



the dpsa

Department:  
Public Service and Administration  
REPUBLIC OF SOUTH AFRICA

## PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 17 OF 2025

DATE ISSUED 23 MAY 2025

### 1. Introduction

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

### 2. Directions to candidates

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

### 3. Directions to departments

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

### 4 SMS pre-entry certificate

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

### AMENDMENTS

**GOVERNMENT PRINTING WORKS:** Kindly take note of the amendments on the following posts advertised in the Public Service Vacancy Circular 16 dated 16 May 2025 with 09 June 2025 as a closing date. The closing date remains as 09 June 2025. Post 16/177: Assistant Director: Vetting with Ref No: GPW 25/48, Salary: R582 444 per annum, Post 16/188 Senior Administrative Officer: Office Services & Cleaning with Ref No: GPW 25/60, Salary: R397 116 per

annum, Post 16/206 Stores Assistant (X2 Posts) Centre: Regional Warehouse Pretoria with Ref No: GPW 25/78 And Regional Warehouse North West with Ref No: GPW 25/79, POST 16/203 Administration Clerk: Asset Management Ref No: GPW 25/82

**INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE:** Kindly note that posts of Senior Security Officer salary level 6 for the IPID National Office with Ref No: Q9/2025/57 advertised on Public Service Vacancy Circular 16 dated 16 May 2025 with a closing date of 30 May 2025, posts are temporary 12 months fixed contract. Apologies for any inconvenience caused.

**PROVINCIAL ADMINISTRATION: KWAZULU-NATAL DEPARTMENT OF TRANSPORT:** Kindly note that the post of Administrative Officer: Fleet Management & Office Services (X3 Posts) with Ref No: DOT 336/2025, advertised in Public Service Vacancy Circular 15 dated 09 May 2025, has been amended as follows. The Job Title has been changed to read as follows: Administrative Officer: Government Owned Vehicles (X3 Posts).

**PROVINCIAL ADMINISTRATION: NORTH-WEST: OFFICE OF THE PREMIER:** Kindly note that the positions of Assistant Director: Investigation (X2) and Assistant Director: Management Accounting in the Office of the Premier advertised in the Public Service Vacancy Circular 16 dated 16 May 2025 with the closing date 30 May 2025, the salary level was erroneously captured as R444 036 per annum. The correct salary level is R468 459 per annum.

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**DEPARTMENT OF COOPERATIVE GOVERNANCE**

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

**CLOSING DATE**

: 06 June 2025

**NOTE**

: Applicants are advised that a new application for employment (Z83) has been in effect since 1 January 2021. The new application for employment form can be downloaded at <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>. Applications submitted using the old Z83 form will not be accepted. Applications must be accompanied by a comprehensive CV, with specific starting and ending dates in all relevant positions and clarity on the levels and ranks pertaining to experience, as well as current remuneration package, as well as at least 2 contactable references. Only shortlisted candidates will be requested to submit certified documents/ copies on or before the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Incomplete applications or applications received after the closing date will not be considered. All shortlisted candidates will be subjected to a technical exercise (or exercises/follow-up engagements/second round interviews/or any other method) that intends to test relevant technical elements of the job. Following the interview and technical exercise(s), the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Core competencies: Strategic capacity and leadership. People management and empowerment. Advanced programme and project management. Change management. Financial management. Process Competencies: Knowledge management. Service Delivery Innovation. Advanced problem-solving and analysis. Client orientation and customer focus. Advanced communication skills (written and verbal). The successful candidate will be appointed subject to positive results of a pre-employment screening process which includes criminal records and verification of educational qualification certificates. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. The Department reserves the right to make an appointment. The below post is a senior management post. The requirements for appointment at Senior Management Service level include the successful completion of Senior Management Pre-entry Programme as endorsed by the National School of Government, which can be accessed using the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Candidates must provide proof of successful completion of the course prior to appointment. Persons with disabilities are encouraged to apply.

**MANAGEMENT ECHELON****POST 17/01**: **DEPUTY DIRECTOR-GENERAL: COMMUNITY WORK PROGRAMME REF NO: DCOG-DDG****SALARY**

: R1 741 770 per annum (Level 15), (an all-inclusive remuneration package). The package includes a basic salary (70% of package) and a flexible portion that may be structured in terms of the applicable guidelines. Candidates earning more than the first notch of the Salary Level will be treated according to provisions in PSR 44.

**CENTRE REQUIREMENTS**

: Pretoria

: A qualification at NQF level 8 as recognised by SAQA plus 8 years' experience at a Senior Managerial level. Experience in a similar programme will be an added advantage. Proficiency in MS Word, MS Excel and MS PowerPoint. The

Nyukela Senior Management Pre-Entry Programme is to be completed before appointment to the post. A valid driver's license. Intensive travelling. Generic Competencies: Strategic capacity and leadership. People management and empowerment. Programme and project management. Financial management. Change management. Knowledge management. Service delivery innovation. Problem solving and analysis. Client orientation and customer focus. Communication (verbal and written). Technical Competencies: In-depth knowledge of: Both government and private sector Infrastructure Development approaches. The link between Infrastructure Development and Economic Development. Public-private partnerships. Poverty eradication and job creation. Community Development approaches. Exceptional understanding of the system of Cooperative Governance.

<b><u>DUTIES</u></b>	:	The successful candidate will perform the following duties: Provide strategic leadership and guidance in the management of the implementation of the Community Work Programme. Oversee management of partnerships, development of norms and standards and provisioning of innovative solutions. Provide strategic support on the organizational development intervention and implementation of a monitoring, reporting and evaluation system. Provide strategic leadership and guidance in the coordination of strategic partnerships, special projects and implementation of capacity building for the programme. Oversee management of finance audit and contract risks for the program.
<b><u>ENQUIRIES</u></b>	:	Content related enquiries: Ms Amanda Jacobs at 066 484 5045 or <a href="mailto:AmandaJ@cogta.gov.za">AmandaJ@cogta.gov.za</a>
	:	Administrative related enquiries: Ms Ezre van Wyk Tel No: (012) 334 0638 or 064 850 8845
<b><u>APPLICATIONS</u></b>	:	Applications must be submitted electronically via email to: <a href="mailto:Recruitment01@cogta.gov.za">Recruitment01@cogta.gov.za</a>
<b><u>POST 17/02</u></b>	:	<b><u>DIRECTOR: MONITORING AND EVALUATION REF NO: H&amp;SCOGTA038</u></b>
<b><u>SALARY</u></b>	:	R1 216 824 per annum (Level 13), (an all-inclusive remuneration package). The package includes a basic salary (70% of package) and a flexible portion that may be structured in terms of the applicable guidelines. Candidates earning more than the first notch of the Salary Level will be treated according to provisions in PSR 44.
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification in Public Administration or equivalent qualification at NQF level 7 as recognized by SAQA. 5 years' experience at a middle/ senior management level specializing in Monitoring and Evaluation. Experience in strategic planning would be an added advantage. The Nyukela Senior Management Pre-Entry Programme is to be completed before appointment to the post. Proficiency in MS Word, MS Excel and MS PowerPoint. A valid driver's license. Generic Competencies: Strategic capacity and leadership. Knowledge management. People management and empowerment. Service delivery innovation. Programme and project management. Problem solving and analysis. Financial management. Client orientation and customer focus. Change management. Communication (verbal and written). Technical Competencies: Extensive knowledge in: Policy framework for the government-wide Monitoring and Evaluation System, 2005. Framework for managing Programme Performance Information, 2007. Service Delivery Improvement Plan Directive, 2019. Public Service Regulations, 2016, as amended. Public Finance Management Act, No. 1 of 1999. Framework for managing Programme Performance Information, 2007. Revised framework for strategic plans and annual performance plans.
<b><u>DUTIES</u></b>	:	The successful candidate will perform the following duties: Provide leadership and oversight on the monitoring and evaluation of projects, quarterly and annual performance information reported by programmes. Provide leadership and oversight on the monitoring and implementation of the Medium-Term Development Plan priorities. Provide leadership and oversight on the development of the Service Delivery Improvement Plan and ensure that is effectively monitored and implemented. Provide leadership and oversight on the development of standardized sector indicators in collaboration with provincial CoGTAs and entities and analyse their quarterly performance reports. Sound corporate governance.
<b><u>ENQUIRIES</u></b>	:	Mr X Xundu Tel No: (012) 334 0643
<b><u>APPLICATIONS</u></b>	:	Applications must be submitted electronically via email to: <a href="mailto:cogta038@hslabour1.co.za">cogta038@hslabour1.co.za</a>

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

<b><u>POST 17/03</u></b>	:	<b><u>DIRECTOR: LOCAL GOVERNMENT OPERATIONS AND SUPPORT (KWAZULU-NATAL) REF NO: H&amp;SCOGTA039</u></b>
<b><u>SALARY</u></b>	:	R1 216 824 per annum (Level 13), (an all-inclusive remuneration package). The package includes a basic salary (70% of package) and a flexible portion that may be structured in terms of the applicable guidelines. Candidates earning more than the first notch of the Salary Level will be treated according to provisions in PSR 44.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Pretoria An undergraduate qualification in Public Administration/ Local Government/ Development Management or equivalent qualification at NQF level 7 as recognized by SAQA. 5 years' experience at a middle/ senior management level. The Nyukela Senior Management Pre-Entry Programme is to be completed before appointment to the post. Proficiency in MS Word and MS Excel. A valid driver's license. Intensive travelling. Additional Requirements (Advantage): MS PowerPoint and MS Project. Generic Competencies: Strategic capacity and leadership. Knowledge management. People management and empowerment. Service delivery innovation. Programme and project management. Problem solving and analysis. Financial management. Client orientation and customer focus. Change management. Communication (verbal and written). Technical Competencies: Extensive knowledge of: Advanced project coordination skills. Advanced project/ programme management development. Planning and organizing. Project/ programme formulation. Project monitoring and evaluation.
<b><u>DUTIES</u></b>	:	The successful candidate will perform the following duties: Manage the development, review and implementation of the district one plan. Manage the development, implementation and monitoring of municipal infrastructure projects. Manage the coordination of monitoring and reporting on municipal governance, institutional capacity and compliance with legislation and regulations. Oversee the coordination of municipal support (s154) and implementation of interventions (s139) in municipalities in collaboration with provinces.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms Nolwazi Njokweni at 082 8107197 Applications must be submitted electronically via email to: <a href="mailto:cogta039@hslabour1.co.za">cogta039@hslabour1.co.za</a> For application enquiries contact: Elginita Moodley Tel No: (011) 468 4192
<b><u>POST 17/04</u></b>	:	<b><u>DIRECTOR: MUNICIPAL HUMAN RESOURCE SYSTEMS REF NO: H&amp;SCOGTA040</u></b>
<b><u>SALARY</u></b>	:	R1 216 824 per annum (Level 13), (an all-inclusive remuneration package). The package includes a basic salary (70% of package) and a flexible portion that may be structured in terms of the applicable guidelines. Candidates earning more than the first notch of the Salary Level will be treated according to provisions in PSR 44.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Pretoria Undergraduate qualification in Law / Human Resource Management or equivalent qualification (NQF 7 as recognized by SAQA). At least 5 years relevant experience at middle / senior management level in the relevant field. The Nyukela Senior Management Pre-Entry Programme is to be completed before appointment to the post. Proficiency in MS Word and MS PowerPoint. A valid driver's license and intensive travelling. Additional Requirements (Advantage) MS Project. Generic Competencies: Strategic capacity and leadership. Knowledge management. People management and empowerment. Service delivery innovation. Programme and project management. Problem solving and analysis. Financial management. Client orientation and customer focus. Change management. Communication (verbal and written). Technical Competencies: In-depth knowledge of: Municipal Structure Act. Municipal Systems Act. Public Service Local Government Transformation. Monitoring and evaluation techniques. Policy formulation. Cooperative governance.
<b><u>DUTIES</u></b>	:	The successful candidate will perform the following duties: Develop, coordinate, monitor norms and standards for post provisioning, advise municipalities on organisational design frameworks, change management interventions and evaluate the affordability and sustainability of municipal wage

and salary bill. Develop, coordinate the implementation of policy and guidelines on staff performance management systems, monitor and support the implementation of Disciplinary Regulations, including disclosure of interest. Provide job descriptions guidelines and job evaluation systems. Regulate and conduct competency assessments in local government in compliance with Municipal Systems Act and its Regulations. Develop policy and administer the implementation of local government competency framework and assessment batteries and determine the annual adjustments for the upper limits of the salaries and allowances of Councillors and Senior Managers. Monitor appointment of Senior Managers with necessary qualifications, skills and experience in line with the Municipal Systems Act and its Regulations and advise the Department with Labour Disputes referrals from Municipalities.

**ENQUIRIES  
APPLICATIONS**

: Mr T Motlashuping at 066 484 5062  
: Applications must be submitted electronically via email to:  
[cogta040@hslabour1.co.za](mailto:cogta040@hslabour1.co.za)  
For application enquiries contact: Elginita Moodley Tel No: (011) 468 4192

**OTHER POST**

**POST 17/05**

: **ASSISTANT DIRECTOR: ADMINISTRATIVE COMPLIANCE AND  
CONTRACT LAW SUPPORT REF NO: ASD-ADMINCOMLW/57**

**SALARY  
CENTRE  
REQUIREMENTS**

: R468 459 per annum (Level 09)  
: Pretoria  
: A three-year National Diploma/ Bachelor's Degree in Legal or equivalent qualification (at NQF level 6/7 as recognised by SAQA). At least 3-5 years' experience in compliance, legal or regulatory roles. Knowledge and understanding of Protection of Personal Information Act (POPIA) and Promotion of Access to Information Act (PAIA). Drafting/ writing skills. Excellent verbal and written communication in English. Ability to work under pressure, independently and as part of a team. Initiative and result driven. Analytical. Proficient in MS Excel and MS Word. Additional Requirements (Advantage): Advance Certificate in Compliance Management. Member of the Compliance Institute of Southern Africa. Knowledge and understanding of the Public Service Compliance Framework. Generic Competencies: Planning and organising. Coordination. Problem solving and decision making. Project management. People management and empowerment. Client orientation and customer focus. Team leadership. Diversity management. Communication (verbal and written). Technical Competencies: Conducting legal research. Interpretation of statutes. Drafting of legislations and/or policies. Knowledge of applicable legislation in public service.

**DUTIES**

: The successful candidate will perform the following duties: Compile and update the compliance universe register. Review existing and new policies to ensure that they are aligned to applicable legislations. Compliance Administration, such as monthly / quarterly reporting in the Department. Assist in the management of Promotion of Personal Information Act (POPIA) and Promotion of Access to Information Act (PAIA) related queries (internal and external). POPIA and PAIA Administration with the Information Regulator.

**ENQUIRIES  
APPLICATIONS**

: Ms Manahano Mokone Tel No: (012) 336 5813  
: Applications must be submitted electronically via email to:  
[Recruit8@phakipersonnel.co.za](mailto:Recruit8@phakipersonnel.co.za)  
For application enquiries contact, Koena Tibane Tel No: (011) 941 1953

## DEPARTMENT OF EMPLOYMENT AND LABOUR

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

**CLOSING DATE**

: 06 June 2025 at 16:00 (walk-in) and 00:00 (online)

**NOTE**

: All attachments for online application must include an application form Z83 and CV only, in PDF and as one (1) document or attachment, indicate the correct job title in full as it is on the advert not abbreviations and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. JPEG (picture/snapshot) application will not be accepted. Failure to do so, your application will be disqualified. Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za/documents](http://www.gov.za/documents). Received applications using the incorrect application for employment (old Z83) will not be considered. Each post(s) advert must be accompanied by its own application form for employment and must be fully completed, initialled and signed by the applicant as instructed below. Failure to fully complete, initial and sign the Z83 form will lead to disqualification of the application during the selection process. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. However, the question related to conditions that prevent re-appointment under Part "F" must be answered and declaration signed. Only an updated comprehensive CV (with detailed previous experience if any) and a completed and signed new Z83 application form is required. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related document(s) will be in line with the requirements of the advert. Non-RSA Citizens/Permanent Resident Permit holders in possession of foreign qualifications must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). The Department does not accept applications via fax. Applicants who do not comply with the abovementioned instructions/ requirements, as well as applications received late will not be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the posts's technical and generic requirements. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Please note by responding to the advertisement, you consent to the collection, processing, and storing of your Personal Information in accordance with the Protection of Personal Information Act(POPIA) Your information will be used solely for the purpose of this promotion and will not be shared with third parties without prior consent unless required by law. The Department reserves the right not to make any appointment(s) to the below advertised post(s). The successful candidate will be required to enter into an employment contract and a performance agreement. The Department is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s)

**ERRATUM:** Please be advised that the duration for the following advertised posts is a four (4) year contract, and Not a one (1) year renewable contract as previously stated, Registry Clerk with Ref No: GAP-PRET-23521830-20250424-1 (X3 Posts), Messenger/Driver with Ref No: GAP-PRET-23521830-20250424-2 (X3 Posts) and Please be informed that the advertised posts for Office Service Aid with Ref No: GAP-PRET-28298004-20250424-1 (X3 Posts) were published with an incorrect job title. The correct job title is Food Aide Services, and these positions are offered as a four (4) year contract, not a one (1) year renewable contract as previously stated. These positions



were advertised on the Public Service Vacancy Circular 15 dated 09 May 2025 with a closing date of 23 May 2025. Sorry for inconvenience caused. Enquiries: Ms. Z Mdebuka Tel No: (012) 309 4830

#### OTHER POSTS

**POST 17/06** : **ASSISTANT DIRECTOR: PUBLIC EMPLOYMENT SERVICES REF NO: HR4/4/5/24**

**SALARY** : R582 444 per annum  
**CENTRE** : Provincial Office: KZN  
**REQUIREMENTS** : Three (3) years National Diploma (NQF 6)/ Undergraduate Bachelor Degree (NQF 7) in Social Sciences (Psychology) / Public / Business Administration. Four (4) years' experience of which two (2) years at Supervisory level (Senior Admin Officer/Practitioner) in Public Employment / Public Administration/Management Services. Driver's license. Knowledge: Financial Management, Human Resource Management, Relevant ILO Conventions, Recruitment and Selection Processes, Relevant government strategies, Employment Service Act, Unemployment Insurance Act, Compensation for Occupational Injuries and Diseases Act, Public Finance Management Act (PFMA), Public Service Act (PSA), Skills Development Act, Immigration Act. Skills: Planning and organizing, Communication (both verbal and written), Computer literacy, Analytical skills, Presentation skills, Interpersonal skills, Report writing, Leadership, Networking, Information Management, Innovative, Client focused/centric, Sense of responsibility and Ability to work under pressure.

**DUTIES** : Coordinate International Cross-Border Labour Migration, PEA and TES functions. Coordinate the provision of services to distressed companies. Facilitate stakeholder relations for acquisition of placement opportunities. Provide operational and technical support to labour centres for the delivery of effective employer services. Facilitate the provision of IT infrastructure and implementation of innovations to render effective employer service. Facilitate the training of ESSA end users (internal and external) on employer service.

**ENQUIRIES** : Ms Z Maseko Tel No: (031) 366 2010  
**APPLICATIONS** : Director: Public Employment Services, Provincial Operations: P. O. Box 940, Durban, 4000 Or hand deliver at 267 Anton Lembede Street, Durban. For online Applications Email to: [Jobs-KZN6@Labour.gov.za](mailto:Jobs-KZN6@Labour.gov.za)

**FOR ATTENTION** : Sub-directorate: Human Resources Operations, Provincial Office: KwaZulu-Natal

**POST 17/07** : **ASSISTANT DIRECTOR: ANTI-FRAUD AND ANTI-CORRUPTION REF NO: HR4/4/3/2ASDAFAC/UIF (X5 POSTS)**  
 (1 Year Contract)

**SALARY** : R468 459 per annum, plus 37% in lieu of benefits  
**CENTRE** : Unemployment Insurance Fund, Pretoria  
**REQUIREMENTS** : A three (3) year tertiary qualification (NQF level 6) in Forensic Audit / Internal Audit / Forensic Accounting / Commerce / Risk Management / Law. Four (4) years' experience of which two (2) years must be functional experience in Risk Management/ Anti-Fraud and Corruption and two (2) years' at supervisory experience. Knowledge: Public Finance Management Act (PFMA). Basic Conditions of Employment Act (BCEA). Public Service Regulations (PSR). Public Service Act (PSA). Unemployment Insurance Act and Regulations (UIAR). Unemployment Insurance Contributions Act (UICA). Skills: Interviewing. Communication, Listening. Computer Literacy. Time Management. Analytical. Interpersonal. Report writing. Planning and Organizing.

**DUTIES** : Facilitate the implementation of the departmental anti-fraud and anti-corruption strategies. Coordinate the detection of fraud and corruption irregularities / risks. Coordinate fraud and corruption investigations. Facilitate the fraud and corruption awareness campaigns. Manage resources in Unit.

**ENQUIRIES** : Mr TI Maphatane Tel No: (012) 337 1827/ 1551  
**APPLICATIONS** : email: [Jobs-UIF4@labour.gov.za](mailto:Jobs-UIF4@labour.gov.za), Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.

<b><u>POST 17/08</u></b>	:	<b><u>ASSISTANT DIRECTOR: CORPORATE GOVERNANCE REF NO: HR4/4/3/2ASDCG/UIF</u></b> (1 Year Contract)
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R468 459 per annum, plus 37% in lieu of benefits Unemployment Insurance Fund, Pretoria Three-year tertiary qualification (NQF Level 6) in public management/ Administration/ Auditing/ Law/ B Com Law/ B Com Auditing. Four (4) years' experience of which two (2) years must be functional experience in Board and Committees environment and two (2) years' experience at supervisory level. Knowledge: Public Finance Management Act (PFMA). Protocol on Corporate Governance in the Public Sector (PCGPS). Handbook on Appointment of person/s in Boards of State owed Entities (HAPBSSOE). Companies Act (CA). Unemployment Insurance Act (UIA). Unemployment Insurance Contributions Act (UICA). Labor Relations Act (LRA). Public Service Act (PSA). Public Service Regulations (PSR). Skills: Financial management. Communication. Analytical. Problem solving. Presentation. Planning and Organizing. Computer Literacy. Report Writing.
<b><u>DUTIES</u></b>	:	Facilitate the implementation of the Compliance universe. Conduct the compliance risks and provide advice. Facilitate the implementation of the compliance plan. Review policies and procedures in line with the Compliance framework. Manage resources (Human, Financial, Equipment/Assets).
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr SP Mashele Tel No: (012) 337 1608 email: <a href="mailto:Jobs-UIF5@labour.gov.za">Jobs-UIF5@labour.gov.za</a> , Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.
<b><u>POST 17/09</u></b>	:	<b><u>ASSISTANT DIRECTOR: STRATEGIC PLANNING MONITORING AND EVALUATION REF NO: HR4/4/3/2ASDSPME/UIF (X4 POSTS)</u></b> (1 Year Contract)
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R468 459 per annum, plus 37% in lieu of benefits Unemployment Insurance Fund, Pretoria A three (3) year tertiary qualification (NQF level 6) in Public Management/ Public Administration/ Management/ Business Studies/ Business Administration/ Internal Audit. Four (4) years' experience of which two (2) years must be functional experience in Monitoring and Evaluation and two (2) years must be supervisory experience. Knowledge: Prescripts governing Planning, Monitoring and Evaluation in the Public Sector. Revised Framework for developing Strategic Plan, Annual Performance Plan and Annual Operational Plan. Project Management. Unemployment Insurance Act and Regulations (UIAR). Unemployment Insurance Contributions Act (UICA). Intergovernmental Relations Framework Act. Skills: Communication, Report writing. Presentation. Analytic.
<b><u>DUTIES</u></b>	:	Facilitate verification of the performance information evidence. Conduct Performance Monitoring and Evaluation of various UIF projects to determine value for money. Track performance against UIF Directorates and Fund's Plans. Coordinate quarterly planning and reporting engagements with Chief Directorates/ Directorates. Manage Resources in the Sub-Directorate.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr TJ Molema Tel No: (012) 337 1673 email: <a href="mailto:Jobs-UIF6@labour.gov.za">Jobs-UIF6@labour.gov.za</a> , Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.
<b><u>POST 17/10</u></b>	:	<b><u>SENIOR PRACTITIONER: STORES AND WAREHOUSE REF NO: HR4/4/3/1SPSWM/UIF</u></b> (1 Year Contract)
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R397 116 per annum, plus 37% in lieu of benefits Unemployment Insurance Fund, Pretoria A three (3) year tertiary qualification (NQF Level 6) in Logistics/ Supply Chain Management/ Public Administration/ Management/ Public Supply Chain Management. Two (2) years functional experience in Purchasing and warehouse environment. Knowledge: Supply Chain Management: A guide for Accounting Officers. Preferential Procurement Policy Framework Act no 5 of 2000. Treasury Regulations. Public Finance Management Act no 1 of 1999. Broad Based Black Economic Empowerment Act 2003. Internal Policies and

		Circulars. SCM National Treasury Practice Note. Skills: Communication. People Management. Problem Solving. Planning and Organizing. Computer Literacy. Report Writing. Listening. Negotiation. Conflict Handling. Work in high pressure environment.
<b><u>DUTIES</u></b>	:	Verify the receipt and issuing of stock. Verify processing of requisitions and invoice. Validate accurate records of movement of inventory, goods and services procured. Verify the replenishment of stock. Supervise resources in the Sub-director.
<b><u>ENQUIRIES</u></b>	:	Mr V Moodley Tel No: (012) 337 1834
<b><u>APPLICATIONS</u></b>	:	email: <a href="mailto:Jobs-UIF7@labour.gov.za">Jobs-UIF7@labour.gov.za</a> , Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Management, UIF
<b><u>POST 17/11</u></b>	:	<b><u>OHS INSPECTOR: ELECTRICAL ENGINEERING REF NO: HR4/4/5/35</u></b>
<b><u>SALARY</u></b>	:	R397 116 per annum
<b><u>CENTRE</u></b>	:	Labour Centre: Newcastle (KZN)
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate plus a three (3) year recognised qualification at NQF6/7 in the relevant field ie. Electrical Engineering. Valid Driver's licence. Knowledge: Departmental policies and procedures, Occupational Health and Safety Act, as amended, Regulations (21), South African National Standards (Codes)-incorporated Codes become regulations, Compensation for Occupational Injuries and Diseases Act, Unemployment Insurance Act. Skills: Planning and organizing, Communication skills, Computer literacy, Facilitation skills, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem solving skills, Interviewing skills, Presentation skills, Innovation skills, Analytical skills, Verbal and written communication skills.
<b><u>DUTIES</u></b>	:	To plan and independently conduct inspections with the aim of ensuring compliance with the Occupational Health and Safety Act, Act 85 of 1993, Regulations and incorporated Standards. To confirm registration of with the Unemployment Insurance Act and the Compensation for Occupational Injuries and Diseases Act. Plan, investigate and finalise independently incidents and complaints reported pertaining to the OHS Act and the relevant regulations and enforce as and when necessary, appear in Court as a State witness. Plan and conduct allocated proactive inspections as per schedule to monitor compliance with the relevant labour legislation including compiling and consolidating reports emanating from such inspections. Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including, execution of analysis and compilation of consolidated statistical reports on regional and allocated cases.
<b><u>ENQUIRIES</u></b>	:	Mr S Pillay Tel No: (034) 312 3334
<b><u>APPLICATIONS</u></b>	:	Deputy Director: Newcastle Labour Centre, PO Box 985, Newcastle 2940 Or hand deliver at 29 Scott Street, Newcastle. For Online Application: <a href="mailto:Jobs-KZN27@labour.gov.za">Jobs-KZN27@labour.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Operations, KwaZulu-Natal
<b><u>POST 17/12</u></b>	:	<b><u>BCEA INSPECTOR REF NO: HR4/4/5/02</u></b>
<b><u>SALARY</u></b>	:	R269 499 per annum
<b><u>CENTRE</u></b>	:	Labour Centre: Newcastle (KZN)
<b><u>REQUIREMENTS</u></b>	:	Three (3) years relevant qualification at NQF6/7 in Labour Relations/ BCOM Law/ LLB. Valid Driver's licence. Knowledge: Departmental Policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Unemployment Insurance Act, Unemployment Insurance Contributions Act. Skills: Facilitation skills, Planning and Organizing (Own work), Computing (Spread sheets, PowerPoint and word processing), Interpersonal skills, Problem Solving skills, Interviewing skills, Analytical, Verbal and written communication skills.
<b><u>DUTIES</u></b>	:	Conduct occupational inspections with the aim of ensuring compliance with all labour legislations. Execute investigations on reported cases pertaining to contravention of labour legislation and enforce where and when necessary. Conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation. Conduct advocacy campaigns on identified and allocated

		labour legislation. Assist in drafting of inspection plans, reports and compilation of statistics on allocated cases.
<b><u>ENQUIRIES</u></b>	:	Mr S Pillay Tel No: (034) 312 3334
<b><u>APPLICATIONS</u></b>	:	Deputy Director: Newcastle Labour Centre, PO Box 985, Newcastle, 2940 Or hand deliver at 29 Scott Street, Newcastle.
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Operations, KwaZulu-Natal Email: <a href="mailto:Jobs-KZN20@labour.gov.za">Jobs-KZN20@labour.gov.za</a>
<b><u>POST 17/13</u></b>	:	<b><u>SENIOR ADMINISTRATION CLERK: ACQUISITION REF NO: HR4/4/3/1SACA/UIF (X2 POSTS)</u></b> (1 Year Contract)
<b><u>SALARY</u></b>	:	R228 321 per annum, plus 37% in lieu of benefits
<b><u>CENTRE</u></b>	:	Unemployment Insurance Fund, Pretoria
<b><u>REQUIREMENTS</u></b>	:	Grade 12/ certificate or equivalent. No experience required. Knowledge: Public Service Regulations (PSR). Public Service Act (PSA). Public Finance Management Act (PFMA). Bid Adjudication processes. Supply Chain Management Systems and processes. Batho Pele Principles. Treasury Regulations. Skills: Analysis. Problem solving. Planning and Organizing. Communication (verbal and written). Computer Literacy. Report and Writing. Time Management. Numeracy.
<b><u>DUTIES</u></b>	:	Maintain the contracts of the UIF. Provide administration to the Bid Committees (BAC, BSC, BEC). Provide support for the tendering process.
<b><u>ENQUIRIES</u></b>	:	Ms WE Kruger Tel No: (012) 337 1876
<b><u>APPLICATIONS</u></b>	:	email: <a href="mailto:Jobs-UIF8@labour.gov.za">Jobs-UIF8@labour.gov.za</a> , Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Management, UIF
<b><u>POST 17/14</u></b>	:	<b><u>SENIOR ADMINISTRATION CLERK: REQUISITION REF NO: HR4/4/3/1SACR/UIF (X2 POSTS)</u></b> (1 Year Contract)
<b><u>SALARY</u></b>	:	R228 321 per annum, plus 37% in lieu of benefits
<b><u>CENTRE</u></b>	:	Unemployment Insurance Fund, Pretoria
<b><u>REQUIREMENTS</u></b>	:	Grade 12/ Senior certificate. No experience required. Knowledge: Supply Chain Management: A Guide for Accounting Officers. Preferential Procurement Policy Framework Act no 5 of 2000. Treasury Regulations. Public Finance Management Act no 1 of 1999. Broad Based Black Economic Empowerment Act. SCM National Treasury Practice Notes. Skills: Communication. Interpersonal. Problem Solving. Planning and Organizing. Computer Literacy. Report writing. Listening. Time Management.
<b><u>DUTIES</u></b>	:	Capture financial commitments on the financial system. Render stores and warehouse support. Maintain contractual transit function. Prepare purchase order packs for payment.
<b><u>ENQUIRIES</u></b>	:	Ms T Moloto Tel No: (012) 337 1765
<b><u>APPLICATIONS</u></b>	:	email: <a href="mailto:Jobs-UIF9@labour.gov.za">Jobs-UIF9@labour.gov.za</a> , Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Management, UIF
<b><u>POST 17/15</u></b>	:	<b><u>SENIOR ADMINISTRATION CLERK: DEMAND MANAGEMENT REF NO: HR4/4/3/1SACDM/UIF (X2 POSTS)</u></b> (1 Year Contract)
<b><u>SALARY</u></b>	:	R228 321 per annum, plus 37% in lieu of benefits
<b><u>CENTRE</u></b>	:	Unemployment Insurance Fund, Pretoria
<b><u>REQUIREMENTS</u></b>	:	Grade 12/ Standard 10. No experience required. Knowledge: Public Finance Management Act (PFMA). Public Service Regulations (PSR). Public Service Act (PSA). Labour Relations Act (LRA). Skills: Minutes writing. Report writing. Computer Literacy. Communication. Planning and Organizing.
<b><u>DUTIES</u></b>	:	Render demand clerical support. Provide general clerical support services within the section. Provide supply chain clerical support services within the component. Provide personnel administration clerical support services in the section.
<b><u>ENQUIRIES</u></b>	:	Mr J Parsotam Tel No: (012) 337 1726

<b><u>APPLICATIONS</u></b>	:	email: <a href="mailto:Jobs-UIF10@labour.gov.za">Jobs-UIF10@labour.gov.za</a> , Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Management, UIF
<b><u>POST 17/16</u></b>	:	<b><u>SENIOR ADMINISTRATION CLERK: ASSET MANAGEMENT REF NO: HR4/4/3/1SACAM/UIF (X3 POSTS)</u></b> (1 Year Contract)
<b><u>SALARY</u></b>	:	R228 321 per annum, plus 37% in lieu of benefits
<b><u>CENTRE</u></b>	:	Unemployment Insurance Fund, Pretoria
<b><u>REQUIREMENTS</u></b>	:	Grade 12 certificate / Senior certificate or equivalent. No experience required. Knowledge: Public Finance Management Act (PFMA). Asset Management Framework. Public Service Regulations (PSR). Public Service Act (PSA). Labour Relations Act (LRA). Basic Conditions of Employment Act (BCEA). Employment Equity Act (EEA). Skills: Computer Literacy. Communication (Verbal and written). Problem solving. Planning and Organizing. Time Management. Report writing.
<b><u>DUTIES</u></b>	:	Allocate assets as per purchasing request. Maintain and update the fixed asset register. Conduct asset verification in line with asset management policy and procedures. Render disposal service of assets for the Fund.
<b><u>ENQUIRIES</u></b>	:	Mr MR Mathebula Tel No: (012) 337 1655
<b><u>APPLICATIONS</u></b>	:	email: <a href="mailto:Jobs-UIF11@labour.gov.za">Jobs-UIF11@labour.gov.za</a> , Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Management, UIF
<b><u>POST 17/17</u></b>	:	<b><u>SENIOR ADMINISTRATION CLERK: TRAVEL MANAGEMENT REF NO: HR4/4/3/1SACTM/UIF (X3 POSTS)</u></b> (1 Year Contract)
<b><u>SALARY</u></b>	:	R228 321 per annum, plus 37% in lieu of benefits
<b><u>CENTRE</u></b>	:	Unemployment Insurance Fund, Pretoria
<b><u>REQUIREMENTS</u></b>	:	Grade 12 certificate / Senior certificate or equivalent. No experience required. Knowledge: Public Finance Management Act (PFMA). National Travel Policy Framework. Departmental policies and procedures. Basic Administration. Public Service Regulations (PSR). Public Service Act (PSA). Labour Relations Act (LRA). Basic Conditions of Employment Act (BCEA). Skills: Computer Literacy. Communication (Verbal and written). Problem solving. Planning and Organizing. Time Management.
<b><u>DUTIES</u></b>	:	Check completeness and correctness of bookings on all travel sectors and conference venues in the Fund. Consolidate information of Invoices received and prepare payment for the TMC. Ensure that all cancellation and no shows are recorded in the register. Verify accuracy of bookings on Travel it.
<b><u>ENQUIRIES</u></b>	:	Mr MR Mathebula Tel No: (012) 337 1655
<b><u>APPLICATIONS</u></b>	:	email: <a href="mailto:Jobs-UIF13@labour.gov.za">Jobs-UIF13@labour.gov.za</a> , Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Management, UIF
<b><u>POST 17/18</u></b>	:	<b><u>TELECOM OPERATOR REF NO: HR4/4/5/15</u></b>
<b><u>SALARY</u></b>	:	R228 321 per annum
<b><u>CENTRE</u></b>	:	Provincial Office: KZN
<b><u>REQUIREMENTS</u></b>	:	Matriculation/ Grade 12/ Senior Certificate. Knowledge: Batho Pele Principles, Telephone etiquette, Departmental Policies, Knowledge of Switchboard operations. Skills: Communication skills, Listening skills, Judgement, Diplomacy, Identify problems, Interpersonal relationship, Basic literacy.
<b><u>DUTIES</u></b>	:	Render an effective and efficient telephone service. Give assistance to MSS functions.
<b><u>ENQUIRIES</u></b>	:	Mr S Mwelase Tel No: (031) 366 2316
<b><u>APPLICATIONS</u></b>	:	Deputy Director: P.O Box 940, Durban, 4001 or hand deliver at 267 Anton Lembede Street, Durban OR Email to: <a href="mailto:Jobs-KZN14@labour.gov.za">Jobs-KZN14@labour.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Human Resources: Operations, Durban

## 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 [recruitment@health.gov.za](mailto:recruitment@health.gov.za) quoting the reference number on the subject e-mail.
- FOR ATTENTION** : Ms M Shitiba
- CLOSING DATE** : 09 June 2025
- 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.

## MANAGEMENT ECHELON

- POST 17/19** : **DIRECTOR: HIV/AIDS PREVENTION STRATEGIES REF NO: NDOH 40/2025**  
Chief Directorate: HIV, AIDS and STIs
- SALARY** : R1 216 824 per annum, (an all-inclusive remuneration package), (basic salary consist 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** : Pretoria
- REQUIREMENTS** : A Grade 12 and a NQF 7 qualification in Health Science as recognized by SAQA. A postgraduate qualification (NQF 8) in Health Sciences or Public Health will be an advantage. At least five (5) years' experience at Middle Management/Senior Management within HIV and AIDS programmes, including prevention strategies. A good track record of managing strategic programmes/projects of national scope. Knowledge in the field of HIV and AIDS, HIV Prevention programmes, policy development, monitoring and evaluation, data management, project and programme management.

		Knowledge and understanding of health challenges in South Africa and SADC Region. Broad knowledge of PFMA, Treasury Regulations, Labour Relations Act, 66 of 1995, Public Service Act, 1994, Public Service Regulations and the Individual Grievance Regulations 2010. Good communication (verbal and written), managerial and administrative, financial and human resources management, strategic leadership and co-ordination, problem solving and diligence, planning, organizing, project and time management, change and knowledge management, diversity management and computer skills (MS Office package). Ability to work in high pressured environment driven by a sense of urgency to meet deadlines. Willingness to travel frequently, work long hours and the ability to function under pressure. A valid driver's license. SMS pre-entry Certificate is required for appointment finalization.
<b><u>DUTIES</u></b>	:	Provide oversight and strategic leadership on the implementation of HIV prevention strategies in line with the strategic plan of the National Department of Health. Ensure availability of all Prevention Guidelines. Manage prevention programmes including HTS, STI's, PEP and PrEP, Youth HIV prevention programmes and Advocacy Communication and Social Mobilisation (ACSM). Ensure timely, accurate, quality, financial and programmatic reporting in relation to the Directorate: HIV Prevention Strategies. Develop and implement communication strategies in relation to HIV Prevention Strategies. Ensure mainstreaming on nuanced and culturally appropriate prevention messages and campaigns. Manage key stakeholder relationships. Create effective cordial and appropriate links with all critical internal and external stakeholders in HIV prevention, including PEPFAR, UNAIDS, Research Institutions, SABCOHA, DBSA and the DPSA. Manage risk, audit and personnel.
<b><u>ENQUIRIES</u></b>	:	Ms G Shabangu Tel No: (012) 395 9157
<b>OTHER POSTS</b>		
<b><u>POST 17/20</u></b>	:	<b><u>DEPUTY DIRECTOR: MEDICAL BIOLOGICAL SCIENCES POLICY GRADE 1 REF NO: NDOH 44/2025</u></b> Directorate: Food Control
<b><u>SALARY</u></b>	:	R1 045 446 per annum, (an all-inclusive remuneration package), (basic salary consists of 70% or 75% of total package). The flexible portion of the package can be structured according to Middle Management Service guidelines.
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A Grade 12 certificate and an appropriate NQF Level 7 qualification in Natural / Biological and Food / and/or Pharmaceutical Sciences, which include subjects related to food safety, biotechnology, food science/technology and/or pharmacology that allows registration with HPSCA in the relevant profession (where applicable). A postgraduate degree (NQF level 8) in Public Health / Pharmacology Sciences will be an advantage. At least three (3) years' appropriate experience after registration with HPCSA in the relevant profession. Experience should be at least an Assistant Director or equivalent level. Knowledge of food safety and Food Control System of South Africa, and Codex Alimentarius. Knowledge of food safety risk assessment and in particular the toxicological evaluations and dietary exposure assessment of chemicals, chemical safety of foods and sound knowledge of chemical safety evaluation, risk analysis and experience in food control and administrative aspects related to the legislative process thereof (i.e. Foodstuffs, Cosmetics, and Disinfectant Act, 1972 (Act 54 of 1972) and the regulations pertaining to the Act). Knowledge and experience in policy development, evaluation and monitoring. Essential skills: good communication (verbal and written), analytical, computer (MS Office package and advanced Excel skills will be tested at interview) and desirable skills: conceptual, interpersonal, and planning skills. Ability to work under pressure, independently, with team members and the willingness to travel and work irregular hours. Valid driver's license.
<b><u>DUTIES</u></b>	:	Manage and lead the sub directorate including compliance provisions of the Public Service Act, PFMA, PMDS, capacity building, chemical safety, coordination, financing and procurement. Develop and/or facilitate legislation, policies, guidelines resultant from registrations of compounds or approval of agricultural foods by department of Agriculture and/or the South African Health Products Regulatory and any other emerging issues. Facilitate and/or participate in research and information systems for risk assessment and risk management of chemicals and emerging issues or technologies in foods.

		Manage participation (and implement where applicable), in food safety and food control related initiatives within the African and/or international context. Manage risk and audit queries.
<b><u>ENQUIRIES</u></b>	:	Ms P Campbell Tel No: (012) 395 8799
<b><u>POST 17/21</u></b>	:	<b><u>ASSISTANT DIRECTOR: ICT SYSTEM DEVELOPMENT REF NO: NDOH 41/2025</u></b> Directorate: Information Communication and Technology
<b><u>SALARY</u></b>	:	R468 459 per annum, (plus competitive benefits)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A Grade 12 certificate and an NQF 6 qualification in Information Technology/information Systems/ Computer Software Engineering/ Informatics/ Management Information Systems or Business Information Management. A Bachelor's degree (NQF 7) qualification in the above fields will be an advantage. At least two (2) years' experience in the ICT industry at a supervisory level. Relevant and adequate exposure to applications development lifecycle methodologies, information systems analysis, business process management and analysis, ICT planning and ICT service management. Knowledge of a process Based Approach Project Management Practice, Systems Development Life Cycle, database design and management. Knowledge of Web Application Development (HTML, JAVA, .Net, PHP and/or other web application portal technology and programming languages). Knowledge of the public service regulations and legislation. Good communication (verbal and written), policy analysis and development, planning, organizing, time management and group dynamics, facilitation, coordination, negotiation, people management, interpersonal, technical, analytical, problem solving and computer skills (MS Office package).
<b><u>DUTIES</u></b>	:	Analyze, evaluate, design, validate, define and document detailed business functional and technical requirements of multiple stakeholders. Map business process to ensure transparency, dependencies and process lifecycle management. Build a repository and database of business processes. Develop, facilitate and negotiate technical requirements and technical solutions amongst multiple stakeholders to business problems. Develop technical specification for anticipated business process automation. Identify the current and future state business processes. Help business stakeholders to envision the future and how their work will need to change to support the future including data migration rules, business rules and enforcing elements of system design. Establish process dependencies and duplications. Manage risks, audit queries and resources. Develop mechanisms and or ways of resolving the identified issues to ensure system development success.
<b><u>ENQUIRIES</u></b>	:	Mr A Mabuza Tel No: (012) 395 8647
<b><u>POST 17/22</u></b>	:	<b><u>ASSISTANT DIRECTOR: MEDICAL BIOLOGICAL SCIENCE POLICY GRADE I REF NO: NDOH 42/2025</u></b> Directorate: Food Control
<b><u>SALARY</u></b>	:	Grade 1: R638 856 - R707 625 per annum, as per the OSD
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate NQF 7 qualification in Natural Sciences that allows registration with the Health Profession Council of South Africa (HPCSA) in the relevant profession (where applicable), that includes subjects related to food safety. A diploma or additional training in Food Law, Legislative Drafting or Policy Development will be an advantage. At least three (3) years' appropriate experience after registration with the HPCSA in the relevant field (where applicable). Knowledge of Food Control and Food Control System in South Africa, departmental policies, operating procedures and standards, Foodstuffs, Cosmetics and Disinfectants (FCD) Act, No 54 of 1972 and its regulations. Administrative aspects of law enforcement, legislative process and policy making. Good communication (verbal and written), planning and time management, interpersonal, policy drafting, presentation and report writing, research and analytical, and computer skills (MS Office package). Ability to work well under pressure and independently whilst integrating tasks with team members. A valid driver's license.
<b><u>DUTIES</u></b>	:	Review, develop and/amend legislation and administer statutory functions under the FCD Act. Co-ordinate, conduct and review research and investigations on current and emerging food safety issues and food



surveillance or monitoring programmes. Develop and conduct surveys and research on emerging food safety issues, trends, and risks (in collaboration with other technical officials. Manage, provide and coordinate Information, Education, and Communication (IEC) activities related to food safety. Assist in the coordination of the annual World Food Safety Day celebration (WFSD) and ensure its IEC activities are implemented. Support capacity building and stakeholder engagement on food control related matters. Manage risk and audit queries.

**ENQUIRIES** : Ms SY Parring Ref No: (012) 395 8787

**POST 17/23** : **ASSISTANT DIRECTOR: MEDICAL BIOLOGICAL SCIENCE POLICY**  
**GRADE I REF NO: NDOH 43/2025**  
Directorate: Food Control

**SALARY** : Grade 1: R638 856 - R707 625 per annum, as per the OSD.  
**CENTRE** : Pretoria  
**REQUIREMENTS** : An appropriate NQF 6 qualification in Microbiology that allows registration with the Health Profession Council of South Africa (HPCSA) in the relevant field (where applicable). An NQF level 7 in Microbiology and/or a diploma or additional training in legislative drafting or policy development will be an advantage. At least three (3) years' appropriate experience after registration with the HPCSA in the relevant profession or food safety (where applicable). Knowledge of food safety and Food Control System in South Africa, departmental policies, operating procedures and standards, Foodstuffs, Cosmetics and Disinfectants (FCD) Act, No 54 of 1972 and its regulations. Knowledge of roles/responsibilities of international bodies, other departments and institutions involved in food control, technical aspects of related food safety topics e.g. foodborne diseases, food hygiene. Legislative processes and policy making. Knowledge of antimicrobial resistance. Good communication (verbal and written), planning, project and time management, interpersonal, policy drafting, presentation and report writing, analytical, and computer skills (MS Office package). Ability to work well under pressure and independently whilst integrating tasks with team members. A valid driver's license.

**DUTIES** : Review, develop and amend food safety legislation relating to food hygiene and microbiological food safety. Management of Codex Alimentarius matters related to food hygiene and microbiological safety. Develop an information system for data required for risk assessment to inform regulatory oversight and amendment. Management of the sale of irradiated foodstuffs and HACCP compliance. Liaison with stakeholders. Respond to relevant technical queries related to areas of responsibility, received telephonically or in writing. Manage risk and audit queries.

**ENQUIRIES** : Ms SY Parring Tel No: (012) 395 8787

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING  
(FREE STATE CET COLLEGE)**

*The Department of Higher Education and Training is an equal opportunity, affirmative action employer. It is intended to promote representivity through the filling of this post.*

**APPLICATIONS** : Submitted via post or hand delivery to: Free State CET College, 86 Kellner Street, Westdene, Bloemfontein, 9300.or email [ALekgau@FS.CETC.edu.za](mailto:ALekgau@FS.CETC.edu.za).

**FOR ATTENTION** : Mr MA Lekgau

**CLOSING DATE** : 06 June 2025 at 16:00

**NOTE** : The Application must include only completed and signed new form Z83, obtainable from any Public Service Department of on the internet at [www.dpsa.gov.za](http://www.dpsa.gov.za) and a detailed Curriculum Vitae and academic record of the highest qualification. Certified copies of Identity Documents, Senior Certificate and the highest qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. The old Z83 form may result in disqualification. Applicants who do not comply with the requirements outlined above, will not be considered. Applications received after the closing date will not be considered.

**OTHER POST**

**POST 17/24** : **SUPPLY CHAIN CLERK REF NO: FSCET 01/06/2025 (BLOEMFONTEIN)**

**SALARY** : R228 321 per annum (Level 05)

**CENTRE** : Free State CET College

**REQUIREMENTS** : An appropriate National Diploma/Bachelor's degree in finance and experience in Supply Chain/Procurement environment will be added as an advantage. Sound knowledge of PFMA, Treasury Regulations, Supply Chain Management and PPPFA. Good analytical, report writing and administrative skills. Good written and verbal communication skills. Good interpersonal skills. Good administration skills. Able to work under pressure. Be reliable and determined. Computer literacy in MS Excel; Word; and MS Outlook.

**DUTIES** : The successful candidate will be expected to execute various administrative tasks including but not limited to: Render demand & acquisition clerical support. Render logistical support services. Render asset clerical support, assist during verification of assets and maintain fixed asset register. Manage and maintain the contracts of the College, monitor and update contract register frequently. Financial support services within the Supply Chain. Scan, file and upload all documents on the system. Collect all budget inputs and consolidate. Monitor the expenditure.

**ENQUIRIES** : Mr AM Legau Tel No: (051) 250 4021 Email: [Alekgau@FS.CETC.edu.za](mailto:Alekgau@FS.CETC.edu.za)

## 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. People with Disabilities will be accommodated within reasonable limits. Therefore preference will be given to candidates whose appointment will assist the JICS in achieving its Employment Equity targets in terms of the JICS's Employment Equity Plan.*

**APPLICATIONS**

- : Applications for posts of Independent Correctional Centre Visitors must be directed to the relevant Regional Office:
- Centurion/Northern Management Region:** Private Bag X153, Centurion, 0046. Alternatively, applications may be handed in at Block C 3, Eco Origins Office Park, Witch-hazel Street, Centurion, 0046.
- KwaZulu-Natal Region:** P.O. Box 1322 Durban 4000. Alternatively, applications may be handed in at Aqua Sky Building, 275 Anton Lembede Street, 8th Floor, Durban, 4001.
- Cape Town/Western Cape:** Private Bag X9177, Cape Town, 8000. Alternatively, applications may be handed in at Standard Bank Building, No. 1 Thibault Square, 9th Floor, Cnr Long Street & Hans Strijdom Avenue, Cape Town, 8001.
- Eastern Cape:** P.O. Box 192, East London, 5200. Alternatively, applications may be handed in at East London Magistrates Court, 3rd floor, room 407, Buffalo Street, East London, 5200.
- Central Management Region:** P.O. Box 3839, Bloemfontein, 9301. Alternatively, applications may be handed in at Fedsure House, 3rd Floor 62 St Andrews Street, Bloemfontein, 9300
- All other applications:** Private Bag X153, Centurion, 0046. Alternatively, applications may be handed in at Block C 3, Eco Origins Office Park, Witch-hazel Street, Centurion, 0046.

**CLOSING DATE**  
**NOTE**

- : 13 June 2025
- : The application must include only the completed and signed new Z83 Form (which has been in effect since 1 January 2021), obtainable from any Public Service Department or on the DPSA website link: <https://www.dpsa.gov.za/newsroom/psvc/> and a comprehensive and detailed Curriculum Vitae, with specific starting and ending dates in all relevant positions and clarity on the levels and ranks of experience as compared to the Public Service, as well as at least three contactable references. Certified copies of the Identity Document, Senior Certificate, Driver's License where necessary and all qualifications mentioned in the CV, as well as a SAQA verification report for foreign qualifications, will only be submitted by shortlisted candidates to Human Resources on or before the day of the interview date. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. Incomplete applications or applications received after the closing date will not be considered. The successful candidate will be appointed subject to positive results of the security clearance process and the verification of educational qualification certificates and other suitability checks. 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 when requested. 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. By submitting the employment application form, you agree and consent in terms of section 11 (1) of the Protection of Personal Information Act, 2013 (POPIA), to your personal information which you provide to JICS being processed by JICS and its employees, agents, cabinet committees, and sub-contractors for recruitment purposes, under the Protection of Personal Information Act, 2013. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of 12 months. JICS reserves the right not to make any appointment(s) to the advertised posts. The successful candidate will be expected to sign a performance agreement. Please Note: Before you apply: 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. The

Judicial Inspectorate for Correctional Services is committed to the achievement and maintenance of diversity and equity employment, preference will be giving to Whites, Indians and people living with disabilities.

#### OTHER POSTS

**POST 17/25** : **REGIONAL INSPECTOR & INVESTIGATIONS DIRECTORATE: LEGAL SERVICES REF NO: JI 01/2025 (X2 POSTS)**

**SALARY** : R397 116 per annum (Level 08)  
**CENTRE** : Western Cape Management Region – Cape Town  
**REQUIREMENTS** : Applicants must be in possession of a Grade 12/Senior certificate. 3-year relevant tertiary qualification in Criminal Justice or relevant field on NQF 6 as recognized by SAQA. 1-3 years relevant working experience (interviewing, taking of statements and collecting evidence). Assertive and able to adhere to deadlines. Attention to detail and excellent report writing skills. Ability to work effectively without supervision but also in a team. Unendorsed driver's license is essential as well as willingness to travel extensively at short notice (including weekends). Proficiency in English and at least one other official language.

**DUTIES** : The successful candidate will be responsible for inspections and investigations at correctional centres in the regions. Compile reports of completed inspections and investigations and refer it to the Manager: Inspections/investigations. Administrative tasks related to inspections and investigations in the Management Regions. Profiling of correctional centres and perusing reports received from Independent Correctional Centre Visitors (ICCV's) in the region. Deal with unresolved complaints received from Visitors Committee meetings in the region.

**ENQUIRIES** : Mr. L De Souza Tel No: (021) 421 1012.  
**APPLICATIONS** : [HRecruitment@jics.gov.za](mailto:HRecruitment@jics.gov.za) - Subject – Post reference number

**POST 17/26** : **VISITORS COMMITTEE COORDINATING OFFICER –VCCO REF NO: JI 02/2025**

Directorate: Management Regions

**SALARY** : R325 101 per annum (Level 07)  
**CENTRE** : Eastern Cape Management Region - East London  
**REQUIREMENTS** : Applicants must be in possession of a Senior Certificate/Grade 12, Degree/National Diploma in Public Administrations/ Public Management, NQF 6 as recognised by SAQA. 3 year Degree/National Diploma in Office Management or Administration recognised relevant qualification on NQF 6 or equivalent qualification; a minimum of 5 years' experience in the Justice Cluster or a minimum of 2 years' supervisory experience; Knowledge of the Public Finance Management Act, Public Service Act and Regulations and National Treasury Regulations; A valid driver's licence. Skills and Competencies: Computer literacy (MS Office), (Excel), (PowerPoint); Sound Interpersonal relations; Communication (verbal and written) skills; Planning and organizational skills; Able to work under pressure, independently and willingness to work extra hours; Problem solving and leadership skills; Ability to pay attention to detail. Good conflict resolution skills.

**DUTIES** : The successful candidate will be responsible to provide management, supervision and control of Independent Correctional Centre Visitors. Complaints Management, general, Urgent and Mandatory. Coordination of Visitors Committee/Stakeholder engagement meetings. Conduct performance evaluations, administration tasks, reporting and arrange inductions for Independent Correctional Centre Visitors.

**ENQUIRIES** : Ms. NP Sifesane Tel No: (043) 722 2729  
**APPLICATIONS** : [HRecruitment@jics.gov.za](mailto:HRecruitment@jics.gov.za) - Subject – Post reference number

**POST 17/27** : **ADMINISTRATIVE CLERK REF NO: JI 03/2025**

Directorate: Management Regions

**SALARY** : R228 321 per annum (Level 05)  
**CENTRE** : Northern Management Region - Centurion  
**REQUIREMENTS** : Applicants must be in possession of a Grade 12 /Senior Certificate. 1-3 years relevant working experience. Ability to communicate verbally and in writing. Ability to work independently and also as part of a team. Ability to multi-task

		and general administrative capabilities. Computer literate (Word, Excel, Access, PowerPoint & Outlook). Driver's license is essential.
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible to manage the support services of the office. Assist with travel arrangements. Preparations for meetings. Typing documents. Managing the assets at the Regional Office. Provide general administrative support to the Regional Office. Ensure transport and logistic support to the office. Reception duties.
<b><u>ENQUIRIES</u></b>	:	Ms G Thabethe Tel No: (012) 663 7521
<b><u>APPLICATIONS</u></b>	:	<a href="mailto:HORECRUITMENT@JICS.GOV.ZA">HORECRUITMENT@JICS.GOV.ZA</a> - Subject – Post reference number
<b><u>POST 17/28</u></b>	:	<b><u>ADMINISTRATIVE CLERK – AUXILIARY SERVICES REF NO: JI 04/2025</u></b> Directorate: Management Regions
<b><u>SALARY</u></b>	:	R228 321 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Northern Management Region - Centurion
<b><u>REQUIREMENTS</u></b>	:	Applicants must be in possession of a Grade 12 /Senior Certificate. 1-3 years relevant working experience. Ability to communicate verbally and in writing. Ability to work independently and also as part of a team. Ability to multi-task and general administrative capabilities. Computer literate (Word, Excel, Access, PowerPoint & Outlook). Driver's license is essential.
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible for reception duties and office administration. Proper implementation and maintenance of approved filing system. Handling of incoming and outgoing mail and phone calls. Management of resources. Provide general administrative support to the Regional Office (draft correspondence, manages calendars of senior team members and arrange travel, etc.).
<b><u>ENQUIRIES</u></b>	:	Ms G Thabethe Tel No: (012) 663 7521
<b><u>APPLICATIONS</u></b>	:	<a href="mailto:HORECRUITMENT@JICS.GOV.ZA">HORECRUITMENT@JICS.GOV.ZA</a> - Subject – Post reference number
<b><u>POST 17/29</u></b>	:	<b><u>HR PERSONNEL CLERK REF NO: JI 05/2025 (X2 POSTS)</u></b> Directorate: Corporate Services
<b><u>SALARY</u></b>	:	R228 321 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Centurion
<b><u>REQUIREMENTS</u></b>	:	Applicants must be in possession of a Senior Certificate or equivalent qualification. Experience in Office Administration. Computer Literate (Word, Excel, PowerPoint, Outlook). Planning, organizing and negotiation skills. Ability to work independently and as part of a team. Analytical and problem-solving skills. Communication and listening skills. Time management skills. Conflict management skills. Knowledge of PERSAL system will be an added advantage.
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible to provide Human Resources administrative support to the Judicial Inspectorate for Correctional Services by managing the leave. Managing the process of appointments and resignations of staff members. Administration of staff benefits. Filing and updating of personnel files. Performance Management.
<b><u>ENQUIRIES</u></b>	:	Ms S Bezuidenhout Tel No: (012) 321 0303
<b><u>APPLICATIONS</u></b>	:	<a href="mailto:HORECRUITMENT@JICS.GOV.ZA">HORECRUITMENT@JICS.GOV.ZA</a> - Subject – Post reference number
<b><u>POST 17/30</u></b>	:	<b><u>SECRETARY REF NO: JI 06/2025</u></b> Directorate: Legal Services
<b><u>SALARY</u></b>	:	R228 321 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Applicants must be in possession of a Grade 12/Senior Certificate. Knowledge of administration/secretariat duties. Good communication and interpersonal skills. Computer literate with an excellent understanding of windows. MS Word, Excel, Outlook and PowerPoint. Ability to work under pressure and willingness to work overtime.
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible to serve as the secretary/administrators to Director Corporate Services and Legal Services. Answering and screening of telephone calls. Liaise with the Director regarding all administrative functions. Typing/compiling of memorandums and presentations. Execute office and general administrative duties. Manage filing and electronic documents tracking system. Maintain diary and manage appointments. Acknowledge receipt of documents. Record and issue minutes.

**ENQUIRIES**  
**APPLICATIONS**

Make all travel and accommodation arrangements. Ensure submission of travel claims for the Directors.

: Ms S Bezuidenhout Tel No: (012) 321 0303  
: [HOrecruitment@jics.gov.za](mailto:HOrecruitment@jics.gov.za) - Subject – Post reference number

**POST 17/31**

: **INDEPENDENT CORRECTIONAL CENTRE VISITOR**  
(36-month contract appointment)

**SALARY**  
**CENTRE**

: R85 620 per annum (3/8th, Level 05), plus 37% in lieu of benefits.  
: **Central Management Region:**  
Barkly West Correctional Centre Ref No: JI 07/2025  
Bethulie Correctional Centre Ref No: JI 08/2025  
Boshof Correctional Centre Ref No: JI 09/2025  
Colesburg Correctional Centre Ref No: JI 10/2025  
Goedemoed Med. B Correctional Centre Ref No: JI 11/2025  
Groenpunt Med Correctional Centre Ref No: JI 12/2025  
Grootvlei Med A Correctional Centre Ref No: JI 13/2025  
Grootvlei Med B Correctional Centre Ref No: JI 14/2025  
Harrismith Correctional Centre Ref No: JI 15/2025  
Kimberly Correctional Centre Ref No: JI 17/2025  
Kuruman Correctional Centre Ref No: JI 18/2025  
Lindley Correctional Centre Ref No: JI 19/2025  
Mangaung Correctional Centre Ref No: JI 20/2025  
Odendaalsrus / Hennenman Correctional Centre Ref No: JI 21/2025  
Richmond Correctional Centre Ref No: JI 22/2025  
Regional Office – Bloemfontein Ref No: JI 23/2025  
Richmond Correctional Centre Ref No: JI 24/2025  
Sasolburg Correctional Centre Ref No: JI 25/2025  
Senekal Correctional Centre Ref No: JI 26/2025  
Virginia Correctional Centre Ref No: JI 27/2025  
Winburg Correctional Centre Ref No: JI 28/2025  
**Kwa-Zulu Natal Management Region:**  
Durban Female Correctional Centre Ref No: JI 29/2025  
Empangeni Correctional Centre Ref No: JI 30/2025  
Glencoe Correctional Centre Ref No: JI 31/2025  
Ncome Med B Correctional Centre Ref No: JI 32/2025  
Pietermaritzburg (Med A) Correctional Centre Ref No: JI 33/2025  
Port Shepston Correctional Centre Ref No: JI 34/2025  
Qalakabusha Correctional Centre Ref No: JI 35/2025  
Qalakabusha Correctional Centre Ref No: JI 36/2025  
Vryheid Correctional Centre Ref No: JI 37/2025  
Waterval Max Correctional Centre Ref No: JI 38/2025  
**Northern Management Region:**  
Barberton Farm Med A Correctional Centre Ref No: JI 39/2025  
Barberton Farm Med B Correctional Centre Ref No: JI 40/2025  
Baviaanspoort (Max) Correctional Centre Ref No: JI 41/2025  
Carolina Correctional Centre Ref No: 42/2025  
Ermelo Correctional Centre Ref No: 43/2025  
Heidelberg Correctional Centre Ref No: JI 44/2025  
Johannesburg Med A Correctional Centre Ref No: 45/2025  
Johannesburg Med A Correctional Centre Ref No: JI 46/2025  
Johannesburg Med B Correctional Centre Ref No: JI 47/2025  
Johannesburg Med B Correctional Centre Ref No: JI 48/2025  
Krugersdorp Correctional Centre Ref No: JI 49/2025  
Kutama-Sinthumule Correctional Centre Ref No JI 50/2025  
Leeuwkop Med A Correctional Centre Ref No: 51/2025  
Leeuwkop Med B Correctional Centre Ref No: JI 52/2025  
Modimolle Correctional Centre Ref No: JI 53/2025  
Kgosi-Mampuru Central Correctional Centre Ref No: JI 54/2025  
Kgosi-Mampuru Local Correctional Centre Ref No: JI 55/2025  
Odi Correctional Centre Ref No: JI 56/2025  
Christiana Correctional Centre Ref No: JI 57/2025  
Litchenburg Correctional Centre Ref No: JI 58/2025  
Losperfontein Med A Correctional Centre Ref No: JI 59/2025  
Mafikeng Correctional Centre Ref No: JI 60/2025  
Potchefstroom Correctional Centre Ref No: JI 61/2025  
Rooigrond Med B Correctional Centre Ref No: JI 62/2025

Rooigrond Max Correctional Centre Ref No: JI 63/2025  
 Klerskorp Correctional Centre Ref No: JI 64/2025  
**Western Cape Management Region:**  
 Brandvlei Juvenile Correctional Centre Ref No: JI 65/2025  
 Brandvlei Med Correctional Centre Ref No: JI 66/2025  
 Brandvlei Max Correctional Centre Ref No: JI 67/2025  
 Drakenstein Med B Correctional Centre Ref No: JI 68/2025  
 Drakenstein Max Correctional Centre Ref No: JI 69/2025  
 George Correctional Centre Ref No: JI 70/2025  
 Goodwood Correctional Centre Ref No: JI 71/2025  
 Goodwood Correctional Centre Ref No: JI 72/2025  
 Oudtshoorn Med A&B Correctional Centre Ref No: JI 73/2025  
 Pollsmoor Med C Correctional Centre Ref No: JI 74/2025  
 Pollsmoor RDF Correctional Centre Ref No: JI 75/2025  
 Pollsmoor RDF Correctional Centre Ref No: JI 76/2025  
 Pollsmoor Med A Correctional Centre Ref No: JI 77/2025  
 Pollsmoor Female Correctional Centre Ref No: JI 78/2025  
 Robertson Correctional Centre Ref No: JI 79/2025  
 Van Rhynsdorp Correctional Centre Ref No: JI 80/2025  
 Voorberg Med B Correctional Centre Ref No: JI 81/2025  
 Voorberg Med B Correctional Centre Ref No: JI 82/2025  
 Warmbokkeveld Correctional Centre Ref No: JI 83/2025  
 Worcester Male & Female Correctional Centre Ref No: JI 84/2025  
 Regional Office – Cape Town Ref No: JI 85/2025  
**Eastern Cape Management Region:**  
 Bizana Correctional Centre Ref No: JI 86/2025  
 Burgersdorp Correctional Centre Ref No: JI 87/2025  
 Butterworth Correctional Centre Ref No: JI 88/2025  
 Cradock Correctional Centre Ref No: JI 89/2025  
 East London Max Correctional Centre Ref No: JI 90/2025  
 East London Max Correctional Centre Ref No: JI 91/2025  
 East London Med C Correctional Centre Ref No: JI 92/2025  
 Flagstaff Correctional Centre Ref No: JI 93/2025  
 Graaff-Reinet Correctional Centre Ref No: JI 94/2025  
 Grahamstown Correctional Centre Ref No: JI 95/2025  
 Kirkwood Correctional Centre Ref No: JI 96/2025  
 Lusikisiki Correctional Centre Ref No: JI 97/2025  
 Mdantsane Correctional Centre Ref No: JI 98/2025  
 Nqamakwe Correctional Centre Ref No: JI 99/2025  
 Patensie Correctional Centre Ref No: JI 100/2025  
 Sada Correctional Centre Ref No: JI 101/2025  
 Somerset East Correctional Centre Ref No: JI 102/2025  
 Ngcobo Correctional Centre Ref No: JI 103/2025  
 Mount Fletcher Correctional Centre Ref No: JI 104/2025  
 St Albans Med A Correctional Centre Ref No: JI 105/2025  
 St Albans Max Correctional Centre Ref No: JI 106/2025  
 St Albans Med B Correctional Centre Ref No: JI 107/2025 (X2 posts)  
 Stutterheim Correctional Centre Ref No: JI 108/2025  
 Ntabankula Correctional Centre Ref No: JI 109/2025  
 Mthatha Medium Correctional Centre Ref No: JI 110/2025  
 Mthatha Medium Correctional Centre Ref No: JI 111/2025  
 Mthatha Remand Correctional Centre Ref No: JI 112/2025  
 Regional Office – East London Ref No: JI 113/2025

## **REQUIREMENTS**

: Applicants must be in possession of a Grade 12/Senior Certificate. Computer literate and accurate. A recommendation of nomination as an ICCV by a community organization (not older than six (6) months) must be attached on 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

**ENQUIRIES**

and investigations. Handle administrative tasks which include dealing with and capturing of inmate complaints, mandatory matters and detailed report writing.

: Central Management Region: Ms Y Mdlalose Tel No: (051) 4301954  
Kwa-Zulu Natal Management Region: Mr. S Sibanyoni Tel No:(031) 366 1900  
Northern Management Region: Ms G Thabethe Tel No: (012) 663 7521  
Western Cape Management Region: Mr S Sani Tel No: (021) 421 1012  
Eastern Cape Management Region: Ms N Sifesane Tel No: (043) 722 2729

**APPLICATIONS**

: Central Management Region: [CMRrecruitment@jics.gov.za](mailto:CMRrecruitment@jics.gov.za) - Subject – Post reference number  
: Eastern Cape Management Region: [ECMRrecruitment@jics.gov.za](mailto:ECMRrecruitment@jics.gov.za) - Subject – Post reference number  
Western Cape Management Region: [WCMRrecruitment@jics.gov.za](mailto:WCMRrecruitment@jics.gov.za) - Subject – Post reference number  
Northern Management Region: [NMRrecruitment@jics.gov.za](mailto:NMRrecruitment@jics.gov.za) - Subject – Post reference number  
Central Management Region: [KZNMRecruitment@jics.gov.za](mailto:KZNMRecruitment@jics.gov.za) - Subject – Post reference number



## DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

- APPLICATIONS** : Interested applicants must submit their applications for employment to <https://forms.office.com/r/X2XaVPasWu> or alternatively the address specified in each post.
- CLOSING DATE** : 09 June 2025
- NOTE** : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za), and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Application that do not comply with the above specifications will not be considered and will be disqualified. It remains the responsibility of an applicant to ensure that application reaches the department noting different options provided for submission. A SAQA evaluation report must accompany foreign qualifications. All shortlisted candidates for SMS posts will be subjected to a technical and competency assessment. A pre-entry certificate obtained from National School of Government (NSG) is required before appointment for all SMS positions. Candidate will complete a financial disclosure form and also be required to undergo a security clearance. Foreigners or dual citizenship holder must provide the Police Clearance certificate from country of origin only when shortlisted. The DOJ&CD is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Reasonable accommodation shall be applied for People with Disabilities including where driver's license is a requirement. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.
- ERRATUM:** Kindly note that the post of Chief Master: Master of the High Court and Family Law Services with Ref No: 24/32/MAS advertised on Public Service Vacancy Circular 16 dated 16 May 2025 with closing date 02 June 2025 has been withdrawn. We apologies for the inconvenience caused. Enquiries: Ms S Maribeng Tel No: (012) 315 1103

## OTHER POST

- POST 17/32** : **TATE ACCOUNTANT: TAXATION REF NO: 25/58/FMS**
- SALARY** : R325 101 – R382 959 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office: Pretoria
- REQUIREMENTS** : An NQF level 6 qualification in Financial Management/Financial Accounting/Taxation/Internal Audit as recognized by SAQA; A minimum of 3 years' experience in Payroll environment; Knowledge of the Public Financial Management Act, and budget management with National Treasury Regulations. Skills and Competencies: Computer literacy (MS Word, PowerPoint, Excel); Budgeting and financial management; Research and analytical skills; Presentation and facilitation skills; Problem analysis; Self-management; Team membership; Technical proficiency.
- DUTIES** : Key Performance Areas: Render Tax administration services; Administer and attend to salary related claims, related to overtime, acting allowances, payment of casual interpreters, implementation of housing allowances, long service awards and salary adjustment; Process subsistence and travel (S & T) allowance claims; Process service termination transactions; Administer the reconciliation/clearing of the Suspense account; Provide effective people management.
- ENQUIRIES** : Ms A van Ross Tel No: (012) 315 1094
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional

Development, Private Bag X81, Pretoria, 0001 or Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

**MUNICIPAL INFRASTRUCTURE SUPPORT AGENT**

*The Municipal Infrastructure Support Agent (MISA) is a Government Component within the Ministry for Cooperative Governance and Traditional Affairs. It is a Schedule 3 entity regulated in terms of the Public Service Act, 1994, as amended. MISA's primary function is to support municipalities in infrastructure planning implementation, operations, and maintenance. MISA invites suitable candidates to apply for the following positions, based in MISA Head Office in Centurion, Pretoria.*

<b><u>CLOSING DATE</u></b>	:	06 June 2025
<b><u>NOTE</u></b>	:	For All Applications: Applications must quote the relevant reference number and consist of: A fully completed and signed NEW Z83 form which can be downloaded at <a href="http://www.dpsa.gov.za/">www.dpsa.gov.za/</a> "From 1 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered", a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed curriculum vitae (Only shortlisted candidates will be required to submit certified qualifications, only shortlisted candidates will submit proof of permanent residence. All shortlisted candidates for all posts will be subjected to personnel suitability checks on criminal records, citizen verification, financial records, qualification. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. The successful candidate will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as completing a financial interest declaration within one month of appointment and annually thereafter. NB: For more information please contact: Mr Nkosikhona Zuma/Ms Gugu Gumede Tel: 012 848 5364/5337/5401 / To The T Recruitment, Tel. 069 685 9970

**2025 TO 2027 GRADUATE INTERNSHIP PROGRAMME**

Municipal Infrastructure Support Agent (MISA) invites South African unemployed graduate to apply for the 2025/2027 MISA graduate Internship programme. Internship in the public service is a once off opportunity per qualification. Those that have previously participated in an internship programme will not be considered.

**OTHER POSTS**

<b><u>POST 17/33</u></b>	:	<b><u>EXECUTIVE SUPPORT STRATEGY AND SYSTEMS INTERN REF NO: MISA/ESSS/01 (X2 POSTS)</u></b> Chief Directorate: ESSS
<b><u>STIPEND</u></b>	:	R7860.50 per month
<b><u>CENTRE</u></b>	:	MISA Head Office, Centurion
<b><u>REQUIREMENTS</u></b>	:	National Diploma (NQF 6) /Degree (NQF 7) in Public Administration. ND/ Degree in Office administration/ Management
<b><u>ENQUIRIES</u></b>	:	Enquiries to the T Recruitment, at 069 685 9970
<b><u>APPLICATIONS</u></b>	:	Please forward your application, quoting the relevant reference number, to: <a href="mailto:misa-esss-01@tttreruitment.co.za">misa-esss-01@tttreruitment.co.za</a>
<b><u>POST 17/34</u></b>	:	<b><u>INFORMATION COMMUNICATION TECHNOLOGY INTERN REF NO: MISA/ICT/02 (X2 POSTS)</u></b> Chief Directorate: ICT
<b><u>STIPEND</u></b>	:	R7860.50 per month
<b><u>CENTRE</u></b>	:	MISA Head Office, Centurion
<b><u>REQUIREMENTS</u></b>	:	National Diploma (NQF 6) /Degree (NQF 7) in Information Technology/ Computer Systems Engineering.
<b><u>ENQUIRIES</u></b>	:	Enquiries to the T Recruitment, at 069 685 9970
<b><u>APPLICATIONS</u></b>	:	Please forward your application, quoting the relevant reference number, to: <a href="mailto:misa-ict-02@tttreruitment.co.za">misa-ict-02@tttreruitment.co.za</a>

<b><u>POST 17/35</u></b>	:	<b><u>INFRASTRUCTURE PLANNING DELIVERY AND MAINTENANCE INTERN REF NO: MISA/IPDM/03 (X2 POSTS)</u></b> Chief Directorate: IPDM
<b><u>STIPEND</u></b>	:	R7860.50 per month
<b><u>CENTRE</u></b>	:	MISA Head Office, Centurion
<b><u>REQUIREMENTS</u></b>	:	National Diploma (NQF 6) /Degree (NQF 7) in Public Administration. ND/ Degree in Office administration/ Management
<b><u>ENQUIRIES</u></b>	:	Enquiries to the T Recruitment, at 069 685 9970
<b><u>APPLICATIONS</u></b>	:	Please forward your application, quoting the relevant reference number, to: <a href="mailto:misa-ipdm-03@tttreruitment.co.za">misa-ipdm-03@tttreruitment.co.za</a>
<b><u>POST 17/36</u></b>	:	<b><u>FINANCE INTERN REF NO: MISA/FINANCE/04 (X1 POST)</u></b> Chief Directorate: Finance
<b><u>STIPEND</u></b>	:	R7860.50 per month
<b><u>CENTRE</u></b>	:	MISA Head Office, Centurion
<b><u>REQUIREMENTS</u></b>	:	National Diploma (NQF 6) /Degree (NQF 7) ND/ Degree in Financial Management
<b><u>ENQUIRIES</u></b>	:	Enquiries to the T Recruitment, at 069 685 9970
<b><u>APPLICATIONS</u></b>	:	Please forward your application, quoting the relevant reference number, to: <a href="mailto:misa-fin-04@tttreruitment.co.za">misa-fin-04@tttreruitment.co.za</a>
<b><u>POST 17/37</u></b>	:	<b><u>SUPPLY CHAIN MANAGEMENT INTERN REF NO: MISA/SCM/05 (X1 POST)</u></b> Chief Directorate: Finance
<b><u>STIPEND</u></b>	:	R7860.50 per month
<b><u>CENTRE</u></b>	:	MISA Head Office, Centurion
<b><u>REQUIREMENTS</u></b>	:	National Diploma (NQF 6) /Degree (NQF 7) in Logistics/ Public Admin/ Management/Public Procurement Management/ Supply Chain Management.
<b><u>ENQUIRIES</u></b>	:	Enquiries to the T Recruitment, at 069 685 9970
<b><u>APPLICATIONS</u></b>	:	Please forward your application, quoting the relevant reference number, to: <a href="mailto:misa-scm-05@tttreruitment.co.za">misa-scm-05@tttreruitment.co.za</a>
<b><u>POST 17/38</u></b>	:	<b><u>INTERNAL CONTROL AND COMPLIANCE INTERN REF NO: MISA/ICC/06 (X1 POST)</u></b> Chief Directorate: Finance
<b><u>STIPEND</u></b>	:	R7860.50 per month
<b><u>CENTRE</u></b>	:	MISA Head Office, Centurion
<b><u>REQUIREMENTS</u></b>	:	National Diploma (NQF 6) /Degree (NQF 7) in Accounting/Auditing/Internal Audit/Risk Management
<b><u>ENQUIRIES</u></b>	:	Enquiries to the T Recruitment, at 069 685 9970
<b><u>APPLICATIONS</u></b>	:	Please forward your application, quoting the relevant reference number, to: <a href="mailto:misa-icc-06@tttreruitment.co.za">misa-icc-06@tttreruitment.co.za</a>
<b><u>POST 17/39</u></b>	:	<b><u>ASSET MANAGEMENT INTERN REF NO: MISA/ASSET/07 (X1 POST)</u></b> Chief Directorate: Finance
<b><u>STIPEND</u></b>	:	R7860.50 per month
<b><u>CENTRE</u></b>	:	MISA Head Office, Centurion
<b><u>REQUIREMENTS</u></b>	:	National Diploma (NQF 6) /Degree (NQF 7) in Assets Management/ in Financial Management.
<b><u>ENQUIRIES</u></b>	:	Enquiries to the T Recruitment, at 069 685 9970
<b><u>APPLICATIONS</u></b>	:	Please forward your application, quoting the relevant reference number, to: <a href="mailto:misa-asst-07@tttreruitment.co.za">misa-asst-07@tttreruitment.co.za</a>
<b><u>POST 17/40</u></b>	:	<b><u>SECURITY AND FACILITY MANAGEMENT INTERN REF NO: MISA/SFM/08 (X1 POST)</u></b> Chief Directorate: CSM
<b><u>STIPEND</u></b>	:	R7860.50 per month
<b><u>CENTRE</u></b>	:	MISA Head Office, Centurion
<b><u>REQUIREMENTS</u></b>	:	National Diploma (NQF 6) /Degree (NQF 7) Degree in Security Management / Criminology / Criminal Justice / Forensics / Safety Management /Policing /Public Administration.

<b><u>ENQUIRIES</u></b>	:	Enquiries to the T Recruitment, at 069 685 9970
<b><u>APPLICATIONS</u></b>	:	Please forward your application, quoting the relevant reference number, to: <a href="mailto:misa-sfm-08@tttrecruitment.co.za">misa-sfm-08@tttrecruitment.co.za</a>
<b><u>POST 17/41</u></b>	:	<b><u>COMMUNICATION INTERN REF NO: MISA/COMMS/09 (X2 POSTS)</u></b> Chief Directorate: CSM
<b><u>STIPEND</u></b>	:	R7860.50 per month
<b><u>CENTRE</u></b>	:	MISA Head Office, Centurion
<b><u>REQUIREMENTS</u></b>	:	National Diploma (NQF 6) /Degree (NQF 7) Communication / Media Studies/ Journalism / Public Relations.
<b><u>ENQUIRIES</u></b>	:	Enquiries to the T Recruitment, at 069 685 9970
<b><u>APPLICATIONS</u></b>	:	Please forward your application, quoting the relevant reference number, to: <a href="mailto:misa-com-09@tttrecruitment.co.za">misa-com-09@tttrecruitment.co.za</a>

**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.*



**CLOSING DATE**  
**NOTE**

: 06 June 2025 at 12:00 pm (Midday)  
: 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. 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 will be subjected to two assessments. The first assessment will be a technical exercise that intends to test relevant technical elements of the job, while the second assessment will be an integrity (ethical conduct) assessment, the logistics of which will be communicated by the Department. 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. 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. 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. The National Treasury is compliant to the requirements of POPIA.

**MANAGEMENT ECHELON****POST 17/42**

: **CHIEF DIRECTOR: SPECIALISED AUDIT SERVICES REF NO: S003/2025**  
Division: Office of the Accountant-General (OAG)  
Purpose: To provide performance audit and investigative capacity on a broad range of financial management issues and procurement process in all spheres of government (Regulatory).

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

: R1 436 022 - R1 716 933 per annum, (all-inclusive remuneration package)  
: Pretoria  
: A Grade 12 coupled with a minimum B. Degree (NQF 7) in Auditing (Internal or External), Forensic Investigation or Risk Management , A CIA (Certified Internal Auditor), CA(SA), Forensic Practitioner - FP (SA) or Certified Fraud Examiner (CFE) will be an added advantage, A minimum 5 years' experience at a senior managerial level (Director) obtained in Auditing, Forensic audits/ investigations, In-depth understanding of Business risk and risk management techniques, Knowledge of Internal auditing standards, performance audit standard code of ethics and certification, In-depth knowledge of corporate governance, the role of audit committee, board, and executive and operating management, Knowledge and experience of leading-edge audit department practices, Forensic audit practices, new technologies and audit automation

tools, and experience in business process re-engineering, outsourcing, and co-sourcing, Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of an appointment.

## **DUTIES**

: Rectify breakdown of financial management in all spheres of Government: Develop a flexible risk-based strategic and annual intervention plan, Aligned with financial management objectives, risks or control concerns, Submit plan/ memos to Accountant-General for review and approval, Manage the implementation and execution of the financial management intervention plan, Approve appropriate tasks or projects requested by management and the Accountant-General, Manage in-house staff and external service providers, Assigned skilled auditors to perform engagement, Investigate fraud and corruption in all spheres of Government: Develop a fraud and corruption management framework for all spheres of government, Develop and implement fraud and corruption investigation policy, strategy and methodology, Manage and co-ordinate the execution of forensic investigations (fraud & corruption), Assist clients in developing action plans to address causes of fraud and corruption as identified during investigations and fraud risk assessments, Co-ordinate and monitor actions taken against perpetrators and recovery of losses, Conduct performance audits Evaluate and validate systems financially, their institutional integrity and institutional performance in National, Provincial & Local Government Institutions: Conduct performance audits by evaluating the process/processes by which a government institution (or a component of the institution) achieves its strategic and operational objectives with a view to recommending actions to improve the economy, efficiency and effectiveness of its operations, Evaluate the adequacy and effectiveness of controls in key business processes and related risks (linked to the strategic objectives / risks of a particular government institution), Evaluate internal controls within the information technology system environment; ensure the validity, reliability and security of information (Cyber security/ forensics), the assessment of the information technology system environment, Report on findings and recommend remedial steps where necessary and liaise with other organs of state: Provide accurate reports to relevant stakeholders in respect of: Findings and recommendations on how risks are being managed, Agreed on management action plans, Accountability for the execution of management action plans, Issue periodic reports to the Accountant-General summarizing results of audit activities, report monthly to the Accountant-General on the following: details of the activities for the preceding period, results of the reviews undertaken and finalised during the preceding period, progress against the approved annual intervention plan, including any deviations from the approved plan.

## **ENQUIRIES APPLICATIONS**

: Enquires Only (No applications): [Recruitment.Enquiries@treasury.gov.za](mailto:Recruitment.Enquiries@treasury.gov.za)  
: To apply visit: <https://erecruitment.treasury.gov.za/eRecruitment>

## **POST 17/43**

: **DIRECTOR: HUMAN RESOURCES SERVICE DELIVERY REF NO: S005/2025**

Division: Corporate Services (CS)

Purpose: To provide strategic leadership and guidance in the provision of an integrated HR approach and to act as a primary point of connection between all internal stakeholders/business units and the overall HR team for the alignment on the HR strategic objectives and implementations of key HR initiatives within the National Treasury

## **SALARY CENTRE REQUIREMENTS**

: R1 216 824 - R1 433 355 per annum, (all-inclusive remuneration package)  
: Pretoria  
: A Grade 12 is required coupled with a minimum B. Degree (equivalent to NQF 7) in Human Resources Management/ Business Management/ Public Administration/ HR Business Relations Management, A minimum 5 years' experience at a middle management or senior managerial level obtained within Human Resources Management environment or related field, Knowledge and experience of the Public Service Human Resources Management Legislative Framework, Knowledge and experience of the Public Service Act and Regulations, Business Relations Skills in the HR environment, Knowledge of Human Resources Information and application Systems, Successful completion of the Nyukela Public Service Senior Management Leadership

## **DUTIES**

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.

: Strategy Development and Implementation: Develop and implement a Human Resources Service Delivery Strategic implementation plan to fast-track the turn-around time of human resources service offering pertaining to clients' needs, Provide guidance and lobby internal support on the implementation of the most effective mechanisms and tools to enhance collaboration and cohesion for improved service delivery with regard to implementation of service offerings, Review policies continuously for correct application in business and in alignment with the HR Service Delivery Strategy in accordance with the ever-evolving environment against the backdrop of the needs of clients, Develop, engage and commit on the service level agreements by HR centres of excellence with the HR Service Delivery Directorate. HR Service Delivery: Provide guidance and direction on the effective implementation of HR offerings and services to clients, Implement a collaborative strategy with regard to service delivery provisioning and initiate projects in alignment with business requirements, Verify the correctness of the application of HR Policies and Procedures, continuously, prior to implementation of any new service offering in alignment the relevant policies and procedures, Develop and apply a customer centric service delivery culture within the National Treasury, Monitor the effectiveness of the implementation of service offerings and align discrepancies, accordingly. Stakeholder Engagement: Engage stakeholders through awareness drives on new service offerings and their benefits prior to implementation, Collaborate and enhancing partnerships with specialise business units within HRM to determine, and fast-tracking deliverables and targets for implementation, Align business plans with strategic objectives in achievement of HR objectives and targets, Provide timeous feedback on requests to stakeholder's concerns pertaining to service offering, Ensure that divisional HR Metrics are presented to divisional Exco/Manco and that focused employee matters are proactively raised and attended to. HR Policy and Prescribes Analysis: Align the HR Service delivery objectives with National Treasury annual business plans to conform to business units demands, Influence and obtain buy-in from stakeholders within business on HR initiatives and offerings, Develop and analyse a comprehensive HR feedback analysis desk board portraying service offerings and progress in support of business continuity, Align memoranda on HR offerings and services for the smooth implementation within the broader business, Develop and effectively implement Secondment Guidelines to ensure strategic input to employee engagement and retention, Ensure that Rotations Protocols are in place and serve as employee engagement, development and retention.

## **ENQUIRIES APPLICATIONS**

: Enquires Only (No applications): [Recruitment.Enquiries@treasury.gov.za](mailto:Recruitment.Enquiries@treasury.gov.za)  
: To apply visit: <https://erecruitment.treasury.gov.za/eRecruitment>

## **POST 17/44**

: **DIRECTOR: FACILITIES MANAGEMENT REF NO: S004/2025**

Division: Corporate Services (CS)

Purpose: To plan and provide a strategic support function to the National Treasury facility-related services in compliance with the demands of its stakeholders and other relevant legislative requirements.

## **SALARY CENTRE REQUIREMENTS**

: R1 216 824 - R1 433 355 per annum, (all-inclusive remuneration package)  
: Pretoria

: A Grade 12 coupled with a minimum degree/advanced diploma (equivalent to NQF level 7) in Administration or Facilities or Project Management or Operations Management. A qualification in Built Environment or Property Management will be an added advantage. A minimum 5 years' experience at a middle management or senior managerial level obtained within in the management of facility related services. Knowledge of the Public Service Framework. Knowledge and experience of property management principles. Knowledge and experience of Accommodation and Office Space Planning. Knowledge of Contract Management and the interpretation and implementation of contracts with suppliers Systems, Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of an appointment.



## **DUTIES**

: Stakeholder Management: Develop and implement a Facilities Management Improvement Programme in line with the operational requirements of the National Treasury. Review stakeholders Service Level Agreements continuously to improve internal and external relationships with stakeholders. Implement an improved problem resolution mechanism within the Facilities Management environment to timeously address concerns. Perform research on stakeholder analysis, identification and engagement in the development of project and business requirements. Support the organization in achieving its strategic objectives by interpret and influence both the external and internal environments and creating positive relationships with stakeholders through the appropriate management of their expectations and agreed objectives. Contract Management: Oversee the contract management portfolio and implement clear guidelines and specifications for execution. Monitor and review Service Level Agreements continuously to improve relationships with stakeholders and maintain service standards. Perform research on best practices in the contract management environment to keep abreast with international practices. Develop guidelines on Contract Management process utilisation and facilitate awareness workshops in the organisation. Accommodation and Space Planning: Plan the allocation of accommodation utilisation and monitor the compliance pertaining to Occupational Health and Safety Standards. Monitor Office Space Planning continuously and optimally exploit available space to meet the needs of internal stakeholders. Interpret the property portfolio and influence the internal environment through the appropriate accommodation management and utilization. Perform research on best practices in accommodation and space planning processes to keep abreast with international practices. Resource Optimisation: Develop and implement relevant policies, procedures and systems to comply with legislative requirements. Enhance the utilisation of facilities through continuous maintenance and interaction with service providers develop and implement a Facilities Operational Plan aligned to Departmental objectives.

## **ENQUIRIES APPLICATIONS**

: Enquires Only (No applications): [Recruitment.Enquiries@treasury.gov.za](mailto:Recruitment.Enquiries@treasury.gov.za)  
: To apply visit: <https://erecruitment.treasury.gov.za/eRecruitment>

## **POST 17/45**

: **DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: S006/2025**  
Division: Office of the Director-General (ODG)  
Purpose: To provide strategic guidance and align supply chain management processes with the broader Supply Chain framework and interface and synergise accountability performance and compliance of processes and procedures.

## **SALARY CENTRE REQUIREMENTS**

: R1 216 824 - R1 433 355 per annum, (all-inclusive remuneration package)  
: Pretoria  
: A Grade 12 is required coupled with a minimum Bachelor's degree (equivalent to NQF level 7) in any of the following disciplines: Logistics or Procurement or Supply Chain Management, A minimum of 5 years' experience at a middle management or senior managerial level obtained in the broader Supply Chain management environment, Knowledge and experience of the PFMA, PPPFA and other relevant prescribes, Knowledge of Supply Chain Management Demand Management, Risk and Performance Management processes, Knowledge and experience in Contract Management, Bidding processes and exposure of dealing with Travel Agencies, Knowledge and experience of Procurement or Financial systems, Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of an appointment.

## **DUTIES**

: Develop and implement a Procurement Reform Programme: Provide direction and strategy in the establishment of proper processes and the application thereof in business. Act as custodian for the development and maintenance of Contract Management initiatives. Analyse historical purchasing costs, forecasting future costs of prospective vendors through the Supplier Management process, Implement and maintain the Demand Management process in the National Treasury, Improved turnaround times in terms of payments and bidding processes. Develop and maintain policies, processes and systems for an open and transparent procurement process. Implement Procurement reform in respect to PFMA & PPPFA Acts & regulations: Conduct awareness initiatives and sensitise stakeholders on the impact of the PFMA &

PPPFA have on supply chain management in business, Develop and implement PFMA & PPPFA guidelines for easy reference on all Procurement processes, Initiate the implementation of SCM policy reforms and compliance, Initiate research and benchmark exercises on supply chain best practices with DPSA and other stakeholders. Supply Chain Management: Coordinate the utilisation of SCM resources by optimally consulting with stakeholders on the redress of service delivery improvements, Conduct strategic planning sessions to key stakeholders and establish the development of the SCM vision, strategic objectives and business plan in conjunction with the broader Departmental plan, Develop and implement a balance score card for the assessment of the performance of SCM stakeholders, Oversee the functions of all bid committees and advice on corrective action. Stakeholder Engagement: Evaluate service delivery initiatives against stakeholders and other business demands and outputs, Consult with strategic partners and build relationships with key business stakeholders on service delivery initiatives, Monitor supplier and stakeholder performance in the Supply Chain Management environment in compliance with set processes and procedures, Identify risks pertaining to Supply Chain Management and implement processes and procedures to mitigate risk factors. Travel Co-ordination & Management: Initiate meetings with travel agencies and other relevant stakeholders on issues of mutual concern. Negotiate market related deals on road and air travel with relevant stakeholders on behalf of the National Treasury. Monitor outputs and identify gaps for remedial action on agreed deliverables of contracted travel agency.

**ENQUIRIES  
APPLICATIONS**

: Enquires Only (No applications): [Recruitment.Enquiries@treasury.gov.za](mailto:Recruitment.Enquiries@treasury.gov.za)  
: To apply visit: <https://erecruitment.treasury.gov.za/eRecruitment>

**OTHER POSTS**

**POST 17/46**

: **DEPUTY DIRECTOR: STRATEGIC SOURCING AND ACQUISITION REF NO: S007/2025**

Division: Office of the Director-General (ODG)

Purpose: To develop, review and implement the strategic sourcing strategies in compliance with relevant policies, and perform research on spend analysis in the development of a supply base on the categories of goods and services identified in government's spending portfolio, and identifying leverage points in the reduction of costs and increased benefits and commodities. Administer and manage the bidding process for good and services.

**SALARY  
CENTRE  
REQUIREMENTS**

: R896 436 - R1 055 958 per annum, (all-inclusive remuneration package)  
: Pretoria  
: A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF 6)/ B. Degree (equivalent to NQF 7) in Logistics or Procurement or Supply Chain Management (SCM) or Public Management, A minimum of 4 years' experience of which 2 years should be at an Assistant Director level or equivalent obtained in Acquisition or Bid management within the Supply Chain Management environment, Experience in drafting and the analyses of commercial contracts and service level agreements, Knowledge and experience of regulations pertaining to the broader SCM legislative framework.

**DUTIES**

: Demand Management: Collaborate information from business units to design and develop the demand management and procurement plans, Monitor available budgets in conjunction with stakeholders and advice on estimated commitments, Verify submissions for correctness and in compliance with prescribed legislative prerequisites, Evaluate the appropriateness of transactions in terms of the PPPFA, its regulations other related legislations for compliance, Manage procurement plans and report progress as per prescripts. Bids Management: Compile draft business plans for engagement with stakeholders and manage the bidding process. Refine bid specifications, terms of reference, integrate the evaluation and assessment criteria and develop special conditions for bids, Coordinate the bid specification, evaluation and bid adjudication committee meetings. Ensure bidding procedures and prescripts are adhered to, Maintain the bid register and report to management. Strategic Sourcing: Compile spend analyses process to identify high spend commodities and categorise items for sourcing strategies to enhance business effectiveness, Identify key sourcing reviews and evaluate its impact on the business to sensitise the market on the needs of business, Initiate the capacity building process on identifiable categorised items and develop a projection plan on business perception, Develop and implement strategic sourcing

policies, processes and procedures, Initiate awareness on strategic sourcing and promote implementation of strategic sourcing practices within the broader business. Stakeholders Engagement: Forge business relationships and networking with suppliers to improve and widen sourcing items per category, Update stakeholders on the latest trends applied in strategic sourcing in compliance with the Financial Management Reporting framework. Provide progress reports on the approved procurement plan, bids. Consult with stakeholders and engage on risk factors of procurement.

**ENQUIRIES**  
**APPLICATIONS**

: Enquires Only (No applications): [Recruitment.Enquiries@treasury.gov.za](mailto:Recruitment.Enquiries@treasury.gov.za)  
: To apply visit: <https://erecruitment.treasury.gov.za/eRecruitment>

## OFFICE OF THE CHIEF JUSTICE

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

**APPLICATIONS**

- : **Gauteng:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000. Applications can also be hand delivered to the 12th floor, Cnr Pritchard and Kruis Street, Johannesburg.
- : **Kwa-Zulu Natal: Durban/Pietermaritzburg/Provincial Service Centre:** Quoting the relevant reference number, direct your application to: The Provincial Head: Office of the Chief Justice, Private Bag X54314, Durban, 4000. Application can also be hand delivered to Office of the Chief Justice, Human Resource Management, 1st Floor, CNR Somtseu & Stalwart, Simelane Streets, Durban.
- : **Kimberley:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X5043, Kimberley, 8300. Applications can also be hand delivered to: The High Court, Sol Plaatje Drive, Room B107, Kimberley.
- : **Free State/ Supreme Court of Appeal: Bloemfontein:** 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.
- : **Mpumalanga:** Quoting the relevant reference number, direct your application to: The Provincial Head: Office of the Chief Justice, Private Bag X20051, Mbombela, 1211. Applications can also be hand delivered to, Mpumalanga Division of the High Court, Office of the Chief Justice Provincial Service Centre, 311 Samora Machel Drive, Mbombela, 1200.
- : **National Office (Midrand)/Constitutional Court:** Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107 or hand deliver applications to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand, 1685.
- : **North West: Mmabatho/ Mahikeng:** Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Office of the Chief Justice, Private Bag X2033, Mmabatho, 2735. Applications can also be hand delivered to 22 Molopo Road, Ayob Gardens, Mmabatho.

**CLOSING DATE**  
**NOTE**

- : 06 June 2025
- : All applications must be submitted on a New Z83 form, which can be downloaded on internet at [www.judiciary.org.za/](http://www.judiciary.org.za/) / [www.dpsa.gov.za/dpsa2g/vacancies.asp](http://www.dpsa.gov.za/dpsa2g/vacancies.asp) or obtainable from any Public Service Department and should be accompanied by a recent comprehensive CV only; contactable referees (telephone numbers and email addresses must be indicated). Please send your documents in a PDF and put them in one folder. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Each application form must be fully completed, duly signed and initialed on both pages by the applicant. The application must indicate the correct job title, the office where the position is advertised and the reference number as stated in the advert. Failure by the applicant to fully complete, sign and initial the application form will lead to 40 disqualification of the application during the selection process. Applications on the old Z83 will unfortunately not be considered. Should you be in a possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Dual citizenship holders must provide the Police Clearance certificate from the country of origin (when shortlisted all non - SA Citizens will be required to submit a copy of proof of South African permanent residence). Applications that do not comply with the above-mentioned requirements will not be considered. Suitable candidates will

be subjected to a personnel suitability check (criminal record, financial checks, qualification verification, citizenship checks, reference checks and employment verification). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the advertised post(s). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Failure to submit all the requested documents will result in the application not being considered during the selection process. All 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 of 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:** The post of Chief Registrar, Gauteng Division of the High Court: Johannesburg, advertised on Public Service Vacancy Circular 15 dated 09 May 2025 with a closing date of 23 May 2025 have been withdrawn.

#### OTHER POSTS

- POST 17/47** : **CHIEF REGISTRAR REF NO: 2025/105/OCJ**  
Re-advertisement, candidates who previously applied are encouraged to re-apply
- SALARY** : R586 956 - R1 386 972 per annum (MR6). The successful candidates will be required to sign a performance agreement. Salary will be in accordance with the Occupation Specific Dispensation (Resolution 1 of 2008). Shortlisted candidates will be required to submit a Service Certificate/s for determination of their experience.
- CENTRE REQUIREMENTS** : Gauteng Division of the High Court: Johannesburg  
: Grade 12 certificate and LLB Degree or a four (4) year legal qualification as recognized by SAQA. A minimum of eight (8) years' post graduate legal experience gained as a Registrar. Computer literacy, leadership and managerial experience. A valid driver's license. An LL.M Degree will serve as an added advantage. Skills and competencies: Excellent communication skills (verbal and written). Report writing skills. Numerical skills. Technical expertise. Attention to detail. Planning, organizing and control. Problem solving and decision-making skills. Customer service orientated. Interpersonal skills. Conflict management skills. Strong work ethic and motivation. Self-management. Professional appearance and conduct. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.
- DUTIES** : Mentor and advice on the tracking and management of the progression of all cases filed in court. Management of time and events necessary to move cases from initiation through to disposition. Make inputs on amendments of court rules and practice directives to improve efficiency at the Supreme Court of Appeal. Implement directives issued by the President of the Supreme Court of Appeal. Manage implementation of the Departmental Strategic Objectives relating to the processing of cases within the Case Flow Management Framework at the Supreme Court of Appeal. Compile training manuals and provide training to registrars and registrars' clerks. Support staff. Stakeholder Management, Human Resources Management, Court and Case Flow Management/Quasi-Judicial functions. Manage Sen./ice Level Agreement, Framework. Managing Strategic Court Efficiency Projects and Best Practices, Information and Case/Court Documentation Management System. Safeguard case records in accordance and prescripts. Achieve excellence in delivering planned customer service outcomes (i.e. service levels and standards) for the

		Department and monitoring the unit's service delivery in order to achieve the service delivery targets. Ensure the highest level of customer care and customer satisfaction. Manage all administration related functions. Supervise and develop staff.
<b><u>ENQUIRIES</u></b>	:	Technical Enquiries: Ms R Bramdaw Tel No: (010) 494 8584 HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
<b><u>APPLICATIONS</u></b>	:	can be sent via email at <a href="mailto:2025/105/OCJ@judiciary.org.za">2025/105/OCJ@judiciary.org.za</a>
<b><u>NOTE</u></b>	:	The Organization will give preference to candidates in line with the Employment Equity goals.
<b><u>POST 17/48</u></b>	:	<b><u>ASSISTANT DIRECTOR: SECURITY REF NO: 2025/91/OCJ</u></b>
<b><u>SALARY</u></b>	:	R468 459 - R551 823 per annum (Level 09). The successful candidate will be required to sign a performance.
<b><u>CENTRE</u></b>	:	Kwazulu-Natal Provincial Service Centre
<b><u>REQUIREMENTS</u></b>	:	Matric Certificate and a three-year National Diploma in Security Management and or Risk Management or equivalent relevant qualification at NQF level 6 with 360 credits as recognized by SAQA. Grade A State Security Agency Course. A minimum of three (3) years' working experience in a security environment of which 1 year should be on supervisory level. A valid driver's license. Skills and Competencies: 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. 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.
<b><u>DUTIES</u></b>	:	Provide 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. Supervise and develop staff.
<b><u>ENQUIRIES</u></b>	:	Technical/HR Related Enquiries: Ms N Naidoo Tel No: (031) 493 1723
<b><u>APPLICATIONS</u></b>	:	can be sent via email at <a href="mailto:2025/91/OCJ@judiciary.org.za">2025/91/OCJ@judiciary.org.za</a>
<b><u>NOTE</u></b>	:	The Organization will give preference to candidates in line with the Employment Equity goals.
<b><u>POST 17/49</u></b>	:	<b><u>ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: 2025/92/OCJ</u></b>
<b><u>SALARY</u></b>	:	R468 459 - R551 823 per annum (Level 09). The successful candidate will be required to sign a performance.
<b><u>CENTRE</u></b>	:	Northern Cape Provincial Service Centre
<b><u>REQUIREMENTS</u></b>	:	Grade 12 Certificate and a three-year National Diploma/ in Human Resource Management/ Public Administration/Public Management, Personnel Management or equivalent relevant qualifications at NQF level 6 with 360 credits as recognized by SAQA. A minimum of three (3) years' experience in Human Resource Management environment of which 1 year should be on supervisory level, Knowledge of PERSAL. Shortlisted candidates will be required to submit PERSAL certificates/results. Extensive experience in Leave & Personnel Administration will be an added advantage. A driver's license. Skills and Competencies: Knowledge and understanding of Public Service Act, 1994, Knowledge of Public Service Regulation 2016, Labour Relations Act, Employment Equity Act. Basic Conditions of Employment Act, Knowledge of HRM policies, Knowledge of HR related standards, practices, processes and procedure, Knowledge of Batho Pele Principles, Knowledge of PERSAL system. 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.

<b><u>DUTIES</u></b>	:	Implement efficient and effective recruitment and selection processes Ensure the administration of condition of service and benefit, Implement Performance Management and Development System and training initiatives, Ensure and implement labour relations matters and EHW programmes, Ensure the provision of efficient and effective provision of HR records management services. Supervise and develop staff
<b><u>ENQUIRIES</u></b>	:	Technical/HR related enquiries: Ms L Wymers Tel No: (053) 492 3533
<b><u>APPLICATIONS</u></b>	:	can be sent via email at <a href="mailto:2025/92/OCJ@judiciary.org.za">2025/92/OCJ@judiciary.org.za</a>
<b><u>NOTE</u></b>	:	The Organization will give preference to candidates in line with the Employment Equity goals.
<b><u>POST 17/50</u></b>	:	<b><u>REGISTRAR REF NO: 2025/95/OCJ</u></b>
<b><u>SALARY</u></b>	:	R324 579 – R1 111 323 per annum (MR3-MR5). Salary will be in accordance with the Occupation Specific Dispensation (Resolution 1 of 2008). Shortlisted candidates will be required to submit a Service Certificate/s for determination of their experience. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Labour Appeals Court: Durban
<b><u>REQUIREMENTS</u></b>	:	Grade 12 Certificate and an LLB Degree or a four (4) year legal qualification. Driver's license. <b>MR3</b> - LLB Degree or equivalent plus a minimum of 2 years post qualification experience in legal profession. <b>MR4</b> - LLB Degree or equivalent plus a minimum of 8 years post qualification experience in legal profession. <b>MR5</b> - LLB Degree or equivalent plus a minimum of 14 years post qualification experience in legal profession). Skills and Competencies: Excellent communication skills (verbal and written), Computer literacy, Numerical skills, Attention to detail, Planning, organizing and decision-making skills, Customer service orientated, Interpersonal skills, Conflict management, strong work ethics, professionalism, ability to work under pressure and meeting of deadlines, result driven, honesty/trustworthy and Observance of confidentiality. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.
<b><u>DUTIES</u></b>	:	Co-ordination of Case Flow Management support process to the Judiciary. Manage the issuing of all processes. Initiating Court proceedings. Co-ordinate interpreting services, appeals and reviews. Authenticate signatures of Legal Practitioners, Notaries and Sworn Translators. Supervision and management of staff. Ensure annotation of relevant publications, codes, acts and rules. Attend to and execute requests from the Judiciary in connection with cases and case-related matters. Exercise control over the management and safekeeping of case records and the record room. Deal with the files in terms of the relevant codes and legislation. Execute Quasi-judicial indicators such as Taxation of the Bill of Costs and Warrants of Execution. Collate statistical data for reporting purposes and prepare court performance reports.
<b><u>ENQUIRIES</u></b>	:	Technical Enquiries: Ms K Marais Tel No: (031) 492 5562
<b><u>APPLICATIONS</u></b>	:	HR Enquiries: Ms SZ Mvuyana Tel No: (031) 493 1723
<b><u>NOTE</u></b>	:	can be sent via email at <a href="mailto:2025/95/OCJ@judiciary.org.za">2025/95/OCJ@judiciary.org.za</a> The Organisation will give preference to candidates in line with the Employment Equity goals.
<b><u>POST 17/51</u></b>	:	<b><u>ADMINISTRATION CLERK: (DCRS) REF NO: 2025/96/OCJ</u></b>
<b><u>SALARY</u></b>	:	R228 321 –R268 950 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	KwaZulu Natal Division of the High Court: Durban
<b><u>REQUIREMENTS</u></b>	:	Grade 12 certificate, no experience is required. A three-year relevant qualification (National Diploma at NQF level 6) with 360 credits as recognized by SAQA will be an added advantage. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post technical and generic requirements. Skills and Competencies: Job knowledge. Good communication skills (verbal and written). Interpersonal relations skills. Flexibility. Teamwork. Planning and organisation skills. Computer literacy (MS Office). General Administration / Court related functions regarding court recordings. Good customer services.
<b><u>DUTIES</u></b>	:	Provide administrative support in pre-recording of court proceedings. Render proper recording of court proceedings. Perform collection of statistic. Provide

		administrative support as required by the Court Manager and/or Registrar and/or Supervisor.
<b><u>ENQUIRIES</u></b>	:	Technical Enquiries: Ms K Marais Tel No: (031) 492 5562
		HR Enquiries: Ms SZ Mvuyana Tel No: (031) 493 1723
<b><u>APPLICATIONS</u></b>	:	Can be sent via email at <a href="mailto:2025/96/OCJ@judiciary.org.za">2025/96/OCJ@judiciary.org.za</a>
<b><u>NOTE</u></b>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<b><u>POST 17/52</u></b>	:	<b><u>REGISTRAR'S CLERK REF NO: 2025/97/OCJ</u></b>
<b><u>SALARY</u></b>	:	R228 321 - R268 950 per annum (Level 05). The successful candidate will be required to sign a performance agreement
<b><u>CENTRE</u></b>	:	KwaZulu Natal Division of the High Court: Durban
<b><u>REQUIREMENTS</u></b>	:	Grade 12 certificate, no experience is required. A three-year relevant qualification (National Diploma at NQF level 6) with 360 credits as recognized by SAQA will be an added advantage. Skills and Competencies: Knowledge of working procedures in terms of the working environment, Knowledge of registry processes and practice, Knowledge of storage and retrieval procedures in terms of the working environment, Knowledge and understanding of legislative frameworks governing the Public Service, Knowledge of Filing system, Mail procedure manual, Promotion of access to information Act and National archives. Computer Literacy skills (Microsoft Office), Communication skills, Numeracy, Interpersonal skills, Problem solving and analysis skills, Time management skills, Administrative skills. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.
<b><u>DUTIES</u></b>	:	Provide administrative support in pre-recording of court proceedings. Proper recording of Court proceedings. Perform playback events during or after the session. Attend to general administrative functions for court administration.
<b><u>ENQUIRIES</u></b>	:	Technical Enquiries: Ms K Marais Tel No: (031) 492 5562
		HR Enquiries: Ms SZ Mvuyana Tel No: (031) 493 1723
<b><u>NOTE</u></b>	:	Applications can be sent via email at <a href="mailto:2025/97/OCJ@judiciary.org.za">2025/97/OCJ@judiciary.org.za</a>
		The Organisation will give preference to candidates in line with the Employment Equity goals.
<b><u>POST 17/53</u></b>	:	<b><u>ADMINISTRATION CLERK REF NO: 2025/99/OCJ</u></b>
<b><u>SALARY</u></b>	:	R228 321 - R268 950 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Mpumalanga Division of the High Court: Mbombela
<b><u>REQUIREMENTS</u></b>	:	Grade 12 certificate. A three-year relevant qualification (NQF6) within records management will serve as an added advantage. A three-year relevant qualification (National Diploma at NQF level 6) with 360 credits as recognized by SAQA will be an added advantage. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post technical and generic requirements. Skills and Competencies: Communication skills (verbal and written). Problem solving skills. Administrative skills. Good public relation skills. Time Management skills. Monitoring and analytical skills. Computer literacy skills (Microsoft Teams). Planning and organizing skills. Report writing skills. Typing skills. Understanding of confidentiality in Government. Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing Public Service.
<b><u>DUTIES</u></b>	:	Render general clerical support services. Record, organize, store, capture and retrieve correspondences and data. Provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Provide personnel administration clerical support services within the component. Process travel and subsistence claims for the manager and members of the unit. Provide administrative support services. Provide logistical arrangements to meetings.
<b><u>ENQUIRIES</u></b>	:	Technical related enquiries: Ms JM Shongwe Tel No: (013) 758 0000
		HR related enquiries: Mr SJ Zwane / Mr Mv Maeko Tel No: (013) 758 0000
<b><u>APPLICATIONS</u></b>	:	can be sent via email at <a href="mailto:2025/99/OCJ@judiciary.org.za">2025/99/OCJ@judiciary.org.za</a>
<b><u>NOTE</u></b>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.



<b><u>POST 17/54</u></b>	:	<b><u>ADMINISTRATION CLERK: JUDICIAL APPOINTMENTS REF NO: 2025/100/OCJ (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R228 321 – R268 950 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	National Office, Midrand
	:	Grade 12 certificate. No experience is required. A three-year relevant qualification (National Diploma at NQF level 6) with 360 credits as recognized by SAQA will be an added advantage. An understanding of the functioning of Commissions or Tribunals and working in the Judicial environment would be an added advantage. Skills and Competencies: Interpersonal and diplomacy skills. Computer literacy skills. Analytical skills. Decision-making skills. Motivational skills. Presentation skills. Communication and report writing skills. Customer service orientation. Self-management. Creative thinking. Teamwork. Flexible. Self-motivated. Knowledge of the relevant legislation and prescripts in relation to the judiciary environment. Knowledge of clerical duties. 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.
<b><u>DUTIES</u></b>	:	To provide support with the administrative functions in the Office of the Judicial Service Commission. Prepare files for the sifting committee, Judge President, Commission, and Premiers. Provide support with the administrative functions to the members of the Commission, Public, and Stakeholders. Prepare a comprehensive list of short-listed candidates and send to the Judges Presidents, Organised Legal Profession, and members of the JSC. Provide support for administrative functions in the Office of the JSC after the sitting of the commission. Facilitate correspondence with the candidates about the outcomes of the interviews. Provide logistical support to the JSC, JCC, and JCT. Facilitate and ensure logistics for JSC April and October sittings.
<b><u>ENQUIRIES</u></b>	:	Technical related enquiries: Mrs. M Songca Tel No: (010) 493 2075 HR related enquiries: Mr. K Mphela Tel No: (010) 493 2527
<b><u>APPLICATIONS NOTE</u></b>	:	can be sent via email at <a href="mailto:2025/100/OCJ@judiciary.org.za">2025/100/OCJ@judiciary.org.za</a> The Organisation will give preference to candidates in line with the Employment Equity goals.
<b><u>POST 17/55</u></b>	:	<b><u>ADMINISTRATION CLERK: COMPLAINTS REF NO: 2025/101/OCJ</u></b>
<b><u>SALARY</u></b>	:	R228 321 – R268 950 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	National Office, Midrand
	:	Grade 12 certificate. No experience is required. A three-year relevant qualification (National Diploma at NQF level 6) with 360 credits as recognized by SAQA will be an added advantage. An understanding of the functioning of Commissions or Tribunals and working in the Judicial environment would be an added advantage. Skills and Competencies: Interpersonal and diplomacy skills. Computer literacy skills. Analytical skills. Decision-making skills. Motivational skills. Presentation skills. Communication and report writing skills. Customer service orientation. Self-management. Creative thinking. Teamwork. Flexible. Self-motivated. Knowledge of the relevant legislation and prescripts in relation to the judiciary environment. Knowledge of clerical duties. 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.
<b><u>DUTIES</u></b>	:	To maintain the complaints register. Receive and register complaints lodged against Judges. Provide secretariat support services to the Judicial Conduct Committee (JCC). Communicate the outcome of the appeal to the Appellant and Respondent. Receive correspondence regarding litigation against the Judicial Service Commission. Provide logistical support to the JSC, JCC, and JCT. Prepare VA forms for travel arrangements and accommodation for members of the Committee.
<b><u>ENQUIRIES</u></b>	:	Technical related enquiries: Mrs. M Songca Tel No: (010) 493 2075 HR related enquiries: Mr. K Mphela Tel No: (010) 493 2527
<b><u>APPLICATIONS NOTE</u></b>	:	Can be sent via email at <a href="mailto:2025/101/OCJ@judiciary.org.za">2025/101/OCJ@judiciary.org.za</a> The Organisation will give preference to candidates in line with the Employment Equity goals.

<b><u>POST 17/56</u></b>	:	<b><u>ADMINISTRATION CLERK: OFFICE OF THE SECRETARY-GENERAL REF NO: 2025/102/OCJ</u></b>
<b><u>SALARY</u></b>	:	R228 321 – R268 950 per annum (Level 05). The successful candidate will be required to sign a performance agreement
<b><u>CENTRE</u></b>	:	National Office, Midrand
<b><u>REQUIREMENTS</u></b>	:	Grade 12 certificate. No experience is required. A three-year relevant qualification (National Diploma at NQF level 6) with 360 credits as recognized by SAQA will be an added advantage. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post technical and generic requirements. Skills and Competencies: Communication skills (verbal and written). Problem solving skills. Good public relation skills. Monitoring and analytical skills. Computer literacy skills (Microsoft Teams). Planning and organizing skills. Report writing skills. Typing skills. Understanding of confidentiality in Government. Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing Public Service.
<b><u>DUTIES</u></b>	:	Provide administrative-related activities to the unit. Schedule and organize meetings for the unit. Render clerical support services within the Office of the Secretary General. Handle all incoming and outgoing office correspondence and follow up on outstanding matters. Maintain effective filing and records management services. Distribute documents and packages to their respective units. Render logistical arrangements for meetings. Ensure the venue, equipment, and any other logistical arrangements required for meetings are available and functional.
<b><u>ENQUIRIES</u></b>	:	Technical related enquiries: Ms S Mpheshwa Tel No: (010) 493 2535 HR related enquiries: Mr. K Mphela Tel No: (010) 493 2527
<b><u>APPLICATIONS</u></b>	:	can be sent via email at <a href="mailto:2025/102/OCJ@judiciary.org.za">2025/102/OCJ@judiciary.org.za</a>
<b><u>NOTE</u></b>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<b><u>POST 17/57</u></b>	:	<b><u>ADMINISTRATION CLERK: INSTITUTIONAL SECRETARIAT SERVICES REF NO: 2025/103/OCJ</u></b>
<b><u>SALARY</u></b>	:	R228 321 – R268 950 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	National Office, Midrand
<b><u>REQUIREMENTS</u></b>	:	Grade 12 certificate. No experience is required. A three-year relevant qualification (National Diploma at NQF level 6) with 360 credits as recognized by SAQA will be an added advantage. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post technical and generic requirements. Skills and Competencies: Communication skills (verbal and written). Problem solving skills. Good public relations skills. Monitoring and analytical skills. Computer literacy skills (Microsoft Teams). Planning and organizing skills. Report writing skills. Typing skills. Understanding of confidentiality in Government. Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service.
<b><u>DUTIES</u></b>	:	To provide support in planning of the Judiciary governance structure and the OCJ's governance structure meetings. Prepare corporate calendar. Render governance and secretariat support services. Perform the general secretariat function. Render secretarial support services within the Directorate: Institutional Secretariat Services. Manage the Director's office. Provide administrative-related activities to the unit. Maintain a leave register for the unit.
<b><u>ENQUIRIES</u></b>	:	Technical related enquiries: Ms S Mpheshwa Tel No: (010) 493 2535 HR related enquiries: Mr. K Mphela Tel No: (010) 493 2527
<b><u>APPLICATIONS</u></b>	:	can be sent via email at <a href="mailto:2025/103/OCJ@judiciary.org.za">2025/103/OCJ@judiciary.org.za</a>
<b><u>NOTE</u></b>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.

<b><u>POST 17/58</u></b>	:	<b><u>TYPIST REF NO: 2025/104/OCJ</u></b>
<b><u>SALARY</u></b>	:	R193 359 – R227 766 per annum (Level 04). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	North West Division of the High Court: Mmabatho
<b><u>REQUIREMENTS</u></b>	:	Grade 12 certificate. No experience is required. A three-year relevant qualification (National Diploma at NQF level 6) with 360 credits as recognized by SAQA will be an added advantage. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post technical and generic requirements. Skills and Competencies: Computer literacy (Microsoft Office). Typing skills (speed 35 words per minute). Dictaphone typing skills. Good problem-solving skills. Effective communication skills (written and verbal). Time management skills. Client orientation and customer focus. Knowledge of legal terminology, court procedures, rules, and environment. Understanding of legislative governing the Public Service (Batho Pele principles and Public Service Regulations). Ability to work in a team. Reliability. Honesty and integrity.
<b><u>DUTIES</u></b>	:	Type court orders, court documents, and reports. Type court orders and relevant court documents in line with the endorsement on the front of the court file. Type judgments. Make amendments on judgments as per the Judge's request/instruction. Compile term roll, week, and un/opposed motion roll and maintain registers. Draft term rolls for each court term in line with the Gazette terms. Compile and submit relevant orders and judgments to relevant stakeholders.
<b><u>ENQUIRIES</u></b>	:	Technical related enquiries: Mr O Sebatso Tel No: (018) 397 7064 HR related enquiries: Ms K Zwane Tel No: (018) 397 7114 Applications can be sent via email at <a href="mailto:2025/104/OCJ@judiciary.org.za">2025/104/OCJ@judiciary.org.za</a>
<b><u>NOTE</u></b>	:	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. Thabang Ntsiko. Applications must be posted to the Department of Public Service and Administration, Private Bag X916, Pretoria, 0001, or delivered to 546 Edmond Street, Batho Pele House, cnr. Edmond and Hamilton Street, Pretoria, Arcadia 0083, or emailed.
- CLOSING DATE** : 09 June 2025
- NOTE** : Applications must quote the relevant reference number and consist of: A fully completed and signed NEW Z83 form which can be downloaded at [www.dpsa.gov.za/dpsa2g/vacancies.asp](http://www.dpsa.gov.za/dpsa2g/vacancies.asp). From 1 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered", a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed curriculum vitae (Only shortlisted candidates will be required to submit certified documents, all non-SA citizens must attach a copy of proof of permanent residence in South Africa on or before the day of the interviews). Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All shortlisted candidates for SMS posts will be subjected to (1) a technical exercise; (2) a generic managerial competency assessment; and (3) personnel suitability checks on criminal records, citizen verification, financial records, qualification verification and applicants could be required to provide consent for access to their social media accounts. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. The successful candidate will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as completing a financial interests declaration form within one month of appointment and annually thereafter. Note: Prior to appointment, 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/>.

## MANAGEMENT ECHELON

- POST 17/59** : **DIRECTOR: SERVICE DELIVERY SATISFACTION ASSESSMENT AND IMPROVEMENT REF NO: DPSA 07/2025**
- SALARY** : R1 216 824 per annum (Level 13), (an all-inclusive remuneration package). Annual progression up to a maximum salary of R1 433 355 per annum is possible, subjected to satisfactory performance. The all-inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employee Fund and a flexible portion that may be structured according to personal needs within a framework.
- CENTRE** : Pretoria
- REQUIREMENTS** : A minimum qualification at NQF level 7 in Public Administration / Management / Business Studies or equivalent qualification within the above-mentioned fields as recognised by SAQA. Minimum 5 years at Middle/ Senior management. Minimum 8 years' appropriate experience in Service Delivery Improvement environment. Knowledge of Constitution of the Republic of South Africa, Government legislative frame, Public Service legislative and policy frameworks, Government programs such as the National Development Plan, Key Strategic Priorities of Government and Understanding of Operations

Management. Attributes: Honesty, loyalty, reliability, accountability, optimism and resilience. Managerial Skills: Written and verbal communication, stakeholder management and coordination, strategic thinking and leadership, teamwork, confidentiality, research and change management. Generic Skills: Diversity Management, Communication and information management, Facilitation, Negotiation, Presentation, Report writing, Computer Literacy and Conflict Management. Technical Skills: Development of service standards, service delivery theory and practice, negotiation, business process analysis and solution development specifications, business processing mapping and improvement for automation or innovation, and system thinking, design and development.

- DUTIES** :
- Lead the strategic development, refinement and institutionalisation of prescripts relating to Service Delivery Satisfaction Assessment and Improvement across the public service. Manage the provision of implementation support to departments. Manage monitoring and evaluation of compliance and impact assessments of prescripts on Service Delivery Satisfaction and Improvement. Manage all the operations, systems and processes of the Directorate. Provide technical advice, support and capacity building to support the implementation of Service Delivery Improvement Plans, public Service Charter and Service Standards. Provide support to the Negotiation Team in the PSCBC on the institutionalisation of the Public Service Charter and the Resolutions. Manage the Directorate's strategic planning, performance management, human and financial resources. Manage all the operations, systems, and processes of the Directorate.
- ENQUIRIES** :
- APPLICATIONS** :
- Ms. Sibongile Moremi Tel No: (012) 336 1167
- Applications quoting the reference number must be addressed to Mr. Thabang Ntsiko. Applications must be posted to the Department of Public Service and Administration, Private Bag X916, Pretoria, 0001, or delivered to 546 Edmond Street, Batho Pele House, cnr. Edmond and Hamilton Street, Pretoria, Arcadia 0083, or emailed. E-mail your application to [Advert072025@dpsa.gov.za](mailto:Advert072025@dpsa.gov.za)

#### **OTHER POST**

- POST 17/60** :
- DEPUTY DIRECTOR: BATHO PELE MANAGEMENT REF NO: DPSA 08/2025**

- SALARY** :
- R896 436 per annum (Level 11), (an all-inclusive remuneration package). Annual progression up to a maximum salary of R1 055 958 is possible, subjected to satisfactory performance. The all-inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to personal needs within a framework.

- CENTRE** :
- REQUIREMENTS** :
- Pretoria
- A senior certificate, a B. Degree in Public Administration or equivalent qualification within the above-mentioned field as recognised by SAQA. Minimum of 3 years' experience at an Assistant Director level. Minimum of 3-5 years of appropriate experience in a Service Delivery Improvement environment. Knowledge of the Constitution of the Republic of South Africa, government legislative frameworks, public service legislative frameworks, key strategic priorities of government, data and information analysis, Attributes: Management support, communication, in depth knowledge and understanding, good presentation skills, teamwork, change management skills, professionalism, interpersonal relations, good writing skills, reliability, and technical skills. Managerial Skills: Problem-solving skills, written and verbal communication, comprehension, teamwork, change management skills, professional relations, good writing skills, stakeholder management skills, teamwork and team cooperation, research skills, and project management skills. Generic Skill: Decision making skills, diversity management, communication and information management skills, facilitation skills, presentation skills, report writing skills, and conflict management skills.

- DUTIES** :
- To develop frameworks, toolkits, and policies to implement the Batho Pele. Manage the implementation of the Batho Pele programmes and the development of the Batho Pele standards. Facilitate and coordinate the Batho Pele learning and institutional Programme. Manage the implementation of the Batho Pele programme and development of the Batho Pele Standards. Monitor the implementation of the Batho Pele programs in the national and provincial departments. Conduct research on the stats of Batho Pele implementation in

**ENQUIRIES**  
**APPLICATIONS**

the public service and provide recommendations. Conduct advocacy and development sessions on the development of Batho Pele standards. Establish strategic partnerships with stakeholders on the advancement of Batho Pele learning and institutional development.

- : Ms. S.S. Moremi Tel No: (012) 336 1167
- : Applications quoting the reference number must be addressed to Mr. Thabang Ntsiko. Applications must be posted to the Department of Public Service and Administration, Private Bag X916, Pretoria, 0001, or delivered to 546 Edmond Street, Batho Pele House, cnr. Edmond and Hamilton Street, Pretoria, Arcadia 0083, or emailed. E-mail your application to [Advert082025@dpsa.gov.za](mailto:Advert082025@dpsa.gov.za)

## 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.*



**CLOSING DATE**  
**NOTE**

: 06 June 2025 at 16H00

: 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/>.note :For emailed applications, please submit a Single document or One Attachment per application to the email address designated for 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. Although an email application option is available, applicants are encouraged to hand deliver their application.

**ERRATUM:** The position of Deputy Director-General: Corporate Services with Ref No: 2025/21 as advertised on Public Service Vacancy Circular 15 dated 09 May 2025 with the closing date of 23 May 2025, limited submission of applications via email and omitted to provide the options to submit applications by hand delivery and post. In this regard applications can be submitted to: The

Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or CGO Building, Corner Bosman and Madiba Street, Pretoria OR email to: [Recruitment25-01@dpw.gov.za](mailto:Recruitment25-01@dpw.gov.za). As a result, the closing date is extended to 06 June 2025. For Attention: Ms NP Mudau.

## **OTHER POSTS**

<b><u>POST 17/61</u></b>	:	<b><u>CHIEF ELECTRICAL ENGINEER (GRADE A) REF NO: 2025/22</u></b>
<b><u>SALARY</u></b>	:	R1 266 450 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the OSD)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Pretoria Regional Office Bachelor's degree in Electrical Engineering (B. Eng. or BSC. Eng.) with six (06) years relevant post-qualification experience in various facets of Electrical engineering. Compulsory registration as a Professional Engineer with ECSA/ knowledge of Electrical engineering best practices and aspects of the building and construction environment, extensive knowledge of and experience in the development, implementation and oversight of recovery plans when projects are lagging. Knowledge of PFMA, OHSA, Supply chain management, Contract Management, Good technical and innovative problem-solving abilities. Computer literacy and experience in the application of Electrical Engineering software in the use of dashboards to track progress, Good interpersonal skills and negotiation skills. Applied knowledge of all Built environment legislations/regulating requirements. Excellent writing and presentation skills. A valid driver's license and the ability/willingness to travel.
<b><u>DUTIES</u></b>	:	Provide technical lead in proposal preparations, define technical resources requirements for successful work execution, perform final review and approval or audits on new engineering designs according to design principles, set maintenance standards specifications and service levels according to organizational objectives to ensure optimum operational availability. Compile risk logs and manage significant risk and provide technical consulting services for the operation on engineering related matters, Allocate, control, monitor expenditure according to budget, check tender documentation for inviting tenders. Monitor the performance of and exercise control over appointed consultants in connection with the design and execution of work, as well as maintenance to existing structures and infrastructure and scrutinize and approve fee accounts of consulting engineers. Mentor, train and develop candidates and related technical personnel to promote skills/knowledge transfer. Develop, implement and monitor work systems and processes to ensure efficient and effective functioning.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr D Sewada Tel No: (012) 310 5030 Pretoria Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X229, Pretoria, 0001 or Hand Deliver to AVN Building corner Andries and Skinner Street, Pretoria. Or email to: <a href="mailto:RecruitPTA25-06@dpw.gov.za">RecruitPTA25-06@dpw.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Ms. K. Tihapane/ Ms. MC. Lekganyane
<b><u>POST 17/62</u></b>	:	<b><u>CHIEF CIVIL ENGINEER (GRADE A) REF NO: 2025/23</u></b>
<b><u>SALARY</u></b>	:	R1 266 450 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the OSD)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Durban Regional Office Engineering degree in Civil engineering (B Eng/ BSC (Eng) or relevant qualification with six (06) years post qualification experience. Valid driver's license. Compulsory registration with ECSA/Relevant council as a Professional Engineer. Knowledge: Various facets of Civil Engineering practice, including knowledge of construction methods, techniques and system applied in full spectrum of the Civil Engineering profession. Knowledge of contract building law to the extent applied in the profession. All aspects of the building Engineering design and analysis, engineering operational communication, process knowledge maintenance knowledge, to extent applied in the profession. Technical consulting. A good understanding and competence in the context of the built environment. Legislative and legal aspects of built environment developments and informed decision-making. Knowledge and understanding of National Government's strategic visions and goals as well as Provincial and Local Government strategies and policies. Knowledge of the real estate industry and asset management is advantageous. Experience in



	conducting Feasibility Studies would be advantageous as well as knowledge in the Real Estate Industry and Asset Management. Skills: Well-developed project management, analytical, planning, legal compliance, interpersonal, communication, executive report-writing and presentation skills as well as computer literacy. Must be an innovative and creative thinker, resourceful, people orientated, assertive, hard-working and self-motivated, be able to use Professional judgment in decision making and be able to work under pressure.
<b><u>DUTIES</u></b>	: To lead and manage the technical aspects of Civil Engineering projects within the Built Environment, oversee design, construction and maintenance of infrastructure. Champion the conceptualization and detailed designs of in-house projects within the Durban regional Office of DPWI PMTE. Mentor the candidate engineers. Provide technical support to Project Managers in evaluating effectiveness and \ efficiency of solutions offered by Consultants. Evaluate construction activities and to ensure that the consultants design(s) are executed and performed to acceptable standards. Maintain operational agreements between Client Departments and the National Department of Public Works, ensuring compliance to the requirements of the relevant Acts. Review, analyse and evaluate state owned facilities, specification drawings and details against industry best practice norms as applicable to new, rehabilitation and/or maintenance projects. Evaluate facilities / buildings to determine if they conform to industry acceptable norms, standards and specifications. Identify the risks associated with different types/categories of buildings and the construction thereof. Provide technical input, guidance and interpretation of feasibility studies on various projects. Advise and identify innovative alternative solutions to promote sustainability and cost effectiveness in buildings. Make recommendation on value enhancing strategies for the government property portfolio. Project manages the compilation of feasibility study reports within a multidisciplinary team and according to given time frames. Make forecast on the performance of state fixed assets while considering micro and macro-economic policies and the impact thereof on state investment and the property industry. Assess the financial and socio-economic benefits for all property investment / disinvestment option. Apply policies, methods, best practices and standards well as ensure compliance with Departmental requirements and legislation. Identify technical and functionality solutions and market trends and risk for specified portfolio and project solutions. Provide inputs into the development of business processes and guidelines for making sound investment decisions. Executive report writing.
<b><u>ENQUIRIES</u></b>	: Mr T Mbhele Tel No: (031) 314 7163
<b><u>APPLICATIONS</u></b>	: Durban Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000. Hand Deliver at Corner Dr Pixley Kasem and Samora Machel Streets Durban. Or email to: <a href="mailto:RecruitDBN25-01@dpw.gov.za">RecruitDBN25-01@dpw.gov.za</a>
<b><u>FOR ATTENTION</u></b>	: Ms NS Nxumalo
<b><u>POST 17/63</u></b>	: <b><u>DEPUTY DIRECTOR: LARGE PROJECTS (EPWP) REF NO: 2025/24</u></b>
<b><u>SALARY</u></b>	: R1 059 105 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the MMS)
<b><u>CENTRE</u></b>	: Head Office (Pretoria)
<b><u>REQUIREMENTS</u></b>	: A three-year tertiary qualification (NQF Level 6) in Civil engineering, Quantity Surveying, Construction Management. Relevant years of experience in the construction industry, with at least three (3) at Junior managerial level (Assistant Director equivalent). Knowledge of the working of government and the Expanded Public Works Programme. Knowledge of different forms of contracts, including their application to government contracts. Knowledge of labour-intensive construction methods. Knowledge of Management Information Systems. Financial management and knowledge of the PFMA and DORA. Advanced technical, report writing and presentation skills. Analytical and innovative thinking skills. Project Management skills. Driving licence. The position requires extensive travelling, and the candidate must be able and willing to travel. More experience than specified will be an added advantage.
<b><u>DUTIES</u></b>	: Assist public bodies to identify infrastructure projects/programmes for the application of EPWP principles. Advocate for public bodies to adopt labour intensive approaches in designing infrastructure projects to optimise job creation. Assist public bodies in setting work opportunity targets and develop plans to meet those targets. Liaise with relevant stakeholders to ensure buy-in

		and participation in EPWP. Facilitate labour-intensive capacity-building workshops. Create an enabling environment for SMME participation on infrastructure projects. Carry out labour-intensity analysis of different infrastructure projects. Compile progress reports on the technical support provided to public bodies. Facilitate reporting of work opportunities created on infrastructure projects on the EPWP reporting system. Facilitate identification of project/programme training needs and training of EPWP participants. Conduct site and public body visits to monitor EPWP compliance. Assist in managing the component's budget, including compiling budget reports.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms N. Manyisane Tel No: (012) 492 1433
	:	Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or CGO Building, Corner Bosman and Madiba Street, Pretoria. Or email to: <a href="mailto:Recruitment25-02@dpw.gov.za">Recruitment25-02@dpw.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Ms NP Mudau
<b><u>POST 17/64</u></b>	:	<b><u>DEPUTY DIRECTOR: MONITORING EPWP REF NO: 2025/25</u></b> Chief Directorate: EPWP Monitoring and Evaluation
<b><u>SALARY</u></b>	:	R1 059 105 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the MMS)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Head Office (Pretoria)
	:	A three-year tertiary qualification (NQF Level 06) in Information Systems, Development Studies, Public Administration, or equivalent qualification in related field. Relevant years' experience in the relevant field at a Junior managerial level (Assistant Director equivalent). Knowledge: Knowledge of poverty alleviation programmes of government. Extensive knowledge of EPWP reporting requirements and systems employed. Ability to work under pressure and meet deadlines. Proficiency in Ms Excel spreadsheets & Sound numerical and analytical acumen. A Valid drivers' licence. Willingness to travel extensively. Skills: Advanced report writing. Strong interpersonal, communication, facilitation and presentation skills. Digital literacy. Project management.
<b><u>DUTIES</u></b>	:	Lead the development and implementation of EPWP capacity building frameworks and interventions across all spheres of government. Develop guidelines and manuals to enhance consistent and accurate reporting across all stakeholders. Coordinate training programmes and technical support to enhance capabilities for effective EPWP reporting. Monitor and evaluate the impact of capacity building initiatives and recommend improvements. Provide support on system related audit queries, ensuring timely response, documentation, and compliance with audit standards and departmental procedures.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms. T Maluleke Tel No: (012) 492 1465
	:	Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or CGO Building, Corner Bosman and Madiba Street, Pretoria. Or email to: <a href="mailto:Recruitment25-03@dpw.gov.za">Recruitment25-03@dpw.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Ms NP Mudau
<b><u>POST 17/65</u></b>	:	<b><u>DEPUTY DIRECTOR: DATABASES EPWP REF NO: 2025/26</u></b> Chief Directorate: EPWP Monitoring and Evaluation
<b><u>SALARY</u></b>	:	R1 059 105 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the MMS)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Head Office (Pretoria)
	:	A three-year tertiary qualification (NQF Level 06) in Information Management, Data Science, Monitoring & Evaluation, Statistics. Relevant functional work experience in data management or analysis, Monitoring and evaluation, performance reporting, database and information systems management at a Junior managerial level (Assistant Director equivalent). Knowledge: Expanded Public Works Programme, EPWP reporting requirements; Prescripts governing the EPWP Skills: Data analysis and visualization tools, Data governance and quality assurance standards, Sound numerical and analytical acumen, advanced report writing, strong interpersonal and communication skills. Presentation. Willingness to adapt to a working schedule in accordance with office requirements. Willingness to travel for work purposes. Valid driver's License.
<b><u>DUTIES</u></b>	:	Develop and publish EPWP performance reports for various stakeholders, ensuring alignment with reporting timeframes. Promote data quality across all

EPWP sectors by facilitating data quality forums, implementing validation checks, conducting verification exercises, and offering technical support to reporting public bodies. Extract and analyse EPWP data from single or multiple data sources to generate accurate insights. Prepare presentations for use at national, provincial and municipal EPWP coordination forums, intergovernmental platforms, and strategic meetings. Provide support on data-related audit queries, ensuring timely response, documentation, and compliance with audit standards and departmental procedures.

**ENQUIRIES APPLICATIONS** : Ms. T Maluleke Tel No: (012) 492 1465  
: Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or CGO Building, Corner Bosman and Madiba Street, Pretoria. Or email to: [Recruitment25-04@dpw.gov.za](mailto:Recruitment25-04@dpw.gov.za)  
**FOR ATTENTION** : Ms NP Mudau

**POST 17/66** : **DEPUTY DIRECTOR: PROPERTY VALUATION SERVICES REF NO: 2025/27**

**SALARY** : R1 059 105 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the Middle Management service).

**CENTRE REQUIREMENTS** : Head Office (Pretoria)  
: A three-year tertiary qualification (NQF Level 06) in Real Estate (Property Valuations) plus appropriate relevant experience in property valuations at a Junior managerial level (Assistant Director equivalent). Registration with the South African Council of Valuers (in terms of the Property Valuers Profession Act, 2000 (Act 47 of 2000) as a Professional Valuer. A valid unendorsed driver's license. Knowledge of valuation of all types of properties and applicable legislation such as the Constitution of RSA, PFMA, GIAMA, MPRA, Property Valuation Act 14 of 2017, Expropriation Act 63 of 1975 (as amended) and project planning. Effective communication, advanced report writing, computer literacy, planning and organizing, diplomacy, interpersonal problem solving and presentation skills. Innovative, creative, hardworking, self-motivated, ability to work under pressure, ability to communicate at all levels, analytical thinking, conflict resolution and self-starter. Willingness to work long hours and adapt to work schedules in accordance with professional requirements.

**DUTIES** : Management of valuation projects and undertake ad hoc valuation of properties as and when delegated by the Director Valuation Services. Provide competitive and credible valuations. Compile fully motivated valuation reports for submission and assessment by the Land Affairs Board and liaise with the Board on valuation matters. Review and contest municipal valuations on state owned properties lodge objections where necessary to enable savings on municipal rates levied. Undertake valuations that comply with Accounting Standards, in the compilation of an accurate, reliable and GRAP complaint Asset Register. Conduct International Valuations on behalf of the State, represent the Department in valuation disputes. Provide input into the appointment of private valuers. Consider and comment on valuations received from both private and internal valuers. Assist in driving the mentorship Programme for candidate valuers and associated initiatives. Promote the interest of the valuers' profession in general.

**ENQUIRIES APPLICATIONS** : Mr. H Ndlovu Tel No: (012) 406 1888  
: Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or CGO Building, Corner Bosman and Madiba Street, Pretoria. Or email to: [Recruitment25-05@dpw.gov.za](mailto:Recruitment25-05@dpw.gov.za)

**FOR ATTENTION** : Ms NP Mudau

**POST 17/67** : **DEPUTY DIRECTOR: EPWP TECHNICAL SUPPORT REF NO: 2025/28**

**SALARY** : R1 059 105 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the Middle Management service).

**CENTRE REQUIREMENTS** : Head Office (Pretoria)  
: A three-year tertiary qualification (NQF Level 6) in Civil Engineering; A relevant management experience at a Junior managerial level (Assistant Director equivalent). Valid driver's license. The candidate must have Knowledge of the Expanded Public Works Programme (EPWP), construction Industry, programme and project management, Experience in Labour-intensive methods of construction; Knowledge of the structure and functioning of the department and government; Ability to communicate at all levels; Ability to meet tight deadlines whilst delivering excellent results; possess analytical and good

	interpersonal skills; Ability to work independently. Willing to travel. Willing to adapt to a work schedule in accordance with office requirements.
<b><u>DUTIES</u></b>	: Assist with management of the provision of technical support to all national departments and State-Owned Enterprises implementing Infrastructure projects to ensure compliance with EPWP prescripts. Ensure implementation of the Expanded Public Works Programme (EPWP) projects in the Infrastructure Sector, providing assistance in the following: selection of suitable projects, design of projects promoting the use of labour-intensive methods, setting of targets, development of EPWP policies. Liaison with various National Departments like; Department of Human Settlements, Department of Water and Sanitation, Department of Energy and Electricity, Waterboards, ESKOM, to ensure that adequate technical support is provided to national departments and SOEs in the implementation of EPWP projects. Provide assistance to national departments and SOEs in quarterly reporting on the EPWP Reporting System. Provide assistance on the implementation of the EPWP Integrated Grant. Ensure monthly technical support reports are submitted timeously.
<b><u>ENQUIRIES</u></b>	: Mr O Tiya Tel No: (012) 492 1408
<b><u>APPLICATIONS</u></b>	: Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or CGO Building, Corner Bosman and Madiba Street, Pretoria. Or email to: <a href="mailto:Recruitment25-06@dpw.gov.za">Recruitment25-06@dpw.gov.za</a>
<b><u>FOR ATTENTION</u></b>	: Ms NP Mudau
<b><u>POST 17/68</u></b>	: <b><u>DEPUTY DIRECTOR: PROPERTY DISPOSAL REF NO: 2025/29</u></b>
<b><u>SALARY</u></b>	: R1 059 105 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the Middle Management service).
<b><u>CENTRE</u></b>	: Pretoria Regional Office
<b><u>REQUIREMENTS</u></b>	: A three-year tertiary qualification (NQF Level 6) in Property Management, Town and Regional Planning and Property Law, relevant experience in Property Management (Property Disposals or Utilization and Contract Administration (UCA)) at a Junior managerial level (Assistant Director equivalent). Valid driver's license. Knowledge of GIAMA, State Land Disposal Act, Broad-based Black Economic Empowerment Act, Public Financial Management Act, Treasury Regulations, Supply Chain Management Framework, Preferential Procurement Policy Framework, procurement directives and procedures and Government budget procedures. Computer literacy. Time management skills, Effective Communication, diplomacy and negotiation skill. People management, coaching and mentoring skills. Presentation and report-writing skills. Planning, organizing and facilitation skills. Problem-solving skills. Willingness to adapt to work schedule in accordance with professional requirements. Willingness to travel.
<b><u>DUTIES</u></b>	: Manage short term and long term or permanent disposals of fixed assets. Co-ordinate and facilitate the process of identifying superfluous properties to be disposed of. Manage the prioritization of assets to be disposed of. Develop and implement strategies to guide the disposal of State immovable properties. Establish the ownership of properties to be disposed of. Ensure that no property disposal infringes on the National Land Reform Programme. Manage the transfer of ownership of immovable assets disposed of. Ensure compliance with Departmental policies on disposal. Manage financial processes on the disposal of fixed assets. Assist in the valuation of properties to be disposed of. Manage the compilation of budget inputs. Compile and present budget review reports on property disposals. Manage the recovery of State funds. Oversee and ensure timeous payments of consultants and related fees. Prepare and present quarterly projections to the Supply Chain Management. Attend to the resolution of audit queries. Manage the Property Disposal Section effectively. Prepare and present progress reports. Manage human resource-related processes. Assist in the tender administration of properties to be disposed of. Manage project contracts. Liaise and interact with stakeholders. Assist the Branch with any duties as delegated or required by management.
<b><u>ENQUIRIES</u></b>	: Mr. N. Mathivha Tel No: (012) 310 5027
<b><u>APPLICATIONS</u></b>	: Pretoria Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X229, Pretoria, 0001 or Hand Deliver to AVN Building corner Andries and Skinner Street, Pretoria. Or email to: <a href="mailto:RecruitPTA25-07@dpw.gov.za">RecruitPTA25-07@dpw.gov.za</a>
<b><u>FOR ATTENTION</u></b>	: Ms. K. Tihapane/ Ms. MC. Lekganyane

<b><u>POST 17/69</u></b>	:	<b><u>DEPUTY DIRECTOR: FACILITIES MANAGEMENT REF NO: 2025/30</u></b>
<b><u>SALARY</u></b>	:	R1 059 105 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the Middle Management service).
<b><u>CENTRE REQUIREMENTS</u></b>	:	Bloemfontein Regional Office A three-year tertiary qualification (NQF Level 6) in Built Environment (Mechanical Engineering /Electrical Engineering/Building/Construction Management/Structural Engineering/Quantity Survey, Facilities Management and Property/Real Estate Management, and appropriate relevant experience in Property Management, Construction Management, Integrated Facilities Management or Programme Management with relevant experience in the built/ facilities management environment at a Junior managerial level (Assistant Director equivalent). A valid Driver's license. Knowledge: Occupational Health and Safety Act and other building regulations, General built environment including mechanical, electrical and civil, Water Services Act and National Environmental Management Act (NEMA), Horticultural processes/regulations and Cleaning Industry. Public Financial Management Act, Supply Chain Management framework, directives and procedures; Government Budget processes and procedures. Skills: Computer Literacy, Financial skills, Time management, Administration skills, People management, Negotiation skills, Coaching and mentoring, Presentation skills, Report writing skills, Planning and organising, Diplomacy skills, Problem solving, Facilitation skills, Effective communication, Patient, Understanding, Trustworthy, Dependable, Innovative, Hardworking, Analytical Thinking, Ability to work under pressure, Self-motivated, Creative.
<b><u>DUTIES</u></b>	:	To ensure effective and efficient facilities management, including civil, mechanical, and electrical and water care Facilities, and compliance with the relevant Acts including Occupational health and Safety Act. Effective and efficient management of Cleaning and Horticultural services. To ensure resource efficiency in state owned buildings. The implementation of procurement policies-co-ordinate the preparation, analysis, negotiation and review of contracts related to purchase of equipment and services. Monitor the maintenance of facilities and compilation of reports. Provide guidance on the implementation of the policy; monitor and evaluate the impact and effectiveness of the policies; provide continuous feedback on compliance with policy. Ensure the promotion of black emerging enterprises. The effective supervision of resources-oversee the development and training of staff; supervise the budget expenditure of Facilities Management sub-units (Cleaning Services/Horticulture/ OHS and Workshop); direct preparation of financial statements and report on status of State Facilities.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms T Zulu Tel No: (051) 408 7306 Bloemfontein Regional Office Applications: The Regional Manager, Department of Public Works, P/Bag X20605, Bloemfontein, 9300 or Hand Delivered to 18 President Brandt Street, Bloemfontein, 9300. Or email to: <a href="mailto:RecruitBLOEM25-01@dpw.gov.za">RecruitBLOEM25-01@dpw.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Mr D Manus
<b><u>POST 17/70</u></b>	:	<b><u>DEPUTY DIRECTOR: REAL ESTATE MANAGEMENT SERVICES REF NO: 2025/31</u></b>
<b><u>SALARY</u></b>	:	R1 059 105 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the Middle Management service).
<b><u>CENTRE REQUIREMENTS</u></b>	:	Cape Town Regional Office A three-year tertiary qualification (NQF Level 6) in Real Estate Management, Property Management, Financial management, Management sciences or Law Degree or related qualification with relevant experience in the property management at a Junior managerial level (Assistant Director equivalent). Extensive experience in State land administration and verification of immovable assets (land and buildings) will be an added advantage. Valid driver's licence. Willingness to travel. Knowledge: Broad Based Black Economic Empowerment Act, Public Finance Management Act, GIAMA, Treasury Regulations, Supply Chain Management framework, Preferential Procurement Policy Framework, State Land Disposal Act, Procurement directives and procedures. Government Budget procedures. Skills: Computer Literacy, Time management, People management, Negotiation skills, Coaching and mentoring, Presentation skills, Report writing skills, Planning and organising, Diplomacy, Problem solving, Facilitation skills, Effective

	communication. Personal Attributes: Trustworthy, Dependable, Innovative, Hardworking, Analytical Thinking, Ability to work under pressure, Self-motivated and Creative.
<b><u>DUTIES</u></b>	: Manage the Regional property portfolio, oversee the rentals for both Lease-in and lease-out, do monthly reconciliation to ensure accurate rental paid/received. Co-ordinate with other units to recover over payments and non-payments. Ensure effective and efficient state property information management. Verify confirmation of funds from client departments. Make findings regarding offices and procured accommodation. Support the inspection and selection of suitable accommodation according to the requirements of client departments. Support in negotiating terms and condition of contracts and leases. Compile monthly reports regarding procured properties. Provide inputs on the functional negotiation processes. Ensure lease agreements are within industry trends. Ensure optimal procurement practices are followed for all properties. Conduct component's monthly report meetings. Administrate employment related processes and staff reports of the section. Compile budget and expenditure reports.
<b><u>ENQUIRIES</u></b>	: Mr D Gqibela Tel No: (021) 402 2315
<b><u>APPLICATIONS</u></b>	: 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 Building, Lower Heerengracht Street, Cape Town. Or email to: <a href="mailto:RecruitCPT25-10@dpw.gov.za">RecruitCPT25-10@dpw.gov.za</a>
<b><u>FOR ATTENTION</u></b>	: Ms. C Rossouw
<b><u>POST 17/71</u></b>	: <b><u>DEPUTY DIRECTOR: IMMOVABLE ASSET REGISTER REF NO: 2025/32</u></b>
<b><u>SALARY</u></b>	: R1 059 105 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the Middle Management service).
<b><u>CENTRE</u></b>	: Mmabatho Regional Office
<b><u>REQUIREMENTS</u></b>	: A three-year tertiary qualification (NQF Level 6) in Commerce, Property Management, Built Environment, Asset Management, Business Administration, Public Administration or equivalent. Extensive relevant experience in State land administration and verification of immovable assets (land and buildings) at a Junior managerial level (Assistant Director equivalent). Experience in managing projects. Valid drivers licence. Willingness to travel. Excellent inter-personal Skills and Presentation Skills. Negotiation, Communication and networking Skills. Ability to work under pressure and deadline driven. Advanced MS Office Skills. Proven Skills in MS Project or similar tool skills is an added advantage. Prioritizing and managing workflow and to be outcome orientated. Use initiative but be flexible, energetic and able to act with authority. Provide support to Programme Managers. Good Verbal and written communication Skills. Understanding the mandate of the Department. People Management Skills, Strategic leadership and Economic orientation.
<b><u>DUTIES</u></b>	: Effectively manage the life-cycle of immovable assets under the custodianship of DPW through physical verification and condition assessment of these assets. Assist the Director to develop, review and implement Immoveable Asset Register (IAR) policies, frameworks and guidelines in collaboration with other National and Provincial custodians of immovable assets. Coordinate physical verification logistics and activities to provide status information around the existence of all immovable assets in the register. Monitor that all improvements to state property are appropriately identified and recorded in the IAR. Ensure that the surveying of DPW land parcels including State Domestic Facilities is completed. Manage the vesting of land parcels and endorsement of title deeds under the custodianship of DPW/ PMTE. Provide appropriate support to other projects within the Asset Registry Unit. Manage, coach and monitor performance of subordinates.
<b><u>ENQUIRIES</u></b>	: Mr. Siboniso Sokhela Tel No: (012) 406 2043
<b><u>APPLICATIONS</u></b>	: Mmabatho Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X120, Mmabatho, 2735 or Hand Deliver at 810 Corner Albert Luthuli Drive and Maisantwa Streets, Unit 3, Mmabatho, 2735. Or email to: <a href="mailto:RecruitMBT25-01@dpw.gov.za">RecruitMBT25-01@dpw.gov.za</a>
<b><u>FOR ATTENTION</u></b>	: Mr T. Oagile

<b><u>POST 17/72</u></b>	:	<b><u>DEPUTY DIRECTOR: ORGANISATIONAL DESIGN AND JOB EVALUATION REF NO: 2025/33</u></b>
<b><u>SALARY</u></b>	:	R896 436 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the Middle Management service).
<b><u>CENTRE</u></b>	:	Head Office (Pretoria)
<b><u>REQUIREMENTS</u></b>	:	A three-year tertiary qualification in Management Services/Operations Management /Industrial Psychology or equivalent qualification. Relevant years' experience at an Assistant Director level within the Organisational development field; Job evaluation certificate. Knowledge: Public Service Regulation, Public Services Act, PFMA, Other relevant legislations; Organisational development; Job evaluation System and processes; MPESA directives; Policy development; Basic financial administration. Skills: Advanced communication (verbal and written); Problem solving; Analytical thinking; Decision making skills; Sound organisational skill; Interpersonal skills; Planning and organising; Technical report writing, Programme and project management; Relationship management; Negotiation; Motivational skills and people management skills.
<b><u>DUTIES</u></b>	:	Develop and implement organizational design policies / strategies that support high performing organisation. Interpret DPWI strategic goals, annual performance plans and annual reports and translate them into organizational design interventions. Manage the development and maintenance of organisational structure and ensure alignment to the strategic plans of the department. Manage the organizational development investigations including the creation/abolition/reconfiguration of posts in line with relevant prescripts. Organisational Development contracting and application of work-study techniques. Manage the implementation and maintenance of job evaluation system and processes. Conduct regular audit on the organisational structure and recommend changes to make the organisation more effective. Develop and maintains Job descriptions and Job Evaluation databases. Manage and implement change management and organisational design interventions. Ensure compliance with relevant prescripts (e.g. PSR, PSA, DPSA Directives, etc.). Conduct workshops to create awareness on OD interventions. Ensure effective management and development of employees.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr R Mahlatjie Tel No: (012) 406 1289
	:	Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or CGO Building, Corner Bosman and Madiba Street, Pretoria. Or email to: <a href="mailto:Recruitment25-07@dpw.gov.za">Recruitment25-07@dpw.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Ms NP Mudau
<b><u>POST 17/73</u></b>	:	<b><u>DEPUTY DIRECTOR: HUMAN RESOURCES MANAGEMENT (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R896 436 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the Middle Management service).
<b><u>CENTRE</u></b>	:	Cape Town Regional Office and Kimberly Regional Office Cape Town Regional Office Ref No: 2025/34A Kimberly Regional Office Ref No: 2025/34B
<b><u>REQUIREMENTS</u></b>	:	A three-year tertiary qualification (NQF Level 06) in Human Resource Management, Human Resource Training and Development, Public Management, Public Administration, Management Services, Labour Relations or related. A relevant functional experience in the Human Resources Management at a Junior managerial level (Assistant Director equivalent). Valid driver's licence. Knowledge: Human Resource Management Policies. Human Resources Systems and Procedures. Performance Management. Project Management. Public Service Act, Regulations and Resolutions. Recruitment and Selection Strategies. Code of Remuneration. All Labour Legislations. Code of good conduct in the Public Service. Departmental Policies and Procedures. Batho Pele principles. Human Resource Management Practices and Systems. SKILLS: Management. Interpersonal. Communication (Verbal and Written). Computer literacy. Negotiation. Presentation. Report writing. People Management. Problem solving. Decision making skills. Working knowledge and experience of PERSAL.
<b><u>DUTIES</u></b>	:	Manage the Human Resource support services and the implementation of all the Human Resource policies, procedures and relevant prescripts. Manage the effective implementation of recruitment and selection policy and procedures. Manage the effective implementation of Performance Management Policy. Manage the coordination of Human Resource Development interventions and

		the implementation of Human Resource Development Policies and Programs. Manage the administration of service benefits and leave of staff in the province. Manage the implementation of sound labour relations and matters of mutual interest. Advise line managers and employees on all HRM related matters. Manage subordinates. Plan and allocate work accordingly.
<b><u>ENQUIRIES</u></b>	:	D Gqibela Tel No: (021) 402 2315 Mr S Xulu Tel No: (053) 8385 334
<b><u>APPLICATIONS</u></b>	:	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 Building, Lower Heerengracht Street, Cape Town. Or email to: <a href="mailto:RecruitCPT25-11@dpw.gov.za">RecruitCPT25-11@dpw.gov.za</a> For Attention: Ms. C Rossouw <b>Kimberley Regional Office Applications:</b> The Regional Manager, Department of Public Works and Infrastructure, Private Bag X5002, Kimberley, 8301 or Hand Deliver to 21-23 Market Square, Old Magistrate Building, Kimberley. Or email to: <a href="mailto:RecruitKIM25-05@dpw.gov.za">RecruitKIM25-05@dpw.gov.za</a> For Attention: Mr S Xulu
<b><u>POST 17/74</u></b>	:	<b><u>DEPUTY DIRECTOR: COSTING, FUNDING &amp; BUDGET MANAGEMENT</u></b> <b><u>REF NO: 2025/35</u></b> Component: PMTE Finance
<b><u>SALARY</u></b>	:	R896 436 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the MMS)
<b><u>CENTRE</u></b>	:	Head Office (Pretoria)
<b><u>REQUIREMENTS</u></b>	:	A three-year tertiary qualification (NQF Level 06) in Economic and Financial Management with relevant Junior managerial level (Assistant Director equivalent) experience in Financial Management and Infrastructure Project budgeting. A candidate must have knowledge of the Public Finance Management Act (PFMA); Sage X3; Activity-based costing; Treasury Regulations Government Budgeting Procedures; Financial directives and procedures; MS Office – Word, Excel & Power Point. Understanding of budget and financial management principles and advanced financial concepts. Knowledge of Works Control System (WCS), Supply Chain Management processes and Generally Recognised Accounting Practice (GRAP) will be advantageous. Strong strategic planning, problem solving and analytical skills; strong communication skills (at all levels), both written and verbal, and good interpersonal skills; computer literate, willing to adapt work schedule in accordance with professional requirements. Ability to work independently.
<b><u>DUTIES</u></b>	:	Implement and maintain all internal and external budgetary planning processes and policies. Provide advisory services to divisional directors and managers on all areas of budget management. Effective management of PMTE financial sustainability in terms of budget management and cash flow. Effective communication with stakeholders regarding budget and expenditure analyses. Effectively plan, manage, organise, direct, supervise, and perform professional budgeting activities relating to overall budget management processes. Manage the budget and expenditures of the directorate. Manage the administration and development of staff. Ensure capacity and sustainability of staff of the directorate.
<b><u>ENQUIRIES</u></b>	:	Mr. M Mathabatha Tel No: (012) 406 1968
<b><u>APPLICATIONS</u></b>	:	Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or CGO Building, Corner Bosman and Madiba Street, Pretoria. Or email to: <a href="mailto:Recruitment25-08@dpw.gov.za">Recruitment25-08@dpw.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Ms NP Mudau
<b><u>POST 17/75</u></b>	:	<b><u>DEPUTY DIRECTOR: ACQUISITION – GOODS AND SERVICES: BID</u></b> <b><u>ADMINISTRATION REF NO: 2025/36</u></b>
<b><u>SALARY</u></b>	:	R896 436 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the MMS)
<b><u>CENTRE</u></b>	:	Head Office (Pretoria)
<b><u>REQUIREMENTS</u></b>	:	A three-year tertiary qualification (NQF Level 06) in Supply Chain Management/Purchasing Management/Public Administration/Logistics Management. Extensive relevant experience in Procurement/Supply Chain Management at a Junior managerial level (Assistant Director equivalent). Experience in Goods and Services/Prestige 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, Preferential Procurement Regulations as shall have been promulgated by the National Treasury. Understanding of government procurement systems and processes within the prestige environment is essential. Good knowledge of public sector procurement experience, knowledge of strategic planning, ability to develop, interpret and apply policies and legislation. 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. KEY SKILLS: Business writing communication, Client focus and responsiveness, People and Performance Management, Diversity Management, Team Leadership; Computer Literate (especially with regard to MS Word, Excel, Projects and PowerPoint), Basic Numeric skills and Excellent presentation skills.

## **DUTIES**

: Actively participate in the design, implementation and management of the institutional arrangements for the procurement of Goods and Services / Prestige as part of the supply chain management system of the Department. Acquisitions: ensure that the bid/quotation processes are compliant and fully executed within the requisite legislative and regulatory frameworks and stipulations. Provide and account for SCM administrative and technical support to ALL Bid Committees, systems and related structures. Ensure that procurement source documents are verified, standard bidding documents are compiled, captured and authorized in accordance with departmental policies and procedures and compliant with applicable legislative requirements, SCM Performance Reporting: Consolidate monthly Head Office and Regional Offices' inputs to produce SCM performance reports against the Annual Performance Plan, Collate data; prepare reports and presentations for management use, Monitor and report on BBBEE/Preferential Procurement spending in terms of the Department's targets and report on a weekly/monthly basis on performance against the Procurement Plan. Risk Management: participate, support and provide assistance in the conduct of the annual SCM Risk Assessment and development of the SCM risk universe, compile a risk response plan and quarterly strategic/operational risk reports. Regularity Audit Support: Coordinate Internal and External Audit engagement processes, steer the SCM response process and provide analysis of audit queries, management responses and Audit conclusions. Ensure timeous reporting to Treasury and Auditor General (AG). Perform any other assigned duties in relation to the implementation of the Supply Chain Management system of the PMTE/DPWI.

## **ENQUIRIES APPLICATIONS**

: Mr. X Makhonco Tel No: (012) 406 1760  
: Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or CGO Building, Corner Bosman and Madiba Street, Pretoria. Or email to: [Recruitment25-09@dpw.gov.za](mailto:Recruitment25-09@dpw.gov.za)

## **FOR ATTENTION**

: Ms NP Mudau

## **POST 17/76**

: **DEPUTY DIRECTOR: RISK MANAGEMENT REF NO: 2025/37**

## **SALARY**

: R896 436 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the Middle Management service).

## **CENTRE REQUIREMENTS**

: Head Office (Pretoria)  
: A three-year tertiary qualification (NQF Level 6) in Risk Management, Strategic Management, or a related field. A relevant experience in a risk management environment at a Junior managerial level (Assistant Director equivalent). A valid driver's license is required. Sound knowledge of enterprise risk management frameworks (such as ISO 31000 and COSO), governance frameworks (such as King IV), and applicable public sector legislation including the PFMA. Skills and competencies: Strong analytical, research and project management skills. Excellent written and verbal communication, including advanced report writing. Proven ability to manage risk information systems and conduct business impact assessments. Computer literacy, ability to work under pressure, independently and meet deadlines. Attributes: A proactive, innovative and results-oriented professional with a high level of integrity. The candidate must possess strong interpersonal skills and the ability to interact at senior levels within the organization.

## **DUTIES**

: The successful candidate will be responsible for the development and implementation of departmental risk strategies and risk appetite frameworks in

alignment with national standards and legislative frameworks. Coordinate the collection and analysis of risk data and conduct enterprise risk assessments to identify, evaluate and mitigate key departmental risks. Facilitate the development of risk registers and implementation plans across branches. Prepare strategic risk reports and dashboards for management and oversight bodies. Provide risk advisory services to senior management and programme managers, including inputs on business continuity plans and emerging risks. Conduct business impact assessments and support the implementation and monitoring of business continuity plans. Participate in audits, governance reviews, and provide inputs for strategic documents and compliance reports. Engage with external stakeholders and regulatory bodies to align departmental practices with industry's best practices. Manage the sub directorate: Ensure effective communication within the team and with other units. Establish and maintain proper controls and quality assurance processes for all work outputs. Compile and submit required reports and serve on departmental or transversal task teams as required. Ensure that the work of the sub-directorate meets the highest quality standards and is delivered within set deadlines.

<b><u>ENQUIRIES</u></b>	:	K Sebati Tel No: (012) 406 1351
<b><u>APPLICATIONS</u></b>	:	Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or CGO Building, Corner Bosman and Madiba Street, Pretoria. Or email to: <a href="mailto:Recruitment25-10@dpw.gov.za">Recruitment25-10@dpw.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Ms NP Mudau
<b><u>POST 17/77</u></b>	:	<b><u>DEPUTY DIRECTOR: STRATEGIC PLANNING REF NO: 2025/38</u></b>
<b><u>SALARY</u></b>	:	R896 436 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the Middle Management service).
<b><u>CENTRE</u></b>	:	Head Office (Pretoria)
<b><u>REQUIREMENTS</u></b>	:	A three-year tertiary qualification (NQF Level 6) in Public Management, Public Administration, Business Management or Management. A relevant experience in a strategic planning environment at a Junior managerial level (Assistant Director equivalent). A valid driver's license is required. In-depth knowledge of strategic management and business planning processes, government planning frameworks, and applicable legislation and standards (including the Public Finance Management Act, Public Service Act and Regulations, Treasury guidelines, and relevant norms in the built environment sector). Good understanding of the functioning of national, provincial and local government, and of departmental governance processes. Skills: Excellent analytical and problem-solving skills, strategic thinking, and project management capabilities. Strong communication skills (including advanced report writing and presentation skills) and interpersonal skills. Research skills. Proven planning and organising skills, with proficiency in research and financial analysis. Personal Attributes: Innovative, creative and resourceful leader who is people oriented. Able to work independently and effectively under pressure, meet tight deadlines, and maintain a high level of professionalism and integrity. Computer literacy (proficiency in MS Office). Added advantage will be proficiency in economic analysis and the ability to interpret economic trends to inform strategic planning and policy development.
<b><u>DUTIES</u></b>	:	Coordinate the departmental strategic planning process: Develop the Department's Strategic Plan and Annual Performance Plan (APP) in line with national policies and the National Development Plan, including conducting environmental scans (analysis of internal performance, external trends, and regulatory impacts) and integrating the Minister's policy priorities into planning documents. Ensure alignment of the strategic planning process with other key processes such as risk management, budgeting (MTEF), service delivery improvement initiatives, and audit action plans, to ensure a coherent and integrated planning approach. Implement appropriate tools, templates and systems for effective strategic planning processes and provide training and support to branches on these tools. Oversee the development of the annual operational and business plans for departmental budget programmes: conduct diagnostic analyses of current program status, and evaluate strategic options, define roles and responsibilities of stakeholders. Support public entities and councils: Participate in and advise on the strategic planning processes of the Department's public entities). Attend entities' strategic planning sessions to provide guidance on sector priorities and ensure alignment with the Department's goals. Review the Strategic Plans and APPs submitted by public entities for consistency with the Framework for Strategic Plans and Annual

		Performance Plans, provide written feedback, and conduct follow-up sessions to assist them in refining their plans. Manage the Sub-Directorate: Manage human resources and administrative functions of the unit, including developing the sub-directorate's operational plan and monitoring its implementation. Ensure effective communication within the team and with other units. Establish and maintain proper controls and quality assurance processes for all work outputs. Compile and submit required reports and serve on departmental or transversal task teams as required. Ensure that work of the sub-directorate meets the highest quality standards and is delivered within set deadlines.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	K Sebati Tel No: (012) 406 1351
	:	Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or CGO Building, Corner Bosman and Madiba Street, Pretoria. Or email to: <a href="mailto:Recruitment25-11@dpw.gov.za">Recruitment25-11@dpw.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Ms NP Mudau
<b><u>POST 17/78</u></b>	:	<b><u>DEPUTY DIRECTOR: FINANCIAL ACCOUNTING (PMG AND RECONCILIATION): PMTE FINANCE REF NO: 2025/39</u></b>
<b><u>SALARY</u></b>	:	R896 436 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the Middle Management service).
<b><u>CENTRE REQUIREMENTS</u></b>	:	Head Office (Pretoria)
	:	A three-year tertiary qualification (NQF Level 06) in Financial Accounting, Management Accounting, Finance or related field plus extensive and appropriate experience in financial accounting, finance as well as relevant and appropriate Junior managerial level (Assistant Director equivalent) working experience. A valid driver's licence. A candidate must have knowledge of GRAP accrual accounting, financial accounting, PFMA and Treasury Regulations, ERP systems and Government transversal systems (PMG, Safety Net, PMIS, WCS, PERSAL and Logis) which are desirable. A candidate must be knowledgeable in financial policies, procedures, circulars and directives. The candidate must possess the following. Skills: problem solving, analytical and innovative thinking, planning, organising, written and verbal and good interpersonal skills and proficiency with computers. A candidate must be willing to work irregular hours and go the extra mile.
<b><u>DUTIES</u></b>	:	Setting the Paymaster general (PMG) sub-directorate business plan and facilitating the achievement of set objectives. Oversee the management and financial accounting guidance of the PMG sub-directorate, internal controls, reconciliation of suspense and general ledger accounts and the approval of related journals. Manage the entity's bank account – inflow and outflow of funds, monitor, track and authorise duly signed and supported telegraphic transfers and ensure transactions are verifiable and in compliance with the PFMA and Treasury Regulations. Review and authorise monthly bank reconciliations, general ledger and/or suspense accounts and clear suspense accounts timeously. Ensure that period closure is timeous and complete with no open transactions for any given period. Develop policies and enhance ongoing improvements to business processes within the sub-directorate. Identify policy gaps and key areas for further development to improve efficiency of financial systems and innovative technology, including narratives and flow charts. Attend to ad hoc requests by management. Ensure effective document control of all journals and related documents. Review and sign off all monthly reporting to the National Treasury. Provide PMG related inputs for the preparation of financial statements in line with GRAP. Interact with internal and external auditors (AGSA) to ensure accuracy and resolution of audit findings and related matters. Build and maintain good working relations with employees, clients and all stakeholders to produce solutions to issues.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	KTE Seletela Tel No: (012) 406 1222
	:	Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or CGO Building, Corner Bosman and Madiba Street, Pretoria. Or email to: <a href="mailto:Recruitment25-12@dpw.gov.za">Recruitment25-12@dpw.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Ms NP Mudau
<b><u>POST 17/79</u></b>	:	<b><u>DEPUTY DIRECTOR: REVENUE AND DEBT REF NO: 2025/40</u></b> Component: PMTE: Finance
<b><u>SALARY</u></b>	:	R896 436 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the Middle Management service).
<b><u>CENTRE</u></b>	:	Head Office (Pretoria)

<b><u>REQUIREMENTS</u></b>	:	A three-year tertiary qualification (NQF Level 06) in Financial Accounting or related. A relevant finance experience at a Junior managerial level (Assistant Director equivalent). Audit articles will be an advantage. A valid driver's licence. Willingness to travel. Knowledge: A candidate must have knowledge of Financial and ERP systems (BAS, PMIS SAGEX3) public sector experience, PMFA, GRAP. SAGE Financial Systems experience will be an advantage. Skills: Strong administrative, analytical and communication skills (both written and verbal), computer literacy with advanced Excel skills and good interpersonal skills. Presentation and report writing skills, organizing and planning, problem solving, diplomacy, ability to work independently and under pressure to meet tight deadline. Team player with strong negotiation skills.
<b><u>DUTIES</u></b>	:	Effectively manage accounts receivables as well as implement and maintain debt risk management system. Co-ordinate the financial processes for the recovery of funds owed to the department. Compile invoices and claims based on consolidated details; calculate monthly advance charges for Client Departments. Ensure timeous payment of advances on accommodation charges; Ensure that clients are billed timeously. Manage the compilation of Accounts Receivable reports and GRAP accounting of leases; assist regional offices to reconcile the accounts and ensure completeness and accuracy. Collate all sub-directorate financial reports, including Regions. Manage timeous resolution of audit queries. Record and manage claims issued to National Government Departments, for accuracy and recoverability. Communicate with client departments regarding non-payment of services and advances. Monitor and manage the consolidated payments reconciliation from Financial System (SAGEX3). Report on revenue collected by the department, follow up on non-payment of invoices and communicate with the Debt Management team. Ensure effective and efficient management of the Sub-Directorate and assist in identifying areas that need improvement, ensure reports are compiled timeously. Provide management support to the line manager, with compilation of annual financial statements.
<b><u>ENQUIRIES</u></b>	:	Ms S Ngamlana Tel No: (012) 406 1221
<b><u>APPLICATIONS</u></b>	:	Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or CGO Building, Corner Bosman and Madiba Street, Pretoria. Or email to: <a href="mailto:Recruitment25-13@dpw.gov.za">Recruitment25-13@dpw.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Ms NP Mudau
<b><u>POST 17/80</u></b>	:	<b><u>EXECUTIVE OFFICE MANAGER: CFO'S OFFICE REF NO: 2025/41</u></b> Component: Chief Financial Officer
<b><u>SALARY</u></b>	:	R896 436 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the Middle Management service).
<b><u>CENTRE</u></b>	:	Head Office (Pretoria)
<b><u>REQUIREMENTS</u></b>	:	A three-year tertiary qualification (NQF Level 06) in Financial Management/Financial Accounting or related qualification as an added advantage plus appropriate Junior managerial level (Assistant Director equivalent) experience in the finance and / or office management/administration within finance. A valid driver's licence. Knowledge of relevant Public Service Regulations and Project management. Knowledge: Knowledge of the property or finance industry, Property management processes and systems, Procurement and tender regulations, Public Finance Management Act, Generally Recognised Accounting Practice, Modified Cash Basis, Treasury Regulations, financial delegations and applicable financial management legislation. Skills: Effective communication skills (verbal and written), Advanced report writing skills, Numeracy and accounting, Computer literacy, Ability to work with Senior Managers, Organisational and planning, Relationship management, Project and Financial management, Interpersonal and diplomacy skills, Facilitation and Presentation skills, Analytical thinking, Problem solving skills, Motivational skills. Stakeholder and client liaison and Report writing. Personal Attributes: Innovative, Creative, Solution orientated – ability to design ideas without direction, Ability to communicate at all levels, People orientated, Hard-working and highly motivated. Resourceful, Creative, Trustworthy, Ability to work independently and Ability to work under pressure and stressful situations. People orientated.
<b><u>DUTIES</u></b>	:	Prepare and consolidate financial reports on behalf of the CFO; Act as formal channel of communication between office of the CFO and other Departments and organisations; Compile briefing notes as well as other financial documentation to adequately prepare the CFO for such meetings; Contribute

to the development and promotion of the programmes under the jurisdiction of the CFO; Undertake research in the financial environment and inform CFO of such outcomes in strengthening the position of the Branch within the wider context of its mandate; Represent CFO at meetings as and when required; Consolidate all Chief Director's reports to produce a monthly and quarterly Branch report; Ensure efficient records management; Manage the flow of correspondences, documents and reports in the office of the CFO; co-ordinate and organise office activities; Develop the work plan for the unit and ensure effective prioritisation and resource planning; Agree on the training and development needs of the unit; Compile monthly cash-flow and expenditure projections for office of the CFO; Manage compliance of the unit against finance, asset management, supply chain and procurement regulations and policy requirements; Co-ordinate and compile reports on behalf of the CFO for submission to the Director-General, Ministry, governance structures and oversight bodies.

<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms NP Mudau Tel No: (012) 406 1548
	:	Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or CGO Building, Corner Bosman and Madiba Street, Pretoria. Or email to: <a href="mailto:Recruitment25-14@dpw.gov.za">Recruitment25-14@dpw.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Ms NP Mudau
<b><u>POST 17/81</u></b>	:	<b><u>EXECUTIVE OFFICE MANAGER REF NO: 2025/42</u></b> Branch: Governance, Risk and Compliance Component: Office of the Deputy Director-General Governance, Risk and Compliance
<b><u>SALARY</u></b>	:	R849 702 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the Middle Management service).
<b><u>CENTRE REQUIREMENTS</u></b>	:	Head Office (Pretoria) A three-year tertiary qualification (NQF Level 06) in Public Management, Public Administration, Business Management, Office Management, Management as recognised by SAQA. appropriate Junior managerial level (Assistant Director equivalent) experience in the relevant field. A valid driver's licence. A good knowledge of policies and procedures, governance/secretarial protocol preferable in the public sector, document management and archiving, planning, organising, and coordinating. Good computer skills, report writing, time management, and minute-taking skills should be the strengths of those aspiring for this appointment. An advantage would be a good understanding of financial matters relating to public entities or in the public sector. Skills in communication, interpersonal relations, and Microsoft Office. Advanced administrative, organisational, budgeting, financial management, time management, planning, problem-solving, decision-making, technical proficiency, and leadership skills.
<b><u>DUTIES</u></b>	:	The executive office manager will Prioritise and schedule appointments, meetings and conferences and alert to appointments. Organise and co-ordinate all internal / external meetings and workshops including preparing agendas, sending out invitations and take accurate/quality minutes for all meetings that are chaired by the DDG. Manage local and international travel arrangements and attend to all other relevant logistics. Handle inquiries, maintain a stakeholder database and contact list, oversee a digital filing system and physical archive of legal and relevant documents, manage the Deputy Director-General's schedule, and assist in meeting preparation. The manager will brief the DDG on communications, manage information flow, coordinate the DDG's office, track division projects, and handle logistical arrangements for visitors. Effective filing and archive systems must be maintained. Skills: Basic analytical and problem-solving skills, strategic thinking, and project management capabilities. Strong communication skills (including advanced report writing and presentation skills) and interpersonal skills. Research skills. Proven planning and organizing skills, with proficiency in research and financial analysis. Personal Attributes: Innovative, creative and resourceful leader who is people oriented. Able to work independently and effectively under pressure, meet tight deadlines, and maintain a high level of professionalism and integrity. Computer literacy (proficiency in MS Office) and a valid driver's license are required. Added advantage will be proficiency in report writing and management of sensitive and high-profile stakeholders.
<b><u>ENQUIRIES</u></b>	:	Mr. L Mahlangu Tel No: (012) 406 1977

<b><u>APPLICATIONS</u></b>	:	Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or CGO Building, Corner Bosman and Madiba Street, Pretoria. Or email to: <a href="mailto:Recruitment25-15@dpw.gov.za">Recruitment25-15@dpw.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Ms NP Mudau
<b><u>POST 17/82</u></b>	:	<b><u>DEPUTY DIRECTOR: FINANCE REF NO: 2025/43</u></b>
<b><u>SALARY</u></b>	:	R896 436 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the Middle Management service).
<b><u>CENTRE</u></b>	:	Johannesburg Regional Office
<b><u>REQUIREMENTS</u></b>	:	A three-year tertiary qualification (NQF Level 6) in Financial Management or related. Relevant experience at a Junior managerial level (Assistant Director equivalent). A valid driver's licence. Knowledge of Public Finance Management Act, National Department of Treasury regulations, guidelines and directives, Departments Reconciliation processes, understanding of Governments financial delegations. Management of government's department's chart of accounts, Government Budget systems and procedures, Government Financial System, Supply chain Management, Financial prescripts (GAAP and GRAP). Skill Good verbal and written communication skills, Basic numeracy, Problem solving, Decision making, Numeracy, Statistical, Advanced interpersonal and diplomacy. Personal Attributes Analytical thinking, Innovative, Creative, Trustworthy, Hardworking, Resource, and Ability to work under stressful situations.
<b><u>DUTIES</u></b>	:	Make recommendations for changes and improvements to existing financial guidelines, standards, policies and procedures. Manage the implementation of financial guidelines, standards, policies, procedures and strategies and related treasury prescripts. Ensure the development and implementation of support tools, provide advice and guidance in various fora in relation to the financial guidelines. Manage financial accounting and reporting: Manage account receivable and accounts payable. Oversee the reconciliation of transactions. Assist in the tracking of invoices to ensure invoices are paid within 30 days of receipt. Compilation of accurate financial inputs for reporting purposes, including creation of audit file with supporting schedules and evidence. Responsible for providing responses to audit findings, discussing technical audit issues with AGSA as well as providing guidance on audit issues to line function and finance units within the region. Assist in the development and monitoring of the audit action plan. Manage the collection and collation of budget inputs for budget planning and control, Monitor revenue collected, and expenditure incurred and submit reports and plans as required. Analyse inputs related to Medium Term Expenditure Framework. Undertake quarterly reviews on the management of budget allocated to components. Provide 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 supervisor. Develop, implement and monitor work systems and processes to ensure efficient and effective functioning.
<b><u>ENQUIRIES</u></b>	:	Mr. PMR Mongwenyana Tel No: (012) 406 1816
<b><u>APPLICATIONS</u></b>	:	Johannesburg Regional Office Applications: 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. Or email to: <a href="mailto:RecruitJHB25-01@dpw.gov.za">RecruitJHB25-01@dpw.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Mr M Mudau
<b><u>POST 17/83</u></b>	:	<b><u>DEPUTY DIRECTOR: REGIONAL SECURITY MANAGER REF NO: 2025/44</u></b>
<b><u>SALARY</u></b>	:	R896 436 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the Middle Management service).
<b><u>CENTRE</u></b>	:	Nelspruit Regional Office
<b><u>REQUIREMENTS</u></b>	:	A three-year tertiary qualification (NQF Level 06) in Security Management field/discipline/ Social Science/ Behavioral Science or related. Extensive experience in security management at a Junior managerial level (Assistant Director equivalent). SSA Security Managers course. Valid A Valid Driver's license. Must be prepared to travel. Willingness to successfully attend prescribed training courses. Prepared to work irregular and long hours. The candidate must obtain a Top-Secret Security clearance from SSA Security clearance. Knowledge: Relevant legislation related to public security, including the Minimum Information Security Standards Act (MISS) and Minimum

Physical Security Standards (MPSS). Disciplinary procedures and what constitutes unprofessional conduct. Regional Business Processes. National Information Security policy. Risk and threats management. Safety and security management and administration, including-(security auditing, physical security measures, contingency planning, occupational health and safety, personnel security, document security, surveillance, information technology security, fire regulation and fire protection and communication security). Security environment (State Security Agency), South African Police Service). Security breaches and investigations. Skills: Leadership and management skills. Effective communication at all levels. Report writing. Presentation skills. Planning and organizing. Programme and project management. Interpersonal and diplomacy skills. Computer literacy. Detecting skills. Analytical thinking. Problem solving skills. Decision making skills. Motivational skills. Conflict management.

#### **DUTIES**

: Conduct physical security audits to the building to determine suitability of physical security measures. Conduct threats and risk assessment and implement recommendations. Create security awareness regarding access control measures and compliance thereof. Manage access control security system and maintenance thereof. Provide and manage access cards to staff and visitors. Develop and manage related security registers (laptop, visitors, etc.). Develop and implement procedures for the movement of movable assets and information documents. Identify information security risks and threats to the security of the department and vulnerabilities in the organisational capacity to counter such. Develop and implement appropriate information security measures and procedures. Advise Regional Manager regarding the security implications of executive decisions. Facilitate the management of information security-related issues by the Security Committee. Maintain records of information security breaches/incidents. Conduct information security audits. Monitor the extent of information security compliance. Ensure effective implementation of information security recommendations. Recommend interventions/ improvements/ disciplinary measures where appropriate. Conduct After-hours inspections. Compile and provide management reports. Develop security specifications for the tender. Leading regarding the procurement of service providers. Develop and implement service level agreement for security service providers. Conduct periodic inspections to guarded sites. Hold regular meetings with security service providers. Process payment of service providers. Identify staff who deal with sensitive information for vetting. Conduct vetting and screening awareness to the regional staff. Liaise and interact with Head of Vetting and Screening and also facilitate access of service providers to prestige installations. Coordinate screening of recommended candidates for employment and Service providers. Provide pre-employment screening results to Regional HR. Liaise with SCM and Project Management for screening of appointed service providers. Develop and implement security breaches reporting procedures. Investigate all reported security breaches incidents and write reports. Report security breaches to the SSA or SAPS. Develop, implement, evaluate and monitor the performance agreements with security personnel. Assess performance of security staff. Supervise and mentor security staff. Maintain discipline.

#### **ENQUIRIES APPLICATIONS**

: Mr PT Mashiane Tel No: (013) 753 6303  
: Nelspruit Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X11280, Nelspruit, 1200. Physical Address: 30 Brown Street, Nedbank Building, 9th Floor, Nelspruit. Or email to: [RecruitNEL25-01@dpw.gov.za](mailto:RecruitNEL25-01@dpw.gov.za)

#### **FOR ATTENTION**

: Mr E Nguyuzza

#### **POST 17/84**

: **CONSTRUCTION PROJECT MANAGER (PRODUCTION) (GRADE A) REF NO: 2025/45**

#### **SALARY CENTRE REQUIREMENTS**

: R879 342 per annum, (all-inclusive OSD salary package)  
: urban Regional Office  
: National Higher Diploma (Built Environment field) with a minimum of 4 years and six months certified experience. B-Tech (Built Environment field) with a minimum of 4 years certified managerial experience. Honours degree in any Built Environment field with a minimum of 3 years' experience. Valid driver's license. Compulsory registration with the SACPCMP as a Professional Construction Project Manager on appointment. Computer literacy. Knowledge and understanding of the following Acts: The Public Finance Management Act,

	Occupational Health and Safety Act as well as Building Regulations and Environmental Conservation Act. Knowledge and understanding of the Government Procurement System, good planning, financial and budget skills, Sound analytical and good written and verbal communication skills. Knowledge and understanding of the NEC, JBCC and GCC form of contract.
<b><u>DUTIES</u></b>	: Contribute to project initiation, scope definition and scope change control for envisaged projects. Full project management function, cost, quality and time control. Manage project cost estimates and control changes in line with allocated budgets. Plan and attend project meetings during the project phases. Assist with the compilation of projects documentation to support project processes. Implement project administration processes according to Government requirements. Ensure implementation of procurement activities and adherence thereof to Government policies. Provide assistance in implementing and assuring that project execution is in accordance with the approved project norms and time schedules. Support the project environment and activities to ensure that project objectives are delivered timeously. Manage and engage in multi-disciplinary construction teams regarding the construction/maintenance of facilities. Ensure that construction projects are implemented and executed as envisaged in the acquisition/ procurement plan and that high quality projects are delivered within time, cost and quality framework.
<b><u>ENQUIRIES</u></b>	: Mr T Mbhele Tel No: (031) 314 7163
<b><u>APPLICATIONS</u></b>	: Durban Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000. Hand Deliver at Corner Dr Pixley Kasem and Samora Machel Streets Durban. Or email to: <a href="mailto:RecruitDBN25-02@dpw.gov.za">RecruitDBN25-02@dpw.gov.za</a>
<b><u>FOR ATTENTION</u></b>	: Ms NS Nxumalo
<b><u>POST 17/85</u></b>	: <b><u>PROFESSIONAL TOWN PLANNER REF NO: 2025/46</u></b> Directorate: Town Planning Services
<b><u>SALARY</u></b>	: R761 157 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the OSD)
<b><u>CENTRE</u></b>	: Head Office (Pretoria)
<b><u>REQUIREMENTS</u></b>	: An appropriate B degree in Urban/Town and Regional Planning or relevant qualification. Three years post qualification Town and Regional Planning experience required. Valid driver's license. Compulsory registration with SACPLAN as a professional Town and Regional Planner on appointment. 5 Knowledge and Skills: Familiar with Built Environment related legislations / policies and plans. In-depth understanding of all Town and Regional Planning processes. Well-developed Project Management skills. Knowledge of Public Finance Management Act (PFMA), treasury regulations and other related government prescripts. Understanding of property development. Stakeholder management skills, problem solving, decision making, communication, interpersonal, report writing, presentation skills, negotiation skills and computer literacy. Personal Attributes: Willing to adapt on work schedule in accordance with office requirements. Ability to work under pressure, willing to travel extensively and ability to communicate at all levels. People orientated, innovative, flexibility and ability to adapt to change. Analytical thinking, hardworking and highly motivated.
<b><u>DUTIES</u></b>	: Leading a team of professionals from different fields from the Department of Public Works & Infrastructure and private sector to marshal and implement property development. Provide professional Town and Regional Planning advice in terms of professional qualifications and experience. Facilitate rapid and punctual delivery of land for the construction of new accommodation for national departments in line with Site Delivery Programme linked to land acquisition and disposal. Conduct research with regards to international best practice process and guidelines. Verify and interpret client department needs, preferences and space norms. Facilitate community involvement / participation and stakeholder support. Prepare site identification audit/ report. Analysis, approval and preparation and site clearance certificates for the proposed development. Apply quality control and verify appropriate site delivery and proactively remove constraints that restrain site clearance progress. Review and formulate Service Level Agreements (SLAs) and Memorandum of Understanding (MoUs) with other state organs/ parastatals and other SOSs. Provide professional and technical support to implementing teams at Head Office or regional level. Facilitate financial management process which



		contains allocation of budget, payment of consultants, expenditure and human resources. Facilitate and co-ordinate projects for site delivery best practice. Managing private consultants, SOSs/NGOs and officials regarding governmental processes and legislative framework. Develop, implement and maintain the Strategic development plans. Implement relevant Government policies, legislations, Acts and Regulatory Laws in property development. Retrospectively evaluate projects and verify compliance with legal and development conditions. Timely facilitate progress reporting and effective briefing of client. Understand the needs of the clients, prepare terms of reference, brief consultants and scrutinise development conditions. Execute land availability negotiations and entering into service-level agreements with various relevant institutions service providers such as Ingonyama Trust Board, Communal and Traditional land owners, parastatal etc. Resolve environmental impact issues, traffic engineering, heritage impact, land use issues, site demarcation and site development plans etc. Resolve economic development and planning related matters that affect the South African Provinces. Prepare comprehensive reports and conduct public participation processes with all affected stakeholders. Participate on the formulation and updating of the District and Municipalities Integrated Development Planning (IDPs) meetings.
<b><u>ENQUIRIES</u></b>	:	Mr M Ganiso Tel No: (012) 406 1035
<b><u>APPLICATIONS</u></b>	:	Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or CGO Building, Corner Bosman and Madiba Street, Pretoria. Or email to: <a href="mailto:Recruitment25-16@dpw.gov.za">Recruitment25-16@dpw.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Ms NP Mudau
<b><u>POST 17/86</u></b>	:	<b><u>PROFESSIONAL TOWN AND REGIONAL PLANNER: OSD GRADE A REF NO: 2025/47</u></b> Branch: Real Estate Investment Services Chief Directorate: Planning And Precinct Development Directorate: Metropolitan Planning
<b><u>SALARY</u></b>	:	R761 157 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the OSD)
<b><u>CENTRE</u></b>	:	Head Office (Pretoria)
<b><u>REQUIREMENTS</u></b>	:	An appropriate B degree in Urban/Town and Regional Planning or relevant qualification. Three years post qualification Town and Regional Planning experience required. Valid driver's license. Compulsory registration with SACPLAN as a professional Town and Regional Planner on appointment. Programme and Project Management experience. Background of Town Planning legal framework (legislation, policies, bylaws). Experience in land use management and land development applications (Rezoning, Subdivision, Township Establishment, etc.), and integrated precinct planning and development. Willing to travel extensively. Knowledge And Skills: Conversant with built environment related legislation and policies. In depth understanding of property development. Stakeholder management skills. Problem solving; Decision making; Communication; Interpersonal, Report writing, Presentation; Computer literacy; Ability to design layout and drafting of maps (GIS) and Negotiation skills.
<b><u>DUTIES</u></b>	:	Manage spatial development for state accommodation solutions within the spatial development plans (frameworks) / integrated development plans (IDP) of metropolitan municipalities to ensure integration. Ensure verification and Interpretation of Client departments' needs, preference and space norms. Ensure community involvement and stakeholders support in projects. Manage site analysis/ audit; site clearance processes for development. Provide timely progress reports and briefings to client departments. Ensure the appointment, briefing, administration and payment of professional service providers in accordance with DPW and other related government guidelines. Prepare consultant appointment terms of reference and scrutinize development conditions. Ensure effective relationship with Client departments, User Demand Managers, Portfolio Managers, Professional Services, Head & Regional Office Project Managers as well as other relevant government role players. Apply project quality control and pro-actively remove constraints that delay the site clearance process. Negotiate land availability and enter into service level agreements with service providers and various stakeholders. Provide professional and technical support to the implementation teams at Head and Regional offices. Develop and inform relevant stakeholders of site clearance processes. Verify and evaluate project compliance with legal and

		development conditions. Resolve issues pertaining to environmental and heritage impact, traffic engineering, land use, site demarcation and site development plans. Resolve any town planning and other related development matters that affect client sites or assets. Drafting and mapping of concepts for Government Precinct plan using GIS, Computer Aided Design software. Undertaking land use surveys, site inspection for the preparations of precinct development plans, maps and draft precinct location report. Provide professional advice on town planning issues. And perform any professional responsibilities that may be delegated by Principals in the Directorate.
<b><u>ENQUIRIES</u></b>	:	Ms E Mpondo Tel No: (012) 406 1733
<b><u>APPLICATIONS</u></b>	:	Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or CGO Building, Corner Bosman and Madiba Street, Pretoria. Or email to: <a href="mailto:Recruitment25-17@dpw.gov.za">Recruitment25-17@dpw.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Ms NP Mudau
<b><u>POST 17/87</u></b>	:	<b><u>SENIOR LEGAL ADMINISTRATION OFFICER MR6 REF NO: 2025/48</u></b>
<b><u>SALARY</u></b>	:	R586 956 per annum, (OSD salary package)
<b><u>CENTRE</u></b>	:	Johannesburg Regional Office
<b><u>REQUIREMENTS</u></b>	:	A Tertiary Qualification (LLB) with at least 8 years' appropriate post qualification experience or 8 years' experience as an in-house legal advisor or legal/contract administrator, prepare to travel on an ad hoc basis, will to adapt work schedule in accordance with professional requirements, a valid driver's license. Knowledge: Constitution of the Republic of South Africa, Mandate and Functions of the Department, System and Operation of South African Courts of Law Interpretation of Legislation, Functioning of National, Provincial and Local Government, Public Service Act, Promotion of Access to Information Act. Skills: Legislation drafting skills Excellent communication, Research and Application of the Law, Report writing skills, Organising and planning, Computer literacy, Analytical thinking, Interpersonal skills, Time management, Motivational skills, Ability to provide professional in-house legal assistance and advice.
<b><u>DUTIES</u></b>	:	Provide and supervise litigation services: Search and find all relevant documents for instituting and conducting an action, application and proceeding, Consult with clients, witnesses, colleagues, advocates, experts, Study court records, police dockets, contract, witness statements, case and other law, Prepare court documents which includes pleadings, affidavits, opinions, heads of arguments, notices, briefing documents applications and others. Prepare cases for court by issuing subpoena, Appear in court, lead evidence. Draft legal documents that provide clear motivation or justification for a particular position pertaining to the case, and propose the approach to be followed to ensure success in this regard: Consult with client and other persons to obtain information required for the drafting of contracts to be entered into, Research the law applicable to the specific contracts, Drafts documents that comply with the standards and requirements of the courts and any other statutory requirements, Use precedents appropriately. Provide and supervise dispute resolutions services: Successfully conduct an interview in order to determine the client's goals and objectives, Advise the client on possible courses of action during the consultation process, in relation to legal entitlements and client's instructions, Obtain all relevant information and documents from respective parties, Furnish respective parties with decision, Understand and apply mediation, arbitration and conciliation skills and practice, Preside over arbitration matters, consider and after hearing legal arguments, make an award that is legally justifiable. Manage administration and advocacy support on legal matters: Receive and peruse correspondence from the various offices of the State Attorney and draft responses thereto, to ensure that they are in accordance with the instructions of the Department, Receive and peruse summonses served on the Department, consider the claims and forward them to the Office of the State Attorney with clear instructions on whether to settle or defend the claims. Conduct, analyse, interpret, advise and mentor juniors on research that will provide information and case law relevant to the legal matter at hand: Consult and read legislation applicable in a particular matter, Refer to applicable precedent and read on case law, Consult and read legal text including on-line publications, Identify, interpret, and apply results of research, Present motivation/proposals on the how the specific case should be approached to obtain a desirable/ justifiable outcome / result. Manage the Sub-directorate: Ensure maintenance of

		discipline, manage performance and development, Establish, implement and maintain efficient and effective communication arrangements.
<b><u>ENQUIRIES</u></b>	:	Ms. J Mabaso Tel No: (011) 713 6051
<b><u>APPLICATIONS</u></b>	:	Johannesburg Regional Office Applications: 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. Or email to: RecruitJHB25-02@dpw.gov.za
<b><u>FOR ATTENTION</u></b>	:	Mr M Mudau
<b><u>POST 17/88</u></b>	:	<b><u>SENIOR LEGAL ADMINISTRATION OFFICER: LEGAL CONTRACTS ADMINISTRATION (MR6) REF NO: 2025/49</u></b>
<b><u>SALARY</u></b>	:	R586 956 per annum, (OSD salary package)
<b><u>CENTRE</u></b>	:	Polokwane Regional Office
<b><u>REQUIREMENTS</u></b>	:	A four-year degree (LLB) with at least 8 years appropriate post-qualification experience or 8 years' experience as an in-house legal advisor or legal/contract administrator, willingness to travel on an adhoc basis and adapt to a work schedule in accordance with professional requirements. A valid driver's licence. Knowledge: Specialised knowledge of law of contracts and general administration of contracts within an organizational context, Legal research and professional legal assistance, in-depth knowledge of the framework for Supply Chain Management [Regulations in terms of the Public Finance Management Act, 1999 (Act No. 1 of 1999) (PFMA)], Code of Conduct for Supply Chain Management Practitioners, the PFMA, Treasury Regulations, the Preferential Procurement Policy Framework, Act, 2000 (Act no. 5 of 2000), the State Information Technology Agency Act, 1998 (Act No. 88 of 1998), the Public Service Act, 1994 (Act No 103 of 1994), Public Service Regulations and Other relevant legislation. Skills: Thorough and proven legal drafting, communication and presentation skills, Sound analytical and problem identification and solving. Language proficiency. Maintenance of confidentiality of information. Computer literacy. Relationship management. Decision-making skills. Interpersonal and diplomacy. Motivational. Negotiation.
<b><u>DUTIES</u></b>	:	Manage departmental contracts and related legal matters (issue letters of acceptance to contractors; verify the correctness of contract documentation legally binding documents for respective parties; manage and safeguard guarantees; manage and implement court orders as instructed; ensure the Safe keeping of legal records and documents, such as contracts, guarantees, etc; and engage with Legal Services and Contract Administration, Head Office, as and when required). Ensure the extent of managed contracts and related legal matters. Ensure the extent and effectiveness of the safety and integrity of legal records, provide advice, guidance and options regarding the interpretation and implementation of contracts and related legal matters, implement and monitor delegated powers as required by National Treasury and the PFMA, Conduct research and provide professional legal assistance, advise and support, Draft and verify legal documents, Render assistance to and liaise with the office of the State Attorney, in conjunction with Head Office Legal Services regarding litigation and arbitrations in which the Department is involved, Provide an advisory and supportive role to Project Managers and Regional Office, Ensure the extent and effectiveness of advice, guidance and options provided, Ensure the extent of compliance with related standards, Ensure the extent and effectiveness of legal assistance provided.
<b><u>ENQUIRIES</u></b>	:	Ms. P Muvhali Tel No: (012) 406 3007
<b><u>APPLICATIONS</u></b>	:	Polokwane Regional Office Applications: The Regional Manager, Department of public works, Private Bag X9469, Polokwane, 0700 or Hand deliver at 77 Hans van Rensburg Street, Sanlam Building, Ground Floor, Polokwane. Or email to: RecruitPLK25-01@dpw.gov.za
<b><u>FOR ATTENTION</u></b>	:	Mr. NJ Khotso
<b><u>POST 17/89</u></b>	:	<b><u>OFFICE MANAGER: MTHATHA REGIONAL OFFICE REF NO: 2025/50</u></b>
<b><u>SALARY</u></b>	:	R468 459 per annum
<b><u>CENTRE</u></b>	:	Mthatha Regional Office
<b><u>REQUIREMENTS</u></b>	:	A three-year tertiary qualification (NQF Level 06) in Office Administration, Management or related with relevant working experience in rendering support to senior management. A valid Drivers licence. Excellent verbal and written communication skills. Exceptional report writing, presentation, general office, events management and project management skills. Computer literate

		(MSWord/Excel/PowerPoint/MS Project). Good understanding of PFMA, PPPFA, GIAMA and Government policies relating to Public Works. Sound financial management and budgeting skills. Strong analytical skills and assertiveness. Good interpersonal relations. Ability to work under pressure. Ability to deal with and manage outside stakeholders as well as internal staff.
<b><u>DUTIES</u></b>	:	Ensure the smooth functioning of the Regional Manager's office and uphold a positive image in the office. Set up systems to co-ordinate the flow of correspondence between the Regional Manager, Head Office and within the Regional Office and other Stakeholders. Track and follow up issues on behalf of the Regional Manager to ensure that issues are dealt with timeously. Ensure proper preparation of documentation and assist the Regional Manager by ensuring compilation of quality reports and other communication. Ensure that the administrative matters in the office of the Regional Manager are dealt with. Co-ordinate activities of the Regional Manager and provide advisory function. Assist with compilation of presentations and executive reports. Accompany the Regional Manager to meetings as and when required. Attend to all delegated functions and take to conclusion such actions. Consolidate all components reports to produce a monthly office report. Fully prepare for meetings. Take and distribute minutes of meetings. Monitor & report progress on all decisions taken. Assist the regional manager in the evaluation and analysis of regional management's quarterly business plans reports to ensure adherence to set targets and liaise with management in writing, on non-adherence on the Regional Manager's behalf. Collate Monitoring & Evaluation as well as the Risk Register Information for reporting. Ensure the security profile and classification of documents and information related to the office. Assist in organizing for the region's special events. Compile, monitor and manage the budget of the Regional Manager, including monthly state of expenditure and MTEF reports.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms N Hlengwa Tel No: (047) 502 7010
	:	mthatha regional office applications: 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. Or email to: <a href="mailto:RecruitMTH25-03@dpw.gov.za">RecruitMTH25-03@dpw.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Ms N Mzalisi
<b><u>POST 17/90</u></b>	:	<b><u>STATE ACCOUNTANT: BUDGET ANALYSIS REF NO: 2025/51</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R397 116 per annum
	:	Head Office (Pretoria)
	:	A three-year tertiary qualification (NQF Level 06) in Financial Accounting or Management Accounting or related finance qualification. A relevant year of experience within the finance and accounting field. Knowledge of Basic Accounting System (BAS), Treasury Regulations, MS – Word, Excel & PowerPoint and Government budgeting procedures.
<b><u>DUTIES</u></b>	:	Monitor and investigate expenditure for misallocations purpose, Capture and reconcile original, adjustment budget and shifting of funds on BAS. Request expenditure reports from BAS and distribute to line function managers. Collect and register budget inputs from line managers. Ensure accurate expenditure allocations of SCOA items. Maintain proper filling system. Provide support to Head and Regional Offices regarding budget allocations and expenditure items.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms M Mphahlele Tel No: (012) 406 1710
	:	Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or CGO Building, Corner Bosman and Madiba Street, Pretoria. Or email to: <a href="mailto:Recruitment25-18@dpw.gov.za">Recruitment25-18@dpw.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Ms NP Mudau
<b><u>POST 17/91</u></b>	:	<b><u>SENIOR ADMINISTRATION OFFICER: OFFICE OF DIRECTOR-GENERAL REF NO: 2025/52</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R397 116 per annum
	:	Head Office (Pretoria)
	:	three-year tertiary qualification (NQF Level 06) in Public Administration/ Management or related qualification. Relevant working experience in the office of the Director General, Executive and higher offices will be an advantage. A valid Driver 's licence. Knowledge: Government regulatory framework; Minimum Information Security Standards (MISS) Act; Departmental strategic goals and objectives and service delivery programmes; Built environment

industries and related professional bodies; Public Finance Management; Public Service Regulation; Public Service Act; National Minimum Information Requirement; Regulations of the National Archives and records Service of South Africa Act and related records management processes; Archive standards and procedures. Personal Attributes: People orientated; High level of reliability; Hard working; Resourceful; Self-motivated; Trustworthy; Multilingual; Creative. Skills: Effective communication (verbal and written); Report writing; Computer literacy; Basic numeracy; Statistical analysis; Interpersonal and diplomacy skills; Analytical; Problem solving skills; Interpretation skills; Solution oriented. Other: Willing to adapt work schedule in accordance with office requirements.

## **DUTIES**

: Provide effective management of documents in the office of the DG: Receive, register and allocate reference number to the received correspondence; Scrutinise routine submissions/ reports and make notes and/or recommendations for the manager; Forward correspondence to the Director and DG for action; Redirect correspondence to branches/units as per DG instruction/action and maintain copies documents; Make follow up on referred correspondence/submission; Coordinate feedback from branches, refer to the DG (as feedback on the assigned task) and dispatch accordingly; Renders administrative support services:- Record the engagements of senior managers; 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; Obtain 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 the manager; Clarify instructions and notes on behalf of the manager; 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. Provides support to manager regarding meetings: Scrutinise documents to determine actions/information/other documents required for meetings; Collect and compile all necessary documents for the manager to inform them on the contents; Record minutes/decision and communicates to relevant role-players, follow-up on progress made; Prepare briefing notes for the manager as required; Coordinates logistical arrangement for meetings when required. Ensures effective and efficient management of the ODG's Registry:-Manage registry access control; Maintain the database/register of received correspondence; Operates and ensure that office equipment are in good working order; Maintain copies of all documents produced, prior to dispatching; Maintain an effective and well-structured filing system; Ensure classification of information; Implement the records disposal policy for ODG; Manage the system of tracing and tracking correspondence. Supports the ODG with the administration of the budget: Collects and coordinates all the documents that relate to the office budget; Assist manager in determining funding requirements for purposes of MTEF submissions; Keep record of expenditure commitments, monitors expenditure and alerts manager of possible over and under spending; Check and correlates BAS reports to ensure that expenditure is allocated correctly; Identify the need to move funds between items, consults with the manager; Compares the MTEF allocation with the requested budget and informs the manager of changes. Supervise employees to ensure an effective service delivery: 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, 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.

## **ENQUIRIES APPLICATIONS**

: Ms O Muthambi Tel No: (012) 406 1409  
: Head office applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or CGO Building, Corner Bosman and Madiba Street, Pretoria. Or email to: [Recruitment25-19@dpw.gov.za](mailto:Recruitment25-19@dpw.gov.za)

## **FOR ATTENTION**

: Ms NP Mudau

## **POST 17/92**

## **PERSONAL ASSISTANT (X2 POSTS)**

## **SALARY CENTRE**

: R325 101 per annum  
: Head Office (Pretoria)

	PA Office of the CFO Ref No: 2025/53A (X1 Post)
	PA office DDG governance, risk and compliance Ref No: 2025/53B (X1 Post)
<b><u>REQUIREMENTS</u></b>	: A three-year tertiary qualification (NQF Level 06) in Secretarial Diploma, Public Management, Public Administration, Business Management, Management, Office Support or related as recognised by SAQA. In addition, the incumbent must have: Relevant years of experience at an office administration or clerk or assistant officer or administrative assistant. A valid driver's license. An understanding of policies and procedures, governance/secretarial protocol generally, document management and archiving, planning, organising, and coordinating. Good computer skills, report writing, time management, and minute-taking skills should be the strengths of those aspiring for this appointment. A good understanding of financial matters. Skills in communication, interpersonal relations, and Microsoft Office. Organisational, budgeting, financial management, time management, planning, problem-solving, decision-making, technical proficiency, and leadership skills.
<b><u>DUTIES</u></b>	: The Personal Assistant will prioritise and schedule appointments, meetings and conferences and alert to appointments. In addition, the incumbent will: Acting as a first point of contact: dealing with correspondence and phone calls. Managing diaries and organising meetings and appointments. Manage access control to the manager/executive. Booking and arranging travel, transport and accommodation. Organising events and conferences. Reminding the manager/executive of important tasks and deadlines. Typing, compiling and preparing reports, presentations and correspondence. Managing databases and filing systems. Implementing and maintaining procedures/administrative systems. Liaising with staff, suppliers and clients. Collating and filing expenses. Conducting research and write reports on behalf of the manager. Skills: Basic analytical and problem-solving skills, strategic thinking, and project management capabilities. Strong communication skills (including advanced report writing and presentation skills) and interpersonal skills. Research skills. Proven planning and organising skills, with proficiency in research and financial analysis. Personal Attributes: The incumbent must be efficient, discrete, flexible, self-motivated, organised, proactive and a good communicator. Advanced-level skills in Word for Windows and Microsoft PowerPoint. And at least an intermediate-level knowledge of Microsoft Excel. Added advantage will be proficiency in report writing and management of sensitive and high profile stakeholders.
<b><u>ENQUIRIES</u></b>	: Ms. NP Mudau Tel No: (012) 406 1548 Mr. L Mahlangu Tel No: (012) 406 1977
<b><u>APPLICATIONS</u></b>	: Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or CGO Building, Corner Bosman and Madiba Street, Pretoria. Or email to: <a href="mailto:Recruitment25-20@dpw.gov.za">Recruitment25-20@dpw.gov.za</a> for CFO and Or email to: <a href="mailto:Recruitment25-21@dpw.gov.za">Recruitment25-21@dpw.gov.za</a> for Governance, Risk and Compliance
<b><u>FOR ATTENTION</u></b>	: Ms NP Mudau
<b><u>POST 17/93</u></b>	: <b><u>REGISTRY CLERK (OFFICE OF THE DIRECTOR-GENERAL) REF NO: 2025/54</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	: R228 321 per annum : Head Office (Pretoria) : A Senior Certificate/Grade 12. Knowledge of records/ documents management, file plan, mail and courier service procedures. Knowledge of Information Act (PAIA) and National Archives and Records Services Act. Knowledge and understanding of Disposal process. Good communication skills (Written & verbal), Computer literacy in MS Office software with an Advanced Excel as well as good telephone etiquette are essential. Customer care and client orientation skills. Ability to work in a team and independently. Ability to work under pressure.
<b><u>DUTIES</u></b>	: Provide Document management Services: attend to client's enquiries, handle telephonic and other related queries. Receive all mails Manual& Electronical), register and dispatch mail. Facilitate Postage and Mailing of departmental documents to various destinations and for the courier services. Open and close files according to record classification system. Filing/ storage, tracing (electronically/manually) and retrieval of documents and files. Maintain a system where all completed correspondence files are stored. Ensure proper record keeping of all the documentation. Administer termination during transfer from one office to another. Render administrative support, serving internal and

		external clients. Manage the receipt and distribution of documents. Maintain the filing system, archives and records. Administer the movement of files. Prepare, open and place files for daily use. Update register on a daily basis.
<b><u>ENQUIRIES</u></b>	:	Ms OB Muthambi Tel No: (012) 406 1409
<b><u>APPLICATIONS</u></b>	:	Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or CGO Building, Corner Bosman and Madiba Street, Pretoria. Or email to: <a href="mailto:Recruitment25-22@dpw.gov.za">Recruitment25-22@dpw.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Ms NP Mudau
<b><u>POST 17/94</u></b>	:	<b><u>RECEPTIONIST (OFFICE OF THE DIRECTOR-GENERAL) REF NO: 2025/55</u></b>
<b><u>SALARY</u></b>	:	R193 359 per annum
<b><u>CENTRE</u></b>	:	Head Office (Pretoria)
<b><u>REQUIREMENTS</u></b>	:	A Senior Certificate/Grade 12. Willing to adapt work schedule in accordance with office requirements. Knowledge of Departmental Policies and Regulation; Government Legislatives; Minimum Information Security Standards (MISS) Act; General office administration functions. Basic communication skills; Computer literacy; Basic numeracy; Interpersonal relations; Organisational skills; Basic Financial Management skills. Resourceful; Presentable; Professional demeanour; Creative; Ability to work under stressful situations; Ability to communicate at all levels; People orientated; Trustworthy; Assertive; Hard-working; Self-motivated; Ability to work independently.
<b><u>DUTIES</u></b>	:	Render reception services to the Office of the Director General. Receive and direct telephonic and electronic calls and messages. Liaise with clients, managers and related stakeholders as directed. Receive and engage visitors. Keep a logbook of each day's visitors. Ensure a clean reception area. Exercise control of access to the Office of the Director General. Support the security profile of the Office. Arrange and provide refreshments for visitors /clients as directed. Provide general administrative support services to the office of the Director General. Receive and administer the flow of information and documents in the Office. Prepare and distribute documents as directed. Assist with enquiries related to the Office. Administer the procurement process of office equipment and stationery. File/ store, trace and electronically and manually retrieve documents and files. Assist with processing of claims for travel and accommodation. Assist with administration of leave for staff in the office of the Director General. Provide general secretarial services to the office of the Director General. Assist with arrangement of meetings. Organise logistics for the meeting. Assist with preparation of documentation for the meetings. Execute all claims for travel, accommodation and rental cars. Assist with effective flow of information and documents: Direct received submission to relevant managers within the office of the Director General. Ensure the safekeeping documentation. Responds to enquiries received from internal and external stakeholders as directed. Draft documents as required.
<b><u>ENQUIRIES</u></b>	:	Ms OB Muthambi Tel No: (012) 406 1409
<b><u>APPLICATIONS</u></b>	:	Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or CGO Building, Corner Bosman and Madiba Street, Pretoria. Or email to: <a href="mailto:Recruitment25-23@dpw.gov.za">Recruitment25-23@dpw.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Ms NP Mudau

**DEPARTMENT OF WOMEN, YOUTH AND PERSONS WITH DISABILITIES**

***The mandate of the Department is to lead on socio-economic transformation and implementation of the empowerment and participation of women, youth and persons with disabilities through mainstreaming, advocacy, monitoring and evaluation.***

- APPLICATIONS** : Applicants are urged to choose/ utilise one of the methods provided below: you may forward your application, quoting reference, addressed to: The Director-General, Department of Women, Youth and Persons with Disabilities, Private Bag X931, Pretoria, 0001. Alternatively, applications may also be hand delivered to 268 Lilian Ngoyi Street, Fedsure Forum Building, 1st floor, Pretoria CBD. Another option is to submit application through email. All attachments for online application must include an application form Z83 and CV only, in PDF and as one (1) document or attachment, indicate the correct job title and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. JPEG (picture/snapshot) application will not be accepted. Failure to do so, your application will be disqualified. kindly note that the emailed applications and attachments should not exceed 15 MB). General enquiries may be brought to the attention of Mr Joseph Mahlangu Tel No: (012) 359 0238 / Ms Lerato Segodi Tel No: (012) 359 0073
- CLOSING DATE** : 06 June 2025 at 16:00
- NOTE** : Applications must be submitted on new Z83 form, which can be downloaded from: <http://www.gov.za/dpsa2g/vacancies.asp>. Applications submitted on the old application for employment (Z83) will not be considered. All fields in the Z83 application form must be completed in full, in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form. It is therefore prudent that fields be completed by applicants and signed, noting the importance of the declaration. South African applicants need not to provide passport numbers. Candidate must respond "Yes" or "No" to the question whether you are conducting business with the state. If "Yes", details thereof only shortlisted candidates will submit Declaration form for conducting business with the state when shortlisted to the application. It is acceptable for applicant to indicate "not applicable" or leave a blank to the question "In the event that you are employed in the Public Service, will you immediately relinquish such business interest?" Applicants are not required to submit copies of qualifications and other relevant documents but must submit the completed and signed Z83 and detailed Curricula Vitae. The communication from HR of the Department regarding the requirement for certified document will be limited to shortlisted candidates. Therefore, only shortlisted candidate for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Non-RSA citizens/permanent resident permit holders must submit a copy only when shortlisted. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Should you not hear from the Department within three (3) months of the closing date of the advertisement, please consider your application to be unsuccessful. The Department reserves the right not to fill and/or make an appointment to any of the advertised posts. Short-listed candidates may be subjected to a technical exercise that intends to test relevant technical elements of the job as part of the selection process, the logistics of which will be communicated by the Department. Successful candidates shall be required to enter into performance agreement within three (3) months of assuming their duties in the Department, and within one (1) month of the date of their appointment conclude the prescribed contract of employment. Designated employees shall be required to disclose their financial interest within 30 days after assumption of duty. Appointments will only be made on the first notch of the advertised salary level. All shortlisted candidates will be subjected to personal security vetting. Note that in terms of the Protection of Personal Information Act, 2021, the Department will ensure the protection of applicants' personal information and only collect, use and retain applicants' personal information for the purposes of recruitment and selection processes. The Department shall safeguard such personal information against access by unauthorised persons, unlawful disclosure, or breaches. The Department is an equal opportunity employer. In the filling of these posts, the objectives of section 195 of the Constitution of the Republic of South Africa and the Employment Equity Act, 1998 (Act 55 of 1998) will be taken into



consideration and preference will be given to Women, Youth and Persons with Disabilities.

#### OTHER POSTS

**POST 17/95** : **ASSISTANT DIRECTOR: ADVOCACY AND MAINSTREAMING, RPD REF NO: DWYPD/011/2025**

**SALARY** : R582 444 per annum (Level 10), plus benefits  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Applicants must be in possession of a Grade 12 certificate. Appropriate Diploma in Public Administration/Public Management/Project Management or relevant NQF 6 qualifications. 4 years' experience in disability rights inclusion of which 2 should be at supervisory level. Proven experience in the advocacy and mainstreaming environment and stakeholder management capabilities. Policy and legislative analysis for purpose of advocacy and mainstreaming. Knowledge of International treaties and domestic policies impacting on the lives of persons with disabilities; Demonstrate an understanding of disability from a socio-economics and human rights perspective; Knowledge of disability sector Advocacy and awareness programs plan Skills: Develop, and make presentations to forums; Primary Disability awareness; Transformation and Change Management; Client orientation and customer focus; effective report writing, verbal and written communication skills; Problem solving, management and organising; Advocacy and analytical; Document and financial management; Events management and organising. Secondary, Impact and influence; Networking and Relationship Building; Research and knowledge management; Service delivery innovation; Programme and project management; Critical thinking and innovation; Computer literacy (MS Office); Time management Personal Attributes. Ethical behaviour; Honestly and Integrity; Emotional Intelligence; Passion and Achievement driven; Ability to work under pressure; Ability to maintain confidentiality of information; Respect for copyrights/aversion to plagiarism.

**DUTIES** : Manage Stakeholder databases; Create and maintain disability databases, Develop databases management system. Coordinate disability rights awareness and inclusion campaigns; Develop standard operating procedures for advocacy material, develop disability and accessible friendly information material, Distribute and disseminate guidelines for development of disability material, Develop norms and standards for disability inclusive platforms. Provide support on the management of information platforms; Develop disability inclusive communication plan for advocacy and projects and programs, manage communication platforms by ensuring disability inclusion and accessibility, Advocate for disability inclusive platforms. Provide administrative and secretarial support services; facilitate logistics for the disability machinery, provide secretarial services for disability machineries, Provide administrative support for disability machinery meetings. Analyse policies and legislation to ensure disability compliance and constitutionality. Provide administrative and secretarial support services for disability machinery and Presidential Working Group (PWG on Disability). Organize meetings, conferences, and events for disability machinery. Prepare and distribute agendas, minutes, and reports for disability machinery and Presidential Working Group (PWG). Manage documentation and correspondence. Update databases or knowledge management systems.

**ENQUIRIES** : Mr Benny Palime Tel No: (012) 359 0258  
**APPLICATIONS** : [Recruitment@dwypd.gov.za](mailto:Recruitment@dwypd.gov.za)

**POST 17/96** : **ASSISTANT DIRECTOR: STRATEGIC PLANNING AND REPORTING REF NO: CE: DWYPD/012/2025**

**SALARY** : R468 459 per annum (Level 09), plus benefits  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Degree/ National Diploma in Strategic Management or equivalent NQF 6 qualification. Minimum of 4 years' operational experience of which 2 years' must be at supervisory level. Proven experience in Public Service administration; Office Administration in executive level; Strategy Management support. Knowledge: departmental policies and applicable protocols and departmental governance framework and mandate; Administrative computer package; MISS and Public service prescripts on office and information. Skills:

**DUTIES**

effective written and verbal communication including editing, basic numeracy, computer literacy, particularly in MS Office suite and intranet, interpersonal relations, Excellent Planning and Organisation skills. Personal attributes: ethical behaviour, ability to work under pressure, emotional intelligence, ability to maintain confidentiality of information, Honesty and integrity, passion and achievement driven, respect for copyrights/aversion to plagiarism.

: Provide support on the development of the departmental strategy and Annual Performance plans: Provide support on the arrangements for the convening of Department strategic planning sessions; Consolidate inputs from programs for the development of the departmental strategic plan; Provide support on the development of the draft strategic plan; Co-ordinate sessions with programmes for the development and review of Annual Performance Plans; and Initiate the procurement process for the printing of the final Departmental Strategic Plan and Annual Performance Plans. Provide support on the development of the departmental operational plan: Consolidation of the branch's operational plans onto the departmental plan; Quality assurance of the departmental operational plan; Analysis on the alignment of the departmental operational with strategic plan and annual performance plan; Coordinate and facilitate approval of the departmental operational plan. Provide support on the reporting process of programmes: Support programmes on quarterly reporting process; Consolidate quarterly reports from programmes; Provide supports on the analysis of quarterly reports from programmes; Support the Directorate Strategic Planning and Reporting on the development of the overall departmental performance report. Provide administrative support to the Chief Directorate: Provide document management service to the Directorate; Compile draft submissions and other correspondences for in the Directorate; Co-ordinate the submission of departmental performance report to the National Treasury and other entities.

**ENQUIRIES  
APPLICATIONS**

: Ms Val Mathobela Tel No: (012) 359 0270  
: [Recruitment01@dwypd.gov.za](mailto:Recruitment01@dwypd.gov.za)

**POST 17/97**

: **INTERNAL AUDITOR REF NO: DWYPD/013/2025**  
Re-advertisement, candidates who previously applied may re-apply

**SALARY  
CENTRE  
REQUIREMENTS**

: R325 101 per annum (Level 07), plus benefits  
: Pretoria  
: National Diploma in Internal Audit and or relevant NQF level 6 qualification. Minimum of 2 years' practical experience in audit field. IIA membership. Knowledge of Global Internal Audit Standards; Internal Audit Methodology; National Treasury Internal Audit Framework; Public Finance Management Act and Treasury Regulations; Public Service Act and Public Service Regulations; Applicant must possess the following skills and personal attributes: Planning and organizing; analytical; report writing; written and verbal communication; problem solving; integrity; ability to work under pressure and produce quality results, ability to work independently and in a team; computer literacy (MS Office);. The successful applicant will be subjected to personal security vetting at a confidential level.

**DUTIES**

: Assist with the planning of audit engagement; Perform internal audit fieldwork (execution), Reporting and communication of audit results; Follow up on implementation of audit recommendations and management audit action plans; Assist with the administrative duties of the Directorate and support services to the Audit and Risk Committee.

**ENQUIRIES  
APPLICATIONS**

: Ms Vusumuzi Shongwe Tel No: (012) 359 0244  
: [Recruitment04@dwypd.gov.za](mailto:Recruitment04@dwypd.gov.za)