

## PUBLIC SERVICE VACANCY CIRCULAR

**PUBLICATION NO 18 OF 2025**

**DATE ISSUED 30 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

**DEPARTMENT OF EMPLOYMENT AND LABOUR:** Please be informed that the nature of appointment for the following advertised posts is permanent appointment and not a four (4) years contract as previously stated: the posts of Registry Clerk- reference number: GAP-PRET-23521830-20250424-1 (X3 Posts) at salary level (5) of R228 321 per annum, the posts of Messenger/Driver- reference number: GAP-PRET-23521830-20250424-2 (X3 Posts) at salary level (4) R193 359 per annum and posts of Food Aide Services- reference number: GAP-PRET-28298004-20250424-1 (X3 Posts) at salary level (2) R138 486 per annum. These positions were advertised on the Circular 15 dated 09 May 2025 with a closing date of 23 May 2025. The closing date is extended to 13 June 2025. Note applications must be submitted electronically online following link <https://essa.labour.gov.za/EssaOnline/WebBeans/> follow all steps. Sorry for inconvenience caused. Enquiries: Ms. Z Mdebuka Tel: (012) 309 4830 (General) and for ESSA system enquiries kindly contact Mr. Vusi Mazibuko @labour.gov.za , Cell 082 886 9627

**GOVERNMENT COMMUNICATIONS AND INFORMATION SYSTEM:** Kindly note that the Enterprise Risk Management Committee Chairperson Ref No: POST 16/142 as advertisement on circular 16 of 2025 dated 16 May 2025 has been withdrawn. We apologise for the inconvenience caused.

**INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE:** Kindly note that posts of Assistant Director: Demand and acquisition with Ref No: Q9/2025/51, Administration Officer (Internal Audit) with Ref No: Q9/2025/53, Administration Officer (CD: IIM) with Ref No: Q9/2025/54, Administration Officer (Executive Support) with Ref No: Q9/2025/55, Administration Officer (Office of the CFO) with Ref No: Q9/2025/56 and Senior Security Officer (12 months contract): 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, please note that the closing date has been extended to 06 June 2025. Apologies for any inconvenience caused.

**DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE:** Kindly note that the following posts were advertised in Public Service Vacancy Circular 17 dated 23 May 2025 (1) State Accountant: Budget Analysis Ref No: 2025/51 (Head Office Pretoria), erroneously advertised with incorrect salary R397 116 per annum,

the correct salary is: R325 101 per annum. (2) Construction Project Manager (Production) (Grade A) Ref No: 2025/45, erroneously advertised with the incorrect centre: Urban Regional Office, the correct centre is as follows: Durban Regional Office.

**INDEX  
NATIONAL DEPARTMENTS**

<b>NATIONAL DEPARTMENTS</b>	<b>ANNEXURE</b>	<b>PAGES</b>
COMMUNICATIONS AND DIGITAL TECHNOLOGIES	A	04 - 07
DEFENCE	B	08 - 09
GOVERNMENT COMMUNICATION AND INFORMATION SYSTEM	C	10 - 12
GOVERNMENT PENSIONS ADMINISTRATION AGENCY	D	13 - 14
GOVERNMENT TECHNICAL ADVISORY CENTRE	E	15 - 16
HIGHER EDUCATION AND TRAINING	F	17 - 19
INTERNATIONAL RELATIONS AND COOPERATION	G	20 - 22
JUDICIAL INSPECTORATE FOR CORRECTIONAL SERVICES	H	23 - 24
JUSTICE AND CONSTITUTIONAL DEVELOPMENT	I	25 - 28
MINERAL AND PETROLEUM RESOURCES	J	29 - 34
NATIONAL PROSECUTING AUTHORITY	K	35 - 53
SOCIAL DEVELOPMENT	L	54 - 56
SPORTS, ARTS AND CULTURE	M	57 - 59
TRADITIONAL AFFAIRS	N	60

**PROVINCIAL ADMINISTRATIONS**

<b>PROVINCIAL ADMINISTRATION</b>	<b>ANNEXURE</b>	<b>PAGES</b>
FREE STATE	O	61 - 62
GAUTENG	P	63 - 72
KWAZULU NATAL	Q	73 - 78
LIMPOPO	R	79 - 108
MPUMALANGA	S	109 - 120
NORTHERN CAPE	T	121 - 132
WESTERN CAPE	U	133 - 157

## DEPARTMENT OF COMMUNICATIONS AND DIGITAL TECHNOLOGIES

*The Department is an equal opportunity organisation and intent to promote equity through the filling of these posts.*



- APPLICATIONS** : Please forward your application, quoting the relevant reference number, to email: [recruit@dcdt.gov.za](mailto:recruit@dcdt.gov.za)
- CLOSING DATE** : 13 June 2025
- NOTE** : Applications must be submitted on a Z83 Form (2021 version), obtainable from <http://www.dpsa.gov.za/dpsa2g/vacancies.asp> and should be accompanied by a recently updated comprehensive Curriculum Vitae. The successful candidates must disclose particulars of all registrable financial interests and sign an employment contract within one month from the date of assumption of duty. A Performance Agreement must be concluded and signed within three months from the date of assumption of duty. Note: Applications received after the closing date will not be considered. Only e-mailed applications will be considered. Short listed applicants will be required to submit certified copies of all qualifications obtained and will be subjected to verification by the South African Qualifications Authority. Should you be in possession of a foreign qualification; it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). Failure to submit the requested documents will result in your application not being considered further. Due to the large volumes of responses anticipated, receipt of applications will not be acknowledged, and correspondence will be limited to short-listed candidates only. All shortlisted candidates will be subjected to personnel suitability checks, including social media checks, and the successful candidate will have to undergo a full security vetting. If you have not been contacted within three (3) months of the closing date, please accept that your application was unsuccessful. Please note that CVs submitted will be destroyed after the three (3) months period. The Department complies with the provisions of the Protection of Personal Information Act (POPIA); Act No. 4 of 2013. We will use the 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 is unsuccessful, the Department 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 Department will safeguard the security and confidentiality of all information you shared during the recruitment process. The Department reserves the right not to make appointment(s) to the advertised post(s). Candidates whose appointment/promotion/transfer will promote the achievement of employment equity within the Department, will receive preference.

## OTHER POSTS

- POST 18/01** : **DEPUTY DIRECTOR: AUDIO VISUAL MEDIA COPYRIGHTS AND SUSTAINABILITY REF NO: DDAVMCS**  
Nature of Appointment: Permanent  
The purpose of the post is to manage and create an enabling environment, policy framework and strategic reforms that ensure equitable access to digital services, promote inclusive digital access, and enable equitable and Audio Visual Media Copyrights and sustainability.
- SALARY** : R1 059 105 per annum (Level 12), (the all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Pension Fund, a medical fund and a flexible portion in terms of applicable rules).
- CENTRE** : Pretoria, Hatfield
- REQUIREMENTS** : An undergraduate qualification (NQF level 6) as recognized by the South African Qualifications Authority in relevant field. A minimum of five (5) years' experience in telecommunication sector with at least three (3) years proven work experience at an Assistant Director level. Skills And Competencies: At an advanced level in Job Knowledge, Quality of work, Initiatives, Planning and executions Communication, Teamwork, Reliability, Management of Human Resources, Policy Development and Implementation, Broadcasting Industry Expertise, Programme and Project Management, Policy Development, Stakeholder Management.
- DUTIES** : The successful candidate will manage the development of the master plan, governance and regulatory framework for the audio-visual industry that ensures industry sustainability and promotion of media diversity and plurality in South Africa. Coordinate mechanisms to govern audio-visual media intellectual property rights, i.e. registration, dealing with disputes, commercial negotiations and enforcing licencing agreements and copyrights to ensure fair use, limitations and exceptions. Promote sustainable practices and ensure economic sustainability of the audio-visual industry, by fostering entrepreneurship, innovation, collaboration and supporting the development of business models and revenue streams. Mobilise resources, development of schemes and funding model policy for the audio-visual media industry. Collaborate with key stakeholders to raise awareness about audio visual media copyright laws and responsibilities and assist users and the public in understanding the rights and obligations

under copyright law. Provide oversight services to monitor the performance of the entities (strategic, operational and financial performance) to ensure business impact, financial viability and sustainability. Project Management, Manage financial resources, Driving change and operational excellence and Manage compliance.

**ENQUIRIES** : Ms Tania Beukes at 082 477 9895, Ms Nokuthula Khosa Tel No: (012) 427 8260

**POST 18/02** : **DEPUTY DIRECTOR: SOE POSTAL BANK REF NO: DDSPB**  
Nature of Appointment: Permanent  
The purpose of the post is to manage and create an enabling environment, policy framework and strategic reforms that ensure equitable access to digital services, promote inclusive Postal Bank.

**SALARY** : R1 059 105 per annum (Level 12), (the all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Pension Fund, a medical fund and a flexible portion in terms of applicable rules).

**CENTRE** : Pretoria, Hatfield  
**REQUIREMENTS** : An undergraduate qualification (NQF level 6) as recognized by the South African Qualifications Authority in Finance / Economics / Business Administration or relevant field. A minimum of five (5) years' experience in telecommunication sector with at least three (3) years proven work experience at an Assistant Director level. Skills And Competencies: At an advanced level in Job Knowledge, Quality of work, Initiatives, Planning and executions, Communication, Teamwork, Reliability, Management of Human Resources, Policy Development and Implementation, Operational Management, Financial Management, Data Analysis, Risk management, Stakeholder Management, Innovation and Change Management, Regulatory and Compliance Knowledge.

**DUTIES** : The successful candidate will maintain effective relationships with key stakeholders, including government agencies, financial institutions, and industry partners. Manage postal financial services adherence to all relevant regulatory and compliance requirements. Manage the development of policies to regulate the Postal Financial Services/Postal Bank environment and drive the relevant SEIAS processes to ensure legal aspects of the legislative framework and stakeholder input are considered. Contribute to the provision of research on Postal Financial Services/Postal Bank insights and trends to support technological innovation and digital transformation in Postal Financial Services/Postal Bank environment. Monitor the performance of the entities (strategic, operational and financial performance) to ensure business impact, financial viability and sustainability. Manage and maintain partnerships and collaboration with key partners to enable and accelerate the delivery of current and future postal services requirements. Collaborate and engage with international community, sector role players, businesses, and consumers to address complex challenges and opportunities of the Postal Financial Services/Postal Bank. Project Management, Manage financial resources, Driving change and operational excellence and Manage compliance.

**ENQUIRIES** : Ms Tania Beukes at 082 477 9895, Ms Nokuthula Khosa Tel No: (012) 12 427 8260

**POST 18/03** : **DEPUTY DIRECTOR: SOE POSTAL REF NO: DDSOEP**  
Nature of Appointment: Permanent  
The purpose of the post is to manage and create an enabling environment, policy framework and strategic reforms that ensure equitable access to digital services, promote inclusive SOE Postal.

**SALARY** : R1 059 105 per annum (Level 12), (the all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Pension Fund, a medical fund and a flexible portion in terms of applicable rules).

**CENTRE** : Pretoria, Hatfield  
**REQUIREMENTS** : An undergraduate qualification (NQF level 6) as recognized by the South African Qualifications Authority in Engineering Technology / Public Policy or relevant field. A minimum of five (5) years' experience in telecommunication sector with at least three (3) years proven work experience at an Assistant Director level. Skills And Competencies: At an advanced level in Job Knowledge, Quality of work, Initiatives, Planning and executions, Communication, Teamwork, Reliability, Management of Human Resources, Policy Development and Implementation, Operational Management, Financial Management, Data Analysis, Risk management, Stakeholder Management, Innovation and Change Management, Regulatory and Compliance Knowledge.

**DUTIES** : The successful candidate will manage the implementation of strategic plans and policies for postal services. Manage the development policies to create an enabling postal services environment and drive the relevant SEIAS processes to ensure legal aspects of the legislative framework and stakeholder input are considered. Contribute to the provision of research on Postal Financial Services/Postal Bank insights and trends to support technological innovation and digital transformation in Postal Financial Services/Postal Bank environment. Collaborate with stakeholders, including government agencies, private sector partners, and service providers, to address challenges and promote innovation. Manage and maintain partnerships and collaboration with key partners to enable and accelerate the delivery of current and future postal services requirements. Project Management, Manage financial resources, Driving change and operational excellence and Manage compliance.

<b><u>ENQUIRIES</u></b>	:	Ms Tania Beukes at 082 477 9895, Ms Nokuthula Khosa Tel No: (012) 427 8260
<b><u>POST 18/04</u></b>	:	<b><u>DEPUTY DIRECTOR: PAYMENTS AND ORDERS (LOGISTICS) REF NO: DDPO</u></b> Nature of Appointment: Permanent The purpose of the post is to implement Logistics policies and SOPs and manage the warehouse, the processing of orders and payments in line with policies, PFMA, Treasury Regulations and related prescripts and legislative framework in the Department.
<b><u>SALARY</u></b>	:	R896 436 per annum (Level 11), (the all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Pension Fund, a medical fund and a flexible portion in terms of applicable rules).
<b><u>CENTRE</u></b>	:	Pretoria, Hatfield
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF level 6) as recognized by the South African Qualifications Authority in Business / Commerce / Accounting / Finance / Supply Chain Management / Logistics or relevant field. NQF level 7 qualification will an added advantage. A minimum of five (5) years' experience in Commercial environment with at least three (3) years proven work experience at an Assistant Director level. Relevant accreditation such as CFA/AICPA/CIMA. Skills And Competencies: At an advanced level in Job Knowledge, Quality of work, Initiatives, Planning and executions, Communication, Teamwork, Reliability, Management of Human Resources, BAS and LOGIS, Treasury Regulations, PFMA, Accounting Management, GRAP and GAAP, Audit investigation, Risk Management, Budgeting management, International, Financial Reporting Standard, Assets management.
<b><u>DUTIES</u></b>	:	The successful candidate will manage and drive the development and implementation of policies, delegations, systems, and processes for logistics, and voice and data management Manage the warehouse. Manage the logistics function in Supply Chain Management (processing of orders and payments of goods and services). Manage the invoice receiving and tracking system. Manage the maintenance of LOGIS. Review and monitor the implementation of policies and procedures, SCM prescripts, PFMA and Treasury Regulations and other related legislative framework. Project Management, Manage financial resources, Driving change and operational excellence and Manage compliance.
<b><u>ENQUIRIES</u></b>	:	Ms Tania Beukes at 082 477 9895, Ms Nokuthula Khosa Tel No: (012) 427 8260
<b><u>POST 18/05</u></b>	:	<b><u>ASSISTANT DIRECTOR: IT SERVICE DESK REF NO: ASDITSD</u></b> Nature of Appointment: Permanent The purpose of the post is to facilitate the delivery of a single point of contact for IT support and related services to formalise communication.
<b><u>SALARY</u></b>	:	R468 459 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Pretoria, Hatfield
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF level 6) as recognized by the South African Qualifications Authority in Information Technology / System Engineering / Computer Science or relevant field. A minimum of three (3) years' experience in information technology environment with at least two (2) years proven work experience at supervisory level. Relevant accreditation such as CRISC/CISA/ITIL/CITM/ CISSP/CGEIT. Skills And Competencies: Job Knowledge, Quality of work, Flexibility, Planning and executions, Communication, Teamwork, Reliability, Management of Human Resources, Client IT Technical Support, IT End User Support, IT software and hardware installation, Service Delivery Innovation, Problem Solving & Analysis, Client Orientation, Customer Focus.
<b><u>DUTIES</u></b>	:	The successful candidate will log IT service requests promptly. Assign IT service requests to technicians and administrators promptly and make follow-ups. Escalate services requests violating SLA metrics to the IT Service manager. Prepare IT Helpdesk reports. Log service requests with hardware service providers where necessary. Diagnose and troubleshoot technical issues reported by end-users. Respond to service desk tickets and inquiries promptly and professionally. Assist with the setup, configuration, and maintenance of computer hardware and software. Install and update software applications as needed. Escalate complex technical issues to higher-level support teams or supervisors as needed. Assist in maintaining an accurate inventory of IT equipment, including computers, peripherals, and mobile devices. Update inventory records as needed. Assist with user account creation, modification, and deactivation in accordance with security policies. Handle account access and permissions based on established procedures. Collect feedback from end-users regarding the quality of support services. Identify recurring issues and communicate them to higher-level support for resolution Monitor network performance, traffic, and connectivity. Project Management, Manage financial resources, Driving change and operational excellence and Manage compliance.
<b><u>ENQUIRIES</u></b>	:	Ms Tania Beukes at 082 477 9895, Ms Nokuthula Khosa Tel No: (012) 427 8260

<b><u>POST 18/06</u></b>	:	<b><u>ASSISTANT DIRECTOR: LOSS CONTROL AND BAS SYSTEM CONTROL REF NO: ASDLCBSC</u></b> Nature of Appointment: Permanent The purpose of the post is to implement procedures and systems to prevent losses, management of irregular expenditure, fruitless and wasteful expenditure as well as unauthorized expenditure.
<b><u>SALARY</u></b>	:	R468 459 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Pretoria, Hatfield
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF level 6) as recognized by the South African Qualifications Authority in Business / Commerce / Accounting / Finance or relevant field. NQF level 7 qualification will an added advantage. A minimum of three (3) years' experience in commercial environment with at least two (2) years proven work experience at supervisory level. Skills And Competencies: Job Knowledge, Quality of work, Flexibility, Planning and executions, Communication, Teamwork, Reliability, Management of Human Resources, Treasury Regulations, circulars and frameworks, PFMA, Accounting Management, Audit investigation, Risk Management, Budgeting management, Assets management.
<b><u>DUTIES</u></b>	:	The successful candidate will management of Irregular Expenditure, Fruitless and Wasteful Expenditure. Management of damages and losses to departmental assets and hired vehicles. Presenting of cases to the Loss Control Committee and execution of recommendations. Provide monthly, quarterly and annual report in line with PFMA and for purposes of quarterly financial statements, annual financial statements, Audit Committee, Risk and Ethics Committee and Operational Plan. Maintain suspense account for control purposes. Serve as the BAS System Controller for the Department. Project Management, Manage financial resources, Driving change and operational excellence and Manage compliance.
<b><u>ENQUIRIES</u></b>	:	Ms Tania Beukes at 082 477 9895, Ms Nokuthula Khosa Tel No: (012) 427 8260

## DEPARTMENT OF DEFENCE



- CLOSING DATE** : 13 June 2025 at 16h00 (Applications received after the closing date and faxed copies will not be considered).
- NOTE** : Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office i.e effective 01 January 2021 or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/>. Should an application be received using incorrect application employment form Z83, it will be disqualified, which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV only (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview which should not be older than six months. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application, it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. The level of appointments is dependent upon, qualifications, relevant experience and research output. The shortlisted candidates will be subjected to two (2) pre-entry assessments (practical and ethical exercise) which will determine the candidate's suitability. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged, and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months in terms of the prescribed rules.

## OTHER POSTS

- POST 18/07** : **CLINICAL PSYCHOLOGIST (GRADE 1 – 3) REF NO: SG 01/18/25/01 (X2 POSTS)**
- SALARY** : Grade 1: R827 709 per annum  
Grade 2: R1 014 705 per annum  
Grade 3: R1 174 848 per annum  
(All-inclusive package according to experience as per OSD regulations)
- CENTRE** : 1 Military Hospital  
Thaba Tshwane  
Pretoria
- REQUIREMENTS** : M-degree in Clinical Psychology. Current full registration with the Professions Council of South Africa (HPCSA) as a Clinical Psychologist (Independent Practice). This is as Public Service Act Personnel (PSAP) appointment. Must have an interest and in-depth experience in working at the acute or semi-acute psychiatry ward as a Clinical Psychologist for a minimum of three (3) years. Experience in working with medical professionals, commitment in working as a member of a multidisciplinary team in a multicultural military environment. Must be willing to learn and understand the military culture and organizational ethos. Special requirements (skill needed): Computer literacy is essential. Competencies: Communication, Planning and Organizing, Problem-solving, Analytical Thinking, Emotional Intelligence.
- DUTIES** : To provide supervision and training of intern Clinical Psychologist at 1 Military Hospital (1 Mil Hosp). Liaise with other stakeholders to promote quality of care within the institution. Develop Standard Operating Procedures (SOP's) and ensure sound execution. Identify requirements in order to execute service delivery in the different service points at 1 Mil Hosp. Monitor service standards and improve delivery. Implement corrective measures where necessary. Execute functions as part of multidisciplinary team. Write reports and provide feedback where necessary.
- ENQUIRIES APPLICATIONS** : Lieutenant Colonel (Lt Col) P.M.W. Mpehlo Tel No: (012) 314 0402  
Department of Defence, South African Military Health Service. HR Services Department, 1 Military Hospital, Private Bag X1026, Thaba - Tshwane, Pretoria, or email to [dpsych.samhs@gmail.com](mailto:dpsych.samhs@gmail.com)



<b><u>POST 18/08</u></b>	:	<b><u>INDUSTRIAL AND ORGANIZATIONAL PSYCHOLOGIST (GRADE 1 – 3) REF NO: SG 01/18/25/02</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R872 709 per annum Grade 2: R1 014 705 per annum Grade 3: R1 174 848 per annum (All-inclusive package according to experience as per OSD regulations)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Military Psychological Institute, Pretoria
	:	M-degree in Industrial and Organizational Psychology with a minimum of three (3) years' experience. Current full registration with the Professions Council of South Africa (HPCSA) as an Industrial and Organizational Psychologist (Independent Practice). Must be a Republic of South Africa (RSA) citizen. Not have dual citizenship. Be ready to be appointed and serve as a Public Service Act Personnel (PSAP). Must be willing to learn and understand the military culture and organizational ethos. Must be willing to travel. Special requirements (skill needed): Computer literacy is essential. Competencies: Communication, Planning and Organizing, Problem-solving, Analytical Thinking, Emotional Intelligence.
<b><u>DUTIES</u></b>	:	Provide Industrial and Organizational Psychology (IOP) service at Military Psychological Institute (MPI) as per the client requirements in line with the IOP scope of practice as prescribed by the HPCSA. Act as specialist advisor to the client regarding assessments, selections and developments. Conduct needs analysis to determine client needs and design programs for intervention based on the needs. Develop Standard Operating Procedures (SOPs) applicable in your domain and ensure sound execution of projects allocated to you and your department. Monitor service standards and uphold ethical and professional standards prescribed by HPCSA. Execute projects independently and as part of a team. Implement corrective measures where necessary to ensure high stands of service to the clients.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Lieutenant Colonel (Lt Col) N.J. Sam Tel No: (012) 367 9056
	:	Department of Defence, South African Military Health Service Headquarters. (Directorate Psychology), Private Bag X102, Centurion, 0046, or email to <a href="mailto:dpsych.samhs@gmail.com">dpsych.samhs@gmail.com</a>
<b><u>POST 18/09</u></b>	:	<b><u>MEDICAL TECHNOLOGIST HEMATOLOGY, PRODUCTION LEVEL (GRADE 1 -3) REF NO: SG 01/18/25/03</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R397 233 per annum Grade 2: R463 941 per annum Grade 3: R543 099 per annum (All-inclusive package according to experience as per OSD regulations)
<b><u>CENTRE REQUIREMENTS</u></b>	:	1 Military Hospital, Thaba Tshwane Pretoria
	:	National Diploma/B-Tech/BHSc in Medical Technology. No Medical Technology post registration will be required but any relevant experience will be an advantage. Current full registration with the Professions Council of South Africa (HPCSA) as a Medical Technologist Haematology (Independent Practice). Special requirements (skill needed): Implementation and management of Occupational Health & Safety regulations/Procedures. Total Quality Management Communication. SANAS Accreditation.
<b><u>DUTIES</u></b>	:	Key performance areas applicable to the execution of these services/functions are: Good knowledge and experience in the applicable functional fields of medical technology: Laboratory methodology. Sample processing and sample administration. Maintenance principles and procedures regarding laboratory analysers and general analytical equipment. Quality Control processes and procedures. Laboratory Accreditation processes. Laboratory statistics. Laboratory Data Management System.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Lieutenant Colonel (Lt Col) D.P. Maluka Tel No: (012) 314 0161
	:	Department of Defence, South African Military Health Service. HR Services Department, 1 Military Hospital, Private Bag X1026, Thaba-Tshwane, Pretoria, or email to <a href="mailto:1milpathla@gmail.com">1milpathla@gmail.com</a>

**GOVERNMENT COMMUNICATION AND INFORMATION SYSTEM (GCIS)**

*The GCIS is an equal opportunity employer. In the filling of vacant posts, the objectives of Section 195 (1) (i) of the Constitution of South Africa of 1996, the Employment Equity (EE) imperatives as defined by the EE Act, 1998 (Act 55 of 1998) and relevant Human Resources policies of the department will be taken into consideration. People with disabilities will be accommodated within reasonable limits. Therefore, preference will be given to candidates whose appointment will assist the department in achieving its EE targets in terms of the department's EE Plan. People with disabilities will be given preference regardless of race or gender.*

<b><u>APPLICATIONS</u></b>	:	The DG of GCIS, Private Bag X745, Pretoria, 0001, hand deliver to Tshedimotsetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria, or to the email address provided.
<b><u>FOR ATTENTION</u></b>	:	Ms P Kgopyane
<b><u>CLOSING DATE</u></b>	:	20 June 2025
<b><u>NOTE</u></b>	:	Applicants with disabilities are encouraged to apply. The old prescribed application or employment form Z83 was withdrawn with effect from 31 December 2020. As per the Government Gazette No: 43872, any applicant who submits an application on or after 1 January 2021 must do so on the new prescribed Z83 form, obtainable from any Public Service department or on the internet at <a href="http://www.gov.za/documents">www.gov.za/documents</a> . Failure to submit an application on the new prescribed Z83 form will lead to disqualification. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the fully completed and signed Z83 form and a detailed curriculum vitae. Communication regarding submission of certified copies of qualifications and other relevant documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates will be required to submit certified documents on or before the day of the interview, following communication from the department. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Correspondence will be limited to shortlisted candidates. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The successful candidate must disclose to the DG particulars of all registrable financial interests, sign a performance agreement and employment contract with the DG within three months from the date of assumption of duty and obtain a top-secret security clearance. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. The department reserves the right to fill or not to fill the vacant post. The successful candidates will sign an employment contract with the GCIS that will be reviewed based on performance expiration. By submitting the employment application form, you agree and consent in terms of Section 11(1) of the Protection of Personal Information Act (POPIA), 2013 (Act 4 of 2013), for your personal information which you provide to the GCIS to being processed by the department and its employees, agents, Cabinet committees, and subcontractors for recruitment purposes, in accordance with the POPIA of 2013.

**MANAGEMENT ECHELON**

<b><u>POST 18/10</u></b>	:	<b><u>DIRECTOR: SECURITY AND FACILITIES MANAGEMENT REF NO: 3/1/5/1-25/10</u></b> Chief Directorate: Human Capital and Corporate Support
<b><u>SALARY</u></b>	:	R1 216 824 per annum (Level 13), (all-inclusive salary package) of which 30% may be structured according to the individual's needs
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate Bachelor's Degree (NQF level 7 as recognised by SAQA) in Property Management, Facilities Management, Security Management. Successful completion of the Public Service Senior Management Leadership Programme (Nyukela certificate) as endorsed by the National School of Government (NSG) is a prerequisite for appointment. Five (5) years' experience at middle/senior management level with extensive experience in managing the provision of security and facilities management. Proactively manage risk and comply with audit requirements. Proven leadership capabilities and sound interpersonal skills. Required Core Competencies: Strategic Capacity and Leadership; People Management and Empowerment; Financial Management; Change Management; Risk Management; Programme and Project Management. Process Competencies: Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Knowledge of the Government Communication Policy; the Constitution of the Republic of South Africa of 1996; the Public Service Act of 1994 and Regulations; Public Administration Management Act of 2014; the Public Finance Management Act of 1999; and other relevant prescripts applicable in the communication sector, in the Public Service and for the entities reporting to the GCIS. A valid driver's license and computer literacy are essential.
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible for the management and maintenance of GCIS occupied properties through partnership with the Department of Public Works. Execute accommodation strategic planning activities for the department. Management of leases and payment of municipal services. Ensure buildings and equipment are maintained according to

required Occupational Health & Safety prescripts, and operational standards. Develop and implement preventative maintenance schedules and procedures. Manage urgent repairs and emergency maintenance services. Identify cost-saving initiatives without compromising service quality. Approve and monitor expenses related to repairs, maintenance, utilities and renovations. Obtain quotations and ensure value for money when engaging suppliers or contractors. Ensure all facilities comply with environmental and building regulations. Conduct regular inspections and audits to identify and address non-compliance. Maintain records of inspections, maintenance activities, and regulatory compliance. Implement emergency procedures and contingency plans. Plan and oversee minor construction work, refurbishments and upgrades of property. Manage internal security personnel and the implementation of the departmental security policy. Ensure projects are delivered on time, according to quality standards. Liaise with internal stakeholders. Build and maintain strong relationships with landlords, service providers, utility companies and contractors. Negotiate contracts and service-level agreements (SLAs) with external suppliers. Monitor supplier performance against agreed SLAs. Implement energy-saving initiatives across all sites. Monitor and report on utilities' consumption and costs. Support the departments sustainability goals through facilities-related initiatives. Management of maintenance of GG Vehicles. Monthly reconciliation between GCIS payment and claims received from Govt Garage. Compile monthly, quarterly and annual Organisational Performance Management System (OPMS) reports on the activities of the Directorate.

**ENQUIRIES  
APPLICATIONS**

: Ms Linda Kaseke Tel No: (012) 473 0128  
: Applications may be hand delivered to Tshedimosetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria or emailed to [recruitment@gcis.gov.za](mailto:recruitment@gcis.gov.za)

**NOTE**

: It is a prerequisite for candidates to have the Nyukela Public Service SMS Pre-Entry Programme certificate to be eligible for appointment. For further details, please click on the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. For more information regarding the course, visit the NSG website: [www.thensg.gov.za](http://www.thensg.gov.za). The successful candidate must disclose to the Minister particulars of all registrable financial interests and sign the employment contract within one month from the date of assumption of duty as well as sign a performance agreement with the Minister within three months from the date of assumption of duty and obtain a Top-Secret security clearance. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competency assessment. Please detail courses passed in the CV as per the academic transcript.

**POST 18/11**

: **DIRECTOR: EDITORIAL AND LANGUAGE SERVICES REF NO: 3/1/5/1-25/11**  
Chief Directorate: Products and Platforms

**SALARY**

: R1 216 824 per annum (Level 13), (all-inclusive salary package) of which 30% may be structured according to the individual's needs.

**CENTRE  
REQUIREMENTS**

: Pretoria.  
: An appropriate Bachelors Degree (NQF Level 7 as recognised by SAQA) in Journalism/Media Studies/Communication/Public Relations or related field majoring in Journalism/Media/Communication/Public Relations. Successful completion of the Public Service Senior Management Leadership Programme (Nyukela certificate) as endorsed by the National School of Government (NSG) is a prerequisite for appointment. Must have a minimum of five (5) years' experience at middle/senior management level, with extensive experience in writing, editing and proofreading communication and strategic documents. Ability to develop content in support of various communication campaigns and events such as the State of the Nation Address (SoNA) and other Key Government Programmes. Computer literacy is a requisite. Proven leadership capabilities, and sound interpersonal and intercultural skills. The following core competencies are essential: Leadership, People Management and Empowerment; Financial Management; Change Management; Risk Management; Problem Solving and Analysis; Programme and Project Management. Knowledge of the Constitution of the Republic of South Africa of 1996; Government Communication Policy; Public Service Act of 1994 and Regulations; Use of Official Languages Act of 2012; Public Administration Management Act of 2014; Public Finance Management Act of 1999 and other relevant prescripts applicable in the communication sector, in the Public Service and for the entities reporting to the GCIS. A valid driver's licence; Ability to work under pressure and meet tight deadlines; Willingness to work overtime, including weekends and public holidays, when required. Knowledge of at least three South African languages of which two must be African languages.

**DUTIES**

: The successful candidate will be responsible for the planning of publications, their deadlines, content scope, style and look-and-feel. Oversee and handle the rewriting, editing and proofreading of content for strategic documents such as the Annual Report, Strategic Plan and Annual Performance Plan, as well as communication products such as articles, leaflets, posters, newsletters and magazines. Develop content in support of government campaigns and events such as the SoNA. Provide editorial support and advice to management. Deal with writers, editors, contributors and printers. Supervise the production and publication of the annual South Africa Yearbook (SAYB) and its abridged version, the Official Guide to South Africa. Provide leadership and advice on the relevant content and look-and-feel of the two publications. Supervise the translation and quality control of communication products such as publications,

media statements, newsletters, leaflets, advertisements, exhibitions, etc. in all official languages, including the provision of a South African Sign Language interpreting service for the organisation. Supervise the harvesting of terminology, and the updating and implementation of the GCIS Language Policy and Editorial Style Guide. Develop and implement control systems. Monitor expenditure trends and submit monthly projections. Manage the performance of staff, and contribute to their training and development. Coordinate staff and management meetings. Compile monthly and quarterly reports of the directorate. Proactively manage risk and comply with audit requirements. Participate in relevant structures to plan for the Auditor-General South Africa (AGSA) and internal audit requirements. Provide source documents, responses and progress reports required in the performance audits by the AGSA and Internal Audit. Implement corrective measures as required by AGSA and Internal Audit. Identify and review operational and fraud risks. Develop and implement mitigation plans. Report on progress on the implementation of risk mitigation plans.

- ENQUIRIES** : Ms Zanele Mngadi Tel No: (012)473 0141
- APPLICATIONS** : Applications may be hand delivered to Tshedimosetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria or emailed to [recruitment@gcis.gov.za](mailto:recruitment@gcis.gov.za)
- NOTE** : It is a prerequisite for candidates to have the Nyukela Public Service SMS Pre -Entry Programme certificate to be eligible for appointment. For further details, please click on the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. For more information regarding the course, visit the NSG website: [www.thensg.gov.za](http://www.thensg.gov.za). The successful candidate must disclose to the Minister particulars of all registrable financial interests and sign the employment contract within one month from the date of assumption of duty as well as sign a performance agreement within three months from the date of assumption of duty and obtain a Top-Secret security clearance. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competency assessment. Please detail courses passed in the CV as per the academic transcript.

#### OTHER POST

- POST 18/12** : **AUDIOVISUAL LIBRARIAN REF NO: 3/1/5/1-25/12**  
Directorate: Media Production  
Twelve (12) Months Contract
- SALARY** : R325 101 per annum (Level 07), plus 37 % in lieu of benefits
- CENTRE** : GCIS Head office
- REQUIREMENTS** : Applicants should be in possession Grade 12 and an appropriate three-year National Diploma (NQF Level 6) or a Bachelor's degree (NQF Level 7) in Information Science /Multimedia Studies or equivalent related qualification, as recognised by SAQA. The candidate must have at least one (1) year relevant experience in the duplication and archiving of audiovisual products (Radio, Video, Graphic Design, Digital and Online platforms), footage and programmes into various formats. The incumbent must be innovative, digital literate and abreast with latest digital communication trends, methods and applications. A self-motivated and enthusiastic person able to work with limited levels of supervision. Strong verbal and effective writing and communication skills. Have knowledge and the understanding of the PFMA of 1999 and Supply Chain Management processes. Must be computer literate. Must have coordination and project management skills. Be client orientated. Must be able to work under pressure, in a fluctuating environment with good time management skills. Should be highly motivated and driven with an eye for detail. Furthermore, the applicant should be in possession of a valid Code 08 driver's licence as the work involves extensive travelling. Basic knowledge of administration and finances is required.
- DUTIES** : The successful candidate will be responsible for logging, archiving, updating and maintaining the audiovisual library database. Provide monthly, quarterly and annual reports of audiovisual material. Supply audiovisual material to clients in the requested format. Provide camera work and teleprompter services when needed. Supply footage for GOZATV. Please detail courses passed in the CV as per the academic transcript.
- ENQUIRIES** : Ms Neli Shuping Tel No: (012) 473 0042
- APPLICATIONS** : Applications may be hand delivered to Tshedimosetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria or emailed to [recruitment@gcis.gov.za](mailto:recruitment@gcis.gov.za)
- NOTE** : In line with the Directive on the Professionalisation of Human Resource Management and Development in Public Service, all shortlisted candidates will undertake a pre-entry practical exercise as part of the assessment method to determine their suitability based on the technical and generic requirements of the post.

## GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)



- APPLICATIONS** : It is mandatory to email your application (comprehensive CV and new Z83 completed and duly signed) to [Recruit4@gpaa.gov.za](mailto:Recruit4@gpaa.gov.za) quoting the reference number in the subject heading of the email.
- CLOSING DATE** : 13 June 2025 before 12h00 noon. No late applications will be considered.
- NOTE** : Take note of the disclaimer mentioned on each advert. It is mandatory that applications which consist of a signed Z83 and comprehensive CV be emailed to the respective email addresses indicated on each advert. Ensure that you use the correct inbox/email. Applications sent to the incorrect inbox will be deemed a regret. Ensure to sign your Z83 before you scan it. Please use your signature or valid e-signature and not your name written in block/typed print. A Z83 not signed will be deemed a regret. From 1 January 2021, a new application for employment (Z83) form will be effective and if the old Z83 is used, it will be deemed a regret. Should an individual wish to apply for a post after 1 January 2021, he/she will be required to submit the new application for employment form which can be downloaded at [www.dpsa.gov.za-vacancies](http://www.dpsa.gov.za-vacancies) or <http://www.gpaa.gov.za> Requirements: Applications must be submitted on the new form Z83 as indicate above (signed and scanned). The relevant reference number must be quoted on all documentation and on the subject heading of the email. An application should consist of (a) a comprehensive and detailed CV (specifying all experience and duties, indicating the respective dates MM/YY as well as indicating references with full contact details) and (b) a duly completed Z83 (refer to Circular No 19 of 2022 in this regard) only. Failure to submit the above documents will result in the application not considered and deemed a regret. The candidate must agree to the following: Shortlisted candidates must avail themselves for a virtual or in-person panel interview at a date and time determined by the GPAA. Note that certain information contained in the application (CV and Z83) may be verified through the request for official documents and or other methods of verification and proof (when shortlisted). The certification of all supporting documents will be expected of the shortlisted candidates only. Applicants must note that pre-employment checks and references will be conducted once they are short-listed and the appointment is also subject to a positive outcome on these checks, which include but not limited to: security clearance, security vetting, qualification/study verification, citizenship verification, financial/asset record check, previous employment verification and criminal record. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Correspondence will only be conducted with the shortlisted candidates. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. The candidate must take note of: It is the GPAA's intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer / promotion / appointment will promote representativeness in line with the numerical targets as contained in GPAA's Employment Equity Plan. For applications on salary levels 11 – 15, the inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. SMS will be required to undergo a Competency Assessment as prescribed by DPSA. All candidates shortlisted for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. One of the minimum requirements for SMS is the pre-entry certificate. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/> The GPAA reserves the right to utilize practical exercises/tests/competency assessments for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The GPAA reserves the right to cancel the filling/not to fill a vacancy that was advertised during any stage of the recruitment process. The successful candidate will have to sign and annual performance agreement and will be required to undergo a security clearance.

## OTHER POST

- POST 18/13** : **ADMINISTRATIVE SUPPORT: OFFICE OF THE CEO REF NO: ADMS/CEO/2025/04-1P**  
Permanent
- SALARY** : R397 116 per annum (Level 08)
- CENTRE** : Pretoria Head Office
- REQUIREMENTS** : A three- year National Diploma | Degree or equivalent three-year qualification (with minimum 360 credits) in Public Service Administration | Office management or relevant coupled with a minimum of three (3) years demonstrated/practical experience within an Office Management environment. Computer literacy that would include a good working knowledge of Microsoft Office products. Knowledge of prescribed Regulations and Policies, PFMA, National Treasury Regulations, Knowledge of Public Service Regulations and other Government prescripts, Analytical skills, Problem solving skills, Communication skills (written and verbal), Planning and

organizing skills, Report writing skills, Assertive, Proactive, Quality driven, Team player, Ability to work independently.

**DUTIES**

: The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Manage and maintain an efficient administrative system for the coordination of work within the CEO's Office. Ensure an effective and efficient registry system is in place. Overall management of the document management system within the Office of the CEO. Implement and maintain records management system as per approved file plan. Assist with the development and implementation of a disposal programme in the Office of the CEO. Monitor overall document flow – prioritize and determine turnaround time in consultation with DD: Office Manager. Monitor operation and effectiveness of filing system. Manage follow-up reports, draft responses to some of the correspondences addressed to CEO as directed. Assist with the organization and planning of governance structured meetings, assist with the facilitation and coordination of all regulated governance structures' meetings, provide secretariat support to meetings, assist with the preparation, packaging, circulation of agendas, and minutes of meetings. Assist with the development of a decision follow up report of all regulated governance structures including CEO's oversight meetings. Conduct proper Document Management practices. Transcribe and type written and dictated communication. Review, annotate, register, classify, prioritize and distribute incoming correspondence, reply to correspondence of routine nature. Prepare and review submissions. Record and route outgoing correspondence. File all relevant documents for record purposes. Liaise with Regional and National Heads on functional matters, assist with the facilitation of quicker communication of information, such as reports and submissions, from and to regional offices in line with the information routing protocol. Provide logistical support services for meetings, workshops and seminars relating to internal control. Assist with any administrative duties to ensure effective operation of risks to the Committee and the Unit.

**ENQUIRIES**  
**NOTE**

: Nthabiseng Mosimanyana Tel No: (012) 319 1324 or Sanele Ngema Tel No: (012) 399 3501  
: The purpose of the role is to render an administrative support service to the Office of the CEO. One permanent position for Administrative Support to the Office of the CEO is currently available at the Government Pensions Administration Agency.

**GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC)**

<b><u>APPLICATIONS</u></b>	:	Please register or if you are already registered, sign in and apply for this position on the GTAC eRecruitment website <a href="https://erecruitment.gtac.gov.za/erecruitment/">https://erecruitment.gtac.gov.za/erecruitment/</a>
<b><u>CLOSING DATE</u></b>	:	13 June 2025 at 12 pm.
<b><u>NOTE</u></b>	:	Only South African Citizens, and Permanent Residents need to apply as per PSR 2016. Applications should be accompanied by a duly completed and signed Z83 form (obtainable from any Public Service department). The post title and reference number must be clearly indicated on the Z83 form. A recent comprehensive CV should be submitted. Certified copies of qualifications and other relevant documents will be required to be submitted to HR on or before the day of the interview from shortlisted candidates. All short-listed candidates will be subjected to personnel suitability checks and security vetting in order to confirm employment. Short-listed candidates must make themselves available for a panel interview on the date determined by GTAC. Late applications, and those not meeting the requirements, will not be considered. Should you not receive feedback from GTAC within 2 months of the closing date, please consider your application unsuccessful. GTAC reserves the right to fill or not fill the advertised posts Applications: Only online applications will be accepted. Applications not accompanied by a comprehensive CV and fully completed and signed Z83 form will not be considered. The GTAC is an equal-opportunity employer and encourages applications from women and people with disabilities. Our buildings are accessible to people with disabilities and reasonable accommodation is provided for persons with disabilities. The GTAC is an equal opportunity employer and encourages applications from women and people with disabilities in particular. Our buildings are accessible for people with disabilities.

**OTHER POST**

<b><u>POST 18/14</u></b>	:	<b><u>DEPUTY DIRECTOR: ASSETS MANAGEMENT (GTAC) REF NO: G04/2025</u></b> Term: Permanent
<b><u>SALARY</u></b>	:	R896 436 - R1 055 958 per annum (Level 11)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A degree (NQF Level 7) in Financial Management or Supply Chain Management and/or another degree in the related field. Experience must be 5-8 years in Financial Management or Supply Chain Management, with at least 3 years' experience, of which at Assistant Director or equivalent supervisory level in Financial Management or Supply Chain Management. Experience in public service financial management would be advantageous. Extensive knowledge of the PFMA and Treasury Regulations. Competencies required: Client Service Orientation: implies helping or serving others, to meet their needs. It means focusing on discovering those needs, figuring out how to best meet them, as well as putting into practice the Batho Pele spirit. The term "clients" refers to both internal and external clients. Effective Communication: Ability to transmit and receive information clearly and communicate effectively to others by considering their points of view in order to respond appropriately. This may involve listening, interpreting, formulating and delivering verbal, non-verbal, written, and electronic messages. Computer Literacy: Knowledge and ability to use computers and technology efficiently. Refers to the comfort level someone has with using computer programs and other applications associated with computers (MS Office, Internet, email). Emotional Intelligence: Capacity for recognising their own feelings and those of others, for motivating themselves and others as a result of this awareness, and for managing emotions within themselves and in others. Information Sharing: Both the motivation to expand and use one's knowledge and the willingness to share this knowledge with others. Team Participation: Works co-operatively with others, working together as opposed to working separately or competitively. Valuing Diversity: The Ability to understand and respect the practices, customs, values and norms of other individuals, groups and cultures. Administrative Operations: Knowledge, capabilities and practices associated with the support of administrative and management activities to facilitate organisational and mission goals and objectives. This competency requires knowledge of the appropriate rules, regulations, processes and associated systems within various enabling functions which may include human resources management, resource management, employee support services, documentation, procurement and financial management. Financial Management: Knowledge of budget management processes and administration, goods and services procurement, and asset management and auditing including the development and management of internal control systems. General Management: Knowledge of process of planning, directing, organising and controlling people and resources within a unit or a subunit in order to achieve organisational goals
<b><u>DUTIES</u></b>	:	GTAC goods and services procurement support: Manage goods and services purchase orders processing including: preparing and issuing purchase orders (on receipt), updating Purchase Order Register and filing documents (on receipt), checking outstanding orders to finalise payments (monthly), preparing a monthly report. GTAC financial administration: Manage official claims and sundry invoices processing. Manage S&T and Entertainment claims processing. Manage GTAC telephone accounts processing. Manage NT service payments including:

Consultants Parking report for NT (quarterly), preparing VAS2 for NT Courier Services and overseas transactions payments (as required), updating Consultant Parking and VAS 2 registers. GTAC asset management: Manage and support GTAC assets including: developing and implement the GTAC Asset Management policy, procedures and templates, monitoring and reporting non-compliance issues, attending the ICT Committee meetings (monthly), preparing for and performing bi-annual asset verifications (April and October). Manage the GTAC Lease Register (update and review). GTAC financial operations support: Coordinate the development, implementation and maintenance of the Financial Operating Manual and Coordinate the Financial Management File Plan, including all financial policies, procedures and workflow processes. Ensure that all governance documents & delegations are in place.

**ENQUIRIES**

:

Kaizer Malakoane at 066 250 7072 or [kaizer.malakoane@gtac.gov.za](mailto:kaizer.malakoane@gtac.gov.za)



## DEPARTMENT OF HIGHER EDUCATION AND TRAINING

<b><u>APPLICATIONS</u></b>	:	The adverts can be accessed on DHET Website at <a href="http://www.dhet.gov.za">www.dhet.gov.za</a> or <a href="https://www.dhet.gov.za/sitepages/careers.aspx">https://www.dhet.gov.za/sitepages/careers.aspx</a> and Will Be Placed on the DPSA Circular a Skilled and Capable Workforce for An Inclusive Growth” The Full Details for T Please register or if you are already registered, sign in and apply for this position on the GTAC recruitment website <a href="https://erecruitment.gtac.gov.za/erecruitment/">https://erecruitment.gtac.gov.za/erecruitment/</a>
<b><u>CLOSING DATE</u></b>	:	20 June 2025
<b><u>NOTE</u></b>	:	DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click ‘apply now’ button) or <a href="http://z83.ngnscan.co.za/apply">http://z83.ngnscan.co.za/apply</a> and following the easy prompts/instructions. Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver’s licence, and any other document (where required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and ‘how to’ videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <a href="https://www.thensg.gov.za/training-course/sms-pre-entry-programme/">https://www.thensg.gov.za/training-course/sms-pre-entry-programme/</a> . The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. “DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all NSF posts”.

## OTHER POSTS

<b><u>POST 18/15</u></b>	:	<b><u>DEPUTY DIRECTOR: BURSARIES MONITORING REF NO: NSF03/05/2025</u></b> Branch: Skills Development Component: National Skills Fund Directorate: Bursaries This post is being re-advertised and candidates who had previously applied may re-apply
<b><u>SALARY</u></b>	:	R1 059 105 per annum (Level 12), (all-inclusive remuneration package)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate Bachelor’s Degree/Advanced Diploma (NQF Level 7) in Public Administration, Human Resources Management or related qualification. A minimum of five (5) years’ work experience in Project Management and managing resources with at least three (3) to five (5) years’ proven work experience at an Assistant Director level. Knowledge of Public service and NSF mandates and strategies. Knowledge of the education system and pedagogy, post school education framework, government wide legislation. Legislative knowledge and prescripts e.g. Skills Development Act, Skills Development Levies Act, Public Service Act, PFMA and Treasury Regulations, General knowledge of Public Service Regulations. Further skills and competency requirement relate to strategic capability and leadership and communication management and people management and empowerment, problem solving and analysis, technical proficiency, project management. Good computer skills and a valid driver’s licence is a requirement. Candidate must be willing to travel, work irregular hours and be committed to meet communication requirements within tight time frames.
<b><u>DUTIES</u></b>	:	Managing and monitoring bursaries within NSF. Managing the co-ordination of site visits by Assistant Director within directorate. Assigning bursar recipients to Assistant Director: Bursaries Monitoring and Managing the collection of information by Assistant Director: Bursary monitoring for monitoring and reporting purposes. Managing the implementation of the monitoring and evaluation log frame within NSF. Managing the monitoring of bursary agency sites and student performance against the monitoring and evaluation log frame. Defining directorate performance indicators. Updating the monitoring and evaluation framework with monthly indicators. Managing bursary monitoring reporting within NSF. Reviewing monthly reports from monitoring officers to monitor and report on the status and progress of bursaries funded by NSF and adherence to agreements by bursary agencies. Developing lessons learned based on information collected from Assistant Director within the directorate. Ensuring that all documents

		related to bursary monitoring are submitted for knowledge management purposes and in accordance with knowledge management policy and process. Managing stakeholders within NSF. Engaging and maintaining relationship with institutions and bursary agency sites. Engaging with internal stakeholders within NSF on the progress and impact of bursaries funded by the NSF. Managing resources of the directorate. Monitoring expenditure for the directorate against the allocated budget within NSF. Managing the performance of employees in line with PMDS Policy. Providing employees with the necessary information and resources to deliver on their objectives and meet the targets of the directorates. Supporting the implementation of all management decision. Managing employees related matters within the directorate. Adhere at all times to the values of NSF. Prepare monthly reports and make presentations as required. Participating as an active member of the NSF.
<b><u>ENQUIRIES</u></b>	:	Mr D Moyane Tel No: (012) 943 3105 / Ms C Els 012 943 3250 / Ms B Setuki Tel No: (012) 943 3161
<b><u>POST 18/16</u></b>	:	<b><u>DEPUTY DIRECTOR: BURSARIES INITIATION AND EVALUATION REF NO: NSF04/05/2025</u></b> Branch: Skills Development Component: National Skills Fund Directorate: Bursaries This post is being re-advertised and candidates who had previously applied may re-apply
<b><u>SALARY</u></b>	:	R1 059 105 per annum (Level 12), (all-inclusive remuneration package)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate bachelor's degree/Advanced Diploma (NQF Level 7) in Public Administration, Human Resources Management or related qualification. A minimum of five (5) years' work experience in Project Management and managing resources with at least three (3) to five (5) years' proven work experience at an Assistant Director level. Knowledge of Public service and NSF mandates and strategies. Knowledge of the education system and pedagogy, post school education framework, government wide legislation. Legislative knowledge and prescripts e.g. Skills Development Act, Skills Development Levies Act, Public Service Act, PFMA and Treasury Regulations, General knowledge of Public Service Regulations. Further skills and competency requirement relate to strategic capability and leadership and communication management and people management and empowerment, problem solving and analysis, technical proficiency, project management. A valid driver's license. Candidate must be willing to travel, work irregular hours and be committed to meet communication requirements within tight time frames.
<b><u>DUTIES</u></b>	:	Managing the bursaries initiation process within NSF. Developing the marketing and sourcing strategy for the Outreach Programme within NSF. Developing a monitoring and evaluation log frame for bursaries funded by the NSF. overseeing the handover of bursary recipient names as a Deputy Director. Developing stakeholders' agreements with bursary agencies and community partners within NSF. Managing the bursaries evaluation process. Managing activities related to the evaluation of bursary agencies and students through the outreach programme. Managing the performance of bursary agencies and the output of the outreach programme. Managing bursary agency's performance reporting and outputs of the outreach programme. Review the results of impact assessments conducted on bursary recipients. Facilitating lessons learned consolidation for bursary agencies and the outreach programme. Engaging with stakeholders within NSF. Initiating and maintaining community partnerships. Maintaining relationships with bursary agencies and strategic partners within NSF. Managing resources of the directorate. Monitoring expenditure for the directorate against the allocated budget within NSF. Managing the performance of employees in line with PMDS Policy. Providing employees with the necessary information and resources to deliver on their objectives and meet the targets of the directorates. Always adhere to the values of NSF. Managing employees related matters within the directorate. Participating as an active member of the NSF.
<b><u>ENQUIRIES</u></b>	:	Mr D Moyane Tel No: (012) 943 3105 / Ms C Els 012 943 3250 / Ms B Setuki Tel No: (012) 943 3161
<b><u>POST 18/17</u></b>	:	<b><u>ADMINISTRATIVE ASSISTANT REF NO: NSF05/05/2025</u></b> Branch: Skills Development Component: National Skills Fund Directorate: Human Resources Management and Development This post is being re-advertised and candidates who had previously applied may re-apply
<b><u>SALARY</u></b>	:	R325 101 per annum per annum (Level 07)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate National diploma (NQF Level 6) in office management or Human Resources Management/Public Administration/ Management and or related qualification. A minimum of one (1) to 2 (two) years of relevant experience in office management and administration within a Human Resource Management and Development environment. Knowledge and understanding of applicable HR legislation and procedures. Good planning and organising skills, interpersonal and decision-making skills. Good written and verbal communication skills. Good computer literacy (MS Word and Excel).

**DUTIES**

: The successful candidate will perform the following duties: Schedule appointments and maintain an electronic diary. Ensure that legislative and/or other important dates are documented in the diary and that constant reminders are sent out to ensure compliance with due dates. Coordinate business travel and accommodation as required. Plan, prepare, timeously relevant documentation for meetings and arrange venues and refreshments as required and record proceedings of meetings. Record messages in detail and convey them promptly to the Human Resources Directorate. Prioritise work received from the Human Resources Directorate. Type correspondence, reports, minutes, presentations spreadsheets and related material from proceedings or handwritten notes. This involves working on Word, Excel, and PowerPoint. Plan, prepare for and proceed with meetings. Prepare documents and distribute information/ documents as requested by the Human Resources Directorate in hard copy or electronically e.g., prepare distribution packs for meetings. Source information as requested by the Human Resources Directorate. Receive and register incoming mail and documents and distribute them within the Human Resources Directorate as required. Stock control of office stationery. Perform administrative tasks related to expense claims. Make photocopies, scan, documents, and file documents electronically in a logical order. Maintain an appropriate filing system (manual and computerised) for the Directorate. Ensure all files are always readily accessible and retrievable. Maintain a pending system to diarise documents for future action. Register the movement and file all documents that are entering or leaving the offices of the Directorate. Track and follow up on documents that are entering or leaving the offices of the Directorate. Track and follow up on documents that were sent from the Directorate that require action or approval. Perform other administrative support functions.

**ENQUIRIES**

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

## DEPARTMENT OF INTERNATIONAL RELATIONS AND COOPERATION

*The Department of International Relations and Cooperation is an equal opportunity, affirmative action employer.*

- APPLICATIONS** : Please e-mail your applications to the e-mail address indicated below each post and quote the post name in the subject line of the e-mail address to receive an acknowledgement; Hand-delivered applications can be submitted to the OR Tambo Building, 460 Soutpansberg Road, Pretoria.
- CLOSING DATE** : 20 June 2025. Applications received after the closing date will not be considered.
- NOTE** : Applications must be submitted on the new form Z83 (effective from 1 January 2021) (duly completed and hand signed) obtainable from any Public Service department or on the DIRCO website - [www.dirco.gov.za](http://www.dirco.gov.za). For other relevant information and how to apply, kindly visit the Department's website ([www.dirco.gov.za](http://www.dirco.gov.za)) – home page under Jobs. Applications should be accompanied by a detailed Curriculum Vitae (CV). Certified copies of qualifications, Identity Document (ID), Drivers licence as well as any other relevant documents will be submitted by shortlisted candidates only. Received applications using the incorrect Z83 for employment will not be considered. All appointments will be subjected to a process of security clearance. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). All shortlisted candidates will be subjected to personnel suitability checks and verification of qualifications; In line with Cabinet decision taken on 2 March 2016, all applicants are required to indicate in their Curriculum Vitae the number of Boards he/she is serving on. Where this information is not provided, such application will not be considered; The successful candidate will have to complete a Financial Disclosure form annually; We thank all applicants for their interest; DIRCO reserves the right not to make appointments; Correspondence will be limited to short-listed candidates only. If you have not been contacted within four (4) months after the closing date of this advertisement, please accept that your application was unsuccessful.

## OTHER POSTS

- POST 18/18** : **PROJECT MANAGER: ARF**  
African Renaissance Fund (ARF)
- SALARY** : R1 059 105 per annum (Level 12). This all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured in terms of the applicable rules.
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in possession of at least an NQF level 6/7 relevant qualification in Project Management/Business Administration or Finance. A qualification in International Relations will be an added advantage. Experience with implementing international projects will be an added advantage. At least 3-5 years' experience in a project environment of which three years should be at junior management level. Competencies: Knowledge and understanding of legislative framework governing the Public Service with specific emphasis on monitoring and evaluation. Knowledge of project management. Knowledge and understanding of Service delivery policy and guidelines. Basic understanding of financial management principles. Understanding of National Development Plan. Understanding of developmental funding mechanisms. Policy analysis and development. Report writing. Facilitation. Diplomacy. Networking. Negotiation. Problem solving and analytical skills. Client Orientation and service delivery innovation. Change management and adaptability. Knowledge management. Financial management skills. People Management and Empowerment. Communication skills (written, verbal and computer literacy). Strategic Capability and Leadership. Strategic planning processes.
- DUTIES** : Compile project proposals for consideration by the ARF Advisory Committee. Feasibility study on identified projects. Project Planning and implementation from inception until conclusion, resource allocation, participate in the bid committees for the ARF. Ensure timely delivery of projects within budget and scope. Receive and evaluate project proposals prior to tabling before the Advisory Committee. Identify and ensure the resolution of projects risks and quality of project deliverables. Manage the relationship with key stakeholders. Provide project performance reports to stakeholders. Development of standard operating procedures and relevant frameworks to govern project management implementation for the entity. Audit projects to ensure and measure adherence to standards. Perform ad hoc responsibilities that might be required.
- ENQUIRIES** : Mr N Sekalo Tel No: (012) 301 8689 / Ms V Beshe Tel No: (012) 351 1327
- APPLICATIONS** : Please e-mail your application to [pmarf25@dirco.gov.za](mailto:pmarf25@dirco.gov.za)
- POST 18/19** : **ASSISTANT PROJECT MANAGER: ARF**
- SALARY** : R582 444 per annum (Level 10)
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in possession of at least an NQF level 6/7 qualification in Project Management/Business Administration or Finance. Experience with implementing international projects will be an added advantage. At least 3-5 years' experience in a project environment of

which three years should be at supervisory level Competencies: Knowledge and understanding of legislative framework governing the Public Service with specific emphasis on monitoring and evaluation Knowledge of project management Knowledge and upstanding of Service delivery policy and guidelines Basic understanding of financial management principles Understanding of National Development Plan Understanding of developmental funding mechanisms Policy analysis and development Report writing Facilitation Diplomacy Networking Negotiation Problem solving and analytical skills Client Orientation and service delivery innovation Change management and adaptability Knowledge management Financial management skills People Management and Empowerment Communication skills (written, verbal and computer literacy) Strategic Capability and Leadership Strategic planning processes.

**DUTIES** : Assist in facilitating project management and planning processes Manage project resources and oversee the execution of projects from the initiation through to project closure Project implementation, tracking spending in line with approved budget, regular reporting on project status Assist in receiving and evaluating project proposals prior to tabling before the Advisory Committee Identify and ensure the resolution of projects risks and quality of project deliverables Provide project performance reports to stakeholders Establish project steering committees for all projects Audit projects to ensure and measure adherence to standards Assist with the development of standard operating procedures and relevant frameworks to govern project management implementation for the entity.

**ENQUIRIES** : Mr N Sekalo Tel No: (012) 301 8689 / Ms V Beshe Tel No: (012) 351 1327  
**APPLICATIONS** : Please e-mail your application to [apmarf25@dirco.gov.za](mailto:apmarf25@dirco.gov.za)

**POST 18/20** : **ASSISTANT MANAGER: MONITORING & EVALUATION: ARF**

**SALARY** : R582 444 per annum (Level 10)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Applicants must be in possession of at least an NQF level 6/7 qualification in Monitoring and Evaluation/Strategic Management /Auditing or related qualification Auditing experience will be an added advantage At least 3-5 years' experience in monitoring and evaluation /auditing/strategic management of which three years should be at supervisory level Competencies: Knowledge and understanding of legislative framework governing the Public Service with specific emphasis on monitoring and evaluation Knowledge of Treasury and DPME Regulations / Monitoring & Evaluation systems and processes / Standards and criteria for the Management Performance Assessment Tools Knowledge and upstanding of Service delivery policy and guidelines Knowledge and understanding of MPAT, FOSAD and PSC outcome / FOSAD and PSC M&E processes Understanding of the PFMA and other legislations applicable to schedule 3 entities Understanding of National Development Plan Understanding of developmental funding mechanisms Policy analysis and development Report writing Facilitation Diplomacy Networking Negotiation Problem solving and analytical skills Client Orientation and service delivery innovation Change management and adaptability Knowledge management Financial management skills People Management and Empowerment Communication skills (written, verbal and computer literacy) Strategic Capability and Leadership Strategic planning processes.

**DUTIES** : Facilitation of ARF annual audit process Monitor and evaluation of projects annual impact assessment reports on all projects Preparation of quarterly and annual reports Contribute to monitor and evaluate financial arrangements as per Programme / Project Agreements / Contracts Assist with the development of strategic plans and annual performance plans Monitor the implementation projects against the project proposals/ARF Act and applicable legislations Conduct financial and compliance monitoring Monitor in collaboration with Legal Services the implementation of MOUs Monitor the implementation of risk management policy and plans by means of risk management systems and processes Assist with the development of frameworks and policies Administrative support.

**ENQUIRIES** : Mr N Sekalo Tel No: (012) 301 8689 / Ms V Beshe Tel No: (012) 351 1327  
**APPLICATIONS** : Please e-mail your application to [ammearf25@dirco.gov.za](mailto:ammearf25@dirco.gov.za)

**POST 18/21** : **ASSISTANT FINANCE MANAGER (ASSISTANT DIRECTOR LEVEL)**

**SALARY** : R582 444 per annum (Level 10)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Applicants must be in possession of at least NQF level 6/7 qualification in Financial Management/Accounting / Cost Accounting Experience in project management finance for projects At least 3 - 5 years' experience in a finance environment of which three years should be at supervisory level Experience in preparation of Annual Financial Statements in line with generally recognized financial reporting principles Competencies: Knowledge and understanding of Legislative Framework governing the Public Service; Financial Management; Government policies, Budget process and practices as well as legislation / regulations such as PFMA; Treasury Regulations & Frameworks and Division of Revenue Act; ARF Act; Generally Recognized Accounting Practice (GRAP); GAAP; Supply Chain Procedures; Preferential Procurement Policy Framework Act. Knowledge of government systems. Knowledge and understanding of foreign currency. Problem solving Analytical thinking Networking Communication skills Computer literacy Planning and Organizing Project Management.

<b><u>DUTIES</u></b>	:	Manage and monitor the Internal Control services to ensure effective and efficient utilization of resources. Expenditure management, compilations of terms of reference to be submitted to SCM, monthly reconciliations on project funding Preparation of annual budgets and monitor the spending thereof Preparation of quarterly financial statements in line with the GRAP standards Manage the Financial Reporting of the Public Entity Manage the process of Financial Management by sure compliance with all financial prescripts e.g., PFMA, Treasury regulations, Supply Chain Procedures, etc. Assist with the development of financial policies, procedures, and processes Manage and administer disbursement of funds as per the approved projects and recommendations Conduct cost-benefit analysis to ensure value for money and propose interventions. Provide periodic financial reports to the advisory Committee Advice the secretariat and the board on investment opportunities and report thereon.
<b><u>ENQUIRIES</u></b>	:	Mr N Sekalo Tel No: (012) 301 8689 / Ms V Beshe Tel No: (012) 351 1327
<b><u>APPLICATIONS</u></b>	:	Please e-mail your application to <a href="mailto:afmarf25@dirco.gov.za">afmarf25@dirco.gov.za</a>

## 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** : Private Bag X153, Centurion, 0046. Alternatively, applications may be handed in at Block C 3, Eco Origins Office Park, Witch-hazel Street, Centurion, 0046 [HOrecruitment@jics.gov.za](mailto:HOrecruitment@jics.gov.za) - SUBJECT – Post reference number
- CLOSING DATE** : 20 June 2025
- NOTE** : 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.

**ERRATUM:** Kindly note that the post advertised in Public Service Vacancy Circular 17 dated 23 May 2025 for Independent Correctional Centre Visitor for Richmond Correctional Centre under Reference JI 22/2025 should have been at Hopetown Correctional Centre. The post of ICCV at Hopetown Correctional Centre is therefore advertised under reference JI 22/2025. The post of ICCV at Richmond Correctional Centre will be filled under Reference JI 24/2025. The closing date will remain 13 June 2025.

## OTHER POSTS

- POST 18/22** : **DEPUTY DIRECTOR: INTERNAL AUDIT REF NO: JI 114/2024**  
Office of the Chief Executive Officer  
3 Year Contract
- SALARY** : R896 436 per annum (Level 11)
- CENTRE** : Centurion
- REQUIREMENTS** : Three (3) year tertiary qualification (NQF6) or higher qualification in Internal Audit/ Accounting/ Finance. Five (5) years' experience of which two (2) years at Junior Management/ASD level and three (3) years functional experience in Internal Auditing. CIA will be added advantage. Valid Driver's License. Knowledge: Internal Audit Methodology; Batho Pele Principles; Public Finance Management Act (PFMA) and Treasury Regulations; Public Service Regulations; Public Service Act; National Treasury Internal Audit Frameworks; Public Sector Risk Management Framework; King Report on Corporate Governance Framework for Managing Performance information; International Internal Audit Standards; International Financial Reporting Standards; International Accounting Standards Generally Recognized Accounting Practice (GRAP); Departmental Internal Audit Activity, Audit and Risk Committee Charter; Departmental legislative and regulatory framework (LRA, BCEA, PAIA etc). Skills:

		Communication (Verbal and Written); Conflict Management; Project Management; Leadership; Coordinating; Risk Assessment; Negotiation; Presentation; Problem Solving; Planning and Organizing; Policy analysis and Development; Computer Literacy; Report writing.
<b><u>DUTIES</u></b>	:	Develop the Internal Audit three year rolling plan for JICS. Implement the three (3 year) and annual Internal Audit Plans. Coordinate work with key stakeholders and monitor the implementation of the Internal Audit methodologies. Manage the resources of the Sub-Directorate's. Design and review methods, frameworks and procedures to conduct Audit to improve controls and systems by developing and implementing the Performance Audit Methodology and ensuring and monitor mitigation actions for identified risks of the Internal Audit Activities. Ensure that a risk assessment is conducted regularly to identify emerging risks for the institution. Developing risk management strategy.
<b><u>ENQUIRIES</u></b>	:	Ms S Bezuidenhout Tel No: (012) 321 0303
<b><u>POST 18/23</u></b>	:	<b><u>ASSISTANT REGIONAL MANAGER: KZN MANAGEMENT REGION REF NO: JI 115/2025</u></b> Directorate: Management Regions
<b><u>SALARY</u></b>	:	R468 459 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Durban
<b><u>REQUIREMENTS</u></b>	:	A Senior/Matric or an equivalent Certificate, and appropriate 3-year Degree/National Diploma in Public Administration/Public Management or relevant qualifications (NQF 6/RVQ 13). Five (5) years relevant work experience in the criminal justice sector with at least four (4) years' experience on supervisory level. Knowledge of relevant legislation and prescripts as well as how this post contributes to the implementation of the National Development Plan. Knowledge of intergovernmental relations. A Valid driver's license is essential. Computer literacy. Analytical and problem-solving skills. Conflict, Time and Diversity management skills. Computer literacy.
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible for managing the day-to-day running of the Region, which includes the managing of its staff and all administrative procedures of the unit. Exercise control over the ICCV post establishment and VC demarcation. Handling of inmates' complaints. Management of policies and other working documents. Promote community involvement in correctional matters, liaise with relevant stakeholders and build sustainable relations with community organizations. Monitor the implementation of JICS policies by unit staff and contract workers. Plan and coordinate trips by unit staff to ensure the best financial practice and account for assets reflected in the unit's register. Perform any duty delegated by the Regional Manager and or Director: Management Regions.
<b><u>ENQUIRIES</u></b>	:	Mr. S Sibanyoni Tel No: (031) 366 1900
<b><u>POST 18/24</u></b>	:	<b><u>ASSISTANT DIRECTOR: STRATEGIC PLANNING, MONITORING AND EVALUATION REF NO: JI 116/2025</u></b> Office of the Chief Executive Officer
<b><u>SALARY</u></b>	:	R468 459 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Centurion
<b><u>REQUIREMENTS</u></b>	:	A recognized NQF 6 qualification in Public Management or Public Administration or relevant equivalent qualification (NQF 6/RVQ13). The candidate must have three (3) to five (5) years' experience in strategic management/planning. A valid driver's licence. Knowledge of: Public Service Act, (Batho Pele Principles), corporate governance guidelines and strategies. Required information technology knowledge. Monitoring and evaluation framework. Application of research methodology. Basic project management. Strategic formulation and implementation. Public sector governance framework. Monitoring and evaluation (setting outcome targets and performance measures). Communication (verbal and written). Problem solving and analysis. Planning and organising. Knowledge management. Diversity management. Budgeting and financial management. Computer literacy. Research skills. Development of monitoring contingency plans and systems.
<b><u>DUTIES</u></b>	:	Coordinate and prepare inputs/presentations and feedback regarding the strategic and annual performance plans for JICS. Assist with the review or development of relevant departmental policies pertaining to JICS procedures to the relevant role players. Develop, facilitate, coordinate, present and maintain strategic and annual planning processes. Coordinate and maintain operational plans. Ensure the updating and monitoring of strategic planning in terms of the annual performance/business plan and operational plan. Ensure the proper and timeous reporting on the performance plan. Coordinate the development and submission of the annual performance. Monitor and evaluate the implementation of JICS performance outcomes and reviews.
<b><u>ENQUIRIES</u></b>	:	Ms S Bezuidenhout Tel No: (012) 321 0303



## 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** : 17 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 the position advertised as Tate Accountant: Taxation with Ref No: 25/58/FMS, in the Public Service Vacancy Circular 17 dated 23 May 2025, with a closing date of 09 June 2025, has been amended to reflect the correct title. The correct post name is State Accountant: Taxation. We apologies for the inconvenience caused.

## OTHER POSTS

- POST 18/25** : **DEPUTY DIRECTOR: BUDGET PLANNING REF NO: 25/57/FMS**  
This is a re-advertisement, applicants who previously applied are encouraged to re-apply
- SALARY** : R896 436 – R1 055 958 per annum, (all - inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office: Pretoria
- REQUIREMENTS** : An NQF level 7 qualification in Management Accounting, Financial Management, Financial Accounting, Public Finance as recognized by SAQA; A minimum of 3 years' experience in a finance environment at managerial (Assistant Director) level; Knowledge and understanding of Public Finance Management Act, budget management, Public Service Regulations, Public Service Act, Treasury Regulations and Public Audit Act. Skills and Competencies: Strategic capability and leadership; Programme and project management; Financial management; Change management; Knowledge management; Service Delivery Innovation (SDI); Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication; Computer literacy; Honesty and integrity.
- DUTIES** : Key Performance Areas: Coordinate and facilitate the budget planning process of the Department; Coordinate the standardization of Budget Planning processes; Coordinate and facilitate the roll-over, Adjustment Estimates of National Expenditure (AENE) and virement process; Coordinate the Maintenance of Budgets Information in the Department's Financial and Procurement Systems; Provide effective people management.
- ENQUIRIES** : Ms A Van Roos 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
- POST 18/26** : **DEPUTY DIRECTOR: INTERNAL CONTROL REF NO: 25/26/FMS**
- SALARY** : R896 436 – R1 055 958 per annum, (all - inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office: Pretoria
- REQUIREMENTS** : An undergraduate qualification (NQF level 7) in Financial Management, Financial Accounting, Supply Chain Management, B Com in finance as recognized by SAQA; A minimum of 3 years' experience at managerial (Assistant Director) level in the internal control environment. Knowledge of Financial Provisioning and /or Administration procedures, processes and policy

		development; Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations and other legislative prescripts. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Developing others; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Planning and organizing; Decision making; Project management; Team leadership; Computer literacy.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Produce management reporting in respect of unauthorized, irregular, fruitless and wasteful expenditure; Conduct pre and post-review of financial transactions to detect non-compliance; Conduct a determination of the confirmed irregular expenditure; Verify recommendations from Legal Services/Law enforcement and monitor the implementation thereof; Prepare disclosure notes in respect of unauthorized, irregular, fruitless and wasteful expenditure for inclusion in the financial statements; Manage human, finance and other resources.
<b><u>ENQUIRIES</u></b>	:	Ms. A. Van Ross Tel No: (012) 315 1094
<b><u>APPLICATIONS</u></b>	:	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.
<b><u>POST 18/27</u></b>	:	<b><u>ASSISTANT DIRECTOR: TRANSLATION AND EDITORIAL SERVICES: ISINDEBELE REF NO: 25/62/SLA</u></b> This is a re-advertisement, applicants who previously applied are encouraged to re-apply
<b><u>SALARY</u></b>	:	R468 459 – R551 823 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	National Office, Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate qualification (NQF level 6) in Communication or Linguistics as recognized by SAQA; A minimum of 3 years' experience in a translation services work environment; Language requirement: Major in IsiNdebele; Knowledge and understanding of the Public Service statutory frameworks: Financial Management and regulatory framework/ guidelines, Public Service Act, Public Service Regulations, Treasury Regulations, Public Finance Management Act, Basic Condition of Employment Act, Labour Relations Act and Government initiatives and decisions; Understanding of Code of Conduct; Knowledge of Departmental interpretation and application of policies and Administration of office. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Computer literacy; Planning and organising; Project management; Team leadership.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Oversee the translation function; Edit translated bills; Manage terminology development; Manage human, finance and other resources.
<b><u>ENQUIRIES</u></b>	:	Mr M. Mokoena Tel No: (012) 744 2026
<b><u>APPLICATIONS</u></b>	:	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.
<b><u>POST 18/28</u></b>	:	<b><u>ASSISTANT DIRECTOR: TRANSLATION AND EDITORIAL SERVICES AFRIKAANS REF NO: 25/63/SLA</u></b> This is a re-advertisement, applicants who previously applied are encouraged to re-apply
<b><u>SALARY</u></b>	:	R468 459 – R551 823 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	National Office, Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate qualification (NQF level 6) in Communication or Linguistics as recognized by SAQA; A minimum of 3 years' experience in a translation services work environment; Language requirement: Major in Afrikaans; Knowledge and understanding of the Public Service statutory frameworks: Financial Management and regulatory framework/ guidelines, Public Service Act, Public Service Regulations, Treasury Regulations, Public Finance Management Act, Basic Condition of Employment Act, Labour Relations Act and Government initiatives and decisions; Understanding of Code of Conduct; Knowledge of Departmental interpretation and application of policies and Administration of office. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Computer literacy; Planning and organising; Project management; Team leadership.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Oversee the translation function; Edit translated bills; Manage terminology development; Manage human, finance and other resources.
<b><u>ENQUIRIES</u></b>	:	Mr M. Mokoena Tel No: (012) 744 2026
<b><u>APPLICATIONS</u></b>	:	Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria,

<b><u>POST 18/29</u></b>	:	<b><u>PRINCIPAL COURT INTERPRETER REF NO: 25/06/FS</u></b> This is a re-advertisement, applicants who previously applied are encouraged to re-apply
<b><u>SALARY</u></b>	:	R397 116 – R467 790 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Magistrate's Offices, Welkom
<b><u>REQUIREMENTS</u></b>	:	Grade 12 and National Diploma in Legal Interpreting (NQF level 5) or any other relevant tertiary qualification at NQF level 5; Five (5) years court interpreting experience with minimum two (2) years supervisory experiences; Proficiency in two or more indigenous languages and English; Language requirements: Sesotho, IsiXhosa, English and Afrikaans A valid driver's license. Skills and Competencies: Communication skills; Listening skills, Interpersonal skills, Time management; computer literacy, Analytical thinking, Problem solving, Planning and organising, Confidentiality, Ability to work under pressure and art of interpreting.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Render interpreting services; Translate legal documents and exhibits; Develop terminology; Assist with the reconstruction of court records; Attend to personnel administrative aspects; Procure Foreign Language Interpreters and Casual Interpreters in line with the PFMA. Provide effective people management.
<b><u>ENQUIRIES</u></b>	:	Ms N Dywili Tel NO: (051) 407 1800/073 775 0709
<b><u>APPLICATIONS</u></b>	:	Please direct your application to: The Director: Human Resource, Private Bag X20578, Bloemfontein, 9300. No 108 St Andrew Street, Bloemfontein.
<b><u>POST 18/30</u></b>	:	<b><u>COURT INTERMEDIARIES (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R397 116 – R467 790 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Colesburg Magistrate Office Ref No: 82/24/NC/COL Galeshewe Magistrate Office Ref No: 83/24/NC/GAL
<b><u>REQUIREMENTS</u></b>	:	Three year Bachelor Degree / National Diploma / Academic Qualification in one of the following fields: Teaching, Social work/ Family Counselling, Child Care and Youth Development, Pediatrics, Psychiatry, Clinical counselling, educational psychologist; Applicants must be duly registered with the relevant professional / scientific organization / body in their field of specialization; A valid driver's license; Minimum of three (3) years working experience in the applicable field; Experience in working with different types of disabilities, exposure to court procedure, court etiquette, legal terms and terminology and functions of courts will be an added advantage; Knowledge of relevant legal and regulatory framework (Constitution of RSA, 1996; Criminal Procedure Act, 1997 (Act No 51 of 1977), particularly sections 153, 158 and 170A; Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007); Children's Act, 2005 (Act No 38 of 2005); Domestic Violence Act (Act No 116 of 1998). Skills and Competencies: Communication Skills and empathic, Listening skills (with children, persons with mental disabilities and other traumatized witnesses), Trauma and basic counselling skills, Interpersonal Relations; Customer focus and responsiveness, Administrative skills, Computer literacy (MS Word, Powerpoint, Outlook, Excel), Problem solving and decision making skills.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Provide Intermediary services to vulnerable witnesses when the application; for such services is granted by court; Arrange for specialized language interpreting services to be offered to witnesses who will testify via an intermediary, Maintain the effective operations within the testifying room; Maintain the good condition of the waiting room/ area for the victims, Render administrative support service in court.
<b><u>ENQUIRIES</u></b>	:	Mr. L. Swartz Tel No: (053) 802 1300 (Ext 17)
<b><u>APPLICATIONS</u></b>	:	Quoting the relevant reference number, direct your application to: Postal address: The Provincial Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301.
<b><u>POST 18/31</u></b>	:	<b><u>CHIEF ACCOUNTING CLERK: PAYROLL REF NO: 25/59/FMS</u></b>
<b><u>SALARY</u></b>	:	R325 101 – R382 959 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	National Office: Pretoria
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent; A minimum of 3 years' experience; Knowledge of Public Finance Management Act (PFMA,) Budget Management, Public Service Regulations, Public Service Act, Treasury Regulations; Division of Revenue Act (DORA), Preferential Procurement Policy Framework Act (PPPFA), Public Audit Act, Knowledge of Policy Development and Payroll administration. Skills and Competencies: Computer literacy (MS Word, Excel, PowerPoint and Outlook); Communication (written and verbal) skills; Budgeting and financial management; Ability to maintain a high level of confidentiality; Interpersonal relations; Customer service orientation; Problem solving skills; Research and analytical skills; Presentation and facilitation skills.

<b><u>DUTIES</u></b>	:	Key Performance Areas: Supervise and render financial accounting transactions; Supervise and perform bookkeeping support services; Supervise and perform salary administration support services; Render a budget support services; Provide effective people management.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms A. Van RossTel No: (012) 315 1094
	:	Quoting the relevant reference number, direct your application to: Postal Address: The Human Resource: 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 Building, Pretoria, 0001.
<b><u>POST 18/32</u></b>	:	<b><u>ADMINISTRATION CLERK REF NO: 25/60/CA (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	National Office, Pretoria
	:	Grade 12 or equivalent qualification; Skills and Competencies: Communication skills (verbal and written); Planning and organizing skills; Computer literacy; Concern for others; Creative thinking; Customer service orientation; Problem analysis; Self-management; Team membership; Technical proficiency.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Render clerical support services; Provide supply chain clerical support services within the component; Provide personnel administration support within the component; Provide financial administration support services in the component.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms. M D Modibane Tel No: (012) 315 1668
	:	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
<b><u>POST 18/33</u></b>	:	<b><u>FOOD SERVICE AID REF NO: 25/61/CA</u></b>
<b><u>SALARY</u></b>	:	R163 680 – R192 810 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	National Office, Pretoria
	:	ABET level 4/Grade 10; Skills and Competencies: Communication skills (verbal and written); Planning and organizing skills; Customer service; Attention to detail; Interpersonal skills; Ability to work under pressure; Conflict management.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Provide catering support services; Serve food and beverages during meetings; Clean kitchen utensils and equipment; Check cutlery, prepare and clean conference facility; Monitor supply of food and report waste and losses.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms M D Modibane Tel No: (012) 315 1668
	:	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.

## DEPARTMENT OF MINERAL AND PETROLEUM RESOURCES

<b><u>APPLICATIONS</u></b>	:	NB: Kindly note that the Department provides for four methods of submitting a job application, namely: Post, courier, hand delivery and email. Applicants are urged to choose/ utilise one of the methods provided above. You may forward your application, quoting reference, addressed to: The Director-General, Department of Mineral and Petroleum Resources, Private Bag X59, Arcadia, 0007. Alternatively, applications may also be hand delivered to Trevenna Campus, corner Meintjies and Francis Baard Street, former Schoeman. Another option is to submit application through email as a SINGLE scanned document/ One PDF attachment to the email addresses specified for each position. (Kindly note that the emailed applications and attachments should not exceed 15mb). General enquiries may be brought to the attention of Ms T Gumede 012 444- 3319.
<b><u>CLOSING DATE</u></b>	:	13 June 2025
<b><u>NOTE</u></b>	:	The Department of Mineral and Petroleum Resources (DMPR) is an equal opportunity, affirmative action employer and it is its intention to promote representivity in the Public Sector through the filling of this post. Persons whose transfer/promotion/appointment will promote representivity are encouraged to apply, particularly persons with disabilities and women interested in senior management positions. An indication of such, in this regard will be vital in the processing of applications. Applications must be submitted on the recent Z83 application form which came into effect from 01 January 2021 as issued by the Minister of Public Service Administration in line with regulation 10 of the Public Service Regulations, 2016 as amended, which is obtainable online from <a href="http://www.gov.za">www.gov.za</a> and <a href="http://www.dpsa.gov.za">www.dpsa.gov.za</a> . All sections of the Z83 must be completed (In full, accurately, legibly, honestly, initialled, signed and dated), and accompanied by a comprehensive/detailed Curriculum Vitae only. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications and other relevant documents will be required from shortlisted candidates only on or before the day of the interview. The Curriculum Vitae must have at least three (3) reference persons and their contacts. Failure to provide accurate information on a job application as well as incomplete information will result in a disqualification. Job applicants in possession of a foreign qualification(s), must also provide an evaluation certificate obtainable from the South African Qualification Authority (SAQA). If an invitation for an interview is not received within three (3) months after the closing date, please regard your application as unsuccessful. Requirements stated on the advertised posts are minimum inherent requirements; therefore, criteria for shortlisting will depend on the proficiency of the applications received. Shortlisted candidates will be assessed through practical exercise and an oral interview. Applicants must note that personnel suitability checks (PSC) will be conducted on the short-listed applicants, therefore will be required to give consent in terms of the POPI Act in order for the Department to conduct this exercise. PSC includes security screening and vetting, qualification verification, criminal records, financial records checks. Applicants who do not comply with the above-mentioned requirements, as well as application received after the closing date will not be considered. If an applicant wishes to withdraw an application, He/ She must do so in writing. It is also important to note that the Department reserves the right not to fill any advertised post at any stage of the recruitment process.
<b>MANAGEMENT ECHELON</b>		
<b><u>POST 18/34</u></b>	:	<b><u>CHIEF DIRECTOR: OCCUPATIONAL HEALTH REF NO: 015</u></b>
<b><u>SALARY</u></b>	:	R1 436 022 per annum, (all-inclusive package)
<b><u>CENTRE</u></b>	:	Head Office
<b><u>REQUIREMENTS</u></b>	:	Degree in Health Science or relevant to Occupational Health (NQF 7) Plus registration with the HPCSA with a minimum 5-year senior management experience in the field. Knowledge of: Project management, planning, project finance and economics, industry and public- sector policies, strategies and legislation in the field of Mine Health and Safety, people management and data management and analysis report writing and presentation. Knowledge of planning Tools. Skills: Communication skills. Project management skills. Report writing and presentation skills. Decision making. Interpersonal skills. Negotiation. Computer skills. Time management and work planning. Analytical skills. Thinking Demand: Rigorous non-corruption thinking relating in the development and implementation of plans and strategy. Dynamic, open and assertive in monitoring and overseeing data collection and analysis. Recommendations/Note: No appointment shall be affected without the recommended candidate producing a Certificate of completion for the SMS Pre-Entry Programme (Nyukela) offered by the National School of government which can be accessed via this link: <a href="https://www.thensg.gov.za">https://www.thensg.gov.za</a> . Candidates will undergo a compulsory competency assessment and technical assessment. The Candidate will have to disclose her/ his financial Interests. Candidates who are applying online are requested to upload one document as attachment on a pdf format.
<b><u>DUTIES</u></b>	:	Oversee/provide specialist advice/information in respect of occupational hygiene and medicine related matters as well as the status of occupational hygiene and medicine in the mining

industry. Oversee the rendering of medical advice as mandated by the Act. Lead research and benchmarking of the status of occupational hygiene and occupational medicine in the mining industry with international counterparts/countries to identify training and policy needs. Oversee quality assurance of the Mine Health and Safety Inspectorate processes and outputs (e.g. inspections, audits, investigations and enquiries). Ensure/ Assist with the technical aspects of standards, legislation and specifications. Manage the Chief Directorate.

**ENQUIRIES** : Mr D Mziza at 071 475 8343  
**APPLICATIONS** : Email to [Recruitment01@dmre.gov.za](mailto:Recruitment01@dmre.gov.za)  
**NOTE** : Preference will be given to women and persons with disabilities.

**POST 18/35**

**DIRECTOR: STRATEGIC MANAGEMENT AND PLANNING REF NO: 016**

**SALARY** : R1 216 824 per annum (Level 13), (all-inclusive package)  
**CENTRE** : Head Office, Pretoria  
**REQUIREMENTS** : Degree in Public Management/ Business Management/ Business Administration/ Public Administration/ Monitoring and Evaluation/ Social Science (NQF 7) Plus minimum of 5 years' experience at middle/senior in strategy and planning environment Knowledge of: understanding of government mandates and priorities. Knowledge and understanding of DMPR policies, functions, projects etc. Policy development. Strategic planning. Project management, Financial Management, Government policies. Project/ programs in DMPR. National Economic and Development Strategy. Skills: Diplomatic. Communication skills (verbal and written). Management and organisational skills. Computer skills. Creativity and innovation. Interpersonal skills. Analytical skills. Numerical. Organising and Coordination. Facilitation and implementation. Well-developed interpersonal relationships at all levels. Financial management. Negotiation and consultation skills. Problem solving and analysis. Thinking Demand: Logical. Creative/ innovative thinker. Accurate. Objective. Recommendations/Note: No appointment shall be affected without the recommended candidate producing a Certificate of completion for the SMS Pre-Entry Programme (Nyukela) offered by the National School of government which can be accessed via this link: <https://www.thensg.gov.za>. Candidates will undergo a compulsory competency assessment and technical assessment. The Candidate will have to disclose her/ his financial Interests. Candidates who are applying online are requested to upload one document as attachment on a PDF format.

**DUTIES** : Develop standards operating procedures for strategic management and planning for approval of SP, APP, AOP in line with approved government planning guidelines. Facilitate the development and approval of strategic plans, annual performance plan and annual operational plans. Facilitate the development of a service delivery improvement plan. Ensure alignment of Departmental strategic objectives to the SOEs priority areas (output and outcomes). Provide guidance and support in strategic implementation within the Department. Manage the Directorate.

**ENQUIRIES** : Mr L Mulaudzi at 079 501 9968  
**APPLICATIONS** : Email to [Recruitment02@dmre.gov.za](mailto:Recruitment02@dmre.gov.za)  
**NOTE** : Indian, Coloured or White male are encouraged to apply.

**POST 18/36**

**DIRECTOR: INFORMATION TECHNOLOGY REF NO: 017**

**SALARY** : R1 216 824 per annum, (all-inclusive package)  
**CENTRE** : Head Office, Pretoria  
**REQUIREMENTS** : Degree in Information Technology/ Computer Science/ Business Information (NQF 7) Plus minimum of 5 years' experience at middle/senior management in Information Technology environment. Post graduate Degree in Business management will be an added advantage Knowledge of: Management and expertise in all areas of information technology especially IT Infrastructure. Technical expertise in advance strategic IT Infrastructure. Change management with knowledge of Public Service and Departmental organizational matters. Policy development Strategic planning. Financial management. Project management and government policies. Skills: Excellent managerial communication and interpersonal relationship skills. Strong leadership and organisational skills. Negotiation and consultation skills. Problem solving and analysis. Strategic capability. Management and expertise in all areas of information technology specific to infrastructure. Technical expertise in advance strategic ICT Infrastructure. Regulatory framework for the management of IT in government. Programme management with service delivery orientation and effective budget management. Thinking Demand: Logical. Creative/ innovative thinker. Accurate. Objective. Ability to analyse and interpret information. Recommendations/Note: No appointment shall be affected without the recommended candidate producing a Certificate of completion for the SMS Pre-Entry Programme (Nyukela) offered by the National School of government which can be accessed via this link: <https://www.thensg.gov.za>. Candidates will undergo a compulsory competency assessment and technical assessment. The Candidate will have to disclose her/ his financial Interests. Candidates who are applying online are requested to upload one document as attachment on a PDF format.

**DUTIES** : Oversee the management of information technology service delivery and promote continuous improvement of productivity, quality service and customer satisfaction. Manage and direct

processes on utilisation of system security mechanism and ensuring compliance to the IT regulatory framework. Ensure the management or architecture and network configuration within the Department. Manage the development, maintenance and implementation of policies and strategies pertaining to information technology services and systems. Manage the development of information technology infrastructure architecture and conduct investigations into the maintenance of existing technologies as well as the availability, needs and demand of new technologies. Manage the Directorate.

**ENQUIRIES** : Ms K Leso at 071 475 8416  
**APPLICATIONS** : Email to [Recruitment03@dmre.gov.za](mailto:Recruitment03@dmre.gov.za)  
**NOTE** : Indian, Coloured or White female and persons with disabilities are encouraged to apply.

#### **OTHER POSTS**

**POST 18/37** : **DEPUTY DIRECTOR: SYSTEM APPLICATIONS REF NO: 018**

**SALARY** : R896 436 per annum, (all-inclusive package)  
**CENTRE** : Head Office, Pretoria  
**REQUIREMENTS** : National Diploma in Information Technology/ Computer Science/ Business Information (NQF 6) PLUS minimum of 3 years' experience in software development (i.e. Document management solutions, BI & Data warehouse solutions, system, integration etc.) and experience in junior management. Knowledge of understanding of relational database management systems. Understanding of SDLC Phases and its outputs. Understanding of BI or data warehouse environment. Budget management. Policy development. Strategic planning. Financial management. Project management. Government policies. Knowledge of ESRI GIS and Magic Software development will be an added advantage. Enterprise Architecture (i.e. Togaf). System development frameworks. Understanding or experience of modelling language and frameworks. Risk analysis. Skills: well-versed with most widely utilized programming languages i.e., C#, ASP. Net, Magic 9.4, XPA etc. Excellent managerial, communication and interpersonal relationship skills. Strong leadership and Organisational skills. Negotiation and consultation skills. Problem solving and analysis. Creativity and innovation. Technical expertise in advance strategic and business analysis. Change management with knowledge of Public Service and Departmental organizational matters. Regulatory framework for the management of IT in government. Programme management with service delivery orientation and effective budget management. Client focused. Negotiation and analysis. Change management. Thinking Demand: Logical. Creative/ innovative thinker. Objective. Accurate. Ability to analyse and interpret information. Recommendation/Note: Candidate will undergo practical exercise and integrity assessments. Candidates who are applying online are requested to upload one document as attachment on a PDF format.

**DUTIES** : Oversee the activities of the Sub-directorate. Ensure/ Develop, maintain and implement policies and strategies pertaining to business systems and processes as well as information systems. Promote the utilisation of technology as key enablers for service delivery and transformation. Manage the Directorate.

**ENQUIRIES** : Mr K Malefo Tel No: (012) 444 3086  
**APPLICATIONS** : Email to [Recruitment04@dmre.gov.za](mailto:Recruitment04@dmre.gov.za)  
**NOTE** : Indian, Coloured or White female or male are encouraged to apply.

**POST 18/38** : **SENIOR ANALYST: FINANCIAL FUNDING AND ANALYSIS REF NO: 019**

**SALARY** : R896 436 per annum, (all-inclusive package)  
**CENTRE** : Head Office, Pretoria  
**REQUIREMENTS** : An appropriate Degree in Accounting/ Financial Management / Public Management / Public Administration and Internal Auditing (NQF 7) and drivers' licence, PLUS a minimum of 3 years' experience at a Junior managerial level in SOE environment. Knowledge of: Basic project finance and economics. Industry and public sector policies, strategies and legislation in the field of mining, People management and data management analysis, Knowledge of the mineral industry, Skills: Communication skills. Project management skills, report writing and presentation skills, decision making, interpersonal skills, Negotiation, computer skills, time management and work planning, analytical skills, Thinking demands: rigorous non-corrupting thinking relating in the development and implementation of strategy and legislation, dynamic, open and assertive in monitoring and overseeing collection and analysis. Recommendation/Note: Candidate will undergo practical exercise and integrity assessments. Candidates who are applying online are requested to upload one document as attachment on a PDF format.

**DUTIES** : Manage and supervise processes to collect and tabulate data to informing processes to monitor, evaluate and report on the performance accounting practices and financial performance of SOCs in the (DMPR) group, Manage the provision of analytical support services to specialist to analyse the budget performance of SOCs in the Group, Ensure the effective, efficient and economical utilisation of resources allocated to accounting analysis and modelling projects, Provide managerial activities.

**ENQUIRIES** : Ms. M Bosoga Tel No: (012) 444 3611  
**APPLICATIONS** : Email to [Recruitment05@dmre.gov.za](mailto:Recruitment05@dmre.gov.za)

<b><u>NOTE</u></b>	:	Indian, Coloured, White female and persons with disabilities are encouraged to apply.
<b><u>POST 18/39</u></b>	:	<b><u>INSPECTOR: OCCUPATIONAL HYGIENE REF NO: 020</u></b>
<b><u>SALARY</u></b>	:	R896 436 per annum, (all-inclusive package)
<b><u>CENTRE</u></b>	:	North-West Region, Klerksdorp
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Occupational Hygiene/ Environmental Health/ Environmental Management (NQF 6) Plus Certificate in Mine Environmental Control, with a minimum of 3 years' experience in Occupational Hygiene and a valid driver's license. Knowledge of: Knowledge of Mine Health and Safety Act, Regulations and Legal. Hazard identification and risk management. Public Service Staff Code. DMPR Policies. Skills: Ability to interpret and apply Mine Health and Safety Act. DMPR Policies and staff codes. Management skills, Planning, Leading, Organisational and Controlling skills. Report writing and formulation. Good interpersonal relations. Be able to recommend mining occupational hygiene solutions. Negotiation skills. Language proficiency and Computer skills, Thinking Demand: innovative thinker. Analyse situations carefully, make fair and reasonable decision. Receptive to suggestion and ideas. Be able to stay calm and collective during difficult situations, dynamic personality. Recommendation/Note: Candidate will undergo practical exercise and integrity assessments. Candidates who are applying online are requested to upload one document as attachment on a PDF format.
<b><u>DUTIES</u></b>	:	Conduct and report on underground, shaft and surface audits and inspection on matter relating to occupational hygiene exposures, stressors and other matter relating to mine occupational hygiene and take the necessary enforcement action where necessary. Investigate and report on mine related accident, contraventions, and complaints as well as the analyses of mine accidents and trends to determine high risk mining operations and take appropriate action. Serve on any necessary boards of examiners. Investigate, consult, and provide input on mine closure, prospecting rights, mining rights and permit, EMP's and township development. Provide inputs to regional reports, revision of mining regulations, guideline and standard and application of exemptions, permissions and approvals related to occupational hygiene.
<b><u>ENQUIRIES</u></b>	:	Mr J Melembe Tel No: (018) 487 4300
<b><u>APPLICATIONS</u></b>	:	Email to Recruitment06@dmre.gov.za
<b><u>NOTE</u></b>	:	Indian, Coloured or White female and persons with disabilities are encouraged to apply.
<b><u>POST 18/40</u></b>	:	<b><u>INSPECTOR: OCCUPATIONAL HYGIENE REF NO: 021</u></b>
<b><u>SALARY</u></b>	:	R896 436 per annum, (all-inclusive package)
<b><u>CENTRE</u></b>	:	Eastern Cape Region, Port Elizabeth
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Occupational Hygiene/ Environmental Health/ Environmental Management (NQF6) PLUS Certificate in Mine Environmental Control, with a minimum of 3 years' experience in Occupational Hygiene and a valid driver's license. Knowledge of: Knowledge of Mine Health and Safety Act, Regulations and Legal. Hazard identification and risk management. Public Service Staff Code. DMPR Policies. Skills: Ability to interpret and apply Mine Health and Safety Act. DMPR Policies and staff codes. Management skills, Planning, Leading, Organisational and Controlling skills. Report writing and formulation. Good interpersonal relations. Be able to recommend mining occupational hygiene solutions. Negotiation skills. Language proficiency and Computer skills, Thinking Demand: innovative thinker. Analyse situations carefully, make fair and reasonable decision. Receptive to suggestion and ideas. Be able to stay calm and collective during difficult situations, dynamic personality. Recommendation/Note: Candidate will undergo practical exercise and integrity assessments. Candidates who are applying online are requested to upload one document as attachment on a PDF format.
<b><u>DUTIES</u></b>	:	Conduct and report on underground, shaft and surface audits and inspection on matter relating to occupational hygiene exposures, stressors and other matter relating to mine occupational hygiene and take the necessary enforcement action where necessary. Investigate and report on mine related accident, contraventions, and complaints as well as the analyses of mine accidents and trends to determine high risk mining operations and take appropriate action. Serve on any necessary boards of examiners. Investigate, consult, and provide input on mine closure, prospecting rights, mining rights and permit, EMP's and township development. Provide inputs to regional reports, revision of mining regulations, guideline and standard and application of exemptions, permissions and approvals related to occupational hygiene.
<b><u>ENQUIRIES</u></b>	:	Mr G Phakoago at 083 283 3157
<b><u>APPLICATIONS</u></b>	:	Email to Recruitment07@dmre.gov.za
<b><u>NOTE</u></b>	:	Indian, Coloured or White female and persons with disabilities are encouraged to apply.
<b><u>POST 18/41</u></b>	:	<b><u>INSPECTOR: OCCUPATIONAL HYGIENE REF NO: 022</u></b>
<b><u>SALARY</u></b>	:	R896 436 per annum, (all-inclusive package)
<b><u>CENTRE</u></b>	:	Gauteng Region, Braamfontein
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Occupational Hygiene/ Environmental Health/ Environmental Management (NQF6) Plus Certificate in Mine Environmental Control, with a minimum of 3 years' experience in Occupational Hygiene and a valid driver's license. Knowledge of: Knowledge of Mine Health and Safety Act, Regulations and Legal. Hazard identification and risk management. Public Service Staff Code. DMPR Policies. Skills: Ability to interpret and apply Mine Health and Safety



Act. DMPR Policies and staff codes. Management skills, Planning, Leading, Organisational and Controlling skills. Report writing and formulation. Good interpersonal relations. Be able to recommend mining occupational hygiene solutions. Negotiation skills. Language proficiency and Computer skills, Thinking Demand: innovative thinker. Analyse situations carefully, make fair and reasonable decision. Receptive to suggestion and ideas. Be able to stay calm and collective during difficult situations, dynamic personality. Recommendation/Note: Candidate will undergo practical exercise and integrity assessments. Candidates who are applying online are requested to upload one document as attachment on a PDF format.

**DUTIES** : Conduct and report on underground, shaft and surface audits and inspection on matter relating to occupational hygiene exposures, stressors and other matter relating to mine occupational hygiene and take the necessary enforcement action where necessary. Investigate and report on mine related accident, contraventions, and complaints as well as the analyses of mine accidents and trends to determine high risk mining operations and take appropriate action. Serve on any necessary boards of examiners. Investigate, consult, and provide input on mine closure, prospecting rights, mining rights and permit, EMP's and township development. Provide inputs to regional reports, revision of mining regulations, guideline and standard and application of exemptions, permissions and approvals related to occupational hygiene.

**ENQUIRIES** : Mr M Madubane Tel No: (011) 358 9700

**APPLICATIONS** : Email to [Recruitment08@dmre.gov.za](mailto:Recruitment08@dmre.gov.za)

**NOTE** : Indian, Coloured or White female and persons with disabilities are encouraged to apply.

**POST 18/42** : **INSPECTOR: OCCUPATIONAL MEDICINE REF NO: 023**

**SALARY** : R896 436 per annum, (all-inclusive package)

**CENTRE** : Northern Cape Regional Office, Kimberley

**REQUIREMENTS** : National Diploma in Nursing, Midwifery, Community Health, Occupational Health and Primary Health Care, (NQF 6) with a minimum of 3 years of experience in occupational medicine and valid driver's license Knowledge of: Sound knowledge of both Occupational medical and nursing discipline. Understanding of MHSA and regulations and directives. Understanding general mining practices and occupational health risk associated with. knowledge of Petrochemical industry diving and equipment, Skills: Ability to apply knowledge. Researching skills. Good communicator. Have good investigating skills. Must be computer literate. Thinking Demands: Health and safety hazards/risks recognise and respond. Be able to apply MHSA. Dedicated, hardworking, loyal and conscientious. Well experienced in occupational Health on Mines and industry. Knowledge of offshore oil exploration and diving industry. Sound temperament. Recommendation/Note: Candidate will undergo practical exercise and integrity assessments. Candidates who are applying online are requested to upload one document as attachment on a PDF format.

**DUTIES** : Conduct and report on underground, and surface audits and inspections on matters relating to medical surveillance, and other matters relating to mine Occupational Medicine and take the necessary enforcement action where necessary. Ensure the investigation of and reporting of mine relating diseases, contraventions and complaints as well as analyse regional mine disease trends to determine high risk mining operations and take appropriate action. Investigate, consult and provide input on mine closures, prospecting rights, mining rights and permits, EMP's, and township development. Provide inputs to regional reports, revision of medical regulations, guidelines and standard; and applications of exemptions, permissions and approvals related to occupational medicine.

**ENQUIRIES** : Mr T Mateta at 082 459 2778

**APPLICATIONS** : Email to [Recruitment09@dmre.gov.za](mailto:Recruitment09@dmre.gov.za)

**NOTE** : Indian, White female and persons with disabilities are encouraged to apply.

**POST 18/43** : **INSPECTOR: MINE EQUIPMENT REF NO: 024 (X3 POSTS)**

**SALARY** : R896 436 per annum, (all-inclusive package)

**CENTRE** : Mpumalanga Region, Witbank

**REQUIREMENTS** : National Diploma in Electrical or Mechanical Engineering (NQF 6) PLUS Certificate of Competency for Mechanical or Electrical Engineering (Mines) with minimum of 3 years' experience in mine equipment and a valid driver's licence, Knowledge of: Mine Health and Safety Act and Regulations and Legal Proceedings. Mining Engineering- Mine Equipment e.g. Winder, Boilers, Plants. Hazard and risk management. Public Service Staff Code. DMPR Policies. Skills: Ability to interpret and apply Mine Health and Safety Act. DMPR Policies and staff codes. Management, Planning, Leading, Organisational and Controlling skills. Report writing and formulation. Good interpersonal relations. Be able to recommend mining engineering solutions. Negotiation skills. Language proficiency. Computer skills, Thinking Demand: innovative thinker. Analyse situations carefully, make fair and reasonable decision. Receptive to suggestion and ideas. Be able to stay calm and collective during difficult situations. Dynamic personality. Recommendation/Note: Candidate will undergo practical exercise and integrity assessments. Candidates who are applying online are requested to upload one document as attachment on a PDF format.

**DUTIES** : Conduct and report on underground, shaft and surface audits and inspection on plants, structure, track bound trackless mining equipment and electrical distribution systems and take

the necessary enforcement action where necessary. Investigate and report on mine related accident, contraventions and complaints as well as the analyse mine accidents and trends to determine high risk mining operations and take appropriate action. test and license and report thereon, of equipment on mines, winders lifts, chairlifts, boilers and conduct statutory inspections. Serve on any necessary boards of examiners. Investigate, consult and provide of input on mines closure, prospecting rights, mining rights and permit, EMP's and township development. Provide inputs to regional reports, revision of machinery regulations, guideline, standard, application of exemptions, permission and approvals.

**ENQUIRIES** : Ms N Gogela Tel No: (013) 653 0538  
**APPLICATIONS** : Email to [Recruitment10@dmre.gov.za](mailto:Recruitment10@dmre.gov.za)  
**NOTE** : Indian, Coloured or White female and persons with disabilities are encouraged to apply.

**POST 18/44** : **SENIOR VETTING INVESTIGATOR REF NO: 025**

**SALARY** : R582 444 per annum  
**CENTRE** : Head Office, Pretoria  
**REQUIREMENTS** : National Diploma in Risk Management/ Safety and Security Management/ Social Science (NQF 6) PLUS with minimum of 3 year's investigation experience. Driver's licence: Knowledge of: Departmental policies, MISS document, Record management. Security Risks. Security Vetting, related Acts, Vetting legislation and procedures and strategies. Skills: Problem solving and analysis. Decision making, programme and project management. Team leadership. Analytical skills. Creativity. Self-management. Financial management. Customer focus and responsiveness. Communication skills. Computer skills, Delegation and developmental of others. Planning, organising and execution. Ability to manage conflict. Diplomacy. Language proficiency. Listening and insight skills. Interviewing skills. Thinking Demand: Analytical thinking and creativity. Recommendation/Note: Candidate will undergo practical exercise and integrity assessments. Candidates who are applying online are requested to upload one document as attachment on a PDF format.

**DUTIES** : Conduct vetting field-work investigations. Provide inputs for the development and implementation of policies, guidelines, norms and standards in vetting investigations. Ensure effective communication channels and systems between the Department and National Intelligence Agency (NIA) and other related agencies. Administer files and partake in task teams dealing with matters related to vetting projects/ processes. Provide managerial activities.

**ENQUIRIES** : Mr E Jacobs at 079 693 8628  
**APPLICATIONS** : Email to [Recruitment11@dmre.gov.za](mailto:Recruitment11@dmre.gov.za)  
**NOTE** : Indian, Coloured or White female and persons with disabilities are encouraged to apply.

**POST 18/45** : **ASSISTANT DIRECTOR: BID MANAGEMENT (ACQUISITION) REF NO: 026**

**SALARY** : R468 459 per annum  
**CENTRE** : Head Office, Pretoria  
**REQUIREMENTS** : Degree in Supply Chain Management/ Purchasing Management/ Logistics Management / Public Administration/Public Management (NQF 7) with minimum of 3 years supervisory experience at Supply Chain Management. Knowledge: Treasury Regulations, Supply Chain Management framework, Public Finance Management Act (PFMA), PPPFA, Preferential Procurement Regulations and Logis. Skills: Computer literacy, good verbal and written Communication, Financial Management, Interpersonal relations, Ability to communicate at all levels. Thinking Demand: logical, creative/ innovative thinker. Objective, accurate, diplomatic. Recommendation/Note: Candidate will undergo practical exercise and integrity assessments. Candidates who are applying online are requested to upload one document as attachment on a PDF format.

**DUTIES** : Provide acquisition management services, Monitor/ compile and coordinate bidding processes, Co-ordinate and verify consolidated inputs for the Bid Adjudication and Bid Evaluation Committees, Provide Managerial activities.

**ENQUIRIES** : Mr Kwena Nong at (083) 996 5802  
**APPLICATIONS** : Email to [Recruitment12@dmre.gov.za](mailto:Recruitment12@dmre.gov.za)  
**NOTE** : Male candidates are encouraged to apply.

## NATIONAL PROSECUTING AUTHORITY

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

- APPLICATIONS** : All applications must be submitted to the relevant Recruitment Response E mails stated below.
- CLOSING DATE** : 17 June 2025
- NOTE** : Applicants must apply by submitting applications on the most recent Z83 form obtainable from any Public Service Department or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/> and a comprehensive CV ONLY (with detailed experience information). Failure to do so will result in your application being disqualified. Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA (only when shortlisted). It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (only when shortlisted). Handwritten Z83 must be completed in Block Letters. If the Z83 is not completed as prescribed your application will not be accepted. All applications must reach the NPA on/or before the closing date. No late applications will be accepted/processed. Documents should not be password protected, and ZIP files will be blocked. The NPA cannot be held responsible for server delays. All applications must reach the NPA on/or before the closing date. No late applications will be accepted/processed. The applicant's attention is drawn to the fact that the NPA uses an Electronic Response Handling System in terms of e-mailed applications. Please DO NOT contact the NPA directly after you have e-mailed your applications to enquire if your application(s) have been received. If you have not received an acknowledgement of receipt within one week after the closing date, then you can contact the NPA. The NPA reserves the right not to fill any particular position. If you do not hear from us within (6) six months from the closing date of the advert, please accept that your application was unsuccessful. Successful candidates will be subjected to a security clearance of at least confidential. Appointment to this position will be provisional, pending the issue of security clearance. Fingerprints will be taken on the day of the interview. The social media accounts of shortlisted applicants may be accessed as part of the verification process. A valid driver's license will be a requirement where applicable. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments which are, a practical exercise and an integrity (ethical conduct) assessment. SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the NPA. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency-based assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will test generic managerial competencies using the mandated DPSA SMS competency assessment tools. A Pre-entry certificate obtained from the National School of Government (NSG) is required for all SMS applicants for Public Service Act positions in the NPA (SMS pre-entry certificate to be submitted prior to appointment). NPA Act appointments are exempted from the pre-entry certificate requirement. This is a Public Service specific training programme. The name of the course is Certificate for entry into the SMS. The full details can be sourced from the link <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Applicants are advised that from 1 January 2021 a new application form for employment (Z83) is in use. The new application for employment form can be downloaded at [www.dpsa.gov.za-vacancies](http://www.dpsa.gov.za-vacancies). From 1 January 2021 should an application be received using the incorrect (old) application for employment (Z83), it will not be considered. NB! Applicants who are successful must please note that the NPA is not in a position to pay resettlement costs. NB! All employees considered for appointment to the Investigating Directorate Against Corruption will be subject to a lifestyle audit and integrity vetting.
- ERRATUM:** Administrative Officer (DDPP: Durban) with Recruit 2025/242, Senior Organisational Development Practitioner (Pretoria: Head Office) with Ref No: Recruit 2025/320; Registry Clerk (DDPP: Bhisho) with Ref No: Recruit 2025/265, Court Preparation Officer (CPP: Ntuzuma) with Ref No: Recruit 2025/194 and Assistant Director: Contract Management (Pretoria: Head Office) with recruit 2025/164 advertised in Public Service Vacancy Circular 15 dated 09 May 2025 are hereby withdrawn.

## OTHER POSTS

- POST 18/46** : **SENIOR STATE ADVOCATE REF NO: RECRUIT 2025/182 (OCC)**  
National Prosecutions Services
- SALARY** : R1 195 110 – R1 859 814 per annum (LP-9), (Total cost package)
- CENTRE** : Pretoria: Head Office

<b><u>REQUIREMENTS</u></b>	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight (8) years post qualification legal experience in civil and/or criminal litigation. Five (5) years' experience in legal practice will be added advantage. At least three (3) years' experience in the prosecution of organised crime cases. Admission as an advocate or attorney will be an added advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. High level of proficiency in prosecuting and presenting/arguing cases in court. Experience in guiding criminal investigations and giving instructions in law and statutory offences. Interpersonal skills. Good knowledge of civil and/or criminal procedure. Good advocacy, well developed skills in legal research and legal drafting skills. Knowledge of asset forfeiture law will be an added advantage. Strong computer skills and knowledge of programs in MS Word, Excel, Outlook and PowerPoint. Written and verbal communication skills. Ability to work independently.
<b><u>DUTIES</u></b>	:	Conduct prosecution of serious, complex and organised crime cases and terrorism and terror financing matters. Advise the police on the investigation of serious, complex organised crime cases and other matters. Conduct legal research and keep up to date with legal developments. Draft charge sheets and other court documents and represent the State in all courts. Draft heads of arguments and argue appeals. Present cases in court, lead witnesses, cross examine and address the court on conviction and sentence. Appear in motion proceedings and also do appeals and reviews. Generally, conduct prosecution on behalf of the State. Attend represent the Organised Crime Unit in stakeholder meetings. Participate in the performance assessment of staff being mentored.
<b><u>ENQUIRIES</u></b>	:	Glittering Hlophe Tel No: (012) 845 6336
<b><u>APPLICATIONS</u></b>	:	e mail: <a href="mailto:Recruit2025182@npa.gov.za">Recruit2025182@npa.gov.za</a>
<b><u>POST 18/47</u></b>	:	<b><u>SENIOR STATE ADVOCATE</u></b> Legal Affairs Division
<b><u>SALARY</u></b>	:	R1 195 110 – R1 859 814 per annum (LP-9), (Total cost package)
<b><u>CENTRE</u></b>	:	Pretoria: Head Office Ref No: Recruit 2025/199 (X2 Posts) North Gauteng Ref No: Recruit 2025/269 Pietermaritzburg Ref No: Recruit 2025/288
<b><u>REQUIREMENTS</u></b>	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight (8) years post qualification experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Good knowledge of civil litigation and criminal procedure. Ability to plan, prioritise and manage. Strong computer skills and knowledge of MS Word, Excel, Outlook and PowerPoint. Ability to work independently. Valid driver's licence.
<b><u>DUTIES</u></b>	:	Manage and monitor civil litigation and defend civil claims on behalf of the State. Obtain background documents and court transcripts. Study case dockets, conduct legal research. Draft and provide State Attorneys with recommendations in respect of civil matters. Draft correspondences, pleadings and affidavits. Arrange and attend consultations with the State Attorneys, counsel and witnesses. Deal with civil applications. Evaluate service level agreements and give legal advice. Improve functional relationship with stakeholders. Constant follow up with relevant stake holders.
<b><u>ENQUIRIES</u></b>	:	Pretoria: Head Office; North Gauteng & Pietermaritzburg Jerry Mokwape Tel No: (012) 845 6578
<b><u>APPLICATIONS</u></b>	:	Pretoria: Head Office e mail: <a href="mailto:Recruit2025199@npa.gov.za">Recruit2025199@npa.gov.za</a> North Gauteng e mail: <a href="mailto:Recruit2025269@npa.gov.za">Recruit2025269@npa.gov.za</a> Pietermaritzburg e mail: <a href="mailto:Recruit2025288@npa.gov.za">Recruit2025288@npa.gov.za</a>
<b><u>POST 18/48</u></b>	:	<b><u>SENIOR PUBLIC PROSECUTOR (COMMUNITY PROSECUTION) REF NO: RECRUIT 2025/331</u></b> National Prosecution Service
<b><u>SALARY</u></b>	:	R1 195 110 – R1 859 814 per annum (Level LP 9), (Total cost package)
<b><u>CENTRE</u></b>	:	DPP: Mthatha
<b><u>REQUIREMENTS</u></b>	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight (8) years post qualification litigation experience. Demonstrate required competency in: Acting Independently, Professionally, be Accountable and act with Credibility. Knowledge of legislation and regulations pertaining to the public service specifically: The Constitution; Criminal Procedure Act; Public Service Act, relevant Regulations and other related Legislation. General management skills. Strategic management and stakeholder engagement expertise. People management and empowerment skills. Good communication skills. Customer focus and responsiveness. Problem solving and decision making. Project management. Excellent administrative skills and report writing skills. Service delivery and innovation skills. Negotiation skills. Policy analysis and development of policy. Research, presentation, and facilitation skills. Must be able to travel in the DPP-division and nationally. Positive security clearance. Valid driver's license is essential.

<b><u>DUTIES</u></b>	:	Develop local crime prevention initiatives and strategies in line with the Community Prosecution Initiative (CPI). Contribute to crime prevention and community justice through this initiative. Analyse local crime trends and dynamics of crime and insecurities of communities in respective DPP-divisions. Organize, execute, and participate in community prosecution events and meetings locally, provincially and nationally. Build strategic partnerships for local crime prevention initiatives. Develop effective and efficient working relationships with internal and external stakeholders including current NPA Community Prosecution colleagues. Expand and increase the impact of the current CPI footprint in the division and nationally as a whole. Provide and promote education about the law to targeted groups within this initiative. Promote effective collaboration, interaction and cultivate partnerships with- and between stakeholders. Apply Batho Pele principles, Service Charter- and NPA processes. Participate, contribute, and represent the NPA at interdepartmental, local government, divisional and national structures. To monitor and evaluate statistical data and performance of initiatives implemented in the division where appointed. To develop and implement interventions in the divisions in line with the analysis of the statistical data. To provide feedback and the submission of reports (as determined by the National Coordinator at Head Office), regarding the identification of initiatives, the implementation thereof, progress and management of all related activities and initiatives in respective divisions, to both the DPP and the Office of the National Head Office Coordinator. Furthermore, it will be expected of the incumbent to also perform prosecutorial related duties such as prosecutor-guided investigations, the management of dockets, court and case management and the actual prosecution of related cases when required.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Nobekezela Madikizela Tel No: (047) 501 2684 e mail: <a href="mailto:Recruit2025331@npa.gov.za">Recruit2025331@npa.gov.za</a>
<b><u>POST 18/49</u></b>	:	<b><u>DEPUTY DIRECTOR: ENTERPRISE RISK MANAGEMENT REF NO: RECRUIT 2025/339</u></b> Strategy Operations and Compliance: Strategy Management Office
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R1 059 105 per annum (MMS Level 12), (Total cost package) Pretoria: Head Office An appropriate B-degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Risk Management or Disaster Risk Management or equivalent. At least five (5) years working experience within the Enterprise Risk Management environment at Assistant Director position level. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Sound working knowledge of the legislative requirements relating to Business Continuity Management. Working experience within the Business Continuity Management environment. General computer literacy skills and knowledge in programs such as Ms Word, Excel, Ms outlook and PowerPoint. Good presentation skills. Written and verbal communication skills. Research skills and interpersonal skills. People management and empowerment Strategic capability and leadership. Planning and prioritising skills. Customer focus and responsiveness. Problem solving and Decision Making. Valid driver's license.
<b><u>DUTIES</u></b>	:	Support the Directorate and the Business unit head in the management and execution of enterprise risk management. Assist the business unit in developing plans and controls for enterprise risk management. Support management in the identification, evaluation, and managing risks and risks control strategies. Provide Business Units with guidance and assistance in the development of risk mitigation plans. Coordinate and comply monthly reports in the unit's performance in mitigating risks. Coordinate the collection, analysis, interpretation, and presentation of information regarding risk management for the business unit and provide reports. Drive and facilitate the embedding of risk management into the respective business unit, business activities processes and systems. Serve as a link between employees and management in the ongoing management, administration and communication of the Enterprise Risk Management system and its components.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Makgomo Thupana Tel No: 012 845 6176 e mail: <a href="mailto:Recruit2025339@npa.gov.za">Recruit2025339@npa.gov.za</a>
<b><u>POST 18/50</u></b>	:	<b><u>STATE ADVOCATE REF NO: RECRUIT 2025/332</u></b> National Prosecutions Service
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R932 904 - R1 539 321 per annum (Level LP- 7 to LP-8), (Total cost package) DPP: Bloemfontein (STU) An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five (5) years' post qualification legal experience. At least five years relevant criminal court work experience in advocacy and drafting. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Extensive prosecutorial or litigation experience with regard to common law offences such as fraud, theft, forgery and uttering, commercial crimes and related matters. Proficiency in prosecuting, guiding investigations in complex or more difficult matters, including commercial matters. Knowledge of income Tax Act, Vat Act, Customs and Excise Act. Knowledge and understanding of SARS functions and financial or accounting background. Interpersonal skills, Written and verbal communication skills. Administrative skills. Able to work extended hours. Drafting charge sheets, indictments and court documents, dealing with representations. Valid driver's licence.

<b><u>DUTIES</u></b>	:	Study case dockets, make assessments thereof and decide on the institution of prosecution. Deal with any representations. Guide investigations in complex or more difficult tax matters, including commercial matters. Prepare cases for court, including the acquisition of additional evidence and draft charge sheets, indictments, and court documents. Present the State's case in court, lead and cross examine witnesses, address the court on inter alia, conviction and sentence. Manage court and case flow management of cases independently. Study and deal with appeals and reviews. Prepare opinions and heads of argument for complex matters and argue cases in the appropriate court. Appear in court in motion application pertaining to criminal matters and general conduct prosecutions on behalf of the state. Mentor and guide investigating officers, prosecutors, and stakeholders. Assist in keeping proper records, statistics, and reports. Assist in high profile tax matters or matters where an increased risk element is present. Manage any portfolio assigned by the Deputy Director managing the STU. Consult on a regular basis with all the relevant stakeholders, including SARS officials. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in criminal justice system.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Lemmer Ludwick Tel No: (051) 410 6001 e mail: <a href="mailto:Recruit2025332@npa.gov.za">Recruit2025332@npa.gov.za</a>
<b><u>POST 18/51</u></b>	:	<b><u>STATE ADVOCATE REF NO: RECRUIT 2025/333</u></b> National Prosecutions Service
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R932 904 - R1 539 321 per annum (Level LP- 7 to LP-8), (Total cost package) DPP: Bloemfontein An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five (5) years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Well-developed skills in legal research and legal drafting. Good knowledge of civil and/or criminal procedure. Proficiency in prosecution, competency in guiding investigations, drafting charge sheets, indictments and court documents and dealing with representations. Knowledge of and skills in general prosecution. High level of proficiency in prosecuting and presenting/arguing cases in court. Experience in guiding criminal investigations and giving instructions in law and statutory offences. Interpersonal skills. Written and verbal communication skills. Ability to work independently with minimum supervision.
<b><u>DUTIES</u></b>	:	Study and guide the investigations in case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets, indictments and other court documents. Represent the State in all courts. Prepare a case for court, including the acquisition of additional evidence and draft charge sheets and indictments. Present the State's case in court, lead and cross examine witnesses, address the court on, inter alia, conviction and sentence, study appeal and reviews. Attend to representations, prepare opinions and heads of arguments and argue cases in the appropriate court. Appear in court in motion application pertaining to criminal matters and in general conduct prosecution on behalf of the state. Perform all duties related thereto in accordance with the code of conduct policy and directives of the NPA. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Lemmer Ludwick Tel No: (051) 410 6001 e mail: <a href="mailto:Recruit2025333@npa.gov.za">Recruit2025333@npa.gov.za</a>
<b><u>POST 18/52</u></b>	:	<b><u>STATE ADVOCATE REF NO: RECRUIT 2025/334</u></b> Office for Ethics and Accountability
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R932 904 - R1 539 321 per annum (Level LP- 7 to LP-8), (Total cost package) Pretoria: Head Office An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least five (5) years post qualification experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Knowledge of legislation and regulations pertaining to Public Service Administration including the Public Service Act 103 of 1994, NPA Act, Basic Conditions of Employment Act, Public Service Regulations 2016, Public Finance Management Act, No.1 of 1999, Protected Disclosures Act 26 of 2000, Public Administration Act 11 of 2014. General computer literacy skills and knowledge in programs such as Ms Word, Excel, Ms outlook and PowerPoint. Good presentation skills. Written and verbal communication skills. Research skills and interpersonal skills. Willing to travel extensively. Candidates to be appointed in or assigned to the Office for Ethics and Accountability (OEA) must disclose to the office particulars of all registrable financial interests, obtain security clearance following a vetting conducted in terms of the National Strategic Intelligence Act 1994 as well as a Lifestyle review conducted. No previous convictions or pending cases. Good administration skills. People management and empowerment. Strategic capability and leadership. Planning and prioritising skills. Customer focus and responsiveness. Problem solving and Decision Making. Valid driver's license.
<b><u>DUTIES</u></b>	:	Lead complaints and conduct investigation received within the NPA and the general public. Liaise with complainants on the status of the investigation. Investigate cases allocated to the

division and assign to the investigation lead. Examine sources evidence and perform analysis. Conduct interviews as appropriate compiled investigation report with well informed findings and recommendations, liaise with complainants and ensure regular feedback to complainants on the status of the investigation. Liaise with law enforcement agencies with regard to the referral of cases of criminal misconduct. Ensure delivery of strategic objectives and performance targets as per Annual Performance Plan. Lead and conduct fraud and corruption investigation within the NPA. Investigate fraud and corruption, unethical conduct, irregular expenditure, financial misconduct and hotline related cases. Perform risk assessment and identify issues related to fraud and corruption. Liaise with Labour Relations unit and other units to ensure speedy resolution of reported cases. Develop complaints management policies and protocols. Monitor the implementation of complaints management policies and protocols. Conduct ad hoc investigation research. Regular research to obtain information necessary to carry out an investigation. Ensure knowledge of applicable public service legislations and regulations.

**ENQUIRIES** : Karen Van Rensburg Tel No: (012) 845 6144  
**APPLICATIONS** : e mail: [Recruit2025334@npa.gov.za](mailto:Recruit2025334@npa.gov.za)

**POST 18/53** : **STATE ADVOCATE REF NO: RECRUIT 2025/335**  
 Asset Forfeiture Unit

**SALARY** : R932 904 - R1 539 321.per annum (Level LP- 7 to LP-8), (Total cost package)  
**CENTRE** : Cape Town  
**REQUIREMENTS** : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least five (5) years post qualification legal experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Professional and able to work independently. Willing to travel and able to work extended hours. Excellent communication skills. Well-developed skills in legal drafting and advocacy. Good knowledge of Asset Forfeiture Law will be an added advantage. Excellent interpersonal, analytical and presentation skills. Strong computer skills and knowledge of MS Word, Excel, Outlook and PowerPoint. Literacy and numeracy. Valid driver's license.

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

**ENQUIRIES** : Lindie Swanepoel Tel No: (012) 845 6638  
**APPLICATIONS** : e mail: [Recruit2025335@npa.gov.za](mailto:Recruit2025335@npa.gov.za)

**POST 18/54** : **STATE ADVOCATE**  
 Legal Affairs Division

**SALARY** : R932 904 - R1 539 321.per annum (Level LP- 7 to LP-8), (Total cost package)  
**CENTRE** : Mthatha Ref No: Recruit 2025/336  
 North Gauteng Ref No: Recruit 2025/337

**REQUIREMENTS** : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least five (5) years post qualification experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Experience in civil litigation will be an added advantage. Display knowledge of relevant prescripts, policies and practices Ability to apply technical or professional knowledge and skills. Execute functions as instructed and within the agreed timeframes including punctuality. Communications: Ability to express facts, ideas and arguments clearly and logically, both orally and in writing (In and out of court). Planning and execution: Ability to plan, prioritise and manage. Ability to plan effectively and efficiently. Ability to execute planning. Strong computer skills and knowledge of MS Word, Excel, Outlook and PowerPoint. A positive security clearance. Valid driver's licence.

**DUTIES** : The successful candidate will act as nodal point for the Legal Affairs Division. Manage contingency liability register for the Legal Affairs Division. Manage and monitor civil litigation and deal with civil claims on behalf of the State in the division. Obtain background documents and court transcripts. Study case dockets, conduct legal research. Draft and provide State Attorneys and relevant role players with recommendations in respect of civil matters. Draft and settle correspondence, pleadings and affidavits. Arrange and attend consultations with the State Attorneys, counsel and NPA witnesses. Deal with civil applications. Give legal advice and provide training. Improve functional relationship with stakeholders. Liaison with relevant stakeholders. Appear in court where applicable.

**ENQUIRIES** : Mthatha Tulisa Sibindlana Tel No: (047) 501 2669  
 North Gauteng Jerry Mokwape Tel No: (012) 845 6578  
**APPLICATIONS** : Mthatha e mail: [Recruit2025336@npa.gov.za](mailto:Recruit2025336@npa.gov.za)  
 North Gauteng e mail: [Recruit2025337@npa.gov.za](mailto:Recruit2025337@npa.gov.za)

<b><u>POST 18/55</u></b>	:	<b><u>DEPUTY DIRECTOR: ETHICS MANAGEMENT REF NO: RECRUIT 2025/338</u></b> Office for Ethics and Accountability
<b><u>SALARY</u></b>	:	R896 436 per annum (MMS Level 11), (Total cost package)
<b><u>CENTRE</u></b>	:	Pretoria: Head Office
<b><u>REQUIREMENTS</u></b>	:	An appropriate B - degree (NQF level 7) or Three (3) year Diploma (NQF level 6). Minimum three (3) years relevant experience in management of strategic and providing operational support within the NPA through conflict-of-interest management, ethics management/integrity or anti-corruption strategies, evaluation and monitoring on the integrity of the organisation. Certification as an Ethics Officer will be an added advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of legislation and regulations pertaining to Public Service Administration including the Public Service Act 103 of 1994, NPA Act, Basic Conditions of Employment Act, Public Service Regulations 2016, Public Finance Management Act, No.1 of 1999, Protected Disclosures Act 26 of 2000, Public Administration Act 11 of 2014. General computer literacy skills and knowledge in programs such as Ms Word, Excel, Ms outlook and PowerPoint. Good presentation skills. Written and verbal communication skills. Research skills and interpersonal skills. Willing to travel extensively. Candidates to be appointed in or assigned to the Office for Ethics and Accountability (OEA) must disclose to the office particulars of all registrable financial interests, obtain security clearance following a vetting conducted in terms of the National Strategic Intelligence Act 1994 as well as a Lifestyle review conducted. No previous convictions or pending cases. Good administration skills. People management and empowerment. Strategic capability and leadership. Planning and prioritising skills. Customer focus and responsiveness. Problem solving and Decision Making. Valid driver's license.
<b><u>DUTIES</u></b>	:	Develop and manage the NPA fraud and corruption strategy/Ethics Strategy. Manage financial declarations and ensure compliance. Monitor and ensure integrity assessments are conducted in order to identify ethical gaps. Manage and conduct lifestyle audits for all designated, identified and reported employees. Develop and review the ethics management policies, procedures, and practices. Monitor, evaluate and report on remunerative work performed outside the Public Service by NPA officials. Monitor and evaluate integrity systems and processes within the NPA (Gifts, declaration of interests and sponsorships registers). Manage and report on the ethics performance of the organization. Manage staff and other resources within the Directorate.
<b><u>ENQUIRIES</u></b>	:	Karen Van Rensburg Tel No: (012) 845 6144
<b><u>APPLICATIONS</u></b>	:	e mail: Recruit2025338@npa.gov.za
<b><u>POST 18/56</u></b>	:	<b><u>REGIONAL COURT PROSECUTOR REF NO: RECRUIT 2025/340</u></b> National Prosecutions Service
<b><u>SALARY</u></b>	:	R630 630 - R1 450 323 per annum (Level LP-5 to LP-6), (excluding benefits), (Total cost package)
<b><u>CENTRE</u></b>	:	CPP: East London
<b><u>REQUIREMENTS</u></b>	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least four (4) years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. The incumbent must have the ability to act independently or with minimum supervision. Proficiency in prosecuting. Experience in guiding investigations and giving instructions in law and statutory offences in regional court. Good interpersonal skills. Good analytical skills. Good presentation skills. Good project management skills. Valid driver's licence.
<b><u>DUTIES</u></b>	:	Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets and other documents and represent the State in all courts. Lead witnesses, cross-examine and address the court on inter alia, conviction and sentence and in general to conduct prosecutions on behalf of the state. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system. Perform all duties related thereto in accordance with the Code of Conduct, Policy, and Directives of the National Prosecuting Authority.
<b><u>ENQUIRIES</u></b>	:	Talita Raga Tel No: (040) 608 6800
<b><u>APPLICATIONS</u></b>	:	e-mail: Recruit2025340@npa.gov.za
<b><u>POST 18/57</u></b>	:	<b><u>HEAD CONTROL PROSECUTOR 2 REF NO: RECRUIT 2025/341</u></b> National Prosecutions Service
<b><u>SALARY</u></b>	:	R630 630 - R1 450 323 per annum (Level SU-1 to SU-2), (excluding benefits), (Total cost package)
<b><u>CENTRE</u></b>	:	CPP: Witbank (Delmas)
<b><u>REQUIREMENTS</u></b>	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least four (4) years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Proficiency in prosecuting, guiding investigation and giving instructions in reasonably complex or more difficult common law and statutory offences in the lower courts. Proficiently drafting complex charge sheets and other complex court documents. Must be able to act independently without constant supervision and manage court and case flow independently. Good management and administrative skills.



		General computer literacy with excellent knowledge of Ms Word, PowerPoint, Excel and Outlook. High level of reliability. Ability to act with tact and discretion. Ability to identify and handle confidential matters. Knowledge of relevant legislations, policies, prescripts and procedures applicable in the public sector.
<b><u>DUTIES</u></b>	:	Manage, train, and give guidance to prosecutors. Study case dockets, decide on the institution of and conduct criminal proceedings. Maintenance matters and inquest of a general and more advanced nature in the Regional Court and District Court. Prepare cases for court and draft charge sheets and other proceedings for court, present and assist prosecutors to present the State's case in court, to lead witnesses, cross examine and address the court on inter-alia, conviction, and sentence, and in general to conduct prosecutions on behalf of the State. Perform all duties related thereto in accordance with the Code of Conduct, Policy, and Directives of the National Prosecuting Authority. Assist the Senior Public Prosecutor with the performance assessment of staff. Manage, control and attend to the administration of the office of the District Court. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Tebogo Mashile Tel No: (013) 045 0686 e mail: <a href="mailto:Recruit2025341@npa.gov.za">Recruit2025341@npa.gov.za</a>
<b><u>POST 18/58</u></b>	:	<b><u>ASSISTANT DIRECTOR: HUMAN RESOURCES MANAGEMENT REF NO: RECRUIT 2025/342</u></b> National Prosecutions Service
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R468 459 per annum (Level 09), (excluding benefits) DPP: Mthatha An appropriate B -degree (NQF level 7) or Three (3) year Diploma (NQF level 6). Minimum 3 years' experience as a Human Resource Generalist. Extensive knowledge of the recruitment process and procedure; performance management system. Extensive experience in working on PERSAL. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of legislation and regulations pertaining to public service administration, specifically the Public Service Act and Regulations, Employment Equity Act and Access to Information act. Understanding of the Public Service generally and Human Resources. Sound knowledge of labour and public service legislation. Good communication, liaison and presentation skills. Working knowledge of PERSAL (PERSAL certificates to be attached). A good command of computer literacy, including Microsoft Office Suite (Word, EXCEL, PowerPoint, Outlook). Ability to work under pressure. Good administration skills. People management and empowerment. Planning and prioritising skills. Customer focus and responsiveness. Problem solving and decision making. Management and leadership skills. A valid driver's licence.
<b><u>DUTIES</u></b>	:	Provide HR administration services to the region (Recruitment & Selection, Conditions of Service, Staff Retention, Exit, Training and Development, PMDS, EWP, Long Service Recognition, Service Excellence Awards, Benefits, TSP etc). Capture personal information on the payroll system. Monitor the implementation of recruitment and selection of human resource services. Monitor implementation of service benefits. Facilitate the administration of human resource development services in the region. Compile monthly reports and statistics. Manage staff and provide guidance on HR related matters. Implement and ensure compliance with policies and procedures. Liaise with customers and stakeholders. Maintain and administer PERSAL information including leave applications. Prepare Human Resources reports and submit same to the Director: Administration. PERSAL administration, staff procurement, training and development, service conditions, staff exits and transfers. Manage the implementation of the Employment Equity Targets. Manage all activities relating to performance management. Perform any other duties deemed necessary by management.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Nobekezela Madikizela Tel No: (047) 501 2684 e mail: <a href="mailto:Recruit2025342@npa.gov.za">Recruit2025342@npa.gov.za</a>
<b><u>POST 18/59</u></b>	:	<b><u>ASSISTANT DIRECTOR: EDUCATION AND AWARENESS REF NO: RECRUIT 2025/343</u></b> Office for Ethics and Accountability
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R468 459 per annum (Level 09), (excluding benefits) Pretoria: Head Office An appropriate B - degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Public Management/ Social Science/ Communication and Education or equivalent qualification. At least three (3) years' experience in management of ethics, education training, communication, integrity or anti-corruption strategies. Ability to promote a culture of integrity. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent analysis and problem-solving skills. Certification as an Ethics Officer will be an added advantage. Knowledge of legislation and regulations pertaining to Public Service Administration including the Public Service Act 103 of 1994, NPA Act, Basic Conditions of Employment Act, Public Service Regulations 2016, Public Finance Management Act, No.1 of 1999, Protected Disclosures Act 26 of 2000, Public Administration Act 11 of 2014. General computer literacy skills and knowledge in programs such as Ms Word, Excel, Ms outlook and PowerPoint. Good presentation skills. Written and verbal communication skills. Research skills and interpersonal

skills. Willing to travel extensively. Candidates to be appointed in or assigned to the Office for Ethics and Accountability (OEA) must disclose to the office particulars of all registrable financial interests, obtain security clearance following a vetting conducted in terms of the National Strategic Intelligence Act 1994 as well as a Lifestyle review conducted. No previous convictions or pending cases. Good administration skills. People management and empowerment. Strategic capability and leadership. Planning and prioritising skills. Customer focus and responsiveness. Problem solving and Decision Making. Valid driver's license.

**DUTIES** : Promote integrity and ethical behaviour in the NPA. Develop and implement communications strategy to address IMU mandate. Monitor and report on the organizations' integrity. Develop and implement advocacy and awareness programs.

**ENQUIRIES** : Karen Van Rensburg Tel No: (012) 845 6144  
**APPLICATIONS** : e mail: [Recruit2025343@npa.gov.za](mailto:Recruit2025343@npa.gov.za)

**POST 18/60** : **ASSISTANT DIRECTOR: ETHICS MANAGEMENT REF NO: RECRUIT 2025/344 (X2 POSTS)**  
Office for Ethics and Accountability

**SALARY** : R468 459 per annum (Level 09), (excluding benefits)  
**CENTRE** : Pretoria: Head Office

**REQUIREMENTS** : An appropriate B - degree (NQF level 7) or Three (3) year Diploma (NQF level 6). At least three (3) years' experience in providing operational support in the development and the implementation of departmental systems, policies and processes in ethics, integrity, and conflict-of-interest management to prevent unethical behaviour as part of realising a culture. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent analysis and problem-solving skills. Certification as an Ethics Officer will be an added advantage. Knowledge of legislation and regulations pertaining to Public Service Administration including the Public Service Act 103 of 1994, NPA Act, Basic Conditions of Employment Act, Public Service Regulations 2016, Public Finance Management Act, No.1 of 1999, Protected Disclosures Act 26 of 2000, Public Administration Act 11 of 2014. General computer literacy skills and knowledge in programs such as Ms Word, Excel, Ms outlook and PowerPoint. Good presentation skills. Written and verbal communication skills. Research skills and interpersonal skills. Willing to travel extensively. Candidates to be appointed in or assigned to the Office for Ethics and Accountability (OEA) must disclose to the office particulars of all registrable financial interests, obtain security clearance following a vetting conducted in terms of the National Strategic Intelligence Act 1994 as well as a Lifestyle review conducted. No previous convictions or pending cases. Good administration skills. People management and empowerment. Strategic capability and leadership. Planning and prioritising skills. Customer focus and responsiveness. Problem solving and Decision Making. Valid driver's license.

**DUTIES** : Administer and coordinate senior managers and middle management members' financial declarations are submitted within prescribed timeframes to ensure compliance with the Public Service Regulations 2016 in terms of annual submissions of financial disclosures. Identify ethical gaps by conducting ethics risk analysis and lifestyle reviews within NPA. Develop and implement the fraud and corruption plan for the NPA. Monitoring, evaluate and report on remunerative work performed outside the Public Service for the NPA officials. Monitor and evaluate integrity systems and processes within the Department (gifts, declaration of interests' registers). Development and reviewing of ethics management policies, procedures and practices. Coordinate and provide ethics management statistics on monthly, quarterly and annual basis. Provide administrative support duties to the Directorate Ethics Management and Advocacy.

**ENQUIRIES** : Karen Van Rensburg Tel No: (012) 845 6144  
**APPLICATIONS** : e mail: [Recruit2025344@npa.gov.za](mailto:Recruit2025344@npa.gov.za)

**POST 18/61** : **ASSISTANT DIRECTOR: SERVICE INSPECTION AND IMPROVEMENT REF NO: RECRUIT 2025/345 (X2 POSTS)**  
Office for Ethics and Accountability

**SALARY** : R468 459 per annum (Level 09), (excluding benefits)  
**CENTRE** : Pretoria: Head Office

**REQUIREMENTS** : An appropriate B - degree (NQF level 7) or Three (3) year Diploma (NQF level 6). At least three (3) years' experience in management and execution service inspections and service delivery improvement programme. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent analysis and problem -solving skills. Certification as an Ethics Officer will be an added advantage. Knowledge of legislation and regulations pertaining to Public Service Administration including the Public Service Act 103 of 1994, NPA Act, Basic Conditions of Employment Act, Public Service Regulations 2016, Public Finance Management Act, No.1 of 1999, Protected Disclosures Act 26 of 2000, Public Administration Act 11 of 2014. General computer literacy skills and knowledge in programs such as Ms Word, Excel, Ms outlook and PowerPoint. Good presentation skills. Written and verbal communication skills. Research skills and interpersonal skills. Willing to travel extensively. Candidates to be appointed in or assigned to the Office for Ethics and Accountability (OEA) must disclose to the office particulars of all registrable financial interests, obtain security clearance following a vetting

conducted in terms of the National Strategic Intelligence Act 1994 as well as a Lifestyle review conducted. No previous convictions or pending cases. Good administration skills. People management and empowerment. Strategic capability and leadership. Planning and prioritising skills. Customer focus and responsiveness. Problem solving and Decision Making. Valid driver's license.

**DUTIES** : Conduct service inspections within the NPA. Conduct preparatory research for service inspection including data sourcing and analysis. Notify target audience of inspection. Conduct interviews and/ workshop where appropriate. Gather service performance data and information from inspection site. Compile and submit service inspection reports. Obtain, review and incorporate feedback on service inspection reports. Inspect feedback for possible inspections. Develop and implement service delivery programmes. (SDIP, Service Standards, Service Charter, Service Delivery Model and Complaints Management).

**ENQUIRIES** : Karen Van Rensburg Tel No: (012) 845 6144  
**APPLICATIONS** : e mail: [Recruit2025345@npa.gov.za](mailto:Recruit2025345@npa.gov.za)

**POST 18/62** : **ASSISTANT DIRECTOR: COMPLAINTS INVESTIGATION REF NO: RECRUIT 2025/346 (X3 POSTS)**  
Office for Ethics and Accountability

**SALARY** : R468 459 per annum (Level 09), (excluding benefits)  
**CENTRE** : Pretoria: Head Office  
**REQUIREMENTS** : An appropriate B - degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Law or Forensic investigation, policing, auditing or equivalent qualification. At least three (3) years' experience in coordination, planning and leading the execution of complaints, fraud and corruption investigations. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent analysis and problem -solving skills. Certification as an Ethics Officer will be an added advantage. Knowledge of legislation and regulations pertaining to Public Service Administration including the Public Service Act 103 of 1994, NPA Act, Basic Conditions of Employment Act, Public Service Regulations 2016, Public Finance Management Act, No.1 of 1999, Protected Disclosures Act 26 of 2000, Public Administration Act 11 of 2014. General computer literacy skills and knowledge in programs such as Ms Word, Excel, Ms outlook and PowerPoint. Good presentation skills. Written and verbal communication skills. Research skills and interpersonal skills. Willing to travel extensively. Candidates to be appointed in or assigned to the Office for Ethics and Accountability (OEA) must disclose to the office particulars of all registrable financial interests, obtain security clearance following a vetting conducted in terms of the National Strategic Intelligence Act 1994 as well as a Lifestyle review conducted. No previous convictions or pending cases. Good administration skills. People management and empowerment. Strategic capability and leadership. Planning and prioritising skills. Customer focus and responsiveness. Problem solving and Decision Making. Valid driver's license.

**DUTIES** : Lead complaints investigation received within the NPA and the general public. Lead fraud and corruption investigations within the NPA. Conduct investigation research. Supervise staff.

**ENQUIRIES** : Karen Van Rensburg Tel No: (012) 845 6144  
**APPLICATIONS** : e mail: [Recruit2025346@npa.gov.za](mailto:Recruit2025346@npa.gov.za)

**POST 18/63** : **ASSISTANT DIRECTOR: CONTRACT MANAGEMENT REF NO: RECRUIT 2025/347**  
Strategy, Operations and Compliance: Supply Chain Management

**SALARY** : R468 459 per annum (Level 09), (excluding benefits)  
**CENTRE** : Pretoria: Head Office  
**REQUIREMENTS** : An appropriate B - degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Supply Chain Management or Finance/Accounting or equivalent, Minimum three (3) years relevant experience in Supply Chain Management and experience in government procurement management environment particularly Contract Management. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Extensive knowledge of the PFMA, PPPFA, BBBEE, Treasury Regulations, Supply Chain Management and other relevant public service prescripts. Willing to travel, able to work extended hours where necessary. Good negotiating skills. Good interpersonal skills. Good Planning and organizing skills. Excellent communication and administrative skills. Advanced computer literacy in Ms Office packages (Ms Word, Ms excel, Ms PowerPoint) and outlook. A Valid driver's license.

**DUTIES** : Drafting of contracts/service level agreements/Addenda. Review proposals, bids and SLA/contracts. Manage contract life cycle, attend to contractual queries, issue notices of default, and notices of termination. Assist with SLA/Contract legalities, policies and practices to internal users/Business Units and clients. Analyze contract/SLA requirements, special provisions, terms and conditions to applicable laws, regulations, policies and business processes. Internal and external communication in terms of SLAs/Contracts. Creating and reviewing of measurable vendor performance evaluation document. Capturing and uploading of contracts/SLAs and vendor performance reports on the Contract Management System. Attend to Variation and Expansion of contracts, amendment of contract conditions, price adjustments, contract cancellations and restrictions. Propose and advise on remedial actions in case of poor or non-performance by service providers. Assist in prevention/or resolving contractual disputes and

propose implementation of remedial plan. Compile monthly report on the performance of Contract Management section. Perform monthly contract management monitoring activities. Perform contract close-out activities. Conduct SLA/contract execution, review and close-out meetings. Provide guidance and support to contract stakeholders and ensure that contract obligations are met. Define, communicate and manage specific SLA metrics. Monitor contracts/SLA performance and ensure compliance by suppliers/vendors and the NPA. Perform inspections/meetings, where applicable. Issue notices of expiry of contracts to business units and service providers timely before termination. Develop the negotiation position after considering identified contractual issues. Identify the negotiating team members and arrange/facilitate the briefing session of the negotiating team. Convene negotiation meetings where necessary and keep record thereof. Review of contract negotiation documents and making follow-up on outstanding issues. Document control, record keeping and ensure integrity of negotiation proceedings. Ensure distribution of contract documents to all stakeholders. Conduct research where applicable to support SLA/Contracts. Serve as a member of Bid Specification and/or Evaluation Committees. Provide inputs to the development/or review of the Supply Chain Management Policy. Ensure good record/filing management. Reduce audit queries by providing report/records for audit purposes. Safekeeping of contracts and all relevant information. Ensure distribution of necessary information to contract stakeholders/end-users.

**ENQUIRIES  
APPLICATIONS**

: Doctor Shokwane Tel No: (012) 845 6227  
: e mail: [Recruit2025347@npa.gov.za](mailto:Recruit2025347@npa.gov.za)

**POST 18/64**

: **ASSISTANT DIRECTOR: ENTERPRISE RISK MANAGEMENT REF NO: RECRUIT 2025/348**  
Strategy, Operations and Compliance: Strategy Management Office

**SALARY  
CENTRE  
REQUIREMENTS**

: R468 459 per annum (Level 09), (excluding benefits)  
: Pretoria: Head Office  
: An appropriate B-degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Risk Management or Disaster Risk Management or equivalent. At least three (3) years working experience within the Enterprise Risk Management environment. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Sound working knowledge of the legislative requirements relating to Business Continuity Management. Working experience within the Business Continuity Management environment. General computer literacy skills and knowledge in programs such as Ms Word, Excel, Ms outlook and PowerPoint. Good presentation skills. Written and verbal communication skills. Research skills and interpersonal skills. People management and empowerment. Strategic capability and leadership. Planning and prioritising skills. Customer focus and responsiveness. Problem solving and decision making. A valid driver's license.

**DUTIES**

: Assist the Directorate and the business unit head in the management and execution of enterprise risk management. Assist the business unit in developing plans and controls for enterprise risk management. Assist management in the identification, evaluation, and managing risks and risks control strategies. Assist business units with guidance and assistance in the development of risk mitigation plans. Assist with the coordination and compilation of monthly risk mitigation reports in the unit. Assist with the coordination, collection, analysis, interpretation, and presentation of information regarding risk management for the business unit. Assist with driving and facilitating the embedding of risk management into the respective business unit, business activities processes and systems.

**ENQUIRIES  
APPLICATIONS**

: Makgomo Thupana Tel No: (012) 845 6176  
: e mail: [Recruit2025348@npa.gov.za](mailto:Recruit2025348@npa.gov.za)

**POST 18/65**

: **ASSISTANT DIRECTOR: ENTERPRISE RISK MANAGEMENT REF NO: RECRUIT 2025/349**  
Strategy, Operations and Compliance: Strategy Management Office

**SALARY  
CENTRE  
REQUIREMENTS**

: R468 459 per annum (Level 09), (excluding benefits)  
: Pretoria: Head Office  
: An appropriate B-degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Internal Audit/ Risk Management/ Commerce/Financial Management or equivalent. At least three (3) years working experience in Enterprise Risk Management/Auditing field on a Supervisory level. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Sound working knowledge of the legislative requirements relating to Business Continuity Management. Working experience within the Business Continuity Management and Risk Management environment. General computer literacy skills and knowledge in programs such as Ms Word, Excel, Ms outlook and PowerPoint. Good presentation skills. Written and verbal communication skills. Research skills and interpersonal skills. People management and empowerment. Strategic capability and leadership. Planning and prioritising skills. Customer focus and responsiveness. Problem solving and decision making. A valid driver's license.

**DUTIES**

: Supervise and implement the risk management framework and plan in the organisation. Supervise, facilitate and advice on the risk assessment process. Supervise and support the enhancement of risk culture and awareness in the NPA. Supervise and undertake studies and analysis for identifying risks to establish the internal and external organisation context. Supervise employee/s to ensure an effective enterprise risk management service.

**ENQUIRIES**

: Makgomo Thupana Tel No: (012) 845 6176

<b><u>APPLICATIONS</u></b>	:	e mail: <a href="mailto:Recruit2025349@npa.gov.za">Recruit2025349@npa.gov.za</a>
<b><u>POST 18/66</u></b>	:	<b><u>ASSISTANT DIRECTOR: STRATEGIC SUPPORT REF NO: RECRUIT 2025/350</u></b> Strategy, Operations and Compliance: Strategy Management Office (Re-advert)
<b><u>SALARY</u></b>	:	R468 459 per annum (Level 09), (excluding benefits)
<b><u>CENTRE</u></b>	:	Pretoria: Head Office
<b><u>REQUIREMENTS</u></b>	:	An appropriate B-degree (NQF level 7) or Three (3) year Diploma (NQF level 6) Strategy Management, Public Administration or equivalent qualification. Minimum three (3) years working within performance information management, monitoring and evaluation or strategy management environment. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Willing to travel, able to work extended hours. Understanding of the strategic planning process and planning cycle. Sound Knowledge of relevant legislation and framework governing strategic planning. General computer literacy skills and knowledge in programs such as Ms Word, Excel, Ms outlook and PowerPoint. Good presentation skills. Written and verbal communication skills. Research skills and interpersonal skills. People management and empowerment. Strategic capability and leadership. Planning and prioritising skills. Customer focus and responsiveness. Problem solving and decision making. A valid driver's license.
<b><u>DUTIES</u></b>	:	Provide support with regard to the coordination and facilitation of strategic and annual operational planning process. Initiate the development of strategic plan concept document, prepare agenda and logistical services. Develop, update and maintain the planning schedule. Develop and distribute annual performance and operational plan templates. Coordinate the development of annual performance and operational plans by business units. Assist with facilitation at operational planning sessions. Compile and moderate the annual performance plan, annual operational plans and ensure alignment and compliance to the planning framework. Provide administrative support services within the Directorate. Participate in the development and reviewing of strategy management policies and processes. Keep records of approved plans. Prepare planning packs and any other logistical needs to ensure smooth and effective delivery of planning sessions. Provide inputs towards the monthly and quarterly performance reporting for the directorate. Support on-going innovation and culture change initiatives within the NPA.
<b><u>ENQUIRIES</u></b>	:	Thapelo Molokomme Tel No: (012) 845 6375
<b><u>APPLICATIONS</u></b>	:	e mail: <a href="mailto:Recruit2025350@npa.gov.za">Recruit2025350@npa.gov.za</a>
<b><u>POST 18/67</u></b>	:	<b><u>NETWORK ADMINISTRATOR REF NO: RECRUIT 2025/351</u></b> Strategy, Operations and Compliance: Information Systems and Management
<b><u>SALARY</u></b>	:	R468 459 per annum (Level 09), (excluding benefits)
<b><u>CENTRE</u></b>	:	Pretoria: Head Office
<b><u>REQUIREMENTS</u></b>	:	An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Information Technology or equivalent. Industry related qualification such as ArubaOS-CX switching Fundamentals (ACSA), CCNA, Network+, Information Technology Infrastructure Library (ITIL) will be an added advantage. Three (3) years working experience in an IT environment. Knowledge of Microsoft Windows Server 2022 networking, LAN Administration, Wide Area Network Administration, Network User Administration, Administration of Microsoft DHCP server 2022. Knowledge of administering backup and security systems. Must have the ability to work under pressure. Reliable, organized and be able to work in a team and independently. Knowledge of Microsoft Office/Office 365. IT technical knowledge and application. Good communication skills. Willing to work extended hours and willing to travel. Valid driver's license required.
<b><u>DUTIES</u></b>	:	Maintaining computer networks and systems including software, servers, VPNs, routers and other physical hardware. Installing and configuring network equipment to update or fix hardware or software issues. Updating virus protection software to keep data and communications protected. Monitoring computer systems to improve network performance for computer systems and networks. Communicating networking issues to other employees and management, especially in training new users. Fixing software and hardware configuration issues for users on-demand or from inspection of the systems. Monitoring computer networks and systems to identify how performance can be improved. Write technical support documentation for network systems and applications.
<b><u>ENQUIRIES</u></b>	:	Samuel Masombuka Tel No: (012) 845 6442
<b><u>APPLICATIONS</u></b>	:	e mail: <a href="mailto:Recruit2025351@npa.gov.za">Recruit2025351@npa.gov.za</a>
<b><u>POST 18/68</u></b>	:	<b><u>SENIOR ORGANISATIONAL DEVELOPMENT PRACTITIONER REF NO: RECRUIT 2025/352</u></b> Strategy Operations and Compliance: HRM & D: Organisational Development
<b><u>SALARY</u></b>	:	R397 116 per annum (Level 08), (excluding benefits)
<b><u>CENTRE</u></b>	:	Pretoria: Head Office

<b><u>REQUIREMENTS</u></b>	:	An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in Management Services/Operations Management/Production Management or related qualification i.e. Industrial Psychology. Minimum of two (2) years' experience in the field of organisational design/development/work-study. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of Public Service Act, Public Service Regulations and NPA Act. Good knowledge of organisational design, frameworks, practices, and processes in the public service. Knowledge of various DPSA directives, circulars etc. related to organisational development/change management. Knowledge of Human Resource Management and labour relations in general. Knowledge of job evaluation process, business process management, Total quality management, project management principles and methodologies. Strong Project management skills. Practical knowledge of Microsoft Office Suite (Specifically Project, Visio, Word, Excel, PowerPoint and Outlook) and Bizagi Process Modeller. Communication skill (both written and verbal). Presentation skill. Good report writing skills. People management and empowerment. Knowledge of the Compensate-Evaluate job evaluation system A valid driver's license.
<b><u>DUTIES</u></b>	:	Undertake work-study investigations within the NPA. Conduct job evaluation exercises. Compile and review job descriptions. Conduct business process mapping. Optimise work procedures and methods (work processes, workflow and standard operating procedures). Render organisation development administrative duties.
<b><u>ENQUIRIES</u></b>	:	Vukosi Shibambu Tel No: (012) 845 6211
<b><u>APPLICATIONS</u></b>	:	e mail: <a href="mailto:Recruit2025352@npa.gov.za">Recruit2025352@npa.gov.za</a>
<b><u>POST 18/69</u></b>	:	<b><u>ADMINISTRATIVE OFFICER: LOGISTICS REF NO: RECRUIT 2025/353</u></b> Strategy, Operations and Compliance: Supply Chain Management
<b><u>SALARY</u></b>	:	R325 101 per annum (Level 07), (excluding benefits)
<b><u>CENTRE</u></b>	:	Pretoria: Head Office
<b><u>REQUIREMENTS</u></b>	:	An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Logistics Management, Purchasing Management, Supply Chain Management, Public Administration or equivalent. Minimum two (2) years' relevant experience in logistics (Orders and Warehouse). Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of PFMA, Logistical Information System (LOGIS), Treasury Regulations and Preferential Procurement Policy framework Act. Communication skills, Organising skills and analytical skills. Computer literacy including Microsoft Office (Word, EXCEL, PowerPoint, Outlook). Ability to work independently and under pressure. Willingness to travel. Good administration skills.
<b><u>DUTIES</u></b>	:	Administer Orders on LOGIS for leases, contracts and once-off payments; Capture requests on LOGIS Mainframe; Approve Procurement Advice on LOGIS Mainframe; Authorise Petty Cash vouchers and Orders on LOGIS Mainframe; Sending Orders to service providers; Liaising with internal clients on the status of their requisitions; Keeping and updating of requisitions and Order Register; Compile Requisition Report on monthly basis.
<b><u>ENQUIRIES</u></b>	:	John Solomon Tel No: (012) 845 6770
<b><u>APPLICATIONS</u></b>	:	e mail: <a href="mailto:Recruit2025353@npa.gov.za">Recruit2025353@npa.gov.za</a>
<b><u>POST 18/70</u></b>	:	<b><u>ASSET OFFICER REF NO: RECRUIT 2025/354</u></b> Strategy, Operations and Compliance: Assets, Fleet and Facilities Management
<b><u>SALARY</u></b>	:	R325 101 per annum (Level 07), (excluding benefits)
<b><u>CENTRE</u></b>	:	Pretoria: Head Office
<b><u>REQUIREMENTS</u></b>	:	An appropriate B Degree (NQF 7) or three (3) year Diploma (NQF 6). Minimum two (2) years relevant experience in Asset and Disposal Management. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good communication skills, written and verbal. General computer literacy and knowledge of programs in MS Word, Excel, PowerPoint. Willing to travel and able to work after hours. High level of reliability and able to work independently. Knowledge of PFMA and National Treasury Regulations. Valid driver's license.
<b><u>DUTIES</u></b>	:	Provide support to Asset & Disposal Management. Asset verification. Update the asset register. Managing asset disposals within the NPA.
<b><u>ENQUIRIES</u></b>	:	Mpho Motsepe Tel No: (012) 845 6019
<b><u>APPLICATIONS</u></b>	:	e mail: <a href="mailto:Recruit2025354@npa.gov.za">Recruit2025354@npa.gov.za</a>
<b><u>POST 18/71</u></b>	:	<b><u>ADMINISTRATIVE OFFICER: ASSETS, FLEET &amp; FACILITIES REF NO: RECRUIT 2025/355</u></b> Strategy, Operations and Compliance: Assets, Fleet and Facilities Management
<b><u>SALARY</u></b>	:	R325 101 per annum (Level 07), (excluding benefits)
<b><u>CENTRE</u></b>	:	Pretoria: Head Office
<b><u>REQUIREMENTS</u></b>	:	An appropriate B Degree (NQF 7) or three (3) year Diploma (NQF 6). Minimum two (2) years relevant experience in Fleet, Facilities and Travel environment. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good communication skills, written and verbal. General computer literacy and knowledge of programs in MS Word, Excel, PowerPoint. Willing to travel and able to work after hours. High level of reliability and able

	to work independently. Knowledge of PFMA and National Treasury Regulations. A valid driver's license
<b><u>DUTIES</u></b>	: Compile payments to service providers. Ensuring that buildings are properly maintained. Liaise with both internal and external stakeholders. Assist with assets verification when necessary. Assist with travel office on ad hoc basis. Assist with fleet administration on ad hoc basis.
<b><u>ENQUIRIES APPLICATIONS</u></b>	: Elias Lukhwareni Tel No: (012) 845 6095 e mail: <a href="mailto:Recruit2025355@npa.gov.za">Recruit2025355@npa.gov.za</a>
<b><u>POST 18/72</u></b>	: <b><u>ADMINISTRATIVE OFFICER: TRAVEL AND FLEET REF NO: RECRUIT 2025/356</u></b> Strategy, Operations and Compliance: Assets, Fleet and Facilities Management
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	: R325 101 per annum (Level 07), (excluding benefits) : Pretoria: Head Office : An appropriate B Degree (NQF 7) or three (3) year Diploma (NQF 6). Minimum two (2) years relevant experience in Fleet, Facilities and Travel environment. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good communication skills, written and verbal. General computer literacy and knowledge of programs in MS Word, Excel, PowerPoint. Willing to travel and able to work after hours. High level of reliability and able to work independently. Knowledge of PFMA and National Treasury Regulations. Valid driver's license.
<b><u>DUTIES ENQUIRIES APPLICATIONS</u></b>	: Fleet administration. Travel bookings. Payment to suppliers. General administration. : Kedibone Shayi Tel No: (012) 845 6566 : e mail: <a href="mailto:Recruit2025356@npa.gov.za">Recruit2025356@npa.gov.za</a>
<b><u>POST 18/73</u></b>	: <b><u>PERSONAL ASSISTANT REF NO: RECRUIT 2025/357</u></b> Office for the Ethics and Accountability
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	: R325 101 per annum (Level 07), (excluding benefits) : Pretoria: Head Office : Grade 12 and Secretarial Diploma or equivalent qualification. Minimum three (3) years' experience in rendering support service to senior management. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. General computer literacy. Language skills and ability to communicate well with people at different levels and from different background. Good telephone etiquette and sound organisational skills. Good people skills. High level of reliability. Written communication skills. Ability to do research and analyse documents and situations. Ability to act with tact and discretion. Knowledge of the relevant legislations, policies, prescripts and procedures applicable in the public sector.
<b><u>DUTIES</u></b>	: Provide secretarial, administration support (including answering telephone and handling of diary to the manager) Typing letters, memorandums and presentations. Operate office equipment like fax machines and photocopiers. Make travel and logistical arrangements for meetings and events. Prepare travel documentation and coordinate bookings. Take minutes during meetings. Develop maintain an accessible and user-friendly filing system. Performing secretarial and other related administration tasks. Ensure effective flow of information and documents to and from the office of the manager. Obtain inputs, collates and compiles reports such as progress reports, Monthly reports and management reports. Respond to enquiries received from internal and external stakeholders. Draft documents as required. Manage leave registers and telephone accounts for the unit. Handle the procurement of standard items such as stationery, refreshments etc. for the activities of the manager and the unit.
<b><u>ENQUIRIES APPLICATIONS</u></b>	: Karen Van Rensburg Tel No: (012) 845 6144 : e mail: <a href="mailto:Recruit2025357@npa.gov.za">Recruit2025357@npa.gov.za</a>
<b><u>POST 18/74</u></b>	: <b><u>PERSONAL ASSISTANT REF NO: RECRUIT 2025/358</u></b> National Prosecutions Service
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	: R325 101 per annum (Level 07), (excluding benefits) : DPP: Mthatha : Grade 12 and Secretarial Diploma or equivalent qualification. Minimum three (3) years' experience in rendering support service to senior management. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. General computer literacy. Language skills and ability to communicate well with people at different levels and from different background. Good telephone etiquette and sound organisational skills. Good people skills. High level of reliability. Written communication skills. Ability to do research and analyse documents and situations. Ability to act with tact and discretion. Knowledge of the relevant legislations, policies, prescripts and procedures applicable in the public sector. Basic knowledge of financial administration. A valid driver's licence.
<b><u>DUTIES</u></b>	: To render administration services within the legal administration section and to the office of the Director of Public Prosecutions. Provide high quality administrative support to the office of the senior managers and Director of Public Prosecutions. Receive guests and visitors and screening calls. Liaise and communicate with a range of stakeholders in the justice sector. Plan, organize and co-ordinate events, meetings or other arrangements. Provide comprehensive docket management and administrative services to the prosecutorial process in the office.

Receive and open all incoming mail, documents and dockets to ensure correct referencing of all correspondences received. Regular check for priority documents and thorough checking for correctness of documents. Ensure appropriate filing system, provide high quality typing service to the unit. Make travel and accommodation arrangements when necessary for Senior Management. Guide and supervise admin staff within the legal section. Manage all HR functions of the DPP and SMS members i.e. prepare and submit assessments and leave to HR. Keep all records. Diary management.

**ENQUIRIES** : Nobekizela Madikizela Tel No: (047) 501 2684  
**APPLICATIONS** : e mail: [Recruit2025358@npa.gov.za](mailto:Recruit2025358@npa.gov.za)

**POST 18/75** : **PERSONAL ASSISTANT REF NO: RECRUIT 2025/359**  
 Legal Affairs Division

**SALARY** : R325 101 per annum (Level 07), (excluding benefits)  
**CENTRE** : Pretoria: Head Office  
**REQUIREMENTS** : Grade 12 and Secretarial Diploma or equivalent qualification. Minimum three (3) years' experience in rendering support service to senior management. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. General computer literacy. Language skills and ability to communicate well with people at different levels and from different background. Good telephone etiquette and above average planning and organizing skills. Good people skills. High level of reliability. Written communication skills. Ability to conduct legal research. Ability to act with tact and discretion. Ability to identify and handle confidential matters, and to keep confidential matters as such. Good grooming, presentation and professionalism. Knowledge of the relevant legislations, policies, prescripts and procedures applicable in the public sector. A valid driver's license will be an added advantage.

**DUTIES** : Provide secretarial and administration support in the office of the Special Director of Public Prosecutions. Receiving and screening of telephone calls and referring calls to the correct role players if not meant for the SDPP. Type documents for the office. Operate office equipment like fax machines and photocopiers. Provide clerical support services to the office. Make travel and logistical arrangements for meetings and events, process travel and subsistence claims. Take minutes during meetings. Draft routine correspondence. Develop and maintain an accessible and user-friendly filing system. Handle procurement of standard items such as stationary. Liaise with other offices of the NPA and Administration with regard to all matters pertaining to the administrative functions of the office. Re direct correspondence addressed to the SDPP to the relevant offices.

**ENQUIRIES** : Jerry Mokwape Tel No: (012) 845 6578  
**APPLICATIONS** : e mail: [Recruit2025359@npa.gov.za](mailto:Recruit2025359@npa.gov.za)

**POST 18/76** : **ADMINISTRATIVE OFFICER: COMPLAINTS INVESTIGATION REF NO: RECRUIT 2025/360**  
**(X3 POSTS)**  
 Office for the Ethics and Accountability

**SALARY** : R325 101 per annum (Level 07), (excluding benefits)  
**CENTRE** : Pretoria: Head Office  
**REQUIREMENTS** : An appropriate B - degree (NQF level 7) or Three (3) year Diploma (NQF level 6). Minimum two (2) years relevant experience in planning and facilitation of reported complaints. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent analysis and problem-solving skills. Certification as an Ethics Officer will be an added advantage. Knowledge of legislation and regulations pertaining to Public Service Administration including the Public Service Act 103 of 1994, NPA Act, Basic Conditions of Employment Act, Public Service Regulations 2016, Public Finance Management Act, No.1 of 1999, Protected Disclosures Act 26 of 2000, Public Administration Act 11 of 2014. General computer literacy skills and knowledge in programs such as Ms Word, Excel, Ms outlook and PowerPoint. Good presentation skills. Written and verbal communication skills. Research skills and interpersonal skills. Willing to travel extensively. Candidates to be appointed in or assigned to the Office for Ethics and Accountability (OEA) must disclose to the office particulars of all registrable financial interests, obtain security clearance following a vetting conducted in terms of the National Strategic Intelligence Act 1994 as well as a Lifestyle review conducted. No previous convictions or pending cases. Good administration skills. People management and empowerment. Strategic capability and leadership. Planning and prioritising skills. Customer focus and responsiveness. Problem solving and Decision Making. Valid driver's license.

**DUTIES** : Ensure proper complaints management process, prepare updates and provide progress reports on complaints under investigation. Disseminate complaints to investigators for investigation. Compile and provide statistics and progress reports on investigations. Provide administrative support within the Directorate by handling routine enquiries. Keep and maintain the incoming and outgoing register for the office. Record, organize, store, capture and retrieve correspondence and data.

**ENQUIRIES** : Karen Van Rensburg Tel No: (012) 845 6144  
**APPLICATIONS** : e mail: [Recruit2025360@npa.gov.za](mailto:Recruit2025360@npa.gov.za)



<b><u>POST 18/77</u></b>	:	<b><u>ETHICS OFFICER REF NO: RECRUIT 2025/361</u></b> Office for Ethics and Accountability
<b><u>SALARY</u></b>	:	R325 101 per annum (Level 07), (excluding benefits)
<b><u>CENTRE</u></b>	:	Pretoria: Head Office
<b><u>REQUIREMENTS</u></b>	:	An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF 6). Minimum two (2) year's relevant experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Certification as an Ethics Officer will be an added advantage. Knowledge of legislation and regulations pertaining to Public Service Administration including the Public Service Act 103 of 1994, NPA Act, Basic Conditions of Employment Act, Public Service Regulations 2016, Public Finance Management Act, No.1 of 1999, Protected Disclosures Act 26 of 2000, Public Administration Act 11 of 2014. General computer literacy skills and knowledge in programs such as Ms Word, Excel, Ms outlook and PowerPoint. Good presentation skills. Written and verbal communication skills. Research skills and interpersonal skills. Willing to travel extensively. Candidates to be appointed in or assigned to the Office for Ethics and Accountability (OEA) must disclose to the office particulars of all registrable financial interests, obtain security clearance following a vetting conducted in terms of the National Strategic Intelligence Act 1994 as well as a Lifestyle review conducted. No previous convictions or pending cases. Good administration skills. People management and empowerment. Strategic capability and leadership. Planning and prioritising skills. Customer focus and responsiveness. Problem solving and Decision Making. Valid driver's license.
<b><u>DUTIES</u></b>	:	Administer conflict of interest management within the NPA. Provide administrative support within the Directorate. Assist in the development of an ethics management strategy. Assist with the management, coordination and implement the financial disclosure framework including lifestyle review and consultation identified and reported employees as part of prevention. Administer, coordinate and monitor remunerative work performed outside the Public Service for NPA officials. Assist in the development and reviewing of ethics management policies, procedures and practices. Coordinate, monitor, administer, report and provide advice on policies, systems, processes and/or any other initiatives introduced as part of promoting culture of integrity and ethical behaviour (ORW, gifts, declaration of interest etc.). Coordinate ethics management statistics on monthly, quarterly and annual basis. Provide administrative support duties to the Directorate Ethics Management and Advocacy.
<b><u>ENQUIRIES</u></b>	:	Karen Van Rensburg Tel No: (012) 845 6144
<b><u>APPLICATIONS</u></b>	:	e mail: <a href="mailto:Recruit2025361@npa.gov.za">Recruit2025361@npa.gov.za</a>
<b><u>POST 18/78</u></b>	:	<b><u>ADMINISTRATIVE OFFICER: COMPLAINTS REF NO: RECRUIT 2025/362</u></b> Office for Ethics and Accountability
<b><u>SALARY</u></b>	:	R325 101 per annum (Level 07), (excluding benefits)
<b><u>CENTRE</u></b>	:	Pretoria: Head Office
<b><u>REQUIREMENTS</u></b>	:	An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF 6). Minimum of at least two (2) year's relevant experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Certification as an Ethics Officer will be an added advantage. Knowledge of legislation and regulations pertaining to Public Service Administration including the Public Service Act 103 of 1994, NPA Act, Basic Conditions of Employment Act, Public Service Regulations 2016, Public Finance Management Act, No.1 of 1999, Protected Disclosures Act 26 of 2000, Public Administration Act 11 of 2014. General computer literacy skills and knowledge in programs such as Ms Word, Excel, Ms outlook and PowerPoint. Good presentation skills. Written and verbal communication skills. Research skills and interpersonal skills. Willing to travel extensively. Candidates to be appointed in or assigned to the Office for Ethics and Accountability (OEA) must disclose to the office particulars of all registrable financial interests, obtain security clearance following a vetting conducted in terms of the National Strategic Intelligence Act 1994 as well as a Lifestyle review conducted. No previous convictions or pending cases. Good administration skills. People management and empowerment. Strategic capability and leadership. Planning and prioritising skills. Customer focus and responsiveness. Problem solving and Decision Making. Valid driver's license.
<b><u>DUTIES</u></b>	:	Provide an effective scanning of internal and external complaints. Allocate complaints to relevant business units for further action. Provide feedback on complaint lodged on the database. Provide administrative support. Supervise staff.
<b><u>ENQUIRIES</u></b>	:	Karen Van Rensburg Tel No: (012) 845 6144
<b><u>APPLICATIONS</u></b>	:	e mail: <a href="mailto:Recruit2025362@npa.gov.za">Recruit2025362@npa.gov.za</a>
<b><u>POST 18/79</u></b>	:	<b><u>ADMINISTRATIVE OFFICER: SERVICE INSPECTION AND IMPROVEMENT REF NO: RECRUIT 2025/363 (X4 POSTS)</u></b> Office for Ethics and Accountability
<b><u>SALARY</u></b>	:	R325 101 per annum (Level 07), (excluding benefits)
<b><u>CENTRE</u></b>	:	Pretoria: Head Office
<b><u>REQUIREMENTS</u></b>	:	An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF 6). Minimum of at least two (2) year's relevant experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Certification as an Ethics Officer will be an

added advantage. Knowledge of legislation and regulations pertaining to Public Service Administration including the Public Service Act 103 of 1994, NPA Act, Basic Conditions of Employment Act, Public Service Regulations 2016, Public Finance Management Act, No.1 of 1999, Protected Disclosures Act 26 of 2000, Public Administration Act 11 of 2014. General computer literacy skills and knowledge in programs such as Ms Word, Excel, Ms outlook and PowerPoint. Good presentation skills. Written and verbal communication skills. Research skills and interpersonal skills. Willing to travel extensively. Candidates to be appointed in or assigned to the Office for Ethics and Accountability (OEA) must disclose to the office particulars of all registrable financial interests, obtain security clearance following a vetting conducted in terms of the National Strategic Intelligence Act 1994 as well as a Lifestyle review conducted. No previous convictions or pending cases. Good administration skills. People management and empowerment. Strategic capability and leadership. Planning and prioritising skills. Customer focus and responsiveness. Problem solving and Decision Making. Valid driver's license.

**DUTIES** : Conduct service inspections within the NPA. Compile service inspection reports. Obtain, review and incorporate feedback on service inspection reports. Develop Service Delivery Improvement Programme. (SDIP, Service Standards, Service Charter, Service Delivery Model and Complaints Management).

**ENQUIRIES** : Karen Van Rensburg Tel No: (012) 845 6144  
**APPLICATIONS** : e mail: [Recruit2025363@npa.gov.za](mailto:Recruit2025363@npa.gov.za)

**POST 18/80** : **ADMINISTRATIVE OFFICER REF NO: RECRUIT 2025/364**  
 (Re-advert)  
 Strategy, Operations and Compliance: Security Management Service

**SALARY** : R325 101 per annum (Level 07), (excluding benefits)  
**CENTRE** : North Gauteng  
**REQUIREMENTS** : An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in Public Administration/Public management or equivalent. At least two years' experience relevant experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Ability to identify and handle confidential matters. Sound planning and organising skills, written and verbal communication. General computer literacy skills and knowledge in programs MS Word, Excel, PowerPoint and Outlook. Good People skills. Strong interpersonal and communication skills. Ability to act independently. Valid drivers license.

**DUTIES** : Provide security vetting services in the region. Maintain and update data base with regard to vetting and court case classification. Conduct personal suitability checks. Collect non-disclosure forms and maintain a register thereof. Act as a Key control officer according to Service Level Agreement. Conduct inspection on guarding activities, key control and provide report. Submit information to National Office. Compile reports and submit to Regional Manager. Conduct OHS Inspections and maintain OHS file. Request information on high profile cases from Prosecutors. Attend to any queries with regard to physical and information security services. Attend to OHS meetings quarterly.

**ENQUIRIES** : Tshinyadzo Mudau Tel No: (012) 845 6298  
**APPLICATIONS** : e mail: [Recruit2025364@npa.gov.za](mailto:Recruit2025364@npa.gov.za)

**POST 18/81** : **ADMINISTRATIVE OFFICER REF NO: RECRUIT 2025/365**  
 Security Management Service: Investigative Directorate Against Corruption

**SALARY** : R325 101 per annum (Level 07), (excluding benefits)  
**CENTRE** : Pretoria: Head Office  
**REQUIREMENTS** : An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in Public Administration/Public management or equivalent. At least two years' relevant experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Ability to identify and handle confidential matters. Sound planning and organizing skills, written and verbal communication. General computer literacy skills and knowledge in programs MS Word, Excel, PowerPoint and Outlook. Good People skills. Strong interpersonal and communication skills. Ability to act independently. Valid driver's license.

**DUTIES** : Provide security vetting services in the region. Maintain and update database with regard to vetting and court case classification. Conduct personal suitability checks. Collect non-disclosure forms and maintain a register thereof. Act as a Key control officer according to Service Level Agreement. Conduct inspection on guarding activities, key control and provide report. Submit information to National Office. Compile reports and submit them to ASD: Security Management Services. Conduct OHS Inspections and maintain OHS file. Request information on high profile cases from Prosecutors. Attend to any queries with regard to physical and information security services.

**ENQUIRIES** : Tshinyadzo Mudau Tel No: (012) 845 6298  
**APPLICATIONS** : e mail: [Recruit2025365@npa.gov.za](mailto:Recruit2025365@npa.gov.za)

**POST 18/82** : **COMMUNICATIONS OFFICER**  
 Strategy, Operations and Compliance: Communications Unit

**SALARY** : R325 101 per annum (Level 07), (excluding benefits)

<b><u>CENTRE</u></b>	:	Bloemfontein Ref No: Recruit 2025/366 (Re-advert) Cape Town Ref No: Recruit 2025/367 (Re-advert)
<b><u>REQUIREMENTS</u></b>	:	An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in the field of Communications/Public Relations/ Journalism/ Media Studies or equivalent. Minimum two (2) years' experience in communications environment. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Basic knowledge of legislation and regulations pertaining to public service administration, specifically: Public Service Act and Regulations, Basic Conditions of Employment Act, Public Finance Management Act, NPA Act, Access to information Act, DPSA directives. Knowledge of public service, knowledge management, internal and external liaison, publications, advertising and branding, newswriting, reviewing and proofreading. Knowledge of NPA policies and procedures. Computer skills: MS Office Suite, MS Word, Excel, Outlook, PowerPoint, MS Project. Editing, project management, policy analysis and development, supervisory skills, decision making skills, analysis and problem-solving skills, interpersonal relations, communication (oral and written) skills. Excellent report writing skills. Task or time management skills. Conflict management, planning, research, presentation and facilitation.
<b><u>DUTIES</u></b>	:	Provide media support to the Regional Communication Manager. Assist with media queries in the region. Event management and public education and awareness. Provide communication support to regional business units and corporate managers. Make meaningful inputs to newsletters and other publications by contributing articles on a regular and sustained basis. Publish organisational performance information on all internal communication platforms to keep employees updated. Providing support to internal stakeholders such as the Strategy Management Office, EWP, IMU, HR, leadership, and both internal and external local events and campaigns.
<b><u>ENQUIRIES</u></b>	:	Vuyolwethu Sigaji Tel No: (012) 845 6214
<b><u>APPLICATIONS</u></b>	:	Bloemfontein e mail: <a href="mailto:Recruit2025366@npa.gov.za">Recruit2025366@npa.gov.za</a> Cape Town e mail: <a href="mailto:Recruit2025367@npa.gov.za">Recruit2025367@npa.gov.za</a>
<b><u>POST 18/83</u></b>	:	<b><u>ADMINISTRATIVE CLERK: SUPERVISOR REF NO: RECRUIT 2025/368</u></b> (Re-advert) National Prosecutions Service
<b><u>SALARY</u></b>	:	R325 101 per annum (Level 07), (excluding benefits)
<b><u>CENTRE</u></b>	:	CPP: Queenstown (Graaff- Reinet)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 and secretarial Diploma or equivalent qualification. Minimum three (3) years' secretarial experience and/or related administrative experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. General computer literacy. Language skills and ability to communicate well with people at different levels and from different background. Good telephone etiquette and above average planning and organizing skills. Good people skills. High level of reliability. Written communication skills. Ability to conduct legal research. Ability to act with tact and discretion. Ability to identify and handle confidential matters, and to keep confidential matters as such. Good grooming, presentation and professionalism. Knowledge of the relevant legislations, policies, prescripts and procedures applicable in the public sector.
<b><u>DUTIES</u></b>	:	Provide secretarial, administration support and personal assistance service to the Chief Prosecutor. Record incoming documents. Check documents for correct referencing before filing. Ensure that documents production is done making photocopies, facsimile and emails iro registers. Ensure sufficient case data capturing. Make travel arrangements for meetings and events, take minutes during meetings, draft routine correspondence, develop and maintain an accessible and user-friendly filing system. Provide clerical support service to the office.
<b><u>ENQUIRIES</u></b>	:	Pumza Magaxa Tel No: (046) 602 3000
<b><u>APPLICATIONS</u></b>	:	e mail: <a href="mailto:Recruit2025368@npa.gov.za">Recruit2025368@npa.gov.za</a>
<b><u>POST 18/84</u></b>	:	<b><u>FINANCE CLERK: TRAVEL AND FLEET REF NO: RECRUIT 2025/369</u></b> Strategy, Operations and Compliance: Assets, Fleet and Facilities Management
<b><u>SALARY</u></b>	:	R228 321 per annum (Level 05), (excluding benefits)
<b><u>CENTRE</u></b>	:	Pretoria: Head Office
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Basic numeracy skills. Ability to work independently without constant supervision. Knowledge of Public Finance Management Act and National Treasury Regulations. Good communication skills, verbal and written. Planning and organizing skills. Good analytical skills. General computer literacy and knowledge of programs in MS Word, Excel, PowerPoint.
<b><u>DUTIES</u></b>	:	Issuing of pool vehicles. Assist in travel bookings. Payment of suppliers. General administration.
<b><u>ENQUIRIES</u></b>	:	Yongeza Tshutshane Tel No: (012) 845 6567
<b><u>APPLICATIONS</u></b>	:	e mail: <a href="mailto:Recruit2025369@npa.gov.za">Recruit2025369@npa.gov.za</a>

<b><u>POST 18/85</u></b>	:	<b><u>ADMINISTRATIVE CLERK REF NO: RECRUIT 2025/370</u></b> National Prosecutions Service
<b><u>SALARY</u></b>	:	R228 321 per annum (Level 05), (excluding benefits)
<b><u>CENTRE</u></b>	:	DPP: Mthatha
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Sound planning and organizing skills, written and verbal communication. General computer literacy skills and knowledge in programs MS Word; Excel; PowerPoint and Outlook. Good people skills. Strong interpersonal and communication skills. Ability to act independently.
<b><u>DUTIES</u></b>	:	Provide high quality administrative support to the office. Design and keep a well-organized administrative system for the office. Execute a wide variety of administrative tasks pertaining to the provision of support to line functionaries. Draft correspondence to other organisations and State departments. Liaise with corporate services with all matters pertaining to the administrative functioning of the office. Provide administrative support to the legal staff, pertaining to finance, logistical and human resources. Deliver mails, photocopying, faxing, receiving and dispatching documents. Provide efficient administrative services in the Cluster. Liaise with customers and stakeholders. Diary Management. Receive correspondence for the section. Collect information for civil matters addressed to the unit or group.
<b><u>ENQUIRIES</u></b>	:	Tulisa Sibindlana Tel No: (047) 501 2669
<b><u>APPLICATIONS</u></b>	:	e mail: <a href="mailto:Recruit2025370@npa.gov.za">Recruit2025370@npa.gov.za</a>
<b><u>POST 18/86</u></b>	:	<b><u>ADMINISTRATIVE CLERK REF NO: RECRUIT 2025/371</u></b> National Prosecutions Service
<b><u>SALARY</u></b>	:	R228 321 per annum (Level 05), (excluding benefits)
<b><u>CENTRE</u></b>	:	DPP: Mthatha (Maluti)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent communication and administrative skills. Report writing skills, good verbal and written communication skills. Customer focus and responsiveness. Excellent administrative skills and problem-solving skills. Good analytical skills. Computer skills such as MS word, Excel, Ms Office suite and Outlook. Flexibility. Document administration, writing skills and task time management skills.
<b><u>DUTIES</u></b>	:	Provide high quality administrative support to the office. Design and keep a well-organized administrative system for the office. Execute a wide variety of administrative tasks. Draft correspondence to members of the public, other organisations, and State departments. Liaise with administration with all matters pertaining to the administrative functioning of the office. Provide administrative support to the legal staff, pertaining to finance, logistical and human resources. Deliver mails, and faxes within the office and render general administrative support such as filing, photocopying, faxing, receiving, and dispatching documents. Provide court administration services. Assist with the efficient management of court rolls. Submit monthly reports and statistics. Provide case records services.
<b><u>ENQUIRIES</u></b>	:	Tulisa Sibindlana Tel No: (047) 501 2669
<b><u>APPLICATIONS</u></b>	:	e mail: <a href="mailto:Recruit2025371@npa.gov.za">Recruit2025371@npa.gov.za</a>
<b><u>POST 18/87</u></b>	:	<b><u>ADMINISTRATIVE CLERK: COMPLAINTS REGISTRATION REF NO: RECRUIT 2025/372 (X2 POSTS)</u></b> Office for the Ethics and Accountability
<b><u>SALARY</u></b>	:	R228 321 per annum (Level 05), (excluding benefits)
<b><u>CENTRE</u></b>	:	Pretoria: Head Office
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. General computer literacy. Language skills and ability to communicate well with people at different levels and from different background. Good telephone etiquette and sound organisational skills. Good people skills. High level of reliability. Written communication skills. Ability to do research and analyse documents and situations. Ability to act with tact and discretion. Knowledge of the relevant legislations, policies, prescripts and procedures applicable in the public sector.
<b><u>DUTIES</u></b>	:	Provide effective complaints management support. Ensure incoming complaints are captured on the database. Provide administrative support with regards to Complaints Management. Handle routine enquiries.
<b><u>ENQUIRIES</u></b>	:	Karen Van Rensburg Tel No: (012) 845 6144
<b><u>APPLICATIONS</u></b>	:	e mail: <a href="mailto:Recruit2025372@npa.gov.za">Recruit2025372@npa.gov.za</a>
<b><u>POST 18/88</u></b>	:	<b><u>ADMINISTRATIVE CLERK REF NO: RECRUIT 2025/181</u></b> Legal Affairs Division
<b><u>SALARY</u></b>	:	R228 321 per annum (Level 05), (excluding benefits)
<b><u>CENTRE</u></b>	:	Pretoria: Head Office
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Computer literate and proficiency in programs such as MS

		Word, PowerPoint, Access, Outlook and Excel. Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of NPA policies and procedures relevant to the job functions. Good verbal and written communication skills. Planning and organizing, flexibility and administrative skills.
<b><u>DUTIES</u></b>	:	Provide administrative support to the office of Legal Affairs Division. Design and keep a well-organized administrative system for the office. Provide administrative advice to all components of the office. Draft correspondence to members of the public, other organizations and State Departments. Liaise with corporate services with all matters pertaining to the administrative functioning of the office. Provide administrative support to legal staff, pertaining to finance, logistical and human resources. Deliver mails and faxes within the office and render general administrative support such as filing, photocopying, faxing, receiving and dispatching of documents. Any other duties as requested by the Assistant Director or a delegated official or a delegated official Assist with all case flow related matters; provide Deliver mails and faxes within the office and render general administrative support such as filing, photocopying and faxing, receiving dispatching documents.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Jerry Mokwape Tel No: (012) 845 6578 e mail: <a href="mailto:Recruit2025181@npa.gov.za">Recruit2025181@npa.gov.za</a>
<b><u>POST 18/89</u></b>	:	<b><u>PARALEGAL RECRUIT 2025/168</u></b> Legal Affairs Division
<b><u>SALARY</u></b>	:	R228 321 per annum (Level 05), (excluding benefits)
<b><u>CENTRE</u></b>	:	Pretoria: North Gauteng
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualification plus Paralegal Certificate/ Diploma. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Sound planning and organizing skills, written and verbal communication. General computer literacy skills and knowledge in programs MS Word; Excel; PowerPoint and Outlook. Good people skills. Strong interpersonal and communication skills. Ability to act independently.
<b><u>DUTIES</u></b>	:	Provide assistance with case preparation. Conduct legal research and drafting. Conduct investigation and fact-finding for cases. Provide courtroom and legal proceedings assistance. case administration and document management. Provide administrative support services.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Jerry Mokwape Tel No: (012) 845 6578 e mail: <a href="mailto:Recruit2025168@npa.gov.za">Recruit2025168@npa.gov.za</a>
<b><u>POST 18/90</u></b>	:	<b><u>ADMINISTRATIVE CLERK REF NO: RECRUIT 2025/169</u></b> National Prosecutions Service
<b><u>SALARY</u></b>	:	R228 321 per annum (Level 05), (excluding benefits)
<b><u>CENTRE</u></b>	:	CPP: West Rand
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualification. Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Excellent communication and administrative skills. Report writing skills, good verbal and written communication skills. Customer focus and responsiveness. Excellent administrative skills and problem-solving skills. Good analytical skills. Computer skills such as MS word, Excel, Ms Office suite and Outlook. Flexibility. Document administration, writing skills and task time management skills.
<b><u>DUTIES</u></b>	:	Provide high quality administrative support to the office. Design and keep a well-organized administrative system for the office. Execute a wide variety of administrative tasks. Draft correspondence to members of the public, other organisations, and State departments. Liaise with administration with all matters pertaining to the administrative functioning of the office. Provide administrative support to the legal staff, pertaining to finance, logistical and human resources. Deliver mails, and faxes within the office and render general administrative support such as filing, photocopying, faxing, receiving, and dispatching documents. Provide court administration services. Assist with the efficient management of court rolls. Provide case records services.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Rosette Swarts Tel No: (011) 220 4114 e mail: <a href="mailto:Recruit2025169@npa.gov.za">Recruit2025169@npa.gov.za</a>

## DEPARTMENT OF SOCIAL DEVELOPMENT

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

- APPLICATIONS** : Please forward your application, quoting the relevant reference number, to the Director-General, Department of Social Development, Private Bag X901, Pretoria, 0001. Physical Address: HSRC Building, 134 Pretorius Street In the event of hand delivery of applications, applicants must sign an application register book as proof of submission. Applicants may also email their applications to the following email addresses: For:  
 Senior Legal Administration Officer- [e-recruit.SLO@dsd.gov.za](mailto:e-recruit.SLO@dsd.gov.za)  
 Social Work Policy Manager Grade 1- [e-recruit.SWPM@dsd.gov.za](mailto:e-recruit.SWPM@dsd.gov.za)  
 Legal Administration Officer- [e-recruit.LAM@dsd.gov.za](mailto:e-recruit.LAM@dsd.gov.za)  
 Social Work Policy Developer- [e-recruit.SWPW@dsd.gov.za](mailto:e-recruit.SWPW@dsd.gov.za)  
 Registry Clerk- [e-recruit.RC@dsd.gov.za](mailto:e-recruit.RC@dsd.gov.za)  
 Driver/Messenger- [e-recruit.D/M@dsd.gov.za](mailto:e-recruit.D/M@dsd.gov.za)  
 Food Aide- [e-recruit.FA@dsd.gov.za](mailto:e-recruit.FA@dsd.gov.za)
- FOR ATTENTION** : Mr S Boshieho
- CLOSING DATE** : 13 June 2025
- NOTE** : Curriculum vitae with a detailed description of duties and the names of two referees must accompany your signed application for employment (Z83). If applying for more than one position, applicant must submit separate applications for each position. Short listed candidates for a post will be required to submit certified copies of qualifications and identity documents on the date of the interview. Applicants are advised that from 1 January 2021, a new application for employment (Z83) form is effective and must be completed in full, failure to use the new Z83 will result in disqualification. The new form can be downloaded online at [www.dpsa.gov.za](http://www.dpsa.gov.za)-vacancies. Applicants applying for SMS posts are required to successfully complete the Certificate for entry into the SMS (submitted prior to appointment) and full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Applicants are expected to pay for the course and may enroll for it at a cost of R400.00. The duration of the course is 120 hours. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will sign an annual performance agreement, complete a financial disclosure form and will also be required to undergo a security clearance. Candidates nominated for posts on salary levels 2 - 12 may be subjected to a competency assessment during the selection process. If the candidate is applying for an OSD post, certificates of service must be submitted on the date of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the requested documents will result in your application not being considered. Personnel suitability checks will be conducted on short listed candidates and the appointment is subject to positive outcomes of the checks. Correspondence will be limited to shortlisted candidates only. The selection of candidates will be done with due regard to the relevant aspects of the selection process as set out in the Public Service Amendment Regulations, 2023, Regulation 67. Applications received after the closing date will not be taken into consideration. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. Candidates requiring additional information regarding the advertised post may direct their enquiries to the person as indicated above. Internal applicants must submit and register their employment applications at the register book in the DSD reception area for the attention of Ms P. Sebatjane. DSD reserves the right to cancel the filling/ not to fill a vacancy that was advertised during any stage of the recruitment process.

## OTHER POSTS

- POST 18/91** : **SOCIAL WORK POLICY MANAGER GRADE 1: CHILD EXPLOITATION REF NO: G1/A/2025**  
 Directorate: Child Protection
- SALARY** : R970 686 per annum. This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules.
- CENTRE** : HSRC Building, Pretoria
- REQUIREMENTS** : An appropriate recognised Bachelor's Degree in Social Work or equivalent qualification. Registration with the South African Council for Social Service Professions (SACSSP) as a Social Worker plus ten (10) years' appropriate experience in social work after registration as Social Worker with the SACSSP of which five (5) years must be appropriate experience in social work policy development. Knowledge of child care and protection legislation, sexual offences

		and related matters Acts and child protection policies, child exploitation, online safety, provision of therapeutic services and psychosocial services. Willingness to travel. Competencies needed: Programme development, Project management skills. Planning and organising skills. Networking skills. Communication (written and verbal) skills. Professional counselling skills. Policy analysis and development skills. Financial management skills. Presentation and facilitation skills. Report writing. Monitoring and evaluation skills. People management skills. Ability to compile complex reports. Attributes: Ability to work under pressure. Ability to work in a team and independently. Innovative and creative. Friendly and trustworthy. Integrity.
<b><u>DUTIES</u></b>	:	Develop/facilitate the development, review, amendment and implementation of legislation, programmes on child exploitation and online safety. Manage a social work policy unit to ensure that the required legislating policies and procedures are developed through the efficient and effective utilization of human resources. Consult and liaise with stakeholders, including Cabinet, Parliament and Clusters. Keep up to date with new developments in the social work and management fields. Plan and ensure that child exploitation and online safety programme, policy research and development are undertaken. Perform and/or ensure that all the administrative functions required in the unit are performed.
<b><u>ENQUIRIES</u></b>	:	Ms Neliswa Cekiso Tel No: (012) 312-7989/7609
<b><u>POST 18/92</u></b>	:	<b><u>SENIOR LEGAL ADMINISTRATION OFFICER-MR 6 REF NO: G1/B/2025 (X2 POSTS)</u></b> Chief Directorate: Legal Services
<b><u>SALARY</u></b>	:	R586 956 per annum
<b><u>CENTRE</u></b>	:	Pretoria, HSRC Building
<b><u>REQUIREMENTS</u></b>	:	An LLB Degree PLUS at least eight (8) years appropriate post qualification legal experience. Knowledge of and ability to manage litigations, draft legal documents and advise juniors on motivating the cases. Ability to draft legislation and subordinate legislation. Knowledge and ability to draft and vet contracts. Ability to interview and advise clients regarding legislative matters. Mentorship and supervisory experience. Competencies needed: Client orientation and customer focus skills. Quality and Cost efficient. Culturally diverse. Research skills. Report writing skills. People management skills. Interpersonal relations skills. Communication (written, verbal and presentation) skills. Facilitation skills. Computer literacy. Attributes: Ability to work under pressure. Ability to work independently and as part of a team. Adaptability. Confident. Compliant. Self-starter. Accurate. Diplomatic.
<b><u>DUTIES</u></b>	:	Provide legal advice and prepare legal documents for the Minister and the Department. Provide legal advice to the provinces. Liaise with the state attorney regarding court cases and draft documents in that regard. Draft, vet and review contracts and agreements. Drafting and vetting of legislation including subordinate legislation.
<b><u>ENQUIRIES</u></b>	:	Mr Luyanda Motshotshisa Tel No: (012) 312-7214
<b><u>POST 18/93</u></b>	:	<b><u>SOCIAL WORK POLICY DEVELOPER GRADE 1 REF NO: G1/C/2025</u></b> Directorate: Adoptions and International Services
<b><u>SALARY</u></b>	:	R453 201 per annum
<b><u>CENTRE</u></b>	:	HSRC Building, Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate recognised Bachelor's Degree in Social Work or equivalent qualification. Registration with the South African Council for Social Service Professions (SACSSP) as a Social Worker plus eight (8) years' appropriate experience in social work after registration as Social Worker with the SACSSP. Knowledge of the relevant Public Service legislation. Knowledge of child care and protection legislative framework and policies. Competencies needed: Project management skills. Planning and organizing skills. Networking skills. Coordination skills. Communication (verbal and written) skills. Professional counselling skills. Policy Analysis and development skills. Financial Management skills. Presentation skills. Monitoring and evaluation skills. People management skills. Ability to compile complex reports. Attributes: Ability to work under pressure. Innovative and creative. Ability to work in a team and independently. Adaptability. Compliant. Assertive.
<b><u>DUTIES</u></b>	:	Assist in developing, implementing, and maintaining social work policies and guidelines pertaining to adoptions. Coordinate intercountry adoptions and respond to intercountry adoption enquiries received from foreign countries and nationally. Evaluate every intercountry adoption and issue Certificate of Conformity. Verify adoption orders issued in foreign countries by liaising with foreign countries that granted the adoption and issue declaration letters. Ensure the facilitation of family/related intercountry adoption. Accredite the adoption service providers by coordinating with the provinces on the preliminary assessment of the applications for accreditation, accrediting the child protection organisations and social workers in private practice, monitoring, and evaluation of Adoption Service Providers. Manage the implementation of working agreements on intercountry adoptions by providing support and guidance to child protection organisations rendering intercountry adoption services and receiving and reading of post adoption reports received from foreign countries. Keep up to date with new developments in the social work field pertaining to adoptions. Perform administrative functions required in the unit.
<b><u>ENQUIRIES</u></b>	:	Dr Tebogo Mabe Tel No: (012) 312-7144/3

<b><u>POST 18/94</u></b>	:	<b><u>LEGAL ADMINISTRATION OFFICER GRADE 3 REF NO: G1/D/2025 (X3 POSTS)</u></b> Chief Directorate: Legal Services
<b><u>SALARY</u></b>	:	R324 579 per annum
<b><u>CENTRE</u></b>	:	HSRC Building, Pretoria
<b><u>REQUIREMENTS</u></b>	:	An LLB Degree PLUS at least two (2) years appropriate post qualification legal experience. Knowledge of Public Service Legislative Framework. Knowledge of litigation processes and drafting of contracts, Constitutional law, law of evidence, civil procedure, criminal law and interpretation of statutes, legislative drafting and legislative drafting processes. Competencies needed: Public relation skills. Interpersonal skills. Legal research Skills. Computer literacy. Communication skills (written, verbal and liaison). Client orientation and customer focus skills. Diplomacy skills. Analytical skills. Monitoring and evaluation skills. Problem solving skills. Project management skills. Planning and organising skills. Presentation skills. Attributes: Ability to work under pressure. Ability to work in a team and independently. Ability to cope with a high workload. Disciplined. Assertiveness. Innovative and creative. Diplomacy.
<b><u>DUTIES</u></b>	:	Draft, vet and amend contracts and international agreements. Assist in providing legal advice to the Department. Assist in liaison with the State Attorney regarding court cases and litigation in general and draft documents in that regard. Assist with the drafting, vetting and reviewing of contracts and agreements. Assist with the drafting of legislation including subordinate legislation.
<b><u>ENQUIRIES</u></b>	:	Mr Azwifarwi Ramatshimbila Tel No: (012) 312 7404



## DEPARTMENT OF SPORT, ARTS AND CULTURE (DSAC)

<b><u>APPLICATIONS</u></b>	:	Applications can be submitted using one of the following methods: Email quoting the reference number and post title in the subject line to <a href="mailto:recruitment2024@dsac.gov.za">recruitment2024@dsac.gov.za</a> . There will be no follow-up emails to this address. Hand delivery: The Chief Director: Human Resource Management and Development, Sechaba House, 202 Madiba Street, Pretoria Central. Send by mail: The Chief Director: Human Resource Management and Development, Private Bag X897, Pretoria, 0001. Correspondence will be limited to shortlisted candidates only. Applications received after the closing date will NOT be considered or accepted.
<b><u>CLOSING DATE</u></b>	:	13 June 2025 at 16:00
<b><u>NOTE</u></b>	:	Each application must be submitted separately. Applications must consist of: A recently updated, comprehensive CV, a fully completed, initialled and signed new Z83 form (Sections A, B, C&D are compulsory and must be completed in full, and sections E, F and G are not compulsory if the information is contained in the CV). However, the question related to conditions that prevent reappointment under Part F must be answered. Use of the old Z83 Form or not completing compulsory sections of the application form will result in a disqualification. Only shortlisted candidates will be required to bring certified copies of ID, Driver's licence (where required) and qualifications on or before the interview. Should you be in possession of any foreign qualification(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA); Applicants must be South African citizens. Shortlisted candidates must avail themselves for a virtual or in-person panel interview at a date and time determined by DSAC. The applicant should make own arrangement for access to internet connectivity and equipment for this purpose. Applicants must note that pre-employment checks and references will be conducted once they are shortlisted. The appointment is also subject to a positive outcome on these checks, including security clearance, security vetting, qualification/study verification, citizenship verification, financial/asset record check, previous employment verification and criminal record. If an applicant wishes to withdraw an application, it must be done in writing. We encourage all applicants to declare any criminal and/or negative credit records. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. The Department of Sport, Arts and Culture is an equal opportunity, affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department to achieve its Employment Equity targets. It is the Department's intention to promote equity (race, gender and disability) through the filling of these posts. Should the Department not be able to recruit candidates from disadvantaged groups, other groups will be considered for appointment. The Department reserves the right not to make an appointment and to use other recruitment processes, thus withdrawing this advert by notice on its communication channels. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest.
<b>OTHER POSTS</b>		
<b><u>POST 18/95</u></b>	:	<b><u>ENGINEER (PRODUCTION GRADE A) REF NO: DSAC-09/05/2025</u></b>
<b><u>SALARY</u></b>	:	R879 342 - R938 061 per annum, (total package) as outlined in terms of the Occupation-specific Dispensation for Engineering professions and related occupations)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate/Matric Certificate/ Grade 12 Certificate or equivalent qualification; B Eng/ BSC (Eng) or relevant qualification as recognised by SAQA; Three years post qualification engineering experience; Valid driver's licence; Compulsory registration as a Professional Engineer with the Engineering Council of South Africa (ECSA); Knowledge of the Sport, Arts and Culture Infrastructure environment in South Africa would be an additional advantage; A multi-skilled, dynamic, self-motivated professional; Excellent organizational and writing skills; Strong negotiation and interpersonal skills; The ability to interact at a high technical level; Willingness to travel; Computer Literacy and MS Projects; Knowledge of local government infrastructure development programmes and policies; Knowledge of the following: Programme/project management; Research planning procedures; Engineering design and analysis; knowledge of Contract documentation and administration, act/regulations of Occupation Health & Safety (OHS-Act), National Building Regulations and Norms and Standards, Research and development; High performance culture; Engineering and professional judgment; Financial management; Formulation of policies in a multi-disciplinary professional environment; Strategic capability and leadership; Problem solving and analysis; Decision making; Team leadership; Creativity; Communication (verbal and written); People Management; Planning and organizing; Conflict Management; Negotiation skill; Ability to work under pressure and meet deadlines.
<b><u>DUTIES</u></b>	:	Manage and co-ordinate all aspects of projects; Guide the project planning, implementation, monitoring, reporting and evaluation in line with project management methodology; Create and

execute project work plans and revise as appropriate to meet changing needs and requirements; Identify resources needed and assign individual responsibilities; Manage day-to-day operational aspects of a project and scope and Effectively apply methodology and enforce project standards to minimize risk on projects; Report project progress to the Infrastructure Director; Manage and monitor project budget and resources; Provide inputs to other professionals with tender administration; Maintain the record management system; Keep up with new technologies and procedures; Research/literature on new developments on project management methodologies and Liaise with relevant bodies/councils on project management.

**ENQUIRIES**

:

Mr S Petela Tel No: (012) 441 3478

**POST 18/96**

:

**SENIOR SPORT AND RECREATION COORDINATOR: SPORT SUPPORT AND FEDERATION COORDINATION REF NO: DSAC-10/05/2025**

**SALARY**

:

R468 459 per annum (Level 09)

**CENTRE**

:

Pretoria

**REQUIREMENTS**

:

Senior Certificate/Matric Certificate /Grade 12 Certificate or equivalent qualification; A minimum of Three-year Degree/National Diploma (NQF level 6) as recognized by SAQA in in Sport Management/ Sport Science/Sport Administration or relevant qualification; 2 to 3 years relevant experience in sport and recreation environment at a Senior/Officer level; Valid driver's license; willingness to travel. Competencies: Good Communication and interpersonal relations; Knowledge of relevant prescripts, Acts and Regulations that govern sport; Understanding of National and Provincial sport body structures and operations; Knowledge and understanding of sport federations; Knowledge and understanding of departmental policies and procedures; Planning and organizing skills; Computer literacy; Coaching and mentoring skills; Administrative skills; Project and event management skills; Team player; Ability to learn, benchmark and research; Willingness to provide customer service.

**DUTIES**

:

The purpose of this post is to coordinate the funding (transfers) to Sport and Recreation Bodies and Monitoring and Evaluation of the funds transferred; To provide logistical and administrative support to sport and recreation bodies programmes as identified by the department; Monitor and evaluate Sport and Recreation Bodies programmes-Develop a monitoring and evaluation processes and documentation for effective monitoring and evaluation of Sport and Recreation Bodies; Develop a monitoring and evaluation schedule for allocated/assigned Sport and Recreation Bodies; Monitor and evaluate the implementation of Sport and Recreation Bodies programmes; Provide monitoring and evaluation reports; Communicate the monitoring and evaluation process to Sport and Recreation Bodies prior to implementation; Coordinate the provision of financial support to be provided to Sport and Recreation Bodies-Develop, review and update documents used for the provision of financial support to Sport and Recreation Bodies; Communicate the process of applications for financial support by Sport and Recreation Bodies; Review all applications for financial support and advise managers on compliance of applications against policies; Communicate all adjudication findings and requirements with Sport and Recreation Bodies; Provide liaison services (support/link) between Department and Sport and Recreation Bodies-Administration and records management of all documentation that relates to allocated Sport and Recreation Bodies; Serve as point of contact between Department and Sport and Recreation Bodies; Provide weekly and monthly updates on Sport and Recreation programmes; Coordinate the provision of non-financial support to be provided to Sport and Recreation Bodies-Collate all non-financial needs as required/requested by Sport and Recreation Bodies; Procure required goods and services; Provide project coordination services to ensure successful deliver of procured goods and services; Submit close out reports of all programmes; Supervise subordinates.

**ENQUIRIES**

:

Mr Mfundo Mncina Tel No: (012) 441 3140

**POST 18/97**

:

**SENIOR SPORT AND RECREATION COORDINATOR: COMMUNITY SPORT DEVELOPMENT REF NO: DSAC-11/05/2025**

**SALARY**

:

R468 459 per annum (Level 09)

**CENTRE**

:

Pretoria

**REQUIREMENTS**

:

Senior Certificate/Matric Certificate /Grade 12 Certificate or equivalent qualification; A minimum of Three-year Degree/National Diploma (NQF level 6) as recognized by SAQA Sport and Recreation Management, Sport Science, Sport Development, Sport Administration or relevant qualification; 2-3 years relevant experience at a Sport and Recreation Coordinator/Sport Promotion Officer level in the sports sector; Valid driver's license; willingness to travel. Competencies: Knowledge and understanding of relevant prescripts/legislation; Understanding of the sport landscape; Thorough knowledge of the South African sporting environment; Planning and organising skills; Good communication and interpersonal relations; Project Management skills; Computer Skills; Problem solving skills; Analytical and thinking skills; Solution Orientated; Results driven; Effective report writing.

**DUTIES**

:

The purpose of this post is to contribute towards increasing number of people participating in Sport and Recreation programs; Facilitate the development of a framework to increase the number of participants in community sport and recreation activities-Inform stakeholders about the legislation within sport and recreation sector; Coordinate and assist in the Development of the framework to increase the number of participants from specific target groups in sport and

recreation activities; Assist in Monitoring and evaluation the increase in number of participants from specific target groups in sport and recreation activities; Assist in the implementation of interventions to increase the number of participants from specific target groups in sport and recreation activities; Analyse provincial business plans against the grant framework-Receive and acknowledge business plans from the provinces; Analyse provincial business plans; Identify areas from business plans to be strengthened/ improved by provinces; Provide feedback to provinces related to performance and financial information; Arrange meetings with the provinces to discuss the findings of the business plans; Receive final approved business plan from provinces; File business plan; Assist with the development of policies and delivery mechanisms to increase the number of participants-Assist Develop policies/delivery mechanisms to increase the number of participants; Consult with relevant; Consolidate the inputs and recommendations and delivery mechanisms; Present a draft policy and delivery mechanisms to internal and external stakeholders for inputs; Consolidate inputs received; Present a final input; Ensure implementation and maintenance of delivery mechanisms and policies; Review the effectiveness of current delivery mechanisms and policies; Develop monitoring schedule and implement measures of monitoring-Develop a monitoring schedule; Send monitoring schedule to provinces for completions; Receive monitoring schedule from provinces; Conduct desktop and physical monitoring of performance information against pre-determined targets; Receive consolidated reports of provincial activities and or site visit reports; Monitor provincial performance against business plan targets; Meet with provincial coordinators to discuss progress on implementation of targets; Liaise with stakeholders relevant to community sport and recreation activities-Convene stakeholders to plan for implementation of projects; Arrange and attend meetings with stakeholders; Liaise with stakeholders within community sport on implementation of programmes.

**ENQUIRIES**

: Mr Bethuel Maake Tel No: (012) 441 3060

## DEPARTMENT OF TRADITIONAL AFFAIRS

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

- APPLICATIONS** : Applications may be posted to: Human Resource Management, Department of Traditional Affairs, Private Bag X22, Arcadia, 0083 or Hand deliver to: 509 Pretorius Street, Arcadia, 2nd Floor Pencardia 1 Building or e-mail @ [DTARecruit202506@cogta.gov.za](mailto:DTARecruit202506@cogta.gov.za)
- FOR ATTENTION** : Ms L Motihala
- CLOSING DATE** : 13 June 2025
- NOTE** : The successful candidate's appointment will be subject to a security clearance process and the verification of educational qualification certificates. Applications must quote the relevant reference number and must be completed on the NEW Z83 form obtainable from any Public Service department and signed when submitted. From 1 January 2021 should an application be received using the incorrect application for employment (Z83), the application will not be considered. Only shortlisted candidates will submit relevant documents. Applicants should submit CV and Z83 only. Shortlisted candidates will be required to submit certified copies a day before the interview date. Persons with a disability are encouraged to apply. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation only when shortlisted. Incomplete applications or applications received after the closing date will not be considered. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill the advertised position.

## OTHE POST

- POST 18/98** : **FOOD AID SERVICES REF NO: 2025/06 (X1 POST)**  
Facilities Management Directorate  
(12-Months contract)
- SALARY** : R138 486 per annum, plus 37% in lieu of service benefits
- CENTRE** : Pretoria
- REQUIREMENTS** : A Grade 9/10 or NQF level 1 or 2 (ABET level 2 certificate or equivalent). No working experience required.
- DUTIES** : The successful candidate will perform the following duties: Clean kitchen utensils and equipment. Provide catering support services. Keep stock of kitchen utensils and equipment. Apply hygiene and safety measures. Maintain quality control measures of all food provided. Removal of garbage disposal. Prepare food, snacks and beverages (water, tea, coffee milk, sugar and cold drinks). Setup and convey crockery, cutlery and equipment to dining areas. Serve food and beverages. Responsible for food supplies and report waste and losses.
- ENQUIRIES** : Mr R Khalishwayo Tel No: (012) 334 5607