No: (036) 636 1000
Mr CM Ndaba: uMzinyathi District Tel No: (034) 212 2990
Ms NY Mthembu: Amajuba District Tel No: (017) 735 3822
Ms SS Mngomezulu: uMkhanyakude District Tel No: (035) 571 1000

POST 16/193 : **ADMINISTRATIVE OFFICER: EXECUTIVE SUPPORT REF NO: DSD49/05/2026HO (X2 POSTS)**

SALARY : R338 106 per annum (Level 07)
CENTRE : Head Office: Pietermaritzburg
REQUIREMENTS : Qualifications: National Diploma (NQF Level 6) /Bachelor's Degree (NQF Level 7) in Public Management / Public Administration / Social Sciences. A valid driver licence. A minimum of 3 years' clerical experience. Knowledge: Constitution of the Republic of South Africa; Working knowledge of public service; Public Service Act; Public Service Regulations. Skills: Communication; Listening; Analytical thinking; Interpersonal relations; Organising; Driving.
DUTIES : Provides administrative support services; Provide a secretariat function and establish, implement and maintain an efficient and effective filing system; Procure goods and services; Promote sound working relationships between the Office of the HoD and other stakeholders; Provide supervision of staff.
ENQUIRIES : Mr OE Kabasia Tel No: (033) 264 5402/06

POST 16/194 : **EMPLOYEE HEALTH AND WELLNESS PRACTITIONER: QUALITY OF WORK LIFE REF NO: DSD50/05/2026HO**

SALARY : R338 106 per annum (Level 07)
CENTRE : Head Office: Pietermaritzburg
REQUIREMENTS : Qualifications: Bachelor's Degree (NQF level 7) in Social Work/ Psychology. Registration with the South African Council for Social Services as a Social Worker or with the Health Professions Council as a Psychologist, Only Shortlisted candidates will submit proof of Current Registration with the South African Council for Social Services as a Social Worker or with the Health Professions Council as a Psychologist, A valid driver's license. A minimum of 1-year administrative experience in Employee Health and Wellness environment. Knowledge: Constitution of the Republic of South Africa, Public

Service Act, Public Service Regulations, Labour Relations Act, Treasury Regulations, Basic Conditions of Employment Act, Public Finance Management Act, Employee Performance Management and Development System, Collective Agreements, Service Delivery Frameworks, Employee Health and Wellness Programmes, Employment Equity Act. Skills: Communication, Report writing, Computer literacy, Time Management, Project Management, Financial Management, People management, Interpersonal relations, Counselling, Planning, Organizing, Problem Solving, Numeracy, Driving.

DUTIES : Implement Wellness Management Programme; Attend to referral cases and maintain confidential records for employees; Provide advisory services to line managers on Wellness Management Programme matters; Provide psychosocial, emotional and spiritual wellbeing of employees; Provide administrative functions.

ENQUIRIES : Mr VW Gumede Tel No: (033) 341 3579

POST 16/195 : **EMPLOYEE HEALTH AND WELLNESS PRACTITIONER: OCCUPATIONAL HEALTH REF NO: DSD51/05/2026HO**

SALARY : R338 106 per annum (Level 07)
CENTRE : Head Office: Pietermaritzburg
REQUIREMENTS : Qualifications: Bachelor's Degree (NQF level 7) in General Nursing/Occupational Health and Safety. Registration with the South African Nursing Council (SANC)/South African Institute of Occupational Safety and Health (SAIOSHA). Only Shortlisted candidates will submit proof of current registration with the South African Nursing Council (SANC) / South African Institute of Occupational Safety and Health (SAIOSHA). A valid Driver's license. A minimum of 1 year of experience in Employee Health and Wellness environment. Knowledge: Constitution of the Republic of South Africa, Public Service Act, Public Service Regulations, Labour Relations Act, Treasury Regulations, Basic Conditions of Employment Act, Public Finance Management Act, Employee Performance Management and Development System, Collective, Agreements, Service Delivery Frameworks, Employee Health and Wellness Programmes, Employment Equity Act. Skills: Communication, Report writing, Computer literacy, Time Management, Project Management, Financial Management, People management, Interpersonal relations, Counselling, Planning, Organizing, Problem Solving, Driving.

DUTIES : Implement HIV/AIDS and TB workplace programmes; Facilitate health and productivity management programmes; Provide occupational health and safety services; Provide administrative functions.

ENQUIRIES : Mr VW Gumede Tel No: (033) 341 3579

POST 16/196 : **PERSONAL ASSISTANT (X3 POSTS)**

SALARY : R338 106 per annum (Level 07)
CENTRE : DDG: Community Development & Institutional Coordination Ref No: DSD52/05/20256DDG
Chief Director: Corporate Services Ref No: DSD53/05/2026Corporate
Director: Youth & Women Development Ref No: DSD54/05/2026Youth
REQUIREMENTS : Qualifications: National Diploma (NQF level 6) in Office Management/ Management Assistant/ Public Administration/ Public Management/ Business Management. A minimum of 3 years secretariat experience in rendering support services to senior management. Knowledge: Knowledge on the relevant legislation/ policies/ prescripts and procedures, Basic knowledge on financial administration. Skills: Language, Good telephone etiquette, Computer literacy, Sound organizational behaviour, Communication (verbal & written), Numeracy.

DUTIES : Provide secretarial/ receptionist support service to the Senior Management; Provide administrative support services; Provide support to the Senior Management regarding meetings; Support the Senior Manager with the administration of the budget; Study the relevant Public Service and Departmental prescripts/ policies and other documents.

ENQUIRIES : Mrs GP Xaba - Makhetha Tel No: (033) 264 5576
Mr VW Gumede Tel No: (033) 341 3579
Mr X Makhwasa Tel No: (033) 264 2173

POST 16/197 : **PROFESSIONAL NURSE: PRINCESS MKABAYI CYCC REF NO: DSD55/05/2026PRINCESS MKABAYI**

SALARY : Grade 1: R337 359 per annum
CENTRE : Princess Mkabayi CYCC: uMzinyathi District
REQUIREMENTS : Qualifications: National Diploma (NQF Level 6) in Nursing. Registration with the South African Nursing Council (SANC) as a Professional Nurse. Only shortlisted candidates will submit proof of current registration with the South African Nursing Council (SANC) as a Professional Nurse. A valid driver's license. Knowledge: Constitution of the Republic of South Africa, Public Service Act, Public Service Regulations as amended, Public Finance Management Act, Treasury Regulations, Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks, Nursing Act, Health Act, Occupational Health and Safety Act, Patients' rights Charter, Batho-Pele principles, Labour Relations Act, Employee Performance Management and Development System. Skills: Communication, Interpersonal relations, Report writing, Facilitation, Presentation, Problem solving, Analytical thinking, Self-disciplined, Organizing, Computer literacy, Numeracy, Language skills.
DUTIES : Provide direction and supervision for the implementation of the nursing plan (clinical/quality patient care); Implement standards, practices, criteria and indicators for quality nursing (quality of practices); Practice nursing and health care in accordance with the laws and regulations relevant to Nursing and Health Care; Maintain a constructive working relationship with nursing and other stakeholders; Manage resources of the Division.
ENQUIRIES : Mrs RZ Sibisi Tel No: (034) 299 7578

DEPARTMENT OF SPORT, ARTS AND CULTURE

APPLICATIONS : Applications must be posted to: The Director, KwaZulu-Natal Department of Sport, Arts and Culture, Private Bag X9140, Pietermaritzburg, 3200 or hand delivered to: Department of Sport, Arts and Culture, 171 Boshoff Street, Pietermaritzburg and marked for the attention of Mrs NIS Mbhele/ Ms P Mthembu. Moreover, applicants are also encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs or submit their Z83 and CV directly to the following email address recruitment@kzndsac.gov.za.
Applicants may also visit any one of our Designated Online Application Centres (DOACS) where our friendly staff will assist you with applying online or receiving your hardcopy application. You can find the list of Designated Online Application Centres (DOACS) at www.kznonline.gov.za/kznjobs."
CLOSING DATE : 05 June 2026
NOTE : Directions to applicants: Applicants using the manual application process must ensure that the new Z83 application form (obtainable from any Public Service institution) is completed, duly signed and initiated as failure to do so may lead to disqualification of the application during the selection process. 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. Applicants are discouraged from sending applications through registered mail because the Department will not be responsible for non-collection of these applications. No late applications will be accepted. Applications submitted electronically will be taken as a final application and may not be amended or supplemented in any way after the closing date indicated in the advertisement. If you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to comply with the above instructions will result in the disqualification of your application. Further, all shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Further, shortlisted SMS candidates shall undergo a competency assessment prior to being recommended for appointment by the executive authority. Moreover, SMS candidates recommended for appointment will be required to produce a Pre-entry Certificate for the course offered by the National School of Government (NSG) prior to their appointment. The course is available at the NSG under the name Certificate for entry into and the full details can be obtained by following the link:

https://www.thensg.gov.za/trainingcourse/smspre-entryprogramme. The KwaZulu-Nat Provincial Government is an equal opportunity, affirmative action employer and preference will be given to suitably qualified candidates from designated groups in terms of Employment Equity Act, 1998. The Department reserves the right not to make these appointments.

MANAGEMENT ECHELON

POST 16/198 : **CHIEF FINANCIAL OFFICER: FINANCIAL MANAGEMENT REF NO: DSAC01/2026**

SALARY : R1 494 900 per annum (Level 14), (an all-inclusive package to be structured in accordance with the rules of Senior Management Service [SMS])

CENTRE : Pietermaritzburg, Head Office

REQUIREMENTS : A Grade 12 certificate plus an appropriate bachelor's degree (NQF 7) in Accounting/ Finance or relevant qualification, coupled with a minimum of five (5) years' experience at a Senior Managerial level (SMS). The pre-entry certificate for the Senior Management Services (SMS) from the National School of Governance is compulsory prior to the appointment. Valid code 8/EB driver's license. Knowledge: Good understanding of Public Service Legislation and prescripts applicable to Government, including systems and procedures. Project Management principles. Sound knowledge of relevant legislation such as the PFMA, Treasury Regulations, etc. Knowledge of relevant financial systems such as PERSAL and BAS, etc. Experience in Strategic Planning and Financial Management. Skills: Good negotiation and conflict resolution skills. Critical analysis, research, analytical and project management skills. Ability to work independently yet function optimally as part of a dynamic and multi-disciplinary team. Computer literacy (MS Word, Excel, Power Point, etc). Good communication (written and verbal) skills.

DUTIES : Manage the budgeting and financial management functions. Develop and implement appropriate financial management policies, guidelines and procedures. Provide advice to the Accounting Officer on financial management. Manage the Supply Chain Management function. Develop and maintain internal control systems. Provide financial reports as required by Provincial Treasury. Ensure financial targets and budgets are consistent with the strategic plan. Manage fixed assets of the Department. Supervise, develop and manage employees' performance in accordance with the Employee Performance Management and Development System (EPMDS).

ENQUIRIES : Dr CT Sifunda Tel No. (033) 264 3400

OTHER POSTS

POST 16/199 : **CULTURAL OFFICER: ZULULAND DISTRICT OFFICE REF NO: DSAC02/2026**

SALARY : R338 106 per annum (Level 07)

CENTRE : Ulundi

REQUIREMENTS : A Grade 12 certificate plus bachelor's degree/National Diploma (NQF6) in Fine Arts, Arts and Drama, Creative Arts or relevant qualification, coupled with a minimum of one (1) year relevant experience. Valid code 8/EB driver's license. Knowledge: Public Service Regulations and prescripts. Cultural Legislations. PFMA and SCM policies and regulations. Project management. Knowledge of the relevant prescript governing the Government. Clean criminal records. Basic knowledge of financial administration. Knowledge and Understanding of Accounting. Records management. Batho Pele Principles. Skills: Research and analytical skills. Negotiation/ Consultation skills. Resource management skills. Presentation skills. Computer literacy (MS Word, Excel, Power Point, etc). Good communication (written and verbal) skills.

DUTIES : Implement and develop programmes for the creative industry (visual and performing) as well as business developmental programmes for artists. Undertake the implementation social cohesion programmes, moral regeneration, indigenous knowledge system and culture advancement programmes. Support all arts and culture structures. Undertake the implementation of programmes in arts and culture organizations and cultural institutions. Render administrative functions in relation to programmes that are implemented.

ENQUIRIES	:	Ms BPN Dludla at 064 616 1471
POST 16/200	:	**ARCHIVIST: DURBAN ARCHIVES - REPOSITORY MANAGEMENT REF NO: DSAC03/2026**
SALARY	:	R338 106 per annum (Level 07)
CENTRE	:	Durban
REQUIREMENTS	:	A Grade 12 certificate plus bachelor's degree/National Diploma (NQF 6) in Records Management or relevant qualification, coupled with one (1) year relevant experience in records management. Valid code 8/EB driver's license. Knowledge: All relevant archival prescripts. Public Service Act. Batho Pele Principles. EPMDS and PFMA. Skills: Analytical skills. Project management skills. Research and Presentation skills. Project management skills. Computer literacy (MS Word, Excel, Power Point, etc). Creation of finding aids. Good communication (written and verbal) skills.
DUTIES	:	Process enquiries and provide support and advise archivalia in the reading room. Create finding aids. Collection Management. Public programming. Preserve and digitize records in according to the procedure manual.
ENQUIRIES	:	Mr RB Singh Tel No: (031) 309 5681
POST 16/201	:	**SUPPLY CHAIN PRACTITIONER-DEMAND AND ACQUISITION MANAGEMENT REF NO: DSAC04/2026**
SALARY	:	R338 106 per annum (Level 07)
CENTRE	:	Pietermaritzburg, Head Office
REQUIREMENTS	:	A Grade 12 certificate plus National Diploma (NQF 6) in Financial Management or relevant qualification, coupled with a minimum of two (2) year relevant experience in Finance Management. Valid code 8/EB driver's license. Knowledge: Public Service Act and Regulations, PFMA, Departmental policies, objectives and business processes, Management reporting, SCM Procedures, Human Resource Management. Skills: Ability to multi-task. Ability to work independently. Problem solving, Tact and diplomacy, Project management skills, Policy analysis and development, Motivational, Negotiation, Conflict management, Strategy management and policy formulation, Labour Relations, Programme management, Report writing, financial management. Computer literacy (MS Word, Excel, Power Point, etc). Good Communication (verbal and written) skills.
DUTIES	:	Ensure time-consuming procurement of goods and services. Assist with the consolidation and capturing of Procurement plan. Authorize commitments on BAS. Attend bid/quotations briefing sessions. Provide secretariat functions for BSC committee. Supervise, develop and manage employees' performance in accordance with the Employee Performance Management and Development System (EPMDS
ENQUIRIES	:	Mr M Mazibuko Tel No: (033) 264 3400
POST 16/202	:	**RECREATION PROMOTION AND DEVELOPMENT COORDINATOR: HARRY GWALA DISTRICT OFFICE REF NO: DSAC05/2026**
SALARY	:	R338 106 per annum (Level 07)
CENTRE	:	Bulwer
REQUIREMENTS	:	A Grade 12 certificate plus bachelor's degree/National Diploma (NQF 6) in Sport Management/Science or relevant qualification, coupled with a minimum of one (1) year relevant experience. Valid code 8 driver's license. Knowledge: Relevant legislatives, Regulations and Policy Framework, Computer operation / office automation, Departmental objectives, Departmental business processes service delivery and Service Level Agreements, PFMA, Departmental policies, Project management, Sport Management/Sport Science, National and Provincial sport and recreation strategies. Skills: Stakeholders Relations, Coaching and mentoring, Facilitation, Analytical Methods and techniques, good organizing, and planning. Problem solving. Good interpersonal relations, Programme management, Report writing, Leadership, Financial management. Computer Literacy (MS Word, Excel, Power Point, etc). Good communication (written and verbal) skills.
DUTIES	:	Facilitate and coordinate the formation of recreation structures at district, wards, and local levels in collaboration with relevant stakeholders. Coordinate departmental programme activities at districts, wards and local levels for development of recreation. Facilitate, co-ordinate and monitor the effective

		implementation of Departmental policies throughout the programmes. Render project management and administrative functions towards implemented programmes. Ensure collection, compilation and updating of data in all programme activities at wards to district levels. Provide effective utilization of resources and supervise staff.
ENQUIRIES	:	Harry Gwala: Ms T Mahlobo Tel No: (039) 834 5300
POST 16/203	:	**RECREATION PROMOTION AND DEVELOPMENT COORDINATOR: ZULULAND DISTRICT OFFICE REF NO: DSAC06/2026**
SALARY	:	R338 106 per annum (Level 07)
CENTRE	:	Ulundi
REQUIREMENTS	:	A Grade 12 certificate plus bachelor's degree/National Diploma (NQF 6) in Sport Management/Science or relevant qualification, coupled with a minimum of one (1) year relevant experience. Valid code 8 driver's license. Knowledge: Relevant legislatives, Regulations and Policy Framework, Computer operation / office automation, Departmental objectives, Departmental business processes service delivery and Service Level Agreements, PFMA, Departmental policies, Project management, Sport Management/Sport Science, National and Provincial sport and recreation strategies. Skills: Stakeholders Relations, Coaching and mentoring, Facilitation, Analytical Methods and techniques, good organizing, and planning. Problem solving. Good interpersonal relations, Programme management, Report writing, Leadership, Financial management. Computer Literacy (MS Word, Excel, Power Point, etc). Good communication (written and verbal) skills.
DUTIES	:	Facilitate and coordinate the formation of recreation structures at district, wards, and local levels in collaboration with relevant stakeholders. Coordinate departmental programme activities at districts, wards and local levels for development of recreation. Facilitate, co-ordinate and monitor the effective implementation of Departmental policies throughout the programmes. Render project management and administrative functions towards implemented programmes. Ensure collection, compilation and updating of data in all programme activities at wards to district levels. Provide effective utilization of resources and supervise staff.
ENQUIRIES	:	Zululand: Ms BA Thabethe at 082 430 6782
POST 16/204	:	**ADMINISTRATION CLERK SUPERVISOR- CULTURE DEVELOPMENT: ADMIN SUPPORT REF NO: DSAC08/2026**
SALARY	:	R338 106 per annum (Level 07)
CENTRE	:	Pietermaritzburg, Head Office
REQUIREMENTS	:	Grade 12 certificate plus bachelor's degree/ National Diploma in Public Management or relevant qualification, coupled with a minimum of three (3) years relevant experience. Valid code 8 /EB driver's license. Knowledge: Public Service Regulations and prescripts. Cultural Legislations. PFMA and SCM policies and regulations. Project management. Knowledge of the relevant prescript governing the Government. Clean criminal records. Basic knowledge of financial administration. Knowledge and Understanding of Accounting. Records management. Batho Pele Principles. Skills: Good interpersonal relations. Ability to work under pressure. Good office administration, planning and organizational skills. Good Organizational and Planning Skills. Good Interpersonal and Intrapersonal Skills. Computer literacy (Ms Word, Excel, PowerPoint, etc). Good communication (written & verbal) skills.
DUTIES	:	Provide effective and efficient office management to the Directorate, which includes systems for receiving and distributing correspondence. Render effective administration support for the Directorate which includes HR, Finance and Transport etc. Render effective and efficient records management within the Directorate. Provide support regarding all logistics requirements within the Directorate. Coordination and analysis of monthly reports.
ENQUIRIES	:	Ms K Verrimaak Tel No: (033) 341 3600
POST 16/205	:	**ADMIN CLERK: CORPORATE SERVICES UNIT: EASTERN DISTRICTS CLUSTER REF NO: DSAC09/2026**
SALARY	:	R237 453 per annum (Level 05)
CENTRE	:	Durban

REQUIREMENTS : Grade 12 certificate or equivalent certificate. Valid Code 08/EB Driver's License. Knowledge: Basic knowledge of financial administration. Relevant legislation / Policies / prescripts and procedures. Knowledge and Understanding of Accounting Methods, Principles and Procedures. Skills: Good Organizational and Planning Skills. Good Interpersonal and Intrapersonal Skills. Telephonic Etiquette skil10ls. Computer Literacy (MS Word, Excel, Power Point, etc). Good communication (written and verbal) skills.

DUTIES : Render general clerical support services. Provide supply chain clerical support services within the Component. Provide personnel administration and clerical support services within the component. Provide financial administration support services in the component.

ENQUIRIES : Durban: Ms HC Gumede at 063 8084995

POST 16/206 : **ADMIN CLERK: DUNDEE DEPOT: WESTERN DISTRICTS CLUSTER REF NO: DSAC10/2026**

SALARY : R237 453 per annum (Level 05)

CENTRE : Dundee

REQUIREMENTS : Grade 12 certificate or equivalent certificate. Valid Code 08/EB Driver's License. Knowledge: Basic knowledge of financial administration. Relevant legislation / Policies / prescripts and procedures. Knowledge and Understanding of Accounting Methods, Principles and Procedures. Skills: Good Organizational and Planning Skills. Good Interpersonal and Intrapersonal Skills. Telephonic Etiquette skil10ls. Computer Literacy (MS Word, Excel, Power Point, etc). Good communication (written and verbal) skills.

DUTIES : Render general clerical support services. Provide supply chain clerical support services within the Component. Provide personnel administration and clerical support services within the component. Provide financial administration support services in the component.

ENQUIRIES : Dundee Library: Ms BM Sadaw Tel No: (034) 212 2459

POST 16/207 : **ADMIN CLERK: ARCHIVES REPOSITORY MANAGEMENT: SOUTHERN DISTRICTS CLUSTER REF NO: DSAC11/2026**

SALARY : R237 453 per annum (Level 05)

CENTRE : Pietermaritzburg, Head Office

REQUIREMENTS : Grade 12 certificate or equivalent certificate. Valid Code 08/EB Driver's License. Knowledge: Basic knowledge of financial administration. Relevant legislation / Policies / prescripts and procedures. Knowledge and Understanding of Accounting Methods, Principles and Procedures. Skills: Good Organizational and Planning Skills. Good Interpersonal and Intrapersonal Skills. Telephonic Etiquette skil10ls. Computer Literacy (MS Word, Excel, Power Point, etc). Good communication (written and verbal) skills.

DUTIES : Render general clerical support services. Provide supply chain clerical support services within the Component. Provide personnel administration and clerical support services within the component. Provide financial administration support services in the component.

ENQUIRIES : Pietermaritzburg Archives Repository: Ince Edgar Tel No: (033) 342 4713

POST 16/208 : **ADMIN CLERK: MIDLANDS LIBRARY DEPOT-SOUTHERN DISTRICTS CLUSTER REF NO: DSAC12/2026**

SALARY : R237 453 per annum (Level 05)

CENTRE : Pietermaritzburg

REQUIREMENTS : Grade 12 certificate or equivalent certificate. Valid Code 08/EB Driver's License. Knowledge: Basic knowledge of financial administration. Relevant legislation / Policies / prescripts and procedures. Knowledge and Understanding of Accounting Methods, Principles and Procedures. Skills: Good Organizational and Planning Skills. Good Interpersonal and Intrapersonal Skills. Telephonic Etiquette skil10ls. Computer Literacy (MS Word, Excel, Power Point, etc). Good communication (written and verbal) skills.

DUTIES : Render general clerical support services. Provide supply chain clerical support services within the Component. Provide personnel administration and

clerical support services within the component. Provide financial administration support services in the component.

ENQUIRIES : Midlands Library Depot: Ms T Tshabalala Tel No: (033) 345 2226

POST 16/209 : **ADMIN CLERK: ADMIN SUPPORT LIBRARY & ARCHIVES SERVICES REF NO: DSAC13/2026**

SALARY : R237 453 per annum (Level 05)
CENTRE : Pietermaritzburg, Head Office
REQUIREMENTS : Grade 12 certificate or equivalent certificate. Valid Code 08/EB Driver's License. Knowledge: Basic knowledge of financial administration. Relevant legislation / Policies / prescripts and procedures. Knowledge and Understanding of Accounting Methods, Principles and Procedures. Skills: Good Organizational and Planning Skills. Good Interpersonal and Intrapersonal Skills. Telephonic Etiquette skil10ls. Computer Literacy (MS Word, Excel, Power Point, etc). Good communication (written and verbal) skills.
DUTIES : Render general clerical support services. Provide supply chain clerical support services within the Component. Provide personnel administration and clerical support services within the component. Provide financial administration support services in the component.
ENQUIRIES : Ms N Masuku at 082 920 0883

POST 16/210 : **DRIVER/MESSENGER REF NO: DSAC14/2026**
Mbazwana Library Depot: Northern Districts Cluster

SALARY : R201 093 per annum (Level 04)
CENTRE : Mbazwana
REQUIREMENTS : Grade 12 certificate or equivalent certificate, coupled with a minimum of two (2) years' driving experience. Willingness to travel on overnight trips and working extra hours. Valid code 10 driver's license plus Professional Driving Permit (PDP). Knowledge: General understanding of the business environment. Postal procedures Departmental delegations. Skills: Numeracy and literacy. Good driving. Good communication (written and verbal).
DUTIES : Collect and send mail bag to and from the post office. Distribute mail and documents within and outside the Department. Provide driving duties within the directorate and attending to ad hoc requests. Ensure that the vehicle allocated to the Directorate is kept in good condition. Assist in recording of face value forms and documents for distribution.
ENQUIRIES : Ms Z Mdletshe at 079 6762 730

POST 16/211 : **DRIVER/MESSENGER REF NO: DSAC15/2026**
South Coast Depot: Eastern Districts Cluster

SALARY : R201 093 per annum (Level 04)
CENTRE : Pinetown
REQUIREMENTS : Grade 12 certificate or equivalent certificate, coupled with a minimum of two (2) years' driving experience. Willingness to travel on overnight trips and working extra hours. Valid code 10 driver's license plus Professional Driving Permit (PDP). Knowledge: General understanding of the business environment. Postal procedures Departmental delegations. Skills: Numeracy and literacy. Good driving. Good communication (written and verbal).
DUTIES : Collect and send mail bag to and from the post office. Distribute mail and documents within and outside the Department. Provide driving duties within the directorate and attending to ad hoc requests. Ensure that the vehicle allocated to the Directorate is kept in good condition. Assist in recording of face value forms and documents for distribution.
ENQUIRIES : Ms PP Sidlova Tel No: (031) 701 3237

POST 16/212 : **GENERAL ASSISTANT: COASTAL LIBRARY DEPOT REF NO: DSAC16/20262**

SALARY : R144 024 per annum (Level 02)
CENTRE : Pinetown
REQUIREMENTS : A Grade 12 certificate or equivalent certificate. Willingness to travel overnight trips. Ability to perform physically demanding duties. Knowledge: Numeracy&

		Literacy. Library prescripts and procedures. Skills: Numeracy and literacy Communication skills, filing principles, report writing.
DUTIES	:	Provide support for library material exchange system. Provide support with the dispatch and collection of library material from Preparations Section and affiliated libraries. Maintain library material for loans by affiliated libraries. Provide labour support for the movement of library material and equipment.
ENQUIRIES	:	Ms N Nkosi Tel No: (031) 701 1234
POST 16/213	:	**GENERAL ASSISTANT: PROMOTIONAL SUPPORT & PUBLISHING – LIBRARY SERVICES REF NO: DSAC17/2026**
SALARY	:	R144 024 per annum (Level 02)
CENTRE	:	Pietermaritzburg, Head Office
REQUIREMENTS	:	A Grade 12 certificate or equivalent certificate. Willingness to travel overnight trips. Ability to perform physically demanding duties. Knowledge: Numeracy& Literacy. Library prescripts and procedures. Skills: Numeracy and literacy Communication skills, filing principles, report writing.
DUTIES	:	Provide support for library material exchange system. Provide support with the dispatch and collection of library material from Preparations Section and affiliated libraries. Maintain library material for loans by affiliated libraries. Provide labour support for the movement of library material and equipment.
ENQUIRIES	:	Ms P Mthembu at 072 219 1609
POST 16/214	:	**GENERAL WORKER** Administrative Support Section
SALARY	:	R144 024 per annum (Level 02)
CENTRE	:	**Pietermaritzburg, Head Office:** Heritage Services Ref No: DSAC18/2026 Library & Archives Services Ref. No: DSAC19/2026
REQUIREMENTS	:	Standard 8/ ABET certificate or equivalent certificate. Knowledge: Utilizing cleaning equipment. Occupational health and safety measures. Skills: Basic communication (written and verbal).
DUTIES	:	General cleanliness of the buildings. Clean offices. Clean general areas of premises and their contents. Assist with cleaning of kitchens and their assets when required. Ensure that ablutions are hygienic and clean. Ensure that waste is controlled effectively and removed.
ENQUIRIES	:	Heritage Services: Ms EN Zondi Tel No. (033) 345 3171 Library Services: Ms N Masuku at 082 920 0883

ANNEXURE Z

PROVINCIAL ADMINISTRATION: LIMPOPO
DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT

Limpopo Department of Agriculture and Rural Development is an equal opportunity, affirmative action employer with clear employment equity targets. Applications are hereby invited for the filling of the vacant posts, which exist in the Limpopo Department of Agriculture and Rural Development. Women and people with disabilities are encouraged to apply.

APPLICATIONS : Applicants using electronic format must quote the relevant reference number on the application and apply on the following website: https://erecruitment.limpopo.gov.za and applicants submitting applications in a printed hard copy (manual or hand delivery) must quote the relevant reference number on the application and forward to the below address.

Capricorn District: The Director: Capricorn District, Limpopo Department of Agriculture and Rural Development, Private Bag X28, Chuenespoort, 0745 or hand delivered to: Block 28 Next to Traffic Government Offices: Lebowakgomo.

Waterberg District: The Director: Waterberg District Limpopo Agriculture and Rural Development, Private Bag X1048, Modimolle, 0510 or hand delivered to: NTK Building, Modimolle.

Vhembe District: The Director: Vhembe District Limpopo Agriculture and Rural Development, Private Bag X2247, Sibasa, 0970 or hand delivered to: Makwarela Government Offices.

Mopani District: The Director: Mopani District Limpopo Agriculture and Rural Development, Private Bag X577, Giyani, 0826 or hand delivered to: Old Parliamentary Building.

Sekhukhune District: The Director: Sekhukhune District, Limpopo Department of Agriculture and Rural Development, Private Bag X01, Chuenespoort, 0745 or hand delivered to: Block 27 Next to Traffic Government Offices: Lebowakgomo.

CLOSING DATE : 29 May 2026 at 16:00 (walk-in) and 00:00 (online)

NOTE : It is compulsory for the applicant to complete all the mandatory fields of the E-recruitment System. Once all the fields in an E-recruitment System are completed, the applicant shall confirm that they understand that by applying electronically, they agree that all the information presented is true, correct, and legally binding. All applications submitted through an electronic format shall be accepted as the final application and may not be amended or supplemented in any way after the closing date indicated in the advertisement. Applicants submitting applications in a printed hard copy (manual or hand delivery) must utilize the most recent Z83 application for employment form as issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulation, 2016, as amended, failure to do so will results in disqualification. The Z83 form must be completed in a manner that provides sufficient information about the candidate and the post he or she applies for by completing all relevant fields. The declaration must be signed in order for an applicant to be considered. The following must be considered in relation to the completion of the new z83 form by the applicants: All the fields in Parts A, B, C, and D must be completed. In Part B, all fields must be completed in full except the following; South African applicants need not provide passport numbers, If an applicant responds "no" to the question I' Are you conducting business with the State or are you a Director of a Public or Private Company conducting business with the State?" then the answer to the next question "In the event that you are employed in the Public Service, will you immediately relinquish such business interests?" can be left blank or indicated as not applicable. A "not applicable" or blank response will be allowed on the question "if your profession or occupation requires official registration, provide date and particulars of registration", if you are not in possession of such registration. Noting there is limited space provided for Part E, F & G, applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. If the information required is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the application of employment Z83, and applicants are accountable for the information that is provided therein. The question related to conditions that prevent re-appointment under Part F must be answered (Applicants currently employed by the public service do not need to complete the section). The application must include only completed and signed Z83 form and a recently updated

comprehensive CV (with detailed previous experience). 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 date of the interview date. The applicant may submit additional information separately where the space provided on z83 form is not sufficient. Applicants who apply for more than one position are requested to submit separate applications for each position they wish to apply for. Correspondence will be limited to short-listed candidates only due to the large number of applications we envisage to receive and if you have not heard from us within 90 days of the closing date, please accept that your application has been unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to, within 90 days, request reasons from the Department for any administrative action which has adversely affected them in terms of section 5(1)(2) of the Promotion of Administrative Justice Act 3 of 2000. By virtue of applying, you are consenting that the department subject you to personnel suitability checks e.g. the verification of educational qualifications, previous experience, citizenship, reference checks, financial checks and security vetting. Candidates with foreign qualifications are advised to attach SAQA accreditation of their qualifications. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Successful incumbents will be expected to sign a performance agreement within three months of the assumption of duty and be required to disclose their financial interest in accordance with the prescribed regulations. Failure to comply with the above requirements will result in the disqualification of the application. The Department reserves the right not to make any appointment for the advertised posts. The employment decision shall be made by the Employment Equity Plan for the Department. Note: Due to austerity measures, the department will not carry any related costs (transport, accommodation, and meals) for candidates attending interviews. Note: These posts will be posted on the following websites: www.ldard.gov.za / www.limpopo.gov.za and Departmental social media.

OTHER POST

POST 16/215 : **ANIMAL HEALTH TECHNICIAN (X18 POSTS)**

SALARY : R397 116 per annum (Level 08)

CENTRE : **Capricorn District (X2 Posts):**
Capricorn East Ref No: LDARD 01/04/2026 (X1 Post)
Capricorn North -West Ref No: LDARD 02/04/2026 (X1 Post)
Mopani District (X3 Posts):
Mopani North Ref No: LDARD 03/04/2026 (X2 Posts)
Mopani West Ref No: LDARD 04/04/2026 (X1 Post)
Vhembe District (X8 Posts):
Vhembe East Ref No: LDARD 05/04/2026 (X2 Posts)
Vhembe North Ref No: LDARD 06/04/2026 (X3 Posts)
Vhembe West Ref No: LDARD 07/04/2026 (X2 Posts)
Vhembe Central Ref No: LDARD 08/04/2026 (X1 Post)
Waterberg District (X2 Posts):
Waterberg East Ref No: LDARD 09/04/2026 (X1 Post)
Waterberg North Ref No: LDARD 10/04/2026 (X1 Post)
Sekhukhune District (X3 Posts):
Sekhukhune Central Ref No: LDARD 11/04/2026 (X1 Post)
Sekhukhune East Ref No: LDARD 12/04/2026 (X1 Post)
Sekhukhune West Ref No: LDARD 13/04/2026 (X1 Post)

REQUIREMENTS : Grade 12 plus an appropriate qualification NQF level 6 in Animal Health or equivalent appropriate tertiary qualification as recognised by SAQA. No experience required. Current registration with the South African Veterinary Council as Animal Health Technician is compulsory. A valid driver's licence (with the exception of people with disabilities). Knowledge, Competencies, and Skills: Excellent interpersonal, communication and negotiation skills. Time management. Thorough knowledge of Animal Diseases Act, 1984 (Act 35 of 1984). Thorough knowledge of Animal Identification Act, 2002 (Act 6 of 2002). Knowledge of Meat Safety Act, 2000 (Act 40 of 2000). Thorough knowledge of

specific diseases control programmes and eradication schemes. Knowledge of the PFMA. Computer proficiency. Report writing skills.

DUTIES : To render an Animal Health Regulatory Support Service in terms of the Animal Health Diseases Act (Act 35/1984). Implement disease control measures. Render a support service to the State Veterinarian regarding animal disease control, reproduction and production advancement, sample collection and law enforcement. Assist in the provision of extension services on animal health to animal owners. Perform administrative and related functions, which would, inter alia, entail populating databases and compile and submit monthly and quarterly reports.

ENQUIRIES : Capricorn District: Ms. Sebatjane LD Tel No: (015) 632 8609 or Mr. Masera TN Tel No: (015) 632 8625 or Ms. Maredi BR Tel No: (015) 632 8610
Waterberg District: Ms. Kekana RM Tel No: (014) 717 4949 or Mr. Nkoko KA Tel No: (014) 717 3298/1077
Vhembe District: Mammburu TD Tel No: (015) 963 2005 or Rathogwa MM Tel No: (015) 963 2007
Sekhukhune District: Ms. Laka MA, Ms. Lepulana S or Ms. Mphahlele RS Tel No: (015) 632 7000
Mopani District: Ms. Malatji MA Tel No: (015) 811 9837 or Tel No: (015) 811 1189

ANNEXURE AA

PROVINCIAL ADMINISTRATION: MPUMALANGA
DEPARTMENT OF CO-OPERATIVE GOVERNANCE, HUMAN SETTLEMENTS & TRADITIONAL AFFAIRS
The Mpumalanga Department of Co-operative Governance, Human Settlements and Traditional Affairs is an equal opportunity, affirmative action employer. It is the intention of the Department to promote representativity (disability, gender and race) through the filling of posts and candidates whose transfer/promotion/appointment promote representativity will receive first preference. Persons with disabilities and all races are encouraged to apply.

APPLICATIONS	:	Applications must be email to: Coghstarecruitment@mpg.gov.za OR, couriered OR Hand delivered to: Rhino Building extension 2 No.7 Government Boulevard, Riverside Park, Mbombela, 1200.
FOR ATTENTION	:	The Director: HRM & D
CLOSING DATE	:	29 May 2026
NOTE	:	Application must be submitted on a New signed Z83 form obtainable from any Public Service Department accompanied by recent detailed Curriculum Vitae only, to be considered. Shortlisted candidates will be required to submit certified copies of all qualifications, Senior Certificate, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to shortlisted candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); Qualification verification. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Competency Assessment will be applicable to recommended candidates on SMS positions only. Short-listed candidates will be expected to avail themselves at the Department's convenience. The Department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.

MANAGEMENT ECHELON

POST 16/216	:	**CHIEF DIRECTOR: FINANCIAL MANAGEMENT REF NO: 2026/COGHSTA/09** Chief Directorate: Financial Management
SALARY	:	R1 494 900 per annum (Level 14), (all-inclusive SMS remuneration package)
CENTRE	:	Mbombela (Head Office)
REQUIRMENTS	:	A recognised Advanced Diploma/ Bachelor's Degree at NQF Level 7 in Accounting and Auditing or any other relevant qualification. A minimum of 5 years' experience at senior management level. Experience in Public Financial Management. Experience in Supply Chain Management. Experience in preparations of AFS/IFS. Experience in dealing with internal/external Auditors. Knowledge of the principles and techniques of Corporate Governance. Pre Entry SMS or Nyukela Certificate is required prior to appointment. A valid driver's license. Skills and Competencies: Planning and organizing. Report writing. Decision making. Strategic capability and leadership, Financial management, Change management, Knowledge management, People management and empowerment, Programme and project management, Service delivery innovations, Client orientation and customer focus, Analytical thinking and problem solving, Communication and Presentation. Knowledge of Public Service Prescripts and local government policy frameworks. Computer Literate.
DUTIES	:	Provide support to the Head of Department and the other senior managers with regard to overall compliance to the PFMA and GRAP, related regulation and practice notes. Coordinate and manage an effective, efficient and economic Supply Chain Management System in the Department. Ensure effective and efficient financial management and financial accounting services. Ensure timely preparation, reporting of financial, and Supply Chain Management documents. Manage the external audit process, General management function, Contribute to the effective leadership of the Department, maintaining focus on its purpose and vision through rigorous analysis and challenge,

leading development of a medium term financial strategy and the annual budgeting process to ensure financial balance and a monitoring process to ensure its delivery. Contributing to the effective corporate management of the organization, including strategy implementation, cross-organizational issues, integrated business and resource planning, risk management and performance management. Manage the provision of administrative support services.

ENQUIRIES : Mr PP Mokwena Tel No: (013) 766 6225 and Ms. NI Mashego Tel No: (013) 766 6543

POST 16/217 : **CHIEF DIRECTOR: DEVELOPMENT AND PLANNING REF NO: 2026/COGHSTA/10**
Chief Directorate: Development and Planning

SALARY : R1 494 900 per annum (Level 14), (all-inclusive SMS remuneration package)
CENTRE : Mbombela (Head Office)
REQUIREMENTS : A Senior Certificate and a recognised Advanced Diploma/ Bachelor's Degree at NQF Level 7 in Development Planning Studies/Spatial Planning/ Town/Urban and Regional Planning or any other relevant qualification. A minimum of 5 years' experience at senior management level. A postgraduate in Development Planning Studies and Project Management will be an added advantage. Experience in Planning and Infrastructure and Public Financial Management. Pre Entry SMS or Nyukela Certificate is required prior to appointment. A valid driver's license. Compulsory registration with SACPLAN as a Professional Planner in terms of the Planning Professions Act, 2002 (Act 36 of 2002). Skills and Competencies: Planning and organising. Report writing. Decision making. Strategic capability and leadership, Financial management, Change management, Knowledge management, People management and empowerment, Programme and project management, Service delivery innovations, Client orientation and customer focus, Analytical thinking and problem solving, Communications and presentation. Policy and guidelines processes. Knowledge in Public Service Prescripts and Local Government policy frameworks. Knowledge in Spatial planning and land use management as well as integrated planning and LED. Computer literacy.

DUTIES : Coordinate and manage Integrated Development and Plannings (IDP) in municipalities and district development models in the province. Manage and coordinate the implementation of Local Economic Development Planning. Co-ordinate and manage the municipalities on sustainable land use Management services. Co-ordinate the development of Spatial Planning Services and Geographic Information System Services. Effective and efficient management of finance, physical and human resources including performance management. Manage the provision of administrative support services.

ENQUIRIES : Mr PP Mokwena Tel No: (013) 766 6225 and Ms. NI Mashego Tel No: (013) 766 6543

POST 16/218 : **DIRECTOR: MUNICIPAL CAPACITY BUILDING REF NO: 2026/COGHSTA/11**
Chief Directorate: Municipal Support

SALARY : R1 266 714 per annum (Level 13), (all-inclusive SMS remuneration package)
CENTRE : Mbombela (Head Office)
REQUIREMENTS : A Senior Certificate and recognised Advanced Diploma/Bachelor's Degree at NQF Level 7 in Human Resource Development/ Education Science/ Public Administration/ Public Management or any other relevant qualification. A minimum of 5 years' experience at middle/senior managerial level in the Municipal Capacity Building environment. Pre Entry SMS or Nyukela Certificate is required prior to appointment. A valid driver's license. Skills and Competencies: Planning and organising skills. Strategic capability and leadership, Financial management, Change management, Knowledge management, People management and empowerment, Programme and project management, Service delivery innovations, Client orientation and customer focus, Problem solving and analysis, The ability to interpret and apply policies. Negotiation, Communication and presentation skills. Report writing. Knowledge and understanding of national and provincial capacity building frameworks and all local government prescripts. Computer literacy.

DUTIES : Monitor the conducting of research on capacity building measures. Monitor the development and implementation of institutional and Municipal Capacity Development framework. Develop and implement Institutional Capacity

Building programmes and strategies for Municipalities. Monitor the impact of training programmes implemented. Establish and maintain key partnerships with external stakeholders. Monitor the provision of support to Municipalities to improve human resources capacity. Co-ordinate interventions directed at improvement of Human Capacity Building in Municipalities. Promote knowledge sharing programmes for improvement of service delivery in Municipalities. Ensure that the environment is properly managed and assist Municipalities to maximize their capacity to deliver their developmental responsibilities. Manage the development, financing and implementation of specific interventions that are intended to strengthen the capacity of Municipalities and the Local Government Systems to perform their development responsibilities. Monitor and support municipalities to develop and implement work skills plans. Develop programmes to provide targeted capacity interventions to identified gaps in municipalities. Manage the provision of administrative support services.

ENQUIRIES : Mr PP Mokwena Tel No: (013) 766 6225 and Ms. NI Mashego Tel No: (013) 766 6543

POST 16/219 : **DIRECTOR: MUNICIPAL FINANCIAL SUPPORT REF NO: 2026/COGHSTA/12**
Chief Directorate: Municipal Support

SALARY : R1 266 714 per annum (Level 13), (all-inclusive SMS remuneration package)
CENTRE : Mbombela (Head Office)
REQUIREMENTS : Senior Certificate and a recognized Advanced Diploma/ Bachelor Degree (NQF Level 07) in Financial Management/Management Accounting / Financial Accounting/Auditing or any other relevant qualification. A minimum of 5 years' experience at middle/senior managerial level in financial management. Pre Entry SMS or Nyukela Certificate is required prior to appointment. A valid driver's license. Skills and Competencies: Planning and organising. Report writing. Decision making. Competency in Microsoft Office Suite (Excel, Word and PowerPoint). Good people management. Analytical thinking and problem-solving skills. Good communication (verbal and written) and presentation. Interpersonal and writing skills. Knowledge of financial systems. Knowledge of local government and policy frameworks as well as other related frameworks and regulations. Knowledge of Public Service Prescripts. Computer literacy.

DUTIES : Monitor and follow up on reported unauthorised, irregular, fruitless and wasteful expenditure by municipalities. Assess annual financial statements for municipalities in the province, compile a section 131 report and submit to legislature, provide capacity building to municipalities on financial matters. Provide financial management support to identified municipalities. Monitor the implementation of Municipal Property Rates Act. Monitor the implementation of upper limits, monitor the implementation of anti-corruption measures, Monitor the implementation of Municipal Finance Management Act. Manage discretionary interventions (Section 106 of the Municipal Systems Act and 139 of the Constitution). Coordinate and administer Audit outcomes. Monitor the implementation of Anti-Corruption measures. General effective management of the Directorate and performance management of employees.

ENQUIRIES : Mr PP Mokwena Tel No: (013) 766 6225 and Ms. NI Mashego Tel No: (013) 766 6543

POST 16/220 : **DIRECTOR: SPATIAL PLANNING REF NO. 2026/COGHSTA/13**
Chief Directorate: Development And Planning

SALARY : R1 266 714 per annum (Level 13), (all-inclusive SMS remuneration package)
CENTRE : Mbombela (Head Office)
REQUIREMENTS : A Senior Certificate and a recognized Advanced Diploma/ Bachelor's Degree at NQF Level 7 in Town and Regional Planning/Urban and Regional Planning/Spatial Planning or any other relevant qualification. A minimum of 5 years' experience at middle/senior managerial level. Compulsory registration with SACPLAN as a Professional Planner in terms of the Planning Professions Act, 2002 (Act 36 of 2002). A broad knowledge of all facets of town and regional planning in urban and rural areas, including applicable planning legislation is a requirement. Proven ability in the field of strategic/forward planning with specific skills in developing spatial development frameworks and land use management systems. Pre Entry SMS or Nyukela Certificate is required prior to appointment. A valid driver's license. Skills and Competencies: Strategic

capability and leadership, Financial management, Change management, Knowledge management, People management and empowerment, Programme and project management, Service delivery innovations, Client orientation and customer focus, Problem solving and analysis, Communications.

DUTIES : Develop and facilitate implementation of the Provincial Spatial Development Framework. Coordinate and support the development of spatial planning services in municipalities and traditional councils. Conduct quality reviews of spatial planning in municipalities. Provide GIS information for development planning. Support municipal town and regional planning. Coordinate spatial planning across all spheres of government in the province. Facilitate the development and maintenance of traditional community land use plans. Effective and efficient management of finances, physical and human resources including performance management. Manage the provision of administrative support services.

ENQUIRIES : Mr PP Mokwena Tel No: (013) 766 6225 and Ms. NI Mashego Tel No: (013) 766 6543

POST 16/221 : **DIRECTOR: LOCAL ECONOMIC DEVELOPMENT REF NO: 2026/COGHSTA/14**
Chief Directorate: Development And Planning

SALARY : R1 266 714 per annum (Level 13), (all-inclusive SMS remuneration package)
CENTRE : Mbombela (Head Office)
REQUIREMENTS : A recognized Advanced Diploma/ Bachelor's Degree at NQF Level 7 or equivalent qualification preferably in Local Economic Development, Development Planning and /or Economics or any other relevant qualification. A minimum of 5 years' experience at middle/senior managerial level in the relevant field. An understanding of various government programmes. Local government legislation, co-operative governance, community employment programmes, outcome-based approach five years local government Plan, the LED Framework, the linkages between LED, Integrated Development Planning and Spatial Planning and the National Growth Path. Pre Entry SMS or Nyukela Certificate is required prior to appointment. A valid driver's license. Skills and Competencies: Strategic capability and leadership, Financial management, Change management, Knowledge management, People management and empowerment, Programme and project management, Service delivery innovations, Client orientation and customer focus, Problem solving and analysis, Communications.

DUTIES : Provide support to municipalities in the development and implementation of LED strategies. Support municipalities in building vibrant LED structures. Monitor and evaluate LED programmes implementation and impact thereof. Mobilise and coordinate public/private sector support to municipal LED programmes. Development and implement LED capacity building programme.

ENQUIRIES : Mr PP Mokwena Tel No: (013) 766 6225 and Ms. NI Mashego Tel No: (013) 766 6543

POST 16/222 : **DIRECTOR: HUMAN SETTLEMENTS, POLICY AND RESEARCH REF NO. 2026/COGHSTA/15**
Chief Directorate: Human Settlements Planning, Policy and Research

SALARY : R1 266 714 per annum (Level 13), (all-inclusive SMS remuneration package)
CENTRE : Mbombela (Head Office)
REQUIREMENTS : A Senior Certificate and a recognized Advanced Diploma/ Bachelor's Degree at NQF Level 7 in Public Management/Administration or any other relevant qualification. A minimum of 5 years' experience at middle management level in policy development and research. Excellent knowledge of the applicable and relevant legislations applicable to the Human Settlements. Pre Entry SMS or Nyukela Certificate is required prior to appointment. A valid driver's license. Skills and Competencies: Strategic capability and leadership, Financial management, Change management, Knowledge management, People management and empowerment, Programme and project management, Service delivery innovations, Client orientation and customer focus, Problem solving and analysis, Communications.

DUTIES : Develop and review provincial human settlements policies and legislation. Conduct research and market analysis within housing sector environment. Manage the implementation of housing policy, strategy and guidelines, housing

norms and Standards. Develop and maintain province -wide medium term human settlements research. Conduct research on alternative building technologies / products in human settlements environment. Develop and implement human settlements delivery related (external)knowledge management systems.

ENQUIRIES : Mr PP Mokwena Tel No: (013) 766 6225 and Ms. NI Mashego Tel No: (013) 766 6543

OTHER POSTS

POST 16/223 : **COMMUNITY DEVELOPMENT WORKER SUPERVISOR (X17 POSTS)**
Directorate: Public Participation

SALARY : R413 001 per annum (Level 08)

CENTRE : All Municipalities:

Ehlanzeni District Municipality:
City of Mbombela Ref No: Sup/mbombela01
Bushbuckridge Ref No: Sup/bush02
Nkomazi Ref No: Sup/nkomazi03
Thaba Chweu Ref No: Sup/thaba04

Gert Sibande District Municipality:
Govan Mbeki Ref No: Sup/govan05
Albert Luthuli Ref No: Sup/chief06
Pixley ka-Isaka Seme Ref No: Sup/pixley07
Lekwa Ref No: Sup/lekwa08
Msukaligwa Ref No: Sup/msukwa09
Dipaleseng Ref No: Sup/dipale10
Mkhondo Ref No: Sup/mkhondo11

Nkangala District Municipality:
Thembisile Hani Ref No: Sup/thembi12
Emalahleni Ref No: Sup/emalah13
Dr JS Moroka Ref No: Sup/moroka14
Emakhazeni Ref No: Sup/emakha15
Steve Tshwete Ref No: Sup/steve16
Victor Khanye Ref No: Sup/victor17

REQUIREMENTS : A Senior Certificate and National Diploma in Public Administration/ Management/Social Sciences, Community Development Studies and or any relevant qualification. Three (3) years' relevant experience in community development environment and an in depth understanding of public participation and community development. The ability to demonstrate sound knowledge of policies and government practices. Must have planning and execution skills, leadership, supervisory and management skills; and the ability to delegate with empowerment. Understand people management, intergovernmental relations and using Information Communication and Technology to achieve work objectives. Applicants must reside in the Municipality where there is a vacancy. Ability to handle pressure and able to meet deadlines. A valid Driver's Licence. Skills and Competencies: Research skills; In-depth understanding and knowledge of ward and community dynamics; Good communicator; Networking skills; Analytical skills; Facilitating skills; In depth knowledge of government regulations and policies; Problem solving skills; Computer skills; Monitoring and evaluation skills; A thorough knowledge of the dynamics, culture and language of the target community and must be a resident of the target community; Project organisation skills; Ability to network efficiently and effectively; In depth knowledge of government spheres.

DUTIES : Develop work plans and a monitoring tool for work done by CDWs daily, translating to weekly, monthly, quarterly and annual reports. Conduct CDW Performance Assessments. Convene CDW monthly meetings. Coordinate the development and update of ward and community profiles. Network with various spheres of government and other government agencies to develop an integrated government response towards addressing community challenges. Monitor and support improvement of service delivery through coordination of intervention process by relevant structures. Coordinate CDWs to effectively report early warning in order to improve service delivery. Analyse municipal reports and identify common trends. Receive referrals and manage the escalations of reported community concerns. Monitor and support improved communication channels on community engagements. Facilitate dissemination

of government information pamphlets, brochures and related materials. Attend relevant municipal and district meetings.

ENQUIRIES : Mr PP Mokwena Tel No: (013) 766 6225 and Ms. NI Mashego Tel No: (013) 766 6543

POST 16/224 : **COMMUNITY DEVELOPMENT WORKER (X25 POSTS)**
Directorate: Public Participation

SALARY : R280 278 per annum (Level 06)

CENTRE : All Municipalities:
Ehlanzeni District Municipality:
City of Mbombela Ref No: Mbombela/w/44 Ward No: 44
Bushbuckridge Ref No: Bush/w/07 Ward No: 07
Nkomazi Ref No: Nkomazi/w/07 Ward No: 07
Thaba Chweu Ref No: Thaba/w/01 Ward No: 01
Thaba Chweu Ref No: Thaba/w/12 Ward No: 12
Gert Sibande District Municipality:
Govan Mbeki Ref No: Govan/w/08 Ward No: 08
Govan Mbeki Ref No: Govan/w/15 Ward No: 15
Govan Mbeki Ref No: Govan/w/26 Ward No: 26
Chief Albert Luthuli Ref No: Chief/w/14 Ward No: 14
Chief Albert Luthuli Ref No: Chief/w/23 Ward No: 23
Pixley ka-Isaka Seme Ref No: Pixley/w/02 Ward No: 02
Pixley ka-Isaka Seme Ref No: Pixley/w/05 Ward No: 05
Lekwa Ref No: Lekwa/w/03 Ward No: 03
Lekwa Ref No: Lekwa/w/09 Ward No: 09
Msukaligwa Ref No: Msukwa/w/03 Ward No: 03
Msukaligwa Ref No: Msukwa/w/11 Ward No: 11
Msukaligwa Ref No: Msukwa/w/15 Ward No: 15
Dipaleseng Ref No: Dipale/w/06 Ward No: 06
Mkhondo Ref No: Mkhondo/w/13 Ward No: 13
Nkangala District Municipality:
Thembisile Hani Ref No: Thembi/w/05 Ward No: 05
Emalahleni Ref No: Emalahleni/e/25 Ward No: 25
Dr JS Moroka Ref No: Moroka/w/13 Ward No:13
Emakhazeni Ref No: Emakhaz/w/04 Ward No: 04
Steve Tshwete Ref No: Steve/w/17 Word No: 17
Victor Khanye Ref No: Victor/w/07 Word No: 07

REQUIREMENTS : Senior Certificate and Higher Certificate/Diploma NQF Level 5. In depth understanding of Community Development work. The successful Candidates will be registered on a 12 months part-time Community Development Learnership Programme with a recognised institution Higher Learning. The successful Candidates must reside in the ward where the vacancy is listed. Skills and Competencies: Research skills; In-depth understanding and knowledge of ward and community dynamics; Good communicator; Networking skills; Analytical skills; Facilitating skills; In depth knowledge of government regulations and policies; Problem solving skills; Computer skills; Monitoring and evaluation skills; A thorough knowledge of the dynamics, culture and language of the target community and must be a resident of the target community; Project organisation skills; Ability to network efficiently and effectively; In depth knowledge of government spheres.

DUTIES : Conduct a need analysis to develop a community profile. Conduct door to door work and community consultation. Identify and determine the needs of communities. Visit houses annually and keeping proper records of houses visited and cases referred (weekly monitoring form). Work with communities and structures in identifying and articulating their needs. Assist government departments to plan as per community needs. Advocate for the vulnerable. Promote network and enhance the activities of government (all 3 spheres) and other community-based workers aimed at improving service delivery. Conduct social awareness and community education to inform communities about services provided by government structures. Facilitate information dissemination to communities through all government departments. Mobilise communities to organise themselves into focus groups. Network with other government departments to source information and assist sector departments to reach focus groups per service area. Consult with all relevant government departments/institutions to determine services provided and mechanisms to access these services. Conduct online research on government services to

ensure that all relevant information on services available reaches the communities. Consult the Gateway electronic portal and other information sources such as Government Online for information on services. Liaise with local communities and stakeholders. Conduct regular research on all relevant policies and legislations to stay abreast of new developments. Conduct regular information sharing with other community workers, institutions and stakeholders. Raise awareness and advocacy work, including encouraging communities to engage with opportunities. Link up with existing programs of departments and other community workers. Network with relevant structures of civil society, business and community organizations towards community development. Monitor and report significant trends within communities related to community and social development, and livelihood security as well as the impact associated with development projects. Facilitate the initiation and development of projects in communities and linking them with relevant resource. Notify existing community project managers of available resources such as funding opportunities. Organize capacity building for projects. Monitor development projects within the ward. Act as eyes and ears of government on projects taking place in the ward. Report any irregularities and progress to the authorities and COGHSTA. Participate and support IDP, Community Based Planning and Asset Based Monitoring processes. Use of computer or digital device to compile reports as required on progress, issues attended to, actions taken and outcomes. Develop and maintain an electronic database on all interventions e.g. referrals, remedial actions taken or changes in systems to improve service delivery. Report on number of community members mobilized for community outreach programmes & keep records of those who attended. Report on the status of infrastructure and non-income generating projects in the Ward.

ENQUIRIES : Mr PP Mokwena Tel No: (013) 766 6225 and Ms. NI Mashego Tel No: (013) 766 6543

DEPARTMENT OF HEALTH

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

APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za.

CLOSING DATE : 29 May 2026

NOTE : N.B. Applicants are advised to apply as early as possible to avoid disappointments. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. In order to alleviate administration burden on HR Sections as well as considering the cost for applicants, Departments are encouraged to request certified copies of qualifications and other relevant documents from shortlisted candidates only which may be submitted to HR on or before the day of the interview following communication from the relevant HR section of the Department. All posts health/engineering posts that are advertised within the Department professional registration will be required from various statutory council for shortlisted candidates. A complete set of application documents should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application. No fax applications will be considered. Applicants must ensure that they fully complete and sign form Z 83, even if they are attaching a CV. Incomplete and/or unsigned applications will not be considered. If you are currently in service, please indicate your PERSAL number at the top of form Z83. Due to ongoing internal processes, the Department reserves the right to withdraw any post at any time. The Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of appointment. All short listed candidates will be subject to a vetting process prior to appointment. If no response is received from Mpumalanga Department of Health within 90 days after the closing date of the advertisement, applicants must assume that their application was not successful. Please quote the correct references when applying and where possible the station / centre where the post is. www.mpuhealth.gov.za Only online applications will be accepted. NB: Candidates who are not contacted within 90 DAYS after the closing date must consider their applications as having been unsuccessful. Please Note: The Department reserves the right to amend / review / withdraw the advertised

posts if by so doing, the best interest of the department will be well served. (People with disabilities are also requested to apply and indicate such in their applications). All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.

OTHER POSTS

POST 16/225 : **MEDICAL OFFICER GRADE 1 REF NO: MPDOH/MAY/26/260 (X6 POSTS)**

SALARY : R1 041 402 - R1 121 241 per annum
CENTRE : **Gert Sibande District:**
Amajuba Memorial Hospital (X2 Posts)
Bethal Hospital (X2 Posts)
Ermelo Hospital (X2 Posts)
REQUIREMENTS : MBChB degree (qualification) that allows registration with the HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner (2026) (Independent Practice). NB: The appointed Medical Officer must be able to work shifts. A valid work permit will be required from non-South Africans. Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical discipline. Knowledge of current Health and Public Service regulations and policies. Skills in terms of consultations, history taking, examination, clinical assessment and clinical management. Grade 1: No experience required after registration with the HPCSA as Medical Practitioner (Independent Practice). Minimum of 1-year relevant experience after registration with a recognised Foreign Health Professions and / or the HPCSA as a Medical Practitioner (Independent Practice) for foreign qualified employees. Knowledge, Skills, Training and Competences Required: Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical discipline. Sound clinical knowledge, competency and skills in general clinical domains. The ability to work under supervision as an efficient team member. Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary. Knowledge of current health policies, legislation, programmes and priorities within the domain. Ability to teach, guide and junior staff within the department. Behavioural Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationship. Sound clinical knowledge with regard to medicine. Ability to deal with all medical emergencies. Knowledge of ethical medical practice.
DUTIES : To execute duties and functions with proficiency, to support the aims and objectives of the Institution that consistent with standards of patient care. Accept responsibility for the management of patients admitted in a level 2/3 package of service facility. Assist in the preparation and implementation of guidelines and protocols. Participate in academic and training programmes. Assist with clinical audits actively participate in continuous professional development. Provide support to hospital management towards an efficient standard of patient care and services is maintained.
ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 16/226 : **MEDICAL OFFICER GRADE 1: NEONATAL - ICU REF NO: MPDOH/MAY/26/261**

SALARY : R1 041 402 - R1 121 241 per annum
CENTRE : Ermelo Hospital (Gert Sibande District)
REQUIREMENTS : MBChB degree (qualification) that allows registration with the HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner (2026) (Independent Practice). NB: The appointed Medical Officer must be able to work shifts. A valid work permit will be required from non-South Africans. Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical discipline. Knowledge of current Health and Public Service regulations and policies. Skills in terms of

consultations, history taking, examination, clinical assessment and clinical management. Grade 1: No experience required after registration with the HPCSA as Medical Practitioner (Independent Practice). Minimum of 1-year relevant experience after registration with a recognised Foreign Health Professions and / or the HPCSA as a Medical Practitioner (Independent Practice) for foreign qualified employees. Knowledge, Skills, Training and Competences Required: Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical discipline. Sound clinical knowledge, competency and skills in general clinical domains. The ability to work under supervision as an efficient team member. Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary. Knowledge of current health policies, legislation, programmes and priorities within the domain. Ability to teach, guide and junior staff within the department. Behavioural Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationship. Sound clinical knowledge with regard to medicine. Ability to deal with all medical emergencies. Knowledge of ethical medical practice.

DUTIES : To execute duties and functions with proficiency, to support the aims and objectives of the Institution that consistent with standards of patient care. Accept responsibility for the management of patients admitted in a level 2/3 package of service facility. Assist in the preparation and implementation of guidelines and protocols. Participate in academic and training programmes. Assist with clinical audits actively participate in continuous professional development. Provide support to hospital management towards an efficient standard of patient care and services is maintained.

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

POST 16/227 : **MEDICAL OFFICER GRADE 1: ICU – AUDULT REF NO: MPDOH/MAY/26/263 (X2 POSTS)**

SALARY : R1 041 402 - R1 121 241 per annum
CENTRE : Ermelo Hospital (Gert Sibande District)
REQUIREMENTS : MBChB degree (qualification) that allows registration with the HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner (2026) (Independent Practice). NB: The appointed Medical Officer must be able to work shifts. A valid work permit will be required from non-South Africans. Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical discipline. Knowledge of current Health and Public Service regulations and policies. Skills in terms of consultations, history taking, examination, clinical assessment and clinical management. Grade 1: No experience required after registration with the HPCSA as Medical Practitioner (Independent Practice). Minimum of 1-year relevant experience after registration with a recognised Foreign Health Professions and / or the HPCSA as a Medical Practitioner (Independent Practice) for foreign qualified employees. Knowledge, Skills, Training and Competences Required: Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical discipline. Sound clinical knowledge, competency and skills in general clinical domains. The ability to work under supervision as an efficient team member. Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary. Knowledge of current health policies, legislation, programmes and priorities within the domain. Ability to teach, guide and junior staff within the department. Behavioural Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationship. Sound clinical knowledge with regard to medicine. Ability to deal with all medical emergencies. Knowledge of ethical medical practice.

DUTIES : To execute duties and functions with proficiency, to support the aims and objectives of the Institution that consistent with standards of patient care. Accept responsibility for the management of patients admitted in a level 2/3 package of service facility. Assist in the preparation and implementation of guidelines and protocols. Participate in academic and training programmes.

Assist with clinical audits actively participate in continuous professional development. Provide support to hospital management towards an efficient standard of patient care and services is maintained.

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

POST 16/228 : **MEDICAL OFFICER GRADE 1: PAEDIATRIC - ICU REF NO: MPDOH/MAY/26/264**

SALARY : R1 041 402 - R1 121 241 per annum
CENTRE : Ermelo Hospital (Gert Sibande District)
REQUIREMENTS : MBChB degree (qualification) that allows registration with the HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner (2026) (Independent Practice). NB: The appointed Medical Officer must be able to work shifts. A valid work permit will be required from non-South Africans. Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical discipline. Knowledge of current Health and Public Service regulations and policies. Skills in terms of consultations, history taking, examination, clinical assessment and clinical management. Grade 1: No experience required after registration with the HPCSA as Medical Practitioner (Independent Practice). Minimum of 1-year relevant experience after registration with a recognised Foreign Health Professions and / or the HPCSA as a Medical Practitioner (Independent Practice) for foreign qualified employees. Knowledge, Skills, Training and Competences Required: Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical discipline. Sound clinical knowledge, competency and skills in general clinical domains. The ability to work under supervision as an efficient team member. Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary. Knowledge of current health policies, legislation, programmes and priorities within the domain. Ability to teach, guide and junior staff within the department. Behavioural Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationship. Sound clinical knowledge with regard to medicine. Ability to deal with all medical emergencies. Knowledge of ethical medical practice.

DUTIES : To execute duties and functions with proficiency, to support the aims and objectives of the Institution that consistent with standards of patient care. Accept responsibility for the management of patients admitted in a level 2/3 package of service facility. Assist in the preparation and implementation of guidelines and protocols. Participate in academic and training programmes. Assist with clinical audits actively participate in continuous professional development. Provide support to hospital management towards an efficient standard of patient care and services is maintained.

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

POST 16/229 : **CHIEF NETWORK CONTROLLER: SERVER ADMINISTRATOR REF NO: MPDOH/MAY/26/265**

SALARY : R932 292 per annum (Level 11), (all-inclusive package)
CENTRE : Provincial Office, Mbombela (Nelspruit)
REQUIREMENTS : Senior Certificate / Grade 12 plus Bachelor's Degree / Advance Diploma in Information Technology (NQF Level 7) as recognized by SAQA. Professional certifications such as CISSP, CISM, CCNP, and Azure/AWS Certified Solutions Architect are highly desirable. Minimum 7–10 years of experience in IT infrastructure and security, with at least 3 years in a managerial role. Strong knowledge of networking, virtualization, cloud platforms (AWS, Azure), and cybersecurity frameworks. Excellent leadership, communication, and problem-solving skills. Valid driver's licence. Knowledge: Deep understanding of IP networking (TCP/IP, MPLS, BGP, OSPF, ISIS). Knowledge of transport

networks (DWDM, Microwave, and SDH/SONET). Familiarity with core systems (EPC/5GC, IMS/VoLTE for telecom). Routing & switching expertise (Cisco, Huawel, and Aruba). Skills: Business analysis. Project management. Network and telecommunications security. Problem solving abilities. Personal Attributes: Proactive and resourceful abilities.

DUTIES : To provide Information and Communication Technology Infrastructure and Security services for Data Centres Systems and Network in all facilities. Provide ICT Governance and management processes. Manage and coordinate the acquisition, installation and maintenance of new ICT systems. Manage and monitor services of external service providers in accordance with SLA. Manage user support, systems maintenance and performance of service levels. Manage provision of system security and training. Manage and monitor implementation of IT Projects.

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

POST 16/230 : **CHIEF DATA TECHNOLOGIST: INFORMATION AND KNOWLEDGE MANAGEMENT REF NO: MPDOH/MAY/26/266**

SALARY : R932 292 per annum (Level 11), (all-inclusive package)
CENTRE : Provincial Office, Mbombela (Nelspruit)
REQUIREMENTS : Senior Certificate / Grade 12 plus Bachelor's degree / Advanced Diploma in IT, Computer Science, Informatics (NQF Level 7) as recognized by SAQA. A minimum three (3) years of experience in IT as a Principal Data Technologist. 5+ years' experience working with Business Intelligence tools (Power BI, Excel Advanced, Tableau, SSRS, or similar). Hands-on experience with data cleaning, validation, ETL processes, and data integration from multiple sources. Experience producing routine performance dashboards, reports, and analytic summaries. Experience working with large datasets, data warehousing concepts, and BI system support. Experience troubleshooting BI systems, resolving user issues, and managing enhancements. Valid driver's licence. Knowledge: Data modelling and data warehousing concepts. ETL processes and data integration. Dashboard development (Power BI/Tableau/Excel/SSRS). Statistical analysis, trend analysis, forecasting. Data quality management and validation techniques. SQL or query-writing ability (advantageous). Understanding of information systems and databases. Skills: Data extraction, cleaning, transformation (ETL). Handling large datasets and multiple data sources. Dashboard and report development (Power BI, Excel Advanced). Data visualization and storytelling. Basic database/querying skills (SQL advantageous). Understanding of data warehousing concepts. BI systems monitoring and troubleshooting. Automation of reporting processes. Personal Attributes: Proactive and resourceful abilities.

DUTIES : To provide Information and Communication Technology Infrastructure and Security services for Data Centres Systems and Network in all facilities. Provide ICT Governance and management processes. Manage and coordinate the acquisition, installation and maintenance of new ICT systems. Develop, monitor and maintain policies and guidelines for information and knowledge management services. Manage and monitor IT Governance and Compliance. Manage and monitor the provision of Business Intelligence Services. Manage and monitor the support and coordination of districts information management components. Manage and monitor the provision of data analysis and reporting processes.

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

POST 16/231 : **PRINCIPAL NETWORK CONTROLLER: IT SERVICE MANAGEMENT REF NO: MPDOH/MAY/26/267**

SALARY : R932 292 per annum (Level 11), (all-inclusive package)
CENTRE : Provincial Office, Mbombela (Nelspruit)

REQUIREMENTS : Senior Certificate / Grade 12 plus Bachelor's Degree / Advance Diploma in Information Technology (NQF Level 7) as recognized by SAQA. ITIL certification (Intermediate or Expert preferred). A minimum three (3) years of experience in IT service management, LAN & Desktop Support role. Understanding of networks (LAN/WAN/Wi-Fi), servers, and storage systems. Basic database management and SQL query skills (advantageous). Proficiency with Windows OS, Active Directory, and Microsoft 365. Understanding of cloud technologies (Azure, AWS—advantageous). System performance monitoring and diagnostic tools. Backup, restore, and patch management skills. ICT documentation and technical writing. Valid driver's licence. Knowledge: Windows 2003/2008. MS Exchange Server 2007/2010. Active Directory. ITIL and COBIT. MS 365 Packages. SKILLS: Project management experience (PMP, PMBOK or PRINCE2 certification is a plus). Experience in managing outsourced or hybrid IT environments. Familiarity with Agile and DevOps practices. Strong analytical and reporting capabilities. Personal Attributes: Business Analysis and Design. Strong understanding of software development life cycle (SDLC). Excellent communication and presentation skills for training purposes. Ability to explain technical concepts to non-technical users. Strong problem-solving and analytical skills. Patience and adaptability when working with diverse user groups. Ability to manage multiple tasks and meet deadlines.

DUTIES : To Manage and coordinate Information and Communication Technology Operations. Provide ICT Governance and management processes. Monitor and coordinate the acquisition, installation and maintenance of new ICT systems. Develop and implement ITSM strategy and governance. Provide it service delivery and operations. Provide team leadership and development. Manage stakeholder engagement. Deploy tools and technology services across the Department. Develop and implement continuous improvement plans.

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

POST 16/232 : **ELECTRICAL ENGINEER (PRODUCTION) GRADE A: MAINTENANCE REF NO: MPDOH/MAY/26/268**

SALARY : R914 517 - R975 582 per annum

CENTRE : Provincial Office, Mbombela (Nelspruit)

REQUIREMENTS : Senior Certificate / Grade 12 plus (NQF Level 7) in Engineering as recognized by SAQA. A minimum (3) years' experience post qualification. Current registration with Engineering Council of South Africa (ECSA) as a Professional Engineer as Electrical Engineer (2026). A valid driver's licence. Computer literacy. Knowledge: PFMA / Treasury Regulations / Practice Notes / Instructions / Circulars. Provincial / Departmental Supply Chain Management Policies. National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Government Immovable Asset Management Act of 2007. Health Act and Regulations. Engineering Profession Act of 2000.

DUTIES : Development, interpretation and customisation of functional and technical norms and standards from an engineering perspective. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile briefing documentation and specifications from an engineering perspective. Investigate electronic and electrical engineering installations and equipment, undertake design work and implement corrective measures. Oversee implementation [construction] and commissioning of electrical engineering installations. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils.

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

POST 16/233 : **QUANTITY SURVEYOR (PRODUCTION) GRADE A: MAINTENANCE REF NO: MPDOH/MAY/26/269**

SALARY : R791 604 - R849 525 per annum
CENTRE : Provincial Office, Mbombela (Nelspruit)
REQUIREMENTS : Senior Certificate / Grade 12 plus (NQF Level 7) in Quantity Surveying as recognized by SAQA. A minimum of three (3) years' experience post qualification. Current registration with the South African Council for the Quantity Surveying Profession (SACQSP) as Quantity Surveyor (2026). A valid driver's licence. Computer literacy. Knowledge: Health Act and Regulations. Quantity Surveying Profession Act of 2000. Construction Industry Development Board Act of 2000 and Regulations. National Building Standards Act of 1977 and Regulations. PFMA, Treasury Regulations, Treasury Practice Notes and Circulars. Government Immovable Asset Management Act of 2007.Occupational Health and Safety Act of 1993 and Regulations.
DUTIES : Development, interpretation and customisation of quantity surveying planning and cost norms and standards. Policies, strategies, plans, procedures and criteria of all infrastructure projects/programmes. Contribute to Project Briefing documents, costing models and operational narratives. Preparation of quantity surveyor inputs to the preparation of the User Asset Management Plan, the final project lists, the budgets and Infrastructure Programme Management Plan. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils.
ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 16/234 : **OPERATIONAL MANAGER NURSING (PN-B3): PHC REF NO: MPDOH/MAY/26/272 (X3 POSTS)**

SALARY : R720 819 – R821 484 per annum
CENTRE : **Ehlanzeni District:**
Shabalala Clinic
Matsulu CHC
Dwaleni Clinic
REQUIREMENTS : Senior Certificate / Grade 12 or equivalent qualification plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma / Degree in Nursing) or Equivalent qualification that allows registration with the SANC as a Professional Nurse (2026) plus a post basic nursing qualification, with duration of at least 1 year, accredited with the SANC in terms of Government Notice No R212 in Primary Health Care. A minimum of nine (09) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with South African Nursing Council (SANC) in General Nursing. At least five (05) years of period referred to above must be appropriate/recognizable in the specific specialty after obtaining the one (01) year post basic qualification in Primary Health Care Nursing Science. Experience and knowledge of the District Health System. Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices and how these impact on service delivery. Demonstrate a basic understanding of HR and finance and practices. Knowledge of relevant legal framework such as Nursing Act, Health Occupational and Safety Act, Patients Right Charter, Batho Pele Principles, Operational Management Skills. Problem Solving, planning and Organizing Skills. Expected to work under pressure and on night duty. Leadership. Supervisory, problem-solving, conflict resolution, inter-personal and communication and communication skills. Demonstrate an in-depth understanding of legislation and related ethical nursing practices and how this impact on service delivery. Computer literacy will be an added advantage (MS Word, Excel, PowerPoint and Outlook). Computer literacy.
DUTIES : Manage and provide PHC facility supervisory in line with the PHC Supervision Guideline. Ensure clinical nursing practice by the nursing team in the facility in accordance with the scope and practice and nursing standard as determined by the relevant health facility. Promote quality nursing care as directed by the professional scope of practice and standard in accordance with the PHC

delivery package. Ensure the implementation on National Core Norms and Standards including Six Priority Areas. Advocate for patients through ensuring adherence to Batho Pele Principles. Coordinate community involvement and participation. Manage and monitor effective use and maintenance of assets and infrastructure of the facility. Monitor information management and documentation.

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

POST 16/235 : **OPERATIONAL MANAGER NURSING (PN-B3): NEONATAL–ICU REF NO: MPDOH/MAY/26/273**

SALARY : R720 819 – R821 484 per annum
CENTRE : Ermelo Hospital (Gert Sibande District)
REQUIREMENTS : Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Diploma/ Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse (2026). A post basic nursing qualification, with duration of at least one (01) year accredited with the SANC in Neonatal–ICU Nursing Science. A minimum of nine (09) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with South African Nursing Council (SANC) in General Nursing. At least five (05) years of period referred to above must be appropriate/recognizable in the specific specialty after obtaining the one (01) year post basic qualification in Neonatal–ICU Nursing Science. Skills: 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 Patient's Rights Charter, Batho-Pele Principles. Sound knowledge and skills in implementing disciplinary code and procedure, grievance procedure Leadership, organizational, decision making and problem-solving abilities within the limit of the public sector and institutional policy framework Good interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Knowledge of financial and budgetary prescripts and processes pertaining to the relevant resources under management Insight into public health sector strategies and priorities including the nursing strategy, standards procedures and policies pertaining to nursing care, computer skills in basic programs.

DUTIES : Provide effective management and professional leadership in the specialized units of Neonatal–ICU. Demonstrate effective communication with patients, supervisors, other health professional and junior colleagues including more complex report writing when required. Effective management, utilization and supervision of all resources. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensure that the unit adheres to the principles of Batho Pele. Maintain clinical competence by ensuring that scientific principles of nursing and clinical governance are implemented. Implement maternal guidelines, demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practice. Exercise control of discipline, grievance and any labour related issues in terms of laid down procedures. Provide supportive supervision and comply with PMDS evaluation of staff, formulate training programs and participate in training and development of staff and nursing students. Monitor implementation Disaster management, monitor implementation of NCS and Ideal Hospital Realization Framework and interpret its impact on service delivery thereof. Co-ordinate and participate in health promotion activities and monitor and evaluation of data. Demonstrate basic computer literacy as a support tool to enhance service delivery. Support Nursing Services Management by working weekend and night duty when required.

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

POST 16/236 : **OPERATIONAL MANAGER NURSING (PN-B3): PAEDIATRIC–ICU REF NO: MPDOH/MAY/26/274**

SALARY : R720 819 – R821 484 per annum
CENTRE : Gert Sibande District: Ermelo Hospital
REQUIREMENTS : Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Diploma/ Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse (2026). A post basic nursing qualification, with duration of at least one (01) year accredited with the SANC in Paediatric–ICU Nursing Science. Diploma/Degree in nursing management A minimum of nine (09) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with South African Nursing Council (SANC) in General Nursing. At least five (05) years of period referred to above must be appropriate/recognizable in the specific specialty after obtaining the one (01) year post basic qualification in Paediatric-ICU Nursing Science. Skills: 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 Patient's Rights Charter, Batho-Pele Principles. Sound knowledge and skills in implementing disciplinary code and procedure, grievance procedure Leadership, organizational, decision making and problem-solving abilities within the limit of the public sector and institutional policy framework Good interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Knowledge of financial and budgetary prescripts and processes pertaining to the relevant resources under management Insight into public health sector strategies and priorities including the nursing strategy, standards procedures and policies pertaining to nursing care, computer skills in basic programs.
DUTIES : Provide effective management and professional leadership in the specialized units of Paediatric–ICU. Demonstrate effective communication with patients, supervisors, other health professional and junior colleagues including more complex report writing when required Effective management, utilization and supervision of all resources Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensure that the unit adheres to the principles of Batho Pele Maintain clinical competence by ensuring that scientific principles of nursing and clinical governance are implemented. Implement maternal guidelines, demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practice. Exercise control of discipline, grievance and any labour related issues in terms of laid down procedures. Provide supportive supervision and comply with PMDS evaluation of staff, formulate training programs and participate in training and development of staff and nursing students. Monitor implementation Disaster management, monitor implementation of NCS and Ideal Hospital Realization Framework and interpret its impact on service delivery thereof. Co-ordinate and participate in health promotion activities and monitor and evaluation of data Demonstrate basic computer literacy as a support tool to enhance service delivery. Support Nursing Services Management by working weekend and night duty when required.
ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 16/237 : **OPERATIONAL MANAGER NURSING (PN-B3): TRAUMA AND EMERGENCY REF NO: MPDOH/MAY/26/275**

SALARY : R720 819 – R821 484 per annum
CENTRE : Bethal Hospital (Gert Sibande District)
REQUIREMENTS : Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Diploma/ Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse (2026). A post basic nursing qualification, with duration of at least one (01) year accredited with the SANC in Trauma and Emergency Nursing Science. Diploma/Degree in nursing management. A minimum of nine (09) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with South African Nursing Council (SANC) in General Nursing. At least five (05) years of period referred to above must be appropriate/recognizable in the specific

specialty after obtaining the one (01) year post basic qualification in Trauma and Emergency Nursing Science. Skills: 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 Patient's Rights Charter, Batho-Pele Principles. Sound knowledge and skills in implementing disciplinary code and procedure, grievance procedure Leadership, organizational, decision making and problem-solving abilities within the limit of the public sector and institutional policy framework Good interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Knowledge of financial and budgetary prescripts and processes pertaining to the relevant resources under management Insight into public health sector strategies and priorities including the nursing strategy, standards procedures and policies pertaining to nursing care, computer skills in basic programs.

DUTIES : Provide effective management and professional leadership in the specialized units of Trauma and Emergency. Demonstrate effective communication with patients, supervisors, other health professional and junior colleagues including more complex report writing when required. Effective management, utilization and supervision of all resources. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensure that the unit adheres to the principles of Batho Pele. Maintain clinical competence by ensuring that scientific principles of nursing and clinical governance are implemented. Implement maternal guidelines, demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practice. Exercise control of discipline, grievance and any labour related issues in terms of laid down procedures. Provide supportive supervision and comply with PMDS evaluation of staff, formulate training programs and participate in training and development of staff and nursing students. Monitor implementation Disaster management, monitor implementation of NCS and Ideal Hospital Realization Framework and interpret its impact on service delivery thereof. Co-ordinate and participate in health promotion activities and monitor and evaluation of data. Demonstrate basic computer literacy as a support tool to enhance service delivery. Support Nursing Services Management by working weekend and night duty when required.

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

POST 16/238 : **ASSISTANT MANAGER NURSING (PN-A7) REF NO: MPDOH/MAY/26/276**

SALARY : R720 819 - R846 282 per annum
CENTRE : Waterval Boven Hospital (Nkangala District)
REQUIREMENTS : Senior Certificate / Grade 12 plus Basic Qualification accredited with the SANC in terms Government Notice 425 (i.e. diploma/degree in nursing) that allows registration with SANC as a Professional Nurse. A minimum of eight (8) years appropriate/recognizable experience in unit/ward management. At least three (3) years of the period referred to above must be recognizable experience at management level. Good leadership qualities. Good interpersonal and communication skills. Good organizing and planning skills. Report writing skills, ability to work under pressure. Valid driver's licence. Computer literacy.

DUTIES : Provide duties of the Nursing Service Manager. Provide support to all nursing programs. Supervise optimal holistic nursing care with set standards and with professional legal frameworks. Effective management and utilization of resources. Maintain professional growth and self-development. Provide conducive environment for all patients and staff. Provide Strategic Support and quality nursing care. Compile reports as required. Participate in-service trainings.

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

POST 16/239 : **CLINICAL NURSE PRACTITIONER GRADE 1 (PN-B1): PHC REF NO: MPDOH/MAY/26/286 (X9 POSTS)**

SALARY : R495 423–R581 931 per annum

CENTRE : **Ehlanzeni District:**
Khumbula Clinic (X2 Posts)
Mbonisweni Clinic (X1 Post)
Shabalala Clinic (X1 Post)
Matsulu CHC (X1 Post)
KaNyamazane CHC (X1 Post)
Mpakeni Clinic (X1 Post)
Legogote Clinic (X1 Post)
Dwaleni Clinic (X1 Post)

REQUIREMENTS : Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2026), a post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty in Primary Health Care Science. Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills. Good supervisory and teaching skills.

DUTIES : Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the Primary Health Care Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labour and health care. Implement constructive working relations with nurses and other stake holders. Ensure compliance of Infection Prevention and Control policies. Ensure that the equipment is functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize your own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with people of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.

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

POST 16/240 : **PROFESSIONAL NURSE GRADE 1 (PN-B1): ADVANCED MIDWIFERY: NEONATAL REF NO: MPDOH/MAY/26/293 (X7 POSTS)**

SALARY : R495 423 – R581 931 per annum

CENTRE : Ermelo Hospital (Gert Sibande District)

REQUIREMENTS : Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2026), a post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty in Advanced Midwifery: Neonatal Nursing Science. Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills. Good supervisory and teaching skills.

DUTIES : Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the Labour Unit: Neonatal. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and

standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labor and health care. Implement constructive working relations with nurses and other stake holders. Ensure compliance of Infection Prevention and Control policies. Ensure that the equipment is functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize your own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with people of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.

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

POST 16/241 : **PROFESSIONAL NURSE GRADE 1 (PN-B1): ICU TRAINED / EXPERIENCED REF NO: MPDOH/MAY/26/303 (X10 POSTS)**

SALARY : R495 423 – R581 931 per annum
CENTRE : Ermelo Hospital (Gert Sibande District)
REQUIREMENTS : Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2026), a post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty in ICU Trained Nursing Science / experienced. Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills. Good supervisory and teaching skills.

DUTIES : Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the ICU Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labor and health care. Implement constructive working relations with nurses and other stake holders. Ensure compliance of Infection Prevention and Control policies. Ensure that the equipment is functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize your own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with people of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.

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

POST 16/242 : **PROFESSIONAL NURSE GRADE 1 (PN-B1): PAEDIATRIC-ICU REF NO: MPDOH/MAY/26/330 (X6 POSTS)**

SALARY : R495 423 – R581 931 per annum
CENTRE : Ermelo Hospital (Gert Sibande District)
REQUIREMENTS : Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2026), a post-basic

nursing qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty in Paediatric-ICU Nursing Science. Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills. Good supervisory and teaching skills.

DUTIES : Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the Paediatric-ICU Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labor and health care. Implement constructive working relations with nurses and other stake holders. Ensure compliance of Infection Prevention and Control policies. Ensure that the equipment is functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize your own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with people of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.

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

POST 16/243 : **PROFESSIONAL NURSE GRADE 1 (PN-B1): CHILD HEALTH CARE REF NO: MPDOH/MAY/26/331**

SALARY : R495 423 – R581 931 per annum
CENTRE : Witbank Hospital (Nkangala District)
REQUIREMENTS : Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2026), a post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty in Critical Care Nursing Science. Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills. Good supervisory and teaching skills.

DUTIES : Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the Child Health Care Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labour and health care. Implement constructive working relations with nurses and other stake holders. Ensure compliance of Infection Prevention and Control policies. Ensure that the equipment is functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize your own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with people of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr.

Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 16/244 : **PROFESSIONAL NURSE GRADE 1 (PN-B1): OPERATING THEATRE REF NO: MPDOH/MAY/26/332**

SALARY : R495 423 – R581 931 per annum
CENTRE : Witbank Hospital (Nkangala District)
REQUIREMENTS : Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2026), a post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty in Operating Theatre Nursing Science. Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills. Good supervisory and teaching skills.
DUTIES : Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the Operating Theatre Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labor and health care. Implement constructive working relations with nurses and other stake holders. Ensure compliance of Infection Prevention and Control policies. Ensure that the equipment is functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize your own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with people of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.
ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 16/245 : **CONTROL PROGRAMMER: IT INFORMATION SYSTEMS REF NO: MPDOH/MAY/26/277**

SALARY : R487 197 per annum (Level 09), (plus service benefits)
CENTRE : Provincial Office, Mbombela (Nelspruit)
REQUIREMENTS : Senior Certificate / Grade 12 plus National Diploma / Degree (NQF Level 6/7) in Information Technology as recognised by SAQA. Proficiency in programming languages (e.g., Java, C#, Python, or similar). Experience with databases (SQL, Oracle, etc.) and system integration. Strong understanding of software development life cycle (SDLC). Excellent communication and presentation skills for training purposes. Ability to explain technical concepts to non-technical users. Valid driver's licence. Knowledge: Windows 2003/2008. MS Exchange Server 2007/2010. Active Directory. Experience with databases (SQL, Oracle, etc.) and system integration. Skills: Business Analysis and Design. Strong understanding of software development life cycle (SDLC). Excellent communication and presentation skills for training purposes. Ability to explain technical concepts to non-technical users. Strong problem-solving and analytical skills. Patience and adaptability when working with diverse user groups. Ability to manage multiple tasks and meet deadlines. Personal Attributes: Proactive and resourceful abilities.
DUTIES : To provide System Development and Training to end-users. Provide Systems Development and Design. Conduct Training & Support for Systems. Provide Customer Relations and Online Support to users. Execute Test Planning & Designs.

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

POST 16/246 : **ASSISTANT DIRECTOR: FINANCE REF NO: MPDOH/MAY/26/304**

SALARY : R487 197 per annum (Level 09), (plus service benefits)
CENTRE : Bethal Hospital (Gert Sibande District)
REQUIREMENTS : Senior Certificate / Grade 12 plus Diploma / Degree (NQF Level 6/7) in Finance / Financial / Accounting Management as recognized by SAQA. At least a minimum of three (3) years' extensive at supervisory / managerial (Level 7/8) within Finance Environment. Knowledge of legislative prescripts governing the public sector Financial Administration, but emphasis should be on the Public Finance Management Act and Treasury Regulations, the Preferential Procurement Policy Framework Act of 2000, supply chain management. A guide to Accounting Officer / Authority and practice notes. Full knowledge of management and performance on the transversal system used in Government. Skills such as MS Word and Excel Spreadsheet application of any software, financial analytical skills, will be a pre-requisite. Extensive knowledge of all relevant legislation. Practical knowledge of Basic Accounting System (BAS) and LOGIS including SCOA (Standard Chart of Accountants). Analytical skills. A valid driver's licence.

DUTIES : Responsible for the effective financial management and accounting which includes: the implementation of financial systems and timely submission of financial reports in strict compliance with the PFMA and other prescripts, preparation and maintenance of bank reconciliation statements, preparation, compilation and interpretation of Interim and Annual Financial Statements. Develop and manage the budget processes in the institution in conjunction with hospital management and other stakeholders in line with departmental financial strategy. Improve supply chain management compliance in line with related prescripts. Develop, implement and monitor measures designed to optimize revenue collection. Manage institutional fleet, and maintenance/repairs of infrastructure and buildings. Ensure that all payments for compensation of employees, goods and services, transfers, subsidies and reporting are efficiently and effectively performed. Reconcile all ledger accounts with control accounts in the ledger. Liaise with relevant role players regarding transversal financial matters. Ensure that all financial records and documents are kept safe and up to date. Must be able to identify, develop and implement internal controls (including policies) to prevent unauthorized, irregular and fruitful expenditure. Ensure effective management of debtors. Manage Finance staff, undertake human resources and other related administrative functions, and ensure sound financial management is provided all the time within the hospital. Identification of measure cost drivers and develop strategies to minimize overspending of budget.

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

POST 16/247 : **ASSISTANT DIRECTOR: STRATEGIC PLANNING REF NO: MPDOH/MAY/26/305**

SALARY : R487 197 per annum (Level 09), (plus service benefits)
CENTRE : Provincial Office, Mbombela (Nelspruit)
REQUIREMENTS : Senior Certificate / Grade 12 plus Diploma / Degree (NQF Level 6/7) in Public Policy / Public Management / Development Studies / Public Administration. as recognized by SAQA. A relevant postgraduate qualification (e.g. in Public Health) will be an added advantage. Knowledge of Strategic Planning, Monitoring and Evaluation mechanisms, Public Service Regulations, Public Finance Management Act (PFMA), Municipal Finance Management Act (MFMA), Treasury Regulations and other local government legislation. Must possess the following skills: facilitation, coordination, presentation, communication, analytical and problem-solving, report writing and stakeholder

management. Proficiency in Microsoft suite is desirable, with strong working capability in Excel, Word and PowerPoint. Valid driver's licence.

DUTIES : Coordinate the planning calendar, templates and internal processes for development and revision of the Strategic Plan and Annual Performance Plan, in line with national and provincial directives and timelines. Consolidate and technically quality-assure programme inputs into draft Strategic Plan/APP and aligned operational/implementation plans. Support alignment across planning instruments to strengthen coherence and traceability of objectives, indicators, targets and interventions. Provide technical guidance to programmes and districts on formulating and refining measurable, consistent indicators and targets aligned to departmental objectives. Contribute to departmental visioning and strategic direction-setting, including preparing technical inputs for strategic sessions. Coordinate and support alignment between strategic/statutory plans and municipal Integrated Development Plans by providing health-sector inputs to municipal/district processes and ensuring departmental priorities are integrated into district/metro planning instruments.

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

POST 16/248 : **ASSISTANT DIRECTOR: OPERATIONAL PLANNING REF NO: MPDOH/MAY/26/306**

SALARY : R487 197 per annum (Level 09), (plus service benefits)
CENTRE : Provincial Office, Mbombela (Nelspruit)
REQUIREMENTS : Senior Certificate / Grade 12 plus Diploma / Degree (NQF Level 6/7) in Public Administration / Public Management / Development Studies / Health Management / Project Management as recognized by SAQA. A relevant postgraduate qualification (e.g. Public Health, Programme / Project Management) will be an added advantage. Knowledge of Strategic Planning, Monitoring and Evaluation mechanisms, Public Service Regulations, Public Finance Management Act (PFMA), Municipal Finance Management Act (MFMA), Treasury Regulations and other local government legislation. Must possess the following skills: facilitation, coordination, presentation, communication, analytical and problem-solving, report writing and stakeholder management. Proficiency in Microsoft suite is desirable, with strong working capability in Excel, Word and PowerPoint. Valid driver's licence.

DUTIES : Coordinate operational planning calendar, templates and processes for developing, consolidating and annually reviewing the Department's Annual Operational Plans across programmes and districts, per provincial and national timelines and directives. Facilitate translation of Strategic Plan and APP commitments, ensuring coherence and alignment to departmental priorities. Support integration with resource planning, including human resource implications. Track and review implementation through monitoring engagements, consolidated status updates and identification of bottlenecks requiring management action. Compile analytical planning and implementation reports for management structures, including EXCO, committees and oversight forums, and provide inputs for quarterly and annual performance reporting. Maintain planning tools, templates and systems, ensuring complete, accurate and consistent data. Coordinate alignment with municipal Integrated Development Plan priorities, translating agreed health commitments into implementable activities.

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

POST 16/249 : **HEALTH PROMOTION PRACTITIONER REF NO: MPDOH/MAY/26/308 (X2 POSTS)**

SALARY : R413 001 per annum, (Level 08), (plus service benefits)
CENTRE : Sead Clinic and Winfred Maboa CHC (Gert Sibande District)
REQUIREMENTS : Senior Certificate / Grade 12 or equivalent plus an appropriate and recognized National Diploma in Health Promotion or equivalent qualification. At least three

(03) years' appropriate experience in the field of health promotion. Good interpersonal skills. Good written and verbal communication skills. Ability to work under pressure. Sound communication and interpersonal skills. Analytical skills on problem solving, decision making and organizational skills. Computer literacy particularly MS, Excel, outlook & Word. A valid driver's licence.

DUTIES : Implement health promotion programmes, strategies, interventions and campaigns at facility and community level. Plan and provide information, education and communication activities. Promote community, inter-sectoral and non-governmental participation in health promotion programmes and interventions. Establish household community components of integrated management of childhood illness, healthy lifestyle interventions and health promoting schools. Participate in Local forums to build relationships across sectors and to identify opportunities for health advocacy. Distribute IEC materials and resources within the sub-district. Support health sector initiatives in the sub-district, including those initiated by local authorities, schools, workplaces and other settings. Submit reports.

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

POST 16/250 : **CLINICAL CASE MANAGER REF NO: MPDOH/MAY/26/333**
Re-advertisement

SALARY : R413 001 per annum (Level 08), (plus service benefits)
CENTRE : Bethal Hospital (Gert Sibande District)
REQUIREMENTS : Senior Certificate / Grade 12 qualification plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2026), a post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty in ICU / Critical Care Science will be an added advantage. Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. NB: Non OSD posts. Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills. Good supervisory and teaching skills. Good knowledge of the Uniform Patient Fees Schedule (UPFS), Knowledge of the Medical Schemes Act 131 of 1998 i.e. the Chronic Disease List (CDL) and Diagnostic Treatment Pairs (DTP) and the application of Prescribed Minimum Benefit (PMB) legislation. Experience in ICD-10 Code assignment and the ability to link patient diagnosis with procedure codes will be an advantage.

DUTIES : Identify and select externally funded patients for case management intervention Perform Case Management functions, i.e. obtaining pre-authorisation for emergency admissions, verify benefits with medical schemes and send clinical updates and assist with the implementation of Case Management policies, protocols and procedures. Daily ward rounds to identify billable services done on RAF, M/A, SAPS, PCS, IOD, DOJ, H3. Liaise with the various role players e.g. clinicians and medical scheme case managers to monitor utilisation while in hospital. Monitor ICD-10 coding and other clinical information to prevent rejections by funders. Assist in Revenue office with ICD-10 coding accuracy before submitting a claim, provide most appropriate procedure codes. Dissemination of information. Do clinical statistics monthly of the cases managed, ICD10 codes used, medical schemes, authorizations obtained, updates done and clinical rejections monitored.

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

POST 16/251 : **ADMINISTRATIVE OFFICER: PATIENT ADMINISTRATION REF NO: MPDOH/MAY/26/309**

SALARY : R338 106 per annum (Level 07), (plus service benefits)
CENTRE : Themba Hospital (Ehlanzeni District)

REQUIREMENTS : Senior Certificate / Grade 12 plus three (3) years' experience in Patient Administration or Diploma / Degree (NQF Level 6/7) in Public Administration / Public Management as recognized by SAQA or equivalent qualification. Extensive knowledge of outpatient administration, reception in and help desk functions. Extensive knowledge of PEIS, Billing system and UPFS user guide/procedure book. Knowledge of Revenue policies and understanding of sector financial administration and the provisions of PFMA. Knowledge of relevant prescripts such as Government Gazette. Good communication skill, report writing skills be computer literate and have ability to work under pressure. Be available to work extra hours in a 24-hour shift environment and be part of the hospital's multidisciplinary committees. A valid driver licence will serve as an added advantage.

DUTIES : Manage patient admin in 24 hours shift system, manage and sustain internal control for collection of revenue, process debtors account, banking of revenue collected, excising control over the maintenance and application of the filing system for medical records, facilitate proper classification and re-classification of patients, compile management, reports, manage archiving of patient records, evaluation of staff in terms of the performance management system. Prepare on / off duties for staff including ward clerk. Control overtime, stand-by and Sunday/public holiday claims. Control queue Marshall, porter and mortuary services. Handle enquiries relating to patient admin, assist with case management and compile daily, weekly and monthly statistics and reports.

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

POST 16/252 : **DATA TECHNOLOGIST: LAN AND DESKTOP SUPPORT REF NO: MPDOH/MAY/26/310 (X2 POSTS)**

SALARY : R338 106 per annum (Level 07), (plus service benefits)
CENTRE : Provincial Office, Mbombela (Nelspruit)
REQUIREMENTS : Senior Certificate / Grade 12 plus National Diploma / Degree (NQF Level 6/7) in Information Technology as recognized by SAQA. ITIL Foundation certification (ITIL Intermediate or Expert preferred). A minimum three (3) years of experience in IT service management, LAN & Desktop Support role. Strong knowledge of ITSM frameworks, tools, and methodologies. Excellent communication, leadership, and problem-solving skills. Experience with service management platforms (e.g., Service Now, Any desk, BMC Remedy). Valid driver's licence. Knowledge: Windows 2003/2008. MS O365 packages. Active Directory. Remote Support. Skills: Remote support platforms. Business analysis. Project management. Network and telecommunications security. Problem solving abilities. Personal Attributes: Proactive and resourceful abilities. Team player.

DUTIES : To provide Local Area Network, Wide Area Network and Desk top Support services to all users. Provide Technical Support & Troubleshooting. Perform Hardware & Software Maintenance. Provide Network & Systems Administration. Maintain Security & Compliance for Server and Network. Provide Project Support.

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

POST 16/253 : **PROVISIONING ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT REF NO: MPDOH/MAY/26/334**

SALARY : R338 106 per annum (Level 07), (plus service benefits)
CENTRE : Mpumalanga College of Nursing, Kabokweni (Ehlanzeni District)
REQUIREMENTS : Senior Certificate / Grade 12 Certificate or equivalent qualification plus three (3) years relevant experience in Finance or Diploma / Degree (NQF Level 6/7) Finance / Logistic / Management Accounting / Financial Management as recognized by SAQA. Knowledge of relevant legislation/ regulations and policies as well as transversal financial system in Government such as BAS and LOGIS. Sound interpersonal and communication skills. Computer literacy.

Self-driven, result orientated, motivated, meet deadlines and acceptance of responsibility.

DUTIES : To render provisioning services. Maintain sound provisioning and logistical systems and processes. Maintain updated provisioning records. Manage and maintain the logistical and warehouse administration systems. Maintain and control consumable stores. Issuing of consumable store items. Monitor and control of the adherence to sound accounting. Monitor and control all payments on the transversal systems. Knowledge of legal framework and any other policies. Ensure correct allocation of expenditure and revenue. Draw financial reports as well as preparing financial statement, projections and provide meaningful interpretation reports. The incumbent will be expected to assist in the budget formulation, compiling of cash flow budget as well as the monthly reports. Attend monthly meetings and operational meetings.

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

POST 16/254 : **STATE ACCOUNTANT: SUPPLY CHAIN MANAGEMENT REF NO: MPDOH/MAY/26/335**

SALARY : R338 106 per annum (Level 07), (plus service benefits)
CENTRE : Witbank Hospital (Nkangala District)
REQUIREMENTS : Senior Certificate / Grade 12 plus three (3) years relevant experience in Supply Chain Management or Diploma / Degree (NQF Level 6/7) in Finance / Logistics / Procurement / Supply Chain Management / Financial / Accounting Management as recognized by SAQA. Knowledge and experience of provisioning administration, main focus in the following areas: LOGIS, Preferential Procurement Policy Framework (PPPFA), Public Finance Management Act (PFMA) and Treasury Regulations and general knowledge of Basic accounting system (BAS). Computer literacy. Sound interpersonal and communication skills (written and verbal). Good management and supervisory skills. Ability to work independently and tight deadlines. Valid driver's licence will be an added advantage. Knowledge of BAS and LOGIS financial systems. Ability to work under pressure.

DUTIES : Supervise and render demand and acquisition services. Supervise and undertake logistical services. Supervise and control the work of sub-ordinate (including training) in the supply chain management unit. Deal with more advanced and complicated matters pertaining to provisioning administration. Manage all aspects of orders such as quotations, purchase and processing of requisitions, authorization of procurement advice and guidance to all clients, chief user clerks and responsibility managers. Ensure compliance with departmental and Treasury Regulations. Evaluate and test compliance of all purchasing transactions. Manage all open orders. Deal with Human resources matters such as leave and perform development system of quarterly evaluation reports. Adhere to regulations and legislation pertaining supply chain management unit. Facilitate and administer requisitions for good and services. Implement internal procurement policies, regulations systems and procedures. Maintain procurement and provisioning systems and processes. Administer payment processes. Supervision of the subordinates. Attend and respond to audit queries.

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

POST 16/255 : **PROFESSIONAL NURSE GRADE 1 (PN-A2): WITH MIDWIFERY REF NO: MPDOH/MAY/26/318 (X8 POSTS)**

SALARY : R337 359 – R397 392 per annum
CENTRE : **Ehlanzeni District:**
KaNyamazane CHC (X2 Posts)
Msogwaba Clinic (X2 Posts)
Matsulu CHC (X2 Posts)
Mpakeni Clinic (X1 Post)

Phola-Nsikazi CHC (X1 Post)

REQUIREMENTS : Senior Certificate / Grade 12 or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse (2026). Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills.

DUTIES : Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the health facility. Promote quality of nursing care as directed by the professional scope of practice and standards. Participate in the implementation of the National Core Standards and Ideal Hospital Realization Framework. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure quality nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements and expectations (Batho- Pele). Effectively manage resources allocated in your unit.

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

POST 16/256 : **PROFESSIONAL NURSE GRADE 1 (PN-A2): ICU-ADULT REF NO: MPDOH/MAY/26/324 (X6 POSTS)**

SALARY : R337 359 – R397 392 per annum

CENTRE : Ermelo Hospital (Gert Sibande District)

REQUIREMENTS : Senior Certificate / Grade 12 or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse (2026). Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills.

DUTIES : Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the health facility. Promote quality of nursing care as directed by the professional scope of practice and standards. Participate in the implementation of the National Core Standards and Ideal Hospital Realization Framework. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure quality nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements and expectations (Batho- Pele). Effectively manage resources allocated in your unit.

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

POST 16/257 : **PROFESSIONAL NURSE GRADE 1 (PN-A2): GENERAL NURSING REF NO: MPDOH/MAY/26/3387 (X3 POSTS)**

SALARY : R337 359 – R397 392 per annum

CENTRE : Ehlanzeni District: Mapulaneng Hospital (X1 Post)
Nkangala District: Witbank Hospital (X2 Posts)

REQUIREMENTS : Senior Certificate / Grade 12 or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the

SANC as Professional Nurse (2026). Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills.

DUTIES : Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the health facility. Promote quality of nursing care as directed by the professional scope of practice and standards. Participate in the implementation of the National Core Standards and Ideal Hospital Realization Framework. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure quality nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements and expectations (Batho- Pele). Effectively manage resources allocated in your unit.

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

ANNEXURE BB

PROVINCIAL ADMINISTRATION: NORTHERN CAPE
DEPARTMENT OF PROVINICAL TREASURY

The Northern Cape Provincial Administration 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). Women and persons with disabilities are encouraged to apply.

APPLICATIONS	:	Applications quoting the relevant reference number, should be forwarded as follows: The Deputy Director – Human Resource Management, Post To: Department of Northern Cape Provincial Treasury, Private Bag X5054, Kimberley 8300 or Hand Deliver to: Metlife Towers Building, Cnr Knight & Stead, 7th Floor, Post Office Building, Kimberley, or Email Online applications should be emailed to specific e-mail addresses under each post.
FOR ATTENTION	:	Ms. SB. Louw
CLOSING DATE	:	29 May 2026
NOTE	:	In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG). 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/. The successful candidate will be required to provide proof of completion of the NSG Public Service Senior Management Leadership Programme Certificate for entry into the SMS. Furthermore, candidates shortlisted for the SMS posts will be subjected to a technical exercise and a compulsory competency based assessment. The successful candidate will be appointed subject to positive results of the security clearance process and the verification of educational qualification certificates. Appointment of these positions will be provisional, pending the issue of security clearance. Fingerprints will be taken on the day of the interview. The social media accounts of shortlisted applicants may be accessed. The successful candidate will sign the performance agreement and employment contract within three months from the date of assumption of duty. It will also be required that the successful candidate declare to the EA particulars of all registrable financial interests. Applications submitted using the incorrect (old) Z83 form will not be considered. Further note that the new Z83 form must be completed in full and signed in order for the applicant to be considered. The new employment (Z83) form can be downloaded at www.dpsa.gov.za-vacancies or obtained at any government department. Applicants are not required to submit/attach copies of qualifications and other relevant documents on application, but must submit the new (Z83) form and detailed curriculum vitae only. The provision of certified documents will only be required from shortlisted candidates for submission on or before the day of the interview. Shortlisted applicants will be subjected to qualification verification, reference checking, security screening and vetting. Non-RSA Citizens/Permanent Resident Permit Holders will be required to submit a copy of their Permanent Residence Permits only if shortlisted. In instances where applicants are in possession of a foreign qualification, it is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and only submit proof of such evaluation upon being shortlisted for a post. Correspondence will be limited to successful candidates only. The successful candidate will be appointed subject to positive results of the security clearance process and the verification of educational qualification certificates. Appointment of these positions will be provisional, pending the issue of security clearance. Fingerprints will be taken on the day of the interview. The social media accounts of shortlisted applicants may be accessed. The successful candidate will sign the performance agreement and employment contract within three months from the date of assumption of duty. It will also be required that the successful candidate declare to the EA particulars of all registrable financial interests. Short-listed candidates will be expected to avail themselves at the Department's convenience. The department reserves the right not to make appointments to the advertised posts. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic

requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.

MANAGEMENT ECHELON

POST 16/258 : **CHIEF FINANCIAL OFFICER (X3 POSTS)**

SALARY : R1 494 900 – R1 787 328 per annum (Level 14), (TCE package)
CENTRE : **Kimberley**:
Ref No: NCPT/2026/20 (Department of Roads and Public Works) (DRPW)
Ref No: NCPT/2026/21 (Department of Transport, Safety and Liaison) (DTSL)
Ref No: NCPT/2026/22 (Department of Agriculture, Environmental and Land Reform (DAERL)
REQUIREMENTS : NQF 7 tertiary qualification in Finance / Accounting or equivalent. Post graduate qualification in Finance / Accounting or equivalent will be added advantage. Minimum 5 year's relevant senior management experience dealing with financial matters. A valid driver's license. Skills & Knowledge: Constitution of the Republic of South Africa. Public Finance Management Act. Financial Norms and Standard (PFMA, MFMA, Treasury Regulations, Provincial Treasury Directives). Knowledge of the Medium Term Expenditure Framework budget. Knowledge of legislation, Directives and procedures with regards to Financial Management (PFMA, MFMA, Treasury regulations, Directives, Division of Revenue act, Appropriation Act, Intergovernmental Fiscal Relations Act. B.B.B.E.E Policy framework. Knowledge of the Department's constitutional mandate. Auditing practices. Business partnering. Labour relations Act. Research Methodology. Employee Performance Management and Development System. Employment Equity Act. Policy analysis and development. Planning and Organizing skills. Strategist. Analytical. Decision-making skills. Problem solving skills. Facilitation skills and Conflict management. Computer literacy (Word, Excel and PowerPoint).
DUTIES : Support and advice the Department on effective utilization of resources and implementation of strategies: Provide advice on financial related matters for the fulfilment of the Department's mandate. Development of financial management and procedures. Monthly reporting on implementation of projects and related finances. Oversee and manage the provision of accounting management services to the department: Develop management accounting policies, processes and procedures. Conduct medium and long term financial planning in line with the MTEF processes. Compile budget estimates, monthly forecast, project planning and produce adjusted cash flow. Advice program and responsibility managers with regards to allocation, re-allocation, approval of budget and other budgetary matters. Monitor and report on expenditure trends and compile appropriation statements. Oversee and manage the provision of financial accounting, administration and salary administration services: Ensure the provision of financial accounting and administration services. Ensure the provision of salary administration processes. Oversee the provision of internal control services: Ensure the implementation of internal audit recommendations. Ensure and manage Financial System Controls within financial management. Ensure compliance in relation of policies, process and procedures. Ensure financial information and service assurance. Liaise and manage relations with the Auditor General and other stakeholders. Oversee the provision of Supply Chain and Asset management services: Ensure and manage the provision of supply chain (demand, acquisition and logistics) management services. Ensure and manage the provision of assets and disposal management services. Oversee and Manage Resources within the Chief directorate personnel: Training and development of officials. Performance Management. Work allocation. Asset Management. Ensure maintenance of discipline.
ENQUIRIES : GL Bosvark at 083 391 8154
APPLICATIONS : E-mail: Ncpt-HR@ncpg.gov.za

DEPARTMENT OF TRANSPORT SAFETY AND LIAISON

This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the Department

APPLICATIONS : No Hand Delivery or mailed applications will be accepted. Applications stating the relevant reference number must be submitted on the link provided hereto below. https://form.jotform.com/261233339528559

FOR ATTENTION : Ms. JJ Jafta

CLOSING DATE : 29 May 2026

NOTE : 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. Failure to do so, your application will be disqualified. 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. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Please note by responding to the advertisement, you consent to the collection, processing, and storing of your Personal Information in accordance with the Protection of Personal Information Act (POPIA) Your information will be used solely for the purpose of these positions and will not be shared with third parties without prior consent unless required by law. The Department reserves the right not to make any appointment(s) to the below advertised post(s). The successful candidate will be expected to sign a performance agreement. The Department is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s).

MANAGEMENT ECHELON

POST 16/259 : **DIRECTOR: FINANCIAL ACCOUNTING AND REVENUE MANAGEMENT REF NO: S4.1/04/13**

SALARY : R1 266 714 – R1 492 122 per annum (Level 13)

CENTRE : Kimberley (Frances Baard District)

REQUIREMENTS : Relevant tertiary qualification at NQF level 7 in Financial Management/Accounting. Relevant experience: 5 years of experience in the financial field at middle/senior management level. Computer skills. Certificate of SMS (Nyukela) submitted prior to appointment. Knowledge and Skills:

Knowledge of financial legislation and prescripts related to the PFMA. Knowledge on financial regulations related to revenue management, Knowledge on legislation related to the AFS AND IFS, Management skills and Knowledge and experience in financial management processes.

DUTIES : Provide strategic management direction and advice. Development and monitor the implementation of financial accounting and revenue policies, procedures and internal control measures. Provide strategic guidance in line with the Departmental Annual Performance Plan. Ensure alignment of departmental policies with Treasury Frameworks. Ensure timely recording of financial transactions in compliance with the PFMA, Treasury Regulations, and GRAP/GAAP standards. Oversee the month end and year end closure processes. Identify financial risk and implementation mitigation strategies. Facilitate external and internal audit processes and ensure the implementation of audit recommendations. Manage the Financial Management aspects of the department. Prepare and compile annual and interim financial statements. Manage and monitor the general ledger, suspense accounts and financial adjustments. Manage the correct utilization and capturing of the financial systems, BAS, PERSAL, LOGIS etc. Institute risk management processes. Manage the provision of financial accounting and administration services in terms of ledgers, journals, interim and annual financial statements. Manage Revenue management services within the department. Ensure accurate billing, recording and collection of all departmental revenue. Monitor and manage debtors to ensure effective debt recovery and minimize losses. Ensure compliance with National Treasury guidelines, PFMA provisions and the Division of the Revenue Act in terms of management and collection of revenue. Management responsibilities: Responsible for human resource management, this includes monitoring of performance, leave, disciplinary issues, training and development. Financial Management includes budget monitoring and planning. Responsible for policy development in order to ensure that the directorates performance is aligned to the strategic plan of the department. Responsible for policy analysis and implementation to ensure the efficient governing of the integration of directorates functions

ENQUIRIES : Ms. JJ Jafta at 068 344 0742

NOTE : Women, Youth and Persons with Disabilities are encouraged to apply

POST 16/260 : **DIRECTOR: SUPPLY CHAIN, ASSET AND MANAGEMENT ACCOUNTING SERVICES REF NO: S4.1/04/08**

SALARY : R1 266 714 – R1 492 122 per annum (Level 13)

CENTRE : Kimberley (Frances Baard District)

REQUIREMENTS : Relevant tertiary qualification at NQF level 7 in Management Accounting/financial Accounting or Supply Chain and Asset Management. 5 years of' experience in the financial field at middle/senior management level. Computer skills. Certificate of SMS (Nyukela) submitted prior to appointment. Knowledge and Skills: Knowledge of financial legislation and prescripts related to the PFMA, Knowledge on financial regulations related to Supply Chain and Asset management. Knowledge on the tender legislation, processes and protocols, Management skills, Knowledge of management accounting legislation. Knowledge of the national framework for contract management.

DUTIES : Provide Strategic management guidance and advice to the department in terms Management Accounting Services. Compile and manage the departmental budget. Responsible for the determination of additional funds required from the budget adjustment estimates. Ensure that there is alignment between the departmental budget and the strategic priorities of the department and MTDP priorities. Advice the CFO on budgetary implications and other matters that needs strategic intervention. Evaluate the performance of the department against pre-determined key measurable objectives and standards. Ensure budget allocations to the different programs in accordance to the relevant legislation and guidelines. Manage the assessment of expenditure trends within the department. Ensure the preparation of the Annual and Adjustment Budgets for the department. Ensure that the SCM and Assets processes are aligned to the departmental strategic operational plan. Provide strategic advice in terms of the Supply Chain and Asset Management process. Provide strategic advice on SCM matters. Develop and ensure the implementation of the SCM and Asset policies and frameworks in line with the PFMA and Treasury Regulations. Ensure that the demand management procurement strategy aligns with the budget and strategic objectives. Ensure

adequate systems and internal controls for receipt, storage and issuance of goods. Manage the disposal of redundant, obsolete or unserviceable items in accordance with legislative processes. Ensure that a correct and update Asset register is in place for control and financial reporting purpose. Ensure proper record keeping of all financial matters as set out in the prescribed norms and standards. Ensure prevention of irregular expenditure and accurate reporting thereof. Manage the coordination of the SCM and Asset management audits and ensure the implementation of audit recommendations. Manage asset acquisition, movement, maintenance and disposal of assets. Manage the functioning of departmental Bid Committees: Ensure protocols is in place that guide the compiling of bid documents. Ensure the set criteria for the registration of the various bid applications is adhered to. Ensure that all procedures are aligned to the relevant regulations and frameworks. Manage the contract allocation and supplier performance: Ensure the set criteria for contract allocation is adhere to. Ensure the effective contract management and compliance with service level agreement. Ensure the updating of the supplier database. Responsible for addressing of non-performance, disputes and irregularities in contracts. Management Responsibilities: Responsible for human resource management, this includes monitoring of performance, leave, disciplinary issues, training and development. Financial Management includes budget monitoring and planning. Responsible for policy development in order to ensure that the directorates performance is aligned to the strategic plan of the department. Responsible for policy analysis and implementation to ensure the efficient governing of the integration of directorates functions.

ENQUIRIES : Ms. JJ Jafta at 068 344 0742
NOTE : Women, Youth and Persons with Disabilities are encouraged to apply

OTHER POSTS

POST 16/261 : **DISTRICT MANAGER: ZWELENTLANGA FATMAN MGCAWU (ZFM) REF NO: S4.1/04/12**

SALARY : R932 292 – R1 098 195 per annum (Level 11)
CENTRE : Upington (ZFM District)
REQUIREMENTS : NQF Level 7 Degree in Public Management with Project Management as an added benefit. Relevant experience: 3-5 Years middle management. Computer skills. Valid driver's licence. Management and leadership qualities. Knowledge and Skills: Establish and manage a positive relationship with colleagues and customers. Manage resources to achieve planned outcomes. Implement and monitor quality and continuous improvement processes, Participate in planning and reviewing quality and improvement processes, Influence the development and direction of the district office to be in line with mandate of the department.
DUTIES : Manage police service support and coordination to the Civilian Secretariat for Police within the Districts. Ensure the efficient administration of departmental funds and logistical support allocated to police oversight in the districts. Manage the coordination of development programmes and training programmes for officials involved in policing oversight operations. Monitoring of police operations to ensure adherence to the relevant national and provincial prescripts and act. Manage Transport Operations in the district: Provide support and input in terms of the development of public transport infrastructure, e.g. taxis, taxi ranks bus shelters. Monitor the quality and effectiveness of public transport services that are provided. Manage the process of license and permits in district: Manage Transport Regulations and Law Enforcement in the district. Ensure the implementation of road safety campaigns and educational programmes that target the high-risk areas and behaviours. Ensure that Traffic Law Enforcement which includes speed enforcement, drunken driving operations, vehicle and driver fitness compliance takes place in the district. Manage the provision of over loading control services and weighbridge compliance matters. Management responsibilities: Responsibilities for human resource management, this includes monitoring of performance, leave, disciplinary issues, training and development. Financial Management which includes budget monitoring and planning.
ENQUIRIES : Ms. JJ Jafta at 068 344 0742
NOTE : Women, Youth and Persons with Disabilities are encouraged to apply

POST 16/262 : **DEPUTY DIRECTOR: OPERATOR LICENSE AND PERMITS REF NO: S4.1/04/07 (X1 POST)**

SALARY : R932 292 – R1 098 195 per annum (Level 11)
CENTRE : Kimberley Frances Baard District)
REQUIREMENTS : Degree at NQF level 7 Transport Management. Legal qualifications would be an advantage. Relevant experience: 3-5 Years middle management. Computer skills. Valid driver's licence. Management and leadership qualities. Knowledge and Skills: Knowledge of National Transport Amended Act and Regulations. Knowledge of planning processes. Analytical skills, monitoring and reporting skills, Participate in planning and renewing and improving on processes, Knowledge of the National Transport Act, Manage Human Resources and ensure that the objectives of the component are achieved.
DUTIES : Ensure the effective operations of the Provincial Regulatory Entity. Provide advice in terms of operating procedures and legislation. Provide guidance to the PRE committee in terms of the adjudication of applications operating license. Management the taxi and public transport route allocations: Advice on the route allocation and ensure that allocations is done effectively and, in a manner, to enhance service delivery. Manage risk assessments in terms of public transport system in the province. Responsible for risk assessments and the identification of possible risks for the province. Liaise with SAPS and the municipalities of the various regions in terms of traffic planning and transport planning in order to mitigate risks. Manage the NLTIS in the Province. Ensure the proper and effective administration of the NLTIS System and Legislation.
ENQUIRIES : Ms. JJ Jafta at 068 344 0742
NOTE : Women and Persons with Disabilities are encouraged to apply

POST 16/263 : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO: S4.1/04/03**

SALARY : R487 197 – R573 897 per annum (Level 09)
CENTRE : Kimberley
REQUIREMENTS : A relevant tertiary qualification in financial Management at NQF Level 7. 3 Years Relevant supervisory experience. Knowledge and Skills: Knowledge of PFMA, Treasury Regulations, GRAP, BAS, PERSAL and LOGIS.
DUTIES : Collection and recording of revenue: Cashier, banking service and electronic payments. Monitor and review the procedures for the collection and safekeeping of all monies and compliance with the relevant prescripts. Monitor and review the receipt and collection of monies to ensure that it is in accordance with the appropriate tariffs and properly recorded. Oversee that the banking of monies are done in accordance with the prescribed processes. Oversee that bank reconciliations are performed and are correct. Oversee the verification of the validity and allocation of payments received via electronic transfers. Oversee the safeguarding of source documents and face value forms. Debt management: Oversee the identification and accurate recording of debts owed to the department. Liaise with debtors in the most complex and problematic cases to determine payback conditions and time span. Oversee the process of obtaining the accounting officer's approval for debt collection conditions. Obtain the accounting officer's approval for debt payback conditions and time span on the cases handled. Oversee the accurate allocation of monies received. Monitoring and reporting on revenue: Oversee and monitor income against budget and review reconciliations. Oversee and undertake the development of corrective measures when required. Oversee and review disclosure notes on revenue collection. Oversee and collate financial supporting information for planning purposes. Ensure completeness and accuracy of financial information. Expenditure management: Compensation of employees. Oversee the verification of the capturing of payroll transactions on the accounting system. Oversee quality assure al payroll transactions. Authorises reimbursement transactions on the accounting system. Oversee the reconciliation of transactions (interface) on the payroll (PERSAL) with the accounting system (BAS). Authorises payments to third parties (employer contributions to pension funds, medical aid funds, tax contributions and reconciliations etc) outside the payroll system. Oversee verification of information for payroll certification. Goods and services: Oversee verification of source documents. Oversee the quality assurance and verification of transactions on BAS/LOGIS. Ensure that expenditure is in line with budget and item provisioning. Oversee the correct capturing of banking details on the accounting system. Oversee creditor reconciliation (ensure that

service providers are paid timely and correctly). Reporting: Oversee the processing of information to determine expenditure against budget. Review and analyse expenditure report, distribute to budget holders and obtain inputs on expenditure status. Oversee the compilation of interim and annual reports on conditional grants. Ensure the safeguarding of all source documents. Supervise employees to ensure and effective financial accounting service. This would inter alia entail the following: General supervision of employees. Allocate duties and do quality control of the work delivered by supervisees. Advise and lead supervisees with regard to all aspects of work. Manage performance, conduct and 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 system and processes to ensure efficient and effective functioning.

ENQUIRIES : Ms. JJ Jafta at 068 344 0742
NOTE : Youth, Women and Persons with Disabilities are encouraged to apply

POST 16/264 : **ASSISTANT DIRECTOR: STRATEGIC MANAGEMENT AND ORGANISATIONAL DEVELOPMENT REF NO: S4.1/04/04 (X1 POST)**

SALARY : R487 197 – R573 897 per annum (Level 09)
CENTRE : Kimberley Frances Baard District)
REQUIREMENTS : Degree, NQF 7, in Organisational Development/Industrial Psychology/Strategic Planning. 3-4 years' experience in the organisational development and planning environment. Officially trained in Job Evaluation, initial and follow-up training certificate. Computer skills. Valid driver's licence. Analytical thinking. Management and leadership qualities. Knowledge and Skills: Establish and manage a positive relationship with colleagues and stakeholders. Implement and monitor quality and continuous improvement processes. Participated in planning and reviewing of the quality in terms of processes. Knowledge of legislation and directives convening the field of Knowledge of the evaluation system and standard operating procedure software. Knowledge on conducting research. Analytical thinking and presentation skills. Planning and communication skills.
DUTIES : Ensure that the plans are aligned to the regulations and national frameworks. Responsible for the consolidation of inputs taking in to account the service delivery agreement and mandate of the department. Provide advice to managers on the development of measurable performance indicators and planned targets taking in to consideration the long-term impact of the strategic goals. Ensure that performance indicators are sector relevant and addresses the strategic plan and APP. Advise managers on this aspect. Attend the national and provincial meetings regarding the strategic and operational planning of the department and provide feedback report. Develop and maintain departmental organisational organogram in line with strategic plan. Analyse the current structure and identify gaps that must be considered when redesigning and updating the structure. Consult stakeholders on inputs, analysing inputs. Collate information towards the review of the Organisational Structure of the Department annually. Develop and advise on changes to the structure. Monitor the implementation of the approved organisational structure. Responsible for organisational functionality assessment in order for the department to be effective in terms self-assessments readiness to deliver services effectively. Responsible for Job Evaluation and provide advice on the development of Job descriptions. In terms of the job descriptions research must be conducted to confirm the content of the post. Provide input and advice on the drafted job descriptions. In terms of Job Evaluations, information must be collected and analysed after the job evaluation interview has been concluded. Capture the information on the Job Evaluation System considering the information on the job description and information gathered during the job evaluation interview. Present the Job Evaluation information to the Preliminary Committee sitting and Provincial job Evaluation Panel for approval. Responsible for proper record keeping of all approved job evaluation submissions and job descriptions. Facilitate the performing of Operational Management Framework Functions. Gather and analyse information needed to develop the Service Delivery Charter, Service Delivery improvement plan and the Service Delivery Model. Consultation with the other stakeholders. Drafting of the Standard Operational Procedures and Business Process Maps for the various functions within the department. Consulting and advising the process owners in the drafting of these documents.

ENQUIRIES : Ms. JJ Jafta at 068 344 0742
NOTE : Women, Youth and Persons with Disabilities are encouraged to apply

POST 16/265 : **ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING REF NO: S4.1/04/05 (X1 POST)**

SALARY : R487 197 – R573 897 per annum (Level 09)
CENTRE : Kimberley (Frances Baard District)
REQUIREMENTS : A relevant tertiary qualification in Financial Management at NQF level 7. 3 year relevant supervisory experience. Knowledge and Skills: Knowledge of PFMA, Treasury Regulations, GRAP, BAS, PERSAL and LOGIS.
DUTIES : Planning – Coordinate, review, analyse and quality assure the financial supporting information for planning purposes. Coordinate and review the necessary financial supporting documentation required for the strategic and annual performance planning process. Analyse and quality assures the relevant financial information required in the evaluation and development of business and project plans. Check and verify the supporting information for various financial planning processes. Budgeting – Coordinate, review, analyse and quality assure the budget preparation process. Coordinate the preparation and consultation for the MTEF budget process. Analyse, interpret and implement the treasury guidelines for the estimates of national expenditure (ENE). Develop templates for the collection of budget information from functionaries. Align budget statements with the annual performance plan, strategic plan, national and provincial spending priorities. Analyse and interpret the requirements for the monthly cash flow and adjusted cash flow as prescribed by Treasury and recommended corrective action where required. Undertake the planning and supervise the preparation and consultation process in the implementation of adjustment estimates process. Assess where shifting of funds/virements is required and possible reviewing expenditure against budget and make recommendations. Supervise the recording of adjustments and provide feedback to the relevant components. Provide information for the preparation of the annual financial statements. Monitor that all shifts/virements are included in the adjusted budget. Analyse requests for rollovers and make recommendations compliance with prescripts (including funds committed but not spent). Reporting – Coordinate, review, analyse and quality assure the management accounting reporting processes. Evaluate information on monthly reports produced (variance between actual versus budget expenditure) and recommend appropriate actions where necessary. Monitor that all shifts/virements are included in the Year Monitoring Report. Provide advice and guidance to role players on the use of forecasting methods and tools. Compile information for the interim and annual performance reports. Manage the operational processes, resources and procedural associated with the management. accounting functions: Develop and review departmental policies and procedures applicable to management accounting (planning and budgeting). Allocate duties to personnel, monitoring outcomes and instituting the necessary corrective measures to address deviations from standards. Determine workflow requirements. Monitor performance of employees and determine training needs. Control leave and related personnel matters applying Human Resource procedures.
ENQUIRIES : Ms. JJ Jafta at 068 344 0742
NOTE : Women, Youth and Persons with Disabilities are encouraged to apply

POST 16/266 : **ASSISTANT DIRECTOR: PUBLIC TRANSPORT SERVICES REF NO: S4.1/04/06 (X1 POST)**

SALARY : R487 197 – R573 897 per annum (Level 09)
CENTRE : Kimberley Frances Baard District)
REQUIREMENTS : Degree; NQF 7 in Transport Management, Transport Planning. Legal Knowledge would be an advantage. Relevant experience: 3-5 Years experience in the Public Transport field. Knowledge and Skills: Knowledge of the Public Transport Operating Grant (PTOG) Framework and DoRA. Knowledge of contract management, analytical skills, monitoring and reporting skills, participate in planning and renewing and improving on processes, Knowledge of the National Transport Act, Manage Human Resources and ensure that the objectives of the component are achieved, driving license and computer skills.

DUTIES : Ensure proper monitoring of subsidised Transport Contract Management. Management of the bus services contracts, taxi services contracts and service schedules set out for the service provider. Ensure that all contracts and service providers adhere to the NLTA prescripts, safely standards and operational conditions of the transport vehicles. Provide Inputs into the Provincial Integrated Transport Plan (ITP). PTOG Financial Oversight role. Verify the operator of the services providers kilometre claims and monthly invoices. Monitoring of PTOG expenditure, projections and utilisation levels. Ensure compliance with PTOG FRAMEWORK, DoRA and the PFMA. Maintain evidence portfolios for the internal and external audit requirements. Monitoring of any deviations and under-expenditure risks. Route monitoring and Service Delivery Compliance. Evaluate adherence to timetables, loading conditions, vehicles safety requirements and road worthless. Align subsidised routes to settlement patterns, mobility needs and passenger demands. Ensure that the service provider is adhering to his/her contract standards and agreements. Document monitoring finding with photographic evidence, checklists and reports. Investigate service complaints, community concerns and operator-related disputes. Recommend route changes and changes in service providers. Responsible for preparing reports. Prepare monthly, quarterly and annual reports to management, the CFO, HOD and National DOT. Compile quarterly PTOG Performance reports and ensure submission to NDOT/National Treasury. Maintain a comprehensive Transport Risk Register.

ENQUIRIES : Ms. JJ Jafta at 068 344 0742

NOTE : Women, Youth and Persons with Disabilities are encouraged to apply

POST 16/267 : **ADMINISTRATION OFFICER- CSP DISTRICT MONITORING EVALUATION FIELDWORKER REF NO: S4.1/04/11 (X1 POST)**

SALARY : R338 106 – R398 277 per annum (Level 07)

CENTRE : Upington (Zwelentlanga Fatman Mgcawu District)

REQUIREMENTS : NQF Level 6 Diploma in Public Administration. Diploma in Police Science as an added advantage. Computer skills. Valid driver's licence. Knowledge and Skills: Knowledge of national legislation. Knowledge on compliance monitoring and evaluation. Knowledge of Public Administration Regulations Act on Police Service. Report writing skills. Drivers License. Traveling will be required.

DUTIES : Conduct monitoring exercises and evaluate the effectiveness of the police services at various police stations. Conduct unannounced station visits to monitor the performance of the SAPS Station. Identify the police stations that are non-compliant in terms of the National Monitoring Tool (NMT) and Domestic Violence Act Tool (DVA). Identify the gaps or challenge during these assessments. Draft improvement plan for the station to address the shortcoming/s found during the NMT&DVA assessments. Ensure that the Checklist is completed and that the visit is captured in the Occurrence Book. Develop a District Report on the unannounced visit, the findings and improvement recommendations made. Evaluate the performance of the police stations in accordance to Civilian Secretariat for Police Act of 2011. Monitoring progress on cases reported, indicate if the cases are resolved within the specific time frame provided by legislation. Evaluate the stations in terms of compliance to set standards. Assist in resolving of service delivery complaints. Identify the main areas of complaints and provide advice on improving performance in these areas. Implementing District Court Watch Brief Assessment at District Courts. Visit the District/Local Court and obtain or peruse the charge sheet. Identify dockets that were struck from the court roll due to inefficiency and ineffectiveness of SAPS in handling the investigation. Compile report with findings and recommendations. Reporting on the outcome of service delivery standards at police stations after the proper monitoring and evaluation tools has been utilized. Reporting on the gaps and challenges identified as well as the improvement plan that has been put in place. Reporting on information gathered after the improvement plan been in place.

ENQUIRIES : Ms. JJ Jafta at 068 344 0742

NOTE : Women, Youth and Persons with Disabilities are encouraged to apply

POST 16/268 : **ADMINISTRATION CLERK REF NO: S4.1/04/09 (X1 POST)**

SALARY : R237 453 – R279 708 per annum (Level 05)

CENTRE : Mothibistad (John Taole Gaetsewe District)

REQUIREMENTS : Grade 12. No previous experience required. Knowledge and Skills: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment.

DUTIES : Render general clerical support services. Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office terms. Stock control of office stationery. Keep and maintain the asset register of the component (district offices). Provide personnel administration clerical support services within the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Provide financial administration support services in the component. Capture and update expenditure in component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash of the component.

ENQUIRIES : Ms. JJ Jafta at 068 344 0742

NOTE : Women, Youth and Persons with Disabilities are encouraged to apply

POST 16/269 : **SECRETARY TO THE DIRECTOR OF CORPORATE SERVICES REF NO: S4.1/04/01**

SALARY : R237 453 – R279 708 per annum (Level 05)

CENTRE : Kimberley

REQUIREMENTS : A minimum of Grade 12 with typing as subject or any other training course / qualification that will enable the person to perform work satisfactorily. Knowledge and Skills: Language skills and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette. Computer literacy. Sound organisational skills. Good people skills. High level of reliability. Basic written communication skills. Ability to act with tact and discretion. Good grooming and presentation skills.

DUTIES : Provide secretarial/receptionist support services to the Director. Receives telephone call and refers the calls to the correct role players if not meant for the relevant Manager. Records appointments and events in the diary of the Director. Types documents for the manager and other staff within the unit on a word processor. Operates office equipment like fax machines and photocopiers. Provide secretarial support services to the Directorate. Liaise with travel agencies to make travel arrangements. Checks the arrangements when the relevant documents are received. Arrangements and events for the manager and the staff in the Unit. Identifies venues, invites role players, organizes refreshments and sets up for meetings and events. Processes the travel and subsistence claims for the unit. Process all invoices that emanate from the activities of the work of the manager. Records basic minutes of the meetings of the manager where required. Drafts routine correspondence and reports. Does filling of documents for the manager and the unit where required. Administrative matters like the leave register and telephone accounts. Receives, records and distributes all incoming and outgoing documents. Handles the procurement of standards items like stationary, refreshment etc. Collects all relevant documents to enable the manager to prepare for meetings. Remains up to date with regard to prescripts/ policies and procedures applicable to her/his work terrain to ensure efficient and effective support to the Director. Studies the relevant Public Service and departmental prescripts/ policies and other documents to ensure that the application thereof is understood. Remains abreast with the procedures and processes that apply in the office of the Director.

ENQUIRIES : Ms. JJ Jafta at 068 344 0742

NOTE : Women, Youth and Persons with Disabilities are encouraged to apply

POST 16/270	:	**ADMINISTRATION CLERK REF NO: S4.1/04/10 (X1 POST)**
SALARY	:	R237 453 – R279 708 per annum (Level 05)
CENTRE	:	Springbok (Namakwa District)
REQUIREMENTS	:	Grade 12. No previous experience required. Knowledge and Skills: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment.
DUTIES	:	Render general clerical support services. Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office terms. Stock control of office stationery. Keep and maintain the asset register of the component (district offices). Provide personnel administration clerical support services within the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Provide financial administration support services in the component. Capture and update expenditure in component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash of the component.
ENQUIRIES	:	Ms. JJ Jafta at 068 344 0742
NOTE	:	Women, Youth and Persons with Disabilities are encouraged to apply
POST 16/271	:	**MESSENGER/DRIVER REF NO: S4.1/04/02 (X1 POST)**
SALARY	:	R201 093 – R236 877 per annum (Level 04)
CENTRE	:	Kimberley (Frances Baard District)
REQUIREMENTS	:	Must have successfully completed Grade 10/Standard 8/(ABET level 4). No experience required. Be in possession of a code B driver's license, and a valid Public Driving Permit (PDP). Knowledge and Skills: Knowledge of the procedures to perform messenger functions and routine office support functions like registry functions and the making of photo copies. Knowledge of the procedures to operate the motor vehicle e.g. procedures to obtain trip authorities, complete the logbooks of the vehicle, to obtain consumables (e.g. petrol) and obtain basic services (e.g. fixing a flat tyre). Knowledge of prescripts for the correct utilisation of the motor vehicle e.g. how and what purposes can the motor vehicle be utilised, what is the requirements for the storage of the vehicle. Knowledge of the procedures to ensure that the motor vehicle is maintained properly.
DUTIES	:	Core Driver Functions: Drive light and medium motor vehicles to transport passengers and deliver other items (mail and documents). Do routine maintenance on the allocated vehicle and report defects timely. Complete all the required and prescribed records and log books with regard to the vehicle and the goods handled. Render a clerical support/messenger service in the relevant office. This would, inter alia, entail the following: Collect and deliver documentation and related items in the department. Copy and fax documents. Assist in the registry.
ENQUIRIES	:	Ms. JJ Jafta at 068 344 0742
NOTE	:	Youth and Women are encouraged to apply

PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF HEALTH AND WELLNESS
In line with the Employment Equity Plan of the Department of Health it is our intention with this advertisement to achieve equity in the workplace by promoting equal opportunities and fair treatment in employment through the elimination of unfair discrimination.

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

CLOSING DATE : 29 May 2026, 17:00 PM

NOTE : It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Kindly note that excess personnel will receive preference. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.

MANAGEMENT ECHELON

POST 16/272 : **CHIEF DIRECTOR: METRO HEALTH SERVICES**
Chief Director: Metro Health Services

SALARY : R1 494 900 per annum (A portion of the package can be structured according to the individual's personal needs).

CENTRE : Stationed at Bellville Health Park

REQUIREMENTS : Minimum educational qualification: An appropriate tertiary qualification (NQF level 7) in a Health / Social Science or related field with at least 5 years' experience at a senior managerial level. Pre-entry Certificate for the Senior Management Services is a requirement (Candidates not in possession of this entry requirement can still apply but are requested to register for the course and complete it as no appointment can be made in the absence thereof. The course is available at the National School of Governance (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/trainingcourse/sms-pre-entry-programme/. All costs associated herewith are the responsibility of the applicant). Experience: Proven extensive management experience of health services. Inherent requirements of the job: Valid driver's license and willingness to travel extensively in the province. Competencies (knowledge/skills): Knowledge and understanding of the National and Provincial Health related legislation, guidelines and other health related policies and prescripts. Proven strategic and leadership capabilities. Programme and project management knowledge and skills. Proven leadership capabilities. Proven knowledge and understanding of Change, Financial, People Management and empowerment.

DUTIES : Strategic leadership, oversight and accountability in respect of the rendering of efficient and cost-effective metro health services in support of departmental service delivery across the metro district (eight subdistricts/four sub-structures offices) and General Specialist Hospitals services inclusive of Primary Health Care Services, and Specialised Hospital Services. Facilitate an integrated clinical implementation support service. Facilitate alignment with departmental strategic, policy, planning, Information Technology and assurance management processes. Ensure interface with Facility and Infrastructure Management to facilitate input for planning and implementation. Interface between Macro and Operational Management levels to facilitate alignment regarding departmental clinical strategy, policy and planning priorities, frameworks and protocols as well as facilitation of integrated implementation support for service delivery. Facilitation of the alignment of strategy development, priority setting and implementation within the Metro District. Health intelligence support to facilitate alignment with Departmental health intelligence processes and application of knowledge in management decisions for the improvement of services and clinical outcomes in the Metro District. Assurance support to facilitate alignment and assurance regarding Departmental processes and actions in support of the improvement of services and clinical outcomes in the Metro District. As member of Top Executive Committee (TEXCO) of the Department actively influences the departmental strategic agenda, processes and decisions with special emphasis on Metro

Health Services. Corporate support across the metro district (eight subdistricts/four sub-structures offices) and General Specialist Hospital services inclusive of Primary Health Care Services and Specialised Hospital Services. Overall responsible for People - and Financial Management of the Chief Directorate.

ENQUIRIES : Dr S Kariem Tel No: (021) 483-4304
NOTE : No payment of any kind is required when applying for this post.

POST 16/273 : **CHIEF DIRECTOR: STRATEGY**

SALARY : R1 494 900 per annum (A portion of the package can be structured according to individual needs)

CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: An appropriate tertiary qualification (NQF level 7) in Health/Social Science or related field with at least 5 years' experience at a senior managerial level. The Pre-entry Certificate for the Senior Management Services is a requirement. Candidates not possessing this entry requirement can still apply but are requested to register for the course and complete it, as no appointment can be made in its absence. The course is available at the National School of Governance (NSG) under the name "Certificate for entry into the SMS", and full details can be sourced from the following link: https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme/. All costs associated herewith are the responsibility of the applicant. Experience: Proven extensive management experience. Proven knowledge and understanding of planning and policy development approach. Inherent requirements of the job: Valid driver's license and willingness to travel extensively in the province. Competencies (knowledge/skills): Knowledge and understanding of the National and Provincial Health related legislation, guidelines and other health related policies and prescripts. Proven knowledge and understanding of developmental management and inter-sectoral actions for Health and Community development. Proven knowledge and understanding of development, strategy management and strategy monitoring and review processes within a system thinking paradigm. Proven strategic and leadership abilities Programme and project management knowledge and skills Proven knowledge and understanding of Change, Financial, People Management empowerment.

DUTIES : Leading technical advisor and facilitator to the departmental executive with regard to the departmental strategic management processes, in collaboration with external partners and spheres of government. Responsible for strategic leadership oversight and accountability in respect of the Chief Directorate. Implement and maintain Health Intelligence Systems and data to enable informed management decision making to improve service delivery, patient care and quality of life. Facilitate Strategy and policy development, priority setting, planning and coordination of implementation actions. Establish and maintain IT solutions and technical support and advice for departmental processes. Responsible for departmental assurance with regard to optimal patient experience and outcomes. Lead and coordinate the Chief Directorates strategic planning processes in a seamless and integrated manner in alignment with departmental strategic processes. Define and review on a continual basis the purpose, objectives, priorities and activities of the Chief Directorate. Overall responsible for People and Financial Management of the Chief Directorate.

ENQUIRIES : Dr K Cloete Tel No: (021) 483 3647
NOTE : No payment of any kind is required when applying for this post.

OTHER POSTS

POST 16/274 : **MEDICAL SPECIALIST GRADE 1 TO 3 (SUB-SPECIALTY) PAEDIATRIC CRITICAL CARE**

SALARY : Grade 1: R1 615 818 per annum
Grade 2: R1 844 151 per annum
Grade 3: R2 014 278 per annum
A portion of the package can be structured according to the individual's personal needs).

CENTRE : Red Cross War Memorial Children's Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a

Medical Sub-Specialist in Paediatric Critical Care. Registration with a Professional Council: Registration with the HPCSA as Medical Sub-specialist in Paediatric Critical Care. Experience: **Grade 1:** None after registration with the HPCSA as Medical Specialist in Paediatric Critical Care. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Paediatric Critical Care. **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employee) as a Medical Specialist in Paediatric Critical Care. Inherent requirements of the job: Post specialisation experience in Paediatric Intensive Care including peri-operative care of cardio-thoracic, neuro-surgical and trauma patients is essential. A valid driver's licence. Commuted overtime is compulsory 16 hours per week. Competencies (knowledge/skills): Good interpersonal and communication skills Ability to work under pressure and maintain a high standard of professionalism. Ability to work in a multi-disciplinary team Proven Leadership abilities Experience in supervision of staff and students Proven knowledge/skills and experience in principles of service planning, organizing, implementation, monitoring and evaluation. Computer literacy.

DUTIES : Clinical Service Delivery: Within the PICU and 16 hours per week commuted overtime. Provide comprehensive, high-quality paediatric critical care clinical services. Conduct ward rounds/ multidisciplinary clinical meetings, Morbidity and mortality meetings. Manage and effectively/efficiently use allocated resources. Effective and efficient administration of clinical services. Teaching: Undergraduate & post graduate students, nursing staff, rotating registrars / medical officers and senior registrars. Research: Participation in existing and conducting new research projects within the department and stay abreast of clinical developments. Administration: Liaising with Hospital management and the Department of Paediatrics and Child Health

ENQUIRIES : Dr S Salie, email: shamiel.salie@uct.ac.za Tel No: (021) 658 5111

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

POST 16/275 : **MANAGER: MEDICAL SERVICES GRADE 1**

SALARY : R1 479 723 per annum A portion of the package can be structured according to the individual's personal needs.

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a Professional Council: Registration with the HPCSA as a Medical Practitioner. Experience: A minimum of 3 years' appropriate experience after registration with the HPCSA as an Medical Practitioner. Inherent requirements of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Knowledge and managerial experience in managing Clinical Services within hospitals and health systems. Engaging with Corporate services including Human Resource, Financial Management, Patient Administration and Support and Logistic services. Knowledge of health delivery systems, policies and applicable legislation, and processes governing resource allocations. Applicable and proven managerial experience in a Healthcare environment, showing leadership, strategic and operational skills. Understanding of clinical governance and audit including quality improvement methods and understanding of the national quality assurance system. Excellent communication (written and verbal), interpersonal skills and conflict management skills. Proven computer literacy with proficiency in (i.e. MS Word, Excel, PowerPoint and Power BI) with the ability to understand and analyse statistical and financial information.

DUTIES : Overall strategic and operational management, including clinical and corporate governance of clinical service departments. Ensure the highest standards of patient care are maintained and develop standard operating practices regarding admission, treatment and discharge of patients within available resources. Effective, efficient and sustainable human resource management and planning within relevant general specialist and highly specialised clinical departments. Participate in strategies to strengthen the regional and district health care system ensuring equity of access to tertiary care. Facilitate and own improvement projects relating to technical quality, internal efficiency, effectiveness and appropriateness of relevant FBUs, i.e. ensuring well-functioning and governed clinical center within available resources. Special portfolios/projects, which may include data collection, analysis and reporting. Facilitate platform for teaching, training and development.

ENQUIRIES : Dr S De Vries Tel No: (021) 404-3178

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to competency test. Please ensure that you attach an updated CV.

POST 16/276 : **MEDICAL SPECIALIST GRADE 1 TO 3 (EMERGENCY MEDICINE)**
Chief Directorate: Rural Health Services

SALARY : Grade 1: R1 395 528 per annum
Grade 2: R1 592 274 per annum
Grade 3: R1 844 151 per annum
A portion of the package can be structured according to the individual's personal needs.

CENTRE : Worcester Regional Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the HPCSA as Medical Specialist in Emergency Medicine. Registration with a Professional Council: Registration with the HPCSA as Medical Specialist in Emergency Medicine. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist in Emergency Medicine. **Grade 2:** A minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA as a Medical Specialist in Emergency Medicine. **Grade 3:** A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA as a Medical Specialist in Emergency Medicine. Inherent requirements of the job: Valid SA driver's license. Participate in the after-hours call system. Competencies (knowledge/skills): Proven leadership abilities and experience in supervision of staff. Proven experience in principles of planning, organizing and implementation. Proven knowledge of Public health policies, guidelines and related prescript to manage resources effectively. Computer literacy.

DUTIES : Ensure the delivery of comprehensive, efficient, cost-effective, and high-quality healthcare services that place the patient at the centre of care. Promote a positive patient experience that is fully aligned with the Value System of the Western Cape Department of Health and Wellness. Promote and sustain strong clinical governance through a culture of continuous quality improvement, evidence-based practice, and research. Ensure the department remains up to date with evolving clinical developments, standards, and best practices. Create and support a conducive learning environment for students, junior staff, and peers at both undergraduate and postgraduate levels, as required. Maintain and continuously improve own professional knowledge, clinical competence, and skills through ongoing learning and development. Provide effective outreach and support services to strengthen healthcare delivery and clinical capacity within the Rural Central Ecosystem, contributing to improved access, quality, and continuity of care. Ensure compliance with corporate governance requirements through the effective and efficient management of financial and physical resources. Adhere to all People Management policies, procedures, and legislative requirements to support accountability, transparency, and organisational sustainability.

ENQUIRIES : Dr LA Hodsdon Tel No: (023) 348 1194, Lesley.Hodsdon@westerncape.gov.za

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only

applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status).

POST 16/277 : **MEDICAL SPECIALIST GRADE 1 TO 3 (UROLOGY) (TYGERBERG HOSPITAL, PAARL HOSPITAL AND WORCESTER HOSPITAL)**

SALARY : Grade 1: R1 395 528 per annum
Grade 2: R1 592 274 per annum
Grade 3: R1 844 151 per annum
(A portion of the package can be structured according to the individual's personal needs.)

CENTRE : Tygerberg Hospital, Parow Valley

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Urology. Registration with a professional council: Registration with HPCSA as a Medical Specialist in Urology. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist in Urology. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Urology. **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Urology. Inherent requirement of the job: Valid (Code B/EB) driver's licence, willingness to travel between Tygerberg, Paarl, and Worcester Hospitals, and participation in after-hours commuted overtime. Competencies (knowledge/skills): Sound knowledge and clinical expertise in all aspects of Urology, including emergency, inpatient, outpatient, and theatre-based care. Ability to work across multiple facilities within the Metro East and Rural West/Central ecosystems, ensuring equitable access to specialist urology services. Strong leadership, teaching, training, and mentoring skills for undergraduate and postgraduate students, interns, and medical officers. Capacity for service planning, clinical governance, and development of protocols and SOPs. Administrative and communication skills to effectively manage a clinical department across more than one facility. Research interest and willingness to participate in quality improvement and academic activities. Computer literacy, including use of electronic health record platforms (SPV, HECTIS, ECCR, NHLS, etc.).

DUTIES : Provide inpatient, outpatient, emergency, and surgical urology services at Paarl Hospital and Worcester Hospital per week with Commuted overtime performed at Tygerberg Hospital according to the jointly funded service model. Perform specialist-level urology services, including ward rounds, OPD, emergency cover, surgical procedures, and after-hours work. Ensure effective clinical governance: morbidity and mortality reviews, adverse event reporting, audits, and protocol development in line with provincial guidelines. -Support outreach services to district hospitals within the Rural West and Rural Central ecosystems. Participate in teaching and training of registrars, medical officers, interns, and students rotating in urology. Collaborate with other surgical units and hospital management to strengthen access, quality, and efficiency of surgical care. Participate in clinical research, academic activities, and continuous professional development (CPD). Contribute to the development of sustainable urology services across the Metro and Rural platforms, ensuring continuity of care when on leave and supporting skill transfer to junior staff.

ENQUIRIES : Prof A van der Merwe Tel No: (021) 938-4141 or email: arvdm@sun.ac.za

NOTE : No payment of any kind is required when applying for this post. This post will be established on the Tygerberg Hospital staff establishment, with service commitments shared between Paarl and Worcester Hospitals according to the jointly funded governance agreement. Candidates must be willing to accept allocation and rotation across the three hospitals. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time registration as Medical Specialist in

Urology with the relevant council (including individuals who must apply for change in registration status)".

POST 16/278 : **CHIEF ENGINEER GRADE A (ELECTRICAL)**
Directorate: Infrastructure Planning

SALARY : Grade A: R1 317 108 annum, (A portion of the package can be structured according to the individual's personal needs).

CENTRE : Head Office, Cape Town

REQUIREMENTS : Minimum educational qualification: Degree in Electrical Engineering (B Eng/BSc Eng). Registration with a professional council: Registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer. Experience: At least 6 years appropriate/recognisable experience, post professional registration as Pr Eng. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Willingness to travel within the Western Cape, and occasionally, nationally. Competencies (knowledge/skills): Computer literacy (MS Office). A health-sciences related post-graduate qualification will be beneficial. Experience in and understanding of the design and construction of complex buildings. Proven experience with feasibility studies in terms of life cycle costing of electrical elements, Green Building technologies, technical specifications and commissioning principles for both Capital and Maintenance projects. Understand how to interpret existing and develop new Functional and Technical Norms and Standards. Knowledge of risk analysis and risk mitigation strategies. Experience in the preparation of reports, submissions and presentations in English. Sound interpersonal and good communication skills.

DUTIES : Development, interpretation and customisation of functional and technical norms and standards. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile briefing documentation and specifications. Investigate electrical engineering installations and equipment, undertake design work and implement corrective measures, where necessary. Oversee implementation (construction) and commissioning of electrical engineering installations. Research/literature studies to keep up with new technologies and procedures including interaction with professional Councils/Boards.

ENQUIRIES : Mr C Maud, email: Chris.Maud@westerncape.gov.za

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of compliance with the requirements, including the academic qualification, as prescribed by the relevant professional council for registration in the applicable professional category; proof of application for registration as a Professional Engineer with ECSA and proof of payment of the prescribed registration fees to the council are submitted on or before the day of the interview." Appointment is subject to compulsory (actual) registration within six (6) calendar months after appointment.

POST 16/279 : **MEDICAL OFFICER GRADE 1 TO 3 (FAMILY AND EMERGENCY MEDICINE) (X2 POSTS)**
Chief Directorate: Rural Health Services

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

CENTRE : George Regional Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Practitioner. Registration with a professional council: Registration with the HPCSA as Medical Practitioner. Experience: **Grade 1:** None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of who is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6

years relevant experience after registration as Medical Practitioner with a recognised foreign Health Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: Willingness to work after-hours duties, including nights, weekends, and public holidays when needed. Competencies (knowledge/skills): Proven experience in principles of planning, organizing and implementation. Proven knowledge of Public Health policies, guidelines and related prescript to manage resources effectively. Competent and willing to work across disciplines if required.

DUTIES : Ensure an efficient and cost-effective clinical service of high quality with a patient centered focus and addressing the burden of disease in Rural East in the Western Cape. Ensure compliance by means of maintaining high quality clinical records. Financial management by effective and efficient use of resources. Adhere to requirements for all HR matters and Code of Conduct.

ENQUIRIES : Prof LS Jenkins Tel No: (044) 802-4619

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview.

POST 16/280 : **MEDICAL OFFICER GRADE 1 TO 3 (ANAESTETICS) (X2 POSTS)**
Chief Directorate: Metro Health Services

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

CENTRE : Mowbray Maternity Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Practitioner. Registration with the professions Council: Registration with the HPCSA as a Medical Practitioner. Experience: **Grade 1:** None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: A valid driver's licence. After-hours duties, including nights, weekends, and public holidays, are compulsory to ensure continuous and uninterrupted patient care. Appropriate experience in Anaesthesia. Diploma in Anaesthetics (DA) from the College of Medicines of South Africa (CMSA). Competencies (knowledge/skills): Ability to work independently and in a multi-disciplinary team. Interest in developing an academic career. Computer literate. Demonstrate clinical leadership qualities, motivating and leading junior staff.

DUTIES : To deliver comprehensive anaesthesia and critical care services to patients in theatre and the wards at Mowbray maternity Hospital. Pre-operative, intraoperative and post-operative anaesthetic management of surgical patients. Delivering critical care to surgical ICU patients at Groote Schuur Hospital. Teaching, training and supervision of interns, students and nursing colleagues. Rotating through the hospitals affiliated with the University of Cape Town, namely Groote Schuur Hospital, New Somerset Hospital and Mowbray Maternity Hospital. This includes partaking in the call roster for these facilities. Management duties such as statistics, presentations and research.

ENQUIRIES : Dr CP Fister Tel No: (021) 404-5001

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a written/practical and oral assessment. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". The pool of applicants will be considered for similar vacant posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert.

POST 16/281 : **MEDICAL OFFICER GRADE 1 TO 3 (ORTHOPAEDIC SURGERY)**
Chief Director: Metro Health Services

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

CENTRE : Karl Bremer Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa as Medical Practitioner. Registration with a Professional Council: Registration with the Health Professional Council of South Africa (HPCSA) as a Medical Practitioner. Experience: **Grade 1:** None after registration as a Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as a Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Valid (Code B/EB) driver's license; willingness and ability to travel. Full commuted overtime is mandatory. Competencies (knowledge/skills): Ability to render high quality Orthopaedic Surgical service with appropriate skills and experience at district level or equivalent. Proven clinical skills including surgical and procedural competency with willingness to teach & train undergraduates and junior doctors. Strong ethical principles and resilience, with excellent communication, leadership and problem-solving skills. Strong administrative and clinical governance skills including digital literacy.

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

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

ENQUIRIES : Dr C Brown Tel No: (021) 918 1911

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

POST 16/282 : **DEPUTY DIRECTOR: FINANCIAL MANAGER**

SALARY : R932 292 per annum. A portion of the package can be structured according to the individual's personal needs.

CENTRE : Red Cross War Memorial Children's Hospital, Rondebosch

REQUIREMENTS : Minimum educational qualification: An appropriate 3-year National Diploma/Degree in Commerce or Accounting or equivalent qualification. Experience: Appropriate experience and advanced proficiency in Financial and Management Accounting. Appropriate proven experience in financial management at management level within a large organisation. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge of best practices in procurement in a health environment. Appropriate and proven managerial experience showing enabling, nurturing leadership with strategic and operational skills. Knowledge and proven managerial experience with regard to managing human resources. Extensive knowledge of National and Provincial policies and legal frameworks regarding the management of public finances, including treasury regulations and Public Finance Management Act requirements. Excellent communication and conflict management skills. Proven computer literacy with proficiency in (i.e. MS Word, Excel and PowerPoint).

DUTIES : Engage with and live out the core values of the Western Cape Department of Health. Pro-active management and maintenance of the expenditure and revenue budgets of the hospital. Implementation and support in respect of the cost centres' financial management and accounting responsibilities. Ensuring timely and accurate financial and management information required for strategic decision-making. Understanding and implementation of financial and budget management best practices. Ensuring effective and efficient financial control measures and internal control systems. Assistance with and development of revenue generation opportunities and overseeing effective revenue collection and debt control. Implement Internal controls to ensure compliance with standing financial regulations and instructions. Manage the information management function at RCWMCH. Ensure implementation of relevant policies. Ensuring an integrated financial management budgeting and procurement system. Effective management of the Supply Chain Management process including warehousing and finance, as well as Asset Management. Coordination of the audit process for RCWMCH. Effective people management.

ENQUIRIES : Dr AN Parbhoo Tel No: (021) 658-5005

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

POST 16/283 : **ENGINEER PRODUCTION GRADE A TO C (MECHANICAL)**
Directorate: Infrastructure Planning

SALARY : Grade A: R914 517 per annum
Grade B: R1 030 296 per annum
Grade C: R1 172 184 per annum
(A portion of the package can be structured according to the individual's personal needs)

CENTRE : Head Office, Cape Town

REQUIREMENTS : Minimum educational qualification: An appropriate 4-year degree in Mechanical Engineering (BEng/BScEng). Registration with a professional council: Registration with Engineering Council of South Africa (ECSA)as a Professional Engineer. Experience: **Grade A:** At least 3 years appropriate/recognisable experience after obtaining the relevant qualification e.g. B Eng / BSc (Eng.). **Grade B:** At least 14 years' appropriate/recognisable experience after registration as a Professional Engineer. **Grade C:** At least 26 years appropriate/recognisable after registration as a Professional Engineer. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Willingness to travel within the Western Cape, and occasionally, nationally. Competencies (knowledge/skills): Computer literacy (MS Office). Experience in designing building services engineering systems (air conditioning, ventilation, plumbing, drainage, medical gas, fire reticulation, vertical transportation) for healthcare facilities. Experience in and understanding the design and construction of complex buildings (e.g. Hospitals). Proven experience with feasibility studies in terms of life cycle costing of mechanical elements, green building technologies, technical specifications and commissioning principles for both Capital and Maintenance projects. Understand how to interpret existing and develop new Functional and Technical Norms and Standards. Knowledge of risk analysis and risk mitigation strategies. Knowledge and experience in terms of fire regulations and vertical transportation systems is advantageous. Experience in the preparation of reports, submissions and presentations in English. Sound interpersonal and good verbal and written communication skills.

DUTIES : Development, interpretation and customisation of functional and technical norms and standards. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile briefing documentation and specifications. Investigate mechanical engineering installations and equipment, undertake design work and implement corrective measures, where necessary. Oversee implementation (construction) and commissioning of mechanical engineering installations. Research/literature studies to keep up with new technologies and procedures including interaction with professional Councils/Boards.

ENQUIRIES : Mr I Parker, email: Imran.Parker@westerncape.gov.za

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of compliance with the requirements, including the academic qualification, as prescribed by the relevant professional council for registration in the applicable professional category; proof of application for registration as a Professional Engineer with ECSA and proof of payment of the prescribed registration fees to the council are submitted on or before the day of the interview." Appointment is subject to compulsory (actual) registration within six (6) calendar months after appointment.

POST 16/284 : **MEDICAL SPECIALIST GRADE 1 TO 3 (OTORHINOLARYNGOLOGY) (5/8TH POST)**

SALARY : Grade 1: R872 205 per annum
Grade 2: R995 172 per annum
Grade 3: R1 152 594 per annum
(A portion of the package can be structured according to the individual's personal needs)

CENTRE : Tygerberg Hospital, Parow Valley

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Otorhinolaryngology. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Otorhinolaryngology. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist in Otorhinolaryngology. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Otorhinolaryngology. **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Otorhinolaryngology. Competencies (knowledge/skills): Ability to render high

quality surgery for Tertiary and Secondary Otorhinolaryngology Head and Neck patients. Ability to render high quality surgery for pertinent elective otorhinolaryngology surgery. Ability to initiate own research projects and supervise research projects. Ability to render high quality teaching and training in ENT to registrars, medical officers, interns, medical students and other health care workers. Involvement in academic activities of Otorhinolaryngology Department. Strong ethical principles and relevant clinical and counselling skills. Computer literacy. Leadership-, interpersonal- and organisational skills. High level of competencies in the field of secondary, tertiary, elective, and emergency ENT surgery. This would include Head and Neck surgery.

DUTIES : Definitive care of ENT patients and quality assurance of clinical services in ENT. Deal with expected share of patient workload per day, providing the best possible level of care and resulting in satisfied patients. Support more junior staff in their patient management. Leading and participating in assessment and definitive care of ENT cases. Teaching and training. Informal teaching in the clinical areas and/or formal lectures, seminars and tutorials. Participate in the academic program, congresses, and workshops. -Research and data capture. Supervision of data collection. Data management and reporting of data audits. Creating opportunities for research and data utilization for MMed studies. Writing articles for publication. Clinical governance and administrative management. Supervision and performance of administrative tasks, related to submission of reports, statistics, data collection, staff administration and medico-legal documentation. Clinical governance of ENT surgery. Training Workshops, Courses and Congresses of highest possible standard to provide Continuing Medical Education for GP's, ENT trainees and qualified Specialists.

ENQUIRIES : Dr J Grobbelaar Tel No: (021) 938- 9318

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

POST 16/285 : **COUNSELLOR GRADE 1 TO 3**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R 741 102 per annum
Grade 2: R844 128 per annum
Grade 3: R953 094 per annum
A portion of the package can be structured according to the individual's personal needs.

CENTRE : Northern/Tygerberg Sub-Structure Office

REQUIREMENTS : Minimum educational qualification: Appropriate qualification allows registration with the Health Professions Council of South Africa as Registered Counsellor. Registration with a Professional Council: Registration with the Health Professionals Council of South Africa as a Registered Counsellor. Experience: **Grade1:** None after registration with the health professions Council of South Africa as a Registered Council. **Grade 2:** A minimum of 8 years appropriate experience after Registration with the HPCSA as Counsellor. Grade 3: A minimum of 16 years appropriate experience after registration with HPCSA as Counsellor. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to travel in the Sub-Structure to consult with clients, attend and conduct meetings and training sessions. Competencies (knowledge/skills): Knowledge and/or experience in counselling, psychometric assessments and identification of mental health challenges. Ability to think strategically and analytically, as well as the ability to interpret and implement policies and guidelines. Work within your professional scope of practice and know when to refer for more specialized mental health interventions. Knowledge and experience in providing mentoring and supervision of other lay health workers. Computer literacy (i.e. MS Word, PowerPoint & Excel).

DUTIES : Providing preventative and developmental counselling service and interventions on all systems levels. Performing supportive psychological interventions to enhance mental well-being on an individual basis, group basis or at community level. Performing basic psychological screening aimed at

overall generalized functioning enhancement. Provide counselling in conjunction with interdisciplinary/multi-sectoral support teams. Provide psychoeducation and mental health promotion. Report writing and proving feedback to clients/supervisor(s) on interventions. Provide supervision, mentoring and support to lay health workers. Attend regular clinical supervision. Form part of the sub-structure and district mental health teams.

ENQUIRIES : Mr. A Patientia Tel No: (021) 815 8866

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

POST 16/286 : **ASSISTANT MANAGER NURSING (HEAD OF NURSING SERVICES) [EDUCATION AND TRAINING (PNA 7)]**
Directorate: People Development

SALARY : R720 819 per annum

CENTRE : Sub-Directorate Nursing Education and Training

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1-year accredited with the SANC in Nursing education. OR A 4-year Bachelor's Degree in Nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-graduate diploma (R635) qualification with the SANC in Nursing Education. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: A minimum of 8 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above be appropriate/recognisable experience at management level. Inherent requirement of the job: Valid Driver's Licence. Competencies (knowledge/skills): Thorough knowledge of nursing education and clinical placement legislation and prescripts, including SANC requirements. Appropriate knowledge of provincial clinical placement frameworks, accreditation processes and Memoranda of Agreement (MOAs). Relevant knowledge of public service governance, including PFMA, Treasury Regulations and departmental policies. Sound knowledge of workforce planning, nursing education and clinical training environments. Strong information management, reporting and data analysis skills. Sound interpersonal, negotiation and communication skills (written and verbal). Computer literacy (MS Word, Excel, TEAMS, and data management systems).

DUTIES : Coordinate and administer the provincial clinical placement framework in line with SANC, HPCSA and WCDHW prescripts. Coordinate clinical placement of nursing and relevant health sciences students within approved clinical training platforms. Liaise with Nursing Education Institutions, Higher Education Institutions and clinical services regarding placement, accreditation and compliance. Monitor and maintain clinical placement, accreditation and training databases and prepare required reports. Provide operational support and advice to management on nursing education, clinical placement and workforce development. Identify, coordinate and monitor resources related to nursing education and training in accordance with relevant legislation and directives.

ENQUIRIES : Ms M van As, email: Martha.Vanas@westerncape.gov.za

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

POST 16/287 : **OPERATIONAL MANAGER NURSING (SPECIALTY: HIGH CARE UNIT)**
Chief Directorate: Metro Health Services

SALARY : R720 819 per annum

CENTRE : Victoria Hospital

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing: General. OR A 4- year bachelor's degree in nursing (R174) or equivalent qualification (R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post graduate diploma (R635) accredited with the SANC in Critical Care Nursing (Adult). Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/ recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period above must be appropriate/ recognisable experience in the specific speciality after obtaining the 1- year post-basic qualification or a post graduate diploma in the relevant speciality. Inherent requirements of the job: Willingness to work public holidays, weekends, after-hours, weekend, night duty, cover for Nursing and deputising for Assistant Manager: Nursing. Competencies (knowledge/skills): Ability to function independently as well as part of a multi-disciplinary team. Effective communication, interpersonal, leadership, decision-making and conflict resolution skills. Good organisational skills and the ability to function under pressure. Basic computer literacy. Knowledge and insight of relevant legislation and policy related to nursing within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards.

DUTIES : The candidate will be responsible for planning, managing, coordinating and maintaining an optimal, specialized Nursing service as an Operational Manager. Effective management and utilization of Human and Financial Resources to ensure optimal operational function in the area. Initiate and participate in training, development and research within the nursing department. Deliver a support service to the nursing service and the institution. To maintain ethical standards and promote professional growth and self-development.

ENQUIRIES : Mr. E Nywagi Tel No: (021) 7991125)/: e-mail address: Eric.nywagi@westerncape.gov.za

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

POST 16/288 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: OCCUPATIONAL HEALTH AND SAFETY)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R495 423 per annum
Grade 2: R607 350 per annum

CENTRE : Valkenberg Hospital

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC Occupational Health Nursing Science (R212). OR A 4 -year bachelor's degree in Nursing (R174) or equivalent qualification (R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post graduate diploma (R635) accredited with the SANC in Occupational Health Nursing. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in Occupational Health Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in Occupational Health Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification as mentioned above. Or a post graduate diploma (R635) accredited with the SANC in Occupational Health Nursing. Inherent requirement of the job: Willingness to work shifts, day/night duty, weekends and public holidays to meet the operational requirements. Assist with medical emergencies when required. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Practical knowledge of Occupational Health and Risk

Management. Practical knowledge of research methodology and Quality Management. Computer literacy in MS Word, Excel, PowerPoint and Outlook. Knowledge of the Mental Health Care Act, Child Care Act, Nursing Act and other relevant legislation.

DUTIES : Promote wellness and prevent injuries and diseases. Provision of advisory services on Occupational Health and Safety matters. An effective and efficient system/control for the Occupational Health Clinic. Provision of occupational health clinical services and a safe healthy workplace.

ENQUIRIES : Mr V Nel Tel No: (021) 826-5801

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

POST 16/289 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: TRAUMA AND EMERGENCY)**
Chief Directorate: Rural Health Services

SALARY : Grade 1: R495 423 per annum
Grade 2: R607 350 per annum

CENTRE : George Regional Hospital

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing: General or Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency (R212). OR A 4-year bachelor's degree in nursing (R174) or equivalent qualification (R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. A post graduate diploma (R635) accredited with the SANC in Critical care Nursing (Adult) or Emergency Nursing. Registration with a professional council: Registration with SANC as a Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification or post graduate diploma in the relevant specialty. Inherent requirement of the job: Willingness to work shifts, day and night duty, weekends, overtime and public holidays to meet the operational requirements. Competencies (knowledge/skills): Knowledge of relevant legislation and policies of the Department of Health Western Cape. Skills to plan, organise & coordinate the service by analysing, problem solving & decision making. Leadership towards the realisation of strategic goals and objectives of the Trauma & Emergency Department.

DUTIES : Ensure quality patient care regarding the identification of nursing care needs, the planning & implementation of nursing care plans and the education of nursing personnel as a Professional Nurse in the Trauma & Emergency department. Render and supervise specialized clinical nursing care and support clinical staff with surgical & medical procedures. Utilize human, material and physical resources efficiently and effectively. Maintain & promote professional growth/ethical standards and development of self & others. Display of core values of the Department of Health WCG in the execution of duties, while practising within the legislation, regulations and protocols applicable to the public service.

ENQUIRIES : Ms LK De Goede Tel No: (044) 802-4352

NOTE : No payment of any kind is required when applying for this post. Candidates may be subject to a practical. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only

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

POST 16/290 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: MATERNITY) (X4 POSTS)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R495 423 per annum
Grade 2: R607 350 per annum

CENTRE : Du Noon Community Health Centre (X1 Post)
Vanguard Community Health Centre (X2 Posts)
Retreat Community Health Centre (X1 Post)

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Midwifery and Neonatal Nursing Science (R212). OR A 4-year Bachelor Degree in Nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-graduate diploma (R635) accredited in Midwifery. Registration with a Professional Council: Registration with the SANC as a Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1-year post-basic nursing qualification in Advanced Midwifery and Neonatal Nursing Science (R212). or A post-graduate diploma (R635) accredited in Midwifery. Inherent requirements of the job: Willingness to work shifts and after hours (weekends, public holidays and night duty). Competencies (knowledge/skills): Sound knowledge and understanding of nursing and health service-related acts, legislation and policies. Leadership and sound interpersonal and motivational skills. Computer literacy (MS Word, Outlook and Excel). Communication skills (both written and verbal). Ability to facilitate and promote training. Analytical thinking, independent decision making and problem-solving skills.

DUTIES : Provide optimal, holistic specialised nursing care within set standards and professional/legal framework. Effective utilisation of human, financial and physical resources (equipment and consumables). Render support to Nursing Services i.e. relief duties and act as junior shift leader as required. Maintain professional growth/ethical standards and self-development, compliance to professional, legal and ethical regulations governing nursing practice. Assist with the development and the implementation of nursing quality improvement plans, policies and standard operating procedures. Ensure efficient and accurate documentation, statistical data collection capturing and participation in research activities. Liaise, advise and effectively communicate with the relevant internal and external stakeholders for continuity of client care.

ENQUIRIES : Ms U Van Ster Tel No: (021) 7139 754 (Retreat CHC)
Mr R Hall Tel No: (021) 200 4500 (Du Noon CHC)
Dr L Johnson Tel No: (021) 695 8200 (Vanguard CHC)

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. “Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post

basic qualification: Advance Midwifery and Neonatal Nursing Science or A post-graduate diploma (R635) accredited in Midwifery.

POST 16/291 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: TRAUMA AND EMERGENCY)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R495 423 per annum
Grade 2: R607 350 per annum

CENTRE : Gugulethu Community Health Centre

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing: General or Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency or 4 year Bachelor Degree in Nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post graduate diploma (R635) accredited in Emergency Nursing. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification or post-graduate diploma in the relevant specialty. Inherent requirement of the job: Willingness to work shifts and after hours (weekends, public holidays and night duty). Competencies (knowledge/skills): Communication skills. Sound knowledge and understanding of nursing and health service-related acts, legislation and policies. Leadership and sound interpersonal and motivational skills. Computer literacy (MS Word, Outlook and Excel). Ability to facilitate and promote training. Analytical thinking, independent decision making and problem-solving skills.

DUTIES : Provide optimal, holistic specialised nursing care within set standards and professional/legal framework. Effective utilisation of human, financial and physical resources (equipment and consumables). Render support to Nursing Services i.e. relief duties and act as junior shift leader as required. Maintain professional growth/ethical standards and self-development, compliance to professional, legal and ethical regulations governing nursing practice. Assist with the development and the implementation of nursing quality improvement plans, policies and standard operating procedures. Ensure efficient and accurate documentation, statistical data collection capturing and participation in research activities. Liaise, advise and effectively communicate with the relevant internal and external stakeholders for continuity of client care.

ENQUIRIES : Mr S Menziwa Tel No: (021) 699-8729

NOTE : No payment of any kind is required when applying for this post. “Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification or post-graduate diploma in the relevant specialty.

POST 16/292 : **CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE) (X2 POSTS)**
Cape Winelands Health District

SALARY : Grade 1: R495 423 per annum
Grade 2: R607 350 per annum

CENTRE : De Doorns CC (X1 Post)
Breede Valley Sub-district (stationed at Rawsonville Clinic) (X1 Post)

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a

Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year diploma in Clinical Nursing Science: Health Assessment, Treatment and Care, accredited with the SANC (R48) OR a 4 Year bachelor's degree in nursing (R174) or equivalent qualification (R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post graduate diploma (R635) accredited with the SANC in Primary Care Nursing. Registration with a Professional Council: Current registration with the South African Nursing Council as Professional Nurse. Experience: **Grade 1:** A minimum of 4 years of appropriate/recognizable nursing experience after registration with the SANC as Professional Nurse in General nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable nursing experience after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification in Diploma in Clinical Nursing Science, Health Assessment, Treatment Care or a post graduate diploma (R635) accredited with the SANC in Primary Care Nursing. Inherent requirements of the job: Assist at other clinics (mobiles, satelites, etc) and community (COPC concept) within the SD, when there is a need. A valid (Code B/EB) driver's license. Competencies (knowledge/skills): NIMART training or experience. Demonstrate in-depth knowledge of Nursing and public service legislation. Computer literacy (MS Word and Excel). Ability to promote quality patient care through the implementation of protocols, guidelines and standards.

DUTIES : Assist with the management of the burden of disease in accordance with the guidelines and protocols of the western cape. Provide and maintain quality of care to all patients and health services. Maintain accurate clinical records, statistics registers, and referral records. Effective utilization of Resources/Stock within the limited budget constraints. Participation in Community events and initiating awareness with regards to health-related issues. Maintain and participate in inter-professional and multi-disciplinary teamwork but able to work independently. Supervise and mentor lower categories of staff. Maintain professional growth/ethical standards and self-development.

ENQUIRIES : Ms. C Van Staden Tel No: (023) 348-1350

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification: Diploma in Clinical Nursing Science, Health Assessment, Treatment Care or a post graduate diploma (R635) accredited with the SANC in Primary Care Nursing.

POST 16/293 : **CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE) (X3 POSTS)**
Cape Winelands Health District

SALARY : Grade 1: R495 423 per annum
Grade 2: R607 350 per annum

CENTRE : Kylemore CC (X1 Post), Kyamandi CDC (X1 Post), Franchoek/Groendal Clinic (X1 Post), Stellenbosch Sub-district

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in Nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with duration of at least 1year diploma in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (48) OR a 4 year bachelor's degree in nursing (R174) or equivalent qualification (R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post graduate diploma (R635) accredited with the SANC in Primary Care Nursing. Registration with a Professional Council: Current registration with the South African Nursing Council as Professional Nurse. Experience: **Grade 1:** A minimum of 4 years' appropriate/recognisable nursing experience after registration with the SANC as Professional Nurse in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable nursing experience after

registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification in Clinical Nursing Science: Health Assessment, Treatment and Care or a post graduate diploma (R635) accredited with the SANC in Primary Care Nursing. Inherent requirements of the job: Assist at other clinics (mobiles, satelites, etc) and community (COPC concept) within the SD, when there is a need. A valid (Code B/EB) driver's license. Competencies (knowledge/skills): NIMART training or experience. Demonstrate in-depth knowledge of Nursing and public service legislation. Computer literacy (MS Word and Excel). Ability to promote quality patient care through the implementation of protocols, guidelines and standards.

DUTIES : Assist with the management of the burden of disease in accordance with the guidelines and protocols of the western cape. Provide and maintain quality of care of all patients and health services. Maintain accurate clinical records, statistics registers, and referral records. Effective utilization of Resources/Stock within the limited budget constraints. Participation in Community events and initiating awareness with regards to health-related issues. Maintain and participate in inter-professional and multi-disciplinary teamwork but able to work independently. Supervise and mentor lower categories of staff. Maintain professional growth/ethical standards and self-development.

ENQUIRIES : Ms. MM Muller Tel No: (021) 808-6109

NOTE : No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification: Diploma in Clinical Nursing Science, Health Assessment, Treatment Care or a post graduate diploma (635) accredited with the SANC in Primary Care Nursing.

POST 16/294 : **OCCUPATIONAL THERAPIST GRADE 1 TO 3**
Garden Route District

SALARY : Grade 1: R413 121 per annum
Grade 2: R482 499 per annum
Grade 3: R564 822 per annum

CENTRE : PHC Support and Outreach, Knysna/Bitou Sub-district

REQUIREMENTS : Minimum educational qualification: An appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. Registration with a professional council: Registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. Experience: **Grade1:** None after registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. One-year relevant experience after registration with the HPCSA as an Occupational Therapist in respect of foreign-qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** A minimum of 10 years relevant experience after registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. A minimum of 11 years relevant experience after registration with the Health Professions Council of South Africa as an Occupational Therapist in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. **Grade 3:** A Minimum of 20 years relevant experience after registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. A minimum of 21 years relevant experience after registration with the HPCSA as an Occupational Therapist in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. Inherent requirement of the job: Valid driver's licence (Code B/EB) and willingness to drive in the Sub-district. Competencies (knowledge/skills): Excellent communication skills (verbal and written). Ability to work in integrated multi-disciplinary teams across platforms. Computer literacy in MS Office mandatory.

DUTIES : Provide Occupational Therapy service (individual patient assessments and treatment of patients) at Knysna Hospital and Knysna/Bitou sub-district Clinics.

Functional rehabilitation of patients including hand rehabilitation. Health education and group therapy. -Coordinate. assess, prescribe, order and fitting of wheelchairs, as well as assistive devices. Service and repair wheelchairs as well as support wheelchair repair workshops. Administration of Occupational Therapy service in the subdistrict.

ENQUIRIES : Dr FR Potgieter Tel No: (044) 302 - 8400

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

POST 16/295 : **PHYSIOTHERAPIST GRADE 1 TO 3**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R413 121 per annum
Grade 2: R482 499 per annum
Grade 3: R564 822 per annum

CENTRE : Bothasig CDC

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPSA) as a Physiotherapist. Registration with a Professional Council: Registration with the HPSA as a Physiotherapist. Experience: **Grade 1:** None after registration with the HPCSA as a Physiotherapist in respect of RSA employees. One-year relevant experience after registration as a Physiotherapist with a recognised foreign HPCSA in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** A Minimum of 10 years relevant experience after registration in as a Physiotherapist with a recognised foreign HPCSA in respect of RSA qualified employees. Minimum of 11 years relevant experience after registration as a Physiotherapist with a recognised foreign HPCSA in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 20 years relevant experience after registration as a Physiotherapist with the HPCSA in respect with RSA qualified employees. A Minimum of 21 years relevant experience after registration as a Physiotherapist with a recognised foreign HPCSA in respect of foreign qualified employees whom it is not required to perform Community Service as required in SA. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to assist in other PHC Clinics in the Sub-Structure when there is a need. Willingness to perform overtime and on-call duties. Willingness to be involved in research projects at the institution. Competencies (knowledge/skills): Experience working with community health initiatives as part of Community Orientated Primary Care practice. Appropriate clinical physiotherapeutic skills in assessment and treatment of patients. Ability in assessing and issuing Mobility Assistive Devices. Ability to function within a multi-disciplinary team setting, to be flexible and to work independently. Good problem solving, conflict resolution, interpersonal, good communication skills (written and verbal), leadership and organizational skills. Computer literate in MS Office (Excel, Word and Power point) and MS Outlook.

DUTIES : Responsible for the rendering of clinical physiotherapy services in various clinical areas. Assist the manager in the strategic planning process of the Physiotherapy Department. Perform duties in line with the department's operational plans. Mentor Physiotherapists are on a more junior level. Effective utilization of physical and human resources in a clinical area and coordinate all relevant administrative activities regarding the patient's clinical area. Assist with relevant research activities.

ENQUIRIES : Ms. C Lloyd Tel No: (021) 818 0940

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview." This concession is only

applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)". Candidates will be subjected to a practical/oral assessment.

POST 16/296 : **SPEECH THERAPIST GRADE 1 TO 3**
Chief Directorate: Rural Health District

SALARY : Grade 1: R413 121 per annum
Grade 2: R482 499 per annum
Grade 3: R564 822 per annum

CENTRE : George Regional Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows for the registration with the Health Professions Council of South Africa (HPCSA) as a Speech Therapist and Audiologist or Speech therapist. Registration with a professional council: Registration with the Health Professions Council of South Africa (HPCSA) as a Speech Therapist and Audiologist or Speech therapist. Experience: **Grade 1:** None after registration with the Health Professions Council of South Africa (HPCSA) as a Speech Therapist OR Speech Therapist and Audiologist. One-year relevant experience after registration with the Health Professions Council of South Africa as a Speech Therapist OR Speech Therapist and Audiologist in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. **Grade 2: A** minimum of 10 years relevant experience after registration with the Health Professions Council of South Africa (HPCSA) as a Speech Therapist OR Speech Therapist and Audiologist. -A minimum of 11 years relevant experience after registration with the Health Professions Council of South Africa as a Speech Therapist OR Speech Therapist and Audiologist in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. **Grade 3:** A minimum of 20 years relevant experience after registration with the Health Professions Council of South Africa (HPCSA) as a Speech Therapist OR Speech Therapist and Audiologist. A minimum of 21 years relevant experience after registration with the Health Professions Council of South Africa as a Speech Therapist OR Speech Therapist and Audiologist in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. Inherent requirement of the job: Availability to work flexible hours if necessary. A valid (Code B/EB) driver's license. Competencies (knowledge/skills): Good verbal and written communication skills. Knowledge of relevant legislation and policies of the Department of Health Western Cape. Leadership towards the realisation of strategic goals and objectives of the Operating Theatre.

DUTIES : Provide effective speech therapy service for in- and outpatients by assessing, diagnosing, and treating patients within a multidisciplinary team. Providing education and counselling to patients, family and caregivers. Monitoring and reviewing progress. Documenting patient information, patient statistics. Attending ward rounds, discussion, meeting with the multidisciplinary team. Liaising and referring appropriately. Outreaches to other facilities in the Eco System as needed Contributing to service development by monitoring, evaluating and co-ordinating existing services, identifying departmental needs, managing waiting lists, participating in implementing new services and developing management protocols for improved patient care. Assist with management of departmental resources.

ENQUIRIES : Ms SJ Van Wyngaard Tel No: (044) 802-4472

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

POST 16/297 : **PRIMARY HEALTH CARE ADMINISTRATIVE SUPPORT**
Chief Directorate: Metro Health Services

SALARY : R413 001 per annum
CENTRE : Du Noon CHC
REQUIREMENTS : Minimum educational qualification: Grade 12 (or equivalent) plus Higher certificate. Experience: Extensive experience in administration and support services within a health/public sector environment. Inherent requirements of the job: Standby duties as required. Competencies (knowledge/skills): Knowledge of public sector legislation, including PFMA, Public Service Act, Labour Relations Act, POPIA, OHS Act and SCM prescripts. Computer literacy (MS Office and applicable systems such as PERMIS, LOGIS, BAS, etc.). Sound knowledge of administrative processes, people management practices, financial and supply chain processes, information management, facility infrastructure maintenance, and applicable public service prescripts. Strong organisational, planning, communication and interpersonal skills are essential, along with proven contract management experience. Ability to draft and implement standard operating procedures. Good verbal and written communication skills. Ability to work under pressure and meet strict deadlines. Strong leadership and people management capability. Ability to analyse data and compile management reports.
DUTIES : Ensure effective and compliant patient administration and support services, including reception, cleaning services, information management, healthcare waste management and transport. Manage people, performance, leave administration and staff development in line with public service prescripts. Oversee supply chain, inventory and asset management to ensure audit readiness and uninterrupted service delivery. Coordinate infrastructure maintenance and provide utilities oversight to maintain a safe and functional facility environment. Lead quality assurance and continuous improvement initiatives to ensure regulatory compliance across support services.
ENQUIRIES : Mr R Hall Tel No: (021) 200-4501
NOTE : No payment of any kind is required when applying for this post.

POST 16/298 : **SENIOR ADMINISTRATIVE OFFICER: FINANCE AND MEDICAL RECORDS (PATIENT ADMINISTRATION AND HOSPITAL FEES)**
Chief Directorate: Rural Health Services

SALARY : R413 001 per annum
CENTRE : George Regional Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year Diploma/Degree. Experience: Appropriate experience in Revenue (Hospital Fees and Patient Administration) and Medical Records. Appropriate supervisory experience in the Revenue (Hospital Fees and Patient Administration) and Medical Records field. Competencies (knowledge/skills): Computer literacy in Microsoft Office (MS Word, Excel, Outlook, Access). Workable knowledge of AR System, Clinicom, BAS and JAC as well as knowledge of UPFS, Chapter 18, PFMA, handling of state money, patient valuables (Chapter 6) and patient records management and all circulars, instructions and policies related to the above. Good supervisory, interpersonal, leadership and communication skills and a strong sense of responsibility and willingness to travel and work after hours when required. Good organizational and administrative skills and the ability to function in a team and under pressure
DUTIES : Manage Patient Administration Services and Medical Records with the aim of improving data quality and patient information and records according to Finance instructions, circulars, and policies. Manage the Fees Department and ensure implementation and compliance with relevant Finance Instructions, Revenue notices, SOP's and PFMA as well as conducting and attending meetings and forums. Effective management of Revenue debt and budget control. Ensure completion and submission of monthly reports and provide feedback to management. Ensure effective Human Resources Management, which includes the management of disciplinary procedures as well as supervision and evaluation of personnel under your control.
ENQUIRIES : Ms L Kombrink Tel No: (044) 802-4332
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical assessment.

POST 16/299 : **SENIOR ADMINISTRATIVE OFFICER: FINANCE (SCM/FINANCE MANAGEMENT)**
Cape Winelands Health

SALARY : R413 001 per annum
CENTRE : Ceres Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year Diploma/Degree. Experience: Appropriate and proven experience in Finance and Supply Chain Management. Appropriate (sound) knowledge of all financial systems: BAS, LOGIS. Appropriate proven supervisory experience. Inherent requirements of the job: Valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Extensive knowledge of relevant financial prescripts, departmental policies, delegations, and procedures. An aptitude for working with financial figures, good organisational, managerial, and leadership skills, and good interpersonal relations skills. Extensive knowledge and practical experience in Basic Accounting System (BAS), LOGIS, Electronic Procurement Solutions (EPS), and Microsoft Office.
DUTIES : Responsible for overall management for all Supply Chain Management functions and ensure the effective and efficient application of procurement policies and processes, Demand, Acquisition, Contract, Logistics, Asset, and Disposal Management within the sub-district. Inventory control and warehouse management – this includes regular feedback to end users. System Management (ensure system controller functions are carried out as well as the maintenance of the system) and approver duties on BAS, Logis, and EPS. Management of Creditor's Payments and Management of Contract Administration. Effective and efficient Account Management. Accurate and timeous preparation of reports and assist with the compilation of the Annual and Interim Financial statements. Perform data exploration, cleaning, and transformation to ensure high-quality datasets for financial and operational analysis. Identify and analyse financial and budgetary risks through the review of expenditure and operational data. Prepare cost estimates, financial assessments, and supporting documentation to inform planning and budgeting processes. Develop and monitor service volume and expenditure indicators to assess their impact on resource utilisation and expenditure efficiency. Extract, validate, and consolidate data from multiple financial and operational systems for reporting purposes. Manage all reporting requirements in respect of Financial Administration for the sub-district. Ensure audit compliance and handle audit queries related to Finance, SCM, and render a support function to management. Manage all People Management-related functions allocated to the post of SAO within the SCM and Finance components.
ENQUIRIES : Mr M Wessels Tel No: (023) 316-9602
NOTE : No payment of any kind is required when applying for this post.

POST 16/300 : **SENIOR ADMINISTRATIVE OFFICER: HRM (X2 POSTS)**
West Coast District

SALARY : R413 001 per annum
CENTRE : Vredendal Hospital, Matzikama Sub-district (X1 Post)
Citrusdal Hospital, Cederberg Sub-district (X1 Post)
REQUIREMENTS : Minimum educational qualification: Appropriate three-year National Diploma / Degree. Experience: Appropriate experience in the field of Human Resource Management. Appropriate experience in the PERSAL system. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to drive between the various PHC Clinics in the Sub-Districts if required. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, PowerPoint, GroupWise and PERSAL). Good knowledge and experience in Human Resource Manage. Ability to provide training. Good interpersonal, communication, presentation and writing skills.
DUTIES : Responsible for co-ordination, supervision and control of component as well as support to supervisor. Assist with all transversal personnel practices, including all employment practices, conditions of service and terminations, SPMS and establishment within the Sub-district. Responsible for the Human Resource Development function within the Sub-district which includes the compiling of the workplace skills plan, training statistics and relevant administrative duties regarding Human Resource Development. Render a support, training and advisory service with regard to personnel administration and human resource management, as well as monitoring of compliance. Handle Labour Relation

issues which include grievances, dispute resolutions, IMLC matters and the capturing of Labour Relation information on PERSAL with regard to human resource matters. Coordinate the recruitment and selection process.

ENQUIRIES : Mr WA Phillipus (Vredendal Hospital) Tel No: (027) 213 2039
Mr R Layman (Clanwilliam/Citrusdal Hospital) Tel No: (022) 921 2153

POST 16/301 : **SENIOR ADMINISTRATIVE OFFICER: INFORMATION MANAGEMENT**
Cape Winelands District

SALARY : R413 001 per annum
CENTRE : Cape Winelands District Office
REQUIREMENTS : Minimum educational qualification: An appropriate three-year National Diploma/Degree. Experience: Appropriate experience in an Information Management environment in a supervisory capacity. Inherent requirements of the job: A valid Driver's license (Code B/EB). Willingness to travel across the district. Competencies (knowledge/skills): Advance computer literacy skills, especially MS 365, with a highly developed understanding of public health information systems such as SINJANI, DHIS, PHCIS, eCCR, Clinicom, etc. Technical knowledge of data management, good numerical and analytical skills to support the compilation, interpretation and analysis of reports. In-depth knowledge of monitoring and evaluation of performance data, National and Provincial Indicators, National and Provincial Information Management policies, data, processes and standard operating procedures. Good communication skills (verbal and written), data visualisation, and presentation skills. Good leadership, supervisory and problem-solving skills.
DUTIES : Build and maintain partnerships with all stakeholders, including provincial and district Departments of Health (DoH) staff and non-governmental organisations (NGOs), to ensure effective implementation of health information policies and systems in support of district health service delivery. Support sub-districts IM and external stakeholders in terms of data management, data analysis, use of data and training. Conduct audits and assessments and provide feedback to stakeholders. Produce high-quality reports and presentations to facilitate data-driven decision-making across district structures. Management and supervision of information management staff, staff performance management, training, capacity-building, HR, labour relations and disciplinary process.
ENQUIRIES : Ms GE Barnardt Tel No: (023) 348-8116
NOTE : No payment of any kind is required when applying for this post.

POST 16/302 : **PERSONAL ASSISTANT**
Chief Directorate: Emergency and Clinical Support Services

SALARY : R338 106 per annum
CENTRE : Emergency Medical Services
REQUIREMENTS : Minimum educational qualification: An accredited secretarial diploma and/or administrative qualification on the level of NQF level 5 (a certificate of completion should be provided). Experience: Experience in rendering secretarial and/or administrative support services to management or senior management. Inherent requirement of the job: Valid Code 8 driver’s licence. Ability to work under pressure and meet tight deadlines. Willingness to work beyond normal working hours and travel when required. High level of professionalism, integrity, diplomacy and confidentiality. Competencies (knowledge/skills): Advanced MS Office skills (Word, Excel, Outlook, PowerPoint). Excellent written and verbal communication. Minute-taking, report writing and document management proficiency. Strong organisational, planning, coordination, project management and time management skills. Knowledge of government protocol, administrative procedures, correspondence standards, POPIA, MISS, National Archives Act, Treasury Regulations and SCM processes. Interpersonal, stakeholder liaison and problem-solving skills. Ability to exercise discretion, sound judgement and maintain confidentiality.
DUTIES : Provide executive secretarial and strategic diary management support to the Director, including managing competing diary demands, meeting logistics and preparation of briefing packs. Facilitate high level stakeholder liaison, including interaction with MEC/HOD offices, senior government officials and external partners while ensuring adherence to protocol. Renders administrative support services and manage confidential documents and information flow, ensuring compliance with POPIA, MISS and departmental records management

requirements. Provides support to manager regarding meetings, events and projects, and track project deliverables. Support the Director with the administration of the budget and track spending. Provide office administration and people management support, including leave tracking, performance management coordination, supplies/asset control and general office systems management. Remain abreast of the relevant Public Service and departmental prescripts/ policies and other documents and ensure that the application thereof is understood properly.

ENQUIRIES : Mr C Wylie Tel No: (021) 508-4517
NOTE : No payment of any kind is required when applying for this post.

POST 16/303 : **PRINCIPAL PERSONNEL OFFICER: ADVERTISING**
Directorate: People Management Planning and Practices

SALARY : R338 106 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in advertising. Appropriate supervisory experience. Inherent requirement of the job: Valid driver's licence. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, Outlook, Internet). Accurate typing skills. Good organising and interpersonal skills.
DUTIES : Processing of requests received for advertising, liaison with various role players and ensure timeous placement. Quality assurance of adverts prior distribution of vacancy lists. Administer and coordinate the weekly placement of adverts in the external media, Public Service Vacancy Circular and Government website. Ensure timeous activation of posts on the Online Recruitment Portal. Verify invoices received and ensure timeous payments to Service Provider. Administer and coordinate the effective and efficient record keeping of documentation. Follow-up on regular outstanding matters and liaise with Districts/Institutions/Line Managers. Handle correspondence and enquiries (written and verbal) as well as providing advice and support to various role-players. Train and advise Line Managers/Districts/Institutions on the advertising of vacancies. Supervision of staff and optimal support to supervisor.
ENQUIRIES : Mr B Brenton Tel No: (021) 483-5009
NOTE : No payment of any kind is required when applying for this post.

POST 16/304 : **ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT (PROCUREMENT)**
Chief Directorate: Metro Health Services

SALARY : R338 106 per annum
CENTRE : Karl Bremer Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in line with the duties (key result areas/outputs) of the post. Appropriate administrative duties within a healthcare environment. Inherent requirements of the job: Valid code B/EB driver's license. Competencies (knowledge/skills): Working knowledge and experience of Procurement and Supply Chain Management in the Public Service. Computer skills in MS Office (i.e. Word, Excel, PowerPoint and Outlook), good interpersonal skills, organisational skills, communication skills and strong analytical and strategic thinking abilities. Ability to work in a team context, motivate team members, ability to manage multiple priorities, work independently, attention to detail and adherence to deadlines. Knowledge of the PFMA, Finance Instructions, Provincial and National Treasury regulations, Supply Chain Management Instructions as well as the Accounting Officer System and familiarity with LOGIS or Syspro.
DUTIES : Value driven leadership and management and management of the Procurement section within the SCM component. Ensure that all transactions comply with legislative requirements (Audit compliance). Management of monthly, quarterly and annual reporting. Compilation of the annual Procurement Plan. Effective Human Resources Management. Support to Supervisor and Management.
ENQUIRIES : Mr W Jacobs Tel No: (021) 918 1208

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

POST 16/305 : **ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT**

SALARY : R338 106 per annum
CENTRE : Western Cape Health Warehouse
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in the full spectrum of Supply Chain Management, with the focus being on rendering general administrative support pertaining to the co-ordination of personnel and administration matters for the Western Cape Health Warehouse (WCHW). Inherent requirement of the job: Valid code B driver's licence. Competencies (knowledge/skills): Good managerial and supervisory skills. Good written and verbal communication skills. Knowledge of PFMA, Finance instructions, Treasury regulations, inventory management procedures, warehouse management and electronic materials management system. Knowledge of BAS/LOGIS. Knowledge and ability to provide advise the disciplinary code. Computer literacy in Microsoft Package (MS Word, MS Excel, PowerPoint, MS Outlook). Skills Development Facilitator (SDF) functions. Supervisory skills. Skills Development Facilitator duties. Knowledge of tools for report generation (MS Word, Excel, and PowerPoint, etc.
DUTIES : Assist and support training and development of staff and be the Skills Development Facilitator (SDF) for the WCHW. Assist and support recruitment and selection processes. Assist and support employee relations matters. Assist and support personnel matters. Support people management practices. Assist and support performance management systems.
ENQUIRIES : Mr Q Manuel Tel No: (021) 833 7600/04
NOTE : No payment of any kind is required when applying for this post.

POST 16/306 : **ADMINISTRATIVE OFFICER: HUMAN RESOURCE MANAGEMENT**

SALARY : R338 106 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Personnel and Human Resource Management as applicable to Housing and managing and coordinating Pension and Injury on duty processes. Appropriate supervisory experience. Appropriate experience in all aspects of personnel administration. Appropriate experience of PERSAL and the relevant functions. Competencies (knowledge/skills): Knowledge of relevant Legislation. Working knowledge of all aspects regarding Human Resources. Good interpersonal and conflict resolution skills. Ability to function independently and within a team context. Leadership, organization, creative problem-solving and decision-making skills. Computer literacy (MS Word, Excel, PowerPoint, Outlook and PERSAL).
DUTIES : The management and supervision of staff within the Housing office, Pension office, IOD office with a very high workload, Handling of HR Transversal matters within the Department such as Overseas applications, salary recalls and management of overtime authorisations for the Institution. Supervise, plan and co-ordinate theses section with regards to the relevant policies, procedures, prescripts about Housing, Pension and IOD. Responsible for the monitoring and evaluation of staff in terms of the Staff Performance Management Systems (PERMIS). Act as revisor of PERSAL work. Submit service terminations on PCM. Completion of ad-hoc tasks for example the answering of audit reports and ordering of stationary for People Management component. Provide training to personnel and clients in terms of the relevant section. Provide assistance to clients, personnel, management and supervisors.
ENQUIRIES : Ms DS Jacoman Tel No: (021) 938-5670
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test.

POST 16/307 : **PRINCIPAL PERSONNEL OFFICER: ADVERTISING**
Directorate: People Management Planning and Practices

SALARY : R338 106 per annum

CENTRE : Head Office, Cape Town

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in advertising. Appropriate supervisory experience. Inherent requirement of the job: Valid driver's licence. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, Outlook, Internet). Accurate typing skills. Good organising and interpersonal skills.

DUTIES : Processing of requests received for advertising, liaison with various role players and ensure timeous placement. Quality assurance of adverts prior distribution of vacancy lists. Administer and coordinate the weekly placement of adverts in the external media, Public Service Vacancy Circular and Government website. Ensure timeous activation of posts on the Online Recruitment Portal. Verify invoices received and ensure timeous payments to Service Provider. Administer and coordinate the effective and efficient record keeping of documentation. Follow-up on regular outstanding matters and liaise with Districts/Institutions/Line Managers. Handle correspondence and enquiries (written and verbal) as well as providing advice and support to various role-players. Train and advise Line Managers/Districts/Institutions on the advertising of vacancies. Supervision of staff and optimal support to supervisor.

ENQUIRIES : Mr B Brenton Tel No: (021) 483-5009

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

POST 16/308 : **PROFESSIONAL NURSE GRADE 1 TO 3: GENERAL (NURSING RELIEF TEAM, BTCF NURSING SERVICES) (X3 POSTS)**
Chief Directorate: Metro Health Services

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

CENTRE : Brackengate TCF (X1 Post)
Western Cape Rehab Centre (X2 Posts)

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse OR a 4 year Bachelor Degree in Nursing (R174) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse OR a 3 year Diploma in Nursing (R171) that allows registration with the South African Nursing Council (SANC) AS A General Nurse. Registration with a Professional Council: Registration with SANC as a Professional Nurse or General Nurse. Experience: **Grade 1:** None after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 10 years' appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 3:** A minimum of 20 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Willingness to work shifts, overtime, weekends and public holidays to meet operational requirements. Willingness to rotate to other wards when required. Competencies (knowledge/skills): Knowledge and understanding of Nursing processes, procedures and other relevant legal and ethical practises. Computer literacy in MS Office and MS Outlook. Good Communication skills (both written and verbal) Ability to function independently as well as in a multi-disciplinary team to ensure good patient care. Good report writing skills.

DUTIES : Provision of optimal, holistic, Nursing Care within set standards and within a professional, legal framework as a Professional Nurse. Effective utilization of human and financial resources to ensure optimal operational function. Participation in training, development, and research within the nursing department. Delivering a support service to the Nursing Service and the institution. Maintaining ethical standards and promoting professional growth and self-development. Supporting and participating in interdisciplinary team functioning to ensure comprehensive rehabilitation service delivery. Contributing to discharge planning for integration of patients into home and community. Assist nursing staff in the application of nursing care processes and procedures.

ENQUIRIES : Ms P Fourie tel. no. (021) 370-2489

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also

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

POST 16/309 : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING) (FAMILY MEDICINE) (X3 POSTS)**
Chief Directorate: Rural Health Services

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

CENTRE : George Regional Hospital

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse OR A 4-year bachelor's degree in nursing (R174) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. OR A 3-year diploma in Nursing (R171) that allows registration with the South African Nursing Council (SANC) AS A General Nurse. Experience: **Grade 1:** None after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 10 years' appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 3:** A minimum of 20 years' appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Registration with a Professional Council: Registration with the South African Nursing Council (SANC) as a Professional Nurse. Inherent requirements of the job: Willingness to work shifts, including day and night duty, weekends and public holidays. Overtime as requested and rotate within departments (excluding maternity ward) as required, in line with operational needs. Competencies (knowledge/skills): Basic Computer literacy (MS Office). Ability to function independently, as well as in a multi-disciplinary team to ensure good patient care. Ability to communicate effectively verbally and written. Knowledge of the nursing processes & procedures as outlined in Nursing Act and SANC regulations. Professionalism, good Interpersonal communication skills, leadership skills and flexibility. Skills to plan, organize & coordinate the service by analysing, problem solving and decision making.

DUTIES : Ensure quality patient care regarding the identification of nursing care needs, the planning & implementation of nursing care and the education of nursing & other personnel. Render advanced clinical nursing care and support clinical staff with surgical & medical procedures. Utilize human, material and physical resources efficiently and effectively. Maintain professional growth/ethical standards and self- development. Display of core values of the Department of Health WCG in the execution of duties.

ENQUIRIES : Ms LA Campbell Tel No: (044) 802-4371

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

POST 16/310 : **PROFESSIONAL NURSE GRADE 1 TO 3: GENERAL (PALLIATIVE CARE)**
Chief Directorate: Metro Health Services

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

CENTRE : New Somerset Hospital

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. OR A 4-year Bachelor Degree in Nursing (R174) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. OR A 3-year Diploma in Nursing (R171) that allows registration with the South African Nursing Council (SANC) as a General Nurse. Registration with a Professional Council: Registration with the SANC as Professional Nurse. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. **Grade 3:** A minimum of 20years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirements of the job: Willingness to work, weekends, public holidays, night duty, and perform overtime as required. Willingness to undergo palliative care training. Competencies (knowledge/skills): Computer literacy in MS Office and Outlook. Demonstrate an in-depth knowledge of nursing and public service legislation and policies. Knowledge of legal framework and regulations regarding nursing practice. Good leadership and people management skills, maintain constructive relationships with members of the multi-disciplinary team.

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

ENQUIRIES : Ms S Basardien Tel No: (021) 402 6485

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

POST 16/311 : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL: TRAINING RELIEF)**
West Coast District
(9 Month Contract)

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

CENTRE : Swartland Hospital, Swartland Sub-District

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. OR - A 4 year bachelor's degree in nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognizable experience in nursing after registration at SANC as a Professional Nurse in General Nursing. **Grade 3:** A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirements of the

job: Willingness to work shifts and after hours (weekends, public holidays and night duty). Willingness to work overtime. Willingness to rotate within Swartland Hospital. Competencies (knowledge/skills): Ability to function/make decisions independently and as part of a multi-disciplinary team. Good communication, interpersonal relationships, exceptional leadership and conflict resolution skills. Basic computer skills in MS Word, Excel, Outlook. Knowledge of relevant legislation and policies of the Department of Health, Western Cape.

DUTIES : Provision of optimal, holistic nursing care with set standards and within a professional/legal framework. Effective utilisation of resources. Participation in training and research. Provision of Support to Nursing Services. Maintain professional growth/ethical standards and self-development.

ENQUIRIES : Ms L Julius Tel No: (022) 487 9204

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

POST 16/312 : **PERSONNEL OFFICER (TRANSVERSAL EMPLOYMENT AND COID MATTERS)**
Directorate: People Management Planning and Practices

SALARY : R237 453 per annum

CENTRE : Head Office, Cape Town

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in COIDA and Basic Conditions of Employment Act. Appropriate experience in BAS system transaction processing. Competencies (knowledge/skills): Knowledge of the Public Service Act and Collective Agreements. Sound knowledge of Compensation for Occupational and Diseases Act, (COIDA). Sound knowledge of the administration of the COIDA systems. Good verbal and written communication skills. Ability to deal with high volumes of work and to work under pressure. Computer literacy (PERSAL, MS Excel, MS Word, Outlook).

DUTIES : Administer compensation for Occupational Injuries and Diseases claims and liaise with all the relevant stake holders (Compensation Commissioner, private doctors and hospitals, etc). Maintain COIDA database. Processing of COID claims on the Department of Employment Labour's (DEL) online system. Deal with telephonic and written enquiries. Process various allowances and deductions on PERSAL including standby, normal overtime, commuted overtime, relocation costs, parking, subsistence travel and travel concessions. Process applications for foreign travel and sabbatical leave.

ENQUIRIES : Mr TJ Kwatala Tel No: (021) 483-5711

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

POST 16/313 : **ADMINISTRATION CLERK: HUMAN RESOURCE MANAGEMENT**
Garden Route District

SALARY : R237 453 per annum

CENTRE : Knysna Hospital

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Human Resource Management. Appropriate experience in PERSAL. Inherent requirements of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Computer literacy (MS Office: Word, Excel, PowerPoint). Basic understanding of Human Resource Management.

DUTIES : Perform all administrative duties pertaining to the personnel administration section e.g. appointments, service terminations, transfers, pension administration, salary administration, leave, housing, injury on duty, distribution of monthly pay slips, debt management, verify documents, qualifications, etc. Responsible for capturing transactions on PERSAL. Handle all personnel enquiries and correspondence (written and verbal). File personnel data, policies, regulations and circulars and maintain registers, i.e. PILIR, RWOPS, Appointments, Service Terminations and audit personnel/leave records. Assist

with recruitment and selection process. Assist staff, supervisor, management and members of the Public with regard to Human Resource and Personnel matters and effective support service to Supervisor, i.e. relief duties, attending meetings

ENQUIRIES : Ms AL Borcherds Tel No: (044) 302 - 8474
NOTE : No payment of any kind is required when applying for this post.

POST 16/314 : **ADMINISTRATION CLERK: WARDS**
Chief Directorate: Rural Health Services

SALARY : R237 453 per annum
CENTRE : Paarl Hospital
REQUIREMENTS : Minimum educational qualification: Grade 12/Senior Certificate (or equivalent). Experience: Appropriate administrative experience in a hospital environment with appropriate experience in Clinicom and Logis. Inherent requirements of the job: Required to work in health environment where infectious diseases are treated. Required to work shifts on day/night duty, weekends and public holidays. Required to work overtime on short notice. Must be willing to rotate in different departments within the Nursing Component and/or relief colleagues. Competencies (knowledge/skills): Good interpersonal and communication skills. Good verbal and writing skills. Be able to work accurately and under pressure. Computer literacy in MS Office Suite (Word, Excel, PowerPoint, Outlook Access).
DUTIES : Professional, confidential, effective and efficient patient administration. Contribute to effective patient admission system and register patients by performing Clinicom, revenue generation, bed management and booking of patient transport functions. Ensure that all UPFS functions are performed. Management and administration of equipment by ordering, monitor and control of consumables and equipment, manually as well as electronic processing on LOGIS. Professional and loyal conduct. Provide general administrative support to line managers and Nurse Management. Relief of colleagues. Knowledge on Information management.
ENQUIRIES : Ms. M Rust Tel No: (021) 860 2504
NOTE : No payment of any kind is required when applying for this post.

POST 16/315 : **ADMINISTRATION CLERK: REGISTRY**
Directorate: People Development (Registry)

SALARY : R237 453 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in registry. Competencies (knowledge/skills): Good communication skills. Computer literacy.
DUTIES : Render an effective filing and records management services. Handling incoming and outgoing correspondence. Process documents for archiving and /or disposal. Operate office machine in relation to the registry functions. Provide registry counter services.
ENQUIRIES : Ms L Zothani Tel No: (021) 483-4478
NOTE : No payment of any kind is required when applying for this post.

POST 16/316 : **ADMINISTRATION CLERK: SUPPORT (STUDENT MATTERS)**

SALARY : R237 453 per annum
CENTRE : Western Cape College of Nursing (Southern Cape Karoo Campus, George)
REQUIREMENTS : Minimum educational qualification: Grade 12/Senior (or equivalent) Certificate. Experience: Appropriate experience in supporting and using student administration systems in an academic environment. Inherent requirements of the job: Valid (code B/EB) drivers' licence. Willingness to travel and work overtime if required. Competencies (knowledge/skills): Computer literacy in Microsoft Word and Excel. Good interpersonal and communication skills. Ability to communicate eloquently. Good numerical skills. Ability to accept accountability and responsibility and to work independently and unsupervised. Ability to effectively handle conflict. Self-Motivated and the ability to monitor and improve own work performance.
DUTIES : Advanced academic administration of higher education and South African Nursing Council. Responsible for Academic Programme administration. Effective delivery of advanced clerical tasks. Responsible for all student

matters administration and related. Effective control of assets and ordering of stock.

ENQUIRIES : Dr S Mottian Tel No: (044) 813- 1993

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

POST 16/317 : **STAFF NURSE GRADE 1 TO 3 (X6 POSTS)**
Chief Directorate: Metro Health Services

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

CENTRE : Retreat CHC (X1 Post)
Greenpoint CDC (X1 Post)
Mamre CDC (X1 Post)
Du Noon CHC (X2 Posts)
Vanguard CHC (X1 Post)

REQUIREMENTS : Minimum educational qualification: Qualification that allow registration with SANC as an Enrolled Nurse. Registration with a Professional Council: Registration with the South African Nursing Council as an Enrolled Nurse. Experience: **Grade1:** None. **Grade 2:** A minimum of 10 years recognisable nursing experience as an Enrolled Nurse after registration with the SANC. **Grade 3:** A minimum of 20 years recognisable experience as an enrolled nurse after registration with the SANC. Inherent requirements of the job: Willingness to work overtime. Will be required to work shifts, weekends and Public Holidays. Must be prepared to assist in all departments according to operational needs. Willingness to render relief duties at the PHC platform with Southern Western Sub-Structure when necessary. Willingness to rotate between departments. Competencies (knowledge/skills): Ability to interpret basic clinical signs and symptoms. Knowledge of Nursing Practices and IPC, control measures and practices. Ability to lift and turn patients, stand long hours and lift heavy equipment. Good communication skills. Basic computer literacy. Self-discipline. Motivation.

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

ENQUIRIES : Retreat CHC: Ms U Van Ster Tel No: (021) 713 9754
Greenpoint CDC: Ms N Tshongweni Tel No: (021) 421 0288
Du Noon CHC: Mr R Hall Tel No: (021) 200 4501
Mamre CDC: Ms A Marcus Tel No: (021) 810 4907
Vanguard CHC: Dr L Johnson Tel No: (021) 695 8242

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

POST 16/318 : **NURSING ASSISTANT GRADE 1 TO 3 (MATERNITY/NEONATAL) (X2 POSTS)**
West Coast District

SALARY : Grade 1: R181 230 per annum
Grade 2: R211 401 per annum
Grade 3: R249 141 per annum

CENTRE : Vredenburg Hospital, Saldanha Bay Sub-district

REQUIREMENTS : Minimum educational qualification: Qualification that allows registration with the SANC as a Nursing Assistant. Registration with a Professional Council: Registration with the SANC as a Nursing Assistant. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognizable experience in nursing after registration with the SANC as a Nursing Assistant. **Grade 3:** A minimum of 20 years' appropriate/recognizable experience in nursing after registration with the SANC as a Nursing Assistant. Inherent requirements of the job: Willingness to rotate to other wards, willingness to work shifts, public

holidays, after-hours, night duty and weekend cover for nursing. Competencies (knowledge/skills): Ability to function under pressure, ability to accept accountability and responsibility. Ability to work independently and as part of the team. Knowledge of the Medicines Control Act, Mental Health Care Act, Child Health Act, and other relevant legislation. Knowledge of the Nursing Act and relevant regulations.

DUTIES : Provide basic nursing care. Provide elementary clinical nursing care. Assist Patients with activities of daily living which includes patient hygiene, nutritional status, mobility, and elimination needs. Maintaining professional growth, Ethical standards, and Self-development. Assist with effective record keeping.

ENQUIRIES : Ms S Van Wyk Tel No: (022) 709-5079

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

POST 16/319 : **NURSING ASSISTANT GRADE 1 TO 3 (ADVANCED PSYCHIATRIC UNIT) (X23 POSTS)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R181 230 per annum
Grade 2: R211 401 per annum
Grade 3: R249 141 per annum

CENTRE : Eerste River Hospital (X21 posts) and Khayelitsha District Hospital (X2 posts); Khayelitsha Eastern Sub-structure

REQUIREMENTS : Minimum educational qualification: Qualification that allows registration with the South African Nursing Council (SANC) as a Nursing Assistant. Registration with a professional council: Registration with the South African Nursing Council (SANC) as a Nursing Assistant. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognizable nursing experience after registration with the SANC as Nursing Assistant. **Grade 3:** A minimum of 20 years appropriate/recognizable nursing experience after registration with the SANC as a Nursing Assistant. Inherent requirement of the job: Willingness to work shifts, public holidays, after-hours, night duty and weekend cover for nursing. Willingness to rotate within the various components of the facility based on operational needs. Competencies (knowledge/skills): Knowledge of nursing processes and procedures as outlined in Nursing, Health related and Public service legislation, regulations and policies. Skills to effectively communicate verbally and in writing, function within the team, and facilitate on the level of the post.

DUTIES : Assist patients with activities of daily living (physical care). To provide elementary clinical nursing care. Effective utilization of physical and financial resources. Maintain professional growth/ ethical standards and self-development.

ENQUIRIES : Ms MM Luphondo Tel No: (021) 902-8010/57

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

POST 16/320 : **DRIVER (HEAVY DUTY VEHICLE)**
Directorate: Engineering and Technical Support Services

SALARY : R170 226 per annum

CENTRE : Head Office, Cape Town (Bellville Mobile Workshop)

REQUIREMENTS : Minimum educational qualification: Basic numeracy and literacy skills. Experience: Appropriate experience as a driver. Inherent requirement of the job: Valid Public Driver's Permit (PDP). Valid code C1 (Code10) manual driver's licence. Willingness to work overtime, shifts, sleepout and perform standby duties after hours, including weekends and public holidays as operationally required. Competencies (knowledge/skills): Knowledge of Transport Circular U2 of 2000. Good knowledge of road networks in the Western Province. Ability to accept accountability and responsibility and to work independently and

unsupervised and safety conscious. Good interpersonal skills. Sober habits. Capacity to work in a workshop environment.

DUTIES : Schedule and plan transport routes for the transport of goods, services and personnel from one point to another. Ensure accurate completion of logbooks. Conduct routine maintenance, inspecting vehicles and timely reporting of defects. Adhere to departmental codes and procedures. Assist the Transport Officer with basic administrative and general tasks. Assist workshop staff with the loading and off-loading of equipment and the safe operation of the fixed crane on truck.

ENQUIRIES : Mr SB Qamza Tel No: (021) 830-3755

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

POST 16/321 : **TRADESMAN AID (ELECTRICAL) (X2 POSTS)**
Directorate: Engineering and Technical Support Services

SALARY : R170 226 per annum

CENTRE : Head Office, Cape Town (Bellville Mobile Workshop)

REQUIREMENTS : Minimum educational qualification: Grade 10 (or equivalent). Experience: Appropriate experience within the electrical field within a workshop environment. Inherent requirement of the job: Willingness to travel throughout the Western Cape Province. Physically fit to do manual labour. Competencies (knowledge/skills): Ability to handle tools. Good interpersonal skills. Good communication skills.

DUTIES : Carry out minor maintenance tasks. Assist with repairs and emergency breakdowns (including after-hour repairs). Assist with the installation of plant, equipment, and alterations. Clear areas where work has been carried out. Ensure that tools and materials are available when needed. Assist the Artisans in the execution of their duties.

ENQUIRIES : Mr G Willemse Tel No: (021) 918-1894

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

POST 16/322 : **CLEANER**
Garden Route District

SALARY : R144 024 per annum

CENTRE : Plettenberg Bay Clinic, Knysna/Bitou Sub- district

REQUIREMENTS : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate domestic/cleaning experience in a health environment. Inherent requirement of the job: Physical ability to lift and/or move heavy objects and supplies. Willingness to rotate between clinics in the Sub District according to operational needs and requirements. Competencies (knowledge/skills): Good communication (written and verbal) and interpersonal skills. Appropriate knowledge of the correct methods of handling and disposal of refuse/waste products and to adhere to policies and cleaning procedures. Ability to do physical tasks and operate heavy duty cleaning equipment. Knowledge of legislation and policies of the Department of Health and Wellness relevant to cleaning practise.

DUTIES : General cleaning, housekeeping and maintenance (i.e dust/sweep/ polish/ scrub/ mop/ clean windows/ walls/equipment/machinery and refuse removal.) Ensure effective Waste management, Linen Management etc. Effective and efficient utilization and storage of cleaning materials and equipment. Provide optimal support to the supervisor and colleagues with general housekeeping duties and services. Adhere to general hygienic and safe environment in terms of standards and procedures

ENQUIRIES : Sr J A. Stander Tel No: (044) 302 - 8400

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

POST 16/323 : **MEDICAL SPECIALIST GRADE 1 TO 3 (ANAESTHESIOLOGY) (18 SESSIONS)**
(Contract until 31 March 2027)

SALARY : Grade 1: R671 per hour
Grade 2: R766 per hour
Grade 3: R887 per hour

CENTRE : Victoria Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Anaesthesiology. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Anaesthesiology. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist in Anaesthesiology. **Grade 2:** A minimum of 5 years' appropriate experience as a Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Anaesthesiology. **Grade 3:** A minimum of 10 years' appropriate experience as a Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Anaesthesiology. Inherent requirement of the job: Willingness to shifts as required by the institution. Competencies (knowledge/skills): Ability to work in a team and with all levels of staff and interest in developing an academic career.

DUTIES : To deliver comprehensive anaesthesia and critical care services to patients in theatre and in the intensive care unit at Victoria Hospital. This would include the following roles: Pre-operative, intraoperative and post-operative anaesthetic management of surgical patients from ASA1-5. Supervising junior MOs and interns. Delivering critical care to surgical ICU patients. Teaching and training. Management duties such as statistics, presentations and research.

ENQUIRIES : Dr Z Fullerton Tel No: (021) 799-1170, email: zahnne.fullerton@westerncape.gov.za

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

POST 16/324 : **MEDICAL OFFICER GRADE 1 TO 3 (SESSIONS) (14 HOURS PER WEEK)**
Chief Directorate: Metro Health Services
(Contract until 30 June 2027)

SALARY : Grade 1: R501 per hour
Grade 2: R572 per hour
Grade 3: R662 per hour

CENTRE : Reed Street CDC, Northern/Tygerberg Sub-Structure Office

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a Professional Council: Registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Experience: **Grade 1:** None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: A Valid driver's license. Willingness to travel and perform relief duties when required. Competencies (knowledge/skills): Experience in general medical and surgical conditions on PHC level. Experience of South African TB and HIV care guidelines (including drug resistant TB and HIV in children). Computer literacy (MS Excel, Word, Outlook

etc.) and good interpersonal, organizational and teamwork skills. Ability and willingness to do outreach services to clinics throughout the Northern/Tygerberg Sub-District, guiding health care colleagues in managing difficult PHC cases.

DUTIES : Experience in general medical and surgical conditions on PHC level. Experience of South African TB and HIV care guidelines (including drug resistant TB and HIV in children). Computer literacy (MS Excel, Word, Outlook etc.) and good interpersonal, organizational and teamwork skills Computer literacy (MS Excel, Word, Outlook etc.) and good interpersonal, organizational and teamwork skills. Ability and willingness to do outreach services to clinics throughout the Northern/Tygerberg Sub-District, guiding health care colleagues in managing difficult PHC cases.

ENQUIRIES : Mr. A Patientia Tel No: (021) 815 8866

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

POST 16/325 : **OCCUPATIONAL THERAPIST GRADE 1 TO 3 (SESSIONAL) (16 HOURS PER WEEK)**
Chief Directorate: Metro Health Services
(Contract until 30 June 2027)

SALARY : Grade 1: R273 per hour
Grade 2: R318 per hour
Grade 3: R373 per hour

CENTRE : Northern/Tygerberg Sub-Structure Office

REQUIREMENTS : Minimum educational qualification: An appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. Registration with a Professional Council: Registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. Experience: **Grade 1:** None after registration with the HPCSA as either an Occupational Therapist in respect of RSA employees. One-year relevant experience after registration as an Occupational Therapist with a recognised foreign HPCSA in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** A Minimum of 10 years relevant experience after registration with HPCSA as Occupational Therapist in respect of RSA qualified employees. Minimum of 11 years relevant experience after registration as Occupational Therapist in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 20 years relevant experience after registration with HPCSA as Occupational Therapist in respect with RSA qualified employees. A Minimum of 21 years relevant experience after registration with HPCSA as Occupational Therapist of foreign qualified employees whom it is not required to perform Community Service as required in SA. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to do outreach and assist at other PHC facilities in the Sub-Structure. Competencies (knowledge/skills): Relevant skills in assessing, developing and implementing OT interventions. Sound knowledge of relevant national, provincial legislation and Health Care 2030. Experience in student training/supervision. Computer literate in MS Office (Excel, Word and Power point) and MS Outlook.

DUTIES : Deliver, coordinate & manage integrated OT Services for a designated area People management of Rehab Care Workers, students, volunteers. Liaise and collaborate with internal and external stakeholders. Screen, assess and intervene as required & appropriate Link to appropriate levels of care.

ENQUIRIES : Ms N Kassen Tel No: (021) 815-8798

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and

proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview." This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)". Candidates will be subjected to a practical/oral assessment.

POST 16/326 : **SPEECH THERAPIST: GRADE 1 TO 3 (8 SESSIONS PER WEEK)**

SALARY : Grade 1: R273 per hour
Grade 2: R318 per hour
Grade 3: R373 per hour

CENTRE : Northern Tygerberg Sub-structure Office

REQUIREMENTS : Minimum educational qualification: An appropriate qualification that allows for the required registration with the Health Professions Council of South Africa (HPCSA) as a Speech Therapist and Audiologist or Speech Therapist. Registration with a Professional Council: Registration with the Health Professions Council of South Africa (HPCSA) as a Speech Therapist and Audiologist or Speech Therapist. Experience: **Grade 1:** None after registration with the HPCSA as either a Speech Therapist and Audiologist or Speech Therapist in respect of RSA-qualified employees. One-year relevant experience after registration with the HPCSA in Speech Therapy in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** A minimum of 10 years relevant experience after registration with the HPCSA as either a Speech Therapist and Audiologist or Speech therapist in respect of SA-qualified employees. A Minimum of 11 years relevant experience after registration with the HPCSA in Speech Therapy in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. **Grade 3:** A minimum of 20 years relevant experience after registration with the HPCSA as either a Speech Therapist and Audiologist or Speech Therapist in respect of SA-qualified employees. A minimum of 21 years' relevant experience after registration with the HPCSA in Speech Therapist and Audiologist or Speech therapist in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to do outreach to other PHC facilities in the Sub-Structure. Willingness to be involved in research projects at the institution. Competencies (knowledge/skills): Ability to provide Speech Therapy services independently and as part of the team. Excellent report, clinical note and referral writing skills. Sound verbal and written communication skills. Comply with the National Core Standards requirements. Computer literate in MS Office (Excel, Word and Power point) and MS Outlook.

DUTIES : Assess and manage Speech, Language and Swallowing fallouts in the adult and Paediatric Populations. Coordinate and manage the Speech department and services at a district level. Participate in multi-disciplinary team discussions and departmental and training programmes. Effective and sufficient resource management such as managing stock and ordering consumables. Complete weekly stats and service reports as required. Maintain own professional development, facilitate in-service training as identified. Manage review of personal performance.

ENQUIRIES : Ms. N Kassen Tel No: (021) 815- 8798

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

POST 16/327 : **CLEANER (SESSIONS) (20 HOURS PER WEEK) (X3 POSTS)**
Cape Winelands Health District
(Contract till 31 March 2029)

SALARY : R94. 86 per hour
CENTRE : Breede Valley Sub-district
REQUIREMENTS : Minimum educational qualification: Basic literacy and numeracy. Experience: Appropriate experience as a Cleaner in a health environment. Inherent requirements of the job: Ability to lift/move heavy equipment and supplies and working at heights requiring the use of a stepladder. The ability to do physical tasks, operate heavy duty cleaning and household equipment. Rotate in different clinics according to operational needs and requirements. Competencies (knowledge/skills): Ability to work effectively in a team, independently and unsupervised, to accept accountability and responsibility. Ability to handle conflict and the ability to work under pressure. Ability to operate machinery and equipment.
DUTIES : Responsible for cleaning, including sweeping, dusting, mopping, scrubbing, polishing, refuse removal, cleaning of garbage bins daily, toilets, sluices and drains, cleaning of windows and walls in the clinic. Ensure that cleaning equipment are clean after usage and securely stored. Render assistance to the supervisor with general housekeeping duties such as control of cleaning and household equipment, care of linen and serving of patients. Adhere to safety measures when handling waste. Attend in-service training appropriate to service delivery.
ENQUIRIES : Ms. C van Staden Tel No: (023) 348-1350
NOTE : No payment of any kind is required when applying for this post.

WESTERN CAPE EDUCATION DEPARTMENT (WCED)

APPLICATIONS : Applications must be submitted by using the following URL https://wcedonline.westerncape.gov.za/home/, via Google Chrome or Mozilla Firefox.
CLOSING DATE : 05 June 2026
NOTE : The applicants are advised to read the foreword available on the WCED website before applying for the post/s. Applications must be made via the department's on-line E-Recruitment system. The on-line system will automatically generate a Curriculum Vitae, applicants are therefore required to ensure that their profiles are fully completed. 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. All applicants must be SA Citizens/Permanent Residents or Non-SA Citizens with a valid work permit. Applicants will be expected to be available for selection interviews and competency assessments at a time, date and place as determined by Western Cape Education Department (WCED). The Department reserves the right to conduct pre-employment security screening and appointment is subject to positive security clearance outcome. Applicants must declare any/pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered post the interview the application will not be considered for the post and in the unlikely event that the person has been appointed such appointment will be terminated. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.

OTHER POSTS

POST 16/328 : **SOCIAL WORK POLICY MANAGER REF NO: 220**
Directorate: Early Childhood Development

SALARY : R1 009 512 per annum, (SWPM)
CENTRE : Cape Town
REQUIREMENTS : National Senior Certificate (or equivalent) and a Three-year relevant qualification. Registration with the South African Council for Social Service

Professions as Social Worker. A minimum of 10 years appropriate experience in social work after registration as Social Worker with the SACSSP of which 5 years must be appropriate experience in social work policy development. Project Management skills. Planning and organizing. Networking skills. Communication written and verbal. Professional counselling skills. Policy Analysis and development. Financial management. Presentation skills. Monitoring and evaluation skills. People management skills. Ability to compile complex reports. Skills: Project Management skills. Planning and organizing. Networking skills. Communication written and verbal. Professional counselling skills. Policy Analysis and development. Financial management. Presentation skills. Monitoring and evaluation skills. People management skills. Ability to compile complex reports.

DUTIES : Develop or facilitate the development of policies for rending a social work service in departments. Monitor, interpret and review legislation, policies and procedures to determine whether the legislation, policies and procedures are still relevant and comply with current requirements. Develop proposals to amend or maintain the relevant acts, policies and procedures and develop new policies or procedures where required. This includes costing the relevant policies. Develop programs to implement the relevant policies. Manage a social work policy unit to ensure that the required legislating policies and procedures are developed through the efficient and effective utilisation of human resources. This would, inter alia, include the following. General consultation with stakeholders and advising subordinates regarding social work policy to be taken. Management of a social policy unit. This would, inter alia, entail the following. Ensure that the necessary personnel are recruited and retained within the budgetary constraints. Ensure sound employment relations. Quality control of the work delivered by subordinates. Advising subordinates with regard to all aspects of the work. Manage the performance and conduct of subordinates and the social work policy unit. Ensure that subordinates are trained and developed to be able to deliver work of the required standard. This would include providing mentorship and guidance to subordinates to assist them to integrate theory and practice, and to develop appropriated skills. Establish, implement and maintain efficient and effective communication arrangements in the unit. Ensure that subordinates maintain their professional registration as required. The development and management of the business plan of the unit and reporting on progress as required. Keep up to date with new developments in the social work and management fields. This would, inter alia, entail the following. Study professional journals and publications to ensure that cognisance is taken of new developments. Monitor and study the social services legal and policy framework continuously. Liaise or attend meetings with other departments and non government institutions to take cognisance of the latest developments in the relevant field and to provide inputs, where required, into the work of such departments and other organisations. Engage in continuous professional development activities as prescribed. Monitor and study the human resource, financial and general management frameworks of the Public Service to stay abreast of the latest developments. Plan and ensure that social work policy research and development are undertaken. Undertake complex social work research. Perform and or ensure that all the administrative functions required in the unit are performed.

ENQUIRIES : Ms R Leukes Tel No: (021) 883 8477

POST 16/329 : **DEPUTY DIRECTOR: CORPORATE SERVICES REF NO: 185**
District Office: Cape Winelands Education District Office

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

CENTRE : Worcester

REQUIREMENTS : National Senior Certificate (or equivalent) and a Three-year relevant qualification in finance or management. A valid Driver's licence. 5 years management experience. Knowledge of departmental policies and procedures. Knowledge of the Promotion of Administrative Justice Act. Knowledge of the OHS Act. Knowledge of the Promotion of Access to Information Act (PAIA). Knowledge of the Archives and Records Service Act. Knowledge of SCM processes and procedures. Knowledge of COIDA. Knowledge of facilities management or logistical services. Skills: Communication skills. Language skills. Computer skills. Planning and organising skills. Presentation skills.

Report writing skills including specifications and submissions. Interpretation skills. Interpersonal skills.

DUTIES : Responsible for sound financial and SCM services. Ensure effective and efficient financial accounting and financial management practices. Ensure asset management service. Ensure effective and efficient implementation of SCM practices with line components. Responsible for financial compliance of Public Ordinary and Public Special Schools and hostels. Evaluate approved budgets and financial statements. Oversee quarterly financial statements and norms and standards transfer payment recommendations. Monitor management, coordination and administration of pre-forensic investigations and implementation of recommendations. Provide logistical support services including management of GG and public transport, record management services, facilities management, maintenance, grounds, venue management, reception and telecommunication services, and compliance with OHS legislation. Perform managerial tasks including recruitment and selection, motivating, training and guiding staff, managing performance, evaluation and rewarding of staff, monitoring information capacity building, promoting sound labour relations and maintaining discipline.

ENQUIRIES : Mr N.Solomon Tel No: (023) 348 4679

POST 16/330 : **DEPUTY DIRECTOR: PEOPLE POLICY AND ANALYTICS REF NO: 256**
Directorate: Strategic People Management

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

CENTRE : Cape Town

REQUIREMENTS : National Senior Certificate, or equivalent and a relevant 3 year post school qualification. 3 years' middle management experience. Knowledge of: people policy and analytics processes; related prescripts; educator/public servant prescripts; Labour Relations Act (LRA), 66 of 1995.; Employment of Educators Act 76 of 1998.; Public Service Act, 1994.; South African Schools Act 84 of 1996.; Basic Conditions of Employment Act (BCEA) 75 of 1997.; other related legislation. Skills: Numeracy, Literacy, Computer Literacy, Language skills, Project Management, Accounting Finance and Audit, Legal Administration, Managerial skills, Leadership skills, Interpersonal skills, Analytical skills, Problem solving, Decision Making, Facilitation and Presentation skills, Conflict resolution, Organising, Good written and oral communication skills.

DUTIES : Plan, organise, control and facilitate people management data, information, trend analysis and research reports: Manage the analysis, development, interpretation and report on Human Resource (HR) Information and data management. Manage the conversion of personnel data to HR management information and ensure the administration of HR information management. Ensure the generation of HR information in line with requests. Provide operational support for the HR information technology needs assessments for the Chief Directorate PMP. Manage the compilation, packaging and distribution of standardised HR reports, including: Quarterly District Management Report. Annual Under-performing Schools Report. Quarterly Leave Report to Sub-directorate People Empowerment. Annual Exit Management Report. Annual Report (Part D). Teacher Profiling Report. Manage the deactivation of bulk user accounts (HR information). Manage the coordination of standardised people management business intelligence systems: Manage the implementation of the People Management Practices System (PMPS) in terms of: System administration (registering, modifications, terminations of user accounts, etc.). Maintenance and governance of the system to ensure efficient and optimal functioning. Maintenance of the PMPS Helpdesk. Completion of Change Control Forms for any notices, enhancements, changes etc. Follow-ups with the Department of the Premier (DotP): Centre for e-Innovation (CEI) on changes requested by stakeholders. Training and user support. Ensure attendance of monthly System User Access Forum meetings. Manage the interpretation, development, monitoring and maintenance of HR policy guidelines and circulars: Oversee the development of HR policies and provide the department with administration and secretariat support for HR policy development processes. Coordinate HR policy research information and package this to support HR policy development processes within the department. Ensure the operational delivery and administrative support of HR policy consulting within the department. Ensure packaging and dissemination of HR policy frameworks, guidelines, and circulars within the department

through manual or electronic channels. Ensure that the WCED complies with the Directive on HR Delegations. Manage the provision of employment equity (EE) and transformation services: Oversee the establishment and maintenance of the EE Consultative Forum, including the coordination and secretariat functions. Oversee the gathering of data and compile the Annual EE Report. Ensure the accurate calculation of the quarterly EE Statistics and scores used in the recruitment and selection processes. Oversee the compilation of the EE and transformation related plans, reports and policies. People Management: Manage the human resources of the component to achieve the predetermined performance indicators and service delivery imperatives, motivated, competent, appreciated and performance orientated staff and sound labour relations: Participate in the recruitment of staff in the numbers and grades appropriate to ensure the achievement of the component's Business Plan. Motivate, train and guide staff within the component, to achieve and maintain excellence in service delivery. Actively manage the performance, evaluation and rewarding of staff within the component. Monitor information capacity building within the component. Active involvement in the compilation of a human resource plan, a service delivery improvement programme, and an information resources plan, for the component. Promote sound labour relations within the component. Actively manage and promote the maintenance of discipline within the component. Financial Management: Plan the component's budget and manage expenditure, through responsible implementation of policies, practices and decisions in order to achieve component objectives effectively and efficiently. Prepare budget required to achieve component objectives. Maintain internal control policies and processes in line with the Public Finance Management Act (PFMA) and National Treasury (NT) Guidelines and Best Practice Notes. Prepares short-term (1 year) and longer-term (2-5 years) budget plans. Ensure conformity with PFMA and auditing requirements. Monitor revenue and expenditure for the purpose of sound fiscal responsibility. Project long-term financial requirements needed to achieve component objectives. Explain or justify the component budget to other stakeholders and departmental groups. Oversee or help procure equipment, facilities, supplies and services. Foster an environment where cost-benefit outcomes are continuously improved. Prepare consolidated financial reports for presentation.

ENQUIRIES : Mr R Oosthuizen Tel No: (021) 467 2480

POST 16/331 : **DEPUTY DIRECTOR: RECRUITMENT AND SELECTION REF NO: 271**
Directorate: Recruitment and Selection: Office- Based Educators and Public Servants

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

CENTRE : Cape Town

REQUIREMENTS : National Senior Certificate (or equivalent) and a Three-year relevant qualification (HR, Public Administration/ Management, Industrial Psychology). 3 years middle management experience. Knowledge: Knowledge of recruitment process. Knowledge of recruitment systems. Knowledge of related prescripts. Ensure compliance with educator/public servant prescripts. Labour Relations Act (LRA), 66 of 1995. Employment of Educators Act 76 of 1998. Public Service Act, 1994. South African Schools Act 84 of 1996. Basic Conditions of Employment Act (BCEA) 75 of 1997. Skills: Numeracy. Literacy. Computer Literacy. Language skills. Project Management. Accounting Finance and Audit. Legal Administration. Managerial skills. Leadership skills. Interpersonal skills. Communication skills (written and verbal). Analytical skills. Problem solving. Decision Making. Facilitation and Presentation skills. Conflict resolution. Organising.

DUTIES : Plan, organise, control and coordinate the recruitment and selection process of institution and office-based educators. Manage the: Issuing of educator vacancy lists. Issuing of vacancy rosters. Verification of adverts captured by schools/Circuit Managers in terms of compliance and quality. Capturing and vetting of adverts to ensure compliance with legislation. Processing of nominations received from schools. Facilitation of the placement of advertisements in applicable media. Process of conducting personnel suitability checks in respect of all nominated candidates. Submissions for approval by the delegated authority. Maintenance of recruitment and selection databases. Monitoring and verification of nominations forwarded to Service

Benefits for capturing on Personnel and Salary system (PERSAL). Provide advice on technical, recruitment and selection related enquiries. Recommends recruitment related submissions for approval by the delegated authority. Provide a recruitment advisory service to all stakeholders. Monthly reporting on recruitment and selection progress. Manage the vacancies to an acceptable vacancy rate. Ensure the provision of support in labour relations cases. Advocacy campaigns and recruitment training at Tertiary Institutions. Advocacy and training of School Governing Bodies (SGBs) and other stakeholders. Plan, organise, control and coordinate the recruitment and selection of institution and office based public servants. Manage the: Issuing of vacancy bulletins and rosters. Capturing of adverts. Verification of adverts captured by schools in respect of compliance and quality. Vetting of adverts to ensure compliance and legislation. Processing of nominations received from schools. Facilitation of the placement of advertisements in applicable media. Process of conducting personnel suitability checks in respect of all nominated candidates. Submissions for approval by the delegated authority. Maintenance of recruitment and selection databases. Monitoring and verification of nominations forwarded to Service Benefits for capturing on PERSAL. Provide advice with technical, recruitment and selection related enquiries. Recommends recruitment related submissions for approval by the delegated authority. Draft Senior Management Service (SMS) submissions for approval by the delegated authority. Draft SMS appointment letters in respect of nominated candidates. Provide a recruitment advisory service to all stakeholders. Monthly reporting on recruitment and selection progress. Manage the vacancies to an acceptable vacancy rate. Ensure the provision of support in labour relations cases. Advocacy and training of SGBs and other stakeholders. People Management. Manage the human resources of the component to achieve the pre-determined performance indicators and service delivery imperatives, motivated, competent, appreciated and performance orientated staff and sound labour relations: Participate in the recruitment of staff in the numbers and grades appropriate to ensure the achievement of the component's Business Plan. Motivate, train and guide staff within the component, to achieve and maintain excellence in service delivery. Actively manage the performance, evaluation and rewarding of staff within the component. Monitor information capacity building within the component. Active involvement in the compilation of a HR plan, a service delivery improvement programme, and an information resources plan, for the component. Promote sound labour relations within the component. Actively manage and promote the maintenance of discipline within the component. Financial Management. Plan the component's budget and manage expenditure, through responsible implementation of policies, practices and decisions in order to achieve component objectives effectively and efficiently. Prepare budget required to achieve component objectives. Maintain internal control policies and processes in line with the Public Finance Management Act (PFMA) and National Treasury (NT) Guidelines and Best Practice Notes. Prepares short-term (1 year) and longer-term (2-5 years) budget plans. Ensure conformity with PFMA and auditing requirements. Monitor revenue and expenditure for the purpose of sound fiscal responsibility. Project long-term financial requirements needed to achieve component objectives. Explain or justify the component budget to other stakeholders and departmental groups. Oversees or help procure equipment, facilities, supplies and services. Foster an environment where cost-benefit outcomes are continuously improved. Prepare consolidated financial reports for presentation.

ENQUIRIES : Ms M Mocke Tel No: (021) 467 9278

POST 16/332 : **GEOGRAPHIC INFORMATION SYSTEM TECHNICIAN: GRADE A REF NO: 226**
Directorate: Physical Resource Planning and Property Management

SALARY : R791 604 per annum, (CICS)
CENTRE : Cape Town
REQUIREMENTS : National Senior Certificate and a National Diploma in GIS or equivalent qualification. Meeting requirements by PLATO to register as Professional GIS Technician. Minimum of Three years' experience post qualification. Knowledge of South African Schools Act of 1996, Regulations and Guidelines. PLATO Act of 1984. Spatial planning systems and norms of Government. Government Immovable Asset Management Act of 200. Occupational Health and Safety Act

of 1993 and Regulations. National Environmental Management Act of 1998. Relevant Provincial Land Administration Legislation. National Archives and Records Service Act of 1996.

DUTIES : Perform technical GIS activities for infrastructure planning through utilisation of education information systems: Collect credible data from different sources. Capture data and update on a regular basis on required formats. Analyse data according to application requirements. Implement quality assurance. Contribute to the design of an appropriate spatial database for infrastructure planning in line with existing Education Information Systems: Document functional and user requirements. Identify gap analysis. Verify spatial data. Update information. Capture metadata records. Produce fully functional maps customised to requirements of users. Compile reports. GIS Equipment, software, data and products: Assist to validate GIS software. Test GIS equipment. Assist to validate GIS data and products. Assist to customise GIS software to meet needs of users. Assist to train end users. Participate in regular systems audits and implementation of GIS standards: Adhere to GIS standards in terms of maps and information. Provide updated information in terms of system audits. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils: Study professional journals and publications to stay abreast of new developments. Monitor and study the education sector, legal frameworks, standards changes and policy frameworks. Engage in relevant continuous professional development activities [tools and techniques] as prescribed and/or required. Update the Infrastructure comprehensive planning framework of Department in terms of research findings, new technology and changes in the institutional environment. Interact with relevant Professional Bodies/Councils.

ENQUIRIES : Mr G.Coetzee Tel No: (021) 467 9261

POST 16/333 : **ASSISTANT DIRECTOR: COMPLIANCE REF NO: 189**
District Office: Metro South Education District Office

SALARY : R487 197 per annum (Level 09)
CENTRE : Mitchells Plain
REQUIREMENTS : National Senior Certificate (or equivalent) and a Three-year post matric qualification in audit or financial management. 3-5 years relevant experience. Constitution of the Republic of South Africa No.108 of 1996. Public Finance Management Act (PFMA). South African Schools Act No.84 of 1996. The Western Cape Provincial School Education Act No.12 of 1997. National Treasury Regulations. Government Gazette No.35617 on Amended National Norms and Standards for Schools Funding 2012. Manual Basic Financial System for Public Ordinary Schools. Treasury Guidelines Preparation of Estimates for Medium Term Expenditure Framework. Budget Prescriptions promulgated in Provincial Gazette 6103 of 23 January 2004. Policy to Monitor the Financial Management Capability of all Public Ordinary Schools Draft 2016. Knowledge of modern systems of governance and administration. Knowledge of monitoring and reporting processes. Skills: Financial Administration. Analytical thinking. Written and verbal communications including reports and submissions. Motivational. Organisational and Planning. Numerical skills. Computer literacy. Presentation. Interpretation analyse and conceptualise. Ability to gather and process information. Interpersonal skills.

DUTIES : Manage and coordinate the evaluation of the Approved Budget for Public Ordinary Schools and hostels. Ensure that notifications and reminders are send to all Public Ordinary Schools to finalise their budgets and to submit to the District Office before or on the official due date. Manage the evaluation of the entire Public Ordinary Schools within the Education Districts approved budgets. Ensure that feedback is provided on the outcome of the evaluation to the Public Ordinary School including SGB, School Management and Governance and Circuit Manager. Ensure the update and maintenance of the Red-flag database and upload to EduInfoSearch. Ensure that all information and documentation is recorded within the approved record and electronic content management system. Manage and coordinate the evaluation of the Annual Financial Statements of the Public Ordinary Schools within the Education District. Ensure that notifications and reminders are send to all Public Ordinary Schools to complete their Annual Financial Statements and to send it to the District Office before or on the official due date. Ensure that all

Audited Annual Financial Statements with supporting documents are evaluated. Ensure that feedback is provided to all Public Ordinary Schools including SGB, Circuit Manager, School Management and Governance on the outcome of the evaluation. Ensure the update and maintenance of the Red-flag and submit the Red-flag database and upload onto EduInfoSearch. Ensure that all information and documentation is recorded within the approved record and electronic content management system. Manage the evaluation of the Bi-Annual Financial Statements (WCED 043) of the Public Ordinary and Public Special Schools within the Education District. Ensure that notifications and reminders are send to all Public Schools to finalise the Bi-Annual Financial Statements (WCED 043) and to submit it to the District Office before or on the official due date. Ensure that all Bi-Annual Financial Statements of Public Schools are evaluated. Ensure that feedback is provided to all Public Schools including SGB, Circuit Manager, School Management and Governance on the outcome of the evaluation. Ensure the update and maintenance of the Red-flag and submit the Red-flag database and upload onto EduInfoSearch. Ensure that all information and documentation is recorded within the approved record and electronic content management system. Manage, coordinate and administer pre-forensic investigations. Investigate all pre-forensic, specified financial-related allegations and irregularities. Provide guidance and support to investigation teams. Plan and prioritise investigations. Determine the content of the allegation. Interviews with numerous role players to determine the validity of the allegations. Collect all relevant documents, information and affidavits. Confiscate all relevant documents. Compile pre-forensic reports with findings and recommendations. Send to Head Office, Employee Relations or Provincial Forensic Services. Follow-up additional information and recommendations required. Represent the department as witness in labour or court cases. Submit recommendations to Circuit Manager or Management and Governance. Follow up on the implementation of recommendations. Participation in the recruitment of staff. Motivate, train and guide staff. Compile standard operating procedures for functions performed. Manage the performance, evaluation and rewarding of staff. Promote sound employee relations. Manage and promote the maintenance of discipline.

ENQUIRIES : Mr A.Engel Tel No: (021) 370 2076

POST 16/334 : **E-LEARNING PROJECTS FACILITATOR: CURRICULUM SUPPORT REF NO: 196**
District Office: Metro Central Education District Office

SALARY : R487 197 per annum (Level 09)
CENTRE : Maitland
REQUIREMENTS : National Senior Certificate (or equivalent) and a Three-year post matric qualification. 3-5 years' experience in project management in an ICT environment. Preference will be given to experience in an education environment. Knowledge of relevant provincial e-Learning policies, legislation and regulations including White Paper 7 and knowledge of project management within an ICT environment. Skills: Advanced computer literacy, negotiation skills, presentation skills, communication skills, project planning skills, planning and organizational skills, analytical and systematic thinking skills and report writing skills.
DUTIES : Manage e-Learning projects at district level by assisting in confirming priority schools for new and refreshed technology, conducting technology audits to inform decisions in collaboration with CeI, managing the retrieval and redistribution of technology, coordinating and managing implementation of all e-Learning project deliverables including project plans, site visits and installations, ensuring schools with subject-specific needs are adequately resourced according to approved plans, checking and reporting on schedules of needs and project plans for technology provisioning, submitting project plans for approval and coordinating and project managing technology provisioning for e-Learning and e-Administration. Develop and implement plans, processes and systems to implement e-Learning and technology provision projects, liaise with Head Office regarding technology provisioning and innovation projects, implement and support new and refreshed technology at public ordinary and special schools, ensure support and maintenance as per service level agreements, collaborate with Head Office and district units on e-Learning projects and ensure first-line administrative technical support to schools and School Network Administrators regarding connectivity, software and hardware.

Provide information management and reporting by developing, managing and maintaining updated databases and records of e-Learning project implementation including financial aspects, updating and maintaining project registers and reporting regularly to stakeholders on e-Learning projects, technology provisioning and connectivity.

ENQUIRIES : Ms N Awaldien: Tel No: (021) 514 6700

POST 16/335 : **ASSISTANT DIRECTOR: ACCOMMODATION REF NO: 223**
Directorate: Physical Resource Planning and Property Management

SALARY : R487 197 per annum (Level 09)
CENTRE : Cape Town
REQUIREMENTS : National Senior Certificate, or equivalent and an appropriate 3-year post school qualification. 5 years' experience in project management – preference will be given to experience in an education environment. Knowledge of Financial and Project Management experience. Sound understanding of Project Management methodology. Proven experience in handling / managing accommodation projects / educational environment. Proven experience in budgeting and financial control. Knowledge of the policies / norms in respect of government accommodation. Knowledge of legislation, regulations, acts, agreements, policies, associated schedules and procedures: Policies on accommodation, SITA, Public Finance Management Acts (PFMA); procurement processes, BAS, SourceLink; BEE, WCSD. Skills: Advanced computer literacy – specific expertise in spreadsheets. Budgeting. Ability to think analytically and systematically. Ability to negotiate. Advanced report writing.

DUTIES : Co-ordination and project management of office accommodation for Head-and District Offices: Define project scope, goals and deliverables that support business goals in collaboration with senior management and stakeholders; develop full-scare project plans and associated communications documents; Effectively communicate project expectations to team members and stakeholders in a timely and clear fashion; Liaise with project stakeholders on an on-going basis; Estimate the resources and participants needed to achieve project goals. Develop and implement appropriate policies, business process plans, process and systems to effectively manage, monitor, evaluate and report on all office accommodation projects. Develop and manage an updated database/record of all relevant aspects including financial aspects of all projects in line with project management principles: Allocate budget per project; Where required, negotiate with other department managers for the acquisition of required personnel from within the company; Monitor budget spending; Draft quarterly and financial reports. Manage the administrative deliverables of accommodation projects: Plan and schedule project timelines and milestones using appropriate tools; Track project milestones and deliverables; Develop and deliver progress reports, proposals, requirements, documentation and presentations. Collaborate and liaise with the different role players with respect to all office accommodation projects.

ENQUIRIES : Mr G.Coetzee Tel No: (021) 467 9261

POST 16/336 : **ASSISTANT DIRECTOR: SERVICE BENEFITS REF NO: 227**
Directorate: Service Benefits

SALARY : R487 197 per annum (Level 09)
CENTRE : Cape Town
REQUIREMENTS : National Senior Certificate (or equivalent) and a Three-year relevant qualification. 5 years relevant experience. Knowledge of South African Schools Act (SAST). Service Benefits processes and systems. Compliance with educator and public service prescripts. Constitution of the Republic of South Africa (RSA) / WCG. Public Service Act (PSA). Public Service Regulations (PSR). Employment of Educators Act. Personnel Administration Measures (PAM). Employment Equity Act (EEA). Basic Conditions of Employment Act (BCEA). Government Employees Pension Fund (GEPF) Law. Labour Relations Act (LRA). White Paper on Transformation & Batho Pele Principals. White Paper on Service Delivery in the Public Service. Human Rights Practices. People Management. Skills Development Strategy of the Public Service / CS Educators. New Management Framework. Education Law and Policy. Disciplinary Codes and Procedures. CORE & Compensation Management (job evaluation & job descriptions). Collective agreements &

resolutions. SPMS. PERSAL. Public Finance Management Act (PFMA). Sense of the demographics of WCED. Skills: Numeracy. Literacy. Language skills. Computer Literacy. Project Management. Interpersonal skills. Communication skills. Analytical skills. Leadership. Problem solving. Decision Making. Facilitation and Presentation skills. Conflict resolution. Organising. Demonstrate the ability to use the following IT Software: Microsoft (MS) Office Package (MS Word, MS Excel, MS Power-point, Office 365, MS Outlook), PERSAL.

DUTIES : Implement and operationalise the appointment and salary administration. Institutionalise the implementation of various types of appointments in compliance with all HR related prescripts, policies and legislative requirements. Appointments: Ensure that all qualifications before the appointment is effected and regular updating of new personal information on the Personnel and Salary system (PERSAL). Ensure that the transfer of personnel from other government departments is implemented correctly. Quality assure and monitor the approval of appointments on PERSAL. Quality assure contracts of employment for completeness and ensure a copy of the contract is available on personnel files. Quality assure progress reports in respect of compliance. Salary Administration: Quality assure and monitor the implementation of all employment appointments processed. Ensure that data loaded on PERSAL corresponds with information on file/nomination documents. Implement and ensure that any amendments to prescripts pertaining to salaries are brought to the attention of management and staff. Operationalise the timeous payment of salaries to ensure that all appointments, acting allowances, 37% in lieu of service benefits transactions are captured correctly and approved timeously on PERSAL. Ensure the improvement of qualifications, cash bonuses, recognition of previous experience or notch adjustments for corrections. Quality assure official's appointment date is correct and approve transactions Long service payments. Quality assure and ensure the correct banking details are captured. Operationalise the implementation of the following functions: Ensure the registration of all incoming correspondence (eg. Leave applications). Ensure the processing of leave forms including temporary (short & long term) incapacity applications and permanent incapacity (ill-health) applications. Quality assure, institutionalise and monitor the implementation of the following processes: Auditing and verification of leave gratuities. Internal audits of service benefits. Government Employees Housing Scheme (GEHS). Other general allowances. Service Terminations (Pensions). Long service recognition. Performance Management. Resettlement. Service Bonus. Medical Aid. Injury on duty (IODs). NSC payments. Consolidate and report on people service benefits information (inclusive of statutory reporting). Implement the continuous development and refinement of Standard Operating Procedures (SOPs) in respect of all service benefits, conditions of service and related processes. Ensure the day to day implementation of the SOPs. Provide inputs towards the development and implementation of work plans. Provide input with the development of processes and procedures in relation to Service Benefits. Advise and guide management in District offices and institutions. Liaise with other components within HR, the Department (WCED), other departments (provincially and nationally) and Unions (on transversal matters and grievances). Ensure the adherance of HR delegations. People Management. Participation in the recruitment and selection of staff. Motivate, train and guide staff. Manages the performance, evaluation and rewarding of staff. Monitor information capacity building. Promote sound labour relations. Maintain discipline. Guide on policy issues with regard to the functions of the components under his/her command.

ENQUIRIES : Ms D Pillay Tel No: (021) 467 2477

POST 16/337 : **ASSISTANT DIRECTOR: SERVICE BENEFITS REF NO: 228**
Directorate: Service Benefits

SALARY : R487 197 per annum (Level 09)
CENTRE : Cape Town
REQUIREMENTS : National Senior Certificate (or equivalent) and a Three-year relevant qualification. 5 years relevant experience. Knowledge of South African Schools Act (SAST). Service Benefits processes and systems. Compliance with educator and public service prescripts. Constitution of the Republic of South Africa (RSA) / WCG. Public Service Act (PSA). Public Service Regulations (PSR). Employment of Educators Act. Personnel Administration Measures

(PAM). Employment Equity Act (EEA). Basic Conditions of Employment Act (BCEA). Government Employees Pension Fund (GEPF) Law. Labour Relations Act (LRA). White Paper on Transformation & Batho Pele Principals. White Paper on Service Delivery in the Public Service. Human Rights Practices. People Management. Skills Development Strategy of the Public Service / CS Educators. New Management Framework. Education Law and Policy. Disciplinary Codes and Procedures. CORE & Compensation Management (job evaluation & job descriptions). Collective agreements & resolutions. SPMS. PERSAL. Public Finance Management Act (PFMA). Sense of the demographics of WCED. Skills: Numeracy. Literacy. Language skills. Computer Literacy. Project Management. Interpersonal skills. Communication skills. Analytical skills. Leadership. Problem solving. Decision Making. Facilitation and Presentation skills. Conflict resolution. Organising. Demonstrate the ability to use the following IT Software: Microsoft (MS) Office Package (MS Word, MS Excel, MS Power-point, Office 365, MS Outlook), PERSAL.

DUTIES : Implement and operationalise the appointment and salary administration. Institutionalise the implementation of various types of appointments in compliance with all HR related prescripts, policies and legislative requirements. Appointments: Ensure that all qualifications before the appointment is effected and regular updating of new personal information on the Personnel and Salary system (PERSAL). Ensure that the transfer of personnel from other government departments is implemented correctly. Quality assure and monitor the approval of appointments on PERSAL. Quality assure contracts of employment for completeness and ensure a copy of the contract is available on personnel files. Quality assure progress reports in respect of compliance. Salary Administration: Quality assure and monitor the implementation of all employment appointments processed. Ensure that data loaded on PERSAL corresponds with information on file/nomination documents. Implement and ensure that any amendments to prescripts pertaining to salaries are brought to the attention of management and staff. Operationalise the timeous payment of salaries to ensure that all appointments, acting allowances, 37% in lieu of service benefits transactions are captured correctly and approved timeously on PERSAL. Ensure the improvement of qualifications, cash bonuses, recognition of previous experience or notch adjustments for corrections. Quality assure official's appointment date is correct and approve transactions Long service payments. Quality assure and ensure the correct banking details are captured. Operationalise the implementation of the following functions: Ensure the registration of all incoming correspondence (eg. Leave applications). Ensure the processing of leave forms including temporary (short & long term) incapacity applications and permanent incapacity (ill-health) applications. Quality assure, institutionalise and monitor the implementation of the following processes: Auditing and verification of leave gratuities. Internal audits of service benefits. Government Employees Housing Scheme (GEHS). Other general allowances. Service Terminations (Pensions). Long service recognition. Performance Management. Resettlement. Service Bonus. Medical Aid. Injury on duty (IODs). NSC payments. Consolidate and report on people service benefits information (inclusive of statutory reporting). Implement the continuous development and refinement of Standard Operating Procedures (SOPs) in respect of all service benefits, conditions of service and related processes. Ensure the day to day implementation of the SOPs. Provide inputs towards the development and implementation of work plans. Provide input with the development of processes and procedures in relation to Service Benefits. Advise and guide management in District offices and institutions. Liaise with other components within HR, the Department (WCED), other departments (provincially and nationally) and Unions (on transversal matters and grievances). Ensure the adherance of HR delegations. People Management. Participation in the recruitment and selection of staff. Motivate, train and guide staff. Manages the performance, evaluation and rewarding of staff. Monitor information capacity building. Promote sound labour relations. Maintain discipline. Guide on policy issues with regard to the functions of the components under his/her command.

ENQUIRIES : Ms D Pillay Tel No: (021) 467 2477

POST 16/338 : **ASSISTANT DIRECTOR: SERVICE BENEFITS REF NO: 229**
Directorate: Service Benefits

SALARY : R487 197 per annum (Level 09)
CENTRE : Cape Town
REQUIREMENTS : National Senior Certificate (or equivalent) and a Three-year relevant qualification. 5 years relevant experience. Knowledge of South African Schools Act (SAST). Service Benefits processes and systems. Compliance with educator and public service prescripts. Constitution of the Republic of South Africa (RSA) / WCG. Public Service Act (PSA). Public Service Regulations (PSR). Employment of Educators Act. Personnel Administration Measures (PAM). Employment Equity Act (EEA). Basic Conditions of Employment Act (BCEA). Government Employees Pension Fund (GEPF) Law. Labour Relations Act (LRA). White Paper on Transformation & Batho Pele Principals. White Paper on Service Delivery in the Public Service. Human Rights Practices. People Management. Skills Development Strategy of the Public Service / CS Educators. New Management Framework. Education Law and Policy. Disciplinary Codes and Procedures. CORE & Compensation Management (job evaluation & job descriptions). Collective agreements & resolutions. SPMS. PERSAL. Public Finance Management Act (PFMA). Sense of the demographics of WCED. Skills: Numeracy. Literacy. Language skills. Computer Literacy. Project Management. Interpersonal skills. Communication skills. Analytical skills. Leadership. Problem solving. Decision Making. Facilitation and Presentation skills. Conflict resolution. Organising. Demonstrate the ability to use the following IT Software: Microsoft (MS) Office Package (MS Word, MS Excel, MS Power-point, Office 365, MS Outlook), PERSAL.
DUTIES : Implement and operationalise the appointment and salary administration. Institutionalise the implementation of various types of appointments in compliance with all HR related prescripts, policies and legislative requirements. Appointments: Ensure that all qualifications before the appointment is effected and regular updating of new personal information on the Personnel and Salary system (PERSAL). Ensure that the transfer of personnel from other government departments is implemented correctly. Quality assure and monitor the approval of appointments on PERSAL. Quality assure contracts of employment for completeness and ensure a copy of the contract is available on personnel files. Quality assure progress reports in respect of compliance. Salary Administration: Quality assure and monitor the implementation of all employment appointments processed. Ensure that data loaded on PERSAL corresponds with information on file/nomination documents. Implement and ensure that any amendments to prescripts pertaining to salaries are brought to the attention of management and staff. Operationalise the timeous payment of salaries to ensure that all appointments, acting allowances, 37% in lieu of service benefits transactions are captured correctly and approved timeously on PERSAL. Ensure the improvement of qualifications, cash bonuses, recognition of previous experience or notch adjustments for corrections. Quality assure official's appointment date is correct and approve transactions Long service payments. Quality assure and ensure the correct banking details are captured. Operationalise the implementation of the following functions: Ensure the registration of all incoming correspondence (eg. Leave applications). Ensure the processing of leave forms including temporary (short & long term) incapacity applications and permanent incapacity (ill-health) applications. Quality assure, institutionalise and monitor the implementation of the following processes: Auditing and verification of leave gratuities. Internal audits of service benefits. Government Employees Housing Scheme (GEHS). Other general allowances. Service Terminations (Pensions). Long service recognition. Performance Management. Resettlement. Service Bonus. Medical Aid. Injury on duty (IODs). NSC payments. Consolidate and report on people service benefits information (inclusive of statutory reporting). Implement the continuous development and refinement of Standard Operating Procedures (SOPs) in respect of all service benefits, conditions of service and related processes. Ensure the day to day implementation of the SOPs. Provide inputs towards the development and implemention of work plans. Provide input with the development of processes and procedures in relation to Service Benefits. Advise and guide management in District offices and institutions. Liaise with other components within HR, the Department (WCED), other departments (provincially and nationally) and Unions (on transversal matters and

grievances). Ensure the adherance of HR delegations. People Management. Participation in the recruitment and selection of staff. Motivate, train and guide staff. Manages the performance, evaluation and rewarding of staff. Monitor information capacity building. Promote sound labour relations. Maintain discipline. Guide on policy issues with regard to the functions of the components under his/her command.

ENQUIRIES : Ms D Pillay Tel No: (021) 467 2477

POST 16/339 : **ASSISTANT DIRECTOR: STATEGIC PEOPLE MANAGEMENT: EMPLOYEE HEALTH AND WELLNESS REF NO: 264**
Directorate: Employee Health and Wellness

SALARY : R487 197 per annum (Level 09)
CENTRE : Cape Town
REQUIREMENTS : National Senior Certificate, or equivalent and a 3-year, relevant, post-school qualification. 5 years' relevant experience. Knowledge: Knowledge of: Employee Health and Wellness related process, Employee Health and Wellness related systems and of related prescripts. Ensure compliance with educator/public servant prescripts. Labour Relations Act (LRA), 66 of 1995. Employment of Educators Act 76 of 1998. Public Service Act, 1994. South African Schools Act 84 of 1996. Basic Conditions of Employment Act (BCEA) 75 of 1997. Knowledge of other related legislation. Skills: Numeracy. Literacy, Computer Literacy, Language skills, Project Management, Leadership skills, Interpersonal skills, Analytical skills, Problem solving, Decision Making, Facilitation and Presentation skills, Conflict resolution, Organising, Good written and oral communication skills.

DUTIES : Implement the employee health and wellness programme: Coordinate EHW services by: Providing advisory services on reported cases; Providing advisory services to relevant clients; Providing feedback through various reporting and statistical platforms. Coordinate and facilitate communication and awareness by: Implementing a communication and awareness plan; Creating awareness and marketing EHW services and policies; Conducting roadshows and wellness events in districts. Coordinate and facilitate client liaison responsibilities with regards to: Liaising with management on EHW matters; Establish, maintain and enhance the relationship amongst EHW stakeholders; Acting as a point of contact for complaints from client and escalate challenges. Represent the department on various EHW structures: Monitor and analyse the absenteeism reports and sick leave profiles and propose relevant interventions. Facilitate the procurement of EHW offerings and monitor the service providers. Facilitate the implementation of Provincial Employee Aids Programme (PEAP) (HIV/AIDS). Monitor service provided by service provider and the utilisation of the programme. Report on relevant executed projects on various reporting and statistical platforms. Provide financial administration support and payment processing with regards to the EHW programme: Monitor EHW programme budgets and report on expenditure; Ensure all payments are made within 30 days period; Quality assure all invoices from service providers for accuracy and compliance; Review the proofs of payments for all Basic Accounting System (BAS) payments done in a month; Draw a Document Control Report for all payments done on BAS; Ensure that the Administration Clerk submits to Finance all the payment vouchers and the Document Control Report before the 7th of each month; Ensure database of all payments made. Implement, facilitate and monitor EHW governance and compliance: Develop relevant EHW governance and standards. Conduct topic specific research. Develop and participate in draft/review of frameworks/strategies, standards and plans. Participate on various committees and meetings prevalent to EHW processes. Identify and analyse EHW themes and trends. Plan relevant projects for the department. Monitor and report on compliance of EHW projects in the Department. Report on relevant executed projects on various reporting and statistical platforms. Develop and maintain EHW database. Provide statutory reports in respect of the Department. Assess EHW programmes. Draft reports on EWH programme impact. Operationalise the provisioning of reasonable accommodation services: Investigate cases requesting reasonable accommodation and/or assistive devices. Facilitate disability disclosures with employees. Follow up on disclosure capturing on Personnel and Salary systems (PERSAL). Liaise with Health Risk Manager and Occupational Therapist for Functional Capacity Evaluations, where necessary. Liaise with various directorates for purpose of placement in terms of reasonable

accommodation. People Management: Participation in the recruitment and selection of staff. Motivate, train and guide staff. Manages the performance, evaluation and rewarding of staff. Monitor information capacity building. Promote sound labour relations. Maintain discipline. Guide on policy issues with regard to the functions of the components under his/her command.

ENQUIRIES : Mr R.Oosthuizen Tel No: (021) 467 2480

POST 16/340 : **ASSISTANT DIRECTOR: PLANNING AND INFORMATION MANAGEMENT REF NO: 255**
District Office: Cape Winelands Education District Office

SALARY : R487 197 per annum (Level 09)
CENTRE : Worcester
REQUIREMENTS : National Senior Certificate (or equivalent) and a Three-year post matric qualification. A valid Driver's licence (excluding code A/A1). 3-5 years administrative experience. Knowledge: Knowledge of WCG, WCED and general government information systems. Departmental policies and procedures. Intergovernmental Relations / Stakeholder Management. Knowledge of ICT strategy, processes and procedures. Knowledge of Departmental strategic and operational planning processes and procedures. Knowledge of Departmental programme and project management processes and procedures. Knowledge of Departmental performance monitoring processes and procedures. Knowledge of intergovernmental and intra institutional relations at district level. Skills: Written and verbal communication. Motivational. Interpretation of prescripts and policies. Organising and planning. Report writing. Data and Information Management. Computer literacy. Analytical thinking. Facilitation and Presentation skills.

DUTIES : Manage, monitor and review the district strategic annual business plans. Manage the district strategic annual business process. Coordinate the submission, monitoring, review and reporting on the implementation of the operational and business plans. DIP Calendars NSLA Special Programmes (e.g. EMGD, HSIP, GET, FET, Positive Behaviour, etc.). Coordinate the integrated planning process with government departments, local government, municipalities, local business, NGOs within the district. IDP engagements. Joint Planning Initiatives (JPIs). Intergovernmental steering committees. Community outreach programmes (Thusong Centres), etc. Liaison meetings with stakeholders. Interface between the office of the District Director and internal/external stakeholders. NCOP (National Council of Provinces). Parliamentary Standing Committee. SG visits. Reporting on external and inter-governmental matters. Analyse, present and report on district data and information. Provide management and decision making information. Manage and maintain all aspects of information at district level (Management Information systems and facilitate ICT services). Enable access and utilisation of the Education Management Information Systems (EMIS) and related information Technology (IT) solutions. Oversee and monitor the maintenance of all Educational Management Information and related systems. CEMIS/SAMI (including School Information). DMIS. Edu Info Search (EIS). Facilitate Knowledge and Information Management Systems user training and support in collaboration with the Directorate Information and Knowledge Management. Render support in terms of the publication and dissemination of institutional knowledge and information generated within education information systems. Coordinate surveys (e.g. DBE, WCED, etc.) to be conducted at district level. Provide secretarial support at District Management Meetings. Maintain all relevant district databases. NGO stakeholders working in schools. Exchange programmes in schools. Partnerships. District staff (contact details), etc. Supervision of staff. Participation in the recruitment of staff. Motivate, train and guide staff. Compile standard operating procedures for functions performed. Manage the performance, evaluation and rewarding of staff. Promote sound employee relations. Manage and promote the maintenance of discipline.

ENQUIRIES : Mr B Jacobs Tel No: (023) 348 4660

POST 16/341 : **ANALYST INFORMATION MANAGER: EDUCATION KNOWLEDGE AND INFORMATION SYSTEMS REF NO: 257**
Directorate: Education Knowledge and Info Systems

SALARY : R487 197 per annum (Level 09)
CENTRE : Cape Town

REQUIREMENTS : National Senior Certificate (or equivalent) and a Three-year relevant qualification. 3 years management experience. Knowledge: Thorough knowledge of knowledge management and information systems. Sense of the demographics of WCED. Literacy (2 Official Languages). Numeracy. In-depth knowledge of Organization (structure & processes). Skills: Excellent oral and written communication skills. High degree of focus on departmental needs, customer satisfaction. Quality orientated. Excellent diagnostic skills. Excellent problem-solving skills. Excellent interpersonal / organisational skills. Strong attention to detail. Project Management. Presentation Skills. Decision-making. Computer literacy. Problem solving. Leadership and Planning. Relationship building skills. Co-ordination. Research skills. Facilitation and Presentation skills. Strong Decision-making. Conflict resolution. Meeting skills. Interpersonal relations.

DUTIES : Helping to develop corporate knowledge management strategy. Identifying and developing various techniques to facilitate knowledge transfer. Assist with knowledge management design, development, implementation and ongoing support and maintenance. Create a process to easily identify knowledge required to meet organisational needs. Determine the appropriate structure and format in the knowledge management system, and determine the sources and acquisition methods for the knowledge. Ensure the continued enhancements of knowledge management techniques in conjunction with evolving industry trends and standards. Primary contact internally regarding relevant tools and technologies. Finding sources of expertise and acquiring necessary knowledge. Implementing and maintaining the knowledge throughout the organisation.

ENQUIRIES : Mr C. Adriaans Tel No: (021) 467 9255

POST 16/342 : **ASSISTANT DIRECTOR: RECRUITMENT AND SELECTION: SYSTEMS AND ADMINISTRATION: ESTABLISHMENTS REF NO: 274**
Directorate: Recruitment and Selection

SALARY : R487 197 per annum (Level 09)
CENTRE : Cape Town
REQUIREMENTS : A National Senior Certificate, or equivalent and a 3-year relevant qualification. 5 years' relevant experience. Knowledge: Knowledge of recruitment process. Knowledge of recruitment systems. Knowledge of related prescripts. Ensure compliance with educator/public servant prescripts. PERSAL. Establishments. Labour Relations Act (LRA), 66 of 1995. Employment of Educators Act 76 of 1998. Public Service Act, 1994. South African Schools Act 84 of 1996. Basic Conditions of Employment Act (BCEA) 75 of 1997. Knowledge of other related legislation. Skills: Numeracy, Literacy, Language skills, Computer Literacy, Project Management, Leadership skills, Interpersonal skills, Analytical skills, Problem solving, Decision Making, Facilitation and Presentation skills, Conflict resolution, Organising, Good written and oral communication skills, ability to analyse, conceptualise and interpret policy, PERSAL.

DUTIES : Operationalise and coordinate an establishment administration and control function: Manage the approved establishment of the department. Ensure the creation and abolishment of posts on the approved establishment. Control and monitor use of functions pertaining to establishment control. Develop, analyse and maintain establishment statistics. Manage the reconciliation of organisational structures with Personnel. and Salary (PERSAL) system. Check and verify establishment related information. Implement establishment related policies and procedures: Manage the development and implementation of policies and procedures related to establishment administration. Advise and guide management and staff on the interpretation of policies and prescripts. Provide accurate and up-to-date information and reports to relevant stakeholders on establishment matters: Ensure the coordination and compilation of information for top management. Ensure the development and maintenance of establishment databases for the department. Manage the provision of people administrative information (including statutory reporting). Manage responses and provide reports to Auditor General (AG) requests for establishment information. People management: Participation in the recruitment and selection of staff. Motivate, train and guide staff. Manages the performance, evaluation and rewarding of staff. Monitor information capacity building. Promote sound labour relations. Maintain discipline. Advise on policy issues with regard to the functions of the components under his/her command.

ENQUIRIES : Ms M Mocke Tel No: (021) 467 9278

POST 16/343 : **ADMINISTRATIVE OFFICER: PROPERTY MANAGEMENT REF NO: 222**
Directorate: Physical Resource Planning and Property Management

SALARY : R413 001 per annum (Level 08)
CENTRE : Cape Town
REQUIREMENTS : Appropriate B-degree with 3-5 years appropriate experience or Grade 12 with 6-10 years appropriate experience. Knowledge of government systems Knowledge of the government policies Knowledge of the Constitution, legal and institutional arrangements governing the SA public sector. Skills: Analytical and systems thinking skills. Conceptual and formulation skills. Excellent communication skills. Computer literacy skills.
DUTIES : Management of Leases Facilitating the lease agreement process: Facilitate the renewal of contracts process Loading of leases on the system and continuously updating the commitment property register. Issue payment instructions to finance office: Provide finance with the banking details form consisting of the supplier details for loading on the BAS system. Provide finance with the annual template for loading on the BAS system. Provide finance with the template of all leases that needs to be paid on a monthly basis. Facilitation of opening, closing and merging of schools as well as transfers of independent schools to public schools. Receipt of application (whether it's opening, closing, merging of schools or transfer of independent schools). Draft submission for MEC for approval. Draft letter for notification. Notify all components/parties affected by the decision. Planning of scheduled and emergency maintenance. Receive priority list from District Offices/application form directly from schools in cases of emergency repairs In cases of scheduled maintenance, the priority list is forwarded to Public Works for execution. In cases of emergency maintenance, the Supply Chain Management process must be followed. Facilitate SGB building projects. Assist schools with the whole process until final approval is granted. Facilitate the process of the relinquishing of school property. The process can start in 2 ways: Firstly, a telephonic enquiry can be received directly from Public or Secondly, an enquiry can be received from Public Works. Acquisition of sites and leased schools: Facilitate the process from beginning to end. Regular contact with all role players during the process.
ENQUIRIES : Mr C Paris Tel No: (021) 467 2010

POST 16/344 : **SCHOOL SAFETY OFFICER: SCHOOL MANAGEMENT AND GOVERNANCE SUPPORT REF NO: 236**
District Office: Metro Central Education District Office

SALARY : R413 001 per annum (Level 08)
CENTRE : Maitland
REQUIREMENTS : National Senior Certificate (or equivalent) and a Three-year relevant qualification in Health Safety, Education, Industrial Hygiene, Environmental Safety or Ergonomics. Desirable: SAMTRAC training course and SACE Registration. 2 years relevant experience, preference will be given to experience within the education field. A valid Driver's licence (excluding code A/A1). Knowledge of Occupational Health and Safety Act, 85 of 1993. Compensation for Occupational Health and Safety Act, 85 of 1993. Compensation for Occupational Injuries and Diseases Act, 130 of 1993. National Environmental Management Act, 107 of 1998. Finance including SCM and budgetary processes. Knowledge and application of relevant education policies, prescripts and legislation. National School Safety Framework. National Development Plan. Project planning. Skills: Report writing skills. Planning and organising skills. Monitoring and evaluation skills. Problem solving skills. Human relations skills. Analytical skills. Negotiation skills. Communication skills in at least two of the official languages of the Western Cape Government. Computer literacy. Presentation and facilitation skills.
DUTIES : Implementation of Occupational Health and Safety Policies, National and Provincial School Safety Framework, work procedures and relevant policies in schools. Ensure the establishment of a properly constituted and functional safety committee. Assist with the development of a safety policy to protect property and keep employees and learners safe. Assist with the creation of a comprehensive safety plan which will include a contingency plan. Define the role of each employee in maintaining workplace safety including RCL, SGB and SMT. Determine the type of training each employee needs. Keep up to date with all aspects of relevant health and safety workplace legislation and

communicate relevant changes. Conduct safety and security awareness campaigns and programmes. Provide a high level Safety Health Environmental consultancy and advisory service based on legal and other regulatory frameworks. Conduct regular inspections at Public Ordinary Schools and Public Special Schools to check that policies and procedures are being properly implemented. Monitor and report on the implementation of policies and procedures and drills conducted at Public Schools to DCES School Management and Governance Support. Conduct security audits, risk assessments and safety inspections at schools. Establish a full programme of documented health and safety inspections, audits and assessments in relation to learner and employee safety. Evaluate workplace safety risk assessments and consider how risks could be reduced. Establish safe working practices that comply with legislation. Conduct safety inspections at schools relating to evacuation drills and emergency alarms, safety risk assessments and standard operating procedures, employee awareness of responsibilities, installation and maintenance of safety equipment, and record keeping of all safety related matters. Provide a list of safety findings and recommendations to the Principal. Procure safety infrastructure and services to limit risks in alignment with procurement policies. Assist the Safety Committee with the development of an action plan. Monitor and report on the implementation of action plans. Keep records of audits, assessments and safety inspection findings and provide relevant reports to DCES School Management and Governance Support. Support the effective management of the District Occupational Health and Safety Committee. Serve on the District Occupational Health and Safety Committee. Support the Corporate Services Component with the development and implementation of a Health and Safety Plan for the Education District. Mobilise and advocate safety and security at district level. Guide the development and implementation of disaster management preparedness plans. Report on the support given to the District Occupational Health and Safety Committee to the DCES School Management and Governance Support. Coordinate and facilitate Health and Safety Training for Public Ordinary and Public Special Schools. Establish a structured programme of Health and Safety Training within the Education District. Liaise with external health and safety consultants in the provision of training programmes and services. Coordinate the delivery of training including evacuation plans, fire prevention, fire protection and hazardous materials communication. Ensure full and accurate health and safety training records are maintained. Review training feedback from employees. Maintain a database of employees who have completed the required training. Report on the implementation of occupational health and safety training to DCES School Management and Governance Support. Coordinate and facilitate various attitudinal and behavioural programmes to support, modify or influence learner and educator behaviour to create safe learning environments and promote quality teaching and learning. Organise, manage and facilitate all school based crime control, crime prevention and developmental initiatives including youth clubs, anti truancy and back

ENQUIRIES : Mr W Abrahams Tel No: (021) 514 6921

POST 16/345 : **SCHOOL FINANCE AND RECORDS OFFICER: SCHOOL MANAGEMENT AND GOVERNANCE SUPPORT REF NO: 247**
District Office: Metro East Education District Office

SALARY : R413 001 per annum (Salary Level 8)
CENTRE : Kuilsrivier
REQUIREMENTS : National Senior Certificate (or equivalent) and a Three-year relevant qualification in finance. A valid Driver's licence (excluding code A/A1). 2 years relevant administrative experience. Preference given to finance and records management experience. Knowledge: Knowledge of relevant departmental policies and procedures. Knowledge of Archives and Records Service Act. Knowledge of Public Financial Management PFMA. Knowledge of budgeting processes and techniques. Knowledge of Financial Systems for example Pastel. Knowledge of School Administrative processes and procedures. Knowledge of Information Management Systems EMIS, CEMIS and Leave Management Systems. Knowledge of SCM processes and procedures. Skills: Communication. Language two official languages of the Western Cape. Computer literacy including skills in Pastel. Planning and organising. Presentation. Report writing skills reports and submissions. Analytical and

interpretation skills. Interpersonal skills. Problem solving. Financial skills including bookkeeping.

DUTIES : Monitor, verify, develop and report on all aspects of Record Management. Check if the following registers are in place, verify that registers are in line with policy, prescripts, norms and standards and in line with the approved National Archives Policy: Approved File Plan. Telephone, Fax and Mail Registers. Stock Registers for Assets, Library, LTSM, IT equipment, Tuck Shop and Key Register. Handing Over Register and or Certificates. Learner Transport File, including WCED 061 and Inspection Form WCED 095. Admission Register CEMIS. Attendance Registers Educators, Public Servants and Learners. Leave Registers Educators, Public Servants. Incident Register. Disciplinary Registers Educators, Public Servants and Learners. Minutes of all meetings for example Staff, SMT, RCL, SGB, SDT. Records of Training Staff, SMT, RCL, SGB, SDT. Daily Decisions Register. Record of SACE registration for SGB posts. Record of Health and Safety including Evacuation Plans. Assist with the development of file plans and registers in line with prescripts. Support and follow up on all required corrective actions. Report in writing and electronically on all aspects of school administration to the Assistant Director School Financial Management and Administration. Monitor, verify, develop and report on sound Financial Administration Systems. Check that all the following financial administration processes and practices are in line with policy, prescripts, norms and standards and in line with the approved National Archives Policy: Financial Management finance and procurement. School Budget processes and meetings. Cash, receipt, class receipt and bank deposit book. Cheque requisitions. Petty Cash. Bank Statements. Bank Reconciliation Statements. Procurement. Asset Management including issuing and retrieval of textbooks and furniture including hostels. Assist with administrative tasks regarding the finance and assets with the opening and closing of schools. Contracts SGB employment and Service Providers. Risk Management internal control and fraud prevention. Fundraising. School Fee Exemptions. Transfer payments electronic funds transfer. Donation Register 18A. Loans, overdrafts and investments finance. Educator and public servants additional remuneration Section 38A. SARS Registration and other Tax Obligations. Municipal Accounts payment of Section 21 Schools. Assist the Public Schools Administrative Components with the development of financial administration processes and practices in line with policies, prescripts, norms and standards. Assist and train with the development and implementation plan to ensure improvement with regard to sound financial administration. Conduct school assessment and evaluations on financial management. Support and follow up on all required corrective actions. Report in writing and electronically on all aspects of School Financial Administration to the Assistant Director School Financial Management and Administration.

ENQUIRIES : Mr H Carolissen Tel No: (021) 900 7019

POST 16/346 : **SCHOOL FINANCE AND RECORDS OFFICER: SCHOOL MANAGEMENT AND GOVERNANCE SUPPORT REF NO: 248**
District Office: Metro East Education District Office

SALARY : R413 001 per annum (Level 08)
CENTRE : Kuilsrivier
REQUIREMENTS : National Senior Certificate (or equivalent) and a Three-year relevant qualification in finance. A valid Driver's licence (excluding code A/A1). 2 years relevant administrative experience. Preference given to finance and records management experience. Knowledge: Knowledge of relevant departmental policies and procedures. Knowledge of Archives and Records Service Act. Knowledge of Public Financial Management PFMA. Knowledge of budgeting processes and techniques. Knowledge of Financial Systems for example Pastel. Knowledge of School Administrative processes and procedures. Knowledge of Information Management Systems EMIS, CEMIS and Leave Management Systems. Knowledge of SCM processes and procedures. Skills: Communication. Language two official languages of the Western Cape. Computer literacy including skills in Pastel. Planning and organising. Presentation. Report writing skills reports and submissions. Analytical and interpretation skills. Interpersonal skills. Problem solving. Financial skills including bookkeeping.

DUTIES : Monitor, verify, develop and report on all aspects of Record Management. Check if the following registers are in place, verify that registers are in line with

policy, prescripts, norms and standards and in line with the approved National Archives Policy: Approved File Plan. Telephone, Fax and Mail Registers. Stock Registers for Assets, Library, LTSM, IT equipment, Tuck Shop and Key Register. Handing Over Register and or Certificates. Learner Transport File, including WCED 061 and Inspection Form WCED 095. Admission Register CEMIS. Attendance Registers Educators, Public Servants and Learners. Leave Registers Educators, Public Servants. Incident Register. Disciplinary Registers Educators, Public Servants and Learners. Minutes of all meetings for example Staff, SMT, RCL, SGB, SDT. Records of Training Staff, SMT, RCL, SGB, SDT. Daily Decisions Register. Record of SACE registration for SGB posts. Record of Health and Safety including Evacuation Plans. Assist with the development of file plans and registers in line with prescripts. Support and follow up on all required corrective actions. Report in writing and electronically on all aspects of school administration to the Assistant Director School Financial Management and Administration. Monitor, verify, develop and report on sound Financial Administration Systems. Check that all the following financial administration processes and practices are in line with policy, prescripts, norms and standards and in line with the approved National Archives Policy: Financial Management finance and procurement. School Budget processes and meetings. Cash, receipt, class receipt and bank deposit book. Cheque requisitions. Petty Cash. Bank Statements. Bank Reconciliation Statements. Procurement. Asset Management including issuing and retrieval of textbooks and furniture including hostels. Assist with administrative tasks regarding the finance and assets with the opening and closing of schools. Contracts SGB employment and Service Providers. Risk Management internal control and fraud prevention. Fundraising. School Fee Exemptions. Transfer payments electronic funds transfer. Donation Register 18A. Loans, overdrafts and investments finance. Educator and public servants additional remuneration Section 38A. SARS Registration and other Tax Obligations. Municipal Accounts payment of Section 21 Schools. Assist the Public Schools Administrative Components with the development of financial administration processes and practices in line with policies, prescripts, norms and standards. Assist and train with the development and implementation plan to ensure improvement with regard to sound financial administration. Conduct school assessment and evaluations on financial management. Support and follow up on all required corrective actions. Report in writing and electronically on all aspects of School Financial Administration to the Assistant Director School Financial Management and Administration.

ENQUIRIES : Mr H Carolissen Tel No: (021) 900 7019

POST 16/347 : **INFORMATION SYSTEMS OFFICER: PLANNING AND INFORMATION MANAGEMENT REF NO: 250**
District Office: West Coast Education District Office

SALARY : R413 001 per annum (Level 08)
CENTRE : Paarl
REQUIREMENTS : National Senior Certificate (or equivalent) and a Three-year relevant qualification. A valid Driver's licence (excluding code A/A1). 1-2 years relevant experience. Knowledge: Knowledge of an ICT Strategy and operational plan. Knowledge of Education Information Systems (DMIS/CEMIS/PMPS, EduInfoSearch, SAMI, IMS). Processes and procedures of CITCOM and DITCOM. Knowledge of SCM processes and procedures. Knowledge of Education policies and guidelines regarding ICT. Knowledge of Data and Information Management. Skills: Written and verbal communication in 2 official languages of the Western Cape. Interpersonal. Problem solving. Presenting and facilitation. Report writing. Computer literacy (Advance level). Data analysis. Analytical thinking. Planning and organising skills.
DUTIES : Enable access and utilisation of the Education Knowledge and Information Management Systems and related information and Communication Technology (ICT) solutions within the Western Cape Education Districts. Facilitate and provide access to users within the district and schools. Provide support and assistance with the development and enhancement of electronic business solutions to enable effective information, knowledge management and business intelligence within the WCED. Assist with continuous integration, development and enhancements to information systems. Facilitate the provisioning of infrastructure (hardware, software and connectivity) to enable utilisation of the Education Knowledge and Information Management Systems

for the District. Receive, process and submit applications to Director and Network Technologist (CeI) for approval. Ensure request is in line with prescripts. Maintain and update the infrastructure (hardware, software and connectivity) asset register. Maintain EMIS and provide data analysis service within the Education District. Assist with the facilitation of interfaces with other ICT solutions within the District. Assist with the gathering, collation, analysis and dissemination of information. Perform system and data analysis processes to ensure data integrity within the District. Execute interventions for review and improvement of the EMIS and related systems with relevant stakeholders within the District. Facilitate Knowledge and Information Management systems user training and support in collaboration with the Directorate Knowledge and Information Management. Implement a decentralised training support process in collaboration with Directorate Knowledge and Information Management with the identification of EMIS training requirements within the District and Schools. Render EMIS support as requested by schools telephonically, e-support or in loco. Render support in terms of the internal publication and dissemination of institutional knowledge and information generated within education information systems. Render support in terms of internal publication and dissemination of educational information over appropriate platforms. Render support with the integration and diffusion of Knowledge Management Systems within the Education District by identifying, updating, promoting and facilitating institutional knowledge techniques. Liaison with stakeholders relating to standardised reporting requests as well as ad hoc requests.

ENQUIRIES : Mr H Bastiaan Tel No: (021) 860 1229

POST 16/348 : **MANAGEMENT AND GOVERNANCE SUPPORT: LEARNER TRANSPORT OFFICER REF NO: 251**
District Office: West Coast Education District Office

SALARY : R413 001 per annum (Level 08)
CENTRE : Paarl
REQUIREMENTS : National Senior Certificate, or equivalent and a 3-year relevant, post school qualification. A Valid driver's licence (excluding code A/A1). 2 years' relevant experience. Knowledge: Knowledge of National and Provincial Legislation, Policies and guidelines, National Road Traffic Act (Act 93 of 1996) and Regulations, Western Cape Provincial School Education Act, 1997 (Act 12 of 1997), National Learner Transport Policy (June 2015), Western Cape Education Department Learner Transport Policy, Contract Management, SCM, the process for the testing of vehicles, information management systems (including GIS), financial administration processes, Standard Operating Procedures (SOP) Manual for Learner Transport Schemes (LTSs) (2015).Skills: Written and verbal communication in 2 official languages of Western Cape, Organising and planning, Numeracy, Computer literacy, Recordkeeping, Interpersonal, Report writing.
DUTIES : Administer the Learner Transport Scheme (LTS) applications process for new and existing Learner Transport routes: Receive learner transport applications with the Circuit Manager's recommendation. Maintain a database / register of the received applications for tracking purposes. Verifies the correctness of the information in the application including the verification of learner details on CEMIS. Provide a detailed route map with verified distances and Geographic Positioning System (GPS) coordinates for new learner transport routes and extensions / curtailments of existing routes. Request and attach additional written motivation where learners are transported past the nearest school/s. Present the completed applications to the relevant district manager/s and District Director for the final recommendation. Submit the signed applications to the relevant component at head office. Record management function with regards to LTS: Open a separate file for each LTS route as per District File Plan. File all relevant correspondence in route files. Maintain a database of the expiry dates of all LTS contracts and ensure the timeous submission of the application for the re-advertisement of expired contracts. Facilitation of bi-annual vehicle testing: Ensure the timeous testing of all approved learner transport vehicles. Timeous submission of monthly vehicle testing schedules and reports to the relevant district manager and head office component. Payment of monthly claims: Oversee the timeous processing of monthly claims received from principals / learner transport contractors. Verify the correctness of each claim and submit the claims for payment. Ascertain whether all principals / learner transport contractors submitted their claims and issue a

written request where claims were not timeously received. Maintain a database of claims received and processed. Report monthly on the prescribed template to the relevant district manager and head office component. Monitoring of Learner Transport Schemes: Quarterly identify and inspect a pre-determined number of learner transport routes with respect to general condition of learner transport vehicles, overloading, roadworthiness, valid licences and general compliance to contract conditions. Inform the principals / learner transport contractors in writing of non-compliance with an instruction to comply within a predetermined due date. Attend to learner transport complaints received from schools and other relevant stakeholders. Conduct unannounced learner transport route inspections where required. Ensure that the database for learner transport complaints received is maintained and updated. Identify and report on cases of non-compliance and follow due process. Report monthly on the prescribed template to the relevant district manager and head office component. Supervisory functions: Motivate, train and guide staff to achieve and maintain excellence in service delivery. Manage the performance, evaluation and rewarding of staff. Promote sound employee relations. Manage and promote the maintenance of discipline. Perform all the supervisory tasks with regard to the section.

ENQUIRIES : Mr H Bastiaan Tel No: (021) 860 1229

POST 16/349 : **INFORMATION ANALYST: EDUCATION KNOWLEDGE AND INFORMATION SYSTEMS REF NO: 258**
Directorate: Education Knowledge and Info Systems

SALARY : R413 001 per annum (Level 08)
CENTRE : Cape Town
REQUIREMENTS : National Senior Certificate (or equivalent) and a Three-year relevant qualification. 1-year relevant experience in information management. Knowledge: Excellent oral and written communication skills. High degree of focus on departmental needs, customer satisfaction. Quality orientated. Excellent diagnostic skills. Excellent problem-solving skills. Excellent interpersonal/organisational skills. Strong attention to detail. Through knowledge of knowledge management and information systems. Project Management. Sense of Demographics of WCED. Skills: Literacy (2 Official Languages). Numeracy. Presentation Skills. Decision –making. Computer literacy. Problem solving. Leadership and Planning. Relationship building skills. Coordination. Research skills. Facilitation/Coordination/ Presentation skills. Strong Decision making. Conflict resolution. Meeting skills. Interpersonal relations. In-depth knowledge of Organisation (structure and processes).
DUTIES : Enable access and utilisation of the Education Management Information System (EMIS) and related Information Technology (IT) solutions within the Western Cape Education Department (WCED) in collaboration with DotP:CeI: Provide access to users. Facilitate the provisioning of infrastructure (hardware, software and connectivity) to enable utilisation of the EMIS. Provide support and assistance with the development and enhancement of electronic business solutions to enable effective information, knowledge management and business intelligence within the WCED. Assist with continuous integration, development and enhancements to information systems. Maintain EMIS and related systems within the WCED and provide information analysis: Facilitate updates and enhancements to the WCED EMIS and related systems e.g. CEMIS, LURITS, SA-SAMS. Assist with the facilitation of interfaces with other ICT solutions. Perform system and data analysis processes to ensure data integrity. Execute interventions for review and improvement of the EMIS and related systems with relevant stakeholders. Execute and support interventions for review and improvement of the EMIS and related systems. Facilitate Knowledge and Information Management systems user training and support in collaboration with Education Districts: Implement a decentralised training and support process in collaboration with Districts. Assist with the Identification of EMIS training requirements within the WCED. Render support in terms of the publication and dissemination of institutional knowledge and information generated within education information systems: Render support in terms of publication and dissemination of educational information over appropriate platforms. Render support with the integration and diffusion of Knowledge Management systems within the WCED by identifying, updating, promoting and facilitating institutional knowledge techniques. Liaison with stakeholders relating to standardised reporting requests as well as adhoc requests.

ENQUIRIES : Mr C Adriaans Tel No: (021) 467 9255

POST 16/350 : **INFORMATION ANALYST: EDUCATION KNOWLEDGE AND INFORMATION SYSTEMS REF NO: 259**
Directorate: Education Knowledge and Info Systems

SALARY : R413 001 per annum (Level 08)
CENTRE : Cape Town
REQUIREMENTS : National Senior Certificate (or equivalent) and a Three-year relevant qualification. 1-year relevant experience in information management. Knowledge: Excellent oral and written communication skills. High degree of focus on departmental needs, customer satisfaction. Quality orientated. Excellent diagnostic skills. Excellent problem-solving skills. Excellent interpersonal/organisational skills. Strong attention to detail. Through knowledge of knowledge management and information systems. Project Management. Sense of Demographics of WCED. Skills: Literacy (2 Official Languages). Numeracy. Presentation Skills. Decision –making. Computer literacy. Problem solving. Leadership and Planning. Relationship building skills. Coordination. Research skills. Facilitation/Coordination/ Presentation skills. Strong Decision making. Conflict resolution. Meeting skills. Interpersonal relations. In-depth knowledge of Organisation (structure and processes).
DUTIES : Enable access and utilisation of the Education Management Information System (EMIS) and related Information Technology (IT) solutions within the Western Cape Education Department (WCED) in collaboration with DotP:CeI: Provide access to users. Facilitate the provisioning of infrastructure (hardware, software and connectivity) to enable utilisation of the EMIS. Provide support and assistance with the development and enhancement of electronic business solutions to enable effective information, knowledge management and business intelligence within the WCED. Assist with continuous integration, development and enhancements to information systems. Maintain EMIS and related systems within the WCED and provide information analysis: Facilitate updates and enhancements to the WCED EMIS and related systems e.g. CEMIS, LURITS, SA-SAMS. Assist with the facilitation of interfaces with other ICT solutions. Perform system and data analysis processes to ensure data integrity. Execute interventions for review and improvement of the EMIS and related systems with relevant stakeholders. Execute and support interventions for review and improvement of the EMIS and related systems. Facilitate Knowledge and Information Management systems user training and support in collaboration with Education Districts: Implement a decentralised training and support process in collaboration with Districts. Assist with the Identification of EMIS training requirements within the WCED. Render support in terms of the publication and dissemination of institutional knowledge and information generated within education information systems: Render support in terms of publication and dissemination of educational information over appropriate platforms. Render support with the integration and diffusion of Knowledge Management systems within the WCED by identifying, updating, promoting and facilitating institutional knowledge techniques. Liaison with stakeholders relating to standardised reporting requests as well as adhoc requests.
ENQUIRIES : Mr C Adriaans Tel No: (021) 467 9255

POST 16/351 : **ADMINISTRATIVE OFFICER: LEARNER TRANSPORT SCHEMES REF NO: 266**
Directorate: Learner Transport Schemes

SALARY : R413 001 per annum (Level 08)
CENTRE : Cape Town
REQUIREMENTS : National Senior Certificate, or equivalent and a relevant 3-year qualification (Degree/National Diploma or equivalent); A valid driver's license (excluding code A/A1); Two years relevant experience in an administrative environment, preferably in Learner Transport Schemes. Knowledge: Relevant Legislation, Policies and guidelines; The National Road Traffic Act/Regulations; Provincial School Education Act; National/ Provincial LTS Policy; Contract Management; Information management (including GIS & CEMIS); Financial administration; The LTS Standard Operating Procedures Manual. Skills: Computer literacy in MS Office; Good verbal and written communication skills; Organisational, planning and numeracy skills; submission/Report Writing, Supervisory Skills.

DUTIES : Provide administrative support and assist with: Manage the planning and coordination of the Learner Transport Schemes: Maintain a register of LTS applications received from Districts and a Schedule of LTS routes. Quality Assurance of LTS application and presentation to WCED Bus Committee. Verify LTS route details by using Google Maps & GIS system. Verify/ Capture learner and route details on the Central Education Management Information System (CEMIS). Compile LTS submissions to Delegated Official for approval. Conduct route verifications where required. Communicate with Districts/Schools/Circuit. Managers regarding shortcomings identified. Compile Letters and Memorandums to Districts/Schools/Directorate Procurement Management regarding the outcome of LTS applications. Capture Learners/Application outcomes on EduInfoSearch system. Monitor LTS contract duration with a view to request the re-advertisement of services by the Directorate: Procurement Management. Ensure the creation and maintenance of a separate file for each LTS route. Attend to LTS enquiries from all stakeholders. Supervision: Perform a supervisory function: Motivate, train and guide staff. Manage staff performance and evaluation. Promote sound employee relations. Manage/ promote the maintenance of discipline.

ENQUIRIES : Ms K Lackay Tel No. (021) 467 2327

POST 16/352 : **ADMINISTRATIVE OFFICER: LEARNER TRANSPORT SCHEMES REF NO: 267**
Directorate: Learner Transport Schemes

SALARY : R413 001 per annum (Level 08)
CENTRE : Cape Town
REQUIREMENTS : National Senior Certificate, or equivalent and a relevant 3-year qualification (Degree/National Diploma or equivalent); A valid driver's license (excluding code A/A1); Two years relevant experience in an administrative environment, preferably in Learner Transport Schemes. Knowledge: Relevant Legislation, Policies and guidelines; The National Road Traffic Act/Regulations; Provincial School Education Act; National/ Provincial LTS Policy; Contract Management; Information management (including GIS & CEMIS); Financial administration; The LTS Standard Operating Procedures Manual. Skills: Computer literacy in MS Office; Good verbal and written communication skills; Organisational, planning and numeracy skills; submission/Report Writing, Supervisory Skills.

DUTIES : Provide administrative support and assist with: Manage the planning and coordination of the Learner Transport Schemes: Maintain a register of LTS applications received from Districts and a Schedule of LTS routes. Quality Assurance of LTS application and presentation to WCED Bus Committee. Verify LTS route details by using Google Maps & GIS system. Verify/ Capture learner and route details on the Central Education Management Information System (CEMIS). Compile LTS submissions to Delegated Official for approval. Conduct route verifications where required. Communicate with Districts/Schools/Circuit. Managers regarding shortcomings identified. Compile Letters and Memorandums to Districts/Schools/Directorate Procurement Management regarding the outcome of LTS applications. Capture Learners/Application outcomes on EduInfoSearch system. Monitor LTS contract duration with a view to request the re-advertisement of services by the Directorate: Procurement Management. Ensure the creation and maintenance of a separate file for each LTS route. Attend to LTS enquiries from all stakeholders. Supervision: Perform a supervisory function: Motivate, train and guide staff. Manage staff performance and evaluation. Promote sound employee relations. Manage/ promote the maintenance of discipline.

ENQUIRIES : Ms K Lackay Tel No: (021) 467 2327

POST 16/353 : **LANGUAGE PRACTITIONER: EDITORIAL AND LANGUAGE SERVICE REF NO: 263**
Directorate: Communication

SALARY : R413 001 per annum (Level 08)
CENTRE : Cape Town
REQUIREMENTS : National Senior Certificate, or equivalent and a 3-year post-school qualification (NQF 6) in communication and translation studies, linguistics or related studies. 1 – 2 years' relevant experience. Knowledge of Communication policy and strategies. Profound working knowledge of at least two official languages of the Western Cape. Editing and translation of documents. Skills: Interpret and apply

relevant policies and procedures. Problem solving skills. Facilitation skills. Presentation skills. Communication (written and verbal). Organising. Analytical thinking. Project management. Research. Computer literacy (MS Office).

DUTIES : Provide language and translation services to the Department: Provide input into the development and implementation of necessary policies and procedures with regard to departmental language services. Translate and edit documents in the official languages. Liaise with Department of Cultural Affairs and Sport (DCAS) for outsourced translation of documents. Quality-check all documents and products managed by the unit. Perform administrative tasks eg. record keeping. Participate in the development of standard terminology for the Department: Provide language advisory services to the Department. Develop and record terminology. Compile and maintain databases relating to language matters. Compile lists of terms requiring standardization during the translation process. Participate in the Terminology Forum to develop proposed standardised terms.

ENQUIRIES : Ms M Merton Tel No: (021) 467 2707

POST 16/354 : **ADMINISTRATIVE OFFICER: FINANCE, ADMIN, GOVERNANCE: INSTITUTIONAL MANAGEMENT AND GOVERNANCE: NON-CURRICULUM REF NO: 268**
Directorate: Management And Governance (Non-Curriculum)

SALARY : R413 001 per annum (Level 08)
CENTRE : Cape Town
REQUIREMENTS : National Senior Certificate (or equivalent) and a relevant B-Degree. 1 year relevant experience. Knowledge: Knowledge of South African Schools Act and the FET Act. Knowledge of modern systems of governance and administration. Knowledge of public policy making processes. Knowledge of the policies of the government of the day. Knowledge of Constitutional, legal and institutional arrangements governing the South Africa public sector. Knowledge of global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape. Knowledge of Constitutional, legal and institutional arrangements governing the South Africa public sector. Knowledge of communication, media management, public relations, public participation and public education. Knowledge of project management processes. Skills: Analytical and systems thinking skills. Conceptual and formulation skills. Team building and strong interpersonal skills. Excellent communication skills. Outstanding planning, organizing and people management skills. Computer literacy skills.

DUTIES : Develop policy and guidelines on management and governance issues in respect of Financial Management and Governance, Procurement Administration and Governance, Institution Administration including HRM and Office Administration and Governance, Learner Administration and Governance, and Physical Resource Administration and Governance. Provide policy and guidelines for building capacity of SGBs and RCLs. Develop systems, standards and practices for institutional management and governance.

ENQUIRIES : Mr N.Petersen Tel No: (023) 348 4601

POST 16/355 : **EMPLOYEE RELATIONS PRACTITIONER: EMPLOYEE RELATIONS: MISCONDUCT, GRIEVANCES AND DISPUTES REF NO: 269**
Directorate: Employee Relations

SALARY : R413 001 per annum (Level 08)
CENTRE : Cape Town
REQUIREMENTS : National Senior Certificate, or equivalent and a 3-year, relevant post-school qualification. 3 years' relevant experience. Knowledge: Labour relations Act (LRA) 66 of 1995. Employment of Educators Act 76 of 1998. Public Service Act 1994. South African Schools Act 84 of 1996. Basic Conditions of Employment Act (BCEA) 75 of 1997. All applicable resolutions and collective agreements pertaining to educators and public servants. Good understanding of modern labour relations management/ development and its processes, methods and techniques. Knowledge of the requirements of all labour-related legislation. Knowledge of grievances, disciplinary and misconduct procedures. Knowledge of negotiations. Knowledge of other related legislation. Skills: Numeracy, Literacy, Computer Literacy, Language skills, Project Management, Interpersonal skills, Communication skills (written and verbal), Analytical skills,

Problem solving, Decision Making, Facilitation and Presentation skills, Conflict resolution, Organising.

DUTIES : Render effective misconduct, grievances, disputes and case matters: Misconduct: Handle misconduct cases through investigation, initiation, and liaising with organised labour; Compiling of submissions to obtain mandate to institute disciplinary action and/or the finalisation thereof; Assist in securing a presiding officer to be appointed, where necessary; Maintain a management plan to ensure compliance with timeframes; Deal with all types of enquiries relating to misconduct; Provide guidance on misconduct matters; Perform general administrative duties; Capture cases on Personnel and Salary System (PERSAL); Stay abreast with latest case law and policies. Grievances: Facilitate the grievance procedure in terms of the rules for the handling of complaints and grievances for the public service and educators; Monitor time frames and follow-up on outstanding grievances with designated line managers' delegated to deal with such matters; Finalise grievance based on the outcome report received from the respective line manager; Provide guidance and deal with all types of enquiries relating to grievance, legal and/or financial implications of personnel related matters; Perform general administrative duties; Capture cases on PERSAL. Disputes: Obtain background information on the dispute; Analyse the dispute referral in order to prepare for the conciliation and/or arbitration; Keep abreast with latest case law/collective agreements/regulatory framework in order to prepare submission and obtain a mandate to defend and/or settle a dispute; Represent the department in the dispute resolution process during conciliation and/or arbitration for both educators and public servants; Deal with all types of enquires relating to disputes; Liaise with organised labour and representatives; Perform general administrative duties; Capture cases on PERSAL. ER case matters: Prepare and support role players with the relevant documents for labour court case i.e. review applications or similar; Monitor and check the adherence to the respective timeframes for the respective court procedures; Keep diary for consultations with counsel and court dates; Implementation of court judgements; Maintain and update a monthly record of court cases. Execute Collective Bargaining and Training services: Assist in collective bargaining consultations with education unions: Provincial Education Labour Relations Chamber (PELRC): Arrange caucus meetings and log arrangements for PELRC, Provide feedback report to Head of Department (HoD), Compile follow up on action list; and, File documents and update statistics Task Teams: Caucus meetings for task teams and log arrangements; Compile minutes and action lists for task teams; and Follow up actions of each task teams. Assist in collective bargaining consultations with public service unions: Multi-laterals and bi-lateral meetings with unions: Arrange caucus meetings and log arrangements; Compile minutes of meeting and action lists; and Follow up and compile notices and reminders. Assist with secondments and time-off for union secondments: Compile submissions to HoD for approval with letters to role players; Send approved/signed letters to various role players; and File documents/letters, etc. Execute recruitment and selection notices to unions. Send notices to unions of adverts. Assist in the Medium-Term Expenditure Framework (MTEF) consultation processes including: Execute administrative duties; Logistical arrangements; and; Notices and reminders to stakeholders. Execute training and support: Identify training needs for educators and public servants; Assist with the formulation of training programmes; Conduct training sessions on labour relations matters; Procurement of training material and presenters; Evaluate trainers and training material; and Perform general administrative duties. Deal with all types of enquiries relating to collective bargaining and training. Keep a monthly record of cases (statistics). Assist with collective bargaining matters. Perform advisory and policy research services. Keeping abreast with updated legislation and the latest relevant case law in the Labour relations field; o Gather information on the latest amended relevant legislation, case law, articles, law journals etc.; and Provide guidance to staff on the latest developments. Gather and compile information on topical matters affecting WCED. Assist the sub-directorate with: Gathering of information on topical matters arising from arbitration awards; and Update staff on the latest developments in the labour relations/law field. Perform all activities related to data-capturing, information processing, analysis, sharing and reporting relating to the functions of the component. Gather information and provide trend analysis on all employee related matters. Compile a register and maintain record of misconduct cases such as Remuneration outside of the public service

(RWOPS), appeals, legal opinions, court cases, and the provision of labour relations advisory services to the WCED. Handle and compile appeal documents for the Provincial Minister (Educators), and Appeal Authority (Public servants): Prepare appeal bundles from all the relevant disciplinary hearings documents and the recordings; Submit appeals to the Provincial Minister and Appeal Authority; Follow up on outstanding appeals from said authorities; and Update and maintain the case management system. Keep a monthly record of appeal statistics. Execute administrative support to the specific functions: Apply efficient management and protection of sensitive and confidential information coming in and going out the sub-directorate in compliance with the applicable prescripts. Represent the employer at conciliation/arbitration meetings and act as Presiding Officer in disciplinary hearings. Assist with advice to management on all aspects of labour relations. Act as departmental representative in formal disciplinary hearings (educators and public servants). Contribute to the operational objectives of the directorate. Promote sound labour relations in the public education sector. Keep up to date with matters relating to grievances, disputes and misconduct cases. Assist with procurement, inventory and general finance processes. Draft submissions and memoranda on various challenges. Redistribute correspondence and redirect enquiries to the relevant officials. Keep record and follow up on enquiries and correspondence. Direct general inquiries from the public, media and administration. Check and verify outgoing documentation. Assist with diary management by coordinating meetings and appointments. Prepare all relevant documentations for appointments and meetings.

ENQUIRIES : Mr C Esau Tel No: (021) 467 2362

POST 16/356 : **EMPLOYEE RELATIONS PRACTITIONER: EMPLOYEE RELATIONS: MISCONDUCT, GRIEVANCES AND DISPUTES REF NO: 270**
Directorate: Employee Relations

SALARY : R413 001 per annum (Level 08)
CENTRE : Cape Town
REQUIREMENTS : National Senior Certificate, or equivalent and a 3-year, relevant post-school qualification. 3 years' relevant experience. Knowledge: Labour relations Act (LRA) 66 of 1995. Employment of Educators Act 76 of 1998. Public Service Act 1994. South African Schools Act 84 of 1996. Basic Conditions of Employment Act (BCEA) 75 of 1997. All applicable resolutions and collective agreements pertaining to educators and public servants. Good understanding of modern labour relations management/ development and its processes, methods and techniques. Knowledge of the requirements of all labour-related legislation. Knowledge of grievances, disciplinary and misconduct procedures. Knowledge of negotiations. Knowledge of other related legislation. Skills: Numeracy, Literacy, Computer Literacy, Language skills, Project Management, Interpersonal skills, Communication skills (written and verbal), Analytical skills, Problem solving, Decision Making, Facilitation and Presentation skills, Conflict resolution, Organising.

DUTIES : Render effective misconduct, grievances, disputes and case matters: Misconduct: Handle misconduct cases through investigation, initiation, and liaising with organised labour; Compiling of submissions to obtain mandate to institute disciplinary action and/or the finalisation thereof; Assist in securing a presiding officer to be appointed, where necessary; Maintain a management plan to ensure compliance with timeframes; Deal with all types of enquiries relating to misconduct; Provide guidance on misconduct matters; Perform general administrative duties; Capture cases on Personnel and Salary System (PERSAL); Stay abreast with latest case law and policies. Grievances: Facilitate the grievance procedure in terms of the rules for the handling of complaints and grievances for the public service and educators; Monitor time frames and follow-up on outstanding grievances with designated line managers' delegated to deal with such matters; Finalise grievance based on the outcome report received from the respective line manager; Provide guidance and deal with all types of enquiries relating to grievance, legal and/or financial implications of personnel related matters; Perform general administrative duties; Capture cases on PERSAL. Disputes: Obtain background information on the dispute; Analyse the dispute referral in order to prepare for the conciliation and/or arbitration; Keep abreast with latest case law/collective agreements/regulatory framework in order to prepare submission and obtain a mandate to defend and/or settle a dispute; Represent

the department in the dispute resolution process during conciliation and/or arbitration for both educators and public servants; Deal with all types of enquires relating to disputes; Liaise with organised labour and representatives; Perform general administrative duties; Capture cases on PERSAL. ER case matters: Prepare and support role players with the relevant documents for labour court case i.e. review applications or similar; Monitor and check the adherence to the respective timeframes for the respective court procedures; Keep diary for consultations with counsel and court dates; Implementation of court judgements; Maintain and update a monthly record of court cases. Execute Collective Bargaining and Training services: Assist in collective bargaining consultations with education unions: Provincial Education Labour Relations Chamber (PELRC): Arrange caucus meetings and log arrangements for PELRC, Provide feedback report to Head of Department (HoD), Compile follow up on action list; and, File documents and update statistics Task Teams: Caucus meetings for task teams and log arrangements; Compile minutes and action lists for task teams; and Follow up actions of each task teams. Assist in collective bargaining consultations with public service unions: Multi-laterals and bi-lateral meetings with unions: Arrange caucus meetings and log arrangements; Compile minutes of meeting and action lists; and Follow up and compile notices and reminders. Assist with secondments and time-off for union secondments: Compile submissions to HoD for approval with letters to role players; Send approved/signed letters to various role players; and File documents/letters, etc. Execute recruitment and selection notices to unions. Send notices to unions of adverts. Assist in the Medium-Term Expenditure Framework (MTEF) consultation processes including: Execute administrative duties; Logistical arrangements; and; Notices and reminders to stakeholders. Execute training and support: Identify training needs for educators and public servants; Assist with the formulation of training programmes; Conduct training sessions on labour relations matters; Procurement of training material and presenters; Evaluate trainers and training material; and Perform general administrative duties. Deal with all types of enquiries relating to collective bargaining and training. Keep a monthly record of cases (statistics). Assist with collective bargaining matters. Perform advisory and policy research services. Keeping abreast with updated legislation and the latest relevant case law in the Labour relations field; o Gather information on the latest amended relevant legislation, case law, articles, law journals etc.; and Provide guidance to staff on the latest developments. Gather and compile information on topical matters affecting WCED. Assist the sub-directorate with: Gathering of information on topical matters arising from arbitration awards; and Update staff on the latest developments in the labour relations/law field. Perform all activities related to data-capturing, information processing, analysis, sharing and reporting relating to the functions of the component. Gather information and provide trend analysis on all employee related matters. Compile a register and maintain record of misconduct cases such as Remuneration outside of the public service (RWOPS), appeals, legal opinions, court cases, and the provision of labour relations advisory services to the WCED. Handle and compile appeal documents for the Provincial Minister (Educators), and Appeal Authority (Public servants): Prepare appeal bundles from all the relevant disciplinary hearings documents and the recordings; Submit appeals to the Provincial Minister and Appeal Authority; Follow up on outstanding appeals from said authorities; and Update and maintain the case management system. Keep a monthly record of appeal statistics. Execute administrative support to the specific functions: Apply efficient management and protection of sensitive and confidential information coming in and going out the sub-directorate in compliance with the applicable prescripts. Represent the employer at conciliation/arbitration meetings and act as Presiding Officer in disciplinary hearings. Assist with advice to management on all aspects of labour relations. Act as departmental representative in formal disciplinary hearings (educators and public servants). Contribute to the operational objectives of the directorate. Promote sound labour relations in the public education sector. Keep up to date with matters relating to grievances, disputes and misconduct cases. Assist with procurement, inventory and general finance processes. Draft submissions and memoranda on various challenges. Redistribute correspondence and redirect enquiries to the relevant officials. Keep record and follow up on enquiries and correspondence. Direct general inquiries from the public, media and administration. Check and verify outgoing documentation. Assist with diary

management by coordinating meetings and appointments. Prepare all relevant documentations for appointments and meetings.

ENQUIRIES : Mr C Esau Tel No: (021) 467 2362

POST 16/357 : **HR PRACTITIONER: RECRUITMENT AND SELECTION: SYSTEMS AND ADMINISTRATION REF NO: 276**
Directorate: Recruitment and Selection

SALARY : R413 001 per annum (Level 08)
CENTRE : Cape Town
REQUIREMENTS : National Senior Certificate, or equivalent and a relevant 3 year qualification. 3 years' relevant experience in talent sourcing and administration. Knowledge: National and Provincial instruments and legislation pertaining to human resources management with specific reference to the Public Service Amendment Act, Public Service Regulations and Labour Relations Act. Skills: Analytical thinking. Strategic thinking. Communication. Computer Literacy. Ability to analyse, conceptualise and implement policy. Conflict resolution. Monitoring, evaluation and reporting. Presentation. Problem Solving. Research.
DUTIES : Compile advertisements and placement thereof in applicable media: Write/create an advert in line with job description and job evaluation. Create Provincial and DPSA bulletin. Compile newspaper adverts. Request for publication in various media (internally via Directorate: Corporate Communication). Attend to all queries relating to adverts and advise in this regard. Facilitate and advise on the recruitment process (inclusive of e-recruitment procedures): Receive applications per post from the service provider. Control the applications against final lists to ensure 100% reconciliation. Transmit applications with supporting HR documentation to selection committees. Liaise with OD regarding competency assessment process (level 9 and higher). Co-ordinate a data base of all relevant recruitment information. Facilitate and advise on the selection process, inclusive of interviews and personnel suitability checks in respect of all nominated candidates. Compile integrated and individual short-list grids. Prepare the interview file with all relevant documentation. Inform relevant managers of their responsibility to assist and support the shortlisting process. Render logistical arrangements i.e. accommodation/flights, preparing agenda's and informing the candidates of the interview details. Attend preparatory meetings with line manager/chair/panel. Render secretariat function during actual interviews. Monitor procedures and processes during actual interview and advise accordingly. Draft submission and appointment letters in respect of nominated candidates: Compile post-interview submissions for approval by relevant manager. Submit the approved submission to the relevant line manager. Submit relevant documentation to the appointment section. Co-ordinate the data base with relevant information regarding submission letters, appointment letters, nomination and assumption of duty letters. Provide a capacity building and talent sourcing advisory service: Conduct capacity building information sessions at department components. Maintain and update talent sourcing procedures and manuals. Render general recruitment advisory service. Perform managerial / supervisory tasks: Participate in the recruitment and selection of staff. Motivate, train and guide staff. Manage the performance, evaluation and rewarding of staff. Monitor information capacity building. Promote sound labour relations. Maintain discipline. Give strategic direction to and manage policy issues with regard to the functions of the components under his/her command. Allocate duties to personnel, monitoring outcomes and instituting the necessary corrective measures to address deviations from standards. Determine workflow requirements.

ENQUIRIES : Ms M Mocke Tel No: (021) 467 9278

POST 16/358 : **ADMINISTRATIVE SUPPORT OFFICER: CURRICULUM SUPPORT REF NO: 203**
District Office: Metro East Education District Office

SALARY : R338 106 per annum (Level 07)
CENTRE : Kuilsrivier
REQUIREMENTS : National Senior Certificate (or equivalent) and a One-year post matric qualification. 3 years relevant clerical or administrative experience. Knowledge of provincial and national education strategies, advanced knowledge of

relevant software packages and computer programmes, knowledge of relevant legislation, policies, prescripts and procedures and basic financial administration. Skills: Drafting documentation such as submissions and letters, sound organising, planning and time management skills, minute taking and record keeping, running and maintaining record management systems, effective written and verbal communication, procurement of goods and services, ability to work under pressure, sound judgement, basic research and information gathering skills, analysis of documents and situations, ability to access research sources and ability to function as a team member.

DUTIES : Render line administrative support services by managing support staff in administrative duties, developing and maintaining processes and systems to improve efficiency, overseeing the flow of information and documents to and from the Curriculum Support Component, preparing documentation and verifying responses received from schools and internal and external stakeholders, obtaining inputs, collating and compiling progress, monthly and management reports, assisting with monitoring and evaluating performance against predetermined objectives, ensuring effective record keeping of activities and resources, assisting with the planning of workshops, meetings and conferences, following up on outstanding documentation, data and information and collating curriculum data available on WCED systems such as CEMIS, EduInfoSearch, SAMI and DMIS. Coordinate monitoring and evaluation activities by updating and maintaining information systems for curriculum projects, compiling memoranda and reports on the validity and relevance of data, tracking issues through the Issue Management System, coordinating project development queries including parliamentary and ministerial enquiries, analysing reports and making notes or recommendations, assisting with analysis of business reports, drafting progress reports and keeping detailed records of teacher and school performance. Provide support to the unit for supply chain management by coordinating supporting documents, managing and maintaining an effective filing system, screening documents for meetings, collecting and compiling project information, rendering secretariat services including agenda management and circulation of memoranda, managing procurement of standard items, obtaining required signatures and keeping records of procurement activities. Render advice and liaise on administrative matters by remaining updated on WCED online systems, studying relevant public service and departmental prescripts and policies, remaining abreast of project procedures and compiling reports and submissions as requested.

ENQUIRIES : Mr T Daniels Tel No: (021) 900 7169

POST 16/359 : **ADMINISTRATIVE OFFICER: ASSESSMENT AND EXAMINATION: CURRICULUM SUPPORT REF NO: 207**
District Office: Eden and Central Karoo Education District Office

SALARY : R338 106 per annum (Level 07)
CENTRE : George
REQUIREMENTS : National Senior Certificate, or equivalent and a 3-year, relevant post school qualification. 3 years' relevant clerical/administration experience. A valid driver's license (excluding code A/A1). Knowledge of Provincial and National education strategies, advanced knowledge of relevant software packages & sound application of relevant computer programmes, NSC/SC/AET examinations directives, various exam databases/platforms, relevant legislation/policies/prescripts and procedures (assessment and examination policies), basic financial administration. Skills: Drafting of documents (submissions, letters). Sound organising, planning and time management skills (workshops, conferences events), Diary management, travel itineraries, document flow in the office, property record minutes and decisions at meetings, run and maintain a record management system, communicate effectively (written and verbally), procure goods and services, work under pressure, interpretation and application of various exam directives, client service orientated skills, sound judgement, basic research (information gathering), analyse documents and situations, ability to access research sources (information platforms), function as a team member.

DUTIES : Render Assessment and examination administration services to clients within the Education District: Execute all assessment and examination administrative process within the prescribed timelines and frameworks. Verify and approve all processed applications. Handle all investigations regarding registration,

certifications and result related enquiries and execution pot-approval. Administer the certification process through: Processing and publishing of results; queries and remarking: a) perform client services, b) execute queries emanating from the client service, c) deal with all exam related result queries in an effective and efficient manner, d) issue all results in accordance with policy and prescripts, e) deal with all telephonic queries, f) record, reprint and post remark and missing mar results. Certification: a) deal effectively and efficiently with all certification queries, b) attend workshops and training sessions relating to certifications, c) guide co-workers / clients on directives, d) issue circulars and notifications to schools concerning certification, e) provide and capture results for WCED, f) processing of remark requests, g) create a database of all certificates, h) receive and distribute certificates. Administer the registration process, including: processing of re-write requests, processing of applications for Amended Senior Certificate (ASC); processing of applications for National Senior Certificate (NSC) repearters / improved qualifications; verify on-line applications; make personal and subject corrections on the Exams mainframe; collection and filing of SBA mark sheets; send and receive schedules and preliminary schedules from schools; receive and process invigilator applications. Provide support with the following administrative processes: assessment and promotion appeals; collation of School Based Assessment (SBA), Practical Assessment Task (PAT), Oral Mark Sheets; identification registration and auditing of examination and re-write centers; the District Assessment Irregularities Committee (DAIC) assessment accommodation for immigrant learners. Develop and maintain processes and systems that will contribute towards improving efficiency of the Assessment and Examinations unit. Oversee and provide effective guidance and advice on the flow of information and documents, to and from the assessment and examination coordinator. Prepare documentation and verify response information received from schools, and other internal and external stakeholders. Obtain inputs, collate and compile reports pertaining to the assessment and examination unit and advise/sensitise the assessment and examination coordinator e.g.: (i) progress reports; (ii) monthly reports and (iii) management reports. Manage and maintain an effective filing system. Assist with the planning of workshops, large meetings, conferences and events as and when they occur. Follow up with outstanding documentation/data/information from relevant stakeholders. Collate Assessment and Examination data available on WCED systems such as CEMIS, Eduinfosearch, SAMI, DMIS, etc. Co-ordinate assessment and examination administrative activities and maintain the relevant administration systems: Update and maintain the information systems for Assessment and Examination projects (e.g. APP Projects). Compile memoranda and reports on validity and relevance of data received from project stakeholders. Track issues referred to and from the Assessment and Examination Coordinator through Issue Management System (IMS). Coordinate queries related to parliamentary/ministerial enquiries referred to the Assessment and Examination Coordinator. Assist the Assessment and Examination Coordinator in the analysis of business reports. Assist the Assessment and Examination Coordinator with the drafting of progress reports. Assist with school audits for state of readiness. Provide support to the Assessment and Examinations Unit: Coordinate evidence/supporting documents for the Assessment and Examination coordinator. Manage and maintain an effective filing system. Screen documents to determine actions/information/documents required for meetings. Collet and compile information regarding challenges that needs to be discussed at meetings. Render secretariat services: Arrange for the placement of items on the agenda of meetings chaired by the Assessment and Examination Coordinator, and to ensure circulation of accompanying memoranda. Obtain the necessary signatures on documents e.g. procurement advices and attendance records.

ENQUIRIES : Ms C.Buitendach Tel No: (021) 803 8389

POST 16/360 : **SCHOOL LIBRARY SERVICE OFFICER: CURRICULUM SUPPORT REF NO: 212**
District Office: Metro North Education District Office

SALARY : R338 106 per annum (Level 07)
CENTRE : Parow

REQUIREMENTS : National Senior Certificate (or equivalent) and a Bachelor or National Diploma in Library and Information Science. A valid Driver's licence. 1 year relevant experience in libraries. Knowledge of library and information science matters, national and provincial library policies and legislation, procedures and processes, national and provincial education policies and legislation and National Curriculum Statements. Skills: Organising skills, problem-solving skills, customer care, good interpersonal relations, computer literacy including MS Word, Excel and SLIMS, financial administration skills, ability to work under pressure, language skills in two official languages, communication skills, analytical thinking and conflict management skills.

DUTIES : Implement national and provincial library policies by assisting Head Office EDULIS with the development of policies, developing the district implementation plan for the roll-out of the School Library Policy, conducting information sessions with principals, teachers and district officials, training School Library Coordinators, monitoring implementation of the School Library Policy at school level and reporting on implementation. Manage training and development of School Library Coordinators by conducting training needs analyses, identifying coordinators for training within the district or at the CTLI, planning and preparing training material and support resources, presenting and facilitating targeted library courses, liaising with and developing partnerships with library-based organisations, following up on implementation of training, supporting, monitoring, evaluating and reporting on training interventions, preparing summary reports based on programme evaluations and supporting nominations for professional development and awards. Implement DBE and WCED requirements for special library projects by assisting EDULIS with project planning, managing implementation at district level, liaising with partner organisations, evaluating project roll-out and reporting on implementation. Provide guidance and support to Public Ordinary and Special Ordinary Schools by conducting site visits, advising on appropriate school library models, assisting principals and SGBs with development, design and policy alignment of library models, supporting infrastructure planning, advising on management, administration, staffing, collection development, programmes, advocacy, monitoring and evaluation and compiling regular reports on library services. Promote and support reading and literacy programmes by assisting curriculum and learner support initiatives, facilitating provisioning of library materials, implementing and promoting national and international literacy celebrations, managing partnerships and dissemination of donated library materials and reporting on library services.

ENQUIRIES : Ms M Makena Tel No: (021) 938 3104

POST 16/361 : **ADMINISTRATIVE OFFICER: ASSESSMENT AND EXAMINATION: CURRICULUM SUPPORT REF NO: 218**
District Office: West Coast Education District Office

SALARY : R338 106 per annum (Level 07)
CENTRE : Paarl
REQUIREMENTS : National Senior Certificate, or equivalent and a 3-year, relevant post school qualification. 3 years' relevant clerical/administration experience. A valid driver's license (excluding code A/A1). Knowledge of Provincial and National education strategies, advanced knowledge of relevant software packages & sound application of relevant computer programmes, NSC/SC/AET examinations directives, various exam databases/platforms, relevant legislation/policies/prescripts and procedures (assessment and examination policies), basic financial administration. Skills: Drafting documents (submissions, letters). Sound organising, planning and time management skills (workshops, conferences events), Diary management, travel itineraries, document flow in the office, property record minutes and decisions at meetings, run and maintain a record management system, communicate effectively (written and verbally), procure goods and services, work under pressure, interpretation and application of various exam directives, client service orientated skills, sound judgement, basic research (information gathering), analyse documents and situations, ability to access research sources (information platforms), function as a team member.

DUTIES : Render Assessment and examination administration services to clients within the Education District: Execute all assessment and examination administrative process within the prescribed timelines and frameworks. Verify and approve all processed applications. Handle all investigations regarding registration,

certifications and result related enquiries and execution pot-approval. Administer the certification process through: Processing and publishing of results; queries and remarking: a) perform client services, b) execute queries emanating from the client service, c) deal with all exam related result queries in an effective and efficient manner, d) issue all results in accordance with policy and prescripts, e) deal with all telephonic queries, f) record, reprint and post remark and missing mar results. Certification: a) deal effectively and efficiently with all certification queries, b) attend workshops and training sessions relating to certifications, c) guide co-workers / clients on directives, d) issue circulars and notifications to schools concerning certification, e) provide and capture results for WCED, f) processing of remark requests, g) create a database of all certificates, h) receive and distribute certificates. Administer the registration process, including: processing of re-write requests, processing of applications for Amended Senior Certificate (ASC); processing of applications for National Senior Certificate (NSC) repearters / improved qualifications; verify on-line applications; make personal and subject corrections on the Exams mainframe; collection and filing of SBA mark sheets; send and receive schedules and preliminary schedules from schools; receive and process invigilator applications. Provide support with the following administrative processes: assessment and promotion appeals; collation of School Based Assessment (SBA), Practical Assessment Task (PAT), Oral Mark Sheets; identification registration and auditing of examination and re-write centers; the District Assessment Irregularities Committee (DAIC) assessment accommodation for immigrant learners. Develop and maintain processes and systems that will contribute towards improving efficiency of the Assessment and Examinations unit. Oversee and provide effective guidance and advice on the flow of information and documents, to and from the assessment and examination coordinator. Prepare documentation and verify response information received from schools, and other internal and external stakeholders. Obtain inputs, collate and compile reports pertaining to the assessment and examination unit and advise/sensitise the assessment and examination coordinator e.g.: (i) progress reports; (ii) monthly reports and (iii) management reports. Manage and maintain an effective filing system. Assist with the planning of workshops, large meetings, conferences and events as and when they occur. Follow up with outstanding documentation/data/information from relevant stakeholders. Collate Assessment and Examination data available on WCED systems such as CEMIS, Eduinfosearch, SAMI, DMIS, etc. Co-ordinate assessment and examination administrative activities and maintain the relevant administration systems: Update and maintain the information systems for Assessment and Examination projects (e.g. APP Projects). Compile memoranda and reports on validity and relevance of data received from project stakeholders. Track issues referred to and from the Assessment and Examination Coordinator through Issue Management System (IMS). Coordinate queries related to parliamentary/ministerial enquiries referred to the Assessment and Examination Coordinator. Assist the Assessment and Examination Coordinator in the analysis of business reports. Assist the Assessment and Examination Coordinator with the drafting of progress reports. Assist with school audits for state of readiness. Provide support to the Assessment and Examinations Unit: Coordinate evidence/supporting documents for the Assessment and Examination coordinator. Manage and maintain an effective filing system. Screen documents to determine actions/information/documents required for meetings. Collet and compile information regarding challenges that needs to be discussed at meetings. Render secretariat services: Arrange for the placement of items on the agenda of meetings chaired by the Assessment and Examination Coordinator, and to ensure circulation of accompanying memoranda. Obtain the necessary signatures on documents e.g. procurement advices and attendance records.

ENQUIRIES : Ms S Gqotso Tel No: (021) 860 1568

POST 16/362 : **ADMINISTRATIVE OFFICER: ASSESSMENT AND EXAMINATION: CURRICULUM SUPPORT REF NO: 219**
District Office: West Coast Education District Office

SALARY : R338 106 per annum (Level 07)
CENTRE : Paarl

REQUIREMENTS : National Senior Certificate, or equivalent and a 3-year, relevant post school qualification. 3 years' relevant clerical/administration experience. A valid driver's license (excluding code A/A1). Knowledge of Provincial and National education strategies, advanced knowledge of relevant software packages & sound application of relevant computer programmes, NSC/SC/AET examinations directives, various exam databases/platforms, relevant legislation/policies/prescripts and procedures (assessment and examination policies), basic financial administration. Skills: Drafting documents (submissions, letters). Sound organising, planning and time management skills (workshops, conferences events), Diary management, travel itineraries, document flow in the office, property record minutes and decisions at meetings, run and maintain a record management system, communicate effectively (written and verbally), procure goods and services, work under pressure, interpretation and application of various exam directives, client service orientated skills, sound judgement, basic research (information gathering), analyse documents and situations, ability to access research sources (information platforms), function as a team member.

DUTIES : Render Assessment and examination administration services to clients within the Education District: Execute all assessment and examination administrative process within the prescribed timelines and frameworks. Verify and approve all processed applications. Handle all investigations regarding registration, certifications and result related enquiries and execution pot-approval. Administer the certification process through: Processing and publishing of results; queries and remarking: a) perform client services, b) execute queries emanating from the client service, c) deal with all exam related result queries in an effective and efficient manner, d) issue all results in accordance with policy and prescripts, e) deal with all telephonic queries, f) record, reprint and post remark and missing mar results. Certification: a) deal effectively and efficiently with all certification queries, b) attend workshops and training sessions relating to certifications, c) guide co-workers / clients on directives, d) issue circulars and notifications to schools concerning certification, e) provide and capture results for WCED, f) processing of remark requests, g) create a database of all certificates, h) receive and distribute certificates. Administer the registration process, including: processing of re-write requests, processing of applications for Amended Senior Certificate (ASC); processing of applications for National Senior Certificate (NSC) repearters / improved qualifications; verify on-line applications; make personal and subject corrections on the Exams mainframe; collection and filing of SBA mark sheets; send and receive schedules and preliminary schedules from schools; receive and process invigilator applications. Provide support with the following administrative processes: assessment and promotion appeals; collation of School Based Assessment (SBA), Practical Assessment Task (PAT), Oral Mark Sheets; identification registration and auditing of examination and re-write centers; the District Assessment Irregularities Committee (DAIC) assessment accommodation for immigrant learners. Develop and maintain processes and systems that will contribute towards improving efficiency of the Assessment and Examinations unit. Oversee and provide effective guidance and advice on the flow of information and documents, to and from the assessment and examination coordinator. Prepare documentation and verify response information received from schools, and other internal and external stakeholders. Obtain inputs, collate and compile reports pertaining to the assessment and examination unit and advise/sensitise the assessment and examination coordinator e.g.: (i) progress reports; (ii) monthly reports and (iii) management reports. Manage and maintain an effective filing system. Assist with the planning of workshops, large meetings, conferences and events as and when they occur. Follow up with outstanding documentation/data/information from relevant stakeholders. Collate Assessment and Examination data available on WCED systems such as CEMIS, Eduinfosearch, SAMI, DMIS, etc. Co-ordinate assessment and examination administrative activities and maintain the relevant administration systems: Update and maintain the information systems for Assessment and Examination projects (e.g. APP Projects). Compile memoranda and reports on validity and relevance of data received from project stakeholders. Track issues referred to and from the Assessment and Examination Coordinator through Issue Management System (IMS). Coordinate queries related to parliamentary/ministerial enquiries referred to the Assessment and Examination Coordinator. Assist the Assessment and Examination Coordinator

in the analysis of business reports. Assist the Assessment and Examination Coordinator with the drafting of progress reports. Assist with school audits for state of readiness. Provide support to the Assessment and Examinations Unit: Coordinate evidence/supporting documents for the Assessment and Examination coordinator. Manage and maintain an effective filing system. Screen documents to determine actions/information/documents required for meetings. Collet and compile information regarding challenges that needs to be discussed at meetings. Render secretariat services: Arrange for the placement of items on the agenda of meetings chaired by the Assessment and Examination Coordinator, and to ensure circulation of accompanying memoranda. Obtain the necessary signatures on documents e.g. procurement advices and attendance records.

ENQUIRIES : Ms S Gqotso Tel No: (021) 860 1568

POST 16/363 : **ADMINISTRATIVE SUPPORT OFFICER REF NO: 180**
District Circuits: Metro East Education District Office: Circuit Team 5

SALARY : R338 106 (Level 07)
CENTRE : Kuilsrivier
REQUIREMENTS : National Senior Certificate (or equivalent) and 3 years relevant clerical or administrative experience. Knowledge: Knowledge of provincial and national education strategies. Advanced knowledge of relevant software packages and sound application of relevant computer programmes. Knowledge of relevant legislation, policies, prescripts and procedures. Basic financial administration. Skills: Ability to draft documentation including submissions and letters. Sound organising, planning and time management skills including diary management, travel itineraries and document flow. Ability to record minutes and decisions at meetings. Ability to run and maintain a record management system. Communicate effectively both written and verbally. Procure goods and services. Work under pressure. Make sound judgments. Conduct basic research and information gathering. Analyse documents and situations. Ability to access research sources and information platforms. Function as a team member.

DUTIES : Render line administrative support services. Assist management support staff in all administrative duties. Develop and maintain processes and systems that will contribute towards improving efficiency in the circuit office. Oversee and provide effective guidance and advice on the flow of information and documents, to and from the circuit. Prepare documentation and verify responses information received from schools, and other internal and external stakeholders. Obtain inputs, collate and compile reports pertaining to the circuit and advise/ sensitise the office, e.g.: (i) Progress reports, (ii) Monthly reports, and (iii) Management reports. Assist with monitoring and evaluating the performance of the circuit office on an ongoing basis against predetermined objectives. Ensure that effective records are kept of the activities and resources of the circuit. Assist with the planning and execution of workshops, large meetings, conferences as and when they occur. Follow up with outstanding documentation / data /information from schools. Collate circuit data available on WCED systems such as CEMIS, Eduinfosearch, SAMI, DMIS, etc.Co-ordinate M&E activities and maintain the relevant systems. Update and maintain the M&E systems for circuit projects (e.g. APP Projects). Provide support to conduct basic research on education providers and their activities at schools in the circuit. Compile memoranda and reports on validity and relevance of data received from project stakeholders. Track issues referred to and from the circuit office through Issue Management System (IMS). Coordinate projects development queries-related parliamentary/ ministerial enquiries referred to the circuit. Analyse reports and make notes and/or recommendations with regard to projects implemented by the circuit. Assist the circuit manager in the analysis of business reports. Draft progress reports on all plans. Keep detail records of teacher and school performance. Provide support to the circuit for supply chain management. Coordinate evidence/ supporting documents for the circuit. Manage and maintain an effective filing system. Screen documents to determine actions/information/documents required for meetings. Collect and compile information on project with regard to issues that needs to be discussed at meetings. Render secretariat services, arrange for the placement of project related items on the agenda of meetings chaired by the Circuit Manager, and ensure circulation of accompanying memoranda. Manage the procurement of standard items, like stationary,

refreshments etc. for the circuit office. In terms of the project-related activities, obtain the necessary signatures on documents e.g. procurement advices and attendance records. Keep record of all procurement activities. Render advice and liaise w.r.t administrative matters. Keep updated on WCED school online systems including, but not limited to, LTSM online system, SAMI, CEMIS and Eduinfosearch. Studies the relevant public services and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly. Remain abreast with project procedures and processes that apply to the district office. Advise relevant stakeholders on departmental prescripts and policies regarding own KRAs. Compile reports and submissions on request.

ENQUIRIES : Mr A.Magadla Tel No: (021) 900 7093

POST 16/364 : **ADMINISTRATIVE SUPPORT OFFICER REF NO: 182**
District Circuits: Eden and Central Karoo Education District Office: Circuit Team 6

SALARY : R338 106 per annum (Level 07)
CENTRE : Oudtshoorn
REQUIREMENTS : National Senior Certificate (or equivalent) and 3 years relevant clerical or administrative experience. Knowledge: Knowledge of provincial and national education strategies. Advanced knowledge of relevant software packages and sound application of relevant computer programmes. Knowledge of relevant legislation, policies, prescripts and procedures. Basic financial administration. Skills: Ability to draft documentation including submissions and letters. Sound organising, planning and time management skills including diary management, travel itineraries and document flow. Ability to record minutes and decisions at meetings. Ability to run and maintain a record management system. Communicate effectively both written and verbally. Procure goods and services. Work under pressure. Make sound judgments. Conduct basic research and information gathering. Analyse documents and situations. Ability to access research sources and information platforms. Function as a team member.
DUTIES : Render line administrative support services. Assist management support staff in all administrative duties. Develop and maintain processes and systems that will contribute towards improving efficiency in the circuit office. Oversee and provide effective guidance and advice on the flow of information and documents, to and from the circuit. Prepare documentation and verify responses information received from schools, and other internal and external stakeholders. Obtain inputs, collate and compile reports pertaining to the circuit and advise/ sensitise the office, e.g.: (i) Progress reports, (ii) Monthly reports, and (iii) Management reports. Assist with monitoring and evaluating the performance of the circuit office on an ongoing basis against predetermined objectives. Ensure that effective records are kept of the activities and resources of the circuit. Assist with the planning and execution of workshops, large meetings, conferences as and when they occur. Follow up with outstanding documentation / data /information from schools. Collate circuit data available on WCED systems such as CEMIS, Eduinfosearch, SAMI, DMIS, etc.Co-ordinate M&E activities and maintain the relevant systems. Update and maintain the M&E systems for circuit projects (e.g. APP Projects). Provide support to conduct basic research on education providers and their activities at schools in the circuit. Compile memoranda and reports on validity and relevance of data received from project stakeholders. Track issues referred to and from the circuit office through Issue Management System (IMS). Coordinate projects development queries-related parliamentary/ ministerial enquiries referred to the circuit. Analyse reports and make notes and/or recommendations with regard to projects implemented by the circuit. Assist the circuit manager in the analysis of business reports. Draft progress reports on all plans. Keep detail records of teacher and school performance. Provide support to the circuit for supply chain management. Coordinate evidence/ supporting documents for the circuit. Manage and maintain an effective filing system. Screen documents to determine actions/information/documents required for meetings. Collect and compile information on project with regard to issues that needs to be discussed at meetings. Render secretariat services, arrange for the placement of project related items on the agenda of meetings chaired by the Circuit Manager, and ensure circulation of accompanying memoranda. Manage the procurement of standard items, like stationary,

refreshments etc. for the circuit office. In terms of the project-related activities, obtain the necessary signatures on documents e.g. procurement advices and attendance records. Keep record of all procurement activities. Render advice and liaise w.r.t administrative matters. Keep updated on WCED school online systems including, but not limited to, LTSM online system, SAMI, CEMIS and Eduinfosearch. Studies the relevant public services and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly. Remain abreast with project procedures and processes that apply to the district office. Advise relevant stakeholders on departmental prescripts and policies regarding own KRAs. Compile reports and submissions on request.

ENQUIRIES : Mr H Daniels Tel No: (044) 4729 1681

POST 16/365 : **TRANSPORT CONTROL OFFICER: GG TRANSPORT: LOGISTICAL SUPPORT REF NO: 187**
District Office: Metro East Education District Office

SALARY : R338 106 per annum (Level 07)
CENTRE : Kuilsrivier
REQUIREMENTS : National Senior Certificate (or equivalent) and a valid Driver's licence. 6-10 years clerical experience. Knowledge of the Public Service Act and Regulations, PFMA and Treasury Regulations, Department of Transport policies relating to GG Transport, and WCED Acts, policies, circulars, processes and procedures. Skills: Financial skills, interpretation of prescripts, organising and planning, report writing, motivation, interpersonal skills and communication in two official languages.
DUTIES : Monitor, maintain and control the GG fleet at district level by applying and registering new GG users with GMT and providing all relevant documentation, monitoring the motor driver's licences register of all personnel, monitoring all trip authorities and garaging, ensuring drivers have knowledge of prescribed transport circulars, ensuring all trips are recorded in logbooks, verifying toll card systems with trip authorities and registers, ensuring all logbooks are signed off monthly and submitted to Head Office and GMT, verifying expenditure with GMT invoices, compiling and submitting monthly utilisation reports, managing fleet daily, monitoring registers for control purposes, allocating pool vehicles for optimal use, monitoring daily inspections of vehicles after trips, reconciling GG invoices with utilisation reports, liaising with GMT for replacement vehicles, checking damage claims submitted by GMT and submitting to Head Office, ensuring vehicles are roadworthy, serviced, licensed and securely parked, organising services, tyres, batteries and cleaning, coordinating fines, analysing databases for disciplinary follow-up, coordinating accident reporting including SAPD reporting, finalising accident reports, organising breakdown services, obtaining quotations for minor vehicle damages, obtaining reports for GMT and coordinating the submission of log sheets, accident reports, fines and holiday garaging for Public Special School vehicles. Order taxi transport as requested by GMT including collecting, verifying and filing taxi trip authorities and verifying GMT invoices before payment. Administer, verify and monitor the use of rentals including receiving applications for rental cars, collecting and inspecting rental vehicles, entering vehicles into the rental register, opening logbooks and following GG-vehicle procedures up to payment. Supervise employees by allocating duties, performing quality control, advising and leading staff, assessing performance, developing employees, implementing work systems, maintaining discipline and participating in recruitment when required.

ENQUIRIES : Ms M Solomon Tel No: (021) 900 7190

POST 16/366 : **CHIEF HR CLERK: SERVICE BENEFITS REF NO: 230**
Directorate: Service Benefits

SALARY : R338 106 per annum (Level 07)
CENTRE : Cape Town
REQUIREMENTS : National Senior Certificate (or equivalent) and 6 years relevant experience. Knowledge of Service benefits processes. Knowledge of Service benefits systems. Knowledge of related prescripts. Ensure compliance with educator and public servant prescripts. Labour Relations Act, 66 of 1995. Employment of Educators Act 76 of 1998. Public Service Act, 1994. South African Schools Act 84 of 1996. Basic Conditions of Employment Act 75 of 1997. Knowledge of other related legislation. PERSAL. Skills: Numeracy. Literacy. Computer

Literacy. Language skills. Organisational skills. Good written and oral communication skills. Interpersonal skills. Problem solving. Analytical skills. Facilitation and Presentation skills. Demonstrate the ability to use Microsoft Office 365, Microsoft Outlook and PERSAL.

DUTIES : Supervise and undertake the more complex implementation and maintenance of policies related to the divisions specific field of work. Execute and comply to new and amended departmental policies and procedures. Check and verify that amendments to new policies, as recommended, are implemented. Provide input on the review/amendment on policies. Liaise with other Divisions within HR. Provide assistance with the interpretation and application of policies and prescripts. Responsible for the implementation and compliance to new and amended departmental policies. Supervise and undertake the more complex implementation and maintenance of the administration of the appointment of personnel. Verify all qualifications before the appointment is effected and regular updating of new personal information on the Personnel and Salary system (PERSAL). Check and verify that the transfer of personnel from other government departments is implemented correctly. Ensure the approval of appointments on PERSAL. Check contracts of employment for completeness and ensure a copy of the contract is available on personnel files. Provide progress reports in respect of compliance. Supervise and undertake the more complex implementation and maintenance of salary administration pertaining to the appointment process. Check and verify that all employment appointments received are processed timeously and correctly on PERSAL by screening nomination forms received for contract, substitute, periodical, or permanent Public Service staff and Educators, before approving any transaction on PERSAL captured by HR Clerks. Check that data loaded on PERSAL corresponds with information on file or nomination documents. Ensure that any amendments to prescripts pertaining to salaries are brought to the attention of management and staff. Ensure the timeous payment of salaries to ensure that all appointments, acting allowances, 37 percent in lieu of service benefits transactions are captured correctly and approved timeously on PERSAL. Check the improvement of qualifications, cash bonuses, recognition of previous experience or notch adjustments for corrections. Check if official's appointment date is correct and approve transactions long service payments. Check and verify that the correct banking details are captured. Supervise and undertake the more complex implementation and maintenance of leave administration. Allocate leave forms to HR Clerks for processing. Check leave transactions captured on PERSAL by HR Clerks for accurateness as per the leave application. Deal with all aspects of leave, but especially those applications that have to be dealt with in terms of Policy and Procedure on Incapacity Leave and Ill-Health Retirement (PILIR). Screen applications for temporary incapacity leave to ensure the correctness thereof. Refer PILIR cases to the Health Risk Manager within the prescribed timeframes. Compile and submit recommendation of HRM for approval. Inform employees of the outcome of their applications. Provide advice and guidance to employees on the process and in the completion of application forms. Assist with PILIR training in the Department. Monitor the processing of PILIR cases and manage challenges. Provide input towards the monthly PILIR Report. Report on leave patterns or tendencies that might impact on the service delivery of schools, districts, circuits or Head Office. Deal with enquiries pertaining to all leave entitlements. Prepare submission for special leave, leave without pay and ill-health retirements. Audit leave records in respect of leave gratuities. Compile a leave audit report upon exit. Arrange for payment of leave gratuity where applicable. Amend errors identified during the audit. Check for corrections and implementation of incapacity leave in terms of the PILIR Policy, accurate capturing on PERSAL before submission to HRM. Supervise and undertake the more complex implementation and maintenance of Exit Management. Provide an exit management service to employees exiting the service. Notify employees of the outcome of his or her application, the last day of service and applicable benefits. Quality assure applications before dispatching to staff for processing. Arrange for the payment of leave gratuities, Individual-Linked Savings Facility payments, pro rata service bonus and outstanding salary. Provide statistics to relevant bodies exiting the service. Identify employees due for compulsory retirement and ensure that these employees are informed at least three months in advance about the termination of their services. Check that all necessary administrative processes are duly followed and completed before signing off on Z102's prepared by HR Clerks for pension application to

be submitted online via the Pension System to the Government Employee Pension Fund System. Advising clients on the process and status of their pension application. Check and verify that a clearance certificate for outstanding debt is completed and dispatch to Finance. Check and verify that particulars of debt, as indicated on clearance certificate are captured on PERSAL. Handle queries with regard to exit management and benefits. Keep databases of applications submitted to the GEPF and regularly update such. Provide quarterly report on the status of pension applications. Supervise and undertake the more complex implementation and maintenance with regard to service benefits and conditions of service. Administer all service benefits, but especially with regard to Housing Allowance, Injury on Duty, Overtime, Resettlement costs, all other allowances and salary deductions. Check and verify approval of stop orders in terms of bond repayments. Liaise with employees with regards to a paid up bond. See to the termination of Housing Allowances in cases of retirement or death. See to the finalisation of claims with regard to Injury on Duty. Arrange for payment of medical accounts for Injury on Duty cases. Arrange for payment of resettlement claims. Arrange for payment of overtime claims and all other allowances. Responsible for monitoring of real time databases to ensure tasks are completed accurately and on time. Execute functions pertaining to probation, long service awards, Senior Management Services and Middle Management Service salary structures, general salary adjustments. Report on these cases and note them in registers or systems for these purposes. Supervise human resources or staff. Participate in the recruitment and selection of staff. Motivate, train and guide staff. Manage the performance, evaluation and rewarding of staff. Monitor information capacity building. Promote sound labour relations. Maintain discipline. Guide on policy issues with regard to the functions of the components under his or her command.

ENQUIRIES : Ms D Pillay Tel No: (021) 467 2477

POST 16/367 : **CHIEF HR CLERK: SERVICE BENEFITS REF NO: 231**
Directorate: Service Benefits

SALARY : R338 106 per annum (Level 07)
CENTRE : Cape Town
REQUIREMENTS : National Senior Certificate (or equivalent) and 6 years relevant experience. Knowledge of Service benefits processes. Knowledge of Service benefits systems. Knowledge of related prescripts. Ensure compliance with educator and public servant prescripts. Labour Relations Act, 66 of 1995. Employment of Educators Act 76 of 1998. Public Service Act, 1994. South African Schools Act 84 of 1996. Basic Conditions of Employment Act 75 of 1997. Knowledge of other related legislation. PERSAL. Skills: Numeracy. Literacy. Computer Literacy. Language skills. Organisational skills. Good written and oral communication skills. Interpersonal skills. Problem solving. Analytical skills. Facilitation and Presentation skills. Demonstrate the ability to use Microsoft Office 365, Microsoft Outlook and PERSAL.

DUTIES : Supervise and undertake the more complex implementation and maintenance of policies related to the divisions specific field of work. Execute and comply to new and amended departmental policies and procedures. Check and verify that amendments to new policies, as recommended, are implemented. Provide input on the review/amendment on policies. Liaise with other Divisions within HR. Provide assistance with the interpretation and application of policies and prescripts. Responsible for the implementation and compliance to new and amended departmental policies. Supervise and undertake the more complex implementation and maintenance of the administration of the appointment of personnel. Verify all qualifications before the appointment is effected and regular updating of new personal information on the Personnel and Salary system (PERSAL). Check and verify that the transfer of personnel from other government departments is implemented correctly. Ensure the approval of appointments on PERSAL. Check contracts of employment for completeness and ensure a copy of the contract is available on personnel files. Provide progress reports in respect of compliance. Supervise and undertake the more complex implementation and maintenance of salary administration pertaining to the appointment process. Check and verify that all employment appointments received are processed timeously and correctly on PERSAL by screening nomination forms received for contract, substitute, periodical, or permanent Public Service staff and Educators, before approving any

transaction on PERSAL captured by HR Clerks. Check that data loaded on PERSAL corresponds with information on file or nomination documents. Ensure that any amendments to prescripts pertaining to salaries are brought to the attention of management and staff. Ensure the timeous payment of salaries to ensure that all appointments, acting allowances, 37 percent in lieu of service benefits transactions are captured correctly and approved timeously on PERSAL. Check the improvement of qualifications, cash bonuses, recognition of previous experience or notch adjustments for corrections. Check if official's appointment date is correct and approve transactions long service payments. Check and verify that the correct banking details are captured. Supervise and undertake the more complex implementation and maintenance of leave administration. Allocate leave forms to HR Clerks for processing. Check leave transactions captured on PERSAL by HR Clerks for accurateness as per the leave application. Deal with all aspects of leave, but especially those applications that have to be dealt with in terms of Policy and Procedure on Incapacity Leave and Ill-Health Retirement (PILIR). Screen applications for temporary incapacity leave to ensure the correctness thereof. Refer PILIR cases to the Health Risk Manager within the prescribed timeframes. Compile and submit recommendation of HRM for approval. Inform employees of the outcome of their applications. Provide advice and guidance to employees on the process and in the completion of application forms. Assist with PILIR training in the Department. Monitor the processing of PILIR cases and manage challenges. Provide input towards the monthly PILIR Report. Report on leave patterns or tendencies that might impact on the service delivery of schools, districts, circuits or Head Office. Deal with enquiries pertaining to all leave entitlements. Prepare submission for special leave, leave without pay and ill-health retirements. Audit leave records in respect of leave gratuities. Compile a leave audit report upon exit. Arrange for payment of leave gratuity where applicable. Amend errors identified during the audit. Check for corrections and implementation of incapacity leave in terms of the PILIR Policy, accurate capturing on PERSAL before submission to HRM. Supervise and undertake the more complex implementation and maintenance of Exit Management. Provide an exit management service to employees exiting the service. Notify employees of the outcome of his or her application, the last day of service and applicable benefits. Quality assure applications before dispatching to staff for processing. Arrange for the payment of leave gratuities, Individual-Linked Savings Facility payments, pro rata service bonus and outstanding salary. Provide statistics to relevant bodies exiting the service. Identify employees due for compulsory retirement and ensure that these employees are informed at least three months in advance about the termination of their services. Check that all necessary administrative processes are duly followed and completed before signing off on Z102's prepared by HR Clerks for pension application to be submitted online via the Pension System to the Government Employee Pension Fund System. Advising clients on the process and status of their pension application. Check and verify that a clearance certificate for outstanding debt is completed and dispatch to Finance. Check and verify that particulars of debt, as indicated on clearance certificate are captured on PERSAL. Handle queries with regard to exit management and benefits. Keep databases of applications submitted to the GEPF and regularly update such. Provide quarterly report on the status of pension applications. Supervise and undertake the more complex implementation and maintenance with regard to service benefits and conditions of service. Administer all service benefits, but especially with regard to Housing Allowance, Injury on Duty, Overtime, Resettlement costs, all other allowances and salary deductions. Check and verify approval of stop orders in terms of bond repayments. Liaise with employees with regards to a paid up bond. See to the termination of Housing Allowances in cases of retirement or death. See to the finalisation of claims with regard to Injury on Duty. Arrange for payment of medical accounts for Injury on Duty cases. Arrange for payment of resettlement claims. Arrange for payment of overtime claims and all other allowances. Responsible for monitoring of real time databases to ensure tasks are completed accurately and on time. Execute functions pertaining to probation, long service awards, Senior Management Services and Middle Management Service salary structures, general salary adjustments. Report on these cases and note them in registers or systems for these purposes. Supervise human resources or staff. Participate in the recruitment and selection of staff. Motivate, train and guide staff. Manage the performance, evaluation and rewarding of staff.

Monitor information capacity building. Promote sound labour relations. Maintain discipline. Guide on policy issues with regard to the functions of the components under his or her command.

ENQUIRIES : Ms D Pillay Tel No: (021) 467 2477

POST 16/368 : **PERSONAL ASSISTANT: DISTRICT DIRECTOR REF NO: 235**
District Office: Overberg Education District Office

SALARY : R338 106 per annum (Level 07)
CENTRE : Caledon
REQUIREMENTS : National Senior Certificate (or equivalent) and a Secretarial Diploma or equivalent qualification (1 year post matric qualification). 3 years experience in rendering a support service to senior management. Knowledge on the relevant legislation, policies, prescripts and procedures. Basic knowledge of financial administration. Skills: Language skills and the ability to communicate well with people at different levels and backgrounds. Good telephone etiquette. Computer literacy. Sound organisational skills. Good people skills. High level of reliability. Written communication skills. Ability to act with tact and discretion. Ability to do research and analyse documents and situations. Good grooming and presentation. Self-management and motivation.

DUTIES : Provides a secretarial / receptionist support service to the manager. Receives telephone calls requiring discretion in directing calls. Performs advanced typing work. Operates and ensures office equipment is in good working order. Records engagements of the senior manager. Uses discretion to manage meeting requests based on importance and urgency. Coordinates with and advises the manager on engagements. Compiles realistic schedules of appointments. Renders administrative support services. Ensures effective flow and safekeeping of information. Obtains, inputs, collates and compiles reports including progress, monthly and management reports. Scrutinizes routine submissions and makes notes or recommendations. Responds to enquiries from stakeholders. Drafts documents and files records. Coordinates travel arrangements. Prioritizes issues in the manager's office. Manages leave register and telephone accounts. Handles procurement of standard items. Provides support regarding meetings. Determines required actions and documents for meetings. Compiles documents to inform the manager. Records minutes and decisions and follows up on progress. Prepares brief notes. Coordinates logistical arrangements. Supports administration of the manager's budget. Coordinates documents related to the budget. Assists with funding requirements for MTEF submissions. Keeps records of expenditure commitments and monitors expenditure. Checks BAS reports for correct allocation. Identifies need for fund shifts and drafts memos. Compares MTEF allocation with requested budget and informs the manager. Studies relevant Public Service and departmental prescripts and ensures proper understanding. Remains up to date with policies and procedures applicable to the work terrain and the office of the manager.

ENQUIRIES : Ms I Senosi Tel No: (028) 214 7301

POST 16/369 : **CARE AND SUPPORT OFFICER (HIV/AIDS AND TB AND LIFE SKILLS EDUCATION PROGRAMME): LEARNER SUPPORT REF NO: 237**
District Office: Metro East Education District Office

SALARY : R338 106 per annum (Level 07)
CENTRE : Kuilsrivier
REQUIREMENTS : National Senior Certificate (or equivalent) and a three-year relevant qualification in Education, Health or Social Sciences. 1 year relevant administrative experience and a valid Driver's Licence. Knowledge and Understanding of national HIV/AIDS and TB policy, knowledge of Life Skills and Life Orientation, understanding of financial and supply chain management processes including the PFMA and knowledge of departmental education policies, procedures and practices. Skills: Computer literacy including Excel and MS Word, financial administration and budgeting skills, report writing skills, sound organisation and planning skills, facilitation skills, communication skills, basic knowledge and information management skills and language proficiency in two official languages of the Western Cape Government.

DUTIES : Coordinate and facilitate advocacy and social mobilisation programmes within the district according to the Conditional Grant Framework and DORA for HIV/AIDS, TB and Life Skills Education by implementing advocacy

interventions related to prevention of learner pregnancies, substance abuse, HIV/AIDS and TB, reporting on these interventions, assisting public schools with planning and implementation of social mobilisation interventions such as World AIDS Day commemorations, liaising with Head Office regarding funding of interventions, monitoring spending of allocated funds per intervention, ensuring that all claims are submitted timeously and reporting monthly, quarterly and annually to the Head of Learner Support and Head Office. Facilitate and coordinate training and development regarding HIV/AIDS and TB programmes by being responsible for training and development of teachers and learners within the education district, ensuring interventions are rolled out according to the nationally approved business plan, arranging training interventions including venues, catering, time frames, attendance registers and submission of claims, ensuring district training plans incorporate HIV/AIDS and TB programmes and reporting back to the Head of Learner Support and Head Office on training interventions. Assist with coordination and facilitation of co-curricular activities within the district by implementing national and provincial co-curricular activities such as Peer Education and Soul Buddyz programmes and monitoring and reporting on co-curricular activities and related financial processes. Be responsible for implementation of care and support within the district according to the Conditional Grant Framework and DORA by assisting with recruitment and selection of Care and Support Assistants at identified public schools, collating and submitting documentation to Head Office for appointments, monitoring and reporting on the functioning of Care and Support Assistants within public schools, monitoring functioning of the Orphans and Vulnerable Children programme, reporting on OVC programmes and overseeing implementation of the Care and Support for Teaching and Learning Strategy. Coordinate and facilitate provisioning of Learning and Teaching Support Material by assisting with provisioning of LTSM to public schools, monitoring provisioning and reporting to Head Office on whether all schools received LTSM. Support and monitor the HIV/AIDS, TB and Life Skills Education Programme within public schools by ensuring implementation in line with national and provincial prescripts and monitoring and reporting quarterly and monthly to Head Office.

ENQUIRIES : Ms O Rustin Tel No: (021) 900 7187

POST 16/370 : **ADMINISTRATIVE OFFICER: PEOPLE MANAGEMENT REF NO: 254**
District Office: Cape Winelands Education District Office

SALARY : R338 106 per annum (Level 07)
CENTRE : Worcester
REQUIREMENTS : National Senior Certificate (or equivalent) and 1 year clerical or administrative experience. Knowledge: Extensive knowledge of applicable policies and procedures. Public service procedures. Knowledge of people management processes. Labour relations. Financial management. Project planning. Skills: Interpret and apply relevant policies and procedures. People resource planning. Problem solving. Sound budgeting. Facilitation. Presentation. Communication. Analytical skills. Computer literacy.

DUTIES : Implement and administer the Workplace Skills Plan at district level. Assist with the process to obtain and collate training needs. Provide support to the DCES People Management in drafting the Workplace Skills Plan in conjunction with the District Skills Development Committee. Assist with the implementation of the Workplace Skills Plans. Ensure that administration pertaining to training interventions is up to date, accurate and thorough. Assist the DCES People Management with the compilation of training reports ensuring alignment with SETA requirements. Administer the training and professional development plan at district level. Administer the process regarding the identification and nomination of candidates and participants for in service training courses. Administer the identification and nomination of teachers for the Teacher Qualification Improvement Programmes. Administer the roll out of the District Professional Development Plan and monitor against the approved budget. Administer the implementation of SACE CPTD MS. Assist in the administration and monitoring of professional participation at school level in line with Professional Growth Plans School Improvement Plans and WCED Professional Development Priorities. Administer and ensure that all data pertaining to professional development points of teachers are captured accurately and are relevant per district intervention. Compile submissions of district interventions for CPTD MS from district components for SACE

endorsement. Provide administrative support to teachers or refer them to relevant support systems regarding participation in the CPTD Management System and professional development uptake. Administer and monitor the National Teaching Awards process at district level. Compile monthly quarterly and annual reports for WCED and CTLI relating to training interventions. Assist with the monitoring and administration of the Staff Performance Management Systems at district and school level. Assist in the administration and dissemination of performance management training information. Schedule and plan performance management events and activities aligning plans and timetables with Head Office structures and assist in compiling progress reports. Assist with administrative and operational support for alignment of individual and district performance plans. Assist with communication dissemination and gathering of information on performance management implementation trends and report to supervisor. Administer and file personal development plans skills development programmes and performance related management processes and assist in identifying gaps and overlaps. Develop implement and comply with new and amended departmental policies and procedures at district and school level. File all documents relating to the SPMS including IPDP quarterly review forms appraisal certificates and circulars. Render support and advice to district management regarding the Employee Assistance Programme. Facilitate mediation of policies procedures and guidelines and provide support to staff on interpretation of the EAP policy through workshops and information sessions. Assist with provision of information on appropriate health welfare and psychosocial facilities support and counselling services. Draft letters and progress or status reports as required in terms of prescripts and policies. Perform supervisory functions attached to the post. Provide general supervision of employees. Allocate duties and conduct quality control of work delivered. Advise and lead employees in all aspects of work. Assess staff performance. Develop employees to deliver work at required standards efficiently and effectively. Develop implement and monitor work systems and processes. Manage and promote maintenance of discipline. Participate in recruitment and selection where required.

ENQUIRIES : Mr B Jacobs Tel No: (023) 348 4660

POST 16/371 : **HR OFFICER: RECRUITMENT AND SELECTION: SYSTEMS AND ADMINISTRATION: ESTABLISHMENTS REF NO: 275**
Directorate: Recruitment and Selection

SALARY : R338 106 per annum (Level 07)
CENTRE : Cape Town
REQUIREMENTS : National Senior Certificate, or equivalent and a relevant, post-school Diploma. 3 years' relevant experience. Driver's license (excluding A/A1). Knowledge: Thorough knowledge of establishment functions on PERSAL. Good command of MS Office. Skills: Diplomacy, Networking, Communication, Negotiation, Problem-solving, Computer literacy, Language proficiency (at least 2 of the 3 official Western Cape languages).
DUTIES : List and monitor all applications for contract, substitute and acting and permanent appointments. Write submissions for the approval of contract, substitute and acting posts. Create, amend and abolish posts on PERSAL, in line with the approved establishment. Reserve posts for appointments. Write submissions and letters regarding official requests for transfers. Reserve posts for advertising. Continuous training for PERSAL staff within the department. Administer the annual establishment adjustments. Administer excess staff profiles on PERSAL. Provision of statistical data and PERSAL information to various managers and role-players. Receive and process Exception Reports on establishment issues. Administer establishment administration.
ENQUIRIES : Ms M Mocke Tel No: (021) 467 9278

POST 16/372 : **ADMINISTRATIVE SUPPORT OFFICER: MANAGEMENT AND GOVERNANCE REF NO: 244**
District Office: Cape Winelands Education District Office

SALARY : R338 106 per annum (Level 07)
CENTRE : Worcester
REQUIREMENTS : National Senior Certificate (or equivalent) and 1 year post matric qualification. 3-5 years relevant clerical/administrative experience. Knowledge: Knowledge of provincial and national education strategies. Advanced knowledge of

relevant software packages and sound application of relevant computer programmes. Knowledge on the relevant legislation, policies, prescripts and procedures. Basic financial administration. Skills: Draft documentation like submissions, letters, etc. Sound organising, planning and time management skills, for example workshops, conferences, events. Diary management, travel itineraries, document flow in the office. Properly record minutes and decisions at meetings. Run and maintain a record management system. Communicate effectively written and verbally. Procure goods and services. Work under pressure. Make sound judgments. Do basic research (information gathering). Analyse documents and situations. Ability to access research sources (information platforms). Function as a team member.

DUTIES : Render line administrative support services. Management support staff in all administrative duties. Develop and maintain processes and systems that will contribute towards improving efficiency in the component. Oversee and provide effective guidance and advice on the flow of information and documents, to and from the Management and Governance Component. Prepare documentation and verify responses information received from schools, and other internal and external stakeholders. Obtain inputs, collate and compile reports pertaining to the Management and Governance Component and advise/sensitize the office, e.g.: (i) Progress reports (ii) Monthly reports (iii) Management reports. Assist with monitoring and evaluating the performance of the Management and Governance Component on an ongoing basis against predetermined objectives. Ensure that effective records are kept of the activities and resources of the Management and Governance Component. Assist with the planning of workshops, large meetings, conferences as and when they occur. Follow up with outstanding documentation/data/information from relevant stakeholders. Collate management and governance data available on WCED systems such as CEMIS, Eduinfosearch, SAMI, DMIS, etc. Co-ordinate M&E activities and maintain the relevant systems. Update and maintain the information systems for management and governance projects (e.g. APP Projects). Compile memoranda and reports on validity and relevance of data received from project stakeholders. Track issues referred to and from the Management and Governance Component through Issue Management System (IMS). Coordinate projects development queries-related parliamentary/ministerial enquiries referred to the Management and Governance Component. Analyse reports and make notes and/or recommendations with regard to projects implemented by the Management and Governance Component. Assist the Head Management and Governance in the analysis of business reports. Draft progress reports on all plans. Keep detail records of public schools management and governance performance. Provide support to the Unit for supply chain management. Coordinate evidence/supporting documents for the Management and Governance Component. Manage and maintain an effective filing system. Screen documents to determine actions/information/documents required for meetings. Collect and compile information on project with regard to issues that needs to be discussed at meetings. Render secretariat services. Arrange for the placement of project related items on the agenda of meetings chaired by the Head Management and Governance, and to ensure circulation of accompanying memoranda. Manage the procurement of standard items like stationary, refreshments etc. for the Management and Governance Component. In terms of the project-related activities, obtain the necessary signatures on documents e.g. procurement advices and attendance records. Keep record of all procurement activities. Render advice and liaise with regard to administrative matters. Keep updated on WCED school online systems including, but not limited to, SAMI, CEMIS and Eduinfosearch. Studies the relevant Public Services and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly. Remain abreast with project procedures and processes that apply to the Management and Governance Component. Compile reports and submissions on request.

ENQUIRIES : Mr B Jacobs Tel No: (023) 348 4660

POST 16/373 : **ADMINISTRATION CLERK REF NO: 178**
District Circuits: Eden And Central Karoo Education District Office: Circuit Team 3

SALARY : R237 453 per annum (Level 05)
CENTRE : George

REQUIREMENTS : National Senior Certificate (or equivalent). Knowledge of clerical duties, practices as well as the ability to capture data, taking minutes, operating computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Skills: Computer skills. Planning and organisation. Language. Good verbal and written communication skills.

DUTIES : Render general clerical support services. Record, organise, store, capture and retrieve correspondence and data. Update registers and statistics. Keep and update databases of the profile of all schools in the circuit. Handle routine enquiries and keep record of enquiries. Make photocopies and receive or send facsimiles and e-mails when necessary. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters, presentations, training material, minutes, business plans and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Assist with meeting arrangements. Render reception duties where applicable. Assist with office support duties within the circuit. Provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration clerical support services within the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation and claims stemming from this. Keep detailed records of the CM's school visits and activities. Provide financial administration support services in the component. Capture and update expenditure in the component. Check correctness of subsistence and travel claims and submit for approval. Handle telephone call record book, telephone accounts and petty cash for the component.

ENQUIRIES : Mr T.Bango Tel No: (044) 803 8303

POST 16/374 : **ADMINISTRATION CLERK REF NO: 179**
District Circuits: West Coast Education District Office: Circuit Team 3

SALARY : R237 453 per annum (Level 05)
CENTRE : Vredenburg
REQUIREMENTS : National Senior Certificate (or equivalent). Knowledge of clerical duties, practices as well as the ability to capture data, taking minutes, operating computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Skills: Computer skills. Planning and organisation. Language. Good verbal and written communication skills.

DUTIES : Provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the Purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component.

ENQUIRIES : Ms N Gaika Tel No: (022) 482 2737

POST 16/375 : **SCM CLERK: FINANCE AND SUPPLY CHAIN MANAGEMENT REF NO: 191**
District Office: Metro South Education District Office

SALARY : R237 453 per annum (Level 05)
CENTRE : Mitchells Plain
REQUIREMENTS : National Senior Certificate (or equivalent). Basic knowledge of supply chain duties and practices including data capturing, computer operation and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of SCM work procedures in the working environment. Skills: Computer skills. Planning and organisation. Language skills. Good verbal and written communication skills.

DUTIES : Render asset management clerical support including compiling and maintaining records such as asset records and databases, checking and issuing furniture, equipment and accessories to components and individuals, identifying redundant, non-serviceable and obsolete equipment for disposal

and verifying inventories and the asset register. Render demand and acquisition clerical support including receiving and logging requisitions on LOGIS and adjudications, requesting and receiving quotations, capturing specifications on the electronic purchasing system, placing orders, issuing and receiving bid documents, providing secretariat or logistical support during bid consideration and contract conclusion processes and compiling draft documents as required. Render logistical support services including receiving and verifying goods from suppliers, capturing goods in registers and databases, receiving requests for consumables from end users, issuing consumables to end users and maintaining consumable registers.

ENQUIRIES : Mr A.Engel Tel No: (021) 370 2076

POST 16/376 : **ADMINISTRATION CLERK: CURRICULUM SUPPORT REF NO: 195**
District Office: Metro Central Education District Office

SALARY : R237 453 per annum (Level 05)
CENTRE : Maitland
REQUIREMENTS : National Senior Certificate (or equivalent). Knowledge of clerical duties and practices as well as the ability to capture data, operate a computer and collect statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Skills: Computer skills including MS Word and Excel. Planning and organisation. Language skills in two official languages. Good verbal and written communication skills. Interpersonal skills.
DUTIES : Render general clerical support services by recording, organising, storing, capturing and retrieving correspondence and data, updating registers and statistics, handling routine enquiries, making photocopies and receiving or sending facsimiles, distributing documents and packages to stakeholders as required, keeping and maintaining the filing system for the component, typing letters or other correspondence when required and keeping and maintaining the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component by liaising with internal and external stakeholders regarding procurement of goods and services, obtaining quotations, completing procurement forms for the purchasing of standard office items, managing stock control of office stationery and keeping and maintaining the asset register of the component. Provide personnel administration clerical support services within the component by maintaining a leave register, keeping and maintaining personnel records, keeping and maintaining the attendance register and arranging travelling, accommodation and booking of venues. Provide financial administration support services in the component by capturing and updating expenditure, checking the correctness of subsistence and travel claims of officials and submitting them to the Curriculum Support Manager for approval and handling telephone accounts and petty cash for the component.
ENQUIRIES : Ms N Awaldien Tel No: (021) 514 6700

POST 16/377 : **REGISTRY CLERK: HR REGISTRY REF NO: 232**
Directorate: Service Benefits

SALARY : R237 453 per annum (Level 05)
CENTRE : Cape Town
REQUIREMENTS : National Senior Certificate, or equivalent. Knowledge of Organisation and structure of WCED/Head Office, Boundaries of the Head Office/EMDC, Guidelines and policies of WCED, Archives Act and related Treasury Instructions and Regulations governing Registry, Knowledge of and ability to handle cheques. Skills: Language proficiency, Communication, Interpersonal relations/teamwork, Ability to interpret and apply policies and guidelines, Co-ordinate work.
DUTIES : The classification of records in accordance with a system that best serve the needs of the Department. The proper maintenance and application of an approved filing system; The proper filing of records. Receipt and flow of documentation internally and externally: The receipt and opening of mail; The sorting of mail; The distribution of cheques, salary advices, FMS statements and recording thereof; Franking of mail; Make files available on request; Tracing / locating of files, Pending of files, Dispatching of outgoing mail. Store and maintain records as well as the disposal of closed records: The

safekeeping of records, obtain authorisation to dispose or transfer records; Control access to records.

ENQUIRIES : Ms D Pillay Tel No: (021) 467 2477

POST 16/378 : **REGISTRY CLERK: FINANCIAL ACCOUNTING: SALARIES: SALARY SUPPORT REF NO: 233**
Directorate: Division: Salary Administration

SALARY : R237 453 per annum (Level 05)
CENTRE : Cape Town
REQUIREMENTS : National Senior Certificate (or equivalent). Job knowledge. Communication. Interpersonal relations. Flexibility. Teamwork. Computer. Planning and organisation. Language. Good verbal and written communication skills. Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry.
DUTIES : Provide registry counter services. Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail/files. Handle incoming and outgoing correspondence. Receive all mail. Sort, register and dispatch mail. Distribute notices on registry issues. Render an effective filing and record management services. Opening and close files according to record classification system. Filing/storage, tracing (electronically/manually) and retrival of documents and files. Complete index cards for all files. Operate office machines in relation to the registry function. Open and maintain Franking machine register. Frank post, record money and update register on a daily basis. Undertake spot checks on post to ensure no private post is included. Lock post in postbag for messengers to deliver to Post Office. Open and maintain remittance register. Record all valuable articles as prescribed in the remittance register. Hand delivers and signs over remittance to finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep daily record of amount of letters franked. Process documents for archiving and/disposal. Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents.
ENQUIRIES : Ms S Dlamini Tel No: (021) 467 2739

POST 16/379 : **REGISTRY CLERK: FINANCIAL ACCOUNTING: SALARIES: SALARY SUPPORT REF NO: 234**
Directorate: Division: Salary Administration

SALARY : R237 453 per annum (Level 05)
CENTRE : Cape Town
REQUIREMENTS : National Senior Certificate (or equivalent). Job knowledge. Communication. Interpersonal relations. Flexibility. Teamwork. Computer. Planning and organisation. Language. Good verbal and written communication skills. Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry.
DUTIES : Provide registry counter services. Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail/files. Handle incoming and outgoing correspondence. Receive all mail. Sort, register and dispatch mail. Distribute notices on registry issues. Render an effective filing and record management services. Opening and close files according to record classification system. Filing/storage, tracing (electronically/manually) and retrival of documents and files. Complete index cards for all files. Operate office machines in relation to the registry function. Open and maintain Franking machine register. Frank post, record money and update register on a daily basis. Undertake spot checks on post to ensure no private post is included. Lock post in postbag for messengers to deliver to Post Office. Open and maintain remittance register. Record all valuable articles as prescribed in the remittance register. Hand delivers and signs over remittance to finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep daily record of amount of letters franked. Process

documents for archiving and/disposal. Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents.

ENQUIRIES : Ms S Dlamini Tel No: (021) 467 2739

POST 16/380 : **ADMINISTRATION CLERK: PEOPLE MANAGEMENT REF NO: 252**
District Office: Cape Winelands Education District Office

SALARY : R237 453 per annum (Level 05)
CENTRE : Worcester
REQUIREMENTS : National Senior Certificate (or equivalent) and 6-11 months relevant clerical experience. Knowledge: Extensive knowledge of applicable policies and procedures. Public service procedures. Knowledge of people management processes. Skills: Interpret and apply relevant policies and procedures. Computer literacy.
DUTIES : Assist with the implementation and administration of the Workplace Skills Plan (WSP) at district level. Provide clerical support with the obtaining of training needs. Assist with the logistical arrangements in respect of the implementation of the Workplace Skills Plan. Provide support to the Administrative Officer in the drafting of the Workplace Skills Plan in conjunction with the District Skills Development Committee. Assist with logistical arrangements in respect of arranging District Skills Development Committee meetings. Assist the Administrative Officer with the collation and compilation of training reports. Be responsible for the filing of all documents according to the approved file plan. Render clerical support with the coordination and facilitation of the training and professional development plan at district level. Assist with the administration processes regarding the identification and nomination of candidates and participants for in-service training courses. Assist with the administration processes regarding the identification and nomination of teachers for the Teacher Qualification Improvement Programmes. Assist with administration processes with regard to the roll-out of the professional development plan and checking it against the approved budget. Provide clerical support with the implementation including advocacy and training of SACE CPTD-MS (Continuing Professional Teacher Development Management System). Provide clerical support in the administration processes regarding the monitoring of professional participation at school level in line with Professional Growth Plans and School Improvement Plans and WCED Professional Development Priorities. Check that all data pertaining to the professional development points of all teachers are captured accurately and that the information recorded is relevant per district intervention. Assist with the provisioning of support to teachers or refer them to the relevant support systems regarding participation in the CPTD Management System and professional development uptake. Provide clerical support with the administration of the National Teaching Awards process at district level. Assist with the administration of monthly, quarterly and annual reports for WCED and CTLI including training interventions relating to the District Professional Development Plan. Be responsible for the filing of all correspondence and documentation according to the district file plan. Render clerical support with the administration of Staff Performance Management Systems at district level. Assist in the administration of performance management training and information dissemination within the district and at school level. Assist with the scheduling and planning of performance management events and activities aligning the performance management plan and timetables with that of the Head Office performance management structure. Assist with the communication and dissemination of information on the performance management framework and assist with the gathering of information regarding performance management implementation trends within the district and report to the supervisor. File all documents relating to the Staff Performance Management System including Individual Performance Development Plans, quarterly review forms, appraisal certificates and circulars in line with the district file plan.
ENQUIRIES : Mr B Jacobs Tel No: (023) 348 4660

POST 16/381 : **ADMINISTRATION CLERK: PEOPLE MANAGEMENT REF NO: 253**
District Office: Cape Winelands Education District Office

SALARY : R237 453 per annum (Level 05)

CENTRE : Worcester
REQUIREMENTS : National Senior Certificate (or equivalent) and 6-11 months relevant clerical experience. Knowledge: Extensive knowledge of applicable policies and procedures. Public service procedures. Knowledge of people management processes. Skills: Interpret and apply relevant policies and procedures. Computer literacy.
DUTIES : Assist with the implementation and administration of the Workplace Skills Plan (WSP) at district level. Provide clerical support with the obtaining of training needs. Assist with the logistical arrangements in respect of the implementation of the Workplace Skills Plan. Provide support to the Administrative Officer in the drafting of the Workplace Skills Plan in conjunction with the District Skills Development Committee. Assist with logistical arrangements in respect of arranging District Skills Development Committee meetings. Assist the Administrative Officer with the collation and compilation of training reports. Be responsible for the filing of all documents according to the approved file plan. Render clerical support with the coordination and facilitation of the training and professional development plan at district level. Assist with the administration processes regarding the identification and nomination of candidates and participants for in-service training courses. Assist with the administration processes regarding the identification and nomination of teachers for the Teacher Qualification Improvement Programmes. Assist with administration processes with regard to the roll-out of the professional development plan and checking it against the approved budget. Provide clerical support with the implementation including advocacy and training of SACE CPTD-MS (Continuing Professional Teacher Development Management System). Provide clerical support in the administration processes regarding the monitoring of professional participation at school level in line with Professional Growth Plans and School Improvement Plans and WCED Professional Development Priorities. Check that all data pertaining to the professional development points of all teachers are captured accurately and that the information recorded is relevant per district intervention. Assist with the provisioning of support to teachers or refer them to the relevant support systems regarding participation in the CPTD Management System and professional development uptake. Provide clerical support with the administration of the National Teaching Awards process at district level. Assist with the administration of monthly, quarterly and annual reports for WCED and CTLI including training interventions relating to the District Professional Development Plan. Be responsible for the filing of all correspondence and documentation according to the district file plan. Render clerical support with the administration of Staff Performance Management Systems at district level. Assist in the administration of performance management training and information dissemination within the district and at school level. Assist with the scheduling and planning of performance management events and activities aligning the performance management plan and timetables with that of the Head Office performance management structure. Assist with the communication and dissemination of information on the performance management framework and assist with the gathering of information regarding performance management implementation trends within the district and report to the supervisor. File all documents relating to the Staff Performance Management System including Individual Performance Development Plans, quarterly review forms, appraisal certificates and circulars in line with the district file plan.
ENQUIRIES : Mr B Jacobs Tel No: (023) 348 4660

POST 16/382 : **ADMINISTRATION CLERK: LEARNER TRANSPORT SCHEMES REF NO: 265**
Directorate: Learner Transport Schemes

SALARY : R237 453 per annum (Level 05)
CENTRE : Cape Town
REQUIREMENTS : National Senior Certificate, or equivalent. Knowledge: Procurement systems, financial systems, administrative processes. Skills: Communication skills. Computer literacy skills.
DUTIES : Provide general administrative support to line functionaries: Provide financial administrative services for the directorate, entailing: Registration of contractors on the BAS system. Capture all payments on BAS. Deal with all financial enquiries. Request reports on BAS. Maintain database of all payments to

Contractors, African & Schools. Assist in budget control, including weekly & monthly monitoring.

ENQUIRIES : Ms K Lackay Tel No: (021) 467 2327

POST 16/383 : **ADMINISTRATION CLERK: EMPLOYEE HEALTH AND WELLNESS REF NO: 272**
Directorate: Strategic People Management

SALARY : R237 453 per annum (Level 05)
CENTRE : Cape Town
REQUIREMENTS : National Senior Certificate, or equivalent. Knowledge of Employee Health and Wellness related process. Knowledge of Employee Health and Wellness related systems. Knowledge of related prescripts. Ensure compliance with educator/public servant prescripts. Labour Relations Act (LRA), 66 of 1995. Employment of Educators Act 76 of 1998. Public Service Act, 1994. South African Schools Act 84 of 1996. Basic Conditions of Employment Act (BCEA) 75 of 1997. Knowledge of other related legislation. Skills: Numeracy, Literacy, Language skills, Computer Literacy Other Planning and organisation, Good verbal and written communication skills, Interpersonal skills, Analytical skills, Problem solving, Decision Making, Ability to analyse, conceptualise and interpret policy.
DUTIES : Render general clerical support services: Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies, receive and send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations and complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration clerical support services within the component: Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Render clerical support with EHW meetings. Render clerical support with EHW reports. Render clerical support with special projects of the EHW. Assist with advocacy of the programme. Provide financial administration support services in the component: Capture and update expenditure in component. Obtain invoices from service providers and compile payment packs. Confirmation of payment of invoices. Assist with monthly service level agreement (SLA) tracking. Check budget monitoring and expenditure reports. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component.
ENQUIRIES : Mr R Oosthuizen Tel No: (021) 467 2480

POST 16/384 : **ADMINISTRATION CLERK: LEADERSHIP DEVELOPMENT AND TRAINING REF NO: 273**
Directorate: Strategic People Management

SALARY : R237 453 per annum (Level 05)
CENTRE : Cape Town
REQUIREMENTS : National Senior Certificate, or equivalent. Knowledge of people empowerment related process. Knowledge of people empowerment related systems. Knowledge of related prescripts. Ensure compliance with educator/public servant prescripts. Labour Relations Act (LRA), 66 of 1995. Employment of Educators Act 76 of 1998. Public Service Act, 1994. South African Schools Act 84 of 1996. Basic Conditions of Employment Act (BCEA) 75 of 1997. Skills: Numeracy, Literacy, Language skills, Computer Literacy Other Planning and organisation, Good verbal and written communication skills, Interpersonal skills, Analytical skills, Problem solving, Decision Making, Ability to analyse, conceptualise and interpret policy.
DUTIES : Render clerical support in the implementation of Workplace Skills Plan (WSP) and Management and Leadership Development Programme (MLDP) interventions: Record keeping of all Psychosocial Leadership support

interventions and MLDP related administration (Training related data and record keeping of attendance registers, per financial year payments, submissions, memos, etc.). Record keeping of training plans and filing. Render WSP and training plans administration (submission, printing, packaging, safeguarding, Sector Education and Training Authority (SETA) records, etc.). Capture SETA related data pertaining to the WSP and Annual Training Report (ATR) for the respective financial years. Capture the Quarterly Monitoring Reporting (QMR). Collect WSP stakeholder and provide QMR documents on a quarterly basis for compliance and review. Provide clerical support with the compilation of the departmental QMR per quarter to SETA for review. Capture quarterly training data for QMR & ATR records (database), and Department of Basic Education (DBE) quarterly skills development reports. Provide clerical support with the Head Office Skills Development Committee (HOSDC) Programme. Provide clerical support with the facilitation of the rollout of interventions, skills development related meetings, Provincial Training Institute (PTI) booking interventions and assist with regards to guidance to stakeholders. Render general clerical support services: Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send documents. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Render clerical support in the placement and interview process of interns/learnerships (Including Premier's Advancement of Youth (PAY) interns): Create and update database of PAY Interns for the WCED. Coordinate intern's training and organise mentor meetings. Report quarterly. Render clerical support regarding the Recognition of Improved Qualifications (RIQ): Assist with updating the RIQ list: Assist with all RIQ queries, write, and respond to applicants. Assist with the compilation of the report to be submitted to Department of Public Service Administration (DPSA). Liaise with Service Benefits for the processing and the safe keeping thereof. Provide application outcome timeously. Provide personnel administration clerical support services within the component: Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Keep and maintain capacity development records in the component. Provide financial administration support services in the component: Capture and update expenditure in component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component. Capture, compile and maintain documents/ records of all payments made for the component. Submit to Finance all payments monthly. Report monthly and quarterly.

ENQUIRIES : Mr R Oosthuizen Tel No: (021) 467 2480

POST 16/385 : **DRIVER/MESSENGER: LOGISTICAL SUPPORT REF NO: 186**
District Office: Metro Central Education District Office

SALARY : R201 093 per annum (Level 04)
CENTRE : Maitland
REQUIREMENTS : Grade 10 and a valid Driver's licence. 7-12 months relevant experience. Knowledge of the area in which the functions will be performed; basic safety precautions; geographic locations of the district and district clients; basic mechanical knowledge and understanding of work in the registry. Skills: Driving. Basic communication skills. Language skills in two official languages. Writing skills. Ability to operate reprographic machinery. Planning and scheduling routes.
DUTIES : Render a driver service including driving light and medium motor vehicles to transport passengers and deliver mail, documents, petty cash and goods, performing routine maintenance on the allocated vehicle, reporting defects timely and completing prescribed records and logbooks for the vehicle and goods handled. Render a messenger service including collecting and delivering documentation and related items in the district, copying and faxing documents and assisting in the registry.
ENQUIRIES : Ms L Mulder Tel No: (021) 514 6955

POST 16/386 : **HANDYMAN: LOGISTICAL SUPPORT REF NO: 188**
District Office: Metro North Education District Office

SALARY : R170 226 per annum (Level 03)
CENTRE : Parow
REQUIREMENTS : Grade 10 and 6 months relevant experience. Basic knowledge of electrical maintenance including replacing bulbs and plugs, basic knowledge of plumbing, carpentry and machinery, basic knowledge of building maintenance, OHS requirements and handling of machinery and equipment. Skills: Writing, reading and numeracy skills. Communication skills. Practical skills. Skills to operate machinery and equipment.
DUTIES : Maintenance of buildings including conducting regular building and ground inspections and reporting to the Chief Administration Clerk (Facilities), attending to minor electrical, plumbing and carpentry problems and performing general repairs. Maintenance of office, garden equipment, machinery and furniture including repairing broken furniture, machinery and equipment, assessing and reporting defects, compiling lists of material requirements for repairs, safekeeping of maintenance tools and supplies and maintaining stock registers. Maintaining the garden and outside areas including watering the garden, cleaning gutters, furrows and drains, pruning and trimming flowers and trees, mowing the grass, removing weeds and garden refuse, applying insecticides and poisons, cultivating soil for trees and flowers, maintaining gardening equipment and tools, detecting and reporting malfunctioning of gardening equipment and tools, repairing minor defects, requesting maintenance material and keeping and maintaining stock registers. Performing general assistant work including loading and offloading furniture, equipment and goods, cleaning government vehicles, cleaning workstations and offices, preparing and cleaning venues and raising or lowering the South African flag.
ENQUIRIES : Ms Z Van Schoor Tel No: (021) 938 3144

POST 16/387 : **PHOTOCOPY OPERATOR: LOGISTICAL SUPPORT REF NO: 190**
District Office: Metro South Education District Office

SALARY : R144 024 per annum (Level 02)
CENTRE : Mitchells Plain
REQUIREMENTS : Grade 8. Knowledge of Departmental policies and procedures regarding reprographic services, knowledge of relevant legislation such as Occupational Health and Safety and understanding of work in registry. Skills: Basic numeracy and literacy. Ability to operate reprographic machinery. Language skills in two official languages. Communication skills. Writing skills. Organising skills. Interpersonal skills.
DUTIES : Operate photocopier machines in adherence to Occupational Health and Safety Act requirements, make photocopies for staff, report malfunctioning machines to the supervisor, keep records of machine activities and meter readings, scan documents, bind and laminate documents, deliver photostats to designated destinations and compile monthly printing reports per user based on pin codes. Provide counter service by receiving request forms and documents, recording documents in a register, contacting clients or delivering documents when ready and attending to counter queries. Perform minor maintenance on photocopier machines by identifying, recording and arranging repair of defects, enforcing maintenance contractual agreements, arranging servicing or repairs, arranging installation or relocation of machinery and undertaking general maintenance and cleaning of the machine. Make requisitions for photocopying materials by ensuring secure storage of materials and equipment and arranging re-ordering of copy paper, staples and toners.
ENQUIRIES : Mr A.Engel Tel No: (021) 370 2076