



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 16 OF 2026

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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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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 CENTRE REQUIREMENTS** : R1 266 714 per annum
: Pretoria
: 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

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.

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

<u>POST 16/06</u>	:	<u>CHIEF FINANCIAL OFFICER REF NO: CFO</u> Nature of Appointment: Permanent
<u>SALARY</u>	:	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).
<u>CENTRE REQUIREMENTS</u>	:	Pretoria, Hatfield 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Mr M Cilo Tel No: (012) 427 8514, Ms N Khosa Tel No: (012) 427 8260, Ms N Sekele Tel No: (012) 427 8599
<u>APPLICATIONS</u>	:	application link: https://forms.gle/o7TSNqp1VbVnX8qC7
<u>POST 16/07</u>	:	<u>DIRECTOR: LOGISTICS, TRAVEL AND ASSET MANAGEMENT REF NO: DIRLTAM</u> 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.
<u>SALARY</u>	:	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).
<u>CENTRE REQUIREMENTS</u>	:	Pretoria, Hatfield 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/EK1o92qWpk2XJN1m7>

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](#)
- CLOSING DATE** : For application enquiries email: ICTBusinessApplications@coqta.gov.za
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

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

<u>CENTRE REQUIREMENTS</u>	: Government Employee Pension Fund and a flexible portion to be structured according to Senior Management Service Guidelines. : ARMSCOR Building, Erasmuskloof, Pretoria. : 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.
<u>DUTIES</u>	: 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.
<u>ENQUIRIES APPLICATIONS</u>	: Maj Gen N.E. Mkhize Tel No: (012) 339-5201 : 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
<u>POST 16/12</u>	: <u>CHIEF FINANCIAL OFFICER REF NO: 17/16/26/2</u> Re-advertised. Applicants who previously applied are encouraged to re-apply.
<u>SALARY</u>	: 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).
<u>CENTRE REQUIREMENTS</u>	: Armscor Building, Erasmuskloof, Pretoria : 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 APPLICATIONS : Major General N.E. Mkhize Tel No: (012) 339-5201
: 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 REQUIREMENTS : ARMSCOR Building, Erasmuskloof, Pretoria
: 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. Advise 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 managers. 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 advice 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 REQUIREMENTS** : ARMSCOR Building, Erasmuskloof, Pretoria
: 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 APPLICATIONS** : Mr E.A. Abotsi Tel No: (012) 355 5050/6218
: 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 REQUIREMENTS : ARMSCOR Building, Erasmuskloof, Pretoria
: 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-entry-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 APPLICATIONS : Maj Gen N.E. Mkhize Tel No: (012) 339-5201.
: 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 APPLICATIONS : Mr S.P. Mashaba Tel No: (012) 335 6133
: 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 CENTRE REQUIREMENTS : R413 001 – R486 501 per annum (Level 08)
: Armscor Building, Erasmuskloof, Pretoria
: 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 APPLICATIONS : Ms P.P. Gabuza Tel No: (012) 335 5210
: 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 CENTRE REQUIREMENTS : R237 453 – R279 708 per annum (Level 05)
: Armscor Building, Erasmuskloof, Pretoria.
: 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 APPLICATIONS : Ms R.F. Mahlangu Tel No: (012) 335 6034
: 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

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 REQUIREMENTS** : Head Office, Pretoria
: 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 (Schedule 2 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).

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.

<u>CLOSING DATE</u>	:	05 June 2026 at 16:00 (walk-in) and 23:59 (online)
<u>NOTE</u>	:	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 solely for the purpose of this promotion and will not be shared with third parties without prior consent unless required by law. The Department reserves the right not to make any appointment(s) to the below advertised post(s). The successful candidate will be expected to sign a performance agreement. The Department is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform

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

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 APPLICATIONS** : Dr Ntsoaki Mamashela Tel No: (012) 309 4041
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 CENTRE** : R1 101 468 per annum, (all- inclusive)
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 APPLICATIONS** : Mr M Zigana at 082 061 1234
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

<u>CENTRE REQUIREMENTS</u>	: Head Office, Pretoria : 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.
<u>DUTIES</u>	: 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.
<u>ENQUIRIES APPLICATIONS</u>	: Ms Nkungwana Tel No: (012) 309 4648/071 256 3392 : Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ14@labour.gov.za
<u>NOTE</u>	: In terms of EE targets, all races are under-represented.
<u>POST 16/27</u>	: <u>SENIOR PRACTITIONER: MONITORING AND EVALUATION REF NO: HR4/26/05/05HO</u>
<u>SALARY CENTRE REQUIREMENTS</u>	: R413 001 per annum : Head Office, Pretoria : 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.
<u>DUTIES</u>	: 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.
<u>ENQUIRIES APPLICATIONS</u>	: Mr MB Selebe Tel No: (012) 309 4790 : Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ19@labour.gov.za
<u>NOTE</u>	: EE targets are African male and female, Coloured male and female, Indian male and female and White female.
<u>POST 16/28</u>	: <u>SENIOR COMPLIANCE AND MONITORING OFFICER (EE ROLE) REF NO: HR4/26/05/06HO</u>
<u>SALARY CENTRE REQUIREMENTS</u>	: R413 001 per annum : Head Office, Pretoria : 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Mr Lufuno Makwabela Tel No: (012) 309 4056
<u>APPLICATIONS</u>	:	Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ2@labour.gov.za
<u>NOTE</u>	:	EE targets are African male and female, Coloured male and female, Indian male and female and White female.
<u>POST 16/29</u>	:	<u>EMPLOYMENT SERVICE PRACTITIONER 2: PES (X2 POSTS)</u>
<u>SALARY</u>	:	R413 001 per annum
<u>CENTRE</u>	:	Labour Centre: Kokstad – KZN Ref No: HR4/4/4/47 (X1 Post) Satellite Office: Jozini – KZN Ref No: HR4/4/4/48 (X1 Post)
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Mr S Ngozoza Tel No: (039) 201 0501 (Kokstad) Mr T Nkosi Tel No: (035) 879 8824 (Jozini)
<u>APPLICATIONS</u>	:	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)
<u>NOTE</u>	:	Indian Males, Indian Females, White Males, White Females and Persons with disabilities are encouraged to apply.
<u>POST 16/30</u>	:	<u>SENIOR PRACTITIONER: EMPLOYEE RELATIONS REF NO: HR4/4/3/1SPER/UIF</u>
<u>SALARY</u>	:	R413 001 per annum
<u>CENTRE</u>	:	Unemployment Insurance Fund, Pretoria
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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 Makwabela 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 APPLICATIONS** : Mr S Maluleke Tel No: (012) 843 7300
: 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 CENTRE REQUIREMENTS** : R338 106 per annum
: Provincial Office: Eastern Cape
: 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 APPLICATIONS** : Ms N Ngaki Tel No: (043) 701 3096
: 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 CENTRE REQUIREMENTS** : R338 106 per annum
: eQonce Labour Centre
: 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 APPLICATIONS** : Mr Mduduma Tel No: (043) 718 8380
: Deputy Director: Labour Centre Operations, PO Box 260 Qonce 5600, Hand deliver at 41 Arthur Street Qonce 5600. Email: Jobs-ECKWT@labour.gov.za

<u>NOTE</u>	:	White Males, White Females, Coloured Males, Coloured Females, Indian Males, Indian Females are encouraged to apply.
<u>POST 16/36</u>	:	<u>LEGAL ADMINISTRATIVE OFFICER (MR-3 to MR-5) REF NO: HR4/4/1/250</u>
<u>SALARY</u>	:	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)
<u>CENTRE REQUIREMENTS</u>	:	Provincial Office: Eastern Cape 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr B Dunga Tel No: (043) 702 7500 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
<u>NOTE</u>	:	White Males, White Females, Coloured Males, Coloured Females, Indian Males, Indian Females are encouraged to apply.
<u>POST 16/37</u>	:	<u>CLIENT SERVICE OFFICER: PUBLIC EMPLOYMENT SERVICES (X5 POSTS)</u>
<u>SALARY</u>	:	R280 278 per annum
<u>CENTRE</u>	:	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)
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	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)
<u>APPLICATIONS</u>	:	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 APPLICATIONS : Mr Melikhaya Nohesi Tel No: (043) 701 3029
 : 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 CENTRE REQUIREMENTS : R237 453 per annum
 : Mdantsane Labour Centre, Eastern Cape
 : 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 APPLICATIONS : Mr Lisolomzi Mduduma Tel No: (043) 761 3151
 : 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 CENTRE REQUIREMENTS : R237 453 per annum
 : Provincial Office: East London, Eastern Cape
 : 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 filing 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 APPLICATIONS : Mr Melikhaya Nohesi Tel No: (043) 701 3029
 : 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.

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 assessment 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@dfef.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
APPLICATIONS**

: Ms P Diphaha Tel No: (012) 399 9602
: 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
CENTRE
REQUIREMENTS**

: R932 292 per annum
: Cape Town
: 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

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 REQUIREMENTS : Northern cape
: 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 CENTRE REQUIREMENTS : R8 174.78 per month
: Pretoria
: 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 CENTRE REQUIREMENTS : R8 174.78 per month
: Pretoria
: 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 CENTRE REQUIREMENTS : R8 174.78 per month
: Pretoria
: 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 CENTRE REQUIREMENTS : R8 174.78 per month
: Pretoria
: 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 CENTRE REQUIREMENTS : R8 174.78 per month
: Pretoria
: 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 CENTRE REQUIREMENTS : R8 174.78 per month
: Pretoria
: 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 CENTRE : R8 174.78 per month
: 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

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 CENTRE REQUIREMENTS** : R487 197 per annum (Level 09), plus benefits
 : Corporate Office
 : 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 APPLICATIONS** : Ms M Hlatshwayo/Mr P Motai Tel No: (011) 692 4004 Ext. 1010/1061/1062
 : 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

<u>POST 16/63</u>	:	<u>CHIEF PERSONNEL OFFICER REF NO: MTVET 06/2026</u>
<u>SALARY</u>	:	R413 001 per annum (Level 08)
<u>CENTRE</u>	:	Central Office
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms M Qhu Tel No: (036) 631 0360
<u>APPLICATIONS</u>	:	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
<u>NOTE</u>	:	The successful candidate's appointment will be subject to a security clearance process and the verification of educational qualification certificates. Applications must quote the relevant reference number and must be completed on the New Z83 (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.
<u>CLOSING DATE</u>	:	29 May 2026
<u>POST 16/64</u>	:	<u>EXAMINATION OFFICER REF NO: MTVET 07/2026</u>
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Central Office
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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
APPLICATIONS**

: Ms M Qhu Tel No: (036) 631 0360
: 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
CENTRE
REQUIREMENTS**

: R338 106 per annum (Level 07)
: Central Office
: 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
APPLICATIONS**

: Ms M Qhu Tel No: (036) 631 0360
: 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
APPLICATIONS**

: Ms M Qhu Tel No: (036) 631 0360
: 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
CENTRE
REQUIREMENTS**

: R237 453 per annum (Level 05)
: Central Office
: 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
APPLICATIONS**

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

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 ENFORCEMENT REF 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
REQUIREMENTS**

: Head Office, Tshwane
: 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 interpretation 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 Prescripts. 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
APPLICATIONS**

: Mr W Mamphoke Tel No: (012) 406 4247
: 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

<u>POST 16/71</u>	:	<u>ASSISTANT DIRECTOR: ASSET AND PROPERTY MANAGEMENT</u>
<u>SALARY CENTRE</u>	:	R487 197 - R573 897 per annum (Level 09)
	:	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)
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	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
<u>APPLICATIONS</u>	:	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

<u>POST 16/72</u>	<u>ASSISTANT DIRECTOR: INVESTIGATIONS</u>
<u>SALARY CENTRE</u>	R487 197 - R573 897 per annum (Level 09) 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)
<u>REQUIREMENTS</u>	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.
<u>DUTIES</u>	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 CENTRE REQUIREMENTS** : R487 197 - R573 897 per annum (Level 09)
: Headquarters: Head Office, Tshwane
: 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 APPLICATIONS** : Ms V Motshegoe Tel No: (012) 406 4252
: 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 CENTRE REQUIREMENTS : R487 197 - R573 897 per annum (Level 09)
: Headquarters: Head Office, Tshwane
: 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 APPLICATIONS : Ms N Mnisi Tel No: (012) 406 4238
: 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 CENTRE REQUIREMENTS : R413 001 - R486 501 per annum (Level 08)
: Headquarters: Head Office, Tshwane
: 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

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 immovable) 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

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 CENTRE REQUIREMENTS** : R413 001 per annum
: Centurion
: 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 APPLICATIONS** : Ms. S Wesson Tel No: (021) 421 1012
: 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 CENTRE** : R89 046 per annum (3/8th, Level 05), plus 37% in lieu of benefits.
: **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>

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. Do not submit duplicate applications. If applying for multiple posts, submit separate applications for each post. Due to high volumes, the Department will not acknowledge receipt of applications. 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 not to fill vacancies. By applying you consent to the collection and processing of your personal information for recruitment purposes. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the Department. Shortlisted candidates will undergo personnel suitability checks, security vetting and reference checks (including social media profiles). Applications must declare any pending criminal, disciplinary or any other allegations or investigations. Successful candidates must pass security clearance, sign an employment contract, sign an annual performance agreement and disclose financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. Failure to disclose relevant information may result in disqualification or termination.

MANAGEMENT ECHELON

- POST 16/79** : **CHIEF DIRECTOR: CLUSTER COORDINATION AND INTERGOVERNMENTAL RELATIONS REF NO: 3/1/1/2026/24**
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 Lillian 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.

<u>POST 16/81</u>	:	<u>ASSISTANT DIRECTOR: SECRETARIAT SUPPORT SERVICES REF NO: 3/1/1/1/2026/25</u> Directorate: Secretariat Support Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R487 197 per annum (Level 09) Gauteng (Pretoria) 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms T Gqabi Tel No: (012) 312 8693 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
<u>NOTE</u>	:	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 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. 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
APPLICATIONS

- : Mr P Moeketsane Tel No: (012) 312 8667
- : 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.

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, identify 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 NOTE : Mr. Dipotso Mokgwasi at 071 475 8354
 : 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 CENTRE REQUIREMENTS : R338 106 per annum (Level 07)
 : Head Office, Pretoria
 : 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 NOTE : Ms. N Ndebele Tel No: (012) 444 3159
 : 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 CENTRE REQUIREMENTS : R237 453 per annum (Level 05)
 : Head Office, Pretoria
 : 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
NOTE

- : Ms. M Galane Tel No: (012) 444 3735
- : 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.

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 REQUIREMENTS : Free State Provincial Service Centre

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 NOTE : Applications can be sent via email to 2026/26/OCJ@judiciary.org.za
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 REQUIREMENTS : National Office: Midrand
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 scribe 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.

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 REQUIREMENTS** : Pretoria
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.

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. Thapane/ 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 Nguyuzza
- 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 Nguyuzza

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

<u>POST 16/92</u>	:	<u>DEPUTY DIRECTOR: KEY ACCOUNT MANAGEMENT (UDM) REF NO: 2026/189</u>
<u>SALARY</u>	:	R1 101 468 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the Middle Management service)
<u>CENTRE REQUIREMENTS</u>	:	Mmabatho Regional Office 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.
<u>DUTIES</u>	:	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
APPLICATIONS**

: Mr. R Matlala Tel No: (012) 406 2194
: 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
CENTRE
REQUIREMENTS**

: R1 101 468 per annum
: Johannesburg Regional Office
: 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 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
REQUIREMENTS**

: Mmabatho Regional Office
: 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
APPLICATIONS**

: Mr. AT Matseke Tel No: (018) 386 5268
: For Mmabatho: email to: RecruitMBT26-15@dpw.gov.za

POST 16/98

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

**SALARY
CENTRE
REQUIREMENTS**

: R487 197 per annum
: Polokwane Regional Office
: 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.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms NPT Hlengwa Tel No: (047) 502 7010
	:	For Port Elizabeth: email to: RecruitPE26-19@dpw.gov.za
<u>POST 16/100</u>	:	<u>ASSISTANT DIRECTOR: PROPERTY PAYMENTS REF NO: 2026/197</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R487 197 per annum
	:	Mmabatho Regional Office
	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. R Matlala Tel No: (012) 406 2194
	:	For Mmabatho: email to: RecruitMBT26-16@dpw.gov.za
<u>POST 16/101</u>	:	<u>SENIOR ADMIN OFFICER: CONTRACT MANAGEMENT REF NO: 2026/198</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R413 001 per annum
	:	Pretoria Regional Office
	:	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.
<u>DUTIES</u>	:	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 cancellations 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 CENTRE** : R413 001 per annum
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 CENTRE** : R413 001 per annum
: 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 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 OHS. 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 : **ADMINISTRATIVE 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

<u>POST 16/111</u>	:	<u>ADMINISTRATIVE OFFICER: MOVABLE ASSET MANAGEMENT (SCM)</u>
<u>SALARY CENTRE</u>	:	R338 106 per annum Cape Town Regional Office Ref No: 2026/208A Pretoria Regional Office Ref No: 2026/208B Durban Regional Office Ref No: 2026/208C
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	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
<u>APPLICATIONS</u>	:	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
<u>POST 16/112</u>	:	<u>ADMINISTRATIVE OFFICER: PROVISIONING</u>
<u>SALARY CENTRE</u>	:	R338 106 per annum 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
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	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
<u>APPLICATIONS</u>	:	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
<u>POST 16/113</u>	:	<u>STATE ACCOUNTANT: FINANCIAL ACCOUNTING (ACCOUNTS PAYABLE) (AP) REF NO: 2026/210</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R338 106 per annum Head Office (Pretoria) 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. M. Maningi Tel No: (012) 406-1147 For Head Office (Pretoria): email to: Recruitment26-38@dpw.gov.za
<u>POST 16/114</u>	:	<u>STATE ACCOUNTANT: FINANCIAL ACCOUNTING (EXPENDITURE) REF NO: 2026/211</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R338 106 per annum Johannesburg Regional Office 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.
<u>DUTIES</u>	:	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
APPLICATIONS**

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

POST 16/115

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

**SALARY
CENTRE
REQUIREMENTS**

: R338 106 per annum
: Johannesburg Regional Office
: 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
APPLICATIONS**

: Mr. J Marakalala Tel No: (012) 406 1816
: For Johannesburg: email to: RecruitJHB26-18@dpw.gov.za

POST 16/116

: **ADMIN OFFICER: TRANSPORT (FLEET & SUBSIDIZED VEHICLES)**

**SALARY
CENTRE
REQUIREMENTS**

: R338 106 per annum
: Head Office (Pretoria) Ref No: 2026/213A
: Mthatha Regional Office Ref No: 2026/213B
: 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 CENTRE** : R338 106 per annum
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

<u>POST 16/118</u>	:	<u>ADMINISTRATIVE OFFICER: TRAVEL SERVICES REF NO: 2026/215</u>
<u>SALARY</u>	:	R338 106 per annum
<u>CENTRE</u>	:	Johannesburg Regional Office
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Mr. VG Msimango Tel No: (011) 713 6251
<u>APPLICATIONS</u>	:	For Johannesburg: email to: RecruitJHB26-19@dpw.gov.za
<u>POST 16/119</u>	:	<u>ARTISAN: WORKSHOP: ELECTRICAL REF NO: 2026/216</u>
<u>SALARY</u>	:	R253 341 per annum
<u>CENTRE</u>	:	Pretoria Regional Office
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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
<u>APPLICATIONS</u>	:	For Pretoria: email to: RecruitPTA26-45@dpw.gov.za
<u>POST 16/120</u>	:	<u>SUPPLY CHAIN MANAGEMENT CLERK REF NO: 2026/217 (X2 POSTS)</u> Re-advertisement, People who previously applied are encouraged to re-apply.
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	Pretoria Regional Office
<u>REQUIREMENTS</u>	:	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 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: RecruitPTA26-47@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 Reapatata 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 Reapatata 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

<u>POST 16/125</u>	:	<u>SCM CLERK: DEMAND MANAGEMENT (SCM) REF NO: 2026/222</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R237 453 per annum Mthatha Regional Office 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES APPLICATIONS NOTE</u>	:	Ms. T Stofile Tel No: (047) 502 7082 For Mthatha: email to: RecruitMTH26-19@dpw.gov.za Practical exercise/ test will form part of the selection process. Position will be targeting people with disabilities.
<u>POST 16/126</u>	:	<u>SCM CLERK: DEMAND MANAGEMENT REF NO: 2026/223</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R237 453 per annum Gqeberha Regional Office 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. T.E. Matiso Tel No: (041) 408 2007 For Port Elizabeth: email to: RecruitPE26-23@dpw.gov.za
<u>POST 16/127</u>	:	<u>SUPPLY CHAIN MANAGEMENT CLERK: PROVISIONING & LOGISTICS</u>
<u>SALARY CENTRE</u>	:	R237 453 per annum 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)
<u>REQUIREMENTS</u>	:	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 Reapatata 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.
<u>DUTIES</u>	:	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 reports 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 CENTRE** : R237 453 per annum
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 CENTRE** : R201 093 per annum
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 Reapatata (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
APPLICATIONS : Durban Regional Office: Mr. BH Khanyeza Tel No: (031) 314 7038
 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
APPLICATIONS**

: Mr S. Kutu Tel No: (012) 310 5993
: For Pretoria: email to: RecruitPTA26-50@dpw.gov.za

POST 16/133

: **FOOD SERVICE AID: CLEANING SERVICES REF NO: 2026/230 (X2 POSTS)**

**SALARY
CENTRE
REQUIREMENTS**

: R144 024 per annum
: Pretoria Regional Office
: 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
APPLICATIONS**

: Mr S. Kutu Tel No: (012) 310 5993
: For Pretoria: email to: RecruitPTA26-51@dpw.gov.za

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 REQUIREMENTS** : Pretoria, HSRC Building
: 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 REQUIREMENTS** : HSRC Building, Pretoria
: 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 REQUIREMENTS : HSRC Building, Pretoria
: 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 REQUIREMENTS** : HSRC Building, Pretoria
: 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 REQUIREMENTS** : HSRC Building, Pretoria
: 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

ENQUIRIES
NOTE

- and Non-Compliance of NPO's. Coordinate NPO Outreach and Awareness Programmes. Supervision and Personal Development.
- : Mr G Sekele Tel No: (012) 312 7013
- : 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.

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 and 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

<u>POST 16/141</u>	:	<u>DEPUTY DIRECTOR-GENERAL: CORPORATE MANAGEMENT REF NO: DT31/2026</u> 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.
<u>SALARY</u>	:	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)
<u>CENTRE REQUIREMENTS</u>	:	Pretoria 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms A Dreyer Tel No: (012) 444 6543 email application: Recruitment31@tourism.gov.za

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

<u>POST 16/142</u>	:	<u>DIRECTOR: HUMAN RESOURCES PLANNING, ACQUISITION AND OPERATIONS REF NO: S062/2026</u> 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.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 266 714 per annum, (all-inclusive) Pretoria 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	enquiries only (No applications): Recruitment.Enquiries@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 CENTRE REQUIREMENTS** : R605 742 per annum, (Excl. benefits)
: Pretoria
: A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) or Bachelor's. degree (equivalent to NQF level 7) in 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.Enquiries@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 CENTRE REQUIREMENTS** : R487 197 per annum, (Excl. benefits)
: Pretoria
: 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.Enquiries@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 CENTRE REQUIREMENTS : R413 001 per annum, (Excl. benefits)
 : Pretoria
 : 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.Enquiries@treasury.gov.za

<u>POST 16/146</u>	:	<p><u>HELPDESK: RSA RETAIL BONDS REF NO: S033/2026</u> 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.</p>
<u>SALARY</u>	:	R338 106 per annum, (Excl. benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	<p>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.</p>
<u>ENQUIRIES</u>	:	enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za

DEPARTMENT OF WATER AND SANITATION

<u>APPLICATIONS</u>	:	Interested applicants must submit their applications via the online link https://erecruitment.dws.gov.za
<u>CLOSING DATE</u>	:	29 May 2026
<u>NOTE</u>	:	Other related documentation such as copies of qualifications, identity document, driver's license etc need not to accompany the application when applying for a post as such documentation must only be produced by shortlisted candidates during the interview date in line with DPSSA circular 19 of 2022. With reference to applicants bearing professional or occupational registration, fields provided in Part B on the online Z83 must be completed as these fields are regarded as compulsory. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. Shortlisted candidates will be subjected to suitability checks (SAQA verification, reference checks criminal and credit checks). SAQA evaluation certificate must accompany foreign qualifications (only when shortlisted). Applications that do not comply with the above-mentioned requirements will not be considered. All shortlisted candidates pertaining to Senior Management Services (SMS) posts will be subjected to a technical and competency assessment and a pre-entry certificate obtained from the National School of government is required prior to the appointment. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Candidates will be required to complete a financial disclosure form and undergo security clearance. Foreigners or dual citizenship holders must provide a police clearance certificate from country of origin (only when shortlisted). The Department of Water Sanitation is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996) the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Correspondence will be limited to short-listed candidates only. If you do not hear from us within three (3) months of this advertisement, please accept that your application has been unsuccessful. Faxed applications will not be considered. The department reserves the right not to fill these positions. Women and persons with disabilities are encouraged to apply and preference will be given to the EE Targets.

OTHER POSTS

<u>POST 16/147</u>	:	<u>DEPUTY DIRECTOR: OFFICE SUPPORT REF NO: 290526/01</u> Branch: Water and Sanitation Services Management: MP CD: Provincial Operations Mpumalanga
<u>SALARY CENTRE REQUIREMENTS</u>	:	R932 292 per annum (Level 11), (all-inclusive salary package) Mbombela 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.
<u>DUTIES</u>	:	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 listening, 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. 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.

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.